

MINUTES

COPY RECEIVED
DATE: 9/3/13
TIME: 11:05 AM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 926th Meeting

The 926th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday August 7, 2013 and was called to order by Chairperson White at 5:41 p.m.

Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota and White. Also present Executive Director David Keyser, Donna DeSantis, Deputy Director/MRC Director and Attorney Gregory J. Stamos.

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 924th Regular Meeting held on July 3, 2013.

Commissioner Bellucci motioned to accept the minutes of the 925th Regular Meeting. Commissioner Dota seconded the motion. Voting aye were Commissioners Belucci, Dota and White. Chairperson White declared the motion carried and the minutes accepted as presented.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci 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 and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

The pertinent communications were discussed and explained by the Executive Director.

➤ Executive Director's Report

MINUTES

At 6:31 P.M. Commissioner Bellucci motioned to enter into Executive Session for the purpose of discussing a Personnel Contract matter, and to invite the entire Board of Commissioners, Attorney Stamos, the Executive and Deputy Directors. 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 and White. Chairperson White declared the motion carried and Executive Session opened.

At 6:32 P.M. Commissioner Bellucci motioned to close Executive Session and return to the order of the Agenda. 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 and White. Chairperson White declared the motion carried and Executive Session ended.

Commissioner Bellucci motioned to reimburse the Executive Director for benefits afforded under Schedule A, paragraph 1 of his employment contract as a result of a recent change in marital status in an amount not to exceed \$472.00 per month and to retro actively pay back to July 1, 2013. Commissioner Dota seconded the motion.

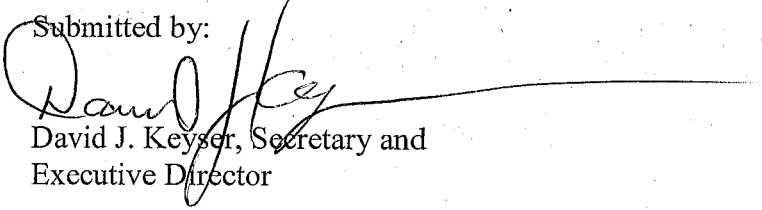
➤ Any Other Business Pertaining to the Board

The Executive Director stated that he will not be in attendance at the next Regular Board Meeting to be held on 9/4/2013. He informed the Commission that Deputy Director DeSantis would be present at the meeting.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 926th meeting of the Seymour Housing Authority. Commissioner Belucci motioned to adjourn the meeting. Commissioner Dota seconded the motion. Chairperson White declared the motion carried and the 926th Meeting, a Regular Meeting, duly adjourned at 6:41pm.

Submitted by:


David J. Keyser, Secretary and
Executive Director

Minutes
Exhibit I

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: July 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>
5759	07/15/2013	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,089.11
5760	07/24/2013	No	CHK	Cash	Reimb. Petty Cash	No	\$108.71
5761	07/25/2013	No	CHK	Aetna	acct# 83851327	No	\$4,293.00
5762	07/25/2013	No	CHK	Allen's Plumbing Supply	plumbing supplies	No	\$17.98
5763	07/25/2013	No	CHK	Ally	acct 024914953493	No	\$525.63
5764	07/25/2013	No	CHK	Anthem Dental	acct # ACT6850861	No	\$614.34
5765	07/25/2013	No	CHK	At&T	acct 203 881-0115 123	No	\$159.18
5766	07/25/2013	No	CHK	B.&J. Electric Motor Repair Co.	belts for dump fan	No	\$20.80
5767	07/25/2013	No	CHK	Buddy's Fuel, Llc	replace blower motor	No	\$488.50
5768	07/25/2013	No	CHK	Canon Solutions America, Inc.	usage 10,980 copies	No	\$59.86
5769	07/25/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
5770	07/25/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
5771	07/25/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95
5772	07/25/2013	No	CHK	Connecticut Housing Finance Aut	Project # 97058D	No	\$4,968.67
5773	07/25/2013	No	CHK	Direct Energy Services, Llc	June's Service	No	\$2,865.09
5774	07/25/2013	No	CHK	Door Control, Inc.	front entrance malfunction	No	\$148.00
5775	07/25/2013	No	CHK	Fix it Now LLC	dishwasher repair	No	\$383.70
5776	07/25/2013	No	CHK	Friends Of Fur Llc	14 Chamberlin general pest treatme	No	\$150.00
5777	07/25/2013	No	CHK	G&K Services	uniforms	No	\$105.74
5778	07/25/2013	No	CHK	Ge Appliance	refrigerators and stoves	No	\$6,276.00
5779	07/25/2013	No	CHK	HD Supply	supplies	No	\$2,496.99
5780	07/25/2013	No	CHK	JD Paving & Sealing Inc	asphalt repairs	No	\$4,250.00
5781	07/25/2013	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bl-1001365	No	\$574.94
5782	07/25/2013	No	CHK	Nextel Communications	acct 453584322	No	\$166.81
5783	07/25/2013	No	CHK	Professional Carpet Systems	4E, 4R, 4S vac/deodorize/clean carp	No	\$475.00
5784	07/25/2013	No	CHK	Quill Corporation	office supplies	No	\$544.44
5785	07/25/2013	No	CHK	Radovich Builders, LLP	drying vent cleaning	No	\$150.00
5786	07/25/2013	No	CHK	Radovich Builders, LLP	have electrician look at chiller	No	\$3,073.00
5787	07/25/2013	No	CHK	Radovich Builders, LLP	38 chamberlin repair broken pipes &	No	\$5,451.00
5788	07/25/2013	No	CHK	Robert Lashin	30 chamberlin remove wallpaper/rep	No	\$2,800.00
5789	07/25/2013	No	CHK	Shell Credit Card Center	acct 065-093-700	No	\$487.47
5790	07/25/2013	No	CHK	St. Treasurer For Merfund	MERF July 2013	No	\$6,679.15
5791	07/25/2013	No	CHK	Treasurer, State of Connecticut	master insurance program	No	\$466.56
5792	07/29/2013	No	CHK	CONN NAHRO	15th Annual Convention & Exhibition	No	\$1,100.00

Cover Letter (S193)	
Check Date :	08/08/2013-1
Period Range :	07/22/2013 TO 08/04/2013
Week Number :	Week #32

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	264.16
Total Direct Deposits	34	19553.40
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

26 Items

19817.56

Total Billing Impound		131.46
Total Agency Checks	2	187.76
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

20290.07

Total of Checks Printed

31 Items

Total Tax Liability	8442.59
Total Workers Comp Liability	0.00

Total Payroll Liability

28732.66

Total Direct Deposits

19706.69

Total Debited From Account

28732.66

NEXT PERIOD DATES

Check Date: 08/22/2013 Week 34
Period Begin: 08/05/2013
Period End: 08/18/2013
Call In Date: 08/19/2013 Week 33

Payroll rep: Cambiotti Teresina

Cover Letter (S193)

Check Date :	08/22/2013-1
Period Range :	08/05/2013 TO 08/18/2013
Week Number :	Week #34

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	19459.55
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****19459.55**

Total Billing Impound		702.39
Total Agency Checks	2	199.07
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**20514.30****Total of Checks Printed****30 Items**

Total Tax Liability	8260.00
Total Workers Comp Liability	0.00

Total Payroll Liability**28774.30**

Total Direct Deposits

19612.84

Total Debited From Account**28774.30****NEXT PERIOD DATES**

Check Date: 09/05/2013 Week 36
 Period Begin: 08/19/2013
 Period End: 09/01/2013
 Call In Date: 08/30/2013 Week 35

Payroll rep: Yancey Timeka

July 2013

Minutes
Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Norman Ray House

2012 Year-to-Date Vacancies 5

Norman Ray House remained fully occupied with the exception of the 2 de-programmed units during July 2013. Norman Ray House has experienced 86 vacancy days since January 1, 2013 and has averaged 17.2 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; 86 days/ 14600 days available = 2.356% percentage through July, 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 2013 subsidy calculation, we have experienced 54 days and have 114 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012). We did not exceed the 3% vacancy allowed and should receive full subsidy for both Callahan and Ray House. For the 2114 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).

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2013	
FEDERAL ELDERLY			

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
18	LaTorre	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	Vacant		1
4	Jones	5/1/2013	Vacant		1

Average number of vacancy days per vacancy:

17.2

Smithfield Gardens

2012 Year-to-Date Vacancies 10

Smithfield Gardens Assisted Living experienced one move out during July 2013. Smithfield Gardens has experienced 614 vacancy days since January 1, 2013 and averaged 55.8 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; 614 days / 20,440 days available = 3.003% percentage through July, 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	Vacant		112
206	50%	800 Bulinski	4/26/2013	Bucko	6/28/2013	63
101	60%	960 D'Alcia	5/26/2013	Vacant		65
226	60%	960 Frence	7/24/2013	Vacant		7

Average number of vacancy days per vacancy: 55.7

The vacancy loss is approximately \$29,995 since January 1, 2013 Through June 30, 2013. We budgeted \$12,324 Vacancy Loss through June 30, 2013.

Rev. Callahan House

Annual Dwelling Inspections: 72 annual dwelling inspections have been completed. We are completing the final 8 next Tuesday 8/13/2013.

During an annual dwelling inspection of Apt. 3R it was discovered that a sprinkler head had dropped and pushed thru the sheetrock ceiling. The ceiling has asbestos containing material in the paint. The ceiling finish must be abated before the repair to the ceiling.

West State Mechanical, contractor for the bathroom heater replacement and thermostat replacement is complete with all the work.

We had the cabinet air conditioner/heaters cleaned on the 2nd, 3rd & 4th floors.

We replaced 10 refrigerators and 5 air conditioners.

The plumbing work for the water shut off to the building and the valve work was completed.

We received an estimate for a circulation pump for Callahan House. It was in excess of \$20,000. We have to plan for this installation further.

Norman Ray House

Stanley Construction has completed the handicapped conversions to apartments 2 and 4 as well as the public restrooms. The work was begun during June. We received the Certificate of Occupancy on 8/6/2013 and the units are both rented.

Moderate Rental

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

AVT has completing the Power Washing and gutter cleaning on Chamberlin Rd. & Brothers Court.

22 Chamberlin Rd got a great deal of water in the basement during the past month. Involvement by the Health Department has set in motion certain required work. The cause of this flooding is an extremely high water table in the ground. We have observed streams of water bubbling out of the ground in this unit's back yard. We installed a Basement Systems interior drain system and a sump pump to eject any water that comes in through the wall and outside. We also installed an industrial dehumidifier. The cost of the water system was approximately \$7,500. The dehumidifier was approximately \$1,800. The work is completed and the resident is satisfied.

The Town of Seymour had to make some alterations to the storm drain systems on Chamberlin Rd. as a result of these springs. They dug a pit and filled with rock to see if this alleviates any of the water issue. This water has disturbed the new street work.

Meal Services - Request for Price Increase from Vendor (Fitz Vogt Associates)

On 07/22/13, we received an email from the Regional Director of Fitz Vogt requesting a meeting to discuss budget concerns. We met with the Regional Director and District Manager on 07/31/13. They presented us with their budget review (attached) indicating that they have incurred large losses since they began operating at Smithfield Gardens. They are seeking to avoid further losses, to break even, and to maintain the service in its current form. They have requested a price increase as soon as September 1, 2013 and provided us with three options. Our contract with Fitz Vogt is for the period of 10/31/12 to 09/30/15. The contract is based on a per resident per day price and allows for an annual adjustment of "an amount equal to the Consumer Price Index (CPI) Food Away From Home Classification." The anticipated increase in this index is estimated to be between 2.5% and 3.5% for 2013.

Month	Paid Invoice	Actual Cost to Vendor	Vendor Loss
April	\$22,395.00	\$24,739.83	-\$2,344.83
May	\$22,515.00	\$24,185.70	-\$1,670.70
June	\$21,825.00	\$24,843.51	-\$3,018.51

Current Per Resident Per Day Cost:	\$15.00	[3.5% increase = \$15.53]
Current Per Resident Per Day Revenue (\$455/month):	\$14.96	

Option 1:			
Increase Per Resident Per Day Cost to:	\$16.99	13.27% increase	
Annual cost:	\$310,067.50		
Option 2:			
Charge a Fixed Fee Per Month @ \$25,534.24			
Per Resident Per Day Cost (50 residents):	\$16.79	11.93% increase	
Annual cost:	\$306,410.88		
Option 3:			
Charge an actual fee per month for food and labor plus a flat fee of \$500; for the 2nd quarter, these amounts would have been:			
Month	Supplies	Labor	Total Cost
April	\$8,288.82	\$14,662.23	\$25,239.83
May	\$8,232.28	\$13,807.58	\$24,685.70
June	\$7,255.45	\$15,552.69	\$25,343.51
Two months each year will have 3 pay periods, resulting in an estimated labor charge of \$22,000 for those months.			
Average \$32,428/month x 2 months =			\$64,856
Average \$25,090/month x 10 months =			\$250,900
Effective Per Resident Per Day Cost (50 residents):	\$17.30	15.33% increase	
Annual cost:	\$315,756.00		

Final
Exhibit IV

Seymour Housing Authority
Operating Statement for June 2013
Program: Moderate Rental

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	207,384	207,789	(405)	415,578	(208,194)
Rental Income - Excess of Base	27,394	30,337	(2,943)	60,674	(33,280)
Dwelling Vacancy Loss	(2,226)	(5,000)	2,774	(10,000)	7,774
TOTAL TENANT RENT	232,552	233,126	(574)	466,252	(233,700)
Interest Income	(547)	250	(797)	500	(1,047)
Tenant Charges	2,485	1,500	985	3,000	(515)
Other Income	17,581	17,883	(301)	35,765	(18,184)
TOTAL INCOME	252,071	252,759	(688)	505,517	(253,446)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	56,437	56,955	517	113,909	57,472
Compensated Absences	2,312	2,656	344	5,311	2,999
Legal	4,920	6,666	1,746	13,331	8,411
Accounting & Auditing	2,982	6,304	3,322	12,607	9,626
Office Supplies	2,830	3,027	196	6,053	3,223
Rent	10,450	10,450	0	20,900	10,450
Travel	595	1,261	665	2,521	1,926
Office Expense	17,374	9,583	(7,791)	19,165	1,791
Employee Benefits	22,419	18,967	(3,452)	37,934	15,515
Payroll Taxes	6,899	6,591	(309)	13,181	6,282
Tenant Services	(558)		558		558
TOTAL ADMINISTRATIVE	126,660	122,456	(4,204)	244,912	118,252
UTILITIES					
Water	154	100	(54)	200	46
Electricity	815	1,100	285	2,200	1,385
Fuel Oil	(494)	2,000	2,494	4,000	4,494
TOTAL UTILITIES	475	3,200	2,725	6,400	5,925
MAINTENANCE					
Maintenance Wages	11,561	12,464	903	24,928	13,367
Maintenance Materials	6,923	9,900	2,977	19,800	12,877
Maintenance Contractors	61,187	49,750	(11,437)	99,500	38,313
Maintenance Shop & Equipment		500	500	1,000	1,000
TOTAL MAINTENANCE	79,671	72,614	(7,057)	145,228	65,557
OTHER EXPENSES					
Insurance	10,521	10,938	417	21,875	11,354
Mortgage Payments	12,709	19,547	6,837	39,093	26,384
Prov for Repair & Replacement	20,004	20,005	0	40,009	20,005
Prov for Collection Losses	4,000	4,000		8,000	4,000
TOTAL OTHER EXPENSES	47,234	54,489	7,254	108,977	61,743
TOTAL EXPENSES	254,040	252,759	(1,282)	505,517	251,477
SURPLUS	(1,969)		(1,969)		(1,969)

Unaudited
For Management Review Only

7/31/2013 9:47:45 AM

Seymour Housing Authority
Operating Statement for June 2013
Program: Federal Project: 001 - Reverend Callahan House

*Minutes
Exhibit IV*

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	166,612	161,395	5,218	322,789	(156,177)
Interest Income	670	550	120	1,100	(430)
Tenant Charges	6,769	400	6,369	800	5,969
Other Income	15,705	19,696	(3,991)	39,392	(23,687)
Operating Subsidy	101,670	103,500	(1,830)	207,000	(105,330)
TOTAL INCOME	291,426	285,541	5,885	571,081	(279,655)
EXPENSES					
ADMINISTRATIVE					
Wages	55,755	56,268	513	112,536	56,781
Compensated Absences	2,378	2,710	332	5,420	3,042
Legal	1,641	2,994	1,353	5,988	4,347
Travel	556	1,245	689	2,490	1,934
Accounting & Auditing	9,002	10,226	1,224	20,451	11,449
Office Supplies	3,126	1,935	(1,191)	3,869	743
Office Expenses	11,920	13,519	1,599	27,038	15,118
Office Rent	10,450	10,450	0	20,900	10,450
Tenant Services	6,633	5,812	(822)	11,623	4,990
TOTAL ADMINISTRATIVE	101,462	105,158	3,696	210,315	108,853
UTILITIES					
Water	12,275	5,500	(6,775)	11,000	(1,275)
Electricity	15,961	17,000	1,039	34,000	18,039
Gas	32,837	33,900	1,063	67,800	34,963
Cable	(2,633)		2,633		2,633
TOTAL UTILITIES	58,440	56,400	(2,040)	112,800	54,360
MAINTENANCE					
Wages	9,068	9,765	697	19,530	10,462
Supplies	8,324	7,000	(1,324)	14,000	5,676
Contractors	69,342	41,500	(27,842)	83,000	13,658
TOTAL MAINTENANCE	86,734	58,265	(28,469)	116,530	29,796
OTHER					
Insurance	9,795	8,619	(1,177)	17,237	7,442
Employee Benefits	29,140	25,209	(3,932)	50,417	21,277
Collection Losses	125	125	0	250	125
Extraordinary Maintenance	7,209	9,000	1,791	18,000	10,791
Property Taxes	11,187	10,500	(687)	20,999	9,812
Extra Ordinary Income	(298)		298		298
Property Repl. & Betterments	8,699	4,000	(4,699)	8,000	(699)
TOTAL OTHER	65,858	57,452	(8,406)	114,903	49,045
Surplus	(21,067)	8,267	29,334	16,533	37,600