

MINUTES

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Seymour Housing Authority

➤ 967th Meeting

The 967th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on November 2, 2016 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:34 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, 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 966th Regular Meeting held on October 5, 2016.

Commissioner Bellucci motioned to accept the minutes of the 966th 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, Dota, and White. Commissioner Golebieski abstained from voting because she was not present at the 966th Meeting. Chairperson White declared the motion carried and the minutes accepted as presented.

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, Dota, Golebieski and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed the pertinent communications. The Executive Director explained a letter from Jennifer Gottlieb-Elazhari, HUD's Program Center Coordinator,

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Hartford Office of Public Housing relative to the 2015 IPA Audit of the Seymour Housing Authority's Financial Records. He pointed out that HUD mentioned 2 items in the letter. First being a comment on a mathematical error that was corrected the following month. And secondly, the disclosure that due to IRS ruling on Pension Reporting we are required to report Pension liability on our records. He stated that in fact the Seymour Housing Authority is in compliance with that reporting as stated. He pointed out that HUD has accepted the IPA Audit with no findings and no corrective Action necessary. Attorney Stamos reiterated the significance that the Audit was accepted by HUD and they communicated there were no findings to take action on.

The Executive Director also discussed the HUD posting of the Seymour Housing Authority's 2015 Public Housing Assessment System scoring. He stated that we received a score 90 out of 100 and that once again; we are rated as a High Performer. He commented that this rating results in the Seymour Housing Authority as being de-regulated.

The Executive Director also pointed out the correspondence to HUD's FHEO compliance Attorney regarding the Voluntary Compliance Agreement conditions. He stated that this email transmits the Seymour Housing Authority compliance efforts. He stated that he is confident that this will close the matter.

➤ **Executive Director's Report**

(See Exhibit II)

➤ **Old Business**

None

➤ **New Business**

Chairperson White introduced the 2017 Budgets for Callahan House and Norman Ray House.

Chairperson White introduced Resolution # 408 concerning Certification and Approval of the 2017 Budget for Rev. Callahan House – CT03500001. (See Exhibit III)

Commissioner Bellucci motioned to adopt Resolution # 408 concerning Certification and Approval of the 2017 Budget for the Rev. Callahan House – CT03500001 as presented and to authorize the Executive Director and Fee Accountant to submit it to HUD. Commissioner Golebieski seconded the motion.

The Executive Director described the Certification and the 2017 Callahan House Budget including summary of the Budgeted Line Items, subsidy and result of operation

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(provision). Attorney Stamos clarified for the Board of Commissioners the provisions and Certifications they were accepting and having the Chairperson sign.

After some further brief discussion, Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci			X
Dota			X
Golebieski	X		
White	X		

Chairperson White declared the motion carried and Resolution # 408 adopted as presented.

Chairperson White introduced Resolution # 409 concerning Certification and Approval of the 2017 Budget for Norman Ray House – CT035000002. (See Exhibit IV)

Commissioner Bellucci motioned to adopt Resolution # 409 concerning Certification and Approval of the 2017 Budget for the Norman Ray House – CT035000002 as presented and to authorize the Executive Director and Fee Accountant to submit it to HUD. Commissioner Golebieski seconded the motion.

The Executive Director described the Certification and the 2017 Callahan House Budget including summary of the Budgeted Line Items, subsidy and result of operation (provision). Attorney Stamos clarified for the Board of Commissioners the provisions and Certifications they were accepting and having the Chairperson sign.

After some further brief discussion, Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Chairperson White declared the motion carried and Resolution # 409 adopted as presented.

➤ Executive Session

At 5:57 P.M. Commissioner Bellucci motioned to enter into Executive Session to discuss Land and Property Acquisition and ongoing Legal Matter and to invite the Board

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members, Attorney Stamos, the Executive Director, Walter Oliwa and Corine Sorrentin. 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 White. Chairperson White declared the motion carried.

At 6:14 P.M. Commissioner Dota motioned to end Executive Session and to re-enter Regular 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, Dota, Golebieski and White. Chairperson White declared the motion carried.

Commissioner Golebieski motioned to formally accept the gift offer of the property known as 66 Smith Street with the offer including demolition of the house located on the parcel and indemnifying the Seymour Housing Authority up to five years of Real Estate Taxes, to complete the transaction by December 31, 2016; and, to authorize the Executive Director to negotiate and sign on behalf of the Seymour Housing Authority with the advice and consultation with 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, Dota, Golebieski and White. Chairperson White declared the motion carried.

➤ Any Other Business

Chairman White asked if the Annual Gutter Cleaning of Moderate Rental, Norman Ray House and Smithfield Gardens would be occurring this year. The Executive Director commented that he has just recently reached out to Dr. Roof N Shine to begin the annual cleaning.

Adjournment

At 6:17P.M. Chairperson White asked for a motion to adjourn the 968th Meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried. and the 967th Meeting, a Regular Meeting, duly adjourned.

Submitted by:


David J. Keyser,
Secretary and Executive Director

*Minutes
Exhibit I*

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: October 2016, 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
21	10/13/2016	No	DD	SHA PAYROLL	Payroll #21	No	\$28,550.52
22	10/27/2016	No	DD	SHA PAYROLL	Payroll #22	No	\$28,313.07
176	10/17/2016	No	CHK	VSP	October's Payment	No	\$62.86
8805	10/05/2016	No	CHK	Aetna	October's Billing	No	\$3,649.66
8806	10/05/2016	No	CHK	Aflac Attn: Remittance Processing	September 2016 Expenses	No	\$632.31
8807	10/05/2016	No	CHK	American Express	American Express 8.19th - 9.20th	No	\$1,625.85
8808	10/05/2016	No	CHK	American Rooter LLC	Work order# 37952 - Snaked tub dra	No	\$168.50
8809	10/05/2016	No	CHK	Anthem Dental	October's Billing	No	\$808.03
8810	10/05/2016	No	CHK	Apicella, Testa & Company, P.C.	Accounting Service - August 2016 -	No	\$2,375.00
8811	10/05/2016	No	CHK	Aquarion Water Company	Acct# 200086434	No	\$768.09
8812	10/05/2016	No	CHK	Aquarion Water Company	Acct# 2000864423	No	\$945.34
8813	10/05/2016	No	CHK	Banner Group Systems Inc.	Paper and janitorial supplies	No	\$413.90
8814	10/05/2016	No	CHK	Buddy's Fuel, LLC	Annual furnace cleaning - 15 Chamb	No	\$927.50
8815	10/05/2016	No	CHK	Cbs Bloom's Business Systems	Service Delivery Charge	No	\$23.85
8816	10/05/2016	No	CHK	Connecticut Housing Finance Aut	Project# 96089D	No	\$462.02
8817	10/05/2016	No	CHK	Europa Enterprises, LLC	Work order# 37981 - 18 Chamberlin	No	\$420.00
8818	10/05/2016	No	CHK	Eversource	Acc# 51779583004	No	\$3,276.72
8819	10/05/2016	No	CHK	Eversource	Acc# 5118694017	No	\$45.82
8820	10/05/2016	No	CHK	Eversource	Acc# 51471483099	No	\$335.84
8821	10/05/2016	No	CHK	Eversource	Acc# 51366483014	No	\$3,562.48
8822	10/05/2016	No	CHK	Family Mobile LLC	Lube oil and filter	No	\$571.87
8823	10/05/2016	No	CHK	Federal Express	Express delivery - Bill Church - Siem	No	\$48.74
8824	10/05/2016	No	CHK	G&K Services	Uniforms	No	\$52.09
8825	10/05/2016	No	CHK	Ge Appliance	PO# 2027 - 17 Chamberlin Road - G	No	\$884.00
8826	10/05/2016	No	CHK	Home Depot Credit Services	Work order# 38052 - 32 Smith Stree	No	\$28.72
8827	10/05/2016	No	CHK	Lincoln National Life Insurance C	October's Billing	No	\$355.00
8828	10/05/2016	No	CHK	Nan McKay And Associates Inc.	PHM Course - Nora Birch-Wlodarski	No	\$2,200.00
8829	10/05/2016	No	CHK	Oxford Lumber & Building Material	Maintenance electric supplies	No	\$102.65
8830	10/05/2016	No	CHK	Precision Glass LLC	Screen material - 8 Brothers Court	No	\$18.00
8831	10/05/2016	No	CHK	Radovich Builders, LLP	Installed grab bar and tighten existin	No	\$289.00
8832	10/05/2016	No	CHK	Radovich Builders, LLP	Dug out window wells - 10 Chamberl	No	\$14,152.50
8833	10/05/2016	No	CHK	Radovich Builders, LLP	Adjusted self closing hinges. Installe	No	\$260.00
8834	10/05/2016	No	CHK	Robert Lashin	Work order# 38052 - 32 Smith Stree	No	\$1,500.00
8835	10/05/2016	No	CHK	Robinson Partners	Work order# 37940 - Stripped and re	No	\$1,923.00
8836	10/05/2016	No	CHK	Seymour Janitorial Services	September 2016 - Cleaning Services	No	\$1,440.00
8837	10/05/2016	No	CHK	St. Treasurer For Merfund	MERF 09-2016	No	\$9,390.10
8838	10/05/2016	No	CHK	Window Products Awning, Blind &	Vertical blinds - unit 1H	No	\$280.00
8839	10/17/2016	No	CHK	Aegle Energy Services, Inc.	3rd Payment	No	\$1,904.32
8840	10/17/2016	No	CHK	AIG	Acct# 1024715395	No	\$20.00
8841	10/17/2016	No	CHK	Allen's Plumbing Supply	Plumbing Supplies - unit 35 Chambe	No	\$39.98
8842	10/17/2016	No	CHK	American Rooter LLC	Work order# 38015 - Snaked line - 1	No	\$465.50
8843	10/17/2016	No	CHK	Apicella, Testa & Company, P.C.	Callahan House Association C/O Do	No	\$935.00
8844	10/17/2016	No	CHK	Aquarion Water Company	Acct# 200086443	No	\$122.76
8845	10/17/2016	No	CHK	Aquarion Water Company	Acc# 200233687 - 18 Chamb. Rd 7.	No	\$5.48
8846	10/17/2016	No	CHK	Aquarion Water Company	Acct# 200086455	No	\$122.76
8847	10/17/2016	No	CHK	Belletti's Tree Service	Removal of 2 trees, 25 Seymour, an	No	\$2,750.00
8848	10/17/2016	No	CHK	Bloxam Enterprises, LLC	Work order# 38046 - Steam Clean	No	\$150.00

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: October 2016, 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8849	10/17/2016	No	CHK	Chemsearch	Berry Blast - Deodorizer and Red Str	No	\$461.08
8850	10/17/2016	No	CHK	Connecticut Post	Acct# 109949 - Notices to Bid	No	\$475.20
8851	10/17/2016	No	CHK	Daddios	Acct# 16581 - Parts	No	\$14.77
8852	10/17/2016	No	CHK	Direct Energy Services, LLC	Sept's Expense	No	\$2,758.40
8853	10/17/2016	No	CHK	Donald W. Smith, Jr. P.E	Professional Services - Snow Remo	No	\$910.00
8854	10/17/2016	No	CHK	Eversource	Acct# 51364104042	No	\$12.28
8855	10/17/2016	No	CHK	Eversource	Acct# 57750480048	No	\$1,326.33
8856	10/17/2016	No	CHK	Experian	Acct# TCTA-6906070	No	\$102.96
8857	10/17/2016	No	CHK	Federal Express	Express delivery - Jennifer Hopkins -	No	\$6.15
8858	10/17/2016	No	CHK	Gregory Stamos	September 2016 Legal Services	No	\$708.75
8859	10/17/2016	No	CHK	Griffin Hospital Occupational Medl	Tox Screens	No	\$130.00
8860	10/17/2016	No	CHK	Home Depot Credit Services	Purchase of paint - unit 1G	No	\$62.08
8861	10/17/2016	No	CHK	Network Synergy Systems Integra	Monthly Billing October 2016	No	\$234.00
8862	10/17/2016	No	CHK	Radovich Builders, LLP	Installed new carpet and padding, di	No	\$4,089.50
8863	10/17/2016	No	CHK	Radovich Builders, LLP	Adjusted fan and filter. Tighten hinge	No	\$215.00
8864	10/17/2016	No	CHK	Radovich Builders, LLP	Removed and replaced damaged flo	No	\$7,220.50
8865	10/17/2016	No	CHK	Ryan & Ryan, LLC	Legal Service - September 2016	No	\$612.50
8866	10/17/2016	No	CHK	Shell Credit Card Center	Acct# 065 093 700	No	\$150.80
8867	10/17/2016	No	CHK	Sprint	Acct# 453584322	No	\$299.06
8868	10/17/2016	No	CHK	Staples Credit Plan	Flash Furniture 4 Chairs	No	\$1,228.31
8869	10/17/2016	No	CHK	Ted's Lawn Care LLC	Monthly Landscaping and additional	No	\$8,275.00
8870	10/17/2016	No	CHK	West State Mechanical, Inc	Work order# 38095 - Restarted boos	No	\$190.00
8871	10/20/2016	No	CHK	Kevin Brown	Meal Training for 10.24th - 10.28th	No	\$300.00
8872	10/20/2016	No	CHK	Nora Birch-Wlodarski	Meal Training for 10.24th - 10.28th	No	\$300.00
8873	10/24/2016	No	CHK	Aetna	Nov's Expense- Acct# 83851327	No	\$2,453.14
8874	10/24/2016	No	CHK	American Rooter LLC	Quarterly drain cleaning, Unit(s), 1A,	No	\$471.00
8875	10/24/2016	No	CHK	Anthem Dental	Nov's Expense	No	\$808.03
8876	10/24/2016	No	CHK	Aquarion Water Company	Acct# 200086434	No	\$729.77
8877	10/24/2016	No	CHK	Aquarion Water Company	Acct# 200086423	No	\$882.15
8878	10/24/2016	No	CHK	Buddy's Fuel, LLC	Work order# 38072, unit 8 Seymour	No	\$986.00
8879	10/24/2016	No	CHK	Callahan House Tenants Associat	Monthly Association Fee - Callahan	No	\$25.00
8880	10/24/2016	No	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$149.85
8881	10/24/2016	No	CHK	Comcast	Acct# 8773 40 216 0178014	No	\$85.85
8882	10/24/2016	No	CHK	Comcast	Acct# 8773 40 216 0027070	No	\$1,564.57
8883	10/24/2016	No	CHK	Comcast	Acct# 8773 40 216 0174468	No	\$84.90
8884	10/24/2016	No	CHK	Comcast	Acct# 8773 40 216 0041287	No	\$494.84
8885	10/24/2016	No	CHK	Friends Of Fur LLC	Work order# 38131 - Pest control, kit	No	\$795.00
8886	10/24/2016	No	CHK	Frontier	Acct# 203-888-4579-12379-5	No	\$233.74
8887	10/24/2016	No	CHK	Frontier	Acct# 203-881-2464-110206-5	No	\$297.12
8888	10/24/2016	No	CHK	Frontier	Acct# 203881-0115-021194-5	No	\$73.73
8889	10/24/2016	No	CHK	G&K Services	Uniforms	No	\$158.27
8890	10/24/2016	No	CHK	Gregory Stamos	Legal Services October 2016	No	\$800.00
8891	10/24/2016	No	CHK	Home Depot Credit Services	Work order# 38075, Installed latch	No	\$29.88
8892	10/24/2016	No	CHK	Lincoln National Life Insurance C	Acct# seymourhou-bl-1001365 - Nov	No	\$355.00
8893	10/24/2016	No	CHK	Norman Ray Tenant Association	Monthly Association Fee - Norman	No	\$25.00
8894	10/24/2016	No	CHK	Oxford Lumber & Building Materia	Work order# 38074, Installed flush le	No	\$24.51
8895	10/24/2016	No	CHK	Purchase Power	Acct# 8000-9090-0768-8851	No	\$1,520.99

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: October 2016, 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8896	10/24/2016	No	CHK	Radovich Builders, LLP	Installed cabinet in kitchen area from	No	\$227.50
8897	10/24/2016	No	CHK	Radovich Builders, LLP	Replaced GFI. Replaced and rehung	No	\$2,861.50
8898	10/24/2016	No	CHK	Robinson Partners	Work order# 38060 - Installed new s	No	\$1,299.00
8899	10/24/2016	No	CHK	Seymour Water Pollution Control	Acct# 1031421	No	\$12,984.20
8900	10/24/2016	No	CHK	Siemens Industry Inc	Work order# 38158, Replaced outdo	No	\$510.80
8901	10/24/2016	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental - October 2016	No	\$4,354.16
8902	10/24/2016	No	CHK	St. Treasurer For Merfund	MERF 10-2016	No	\$6,221.35
8903	10/24/2016	No	CHK	Winter Bros Waste Systems	Acct# 02-21389 0 - October 2016 Se	No	\$421.47
8904	10/24/2016	No	CHK	Winter Bros Waste Systems	Account # 02-21388 0 - October 201	No	\$400.43
8905	10/24/2016	No	CHK	Xerox Financial	Contract# 010-0026454-001	No	\$434.03
8906	10/28/2016	No	CHK	Connecticut Housing Finance Aut	Loan# 96089D - Nov's Payment	No	\$462.02

Minutes
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: October 2016, 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: 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>
4231	10/03/2016	No	CHK	Buddy's Fuel, LLC	Vendor Invoice Transactions Sep 18	No	\$235.00
4232	10/03/2016	No	CHK	Fitz Vogt & Associates, LTD	Aug's Inv	No	\$32,362.64
4233	10/03/2016	No	CHK	Frontier	Acc# 203-888-5093-092808-5	No	\$366.48
4234	10/03/2016	No	CHK	Jane Marino	Part # 09272016 - One Hour Perfor	No	\$125.00
4235	10/03/2016	No	CHK	Kone Inc	Maintenance coverage; Contract# N	No	\$1,702.86
4236	10/03/2016	No	CHK	Radovich Builders, LLP	Installed cover plate on 2nd floor lau	No	\$4,083.50
4237	10/03/2016	No	CHK	Valley Electric Supply Company	Lighting Supplies; Bulb Rite	No	\$108.31
4238	10/03/2016	No	CHK	Winter Bros Waste Systems	September 2016 Service	No	\$450.18
4239	10/05/2016	No	CHK	Aquarion Water Company Of CT	Acc# 200204664	No	\$667.92
4240	10/05/2016	No	CHK	Clear Water	Sept. 15th - Oct. 15th	No	\$145.84
4241	10/05/2016	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$1,128.18
4242	10/05/2016	No	CHK	Comcast	Acc# 8773 40 216 0069536	No	\$55.95
4243	10/05/2016	No	CHK	Donald W. Smith, Jr. P.E	SG Sidewalk Repair/Replacement	No	\$1,824.75
4244	10/05/2016	No	CHK	Europa Enterprises, LLC	Painted the hall way at SFG	No	\$350.00
4245	10/05/2016	No	CHK	Eversource	Acc# 51083234013	No	\$3,570.33
4246	10/05/2016	No	CHK	HD Supply	Maintenance Supplies - (credit mem	No	\$514.43
4247	10/05/2016	No	CHK	Oxford Lumber & Building Material	Electrical and paint supplies	No	\$42.52
4248	10/05/2016	No	CHK	Radovich Builders, LLP	Checked junction box, and tighten c	No	\$487.50
4249	10/05/2016	No	CHK	Seymour Housing Authority	Sept.'s Mgt Fee	No	\$4,965.00
4250	10/05/2016	No	CHK	Valley Electric Supply Company	Electrical Supplies	No	\$271.86
4251	10/10/2016	No	CHK	Seymour Housing Authority	To cover payroll/Reimb	No	\$10,000.00
4252	10/10/2016	No	CHK	Guzzi, Adeline	PH AP Payment Oct 16	No	\$107.12
4253	10/14/2016	No	CHK	Allen's Plumbing Supply	Shower arm diverter	No	\$18.25
4254	10/14/2016	No	CHK	Aquarion Water Company Of CT	Acc# 200204656 Billing period 8.27.	No	\$122.76
4255	10/14/2016	No	CHK	Bender Plumbing Supplies Inc.	Purchased Sloan Flush Mate Cartrid	No	\$223.20
4256	10/14/2016	No	CHK	Direct Energy Services, LLC	Sept's Expense	No	\$3,059.10
4257	10/14/2016	No	CHK	Eversource	Acc# 57476540034	No	\$1,593.61
4258	10/14/2016	No	CHK	Home Depot Credit Services	Plumbing and janitorial supplies - Ins	No	\$46.83
4259	10/14/2016	No	CHK	Oxford Lumber & Building Material	Hanging picture hooks	No	\$22.05
4260	10/14/2016	No	CHK	Radovich Builders, LLP	Installed wood corner protector at ha	No	\$490.00
4261	10/14/2016	No	CHK	SMD Inc	Scope 5w paging transmitter - Quart	No	\$1,749.51
4262	10/14/2016	No	CHK	Valley Electric Supply Company	Lighting supplies	No	\$161.20
4263	10/17/2016	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$10,000.00
4264	10/24/2016	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$10,000.00
4265	10/28/2016	No	CHK	Seymour Housing Authority	October's Mgt Fee	No	\$4,965.00

Minutes
Exhibit I

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: October 2018, 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

<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>
1927	10/05/2018	No	CHK	Seymour Housing Authority	Callahan Reimb. as of 10.05.18	No	\$25,137.49
1928	10/05/2018	No	CHK	Seymour Housing Authority	RH Reimb. as of 10-05-18	No	\$13,839.53
1929	10/10/2018	No	CHK	Callahan House Association	To cover ROSS payment 10.13th	No	\$2,692.30
1930	10/17/2018	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$18,660.12
1931	10/17/2018	No	CHK	Seymour Housing Authority	RH Reimb	No	\$3,141.57
1932	10/20/2018	No	CHK	Carson, Mary	PH AP Payment Oct 18	No	\$210.05
1933	10/24/2018	No	CHK	Callahan House Association	To cover RSC Salary ROSS Grant	No	\$2,692.30

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: October 2018, 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

<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>
1745	10/05/2018	No	CHK	Seymour Housing Authority	MR Reimb as of 10.05.18	No	\$10,176.56
1746	10/07/2018	No	CHK	Luciani Enterprises, LLC	40 & 42 Chamberlin Rd - Basement	No	\$4,289.96
1747	10/10/2018	No	CHK	Seymour Housing Authority	Early Reimb to Cover Payroll	No	\$15,000.00
1748	10/11/2018	No	CHK	Ford Motor Credit Company	1st Payment on Van	No	\$1,149.74
1749	10/17/2018	No	CHK	Seymour Housing Authority	MR Reimb	No	\$5,647.74
1750	10/24/2018	No	CHK	Seymour Housing Authority	To Cover Payroll	No	\$20,000.00

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	10/13/2016-1
Period Range :	09/26/2016 TO 10/09/2016
Week Number :	Week #41

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:**# Checks**

Total Regular Checks	2	593.31
Total Direct Deposits	28	18949.86
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	22 Items	19543.17

Total Billing Impound		136.29
Total Agency Checks	1	31.66
Total Agency Checks DD	3	280.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19991.12**

Total of Checks Printed **26 Items**

Total Tax Liability	8559.40
Total Workers Comp Liability	0.00

Total Payroll Liability **28550.52**

Total Direct Deposits 19229.86

Total Debited From Account **28550.52**

NEXT PERIOD DATES

Check Date: 10/27/2016 Week 43
 Period Begin: 10/10/2016
 Period End: 10/23/2016
 Call In Date: 10/24/2016 Week 43

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Tax Report For Payroll (S247)

Check Date : 10/13/2016-1

Period Range : 09/26/2016 TO 10/09/2016

Week Number : Week #41

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	26,008.63	3,290.22	22	Semi-Weekly
EE OASDI	0.062000	060687649	26,522.64	1,644.43	22	Semi-Weekly
EE Medicare	0.014500	060687649	26,522.64	384.58	22	Semi-Weekly
ER OASDI	0.062000	060687649	26,522.64	1,644.43	22	Semi-Weekly
ER Medicare	0.014500	060687649	26,522.64	384.58	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				7,348.24		
Total 941 Liabilities with COBRA				7,348.24		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,348.24		
State Withholding						
CT State Withholding		6613871-000	26,008.63	946.16	22	Weekly CT
Total State Withholding				946.16		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	7,571.77	265.00	22	Quarterly
Total Employer SUI				265.00		
Total Employee Taxes				6,265.39		
Total Employer Taxes without COBRA				2,294.01		
Total Tax Liability without COBRA				8,559.40		
Total Tax Liability with COBRA				8,559.40		
Regular checks				593.31		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,229.86		
Total Net Payroll				19,823.17		
Agency Checks				31.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				136.29		
Total Workers Comp				0.00		
Total Payroll Liability				28,550.52		
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				19,991.12		
Total Direct Deposits				19,229.86		
Total Amount Debited from your Account before Credit applied				28,550.52		
Total Amount Debited from your Account after Credit applied				28,550.52		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 10/10/2016 1:03:03 PM

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	10/27/2016-1
Period Range :	10/10/2016 TO 10/23/2016
Week Number :	Week #43

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	1	312.55
Total Direct Deposits	28	18685.30
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	22 Items	18997.85

Total Billing Impound		704.13
Total Agency Checks	1	31.66
Total Agency Checks DD	3	280.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **20013.64**

Total of Checks Printed **26 Items**

Total Tax Liability	8299.43
Total Workers Comp Liability	0.00

Total Payroll Liability **28313.07**

Total Direct Deposits 18965.30

Total Debited From Account **28313.07**

NEXT PERIOD DATES

Check Date: 11/10/2016 Week 45
Period Begin: 10/24/2016
Period End: 11/06/2016
Call In Date: 11/07/2016 Week 45

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Tax Report For Payroll (S247)	
Check Date :	10/27/2016-1
Period Range :	10/10/2016 TO 10/23/2016
Week Number :	Week #43

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,273.43	3,173.28	22	Semi-Weekly
EE OASDI	0.062000	060687649	25,786.43	1,598.76	22	Semi-Weekly
EE Medicare	0.014500	060687649	25,786.43	373.92	22	Semi-Weekly
ER OASDI	0.062000	060687649	25,786.43	1,598.76	22	Semi-Weekly
ER Medicare	0.014500	060687649	25,786.43	373.92	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				7,118.64		
Total 941 Liabilities with COBRA				7,118.64		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,118.64		
State Withholding						
CT State Withholding		6613871-000	25,273.43	929.55	22	Weekly CT
Total State Withholding				929.55		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	7,178.58	251.24	22	Quarterly
Total Employer SUI				251.24		
Total Employee Taxes				6,075.51		
Total Employer Taxes without COBRA				2,223.92		
Total Tax Liability without COBRA				8,299.43		
Total Tax Liability with COBRA				8,299.43		
Regular checks				312.55		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,965.30		
Total Net Payroll				19,277.85		
Agency Checks				31.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				704.13		
Total Workers Comp				0.00		
Total Payroll Liability				28,313.07		
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				20,013.64		
Total Direct Deposits				18,965.30		
Total Amount Debited from your Account before Credit applied				28,313.07		
Total Amount Debited from your Account after Credit applied				28,313.07		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 10/24/2016 10:51:55 AM

Minutes

Exhibit II

November 2016

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2016 Year-to-Date Vacancies 4

Callahan House Experienced three move ins during October 2016. Callahan House has experienced 80 vacancy days since January 1, 2016 and has averaged 10 turn around days per vacancy since January 1, 2016. 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; 27 days/ 29200 days available = 0.2739% percentage through October 31, 2016.

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 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 78 days and have 270 days to use for the balance of the Subsidy year. For 2017 we used 84 days and have a balance of 264 days to use for the Subsidy year.

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2V	Everlith	4/25/2016	Zalenski	4/29/2016	4
2A	Ewen	4/30/2016	Courtney	5/6/2016	5
2F	Maloney	6/30/2016	Stronkowsky	7/5/2016	5
4K	Mezzatesta	7/15/2016	Molcyk	7/28/2016	13
1G	Krouch	9/6/2016	Frano	9/20/2016	14
4E	Frano	9/19/2016	Hubert	10/1/2016	12
3D	Karlac	9/27/2016	Najda	10/4/2016	8
1H	Strerath	9/29/2016	Woodin	10/18/2016	19

Norman Ray House experienced one move out during October 2016. Norman Ray House has experienced 51 vacancy days since January 1, 2016 and has averaged 12.75 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; 51 days/ 14600 days available = 0.3493% percentage through October 31, 2016.

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 2014 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 used 114 vacancy day and have 54 days left to use. For the 2017 subsidy calculation we have used 15 vacancy days and have 153 days to use for the subsidy year.

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2016	
FEDERAL ELDERLY			

UNT	PRIOR RESIDENT	MOVE-OUT	NEXT RESIDENT	IN-DATE	NO. OF
9	Irre	1/31/2016	Trantum	2/12/2016	13
35	Scanlin	1/31/2016	Burke	2/10/2016	11
37	Jones	6/3/2016	Melveen	6/15/2016	12
16	Puro	10/17/2016			15

Average number of vacancy days per vacancy:

12.75

State Moderate Rental**2016 Year-to-Date Vacancies 7**

Moderate Rental has experienced one move out during October 2016. Moderate Rental has experienced 87 vacancy days since January 1, 2016 and averaged 10.88 days per vacancy through October 31, 2016. 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; 87 days/ 29565 days available = .2942% percentages through October 31, 2016.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2016
FAMILY HOUSING		

UNIT	Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
C01	440 Gebeau	2/29/2016	Watson	3/11/2016	12
34S	440 Thomas	2/17/2016	Favors	3/21/2016	4
B03	450 Smith-Dufour	5/20/2016	Cassisi	5/26/2016	6
C04	450 Rosado	6/24/2016	Wilson	7/1/2016	7
C18	520 Young	7/2/2016	Lafayette	7/15/2016	13
08S	457 Lafayette	7/14/2016	Vilamarin	7/29/2016	15
B07	450 Ouakina	7/22/2016	Harris	8/1/2016	10
B02	450 Roman	10/12/2016			20

Average number of vacancy days per vacancy: 10.88

We have experienced \$1,333 vacancy loss since January 1, 2016. We have budgeted \$4,166.00 for vacancy loss through October 31, 2016.

Smithfield Gardens Assisted Living experienced 1 move-in and 1 move out during August 2016. Smithfield Gardens has experienced 566 vacancy days since January 1, 2016 and averaged 37.73 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; 566 days/ 20,440 days available = 2.7691% percentage through October 31, 2016.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/215	Podalak	1/30/2016	30
122	50%	825 Pagliaro	1/4/2016	Kinkel	4/11/2016	98
109	60%	985 Moss	1/27/2016	Fuller	3/2/2016	35
226	60%	985 Zaleski	2/9/2016	Lestrangle	3/11/2016	33
217	60%	985 Zelle	2/27/2016	Throburn	4/1/2016	36
126	60%	985 Woodworth	3/10/2016	Del Principe	6/18/2016	99
108	50%	825 Jalowiec	3/16/2016	Burkart	5/1/2016	45
228	60%	985 Patren	5/17/2016	Guzzi	6/23/2016	36
207	60%	985 Perille	7/2/2016	Fowler	7/22/2016	19
217	50%	825 Thorburn	7/26/2016	Schaefer	8/5/2016	10
117	50%	825 Keller	8/19/2016	Spadaccino	9/24/2016	35
202	60%	985 Wailonis	9/2/2016	Noto	10/14/2016	41
207	60%	985 Fowler	9/26/2016	Vacant		36
228	60%	985 Guzzi	10/10/2016	Vacant		21

Average number of vacancy days per vacancy: 37.73

The vacancy loss is approximately \$18,870 since January 1, 2016. We have budgeted \$26,060 for vacancy loss through October 31, 2016.

General Information

Complaints

Callahan House

We received a complaint from a resident that they are being harassed and discriminated against by other tenants accusing him of smoking marijuana in the building. He stated that people are reporting him to the Seymour Police Department and each time the Police find nothing. We are handling his complaint with coordination through the Block Watch.

We received a noise complaint regarding music. We did fact finding and interviewed the listed witnesses. The witnesses said that they heard music, but it is not excessive. The complaint stated that the noise is all hours. The Occupancy Specialist visited the 3rd floor on several occasions and she did not hear any noise. We will set up a meeting with both parties.

We received a complaint about an Association Member who was disturbing her peaceful enjoyment by talking to other residents about her and other residents. Mediation was held between parties. The Mediator made recommendations and we will be implementing them shortly.

We continue to receive complaints about residents parking in the handicap parking spaces.

Norman Ray House

We received a complaint that a resident at Ray House is at risk of wandering. The Resident Services Coordinator is working with family members to resolve.

We received a complaint that a former tenant has been residing with a resident at the Norman Ray House.

Moderate Rental Program

We received a complaint that a resident fears her apartment is being broken into. We referred her the Seymour Police Department. We agreed to change the locks, however, the resident did not show up to exchange keys.

Rev. Callahan House

- Annual inspections have been completed at Callahan House.
- We have been approached by Comcast to renew the contract for Callahan, Ray and Smithfield. They are offering to provide one monthly rate for all three properties. Their rate is much lower than we are paying now.

Norman Ray House

- Annual inspections were completed in July.

Moderate Rental

- I have completed 50 Annual Dwelling Inspections on Chamberlin Rd and Brothers Court through November 1 2016. Of these inspections there have been 402 work orders created. 213 of those work orders are incomplected and 239 have been completed at an approximated cost of \$25,000.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 11/01/2016
- Seven applications in processing
- One move-in in October; one move-out in October
- 9 applicants on waiting list for 60% units (\$985 rent)
- 10 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.5
- Age range is 66 - 97
- Average length of tenancy is 28.44 months

Budgeting Statistics:

- 20 of 19 units rented at \$825
- 34 of 37 units rented at \$985
- 54 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 10/5, 10/12, 10/19, 10/26 (attended by MRC Director, RSC & RNs)
59 residents' statuses reviewed each week; three residents out at rehab as of 10/31/2016
 - Resident Council Meeting held 09/29/16 – minutes follow; next meeting 10/27/16
 - October Fire Drill completed 10/26/16 (third shift)
-

- Spectrum triennial review completed on 09/16/16; no findings
 - NDC annual site visit scheduled for 11/03/16
-

The sidewalk repairs have been started. We have decided with the Contractor to effect repairs on the upper half of the sidewalks this year and extend the contract to finish the balance of the work in the spring.

Minutes
Exhibit III

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority

PHA Code: CT03500001

PHA Fiscal Year Beginning: 1/1/2017

Board Resolution Number: 408

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/02/2016
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Brenda A. White	Signature:	Date: 11/02/2017
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Minutes
Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - CALAHAN HOUSE
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2015 ACTUAL OPERATING	2016 ANNUALIZED OPERATING	2016 APPROVED BUDGET	2017 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	349,432	366,804	340,000	355,000
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	1,126	1,110	1,100	1,100
130 3690 OTHER INCOME	42,926	40,468	43,359	42,024
720 8020 CURRENT YEAR OPERATING SUBSIDY	200,539	205,054	220,000	205,000
GROSS INCOME	594,023	613,436	604,459	603,124
EXPENSES				
180 4110 ADMINISTRATION SALARIES	113,611	119,334	109,352	123,285
180 4120 COMPENSATED ABSENCES	3,686	5,336	5,495	6,178
190 4130 LEGAL EXPENSES	8,614	6,012	6,488	6,675
210 4150 TRAVEL	3,060	866	2,434	2,123
220 4170 ACCOUNTING AND AUDITING FEES	17,201	18,032	19,695	24,600
223 4190 SUNDRY	56,624	62,510	51,250	53,026
4190 SOCIAL SERVICE COORDINATOR	13,040	17,290	12,795	13,109
TOTAL ADMINISTRATIVE EXPENSES	215,836	229,380	207,509	228,996
290 4310 WATER & SEWER	30,711	27,406	26,400	27,000
300 4320 ELECTRICITY	36,765	45,630	37,000	37,000
300 4330 GAS	74,573	89,064	75,000	75,000
300 4340 CABLE	(10,543)	(12,186)	(11,700)	(12,000)
TOTAL UTILITIES	131,506	149,914	126,700	127,000
360 4410 LABOR	23,981	24,444	23,814	27,425
370 4420 MATERIALS	12,809	11,426	11,370	11,700
380 4430 CONTRACT COSTS	115,780	87,432	116,900	93,750
TOTAL ORDINARY MAINTENANCE	152,570	123,302	152,084	132,875
440 4510 INSURANCE	19,621	21,312	21,311	24,848
450 4520 PAYMENT IN LIEU OF TAXES	20,738	20,470	21,330	22,800
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	47,750	53,498	47,099	54,314
480 4620 CASUALTY/COLLECTION LOSSES	1,620	2,000	2,000	2,000
710 4610 EXTRAORDINARY MAINTENANCE	81,321	4,480	15,000	5,000
TOTAL GENERAL EXPENSES	171,050	101,760	106,740	108,962
TOTAL ROUTINE EXPENSES	670,962	604,356	593,033	597,833
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	0	0	10,000	4,000
590 7540 PROPERTY BETTERMENTS & ADDITIONS	0	0	1,000	1,000
TOTAL	670,962	604,356	604,033	602,833
810 6100 EXTRAORDINARY INCOME	(841)	0	0	0
TOTAL	670,121	604,356	604,033	602,833
770 PROVISION FOR OPERATING RESERVE	(76,098)	9,080	426	291

Minute
Exhibit IV

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority

PHA Code: CT03500002

PHA Fiscal Year Beginning: 1/1/2017

Board Resolution Number: 409

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/02/2016
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Brenda A. White	Signature:	Date: 11/02/2017
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minutes
Exhibit IV

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - RAY HOUSE
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2015 ACTUAL OPERATING	2016 ANNUALIZED OPERATING	2016 APPROVED BUDGET	2017 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	123,090	137,742	113,000	130,000
3620 TENANT CHARGES	1,921	1,740	1,600	2,200
3690 OTHER INCOME	28,778	27,430	28,789	30,074
8020 CURRENT YEAR OPERATING SUBSIDY	99,914	106,784	107,000	107,000
TOTAL INCOME	253,703	273,696	250,389	269,274
EXPENSES				
4110 ADMINISTRATIVE SALARIES	56,794	59,656	53,676	61,642
4120 COMPENSATED ABSENCES	1,923	2,420	\$2,493	\$2,822
4130 LEGAL AND OTHER SERVICES	4,754	2,584	4,494	4,588
4170 ACCOUNTING AND AUDITING FEES	7,969	9,516	9,805	11,300
4150 TRAVEL	1,171	1,122	934	623
4190 SUNDRY	27,561	24,278	25,625	27,163
4210 TENANT SERVICES	1,311	2,344	1,000	1,000
TOTAL MANAGEMENT EXPENSES	101,483	101,920	98,026	109,137
4350 BULK CABLE TELEVISION	(8,614)	(7,336)	(7,500)	(7,500)
4310 WATER	8,726	8,616	9,200	9,000
4320 ELECTRICITY	31,987	31,184	34,000	33,000
TOTAL SERVICES/UTILITY EXPENSE	32,099	32,464	35,700	34,500
4410 MAINTENANCE WAGES	10,520	10,716	10,488	12,132
4420 MATERIALS AND SUPPLIES	5,349	4,598	4,200	4,320
4430 CONTRACTUAL SERVICES	74,635	48,716	61,825	62,300
TOTAL MAINTENANCE EXPENSE	90,504	64,030	76,513	78,752
4711 INSURANCE	8,061	9,390	9,390	10,993
4540 EMPLOYEE BENEFITS	23,758	26,548	22,500	26,044
4610 EXTRAORDINARY MAINTENANCE	1,294	-	500	500
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	8,238	9,794	6,980	8,800
TOTAL OTHER EXPENSE	41,351	45,732	39,370	46,337
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	(145)	-	-	-
6100 EXTRAORDINARY (INCOME) EXPENSE	-	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	-	-	500	500
TOTAL EXPENSES	265,292	244,146	250,109	269,227
PROVISION FOR OPERATING RESERVE	\$ (11,589)	\$ 29,550	\$ 280	\$ 47