

# MINUTES

COPY RECEIVED  
DATE: 12/18/12  
TIME: 2:30pm  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 919th Meeting

The 919th Meeting, a Special 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 December 5, 2012 and was called to order by Chairperson White immediately following the Annual meeting at 5:46 p.m.

### ➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, Horelick, Golebieski and White were in attendance. Also present was Secretary and Executive Director David Keyser, Deputy Director Donna DeSantis, and Attorney Gregory J. Stamos.

### ➤ Public Session

None.

### ➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 916th Regular Meeting to have been held on November 7, 2012, however due to a snow storm and lack of quorum got postponed.

Commissioner Bellucci motioned to accept the minutes of the 916th Regular Meeting, Wednesday, November 7, 2012. Commissioner Horelick 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 & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions 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, Golebieski, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

# MINUTES

The Executive Director discussed, described and explained the pertinent correspondence. He pointed out and discussed the two letters from HUD relative to the audit response and the late submission of the HUD Annual report certifications.

## ➤ Executive Director's Report

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

## ➤ Old Business

Chairperson White introduced the final Moderate Rental budget approval subject to the 30 day comment period.

The Executive Director explained that there were no written comments received during the 30 day period. He stated that one resident showed up for the public hearing. He summarized the minutes from the public hearing. (See Exhibit III).

The proposed 2013 budget with the February 1, 2013 \$10 base rent increase was briefly discussed (See Exhibit IV) and Commissioner Bellucci motioned to approve the 2113 Moderate Rental Budget and to authorize the Executive Director to submit it to CHFA for approval. 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, Golebieski, and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

## ➤ New Business

Chairperson White introduced Resolution 382 concerning Board of Commissioner certification of the 2013 Annual Plan. (See Exhibit V)

The Executive Director explained that the Annual Plan was reviewed with the residents at a Public Hearing. He stated that he has also been discussing the Annual Plan with the Callahan House Tenants Association. He stated the only part of the Plan was the certifications in the submission to HUD.

After some further brief discussion, Commissioner Golebieski motioned to adopt Resolution 382 concerning Board of Commissioner certificate of the 2013 Annual Plan. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and requested a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain

## MINUTES

Bellucci	X
Dota	X
Golebieski	X
Horelick	X
White	X

Chairperson White declared the motion carried and Resolution 382 duly adopted.

Chairperson White introduced Resolution 383 concerning Civil Rights Certification of the 2013 Annual Plan. (See Exhibit VI)

The Executive Director explained that the Annual Plan requires certification that the Seymour Housing Authority is complying with all the Civil Rights requirements.

After some further brief discussion, Commissioner Dota motioned to adopt Resolution 383 concerning Civil Rights Certification of the 2013 Annual Plan. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and requested 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 383 duly adopted.

Chairperson White introduced Resolution 384 concerning certification for the Violence Against Women's Act (VAWA) for the 2013 Annual Plan. (See Exhibit VII)

The Executive Director explained that the Annual Plan requires certification that the Seymour Housing Authority is complying with all the provisions of VAWA.

After some further brief discussion, Commissioner Golebieski motioned to adopt Resolution 384 concerning certification for the Violence Against Women's Act (VAWA) for the 2013 Annual Plan. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and requested a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		

## MINUTES

Horelick	X
White	X

Chairperson White declared the motion carried and Resolution 384 duly adopted.

Chairperson White introduced the proposed change to the Rent Collection Policy. (See Exhibit VIII)

The Executive Director explained that in the past few years, the Seymour Housing Authority sought to improve rent collection. He stated that the majority of Moderate Rental residents pay the current month's rent toward the end of the month. He reminded the Board that in the past we implemented a change in the rent collection policy to charge late residents \$15.00 on the 11<sup>th</sup> each month, and an additional charge of \$15.00 if rent is not paid on the 15<sup>th</sup> of the month, and finally if rent is not collected by the 25 of the month, that an additional late fee of \$20 would be charged. He stated the total late fee, assuming a resident did not pay by the 25<sup>th</sup> of the month would be \$50. The Executive Director stated that this policy has created an administrative burden that has not improved the situation.

The Executive Director discussed an alternative rent collection policy as follows:

The Rent Collection policy states, the Housing Authority offers the tenant a ten day grace period. In the event that the monthly rent is not paid on or before the 10th day of any month, a Notice to Vacate will be issued to the tenant. In addition, the tenant shall be responsible for a twenty dollar (\$20.00) late charge.

In the event the tenant has not paid his or her rent on or before the 25th day of any month, the tenant shall be responsible for an additional thirty dollars (\$30.00) late charge, and the Seymour Housing Authority will turn the account over to the attorney for collection and a First Notice of Eviction will be served upon the tenant.

The Executive Director stated that this would result in the same net charge of \$50; however, the administrative burden of making the charges occur 3 times a month would be lessened.

After some further brief discussion, Commissioner Golebieski motioned to adopt the Rent Collection Policy as presented. 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, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ Any Other Business Pertaining to the Board

The Executive Director stated that we received 2 quotes to install cross-connection devices on certain plumbing at the Callahan House and Smithfield Gardens. These devices prevent waste water from getting mixed into potable water in the building. These

## MINUTES

devices have been required by recent year's inspection by the water company. The results of the bids were as follows:

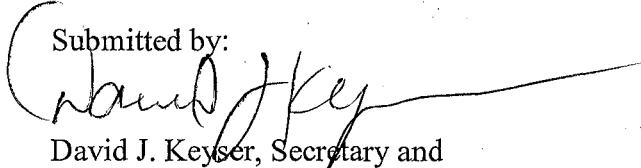
M J Daly	Total bid	\$15,400
Oately Plumbing	Total bid	\$13,905
Radovich Builders	Total Bid	None

After some further brief discussion, Commissioner Horelick motioned to award the backflow preventer work to Oately Plumbing in the amount of \$13,905 and authorize the Executive Director to enter into contract for the necessary installations. 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, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 919th meeting of the Seymour Housing Authority. At 6:18 P.M. Commissioner Bellucci motioned to adjourn the 919th Meeting of the Seymour Housing Authority. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 919th Meeting, a Regular Meeting, duly adjourned.

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: November 2012, 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: Yes, 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>
22	11/01/2012	No	DD	SHA PAYROLL	Human Resources #22	No	\$25,583.05
23	11/15/2012	No	DD	SHA PAYROLL	Human Resources #23	No	\$26,456.24
24	11/29/2012	No	DD	SHA PAYROLL	Human Resources #24	No	\$26,988.37
5089	11/02/2012	No	CHK	American Express	American Express	No	\$6,472.91
5090	11/02/2012	No	CHK	Aquarion Water Company	final bill 1 chamberlin	No	\$6.34
5091	11/02/2012	No	CHK	Naugatuck Valley Savings & Loan	John Grazioli HSA	No	\$855.00
5092	11/02/2012	No	CHK	Willis of CT, LLC	Renewal Excess Auto Liability	No	\$2,072.81
5093	11/02/2012	No	CHK	Aquarion Water Company	bill was sent to Seymour ave	No	\$12.17
5094	11/09/2012	No	CHK	Naugatuck Valley Savings & Loan	Larry Thomas HSA Contribution	No	\$825.00
5095	11/09/2012	No	CHK	Naugatuck Valley Savings & Loan	Donna DeSantis HSA Contribution	No	\$825.00
5096	11/09/2012	No	CHK	Naugatuck Valley Savings & Loan	Lisa M. Sanchez HSA Contribution	No	\$825.00
5097	11/09/2012	No	CHK	Cash	Pat Buel & Petty Cash	No	\$149.90
5098	11/15/2012	No	CHK	Aegis Energy Services, Inc.	7/15/12-10/15/12	No	\$1,578.59
5099	11/15/2012	No	CHK	Allen's Plumbing Supply	propane refills	No	\$65.34
5100	11/15/2012	No	CHK	AT&T	acct 203 881-0115 123	No	\$144.58
5101	11/15/2012	No	CHK	AT&T	acct 203 888-4579 851	No	\$442.09
5102	11/15/2012	No	CHK	AT&T	acct 203 81-2464 165	No	\$483.62
5103	11/15/2012	No	CHK	Buddy's Fuel, Llc	13 chamberlin annual cleaning	No	\$1,020.00
5104	11/15/2012	No	CHK	Callahan House Tenants Associat	november association fees	No	\$25.00
5105	11/15/2012	No	CHK	CL&P MR	acct 51118694017	No	\$40.09
5106	11/15/2012	No	CHK	CL&P FED	acct 51779583004	No	\$2,313.74
5107	11/15/2012	No	CHK	CL&P RH	acct 51364104042	No	\$1,446.90
5108	11/15/2012	No	CHK	CL&P OFFICE	acct 51471483099	No	\$256.81
5109	11/15/2012	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$384.40
5110	11/15/2012	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$96.00
5111	11/15/2012	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$66.00
5112	11/15/2012	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$462.02
5113	11/15/2012	No	CHK	D Brite Bulb, LLC	136 led bulbs RH	No	\$8,024.00
5114	11/15/2012	No	CHK	Direct Energy Services, Llc	acct 10685	No	\$3,330.85
5115	11/15/2012	No	CHK	Experian	October credit checks	No	\$107.28
5116	11/15/2012	No	CHK	Friends Of Fur Llc	inspect all units and treat as needed	No	\$225.00
5117	11/15/2012	No	CHK	FTW LLC	cut back brush & tree	No	\$875.00
5118	11/15/2012	No	CHK	G&K Services	october uniforms	No	\$153.78
5119	11/15/2012	No	CHK	Gregory Stamos	legal services	No	\$2,648.80
5120	11/15/2012	No	CHK	Hamlin Construction LLC	november 7th storm	No	\$880.87
5121	11/15/2012	No	CHK	Home Depot Credit Services	supplies	No	\$300.22
5122	11/15/2012	No	CHK	Lisa Marie Sanchez	reimbursement for purchase for cal t	No	\$72.99
5123	11/15/2012	No	CHK	OCE Imagistics Inc.	acct 200-5026811-000	No	\$209.00
5124	11/15/2012	No	CHK	Oxford Paint & Hardware, Inc	october charges	No	\$145.24
5125	11/15/2012	No	CHK	Peter E. Karpovich,	sha vs Centeno	No	\$50.00
5126	11/15/2012	No	CHK	Radovich Builders, LLP	reset door	No	\$850.00
5127	11/15/2012	No	CHK	Radovich Builders, LLP	get materials from oph	No	\$5,449.00
5128	11/15/2012	No	CHK	Radovich Builders, LLP	make shelf for community room	No	\$3,518.00
5129	11/15/2012	No	CHK	Ray House Tenants Association	november association fees	No	\$25.00
5130	11/15/2012	No	CHK	Shell Credit Card Center	october gas	No	\$468.41
5131	11/15/2012	No	CHK	Smithfield Gardens Assisted Livin	November Rent	No	\$4,354.16
5132	11/15/2012	No	CHK	Staples Business Advantage	janitorial products	No	\$30.14

# Exhibit I 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: November 2012, 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: Yes, 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>
5133	11/15/2012	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,341.57
5134	11/30/2012	No	CHK	Acm Resources, Inc.	staff development and tenants assoc	No	\$5,170.00
5135	11/30/2012	No	CHK	Aetna	acct 83851327	No	\$3,321.00
5136	11/30/2012	No	CHK	Aflac Attn: Remittance Processing	November aflac	No	\$1,362.21
5137	11/30/2012	No	CHK	Ally	acct 024914953493	No	\$525.63
5138	11/30/2012	No	CHK	American Express	November amex charges	No	\$3,772.46
5139	11/30/2012	No	CHK	American Rooter Llc	1E snake kitchen sink	No	\$168.50
5140	11/30/2012	No	CHK	Anthem Dental	act6850861	No	\$751.38
5141	11/30/2012	No	CHK	BJ's Wholesale Club Inc.	membership 12/12-12/13	No	\$75.00
5142	11/30/2012	No	CHK	Buddy's Fuel, Llc	26 Chamberlin	No	\$960.19
5143	11/30/2012	No	CHK	Buddy's Fuel, LLC	184.4 gal oil	No	\$678.59
5144	11/30/2012	No	CHK	Callahan House Tenants Associat	reimbursement for outdoor lights	No	\$69.15
5145	11/30/2012	No	CHK	CL&P RH	acct 51072664063 unit 4	No	\$1.64
5146	11/30/2012	No	CHK	CL&P MR	acct 51796464014 38 chamberlin	No	\$34.47
5147	11/30/2012	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$96.95
5148	11/30/2012	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,191.59
5149	11/30/2012	No	CHK	Department Of Public Safety	fingerprints	No	\$38.50
5150	11/30/2012	No	CHK	Friends Of Fur Llc	25 chamberlin treatment	No	\$75.00
5151	11/30/2012	No	CHK	G&K Services	November uniforms	No	\$102.52
5152	11/30/2012	No	CHK	Home Depot Credit Services	snow markers	No	\$73.63
5153	11/30/2012	No	CHK	Housing Telecommunications, Inc	subscription renewal	No	\$745.93
5154	11/30/2012	No	CHK	Intersect Dvvc, Llc	web & email service	No	\$1,570.00
5155	11/30/2012	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bl-1001365	No	\$337.66
5156	11/30/2012	No	CHK	Nextel Communications	October cell bill	No	\$186.86
5157	11/30/2012	No	CHK	OCE Imagistics Inc.	acct 126394 (11612 copies)	No	\$60.17
5158	11/30/2012	No	CHK	Radovich Builders, LLP	community rm	No	\$270.00
5159	11/30/2012	No	CHK	Robert Lashin	unit 3N paint	No	\$350.00
5160	11/30/2012	No	CHK	Seymour Janitorial Services, Inc.	november cleaning office/callahan	No	\$967.00
5161	11/30/2012	No	CHK	Sherwin Williams	paint	No	\$1,413.50
5162	11/30/2012	No	CHK	St. Treasurer For Merfund	MERF 11-2012	No	\$8,783.62
5163	11/30/2012	No	CHK	Town of Seymour	report on 40 chamberlin	No	\$25.00

*Exhibit I*  
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: November 2012, 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>
2859	11/05/2012	No	CHK	Blue, Carol J.	PH AP Payment Nov 12	No	\$393.99
2860	11/09/2012	No	CHK	Durrschmidt, Denise	Reimb. for Mileage	No	\$37.74
2861	11/13/2012	No	CHK	Vitelli, Anthony	PH AP Payment Nov 12	No	\$276.67
2862	11/14/2012	No	CHK	CARSCH	CARSCH - Membership	No	\$30.00
2863	11/15/2012	No	CHK	AT&T	acct 203 888-5093 150	No	\$787.63
2864	11/15/2012	No	CHK	Buddy's Fuel, LLC	thermostats units	No	\$474.72
2865	11/15/2012	No	CHK	Buddy's Fuel, LLC	generator fill	No	\$187.03
2866	11/15/2012	No	CHK	CL&P SGAL	acct 51083234013	No	\$2,346.04
2867	11/15/2012	No	CHK	Comcast	acct 8773 40 216 0069539	No	\$52.95
2868	11/15/2012	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$781.01
2869	11/15/2012	No	CHK	Direct Energy Services, Lic.	Acc# 28976	No	\$3,564.21
2870	11/15/2012	No	CHK	Fitz Vogt & Associates, LTD	deposit	No	\$26,750.00
2871	11/15/2012	No	CHK	FTW LLC	october lawn maintenance	No	\$600.00
2872	11/15/2012	No	CHK	Hamlin Construction LLC	storm 11/7/12	No	\$2,713.50
2873	11/15/2012	No	CHK	HD Supply	housekeeping supplies	No	\$430.98
2874	11/15/2012	No	CHK	Sophistication Duo	1 hr performance	No	\$100.00
2875	11/15/2012	No	CHK	Kone Inc	test smoke in elevator	No	\$629.53
2876	11/15/2012	No	CHK	M. J. Daly & Sons, Inc.	quarterly sprinkler inspection	No	\$350.00
2877	11/15/2012	No	CHK	Phillip Crosson	magic act	No	\$135.00
2878	11/15/2012	No	CHK	Radovich Builders, LLP	install flushmate in all units	No	\$4,625.00
2879	11/15/2012	No	CHK	Robert Lashin	room 210	No	\$2,000.00
2880	11/15/2012	No	CHK	Seymour Housing Authority	November management fee	No	\$4,839.00
2881	11/15/2012	No	CHK	Theo Pro Compliance & Consultin	pucci file approval	No	\$20.00
2882	11/15/2012	No	CHK	Yankee Gas	acct 57476540034	No	\$1,858.16
2883	11/19/2012	No	CHK	Petrowski, Rosamond	PH AP Payment Nov 12	No	\$500.64
2884	11/26/2012	No	CHK	Quinn, Walter	PH AP Payment Nov 12	No	\$676.01
2885	11/30/2012	No	CHK	Aegis Energy Services, Inc.	08/15/12-11/15/12	No	\$3,309.30
2886	11/30/2012	No	CHK	Bender Plumbing Supplies Inc.	plumbing supplies	No	\$242.47
2887	11/30/2012	No	CHK	Home Depot Credit Services	plumbing supplies	No	\$26.20
2888	11/30/2012	No	CHK	Sophistication Duo	one hour performance 12/19/12	No	\$100.00
2889	11/30/2012	No	CHK	Kinsley Power Systems	generator maintenance	No	\$350.00
2890	11/30/2012	No	CHK	Professional Carpet Systems	clean/sanitize dining room carpet	No	\$961.17
2891	11/30/2012	No	CHK	Radovich Builders, LLP	auger mens toilet	No	\$1,105.00
2892	11/30/2012	No	CHK	Stanley Security Solutions, Inc.	cores & keys	No	\$474.16
2893	11/30/2012	No	CHK	TPC Associates, Inc.	fire preventative maintenance	No	\$704.25
2894	11/30/2012	No	CHK	Valley Electric Supply & Lighting	light bulbs exterior	No	\$7.90
2895	11/30/2012	No	CHK	Seymour Housing Authority	Nov Reimb	No	\$53,696.22

**Seymour Housing Authority**

**Vendor Accounting Cash Payment/Receipt Register**

**Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 2012, 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: Yes, 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>
1643	11/02/2012	No	CHK	Smithfield Gardens Assisted Livin	Reimb SG for JG HSA %	No	\$82.33
1644	11/02/2012	No	CHK	Smithfield Gardens Assisted Livin	Reimb. SG for JG HSA	No	\$39.15
1645	11/15/2012	No	CHK	Bellucci, Dominick	Reimb. for Meal Expense	No	\$122.77
1646	11/15/2012	No	CHK	Bellucci, Dominick	Reimb. for Mileage	No	\$22.98
1647	11/26/2012	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1648	11/30/2012	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$23,679.60
1649	11/30/2012	No	CHK	Seymour Housing Authority	RH Reimb	No	\$24,440.16

**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 2012, 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>
1594	11/02/2012	No	CHK	Smithfield Gardens Assisted Livin	Reimb SG for JG HSA	No	\$78.15
1595	11/26/2012	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$10,000.00
1596	11/30/2012	Yes	CHK	Seymour Housing Authority	Nov Reimb	No	\$24,440.16
1596	11/30/2012	No	VD	Seymour Housing Authority	Wrong amount	No	(\$24,440.16)
1597	11/30/2012	No	CHK	Seymour Housing Authority	Nov Reimb	No	\$27,897.98

Cover Letter (S193)	
Check Date :	11/01/2012-1
Period Range :	10/15/2012 TO 10/28/2012
Week Number :	Week #44

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	3	2146.71
Total Direct Deposits	26	16433.56
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**

**18580.27**

Total Billing Impound		119.25
Total Agency Checks	0	0.00
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks**

**18788.52**

**Total of Checks Printed**

**27 Items**

Total Tax Liability	6794.53
Total Workers Comp Liability	0.00

**Total Payroll Liability**

**25583.05**

Total Direct Deposits

16522.56

**Total Debited From Account**

**25583.05**

**NEXT PERIOD DATES**

Check Date: 11/15/2012 Week 46  
Period Begin: 10/29/2012  
Period End: 11/11/2012  
Call In Date: 11/12/2012 Week 46

Payroll rep: Diorio Judi

**Tax Report For Payroll (S247)**

Check Date :	11/01/2012-1
Period Range :	10/15/2012 TO 10/28/2012
Week Number :	Week #44

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	23,347.31	2,435.06	25	Semi-Weekly
EE OASDI	0.042000	060687649	23,820.26	1,000.48	25	Semi-Weekly
EE Medicare	0.014500	060687649	23,820.26	345.38	25	Semi-Weekly
ER OASDI	0.062000	060687649	23,820.26	1,476.87	25	Semi-Weekly
ER Medicare	0.014500	060687649	23,820.26	345.38	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				5,603.17		
Total 941 Liabilities with COBRA				5,603.17		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				5,603.17		
State Withholding						
CT State Withholding		6613871-000	23,347.31	845.19	25	Weekly CT
Total State Withholding				845.19		
Employer SUI Withholding						
CT-SUI	0.055000	91-378-04	6,294.06	346.17	25	Quarterly
Total Employer SUI				346.17		
Total Employee Taxes				4,626.11		
Total Employer Taxes without COBRA				2,168.42		
Total Tax Liability without COBRA				6,794.53		
Total Tax Liability with COBRA				6,794.53		
Regular checks				2,146.71		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,522.56		
Total Net Payroll				18,669.27		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				119.25		
Total Workers Comp				0.00		
Total Payroll Liability				25,583.05		
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				18,788.52		
Total Direct Deposits				16,522.56		
Total Amount Debited from your Account before Credit applied				25,583.05		
Total Amount Debited from your Account after Credit applied				25,583.05		

## Cover Letter (S193)

Check Date :	11/15/2012-1
Period Range :	10/29/2012 TO 11/11/2012
Week Number :	Week #46

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	3	2491.76
Total Direct Deposits	28	16632.56
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
<b>Total Net Payroll</b>	<b>25 Items</b>	<b>19124.32</b>

Total Billing Impound		319.25
Total Agency Checks	0	0.00
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19532.57**

**Total of Checks Printed** **27 Items**

Total Tax Liability	6923.67
Total Workers Comp Liability	0.00

**Total Payroll Liability** **26456.24**

Total Direct Deposits 16721.56

**Total Debited From Account** **26456.24**

**NEXT PERIOD DATES**

Check Date: 11/29/2012 Week 48  
 Period Begin: 11/12/2012  
 Period End: 11/25/2012  
 Call In Date: 11/26/2012 Week 48

Payroll rep: Diorio Judi

**Tax Report For Payroll (S247)**

Check Date :	11/15/2012-1
Period Range :	10/29/2012 TO 11/11/2012
Week Number :	Week #46

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,038.20	2,528.36	25	Semi-Weekly
EE OASDI	0.042000	060687649	24,519.74	1,029.81	25	Semi-Weekly
EE Medicare	0.014500	060687649	24,519.74	355.57	25	Semi-Weekly
ER OASDI	0.062000	060687649	24,519.74	1,520.21	25	Semi-Weekly
ER Medicare	0.014500	060687649	24,519.74	355.57	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				5,789.52		
Total 941 Liabilities with COBRA				5,789.52		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				5,789.52		
State Withholding						
CT State Withholding		6613871-000	24,038.20	859.21	25	Weekly CT
Total State Withholding				859.21		
Employer SUI Withholding						
CT-SUI	0.055000	91-378-04	4,998.86	274.94	25	Quarterly
Total Employer SUI				274.94		
Total Employee Taxes				4,772.95		
Total Employer Taxes without COBRA				2,150.72		
Total Tax Liability without COBRA				6,923.67		
Total Tax Liability with COBRA				6,923.67		
Regular checks				2,491.76		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,721.56		
Total Net Payroll				19,213.32		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				319.25		
Total Workers Comp				0.00		
Total Payroll Liability				26,456.24		
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				19,532.57		
Total Direct Deposits				16,721.56		
Total Amount Debited from your Account before Credit applied				26,456.24		
Total Amount Debited from your Account after Credit applied				26,456.24		

## Cover Letter (S193)

Check Date :	11/29/2012-1
Period Range :	11/12/2012 TO 11/25/2012
Week Number :	Week #48

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	3	2356.36
Total Direct Deposits	28	16867.96
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****19224.32**

Total Billing Impound		712.25
Total Agency Checks	0	0.00
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00

Total Tax Deposit Checks Tax deposit to be made by Human Resource Consulting Group

**Sum of Checks****20025.57****Total of Checks Printed****27 Items**

Total Tax Liability	6962.80
Total Workers Comp Liability	0.00

**Total Payroll Liability****26988.37**

Total Direct Deposits

16956.96

**Total Debited From Account****26988.37****NEXT PERIOD DATES**

Check Date: 12/13/2012 Week 50  
 Period Begin: 11/26/2012  
 Period End: 12/09/2012  
 Call In Date: 12/10/2012 Week 50

Payroll rep: Diorio Judi

## Tax Report For Payroll (S247)

Check Date :	11/29/2012-1
Period Range :	11/12/2012 TO 11/25/2012
Week Number :	Week #48

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,186.77	2,563.29	25	Semi-Weekly
EE OASDI	0.042000	060687649	24,673.28	1,036.28	25	Semi-Weekly
EE Medicare	0.014500	060687649	24,673.28	357.76	25	Semi-Weekly
ER OASDI	0.062000	060687649	24,673.28	1,529.73	25	Semi-Weekly
ER Medicare	0.014500	060687649	24,673.28	357.76	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				5,844.82		
Total 941 Liabilities with COBRA				5,844.82		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				5,844.82		
State Withholding						
CT State Withholding		6613871-000	24,186.77	864.19	25	Weekly CT
Total State Withholding				864.19		
Employer SUI Withholding						
CT-SUI	0.055000	91-378-04	4,614.16	253.79	25	Quarterly
Total Employer SUI				253.79		
Total Employee Taxes				4,821.52		
Total Employer Taxes without COBRA				2,141.28		
Total Tax Liability without COBRA				6,962.80		
Total Tax Liability with COBRA				6,962.80		
Regular checks				2,356.36		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,956.96		
Total Net Payroll				19,313.32		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				712.25		
Total Workers Comp				0.00		
Total Payroll Liability				26,988.37		
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				20,025.57		
Total Direct Deposits				16,956.96		
Total Amount Debited from your Account before Credit applied				26,988.37		
Total Amount Debited from your Account after Credit applied				26,988.37		

**Minutes**

**Exhibit II**

**December 2012**

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# **Housing Authority of the Town of Seymour**

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## **Executive Director's Report**

## Occupancy

**Rev. Callahan House**
**2012 Year-to-Date Vacancies 13**

Callahan House experienced one move out during November 2012. Callahan House has experienced 174 vacancy days since January 1, 2012 and has averaged 13.38 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; 174days/ 29200 days available = 0.5958% percentage through November 30, 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, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2013 subsidy calculation, we have experienced 255 days and have 85 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. For the 2114 subsidy calculation year, we have experienced 23 days and have 325 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013).

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2012
FEDERAL ELDERLY	Vacancy Turnover Days	2012

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
1F	Olwnik	12/31/2011	Avalon	1/6/2012	6
3H	Brooks	12/31/2011	Scales	1/13/2012	13
4L	Ciofi	1/6/2012	Rivera	1/13/2012	7
4A	Poulin	2/29/2012	Sciarretti	3/1/2012	1
3E	Andrietta	3/31/2012	Gazi	4/25/2012	25
2D	Zorawski	4/30/2012	Sapouckey	6/1/2012	33
4H	Gracy	4/30/2012	Kelly	5/26/2012	26
2Q	Bologna	4/16/2012	Murray	5/25/2012	39
4G	Pitingoro	6/14/2012	Hall	6/15/2012	1
1M	Caraglio	8/31/2012	Valentine	9/13/2012	14
2C	Aponte	8/31/2012	Ziminsky	9/6/2012	7
3P	Skurat	9/30/2012	Auclair	10/1/2012	1
3N	Corallo	11/30/2012	Vacant		1

Average number of vacancy days per vacancy

13.38

Norman Ray House remained fully occupied during November 2012. Norman Ray House has experienced 8 vacancy days since January 1, 2012 and has averaged 4 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; 8 days/ 14600 days available = 0.0547% percentage through November 30, 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 2014 subsidy calculation year, we have experienced 8 days and have 160 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013).

**NORMAN RAY HOUSE**  
FEDERAL ELDERLY

**VACANCY/TURNOVER DAYS 2012**

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

Average number of vacancy days per vacancy:

4

**State Moderate Rental****2012 Year-to-Date Vacancies 9**

Moderate Rental remained fully occupied during October 2012. Moderate Rental has experienced 202 vacancy days since January 1, 2012 and averaged 22.44 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; 202 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

Average number of vacancy days per vacancy: 22.44

The Vacancy Loss is approximately \$2,799 January 1 through November 30, 2012. We had \$4583 budgeted for Vacancy Loss through November 30, 2012.

## Section

# 2

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### General Information

#### Applications

Moderate Rental has 88 eligible applicants, 12 pending applications and we made 9 eligible this month.

Elderly/Disabled has 73 eligible applicants, 9 pending applications and we made 4 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 were advised that an elderly resident allegedly assaulted a fellow resident with a cane. The person was reported to grab the other resident and told the resident she could not sit in the lobby, followed by some rather anti-Semitic remarks. Police were called. A pre-termination notice has been issued.

##### Norman Ray House

We received four complaint complaints about verbal comments made one resident about four other residents. After reviewing the complaints, management determined that the complaints did not formalize a Lease violation. The resident was informed of this and no further action was taken.

### Rev. Callahan House

All 80 Annual Dwelling Inspections have been completed during February.

We received bids for HVAC stack and bathroom ventilation cleaning at the Callahan House. The Board of Commissioners approved National Air Quality, the low bidder, to complete the work. The work includes balancing the air stacks at completion of the cleaning process. The contract signing was delayed by the discovery of bed bugs. We signed the contract November 3, 2012. Work began on November 12, 2012 and is completed.

We received 2 quotes to install cross-connection devises on certain plumbing at the Callahan House. These devises prevent waste water from getting mixed into potable water in the building. These

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devices have been required by recent years inspection by the water company. The results of the bids were as follows:

M J Daly	Total bid	\$15,400
Oately Plumbing	Total bid	\$13,905
Radovich Builders	Total Bid	None

## **Norman Ray House**

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

## **Moderate Rental**

We have advertised the opening of the 3 bedroom waiting list as of October 1, 2012. The 2 bedroom list will remain closed. There is currently a five year wait. The 3 bedroom list will remain open for 90 days through December 31, 2012. Throughout the 90 day period, we will place all apparently eligible applicants in a lottery and draw their names for placement on the list under the current applicants already on the waiting list. This drawing will be held publicly on January 30, 2013.

We have completed 23 annual dwelling inspections at Moderate Rental during September and October 2012. We have completed a total of 81 annual dwelling inspections for 2012 through October 31, 2012. This concludes the Moderate Rental Inspections for 2012.

The re-construction of the street on Chamberlin Road has concluded. B&W Paving completed the work on Chamberlin Rd. by October 31, 2012. The road was subsequently stripe painted down the center.

We anticipated that Public Works would assist us in making off road parking spaces for visitors of the Norman Ray House along Walnut St. in front of 1 Chamberlin Rd. We hired Pepe Construction for \$1,200 to remove a stump and remove material from this area. Town Dump trucks removed the material. The Town will now put processed stone in this area to make off street parking available.

In August, we received bids for power washing the vinyl sided dwellings on Seymour Ave. and Upper Chamberlin Rd. The Commission selected AVT Construction to complete the work at the September Board meeting. All the buildings on Seymour Ave. have been power washed and look great. Upper Chamberlin Rd. was to be completed when the road re-construction is completed. We expect the Contractor will begin the cleaning on Chamberlin Rd in the next two weeks. Gutter cleaning will follow. The Contractor has not returned to complete the gutter cleaning. We are attempting to communicate to determine the schedule of the remaining work.

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.

The rent increase notice has been sent to the Moderate Rental Residents. This is the beginning of the 90 day approval process. I will hold a public meeting prior to our December meeting and collect comments for a period of 30 days. Those comments will be returned to the Board of Commissioners for Review. The Commissioners will decide on the final amount of the rent increase and we will send the proposed budget to CHFA for review and approval. They will have 30 days to review and approve. We will then notify the residents no later than January 1, 2013 about the rent increase and then implement it for February 1, 2013. This will result in staff having to re-calculate all the Moderate Rental rent calculations in January.

The tree in front of 25 Chamberlin Rd. had split and was cut down. There was also a tree on the corner of Chamberlin rd that has been trimmed back for wire clearance.

## **Smithfield Gardens Assisted Living**

### Occupancy Statistics:

- 95% (53 of 56 units) occupied as of 12/01/12
- Four applications in processing
- Four move-outs in November
- Two move-outs anticipated in December
- Two move-ins anticipated for mid-December
- 8 applicants on waiting list for 60% units (\$960 rent)
- 8 applicants on waiting list for 50% units (\$800 rent)
- Average age is 86.2
- Age range is 70 - 100
- Average length of tenancy is 24.97 months

### Budgeting Statistics:

- 18 of 19 units rented at \$800
- 35 of 37 units rented at \$960
- 52 of 53 occupied units (54 of 56 residents) participating in the meal plan

### Other:

- MRC/ALSA meetings held 11/7, 11/14, 11/21, 11/28 (attended by MRC Director, RSC & RNs)

54 residents' statuses reviewed each week

0 residents out at rehab as of 11/30/12

Levels of care for October 2012: 3 @ Level 1; 19 @ Level 2; 29 @

Level 3; 3 @ Level 4

- FitzVogt became new food service provider as of 10/31/12; all is going well. Family reception to be held 12/09/12.
- Resident Council Meeting notes from 11/14/12 follow.
- November Fire Drill completed 11/24/12 (first shift)

We performed 51 annual dwelling inspections at Smithfield Gardens Assisted Living. We anticipate completing 6 during December to complete the dwelling inspections for 2012.

We patched and repainted the common dining room. The carpets were also cleaned and treated with scotch guard.

We replaced the failed Digital recorder this month. The old recorder was malfunctioning and we obtained used ones from Bristol Housing Authority.

The commercial electric food steamer burned out in the kitchen. This was replaced with a new gas powered one. The gas one is considered more efficient and durable.

We are working on filter the glycol in the heating loop. The contractor has also taken samples to test for bacteria, algae and consistency. A chemical treatment will be required to keep the system working well.

We will be performing maintenance on the heat system's expansion tank. We believe there to be problems with the tank's bladder.

We are also looking into digital controls for the heat system. It will require category 5 wiring to be installed from the boiler room to the electric room and possibly into the network closet in our office for internet access.

We received quotes from MJ Daly and Oatley Plumbing to complete the cross connection work required by Aquarion Water Co. We have to put RPD devices on the two water heaters in the mechanical room and the commercial kitchen steamer. The estimate from Oatley Plumbing was approximately was the lowest responsible bidder. We anticipate the work to be completed during December.

RSC report of Resident Council Meeting:

First Meeting of Resident Council.

The first official council consisting of seven residents met @ 1:30pm on 11-14-12 in the private dining room of Smithfield Gardens. The council consists of Marjorie Griffin, Marion Larkins, Stanley Arron, Barbara Fisher, Barbara Loban, Angelina Stitt, and Jeannette Brown.

I went over the By-laws given to me by the RSC at Luther Ridge. I explained to them that the By-laws would be fine tuned to fit Smithfield Gardens, but wanted to give them an idea of their responsibilities.

The Residents' main concern initially was whether the rest of the resident population would know about the council. I assured them that the other residents would be made aware @ a "Meet and Greet".

The residents will decide on officers @ the next meeting scheduled for November 28, 2012 @ 1:30. I explained to them there will be a Chairman, Vice- Chairman and Secretary. I encouraged them to think about their choices.

The residents were interested in doing a "Welcoming" of sorts to incoming new residents. We discussed a basket of goods needed when people first move in. I mentioned I would talk to Stop and Shop about donations or possibly petty cash.

The resident council was talking about donations for the poor @ Christmas time. They spoke of events like "Toys for Tots" or Christmas dinner for a deserving family.

When the conversation turned to dining rm. procedures and food, I explained to the residents that the first Food Forum meeting will be on December 11<sup>th</sup>.

The meeting ended in about an hour and the residents seemed excited about their responsibilities. All of the residents agreed with each other generally, and there was a good back and forth.

The next council meeting will be @ 1:30 on the 28<sup>th</sup> of November. We will discuss an ongoing date for monthly meetings.

Minutes  
Exhibit III

**State Moderate Rental  
Proposed Rent Increase Public Hearing  
Meeting Minutes**

*Present:* Donna Orzech, 9 Seymour Ave

SHA representation: David J. Keyser, Executive Director

*Date of meeting:* 11/29/2012, 6:30 P.M., Rev, Callahan House Community Room  
32 Smith Street, Seymour, CT 06483

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**I. Announcements**

The Executive Director commented and provided the history behind the proposed rent increase.

**II. Discussion**

The Executive Director handed out the proposed budget and reviewed the details as follows:

The Executive Director began explaining the 2013 State Moderate Rental budget. He stated that this budget required a \$10 base rent increase. He explained the income including base rent income of \$415,578, excess of base income of \$60,674 and dwelling vacancy loss of \$10,000 resulting in net rental income of \$466,252. He explained this added to approximately \$3,000 in sales and services to tenants, \$500 interest income and \$35,765 and other income for total estimated income of \$505,517. He reviewed the management expenses \$244,912, the utility expenses of \$6,400, the maintenance costs of \$145,228, general expenses for payment, will taxes and insurance and state surcharge totaling \$60,969. He stated that these expenses that against the income created a negative provision to reserves for repairs and maintenance and replacement of \$48,009. The net result of operating expenses is \$505,517. The provision for the reserve for repairs, maintenance and replacement of \$40,009 equaling \$41 per unit per month is an acceptable provision. The \$10/ per unit per month rent increase provides sufficient income to cover expenses and the provision for repairs.

**III. Roundtable/Comments**

**Resident Comment:** Donna Orzech commented that the rent increases have been occurring every year. She stated that when she moved in in 2004 the rent was \$270/month. The rent increases have created a hardship for her and for other residents who are on fixed incomes. She stated that Social Security will not be going up to match the increases and other living expenses and the cost of Medicare expenses are expected to increase.

Minutes  
Exhibit III

**Response:** The Executive Director stated that the rent increases over the past several years have been necessitated to keep the property in safe and decent condition. He stated that the Moderate Rental Program does not receive subsidy. He commented that the dwellings are over 60 years old.

**Resident Comment:** Donna Orzech commented that the Obama cutbacks and State cutbacks leave people stuck. She said that she feels stuck in this rent and wishes she didn't move in. She said her Lease prior to coming to housing was \$250/month. She said the house was sold and the new landlord went up on the rent. She said she never expected the rents to climb to such a high amount.

**Response:** The Executive Director stated that it is costly to maintain the dwellings with the limited income it takes in. He commented that the provision for repairs, maintenance and replacements was budgeted \$34,517 for 2012. He commented that the Seymour Housing Authority spent approximately \$59,000 through 10/2012 on such items as furnace, kitchen flooring, bathroom flooring, bath tub, kitchen cabinet and counter top replacements. He stated that there were also some handicapped conversions and handicap ramp installations completed. He commented that one unit required us to replace plaster ceilings and portions of the walls in a bedroom and bathroom area due to mold conditions. There has also been numerous tree removals, which proved prudent in the face of Hurricane Sandy and the Winter Storm Ari.

**Resident Comment:** Donna Orzech commented about Government and social issues in general. She stated that tax cuts and breaks for the rich and increases for the middle class and program cuts for the poor are tremendous and cause anxiety and hardship for the poor. She said the system (assuming government assistance systems, Legislative or Executive Branch) doesn't care about the poor people. She commented that she and William are collecting food stamps and that she didn't want to because of her pride. She said that the food stamp program has been cut, the energy assistance program has been cut. She said she feels sad for everyone who needs the help but can't get it.

**Response:** The Executive Director stated that these are hard times for a lot of Americans. He commented that the Seymour Housing Authority makes a good faith effort to maintain its housing at the lowest possible costs and by charging the residents a reasonable and affordable rent. This is why the base rents on average are approximately \$435/month. He stated that two bedroom units range from \$1000 to \$1300 per month in the market (unsubsidized) rents.

#### **IV Conclusion**

The Executive Director asked if there were any more comments or suggestions relative to the Rent Increase

Hearing none, he concluded the meeting by summarizing that he was going forward to the Board of Commissioners on December 5, 2012 with these comments for a rent increase to begin February 1, 2013.

# Minutes Exhibit IV

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

	2011 ACTUAL OPERATING	2012 ANNUALIZED OPERATING	2012 APPROVED BUDGET	2013 PROPOSED BUDGET Current Rent	2013 PROPOSED BUDGET \$40	2013 PROPOSED BUDGET \$15
<b>INCOME</b>						
3100 RENTAL INCOME - BASE	392,088	\$406,668	406,668	406,668	415,578	420,033
3100 RENTAL INCOME - EXCESS OF BASE	56,816	\$57,438	48,379	63,120	60,674	59,087
3210 DWELLING VACANCY LOSS	(3,944)	(\$3,102)	(5,000)	(10,000)	(10,000)	(10,000)
NET RENTAL INCOME	444,960	461,004	450,047	459,788	466,252	469,120
3510 SALES AND SERVICES TO TENANTS	2,320	\$2,712	3,000	3,000	3,000	3,000
3610 INTEREST INCOME	388	\$158	500	500	500	500
3620 OTHER INCOME	37,309	\$22,314	19,143	35,765	35,765	35,765
TOTAL INCOME	484,977	486,188	473,390	499,053	505,517	508,385
<b>EXPENSES</b>						
4120 SALARIES - OFFICE	97,806	\$104,082	98,778	113,909	113,909	113,909
4120 COMPENSATED ABSENCES	2,725	\$4,624	4,624	5,311	5,311	5,311
4130 LEGAL	10,748	\$7,488	11,404	13,331	13,331	13,331
4131 ACCOUNTING FEES	14,409	\$9,752	14,207	12,607	12,607	12,607
4151 OFFICE SUPPLIES	4,976	\$4,840	6,505	6,053	6,053	6,053
4152 RENTS	20,900	\$20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	1,597	\$2,706	1,576	2,521	2,521	2,521
4159 OTHER OFFICE EXPENSE	15,915	\$24,114	14,274	19,166	19,166	19,166
4160 PENSIONS AND OTHER FUNDS	28,432	\$33,680	31,611	37,934	37,934	37,934
4161 PAYROLL TAXES	9,606	\$12,672	11,216	13,181	13,181	13,181
TOTAL MANAGEMENT EXPENSES	207,114	224,858	215,095	244,912	244,912	244,912
4310 WATER	218	216	200	200	200	200
4320 ELECTRICITY	1,059	1,174	2,200	2,200	2,200	2,200
4340 FUEL	(\$3,478)	(546)	4,000	4,000	4,000	4,000
TOTAL UTILITY EXPENSE	(\$2,201)	844	6,400	6,400	6,400	6,400
4410 MAINTENANCE WAGES	8,093	22,802	25,000	24,928	24,928	24,928
4420 MATERIALS AND SUPPLIES	14,862	14,066	19,800	19,800	19,800	19,800
4430 CONTRACTUAL SERVICES	171,014	74,198	99,500	99,500	99,500	99,500
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	1,250	74	1,000	1,000	1,000	1,000
TOTAL MAINTENANCE EXPENSE	195,219	111,140	142,422	145,228	145,228	145,228
4711 INSURANCE	19,954	21,146	21,041	21,875	21,875	21,875
4716 STATE SERVICE CHARGE	4,860	0	0	0	0	0
4717 INTEREST & PRINCIPAL PAYMENTS	39,094	0	39,054	39,094	39,094	39,054
TOTAL OTHER EXPENSE	63,908	21,146	64,955	60,969	60,969	60,929
4810 PROVISION FOR REPAIRS AND REPL	37,311	34,518	34,517	33,544	40,009	42,916
4820 PROVISION FOR VACANCY AND COLL LOSS	15,875	10,000	10,000	8,000	8,000	8,000
TOTAL PROVISIONS	53,186	44,518	44,517	41,544	48,009	50,916
6100 EXTRAORDINARY (INCOME) EXPENSE	-2,385	(14,750)	0	0	0	0
TOTAL EXPENSES	514,841	387,756	473,390	499,053	505,517	508,385
NET SURPLUS/(DEFICIT) FOR PERIOD	-29,864	98,432	0	0	0	0
PROVISION PER UNIT MONTH	\$38	\$137	\$36	\$35	\$41	\$44

Exhibit V

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

Resolution 382

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 X Annual PHA Plan for the PHA fiscal year beginning 01/01/13 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.

Exhibit V

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.

Seymour Housing Authority

PHA Name

CT035

PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

X Annual PHA Plan for Fiscal Years 2013 - 2013

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	Title
Brenda A. White	Chairperson
Signature	Date 12/05/2012

Minutes  
Exhibit VIII

Current Policy:

The Rent Collection policy states, the Housing Authority offers the tenant a ten day grace period. In the event that the monthly rent is not paid on or before the 10th day of any month, a Notice to Vacate will be issued to the tenant. In addition, the tenant shall be responsible for a fifteen dollar (\$15.00) late charge.

In the event that the monthly rental is not paid on or before the 15th day of any month, the tenant shall be responsible for an additional fifteen dollars (\$15.00) late charge.

In the event the tenant has not paid his or her rent on or before the 25th day of any month, the tenant shall be responsible for an additional twenty dollars (\$20.00) late charge, and the Seymour Housing Authority will turn the account over to the attorney for collection and a First Notice of Eviction will be served upon the tenant.

Proposed:

The Rent Collection policy states, the Housing Authority offers the tenant a ten day grace period. In the event that the monthly rent is not paid on or before the 10th day of any month, a Notice to Vacate will be issued to the tenant. In addition, the tenant shall be responsible for a twenty dollar (\$20.00) late charge.

In the event the tenant has not paid his or her rent on or before the 25th day of any month, the tenant shall be responsible for an additional thirty dollars (\$30.00) late charge, and the Seymour Housing Authority will turn the account over to the attorney for collection and a First Notice of Eviction will be served upon the tenant.