

MINUTES

1/6/09
4:10 PM

Seymour Housing Authority

➤ 859th Meeting

The 859th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens located at 26 Smith Street, Seymour, Connecticut in the Multi-Purpose Room on Wednesday, December 3, 2008 and was called to order by Commissioner White at 6:44p.m. immediately following the Annual Meeting.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Horelick, Skurat, Zullo and White

Also present was Secretary and Executive Director David Keyser.

Public Comment

Chairperson White opened the floor to Public Comments.

Virginia Dota resident of the Callahan House wanted to comment that the residents of Smithfield Gardens are happy with the new food service vendor that started working at Smithfield Gardens on December 1, 2008. She has heard nothing but good comments from the residents.

➤ Previous Meeting Minutes

856th Regular Meeting, November 5, 2008. Commissioner Skurat motioned to accept minutes as presented. 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

857th Special Meeting, November 13, 2008. Commissioner Zullo motioned to accept minutes. Commissioner Skurat seconded the motion as presented. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners White, Dota, Zullo Skurat and Horelick. Chairperson White declared the motion carried.

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➤ **Bills & Communications**

Commissioner White introduced the bills (See Exhibit I).

After considerable consideration, review and questions relative to the bills listing, Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. 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 Dota, Horelick, Skurat, Zullo and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Explanation and discussion of the pertinent communications followed as below:

Property Insight LLC will be corrected as to the correct person to contact in regards to the Rev. Callahan House. On a correspondence the company had Jerry Edwards. Executive Director David Keyser has informed the company of the correct contact person and Property Insight LLC records will be updated.

➤ **Executive Director's Report**

The Executive Director report is the same as the Annual Executive Director's Report from the Annual Meeting December 3, 2008.

Additionally the Executive Director commented that there has been a turnover in an employee in the Seymour Housing Authority Office.

➤ **Old Business**

None.

➤ **New Business**

Chairperson White introduced resolution 337 (See Exhibit II), the application to DECD for Lead Base Paint abatement he reminded the Commissioners that this was a phone poll vote that was previously taken during the month in order to expedite the application.

Commissioner Zullo made the motion to accept resolution 337. Commissioner Skurat 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, Horelick, Skurat, Zullo and White.

Chairperson asked for a roll call. The roll call was answered as follows:

Aye Nay Abstain

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Commissioner White	x
Commissioner Zullo	x
Commissioner Skurat	x
Commissioner Dota	x
Commissioner Horelick	x

Chairperson White declared the motion carried.

➤ Any Other Business Pertaining to the Board

Chairperson White asked if there was Any Other Business Pertaining to the Board.

The Executive Director distributed the 2009 Norman Ray House Management Plan (See Exhibit III).

The Executive Director stated that the residents of the Norman Ray House were provided a thirty day notice of a potential rent increase. The notice informed the residents that they could make written comments within a thirty day period. The residents were also provided an opportunity to attend a public hearing held on December, 2008. The Executive Director discussed the hearing minutes (See Exhibit IV). The Executive Director added that he received no written comments or objections to the rent increase.

Commissioner Skurat made the motion to give Executive Director, David Keyser authorization to submit the 2009 Norman Ray House budget as presented with a twenty dollar rent increase that would be implemented on February 1, 2009. Commissioner Zullo 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, Horelick, Skurat, Zullo and White. Chairperson White declared the motion carried.

The Executive Director distributed the 2009 State Moderate Rental Management Plan (See Exhibit V).

The Executive Director stated that there was a thirty day comment period and held a public hearing in regards to the base rent increase for the residents of Smith Acres, Smith Acres extension, Castle Heights and Hofmann Heights. Every individual was notified of the thirty day comment period and the public hearing to be held on December 1, 2008 at 6:00 P.M. **The Executive Director was emphatic that the minutes reflect that residents were properly notified by U.S. Mail thirty days of the proposed rent increase as required by State Statute. He stated that the Seymour Housing Authority office didn't receive any written or verbal response to the proposed rent increase other than the email from the Resident Council requesting response to five questions which was responded to on November 12, 2008 (See Exhibit VI).** The Executive Director then asked Chairperson White to write to the Legislative Select Housing Committee and Seymour's delegation of State Legislators to confirm that all

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residents were properly notified per the exact requirements of the State Statutes. **He further informed the Commission that no one showed up for the Public Hearing on December 1, 2008.** Commissioner Zullo made the motion to authorize Executive Director David Keyser to submit the budget for Smith Acres, Smith Acres extension, Castle Heights and Hofmann Heights as presented with a \$20 base rent increase to begin February 1, 2008 and to authorize the Chairperson to communicate that proper procedure was followed relative to notification of the rent increase. Commissioner Skurat 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, Horelick, Skurat, and Zullo. Commissioner White abstained to avoid a conflict of interest. Chairperson White declared the motion carried.

The Executive Director then discussed that the contractor providing the work to the Norman Ray House asked for a thirty day extension for the original completion date of November 30, 2008. Commissioner Zullo made the motion to authorize the Executive Director to allow the contractor at the Norman Ray House a thirty day extension. 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, Horelick, Skurat, Zullo and White.

Commissioner Dota began discussion relative to the property management of Bank Street. To date the Seymour Housing Authority has not received the agreed upon payment for services from Bank Street Apartments LLC. After further brief discussion relative to services and leasing of Bank Street Apartments, Commissioner Zullo made the motion to authorize Executive Director, David Keyser to generate a collection letter to Bank Street Apartments LLC. 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, Horelick, Skurat, Zullo and White.

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 859th meeting of the Seymour Housing Authority. At 7:21 P.M. Commissioner Dota motioned to adjourn the 859th Meeting of the Seymour Housing Authority. Commissioner Zullo seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Dota, Zullo, Horelick, Skurat, and White. Chairperson White declared the motion carried and the 859th Meeting, a Regular Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director

EXHIBIT I

Check dates between 11/01/2008 and 11/30/2008

Bank	Check	Date	Paid To	Amount

1111.NVSL	Revolving Fund Cash - NVSL			
	01440	11/05/2008	Aquarion Water Company of Ct	11.65
	01441	11/05/2008	Buddy's Fuel, LLC	618.26
	01442	11/05/2008	Country Kitchens	1,900.00
	01443	11/05/2008	Wallingford Printing	277.81
	01444	11/15/2008	CHFA	4,598.75
	01445	11/15/2008	ConnNAHRO	25.00
	01446	11/20/2008	Equity Marketing	960.00
	01447	11/20/2008	Unique Services	1,010.00
	01448	11/30/2008	ACM Resources, Inc.	3,615.00
	01449	11/30/2008	AT & T Capital Services, Inc.	121.10
	01450	11/30/2008	AT&T	349.45
	01451	11/30/2008	Accurate Insulation LLC	3,480.00
	01452	11/30/2008	Aegis Energy Service, Inc.	1,347.83
	01453	11/30/2008	Allan Bickel	2,500.00
	01454	11/30/2008	Allen's Plumbing Supply	96.11
	01455	11/30/2008	Amanda's Cleaning	850.00
	01456	11/30/2008	American Rooter LLC	158.50
	01457	11/30/2008	Aquarion Water Company of Ct	12.69
	01458	11/30/2008	Arrow Window Shade MFG. Co.	178.07
	01459	11/30/2008	Belletti's Tree Service	4,000.00
	01460	11/30/2008	Bender Plumbing Supplies Inc.	833.75
	01461	11/30/2008	Buddy's Fuel, LLC	944.00
	01462	11/30/2008	Buddy's Fuel, LLC	504.00
	01463	11/30/2008	CHFA	462.02
	01464	11/30/2008	CS&L Calvert Safe and Lock LTD.	16.00
	01465	11/30/2008	Chelsea Maida	165.00
	01466	11/30/2008	Comcast	118.00
	01467	11/30/2008	Connecticut Light and Power	1,697.54
	01468	11/30/2008	Connecticut Light and Power	117.57
	01469	11/30/2008	Connecticut Light and Power	2,337.85
	01470	11/30/2008	DJDUNN - David J. Dunn	626.50
	01471	11/30/2008	Direct Energy Services, LLC	5,060.04
	01472	11/30/2008	Donald W. Smith, Jr., P.E.	1,395.00
	01473	11/30/2008	Eagle Environmental Inc.	1,500.00
	01474	11/30/2008	Electrical Wholesalers Inc.	238.80
	01475	11/30/2008	Experian	209.59
	01476	11/30/2008	Federal Express	37.54
	01477	11/30/2008	Friends of Fur LLC	150.00
	01478	11/30/2008	Galaxie Cleaning Inc	250.00
	01479	11/30/2008	Gregory Stamos	2,715.00
	01480	11/30/2008	Griffin Hospital	130.00
	01481	11/30/2008	HARRG	295.00
	01482	11/30/2008	Home Depot Credit Services	49.70
	01483	11/30/2008	Intersect DVVC, LLC	120.00
	01484	11/30/2008	Jerry's Service Center	252.81
	01485	11/30/2008	KONE INC	388.78
	01486	11/30/2008	NEBRASKA CHILD SUPPORT PAYMENT CTR	267.24
	01487	11/30/2008	NEXTEL COMMUNICATIONS	183.10
	01488	11/30/2008	Oxford Paint & Hardware, Inc	296.57
	01489	11/30/2008	Oxford Paint & Hardware, Inc	51.96
	01490	11/30/2008	PeachTree Business Products	137.00
	01491	11/30/2008	Peter E. Karpovich,	41.90
	01492	11/30/2008	Quill	332.07
	01493	11/30/2008	Radovich Builders, LLP	1,290.00
	01494	11/30/2008	ST. Treasurer for MERFund	3,013.42
	01495	11/30/2008	Seymour Janitorial Services	630.00
	01496	11/30/2008	Shell Credit Card Center	616.56
	01497	11/30/2008	Sherwin Williams	847.12
	01498	11/30/2008	Smithfield Gardens Assisted Living	4,354.16
	01499	11/30/2008	StaffWorks, Inc	404.19
	01500	11/30/2008	Staples Credit Plan	105.17
	01501	11/30/2008	The Home Depot Supply	1,327.56
	01502	11/30/2008	Town of Seymour Finance Dept.	6,998.00
	01503	11/30/2008	Unique Services	540.00
	01504	11/30/2008	Valley Electric Supply & Lighting	47.59
	01505	11/30/2008	Yankee Gas Service CO.	2,842.62

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-- CHECK REGISTER --

Seymour Housing Authority Federal 12/03/08 12:44 p Page 1

Check dates between 11/01/2008 and 11/30/2008

Bank	Check	Date	Paid To	Amount
1111.4	General Fund - Cash Operating			
	01439	11/30/2008	Seymour Housing Authority	15,568.00
	01440	11/30/2008	Seymour Housing Authority	15,567.16

-- CHECK REGISTER --

Seymour Housing - State Elderly 12/03/08 12:45 p Page 1

Check dates between 11/01/2008 and 11/30/2008

Bank	Check	Date	Paid To	Amount
1111.1	Operating Cash			
	01301	11/30/2008	Seymour Housing Authority	12,061.97

-- CHECK REGISTER --

Moderate Rental 12/03/08 12:45 p Page 1

Check dates between 11/01/2008 and 11/30/2008

Bank	Check	Date	Paid To	Amount
1111.2	Operating Fund - Cash Bank North			
	01451	11/30/2008	Seymour Housing Authority	16,043.00
	01452	11/30/2008	Seymour Housing Authority	16,043.69

-- CHECK REGISTER --

Smithfield Gardens 12/03/08 12:46 p Page 1

Check dates between 11/01/2008 and 11/30/2008

Bank	Check	Date	Paid To	Amount
1120.1	Naugatuck Valley - Operating			
	01494	11/15/2008	AT&T	431.29
	01495	11/15/2008	Aegis Energy Services Inc	546.50
	01496	11/15/2008	Allen's Plumbing Supply	7.00
	01497	11/15/2008	Amanda's Cleaning	300.00
	01498	11/15/2008	American Disposal Services	274.98
	01499	11/15/2008	Buddy's Fuel, LLC	295.00
	01500	11/15/2008	Connecticut Light and Power	146.43
	01501	11/15/2008	Connecticut Post	850.00
	01502	11/15/2008	Electrical Wholesalers Inc	135.73
	01503	11/15/2008	Fire Systems, Inc	625.00
	01504	11/15/2008	Jacelyn Mitchell	200.00
	01505	11/15/2008	Kirco Appliance Servicercenter	79.90
	01506	11/15/2008	Lindley Food Service Corporation	20,305.00
	01507	11/15/2008	MJ Daly	350.00
	01508	11/15/2008	Maintenance USA	512.55
	01509	11/15/2008	Maybury Insurance	31,885.32
	01510	11/15/2008	Philadelphia Insurance Companies	20,376.00
	01511	11/15/2008	Radovich Builders, LLP	1,800.00
	01512	11/15/2008	Republican American	221.48
	01513	11/15/2008	Santoro's Commercial Laundry Servic	848.00
	01514	11/15/2008	Seymour Housing Authority	4,335.76
	01515	11/15/2008	Theo Pro Compliance & ConsultingInc	468.76
	01516	11/15/2008	Valley Electric Supply & Lighting	198.71
	01517	11/15/2008	Yankee Gas Services Co.	3,093.20
	01520	11/30/2008	Seymour Housing Authority	16,903.00
	01521	11/30/2008	Seymour Housing Authority	16,902.28

Liability Recap	Taxes Debited			
		Federal Income Tax		1,871.07
		Earned Income Credit Advances		.00
		Social Security - EE		1,368.88
		Social Security - ER		1,368.87
		Social Security Adj - EE		.00
		Medicare - EE		320.15
		Medicare - ER		320.14
		Medicare Adj - EE		.00
		Federal Unemployment Tax		26.35
		State Income Tax		537.24
		State Unemployment Insurance - EE		.00
		State Unemployment/Disability Ins - ER		379.26
		State Unemployment Insurance Adj - EE		.00
		State Disability Insurance - EE		.00
		State Disability Insurance Adj - EE		.00
		Workers' Benefit Fund Assessment - EE		.00
		Workers' Benefit Fund Assessment - ER		.00
		Local Income Tax		.00
		School District Tax		.00
		Total Taxes Debited	Acct. No. 615014177 Tran/ABA 211170046	6,191.96
Other Transfers		ADP Direct Deposit	Acct. No. 615014177 Tran/ABA 211170046	15,101.46
		ADP Check	Acct. No. 615014177 Tran/ABA 211170046	4,145.14
		Total Amount Debited From Your Accounts		25,438.56
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00
Taxes - Your Responsibility		None This Payroll		

Total Liability	25,438.56
	25,438.56
	25,438.56

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EXHIBIT I



Accounts receivable number:
00040-L39648

00000749 01 AT 0.346 01 TR 0004 ROBLOGA1 00000
C011



LISA SANCHEZ
SEYMOUR HOUSING

Any Questions? Call ADP at
(866)505-7279

28 SMITH STREET
SEYMOUR CT 06483-3715

Current Information

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Current Charges

Autopay II

Company code **Q4D**

Processing Charges for period ending 11/01/2008

Elec. Business Tax Service

2.00

Month Of November 2008

Processing Charges for period ending 11/02/2008

24 Pays

134.00

New Hire Reporting Service

at no charge

Check Signing

at no charge

Labor Distribution

9.75

Benefit Accruals

6.50

Total Tax

at no charge

ADPiPayStatements

at no charge

iReports

at no charge

YTD Download

at no charge

CheckView Processing Fee

at no charge

For Payroll Delivery Only

12.00

24 Hr. Service

at no charge

Employee Payment Services for period ending 11/02/2008

TotalPay Service

at no charge

Management Reports for period ending 11/02/2008

Check Register

at no charge

Municipal Pension Fund

at no charge

Total debited

\$164.25

NO PAYMENT REQUIRED. This amount will be debited from your account # XXXXX4177 on 11/14/2008 or the next banking day. When your account is debited, this invoice will be automatically paid in full.

000001 0001038

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO	VCHR NO	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.77		450002		1,618.30
100004	KEYSER, DAVID J	3,471.42		450004		2,399.11
100005	SANCHEZ, LISA M	2,017.60		450005		1,411.65
100009	THOMAS, LARRY E	1,550.38		450011		1,125.42
100010	DELLOVOLPE, DEBORAH A	227.34		450001		190.59
100011	CHEVARELLA, BONNIE	308.18	22365271		269.44	
100013	HANNON, BRITTANY	543.84		450003		440.01
100014	DESANTIS, DONNA	1,956.92		450006		1,501.72
100018	POIRIER, MELANIE	1,153.60		450007		950.89
100019	PERSICO, MAUREEN	979.20	22365276		750.40	
100023	VIENS, DENISE	830.18		450008		664.73
100024	FERRIS, MARILYN	2,915.00		450013		2,915.00
100025	VAISAR, ALLISON	160.68	22365274		122.69	
100028	CAVALLARO, ANNA	648.00		450010		569.20
100031	RING, KATHERINE	446.25	22365273		398.25	
100033	WESTERVELT, PATRICIA	905.25		450009		809.08
100034	GILLISON, FAITH	357.00	22365272		329.68	
100036	BOSTIC, DEBORAH	446.25	22365277		391.14	
100039	VEALE, JOY	418.00	22365270		334.08	
100041	HEREDIA, SANDRA	300.00		450014		262.05
100045	COLBURN III, ERNEST A.	1,000.00		450012		709.67
100046	OQUENDO, MELISSA R.	300.00	22365279		263.05	
100047	LICHO, HELEN	531.25	22365278		461.12	
100049	BRAUN, LAURA	1,071.00	22365275		805.78	
*** REPORT TOTALS ***		24,393.11			4,125.63	15,567.42

MINUTES EXHIBIT I



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Net Pay	Checks	4,125.63
	Direct Deposits	15,567.42
	Subtotal Net Pay	19,693.05
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	19,693.05

Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				1,826.40	
	Earned Income Credit Advances					
	Social Security				1,331.64	1,331.64
	Medicare				311.43	311.43
	Federal Unemployment Tax					30.15
	Subtotal Federal				3,469.47	1,673.22
						5,142.69
State	CT State Income Tax				564.47	
	CT State Unemployment/Disability Ins-ER 5.1000					344.65
	Subtotal CT				564.47	344.65
						909.12
	Total Taxes		.00	.00	4,033.94	2,017.87
						6,051.81

Amount ADP Debited From Account 615014177 Tran/ABA 211170046 6,051.81

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	15,567.42	
Transfers	ADP Check	4,125.63	
	Amount ADP Debited From Account 615014177	19,693.05	
			Tran/ABA 211170046

17 Employee Transactions

Total Amount ADP Debited From Your Accounts 25,744.86

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EXHIBIT I

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO.	VCHR NO.	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.77		470002		1,618.29
100004	KEYSER, DAVID J	3,471.42		470004		2,399.11
100005	SANCHEZ, LISA M	2,017.60		470005		1,411.64
100009	THOMAS, LARRY E	1,431.05		470012		1,051.58
100010	DELLOVOLPE, DEBORAH A	50.52		470001		45.13
100011	CHEVARELLA, BONNIE	407.39	22383182		351.13	
100013	HANNON, BRITTANY	543.84		470003		440.03
100014	DESANTIS, DONNA	1,956.92		470006		1,501.71
100018	POIRIER, MELANIE	1,153.60		470007		950.87
100019	PERSICO, MAUREEN	1,000.62	22383186		765.66	
100023	VIENS, DENISE	735.06		470008		592.96
100024	FERRIS, MARILYN	1,925.00		470014		1,925.00
100025	VAISAR, ALLISON	241.02	22383185		207.13	
100028	CAVALLARO, ANNA	655.00		470011		574.89
100031	RING, KATHERINE	492.50	22383184		436.12	
100033	WESTERVELT, PATRICIA	1,020.00		470010		900.56
100034	GILLISON, FAITH	350.25	22383183		323.46	
100036	BOSTIC, DEBORAH	571.63	22383187		492.35	
100039	VEALE, JOY	374.00	22383181		300.06	
100041	HEREDIA, SANDRA	276.00		470015		241.08
100045	COLBURN III, ERNEST A.	1,012.50		470013		719.02
100046	OQUENDO, MELISSA R.	306.00	22383190		268.41	
100047	LICHO, HELEN	837.88	22383189		698.29	
100049	BRAUN, LAURA	963.00		470009		729.59
100050	KRIZKA, KATHLEEN	355.00	22383188		302.53	
*** REPORT TOTALS ***		24,003.57			4,145.14	15,101.46

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EXHIBIT I



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DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)

CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, Brenda White, Chairperson, certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by Seymour Housing Authority
(Name of the Applicant)

by polling its Board of Commissioners
(Governing Body)

duly convened on November 18, 2008 and which has not been rescinded or modified
in
(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date) _____
(Signature and Title of Official) - Chairperson

SEAL

WHEREAS, pursuant to Public Act 07-7 Sec. 9 (2) – Remediation and lead abatement in public housing
projects the Connecticut Department of Economic and Community Development is authorized to extend
financial assistance for eligible housing projects; and WHEREAS, it is desirable and in the public interest
that the Seymour Housing Authority make an application to the State for
(Applicant)
\$ 193,140.00 in order to undertake the Lead Abatement at Smith Acres, Smith Acres
(Name and Phase of Project)
Extension, and Castle Heights and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE
Board of Commissioners
(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by the Connecticut General Statutes.
2. That the filing of an application for State financial assistance by Seymour Housing Authority
(Applicant)
in an amount not to exceed \$ 193,140.00 is hereby approved and that

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EXHIBIT II

David Kevser, Executive Director

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of Seymour Housing Authority

(Name of Applicant)

3. That all previous actions of the Executive Director with respect to the
(Title of Authorized Official)
Project are hereby ratified.

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EXHIBIT II

(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I, Brenda A. White, Chairperson of Seymour Housing Authority, an entity lawfully organized and existing under the laws of State of Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted on the ____ day of November, 2008 by the governing body of the Seymour Housing Authority, in accordance with all of its documents of governance and management and the laws of the State of Connecticut, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That Seymour Housing Authority hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

WHEREFORE, the undersigned has executed this certificate this ____ day of November, 2008.

Signature

Effective June 25, 2007

MINUTES
EXHIBIT III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - RAY HOUSE

	ACTUAL OPERATING 2007	6/30/08 ANNUALIZED	APPROVED BUDGET 2008	PROPOSED BUDGET 2009	Feb Incr +BASE RENT \$20 PROPOSED BUDGET 2009
INCOME					
3100 RENTAL INCOME - BASE	\$128,757	148,224	\$148,224	\$148,224	\$157,024
3100 RENTAL INCOME - EXCESS OF BASE	\$12,318	9,162	\$5,008	\$12,658	\$10,779
3210 DWELLING VACANCY LOSS	<u>(\$995)</u>	<u>(2,244)</u>	<u>(\$1,000)</u>	<u>(\$1,000)</u>	<u>(\$1,000)</u>
NET RENTAL INCOME	140,080	155,142	152,232	159,882	166,803
3510 SALES & SERVICES TO TENANTS	1,950	4,080	4,000	4,000	4,000
3610 INTEREST INCOME	884	192	1,000	1,000	1,000
3620 OTHER INCOME	11,516	12,204	11,286	14,000	14,000
TOTAL INCOME	<u>154,430</u>	<u>171,618</u>	<u>168,518</u>	<u>178,882</u>	<u>185,803</u>
EXPENSES					
4120 SALARIES - OFFICE	28,720	30,000	30,282	31,768	31,768
4120 COMPENSATED ABSENCES	(4,988)	600	600	3,177	3,177
4130 LEGAL AND OTHER SERVICES	1,767	2,558	1,594	2,494	2,494
4131 ACCOUNTING FEES	3,496	3,758	3,113	3,891	3,891
4151 OFFICE EXPENSE	2,556	2,326	4,560	2,366	2,366
4152 RENTS	10,450	10,450	10,450	10,450	10,450
4153 TRAVEL	0	0	623	623	623
4159 OTHER OFFICE EXPENSE	8,329	10,822	7,880	9,272	9,272
4160 PENSIONS AND OTHER FUNDS	7,836	8,458	8,260	13,577	13,577
4161 PAYROLL TAXES	<u>2,937</u>	<u>3,220</u>	<u>3,048</u>	<u>3,638</u>	<u>3,638</u>
TOTAL MANAGEMENT EXPENSES	61,103	72,192	70,410	81,255	81,255
4350 BULK CABLE TELEVISION	211	470	0	200	200
4310 WATER	5,738	5,850	7,000	6,000	6,000
4320 ELECTRICITY	<u>21,650</u>	<u>25,700</u>	<u>23,000</u>	<u>28,000</u>	<u>28,000</u>
TOTAL SERVICES/UTILITY EXPENSES	27,599	32,020	30,000	34,200	34,200
4410 MAINTENANCE/HOUSEKEEPING WAGES	2,792	2,224	4,606	2,049	2,049
4420 MATERIALS AND SUPPLIES	4,291	5,176	6,000	5,200	5,200
4430 CONTRACTUAL SERVICES	22,996	25,210	26,420	28,000	28,000
4440 MAINTENANCE SHOP AND EQUIPMENT EX	<u>0</u>	<u>868</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MAINTENANCE EXPENSE	30,079	33,478	37,026	35,249	35,249
4710 REFUSE REMOVAL	4,557	4,558	4,600	4,600	4,600
4711 INSURANCE	4,451	5,042	6,537	7,717	7,717
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF	11,187	12,360	12,223	12,588	13,280
4716 STATE SERVICE CHARGE	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
TOTAL OTHER EXPENSE	22,595	24,360	25,760	27,305	27,998
4810 PROVISION FOR REPAIRS AND REPLACEMENT	5,287	5,122	5,122	672	6,901
4820 PROVISION FOR VACANCY AND COLLECTIBLES	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL PROVISIONS	5,487	5,322	5,322	872	7,101
6100 EXTRAORDINARY (INCOME) EXPENSE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>146,863</u>	<u>167,372</u>	<u>168,518</u>	<u>178,882</u>	<u>185,803</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	<u>7,567</u>	<u>4,246</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROVISION PER UNIT MONTH	\$11	11	\$11	\$1	\$14

MINUTES
EXHIBIT IV

**Norman Ray House Rent Increase
Public Comment Meeting**
Meeting Minutes

12/1/2008 10:00 A.M. *Norman Ray House Community Room*

Present: David J. Keyser – Executive Director
 Bonnie Cheveralla – Resident Services Coordinator

Shirley McHugh	Apt. 33
Mary Grass	Apt 14
Cecily Smith	Apt. 21
Mary Jane Napolitano	Apt. 39
Eva Listro	Apt. 40
Leda Noss	Apt 11
Rose Rivers	Apt. 23
Connie Shaboo	Apt. 18
Shirley Chromik	Apt. 15
Patricia Thompson	Apt. 6
Chef Gramolini	Apt. 23

I. Introduction

David J. Keyser introduced the proposed 2008 Norman Ray House Management Plan. (copy attached)

II. Discussion

David J. Keyser summarized the various line items and columns in the management plan. He discussed the income from rental and other sources. He described the expense line items. He pointed out the underfunded line items in the proposed 2009 budget with no rent increase. Specifically he called attention to line item 4410, Maintenance Wages. He described that the only wages projected here was the Seymour Housing in house housekeeping staff that cleans every two weeks at the Norman Ray House. He pointed out that the maintenance is being completed by maintenance staff, but not charged to the Norman Ray House in an effort to make the budget work. He stated that the routine maintenance not being charged included repair leaks, opening drain clogs and other routine maintenance, however the time is being charged elsewhere. He pointed out the utilities line item estimated at \$28,000 per year. He discussed the unknown utility cost of the HVAC equipment installed at the Norman Ray House. He stated that the costs of utilities may drastically increase and provide for a need to further increase the rents. And finally, he pointed out the provision for repairs, maintenance and replacements. He stated with no increase the provision would be only \$672 for the entire year. He informed the residents that if one of their bathtubs springs a leak that cost of replacement is about \$800. This provision is not realistic nor is it sufficient.

Comment:

Bonnie Cheveralla – Resident Services Coordinator informed the group that a friend of hers lives in State Elderly housing in Southbury and they pay \$400/mo rent.

Response:

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EXHIBIT IV

The Executive Director responded that he was not aware of the Base Rents for Southbury, but he was aware that Ansonia Housing Authority's Base Rent is approximately \$450 per month.

Comment:

Cecily Smith wished to discuss the cleaning company we are using.

Response:

The Executive Director responded that he would meet with the cleaning committee at another time to discuss the issues.

Comment:

Connie Shaboo commented that if the base rents go high enough, that those on limited incomes, \$603/per month SSI, will not be able to afford the base rent.

Response:

The Executive Director commented that applicants needed to demonstrate an ability to pay prior to occupancy. He commented that it is true that new residents do not necessarily get enrolled into the Rental Assistance Payments Program. The base rents would rise to \$327 for an efficiency and \$336 for a one bedroom. Applicants would have to demonstrate how they would be able to pay the rent and all the other necessities of life to afford the rent. He stated that someone whose income was \$603 per month would be paying in excess of 50% of income towards their rent.

Comment:

Leda Noss asked why there was only \$9 difference between efficiency apartments and one bedroom. She commented that there should be a substantially larger charge for the one bedroom versus efficiency apartments.

Response:

The Executive Director stated that historically there has always only been a \$9 difference between the two sized apartments. He stated that when base rent goes up it generally applies to both size apartments equally. The charge between the two has never been changed. He stated that when he first came to Seymour Housing Authority 19 years ago, the base rents were \$45 for an efficiency and \$54 for a one bedroom. Applying base rent increases over the years resulted in both rents increasing in parallel amounts based on the base rent increase. He commented that the formula for the charges between the two was set at the inception of the program, and never changed.

III. Conclusion

The Executive Director asked if there were any further questions pertaining to the budget or the rent increase. Hearing none, he commented that he had just learned that individuals who are not currently on RAP may end up on RAP because the rent increase was not a result of anything the resident could control. He stated he recently had been informed of this by DECD. He also assured the residents that the rent increase would result in an increase of RAP funds as long as the State has sufficient RAP funds. He reminded the residents that RAP funds must be provided by State Legislation every year.

The Hearing ended at 10:48 A.M.

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EXHIBIT V

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

	2007 ACTUAL OPERATING	6/2008 ANNUALIZED OPERATING STATEMENT	2008 APPROVED BUDGET	2009 PROPOSED BUDGET No Rent Change	2009 PROPOSED BUDGET +20 Base-Feb
INCOME					
3100 RENTAL INCOME - BASE	323,016	\$348,348	387,228	343,488	361,308
3100 RENTAL INCOME - EXCESS OF BASE	61,027	\$51,606	51,386	48,868	44,175
3120 SURCHARGES	0	\$0	0	0	0
3210 DWELLING VACANCY LOSS	(10,953)	(\$6,588)	(9,763)	(9,964)	(9,964)
NET RENTAL INCOME	<u>373,091</u>	<u>393,366</u>	<u>428,851</u>	<u>382,392</u>	<u>395,519</u>
3510 SALES AND SERVICES TO TENANTS	6,197	\$5,021	2,000	2,000	2,000
3610 INTEREST INCOME	1,947	\$1,928	2,000	2,000	2,000
3620 OTHER INCOME	16,639	\$22,428	22,172	27,374	27,374
TOTAL INCOME	<u>397,873</u>	<u>422,743</u>	<u>455,023</u>	<u>413,766</u>	<u>426,892</u>
EXPENSES					
4120 SALARIES - OFFICE	80,308	\$83,627	84,701	89,851	89,851
4120 COMPENSATED ABSENCES	-10,651	\$11,000	11,011	8,985	8,985
4130 LEGAL AND OTHER SERVICES	9,649	\$6,356	15,426	11,026	11,026
4131 ACCOUNTING FEES	7,411	\$7,637	6,304	7,879	7,879
4151 OFFICE SUPPLIES	5,127	\$4,592	8,235	4,728	4,728
4152 RENTS	20,900	\$20,900	20,900	20,900	20,900
4153 TRAVEL	0	\$0	1,261	1,261	1,261
4159 OTHER OFFICE EXPENSE	9,458	\$13,174	12,182	12,765	12,765
4160 PENSIONS AND OTHER FUNDS	29,211	\$28,544	29,243	36,863	36,863
4161 PAYROLL TAXES	11,401	\$12,124	11,250	11,217	11,217
TOTAL MANAGEMENT EXPENSES	<u>162,814</u>	<u>187,954</u>	<u>200,513</u>	<u>205,474</u>	<u>205,474</u>
4310 WATER	282	520	350	500	500
4320 ELECTRICITY	1,735	1,525	1,500	1,500	1,500
4340 FUEL	7,133	3,945	3,000	4,000	4,000
TOTAL UTILITY EXPENSE	<u>9,150</u>	<u>5,990</u>	<u>4,850</u>	<u>6,000</u>	<u>6,000</u>
4410 MAINTENANCE WAGES	34,023	37,362	29,908	27,607	27,607
4420 MATERIALS AND SUPPLIES	13,868	11,756	15,000	15,000	15,000
4430 CONTRACTUAL SERVICES	44,385	59,497	51,700	60,000	60,000
4440 MAINTENANCE SHOP AND EQUIPMENT EXPE	491	0	1,000	1,000	1,000
TOTAL MAINTENANCE EXPENSE	<u>92,767</u>	<u>108,614</u>	<u>97,608</u>	<u>103,607</u>	<u>103,607</u>
4711 INSURANCE	11,934	13,435	16,534	16,871	16,871
4715 PAYMENTS IN LIEU OF TAXES	0	0	42,400	0	0
4716 STATE SERVICE CHARGE	4,860	4,860	4,860	4,860	4,860
4717 INTEREST EXPENSE	7,168	6,477	6,476	6,476	6,476
TOTAL OTHER EXPENSE	<u>23,962</u>	<u>24,772</u>	<u>70,270</u>	<u>28,208</u>	<u>28,208</u>
4810 PROVISION FOR REPAIRS AND REPL	49,159	41,164	41,164	29,859	42,986
4820 PROVISION FOR VACANCY AND COLLECTION	8,000	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	<u>57,159</u>	<u>49,164</u>	<u>49,164</u>	<u>37,859</u>	<u>50,986</u>
4910 PRINCIPAL PAYMENT - MORTGAGE	15,904	15,959	15,959	15,959	15,959
4920 PRINCIPAL PAYMENT - REHAB LOAN	16,485	16,660	16,659	16,659	16,659
TOTAL PRINCIPAL PAYMENTS	<u>32,388</u>	<u>32,618</u>	<u>32,618</u>	<u>32,618</u>	<u>32,618</u>
6100 EXTRAORDINARY (INCOME) EXPENSE	0	0	0	0	0
TOTAL EXPENSES	<u>378,241</u>	<u>409,112</u>	<u>455,023</u>	<u>413,766</u>	<u>426,892</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	<u>19,632</u>	<u>13,631</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROVISION PER UNIT MONTH	<u>\$51</u>	<u>\$51</u>	<u>\$42</u>	<u>\$31</u>	<u>\$44</u>

MINUTES
EXHIBIT VI
HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
LOCK DRAWER 191
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

November 12, 2008

Dear Moderate Rental Residents,

Relative to the proposed February 1, 2009 Base Rent increase, I have been asked to answer the following question:

1. What is the formula for determining the rent, both base and non-base rent?
2. Does this formula vary among SHA low to moderate income communities?
3. Please explain the specific reasons for the rent increase.
4. Please provide a breakdown of where the rent increase will be going?
5. How will the extra money be used?

I am writing my response to all the Moderate Rental residents directly because the answers to these complex questions are of a technical nature. I wish to be very clear in responding because I sense great confusion among residents when it comes to the policy and procedure for calculating rents and formulating the budget. Corresponding directly in this manner ensures that nothing gets lost in translation.

If you have any questions or concerns regarding this response, you may contact the Office at 888-4579 during business hours. You are also encouraged to go to the Rent Increase Public Comment meeting on December 1, 2008 at 6:30 P.M. in the Community Room of the Rev. Callahan House, 32 Smith Street, Seymour, CT. At this meeting I can clearly answer all your questions directly.

Sincerely,


David J. Keyser, PHM
Executive Director

Brenda A. White - *Chairperson/Tenant Commissioner*
Nicholas J. Dota - *Vice Chairman/Tenant Commissioner*
Gail P. Zullo - *Treasurer*
Mary Skurat - *Assistant Treasurer*
Susan Horelick - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer



MINUTES
EXHIBIT VI

Rent Formula

Monthly rents for the Seymour Housing Authority Moderate Rental program are calculated using 27 percent of tenant's income. If 27 percent of the tenant's monthly income falls below the base rent for the unit, the base rent is charged. Base rents are currently \$339 to \$415. The proposed \$20 per unit increase would result in monthly rents varying from \$359 to \$435.

The formula for calculating rent was described to each resident at Lease-up on the rent calculation form. The Housing Occupancy Specialist reviews it with each resident at Lease signing. Any resident may (and many do each year) ask for an explanation of how the rent is calculated each year during the re-verification process. This is why, this past year, the Seymour Housing Authority switched its intake of annual income and household expenses from a mail out or drop off process to making appointments with residents to go over the collected information, so that the residents have an opportunity to see how we calculate the rent and ask questions about the rent calculation. The 2008 re-verification process went well, many residents benefited from this process and learned much more about what income is required to be reported and what household expenses could be taken into consideration.

**Seymour Housing Authority
Formulas**

Rent calculation formulas for all Seymour Housing Authority residents are regulated by the governmental unit or oversight Agency controlling each program. The state programs are regulated by the Connecticut Department of Economic Development (DECD) regulation and administered by memorandum of agreement by Connecticut Housing Finance Authority (CHFA). The formula for the state programs is described above. The federal project is regulated by the Federal Housing and Urban Development (HUD). The regulation to charge residents 30% of income at this program has been in existence since 1983 and prior to this time, residents were charged 25% of income in the Federal development. The Assisted Living program is regulated by the Connecticut Housing Authority (CHFA), DECD, and the Internal Revenue Tax Credit Requirements. The Assisted Living program charges a flat \$766 per month or \$919 per month rent based on household income.

The Seymour Housing Authority manages four very diverse programs and in an effort to meet expectations of public stewardship and public trust that comes along with running these programs, we have to ensure the regulations are followed relative to rent calculation, including household income verification. Furthermore, these formula regulations must be adhered to for each program, especially as we are audited by the various oversight agencies as well as annually by an independent auditor. There is no subjectivity on the part of the Seymour Housing Authority involved in how the formulas for each program are administered. If the specific question is, are there differences in the calculation of rents in the various State Moderate Rental Communities?, ie Chamberlin Rd. vs. Seymour Avenue, the answer is No! The base rent and percentage of income charged is consistent in both communities with the exception of varied base rents charged based on the size or style of the dwelling unit and the number of bedrooms in the unit in each community.

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EXHIBIT VI

Basis for this Proposed Rent Increase

The proposed rent increase for the Moderate Rental program is a 2.7 percent increase. The proposed increase to total expenses is 3.7%. Normal maintenance costs are expected to increase 6.1%. See summary of proposed budget below.

Each year the program is required to set aside funds for major repairs such as: tree removal, major plumbing repairs, painting, porch replacement, furnace repairs/replacement, etc. For 2008, the budget to reserve for repairs was approximately \$50,000. Through September of 2008, total expenditures for these items was \$50,954, already surpassing the entire annual budget. Mold remediation, basement flooding and vacated apartment vandalism has caused us to exceed the reserve funds set aside. An increase in the provision is recommended; however, despite a 2008 third quarter loss from operations in the amount of \$5,240, the Seymour Housing Authority management is sympathetic to the affect an additional increase would have on the lowest income residents so we have only recommended this modest 2.7% increase. In fact, a greater proposed increase may be more fiscally prudent.

**Smith Acres, Smith Acres Ext, Castle Heights, Hoffmann Heights
Proposed Budget
For the Year Ending December 31, 2009**

	Original 2008 Budget	Adjusted for PILOT	Revised 2008 Budget	Proposed 2009 Budget	Increase	%
Net Rental Income	428,851	(43,740)	385,111	395,519	10,408	2.7%
Other Income	26,172		26,172	31,374	5,202	19.9%
Total Income	455,023	(43,740)	411,283	426,893	15,610	3.8%
Management Expenses	200,513		200,513	205,474	4,961	2.5%
Utilities	4,850		4,850	6,000	1,150	23.7%
Maintenance	97,608		97,608	103,607	5,999	6.1%
Mtg/Insurance/Taxes	102,888	(42,400)	60,488	60,826	338	0.6%
Provision for Repairs	49,164	(1,340)	47,824	50,986	3,162	6.6%
Total Expenses	455,023	(43,740)	411,283	426,893	15,610	3.8%

Relative to what is spent out of the Reserve for Repairs, Maintenance and Replacements, depends on the circumstances of required maintenance. When we incur unnecessary costs in vacated units like the replacement of entry doors, cleaning out an entire household of trash and items left behind, or excessive painting costs, this reserve pays for

MINUTES
EXHIBIT VI

those repairs. The chart above does not reflect these Reserve expenditures, only the provision to that reserve. CHFA would like these reserves to be in excess of \$1,500 per unit. As of June 30, 2008 our reserves for the Moderate Rental Program were below \$1,000 per unit. This is another fact that is indicative of the need to raise the rent.

As you can see in the explanations and chart above, there is no extra money available to use. We are struggling to keep up with repairs, depreciating systems and in some cases, unit vandalism.