

MINUTES

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TIME: 5:05 PM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 946th Meeting

The 946th Meeting, a Special Meeting of the Seymour Housing Authority, was held on March 11, 2015 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:35 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota and White. Also present was Executive Director David Keyser.

➤ Public Comment Session

Nanette Hanks, resident, 32 Smith Street, Apt. 4R, asked about renters insurance relative to her cat. The Executive Director clarified the Pet Policy requirement. Nanette, followed this discussion with conversation about noise disturbances from the unit above hers. She stated that she has reported the incidents to Management and no actions were taken to correct the situation. She commented that other individuals are being evicted and why isn't Management taking actions with this resident?

Commissioner Bellucci commented that prior complaints were made about this resident.

The Executive Director commented that he would have to research the matter further to discover what steps have been taken. He informed the Board and Ms. Hanks that the Seymour Housing Authority Staff will often take action, but it is our policy not to discuss that action with the residents who issue the complaint.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 945th Regular Meeting held on February 4, 2015.

Commissioner Bellucci motioned to accept the minutes of the 945th Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and the minutes of the 945th Regular Meeting accepted as presented.

➤ Bills & Communications

MINUTES

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Bellucci 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 and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed and explained the more pertinent communications.

➤ **Executive Director's Report**

The Executive Director discussed occupancy results for all properties (See Exhibit II).

➤ **Old Business**

None

➤ **New Business**

None

➤ **Any Other Business**

None

➤ **Adjournment**

At 6:24 P.M. Chairperson White asked for a motion to adjourn the 946th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. 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 and White. Chairperson White declared the motion carried and the 946th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser, Secretary and Executive Director
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: February 2015, 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: 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>
3	02/05/2015	No	DD	SHA PAYROLL	Payroll #3	No	\$28,791.96
4	02/19/2015	No	DD	SHA PAYROLL	Payroll #4	No	\$30,010.24
156	02/24/2015	No	CHK	VSP	VSP Online	No	\$58.44
7234	02/10/2015	No	CHK	Cash	Reimb. Petty Cash	No	\$146.94
7235	02/16/2015	No	CHK	Aegis Energy Services, Inc.	payment 1 of 3	No	\$2,374.05
7236	02/16/2015	No	CHK	AIG	acct 1024715395	No	\$3,379.00
7237	02/16/2015	No	CHK	Allen's Plumbing Supply	January invoices paid February 15	No	\$36.00
7238	02/16/2015	No	CHK	Apicella, Testa & Company, P.C.	January invoices paid February 15	No	\$5,050.00
7239	02/16/2015	No	CHK	Banner Group Systems Inc.	January Invoices paid February 15	No	\$571.45
7240	02/16/2015	No	CHK	Callahan House Tenants Associat	February association fee	No	\$25.00
7241	02/16/2015	No	CHK	CL&P OFFICE	acct 51471483099	No	\$189.51
7242	02/16/2015	No	CHK	CL&P MR	acct 51118694017	No	\$71.74
7243	02/16/2015	No	CHK	CL&P RH	acct 51366483014	No	\$2,953.83
7244	02/16/2015	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$423.82
7245	02/16/2015	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,245.13
7246	02/16/2015	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$102.90
7247	02/16/2015	No	CHK	Connecticut Housing Finance Aut	project #96089D	No	\$462.02
7248	02/16/2015	No	CHK	David J. Keyser	reimbursement	No	\$228.00
7249	02/16/2015	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,240.14
7250	02/16/2015	No	CHK	Eversource	Acc# 51364104042	No	\$13.19
7251	02/16/2015	No	CHK	Eversource	Acc# 51779583004	No	\$4,712.94
7252	02/16/2015	No	CHK	Eversource	Acc# 57750480048	No	\$1,528.96
7253	02/16/2015	No	CHK	Experian	acct TCTA-6906070	No	\$104.64
7254	02/16/2015	No	CHK	Frontier	acct 203-881-2464-110208-5	No	\$275.71
7255	02/16/2015	No	CHK	Frontier	acct 203-888-4579-123179-5	No	\$226.27
7256	02/16/2015	No	CHK	Frontier	acct 203-881-0115-021194-5	No	\$69.49
7257	02/16/2015	No	CHK	G&K Services	February uniforms	No	\$126.78
7258	02/16/2015	No	CHK	Gregory Stamos	February retainer	No	\$1,597.80
7259	02/16/2015	No	CHK	HD Supply	January Invoices paid February 15	No	\$1,198.33
7260	02/16/2015	No	CHK	Home Depot Credit Services	account 6035 3225 0054 4212	No	\$45.39
7261	02/16/2015	No	CHK	Jeffs Appliance And Vacuums	adjust fridge	No	\$79.95
7262	02/16/2015	No	CHK	M. J. Daly, LLC	RH leak dry system	No	\$383.76
7263	02/16/2015	No	CHK	Oxford Paint & Hardware, Inc	January invoices paid February 15	No	\$52.68
7264	02/16/2015	No	CHK	Ray House Tenants Association	February association fees	No	\$25.00
7265	02/16/2015	No	CHK	Robert Lashin	unit 10 RH	No	\$475.00
7266	02/16/2015	No	CHK	Shell Credit Card Center	acct 065 093 700	No	\$152.94
7267	02/16/2015	No	CHK	Sherwin Williams	January invoices paid February 15	No	\$128.83
7268	02/16/2015	No	CHK	Smithfield Gardens Assisted Livin	February Rent	No	\$4,354.16
7269	02/16/2015	No	CHK	Stephanie Dimon	oha clerk services	No	\$63.75
7270	02/16/2015	No	CHK	Winter Bros Waste Systems	February container service	No	\$377.23
7271	02/16/2015	No	CHK	Winter Bros Waste Systems	February container service	No	\$397.28
7272	02/16/2015	No	CHK	Xerox Financial	contract # 010-0026454-001	No	\$405.00
7273	02/16/2015	No	CHK	YB Paving	2/2/15 storm	No	\$11,925.00
7274	02/24/2015	No	CHK	Aetna	acct 83851327	No	\$3,168.46
7275	02/24/2015	No	CHK	Aflac Attn: Remittance Processing	February Aflac	No	\$572.02
7276	02/24/2015	No	CHK	American Express	Acc# 6-34000	No	\$311.70
7277	02/24/2015	No	CHK	American Rooter LLC	2x bath sink	No	\$277.00

*Minutes
Exhibit I*
Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: February 2015, 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: 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>
7278	02/24/2015	No	CHK	Anthem Dental	acct ACT6850861	No	\$993.19
7279	02/24/2015	No	CHK	Buddy's Fuel, LLC	23 chamberlin seal duct and insulat	No	\$125.00
7280	02/24/2015	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$82.90
7281	02/24/2015	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$103.72
7282	02/24/2015	No	CHK	CT DOL Business Management	access key service charge	No	\$342.50
7283	02/24/2015	No	CHK	Flagman Of America	POW/CT flags	No	\$294.17
7284	02/24/2015	No	CHK	Friends Of Fur LLC	3 Seymour ave	No	\$90.00
7285	02/24/2015	No	CHK	G&K Services	February uniforms	No	\$42.26
7286	02/24/2015	No	CHK	Lincoln National Life Insurance C	acct Seymourhou-bl-1001365	No	\$369.32
7287	02/24/2015	No	CHK	Oxford Lumber & Building Materia	empty paint cans	No	\$7.47
7288	02/24/2015	No	CHK	Proforma	rev. fund checks	No	\$138.08
7289	02/24/2015	No	CHK	Robert Lashin	unit 4F	No	\$350.00
7290	02/24/2015	No	CHK	Scholar Painting LLC	34 Seymour ave	No	\$2,130.00
7291	02/24/2015	No	CHK	Seymour Janitorial Services	monthly cleaning and unit 10	No	\$1,465.00
7292	02/24/2015	No	CHK	Sprint	acct 453584322	No	\$181.22
7293	02/24/2015	No	CHK	St. Treasurer For Merfund	MERF 02-2015	No	\$7,085.80
7294	02/24/2015	No	CHK	Staples Credit Plan	SHA office Supplies	No	\$960.15
7295	02/24/2015	No	CHK	YB Paving	2/12/15 storm	No	\$3,915.00
7296	02/27/2015	No	CHK	Colnmach Corp	Shipping Charge - MacGray cards	No	\$7.32
7297	02/27/2015	No	CHK	Staples Credit Plan	1099 For Oxford - (Reimb)	No	\$258.72

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: February 2015, 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: 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>
3664	02/09/2015	No	CHK	Waniga, Julie	PH AP Payment Feb 15	No	\$333.37
3665	02/16/2015	No	CHK	Advanced Alarm Security System	85% of contract	No	\$2,167.50
3666	02/16/2015	No	CHK	Buddy's Fuel, LLC	33.0 gallons	No	\$72.60
3667	02/16/2015	No	CHK	Carter Hayes + Associates, P.C.	audit expense	No	\$1,340.53
3668	02/16/2015	No	CHK	Colonial Business Forms	app packet covers	No	\$551.70
3669	02/16/2015	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$55.95
3670	02/16/2015	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,071.68
3671	02/16/2015	No	CHK	Direct Energy Services, Llc	acct 67282388-587-4	No	\$3,361.31
3672	02/16/2015	No	CHK	Eversource	Acc# 57476540034	No	\$2,999.28
3673	02/16/2015	No	CHK	Eversource	Acc# 51083234013	No	\$1,272.56
3674	02/16/2015	No	CHK	Fitz Vogt & Associates, LTD	January purchased meals	No	\$25,618.55
3675	02/16/2015	No	CHK	Frontier	acct 203-888-5093-092806-5	No	\$342.46
3676	02/16/2015	No	CHK	HD Supply	housekeeping supplies	No	\$571.89
3677	02/16/2015	No	CHK	Oxford Paint & Hardware, Inc	kitchen lighting	No	\$34.54
3678	02/16/2015	No	CHK	Robert Lashin	unit 113	No	\$650.00
3679	02/16/2015	No	CHK	Seymour Housing Authority	February management fee	No	\$4,965.00
3680	02/16/2015	No	CHK	Smart Music	February 15 invoices	No	\$100.00
3681	02/16/2015	No	CHK	Winter Bros Waste Systems	February container service	No	\$414.48
3682	02/24/2015	No	CHK	Advanced Alarm Security System	remaining balance for camera install	No	\$382.50
3683	02/24/2015	No	CHK	Aegle Energy Services, Inc.	February 15 Invoices	No	\$3,753.63
3684	02/24/2015	No	CHK	Environmental Systems Corporat	unit 216 heater	No	\$495.00
3685	02/24/2015	No	CHK	M. J. Daly, LLC	quarterly sprinkler inspection	No	\$360.50
3686	02/27/2015	No	CHK	Life Source, Inc.	Monitoring Fire Alarm Monitoring	No	\$420.00
3687	02/27/2015	No	CHK	Seymour Housing Authority	SG Reimb	No	\$47,061.32

Minutes Exhibit I
Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 2015, 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: 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>
1797	02/03/2015	No	CHK	Callahan House Association	Callahan RSC	No	\$2,692.30
1798	02/06/2015	No	CHK	Salamone & Associates, P.C.	Callahan & RH Proj# 4163149	No	\$400.00
1799	02/16/2015	No	CHK	Callahan House Association	Callahan & RH RSC Payroll cover	No	\$2,692.30
1800	02/27/2015	No	CHK	Treasurer - Town of Seymour	Callahan 2014 PILOT	No	\$20,403.92
1801	02/27/2015	No	CHK	Treasurer - Town of Seymour	RH 2014 PILOT	No	\$7,010.84
1802	02/27/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$33,979.41
1803	02/27/2015	No	CHK	Seymour Housing Authority	RH Reimb	No	\$17,366.24

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 2015, 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: 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>
1683	02/04/2015	No	CHK	Ferdina, Sylvia	PH AP Payment Feb 15	No	\$380.20
1684	02/27/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$24,164.04

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: February 2015, 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: 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>
254	02/09/2015	No	CHK	Ferguson & McGuire/APS	General Liability Renewal Ins	No	\$575.00

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	02/05/2015-1
Period Range :	01/19/2015 TO 02/01/2015
Week Number :	Week #6

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	3	1180.24
Total Direct Deposits	26	17832.15
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	21 Items	19012.39

Total Billing Impound		134.84
Total Agency Checks	4	366.48
Total Agency Checks DD	3	250.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks 19763.71

Total of Checks Printed 28 Items

Total Tax Liability	9028.25
Total Workers Comp Liability	0.00

Total Payroll Liability 28791.96

Total Direct Deposits 18082.15

Total Debited From Account 28791.96

NEXT PERIOD DATES

Check Date: 02/19/2015 Week 8
 Period Begin: 02/02/2015
 Period End: 02/15/2015
 Call In Date: 02/13/2015 Week 7

Payroll rep: Funaro Julie

Minutes
Exhibit J

Tax Report For Payroll (S247)	
Check Date :	02/05/2015-1
Period Range :	01/19/2015 TO 02/01/2015
Week Number :	Week #6

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,601.11	3,064.30	21	Semi-Weekly
EE OASDI	0.062000	060687649	26,149.28	1,621.25	21	Semi-Weekly
EE Medicare	0.014500	060687649	26,149.28	379.18	21	Semi-Weekly
ER OASDI	0.062000	060687649	26,149.28	1,621.25	21	Semi-Weekly
ER Medicare	0.014500	060687649	26,149.28	379.18	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				7,065.16		
Total 941 Liabilities with COBRA				7,065.16		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				7,065.16		
State Withholding						
CT State Withholding		6613871-000	25,601.11	953.82	21	Weekly CT
Total State Withholding				953.82		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	26,559.83	1,009.27	21	Quarterly
Total Employer SUI				1,009.27		
Total Employee Taxes				6,018.55		
Total Employer Taxes without COBRA				3,009.70		
Total Tax Liability without COBRA				9,028.25		
Total Tax Liability with COBRA				9,028.25		
Regular checks				1,180.24		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,082.15		
Total Net Payroll				19,262.39		
Agency Checks				366.48		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				134.84		
Total Workers Comp				0.00		
Total Payroll Liability				28,791.96		
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				19,763.71		
Total Direct Deposits				18,082.15		
Total Amount Debited from your Account before Credit applied				28,791.96		
Total Amount Debited from your Account after Credit applied				28,791.96		

Minor
Exhibit I

Cover Letter (S193)	
Check Date :	02/19/2015-1
Period Range :	02/02/2015 TO 02/15/2015
Week Number :	Week #8

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	2	823.68
Total Direct Deposits	25	18602.68
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

20 Items

19426.36

Total Billing Impound		708.36
Total Agency Checks	4	274.57
Total Agency Checks DD	3	250.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks

20659.29

Total of Checks Printed

27 Items

Total Tax Liability	9350.95
Total Workers Comp Liability	0.00

Total Payroll Liability

30010.24

Total Direct Deposits

18852.68

Total Debited From Account

30010.24

NEXT PERIOD DATES

Check Date: 03/05/2015 Week 10
 Period Begin: 02/16/2015
 Period End: 03/01/2015
 Call In Date: 03/02/2015 Week 9

Payroll rep: Murphy Lisa

Tax Report For Payroll (S247)	
Check Date :	02/19/2015-1
Period Range :	02/02/2015 TO 02/15/2015
Week Number :	Week #8

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	26,189.55	3,225.62	20	Semi-Weekly
EE OASDI	0.062000	060687649	26,761.78	1,659.23	20	Semi-Weekly
EE Medicare	0.014500	060687649	26,761.78	388.06	20	Semi-Weekly
ER OASDI	0.062000	060687649	26,761.78	1,659.23	20	Semi-Weekly
ER Medicare	0.014500	060687649	26,761.78	388.06	20	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	20	Semi-Weekly
Total 941 Liabilities without COBRA				7,320.20		
Total 941 Liabilities with COBRA				7,320.20		
ER FUI	0.006000	060687649	0.00	-----	20	Quarterly
Total Federal Taxes				7,320.20		
State Withholding						
CT State Withholding		6613871-000	26,189.55	1,012.02	20	Weekly CT
Total State Withholding				1,012.02		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	26,808.33	1,018.73	20	Quarterly
Total Employer SUI				1,018.73		
Total Employee Taxes				6,284.93		
Total Employer Taxes without COBRA				3,066.02		
Total Tax Liability without COBRA				9,350.95		
Total Tax Liability with COBRA				9,350.95		
Regular checks				823.68		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,852.68		
Total Net Payroll				19,676.36		
Agency Checks				274.57		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				708.36		
Total Workers Comp				0.00		
Total Payroll Liability				30,010.24		
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				20,659.29		
Total Direct Deposits				18,852.68		
Total Amount Debited from your Account before Credit applied				30,010.24		
Total Amount Debited from your Account after Credit applied				30,010.24		

March 2015

Minutes
Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Section
1

Occupancy

Rev. Callahan House 2015 Year-to-Date Vacancies 1

Callahan House remained fully occupied during February 2015. Callahan House has experienced 1 vacancy days since January 1, 2015 and has averaged 1 turn around days per vacancy since January 1 2015. 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; 1 days/ 29200 days available = 0.003% percentage through February 28, 2015.

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 34 days we have 314 days to use for the balance of the subsidy year.

CALLAHAN HOUSE VACANCY/TURNOVER DAYS 2015
FEDERAL ELDERLY Vacancy Turnover Days 2015

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3T	Zoroawski	1/15/2015	Madore	1/15/2015	1

Average number of vacancy days per vacancy 1

Minutes
Exhibit II

Norman Ray House

2015 Year-to-Date Vacancies 1

Norman Ray House experienced one move out and one move in during February 2015. Norman Ray House has experienced 15 vacancy days since January 1, 2015 and has averaged 15 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; 15 days/ 14600 days available = 0.1027% percentage through February 28, 2015.

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 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). For the 2015 subsidy calculation year we have experienced 85 days and have 83 days remaining to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Hlgrenk	2/1/2015	Belinsky	2/16/2015	15

Average number of vacancy days per vacancy: 15

Minutes
Exhibit II

State Moderate Rental 2015 Year-to-Date Vacancies 2

Moderate Rental experienced two move ins during February 2015. Moderate Rental has experienced 61 vacancy days since January 1, 2015 and averaged 30.5 days per vacancy through February 28, 2015. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 61 units X 365 days = 22,265 days available; 61 days/ 22265 days available = 0.2739% percentages through February 28, 2015.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2015
FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
26C	450	Roman	12/31/2015	Reza	2/12/2015	43
34S	440	Ferdina	1/31/2015	Thomas	2/17/2015	18

Average number of vacancy days per vacancy: 30.5

We have experienced \$909 vacancy loss since January 1, 2015.

Mitaka
Exhibit H

Smithfield Gardens

2015 Year-to-Date Vacancies 1

Smithfield Gardens Assisted Living experienced two move-ins during February 2015. Smithfield Gardens has experienced 67 vacancy days since January 1, 2015 and averaged 33.5 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; 67 days/ 20,440 days available = 0.3277% percentage through February 28, 2015.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2014
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
202	60%	960 Kissler	12/30/2014	Wallonis	2/7/2015	38
113	60%	960 Waniga	1/29/2015	Cookson	2/28/2015	29

Average number of vacancy days per vacancy: 33.5

The vacancy loss is approximately \$2,144 since January 1, 2015

Minute
Exhibit #

Section

2

General Information

Complaints

Callahan House

We received a complaint about a resident being indecently exposed and letting himself into a neighbor's dwelling, who also refused to leave. The Seymour PD was dispatched to escort the resident back to his own apartment. A pre-termination notice and notice to quit was issued.

There were complaints about an visitor to a resident of Callahan House who was reported to be knocking on resident's doors, and who entered a resident's apartment. The Seymour Police Department was called for this incident, however the visitor had already left. We followed up with a review of the camera system and identified the visitor. We observed he was checking each and every door on the floor of the resident he was visiting. It appeared he was checking to see who was home on this floor. We issued a pre-termination notice to the resident and a No-Trespass notice to the visitor. The No-Trespass notice was delivered by the State Marshall and the notice has been posted with the Seymour PD. In addition to this complaint, we received a complaint about the resident of the same unit being publicly intoxicated. We have been working with BH Care to place this resident in a more structured housing setting. The resident has been given 90 days to find alternative housing which includes an in-house stipulated agreement to be carried out.

We received noise complaints from a resident who has involved the Seymour Police Department. The Seymour PD reports no noise present. The resident who was complained about has issued a written complaint regarding harassment from the complaining resident. This case will be referred to mediation. As a point of reference the complaining resident is on the 2nd floor. As a result of a prior ceiling replacement rehabilitation in the past four years, the Seymour Housing Authority has added insulation in the ceiling to act as noise attenuation.

We received complaints from a resident's caregiver's management that another resident is interfering with that resident's care plan and harassing the resident's caregiver. We also received a complaint from the caregiver who resides in Callahan House that the said resident was harassing her. This matter is being referred for mediation with the Executive Director and Resident Services Coordinator.

Moderate Rental

Complaints were received relative to harassment and nuisance behavior. This is a repeated complaint and the offending resident has been issued a pre-termination notice. A counter complaint was made by this resident about the original resident who complained. A third complaint was made by the neighbor on the other side about harassing notices being taped to garbage pails. The perpetrator is the

Minutes
Exhibit II

person the first neighbor complained about. This is an ongoing matter between these three residents that has taken a great deal of resources and staff time over the past several years. We have held an informal grievance hearing and will be following this with a formal grievance hearing and eventually issuing a notice to quit.

Nuisance complaints were filed by a Brothers Court resident about their neighbor's minor children's behavior. A pre-termination notice was issued.

Smithfield Gardens Assisted Living

Mediation was held relative to prior alleged inappropriate contact. We await the Mediator's decision whether or not we have sufficient grounds to continue with summary process.

Recertification

We have begun the annual Recertification process. All residents have been mailed the recertification package that requires them to fill out the application for continued occupancy forms. Very explicit instructions were mailed with the recertification package as well as all the release forms necessary to complete the third party verifications or assets and medical expenses. A schedule for intake has been set up during the entire month of February.

Emergency Safety and Security Grant

This grant is a HUD funded grant that can only be used to cover eligible expenses to address threats to resident safety caused by a safety and security emergency. It is my intention to apply for this grant to replace the building entry and intercom system at the Norman Ray House, improve the site lighting at Callahan House and improve the camera systems at both Norman Ray and Callahan Houses. The total grant funds available are \$250,000. I have secured the services of Comprehensive Grants Management (CGM), under the direction of Cereta Gibbons. The fee for the application is \$2,500.