

Oxford Housing Authority

Regular Board Meeting

July 27, 2018

**Call to Order** - The meeting was called to order at 2:30 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

**Attendance** - Present: Commission Chairman Bill Burns, Commissioners Kathy O'Connell, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), Stephanie Dimon (Clerk), Tina (Resident Service Coordinator), and Cody Jayloz (New Property Manager).

**Additions to the Agenda** - There were none.

**Minutes** - There were no corrections. Commission Chairman Burns entertained a motion to accept the June 22, 2018 minutes as stated. Commissioner O'Connell made a motion to accept the June 22, 2018 minutes as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** - Tenants present: MaryLou Bachhuber, Muriel Sabetta, Kay Boyers, Bonnie Chevrella, and Virginia Keane.

- The handicapped spot in front of Building A needs to be better marked/repainted.

**Correspondence** - Kevin Brown received an email from Kathleen O'Neil in regards to the America the Beautiful grant; the project manager would like to do a site visit to close the grant.

**Treasurer's Report** - Commissioner Aiksnoras gave his report for June 2018 as follows:

Petty Cash: \$100

Operating Cash: \$62,465.06

Stiff Account: \$205,543.94

Total Cash: \$268,009.00

Commission Chairman Burns entertained a motion to accept the June 2018 treasurer's report. Commissioner O'Connell made a motion to accept the June 2018 treasurer's report as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Management and Budget** - There are no vacancies at Crestview Ridge.

- There are 71 people on the elderly waitlist and 18 people on the elderly disabled waitlist.
- There were no unit inspections during this period.
- During this period, there were 7 work orders that have all been completed. It took a total of 9 days with an average of 1.29 day to complete.
- Barnum Engineered System, Inc. performed semiannual Fire Alarm and Smoke Detection Inspection.
- Chris Donnelly, America the Beautiful, Kathleen O'Neil, Oxford Grant Writer, and Joe Balleti and Son, will be at Crestview Ridge, Tuesday, July 31, 2018, for site visit to view the trees that were planted for the final report.
- Firestop Range Hood Fire Suppressor devices were installed in each unit stove hood.
- On July 25, 2018, there was a Tenant and Management Meeting. The following items were presented:
  - USA Hauling has taken over for COPES Rubbish Removal
  - Dehumidifiers - to help take out some of the moisture in the common areas in the building, on the ramp level (lower level). leave the hall windows open.
  - Landscaping – prune back some of the bushes (Buildings A, B, C ramp level)
  - Preparing for the Fire Marshall's inspection.
- Tina, Resident Services Coordinator came to present what service she provides to the residents. She does assessment and referral; the liaison between providers. She does not provide direct care to the residents, she works with the community providers to properly refer individuals to the services they need.

#### **Old Business –**

- We need to get quotes from the Industrial stores for industrial shelving for the boxes filled with OH files.
- Commission Chairman Burns entertained a motion to authorize the expenditure of up to 3 benches that would cost approximately \$1,800. Commission Chairman Burns made a motion to authorize the expenditure of up to 3 benches that would cost approximately \$1,800, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- The Asphalt – Still pending
- Signs were taken down by Planning and zoning stating, "Please keep your dog on a leash" and "Please clean up after your dog". People who don't live on the Crestview Ridge property are walking their dogs on the property.

#### **New Business –** There is no New Business.

**Adjournment** - Commission Chairman Burns entertained a motion to adjourn and go into executive session at 3:32 p.m. Commissioner O'Connell made a motion to adjourn and go into executive session at 3:32 p.m. and was seconded by Commissioner Peck. Commission Chairman

Burns asked all those in favor to vote Aye. All were in favor.

**Executive Session -**

MOTION: Kathy, second by Bob to enter executive session to discuss personnel issues at 3:32pm.

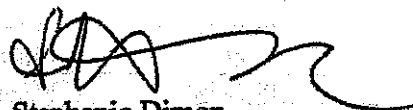
PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Exited executive session at 4:22pm.

MOTION: Peter, second by Kathy to adjourn at 4:22pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

Clerk

18 AUG 14 PM 3:34  
TOWN OF OXFORD, CT  
*Stephanie H. Dimon*  
TOWN CLERK

**Oxford Housing Authority**  
**Balance Sheet for June 2018**  
**Program: CT State Elderly      Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors	(22,131.73)	(22,131.73)
Sundry Accounts Payable	0.00	(809.79)
<b>TOTAL ACCOUNTS PAYABLE</b>	<u>(22,131.73)</u>	<u>(22,941.52)</u>
<b>TOTAL LIABILITIES</b>	<u>(22,131.73)</u>	<u>(22,941.52)</u>
<b>SURPLUS</b>		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	44,219.79
2814 Contributions by the Municipality	0.00	314,198.82
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
<b>RETAINED EARNINGS</b>		
Unappropriated	(15,703.76)	29,174.58
Appropriated	(1,975.00)	157,947.93
<b>TOTAL RETAINED EARNINGS</b>	<u>(17,678.76)</u>	<u>184,122.51</u>
<b>TOTAL SURPLUS</b>	<u>(17,678.76)</u>	<u>5,728,614.08</u>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<u>(39,210.49)</u>	<u>5,703,672.56</u>
<b>PROOF</b>	<u>0.00</u>	<u>0.00</u>