

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 11/5/13
TIME: 4:15pm
TOWN CLERK'S OFFICE

➤ 928th Meeting

The 928th 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, October 2, 2013, and was called to order by Chairperson White at 5:35pm.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Also present were Executive Director David Keyser and Deputy Director Donna DeSantis.

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 927th Regular Meeting held on September 4, 2013.

Commissioner Bellucci motioned to accept the minutes of the 927th 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 Bellucci, Dota, Horelick, Golebieski, and White. Chairperson White declared the motion carried and the minutes 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. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

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Chairperson White introduced the Executive Director's Report. (See Exhibit II)

The Executive Director discussed and explained the report which was distributed at the meeting.

➤ Old Business

None

➤ New Business

Chairperson White introduced the Capital Funds 2013 Budget.

The Executive Director discussed HUD form 57075.1 Capital Funds Program 2013 Budget totaling \$89,862. (See Exhibit III) The Executive Director described the work items and the budget line items.

After some further brief discussion, Commissioner Bellucci motioned to accept the 2013 Capital Funds Program Budget as presented and to authorize the Executive Director to submit it to HUD. Commissioner Dota seconded the motion. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced 2014 Annual Plan Certifications

The Executive Director discussed the 2014 Annual Plan. He stated that there was not much change in the plan from 2013. He stated that there are several certifications that need to be adopted and approved.

Chairperson White introduced Resolution #388 concerning Board Certification of compliance with PHA Plans and Related Regulations. (See Exhibit IV)

Chairperson White introduced Resolution # 388 concerning Board Certification of compliance with PHA Plans and Related Regulations.

After some brief discussion, Commissioner Golebieski motioned to adopt Resolution # 388 concerning Board Certification of compliance with PHA Plans and Related Regulations. 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:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		

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Golebieski	X
Horelick	X
White	X

Chairperson White declared the motion carried and Resolution # 388 duly adopted.

The Executive Director discussed the other certifications required of the 2014 Annual Plan including the Certification for a Drug Free Workplace, Disclosure of Lobbying Activities, Certification of Payments to Influence Federal Transactions and Civil Rights Certifications. The Executive Director requested authorization to certify on behalf of the Seymour Housing Authority all these certifications.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to certify the Drug Free Workplace, Disclosure of Lobby Activities, Certifications of Payments to Influence Federal Transactions and Civil Rights Certifications. Commissioner Dota seconded the motion. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced Personnel Policy Updates.

The Executive and Deputy Directors described the recommended changes to the Personnel Policy. The Executive Director stated that a change in wording relative to employee who verbally indicates verbally that they are leaving their position will now be accepted. The Deputy Director described the changes recommended to comply with the National Health Care Reform Act. She stated that we will now offer health insurance to people working 30+ hours/week. (see Exhibit V).

After some further brief discussion, Commissioner Horelick motioned to adopt the recommended Personnel Policy changes as presented. Commissioner Dota seconded the motion. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced the 2014 Budgets.

The Executive Director described the Moderate Rental budget for 2014. (See Exhibit VI) He discussed the budget line items and the provision to the Repairs Maintenance and Replacement Reserve. He stated that this budget did not indicate a need for a rent increase.

After some further brief discussion, Commissioner Bellucci motioned to adopt the proposed 2014 Management Plan for the State Moderate Rental program as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the

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motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, and Golebieski. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced Resolution #389 concerning certifications for the 2014 Norman Ray House budget and budget. (See Exhibit VII)

The Executive Director described the proposed 2014 budget for the Norman Ray House including the various line items and projected net surplus.

After some further brief discussion, Commissioner Horelick motioned to adopt the 2014 proposed Norman Ray House budget and Resolution # 389 concerning certifications for the 2014 Norman Ray House budget. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

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

Chairperson White declared the motion carried and Resolution # 389 duly adopted.

Chairperson White introduced Resolution #390 concerning certifications for the 2014 Rev. Callahan House budget and budget. (See Exhibit VIII)

The Executive Director described the proposed 2014 budget for the Rev. Callahan House including the various line items and projected net surplus.

After some further brief discussion, Commissioner Horelick motioned to adopt the 2014 proposed Rev. Callahan House budget and Resolution # 390 concerning certifications for the 2014 Rev. Callahan House budget. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci			X

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Dota		X
Golebieski	X	
Horelick	X	
White	X	

Chairperson White declared the motion carried and Resolution # 390 duly adopted.

The Executive Director described the Smithfield Gardens Assisted Living budget for 2014. (See Exhibit IX) He discussed the budget line items and the provision to the Core Services revenue and expense.

After some further brief discussion, Commissioner Bellucci motioned to adopt the proposed 2014 Management Plan for the Smithfield Gardens Assisted Living program as presented. Commissioner Golebieski seconded the motion. 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 Bellucci, Dota, Horelick, and Golebieski and White. Chairperson White declared the motion carried.

➤ Executive Session

Chairperson White asked for a motion to enter Executive Session at 6:20pm to discuss a legal case matter. Commissioner Horelick made a motion to enter Executive Session. Commissioner Golebieski seconded the motion. At 6:23pm, Commissioner Dota made a motion to leave Executive Session. Commissioner Bellucci seconded the motion.

Commissioner Bellucci motioned to settle the case as discussed. Commissioner Golebieski seconded the motion. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

➤ Any Other Business Pertaining to the Board

The Executive Director discussed a proposed change to the heating oil policy for the Moderate Rental units. (See Exhibit X.) Currently, unit oil tanks are filled (275 gallons) at the time a new tenant takes occupancy of the unit. If the new tenant is unable to pay the full amount, monthly payments are accepted by SHA over an eight-month period. In the new heating oil policy, SHA would provide 150 gallons at the time a new tenant takes occupancy of the unit. If the new tenant is unable to pay the full amount, monthly payments will be accepted by SHA over a four-month period. When a tenant vacates a unit, SHA will reimburse the tenant for any remaining oil in the tank up to a maximum of 150 gallons.

Commissioner Bellucci motioned to approve the new heating oil policy. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye

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were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

The Executive Director discussed a proposal from Silver, Petrucelli and Associates to create drawings and to develop cost estimates for the property at 34 Smith Street. Commissioner Bellucci Golebieski motioned to approve the proposal. Commissioner Horelick seconded the motion. 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 Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 928th 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 928th Meeting, a Regular Meeting, duly adjourned at 6:30pm.

Submitted by:


David J. Keyser, Secretary and
Executive Director

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 2013, 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>
5928	09/30/2013	No	CHK	Aflac Attn: Remittance Processing	august aflac	No	\$735.82
5929	09/30/2013	No	CHK	Allen's Plumbing Supply	plumbing supplies	No	\$81.56
5930	09/30/2013	No	CHK	Ally	acct 024914953493	No	\$525.63
5931	09/30/2013	No	CHK	American Express	September Amex charges	No	\$1,395.73
5932	09/30/2013	No	CHK	American Rooter Llc	1 Seymour ave main line backup	No	\$557.00
5933	09/30/2013	No	CHK	Anthem Dental	acct #ACT6850861	No	\$698.85
5934	09/30/2013	No	CHK	Bender Plumbing Supplies Inc.	also inv # W196546A	No	\$523.53
5935	09/30/2013	No	CHK	Buel Cpa, P.C.	2012 audit	No	\$4,205.00
5936	09/30/2013	No	CHK	CL&P MR	acct 51294464060	No	\$13.21
5937	09/30/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
5938	09/30/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
5939	09/30/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95
5940	09/30/2013	No	CHK	Compliance Signs, Inc	fire symbol signs	No	\$246.50
5941	09/30/2013	No	CHK	CONN NAHRO	UPCS fundamentals	No	\$1,800.00
5942	09/30/2013	No	CHK	Connecticut Post	acct 109949	No	\$175.40
5943	09/30/2013	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,189.28
5944	09/30/2013	No	CHK	Eagle Environmental Inc.	abatement monitoring	No	\$2,345.00
5945	09/30/2013	No	CHK	Experian	August credit checks	No	\$89.57
5946	09/30/2013	No	CHK	Federal Express	fed ex to HUD	No	\$52.12
5947	09/30/2013	No	CHK	Friends Of Fur Llc	29 ray house	No	\$240.00
5948	09/30/2013	No	CHK	G&K Services	September uniforms	No	\$110.56
5949	09/30/2013	No	CHK	HD Supply	also inv # 9124481735	No	\$240.87
5950	09/30/2013	No	CHK	Kone Inc	elevator maintenance	No	\$991.95
5951	09/30/2013	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$386.15
5952	09/30/2013	No	CHK	Lisa Marie Sanchez	Reimb. Mileage 9.18th & 9.25th	No	\$53.92
5953	09/30/2013	No	CHK	M. J. Daly & Sons, Inc.	repair sprinkler system	No	\$2,999.05
5954	09/30/2013	No	CHK	Nextel Communications	august cell phones	No	\$170.94
5955	09/30/2013	No	CHK	Oxford Paint & Hardware, Inc	August OPH charges	No	\$149.54
5956	09/30/2013	No	CHK	Peter E. Karpovich,	sha vs cuzio summons	No	\$64.10
5957	09/30/2013	No	CHK	Pitney Bowes Global Financial Se	acct #9890675	No	\$163.95
5958	09/30/2013	No	CHK	Radovich Builders, LLP	3 brothers repair toilet leak	No	\$955.00
5959	09/30/2013	No	CHK	Radovich Builders, LLP	2L replace broken kitchen tiles	No	\$11,058.00
5960	09/30/2013	No	CHK	Robert Lashin	18 chamberlin	No	\$500.00
5961	09/30/2013	No	CHK	Seymour Janitorial Services, Inc.	Septembers cleanings	No	\$1,424.00
5962	09/30/2013	No	CHK	Shell Credit Card Center	acct 065-093-700	No	\$340.66
5963	09/30/2013	No	CHK	Sherwin Williams	Paint for 26 Seymour Ave - Donna T	No	\$479.45
5964	09/30/2013	No	CHK	St. Treasurer For Merfund	MERF September 2013	No	\$6,596.71
5965	09/30/2013	No	CHK	Staples Credit Plan	also inv # 4160011001, 4160011002	No	\$671.45
5966	09/30/2013	No	CHK	Valley Electric Supply & Lighting	electrical supplies	No	\$18.05

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: September 2013, 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>
3178	09/16/2013	No	CHK	Aquarion Water Company Of Ct	acct 200204664	No	\$1,327.91
3179	09/16/2013	No	CHK	AT&T	acct 203 888-5093 150	No	\$971.20
3180	09/16/2013	No	CHK	CL&P SGAL	acct 51083234013	No	\$3,566.49
3181	09/16/2013	No	CHK	Fitz Vogt & Associates, LTD	August meal service	No	\$23,458.00
3182	09/16/2013	No	CHK	FTW LLC	4 of 5 installments plus 2 additional	No	\$1,000.00
3183	09/16/2013	No	CHK	Radovich Builders, LLP	water leak in main garage	No	\$615.00
3184	09/16/2013	No	CHK	Seymour Housing Authority	September Management fee	No	\$4,945.00
3185	09/16/2013	No	CHK	SMD Inc	replacement pendants	No	\$638.39
3186	09/16/2013	No	CHK	State of Connecticut	Reg #124-0057/1	No	\$240.00
3187	09/16/2013	No	CHK	Winter Bros Waste Systems	September container service	No	\$387.16
3188	09/16/2013	No	CHK	Yankee Gas	acct 57669970055	No	\$1,423.38
3189	09/30/2013	No	CHK	Banner Group Systems Inc.	janitorial supplies	No	\$385.40
3190	09/30/2013	No	CHK	comcast	Acc# 8773 40 216 0196370	No	\$4.47
3191	09/30/2013	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,020.78
3192	09/30/2013	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
3193	09/30/2013	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$3,290.45
3194	09/30/2013	No	CHK	HD Supply	Monthly HK supplies	No	\$481.48
3195	09/30/2013	No	CHK	Kone Inc	maintenance agreement	No	\$1,050.63
3196	09/30/2013	No	CHK	Radovich Builders, LLP	private DR change ballast	No	\$1,481.00
3197	09/30/2013	No	CHK	Theo Pro Compliance & Consultin	file approvals	No	\$100.00
3198	09/30/2013	No	CHK	Valley Electric Supply & Lighting	alarm batteries	No	\$142.29
3199	09/30/2013	No	CHK	Seymour Housing Authority	Sept. Reimb	No	\$36,718.34

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2013, 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>
1707	09/23/2013	No	CHK	Seymour Housing Authority	CFP 50112	No	\$25,641.06
1708	09/23/2013	No	CHK	Seymour Housing Authority	CFP 50111	No	\$5,253.20
1709	09/23/2013	No	CHK	Stanley Construction, LLC	Partial Payment from Periodic Est. #	No	\$17,940.16
1710	09/30/2013	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$25,000.00
1711	09/30/2013	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$36,188.10
1712	09/30/2013	No	CHK	Seymour Housing Authority	RH reimb	No	\$20,478.98

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2013, 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>
1648	09/30/2013	No	CHK	Seymour Housing Authority	MR Reimb	No	\$30,393.10

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Capital Fund**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2013, 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

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>
195	09/23/2013	No	CHK	Stanley Construction, LLC	CFP 50112	No	\$25,641.06
196	09/23/2013	No	CHK	West State Mechanical, Inc	CFP 50111	No	\$5,253.20

Cover Letter (S193)

Check Date :	09/05/2013-1
Period Range :	08/19/2013 TO 09/01/2013
Week Number :	Week #36

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	0	0.00
Total Direct Deposits	33	18833.81
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**24 Items****18833.81**

Total Billing Impound		127.39
Total Agency Checks	3	237.30
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks**19351.79****Total of Checks Printed****30 Items**

Total Tax Liability	7936.50
Total Workers Comp Liability	0.00

Total Payroll Liability**27288.29**

Total Direct Deposits

18987.10

Total Debited From Account**27288.29****NEXT PERIOD DATES**

Check Date: 09/19/2013 Week 38
Period Begin: 09/02/2013
Period End: 09/15/2013
Call In Date: 09/16/2013 Week 37

Payroll rep: Yancey Timeka

Tax Report For Payroll (S247)

Check Date :	09/05/2013-1
Period Range :	08/19/2013 TO 09/01/2013
Week Number :	Week #36

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,837.35	2,705.28	24	Semi-Weekly
EE OASDI	0.062000	060687649	25,364.84	1,572.64	24	Semi-Weekly
EE Medicare	0.014500	060687649	25,364.84	367.79	24	Semi-Weekly
ER OASDI	0.062000	060687649	25,364.84	1,572.64	24	Semi-Weekly
ER Medicare	0.014500	060687649	25,364.84	367.79	24	Semi-Weekly
COBRA Credit	-----	060687649	-----		24	Semi-Weekly
Total 941 Liabilities without COBRA				6,586.14		
Total 941 Liabilities with COBRA				6,586.14		
ER FUI	0.006000	060687649	0.00		24	Quarterly
Total Federal Taxes				6,586.14		
State Withholding						
CT State Withholding		6613871-000	24,837.35	986.50	24	Weekly CT
Total State Withholding				986.50		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	6,383.27	363.86	24	Quarterly
Total Employer SUI				363.86		
Total Employee Taxes				5,632.21		
Total Employer Taxes without COBRA				2,304.29		
Total Tax Liability without COBRA				7,936.50		
Total Tax Liability with COBRA				7,936.50		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,987.10		
Total Net Payroll				18,987.10		
Agency Checks				237.30		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				127.39		
Total Workers Comp				0.00		
Total Payroll Liability				27,288.29		
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				19,351.79		
Total Direct Deposits				18,987.10		
Total Amount Debited from your Account before Credit applied				27,288.29		
Total Amount Debited from your Account after Credit applied				27,288.29		

Cover Letter (S193)	
Check Date :	09/19/2013-1
Period Range :	09/02/2013 TO 09/15/2013
Week Number :	Week #38

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	0	0.00
Total Direct Deposits	34	19426.91
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	25 Items	19426.91
Total Billing Impound		706.46
Total Agency Checks	3	242.99
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
Sum of Checks		20529.65
Total of Checks Printed	31 Items	
Total Tax Liability		8125.86
Total Workers Comp Liability		0.00
Total Payroll Liability		28655.51
Total Direct Deposits		19580.20
Total Debited From Account		28655.51

NEXT PERIOD DATES

Check Date: 10/03/2013 Week 40
Period Begin: 09/16/2013
Period End: 09/29/2013
Call In Date: 09/30/2013 Week 39

Payroll rep: Yancey Timeka

Tax Report For Payroll (S247)

Check Date : 09/19/2013-1

Period Range : 09/02/2013 TO 09/15/2013

Week Number : Week #38

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,560.55	2,764.62	25	Semi-Weekly
EE OASDI	0.062000	060687649	26,098.34	1,618.13	25	Semi-Weekly
EE Medicare	0.014500	060687649	26,098.34	378.44	25	Semi-Weekly
ER OASDI	0.062000	060687649	26,098.34	1,618.13	25	Semi-Weekly
ER Medicare	0.014500	060687649	26,098.34	378.44	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				6,757.76		
Total 941 Liabilities with COBRA				6,757.76		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				6,757.76		
State Withholding						
CT State Withholding		6613871-000	25,560.55	995.43	25	Weekly CT
Total State Withholding				995.43		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	6,538.24	372.67	25	Quarterly
Total Employer SUI				372.67		
Total Employee Taxes				5,756.62		
Total Employer Taxes without COBRA				2,369.24		
Total Tax Liability without COBRA				8,125.86		
Total Tax Liability with COBRA				8,125.86		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,580.20		
Total Net Payroll				19,580.20		
Agency Checks				242.99		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				706.46		
Total Workers Comp				0.00		
Total Payroll Liability				28,655.51		
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				20,529.65		
Total Direct Deposits				19,580.20		
Total Amount Debited from your Account before Credit applied				28,655.51		
Total Amount Debited from your Account after Credit applied				28,655.51		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 09/16/2013 12:37:48 PM

**Minutes
Exhibit II**

October 2013

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House
2013 Year-to-Date Vacancies 9

One unit remained vacant during August 2013 at Callahan House we have two move notices for September. Callahan House has experienced 57 vacancy days since January 1, 2013 and has averaged 6.33 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: 80 units X 365 days = 29,200 days available; 57 days/ 29200 days available = 0.1952% percentage through September 30, 2013.

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 36 days we have 312 days to use for the balance of the subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2013
FEDERAL ELDERLY		Vacancy Turnover Days		2013

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2T	DosSantos	1/31/2013	Leavitt	2/1/2013	1
3P	Auclair	2/28/2013	Rich	3/15/2013	15
3U	Murzak	3/6/2013	Bresloff	3/11/2013	5
4S	Wityak	6/30/2013	Georgette	7/1/2013	1
4R	Michaud	6/30/2013	Marino	7/1/2013	1
4E	Amodio	6/30/2013	Frano	7/1/2013	1
3R	Kain	7/31/2013	Albro	9/1/2013	31
3U	Bresloff	9/30/2013	Vacant		1
4T	Abrams	9/30/2013	Vacant		1

Average number of vacancy days per vacancy

6.33

Norman Ray House remained fully occupied during September 2013. Norman Ray House has experienced 93 vacancy days since January 1, 2013 and has averaged 18.6 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; 93 days/ 14600 days available = .6369% percentage through September 30, 2013.

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 8 days and have 160 days remaining to use.

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2013			
FEDERAL ELDERLY					

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
18	LaTone	12/15/2012	Allen	1/2/2013	2
1	Wiatryzk	2/8/2013	Franko	5/1/2013	81
37	Volosin	4/30/2013	Jones	5/1/2013	1
2 *	Franko	5/1/2013	Marcil	8/1/2013	1
4 *	Jones	5/1/2013	Carasone	8/7/2013	8

Average number of vacancy days per vacancy: 18.6

State Moderate Rental**2013 Year-to-Date Vacancies 8**

Moderate Rental experienced one move in during September 2013. Moderate Rental has experienced 193 vacancy days since January 1, 2013 and averaged 24.125 days per vacancy through September 30, 2013. 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; 193 days/ 29565 days available = 0.6528% percentages through September, 2013.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2013
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
16S	417	Miller	1/5/2013	Serrano	2/1/2013	27
21S	420	Andreucci	1/31/2013	Davenport	2/15/2013	15
40C	430	Lein	1/31/2013	Kirpas	2/5/2013	5
12C	414	Serano	2/1/2013	Teal	2/26/2013	26
4B	430	Rodriquez	3/6/2013	Ouakina	3/15/2013	9
35C	430	Silva	4/5/2013	Gerena	4/19/2013	14
7S	420	Bristol	5/31/2013	Arcano	7/1/2013	30
30C	430	Edwards	7/12/2013	Reid	9/17/2013	67

Average number of vacancy days per vacancy: 24.125

The Vacancy Loss is approximately \$2,726 January 1 through September 30, 2013. We had \$7,500 budgeted for Vacancy Loss through September 30, 2013.

Smithfield Gardens Assisted Living experienced three move ins during September 2013. Smithfield Gardens has experienced 810 vacancy days since January 1, 2013 and averaged 62.30 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 810 days/ 20,440 days available = 3.9628% percentage through September 30, 2013.

SMITHFIELD GARDENS				VACANCY/TURNOVER DAYS		2012
ASSISTED LIVING						
UNIT	Tax CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
109	60%	960 Quinn	11/26/2012	Patrignelli	1/25/2013	25
212	60%	960 Rogers	12/8/2012	Polese	2/22/2013	22
120	60%	960 Maher	12/21/2012	Franklin	2/26/2013	57
103	60%	960 Biagini	2/22/2013	Vargoshe	4/16/2013	52
116	50%	800 Namias	12/24/2012	Dimon	3/2/2013	61
224	50%	800 Wajdowicz	1/31/2013	Miline	4/26/2013	59
225	60%	960 Gregorio	3/20/2013	Bucko	6/28/2013	91
114	50%	800 Griffin	4/9/2013	Dorfman	9/14/2013	157
206	50%	800 Bulinski	4/26/2013	Turek	6/30/2013	65
101	60%	960 D'Alcia	5/26/2013	Dolan	9/18/2013	114
226	60%	960 French	7/24/2013	Vacant		38
115	50%	800 Teetman	8/4/2013	Tomascak	9/27/2013	53
202	50%	800 Giordano	8/15/2013	Vacant		16

Average number of vacancy days per vacancy: 62.30

The vacancy loss is approximately \$23,865 since January 1, 2013 Through September 30, 2013. We budgeted \$18,486 Vacancy Loss through September 30, 2013.

General Information

Applications

The 2 bedroom and 3 bedroom waiting lists remain closed as of August 2013.

The Annual IPA audit of the Seymour Housing Authority is completed. Patrick Buel, CPA visited the Seymour Housing to perform the site work for the Audit. He was provided with all the testing data, which he reviewed while he was here. The Audited financials were submitted to HUD's REAC system by 9/30/2013.

Complaints

Callahan House

We received a complaint about menacing behavior using fowl language. The resident was spoken to by the Jr. Occupancy Specialist

Moderate Rental

We have received a complaint about a nuisance unreported household guest on Seymour Ave. We are at the fact finding stage of this complaint and will issue a pre-termination notice soon. We are still working on this Pre-termination notice

Rev. Callahan House

Annual Dwelling Inspections: 80 annual dwelling inspections have been completed.

2013 Capital fund Program money has been approved for the Callahan House a total of \$62,000. It will be used to install a booster water heater pump to facilitate the back flow preventors at the Hot Water Heaters.

Norman Ray House

Annual inspections to began October 1, 2013, 8 units were inspected. The dwelling units will be inspected at a rate of 8 per week.

HUD provided \$28,000 in CFP funds available for Norman Ray House from the 2013 funding.

Moderate Rental

All 80 unit dwelling inspections are complete at the Moderate Rental properties for 2013

34 Smith Street

We await a plan for heating the house. Electrical upgrade is needed as well.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 95% (53 of 56 units) occupied as of 09/30/2013
- Five applications in processing
- No move-outs in September; three move-ins
- 7 applicants on waiting list for 60% units (\$985 rent)
- 9 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.2
- Age range is 66 - 99
- Average length of tenancy is 25.94 months

Budgeting Statistics:

- 19 of 19 units rented at \$800/\$825
- 34 of 37 units rented at \$960/\$985
- 52 of 53 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 09/04, 09/11, 09/18, 09/25 (attended by MRC Director, RSC & RNs)

50-52 residents' statuses reviewed each week

1 resident out at rehab as of 09/30/13

Levels of care for August 2013: 0 @ Level 1; 18 @ Level 2; 26 @

Level 3; 8 @ Level 4

- Resident Council Meeting held August 29, 2013 - minutes follow; next meeting 09/25/13
- September Fire Drill completed 09/27/13 (second shift)
- Annual CHFA site visit on 09/17/13; all went well.

- Annual NDC site visit on for 09/23/13; all went well.
 - Spectrum, the Tax Credit Compliance inspectors will be visiting on 11/8/2013
-

We have given Panda Concrete, LLC a notice to proceed for the sidewalk repairs and the work is 90% complete. The cost as reported last month will be \$9,700.

David Gutcheon of the Office of Policy and Management has yet to give us a meeting relative to the processing of CHCPE applications. Some progress has been made relative to the longer applications; however, the applicants associated with the hold ups are no longer interested or not eligible for our services and require a longer term solution. I will continue to press for a meeting.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/31/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CT26P03550113		Replacement Housing Factor Grant No:		FFY of Grant: 2013	
PHA Name: Housing Authority of the Town of Seymour		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)		FFY of Grant Approval: 2013	
Type of Grant Original Annual Statement Performance and Evaluation Report for Period Ending:		Summary by Development Account		Total Estimated Cost		Total Actual Cost¹	
Line	Summary by Development Account	Original	Revised²	Obligated	Expended		
1	Total non-CPP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)	\$1,300					
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs	\$7,000					
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable	\$24,211					
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment	\$57,351					
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$69,862					
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						

¹To be completed for the Performance and Evaluation Report.
²To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³PHAs with under 250 units in management may use 100% of CPP Grants for operations.
⁴RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/31/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: C726P03550113 Replacement Housing Factor Grant No:		FFY of Grant: 2013
PHA Name: Housing Authority of the Town of Seymour		Date of CFFP:		FFY of Grant Approval: 2013
Type of Grant	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)		
Original Annual Statement Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Obligated	Expended
Signature of Executive Director		Signature of Public Housing Director		
Date		Date		

Part II: Supporting Pages

[illegible]

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

• To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

[illegible]

“Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

1. Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
--	---

PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 1/1/2014, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the Town of Seymour
PHA Name

CT 055
PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

☒ Annual PHA Plan for Fiscal Years 2014 - 2014

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <u>Brenda A. White</u>	Title <u>Chair person</u>
Signature	Date <u>10/3/13</u>

Section 48 – Separation

A. Resignation

An employee who desires to terminate his/her employment shall submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning. Prior to the final separation, the employee must complete an exit conference with the Executive Director, or his designee.

Resignations received verbally, texted, or by email received by a supervisor, the Executive Director, or Deputy Director shall be accepted as official notification of intent to terminate employment. Management will begin to seek replacement and take steps necessary to fill the position.

Recommended Changes to the Personnel Policies of the Housing Authority of the Town of Seymour as of October 2013 regarding Health Care Coverage

Although many of the requirements of the Affordable Care Act (ACA) may not be applicable to SHA because SHA is not considered a "large employer", our insurance agent and human resources consultant have highly recommended that we comply with some of the standards set forth in the ACA. One of these recommendations is for SHA to provide medical insurance to all employees who are scheduled to work 30 or more hours per week. The definition of a full-time employee as referenced in the ACA is derived from the definition used by the IRS [§ 4980h of the internal revenue code (4) Full-time employee; (A) In general; The term "full-time employee" means, with respect to any month, an employee who is employed on average at least 30 hours of service per week].

SHA began providing medical coverage to employees working 30 or more hours per week as of June 1, 2013. The existing section of the personnel policy states that SHA will only provide coverage to 'full-time employees' who are currently defined in the personnel policy as those employees working 40 hours per week. The recommended change in language to the policy shall only be applicable to the section referenced below. SHA does not intend to change its own definition of a full-time employee.

Personnel Policy, Section 30, current language:

30) Health, Group Life and Disability Insurance Coverage

- A) Full time employees shall be eligible to be covered by the Seymour Housing Authority Health Insurance Plan. The Seymour Housing Authority will contribute a portion of the high insurance deductible in the form of a contribution to the employee's Health Services Account as determined annually by management.
- B) Any employees currently afforded insurance coverage according to a previous revision of this personnel policy are eligible to continue coverage as previously prescribed under the terms of the policy in place at that time.
- C) Full-time employees shall also be covered under the Authority's Group Life and Disability Insurance Plan.
- D) Part-time employees regularly scheduled to work more than thirty (30) hours per week may purchase, at their own cost, the Authority's health, life and disability insurance.
- E) Health, life and disability coverage will discontinue upon separation of employment. Upon separation, the individual will be given the option to remain on the group's coverage at cost to the individual per COBRA requirements.

Personnel Policy, Section 30, proposed new language:

30) Health, Group Life and Disability Insurance Coverage

- A) Employees who are regularly scheduled to work 30 or more hours per week shall be eligible to be covered by the Seymour Housing Authority Health Insurance Plan. The Seymour Housing Authority will contribute a portion of the high insurance deductible in the form of a contribution to the employee's Health Services Account as determined annually by management.
- B) Any employees currently afforded insurance coverage according to a previous revision of this personnel policy are eligible to continue coverage as previously prescribed under the terms of the policy in place at that time.
- C) Employees who are regularly scheduled to work thirty 30 or more hours per week shall also be covered under the Authority's Group Life and Disability Insurance Plan.
- D) Part-time employees regularly scheduled to work between 20 – 29 hours per week may purchase, at their own cost, the Authority's health, life and disability insurance.
- E) Health, life and disability coverage will discontinue upon separation of employment. Upon separation, the individual will be given the option to remain on the group's coverage at cost to the individual per COBRA requirements.

Minutes
Exhibit - 6

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - SMITH ACRES, SMITH ACRES EXT, CASTLE HEIGHTS, HOFMANN HEIGHTS
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2012 ACTUAL OPERATING	2013 ANNUALIZED OPERATING	2013 APPROVED BUDGET	2014 PROPOSED BUDGET Current Reril
INCOME				
3100 RENTAL INCOME - BASE	406,668	414,768	415,578	416,388
3100 RENTAL INCOME - EXCESS OF BASE	60,404	54,788	60,674	53,499
3210 DWELLING VACANCY LOSS	(4,005)	(4,452)	(10,000)	(5,000)
NET RENTAL INCOME	<u>463,067</u>	<u>465,104</u>	<u>466,252</u>	<u>464,887</u>
3510 SALES AND SERVICES TO TENANTS	3,498	4,970	3,000	3,500
3610 INTEREST INCOME	178	(1,096)	500	100
3620 OTHER INCOME	<u>22,147</u>	<u>35,162</u>	<u>35,765</u>	<u>35,769</u>
TOTAL INCOME	<u>488,890</u>	<u>504,140</u>	<u>505,517</u>	<u>504,256</u>
EXPENSES				
4120 SALARIES - OFFICE	103,713	112,874	113,909	105,954
4120 COMPENSATED ABSENCES	(1,539)	4,624	5,311	5,218
4130 LEGAL	7,929	9,840	13,331	10,026
4131 ACCOUNTING FEES	9,177	5,964	12,607	8,000
4151 OFFICE SUPPLIES	4,438	5,660	6,053	5,925
4152 RENTS	20,900	20,900	20,900	20,900
4153 TRAVEL	3,003	1,190	2,521	1,261
4159 OTHER OFFICE EXPENSE	32,835	34,748	19,166	25,711
4160 PENSIONS AND OTHER FUNDS	32,340	44,838	37,934	39,258
4161 PAYROLL TAXES	<u>11,745</u>	<u>13,798</u>	<u>13,181</u>	<u>12,699</u>
TOTAL MANAGEMENT EXPENSES	<u>224,541</u>	<u>254,436</u>	<u>244,913</u>	<u>234,952</u>
4310 WATER	213	308	200	400
4320 ELECTRICITY	1,459	1,630	2,200	2,200
4340 FUEL	<u>482</u>	<u>(988)</u>	<u>4,000</u>	<u>2,000</u>
TOTAL UTILITY EXPENSE	<u>2,154</u>	<u>950</u>	<u>6,400</u>	<u>4,600</u>
4410 MAINTENANCE WAGES	22,695	23,122	24,928	30,459
4420 MATERIALS AND SUPPLIES	21,614	13,846	19,800	20,000
4430 CONTRACTUAL SERVICES	131,174	122,374	99,500	119,400
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	<u>37</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
TOTAL MAINTENANCE EXPENSE	<u>175,520</u>	<u>159,342</u>	<u>145,228</u>	<u>169,859</u>
4711 INSURANCE	16,617	21,042	21,875	23,990
4717 INTEREST & PRINCIPAL PAYMENTS	<u>35,759</u>	<u>25,418</u>	<u>39,094</u>	<u>25,420</u>
TOTAL OTHER EXPENSE	<u>52,376</u>	<u>46,460</u>	<u>60,969</u>	<u>49,410</u>
4810 PROVISION FOR REPAIRS AND REPL	34,517	40,008	40,009	37,434
4820 PROVISION FOR VACANCY AND COLL LOSS	<u>8,600</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
TOTAL PROVISIONS	<u>43,117</u>	<u>48,008</u>	<u>48,009</u>	<u>45,434</u>
6100 EXTRAORDINARY (INCOME) EXPENSE	<u>(7,515)</u>	<u>(0)</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>490,193</u>	<u>509,196</u>	<u>505,519</u>	<u>504,256</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	<u>(1,303)</u>	<u>(5,056)</u>	<u>0</u>	<u>0</u>
PROVISION PER UNIT MONTH	<u>34</u>	<u>36</u>	<u>41</u>	<u>39</u>

PHA Board Resolution
Approving Operating Budget

Minutes
Exhibit - 7
U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority PHA Code: CT035000002
PHA Fiscal Year Beginning: 1/01/2014 Board Resolution Number: 389

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

10/2/13

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - RAY HOUSE

	2012 ACTUAL OPERATING	2013 ANNUALIZED OPERATING	2013 APPROVED BUDGET	2014 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	110,241	105,228	107,670	105,500
3620 TENANT CHARGES	1,965	1,764	1,800	1,800
3690 OTHER INCOME	<u>27,525</u>	<u>27,896</u>	<u>27,772</u>	<u>27,660</u>
TOTAL INCOME	139,731	134,888	137,242	134,960
EXPENSES				
4110 ADMINISTRATIVE SALARIES	51,137	55,744	56,268	52,340
4120 COMPENSATED ABSENCES	(545)	2,460	2,802	\$2,562
4130 LEGAL AND OTHER SERVICES	3,391	2,432	3,494	3,494
4170 ACCOUNTING FEES	6,018	6,502	6,226	6,700
4150 TRAVEL	1,492	556	1,245	623
4190 SUNDRY	25,737	24,386	24,584	22,835
4210 TENANT SERVICES	<u>6,074</u>	<u>7,310</u>	<u>5,432</u>	<u>5,379</u>
TOTAL MANAGEMENT EXPENSES	93,304	99,390	100,051	93,932
4350 BULK CABLE TELEVISION	(3,286)	(5,174)	200	-
4310 WATER	7,580	8,100	7,500	7,500
4320 ELECTRICITY	<u>21,415</u>	<u>24,160</u>	<u>25,000</u>	<u>23,000</u>
TOTAL SERVICES/UTILITY EXPENSE	25,709	27,086	32,700	30,500
4410 MAINTENANCE WAGES	10,503	10,682	11,566	9,254
4420 MATERIALS AND SUPPLIES	13,086	3,488	6,900	6,750
4430 CONTRACTUAL SERVICES	<u>32,157</u>	<u>51,910</u>	<u>31,950</u>	<u>31,775</u>
TOTAL MAINTENANCE EXPENSE	55,746	66,080	50,416	47,779
4711 INSURANCE	6,480	7,960	8,368	8,666
4540 EMPLOYEE BENEFITS	22,657	29,914	25,806	24,343
4610 EXTRAORDINARY MAINTENANCE	2,300	892	5,000	1,000
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	<u>8,125</u>	<u>7,744</u>	<u>7,517</u>	<u>7,500</u>
TOTAL OTHER EXPENSE	39,562	46,510	46,691	41,508
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	1,410	200	200	200
6100 EXTRAORDINARY (INCOME) EXPENSE	-	(1,078)	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	<u>5,527</u>	<u>6,186</u>	<u>1,000</u>	<u>1,000</u>
TOTAL EXPENSES	221,258	244,374	231,058	214,919
8020 CURRENT YEAR OPERATING SUBSIDY	<u>(104,900)</u>	<u>(81,338)</u>	<u>(102,168)</u>	<u>(80,000)</u>
PROVISION FOR OPERATING RESERVE	<u>23,373</u>	<u>\$ (28,148)</u>	<u>\$ 8,352</u>	<u>\$ 41</u>

PHA Board Resolution
Approving Operating Budget

minutes
Exhibit - 8
U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

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This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Sequoia Housing Authority PHA Code: CT055000001
PHA Fiscal Year Beginning: 11/1/2014 Board Resolution Number: 390

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

10/2/13

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - CALAHAN HOUSE

PROPOSED BUDGET
FOR THE YEAR ENDING DECEMBER 31,

	2012 ACTUAL OPERATING	2013 ANNUALIZED OPERATING	2013 APPROVED BUDGET	2014 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	329,073	333,224	322,789	330,000
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	1,708	1,340	1,100	1,500
130 3690 OTHER INCOME	50,910	44,948	40,192	40,080
160 7530 RECEIPTS FROM NONEXPENDABLE EQUIP	0	0	0	0
GROSS INCOME	<u>381,691</u>	<u>379,512</u>	<u>364,081</u>	<u>371,580</u>
EXPENSES				
180 4110 ADMINISTRATION SALARIES	102,294	111,510	112,536	104,679
180 4120 COMPENSATED ABSENCES	544	4,756	5,420	5,181
190 4130 LEGAL EXPENSES	3,939	3,282	5,988	3,988
210 4150 TRAVEL	2,940	1,112	2,490	1,245
220 4170 ACCOUNTING AND AUDITING FEES	10,389	18,004	20,451	21,300
223 4190 SUNDRY	52,961	50,992	51,807	44,270
4190 SOCIAL SERVICE COORDINATOR	14,219	13,266	11,623	11,572
TOTAL ADMINISTRATIVE EXPENSES	<u>187,286</u>	<u>202,922</u>	<u>210,315</u>	<u>192,236</u>
290 4310 WATER & SEWER	24,600	24,550	11,000	20,000
300 4320 ELECTRICITY	29,039	31,922	34,000	33,000
300 4330 GAS	74,796	65,674	67,800	68,000
300 4340 CABLE	(3,895)	(5,266)	0	0
TOTAL UTILITIES	<u>124,540</u>	<u>116,880</u>	<u>112,800</u>	<u>121,000</u>
360 4410 LABOR	17,794	18,136	19,530	21,205
370 4420 MATERIALS	15,885	16,648	14,000	14,950
380 4430 CONTRACT COSTS	111,719	138,684	83,000	106,750
TOTAL ORDINARY MAINTENANCE	<u>145,398</u>	<u>173,468</u>	<u>116,530</u>	<u>142,905</u>
440 4510 INSURANCE	14,521	19,590	17,237	18,781
450 4520 PAYMENT IN LIEU OF TAXES	20,064	22,374	20,999	20,900
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	43,938	58,280	50,417	49,333
480 4620 CASUALTY/COLLECTION LOSSES	780	250	250	250
710 4610 EXTRAORDINARY MAINTENANCE	14,586	14,418	18,000	15,000
TOTAL GENERAL EXPENSES	<u>93,889</u>	<u>114,912</u>	<u>106,903</u>	<u>104,264</u>
TOTAL ROUTINE EXPENSES	<u>551,113</u>	<u>608,182</u>	<u>546,548</u>	<u>560,405</u>
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	9,799	17,398	5,000	12,000
590 7540 PROPERTY BETTERMENTS & ADDITIONS	3,500	(596)	3,000	2,000
TOTAL	<u>564,412</u>	<u>624,984</u>	<u>554,548</u>	<u>574,405</u>
810 6010 PRIOR YEAR ADJUSTMENTS		0		
720 8020 CURRENT YEAR OPERATING SUBSIDY	(218,463)	(203,340)	(207,000)	(203,000)
TOTAL	<u>345,949</u>	<u>421,644</u>	<u>347,548</u>	<u>371,405</u>
770 PROVISION FOR OPERATING RESERVE	<u>35,742</u>	<u>(42,132)</u>	<u>16,533</u>	<u>175</u>

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - SMITHFIELD GARDENS ASSISTED LIVING

	2012 ACTUAL OPERATING	2013 ANNUALIZED OPERATING	2013 APPROVED BUDGET	2014 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	608,640	616,440	616,440	625,440
Rent Revenue- RAP Income	533,299	530,112	536,544	529,784
Apartment- Vacancy	(13,588)	(41,798)	(18,493)	(21,890)
Net Rental Revenue	<u>1,128,351</u>	<u>1,104,754</u>	<u>1,134,491</u>	<u>1,133,333</u>
Miscellaneous Revenue - Office Rent (Net)	58,410	58,410	58,406	58,406
Miscellaneous Revenue - NSF, Damages, Interest	10,680	9,140	8,516	8,516
Total Miscellaneous Revenue	<u>69,090</u>	<u>67,550</u>	<u>66,922</u>	<u>66,922</u>
Core Services Revenue	216,656	199,652	214,277	209,127
ALSA Personal Services Revenue	984,823	999,992	960,000	1,000,000
Dietary Services/Meals Revenue	298,766	292,752	294,840	292,110
Elderly Service Income (See Separate Schedule)	<u>1,500,245</u>	<u>1,492,396</u>	<u>1,469,117</u>	<u>1,501,237</u>
Total Other Revenue	<u>1,569,335</u>	<u>1,559,946</u>	<u>1,536,039</u>	<u>1,568,159</u>
TOTAL REVENUE	<u>2,697,686</u>	<u>2,664,700</u>	<u>2,670,530</u>	<u>2,701,492</u>
Conventions & Meetings	2,856	1,608	4,861	2,179
Advertising & Marketing	4,616	5,924	3,000	5,107
Office Salaries	42,809	48,800	49,919	43,345
Office Expenses	27,836	31,046	27,692	22,344
Management Fee	59,338	56,800	59,645	59,587
Manager or Superintendent Salary	57,812	60,616	60,260	61,458
Legal Expense- Project	2,263	1,980	4,840	2,592
Audit Expense	10,760	8,300	7,000	8,500
Bookkeeping Fees/Accounting Services	7,585	8,356	8,716	8,000
Miscellaneous Administrative Expenses (Tax Compl)	250	400	500	500
Total Administrative Expenses	<u>216,125</u>	<u>223,830</u>	<u>226,433</u>	<u>213,612</u>
Electricity	31,165	21,968	27,000	24,000
Water	7,626	7,150	7,000	7,500
Gas	67,346	58,340	78,000	68,000
Total Utilities Expense	<u>106,137</u>	<u>87,458</u>	<u>112,000</u>	<u>99,500</u>
Maint./Repairs Payroll	15,404	15,668	16,963	19,425
Hskp./Cleaning Payroll	3,364	3,570	3,856	2,998
Cleaning/Decorating/Grounds/Repairs Supplies	49,559	22,834	24,450	24,450
Contract Costs	89,597	99,624	89,650	89,350
Garbage & Trash Removal	3,746	3,940	4,400	4,100
Heating/Cooling Repairs & Maintenance	27,144	24,166	22,000	25,500
Snow Removal	8,682	52,360	19,500	25,000
Cable	11,897	12,346	12,000	12,800
Miscellaneous Operating (Casualty Loss)	(9,800)	0	0	0
Total Operating & Maintenance Expenses	<u>199,593</u>	<u>234,508</u>	<u>192,819</u>	<u>203,623</u>
Real Estate Tax	11,021	13,920	13,920	13,920
Payroll Taxes (project share)	13,920	12,918	12,647	12,134
Property & Liability Insurance	44,400	44,400	44,400	44,400
Fidelity Bond Insurance	3,950	3,950	3,950	3,932
Workmen's Compensation	5,417	7,338	9,835	9,842
Health Insurance & Other Benefits & Comp Abs	31,507	51,414	44,554	40,018
Miscellaneous Taxes, Licenses, Permits	620	1,140	700	700
Total Taxes & Insurance	<u>110,835</u>	<u>135,080</u>	<u>130,006</u>	<u>124,946</u>
Core Services Expenses	253,739	282,726	285,872	291,618
Personal Services Expenses	984,823	999,992	960,000	1,000,000
Dietary Services/Meals Expenses	296,797	271,020	295,650	306,420
Elderly Service Expense (See Separate Schedule)	<u>1,535,359</u>	<u>1,553,738</u>	<u>1,541,522</u>	<u>1,598,038</u>
TOTAL OPERATING EXPENSES	<u>2,168,049</u>	<u>2,234,614</u>	<u>2,202,780</u>	<u>2,239,719</u>
OPERATING INCOME (LOSS)	<u>529,637</u>	<u>430,086</u>	<u>467,750</u>	<u>461,774</u>
Mortgage Principal & Interest- CHFA Debt	421,420	421,420	421,420	421,420
Replacement Reserve Deposits	39,384	39,384	39,765	39,765
NET PROJECTED CASH FLOW	<u>68,833</u>	<u>(30,718)</u>	<u>6,565</u>	<u>589</u>

SMITHFIELD GARDES
ASSISTED LIVING SERVICES
BUDGET

	2012 ACTUAL	2013 ANNUALIZED	2013 APPROVED BUDGET	2014 PROPOSED BUDGET
Core Service Revenue	216,656	199,652	214,277	209,127
Personal Service Revenue	984,823	999,992	960,000	1,000,000
Dietary Services/Meals Revenue	298,766	292,752	294,840	292,110
TOTAL ELDERLY SERVICE REVENUE	1,500,245	1,492,396	1,469,117	1,501,237
Core Services Expenses				
Salaries - RSC	24,526	24,106	25,519	25,064
Salaries - Housekeeping/Maint	35,381	37,298	33,524	40,262
Salaries - Operational Workers	134,504	141,144	133,509	141,348
Total Salaries	194,411	202,548	192,552	206,674
Benefits - Health Insurance & Retirement	14,674	29,136	23,121	32,578
Benefits - Payroll Taxes	22,997	29,004	24,517	24,487
Benefits - W/C Insurance	13,764	18,248	23,863	23,980
Total Benefits & Taxes	51,435	76,388	71,501	81,044
Total Salaries, taxes, benefits	245,846	278,936	264,053	287,718
Laundry/Linens Purchased Services	831	244	0	0
Supplies - Laundry/Cleaning	1,942	1,906	3,500	2,000
Supplies - Activities/Pendants	3,640	820	3,200	900
Activities -Outside Services	1,480	820	2,000	1,000
Total Core Service Expense	253,739	282,726	272,753	291,618
Personal Service Expense	984,823	999,992	960,000	1,000,000
Dietary Purchased Services & Servers	296,797	271,020	295,650	306,420
Total Dietary Expense	296,797	271,020	295,650	306,420
TOTAL ELDERLY SERVICE EXPENSE	1,535,359	1,553,738	1,528,403	1,598,038
Core Services Net Operating Income	(37,083)	(83,074)	(71,594)	(82,491)
Personal Services Net Operating Income	0	0	0	0
Meals Services Net Operating Income	1,969	21,732	(810)	(14,310)
TOTAL SERVICES NET OPERATING INCOME	(35,114)	(61,342)	(72,404)	(96,801)

VACANT UNIT OIL POLICY

Purpose; To assist lower income families to and promote afford housing opportunity and to protect the tenant and our asset from costly water pipe freeze up during winter months.

Each vacant unit Oil Tank will be filled to 150 gallons of Oil. The incoming resident will be charged for the 150 gallons.

Outgoing tenants will be paid for oil they leave in the tank up to a maximum of 150 gallons.