

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 6/2/14
TIME: 9:20AM
TOWN CLERK'S OFFICE

➤ 935th Meeting

The 935th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multi-Purpose Room located at 26 Smith Street, Seymour, on Wednesday, May 7, 2014, and was called to order by Chairperson White at 5:45pm.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Golebieski, Horelick and White. Also present were Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 934th Regular Meeting held on April 2, 2014.

Commissioner Horelick motioned to accept the minutes of the 934th Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried and the minutes of the 934th Regular Meeting accepted as presented.

➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I)

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Golebieski seconded the motion. Discussion followed Chairperson White inquired about check #6456. The Executive Director responded that this invoice and vendor is the monthly charge for the copier Lease. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

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➤ Executive Director's Report

The Executive Director discussed Occupancy through April 2014 and various projects that were being worked on. (See Exhibit II).

The Executive Director commented that there were complaints about nuisance behavior and disturbances at the Norman Ray House. He commented that 6 residents received Lease Termination Notices which invoked a mediation. Mediation was held and presided by the new Resident Service Coordinator, Teila Cheever. Binding stipulated agreements were entered into by all 6 individuals who agreed to act in a manner which will not disturb their neighbor's peaceful enjoyment of the premise from this point forward.

The Executive Director added that we have received notification of the 2014 Capital Fund Grant in the amount of approximately \$93,000.

He stated that the Housing Authority staff worked to clean up the office on May 6, 2014.

He stated that the 2014 Annual Recertification was complete and the tenant notifications were mailed for rent charges on May 1, 2014.

➤ Old Business

Commissioner Golebieski asked about progress with 34 Smith Street. The Executive Director reported that he just received floor plans of the existing structure. He stated that now we can plan to review the best set up for residential and community space. The next step would be to get costs then we can start to look for funding to rehab the building..

➤ New Business

Chairperson White introduced the 2014 Capital Fund Program award.

The Executive Director explained that HUD provided the announcement of the 2014 CFP funding for Callahan House and Norman Ray House. (See Exhibit III).

Chairperson White introduced Resolution # 394 pertaining to 2014 Capital Fund Program CFP Amendment.

After some brief discussion, Commissioner Dota motioned to adopt Resolution # 394 pertaining to 2014 Capital Fund Program Amendment as presented and to authorize the Executive Director previous actions on the matter and to execute the Amendment. Commissioner Horelick seconded the motion.

Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

MINUTES

	Vote		
	Aye	Nay	Abstain
Commissioner			
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried.

Chairperson White opened the floor to discussion with Joseph and Pia Migani relative to 16 Bank Street. Several points of the management agreement between parties was discussed. The Executive Director discussed that he has sent Mr. Migani a notification that he intended to sever the agreement between 16 Bank Street LLC and the Seymour Housing Authority. Mr. Migani stated that he has received Funds to go forward with the expansion of the property to include 26 additional dwelling units. The role of the Seymour Housing Authority was discussed. Joseph Migani was asking the Board for conveyance of the Leasing responsibilities to himself and Pia. Discussion followed. The Board of Commissioners asked the Executive Director to negotiate a list of responsibilities between the Seymour Housing Authority and 16 Bank St. Partners.

Chairperson White introduced the Quarterly Financial Reports to the Board for the period ended March 31, 2014. (See Exhibit IV)

The Executive Director reviewed the pertinent variances.


➤ Any Other Business Pertaining to the Board

None

➤ Adjournment

At 7:32 P.M. Chairperson White asked for a motion to adjourn the 935th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Horelick seconded the motion. Chairperson White declared the motion carried and the 935th Meeting, a Regular Meeting, duly adjourned at 7:32 pm.

Submitted by:


David J. Keyser, Secretary and
Executive Director

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: April 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7	04/03/2014	No	DD	SHA PAYROLL	Payroll 6 Adjustment	No	\$26,041.01
8	04/17/2014	No	DD	SHA PAYROLL	Payroll #8	No	\$27,140.50
145	04/23/2014	No	CHK	VSP	March Bill	No	\$55.61
146	04/23/2014	No	CHK	VSP	VSP - April bill	No	\$55.61
6443	04/04/2014	No	CHK	CONN NAHRO	2014 Rent Calculation PIC- Theresa	No	\$65.00
6444	04/15/2014	No	CHK	Aegis Energy Services, Inc.	3rd of 3 payments	No	\$1,755.86
6445	04/15/2014	No	CHK	Aflac Attn: Remittance Processing	March's Inv	No	\$493.90
6446	04/15/2014	No	CHK	AIG	WC 1656312	No	\$3,995.00
6447	04/15/2014	No	CHK	Allen's Plumbing Supply	4 chamberlin	No	\$59.47
6448	04/15/2014	No	CHK	American Rooter LLC	32 Seymour ave bath sink	No	\$1,741.50
6449	04/15/2014	No	CHK	Aquarion Water Company	acct 200086455 1/1/14-4/1/14	No	\$373.31
6450	04/15/2014	No	CHK	Aquarion Water Company of CT	acct 200086443 1/1/14-4/1/14	No	\$373.31
6451	04/15/2014	No	CHK	AT&T	acct 203 881-0115 123	No	\$69.80
6452	04/15/2014	No	CHK	AT&T	acct 203 881-2464 165	No	\$295.26
6453	04/15/2014	No	CHK	AT&T	acct 203 888-4579 851	No	\$242.53
6454	04/15/2014	No	CHK	Buddy's Fuel, LLC	replace boiler	No	\$5,600.00
6455	04/15/2014	No	CHK	Buddy's Fuel, LLC	14 chamberlin 150 gal	No	\$555.00
6456	04/15/2014	No	CHK	Canon Financial Services, Inc.	acct 200-5026811-000	No	\$209.00
6457	04/15/2014	No	CHK	CL&P MR	acct 51565086071 14 chamberlin	No	\$74.01
6458	04/15/2014	No	CHK	CL&P OFFICE	Acc# 51471483099 - March Billing	No	\$251.72
6459	04/15/2014	No	CHK	CL&P FED	acct 51779583004	No	\$10,630.06
6460	04/15/2014	No	CHK	CL&P RH	acct 51364104042	No	\$2,787.30
6461	04/15/2014	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,185.84
6462	04/15/2014	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$403.63
6463	04/15/2014	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$5,430.69
6464	04/15/2014	No	CHK	Crystal Restoration Services	RH 4, SG 218 & 112	No	\$4,400.00
6465	04/15/2014	No	CHK	David J. Keyser	expense reimbursement	No	\$430.00
6466	04/15/2014	No	CHK	Experian	acct TCTA-6906070	No	\$85.86
6467	04/15/2014	No	CHK	G&K Services	April uniforms	No	\$84.52
6468	04/15/2014	No	CHK	Gregory Stamos	march legal	No	\$2,334.40
6469	04/15/2014	No	CHK	Hamlin Construction LLC	3/31 snow removal	No	\$531.00
6470	04/15/2014	No	CHK	Home Depot Credit Services	appliance parts	No	\$37.84
6471	04/15/2014	No	CHK	Oxford Paint & Hardware, Inc	march OPH	No	\$251.01
6472	04/15/2014	No	CHK	Peter E. Karpovich,	sha vs foster/abate summons	No	\$318.90
6473	04/15/2014	No	CHK	Phada Membership	phada 3/31/14-3/31/15	No	\$365.00
6474	04/15/2014	No	CHK	Quill Corporation	office supplies	No	\$133.17
6475	04/15/2014	No	CHK	Radovich Builders, LLP	32 chamberlin water marks	No	\$777.50
6476	04/15/2014	No	CHK	Radovich Builders, LLP	repair sidewalk	No	\$2,073.00
6477	04/15/2014	No	CHK	Radovich Builders, LLP	repair HW circulating pump	No	\$4,111.75
6478	04/15/2014	No	CHK	Robert Lashin	paint hall at callahan	No	\$600.00
6479	04/15/2014	No	CHK	Shell Credit Card Center	march gas	No	\$239.65
6480	04/15/2014	No	CHK	St. Treasurer For Merfund	MERF 04-2014	No	\$6,413.45
6481	04/15/2014	No	CHK	Staples Credit Plan	supplies	No	\$482.80
6482	04/15/2014	No	CHK	Valley Electric Supply & Lighting	emergency light batteries	No	\$228.60
6483	04/15/2014	Yes	CHK	Valley Lighting & Home Decor	Bulbs	No	\$386.46
6483	04/21/2014	No	VD	Valley Lighting & Home Decor	Made out to wrong Vendor	No	(\$386.46)
6484	04/15/2014	No	CHK	Winter Bros Waste Systems	april container service	No	\$382.91

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: April 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
6485	04/15/2014	No	CHK	Winter Bros Waste Systems	april container service	No	\$417.99
6486	04/15/2014	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,446.15
6487	04/17/2014	No	CHK	Acm Resources, Inc.	Consulting	No	\$1,810.00
6488	04/17/2014	No	CHK	American Express	February - March	No	\$857.50
6489	04/17/2014	No	CHK	Buddy's Fuel, LLC	23 chamberlin new thermostat	No	\$487.00
6490	04/17/2014	No	CHK	Canon Solutions America, Inc.	12,336 copies	No	\$80.78
6491	04/17/2014	No	CHK	CONN NAHRO	monthly meeting	No	\$30.00
6492	04/17/2014	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,593.32
6493	04/17/2014	No	CHK	Seymour Janitorial Services	Monthly Service Cleaning RH	No	\$1,817.00
6494	04/17/2014	No	CHK	Sprint	march cell	No	\$180.14
6495	04/17/2014	No	CHK	Valley Electric Supply & Lighting	Bulbs for RH	No	\$515.18
6496	04/29/2014	No	CHK	Acm Resources, Inc.	RSC development	No	\$780.00
6497	04/29/2014	No	CHK	Aetna	acct 83851327	No	\$3,360.00
6498	04/29/2014	No	CHK	Aflac Attn: Remittance Processing	acct DHF89	No	\$493.90
6499	04/29/2014	No	CHK	Ally	acct 024914953493	No	\$525.63
6500	04/29/2014	No	CHK	American Rooter LLC	3 chamberlin water backing up into	No	\$168.50
6501	04/29/2014	No	CHK	Anthem Dental	act6850861	No	\$856.58
6502	04/29/2014	No	CHK	Callahan House Tenants Associat	association fee	No	\$25.00
6503	04/29/2014	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6504	04/29/2014	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$99.90
6505	04/29/2014	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6506	04/29/2014	No	CHK	Donald W. Smith, Jr. P.E	dining room doorway	No	\$380.00
6507	04/29/2014	No	CHK	G&K Services	april uniforms	No	\$84.52
6508	04/29/2014	No	CHK	Ge Appliance	15 chamberlin stove	No	\$398.00
6509	04/29/2014	No	CHK	Hamlin Construction LLC	Landscaping removal	No	\$1,710.00
6510	04/29/2014	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$397.52
6511	04/29/2014	No	CHK	Moran, Rose Mary	Reviewed Recert files March Expen	No	\$980.00
6512	04/29/2014	No	CHK	Peter E. Karpovich,	sha vs cisero notice to quit	No	\$43.00
6513	04/29/2014	No	CHK	Radovich Builders, LLP	adjust N & S entry doors	No	\$455.00
6514	04/29/2014	No	CHK	Radovich Builders, LLP	4R toilet tank leak	No	\$772.50
6515	04/29/2014	No	CHK	Ray House Tenants Association	association fee	No	\$25.00
6516	04/29/2014	No	CHK	Seymour Janitorial Services	april common area cleaning	No	\$1,072.00
6517	04/29/2014	No	CHK	Seymour Water Pollution Control	acct 1031421 04/01/14-10/01/14	No	\$6,177.50
6518	04/29/2014	No	CHK	Smithfield Gardens Assisted Livin	rent	No	\$4,354.16
6519	04/29/2014	No	CHK	Staples Business Advantage	copy paper	No	\$159.95

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: April 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3380	04/15/2014	No	CHK	Allston Supply Co Inc	vacuum part	No	\$31.43
3381	04/15/2014	No	CHK	Aquarion Water Company Of Ct	acct 200204656	No	\$373.31
3382	04/15/2014	No	CHK	AT&T	acct 203 888-5093 150	No	\$347.58
3383	04/15/2014	No	CHK	CL&P SGAL	acct 51083234013	No	\$1,269.34
3384	04/15/2014	No	CHK	Connecticut Post	senior focus group	No	\$3,200.00
3385	04/15/2014	No	CHK	Fitz Vogt & Associates, LTD	purchase meal service	No	\$25,727.08
3386	04/15/2014	No	CHK	Hamlin Construction LLC	3/31 snow removal	No	\$398.25
3387	04/15/2014	No	CHK	HD Supply	also inv # 9128828691	No	\$378.78
3388	04/15/2014	No	CHK	Radovich Builders, LLP	unit 117 entry door not closing prope	No	\$6,341.00
3389	04/15/2014	No	CHK	Theo Pro Compliance & Consultin	march file approvals	No	\$160.60
3390	04/15/2014	No	CHK	Winter Bros Waste Systems	april container service	No	\$401.18
3391	04/15/2014	No	CHK	Yankee Gas	acct 57476540034	No	\$2,200.37
3392	04/17/2014	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$3,526.93
3393	04/21/2014	No	CHK	Seymour Housing Authority	April Mgt Fee	No	\$4,965.00
3394	04/29/2014	No	CHK	Allston Supply Co Inc	vac bags	No	\$163.61
3395	04/29/2014	No	CHK	Apicella, Testa & Company, P.C.	Accounting PILOT Resolution	No	\$157.50
3396	04/29/2014	No	CHK	comcast	acct 8773 40 216 0196370	No	\$4.47
3397	04/29/2014	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$53.95
3398	04/29/2014	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,020.83
3399	04/29/2014	No	CHK	Ge Appliance	filter for air conditioners	No	\$60.40
3400	04/29/2014	No	CHK	Hamlin Construction LLC	Landscaping removal	No	\$1,620.00
3401	04/29/2014	No	CHK	SMD Inc	pendants	No	\$533.85
3402	04/29/2014	No	CHK	Staples Credit Plan	April Invoice	No	\$194.49
3403	04/30/2014	No	CHK	Seymour Housing Authority	SG Reimb	No	\$36,202.62

Minutes Exhibit 2
Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1740	04/28/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$6,000.00
1741	04/30/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$50,233.40
1742	04/30/2014	No	CHK	Seymour Housing Authority	RH Reimb	No	\$18,197.15

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1660	04/28/2014	No	CHK	Seymour Housing Authority	Early Reimb	No	\$20,000.00
1661	04/30/2014	No	CHK	Seymour Housing Authority	MR Reimb	No	\$3,744.24

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1113.17

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
101	04/28/2014	No	CHK	Advanced Reprographics, LLC	MR Rehab	No	\$622.86
102	04/28/2014	No	CHK	Langan	MR Rehab	No	\$16,800.00
103	04/28/2014	No	CHK	Quisenberry Arcari Architects, LL	MR Rehab	No	\$91,672.95

Check Date :	04/03/2014-1
Period Range :	03/17/2014 TO 03/30/2014
Week Number :	Week #14

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:**# Checks**

Total Regular Checks	2	511.44
Total Direct Deposits	26	18161.25
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	21 Items	18672.69

Total Billing Impound		121.11
Total Agency Checks	2	150.25
Total Agency Checks DD	2	98.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19042.05**

Total of Checks Printed **25 Items**

Total Tax Liability	8008.12
Total Workers Comp Liability	0.00

Total Payroll Liability **27050.17**

Total Direct Deposits 18259.25

Total Debited From Account **27050.17**

NEXT PERIOD DATES

Check Date: 04/17/2014 Week 16
 Period Begin: 03/31/2014
 Period End: 04/13/2014
 Call In Date: 04/14/2014 Week 15

Payroll rep: Cambiotti Teresina

Tax Report For Payroll (S247)

Check Date : 04/03/2014-1

Period Range : 03/17/2014 TO 03/30/2014

Week Number : Week #14

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,441.04	2,665.42	21	Semi-Weekly
EE OASDI	0.062000	060687649	24,960.04	1,547.51	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,960.04	361.91	21	Semi-Weekly
ER OASDI	0.062000	060687649	24,960.04	1,547.51	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,960.04	361.91	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				6,484.26		
Total 941 Liabilities with COBRA				6,484.26		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,484.26		
State Withholding						
CT State Withholding		6613871-000	24,441.04	867.95	21	Weekly CT
Total State Withholding				867.95		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	17,260.71	655.91	21	Quarterly
Total Employer SUI				655.91		
Total Employee Taxes				5,442.79		
Total Employer Taxes without COBRA				2,565.33		
Total Tax Liability without COBRA				8,008.12		
Total Tax Liability with COBRA				8,008.12		
Regular checks				511.44		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,259.25		
Total Net Payroll				18,770.69		
Agency Checks				150.25		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				121.11		
Total Workers Comp				0.00		
Total Payroll Liability				27,050.17		
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group					
Tax Deposit Checks Void	Tax deposit to be made by Human Resource Consulting Group					
Total Check/Direct Deposits				19,042.05		
Total Direct Deposits				18,259.25		
Total Amount Debited from your Account before Credit applied				27,050.17		
Total Amount Debited from your Account after Credit applied				27,050.17		

Cover Letter (S193)	
Check Date :	04/17/2014-1
Period Range :	03/31/2014 TO 04/13/2014
Week Number :	Week #16

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	1	619.36
Total Direct Deposits	25	17697.77
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	20 Items	18317.13

Total Billing Impound		680.04
Total Agency Checks	2	169.30
Total Agency Checks DD	2	98.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19264.47**

Total of Checks Printed **24 Items**

Total Tax Liability	7876.03
Total Workers Comp Liability	0.00

Total Payroll Liability **27140.50**

Total Direct Deposits 17795.77

Total Debited From Account **27140.50**

NEXT PERIOD DATES

Check Date: 05/01/2014 Week 18
 Period Begin: 04/14/2014
 Period End: 04/27/2014
 Call In Date: 04/28/2014 Week 17

Payroll rep: Cambiotti Teresina

Tax Report For Payroll (S247)

Check Date : 04/17/2014-1

Period Range : 03/31/2014 TO 04/13/2014

Week Number : Week #16

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,051.68	2,669.03	20	Semi-Weekly
EE OASDI	0.062000	060687649	24,569.01	1,523.30	20	Semi-Weekly
EE Medicare	0.014500	060687649	24,569.01	356.26	20	Semi-Weekly
ER OASDI	0.062000	060687649	24,569.01	1,523.30	20	Semi-Weekly
ER Medicare	0.014500	060687649	24,569.01	356.26	20	Semi-Weekly
COBRA Credit	-----	060687649	-----		20	Semi-Weekly
Total 941 Liabilities without COBRA				6,428.15		
Total 941 Liabilities with COBRA				6,428.15		
ER FUI	0.006000	060687649	0.00		20	Quarterly
Total Federal Taxes				6,428.15		
State Withholding						
CT State Withholding		6613871-000	24,051.68	841.35	20	Weekly CT
Total State Withholding				841.35		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	15,961.38	606.53	20	Quarterly
Total Employer SUI				606.53		
Total Employee Taxes				5,389.94		
Total Employer Taxes without COBRA				2,486.09		
Total Tax Liability without COBRA				7,876.03		
Total Tax Liability with COBRA				7,876.03		
Regular checks				619.36		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,795.77		
Total Net Payroll				18,415.13		
Agency Checks				169.30		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				680.04		
Total Workers Comp				0.00		
Total Payroll Liability				27,140.50		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,264.47		
Total Direct Deposits				17,795.77		
Total Amount Debited from your Account before Credit applied				27,140.50		
Total Amount Debited from your Account after Credit applied				27,140.50		

May 2014

Minutes
Exhibit #

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2014 Year-to-Date Vacancies 1

We had 1 move-in and one move out during April 2014 at Callahan House. Callahan House has experienced 8 vacancy days since January 1, 2013 and has averaged 8 turn around days per vacancy since January 1 2014. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 8 days/ 29200 days available = 0.0273% percentage through April 30,2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2114 subsidy calculation year, we have experienced 48 days and have 300 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation we used 44 days we have 304 days to use for the balance of the subsidy year.

CALLAHAN HOUSE VACANCY/TURNOVER DAYS 2014 FEDERAL ELDERLY Vacancy Turnover Days 2014

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
4L	Rivera	2/28/2014	Connors	3/7/2014	8

Average number of vacancy days per vacancy

8

Norman Ray House experienced 2 move ins during May 2014. Norman Ray House has experienced 123 vacancy days since January 1, 2014 and has averaged 30.75 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 123 days/ 14600 days available = .8424% percentage through May 31, 2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2014 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 132 days and have 36 days remaining to use.

NORMAN RAY HOUSE**VACANCY/TURNOVER DAYS 2014****FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
2	Mard	1/31/2014	Schwartz	3/1/2014	30
19	Parks	3/8/2014	West	5/8/2014	61
5	Rodman	3/28/2014	Schwartz	4/28/2014	30
2	Schwartz	4/28/2014	Sie	5/1/2014	2

Average number of vacancy days per vacancy:

28.75

State Moderate Rental**2014 Year-to-Date Vacancies 3**

Moderate Rental experienced one move-outs April 2014. Moderate Rental has experienced 69 vacancy days since January 1, 2014 and averaged 23 days per vacancy through April 30, 2014. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 57 days/ 29565 days available = 0.1972% percentages through May 31, 2014.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2014
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
20C	427	Rodriquez	9/30/2013	Buster	1/10/2014	10
6C	420	Cominski	7/17/2014	Lavin	2/17/2014	30
14C	414	Cuzio	4/13/2014	Sperling	5/12/2014	29

Average number of vacancy days per vacancy: 23

The Vacancy Loss is approximately \$962 January 1 through May 31, 2014. We had \$2083 budgeted for Vacancy Loss through May 31, 2014.

Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Housing Authority of the Town of Seymour CT035 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Number(s) NY572 dated 3/30/1970

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$93,246.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number CT26P03550114
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 31

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).

2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project.

The parties have executed this CFP Amendment, and it will be effective on 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements.
For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

U.S. Department of Housing and Urban Development	PHA (Executive Director or authorized agent)
By _____	By _____
Title _____	Title _____
Date: _____	Date: _____

form HUD-52846-A 03/04/2003

Seymour Housing Authority
Operating Statement for the Three Months Ended 03/31/2014
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	82,509	82,500	9	330,000	(247,491)
Interest Income	408	375	33	1,500	(1,092)
Tenant Charges	1,078	2,825	(1,748)	11,300	(10,223)
Other Income	7,716	7,195	521	28,780	(21,064)
Operating Subsidy	46,528	50,750	(4,222)	203,000	(156,472)
TOTAL INCOME	138,239	143,645	(5,406)	574,580	(436,341)
EXPENSES					
ADMINISTRATIVE					
Wages	24,560	26,170	1,610	104,679	80,119
Compensated Absences	1,224	1,295	71	5,181	3,957
Legal	1,138	997	(141)	3,988	2,850
Travel	275	311	36	1,245	970
Accounting & Auditing	3,066	5,325	2,259	21,300	18,234
Office Supplies	1,664	1,031	(633)	4,123	2,459
Office Expenses	4,621	4,034	(587)	16,136	11,515
Office Rent	5,225	5,225	0	20,900	15,675
Tenant Services	2,567	2,893	326	11,572	9,005
TOTAL ADMINISTRATIVE	44,339	47,281	2,942	189,124	144,785
UTILITIES					
Water	3,537	5,000	1,463	20,000	16,463
Electricity	13,620	8,250	(5,370)	33,000	19,380
Gas	20,307	17,000	(3,307)	68,000	47,693
Cable	(2,921)		2,921		2,921
TOTAL UTILITIES	34,544	30,250	(4,294)	121,000	86,456
MAINTENANCE					
Wages	4,206	5,301	1,096	21,205	16,999
Supplies	2,653	3,738	1,085	14,950	12,297
Contractors	33,814	26,688	(7,127)	106,750	72,936
TOTAL MAINTENANCE	40,673	35,726	(4,946)	142,905	102,232
OTHER					
Insurance	4,830	4,695	(135)	18,780	13,950
Employee Benefits	12,007	12,333	327	49,333	37,326
Collection Losses	62	63	0	250	188
Extraordinary Maintenance	5,600	3,750	(1,850)	15,000	9,400
Property Taxes	4,504	5,225	721	20,900	16,398
Property Repl. & Betterments	340	3,500	3,160	14,000	13,660
TOTAL OTHER	27,344	29,566	2,222	118,263	90,919
Surplus Subtotal	(8,661)	822	9,483	3,288	11,949

Minutes
Exhibit IV

Seymour Housing Authority

Operating Statement for the Three Months Ended 03/31/2014

Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	27,139	26,375	764	105,500	(78,361)
Tenant Charges	145	450	(305)	1,800	(1,655)
Other Income	7,156	6,915	241	27,660	(20,504)
Operating Subsidy	23,051	20,000	3,051	80,000	(56,949)
TOTAL INCOME	57,491	53,740	3,751	214,960	(157,469)
EXPENSES					
ADMINISTRATIVE					
Wages	12,270	13,085	815	52,340	40,070
Compensated Absences	615	641	25	2,562	1,947
Legal	1,283	874	(409)	3,494	2,211
Travel	138	156	18	623	485
Accounting & Auditing	1,432	1,675	243	6,700	5,268
Office Supplies	810	518	(293)	2,070	1,260
Office Expenses	2,358	2,189	(169)	8,757	6,399
Office Rent	2,613	2,613	(0)	10,450	7,837
Tenant Services	1,075	1,345	270	5,379	4,304
TOTAL ADMINISTRATIVE	22,593	23,094	501	92,375	69,782
UTILITIES					
Water	2,582	1,875	(707)	7,500	4,918
Electricity	8,204	5,750	(2,454)	23,000	14,796
Cable	(2,093)		2,093		2,093
TOTAL UTILITIES	8,693	7,625	(1,068)	30,500	21,807
MAINTENANCE					
Wages	2,467	2,314	(154)	9,254	6,787
Supplies	1,565	1,688	122	6,750	5,185
Contractors	18,003	7,944	(10,059)	31,775	13,772
TOTAL MAINTENANCE	22,035	11,945	(10,090)	47,779	25,744
OTHER					
Insurance	2,049	2,167	118	8,666	6,617
Employee Benefits	6,204	6,086	(118)	24,343	18,139
Collection Losses	50	50	0	200	150
Extraordinary Maintenance		250	250	1,000	1,000
Property Taxes	1,635	1,875	240	7,500	5,865
Property Repl. & Betterments		250	250	1,000	1,000
TOTAL OTHER	9,938	10,677	739	42,709	32,771
TOTAL EXPENSES	63,259	53,341	(9,919)	213,363	150,104
SURPLUS	(5,769)	399	(6,168)	1,597	(7,366)

Minutes Exhibit IV
Seymour Housing Authority

Operating Statement for the Three Months Ended 03/31/2014

Program: Smithfield Gardens Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT					
Tenant Rent Revenues	156,360	156,360		625,440	(469,080)
Rental Subsidies	141,241	133,257	7,984	533,029	(391,788)
Other Rent Revenues	14,602	14,602	1	58,406	(43,804)
Vacancy Loss	(21,616)	(5,473)	(16,144)	(21,890)	274
TOTAL RENT	290,587	298,746	(8,159)	1,194,985	(904,398)
ASSISTED LIVING SERVICES					
Core Services Income	45,792	52,282	(6,489)	209,127	(163,335)
Meal Service Income	67,932	73,028	(5,096)	292,110	(224,179)
ALSA Service Income	234,879	250,000	(15,121)	1,000,000	(765,121)
TOTAL ASSISTED LIVING SERVICES	348,603	375,309	(26,706)	1,501,237	(1,152,634)
Other Revenues	2,311	2,129	182	8,516	(6,205)
TOTAL INCOME	641,501	676,185	(34,684)	2,704,738	(2,063,237)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	4,434	1,822	(2,613)	7,286	2,852
Office Salaries	9,688	10,836	1,148	43,345	33,657
Office Expense	5,502	5,586	84	22,344	16,842
Management Fee	14,902	14,937	35	59,749	44,847
Manager Salaries	14,289	15,365	1,075	61,458	47,169
Legal, Accounting & Auditing	3,979	4,773	794	19,092	15,113
Miscellaneous Administrative	220	125	(95)	500	280
TOTAL ADMINISTRATIVE	53,014	53,444	429	213,774	160,760
UTILITIES					
Electricity	4,381	6,000	1,619	24,000	19,619
Water	2,077	1,875	(202)	7,500	5,423
Gas	17,318	17,000	(318)	68,000	50,682
TOTAL UTILITIES	23,776	24,875	1,099	99,500	75,724
MAINTENANCE					
Maintenance/Cleaning Salaries	4,333	5,606	1,273	22,423	18,090
Supplies	9,062	6,113	(2,949)	24,450	15,388
Contractors	13,979	22,338	8,359	89,350	75,371
Trash Removal	1,204	1,025	(179)	4,100	2,896
HVAC Repairs & Maintenance	3,777	6,375	2,598	25,500	21,723
Snow Removal	19,029	6,250	(12,779)	25,000	5,971
Cable & Internet	3,237	3,200	(37)	12,800	9,563
TOTAL MAINTENANCE	54,619	50,906	(3,714)	203,623	149,004
OTHER EXPENSE					
Payroll & Property Taxes	6,263	6,514	251	26,054	19,791
Insurance	14,544	14,544		58,174	43,631
Employee Benefits	9,557	10,005	448	40,018	30,461
Misc Taxes, Licenses, Ins.		175	175	700	700
Mortgage Payments	105,355	105,355	0	421,420	316,065
Replacement Reserve Deposits	10,753	10,753		43,010	32,258
TOTAL OTHER EXPENSE	146,470	147,344	874	589,376	442,906
ASSISTED LIVING SERVICES					
Core Services	68,729	72,905	4,176	291,619	222,890
Meal Services	76,602	76,605	3	306,420	229,818
ALSA Services	234,879	250,000	15,121	1,000,000	765,121
TOTAL ASSISTED LIVING SERVICES	380,210	399,510	19,300	1,598,039	1,217,829
SURPLUS	(16,599)	107	16,696	426	17,016

Minutes
Exhibit IV

Seymour Housing Authority
Operating Statement for the Three Months Ended 03/31/2014
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	104,097	104,097		416,388	(312,291)
Rental Income - Excess of Base	8,414	13,375	(4,961)	53,499	(45,085)
Dwelling Vacancy Loss	(777)	(1,250)	473	(5,000)	4,223
TOTAL TENANT RENT	111,734	116,222	(4,488)	464,887	(353,153)
Interest Income	37	25	12	100	(63)
Tenant Charges	1,250	875	375	3,500	(2,250)
Other Income	8,939	8,942	(3)	35,769	(26,830)
TOTAL INCOME	121,960	126,064	(4,104)	504,256	(382,296)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	23,819	26,489	2,670	105,954	82,135
Compensated Absences	1,305	1,305		5,218	3,914
Legal	3,536	2,507	(1,030)	10,026	6,490
Accounting & Auditing	1,814	2,000	186	8,000	6,186
Office Supplies	1,688	1,048	(640)	4,192	2,504
Rent	5,225	5,225	0	20,900	15,675
Travel	280	788	508	3,152	2,872
Office Expense	3,374	6,388	3,014	25,553	22,179
Employee Benefits	9,189	9,815	625	39,258	30,069
Payroll Taxes	2,970	3,175	205	12,700	9,730
TOTAL ADMINISTRATIVE	53,199	58,738	5,539	234,953	181,754
UTILITIES					
Water	51	100	49	400	349
Electricity	491	550	59	2,200	1,709
Fuel Oil	(646)	500	1,146	2,000	2,646
TOTAL UTILITIES	(104)	1,150	1,254	4,600	4,704
MAINTENANCE					
Maintenance Wages	5,357	7,615	2,258	30,459	25,102
Maintenance Materials	5,350	5,000	(350)	20,000	14,650
Maintenance Contractors	20,023	29,850	9,827	119,400	99,377
TOTAL MAINTENANCE	30,731	42,465	11,734	169,859	139,128
OTHER EXPENSES					
Insurance	5,997	5,997		23,989	17,992
Mortgage Payments	6,355	6,355	0	25,420	19,065
Prov for Repair & Replacement	9,359	9,359		37,435	28,076
Prov for Collection Losses	2,000	2,000	(0)	8,000	6,000
TOTAL OTHER EXPENSES	23,711	23,711	0	94,844	71,133
TOTAL EXPENSES	107,536	126,064	18,528	504,256	396,720
SURPLUS	14,423		14,423		14,423