

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 9/17/13
TIME: 1:15pm
TOWN CLERK'S OFFICE

➤ 927th Meeting

The 927th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multi-Purpose Room located at 26 Smith Street, Seymour, on Wednesday, September 4, 2013, and was called to order by Chairperson White at 5:30pm.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Also present were Deputy Director Donna DeSantis, Property Manager Donna Lane, and Joseph Migani.

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 926th Regular Meeting held on August 7, 2013.

Commissioner Dota motioned to accept the minutes of the 926th Regular Meeting. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, and White. Commissioners Horelick and Golebieski abstained from voting because they were not present at the August meeting. Chairperson White declared the motion carried and the minutes accepted as presented.

➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I)

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

MINUTES

➤ Executive Director's Report

Chairperson White introduced the Executive Director's Report. (See Exhibit II)

The Deputy Director discussed and explained the Executive Director's Report which was distributed at the meeting.

➤ Old Business

None

➤ New Business

Chairperson White, noting the three resolutions for new business, recommended that Resolution #387 be discussed first since Joseph Migani was present to discuss his proposal. Chairperson White introduced Resolution #387 (A resolution concerning commitment to the senior project being developed by Joe Migani, Architect at 38 Columbus Street). (See Exhibit III) Mr. Migani gave a description of his new 26-unit project at 38 Columbus Street in Seymour and explained the steps in the process to secure approvals and funding. He further explained that the new project is the second part of his existing project at 16 Bank Street which is managed by the Seymour Housing Authority. Mr. Migani stated that he intends for the Seymour Housing Authority to manage the new project, and, in order to complete his next funding application, he requires the Seymour Housing Authority to provide him with a letter of intent, a letter of commitment, and a letter describing support services. Upon completion of the discussion, Commissioner Bellucci made a motion to adopt Resolution #387. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Aye	Vote	No	Abstain
Bellucci	X			
Dota	X			
Golebieski	X			
Horelick	X			
White	X			

Chairperson White declared the motion carried and Resolution #387 duly adopted.

Chairperson White introduced Resolution #385 (A resolution concerning certification and acceptance of 2013 Capital Fund Program {CFP} funds totaling \$89,862.00). (See Exhibit IV) Commissioner Bellucci made a motion to adopt Resolution #385. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

MINUTES

Commissioner	Vote		
	Aye	No	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #385 duly adopted.

Chairperson White introduced Resolution #386 (A resolution concerning the write-off of refrigerator damaged assets for the Reverend Callahan House). (See Exhibit V) Commissioner Golebieski made a motion to adopt Resolution #386. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	No	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #386 duly adopted.

➤ Any Other Business Pertaining to the Board

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 927th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Horelick seconded the motion. Chairperson White declared the motion carried and the 927th Meeting, a Regular Meeting, duly adjourned at 6:33pm.

Submitted by:



David J. Keyser, Secretary and
Executive Director

Minutes
Exhibit I

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
					Payroll #16	No	\$28,732.66
16	08/08/2013	No	DD	SHA PAYROLL	Payroll #17	No	\$28,774.30
17	08/22/2013	No	DD	SHA PAYROLL	American Express	No	\$3,347.00
5793	08/01/2013	No	CHK	American Express	Mediation Report, Org. Dev., Executi	No	\$2,583.75
5794	08/05/2013	No	CHK	Acm Resources, Inc.	Inv. # 1 -work on 19 Chamb. Rd	No	\$7,300.00
5795	08/05/2013	No	CHK	Belletti's Tree Service	Vendor Invoice Transactions Aug 13	No	\$149.18
5796	08/05/2013	No	CHK	Cash	Theresa Schremmer	No	\$125.00
5797	08/09/2013	No	CHK	Agency on Aging of South Central	American Express	No	\$3,354.00
5798	08/09/2013	No	CHK	American Express	payment 1 of 3	No	\$1,606.64
5799	08/15/2013	No	CHK	Aegis Energy Services, Inc.	policy WC 1656312	No	\$3,094.00
5800	08/15/2013	No	CHK	AIG	plumbing supplies 18 Seymour ave	No	\$17.76
5801	08/15/2013	No	CHK	Allen's Plumbing Supply	18 Seymour	No	\$337.00
5802	08/15/2013	No	CHK	American Rooter Llc	brackets	No	\$34.92
5803	08/15/2013	No	CHK	Arrow Window Shade Mfg. Co.	acct 203 881-0115 123	No	\$318.96
5804	08/15/2013	No	CHK	At&T	acct 203 881-2464 165	No	\$582.31
5805	08/15/2013	No	CHK	AT&T	acct 203 888-4579 851	No	\$518.48
5806	08/15/2013	No	CHK	AT&T	10% held from contract	No	\$1,144.40
5807	08/15/2013	No	CHK	AVT Construction Inc	oak 22 chamberlin	No	\$7,050.00
5808	08/15/2013	No	CHK	Belletti's Tree Service	plumbing supplies	No	\$353.03
5809	08/15/2013	No	CHK	Bender Plumbing Supplies Inc.	30 chamberlin relief valve	No	\$915.00
5810	08/15/2013	No	CHK	Buddy's Fuel, Llc	30 chamberlin 255.5 gallons	No	\$901.92
5811	08/15/2013	No	CHK	Buddy's Fuel, LLC	August association fee	No	\$25.00
5812	08/15/2013	No	CHK	Callahan House Tenants Associat	contract # 200-5026811-00	No	\$209.00
5813	08/15/2013	No	CHK	Canon Financial Services, Inc.	acct 51364104042	No	\$2,097.71
5814	08/15/2013	No	CHK	CL&P RH	acct 51118694017	No	\$66.44
5815	08/15/2013	No	CHK	CL&P MR	acct 51779583004	No	\$3,801.82
5816	08/15/2013	No	CHK	CL&P FED	acct 51471483099	No	\$266.91
5817	08/15/2013	No	CHK	CL&P OFFICE	acct 8773 40 216 0041287	No	\$403.63
5818	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
5819	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
5820	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95
5821	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,683.90
5822	08/15/2013	No	CHK	Comcast	project #96089D	No	\$462.02
5823	08/15/2013	No	CHK	Connecticut Housing Finance Aut	ins reimbursment	No	\$860.00
5824	08/15/2013	No	CHK	David J. Keyser	per powerwashing agreement	No	\$700.00
5825	08/15/2013	No	CHK	Donald W. Smith, Jr. P.E	clean/sanitize A/C units	No	\$525.00
5826	08/15/2013	No	CHK	Duct Clean Corporation	callahan electric supplies	No	\$52.81
5827	08/15/2013	No	CHK	Electrical Wholesalers Inc.	fill sink hole trim shrubs	No	\$1,135.00
5828	08/15/2013	No	CHK	FTW LLC	July invoices	No	\$105.74
5829	08/15/2013	No	CHK	G&K Services	August retainer	No	\$750.00
5830	08/15/2013	No	CHK	Gregory Stamos	acct 453584322	No	\$168.88
5831	08/15/2013	No	CHK	Nextel Communications	August TD process	No	\$39.95
5832	08/15/2013	No	CHK	Northeast Telecom Services Inc.	monthly OPH supplies	No	\$93.04
5833	08/15/2013	No	CHK	Oxford Paint & Hardware, Inc	30 chamberlin repair cracked tiles	No	\$1,358.00
5834	08/15/2013	No	CHK	Radovich Builders, LLP	unit 39 bathroom lock malfunctioning	No	\$120.00
5835	08/15/2013	No	CHK	Radovich Builders, LLP	unit 3C repair ceiling from leak	No	\$5,991.50
5836	08/15/2013	No	CHK	Radovich Builders, LLP	August association fee	No	\$25.00
5837	08/15/2013	No	CHK	Ray House Tenants Association			

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
						No	\$1,095.00
5838	08/15/2013	No	CHK	Robert Lashin	4D paint unit	No	\$397.52
5839	08/15/2013	No	CHK	Sherwin Williams	paint	No	\$950.00
5840	08/15/2013	No	CHK	Silver Petrucelli & Associates	water pressure booster work	No	\$4,354.16
5841	08/15/2013	No	CHK	Smithfield Gardens Assisted Livin	rent	No	\$307.15
5842	08/15/2013	No	CHK	State of Connecticut Dept. of Lab	special assessment bill	No	\$77.50
5843	08/15/2013	No	CHK	State Of Connecticut-Dept.Of Lab	access key service charge	No	\$394.86
5844	08/15/2013	No	CHK	Winter Bros Waste Systems	August container service	No	\$361.72
5845	08/15/2013	No	CHK	Winter Bros Waste Systems	August container service	No	\$1,116.74
5846	08/15/2013	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,629.00
5847	08/20/2013	No	CHK	Seymour Janitorial Services, Inc.	RH July Monthly Cleaning	No	\$1,267.50
5848	08/21/2013	No	CHK	Acm Resources, Inc.	Executive Development & Consultin	No	\$240.00
5849	08/23/2013	No	CHK	David J. Keyser	Mohegan Convention	No	\$240.00
5850	08/23/2013	No	CHK	Theresa Schremmer	Mohegan Convention	No	\$4,205.00
5851	08/30/2013	No	CHK	Buel Cpa, P.C.	1/2 of Dec. 31st, 2013 Audit	No	\$4,293.00
5852	08/30/2013	No	CHK	Aetna	acct 83851327	No	\$735.82
5853	08/30/2013	No	CHK	Aflac Attn: Remittance Processing	July Inv	No	\$525.63
5854	08/30/2013	No	CHK	Ally	acct 024914953493	No	\$831.19
5855	08/30/2013	No	CHK	American Express	July 2013 invoices paid in August	No	\$614.34
5856	08/30/2013	No	CHK	Anthem Dental	acct ACT6850861	No	\$1,375.00
5857	08/30/2013	No	CHK	Belletti's Tree Service	window cleaning/tree trimming	No	\$3,247.57
5858	08/30/2013	No	CHK	Bender Plumbing Supplies Inc.	plumbing supplies	No	\$63.52
5859	08/30/2013	No	CHK	Canon Solutions America, Inc.	11346 copies	No	\$3,165.03
5860	08/30/2013	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$158.47
5861	08/30/2013	No	CHK	Experian	acct TCTA-6906070	No	\$73.00
5862	08/30/2013	No	CHK	Family Exxon	change oil, brake pads	No	\$59.89
5863	08/30/2013	No	CHK	Federal Express	acct 1665-7481-1	No	\$108.15
5864	08/30/2013	No	CHK	G&K Services	august uniforms	No	\$910.00
5865	08/30/2013	No	CHK	Ge Appliance	2 ovens	No	\$1,276.00
5866	08/30/2013	No	CHK	HD Supply	supplies	No	\$150.00
5867	08/30/2013	No	CHK	Home Depot Credit Services	appliance parts	No	\$618.00
5868	08/30/2013	No	CHK	Intersect Dvvc, Llc	quarterly email/storage/backup	No	\$386.15
5869	08/30/2013	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$94.80
5870	08/30/2013	No	CHK	Lisa Marie Sanchez	Mileage Reimb. Travel	No	\$107.20
5871	08/30/2013	No	CHK	Peter E. Karpovich,	sha vs Williams summons	No	\$60.00
5872	08/30/2013	No	CHK	Radovich Builders LLP	Assemble Stand for computer @ fro	No	\$1,154.00
5873	08/30/2013	No	CHK	Radovich Builders, LLP	19 chamberlin add light switch in bat	No	\$95.00
5874	08/30/2013	No	CHK	Radovich Builders, LLP	unit 15 replaced GFI in kitchen	No	\$1,227.00
5875	08/30/2013	No	CHK	Radovich Builders, LLP	unit 3N repair a/c wall	No	\$162.00
5876	08/30/2013	No	CHK	Richard M. Fry, State Marshal	sha vs cominski & Justo	No	\$350.00
5877	08/30/2013	No	CHK	Robert Lashin	decks 28/30 chamberlin	No	\$1,234.00
5878	08/30/2013	No	CHK	Seymour Janitorial Services, Inc.	office and Callahan	No	\$243.29
5879	08/30/2013	No	CHK	Shell Credit Card Center	acct 065-093-700	No	\$306.78
5880	08/30/2013	No	CHK	Sherwin Williams	acct 6653-6287-7	No	\$6,557.50
5881	08/30/2013	No	CHK	St. Treasurer For Merfund	MERF August 2013	No	\$655.67
5882	08/30/2013	No	CHK	Staples Credit Plan	acct 6035 5178 1023 0994	No	

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3147	08/01/2013	No	CHK	Lane, Haley	Casual Work 7/31st - 8/1st	No	\$96.00
3148	08/01/2013	No	CHK	Teetman, Mary	PH AP Payment Aug 13	No	\$394.33
3149	08/01/2013	No	CHK	French, William E	PH AP Payment Aug 13	No	\$677.51
3150	08/15/2013	No	CHK	Giordano, Tina	PH AP Payment Aug 13	No	\$825.76
3151	08/15/2013	No	CHK	AT&T	acct 203 888-5093 150	No	\$938.70
3152	08/15/2013	No	CHK	CL&P SGAL	act 51083234013	No	\$4,486.44
3153	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
3154	08/15/2013	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,020.78
3155	08/15/2013	No	CHK	Environmental Systems Corporati	3 leaks hot water lines	No	\$5,545.08
3156	08/15/2013	No	CHK	Fitz Vogt & Associates, LTD	monthly food service	No	\$23,777.00
3157	08/15/2013	No	CHK	FTW LLC	3rd of 5 installments	No	\$935.00
3158	08/15/2013	No	CHK	HD Supply	August housekeeping supplies	No	\$386.11
3159	08/15/2013	No	CHK	Life Source, Inc.	annual fire alarm monitoring	No	\$420.00
3160	08/15/2013	No	CHK	M. J. Daly & Sons, Inc.	qtrly sprinkler inspection	No	\$350.00
3161	08/15/2013	No	CHK	NDC Housing & Development	due to affiliates	No	\$2,016.00
3162	08/15/2013	No	CHK	Radovich Builders, LLP	unit 108 new ballast in bedroom	No	\$150.00
3163	08/15/2013	No	CHK	Robert Lashin	unit 220	No	\$1,250.00
3164	08/15/2013	No	CHK	Robert Lupi	entertainment	No	\$150.00
3165	08/15/2013	No	CHK	Seymour Housing Authority	August management fee	No	\$4,945.00
3166	08/15/2013	No	CHK	Silver Petrucelli & Associates	water pressure boosting system wor	No	\$1,900.00
3167	08/15/2013	No	CHK	Spectrum Seminars Inc.	C3P training	No	\$550.00
3168	08/15/2013	No	CHK	Valley Electric Supply & Lighting	balasts	No	\$268.00
3169	08/15/2013	No	CHK	Winter Bros Waste Systems	August container service	No	\$333.76
3170	08/15/2013	No	CHK	Yankee Gas	acct 57669970055	No	\$1,364.90
3171	08/30/2013	No	CHK	Aegis Energy Services, Inc.	05/15/13-08/15/13	No	\$3,572.10
3172	08/30/2013	No	CHK	comcast	acct 8773 40 216 0196370	No	\$4.47
3173	08/30/2013	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$3,459.65
3174	08/30/2013	No	CHK	Radovich Builders, LLP	unit 103 tv mount	No	\$2,520.00
3175	08/30/2013	No	CHK	Robert Lashin	finish hand rails	No	\$950.00
3176	08/30/2013	No	CHK	Valley Electric Supply & Lighting	electrical supplies	No	\$888.75
3177	08/30/2013	No	CHK	Seymour Housing Authority	SG August Reimb	No	\$37,055.22

Seymour Housing Authority General Ledger Cash Payment/Receipt Register Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1696	08/01/2013	No	CHK	Stanley Construction, LLC	Change Order Request #1	No	\$4,526.61
1697	08/06/2013	No	CHK	Seymour Housing Authority	CFP 50111	No	\$22,100.44
1698	08/06/2013	No	CHK	Seymour Housing Authority	CFP 50112	No	\$57,517.89
1699	08/06/2013	No	CHK	Salamone & Associates, P.C.	Inv# 114793	No	\$800.00
1700	08/06/2013	No	CHK	Seymour Housing Authority	Complete Sec. Dep. CD	No	\$475.00
1701	08/08/2013	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1702	08/13/2013	No	CHK	Kain, Claudette	PH AP Payment Aug 13	No	\$300.06
1703	08/19/2013	No	CHK	Seymour Housing Authority	RH Early Reimb	No	\$6,000.00
1704	08/30/2013	Yes	CHK	Seymour Housing Authority	Callahan Aug Reimb	No	\$69,518.50
1704	08/30/2013	No	VD	Seymour Housing Authority	Duplicates transaction	No	(\$69,518.50)
1705	08/30/2013	No	CHK	Seymour Housing Authority	Callahan Aug Reimb	No	\$34,759.25
1706	08/30/2013	No	CHK	Seymour Housing Authority	RH Reimb	No	\$10,466.80

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$7,000.00
No	CHK	Seymour Housing Authority	MR Reimb	No	\$36,009.55

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

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: August 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<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>
214	08/01/2013	No	CHK	Aquarion Water Company of CT	Acc# 200340760	No	\$42.06
215	08/01/2013	No	CHK	Carter Hayes + Associates, P.C.	Preparation of 2012 Form 990-F	No	\$575.00
216	08/01/2013	No	CHK	Radovich Builders, LLP	April 4th - May 29th	No	\$9,760.00
217	08/01/2013	No	CHK	Tax Collector, Town Of Seymour	Real Estate Tax Bill 2013	No	\$3,768.28

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	08/08/2013-1
Period Range :	07/22/2013 TO 08/04/2013
Week Number :	Week #32

Dear Human Resource Consulting Group Client,
Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

	# Checks	
Total Regular Checks	1	264.16
Total Direct Deposits	34	19553.40
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	26 Items	19817.56

Total Billing Impound		131.46
Total Agency Checks	2	187.76
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		
Tax deposit to be made by Human Resource Consulting Group		20290.07

Sum of Checks

Total of Checks Printed

Total Tax Liability	31 Items	8442.59
Total Workers Comp Liability		0.00

Total Payroll Liability

19706.69

Total Direct Deposits

28732.66

Total Debited From Account

NEXT PERIOD DATES

Check Date: 08/22/2013 Week 34
Period Begin: 08/05/2013
Period End: 08/18/2013
Call In Date: 08/19/2013 Week 33

Payroll rep: Cambiotti Teresina

Date Printed: 08/05/2013 12:12:36 PM

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	08/08/2013-1
Period Range :	07/22/2013 TO 08/04/2013
Week Number :	Week #32

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	25,981.72	2,816.58		26 Semi-Weekly
EE OASDI	0.062000	060687649	26,514.45	1,643.90		26 Semi-Weekly
EE Medicare	0.014500	060687649	26,514.45	384.52		26 Semi-Weekly
ER OASDI	0.062000	060687649	26,514.45	1,643.90		26 Semi-Weekly
ER Medicare	0.014500	060687649	26,514.45	384.52		26 Semi-Weekly
COBRA Credit		060687649			6,873.42	
Total 941 Liabilities without COBRA					6,873.42	
Total 941 Liabilities with COBRA			0.00			26 Quarterly
ER FUI	0.006000	060687649			6,873.42	
Total Federal Taxes						
State Withholding						
CT State Withholding		6613871-000	25,981.72	997.37		26 Weekly CT
Total State Withholding				997.37		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	10,031.93	571.80		26 Quarterly
Total Employer SUI				571.80		
Total Employee Taxes				5,842.37		
Total Employer Taxes without COBRA				2,600.22		
Total Tax Liability without COBRA				8,442.59		
Total Tax Liability with COBRA				8,442.59		
Regular checks				264.16		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,706.69		
Total Net Payroll				19,970.85		
Agency Checks				187.76		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				131.46		
Total Workers Comp				0.00		
Total Payroll Liability				28,732.66		
Tax Deposit Checks						
Tax Deposit Checks Void						
Total Check/Direct Deposits				20,290.07		
Total Direct Deposits				19,706.69		
Total Amount Debited from your Account before Credit applied					28,732.66	
Total Amount Debited from your Account after Credit applied					28,732.66	

Tax deposit to be made by Human Resource Consulting Group
Tax deposit to be made by Human Resource Consulting Group

Date Printed: 08/05/2013 12:12:41 PM

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	08/22/2013-1
Period Range :	08/05/2013 TO 08/18/2013
Week Number :	Week #34

Dear Human Resource Consulting Group Client,
Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

	# Checks	
Total Regular Checks	0	0.00
Total Direct Deposits	34	19459.55
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
25 Items		19459.55

Total Net Payroll

Total Billing Impound		702.39
Total Agency Checks	2	199.07
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		
Tax deposit to be made by Human Resource Consulting Group		20514.30

Sum of Checks

Total of Checks Printed

Total Tax Liability	8260.00
Total Workers Comp Liability	0.00

Total Payroll Liability

19612.84

Total Direct Deposits

28774.30

Total Debited From Account

NEXT PERIOD DATES

Check Date: 09/05/2013 Week 36
Period Begin: 08/19/2013
Period End: 09/01/2013
Call In Date: 08/30/2013 Week 35

Payroll rep: Yancey Timeka

Date Printed: 08/19/2013 1:07:58 PM

Human Resource Consulting Group
phone: 203-881-1755
fax: 203-881-3135
e-mail: Cynthia@Hr-Consulting-Group.Com

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date : 08/22/2013-1

Period Range : 08/05/2013 TO 08/18/2013

Week Number : Week #34

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	25,599.40	2,794.54	25	Semi-Weekly
EE OASDI	0.062000	060687649	26,125.75	1,619.87	25	Semi-Weekly
EE Medicare	0.014500	060687649	26,125.75	378.83	25	Semi-Weekly
ER OASDI	0.062000	060687649	26,125.75	1,619.87	25	Semi-Weekly
ER Medicare	0.014500	060687649	26,125.75	378.83	25	Semi-Weekly
COBRA Credit		060687649		6,791.94		
Total 941 Liabilities without COBRA				6,791.94		
Total 941 Liabilities with COBRA			0.00		25	Quarterly
ER FUI	0.006000	060687649		6,791.94		
Total Federal Taxes						
State Withholding						
CT State Withholding		6613871-000	25,599.40	1,013.51	25	Weekly CT
Total State Withholding				1,013.51		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	7,974.38	454.55	25	Quarterly
Total Employer SUI				454.55		
Total Employee Taxes				5,806.75		
Total Employer Taxes without COBRA				2,453.25		
Total Tax Liability without COBRA				8,260.00		
Total Tax Liability with COBRA				8,260.00		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,612.84		
Total Net Payroll				19,612.84		
Agency Checks				199.07		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				702.39		
Total Workers Comp				0.00		
Total Payroll Liability				28,774.30		
Tax Deposit Checks						
Tax Deposit Checks Void						
Total Check/Direct Deposits				20,514.30		
Total Direct Deposits				19,612.84		
Total Amount Debited from your Account before Credit applied				28,774.30		
Total Amount Debited from your Account after Credit applied				28,774.30		

Tax deposit to be made by Human Resource Consulting Group
Tax deposit to be made by Human Resource Consulting Group

Date Printed: 08/19/2013 1:08:03 PM

September 2013

Minutes
EXHIBIT II

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House
2013 Year-to-Date Vacancies 7

One unit remained vacant during August 2013 at Callahan House we have two move notices for September. Callahan House has experienced 55 vacancy days since January 1, 2013 and has averaged 7.85 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; 55 days/ 29200 days available = 0.1833% percentage through August 31, 2013.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2114 subsidy calculation year, we have experienced 48 days and have 300 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation we used 33 days we have 315 days to use for the balance of the subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2013
FEDERAL ELDERLY		Vacancy Turnover Days		2013

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2T	DosSantos	1/31/2013	Leavitt	2/1/2013	1
3P	Auclair	2/28/2013	Rich	3/15/2013	15
3U	Murzak	3/6/2013	Bresloff	3/11/2013	5
4S	Wityak	6/30/2013	Georgette	7/1/2013	1
4R	Michaud	6/30/2013	Marino	7/1/2013	1
4E	Amodio	6/30/2013	Frano	7/1/2013	1
3R	Kain	7/31/2013	Vacant		31

Average number of vacancy days per vacancy

7.85

State Moderate Rental**2013 Year-to-Date Vacancies 8**

One unit remained vacant during August Moderate Rental experienced one move in and one move out during July 2013. Moderate Rental has experienced 176 vacancy days since January 1, 2013 and averaged 22 days per vacancy through May 31, 2013. 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; 127 days/ 29565 days available = 0.4295% percentages through August 31, 2013.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2013
-----------------------	-----------------------	------

FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
16S	417	Miller	1/5/2013	Serrano	2/1/2013	27
21S	420	Andreucci	1/31/2013	Davenport	2/15/2013	15
40C	430	Lein	1/31/2013	Kirpas	2/5/2013	5
12C	414	Serano	2/1/2013	Teal	2/26/2013	26
4B	430	Rodriquez	3/6/2013	Ouakina	3/15/2013	9
35C	430	Silva	4/5/2013	Gerena	4/19/2013	14
7S	420	Bristol	5/31/2013	Arcano	7/1/2013	30
30C	430	Edwards	7/12/2013	Vacant		50

Average number of vacancy days per vacancy: 22

The Vacancy Loss is approximately \$2,481 January 1 through August 31, 2013. We had \$6,667 budgeted for Vacancy Loss through August, 31, 2013.

Section

2

General Information

Applications

Moderate Rental has 72 eligible applicants, 4 pending applications and we made 5 eligible this month.

Elderly/Disabled has received 13 applications, 78 eligible applicants, 21 pending applications and we made 1 eligible this month.

The 2 bedroom and 3 bedroom waiting lists remain closed as of August 2013.

The Annual IPA audit of the Seymour Housing Authority is underway. Patrick Buel, CPA visited the Seymour Housing to perform the site work for the Audit. He was provided with all the testing data, which he reviewed while he was here. The Audited financials are due to be submitted to HUD's REAC system by 9/30/2013. We anticipate a timely submission.

The Junior Occupancy Specialist has successfully completed her Probationary Period. She is still in training over the next 3 months. She is doing very well.

The Accounting Supervisor, Bookkeeper is working on the 2014 budgets and management plans.

Complaints

Callahan House

We received multiple complaints relative to a resident on the 4th floor regarding overnight visitors, unauthorized pets and loud noise. We have issued a pre-termination notice

Last month we received a complaint that a male resident disrobed in the apartment of a female's apartment and was touching her inappropriately. We issued a Pre-termination Notice to the male. We referred the female to the Seymour Police Department. We have scheduled a grievance hearing during the 2nd week of September 2013.

Moderate Rental

We have received a complaint about a nuisance unreported household guest on Seymour Ave. We are at the fact finding stage of this complaint and will issue a pre-termination notice soon.

We continue to receive mold complaints from 22 Chamberlin Rd. Involvement by the Health Department has set in motion certain required work which was already completed. A basement system and sump pump was installed at a cost of \$7,500. A whole house dehumidifier was installed at approximately \$1800. Other work was completed including cleaning and treating the mold on floor joists and the cellar stairs, and cleaning and treating the bathroom ceiling for an amount of \$2,200.00. The most recent complaints include some mold in the son's bedroom. The resident reports a crack in the foundation corner as a point of entry of moisture which she believes is causing this most recent spots of mold in the bedroom. We have observed that the gutters are not supported properly outside the bedroom. We intend to install supports for the gutters so that they catch the rain water properly. On September 9, 2013 we will be meeting the Naugatuck Valley Health District Sanitarian at the dwelling. We will open up the wall and pull off the baseboard to inspect for mold in the wall cavity. The bathroom ceiling mold is a recurring problem. Partly because the resident needs to wipe the ceiling after showering; and, partly because there is no ceiling fan installed in this dwelling. We intend to take the plaster ceiling down and install plywood and adhere a more impervious material as a finish to the ceiling (FRP). This will provide the resident with a cleanable surface. We will also install a ceiling fan. In addition, we will have the resident's bathtub reglazed. I have also ordered an environmental air quality test to be completed to test the air inside and outside the dwelling. This will be completed on 9/15/2013. Apparently, there is also an issue with the Chimney. Some of the mortar is missing in the basement in the lower portion near the floor. The resident is alleging that this was caused by the flooding over this past summer. A mason will be re-pointing and refinishing the mortar joints during September. The tenant alleges that Co² will become present in the basement as a result of these cracks. I reported the resident that Oil furnaces are not a major threat for Co² as much as gas furnaces are. I suggested that we can put a Co² detector in the dwelling for her. She indicated she already has one. I asked if it ever goes off, and she responded that it has not.

18 Chamberlin Rd reported mold around the windows in the house. Upon checking and cleaning, we discovered that if we paint the trim and window itself that this might stop the problem.

14 Seymour Ave and 28 Seymour Ave experienced failure in the cast iron waste pipes in the basement. Both units required many linear feet of pipe to be replaced as a result of leaking in the basement.

The water runoff swale in the rear of Seymour Ave. houses has been cleared and grubbed.

Farmer's Market coupons provided by the EPA are being distributed to residents of the Moderate Rental program..

34 Smith Street

We await a plan for heating the house. Electrical upgrade is needed as well.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 89% (50 of 56 units) occupied as of 09/01/2013
- Seven applications in processing
- Two move-outs in August; no move-ins
- 9 applicants on waiting list for 60% units (\$985 rent)

MINUTES
Exhibit V

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory items for Rev. Callahan House as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$3,696.00

Brenda A. White, Chairperson

Date

(SEAL)

MINUTES

Exhibit III

Resolution # 387

A resolution concerning commitment to the Senior Project being developed by Joe Migani, Architect at 38 Columbus St..

Whereas; The Seymour Housing Authority Board of Commissioners is committed to its Mission of providing housing for Seniors in the Seymour Community

Whereas; The Seymour Housing Authority Board of Commissioners recognizes an ever decreasing stock of elderly housing units available for seniors in Seymour based on experience and the Rent Rolls of the current Elderly Housing Stock

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to execute the proposed Commitment and support letters of intent and off support to the additional elderly dwelling units to be developed at 38 Columbus Ave.

Brenda A. White

Chairperson

(SEAL)

MINUTES

Exhibit IV

Resolution # 385

A resolution concerning certification and acceptance of 2013 Capital Fund Program (CFP) funds totaling \$89,862.00.

Whereas; The Seymour Housing Authority Board of Commissioners accepts the 2013 CFP funding in the best interest of the Rev. Callahan House (CT035000001) and Norman Ray House (CT035000002).

Whereas; The Seymour Housing Authority Board of Commissioners Certify as to the 30th Amendment to the Annual Contributions Contract that all pertinent Regulations and commitments will be adhered to by the Seymour Housing Authority.

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Chairperson to execute the ACC Amendment to accept the 2013 Capital Funding.

Sue Horelick

Vice-Chairperson

(SEAL)

MINUTES
Exhibit V

Resolution # 386

A Resolution concerning the write off of Refrigerator damaged assets for the Rev. Callahan House.

Whereas; The Executive Director has presented a list of items that have reached the end of their useful lives or have become damaged; and

Whereas; the list of items and description and costs of the items are as follows:

1400.4 - Fixed Asset

Tag#	Model#	Serial#	Description	Amount
00976	TBX14SABSRWW	AAV826258	GE Refrigerator	\$370.00
01005	TBX14SABNRWW	LZ799590	GE Refrigerator	\$378.00
00980	TBX14SABNLWW	LV806186	GE Refrigerator	\$370.00
01011	TBX14SABNLWW	LS752502	GE Refrigerator	\$378.00
01126	GTS15BBMFRWW	2F744228	GE Refrigerator	\$350.00
01629	TBX14SABNLWW	L2752497	GE Refrigerator	\$420.00
00215	TBF14SSC	LZ334994	GE Refrigerator	\$337.00
00200	TBF14SJB	VV338597	GE Refrigerator	\$337.00
01012	TBX14SABNLWW	M2812406	GE Refrigerator	\$378.00
01013	TBX14SABNLWW	LZ752408	GE Refrigerator	\$378.00