

MINUTES

COPY RECEIVED
DATE: 9/18/20
TIME: 9:45 AM
TOWN CLERK'S OFFICE

1009th Meeting

The 1009th a Regular Meeting of the Seymour Housing Authority was held Wednesday, May 6, 2020 at 5:30 P.M. via Tele-conferencing pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. Participants who joined the meeting dialed 1-234-203-2766 and used access code 688 659 851. The meeting was called the order at 5:32 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Golebieski, Ortiz and White.

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

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1008th Regular Meeting held on Wednesday April 8, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1008th regular meeting held on Wednesday April 8, 2020 held via teleconference pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Golebieski, Ortiz and White. Chairperson White declared the motion carried.

BILLS & COMMUNICATIONS

Commissioner White introduced the bills (See exhibit I).

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

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

Commissioner Bellucci mentioned that people, smokers, are sitting in the smoking section in front of Callahan House, elbow to elbow. The Executive Director stated that he has been sending notices to all residents including the smokers about social distancing, face masks, washing hands and other ways to

MINUTES

second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Golebieski Ortiz and White. Chairperson White declared the motion carried.

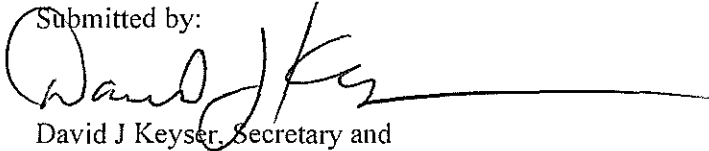
ANY OTHER BUSINESS PERTAINING TO THE BOARD

None

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1009th meeting of the Seymour Housing Authority. At 6:03 PM Commissioner Bellucci motioned to adjourn the 1009th meeting of the Seymour Housing Authority. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Golebieski, Ortiz and White. Chairperson White declared the motion carried and the 1009th meeting adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal line extending to the right.

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: April 2020, 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

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Receipt</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8	04/22/2020	No	DD	SHA PAYROLL	Payroll #8	No	\$29,258.66
9	04/22/2020	No	DD	SHA PAYROLL	Payroll #9	No	\$28,007.04
11631	04/01/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11632	04/03/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 March 2020	No	\$301.44
11633	04/03/2020	No	CHK	AmTrust North America	Workers Compensation Policy	No	\$2,454.00
11634	04/03/2020	No	CHK	AO & Company, LLC	MR monthly accounting service for F	No	\$8,362.50
11635	04/03/2020	No	CHK	Bender Plumbing Supplies Inc.	Shower trim lever handle	No	\$28.62
11636	04/03/2020	No	CHK	Bloxam Enterprises, LLC	Clean carpets in 4Q	No	\$175.00
11637	04/03/2020	No	CHK	Cintas	Uniform Cleanings	No	\$319.74
11638	04/03/2020	No	CHK	Connecticut Business Systems LL	Supply and freight 2/21 - 3/20	No	\$462.00
11639	04/03/2020	No	CHK	Crystal Rock	Crystal Rock Premium water	No	\$118.62
11640	04/03/2020	No	CHK	Daniilo's Painting LLC	Painting of various apartment at Call	No	\$8,400.00
11641	04/03/2020	No	CHK	Elizabeth Holly	Extra cleaning of Callahan due to th	No	\$1,386.00
11642	04/03/2020	No	CHK	Experian	January 2020 - TCTA-6906070	No	\$204.00
11643	04/03/2020	No	CHK	Freddy's	Snaked bathtub at 40 Chamberlain	No	\$2,030.00
11644	04/03/2020	No	CHK	Friends Of Fur LLC	Bed bug treatment in 4N	No	\$190.00
11645	04/03/2020	No	CHK	Ge Appliance	Stove for 18 1/2 chamberlain	No	\$447.00
11646	04/03/2020	No	CHK	Grassy Turtle LLC	Salt service at Callahan	No	\$1,732.50
11647	04/03/2020	No	CHK	Home Depot Credit Services	Moen cartridges	No	\$196.51
11648	04/03/2020	No	CHK	Kone Inc	Emergency Communication Monitori	No	\$2,397.66
11649	04/03/2020	No	CHK	Lincoln National Life Insurance C	Premium 04/01/2020 - 04/30/2020	No	\$388.08
11650	04/03/2020	No	CHK	Network Synergy Systems Integra	Install new PC for David	No	\$2,056.50
11651	04/03/2020	No	CHK	Oak Ridge Hauling, LLC	Ray April Monthly Service	No	\$438.14
11652	04/03/2020	No	CHK	Oak Ridge Hauling, LLC	Callahan April Monthly Service	No	\$476.86
11653	04/03/2020	No	CHK	Oxford Lumber & Building Materia	Ceiling paint and trim paint	No	\$125.70
11654	04/03/2020	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$62.00
11655	04/03/2020	No	CHK	Purchase Power	Postage	No	\$567.65
11656	04/03/2020	No	CHK	Sherwin Williams	Paint for Fed and MR	No	\$398.64
11657	04/03/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	No	\$6,982.84
11658	04/03/2020	No	CHK	Sprint	Cell Phone Feb 07 - Mar 06, 2020	No	\$417.97
11659	04/03/2020	No	CHK	St. Treasurer For Merfund	MERF 03-2020	No	\$7,586.37
11660	04/03/2020	No	CHK	Supreme Office Technology	Printer/fa machine rental	No	\$600.00
11661	04/03/2020	No	CHK	Aquarion Water Company	Act# 200086455	No	\$137.28
11662	04/03/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$137.28
11663	04/03/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,126.21
11664	04/03/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$621.65
11665	04/03/2020	No	CHK	Buddy's Fuel, LLC	Replaced control cycled system	No	\$235.00
11666	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11667	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11668	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$88.40
11669	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,500.84
11670	04/03/2020	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$149.57
11671	04/03/2020	No	CHK	Eversource	Act# 5122 646 4071	No	\$23.27
11672	04/03/2020	No	CHK	Eversource	Act# 5177 958 3004	No	\$3,537.53
11673	04/03/2020	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,717.90
11674	04/03/2020	No	CHK	Eversource	Act# 5147 148 3099	No	\$246.74
11675	04/03/2020	No	CHK	Eversource	Act# 5145 776 4090	No	\$128.77

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: April 2020, 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

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11676	04/03/2020	No	CHK	Eversource	Act# 5178 656 4047 - 22 Ray	No	\$64.88
11677	04/03/2020	No	CHK	Frontier	Act# 203-881-2464-110206-5	No	\$350.53
11678	04/03/2020	No	CHK	Frontier	Act# 203-888-4579-123179-5	No	\$259.75
11679	04/03/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$90.08
11680	04/24/2020	No	CHK	American Express	Account ending 6-36005	No	\$988.20
11681	04/24/2020	No	CHK	Sherwin Williams	Decor white	No	\$611.53

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>
20212	04/01/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20213	04/01/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20214	04/01/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20215	04/03/2020	No	CHK	Charles Payne Jr	C - Serviced compactor at Callahan	No	\$1,542.50
20216	04/07/2020	No	CHK	Lindsey Horvath	Pay period ending 4/4/20 6 Hours	No	\$108.00
20217	04/09/2020	No	CHK	Seymour Housing Authority	Advancw for CFP CT26P03550118	No	\$6,907.52
20218	04/09/2020	No	CHK	Seymour Housing Authority	CFP119 CT26P03550119	No	\$55,398.00
20219	04/15/2020	No	CHK	Seymour Housing Authority	AP Federal Reimbursement 040320	No	\$40,235.43
20220	04/22/2020	No	CHK	Seymour Housing Authority	Reimburse Fed Payroll 8 9	No	\$17,086.71
20221	04/22/2020	No	CHK	Lindsey Horvath	Pay Period ending 04/19/2020 - 15 h	No	\$270.00

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>
40181	04/01/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40182	04/03/2020	No	CHK	Charles Payne Jr	Adjusted fill valve in toilet and R&R s	No	\$1,759.00
40183	04/03/2020	No	CHK	Eversource	Act# 5111 869 4017	No	\$45.27
40184	04/03/2020	No	CHK	Network Synergy Systems Integra	New hp computer	No	\$1,180.00
40185	04/15/2020	No	CHK	Seymour Housing Authority	AP MR Reimbursement 04032020	No	\$12,378.50
40186	04/22/2020	No	CHK	Seymour Housing Authority	Reimburse MR Payroll 8 9	No	\$12,637.19

Bank: Liberty, Bank Account: 6577206022, GL Account: 1111.CFP.5501.19

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>
95	04/09/2020	No	CHK	Advanced Alarm Security System	Alarm System Ray House CT26P03	No	\$53,898.00
96	04/09/2020	No	CHK	Donald W. Smith, Jr. P.E	CFP19 Administration	No	\$1,500.00

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

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>
98	04/09/2020	No	CHK	Advanced Alarm Security System	Alarm System Callahan CT26P0355	No	\$5,407.52
99	04/09/2020	No	CHK	Donald W. Smith, Jr. P.E	CFP18 Administration	No	\$1,500.00

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

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>
90757	04/01/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$4,965.00
90758	04/01/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90759	04/03/2020	No	CHK	Advance Communications Inc	Message service 3/04 - 3/31/20	No	\$128.67
90760	04/03/2020	No	CHK	Allen's Plumbing Supply	Muel copper unions and elbows	No	\$125.35
90761	04/03/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204656	No	\$137.28
90762	04/03/2020	No	CHK	Carter Hayes + Associates. P.C.	In progress audit for year ended Dec	No	\$5,740.00
90763	04/03/2020	No	CHK	comcast	Act# 8773 40 216 0196370	No	\$20.77
90764	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$193.35
90765	04/03/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	No	\$1,037.71
90766	04/03/2020	No	CHK	Environmental Systems Corporati	After hours Cogen service	No	\$3,349.50
90767	04/03/2020	No	CHK	Eversource	Act# 5747 654 0034	No	\$2,063.31
90768	04/03/2020	No	CHK	Eversource	Act# 51083234013	No	\$3,124.67
90769	04/03/2020	No	CHK	Frontier	Act# 203-888-5093-092806-5	No	\$399.16
90770	04/03/2020	No	CHK	HD Supply	Janitorial Supplies	No	\$378.70
90771	04/03/2020	No	CHK	TPC Associates, Inc.	Third QTR Billing 3/1/20-5/30/20	No	\$844.20
90772	04/09/2020	No	CHK	Cura Hospitality, LLC	Meal Services - December 2019	No	\$30,548.14
90773	04/15/2020	No	CHK	Seymour Housing Authority	AP SGAL Reimbursement 04032020	No	\$9,787.09
90774	04/22/2020	No	CHK	Seymour Housing Authority	Reimburse SGAL Payroll 8 9	No	\$27,541.80

Bank: TD Banknorth, Bank Account: 12345, 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>
340	04/01/2020	No	CHK	Ferguson & McGuire/APS	Renewal of policy# MP00060010368	No	\$625.36

Minutes

Exhibit !!

MAY 2020

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Executive Director's Report

Norman Ray House experienced one Reasonable Accommodation transfer during April 2020. Norman Ray House has experienced 75 days vacant since January 1, 2020 and has averaged 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 = 14,600 days available; 75 days/14,600 days available = .5317% percentage through April 30, 2020.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). 480*3%= 14.4 UMA or 168 days. For the 2020 budget we have used 111 days and have 57 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

Norman Ray House Vacancy/Turnover Days 2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
12	Davis	12/31/2019	Grim	01/14/2020	14
22	Hyman	02/29/2020	West	4/6/2020	37
19	West	04/06/2020	Vacant		24

Average number of vacancy days per vacancy

25

Smithfield Gardens experienced one move out during April 2020 and 1 unit remained unoccupied. Smithfield Gardens has experienced 42 days vacant since January 1, 2020 and has averaged 14 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: 56 units X 365 days = 20,440 days available; 42 days/20,440 days available = 3.605% percentage through October 31, 2019.

Smithfield Gardens Vacancy/Turnover Days 2020

Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$840	101	Perkowski	11/23/2020	Ferreira	01/15/2020	15
\$1,000	1C	Fuller	01/03/2020	Garris	1/10/2020	6
\$1,000	11C	C. Brown	04/09/2020	Vacant		21

Average number of vacancy days per vacancy: 30

We have experienced \$1,320 vacancy loss since January 1, 2020.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 04/30/2020
- One application in processing
- No move-ins in April; one move out in April
- 8 applicants on waiting list for 60% units (\$1,000 rent)
- 10 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.1; age range is 66 – 98
- Average length of tenancy is 31.9 months

Budgeting Statistics:

- 22 of 19 units rented at \$840
- 33 of 37 units rented at \$1,000
- 54 of 55 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 4/1, 4/8, 4/15, 4/22, 4/29 (attended by MRC Director, RSC, & RNs)
55 residents' statuses reviewed each week; four residents out at rehab as of 04/30/2020
 - Resident Council Meeting held 02/27/20; next meeting to be scheduled after closure
 - April fire drill completed 04/27/2020 (third shift)
 - Community remains closed to everyone except essential staff
 - Assigned a new asset manager from NDC (Diane Jackson) as of 06/10/19; planning a site visit for August
-

I have discovered a fairly large erosion issue by the retaining wall near the concrete patio. This will require repair because it is threatening the stability of the retaining wall and fence. We will consider installing a yard drain and tying it into the storm drain that exists about 20 feet away. The initial cost estimate is between \$5,000 and \$7,500.

minutes
Exhibit III

Seymour Housing Authority
Operating Statement
Three Months Ending 03/31/2020
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	87,678	91,360	(3,682)	365,441	(277,763)
Interest Income	4	-	4	-	4
Tenant Charges	276	3,000	(2,724)	12,000	(11,724)
Other Income	10,732	8,458	2,274	33,832	(23,100)
Operating Subsidy	45,262	51,000	(5,738)	204,000	(158,738)
TOTAL INCOME	143,952	153,818	(9,866)	615,273	(471,321)
EXPENSES					
ADMINISTRATIVE					
Wages	31,162	28,375	(2,787)	113,500	82,338
Legal	1,683	1,719	36	6,875	5,192
Travel	37	736	699	2,945	2,908
Accounting & Auditing	5,419	5,875	456	23,500	18,081
Office Supplies	1,493	981	(513)	3,922	2,429
Office Expenses	7,007	6,895	(112)	27,582	20,574
Office Rent	5,225	5,225	(0)	20,900	15,675
Tenant Services	7,345	3,823	(3,522)	15,292	7,947
TOTAL ADMINISTRATIVE	59,371	53,629	(5,742)	214,516	155,145
UTILITIES					
Water	3,935	6,750	2,815	27,000	23,065
Electricity	19,706	13,750	(5,956)	55,000	35,294
Gas	12,161	18,250	6,089	73,000	60,839
Cable	759	750	(9)	3,000	2,241
TOTAL UTILITIES	36,561	39,500	2,939	158,000	121,439
MAINTENANCE					
Wages	7,385	6,135	(1,250)	24,540	17,155
Supplies	1,174	2,075	901	8,300	7,126
Contractors	32,832	23,500	(9,332)	94,000	61,168
TOTAL MAINTENANCE	41,390	31,710	(9,680)	126,840	85,450
OTHER					
Insurance	6,687	7,687	1,000	30,746	24,059
Employee Benefits	12,889	14,502	1,613	58,007	45,118
Collection Losses	500	500	(0)	2,000	1,500
Extraordinary Maintenance	-	250	250	1,000	1,000
Property Taxes	3,776	5,186	1,410	20,744	16,968
TOTAL OTHER	23,852	28,124	4,272	112,497	88,645
TOTAL EXPENSES	161,174	152,963	(8,211)	611,853	450,679
SURPLUS	(17,222)	855	(18,077)	3,420	(20,642)

Minutes
Exhibit III

Seymour Housing Authority
Operating Statement
Three Months Ending 03/31/2020
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	121,107	121,107		484,428	(363,321)
Rental Income - Excess of Base	17,424	17,223	201	68,892	(51,468)
Dwelling Vacancy Loss	(1,036)	(1,250)	215	(5,000)	3,965
TOTAL TENANT RENT	137,496	137,080	416	548,320	(410,825)
Interest Income	188	25	163	100	88
Tenant Charges	925	938	(13)	3,750	(2,825)
TOTAL INCOME	138,609	138,043	566	552,170	(413,561)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	31,501	28,697	(2,804)	114,787	83,286
Employee Benefits	10,094	12,160	2,066	48,641	38,547
Legal	2,830	2,354	(476)	9,415	6,585
Accounting & Auditing	2,213	2,750	538	11,000	8,788
Office Supplies	1,517	1,544	27	6,177	4,660
Rent	5,225	5,225	(0)	20,900	15,675
Travel	37	441	404	1,765	1,728
Office Expense	5,691	6,715	1,024	26,860	21,169
Payroll Taxes	3,397	3,245	(152)	12,982	9,585
TOTAL ADMINISTRATIVE	62,504	63,132	627	252,527	190,023
UTILITIES					
Water	(58)	100	158	400	458
Electricity	424	375	(49)	1,500	1,076
Fuel Oil	360	375	15	1,500	1,140
TOTAL UTILITIES	727	850	124	3,400	2,674
MAINTENANCE					
Maintenance Wages	10,626	8,817	(1,810)	35,266	24,640
Maintenance Materials	1,747	3,925	2,178	15,700	13,953
Maintenance Contractors	39,132	27,000	(12,132)	108,000	68,868
TOTAL MAINTENANCE	51,505	39,742	(11,764)	158,966	107,461
OTHER EXPENSES					
Insurance	21,322	21,269	(54)	85,074	63,752
Mortgage Payments	942	1,386	444	5,544	4,602
Prov for Repair & Replacement	9,665	9,665	0	38,659	28,994
Prov for Collection Losses	2,000	2,000	(0)	8,000	6,000
TOTAL OTHER EXPENSES	33,929	34,319	390	137,277	103,348
TOTAL EXPENSES	148,665	138,043	(10,623)	552,170	403,505
SURPLUS	(10,057)		(10,057)		(10,057)

Minut
Exhibit III

Seymour Housing Authority
Operating Statement

Three Months Ending 03/31/2020

Program: Smithfield Gardens Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT					
Tenant Rent Revenues	157,440	158,880	(1,440)	635,520	(478,080)
Rental Subsidies	134,786	132,734	2,052	530,934	(396,148)
Other Rent Revenues	13,063	13,063	0	52,250	(39,187)
Vacancy Loss	(1,666)	(6,355)	4,689	(25,421)	23,755
TOTAL RENT	303,622	298,321	5,302	1,193,283	(889,661)
ASSISTED LIVING SERVICES					
Core Services Income	64,164	54,407	9,758	217,627	(153,463)
Meal Service Income	76,519	77,839	(1,320)	311,357	(234,838)
ALSA Service Income	266,528	230,850	35,678	923,400	(656,872)
TOTAL ASSISTED LIVING SERVICES	407,211	363,096	44,115	1,452,384	(1,045,173)
Other Revenues	49	438	(389)	1,752	(1,703)
TOTAL INCOME	710,882	661,855	49,028	2,647,419	(1,936,537)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	326	849	523	3,396	3,070
Office Salaries	11,063	10,520	(544)	42,079	31,016
Office Expense	7,908	4,770	(3,139)	19,079	11,171
Management Fee	14,895	14,916	21	59,664	44,769
Manager Salaries	17,850	19,694	1,844	78,774	60,924
Legal, Accounting & Auditing	5,513	6,618	1,106	26,473	20,961
Miscellaneous Administrative	22	1,950	1,928	7,800	7,778
TOTAL ADMINISTRATIVE	57,577	59,316	1,739	237,265	179,688
UTILITIES					
Electricity	7,480	9,000	1,520	36,000	28,520
Water	2,508	2,500	(8)	10,000	7,492
Gas	20,262	16,000	(4,262)	64,000	43,738
TOTAL UTILITIES	30,251	27,500	(2,751)	110,000	79,749
MAINTENANCE					
Maintenance/Cleaning Salaries	6,649	5,553	(1,096)	22,212	15,563
Supplies	4,105	4,950	845	19,800	15,695
Contractors	9,585	16,248	6,662	64,990	55,405
Trash Removal	1,992	1,701	(291)	6,804	4,812
HVAC Repairs & Maintenance	15,362	4,251	(11,111)	17,004	1,642
Snow Removal	2,624	4,500	1,876	18,000	15,376
Cable & Internet	3,327	3,550	223	14,200	10,873
TOTAL MAINTENANCE	43,645	40,753	(2,892)	163,010	119,365
OTHER EXPENSE					
Payroll & Property Taxes	6,609	6,666	57	26,663	20,054
Insurance	15,993	15,993	0	63,973	47,980
Employee Benefits	10,621	11,599	978	46,396	35,775
Misc Taxes, Licenses, Ins.		50	50	200	200
Mortgage Payments	105,355	105,355	0	421,420	316,065
Replacement Reserve Deposits	8,838	8,838		35,352	26,514
TOTAL OTHER EXPENSE	147,415	148,501	1,086	594,004	446,589
ASSISTED LIVING SERVICES					
Core Services	72,424	64,609	(7,814)	258,437	186,014
Meal Services	89,411	88,789	(622)	355,155	265,744
ALSA Services	266,528	230,850	(35,678)	923,400	656,872
TOTAL ASSISTED LIVING SERVICES	428,362	384,248	(44,114)	1,536,992	1,108,630
SURPLUS	3,632	1,537	(2,095)	6,148	2,516