

MINUTES

COPY RECEIVED
DATE: 12/5/2018
TIME: 3:25 PM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 993rd Meeting

The 993rd a Regular Meeting of the Seymour Housing Authority was held on Wednesday, November 7, 2018 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:33 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick and White.

Also, present was Secretary and Executive Director David Keyser as well as Attorney Gregory J. Stamos

Public Comment

Executive director introduced Teila Lanci the Ross grant resident services coordinator. he prefaces the introduction by stating he wished the board to you have the information regarding her 12-month experience in the position of resident services coordinator.

Teila Lanci again introduced herself as the Resident Services Coordinator for the Reverend Callahan House and the Norman Ray House. She mentioned that in tracking her activity utilizing an industry standard electronic reporting program, AASC On Line, she has logged that she responded to 4706 inquiries or referrals to her from the 120 units of elderly disabled housing managed by the Seymour Housing Authority under the federal low-income public housing program. Of those inquiries she has made 872 referrals. All this during a 12-month period from October 1, 2017 to September 30, 2018. These referrals are to outside providers and they help these residents remain independent and in a good state of compliance with their lease. She qualified the 872 referrals by stating that 50% of those referrals were mental health issues. Quite a few more of the referrals were to services that the tenants were unaware they were entitled to.

Teila also explained that she is supervising a new intern that she has recruited from southern Connecticut State college. She also explained that she was successful in obtaining it Katherine Mathies grant in the amount of \$15,000 to hire a part time junior resident services coordinator. This was all accomplished in the name of the Callahan House Tenants Association. These 2 resources help tremendously to support the needs of the elderly and disabled in our 2 federal properties.

Teila also shared that she is involved and regularly attends meetings of the Valley Senior Services Advisory Council Program Coordinating Committee, as well as the South-Central Area Agency on Aging and the Valley Nursing Services Advisory Board

MINUTES

committee meetings. It is in these venues that she communicates and finds resources to assist our tenants in remaining independent.

The Executive Director commented at the conclusion of Teila's report, that the success of this program far exceeds the expectations laid out in the Ross Grant application and awarded funding agreement mainly because of the success involvement of Teila Lanci. I think we could all agree that this Resident Services Coordinator program has been very successful as it is now concluding its fifth year of service. Executive director expressed his sincere gratitude for all Teila's hard work.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 992nd Special Meeting held on Wednesday October 10, 2018.

Commissioner Bellucci motioned to accept the minutes 992nd Special Meeting held on Wednesday October 10, 2018 as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota-Horelick and White. Chairperson White declared the motion carried.

➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

After consideration, review and questions relative to the bills listing, Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Commissioner Bellucci asked about a check to Ted's Lawn Care and the description of the payment. He also asked if the Services of Ted's Lawn Care were completed. The Executive Director responded that was in payment of services. The Executive Director also stated that the Contract with Ted's Lawncare for Snow Removal and Lawn Care was coming to its two-year commitment close. He further stated later in the agenda is the bid results for the new Season of services. 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, Horelick, and White. Chairperson White declared the motion carried and the Bills approved for payment.

Discussion was held about the retirement of Bob Radovich, partner and namesake of Radovich Builders. Commissioner Bellucci inquired about the succession of Radovich Builders. The executive director responded that Charles Payne the other partner will continue in some form as a successive contractor long with Scott Bishop current employee of Radovich Builders. Discussion continued and Commissioner Bellucci made a motion to commemorate or honor Robert Radovich for his 46 years of exemplary service with a purchase of a watch not to exceed \$250 in value and to authorize the Executive Director to make the purchase and have the watching engraved. Commissioner

MINUTES

Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Horelick, and White. Chairperson White declared the motion carried and the Bills approved for payment.

Executive director mentioned a letter of submission of the annual federal financial report for the 2017 Ross grant. He also mentioned the letter to the Town of Seymour, transmitting the Moderate Rental PILOT payment in the amount of \$25,797.

➤ **Executive Director's Report**

See Exhibit II

➤ **Old Business**

None

➤ **New Business**

Chairperson White introduced the Contractor selection of Snow Removal and Landscaping bids for the 2019 season.

The Executive Director reviewed and explained the bidders list, the bid tabulation sheet as well as recommendations of the engineer Donald W Smith. (See Exhibit III). He explained that 10 interested bidders picked up "bid sets" for the bid that was due October 18th, 2018 at 3 PM. He further stated that of those 10 bidders, 4 companies had responded with bids on October 18th, 2018. He stated that he can curd with recommendations of Donald W Smith junior, P. E. Consulting Engineer that Grassy Turtle, LLC would be the successful qualified lowest bidder.

Commissioner Bellucci motioned to award the 2019 Snow Removal and Landscaping contract to Grassy Turtle, LLC for a period of one year as per the recommendation of consulting engineer Donald W Smith, Jr. P.E. and to authorize the Executive Director to enter into contract with grassy turtle LLC per the specifications in the bid documents and in accordance with the bid documents they submitted. 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson white introduced resolution number 416 approval of the 2119 Board certification and budgets for Rev. Callahan House and Norman Ray House for the year to begin January 1st, 2019. (See Exhibit IV).

MINUTES

The Executive Director read and summarized the proposed 2019 budgets for Reverend Callahan House and Norman Ray House. (See Exhibit IV).

After some brief discussion Commissioner Bellucci motioned to adopt Resolution 416, approval of the 2119 Board certification and budgets for Rev. Callahan House and Norman Ray House for the year to begin January 1st, 2019, and the two budgets for Rev. Callahan House and Norman Ray House as presented and to authorize the Executive Director to submit these budgets and resolution to HUD. Commissioner Horelick seconded the motion. Chairperson White asked for a Roll Call vote which was recorded as follows:

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

Chairperson White declared the motion carried and Resolution 416 duly adopted.

Chairperson White introduced the 2019 Smithfield Gardens Assisted Living Management Plan and Budget. (See Exhibit V).

The Executive Director explained the budget line items for the 2019 Smithfield Gardens Assisted Living Management Plan and Budget.

Commissioner Horelick motioned to adopt the 2119 Smithfield Gardens Assisted Living Management Plan and Budget as presented and to authorize the Executive Director to submit it to Connecticut Housing Finance Authority (CHFA). Commissioner Bellucci seconded in 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the 2019 State Moderate Rental Management Plan and Budget. (See Exhibit VI).

The Executive Director explained the budget line items for the 2019 State Moderate Rental Management Plan and Budget.

Commissioner Bellucci motioned to adopt the 2119 State Moderate Rental Management Plan and Budget as presented and to authorize the Executive Director to submit it to Connecticut Housing Finance Authority (CHFA). Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners

MINUTES

Bellucci, Dota, and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the third quarter quarterly reports for the Smithfield Gardens Assisted Living. (See Exhibit VII).

The Executive Director read the quarterly report for Smithfield Gardens Assisted Living explained the line item variances and the results of operation for the period ending September 30th, 2018.

Commissioner Horelick motioned acknowledgement of the quarterly results report for Smithfield Gardens Assisted Living as presented into the minutes. Commissioner Bellucci seconded in 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the third quarter quarterly reports for the State Moderate Rental Program. (See Exhibit VIII).

The Executive Director read the quarterly report for State Moderate Rental Program and explained the line item variances and the results of operation for the period ending September 30th, 2018.

Commissioner Dota motioned acknowledgement of the quarterly results report for Moderate Rental Program as presented into the minutes. Commissioner Horelick seconded in 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the third quarter quarterly reports for the Rev. Callahan House Federal Elderly/Disabled Program. (See Exhibit IX).

The Executive Director read the quarterly report for Rev. Callahan House Federal Elderly/Disabled Program and explained the line item variances and the results of operation for the period ending September 30th, 2018.

Commissioner Horelick motioned acknowledgement of the quarterly results report for Moderate Rental Program as presented into the minutes. Commissioner Dota seconded in 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the third quarter quarterly reports for the Norman Ray House Federal Elderly/Disabled Program. (See Exhibit X).

MINUTES

The Executive Director read the quarterly report for Norman Ray Federal Elderly/Disabled Program and explained the line item variances and the results of operation for the period ending September 30th, 2018.

Commissioner Horelick motioned acknowledgement of the quarterly results report for Norman Ray House Federal Elderly/Disabled Program as presented into the minutes. Commissioner Dota seconded in 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, Horelick, and White. Chairperson White declared the motion carried.

➤ Any Other Business

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 993rd meeting of the Seymour Housing Authority. At 6:38 P.M. Commissioner Horelick motioned to adjourn the 993rd Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, and White. Chairperson White declared the motion carried and the 993rd Meeting adjourned.

Submitted by:


David J. Keyser, Secretary and
Executive Director

Minutes
Exhibit I

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: 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: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
21	10/16/2018	No	DD	SHA PAYROLL	Payroll #21	No	\$27,095.44
22	10/25/2018	No	DD	SHA PAYROLL	Payroll #22	No	\$27,381.63
10490	10/04/2018	No	CHK	Advance Communications Inc	Message service for 8/22 - 9/18/201	No	\$304.77
10491	10/04/2018	No	CHK	Aegis Energy Services, Inc.	Monthly installment- October 2018	No	\$1,630.93
10492	10/04/2018	No	CHK	Aflac Attn: Remittance Processing	Oct 2018 Premium for Acct DHF89	No	\$192.12
10493	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$2,963.93
10494	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$1,446.44
10495	10/04/2018	No	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$163.29
10496	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$91.69
10497	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0256349	No	\$262.50
10498	10/04/2018	No	CHK	Connecticut Housing Finance Aut	Loan 96080D Payment SHA	No	\$462.02
10499	10/04/2018	No	CHK	Door Control, Inc.	Exterior door & patio slider door	No	\$347.50
10500	10/04/2018	No	CHK	Eversource	51767464084 Associated Credit Ser	No	\$38.70
10501	10/04/2018	No	CHK	Eversource	Act 5111 869 4017 Statement Date	No	\$45.19
10502	10/04/2018	No	CHK	Frontier	Acct#203 881 0115 021194 5	No	\$50.26
10503	10/04/2018	No	CHK	Frontier	Acct#203 881 2464 110206 5	No	\$625.38
10504	10/04/2018	No	CHK	Frontier	Acct#203-888-4579-123179-5	No	\$551.04
10505	10/04/2018	No	CHK	HD Supply	Office supplies; PO #2218	No	\$198.55
10506	10/04/2018	No	CHK	Home Depot Credit Services	Moisture ABS	No	\$338.64
10507	10/04/2018	No	CHK	Management Computer Services I	Computer support July 2018	No	\$3,078.24
10508	10/04/2018	No	CHK	Network Synergy Systems Integra	Agreement Silver level Workstation	No	\$360.00
10509	10/04/2018	No	CHK	Oxford Lumber & Building Materia	January 2018 Service charge	No	\$1.17
10510	10/04/2018	No	CHK	Sprague Operating Resources LL	Act 72003843 Yankee Gas	No	\$5,112.65
10511	10/04/2018	No	CHK	Troy Industrial Solutions	A112 for Callahan	No	\$34.56
10512	10/04/2018	No	CHK	Watson	Ticket #3032 for 1.5-hours Reset the	No	\$168.00
10513	10/04/2018	No	CHK	WB Mason	office supplies	No	\$500.13
10514	10/04/2018	No	CHK	Winter Bros Waste Systems	Sept 2018 Service	No	\$443.66
10515	10/04/2018	No	CHK	Winter Bros Waste Systems	Sept 2018 Service	No	\$468.30
10518	10/05/2018	No	CHK	Experian	August 2018 Billing	No	\$106.80
10519	10/05/2018	No	CHK	Radovich Builders, LLP	Adjust doors and hinges for proper o	No	\$1,715.00
10520	10/05/2018	No	CHK	Radovich Builders, LLP	Installed new switch for bathroom lig	No	\$3,773.50
10521	10/17/2018	No	CHK	Ted's Lawn Care LLC	Landscaping charges August 2018	No	\$3,230.00
10522	10/18/2018	No	CHK	American Express	Account ending 6-36005	No	\$1,189.87
10523	10/18/2018	No	CHK	American Rooter LLC	Snake tub drain up to 20 or 50 ft	No	\$168.50
10524	10/18/2018	No	CHK	Anthem Blue Cross and Blue Shie	Premium 11/01/18-12/01/18 Group	No	\$4,951.64
10525	10/18/2018	No	CHK	Aquarion Water Company	Acct# 200340760	No	\$30.80
10526	10/18/2018	No	CHK	Aquarion Water Company	WICA 200086455 Ray House	No	\$812.88
10527	10/18/2018	No	CHK	Aquarion Water Company	Acct# 200086443	No	\$2,217.46
10528	10/18/2018	No	CHK	Banner Group Systems Inc.	Toilet Tissue, C fold towels, soft roll	No	\$410.30
10529	10/18/2018	No	CHK	Bloxam Enterprises, LLC	Steam Clean Apartment 2M	No	\$175.00
10530	10/18/2018	No	CHK	Cintas	Uniforms and cleanings	No	\$171.88
10531	10/18/2018	No	CHK	Connecticut Basement Systems	22 Chamberlain- Service and replac	No	\$347.00
10532	10/18/2018	No	CHK	Crystal Rock	Cooler rental 5G Purified water	No	\$70.57
10533	10/18/2018	No	CHK	Formax	12 month service contract on paper f	No	\$294.59
10534	10/18/2018	No	CHK	Friends Of Fur LLC	Spray for bees	No	\$500.00
10535	10/18/2018	No	CHK	KardasLarson LLC	Human resource consulting - July 20	No	\$1,000.00
10536	10/18/2018	No	CHK	Langan	HBM Roof Sampling Seymour & Ch	No	\$3,188.25

Minutes
Exhibit I

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: 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: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
10537	10/18/2018	No	CHK	Lincoln National Life Insurance C	Premium 11/01/2018 - 11/30/2018	No	\$388.08
10538	10/18/2018	No	CHK	Pangea Foundation	Annual Maintenance & Support Serv	No	\$595.00
10539	10/18/2018	No	CHK	Pride Cleaning Pros	Move in/ Move out cleaning 20 Cha	No	\$390.00
10540	10/18/2018	No	CHK	Seymour Janitorial Services	Monthly cleaning services at Norma	No	\$1,718.50
10541	10/18/2018	No	CHK	Shell Credit Card Center	Unleaded Gas	No	\$454.07
10542	10/18/2018	No	CHK	Siemens Industry Inc	Smoke detector trouble can not rese	No	\$648.27
10543	10/18/2018	No	CHK	Waterbury Regional Chamber	Renewal Dues	No	\$484.50

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 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: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
90177	10/04/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 21 pay date 10/	No	\$14,000.00
90178	10/04/2018	No	CHK	CCS	Comcast 8773402160255317 File N	No	\$48.61
90179	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0069510	No	\$2,010.18
90180	10/04/2018	No	CHK	Comcast	Acct#8773 40 216 0069536	No	\$130.93
90181	10/04/2018	No	CHK	Eversource	Act 5147 148 3099 Statement Date	No	\$299.01
90182	10/04/2018	No	CHK	Eversource	Act 57669970055 Statement date 9/	No	\$105.26
90183	10/04/2018	No	CHK	Eversource	Act. #57476540034 Statement Date	No	\$1,542.38
90184	10/04/2018	No	CHK	Eversource	Act 51083234013 Statement date 8/	No	\$11,113.43
90185	10/04/2018	No	CHK	Fire System Services, LLC	Quarterly wet and dry sprinkler syste	No	\$732.50
90186	10/04/2018	No	CHK	Frontier	Acct#203-888-5093-092806-5	No	\$790.24
90188	10/05/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$3,952.85
90189	10/05/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$165.00
90190	10/18/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 22 pay date 11	No	\$14,000.00
90191	10/18/2018	No	CHK	Allston Supply Co Inc	WND handle, complete w/ cord sens	No	\$280.00
90192	10/18/2018	No	CHK	Aquarion Water Company Of CT	WICA # 2000204656	No	\$1,587.24
90193	10/18/2018	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$729.20
90194	10/18/2018	No	CHK	Europa Enterprises, LLC	Work order#41687 - Repainted 1st,	No	\$2,580.00
90195	10/18/2018	No	CHK	Gregory Stamos	Sherelle Allen vs. Smith Street Assis	No	\$1,250.00
90196	10/18/2018	No	CHK	Jane Marino	One hour musical performance	No	\$125.00
90197	10/18/2018	No	CHK	Kone Inc	Emergency communication	No	\$1,878.04
90198	10/18/2018	No	CHK	TPC Associates, Inc.	First QTR Billing 9/1/18 - 11/30/18	No	\$844.20
90199	10/18/2018	No	CHK	Valley Electric Supply Company	SAT S6503 FC12T9/CW CIR 4PIN F	No	\$535.71
90200	10/18/2018	No	CHK	Winter Bros Waste Systems	Trash removal	No	\$476.01
90201	10/19/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$3,876.76

Minutes
Exhibit I

**Seymour Housing Authority
Vendor Accounting 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: Yes, 11) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6576691951, GL Account: 1111.18511.1951

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>
90	10/25/2018	No	CHK	A - Preferred Construction And A	CHA #18-511 construction project R	No	\$38,922.43
91	10/25/2018	No	CHK	Buddy's Fuel, LLC	Installation fuel tanks at SHA Moder	No	\$80,928.00
92	10/25/2018	No	CHK	Donald W. Smith, Jr. P.E	CHA #18-511 construction project Pr	No	\$3,780.00

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>
40004	10/04/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 21 pay date 10/	No	\$6,100.00
40005	10/05/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$7,950.37
40006	10/17/2018	No	CHK	Radovich Builders, LLP	Water Damage repair 2 Brothers Co	No	\$10,002.50
40007	10/18/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 22 pay date 11	No	\$6,100.00
40008	10/18/2018	No	CHK	Radovich Builders, LLP	WO#42220-Checked bathroom fan	No	\$8,325.00
40009	10/19/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$8,365.01

**Seymour Housing Authority
Vendor Accounting 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: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20026	10/04/2018	No	CHK	Callahan House Tenants Associat	RSC pay period ending 10/06/2018	No	\$2,692.30
20027	10/04/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 21 pay date 10/	No	\$9,000.00
20028	10/05/2018	No	CHK	Jennifer Clarall	Contractor RSC JClarall ending perio	No	\$315.00
20029	10/05/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$13,571.74
20030	10/05/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$9,083.96
20031	10/18/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 22 pay date 11	No	\$9,000.00
20032	10/19/2018	No	CHK	Callahan House Tenants Associat	RSC pay period ending 10/20 /2018	No	\$2,692.30
20033	10/19/2018	No	CHK	Jennifer Clarall	RSC pay period ending 10/20 /2018	No	\$315.00
20034	10/19/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$11,164.59

Minutes
Exhibit II
November 2018

Housing Authority of the Town of Seymour

Executive Director's Report

Minuter
Exhibit #

Norman Ray House

2018 Year-to-Date Vacancies 8

Norman Ray House experienced 2 move outs and 3 move ins during October 2018. Norman Ray House has experienced 170 vacancy days since January 1, 2018 and has averaged 21.25 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; 170days/ 14600 days available = 1.164% percentage through October 31, 2018.

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 2016 subsidy calculation year, we had experienced 113 days and had 51 days to use for the balance of the subsidy year calculation (July 1, 2015 to June 30, 2016). For the 2017 subsidy calculation, we used 39 vacancy day and have 129 days left to use. For the 2018 subsidy calculation we used 164 days and have 4 days left to use. For the 2019 budget fiscal year we used 44 days and have 124 days to use.

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2018				
FEDERAL ELDERLY						
UNIT	PRIOR		MOVE-OUT	NEXT		NO. OF
	RESIDENT			RESIDENT	IN-DATE	
26	Gillison, F		2/28/2018	Siksay	4/24/2018	39
7	Gillison, H		2/28/2018	Weinstein	4/3/2018	34
18	Storo		5/15/2018	Garafano	6/4/218	20
14	Thorpe		5/30/2018	Negron	6/15/2018	16
15	Negron		6/15/2018	Mastropietro	7/9/2018	24
28	DeFonce		9/28/2018	Mattocks	10/16/2018	18
13	Stebar		10/8/2018	Bendler	10/15/2018	7
28	Mattocks		10/18/2018	Wols	10/30/2018	12

Average number of vacancy days per vacancy: 21.25

Section
2

General Information

Complaints

Callahan House

None.

Norman Ray House

None

Moderate Rental

None

Operational

The Snow removal and landscaping bid process is complete. Recommendations are made at this board meeting.

Rev. Callahan House

- 59 Annual Inspections for the Rev. Callahan House are completed. The remaining 21 units will be inspected next week. Work items vary by apartment most common items is caulking of windows and bathtubs, replacing countertops, and replacing bathtub strainers We do have 10 refrigerators to replace and 20 units require new kitchen tiles.
- The common hallway carpets have been cleaned today on all 4 floors.

Norman Ray House

- All 40 dwelling inspections will be scheduled during November and completed.
-

Moderate Rental

- The SSHP Critical needs funding project relative to oil tank replacements is completed. We are in the process of closing this work item out.
- The SSHP Critical needs funding project for the roof replacement is proceeding well. All 31 units on Seymour Ave. have been completed. They will be starting on Chamberlin Rd. next week.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 95% (53 of 56 units) occupied as of 09/30/18
- Five applications in processing
- No move-ins in September; two move-outs in September
- 7 applicants on waiting list for 60% units (\$1,000 rent)
- 13 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.3; age range is 68 - 101
- Average length of tenancy is 30.61 months

Budgeting Statistics:

- 19 of 19 units rented at \$825/\$840
- 34 of 37 units rented at \$985/\$1,000
- 53 of 53 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 9/5, 9/12, 9/19, 9/26 (attended by MRC Director, RSC, & RNs)
53 residents' statuses reviewed each week; one resident out at rehab as of 09/30/18
 - Resident Council Meeting held 08/30/18; next meeting 09/27/18
 - September Fire Drill completed 09/26/18 (second shift)
 - Rent Increase for 2018 in effect as of 01/01/18
 - NDC site visit took place on 06/20/18; awaiting follow-up letter
-

Minutes
Exhibit III

Seymour Housing Authority BID DOCUMENT DISTRIBUTION

Project: Snow & Ice Removal and Lawn & Landscape Maintenance

Bids Due: October 18, 2018 at 3:00 pm at Seymour Housing Authority 28 Smith St., Seymour 06483

Deposit: \$0.00

Set Includes: Project Manual

	FIRM NAME & ADDRESS		TELEPHONE & EMAIL
hail	Naugatuck Valley LawnCare 12 Sperry St Waterbury CT 06702	Amy	203-756 2176
hail	Natures Edge Landscaping 54 Dorman Rd Oxford CT 06748	Kelly	203 426 1593 Thenaturesedge@aol.net
hail	Green Wood Landscaping 62 Greenwood Circle Seymour CT	Gary	203 815 8643 Greenwoodlandscaping@aol.com
hail	P+S Paving Inc. 461 N. Main St. Seymour, CT 06483	Diana	203-881-9145 pspave@aol.com
hail	Radovich Builders 156 Roosevelt Dr Seymour CT 06483	Chuck	203 735 8279 radovichbldr@aol.com
hail	Coastline Construction Corp 24 Long Hill Rd Clinton CT 06413	Justin Lorenz	860 391 3789 Cell 860 669 5058 Phone 860 669 7004 Fax justin@coastlineconstruction.com
hail	Teds Lawn Care 2 Klardias Village Drive #292 Seymour	Ted	203 888 0789 Tedslawscare@aol.com

Prestige Landscaping 1 Skyline drive Oxford, CT	203-305-4466 203-305-6769
 Teodosio & Sons Const Co. 6 Riverside Dr Ansonia, CT 06401	203-996-9909
GRASSY TURTLE 83 Prokop Road Oxford, CT 06478	203-881-0075

Minutes Exhibit III

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06483

October 31, 2018

RE: Snow Removal and Lawn & Landscape Maintenance Bids

Dear Commissioners,

The Authority publicly advertised the above referenced project and received bids from four (4) contractors prior to the bid deadline. Of the four bids received, one (1) bid was non-responsive and it was disregarded. See attached for a tabulation of the bids received:

We have reviewed the submitted information and have met with the low bidder, Grassy Turtle, LLC, to review the scope of work and project requirements. Accordingly, we have determined that the bid submitted by Grassy Turtle, LLC is complete and we recommend awarding of the 2018 - 2019 Snow and Ice Removal as well as the 2019 Lawn and Landscape Maintenance contracts to them for the following unit prices:

SECTION 1

Lump Sum Unit Prices for Snow Removal per the Project Manual and specifications:

a) The Norman Ray House.

Less than 2" snowfall: \$ 150.00 per storm

2.1" to 6" Snowfall: \$ 250.00 per storm

6.1" to 12" Snowfall: \$ 450.00 per storm

12.1" to 18" Snowfall: \$ 700.00 per storm

18.1" - 24" Snowfall \$ 950.00 per storm

b) The Callahan House.

Less than 2" snowfall: \$ 240.00 per storm

2.1" to 6" Snowfall: \$ 400.00 per storm

6.1" to 12" Snowfall: \$ 720.00 per storm

Minutes
Exhibit III

12.1" to 18" Snowfall: \$ 1,120.00 per storm

18.1" – 24" Snowfall \$ 1,520.00 per storm

c) Smithfield Gardens

Less than 2" snowfall: \$ 405.00 per storm

2.1" to 6" Snowfall: \$ 675.00 per storm

6.1" to 12" Snowfall: \$ 1,215.00 per storm

12.1" to 18" Snowfall: \$ 1,890.00 per storm

18.1" – 24" Snowfall \$ 2,565.00 per storm

d) Hoffman Heights.

Less than 2" snowfall: \$ 48.00 per storm

2.1" to 6" Snowfall: \$ 80.00 per storm

6.1" to 12" Snowfall: \$ 144.00 per storm

12.1" to 18" Snowfall: \$ 224.00 per storm

18.1" – 24" Snowfall \$ 304.00 per storm

Lump Sum Unit Prices for the application of owner furnished de-icing chemicals from sidewalks, stairs, and common area surfaces, per the Project Manual and specifications at:

Callahan

House: \$ 75.00 per application

Smithfield

Gardens: \$ 150.00 per application

Norman Ray

House: \$ 30.00 per application

Unit Prices for sanding of parking areas per the Project Manual and specifications:

- a) The Norman Ray House \$50 per sanding
- b) The Callahan House \$150 per sanding
- c) Smithfield Gardens \$200 per sanding
- d) Hofmann Heights \$25 per sanding

Minutes
Exhibit III

Unit Prices for hauling and legal disposal of accumulated snow per the Project Manual and specifications:

Loading	\$190 per hour
Hauling and disposal	\$250 per hour

Lump Sum Price to Remove and dispose of sand from all sidewalks, parking area surfaces and catchbasins at the end of season per the Project Manual and specifications:

a) The Norman Ray House	\$ 250 per season
b) The Callahan House	\$ 500 per season
c) Smithfield Gardens	\$ 750 per season
d) Hofmann Heights	\$ 100 per season

SECTION 2:

Unit Prices for Lawn Maintenance Services (includes 22 cuttings, trimming, edging and cleaning of clippings, spring and fall clean-up) per the Project Manual and specifications:

a) The Norman Ray House	\$1,790 per season
b) The Callahan House	\$1,210 per season
c) Smithfield Gardens	\$4,710 per season

Unit Prices for additional cuttings in excess of 22 per season per the Project Manual and specifications:

a) The Norman Ray House	\$65 per cutting
b) The Callahan House	\$45 per cutting
c) Smithfield Gardens	\$165 per cutting

SECTION 3:

Lump Sum prices for Snow and Ice Removal from between parked vehicles (Includes all work in section 3 of the Project Manual)

a) The Norman Ray House	Included with Snow removal price
b) The Callahan House	Included with Snow removal price
c) Smithfield Gardens	Included with Snow removal price

Minutes
Exhibit III

SECTION 4:

Lump Sum price for Landscape Mulch and Tree/Shrub trimming and removal (includes all work in section 4 of the Project Manual)

- a) The Callahan House \$600 per season
- b) Smithfield Gardens \$1,325 per season
- c) The Norman Ray House \$350 per season

SECTION 5:

Lump Sum price for application of fertilizer and pest control products (includes all work in section 5 of the Project Manual)

- a) The Callahan House \$280 per season
- b) Smithfield Gardens \$840 per season
- c) The Norman Ray House \$532 per season

SECTION 6:

Lump Sum Price for Removal of invasive brush per the Project Manual and specifications (includes all work in section 6 of the Project Manual):

- a) The Norman Ray House \$ 400 for four applications/clean-ups per season
- b) Hofmann Heights \$ 900 for four applications/clean-ups per season

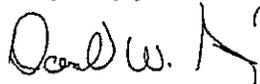
SECTION 7

Lump Sum Price for Clean-up of drainage sluice per the Project Manual and specifications:

- a) Castle Heights \$1,000 for two clean-ups per year

We trust that this information allows the Board to make an informed decision regarding this matter.

Please feel free to contact me if you have any questions regarding this matter.

Very truly yours,

 Donald W. Smith, Jr., P.E.
 Consulting Engineer

Minutes
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. 07/31/2019)

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: *CT 035*

PHA Fiscal Year Beginning: *1/1/19* Board Resolution Number: *416*

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: *11-7-18*

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: <i>Brenda A. White</i>	Signature:	Date: <i>11-7-18</i>
---	------------	-------------------------

minutes
Exhibit III

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

	2017 ACTUAL OPERATING	2018 ANNUALIZED OPERATING	2018 APPROVED BUDGET	2019 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	371,889	355,684	355,000	356,500
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	978	0	1,100	0
130 3690 OTHER INCOME	45,891	20,112	42,024	58,076
720 8020 CURRENT YEAR OPERATING SUBSIDY	199,658	215,042	205,000	215,000
GROSS INCOME	<u>618,416</u>	<u>590,838</u>	<u>603,124</u>	<u>629,576</u>
EXPENSES				
180 4110 ADMINISTRATION SALARIES	111,104	113,060	123,285	105,539
180 4120 COMPENSATED ABSENCES	1,059	5,702	6,178	5,394
190 4130 LEGAL EXPENSES	9,558	5,134	6,675	6,675
210 4150 TRAVEL	2,251	1,082	2,123	1,623
220 4170 ACCOUNTING AND AUDITING FEES	20,824	42,832	24,600	25,000
223 4190 SUNDRY	53,680	37,174	53,026	53,089
4190 TENANT SERVICES	25,903	10,512	13,109	14,427
TOTAL ADMINISTRATIVE EXPENSES	<u>224,379</u>	<u>215,496</u>	<u>228,996</u>	<u>211,746</u>
290 4310 WATER & SEWER	33,244	23,042	27,000	26,700
300 4320 ELECTRICITY	80,908	39,780	37,000	52,000
300 4330 GAS	81,537	70,434	75,000	74,500
300 4340 CABLE	(1,525)	(3,944)	(12,000)	(1,000)
TOTAL UTILITIES	<u>194,164</u>	<u>129,312</u>	<u>127,000</u>	<u>152,200</u>
360 4410 LABOR	24,457	24,588	27,425	23,343
370 4420 MATERIALS	13,389	6,536	11,700	8,300
380 4430 CONTRACT COSTS	155,879	148,524	98,750	128,750
TOTAL ORDINARY MAINTENANCE	<u>193,725</u>	<u>179,648</u>	<u>137,875</u>	<u>160,393</u>
440 4510 INSURANCE	27,063	28,810	24,848	28,529
450 4520 PAYMENT IN LIEU OF TAXES	18,189	22,242	22,800	20,430
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	50,689	61,590	54,314	52,920
480 4620 CASUALTY/COLLECTION LOSSES	4,442	2,000	2,000	2,000
710 4610 EXTRAORDINARY MAINTENANCE	15,499	2,820	5,000	1,000
TOTAL GENERAL EXPENSES	<u>115,882</u>	<u>117,462</u>	<u>108,962</u>	<u>104,880</u>
TOTAL ROUTINE EXPENSES	<u>728,150</u>	<u>641,918</u>	<u>602,832</u>	<u>629,219</u>
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	0	0	0	
590 7540 PROPERTY BETTERMENTS & ADDITIONS	0	0	0	
TOTAL	<u>728,150</u>	<u>641,918</u>	<u>602,832</u>	<u>629,219</u>
810 6100 EXTRAORDINARY INCOME	0	0	0	0
TOTAL	<u>728,150</u>	<u>641,918</u>	<u>602,832</u>	<u>629,219</u>
770 PROVISION FOR OPERATING RESERVE	<u>(109,734)</u>	<u>(51,080)</u>	<u>292</u>	<u>357</u>

Minutes
Exhibit II

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

	2017 ACTUAL OPERATING	2018 ANNUALIZED OPERATING	2018 APPROVED BUDGET	2019 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	133,221	133,454	130,000	133,000
3620 TENANT CHARGES	2,152	1,782	2,200	2,200
3690 OTHER INCOME	24,977	7,670	30,274	43,726
8020 CURRENT YEAR OPERATING SUBSIDY	<u>100,709</u>	<u>104,824</u>	<u>98,000</u>	<u>105,000</u>
TOTAL INCOME	261,059	247,730	260,474	283,926
EXPENSES				
4110 ADMINISTRATIVE SALARIES	55,540	57,726	56,311	52,769
4120 COMPENSATED ABSENCES	498	2,578	\$2,578	\$2,408
4130 LEGAL AND OTHER SERVICES	1,601	1,952	4,588	2,588
4150 TRAVEL	1,106	604	623	623
4170 ACCOUNTING AND AUDITING FEES	11,870	11,626	9,000	12,000
4190 SUNDRY	24,838	17,042	27,163	27,194
4210 TENANT SERVICES	<u>2,420</u>	<u>2,316</u>	<u>1,000</u>	<u>2,200</u>
TOTAL MANAGEMENT EXPENSES	97,873	93,844	101,263	99,782
4310 WATER	8,474	6,556	9,000	8,000
4320 ELECTRICITY	<u>36,049</u>	<u>43,824</u>	<u>28,000</u>	<u>39,700</u>
4350 BULK CABLE TELEVISION	<u>(1,881)</u>	<u>(1,824)</u>	<u>(7,500)</u>	<u>(1,800)</u>
TOTAL SERVICES/UTILITY EXPENSE	42,642	48,556	29,500	45,900
4410 MAINTENANCE WAGES	10,739	10,746	11,076	10,186
4420 MATERIALS AND SUPPLIES	3,211	4,050	3,945	4,100
4430 CONTRACTUAL SERVICES	<u>72,105</u>	<u>85,280</u>	<u>62,350</u>	<u>73,000</u>
TOTAL MAINTENANCE EXPENSE	86,055	100,076	77,371	87,286
4711 INSURANCE	10,990	12,574	12,573	11,500
4540 EMPLOYEE BENEFITS	24,791	30,752	27,363	25,222
4620 COLLECTION LOSSES	255	-	-	-
4610 EXTRAORDINARY MAINTENANCE	1,065	2,042	500	1,000
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	<u>8,619</u>	<u>8,308</u>	<u>9,300</u>	<u>12,680</u>
TOTAL OTHER EXPENSE	45,720	53,676	49,736	50,402
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	-	-	-	-
6100 EXTRAORDINARY (INCOME) EXPENSE	-	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	-	-	500	500
TOTAL EXPENSES	<u>272,290</u>	<u>296,152</u>	<u>258,370</u>	<u>283,871</u>
PROVISION FOR OPERATING RESERVE	\$ (11,231)	\$ (48,422)	\$ 2,104	\$ 56
	X	X		

Minutes
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - SMITHFIELD GARDENS ASSISTED LIVING

	2017 ACTUAL OPERATING	2018 ANNUALIZED OPERATING	2018 APPROVED BUDGET	2019 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	625,475	627,720	630,285	635,520
Rent Revenue- RAP Income	545,624	551,038	553,056	553,056
Apartments- Vacancy	(23,340)	(40,082)	(25,211)	(31,776)
Net Rental Revenue	<u>1,147,759</u>	<u>1,138,676</u>	<u>1,158,130</u>	<u>1,156,800</u>
Miscellaneous Revenue - Office Rent (Net)	52,250	8,708	52,250	52,250
Miscellaneous Revenue - NSF, Damages, Interest	14,670	7,930	11,050	8,350
Total Miscellaneous Revenue	<u>66,920</u>	<u>16,638</u>	<u>63,300</u>	<u>60,600</u>
Core Services Revenue	203,207	194,142	218,586	216,413
ALSA Personal Services Revenue	978,374	923,676	1,008,000	936,800
Dietary Services/Meals Revenue	310,331	300,928	318,060	302,157
Elderly Service Income (See Separate Schedule)	1,491,912	1,418,746	1,544,646	1,455,370
Total Other Revenue	<u>1,558,832</u>	<u>1,435,384</u>	<u>1,607,946</u>	<u>1,515,970</u>
TOTAL REVENUE	<u>2,706,591</u>	<u>2,574,060</u>	<u>2,766,076</u>	<u>2,672,770</u>
Conventions & Meetings	1,677	2,020	1,634	1,634
Advertising & Marketing	4,215	0	2,181	2,024
Office Salaries	43,310	50,980	46,443	42,337
Office Expenses	18,482	28,322	21,510	24,010
Management Fee	59,580	9,930	60,519	60,453
Manager or Superintendent Salary	70,900	66,904	72,783	73,495
Legal Expense- Project	1,936	2,602	2,223	2,723
Audit Expense	8,800	16,424	9,000	10,000
Bookkeeping Fees/Accounting Services	15,035	17,594	14,000	13,000
Bad Debts	8,507	0	0	0
Miscellaneous Administrative Expenses (Tax Compl)	270	254	550	300
Total Administrative Expenses	<u>232,712</u>	<u>195,030</u>	<u>230,843</u>	<u>229,975</u>
Electricity	42,776	37,298	32,000	35,000
Water	7,998	8,236	8,000	8,000
Gas	70,030	55,462	73,000	64,000
Total Utilities Expense	<u>120,804</u>	<u>100,996</u>	<u>113,000</u>	<u>107,000</u>
Maint./Repairs Payroll	22,116	19,538	20,139	18,520
Hskp./Cleaning Payroll		2,528	4,275	2,600
Cleaning/Decorating/Grounds/Repairs Supplies	27,071	20,098	22,950	22,820
Contract Costs	78,621	47,254	60,550	49,150
Garbage & Trash Removal	5,428	7,616	6,000	6,800
Heating/Cooling Repairs & Maintenance	25,096	38,592	20,000	27,500
Snow Removal	38,820	39,920	44,000	38,000
Cable	12,678	11,778	13,800	12,000
Miscellaneous Operating (Casualty Loss)	0	0	0	0
Total Operating & Maintenance Expenses	<u>209,830</u>	<u>187,324</u>	<u>191,714</u>	<u>177,390</u>
Real Estate Tax	13,918	13,920	13,920	13,920
Payroll Taxes (project share)	11,198	10,714	12,779	12,363
Property & Liability Insurance	60,263	55,200	55,200	55,004
Fidelity Bond Insurance	4,201	3,660	3,662	3,648
Workmen's Compensation	2,326	4,152	4,146	3,926
Health Insurance & Other Benefits & Comp Abs	35,536	46,536	44,691	40,480
Miscellaneous Taxes, Licenses, Permits	490	0	800	500
Total Taxes & Insurance	<u>127,932</u>	<u>134,182</u>	<u>135,198</u>	<u>129,841</u>
Core Services Expenses	251,212	272,802	261,720	264,405
Personal Services Expenses	978,374	923,676	1,008,000	936,800
Dietary Services/Meals Expenses	308,842	251,848	363,628	355,155
Elderly Service Expense (See Separate Schedule)	1,538,428	1,448,326	1,633,348	1,556,360
TOTAL OPERATING EXPENSES	<u>2,229,706</u>	<u>2,065,858</u>	<u>2,304,103</u>	<u>2,200,567</u>
OPERATING INCOME (LOSS)	<u>476,885</u>	<u>508,202</u>	<u>461,973</u>	<u>472,204</u>
Mortgage Principal & Interest- CHFA Debt	421,420	437,350	421,420	421,420
Asset Management Fee (NDC)	0	0	4,100	4,100
Replacement Reserve Deposits	35,352	35,352	35,352	35,352
NET PROJECTED CASH FLOW	<u>20,113</u>	<u>35,500</u>	<u>1,101</u>	<u>11,332</u>

Minuter
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
SMITHFIELD GARDENS
ASSISTED LIVING SERVICES
BUDGET

	2017 ACTUAL	2018 ANNUALIZED	2018 APPROVED BUDGET	2019 PROPOSED BUDGET
Core Service Revenue	203,207	194,142	218,586	216,413
Personal Service Revenue	978,374	923,676	1,008,000	936,800
Dietary Services/Meals Revenue	310,331	300,928	318,060	302,157
TOTAL ELDERLY SERVICE REVENUE	1,491,912	1,418,746	1,544,646	1,455,370
Core Services Expenses				
Salaries - RSC	25,670	24,924	25,908	26,936
Salaries - Housekeeping/Maint	38,669	36,462	46,574	36,560
Salaries - Operational Workers	130,952	134,062	114,286	126,391
Total Salaries	195,291	195,448	186,768	189,887
Benefits - Health Insurance & Retirement	15,659	31,092	24,524	22,492
Benefits - Payroll Taxes	20,356	19,208	21,645	22,066
Benefits - W/C Insurance	14,864	21,384	21,383	22,460
Total Benefits & Taxes	50,879	71,684	67,552	67,018
Total Salaries, taxes, benefits	246,170	267,132	254,320	256,905
Laundry/Linens Purchased Services	1,307	714	0	0
Supplies - Laundry/Cleaning	1,286	648	3,400	2,500
Supplies - Activities/Pendants	943	3,588	2,500	3,500
Activities - Outside Services	1,505	720	1,500	1,500
Total Core Service Expense	251,211	272,802	261,720	264,405
Personal Service Expense	978,374	923,676	1,008,000	936,800
Dietary Purchased Services & Servers	335,137	251,848	363,628	355,155
TOTAL ELDERLY SERVICE EXPENSE	1,564,722	1,448,326	1,633,348	1,556,360
Core Services Net Operating Income	(48,004)	(78,660)	(43,134)	(47,992)
Personal Services Net Operating Income	0	0	0	0
Meals Services Net Operating Income	(24,806)	49,080	(45,568)	(52,998)
TOTAL SERVICES NET OPERATING INCOME	(72,810)	(29,580)	(88,702)	(100,990)
	x	x	x	

Minutes
Exhibit VI

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

	2017 ACTUAL OPERATING	2018 ANNUALIZED OPERATING	2018 APPROVED BUDGET	2019 PROPOSED BUDGET Current Rent	2019 PROPOSED BUDGET +\$10 Base Eff 7/1/19	2019 PROPOSED BUDGET Blended
INCOME						
3100 RENTAL INCOME - BASE	450,408	455,268	462,558	469,728	474,588	472,158
3100 RENTAL INCOME - EXCESS OF BASE	74,635	70,466	67,438	71,926	70,194	71,060
3210 DWELLING VACANCY LOSS	(5,041)	(4,740)	(5,000)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	<u>520,002</u>	<u>520,994</u>	<u>524,996</u>	<u>536,654</u>	<u>539,782</u>	<u>538,218</u>
3510 SALES AND SERVICES TO TENANTS	3,915	3,560	3,000	3,000	3,000	3,000
3610 INTEREST INCOME	161	(110)	100	100	100	100
3620 OTHER INCOME	31,597	10,870	36,632	0	0	0
TOTAL INCOME	<u>555,675</u>	<u>535,114</u>	<u>564,728</u>	<u>539,754</u>	<u>542,882</u>	<u>541,318</u>
EXPENSES						
4120 SALARIES - OFFICE	111,408	117,416	113,990	106,817	106,817	106,817
4120 COMPENSATED ABSENCES	996	5,744	5,744	5,368	5,368	5,368
4130 LEGAL	8,555	7,456	9,215	8,035	8,035	8,035
4131 ACCOUNTING FEES	14,685	24,840	8,500	9,500	9,500	9,500
4151 OFFICE SUPPLIES	6,830	3,628	7,474	7,344	7,344	7,344
4152 RENTS	20,900	3,484	20,900	20,900	20,900	20,900
4153 TRAVEL	1,544	914	630	630	630	630
4159 OTHER OFFICE EXPENSE	20,489	19,384	29,898	21,091	21,091	21,091
4160 PENSIONS AND OTHER FUNDS	39,866	53,260	47,185	43,323	43,323	43,323
4161 PAYROLL TAXES	12,157	11,628	13,359	12,796	12,796	12,796
TOTAL MANAGEMENT EXPENSES	<u>237,430</u>	<u>247,754</u>	<u>256,895</u>	<u>235,804</u>	<u>235,804</u>	<u>235,804</u>
4310 WATER	192	6,304	400	400	400	400
4320 ELECTRICITY	2,752	1,108	1,500	1,500	1,500	1,500
4340 FUEL	1,120	600	1,500	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	<u>4,064</u>	<u>8,012</u>	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>
4410 MAINTENANCE WAGES	33,788	35,334	36,183	33,529	33,529	33,529
4420 MATERIALS AND SUPPLIES	14,483	12,066	18,450	15,500	15,500	15,500
4430 CONTRACTUAL SERVICES	149,582	105,814	124,600	116,600	116,600	116,600
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	954	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	<u>198,807</u>	<u>153,214</u>	<u>179,233</u>	<u>165,629</u>	<u>165,629</u>	<u>165,629</u>
4711 INSURANCE	31,613	67,660	34,115	30,689	30,689	30,689
4717 INTEREST & PRINCIPAL PAYMENTS	7,286	5,544	5,544	5,544	5,544	5,544
4715 PAYMENT IN LIEU OF TAXES (25% '16, 100% '19)	22,269	0	39,120	53,325	53,638	53,482
TOTAL OTHER EXPENSE	<u>61,168</u>	<u>73,204</u>	<u>78,779</u>	<u>89,558</u>	<u>89,871</u>	<u>89,714</u>
4810 PROVISION FOR REPAIRS AND REPL	36,931	38,420	38,421	37,362	40,177	38,770
4820 PROVISION FOR VACANCY AND COLL LOSS	7,393	8,000	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	<u>44,324</u>	<u>46,420</u>	<u>46,421</u>	<u>45,362</u>	<u>48,177</u>	<u>46,770</u>
6100 EXTRAORDINARY (INCOME) EXPENSE	0	0	0	0	0	0
TOTAL EXPENSES	<u>545,793</u>	<u>528,604</u>	<u>564,728</u>	<u>539,754</u>	<u>542,882</u>	<u>541,318</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	<u>9,882</u>	<u>6,510</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROVISION PER UNIT MONTH	<u>48</u>	<u>40</u>	<u>40</u>	<u>38</u>	<u>41</u>	<u>40</u>

Minutes
Exhibit VII

**Seymour Housing Authority
Operating Statement
For the Nine Months Ending September 30, 2018
Smithfield Gardens**

	YTD Actual	YTD Budget	YTD Variance	Prior Year Actual	Prior Year Variance
INCOME					
RENT					
Tenant Rent Revenues	472,713.75	472,713.75		469,080.00	3,633.75
Rental Subsidies	408,309.72	414,792.00	(6,482.28)	406,215.78	2,093.94
Other Rent Revenues	39,187.44	39,187.50	(0.06)	30,479.12	8,708.32
Vacancy Loss	(27,120.75)	(18,908.25)	(8,212.50)	(14,472.00)	(12,646.75)
TOTAL RENT	893,090.16	907,785.00	(14,694.84)	891,302.90	1,787.26
ASSISTED LIVING SERVICES					
Core Services Income	149,458.88	163,939.50	(14,480.62)	153,143.02	(3,684.14)
Meal Service Income	226,553.00	238,545.00	(11,992.00)	235,916.50	(9,363.50)
ALSA Service Income	702,617.68	756,000.00	(53,382.32)	745,851.02	(43,233.34)
TOTAL ASSISTED LIVING SERVICES	1,078,629.56	1,158,484.50	(79,854.94)	1,134,910.54	(56,280.98)
Other Revenues	7,295.36	8,267.50	(992.14)	6,801.86	493.50
TOTAL INCOME	1,979,015.08	2,074,567.00	(95,541.92)	2,033,015.30	(54,000.22)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	1,973.80	2,861.25	887.45	4,172.41	2,198.61
Office Salaries	35,792.33	34,892.25	(900.08)	35,170.74	(621.59)
Office Expense	19,802.28	16,132.50	(3,669.76)	19,849.51	47.25
Management Fee	44,685.00	45,389.25	704.25	44,685.00	
Manager Salaries	49,941.90	54,587.25	4,645.35	54,365.40	4,423.50
Legal, Accounting & Auditing	21,908.25	18,917.25	(2,991.00)	19,054.84	(2,853.41)
Miscellaneous Administrative	172.50	412.50	240.00	165.00	(7.50)
TOTAL ADMINISTRATIVE	174,276.04	173,132.25	(1,143.79)	177,462.90	3,186.86
UTILITIES					
Electricity	34,939.99	24,000.00	(10,939.99)	34,410.32	(529.67)
Water	4,935.90	6,000.00	1,064.10	5,390.52	454.82
Gas	46,454.15	54,750.00	8,295.85	57,435.00	10,980.85
TOTAL UTILITIES	86,330.04	84,750.00	(1,580.04)	97,235.84	10,905.80
MAINTENANCE					
Maintenance/Cleaning Salaries	18,593.40	18,310.50	(282.90)	16,696.76	(1,896.64)
Supplies	12,497.17	17,212.50	4,715.33	17,021.42	4,524.25
Contractors	39,338.91	45,412.50	6,073.59	65,370.37	26,031.46
Trash Removal	4,284.09	4,500.00	215.91	4,051.62	(232.47)
HVAC Repairs & Maintenance	29,225.93	15,000.00	(14,225.93)	18,784.04	(10,441.89)
Snow Removal	19,960.00	33,000.00	13,040.00	29,332.50	9,372.50
Cable & Internet	8,058.33	10,350.00	2,293.67	9,776.35	1,720.02
TOTAL MAINTENANCE	131,956.83	143,785.50	11,829.67	161,033.06	29,077.23
OTHER EXPENSE					
Payroll & Property Taxes	18,625.71	20,024.25	1,398.54	19,339.83	714.12
Insurance	47,259.00	47,256.00	(3.00)	39,746.25	(7,512.75)
Employee Benefits	30,860.26	33,518.25	2,657.99	29,033.22	(1,827.04)
Misc Taxes, Licenses, Ins.		600.00	600.00	490.00	490.00

minutes
Exhibit VIII

**Seymour Housing Authority
Operating Statement
For the Nine Months Ending September 30, 2018
Smithfield Gardens**

	YTD Actual	YTD Budget	YTD Variance	Prior Year Actual	Prior Year Variance
Mortgage Payments	323,161.35	316,065.00	(7,096.35)	316,064.79	(7,096.56)
Replacement Reserve Deposits	26,514.00	26,514.00		26,514.00	
TOTAL OTHER EXPENSE	448,420.32	443,977.50	(2,442.82)	431,188.09	(15,232.23)
ASSISTED LIVING SERVICES					
Core Services	204,583.56	196,290.00	(8,293.56)	210,269.97	5,685.41
Meal Services	237,721.16	272,721.00	34,999.84	254,280.05	16,558.89
ALSA Services	702,617.68	756,000.00	53,382.32	745,851.02	43,233.34
TOTAL ASSISTED LIVING SERVICES	1,144,922.40	1,225,011.00	80,088.60	1,210,400.04	65,477.64
Surplus Subtotal	(4,888.55)	3,900.75	8,790.30	(44,304.63)	(3,754.81)
ADJUSTMENTS TO GAAP					
7560 Asset Management Fee	3,024.00	3,075.00	51.00	3,024.00	
8000 Replacement Reserve Deposits - Contra	(26,514.00)		26,514.00	(26,514.00)	
TOTAL ADJUSTMENTS TO GAAP	(23,490.00)	3,075.00	26,565.00	(23,490.00)	
TOTAL EXPENSES	1,960,414.63	2,073,731.25	113,316.62	2,053,829.93	93,415.30
SURPLUS	18,600.45	825.75	17,774.70	(20,814.63)	39,415.08

Minutes
Exhibit VIII
Seymour Housing Authority

Operating Statement for the Nine Months Ended 09/30/2013
Program: Moderate Rental

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	311,481.00	311,683.50	(202.50)	415,578.00	(104,097.00)
Rental Income - Excess of Base	42,441.00	45,505.50	(3,064.50)	60,674.00	(18,233.00)
Dwelling Vacancy Loss	(3,158.00)	(7,500.00)	4,342.00	(10,000.00)	6,842.00
TOTAL TENANT RENT	350,764.00	349,689.00	1,075.00	466,252.00	(115,488.00)
Interest Income	(490.43)	375.00	(865.43)	500.00	(990.43)
Tenant Charges	4,255.00	2,250.00	2,005.00	3,000.00	1,255.00
Other Income	28,405.46	26,823.75	1,581.71	35,765.00	(7,359.54)
TOTAL INCOME	382,934.03	379,137.75	3,796.28	505,517.00	(122,582.97)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	83,424.46	85,431.75	2,007.29	113,909.00	30,484.54
Compensated Absences	3,467.97	3,983.25	515.28	5,311.00	1,843.03
Legal	6,131.72	9,998.25	3,866.53	13,331.00	7,199.28
Accounting & Auditing	4,574.00	9,455.25	4,881.25	12,607.00	8,033.00
Office Supplies	4,052.68	4,539.75	487.07	6,053.00	2,000.32
Rent	15,674.94	15,675.00	0.06	20,900.00	5,225.06
Travel	2,153.37	1,890.75	(262.62)	2,521.00	367.63
Office Expense	22,665.65	14,373.75	(8,291.90)	19,165.00	(3,500.65)
Employee Benefits	30,906.35	28,450.50	(2,455.85)	37,934.00	7,027.65
Payroll Taxes	9,708.30	9,885.75	177.45	13,181.00	3,472.70
TOTAL ADMINISTRATIVE	182,759.44	183,684.00	924.56	244,912.00	62,152.56
UTILITIES					
Water	167.37	150.00	(17.37)	200.00	32.63
Electricity	1,237.22	1,650.00	412.78	2,200.00	962.78
Fuel Oil	(494.43)	3,000.00	3,494.43	4,000.00	4,494.43
TOTAL UTILITIES	910.16	4,800.00	3,889.84	6,400.00	5,489.84
MAINTENANCE					
Maintenance Wages	16,775.89	18,696.00	1,920.11	24,928.00	8,152.11
Maintenance Materials	10,491.16	14,850.00	4,358.84	19,800.00	9,308.84
Maintenance Contractors	96,358.26	74,625.00	(21,733.26)	99,500.00	3,141.74
Maintenance Shop & Equipment		750.00	750.00	1,000.00	1,000.00
TOTAL MAINTENANCE	123,625.31	108,921.00	(14,704.31)	145,228.00	21,602.69
OTHER EXPENSES					
Insurance	15,780.78	16,406.25	625.47	21,875.00	6,094.22
Mortgage Payments	19,064.19	29,319.75	10,255.56	39,093.00	20,028.81
Prov for Repair & Replacement	30,006.73	30,006.75	0.02	40,009.00	10,002.27
Prov for Collection Losses	6,000.01	6,000.00	(0.01)	8,000.00	1,999.99
TOTAL OTHER EXPENSES	70,851.71	81,732.75	10,881.04	108,977.00	38,125.29
EXTRAORDINARY					
Extra Ordinary Income	(1,378.95)		1,378.95		1,378.95
Extra Ordinary Expense	2,500.00		(2,500.00)		(2,500.00)
TOTAL EXTRAORDINARY	1,121.05		(1,121.05)		(1,121.05)
TOTAL EXPENSES	379,267.67	379,137.75	(129.92)	505,517.00	126,249.33
SURPLUS	3,666.36		3,666.36		3,666.36

Minutes
Exhibit IX
Seymour Housing Authority

Operating Statement for the Nine Months Ended 09/30/2013
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	249,804.00	242,091.75	7,712.25	322,789.00	(72,985.00)
Interest Income	1,086.27	825.00	261.27	1,100.00	(13.73)
Tenant Charges	13,020.00	8,475.00	4,545.00	11,300.00	1,720.00
Other Income	24,296.34	21,669.00	2,627.34	28,892.00	(4,595.66)
Operating Subsidy	156,899.00	155,250.00	1,649.00	207,000.00	(50,101.00)
TOTAL INCOME	445,105.61	428,310.75	16,794.86	571,081.00	(125,975.39)
EXPENSES					
ADMINISTRATIVE					
Wages	82,415.58	84,402.00	1,986.42	112,536.00	30,120.42
Compensated Absences	3,566.97	4,065.00	498.03	5,420.00	1,853.03
Legal	2,106.48	4,491.00	2,384.52	5,988.00	3,881.52
Travel	2,510.27	1,867.50	(642.77)	2,490.00	(20.27)
Accounting & Auditing	13,032.16	15,338.25	2,306.09	20,451.00	7,418.84
Office Supplies	4,276.88	2,901.75	(1,375.13)	3,869.00	(407.88)
Office Expenses	20,220.39	20,278.50	58.11	27,038.00	6,817.61
Office Rent	15,674.94	15,675.00	0.06	20,900.00	5,225.06
Tenant Services	11,111.54	8,717.25	(2,394.29)	11,623.00	511.46
TOTAL ADMINISTRATIVE	154,915.21	157,736.25	2,821.04	210,315.00	55,399.79
UTILITIES					
Water	15,348.64	8,250.00	(7,098.64)	11,000.00	(4,348.64)
Electricity	22,554.46	25,500.00	2,945.54	34,000.00	11,445.54
Gas	50,451.97	50,850.00	398.03	67,800.00	17,348.03
Cable	(2,441.94)		2,441.94		2,441.94
TOTAL UTILITIES	85,913.13	84,600.00	(1,313.13)	112,800.00	26,886.87
MAINTENANCE					
Wages	13,162.50	14,647.50	1,485.00	19,530.00	6,367.50
Supplies	13,620.91	10,500.00	(3,120.91)	14,000.00	379.09
Contractors	99,886.36	62,250.00	(37,636.36)	83,000.00	(16,886.36)
TOTAL MAINTENANCE	126,669.77	87,397.50	(39,272.27)	116,530.00	(10,139.77)
OTHER					
Insurance	14,692.50	12,927.75	(1,764.75)	17,237.00	2,544.50
Employee Benefits	40,365.59	37,812.75	(2,552.84)	50,417.00	10,051.41
Collection Losses	187.47	187.50	0.03	250.00	62.53
Extraordinary Maintenance	24,539.00	13,500.00	(11,039.00)	18,000.00	(6,539.00)
Property Taxes	16,709.92	15,749.25	(960.67)	20,999.00	4,289.08
Extra Ordinary Income	(297.80)		297.80		297.80
Property Repl. & Betterments	18,221.13	6,000.00	(12,221.13)	8,000.00	(10,221.13)
TOTAL OTHER	114,417.81	86,177.25	(28,240.56)	114,903.00	485.19
SURPLUS	(36,810.31)	12,399.75	49,210.06	16,533.00	53,343.31

Minutes
Exhibit F

Seymour Housing Authority
Operating Statement for the Nine Months Ended 09/30/2013
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	79,292.00	80,752.50	(1,460.50)	107,670.00	(28,378.00)
Interest Income	(17.77)		(17.77)		(17.77)
Tenant Charges	1,962.33	1,350.00	612.33	1,800.00	162.33
Other Income	22,271.46	20,829.00	1,442.46	27,772.00	(5,500.54)
Operating Subsidy	63,482.00	76,626.00	(13,144.00)	102,168.00	(38,686.00)
TOTAL INCOME	166,990.02	179,557.50	(12,567.48)	239,410.00	(72,419.98)
EXPENSES					
ADMINISTRATIVE					
Wages	41,199.27	42,201.00	1,001.73	56,268.00	15,068.73
Compensated Absences	1,845.72	2,101.50	255.78	2,802.00	956.28
Legal	1,448.57	2,620.50	1,171.93	3,494.00	2,045.43
Travel	1,037.16	933.75	(103.41)	1,245.00	207.84
Accounting & Auditing	5,436.71	4,669.50	(767.21)	6,226.00	789.29
Office Supplies	1,976.31	1,451.25	(525.06)	1,935.00	(41.31)
Office Expenses	9,323.55	9,149.25	(174.30)	12,199.00	2,875.45
Office Rent	7,837.56	7,837.50	(0.06)	10,450.00	2,612.44
Tenant Services	4,942.58	4,074.00	(868.58)	5,432.00	489.42
TOTAL ADMINISTRATIVE	75,047.43	75,038.25	(9.18)	100,051.00	25,003.57
UTILITIES					
Water	6,122.51	5,625.00	(497.51)	7,500.00	1,377.49
Electricity	18,155.85	18,750.00	594.15	25,000.00	6,844.15
Cable	(3,872.94)	150.00	4,022.94	200.00	4,072.94
TOTAL UTILITIES	20,405.42	24,525.00	4,119.58	32,700.00	12,294.58
MAINTENANCE					
Wages	7,742.99	8,674.50	931.51	11,566.00	3,823.01
Supplies	2,567.32	5,175.00	2,607.68	6,900.00	4,332.68
Contractors	43,049.11	23,962.50	(19,086.61)	31,950.00	(11,099.11)
TOTAL MAINTENANCE	53,359.42	37,812.00	(15,547.42)	50,416.00	(2,943.42)
OTHER					
Insurance	5,969.97	6,276.00	306.03	8,368.00	2,398.03
Employee Benefits	20,711.82	19,354.50	(1,357.32)	25,806.00	5,094.18
Collection Losses	149.94	150.00	0.06	200.00	50.06
Extraordinary Maintenance	18,386.16	3,750.00	(14,636.16)	5,000.00	(13,386.16)
Property Taxes	5,734.38	5,637.75	(96.63)	7,517.00	1,782.62
Extra Ordinary Income	(563.80)		563.80		563.80
Property Repl. & Betterments	7,276.00	750.00	(6,526.00)	1,000.00	(6,276.00)
TOTAL OTHER	57,664.47	35,918.25	(21,746.22)	47,891.00	(9,773.47)
SURPLUS	(39,486.72)	6,264.00	45,750.72	8,352.00	47,838.72