

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 10/6/15
TIME: 2:25 PM
TOWN CLERK'S OFFICE

➤ 952nd Meeting

The 952nd Meeting, a Regular Meeting of the Seymour Housing Authority, was held on September 2, 2015 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at 26 Smith Street Seymour, Connecticut and was called to order at 5:37 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Golebieski, and White. Also present was Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Comment Session

None

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 952nd Regular Meeting held on September 2, 2015.

Commissioner Bellucci motioned to accept the minutes of the 952nd Regular Meeting. Commissioner Golebieski 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, Golebieski and White. Chairperson White declared the motion carried.

➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Golebieski and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed and explained the more pertinent communications. He described in particular a correspondence to residents that instructed them that a Smoker

MINUTES

designated area was being set up in the front lawn of the Rev. Callahan House. He described the results of several discussions with residents and the Tenant Association Board regarding smoking in the patio area and outside the main entry. He concluded that we required a change to the smoking prohibited areas to include the patio in front of Callahan House, at the main entry, at the outside set of stairs and the rear entry and patio. He stated that plan includes the creation of a smoking area in front by the sidewalk.

After some further brief discussion and clarification about the Clean Indoor Air Acts and the existing no smoking common areas within Callahan House, Commissioner Golebieski motioned to create a designated outdoor smoking area in the front lawn of the Rev. Callahan House near the sidewalk, 32 Smith Street as specified by the Executive Director and to designate the front and rear patios and entrances, the side main entrance and the rear stair well as non smoking outdoor areas. 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 Golebieski and White. Commissioner Bellucci abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

The Executive Director distributed a recent survey of Maintenance response and discussed the results. (See Exhibit II)

➤ **Executive Director's Report**

The Executive Director discussed occupancy results for all properties (See Exhibit III).

➤ **Old Business**

None

➤ **New Business**

Chairperson White introduced discussion of Food Service for Smithfield Gardens Assisted Living.

Deputy Director DeSantis introduced the results of the bids for food service vendors. (See Exhibit IV). She described the results of the bids and discussed her desire to have the food service vendor take the role of serving in the dining room. She gave detail of how this would affect staff and provide for a better food service experience for the residents. She stated that in this way, the ALSA staff would not have any responsibilities in the dining room and she could also reduce her own staff in there as well. She stated that as a result, individuals specifically trained in the food service industry would be serving our residents. She reviewed the results of the bids and recommended that we accept the bid from our current provider, Fitz Vogt, with the provision they provide one wait staff position.

MINUTES

After further brief discussion, Commissioner Golebieski motioned to accept the bid from Fitz Vogt accepting the second scenario to use one vendor personnel and one Smithfield personnel in the dining room and to authorize the Executive Director to enter into contract for the two year period. 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, Golebieski and White. Chairperson White declared the motion carried.

➤ Executive Session

At 6:06 P.M. Commission Golebieski motioned to enter Executive Session to discuss an Employee Contract and pending litigation and to invite the Board members present, the Executive and Deputy Directors and Attorney Stamos. 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, Golebieski and White. Chairperson White declared the motion carried.

At 6:40 P.M. Commissioner Bellucci motioned to resume the order of the Agenda and to leave Executive Session. 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, Golebieski and White. Chairperson White declared the motion carried.

Commission Bellucci motioned to renew the Contract provided by the Executive Director for the period of July 1, 2015 to June 30, 2020 as presented by the Executive Director with minor clerical changes recommended by Attorney Stamos and to authorize the Chairperson to execute the same. 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, Golebieski and White. Chairperson White declared the motion carried.

➤ Any Other Business

Commissioner Bellucci asked Attorney Stamos about a proposed change to the current Callahan House Tenants Association. He specifically asked if it would be acceptable to require a 2 year residency prior to being considered as a candidate for officer of the Board. Attorney Stamos stated that this would be acceptable and reasonable to make a change to the bylaws for this minor change.

➤ Adjournment

MINUTES

At 6:44 P.M. Chairperson White asked for a motion to adjourn the 952nd meeting of the Seymour Housing Authority. Commissioner Golebieski motioned to adjourn the meeting. 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, Golebieski and White. Chairperson White declared the motion carried and the 952nd Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser, Secretary and Executive Director
Executive Director

*Minutes
Exhibit I*

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Ytd Yr</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
16	08/06/2015	No	DD	SHA PAYROLL	Payroll #16	No	\$28,614.38
17	08/20/2015	No	DD	SHA PAYROLL	Payroll #17	No	\$28,840.25
162	08/17/2015	No	CHK	VSP	VSP online Payment	No	\$85.21
7705	08/14/2015	No	CHK	Aegle Energy Services, Inc.	Payment 1 (3)	No	\$1,716.00
7706	08/14/2015	No	CHK	Allen's Plumbing Supply	MR Kit chrome trim	No	\$42.99
7707	08/14/2015	No	CHK	American Rooter LLC	Cust #: 0005702	No	\$437.00
7708	08/14/2015	No	CHK	Aquarion Water Company	Acct #: 200284152 8 Seymour Ave	No	\$26.88
7709	08/14/2015	No	CHK	Balletti's Tree Service	CAL - tree work	No	\$2,650.00
7710	08/14/2015	No	CHK	Callahan House Tenants Associat	CAL association fee	No	\$25.00
7711	08/14/2015	No	CHK	Comcast	Acct# 8773 40 216 0027070	No	\$1,245.13
7712	08/14/2015	No	CHK	Comcast	8773 40 216 0041287	No	\$423.82
7713	08/14/2015	No	CHK	Connecticut Housing Finance Aut	Proj #: 96089D	No	\$462.02
7714	08/14/2015	No	CHK	Connecticut Post	Ref #: 10208255-07012015	No	\$4,585.58
7715	08/14/2015	No	CHK	David J. Keyser	Exp reimbursement per empl agree	No	\$228.00
7716	08/14/2015	No	CHK	Direct Energy Services, Llc	Acct #: 02395043-742-8	No	\$2,311.58
7717	08/14/2015	No	CHK	Eversource	Acct #: 51386483014	No	\$2,530.99
7718	08/14/2015	No	CHK	Eversource	Acct #: 51118694017	No	\$48.05
7719	08/14/2015	No	CHK	Eversource	Acct #: 51471483098	No	\$387.16
7720	08/14/2015	No	CHK	Eversource	Acct #: 57750480048	No	\$1,360.35
7721	08/14/2015	No	CHK	Eversource	Acct #: 51779583004	No	\$4,928.00
7722	08/14/2015	No	CHK	Ferrari's Appliance	CAL 3-U fridge handle	No	\$78.00
7723	08/14/2015	No	CHK	Friends Of Fur LLC	Cal kitchen	No	\$175.00
7724	08/14/2015	No	CHK	Frontier	203-881-2464-110208-5	No	\$290.22
7725	08/14/2015	No	CHK	Frontier	203-888-4579-123179-5	No	\$232.65
7726	08/14/2015	No	CHK	Frontier	203-881-0115-021184-5	No	\$71.57
7727	08/14/2015	No	CHK	G&K Services	Uniforms	No	\$184.31
7728	08/14/2015	No	CHK	Gregory Stamos	Legal July	No	\$2,480.75
7729	08/14/2015	No	CHK	Griffin Hospital Occupational Medi	Pre employment	No	\$65.00
7730	08/14/2015	No	CHK	Home Depot Credit Services	acct #: 6035322500544212	No	\$92.52
7731	08/14/2015	No	CHK	Housing And Development Law In	HDLI Membership Dues	No	\$495.00
7732	08/14/2015	No	CHK	Precision Glass & Mirror	38 Chamberlin 1G replacement glas	No	\$170.00
7733	08/14/2015	No	CHK	Professional Carpet Systems	CAL 3S-steam clean carpet	No	\$495.20
7734	08/14/2015	No	CHK	Radovich Builders, LLP	#009 Cleaned drain & rebuilt trip & t	No	\$97.50
7735	08/14/2015	No	CHK	Radovich Builders, LLP	3 Seymour-Install supporting cleats,	No	\$2,273.50
7736	08/14/2015	No	CHK	Radovich Builders, LLP	3R-removed cracked tiles. Install ne	No	\$4,910.00
7737	08/14/2015	No	CHK	Ray House Tenants Association	RH Association Fee August	No	\$25.00
7738	08/14/2015	No	CHK	Sound Technology Services	Consult office computer	No	\$310.00
7739	08/14/2015	No	CHK	State of Connecticut Dept. of Lab	Reg #: 91-378-04	No	\$62.12
7740	08/14/2015	No	CHK	Watsoni	Program 911 to correct office address	No	\$104.50
7741	08/14/2015	No	CHK	Winter Bros Waste Systems	August Service	No	\$378.89
7742	08/14/2015	No	CHK	Winter Bros Waste Systems	August Service	No	\$398.80
7743	08/14/2015	No	CHK	Xerox Financial	Lease payment 7/20-8/20	No	\$418.50
7744	08/25/2015	No	CHK	AIG	Billing Acct# 1024715395	No	\$8,758.00
7745	08/25/2015	No	CHK	American Express	Acct# -34000	No	\$7,377.53
7746	08/27/2015	No	CHK	Aetna	Acct #: 83851327	No	\$3,428.80
7747	08/27/2015	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$465.70
7748	08/27/2015	No	CHK	American Rooter LLC	28 Seymour Avenue	No	\$575.50

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Revolving Fund

*Minutes
Exhibit I*

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: 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: 0613014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Valid</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7749	08/27/2015	No	CHK	Anthem Dental	Acct #: ACT8850861	No	\$1,052.77
7750	08/27/2015	No	CHK	Apicella, Testa & Company, P.C.	Accounting Service fee	No	\$6,272.00
7751	08/27/2015	No	CHK	Banner Group Systems Inc.	Housekeeping supplies August	No	\$542.50
7752	08/27/2015	No	CHK	Bander Plumbing Supplies Inc.	Moen faucets	No	\$881.65
7753	08/27/2015	No	CHK	Comcast	acct #: 8773 40 216 0178014	No	\$103.72
7754	08/27/2015	No	CHK	Comcast	Acct #: 8773 40 216 0069528	No	\$102.90
7755	08/27/2015	No	CHK	Comcast	Acct #: 8773- 40 216 0174468	No	\$62.90
7756	08/27/2015	No	CHK	Connecticut Basement Systems	Annual Maintenance for 22 Chambers	No	\$222.00
7757	08/27/2015	No	CHK	Door Control, Inc.	RH-elder electronic door repair	No	\$2,468.00
7758	08/27/2015	No	CHK	Experian	Acct# TCTA-6906070	No	\$307.07
7759	08/27/2015	No	CHK	Family Mobile LLC	white truck - oil/filter change	No	\$38.50
7760	08/27/2015	No	CHK	Friends Of Fur LLC	Service at 8 & 11 Chamberlin	No	\$275.00
7761	08/27/2015	No	CHK	G&K Services	Uniforms	No	\$107.48
7762	08/27/2015	No	CHK	Ge Appliance	Refrigerators (10)	No	\$4,940.00
7763	08/27/2015	No	CHK	Holcomb Electric	Electrical Service to install an outlet f	No	\$250.00
7764	08/27/2015	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100138	No	\$497.47
7765	08/27/2015	No	CHK	Lori Caruso	\$60 Meal per Day (8.31st - 8.2nd)	No	\$180.00
7766	08/27/2015	No	CHK	Oxford Housing Authority	Reimbursement for accounting fees	No	\$1,050.00
7767	08/27/2015	No	CHK	Peter E. Karpovich,	Legal services Begnoche	No	\$75.00
7768	08/27/2015	No	CHK	Precision Glass & Mirror	8 Seymour Ave-repair two cracked	No	\$300.00
7769	08/27/2015	No	CHK	Purchase Power	Acct# 800-8090-0768-8851	No	\$1,520.99
7770	08/27/2015	No	CHK	Radovich Builders, LLP	24 Seymour Ave-R&R faucet with ne	No	\$1,277.50
7771	08/27/2015	No	CHK	Radovich Builders, LLP	8-Installed new GFI outlet	No	\$380.00
7772	08/27/2015	No	CHK	Radovich Builders, LLP	3U-Adjust service stops in bath tub s	No	\$9,508.50
7773	08/27/2015	No	CHK	Robert Lashin	RH-Unit 7 Paint all	No	\$1,100.00
7774	08/27/2015	No	CHK	Seymour Janitorial Services	Ray House August service	No	\$1,227.00
7775	08/27/2015	No	CHK	Shell Credit Card Center	Acct #: 065 083 700	No	\$291.45
7776	08/27/2015	No	CHK	Sherwin Williams	paint for 13 Seymour Ave	No	\$265.32
7777	08/27/2015	No	CHK	Smithfield Gardens Assisted Livin	Aug. SHA Rental	No	\$4,354.16
7778	08/27/2015	No	CHK	Sprint	Acct #: 453584322	No	\$204.43
7779	08/27/2015	No	CHK	St. Treasurer For Merfund	MERF 08-2015	No	\$6,508.13
7780	08/27/2015	No	CHK	State Of Connecticut-Dept.Of Lab	Access key service charge	No	\$252.50
7781	08/27/2015	No	CHK	Ted's Lawn Care LLC	August Landscaping service	No	\$4,510.00
7782	08/27/2015	No	CHK	The Warehouse Store Fixture Co	Winco utility cart	No	\$128.19
7783	08/27/2015	No	CHK	Theresa Schrammer	\$60 meal per day (8.30th - 8.2nd)	No	\$240.00
7784	08/27/2015	No	CHK	YB Paving	10%	No	\$4,055.00

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Smithfield Gardens

*minutes
Exhibit I*

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Neugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Valid</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3833	08/05/2015	No	CHK	Aegis Energy Services, Inc.	Modification of Cogeneration System	No	\$128,107.50
3834	08/14/2015	No	CHK	Aire Serv Heating & Air Conditionl	Clean coils walk in cooler	No	\$349.35
3835	08/14/2015	No	CHK	Direct Energy Services, Llo	Acct #: 87282388-587-4	No	\$1,308.17
3836	08/14/2015	No	CHK	Eversource	Acct #: 51083234013	No	\$8,583.92
3837	08/14/2015	No	CHK	Eversource	Acct #: 57476540034	No	\$1,457.29
3838	08/14/2015	No	CHK	Fitz Vogt & Associates, LTD	July Meals	No	\$25,589.58
3839	08/14/2015	No	CHK	Frontier	203-888-5093-092808-5	No	\$353.10
3840	08/14/2015	No	CHK	Griffin Hospital Occupational Medi	Nicole Stoudmire	No	\$85.00
3841	08/14/2015	No	CHK	Jeff's Appliance And Vacuums	Dryer diagnosis	No	\$89.95
3842	08/14/2015	No	CHK	Life Source, Inc.	Acct #: SEYH1	No	\$420.00
3843	08/14/2015	No	CHK	Radovich Builders, LLP	#227-Install new ballast in fixture	No	\$1,528.50
3844	08/14/2015	No	CHK	Theo Pro Compliance & Consultin	File approvals July	No	\$80.00
3845	08/14/2015	No	CHK	Valley Electric Supply Company	Ballast, lens & 18W bulbs	No	\$190.16
3846	08/14/2015	No	CHK	Winter Bros Waste Systems	August Service	No	\$418.48
3847	08/27/2015	No	CHK	Comcast	Acct #: 8773 40 218 0089536	No	\$55.95
3848	08/27/2015	No	CHK	Comcast	Acct #: 8773 40 218 0089510	No	\$1,071.80
3849	08/27/2015	No	CHK	Europa Enterprises, LLC	Miscellaneous Interior repaint	No	\$2,875.00
3850	08/27/2015	No	CHK	HD Supply	Monthly janitorial supply	No	\$538.38
3851	08/27/2015	No	CHK	M. J. Daly, LLC	Full Trip on dry system	No	\$583.80
3852	08/27/2015	No	CHK	Radovich Builders, LLP	Reset lobby pull station & refastened	No	\$1,833.00
3853	08/27/2015	No	CHK	Seymour Housing Authority	Aug. Mgt Fee	No	\$4,865.00
3854	08/27/2015	No	CHK	Sherwin Williams	Paint for SG	No	\$460.83
3855	08/27/2015	No	CHK	SMD Inc	Single button pendant	No	\$839.10
3856	08/27/2015	No	CHK	Seymour Housing Authority	SG Reimb	No	\$47,008.34

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

*Minutes
Exhibit I*

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1831	08/03/2015	No	CHK	Callahan House Association	Callahan House RSC - Transfer Pay	No	\$2,892.30
1832	08/08/2015	No	CHK	Valley United Way	Membership Due for Tella Cheever	No	\$100.00
1833	08/17/2015	No	CHK	Callahan House Association	Callahan Association RSC Payroll	No	\$2,892.30
1834	08/24/2015	No	CHK	Treasurer, State of Connecticut	Check for Fingerprints	No	\$13.50
1835	08/25/2015	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$10,000.00
1836	08/27/2015	No	CHK	Treasurer, State of Connecticut	Fingerprints for Eugene Mayernick	No	\$13.50
1837	08/27/2015	No	CHK	Treasurer, State of Connecticut	fingerprints for Jillo Ortiz	No	\$13.50
1838	08/27/2015	No	CHK	Sciarratelli, Louise	PH AP Payment Aug 15	No	\$218.00
1839	08/27/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$49,525.11
1840	08/27/2015	No	CHK	Seymour Housing Authority	RH Reimb	No	\$23,718.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1898	08/21/2016	No	CHK	United States Treasury	Reinstate Tax Exempt for Seymour	No	\$400.00
1899	08/24/2015	No	CHK	Hewitt Construction Services, LLC	Building Power Wash Exterior Clean	No	\$23,560.00
1700	08/25/2015	No	CHK	Seymour Housing Authority	Early Reimb	No	\$10,000.00
1701	08/27/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$20,982.28

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1113.21

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1005	08/05/2015	No	CHK	CT Basement Systems Radon, Inc	Radon	No	\$10,977.25

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

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: August 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
267	08/07/2015	No	CHK	Estrella, Anthony	Mow the Lawn @ 34 Smith St	No	\$50.00

minutes
Exhibit I

Cover Letter (S193)	
Check Date :	08/06/2015-1
Period Range :	07/20/2015 TO 08/02/2015
Week Number :	Week #32

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	7	3917.02
Total Direct Deposits	25	15669.09
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	24 Items	19586.11

Total Billing Impound		142.81
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks		20065.58
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Total of Checks Printed	30 Items	
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Total Tax Liability	8548.80
Total Workers Comp Liability	0.00

Total Payroll Liability	28614.38
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Total Direct Deposits	15844.09
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Total Debited From Account	28614.38
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NEXT PERIOD DATES

Check Date: 08/20/2015 Week 34
 Period Begin: 08/03/2015
 Period End: 08/16/2015
 Call In Date: 08/17/2015 Week 33

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Tax Report For Payroll (S247)

Check Date : 08/06/2015-1

Period Range : 07/20/2015 TO 08/02/2015

Week Number : Week #32

TEC Type	Rate	Tax ID	Wages	Amount	FREQ	Frequency
Federal Taxes						
Federal		060887649	28,155.69	3,227.31		24 Semi-Weekly
EE OASDI	0.062000	060887649	28,689.74	1,854.77		24 Semi-Weekly
EE Medicare	0.014500	060887649	28,689.74	387.00		24 Semi-Weekly
ER OASDI	0.062000	060887649	28,689.74	1,854.77		24 Semi-Weekly
ER Medicare	0.014500	060887649	28,689.74	387.00		24 Semi-Weekly
COBRA Credit		060887649				24 Semi-Weekly
Total 941 Liabilities without COBRA				7,310.85		
Total 941 Liabilities with COBRA				7,310.85		
ER FUI	0.008000	060887649	0.00			24 Quarterly
Total Federal Taxes				7,310.85		
State Withholding						
CT State Withholding		6613871-000	28,155.69	955.67		24 Weekly CT
Total State Withholding				955.67		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	7,058.80	282.28		24 Quarterly
Total Employer SUI				282.28		
Total Employee Taxes				6,224.75		
Total Employer Taxes without COBRA				2,324.05		
Total Tax Liability without COBRA				8,548.80		
Total Tax Liability with COBRA				8,548.80		
Regular checks				3,917.02		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				15,844.09		
Total Net Payroll				19,761.11		
Agency Checks				161.68		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				142.81		
Total Workers Comp				0.00		
Total Payroll Liability				28,614.38		
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				20,065.58		
Total Direct Deposits				15,844.09		
Total Amount Debited from your Account before Credit applied				28,614.38		
Total Amount Debited from your Account after Credit applied				28,614.38		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 08/03/2015 2:19:29 PM

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	08/20/2015-1
Period Range :	08/03/2015 TO 08/16/2015
Week Number :	Week #34

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	6	3329.41
Total Direct Deposits	27	16586.25
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00

Total Net Payroll

24 Items

19915.66

Total Billing Impound		733.53
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00

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

Sum of Checks

20985.85

Total of Checks Printed

30 Items

Total Tax Liability	8654.40
Total Workers Comp Liability	0.00

Total Payroll Liability

29640.25

Total Direct Deposits

16761.25

Total Debited From Account

29640.25

NEXT PERIOD DATES

Check Date: 09/03/2015 Week 36
Period Begin: 08/17/2015
Period End: 08/30/2015
Call In Date: 08/31/2015 Week 35

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

minutes
Exhibit I

Tax Report For Payroll (S247)

Check Date :	08/20/2015-1
Period Range :	08/03/2015 TO 08/16/2015
Week Number :	Week #34

Tax Type	Rate	Tax ID	Wages	Amount	Frequency
Federal Taxes					
Federal		060887649	26,544.90	3,258.97	24 Semi-Weekly
EE OASDI	0.062000	060887649	27,085.21	1,679.31	24 Semi-Weekly
EE Medicare	0.014500	060887649	27,085.21	392.74	24 Semi-Weekly
ER OASDI	0.062000	060887649	27,085.21	1,679.31	24 Semi-Weekly
ER Medicare	0.014500	060887649	27,085.21	392.74	24 Semi-Weekly
COBRA Credit		060887649			24 Semi-Weekly
Total 941 Liabilities without COBRA				7,403.07	
Total 941 Liabilities with COBRA				7,403.07	
ER FUI	0.006000	060887649	0.00		24 Quarterly
Total Federal Taxes				7,403.07	
State Withholding					
CT State Withholding		6613871-000	26,544.90	953.39	24 Weekly CT
Total State Withholding				953.39	
Employer SUI Withholding					
CT-SUI	0.040000	91-378-04	7,448.46	297.94	24 Quarterly
Total Employer SUI				297.94	
Total Employee Taxes				6,284.41	
Total Employer Taxes without COBRA				2,369.99	
Total Tax Liability without COBRA				8,654.40	
Total Tax Liability with COBRA				8,654.40	
Regular checks				3,329.41	
Manual checks				0.00	
3rd Party Checks				0.00	
Void Checks				0.00	
Direct Deposit Checks				16,761.25	
Total Net Payroll				20,090.66	
Agency Checks				161.66	
Agency Checks DD				0.00	
Agency Checks Void				0.00	
Billing Impound				733.53	
Total Workers Comp				0.00	
Total Payroll Liability				29,640.25	
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				20,885.86	
Total Direct Deposits				16,761.25	
Total Amount Debited from your Account before Credit applied				29,640.25	
Total Amount Debited from your Account after Credit applied				29,640.25	

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 08/17/2015 11:23:51 AM

Minuter
Exhibit II

How are we doing?



How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☐ Fair ☒ Good ☐ Excellent

How would you rate our response time to your request?

☐ Poor ☒ Fair ☐ Good ☐ Excellent

Maintenance personnel are competent and knowledgeable?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

The work was completed satisfactorily/we solved the problem.

☐ Poor ☒ Fair ☐ Good ☐ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☒ Good ☐ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☒ Good ☐ Excellent

Who was the Maintenance Personnel that performed the work?

☒ Larry Thomas ☐ Cody Taylor ☒ Dave Brndlar ☐ Outside Contractor

Your comments: VERY GOOD

How are we doing?



How would you rate your ability to reach us for repair/maintenance?

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Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Who was the Maintenance Personnel that performed the work?

☐ Larry Thomas ☐ Cody Taylor ☐ Dave Brndlar ☐ Outside Contractor

Your comments:

How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

How would you rate our response time to your request?

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Maintenance personnel are competent and knowledgeable?

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The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Over all rating of your maintenance experience

Who was the Maintenance Personnel that performed the work?

☒ Larry Thomas ☒ Cody Taylor ☐ Dave Brndlar ☐ Outside Contractor

Your comments: Larry & Cody
do excellent work and
are very professional along
with Dab & Scott

Minutes
Exhibit II



How are we doing?

How would you rate your ability to reach us for repair/maintenance?

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Maintenance personnel are competent and knowledgeable?

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Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☒ Good ☐ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☒ Good ☐ Excellent

Who was the Maintenance Personnel that performed the work?

☒ Larry Thomas ☒ Cody Taylor ☒ Dave Brndlar ☐ Outside Contractor

Your comments: To all you guys,
Thank you



How are we doing?

How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☐ Fair ☐ Good ☐ Excellent

How would you rate our response time to your request?

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Maintenance personnel are competent and knowledgeable?

☐ Poor ☐ Fair ☐ Good ☐ Excellent

The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Who was the Maintenance Personnel that performed the work?

☒ Larry Thomas ☐ Cody Taylor ☐ Dave Brndlar ☐ Outside Contractor

Your comments: Larry has
Always helped my
Mother when needed
John Holmset

How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☒ Fair ☐ Good ☐ Excellent

How would you rate our response time to your request?

☐ Poor ☒ Fair ☐ Good ☐ Excellent

Maintenance personnel are competent and knowledgeable?

☐ Poor ☐ Fair ☒ Good ☐ Excellent

The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☐ Good ☐ Excellent

Who was the Maintenance Personnel that performed the work?

☐ Larry Thomas ☐ Cody Taylor ☐ Dave Brndlar ☐ Outside Contractor

Your comments: cannot rate because
we have sent in 2-3 maint.
Requests have not rec'd
response back to when G
Minor remarks will be done

Minutes
Exhibit II

How are we doing?



How would you rate your ability to reach us for repair/maintenance?

☒ Poor ☐ Fair ☐ Good ☐ Excellent

How would you rate our response time to your request?

☒ Poor ☐ Fair ☐ Good ☐ Excellent

Maintenance personnel are competent and knowledgeable?

☐ Poor ☐ Fair ☒ Good ☐ Excellent

The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☒ Good ☐ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☒ Fair ☐ Good ☐ Excellent

Over all rating of your maintenance experience

☐ Poor ☒ Fair ☐ Good ☐ Excellent

Who was the Maintenance personnel that performed the work?

☐ Larry Thomas ☒ Cody Taylor ☐ Dave Smiliar ☐ Outside Contractor

Your comments: NONE

How are we doing?



How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

How would you rate our response time to your request?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Maintenance personnel are competent and knowledgeable?

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The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Who was the Maintenance Personnel that performed the work?

☒ Larry Thomas ☒ Cody Taylor ☐ Dave Smiliar ☐ Outside Contractor

Your comments:

How would you rate your ability to reach us for repair/maintenance?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

How would you rate our response time to your request?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Maintenance personnel are competent and knowledgeable?

☐ Poor ☐ Fair ☐ Good ☒ Excellent

The work was completed satisfactorily/we solved the problem.

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Our staff responded in a courteous and professional manner

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Over all rating of your maintenance experience

☐ Poor ☐ Fair ☐ Good ☒ Excellent

Who was the Maintenance Personnel that performed the work?

☐ Larry Thomas ☐ Cody Taylor ☐ Dave Smiliar ☐ Outside Contractor

Your comments: Reported over red light

Let's loose to Cody.
Let's loose 1 hand: 1 new
show lead, & 2 in 9 inch sink
counter: 3 stone lenses fixed.

September 2015

Minutes
Exhibit III

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2015 Year-to-Date Vacancies 13

Callahan House experienced One move out during July 2015. Callahan House has experienced 78 vacancy days since January 1, 2015 and has averaged 6.00 turn around days per vacancy since January 1 2015. 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; 78 days/ 29200 days available = 0.2671% percentage through August 31, 2015.

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). $960 \times 3\% = 29$ UMA or 348 days. For the 2015 subsidy calculation we used 85 days we have 263 days to use for the balance of the subsidy year. For 2016 subsidy calculation we used 26 days and have 322 days to use for the balance of the Subsidy year.

CALLAHAN HOUSE VACANCY/TURNOVER DAYS 2015 FEDERAL ELDERLY Vacancy/Turnover Days 2015

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3T	Zorowski	1/15/2015	Madore	1/15/2015	1
4F	Bengivengo	3/1/2015	Bernabucci	3/4/2015	4
2F	Boissevain	3/1/2015	Maloney	3/5/2015	5
4L	Connors	5/2/2015	Hanks	5/3/2015	1
2D	Sapouchkey	5/1/2015	Pettinelli	5/5/2015	4
3R	Hanks	5/3/2015	Reyes	5/5/2015	2
4F	Bernabucci	5/15/2015	Scott	5/18/2015	3
3U	Kiley	5/31/2015	Hall	6/27/2014	27
3Q	Hebert	6/1/2015	Rochelle	6/2/2015	1
4G	Hall	6/26/2015	Moen	6/30/2015	4
3S	Elwood	7/13/2015	Hylwa	8/1/2015	18
4A	Sciarretti	8/21/2015	Hayden	8/28/2015	7
4Q	Mitchell	8/31/2015	Vacant		1

Average number of vacancy days per vacancy

6.00

Minutes
Exhibit III

Norman Ray House

2015 Year-to-Date Vacancies

2

Norman Ray House remained fully occupied during August 2015. Norman Ray House has experienced 47 vacancy days since January 1, 2015 and has averaged 23.5 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 23.5 days/ 14600 days available = 0.1027% percentage through May 31, 2015.

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 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 117 days and have 52 days remaining to use. For the 2016 subsidy calculation we have all 168 days left to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Higrenk	2/1/2015	Belinsky	2/16/2015	15
15	Lotto	5/18/2015	Negron	6/18/2015	32

Average number of vacancy days per vacancy:

23.5

Minutes
Exhibit III

State Moderate Rental

2015 Year-to-Date Vacancies 6

Moderate Rental experienced one move in during August 2015. Moderate Rental has experienced 136 vacancy days since January 1, 2015 and averaged 22.67 days per vacancy through August 31, 2015. 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; 136 days/ 29565 days available = 0.4600% percentages through August 31, 2015.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2015
FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
26C	450	Roman, T	12/31/2015	Reza	2/12/2015	43
34S	440	Ferdina	1/31/2015	Thomas	2/17/2015	18
8B	450	Forbes	4/19/2015	Hannon	5/1/2015	12
15C	500	Roman, M	5/2/2015	Oquendo	5/19/2015	17
4C	440	Cowin	5/31/2015	Rosado	6/19/2015	20
8S	447	Williams	7/5/2015	Lafayette	8/1/2015	26

Average number of vacancy days per vacancy: 22.67

We have experienced \$2,048 vacancy loss since January 1, 2015. We have budgeted \$3,333.71 for vacancy loss through August 31, 2015.

Smithfield Gardens

2015 Year-to-Date Vacancies 12

Smithfield Gardens Assisted Living experienced four move-in and one units remain vacant during August 2015. Smithfield Gardens has experienced 487 vacancy days since January 1, 2015 and averaged 40.58 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 486 days/ 20,440 days available = 2.0841% percentage through July 31, 2015.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS		2015	
ASSISTED LIVING						
UNIT	CR %	Prior RESIDENT	MOVE-OUT	TENANT	NEXT IN DATE	No Of Days
202	60%	960 Kissler	12/30/2014	Wallonis	2/7/2015	38
113	60%	960 Waniga	1/29/2015	Cockson	2/28/2015	29
215	60%	960 Nimmans	3/9/2015	Olah	3/15/2015	6
228	50%	800 Baillie	3/31/2015	Zaleski	4/11/2015	11
107	50%	800 Barchem	3/31/2015	Clark	5/30/2015	61
116	50%	800 Dimon	4/30/2015	Legge	6/29/2015	61
114	50%	800 Dorfman	5/27/2014	Lukas	8/4/2015	69
125	50%	800 Meyer	5/28/2015	Stone	7/14/2015	47
104	50%	800 Arron	6/13/2015	Yablonski	8/28/2015	76
113		Cockson	7/10/2015	Vacant		21
228		Atlas	7/10/2015	Patren	8/7/2015	28
128		Russo	7/23/2015	Forder	8/22/2015	40

Average number of vacancy days per vacancy: 40.58

The vacancy loss is approximately \$8,124 since January 1, 2015. We have budgeted \$20,848 for vacancy loss through July 31, 2015.

Minutes
Exhibit IV

Smithfield Gardens - Food Service

	Fitz Vogt		
	2 vendor wait staff provided	1 vendor wait staff provided	0 vendor wait staff provided
Proposed	\$470,122	\$363,667	\$338,118
Current	\$306,408	\$306,408	\$306,408
Increase	\$163,714	\$57,259	\$31,710
Cost Cuts			
Salaries	(\$22,000)	(\$13,000)	\$0
Health Ins	(\$7,800)	(\$7,800)	\$0
MERF	(\$5,000)	(\$5,000)	\$0
PR Taxes	(\$2,420)	(\$1,430)	\$0
Comp Abs	(\$1,100)	(\$650)	\$0
W/C/Ins	(\$2,420)	(\$1,430)	\$0
	(\$40,740)	(\$29,310)	\$0
Net	\$122,974	\$27,949	\$31,710
Add'l cost of food only	(\$31,710)	(\$31,710)	(\$31,710)
Net add'l cost of service	\$91,264	(\$3,761)	\$0

Minute
Exhibit IV

Culinary Services Group

	2 vendor wait staff provided	1 vendor wait staff provided	0 vendor wait staff provided
Proposed	\$408,530	\$381,571	N/A
Current	\$306,408	\$306,408	N/A
Increase	\$102,122	\$75,163	N/A
Cost Cuts			
Salaries	(\$22,000)	(\$13,000)	N/A
Health Ins	(\$7,800)	(\$7,800)	N/A
MERF	(\$5,000)	(\$5,000)	N/A
PR Taxes	(\$2,420)	(\$1,430)	N/A
Comp Abs	(\$1,100)	(\$650)	N/A
W/C/Ins	(\$2,420)	(\$1,430)	N/A
	(\$40,740)	(\$29,310)	N/A
Net	\$61,382	\$45,853	N/A
Add'l cost of food only	(\$31,710)	(\$31,710)	N/A
Net add'l cost of service	\$29,672	\$14,143	N/A