

# MINUTES

**COPY RECEIVED**  
**DATE:** 7/11/13  
**TIME:** 4:40pm  
**TOWN CLERK'S OFFICE**

## Seymour Housing Authority

### ➤ 924th Meeting

The 924th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday June 5, 2013 and was called to order by Chairperson White at 5:35 p.m. The May Regular Board meeting was cancelled due to lack of Agenda and Quorum.

### ➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick and White. Also present Executive Director David Keyser and Attorney Gregory J. Stamos.

### ➤ Public Session

None.

### ➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 923st regular Meeting held on April 4, 2013.

Commissioner Bellucci motioned to accept the minutes of the 923<sup>rd</sup> regular Meeting. Commissioner m 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 Dota and White. Commissioners Bellucci and Horelick abstained from voting because they were not present at the April meeting. Chairperson White declared the motion carried and the minutes accepted as presented.

### ➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

Committee reviewed the Bills and Communications. No questions or comments were noted. Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

# MINUTES

The Executive Director distributed and discussed three letters. HUD sent a letter that was solicited by the Executive Director. This letter addresses occupancy loss and PIC reporting to HUD relative to occupancy. HUD has given permission to remove or take units 2 & 4 at Norman Ray House off line during construction of the two handicapped units. These units will be off line from May 1, 2013 until July 31, 2013 for the duration of the handicap conversions.

The Executive Director discussed the Annual Inspection letter that was delivered to the residents of Callahan House. He stated that this was a generic letter informing the residents that we will be starting the inspections.

The Executive Director described the letter from Representative Rosa DeLauro to HUD Secretary Donovan in support of the Ross Grant Application that was just submitted. He explained that the Ross Grant would provide us funds for a Resident Services Coordinator.

## ➤ Executive Director's Report

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

The Executive Director added information to the written report/

He stated that the Annual Waiting List purge took place during May, 2013. He stated letters went out to all applicants asking if they were still interested in being on the waiting list, or if they have found suitable housing. Those that respond are kept on the list. Those that request to be removed and those that have not responded had until May 31, 2013 to respond. He stated that at this point those not responding have been removed from the list.

The Executive Director stated that he was asked to attend a meeting with the Valley Transit District to see about communicating their services to the residents. Discussed was the fact that Seymour used VTD less than the other valley town. A proposal from the Valley Transit representative was to provide free services on days the Seymour Senior bus currently picks up. Perhaps this in turn will free up the senior bus for other activities.

The Executive Director also stated that He is working with TEAM to increase the attendance at the lunch. An ice cream social was planned to occur prior to the end of June.

## ➤ Old Business

None

# MINUTES

## ➤ **New Business**

The Executive Director distributed and explained the Lock Out Policy and Procedure. He stated that the policy presented is based on what is currently being followed as procedure. He stated that there were some recent inquiries about the procedures and he has answered them. He stated, however, it made him realize that we should have formal policy. This policy will formalize the process that has been followed very long term.

After some brief discussion, Commission Bellucci motioned to adopt the Lock Out Policy and Procedure as presented. Commissioner Horelick 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 Dota and White. Commissioners Bellucci and Horelick abstained from voting because they were not present at the April meeting. Chairperson White declared the motion carried and the minutes accepted as presented.

## ➤ **Any Other Business Pertaining to the Board**

## ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 924th meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White declared the motion carried and the 924th Meeting, a Regular Meeting, duly adjourned at 6:25pm.

Submitted by

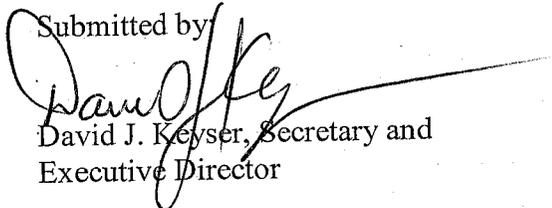
  
David J. Keyser, Secretary and  
Executive Director

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: May 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							Cleared	Amount
<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>			
					Payroll #9	No	\$28,196.25	
9	05/02/2013	No	DD	SHA PAYROLL	Payroll #9	No	\$27,018.35	
10	05/16/2013	No	DD	SHA PAYROLL	Payroll #10	No	\$29,085.91	
11	05/30/2013	No	DD	SHA PAYROLL	Payroll #11	No	\$55.61	
134	05/21/2013	No	CHK	VSP	VSP	No	\$55.61	
135	05/21/2013	No	CHK	VSP	VSP	No	\$1,191.59	
5556	05/03/2013	No	CHK	Comcast	March Service	No	\$1,634.76	
5557	05/14/2013	No	CHK	Aegis Energy Services, Inc.	1st of 3 pmts	No	\$3,321.00	
5558	05/14/2013	No	CHK	Aetna	acct 83851327	No	\$3,094.00	
5559	05/14/2013	No	CHK	AIG	policy # WC 1656312	No	\$168.50	
5560	05/14/2013	No	CHK	American Rooter Llc	7 chamberlin snake sink line to main	No	\$159.18	
5561	05/14/2013	No	CHK	At&T	acct 203 881-0115 123	No	\$526.44	
5562	05/14/2013	No	CHK	AT&T	acct 203 881-2464 165	No	\$470.58	
5563	05/14/2013	No	CHK	AT&T	acct 203 888-4579 851	No	\$940.00	
5564	05/14/2013	No	CHK	Buddy's Fuel, Llc	28 Seymour ave annual cleaning	No	\$25.00	
5565	05/14/2013	No	CHK	Callahan House Tenants Associat	association fees	No	\$213.15	
5566	05/14/2013	No	CHK	Canon Financial Services, Inc.	copier lease	No	\$209.20	
5567	05/14/2013	No	CHK	CL&P OFFICE	acct 51471483099	No	\$1,834.23	
5568	05/14/2013	No	CHK	CL&P RH	acct 51364104042	No	\$1,487.33	
5569	05/14/2013	No	CHK	CL&P FED	acct 51779583004	No	\$40.18	
5570	05/14/2013	No	CHK	CL&P MR	acct 51118694017	No	\$384.40	
5571	05/14/2013	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$1,136.71	
5572	05/14/2013	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$30.00	
5573	05/14/2013	No	CHK	CONN NAHRO	monthly meeting	No	\$462.02	
5574	05/14/2013	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$764.00	
5575	05/14/2013	No	CHK	Connecticut Post	mr waiting list 2nd run	No	\$269.50	
5576	05/14/2013	No	CHK	Experian	April credit checks	No	\$75.00	
5577	05/14/2013	No	CHK	Friends Of Fur Llc	3 Seymour ave general pests	No	\$105.74	
5578	05/14/2013	No	CHK	G&K Services	uniforms	No	\$1,229.25	
5579	05/14/2013	No	CHK	Gregory Stamos	may legal retainer	No	\$800.00	
5580	05/14/2013	No	CHK	Intersect Dvvc, Llc	computer work	No	\$3,575.00	
5581	05/14/2013	No	CHK	Ferris, Marilyn CPA	accounting for year end	No	\$79.90	
5582	05/14/2013	No	CHK	Northeast Telecom Services Inc.	May TD process	No	\$25.00	
5583	05/14/2013	No	CHK	Ray House Tenants Association	association fees	No	\$4,354.16	
5584	05/14/2013	No	CHK	Smithfield Gardens Assisted Livin	May Rent	No	\$699.98	
5585	05/14/2013	No	CHK	Staples Credit Plan	Theresa's Desk	No	\$357.83	
5586	05/14/2013	No	CHK	Winter Bros Waste Systems	may container service	No	\$390.61	
5587	05/14/2013	No	CHK	Winter Bros Waste Systems	may container service	No	\$1,101.13	
5588	05/14/2013	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$2,300.00	
5589	05/14/2013	No	CHK	Buddy's Fuel, Llc	40 Chamberlin Rd	No	\$2,632.50	
5590	05/21/2013	No	CHK	Acm Resources, Inc.	Consultant	No	\$3,842.00	
5591	05/31/2013	No	CHK	Aetna	acct 83851327	No	\$543.50	
5592	05/31/2013	No	CHK	All State Fire Equipment of South	annual testing	No	\$89.99	
5593	05/31/2013	No	CHK	Allen's Plumbing Supply	also inv # S1262387.001	No	\$525.63	
5594	05/31/2013	No	CHK	Ally	acct 024914953493	No	\$5,440.14	
5595	05/31/2013	No	CHK	American Express	May amex expenses	No	\$365.50	
5596	05/31/2013	No	CHK	American Rooter Llc	repair 5 & 7 chamerlin back up	No	\$598.24	
5597	05/31/2013	No	CHK	Anthem Dental	June's Dental Insurance	No		

11/10/13  
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: May 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>
5598	05/31/2013	No	CHK	Brittany Hannon	Mileage Reimb. Former tenant small	No	\$30.24
5599	05/31/2013	No	CHK	Canon Solutions America, Inc.	12,910 copies	No	\$79.18
5600	05/31/2013	No	CHK	Cash	replenish petty cash	No	\$146.94
5601	05/31/2013	No	CHK	CL&P MR	acct 51500446075	No	\$16.21
5602	05/31/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
5603	05/31/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95
5604	05/31/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
5605	05/31/2013	No	CHK	Direct Energy Services, Llc	April Serv	No	\$3,139.54
5606	05/31/2013	No	CHK	Friends Of Fur Llc	general pest treatment	No	\$400.00
5607	05/31/2013	No	CHK	FTW LLC	landscape & planting	No	\$2,750.00
5608	05/31/2013	No	CHK	G&K Services	may uniforms	No	\$158.61
5609	05/31/2013	No	CHK	Ge Appliance	refrigerators	No	\$1,395.00
5610	05/31/2013	No	CHK	Housing Authority Risk Retention	policy HAEFG-794-123910-2013	No	\$17,619.00
5611	05/31/2013	No	CHK	Housing Telecommunications, Inc	Theresa PHM	No	\$525.00
5612	05/31/2013	No	CHK	Intersect Dvvc, Llc	email/backup quarterly pmt	No	\$618.00
5613	05/31/2013	No	CHK	Jeff's Appliance And Vacuums	acct 8884579	No	\$79.95
5614	05/31/2013	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bi-1001365	No	\$337.66
5615	05/31/2013	No	CHK	Little River Power Equipment Inc	mower & trimmer	No	\$578.00
5616	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Lisa M. Sanchez	No	\$1,650.00
5617	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	John Grazioli	No	\$1,650.00
5618	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Theresa Schremmer	No	\$1,650.00
5619	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Donna DeSantis	No	\$1,650.00
5620	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	David J. Keyser	No	\$4,150.00
5621	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Brittany Hannon	No	\$1,650.00
5622	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Larry Thomas	No	\$1,650.00
5623	05/31/2013	No	CHK	Naugatuck Valley Savings & Loan	Patricia Westervelt	No	\$1,650.00
5624	05/31/2013	No	CHK	Nextel Communications	acct #453584322	No	\$190.20
5625	05/31/2013	No	CHK	Oxford Paint & Hardware, Inc	acct 2121	No	\$144.21
5626	05/31/2013	No	CHK	Quill Corporation	acct C4983933	No	\$1,233.78
5627	05/31/2013	No	CHK	Radovich Builders, LLP	uncover/install a/c units	No	\$597.50
5628	05/31/2013	No	CHK	Radovich Builders, LLP	7 chamberlin rebuild bath sink/drain	No	\$1,255.00
5629	05/31/2013	No	CHK	Radovich Builders, LLP	uncover/install a/c units	No	\$3,045.00
5630	05/31/2013	No	CHK	Seymour Janitorial Services, Inc.	may common area cleaning	No	\$1,627.00
5631	05/31/2013	No	CHK	Shell Credit Card Center	acct 065-093-700	No	\$214.99
5632	05/31/2013	No	CHK	St. Treasurer For Merfund	MERF 05-2013	No	\$9,760.05
5633	05/31/2013	No	CHK	Staples Credit Plan	acct6035 5178 1023 0994	No	\$141.28
5634	05/31/2013	No	CHK	YB Paving	landscape work	No	\$1,850.00

Minutes  
Exhibit I

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: May 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>
3053	05/02/2013	No	CHK	Oatley Mechanical Services	5% pay back Inv. # 110724 SG	No	\$268.05
3054	05/14/2013	No	CHK	AT&T	acct 203 888-5093 150	No	\$891.39
3055	05/14/2013	No	CHK	Carter Hayes + Associates, P.C.	final audit payment	No	\$748.72
3056	05/14/2013	No	CHK	CL&P SGAL	acct 51083234013	No	\$2,245.02
3057	05/14/2013	No	CHK	HD Supply	May housekeeping supplies	No	\$380.51
3058	05/14/2013	No	CHK	Kinsley Power Systems	generator maintenance contract	No	\$750.00
3059	05/14/2013	No	CHK	Robert Lashin	unit 206	No	\$550.00
3060	05/14/2013	No	CHK	Seymour Housing Authority	May management fee	No	\$4,945.00
3061	05/14/2013	No	CHK	Theo Pro Compliance & Consultin	April File approvals	No	\$60.00
3062	05/14/2013	No	CHK	Winter Bros Waste Systems	May container service	No	\$333.76
3063	05/14/2013	No	CHK	Yankee Gas	acct 57669970055	No	\$1,866.17
3064	05/14/2013	No	CHK	Window Products	Patio Awning	No	\$4,680.00
3065	05/21/2013	No	CHK	Donna DeSantis	SG - Copy & Scan Operations Manu	No	\$67.79
3066	05/28/2013	No	CHK	D'Aloia, Margaret	PH AP Payment May 13	No	\$655.69
3067	05/30/2013	No	CHK	Aegis Energy Services, Inc.	02/15/13-05/15/13	No	\$3,178.44
3068	05/30/2013	No	CHK	All State Fire Equipment of South	annual inspection of fire system	No	\$1,320.00
3069	05/30/2013	No	CHK	B.&J. Electric Motor Repair Co.	hvac motor	No	\$123.75
3070	05/30/2013	No	CHK	CATRD	annual conference	No	\$145.00
3071	05/30/2013	No	CHK	comcast	acct 8773 40 216 0196370	No	\$6.73
3072	05/30/2013	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
3073	05/30/2013	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$972.15
3074	05/30/2013	No	CHK	Direct Energy Services, Llc	April Serv	No	\$2,745.77
3075	05/30/2013	No	CHK	Fitz Vogt & Associates, LTD	April food service	No	\$22,564.00
3076	05/30/2013	No	CHK	Friends Of Fur Llc	general pest treatment	No	\$300.00
3077	05/30/2013	No	CHK	FTW LLC	mulch & remove sand	No	\$325.00
3078	05/30/2013	No	CHK	Jeff's Appliance And Vacuums	2nd floor washer repair	No	\$330.00
3079	05/30/2013	No	CHK	M. J. Daly & Sons, Inc.	qrtlly sprinkler inspection	No	\$1,956.00
3080	05/30/2013	No	CHK	New England Septic & Excavating	clean grease trap	No	\$225.00
3081	05/30/2013	No	CHK	Radovich Builders, LLP	unit 221 repair microwave	No	\$990.00
3082	05/30/2013	No	CHK	Robert Lashin	unit 101	No	\$550.00
3083	05/30/2013	No	CHK	SMD Inc	pendant repair	No	\$2,616.58
3084	05/31/2013	No	CHK	Seymour Housing Authority	May Reimb	No	\$58,316.54

minus  
Exhibit F

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 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>
1682	05/02/2013	No	CHK	Oatley Mechanical Services	5% payback Inv.110724	No	\$427.20
1683	05/22/2013	No	CHK	Seymour Housing Authority	Callahan Partial Early Reimb	No	\$20,000.00
1684	05/22/2013	No	CHK	Seymour Housing Authority	RH Early Partial Reimb	No	\$10,000.00
1685	05/31/2013	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$42,232.90
1686	05/31/2013	No	CHK	Seymour Housing Authority	May - RH Reim	No	\$17,102.82

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 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**

*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>
1629	05/13/2013	No	CHK	Radovich Builders, LLP	Final Payment 40-42 Chamb. Rd	No	\$70,000.00
1630	05/22/2013	No	CHK	Seymour Housing Authority	MR Early Reimb. Partial	No	\$10,000.00
1631	05/31/2013	No	CHK	Seymour Housing Authority	MR Reimb	No	\$31,789.71

**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: May 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>
210	05/29/2013	No	CHK	Belletti's Tree Service	Trees take down @ 34 Smith St	No	\$6,150.00
211	05/29/2013	No	CHK	Department of The Treasury	Form 990-PF	No	\$10.00
212	05/29/2013	No	CHK	Home Depot Credit Services	Tarp for 34 Smith St	No	\$24.98

Check Date :	05/02/2013-1
Period Range :	04/15/2013 TO 04/28/2013
Week Number :	Week #18

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

	# Checks	
<b>Payroll Totals:</b>		
Total Regular Checks	0	0.00
Total Direct Deposits	32	19349.85
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
<b>Total Net Payroll</b>		<b>19349.85</b>
	<b>25 Items</b>	
Total Billing Impound		123.32
Total Agency Checks	1	65.39
Total Agency Checks DD	3	348.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	0	0.00
		<b>19886.56</b>
	<b>29 Items</b>	
<b>Sum of Checks</b>		8309.69
<b>Total of Checks Printed</b>		0.00
Total Tax Liability		
Total Workers Comp Liability		<b>28196.25</b>
<b>Total Payroll Liability</b>		19697.85
Total Direct Deposits		
		<b>28196.25</b>
<b>Total Debited From Account</b>		

Tax deposit to be made by Human Resource Consulting Group

**NEXT PERIOD DATES**  
 Check Date: 05/16/2013 Week 20  
 Period Begin: 04/29/2013  
 Period End: 05/12/2013  
 Call In Date: 05/13/2013 Week 19  
 Payroll rep: Cambiotti Teresina

Exhibit 2

**Tax Report For Payroll (S247)**

Check Date :	05/02/2013-1
Period Range :	04/15/2013 TO 04/28/2013
Week Number :	Week #18

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	25,069.21	2,669.66	25	Semi-Weekly
EE OASDI	0.062000	060687649	25,603.79	1,587.43	25	Semi-Weekly
EE Medicare	0.014500	060687649	25,603.79	371.26	25	Semi-Weekly
ER OASDI	0.062000	060687649	25,603.79	1,587.43	25	Semi-Weekly
ER Medicare	0.014500	060687649	25,603.79	371.26	25	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	25	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>					<b>6,587.04</b>	
<b>Total 941 Liabilities with COBRA</b>					<b>6,587.04</b>	
ER FUI	0.006000	060687649	0.00	-----	25	Quarterly
<b>Total Federal Taxes</b>					<b>6,587.04</b>	
<b>State Withholding</b>						
CT State Withholding		6613871-000	25,069.21	891.59	25	Weekly CT
<b>Total State Withholding</b>					<b>891.59</b>	
<b>Employer SUI Withholding</b>						
CT-SUI	0.057000	91-378-04	14,580.12	831.06	25	Quarterly
<b>Total Employer SUI</b>					<b>831.06</b>	
<b>Total Employee Taxes</b>				5,519.94		
<b>Total Employer Taxes without COBRA</b>				2,789.75		
<b>Total Tax Liability without COBRA</b>					<b>8,309.69</b>	
<b>Total Tax Liability with COBRA</b>					<b>8,309.69</b>	
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,697.85		
<b>Total Net Payroll</b>					<b>19,697.85</b>	
Agency Checks				65.39		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				123.32		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>					<b>28,196.25</b>	
Tax Deposit Checks			Tax deposit to be made by Human Resource Consulting Group			
Tax Deposit Checks Void			Tax deposit to be made by Human Resource Consulting Group			
Total Check/Direct Deposits				19,886.56		
Total Direct Deposits				19,697.85		
<b>Total Amount Debited from your Account before Credit applied</b>					<b>28,196.25</b>	
<b>Total Amount Debited from your Account after Credit applied</b>					<b>28,196.25</b>	

Minutes  
Exhibit #

Check Date :	05/16/2013-1
Period Range :	04/29/2013 TO 05/12/2013
Week Number :	Week #20

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	32	18691.04
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
<b>Total Net Payroll</b>		<b>18691.04</b>
<b>25 Items</b>		

**Total Net Payroll**

Total Billing Impound		123.32
Total Agency Checks	1	59.33
Total Agency Checks DD	3	348.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	0	0.00
Tax deposit to be made by Human Resource Consulting Group		<b>19221.69</b>
<b>29 Items</b>		

**Sum of Checks**

**Total of Checks Printed**

Total Tax Liability		7796.66
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>27018.35</b>

**Total Payroll Liability**

Total Direct Deposits

**27018.35**

**Total Debited From Account**

**NEXT PERIOD DATES**

Check Date: 05/30/2013 Week 22  
 Period Begin: 05/13/2013  
 Period End: 05/26/2013  
 Call In Date: 05/24/2013 Week 21

Payroll rep: Cambiotti Teresina

Date Printed: 05/13/2013 11:02:38 A

Minute  
Exhibit I

**Tax Report For Payroll (S247)**

Check Date :	05/16/2013-1
Period Range :	04/29/2013 TO 05/12/2013
Week Number :	Week #20

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	24,234.34	2,549.37	25	Semi-Weekly
EE OASDI	0.062000	060687649	24,756.50	1,534.90	25	Semi-Weekly
EE Medicare	0.014500	060687649	24,756.50	358.98	25	Semi-Weekly
ER OASDI	0.062000	060687649	24,756.50	1,534.90	25	Semi-Weekly
ER Medicare	0.014500	060687649	24,756.50	358.98	25	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	25	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>					<b>6,337.13</b>	
<b>Total 941 Liabilities with COBRA</b>					<b>6,337.13</b>	
ER FUI	0.006000	060687649	0.00	-----	25	Quarterly
<b>Total Federal Taxes</b>					<b>6,337.13</b>	
<b>State Withholding</b>						
CT State Withholding		6613871-000	24,234.34	861.04	25	Weekly CT
<b>Total State Withholding</b>					<b>861.04</b>	
<b>Employer SUI Withholding</b>						
CT-SUI	0.057000	91-378-04	10,500.35	598.49	25	Quarterly
<b>Total Employer SUI</b>					<b>598.49</b>	
<b>Total Employee Taxes</b>				<b>5,304.29</b>		
<b>Total Employer Taxes without COBRA</b>				<b>2,492.37</b>		
<b>Total Tax Liability without COBRA</b>					<b>7,796.66</b>	
<b>Total Tax Liability with COBRA</b>					<b>7,796.66</b>	
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,039.04		
<b>Total Net Payroll</b>					<b>19,039.04</b>	
Agency Checks				59.33		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				123.32		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>					<b>27,018.35</b>	
Tax Deposit Checks						Tax deposit to be made by Human Resource Consulting Group
Tax Deposit Checks Void						Tax deposit to be made by Human Resource Consulting Group
<b>Total Check/Direct Deposits</b>				<b>19,221.69</b>		
<b>Total Direct Deposits</b>				<b>19,039.04</b>		
<b>Total Amount Debited from your Account before Credit applied</b>					<b>27,018.35</b>	
<b>Total Amount Debited from your Account after Credit applied</b>					<b>27,018.35</b>	

Check Date :	05/30/2013-1
Period Range :	05/13/2013 TO 05/26/2013
Week Number :	Week #22

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

	# Checks	
<b>Payroll Totals:</b>		
Total Regular Checks	0	0.00
Total Direct Deposits	32	19679.34
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
<b>Total Net Payroll</b>		<b>19679.34</b>
	<b>25 Items</b>	
Total Billing Impound		702.39
Total Agency Checks	2	218.84
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	0	
		<b>20689.57</b>
	<b>29 Items</b>	
<b>Sum of Checks</b>		8396.34
<b>Total of Checks Printed</b>		0.00
Total Tax Liability		
Total Workers Comp Liability		<b>29085.91</b>
<b>Total Payroll Liability</b>		19768.34
Total Direct Deposits		
		<b>29085.91</b>
<b>Total Debited From Account</b>		

**NEXT PERIOD DATES**  
 Check Date: 06/13/2013 Week 24  
 Period Begin: 05/27/2013  
 Period End: 06/09/2013  
 Call In Date: 06/10/2013 Week 23  
 Payroll rep: Cambiotti Teresina

Tax deposit to be made by Human Resource Consulting Group

Tax Report For Payroll (S247)	
Check Date :	05/30/2013-1
Period Range :	05/13/2013 TO 05/26/2013
Week Number :	Week #22

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	25,831.96	2,806.62	25	Semi-Weekly
EE OASDI	0.062000	060687649	26,372.72	1,635.12	25	Semi-Weekly
EE Medicare	0.014500	060687649	26,372.72	382.41	25	Semi-Weekly
ER OASDI	0.062000	060687649	26,372.72	1,635.12	25	Semi-Weekly
ER Medicare	0.014500	060687649	26,372.72	382.41	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>					<b>6,841.68</b>	
<b>Total 941 Liabilities with COBRA</b>					<b>6,841.68</b>	
ER FUI	0.006000	060687649	0.00		25	Quarterly
<b>Total Federal Taxes</b>					<b>6,841.68</b>	
<b>State Withholding</b>						
CT State Withholding		6613871-000	25,831.96	929.95	25	Weekly CT
<b>Total State Withholding</b>					<b>929.95</b>	
<b>Employer SUI Withholding</b>						
CT-SUI	0.057000	91-378-04	10,959.83	624.71	25	Quarterly
<b>Total Employer SUI</b>					<b>624.71</b>	
<b>Total Employee Taxes</b>				<b>5,754.10</b>		
<b>Total Employer Taxes without COBRA</b>				<b>2,642.24</b>		
<b>Total Tax Liability without COBRA</b>					<b>8,396.34</b>	
<b>Total Tax Liability with COBRA</b>					<b>8,396.34</b>	
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,768.34		
<b>Total Net Payroll</b>					<b>19,768.34</b>	
Agency Checks				218.84		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				702.39		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>					<b>29,085.91</b>	
Tax Deposit Checks			Tax deposit to be made by Human Resource Consulting Group			
Tax Deposit Checks Void			Tax deposit to be made by Human Resource Consulting Group			
Total Check/Direct Deposits				20,689.57		
Total Direct Deposits				19,768.34		
<b>Total Amount Debited from your Account before Credit applied</b>					<b>29,085.91</b>	
<b>Total Amount Debited from your Account after Credit applied</b>					<b>29,085.91</b>	

## Occupancy

### Rev. Callahan House

### 2013 Year-to-Date Vacancies 3

Callahan House remained fully occupied during April and May 2013. Callahan House has experienced 21 vacancy days since January 1, 2013 and has averaged 7 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; 21days/ 29200 days available = 0.07191% percentage through May 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).  $960 \times 3\% = 29$  UMA or 348 days. For the 2013 subsidy calculation, we have experienced 255 days and have 85 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012). We did not exceed the 3% vacancy allowed. For the 2114 subsidy calculation year, we have experienced 45 days and have 303 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013).

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

Norman Ray House experienced one move out during April and two transfers during May 2013. Norman Ray House has experienced 86 vacancy days since January 1, 2013 and has averaged 17.2 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 86 days/ 14600 days available = 2.356% percentage through May 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, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2013 subsidy calculation, we have experienced 54 days and have 114 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012). We did not exceed the 3% vacancy allowed and should receive full subsidy for both Callahan and Ray House. For the 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013).

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2013**  
**FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
18	LaTorre	12/15/2012	Allen	1/2/2013	2
1	Wiatryzk	2/8/2013	Franko	5/1/2013	81
37	Volosin	4/30/2013	Jones	5/1/2013	1
2	Franko	5/1/2013	Vacant		1
4	Jones	5/1/2013	Vacant		1

Average number of vacancy days per vacancy: 17.2

**State Moderate Rental** **2013 Year-to-Date Vacancies** **7**

Moderate Rental experienced one move out and one move in during April 2013 and one move out for May 31, 2013. Moderate Rental has experienced 97 vacancy days since January 1, 2013 and averaged 13.857 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; 97 days/ 29565 days available = 0.3280% percentages through March 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	Vacant		1

Average number of vacancy days per vacancy: 13.8

The Vacancy Loss is approximately \$1,358 January 1 through May 31, 2013. We had \$4,167 budgeted for Vacancy Loss through May 31, 2013.

Smithfield Gardens Assisted Living experienced two move outs and two move in during April 2013, and one move out for May 2013. Smithfield Gardens has experienced 431 vacancy days since January 1, 2013 and averaged 43.1 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 431 days / 20,440 days available = 2.108% percentage through May 31, 2012.

**SMITHFIELD GARDENS VACANCY/TURNOVER DAYS 2012**  
**ASSISTED LIVING**

UNIT	Tax CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
109	60%	960 Quinn	11/26/2012	Patrignelli	1/25/2013	25
212	60%	960 Rogers	12/8/2012	Polese	2/22/2013	22
120	60%	960 Maher	12/21/2012	Franklin	2/26/2013	57
103	60%	960 Biagini	2/22/2013	Vargoshe	4/16/2013	52
116	50%	800 Namias	12/24/2012	Dimon	3/2/2013	61
224	50%	800 Wajdowicz	1/31/2013	Miline	4/26/2013	59
225	60%	960 Gregorio	3/20/2013	Vacant		63
114	50%	800 Griffin	4/9/2013	Vacant		52
206	50%	800 Bulinski	4/26/2013	Vacant		35
101	60%	960 D'Alcia	5/26/2013	Vacant		5

Average number of vacancy days per vacancy: 43.1

The vacancy loss is approximately \$12874 since January 1, 2013 Through May 31, 2013. We budgeted \$10,270 Vacancy Loss through May 31, 2013.

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## General Information

### Applications

Moderate Rental has 79 eligible applicants, 9 pending applications and we made 7 eligible this month.

Elderly/Disabled has 104 eligible applicants, 7 pending applications and we made 32 eligible this month.

### Complaints

#### Moderate Rental

We received a complaint that a youth on Seymour Ave. threatened another youth with a knife. We urged the resident to report the incident to the Seymour Police Dept. If/when this is documented for us, we will take action to evict the family of the child that pulled the knife on the resident.

## Rev. Callahan House

Annual Dwelling Inspections: 16 annual dwelling inspections have been completed. We are completing 4 per week.

A random Fire Drill was conducted on 4/30/2013. Response was less than stellar. We will schedule the Fire Marshall to hold a fire safety discussion with the residents.

The parking lot was cleaned up from the winter sand during April. All broken curbs were repaired at the cost of the Plowing Contractor.

The lawn Spring clean up was completed in April.

The annual installation and uncovering of the sleeved air conditioners was completed by April 30, 2013. Residents were billed on May 1, 2013 for the rentals and electric charges associated with the Air Conditioners.

The entry to Callahan House parking lot is in need of some repair. The asphalt is checked and cracked. JD Paving has a process whereby they heat the asphalt and add a little new asphalt the repair can be

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## LOCK OUT POLICY AND PROCEDURE

## A: Lock Out procedure

If residents lose their key or become locked out of their apartment, the following options are available:

1. During posted normal business hours (excluding holidays) residents may come to the main office for assistance. There is no fee for this service. There will be a fee for any replacement key provided.
2. After normal business hours and on weekends and holidays, but prior to 10:00 P.M. residents may contact the key holders in the building, and if available, they will open the door. There will be a \$10.00 fee charged for this service. Please understand this service is provided as a convenience to the residents and that a key holder may not be available to provide this service after normal business hours.
3. After 10:00 P.M. locked out residents may walk or drive to the front lobby of Smithfield Gardens Assisted Living and ring the door caller for staff to respond. Or they may call the emergency over night phone system, at 203-888-4579 extension 22 and leave a message. A staff member will obtain a pass key and let you into your apartment. There will be a \$20.00 fee for this service.

## B: Key holder's responsibility.

The key holder will be a resident of the building who is generally available on Weekends and Holidays. The key holder will be a person that is known to Management and the residents as responsible and trustworthy. The key holder must be bondable under the Seymour Housing Authority's Fidelity Bond insurance. The key holder may not have a criminal history involving crimes of physical violence to persons or property or any drug or alcohol related criminal activity. The key holder is trusted with the master key and shall take the responsibility of having a pass key seriously. Locked out residents will be escorted to the apartment door by the key holder. At no time will the key holder give the locked out individual the key to let themselves in. Security of the key rests solely on the key holder. The key holder is not to loose

## LOCK OUT POLICY AND PROCEDURE

the pass key. When the key holder is going to be unavailable, they shall let Management know so that alternate arrangements for lock outs will be made.

## C: General Statement

Providing Resident key holders is not the normal course of operations in accordance with generally accepted and best practices in comparison to other Housing Authorities. There are no rules or requirements to have a key holder on any particular floor. This is a long standing practice that was started by volunteer residents. This is done for the convenience of the residents of the Callahan House. As such, without everyone's cooperation, this program will fail and as such may cause Management to reconsider a more costly measure to deal with this, including strictly using maintenance to respond to lockouts. The results of this would require a \$60.00 fee for lock out.