

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 3/25/13
TIME: 1:25pm
TOWN CLERK'S OFFICE

➤ 922nd Meeting

The 922nd 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 March 5th, 2013 and was called to order by Chairperson White at 5:34 p.m.

➤ Roll Call

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

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 921st regular Meeting held on February 6th, 2013.

Commissioner Bellucci motioned to accept the minutes of the 921st 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 and Bellucci. Chairperson White declared the motion carried and the minutes accepted as presented.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

Committee reviewed the Bills and Communications. No questions or comments was noted. Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. 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 Dota, Bellucci and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

MINUTES

➤ **Executive Director's Report**

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

Executive Director David Keyser reviewed the 2013 Year-to-Date Vacancies for the Callahan House, Norman Ray House, Moderate Rental and Smith field Gardens. Committee discussed the vacancy/turnover day's comments and questions were noted. (See details in Section one and two of the Executive Directors report)

Executive Director David Keyser also discussed Complaints in regards to someone having a pass key at the Norman Ray House. This issue was reported to the police for follow up.

➤ **Old Business**

None

➤ **New Business**

Committee discussed the Bids for the 2011 and 2012 capital fund for use of upcoming construction. The Executive Director explained the results of the bids received. (See Exhibit III) He informed the Commission that the budget for the CFP was \$61,695 for the T-Stat and heater renovations and \$61,324.00 for the handicap renovations for a total of \$123,019.00. The Executive Director explained that the bids were higher because we did not take into account the environmental remediation of asbestos in the tile glue and taping compound that we had tested. He stated that we are going to have to fund budget over runs, of about \$30,000 out of operating funds, until such time as we can reprogram 2013 funds.

Attorney Gregory J. Stamos discussed figures presented by West State and Stanley Construction. After detailed discussion questions and comments Commissioner Dota made a motion to award the bid for the bathroom electric baseboard units and thermostats at Callahan House to West State Mechanical and to authorize the Executive Director to execute a contract in the amount of \$28,300.00. Commissioner Bellucci seconded the motion. Chairperson White Acknowledged the motion and it's second and asked all those in favor to signify by voting Aye. Voting aye was Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried.

Committee discussed Stanley Construction's bid for the handicapped renovations at the Norman Ray House. Commissioner Belluci made a motion to award the bid for the handicapped renovations to the public restrooms and two dwelling units at Norman Ray House to Stanley Construction and to authorize the Executive Director to execute a contract in the amount of \$118,794.00. Chairperson White Acknowledged the motion and

MINUTES

it's second and asked all those in favor to signify by voting Aye. Commissioner Dota seconded the motion. Chairperson White declared the motion carried.

Seymour Housing Authority Operating Statements for year end 2012 were up for review and discussion as introduced by Chairperson White.

The Executive Director discussed the 2012 results of operations and variances from budget for the Callahan House. (See Exhibit IV) He stated that the net result of operations was an approximate \$30,000 gain, which will be what is used to pay the budget overrun in the Capital Fund. After further brief review, Commissioner Dota motioned to accept the yearend financial report for the Rev. Callahan House to be read into the minutes as presented. 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.

The Executive Director discussed the 2012 results of operations and variances from budget for the Norman Ray House. (See Exhibit V) After further brief review, Commissioner Dota motioned to accept the yearend financial report for the Norman Ray House to be read into the minutes as presented. 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.

The Executive Director discussed the 2012 results of operations and variances from budget for the Moderate Rental. (See Exhibit VI) After further brief review, Commissioner Bellucci motioned to accept the yearend financial report for the Moderate Rental to be read into the minutes 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 and White. Chairperson White declared the motion carried.

The Executive Director discussed the 2012 results of operations and variances from budget for the Smithfield Gardens Assisted Living. (See Exhibit VII) After further brief review, Commissioner Dota motioned to accept the yearend financial report for the Smithfield Gardens Assisted Living to be read into the minutes as presented. 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.

➤ **Any Other Business Pertaining to the Board**

Chairperson White requested a motion to go into Executive Session for the purpose of discussing a Real Estate negotiation.

MINUTES

At 6:00 P.M. Commissioner Bellucci made a motion to enter into Executive Session to discuss a Real Estate negotiation and to invite the entire Board present, the Executive and Deputy Directors and Attorney Gregory Stamos. 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 motion carried and the meeting proceeded in Executive Session.

At 6:11 P.M. Commissioner Dota made a motion to enter end Executive Session and return to the order of the Agenda. 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 motion carried.

Commissioner Dota motioned to authorize the Executive Director to complete the documents and contracts necessary for the purchase of the property located at 34 Smith Street for ownership by SHA Development Corp. for an amount no hirer than \$89,000 and to approve any prior actions relative to this transaction the Executive Director has transacted. 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 motion carried.

Chairperson White requested a future meeting of the SHA Development Corp. for the purpose of filling Director Positions by means of an election.

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 922nd meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. Commissioner Bellucci seconded the motion. Chairperson White declared the motion carried and the 922nd Meeting, a Regular Meeting, duly adjourned at 6:15pm.

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: February 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>
3	02/07/2013	No	DD	SHA PAYROLL	Payroll #3	No	\$29,027.26
4	02/21/2013	No	DD	SHA PAYROLL	Payroll #4	No	\$28,169.39
131	02/01/2013	No	CHK	VSP	VSP	No	\$55.61
132	02/26/2013	No	CHK	VSP	VSP Online Payment	No	\$55.61
5338	02/04/2013	No	CHK	Staples Credit Plan	Staples Credit Plan	No	\$209.94
5339	02/13/2013	No	CHK	Hamlin Construction LLC	prepay snow removal	No	\$2,250.00
5340	02/15/2013	No	CHK	Aegis Energy Services, Inc.	2nd payment	No	\$1,545.84
5341	02/15/2013	No	CHK	Allen's Plumbing Supply	auger	No	\$72.88
5342	02/15/2013	No	CHK	American Rooter Llc	2 seymour ave	No	\$158.50
5343	02/15/2013	No	CHK	AT&T	acct 203 881-2464 165	No	\$526.64
5344	02/15/2013	No	CHK	AT&T	acct 203 888-4579 851	No	\$458.40
5345	02/15/2013	No	CHK	Banner Group Systems Inc.	floor machine	No	\$1,469.65
5346	02/15/2013	No	CHK	Bender Plumbing Supplies Inc.	plumbing supplies	No	\$2,235.27
5347	02/15/2013	No	CHK	Buddy's Fuel, LLC	16 seymour ave	No	\$866.26
5348	02/15/2013	No	CHK	Callahan House Tenants Associat	february association fees	No	\$25.00
5349	02/15/2013	No	CHK	Chartis	policy WC 1656312	No	\$6,959.00
5350	02/15/2013	No	CHK	CL&P FED	acct 51779583004	No	\$1,956.89
5351	02/15/2013	No	CHK	CL&P RH	acct 51457764090	No	\$2,106.62
5352	02/15/2013	No	CHK	CL&P MR	acct 51118694017	No	\$103.05
5353	02/15/2013	No	CHK	CL&P OFFICE	acct 51471483099	No	\$238.81
5354	02/15/2013	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$384.40
5355	02/15/2013	No	CHK	Connecticut Housing Finance Aut	project #96089D	No	\$462.02
5356	02/15/2013	No	CHK	G&K Services	february uniforms	No	\$49.82
5357	02/15/2013	No	CHK	Ge Appliance	2 stoves	No	\$666.00
5358	02/15/2013	No	CHK	Gregory Stamos	february retainer	No	\$2,826.55
5359	02/15/2013	No	CHK	Hamlin Construction LLC	snow removal	No	\$3,704.60
5360	02/15/2013	No	CHK	HD Supply	vertical blinds	No	\$48.29
5361	02/15/2013	No	CHK	Intersect Dvvc, Llc	complete email move	No	\$500.00
5362	02/15/2013	No	CHK	Peter E. Karpovich,	sha vs gebeau & fiorini	No	\$150.60
5363	02/15/2013	No	CHK	Professional Carpet Systems	Unit 2T	No	\$150.00
5364	02/15/2013	No	CHK	Ray House Tenants Association	february association fees	No	\$25.00
5365	02/15/2013	No	CHK	Smithfield Gardens Assisted Livin	february rent	No	\$4,354.16
5366	02/15/2013	No	CHK	Treelands Inc	60 bags calcium chloride	No	\$1,914.00
5367	02/15/2013	No	CHK	Winter Bros Waste Systems	february container service	No	\$371.63
5368	02/15/2013	No	CHK	Winter Bros Waste Systems	february container service	No	\$340.44
5369	02/15/2013	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,124.54
5370	02/19/2013	No	CHK	CONN NAHRO	Grievance Hearing Training	No	\$450.00
5371	02/20/2013	No	CHK	CONN NAHRO	membership renewal	No	\$255.00
5372	02/28/2013	No	CHK	Aetna	Acc# 83851327	No	\$3,321.00
5373	02/28/2013	No	CHK	Aflac Attn: Remittance Processing	february aflac	No	\$807.46
5374	02/28/2013	No	CHK	Ally	february truck payment	No	\$525.63
5375	02/28/2013	No	CHK	American Express	february amex	No	\$2,935.03
5376	02/28/2013	No	CHK	American Rooter Llc	2T weekend charge snake kitchen si	No	\$427.00
5377	02/28/2013	No	CHK	Anthem Dental	Acc# ACT6850861	No	\$751.38
5378	02/28/2013	No	CHK	Aquarion Water Company	acct 200337603	No	\$12.37
5379	02/28/2013	No	CHK	At&T	acct 203 881-0115 123	No	\$144.28
5380	02/28/2013	No	CHK	Canon Financial Services, Inc.	copier lease	No	\$209.00

**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: February 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>
5381	02/28/2013	No	CHK	Canon Solutions America	7061 copies	No	\$18.76
5382	02/28/2013	No	CHK	Canon Solutions America, Inc.	copier supplies	No	\$291.00
5383	02/28/2013	No	CHK	CL&P MR	acct 51647364041	No	\$10.86
5384	02/28/2013	No	CHK	CL&P FED	acct 51779583004	No	\$3,735.39
5385	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$96.00
5386	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$96.95
5387	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,183.71
5388	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$76.95
5389	02/28/2013	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,256.35
5390	02/28/2013	No	CHK	Eagle Environmental Inc.	asbestos abatement specification	No	\$1,100.00
5391	02/28/2013	No	CHK	Experian	January credit checks	No	\$106.80
5392	02/28/2013	No	CHK	Ferguson & McGuire/APS	new business fee pub. officials	No	\$118.96
5393	02/28/2013	No	CHK	G&K Services	uniforms	No	\$149.46
5394	02/28/2013	No	CHK	Hamlin Construction LLC	snow removal	No	\$15,408.00
5395	02/28/2013	No	CHK	HD Supply	vertical blind	No	\$24.09
5396	02/28/2013	No	CHK	Jeff's Appliance And Vacuums	2U stove repair	No	\$79.95
5397	02/28/2013	No	CHK	Lane, Donna	travel for training	No	\$17.32
5398	02/28/2013	No	CHK	Lincoln National Life Insurance C	acct seymourhous-bl-1001365	No	\$337.66
5399	02/28/2013	No	CHK	Lisa Marie Sanchez	travel for training	No	\$16.27
5400	02/28/2013	No	CHK	Nextel Communications	january cell bill	No	\$184.09
5401	02/28/2013	No	CHK	Northeast Telecom Services Inc.	February TD process	No	\$39.95
5402	02/28/2013	No	CHK	Radovich Builders, LLP	16 seymour ave check all outlets	No	\$2,542.00
5403	02/28/2013	No	CHK	Radovich Builders, LLP	unit 37 replace GFI	No	\$250.00
5404	02/28/2013	No	CHK	Radovich Builders, LLP	3Q no hot water	No	\$5,130.00
5405	02/28/2013	No	CHK	Robert Lashin	12 chamberlin	No	\$3,600.00
5406	02/28/2013	No	CHK	Seymour Janitorial Services, Inc.	February cleaning at ray house	No	\$1,156.00
5407	02/28/2013	No	CHK	Shell Credit Card Center	January fuel	No	\$255.05
5408	02/28/2013	No	CHK	St. Treasurer For Merfund	MERF 02-2013	No	\$6,415.47
5409	02/28/2013	No	CHK	State Of Connecticut-Dept.Of Lab	DOL access keys	No	\$167.50

Minutes Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 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>
1668	02/01/2013	No	CHK	DosSantos, Anita	PH AP Payment Feb 13	No	\$2.00
1669	02/28/2013	No	CHK	Treasurer - Town of Seymour	Callahan 2012 PILOT Payment	No	\$19,813.90
1670	02/28/2013	No	CHK	Treasurer - Town of Seymour	Norman Ray House PILOT 2012 Pa	No	\$8,124.61
1671	02/28/2013	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$54,328.98
1672	02/28/2013	No	CHK	Seymour Housing Authority	RH Reimb	No	\$16,479.66

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 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>
1620	02/05/2013	No	CHK	Andreucci, Deborah	PH AP Payment Feb 13	No	\$750.49
1621	02/28/2013	No	CHK	Seymour Housing Authority	MR Reimb	No	\$28,645.49

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
SHA Development Corporation

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: February 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: 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>
207	02/18/2013	Yes	CHK	Total Realty	34 Smith St House Down payment	No	\$10,000.00
207	02/28/2013	No	VD	Total Realty	Down Payment not needed	No	(\$10,000.00)
208	02/20/2013	No	CHK	Silver Petrucelli & Associates	5%	No	\$170.00

Minutes Exhibit 2

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: February 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>
2961	02/15/2013	No	CHK	American Rooter Llc	water jet main line	No	\$1,427.00
2962	02/15/2013	No	CHK	AT&T	acct 203 888-5093 150	No	\$911.71
2963	02/15/2013	No	CHK	CL&P SGAL	acct 51083234013	No	\$1,308.69
2964	02/15/2013	No	CHK	Environmental Systems Corporati	WO# 12611	No	\$4,244.49
2965	02/15/2013	No	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$23,959.50
2966	02/15/2013	No	CHK	Fix it Now LLC	dish washer repair	No	\$135.00
2967	02/15/2013	No	CHK	Hamlin Construction LLC	snow removal	No	\$2,161.12
2968	02/15/2013	No	CHK	M. J. Daly & Sons, Inc.	quarterly sprinkler inspection	No	\$350.00
2969	02/15/2013	No	CHK	Seymour Housing Authority	february management fee	No	\$4,945.00
2970	02/15/2013	No	CHK	Stanley Security Solutions, Inc.	master keys	No	\$31.39
2971	02/15/2013	No	CHK	Theo Pro Compliance & Consultin	file approval polese	No	\$20.00
2972	02/15/2013	No	CHK	Winter Bros Waste Systems	february container service	No	\$317.26
2973	02/15/2013	No	CHK	Yankee Gas	acct 57476540034	No	\$1,303.07
2974	02/28/2013	No	CHK	Aegis Energy Services, Inc.	11/15/12-02/15/13	No	\$3,369.60
2975	02/28/2013	No	CHK	Carter Hayes + Associates, P.C.	audit expense	No	\$1,391.59
2976	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$972.15
2977	02/28/2013	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
2978	02/28/2013	No	CHK	Commissioner of Revenue Servic	business entity tax	No	\$250.00
2979	02/28/2013	No	CHK	Connecticut Post	senior focus advertising	No	\$2,016.00
2980	02/28/2013	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$3,395.96
2981	02/28/2013	No	CHK	Griffin Hospital Occupational Medi	screening kitchen staff	No	\$110.00
2982	02/28/2013	No	CHK	Hamlin Construction LLC	snow removal	No	\$12,523.50
2983	02/28/2013	No	CHK	HD Supply	janitorial supplies	No	\$449.88
2984	02/28/2013	No	CHK	Jeff's Appliance And Vacuums	calibrate country kitchen stove	No	\$79.95
2985	02/28/2013	No	CHK	Kinsley Power Systems	burnt out block heater	No	\$675.12
2986	02/28/2013	No	CHK	Life Source, Inc.	cust # seyh1	No	\$420.00
2987	02/28/2013	No	CHK	NDC Housing & Development	asset management fee	No	\$4,032.00
2988	02/28/2013	No	CHK	Radovich Builders, LLP	acquire 5gal containers of glycol	No	\$5,427.00
2989	02/28/2013	No	CHK	Robert Lashin	apt 224	No	\$550.00
2990	02/28/2013	No	CHK	The Warehouse Store Fixture Co	kitchen supplies	No	\$79.45
2991	02/28/2013	No	CHK	TPC Associates, Inc.	cust # seyh1	No	\$704.25
2992	02/28/2013	No	CHK	Yankee Gas	acct 57669970055	No	\$794.27
2993	02/28/2013	No	CHK	Seymour Housing Authority	Feb Reimb	No	\$42,102.18

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	02/07/2013-1
Period Range :	01/21/2013 TO 02/03/2013
Week Number :	Week #6

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	529.44
Total Direct Deposits	28	18521.29
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	22 Items	19050.73

Total Billing Impound		700.04
Total Agency Checks	0	0.00
Total Agency Checks DD	3	348.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks 20098.77

	25 Items	
Total Tax Liability		8928.49
Total Workers Comp Liability		0.00

Total Payroll Liability 29027.26

Total Direct Deposits 18869.29

Total Debited From Account 29027.26

NEXT PERIOD DATES

Check Date: 02/21/2013 Week 8
 Period Begin: 02/04/2013
 Period End: 02/17/2013
 Call In Date: 02/15/2013 Week 7

Payroll rep: Diorio Judi

Tax Report For Payroll (S247)	
Check Date :	02/07/2013-1
Period Range :	01/21/2013 TO 02/03/2013
Week Number :	Week #6

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,706.40	2,696.03	22	Semi-Weekly
EE OASDI	0.062000	060687649	25,246.23	1,565.26	22	Semi-Weekly
EE Medicare	0.014500	060687649	25,246.23	366.08	22	Semi-Weekly
ER OASDI	0.062000	060687649	25,246.23	1,565.26	22	Semi-Weekly
ER Medicare	0.014500	060687649	25,246.23	366.08	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
Total 941 Liabilities without COBRA				6,558.71		
Total 941 Liabilities with COBRA				6,558.71		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
Total Federal Taxes				6,558.71		
State Withholding						
CT State Withholding		6613871-000	24,706.40	894.27	22	Weekly CT
Total State Withholding				894.27		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	25,886.32	1,475.51	22	Quarterly
Total Employer SUI				1,475.51		
Total Employee Taxes				5,521.64		
Total Employer Taxes without COBRA				3,406.85		
Total Tax Liability without COBRA				8,928.49		
Total Tax Liability with COBRA				8,928.49		
Regular checks				529.44		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,869.29		
Total Net Payroll				19,398.73		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				700.04		
Total Workers Comp				0.00		
Total Payroll Liability				29,027.26		
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				20,098.77		
Total Direct Deposits				18,869.29		
Total Amount Debited from your Account before Credit applied				29,027.26		
Total Amount Debited from your Account after Credit applied				29,027.26		

Cover Letter (S193)	
Check Date :	02/21/2013-1
Period Range :	02/04/2013 TO 02/17/2013
Week Number :	Week #8

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	425.53
Total Direct Deposits	30	18313.99
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	18739.52

Total Billing Impound		725.25
Total Agency Checks	1	60.55
Total Agency Checks DD	3	348.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks 19873.32

Total of Checks Printed	28 Items	
Total Tax Liability		8796.07
Total Workers Comp Liability		0.00

Total Payroll Liability 28669.39

Total Direct Deposits 18661.99

Total Debited From Account 28669.39

NEXT PERIOD DATES
 Check Date: 03/07/2013 Week 10
 Period Begin: 02/18/2013
 Period End: 03/03/2013
 Call In Date: 03/04/2013 Week 9

Payroll rep: Diorio Judi

Minutes Exhibit I

Tax Report For Payroll (S247)	
Check Date :	02/21/2013-1
Period Range :	02/04/2013 TO 02/17/2013
Week Number :	Week #8

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,370.33	2,614.75	24	Semi-Weekly
EE OASDI	0.062000	060687649	24,894.10	1,543.42	24	Semi-Weekly
EE Medicare	0.014500	060687649	24,894.10	360.97	24	Semi-Weekly
ER OASDI	0.062000	060687649	24,894.10	1,543.42	24	Semi-Weekly
ER Medicare	0.014500	060687649	24,894.10	360.97	24	Semi-Weekly
COBRA Credit	-----	060687649	-----		24	Semi-Weekly
Total 941 Liabilities without COBRA				6,423.53		
Total 941 Liabilities with COBRA				6,423.53		
ER FUI	0.006000	060687649	0.00		24	Quarterly
Total Federal Taxes				6,423.53		
State Withholding						
CT State Withholding		6613871-000	24,370.33	917.09	24	Weekly CT
Total State Withholding				917.09		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	25,534.19	1,455.45	24	Quarterly
Total Employer SUI				1,455.45		
Total Employee Taxes				5,436.23		
Total Employer Taxes without COBRA				3,359.84		
Total Tax Liability without COBRA				8,796.07		
Total Tax Liability with COBRA				8,796.07		
Regular checks				425.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,661.99		
Total Net Payroll				19,087.52		
Agency Checks				60.55		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				725.25		
Total Workers Comp				0.00		
Total Payroll Liability				28,669.39		
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				19,873.32		
Total Direct Deposits				18,661.99		
Total Amount Debited from your Account before Credit applied				28,669.39		
Total Amount Debited from your Account after Credit applied				28,669.39		

March 2013

Minutes
Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Norman Ray House 2012 Year-to-Date Vacancies 3

Norman Ray House experienced one move out during December 2012. Norman Ray House has experienced 23 vacancy days since January 1, 2012 and has averaged 7.67 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; 23 days/ 14600 days available = 0.1575% percentage through December 31, 2012.

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 23 days and have 145 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013).

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2012
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
36	Gruz	7/31/2012	Toupin	8/3/2012	4
4	Miklaszewski	7/31/2012	Jones	8/3/2012	4
18	LaTorre	12/15/2012	Vacant		15

Average number of vacancy days per vacancy: 7.67

Minutes
Exhibit II

State Moderate Rental 2012 Year-to-Date Vacancies 10

Moderate Rental experienced one move in during 2012. Moderate Rental has experienced 223 vacancy days since January 1, 2012 and averaged 22.30 days per vacancy through November 30, 2012. 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; 223 days/ 29565 days available = 0.6832% percentages through November 30, 2012.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2012
FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
5C	404	Bean	10/7/2011	Cabezas	1/20/2012	20
1B	420	Hoey	12/19/2011	Fasciano	1/24/2012	24
3B	420	Kuhns	3/31/2012	Withington	4/16/2012	16
2S	417	Newsome	3/22/2012	Kiley	5/1/2012	41
28C	420	Kiley	5/1/2012	Garcia	5/15/2012	15
23C	417	Witty	6/30/2012	ElHanaoui	7/27/2012	27
38C	420	Kusterer	7/31/2012	Tapia	8/24/2012	25
1C	410	Bostic	7/31/2012	Gebeau	8/17/2012	18
5S	410	Centeno	10/31/2012	Simko	11/16/2012	16
15S	410	Mento	11/30/2012	Evans	12/21/2012	21

Average number of vacancy days per vacancy: 22.30

The Vacancy Loss is approximately \$3086 January 1 through December 31, 2012. We had \$5,000 budgeted for Vacancy Loss through December 31, 2012.

Minutes
Exhibit II

Smithfield Gardens 2012 Year-to-Date Vacancies 13

Smithfield Gardens Assisted Living experienced one move out and one move in during November 2012. Smithfield Gardens has experienced 298 vacancy days since January 1, 2012 and averaged 22.92 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; 298 days/ 20,440 days available = 1.457% percentage through December 31, 2012.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2012
ASSISTED LIVING						
UNIT	Tax CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
106	60%	960 Geotz	12/31/2012	Vitelli	1/6/2012	6
103	60%	960 Kyde	12/21/2011	Biagini	2/24/2012	65
214	60%	960 Zielnski	4/24/2012	Wojtowicz	4/28/2012	4
120	60%	960 LaVena	5/29/2012	Maher	8/1/2012	65
127	60%	960 Celini	9/30/2012	Boasso	10/27/2012	27
210	60%	960 Pedevillano	10/29/2012	Pucci	12/1/2012	3
110	50%	800 Blue	11/4/2012	Minuto	12/8/2012	34
106	60%	960 Petrowski	11/7/2012	Pond	12/1/2012	23
215	60%	960 Rosamond	11/18/2012	Nimons	12/15/2012	27
109	60%	960 Quinn	11/26/2012	Vacant		4
212	60%	960 Rogers	12/8/2012	Vacant		23
120	60%	960 Maher	12/21/2012	Vacant		10
116	50%	800 Narnias	12/24/2012	Vacant		7

Average number of vacancy days per vacancy: 23.5

The vacancy loss is approximately \$9,318 since January 1, 2012 Through December 31, 2012. We budgeted \$24,250 Vacancy Loss through December 31, 2012.

Section
2

General Information

Applications

Moderate Rental has 88 eligible applicants, 13 pending applications and we made 0 eligible this month.

Elderly/Disabled has 78 eligible applicants, 7 pending applications and we made 5 eligible this month.

We will be preparing for the Annual Re-certification process and will be preparing mailings to residents during December.

Complaints

Callahan House

We received a complaint from a resident that new people who moved in above them are making too much noise, dropping things and walking across the floor. We are currently fact finding.

Rev. Callahan House

All 80 Annual Dwelling Inspections have been completed during February.

We installed new electrical feeds from the main CT electric panel to the Co-generator. The Co-gen has been experiencing overheating and as a result, we have re-wired it with a larger capacity breaker and wiring. The Co-gen has been down for several weeks due to the need for a wiring harness.

Norman Ray House

All 40 Annual Dwelling inspections have been completed for the Norman Ray House.

On Christmas weekend, the main entry/security door of the Norman Ray House became stuck open. We called in the door company to repair it. What was discovered was that one of the intercom release buttons in one of the 40 dwelling units was malfunctioning and holding the door open. The Door

Company disconnected the entry door from the intercom system so that the door would close and keep the building secure. We are following up on this call with contractors to trace down which apartment device or wiring is defective. Until we find the bad device, the residents must leave their apartment to greet and let their visitors in the building. We will continue to work to find the breakdown in the system, however, the door system is original to the building, built in 1975. This may take some time to trace down.

Moderate Rental

The waiting lists for 2 & 3 bedroom units are now closed as of 12/31/2012. We are processing the three bedroom applications we received during the 90 day open period. We will hold a lottery drawing for the 3 bedroom waiting list for those applicants found apparently eligible.

We have completed all of 81 annual dwelling inspections for 2012 this concludes the Moderate Rental Inspections for 2012.

40 Chamberlin Rd. sustained a fairly serious fire. The habitants of the unit have been forced to relocate. We were able to house the residents of 42 Chamberlin Rd. after removing water and having the units inspected by the Building Inspector. The work at 40 Chamberlin Rd. will be completed by funds from an insurance claim; however, considerable work is expected. Flooring and plaster walls will have to be replaced. There is much water damage to the first floor and the second floor has smoke damage in the bedroom and hallway. It is anticipated that this may remain vacant for up to six months.

We received the 2013 MR budget approved by CHFA. The rent increase notice has been sent to the Moderate Rental Residents prior to January 1, 2013. This is in time for us to implement it for February 1, 2013. This will result in staff having to re-calculate all the Moderate Rental rent calculations in January.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 01/01/2013
- Five applications in processing
- Three move-outs in December
- One move-out anticipated in January
- Three move-ins anticipated for January
- 7 applicants on waiting list for 60% units (\$960 rent)
- 7 applicants on waiting list for 50% units (\$800 rent)
- Average age is 86.1
- Age range is 70 - 100
- Average length of tenancy is 24.75 months

Budgeting Statistics:

- 18 of 19 units rented at \$800
- 32 of 37 units rented at \$960; 2 of 37 units rented at \$985

Minutes
Exhibit #

- 51 of 52 occupied units (54 of 56 residents) participating in the meal plan; meal plan fee increased to \$455/month as of January 1, 2013

Other:

- MRC/ALSA meetings held 12/5, 12/12, 12/19 (attended by MRC Director, RSC & RNs)
 - 52 residents' statuses reviewed each week
 - 0 residents out at rehab as of 12/31/12
 - Levels of care for November 2012: 0 @ Level 1; 20 @ Level 2; 30 @ Level 3; 3 @ Level 4
- FitzVogt family reception held 12/09/12; meal service has few complaints
- Resident Council Meeting notes from 11/28/12 follow.
 - December Fire Drill completed 12/20/12 (second shift)

We have performed all 56 annual dwelling inspections at Smithfield Gardens Assisted Living.

There were a series of mechanical failures at Smithfield Gardens Assisted Living this month. The elevator broke down, trapping 3 residents inside. The Executive Director got those folks out without incident. The elevator was repaired temporarily for evening operation. The Contractor returned the next day to replace sensors and other controller parts.

The heating plant was malfunctioning. It was losing pressure and when the boilers were being called for heat, they were shut down. The building got down to 65 degrees. Repairs were affected to the heating loop and the glycol system.

The Co-generator engine failed. The Co-gen was down for a period of two days. This was around the same time as the boiler failure. The engine was replaced and the system is operational now.

Number
Exhibit III

GENERAL BID SUMMARY February 22, 2013
 Various Upgrades and Renovations at
 Rev. Callahan House and Norman Ray House
 Seymour, CT 06483

Bidder	Base Bid Amount Rev. Callahan	Base Bid Amount Norman Ray	Deduct Alt. Amount Norman Ray	Bid Bond/Surety	Addendums 1, 2,	Representations, Certifications, and other statements of Bidders	Form of Non- Collusive Affidavit	Contractor Bid Qualification	Section 3 Certification
RADOWITZ BUILDING	\$29,983.00	\$163,002	49,340	✓		✓	✓	✓	✓
BANTON CONST.	80,492.00	155,558	58,315	✓		✓	✓	✓	✓
LEO CONST.	50,000.00	125,000	45,000	✓		✓	✓	✓	✓
STANLEY CONST.	56,304.00	118,794	41,500	✓		✓	✓	✓	✓
JA ROSA CONST	80,000.00	141,675	29,500	✓		✓	✓	✓	✓
WEST STATE MECHANICAL	28,300.00	151,100	62,000	✓		✓	✓	✓	✓

(3)
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(1)

Minutes
Exhibit IV

Seymour Housing Authority
Operating Statement for December 2012
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Remaining Budget
INCOME				
Rental Income	329,073	320,682	8,391	8,391
Interest Income	1,708	2,000	(292)	(292)
Tenant Charges	12,350	12,150	200	200
Other Income	38,560	36,943	1,617	1,617
Operating Subsidy	218,463	150,000	68,463	68,463
TOTAL INCOME	600,154	521,775	78,379	78,379
EXPENSES				
ADMINISTRATIVE				
Wages	102,294	97,589	(4,705)	(4,705)
Compensated Absences	544	4,756	4,212	4,212
Legal	3,939	5,362	1,423	1,423
Travel	2,940	1,556	(1,384)	(1,384)
Accounting & Auditing	10,389	21,251	10,862	10,862
Office Supplies	4,517	4,316	(201)	(201)
Office Expenses	27,544	20,708	(6,836)	(6,836)
Office Rent	20,900	20,900	0	0
Tenant Services	14,219	11,410	(2,809)	(2,809)
TOTAL ADMINISTRATIVE	187,286	187,848	562	562
UTILITIES				
Water	24,600	21,000	(3,600)	(3,600)
Electricity	29,039	34,000	4,961	4,961
Gas	74,796	67,800	(6,996)	(6,996)
Cable	(3,895)		3,895	3,895
TOTAL UTILITIES	124,539	122,800	(1,739)	(1,739)
MAINTENANCE				
Wages	17,794	17,352	(442)	(442)
Supplies	15,885	13,890	(1,995)	(1,995)
Contractors	111,719	82,400	(29,319)	(29,319)
TOTAL MAINTENANCE	145,398	113,642	(31,756)	(31,756)
OTHER				
Insurance	14,521	19,650	5,129	5,129
Employee Benefits	43,938	42,297	(1,641)	(1,641)
Collection Losses	780	250	(530)	(530)
Extraordinary Maintenance	14,586	7,000	(7,586)	(7,586)
Property Taxes	20,064	19,788	(276)	(276)
Extra Ordinary Income	(10)		10	10
Property Repl. & Betterments	13,299	8,000	(5,299)	(5,299)
TOTAL OTHER	107,179	96,985	(10,194)	(10,194)
Results of Operations	35,752	500	(35,252)	(35,252)

Minutes
Exhibit V

Seymour Housing Authority
Operating Statement for December 2012
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	110,241	108,194	2,047	108,194	2,047
Interest Income	(10)		(10)		(10)
Tenant Charges	1,965	2,300	(335)	2,300	(335)
Other Income	27,525	26,243	1,282	26,243	1,282
Operating Subsidy	104,900	74,370	30,530	74,370	30,530
TOTAL INCOME	244,620	211,107	33,513	211,107	33,513
EXPENSES					
ADMINISTRATIVE					
Wages	51,137	48,795	(2,342)	48,795	(2,342)
Compensated Absences	(545)	2,461	3,006	2,461	3,006
Legal	3,391	2,681	(710)	2,681	(710)
Travel	1,492	778	(714)	778	(714)
Accounting & Auditing	6,018	8,026	2,008	8,026	2,008
Office Supplies	2,292	2,158	(134)	2,158	(134)
Office Expenses	12,995	8,823	(4,172)	8,823	(4,172)
Office Rent	10,450	10,450	(0)	10,450	(0)
Tenant Services	6,074	5,326	(748)	5,326	(748)
TOTAL ADMINISTRATIVE	93,305	89,498	(3,807)	89,498	(3,807)
UTILITIES					
Water	7,580	6,500	(1,080)	6,500	(1,080)
Electricity	21,415	25,000	3,585	25,000	3,585
Cable	(3,286)	200	3,486	200	3,486
TOTAL UTILITIES	25,709	31,700	5,991	31,700	5,991
MAINTENANCE					
Wages	10,503	10,223	(280)	10,223	(280)
Supplies	13,086	6,900	(6,186)	6,900	(6,186)
Contractors	32,157	31,950	(207)	31,950	(207)
TOTAL MAINTENANCE	55,746	49,073	(6,673)	49,073	(6,673)
OTHER					
Insurance	6,480	8,006	1,526	8,006	1,526
Employee Benefits	22,657	21,676	(981)	21,676	(981)
Collection Losses	1,409	200	(1,209)	200	(1,209)
Extraordinary Maintenance	2,300	2,000	(300)	2,000	(300)
Property Taxes	8,125	7,669	(456)	7,669	(456)
Property Repl. & Betterments	5,527	1,000	(4,527)	1,000	(4,527)
TOTAL OTHER	46,497	40,551	(5,946)	40,551	(5,946)
Results of Operations	23,363	285	(23,078)	285	(23,078)

*Minutes
Exhibit VI*

Seymour Housing Authority
Operating Statement for December 2012
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	406,668	406,668		406,668	
Rental Income - Excess of Base	60,404	48,379	12,025	48,379	12,025
Dwelling Vacancy Loss	(4,005)	(5,000)	995	(5,000)	995
TOTAL TENANT RENT	463,067	450,047	13,020	450,047	13,020
Interest Income	178	1,200	(1,022)	1,200	(1,022)
Tenant Charges	3,498	3,000	498	3,000	498
Other Income	22,147	19,143	3,004	19,143	3,004
TOTAL INCOME	488,891	473,390	15,501	473,390	15,501
EXPENSES					
ADMINISTRATIVE					
Office Salaries	103,713	98,778	(4,935)	98,778	(4,935)
Compensated Absences	(1,539)	4,624	6,163	4,624	6,163
Legal	7,929	11,404	3,475	11,404	3,475
Accounting & Auditing	9,177	14,207	5,030	14,207	5,030
Office Supplies	4,438	6,505	2,067	6,505	2,067
Rent	20,900	20,900	0	20,900	0
Travel	3,003	1,576	(1,427)	1,576	(1,427)
Office Expense	32,835	14,275	(18,560)	14,275	(18,560)
Employee Benefits	32,340	31,611	(729)	31,611	(729)
Payroll Taxes	11,745	11,216	(529)	11,216	(529)
Tenant Services	1,452		(1,452)		(1,452)
TOTAL ADMINISTRATIVE	225,993	215,096	(10,897)	215,096	(10,897)
UTILITIES					
Water	213	200	(13)	200	(13)
Electricity	1,459	2,200	741	2,200	741
Fuel Oil	482	4,000	3,518	4,000	3,518
TOTAL UTILITIES	2,154	6,400	4,246	6,400	4,246
MAINTENANCE					
Maintenance Wages	22,695	22,122	(573)	22,122	(573)
Maintenance Materials	21,614	19,800	(1,814)	19,800	(1,814)
Maintenance Contractors	131,174	99,500	(31,674)	99,500	(31,674)
Maintenance Shop & Equipment	37	1,000	963	1,000	963
TOTAL MAINTENANCE	175,521	142,422	(33,099)	142,422	(33,099)
OTHER EXPENSES					
Insurance	16,617	21,041	4,424	21,041	4,424
State Service Charges		4,860	4,860	4,860	4,860
Mortgage Payments	35,759	39,054	3,295	39,054	3,295
Prov for Repair & Replacement	34,517	34,517	(0)	34,517	(0)
Prov for Collection Losses	8,600	10,000	1,400	10,000	1,400
TOTAL OTHER EXPENSES	95,493	109,472	13,979	109,472	13,979
EXTRAORDINARY					
Extra Ordinary Income	(7,515)		7,515		7,515
TOTAL EXTRAORDINARY	(7,515)		7,515		7,515
TOTAL EXPENSES	491,645	473,390	(18,255)	473,390	(18,255)
Results of Operations	(2,754)		(2,754)		(2,754)

