

MINUTES

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

1012th Meeting

The 1012th a Regular Meeting of the Seymour Housing Authority was held Wednesday, August 5 2020 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 5:35 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Ortiz and White.

Also present was Secretary and Executive Director David Keyser and Teila Lanci, Resident Services Coordinator.

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1011th Regular Meeting held on Wednesday July 8, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1011th regular meeting held on Wednesday; July 8, 2020 as presented. Commissioner Ortiz 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, 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 Bellucci 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, Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment.

Commissioner Ortiz asked what short fall funding is.

The Executive Director responded that he believed that HUD was making Operating subsidy available for years that they have underfunded the Subsidy. To further clarify, a provision in the FFY 2020 Further Consolidated Appropriations Act (Public Law 116-94), referred to hereafter as "the Act," which provides for a \$25 million set-aside of Public Housing Operating Funds to assist Public Housing Agencies (PHAs) experiencing financial insolvency. Specifically, this notice provides guidance regarding eligibility, the process for applying, and other requirements for the set-aside. That after all such insolvency needs are met, the Secretary ay distribute any remaining funds to all public housing agencies on a pro-rata basis pursuant to the Operating Fund formula at part 990 of title 24, Code of Federal Regulations.

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The Executive Director discussed the emails from HUD Director of the Field Office to Chairperson White. He stated that there will be no hesitation to apply for this funding. He stated that he was made aware of the funding by email on Wednesday afternoon August 5, 2020 and that he was in a four-hour HUD EIV training. He stated he responded to HUD via email the next morning, August 6, 2020. He felt the intent of the email was that Seymour Housing was unwilling to apply. He referred to the second email as clarification that Seymour intends to apply for funding.

Chairperson White clarified that the deadline for funding is August 26, 2020.

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

The Executive Director reviewed occupancy stats and the Director's Report with the Commissioners. The Executive Director informed the Commission of the latest tenant complaints and particularly one involving two disabled residents, who have a history of dealing with each other in a manner inconsistent with the peaceful enjoyment and prior mediated requisites for behavior. He stated that Teila Lanci, RSC, linked one resident to her support services. He stated that resulted in Seymour Police doing a wellness check. He stated that the other individual expressed that the complainant called the Police on her. He clarified that this was not the case. Formal written complaints have not been submitted to the Seymour Housing Authority on this matter, however, the Seymour Housing Authority is working on a prior complaint about the disabled resident involving an incident occurring in the first-floor laundry facility.

Commissioner Bellucci asked if any action is taken in the circumstance of a hoarding situation in the building. He stated that there are a few people that are hoarders. The Executive Director stated that this is usually noticed during the annual inspections. Notifications or termination notices are sent to the resident regarding the unacceptable conditions. He stated that Teila Lanci, RSC, is usually involved and remediation plans and follow up visits are made to follow up. He stated one case involved the Fire Marshall. The Executive Director stated that progress has been made in most cases, however, after the attention exhausts, usually some clutter returns. However, he stated that for the most part we do get cooperation. He added that usually the unit doesn't get completely clean. Teila Lanci added that in most cases, we are dealing with a mental illness and that the process of getting complete cooperation takes a long time. Chairperson White cited a case the Seymour Housing Authority encountered on Seymour Avenue. The Executive Director concurred that the case she referred to was an extreme case. He stated that a prior Mental Health professional helped this resident start to clear the house. He stated that family members wound up clearing the house out after the resident moved out, but again he commented that was an extreme case of hoarding.

OLD BUSINESS

None

NEW BUSINESS

Chairperson White introduced the quarterly financial reports

MINUTES

The Executive Director reviewed the quarterly financial report for the Rev. Callahan House (see Exhibit III). He discussed the line items and summarized Total income as \$330,932 and total expenses as \$292,759 resulting in a surplus of \$38,173 for the period ended 6/30/2020.

The Executive Director reviewed the quarterly financial report for the Norman Ray House (see Exhibit IV). He discussed the line items and summarized Total income as \$145,172 and total expenses as \$121,872 resulting in a surplus of \$23,300 for the period ended 6/30/2020.

The Executive Director reviewed the quarterly financial report for the State Moderate Rental Program (see Exhibit V). He discussed the line items and summarized Total income as \$278,803 and total expenses as \$248,975 resulting in a surplus of \$29,828 for the period ended 6/30/2020.

The Executive Director reviewed the quarterly financial report for Smithfield Gardens Assisted Living (see Exhibit VI). He discussed the line items and summarized Total rental income as \$601,108 total assisted living services income as \$786,339 and total rental expenses as \$534,019 and assisted living services expense as \$830,354 resulting in a surplus of \$23,418 for the period ended 6/30/2020.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

The Executive Director explained that a decision to dispose of the company car, a 2000 Chevrolet Impala needs to be made. He stated that the brake lines have failed and the frame is rotted. He declared that it is unsafe to drive. Commissioner Bellucci motioned to authorize the Executive Director to dispose of the 2000 Chevrolet Impala and to write its value off the ledgers. 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, Ortiz and White. Chairperson White declared the motion carried.

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1012th meeting of the Seymour Housing Authority. At 6:22 PM Commissioner Ortiz motioned to adjourn the 1012th meeting of the Seymour Housing Authority. 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, Ortiz and White. Chairperson White declared the motion carried and the 1012th 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: July 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

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
15	07/16/2020	No	DD	SHA PAYROLL	Payroll #15	No	\$28,232.88
16	07/28/2020	No	DD	SHA PAYROLL	Payroll #16	No	\$28,646.13
11778	07/06/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11779	07/06/2020	No	CHK	Advance Communications Inc	Message service 5/27 - 6/23/2020	No	\$149.66
11780	07/06/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 June 2020	No	\$301.44
11781	07/06/2020	No	CHK	Allen's Plumbing Supply	New propane tank and refill	No	\$59.60
11782	07/06/2020	No	CHK	American Express	Account ending 6-36005	No	\$795.07
11783	07/06/2020	No	CHK	American Rooter LLC	Checked main line and snaked tub d	No	\$297.00
11784	07/06/2020	No	CHK	AO & Company, LLC	MR Monthly accounting service for t	No	\$1,762.50
11785	07/06/2020	No	CHK	AT&T Mobility	Act# 287298255320	No	\$85.98
11786	07/06/2020	No	CHK	Chemsearch	Nu coil and red streak	No	\$441.20
11787	07/06/2020	No	CHK	Cintas	Uniform Cleanings	No	\$271.22
11788	07/06/2020	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$95.47
11789	07/06/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$108.51
11790	07/06/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,500.84
11791	07/06/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11792	07/06/2020	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$161.53
11793	07/06/2020	No	CHK	Connecticut Business Systems LL	Lease payment 04/21 - 05/20	No	\$924.00
11794	07/06/2020	No	CHK	Crystal Rock	Crystal Rock Premium water	No	\$3.63
11795	07/06/2020	No	CHK	Elizabeth Holly	Monthly cleaning at Callahan for Ma	No	\$654.00
11796	07/06/2020	No	CHK	Eversource	Act# 5177 958 3004	No	\$2,262.00
11797	07/06/2020	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,769.42
11798	07/06/2020	No	CHK	Eversource	Act# 5147 148 3099	No	\$184.65
11799	07/06/2020	No	CHK	Eversource	Act# 5111 869 4017 - MR Pump Sta	No	\$45.39
11800	07/06/2020	No	CHK	Eversource	Act# 5136 648 3014	No	\$1,822.42
11801	07/06/2020	No	CHK	Eversource	Act# 5178 656 4047 - 22 Ray	No	\$126.51
11802	07/06/2020	No	CHK	Eversource	Act# 5145 776 4090	No	\$117.20
11803	07/06/2020	No	CHK	Experian	May 2020 - TCTA-6906070	No	\$102.00
11804	07/06/2020	No	CHK	Fire System Services, LLC	Fire extinguisher inspection at Calla	No	\$210.00
11805	07/06/2020	No	CHK	Friends Of Fur LLC	Set mouse traps at 24 Chamberlain	No	\$750.00
11806	07/06/2020	No	CHK	Frontier	Act#203-881-2464-110206-5	No	\$332.52
11807	07/06/2020	No	CHK	Frontier	Act# 203-888-4579- 123179-5	No	\$261.58
11808	07/06/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$79.62
11809	07/06/2020	No	CHK	Grassy Turtle LLC	Ray House Lawn Maintenance 1 of	No	\$995.00
11810	07/06/2020	No	CHK	Gregory Stamos	Court time for Lafayette	No	\$935.00
11811	07/06/2020	No	CHK	HD Supply	Gloves	No	\$1,098.56
11812	07/06/2020	No	CHK	Home Depot Credit Services	Weber grates	No	\$481.23
11813	07/06/2020	No	CHK	Hungerfords Pump Service	Commercial check up and preventati	No	\$250.00
11814	07/06/2020	No	CHK	Jeff's Appliance And Vacuums	Replaced fan motor in fridge in 3N	No	\$244.03
11815	07/06/2020	No	CHK	Kone Inc	Emergency Communication Monitori	No	\$1,180.74
11816	07/06/2020	No	CHK	La Voz Hispana de Connecticut	1/4 Page Ad on 6/4/20 for MR Waitli	No	\$1,075.00
11817	07/06/2020	No	CHK	Lincoln National Life Insurance C	Premium 07/01/2020 - 07/31/2020	No	\$388.08
11818	07/06/2020	No	CHK	Network Synergy Systems Integra	Agreement NSC Service Agreement	No	\$270.00
11819	07/06/2020	No	CHK	New England Septic & Excavating	Grinder pit maintenance at 34 Seym	No	\$240.00
11820	07/06/2020	No	CHK	Nurse's Touch Cleaning Service L	Clean 11 Chamberlain	No	\$1,360.00
11821	07/06/2020	No	CHK	Oak Ridge Hauling, LLC	Callahan June Monthly Service	No	\$469.36
11822	07/06/2020	No	CHK	Oak Ridge Hauling, LLC	Ray June Monthly Service	No	\$431.24

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: July 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 Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
11823	07/06/2020	No	CHK	Oxford Lumber & Building Material	Rust-Oleum paint and replacement s	No	\$72.22
11824	07/06/2020	No	CHK	Pitney Bowes Global Financial Se	0011114462 leased equipment	No	\$151.44
11825	07/06/2020	No	CHK	Purchase Power	Postage	No	\$834.93
11826	07/06/2020	No	CHK	Sherwin Williams	Paint for MR	No	\$200.43
11827	07/06/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843	No	\$6,139.44
11828	07/06/2020	No	CHK	St. Treasurer For Merfund	MERF 06-2020	No	\$7,620.26
11829	07/06/2020	No	CHK	Susan McDuffie, LMFT	Consulting services working with Te	No	\$420.00
11830	07/06/2020	No	CHK	WB Mason	Hand towels, detergent, toilet paper,	No	\$1,277.68
11831	07/10/2020	Yes	CHK	Aquarion Water Company	Act# 200086455	No	\$2,130.39
11831	07/10/2020	No	VD	Aquarion Water Company	Wrong amount	No	(\$2,130.39)
11832	07/10/2020	Yes	CHK	Aquarion Water Company	Act# 200086443	No	\$2,574.89
11832	07/10/2020	No	VD	Aquarion Water Company	Wrong amount	No	(\$2,574.89)
11833	07/10/2020	Yes	CHK	Aquarion Water Company	Act# 200081653 - 18 1/2 Chamberla	No	\$162.52
11833	07/10/2020	No	VD	Aquarion Water Company	Wrong amount	No	(\$162.52)
11834	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086455	No	\$138.22
11835	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$1,016.73
11836	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$975.44
11837	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$138.22
11838	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,091.60
11839	07/10/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,345.07
11840	07/10/2020	No	CHK	Aquarion Water Company	Act# 200081653 - 18 1/2 Chamberla	No	\$47.24
11841	07/10/2020	No	CHK	Aquarion Water Company	Act# 200264765 - 11 Chamberlain	No	\$12.99
11842	07/10/2020	No	CHK	Aquarion Water Company	Act# 200081653 - 18 1/2 Chamberla	No	\$62.95
11843	07/10/2020	No	CHK	Aquarion Water Company	Act# 200264765 - 11 Chamberlain	No	\$24.91
11844	07/10/2020	No	CHK	Aquarion Water Company	Act# 2003317915 - 28 Chamberlain	No	\$14.43
11845	07/10/2020	No	CHK	Freddy's	Snaked washing machine drain at R	No	\$2,900.00
11846	07/10/2020	No	CHK	St. Treasurer For Merfund	MERF - Annual Administrative Char	No	\$2,080.00
11847	07/10/2020	No	CHK	Valley Electric Supply Company	Various bulbs	No	\$381.68
11848	07/14/2020	No	CHK	Pitney Bowes Inc	Red ink	No	\$254.97
11849	07/14/2020	No	CHK	Purchase Power	Postage	No	\$341.85
11850	07/14/2020	No	CHK	VSP	July 2020 billing 30 019995	No	\$59.00
11851	07/14/2020	No	CHK	WEX BANK	Fuel Purchases	No	\$283.16
11852	07/24/2020	No	CHK	Harvard Pilgrim Health Care	Harvard Health Insurance bill period	No	\$5,099.42
11853	07/24/2020	No	CHK	Lincoln National Life Insurance C	Premium 08/01/2020 - 08/31/2020	No	\$388.08

Minutes
Exhibit I

**Seymour Housing Authority
General Ledger Account Check Register Report**

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: TD 4318164011 Operating Cash 4318164011, 3) Check Numbers From: All, 4) Date From: 7/1/2020 to 8/31/2020

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
90814	07/08/2020	Seymour Housing Authority	AP SGAL 06/24/2020 reimbursement	No	No	2,659.70
90815	07/08/2020	Seymour Housing Authority	SGAL pays To Federal Management Fee	No	No	4,965.00
90816	07/08/2020	Seymour Housing Authority	Payment to Revolving Fund from Smithfield Gar	No	No	3,041.00
90817	07/08/2020	Seymour Housing Authority	AP SGAL 07/06/2020 reimbursement	No	No	8,872.85
90818	07/09/2020	Aquarion Water Company Of CT	Act# 200204664	No	No	690.48
90819	07/09/2020	Aquarion Water Company Of CT	Act# 200204664	No	No	656.44
90820	07/09/2020	Aquarion Water Company Of CT	Act# 200204656	No	No	138.22
90821	07/09/2020	Aquarion Water Company Of CT	Act# 200204664	No	No	644.54
90822	07/09/2020	Aquarion Water Company Of CT	Act# 200204664	No	No	689.76
90823	07/09/2020	Advance Communications Inc	Message service for 5/27 - 6/23/2020	No	No	275.32
90824	07/09/2020	Aegis Energy Services, Inc.	SGAL Cogen maintenance	No	No	4,934.60
90825	07/09/2020	Allen's Plumbing Supply	New propane tank plus refills	No	No	70.60
90826	07/09/2020	AO & Company, LLC	SGAL monthly accounting service for February	No	No	2,700.00
90827	07/09/2020	Bender Plumbing Supplies Inc.	Gerber toilet tanks	No	No	399.00
90828	07/09/2020	Carter Hayes + Associates, P.C.	Preparation of 2019 Form 990PF; Private Foun	No	No	675.00
90829	07/09/2020	Payne Jr, Charles	Cleaned sink stoppers and installed new o rings	No	No	3,197.00
90830	07/09/2020	Clear Water	Full service water treatment program	No	No	583.36
90831	07/09/2020	comcast	Act# 8773 40 216 0196370	No	No	31.44
90832	07/09/2020	Comcast	Act# 8773 40 216 0069510	No	No	2,075.42
90833	07/09/2020	Comcast	Act# 8773 40 216 0069528	No	No	402.16
90834	07/09/2020	CT Web Factory, LLC	SSL Certificate	No	No	149.00
90835	07/09/2020	Eversource	Act# 5747 654 0034	No	No	4,071.36
90836	07/09/2020	Eversource	Act# 5766 997 0055	No	No	224.37
90837	07/09/2020	Fire System Services, LLC	Fire Extinguisher Inspection at SGAL	No	No	300.00
90838	07/09/2020	Grassy Turtle LLC	SGAL House Lawn Maintenance 1 of 5	No	No	1,223.00
90839	07/09/2020	HD Supply	Serving carts	No	No	1,696.54
90840	07/09/2020	Jeff's Appliance And Vacuums	trip time and tech time for apt 106	No	No	582.06
90841	07/09/2020	New England Septic & Excavating	Grease trap cleaning	No	No	240.00
90842	07/09/2020	Nurse's Touch Cleaning Service LLC	SGAL locker room and bathroom cleanings Ma	No	No	200.00
90843	07/09/2020	Oak Ridge Hauling, LLC	Smithfield June Monthly Service	No	No	564.30
90844	07/09/2020	Sherwin Williams	5 gallons of divine white	No	No	184.55
90845	07/09/2020	Theo Pro Compliance & Consulting Inc.	File Pre-Approvals Feb 27th	No	No	22.00
90846	07/09/2020	TPC Associates, Inc.	4TH QTR Billing 6/1/20 - 8/31/20	No	No	844.20
90847	07/09/2020	Valley Electric Supply Company	Various bulbs	No	No	107.61
90848	07/09/2020	WB Mason	Laundry detergent and cleaning wipes	No	No	177.96
90849	07/14/2020	Frontier	Act# 203-888-5093-092806-5	No	No	1,207.49
90850	07/14/2020	Cura Hospitality, LLC	Meal Services - April 2020	No	No	29,081.10
90851	07/14/2020	Seymour Housing Authority	AP SGAL 07/10 14 /2020 reimbursement	No	No	1,557.63
90852	07/24/2020	Seymour Housing Authority	AP SGAL 07/24/2020 reimbursement	No	No	1,929.98
90853	07/24/2020	DiZazzo, Flora	PH AP Payment Jul 20	No	No	946.71
90854	07/28/2020	Seymour Housing Authority	Fund Payroll SGAL # 14 15 16 Reimbursement	No	No	41,337.04

Minutes
Exhibit I

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 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: 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>
20248	07/02/2020	No	CHK	Lindsey Horvath	RSC pay period ending 6/28/20	No	\$216.00
20249	07/08/2020	No	CHK	Seymour Housing Authority	AP Federal 06/24/2020 reimbursem	No	\$6,797.03
20250	07/08/2020	No	CHK	Seymour Housing Authority	AP Federal 07/06/2020 reimbursem	No	\$24,955.39
20251	07/10/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20252	07/10/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20253	07/10/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20254	07/14/2020	No	CHK	Seymour Housing Authority	AP Fed 07/10 14/2020 reimburseme	No	\$5,909.21
20255	07/24/2020	No	CHK	Seymour Housing Authority	AP Federal 07/24/2020 reimbursem	No	\$2,049.56
20256	07/28/2020	No	CHK	Seymour Housing Authority	Fund Payroll Federal # 14 15 16 Rei	No	\$24,886.95

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 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: 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>
40201	07/08/2020	No	CHK	Seymour Housing Authority	AP MR 06/24/2020 reimbursement	No	\$3,373.02
40202	07/08/2020	No	CHK	Seymour Housing Authority	AP MR 07/06/2020 reimbursement	No	\$9,900.61
40203	07/08/2020	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$585.22
40204	07/10/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40205	07/14/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA Hoffma	No	\$516.00
40206	07/14/2020	No	CHK	Seymour Housing Authority	AP MR 07/10 14 /2020 reimbursem	No	\$3,701.62
40207	07/24/2020	No	CHK	Seymour Housing Authority	AP MR07/24/2020 reimbursement	No	\$1,507.96
40208	07/28/2020	No	CHK	Seymour Housing Authority	Fund Payroll MR # 14 15 16 Reimb	No	\$18,632.69

MINUTES

Exhibit II

AUGUST 2020

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Executive Director's Report

Occupancy

RENTAL CALLAHAN HOUSE 2020 YEAR TO DATE VACANCIES

Callahan House one move out and one transfer during July, 2020. Callahan House has experienced 141 days vacant since January 1, 2020 and has averaged 23.50 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: 80 units X 365 days = 29,200 days available; 141 days/29200 days available = 0.4829% percentage through July 31, 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, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). 960*3%= 29 UMA or 348 days. For the 2021 FYE Budget we have used 22 days and have 326 days remaining to use. For 2020 FYE Budget we used 151 days have 197 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

Callahan House Vacancy/Turnover Days 2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
4Q	Brown	02/03/2020	Cashin	3/27/2020	53
4B	Cashin	03/27/2020	Cocker	4/3/2020	7
3W	Klimczak	03/31/2020	Curcio	05/01/2020	31
4T	Cocker	04/03/2020	Soupkup	05/01/2020	28
4E	Hubert	07/10/2020	Faircloth	07/16/2020	6
3E	Faircloth	07/15/2020	Vacant		16

Average number of vacancy days per vacancy 23.50

Norman Ray House remained fully occupied during July 2020. Norman Ray House has experienced 97 days vacant since January 1, 2020 and has averaged 24.25 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; 97 days/14,600 days available = .6644% percentage through July 31, 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. We have used no vacancy days for the FYE 2021 Budget year and have 168 vacancy days remaining. For the 2020 budget we have used 133 days and have 35 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	Wilson	5/7/2020	31
17	Minto	06/01/2020	Malony	06/16/2020	15

Average number of vacancy days per vacancy 24.25

STATE MODERATE RENTAL 2020 YEAR TO DATE VACANCIES

The Moderate Rental program remained fully occupied during July 2020. The Moderate Rental Program has experienced 152 days vacant since January 1, 2020 and has averaged 38 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: 81 units X 365 days = 29,565 days available; 152 days/29,565 days available = 0.5141% percentage through July 31, 2020.

Moderate Rental Vacancy/Turnover Days 2020

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$560	18 1/2	Evans	02/06/2020	Cook	03/16/2020	39
\$490	1C	Watson	03/10/2020	C. Brown	04/09/2020	30
\$484	11C	C. Brown	04/09/2020	T. Brown	05/14/2020	35
\$500	28C	T. Brown	05/13/2020	Navarro	06/30/2020	48

Average number of vacancy days per vacancy: 30.5

We have experienced \$2,583 in vacancy Loss since January 1, 2020. We budgeted \$3,967 for vacancy loss through July 31, 2020.

Smithfield Gardens experienced one move out during July 2020 and 5 units remained unoccupied. Smithfield Gardens has experienced 436 days vacant since January 1, 2020 and has averaged 48.44 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; 436 days/20,440 days available = 2.137% percentage through July 31, 2020.

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	109	Fuller	01/03/2020	Garris	1/10/2020	6
\$1,000	128	Pollman	02/29/2020	Sicilia	02/29/2020	21
\$1,000	208	Goyette	04/19/2020	Vacant		103
\$1,000	126	Briggs	05/16/2020	Vacant		76
\$1,000	118	Luddy	05/22/2020	Vacant		70
\$1,000	121	Langlias	05/24/2020	Vacant		68
\$1,000	110	Rosa	06/05/2020	Vacant		56
\$840	115	DiZazzo	07/09/2020	Vacant		21

Average number of vacancy days per vacancy: 48.44

We have experienced \$14,339 vacancy loss since January 1, 2020. We have budgeted \$14,828 for vacancy loss through July 31, 2020.

GENERAL INFORMATION

Complaints

Callahan House

A resident verbally complained that a resident upstairs from her is making noise all hours of the day and night. Stomping feet and moving around. I have requested the resident put the complaint in writing. This complaint was received in writing on June 1, 2020

The resident that the previous complaint was made about submitted a written complaint that the resident below her was harassing her and disturbing her peaceful enjoyment of the premises.

Both residents will receive pre-termination notices.

We received complaints that a 1st floor resident is having aides visit the building and the aides will not wear masks. The complaint further states that this resident leaves her apartment door open to the hallway. I have spoken to the resident directly. She stated she would correct the issue. This issue continued and I spoke with the Conservator who challenged the validity of the complaint. I provided the Conservator with the specific names of the aides and dates of the incidents. The Conservator stated she would address the issue. This is still an on going problem.

Norman Ray House

None.

Moderate Rental

A verbal complaint that a household is creating excessive noise and excessive visitors that are causing disturbances. Complaint forms were mailed to be filled out by complaining residents. I did speak with the resident who this is alleged about the noise and visitors.

This same household is reported to still be making noise and having visitors. The complaint is still a verbal complaint at this point. There was an issue reported that the one neighbor threatened the other. I will follow up with Seymour PD.

CONFIDENTIAL

The waiting list purge was sent out for May 1, 2020. Applicants were given until July 31, 2020 to respond if they were still interested in housing. This date has now past and anyone on waiting lists that have not responded are being sent a letter that they are being removed from the waiting list.

We have re-opened the Office. We continue to follow Covid19 procedures; we have provided hand sanitizing stations, work area clean up supplies including cleaner, gloves, masks and hand sanitizer. The restrooms are for staff only and they are being sanitized and logged. The employees must fill out a Covid19 survey each morning and the procedure includes taking temperatures and recording them. The office is still closed to inside visitors. The lobby has been limited to only two people at a time in the lobby.

Staff completed four hour training in the Enterprise Income Verification module in HUD's REAC site. HUD provided on line training that detailed the usage of this HUD tool to perform income verifications as reported to HUD by DOL and Social Security Administrations. EIV is also a way to report those residents leaving with a balance and is a way for Housing Authorities to verify an applicant's prior HUD rental experience.

Supplies of face masks have been available in the last four weeks. We continue to stock up. I have also ordered and received face shields for staff. Hand sanitizer and station sanitizing supplies have been distributed. We have also been able to obtain gloves.

Hurricane Isaias did not result in any damage or power loss for Seymour Housing Authority. There are a few down trees as a result, however. A large tree broke and is being suspended upright by a neighboring tree. This is a danger to the residents and must be removed. Another large tree fell in the yard behind Norman Ray House. It is also suspended and must come down. And another tree on Chamberlin Rd. Fell behind a house and will be removed.

THE CAPITAL FUND PROGRAM

Arrow Line Painting is scheduled to re-paint the parking lot lines, lettering and numbering on Thursday, August 6, 2020. Arrow came to the site to review the work last month and they ordered stencils to designate the smoke free areas.

The Capital Fund Program construction/installation of the dump radiator/cooling tower is completed. Clearwater treatment installed a water treatment system to keep the radiator free of rust and acidity.

We had previously completed the building entry system replacement. There are a few items and unit work to be completed. We are waiting for a safer time to be able to enter these units as a result of Covid19. I anticipate being able to finish this work in July, 2020.

Back ordered replacement hand soap/sanitizer dispensers were delivered this week. They have been hung in the laundry rooms beside the Purell hand sanitizer dispensers. Purell has been out of stock and back ordered since February. These new dispensers have refillable canisters inside so that hand sanitizer solution can be easily poured in to refill the dispenser. More dispensers will be hung by the elevator and in the community room. We have been able to find supplies of hand sanitizer in the last four weeks.

The Naugatuck Valley Health Department inspected the Callahan House Kitchen and we received a score of 98%. The kitchen has been closed since March. TEAM continues to deliver the Meals on Wheels to the residents in lieu of serving the meals congregate style.

The Parish Nurses will re-establish the Blood pressure screening in August. The health van will return to Callahan House. The Parish Nurses will also reinforce the need to wear masks and social distance with the residents.

We received a reasonable accommodation request to cut a tub for handicap access. This is being scheduled to be completed.

Nurses touch janitorial will be cleaning the compactor rooms at Callahan House and Smithfield Gardens Assisted Living. The heat and humidity of this summer is contributing to garbage odor emitting from these two trash rooms. They will be power washed and sanitized.

NORMAN RAY HOUSE

Arrow Line Painting is scheduled to re-paint the parking lot lines, lettering and numbering on Thursday, August 6, 2020.

The Sprinkler system backflow preventer has been installed. The attic sprinkler system has been replaced and is being tested and inspected by the Fire Marshall.

We had previously completed the building entry system replacement. There are a few items and unit work to be completed. We are waiting for a safer time to be able to enter these units as a result of Covid19. I anticipate being able to finish this work in July, 2020;

Back ordered replacement hand soap/sanitizer dispensers were delivered this week. They have been hung in the laundry rooms beside the Purell hand sanitizer dispensers. Purell has been out of stock and back ordered since February. These new dispensers have refillable canisters inside so that hand sanitizer solution can be easily poured in to refill the dispenser. More dispensers will be hung by the elevator and in the community room. We have been able to find supplies of hand sanitizer in the last four weeks.

A reasonable accommodations request has been received for a roll in shower to be installed in a dwelling unit at the Norman Ray House. The two handicapped equipped units are occupied. This request will be fulfilled by altering the bathroom. The tub and shower will be removed. A shower base and shower walls will be installed. Handicap shower wand will be installed as well. The unit will be made ready during August and September.

MODERATE RENTAL

Clear and descriptive guidance has been written and distributed to staff regarding Base Rent, Excess of Base Rent and Vacancy Loss. It detailed the unit counts and variations between unit sizes and amenities and explained the various rental calculations. Clear instructions on how to calculate Moderate Rental rents by separating the Total Tenant Payment into its relative portions of Base Rent and Excess of Base Rent have been written in this employee guidance hand out. This guidance hand out included instructions for pro-rated rent should a resident be moving in or out during the middle of the month. It also detailed how to handle the base and excess of base for transfers. It also detailed how to account for vacancy loss. These instructions became necessary due to some irregularities discovered during transfers in the Moderate Rental program during July. Staff has been made aware of the guidelines and training has been completed.

We have advertised the opening of the MR 2 & 3 Bedroom waiting lists for July 1, 2020. It will remain open until September 30, 2020. There will be a lottery drawing of the applicants held Friday, October 30, 2015 at 11:00 A.M.

Occupancy Statistics:

- 89% (50 of 56 units) occupied as of 07/31/2020
- Two applications in processing
- No move-ins in July; one move-out in July
- 8 applicants on waiting list for 60% units (\$1,000 rent)
- 15 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.3; age range is 66 – 98
- Average length of tenancy is 32.52 months

Budgeting Statistics:

- 20 of 19 units rented at \$840
- 30 of 37 units rented at \$1,000
- 49 of 50 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 07/01/20, 07/08/20, 07/22/20, 07/29/20 (attended by MRC Director, RSC, & RNs)
52 residents' statuses reviewed each week; two residents out at rehab as of 07/31/2020
 - Resident Council Meeting held 02/27/20; next meeting to be scheduled after lockdown lifted
 - July fire drill completed 07/29/2020 (third shift)
 - Community remains closed to everyone except essential staff
-

Minutes
Exhibit III

Seymour Housing Authority

Operating Statement

Six Months Ending 06/30/2020

Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	177,070	182,721	(5,651)	365,441	(188,371)
Interest Income	9		9		9
Tenant Charges	4,256	6,000	(1,744)	12,000	(7,744)
Other Income	20,351	16,916	3,435	33,832	(13,481)
Operating Subsidy	129,246	102,000	27,246	204,000	(74,754)
TOTAL INCOME	330,932	307,637	23,295	615,273	(284,341)
EXPENSES					
ADMINISTRATIVE					
Wages	58,165	56,750	(1,415)	113,500	55,335
Legal	2,114	3,438	1,324	6,875	4,761
Travel	65	1,472	1,408	2,945	2,880
Accounting & Auditing	11,469	11,750	281	23,500	12,031
Office Supplies	2,369	1,961	(408)	3,922	1,553
Office Expenses	11,524	13,791	2,267	27,582	16,058
Office Rent	10,451	10,450	(1)	20,900	10,450
Tenant Services	10,368	7,646	(2,722)	15,292	4,924
TOTAL ADMINISTRATIVE	106,524	107,258	734	214,516	107,992
UTILITIES					
Water	7,805	13,500	5,695	27,000	19,195
Electricity	26,605	27,500	895	55,000	28,395
Gas	27,369	36,500	9,131	73,000	45,631
Cable	(16)	1,500	1,516	3,000	3,016
TOTAL UTILITIES	61,764	79,000	17,236	158,000	96,236
MAINTENANCE					
Wages	13,936	12,270	(1,666)	24,540	10,604
Supplies	2,643	4,150	1,507	8,300	5,657
Contractors	51,058	47,000	(4,058)	94,000	42,942
TOTAL MAINTENANCE	67,637	63,420	(4,217)	126,840	59,203
OTHER					
Insurance	15,373	15,373	(0)	30,746	15,373
Employee Benefits	28,823	29,004	181	58,007	29,185
Collection Losses	1,000	1,000	(0)	2,000	1,000
Extraordinary Maintenance		500	500	1,000	1,000
Property Taxes	11,638	10,372	(1,266)	20,744	9,106
TOTAL OTHER	56,834	56,249	(585)	112,497	55,663
TOTAL EXPENSES	292,759	305,927	13,168	611,853	319,094
SURPLUS	38,173	1,710	36,463	3,420	34,753

Minutes
Exhibit IV

Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2020
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	75,622	69,834	5,788	139,668	(64,046)
Tenant Charges	960	1,400	(440)	2,800	(1,840)
Other Income	14,895	15,916	(1,021)	31,832	(16,937)
Operating Subsidy	53,695	54,000	(305)	108,000	(54,305)
TOTAL INCOME	145,172	141,150	4,022	282,300	(137,128)
EXPENSES					
ADMINISTRATIVE					
Wages	28,929	28,226	(703)	56,452	27,523
Legal	1,873	2,294	421	4,588	2,715
Travel	32	389	357	778	746
Accounting & Auditing	5,894	5,750	(144)	11,500	5,606
Office Supplies	1,184	981	(204)	1,961	777
Office Expenses	5,727	6,520	793	13,040	7,313
Office Rent	5,225	5,225	1	10,450	5,226
Tenant Services	1,150	1,100	(50)	2,200	1,050
TOTAL ADMINISTRATIVE	50,013	50,485	472	100,969	50,956
UTILITIES					
Water	5,302	5,500	198	11,000	5,698
Electricity	13,145	15,000	1,855	30,000	16,855
Cable	711	1,000	289	2,000	1,289
TOTAL UTILITIES	19,157	21,500	2,343	43,000	23,843
MAINTENANCE					
Wages	6,123	5,363	(760)	10,726	4,603
Supplies	912	2,400	1,488	4,800	3,888
Contractors	17,986	32,500	14,514	65,000	47,014
TOTAL MAINTENANCE	25,021	40,263	15,242	80,526	55,505
OTHER					
Insurance	7,757	6,920	(837)	13,839	6,082
Employee Benefits	14,206	13,849	(358)	27,698	13,491
Extraordinary Maintenance		500	500	1,000	1,000
Property Taxes	5,718	6,334	616	12,667	6,949
Property Repl. & Betterments		250	250	500	500
TOTAL OTHER	27,681	27,852	171	55,704	28,023
TOTAL EXPENSES	121,872	140,100	18,227	280,199	158,327
SURPLUS	23,300	1,050	22,249	2,101	21,199

Minutes
Exhibit V

Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2020
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	242,214	242,214		484,428	(242,214)
Rental Income - Excess of Base	37,831	34,446	3,385	68,892	(31,061)
Dwelling Vacancy Loss	(2,484)	(2,500)	17	(5,000)	2,517
TOTAL TENANT RENT	277,562	274,160	3,402	548,320	(270,758)
Interest Income	317	50	267	100	217
Tenant Charges	925	1,875	(950)	3,750	(2,825)
TOTAL INCOME	278,803	276,085	2,718	552,170	(273,367)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	58,795	57,394	(1,401)	114,787	55,992
Employee Benefits	24,231	24,321	89	48,641	24,410
Legal	5,170	4,708	(463)	9,415	4,245
Accounting & Auditing	4,775	5,500	725	11,000	6,225
Office Supplies	2,407	3,089	681	6,177	3,770
Rent	10,450	10,450	(0)	20,900	10,450
Travel	66	883	817	1,765	1,699
Office Expense	10,136	13,430	3,294	26,860	16,724
Payroll Taxes	6,097	6,491	393	12,982	6,884
TOTAL ADMINISTRATIVE	122,128	126,264	4,136	252,527	130,399
UTILITIES					
Water	173	200	27	400	227
Electricity	669	750	81	1,500	831
Fuel Oil	615	750	135	1,500	885
TOTAL UTILITIES	1,457	1,700	243	3,400	1,943
MAINTENANCE					
Maintenance Wages	20,060	17,633	(2,427)	35,266	15,206
Maintenance Materials	4,442	7,850	3,408	15,700	11,258
Maintenance Contractors	32,349	54,000	21,651	108,000	75,651
TOTAL MAINTENANCE	56,851	79,483	22,632	158,966	102,115
OTHER EXPENSES					
Insurance	42,792	42,537	(255)	85,074	42,282
Mortgage Payments	2,418	2,772	354	5,544	3,126
Prov for Repair & Replacement	19,329	19,330	0	38,659	19,330
Prov for Collection Losses	4,000	4,000	(0)	8,000	4,000
TOTAL OTHER EXPENSES	68,539	68,639	99	137,277	68,738
TOTAL EXPENSES	248,975	276,085	27,110	552,170	303,195
SURPLUS	29,828	(0)	29,828		29,828

Minutes
Exhibit VI

Seymour Housing Authority

Operating Statement

Six Months Ending 06/30/2020

Program: Smithfield Gardens Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT					
Tenant Rent Revenues	315,360	317,760	(2,400)	635,520	(320,160)
Rental Subsidies	270,804	265,467	5,337	530,934	(260,130)
Other Rent Revenues	26,125	26,125	0	52,250	(26,125)
Vacancy Loss	(11,181)	(12,711)	1,529	(25,421)	14,240
TOTAL RENT	601,108	596,642	4,466	1,193,283	(592,175)
ASSISTED LIVING SERVICES					
Core Services Income	121,291	108,814	12,478	217,627	(96,336)
Meal Service Income	152,012	155,679	(3,667)	311,357	(159,346)
ALSA Service Income	513,096	461,700	51,396	923,400	(410,304)
TOTAL ASSISTED LIVING SERVICES	786,399	726,192	60,207	1,452,384	(665,986)
Other Revenues	285	876	(591)	1,752	(1,467)
TOTAL INCOME	1,387,791	1,323,710	64,081	2,647,419	(1,259,628)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	495	1,698	1,203	3,396	2,901
Office Salaries	20,613	21,040	427	42,079	21,466
Office Expense	12,605	9,540	(3,066)	19,079	6,474
Management Fee	29,790	29,832	42	59,664	29,874
Manager Salaries	33,150	39,387	6,237	78,774	45,624
Legal, Accounting & Auditing	10,150	13,237	3,087	26,473	16,323
Miscellaneous Administrative	44	3,900	3,856	7,800	7,756
TOTAL ADMINISTRATIVE	106,847	118,633	11,786	237,265	130,418
UTILITIES					
Electricity	15,731	18,000	2,269	36,000	20,269
Water	4,785	5,000	215	10,000	5,215
Gas	42,271	32,000	(10,271)	64,000	21,729
TOTAL UTILITIES	62,787	55,000	(7,787)	110,000	47,213
MAINTENANCE					
Maintenance/Cleaning Salaries	12,761	11,106	(1,655)	22,212	9,452
Supplies	6,137	9,900	3,763	19,800	13,663
Contractors	20,678	32,495	11,817	64,990	44,312
Trash Removal	3,439	3,402	(37)	6,804	3,365
HVAC Repairs & Maintenance	16,591	8,502	(8,089)	17,004	413
Snow Removal	2,624	9,000	6,376	18,000	15,376
Cable & Internet	6,472	7,100	628	14,200	7,728
TOTAL MAINTENANCE	68,702	81,505	12,803	163,010	94,308
OTHER EXPENSE					
Payroll & Property Taxes	12,579	13,332	752	26,663	14,084
Insurance	31,986	31,987	0	63,973	31,987
Employee Benefits	22,731	23,198	467	46,396	23,665
Misc Taxes, Licenses, Ins.		100	100	200	200
Mortgage Payments	210,710	210,710	0	421,420	210,710
Replacement Reserve Deposits	17,676	17,676		35,352	17,676
TOTAL OTHER EXPENSE	295,683	297,002	1,319	594,004	298,321
ASSISTED LIVING SERVICES					
Core Services	137,874	129,219	(8,656)	258,437	120,563
Meal Services	179,384	177,578	(1,806)	355,155	175,771
ALSA Services	513,096	461,700	(51,396)	923,400	410,304
TOTAL ASSISTED LIVING SERVICES	830,354	768,496	(61,858)	1,536,992	706,638
SURPLUS (DEFICIT)	23,418	3,074	(20,344)	6,148	(17,270)