

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 8/31/15
TIME: 5:00PM
TOWN CLERK'S OFFICE

➤ 951st Meeting

The 951st Meeting, a Regular Meeting of the Seymour Housing Authority, was held on August 5, 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 5:34 P.M. by Vice-Chairperson Horelick.

➤ Roll Call

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

➤ Public Comment Session

Joanna Rogalski introduced herself from the Naugatuck Valley Council of Governments. She presented a survey and offered services to Seymour Housing Authority.

➤ Previous Meeting Minutes

Vice-Chairperson Horelick introduced the previous meeting minutes of the 950th Regular Meeting held on July 8, 2015.

Commissioner Bellucci motioned to accept the minutes of the 950th Regular Meeting. Commissioner Dota seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and Horelick. Vice-Chairperson Horelick declared the motion carried.

➤ Bills & Communications

Vice-Chairperson Horelick introduced the Bills. (See Exhibit I).

Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Vice-Chairperson Horelick 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, Golebieski and Horelick. Vice-Chairperson Horelick declared the motion carried and the bills approved for payment as presented.

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At this point, 5:40 PM, Chairperson White entered the meeting already in progress.

The Executive Director discussed and explained the more pertinent communications including the letter of denial for the Safety and Security money from HUD's Capital Fund Program. He stated that the Seymour Housing Authority applied for approximately \$250,000 for such items as camera and lighting upgrades for Callahan House and an entry door system for the Norman Ray House. These items if granted would have made a great difference in the personal safety and security of the residents of both Rev. Callahan and Norman Ray Houses.

➤ **Executive Director's Report**

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

➤ **Old Business**

Commissioner Golebieski asked for an update of the two pending cases involving allegations of assault. The Executive Director responded that in the Rev. Callahan House case, the resident who was the aggressor was served with a pre-termination notice giving her 30 days to move out. This resident was also issued a Notice to Quit which gave her five final days to move out. The Executive Director notified the Board that the Resident did move out per the eviction process notifications without us having to go to court. The injured resident has had us served with intent to civilly sue us based on allegation of lack of supervision, poor maintenance and lack of screening applicants. He added that all of these matters are performed correctly by the Seymour Housing Authority in accordance with State and Federal Regulation as well as Fair Housing Laws.

The Executive Director reported on the alleged sexual assault by stating the criminal and Summary Process for Eviction cases are still in progress. A hearing is scheduled in the next week or two in Housing Court. The criminal proceedings are still ongoing as well. We have not heard any further on the civil suit. The complainant has moved out of Smithfield Gardens, and the alleged aggressor still resides here pending the decisions of the Housing Court.

➤ **New Business**

Chairperson White introduced Resolution # 396, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Rev. Callahan House for a total amount of \$3,133.00. (See Exhibit III)

Commissioner Golebieski motioned to adopt Resolution # 396, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Rev. Callahan House for a total amount of \$3,133.00. Commissioner Horelick seconded the

MINUTES

motion. The Executive Director explained the list of appliances to be written off, as they have reached their useful lives. After some further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and resolution # 396 dully adopted.

Chairperson White introduced Resolution # 397, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Rev. Callahan House for a total amount of \$3,133.00. (See Exhibit IV)

Commissioner Golebieski motioned to adopt Resolution # 397, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Norman Ray House for a total amount of \$1,046.00. Commissioner Horelick seconded the motion. The Executive Director explained the list of appliances to be written off, as they have reached their useful lives. After some further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and resolution # 397 dully adopted.

Chairperson White introduced Resolution # 398, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Moderate Rental Program for a total amount of \$516.50. (See Exhibit V)

Commissioner Bellucci motioned to adopt Resolution # 398, a Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Moderate Rental Program for a total amount of \$516.50. Commissioner Dota seconded the motion. The Executive Director explained the list of appliances to be written off, as they have reached their useful lives. After some further brief discussion, Chairperson White

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acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and resolution # 398 dully adopted.

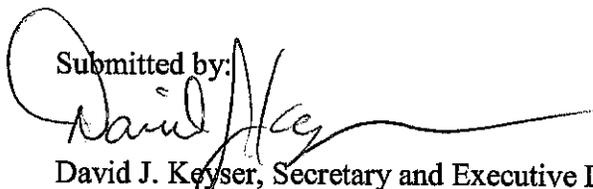
➤ Any Other Business

None

➤ Adjournment

At 5:56 P.M. Chairperson White asked for a motion to adjourn the 951st meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. 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, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 951st Meeting, a Regular Meeting, duly adjourned.

Submitted by:


David J. Keyser, Secretary and Executive Director
Executive Director

Minutes Exhibit B

**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: July 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>
14	07/09/2015	No	DD	SHA PAYROLL	Payroll #14	No	\$28,704.89
15	07/23/2015	No	DD	SHA PAYROLL	Payroll #15	No	\$30,410.05
161	07/22/2015	No	CHK	VSP	July's Payment	No	\$65.21
7628	07/15/2015	No	CHK	Aegis Energy Services, Inc.	Payment #3 (3)	No	\$1,670.83
7629	07/15/2015	No	CHK	AIG	Acct #: 1024715395	No	\$3,379.00
7630	07/15/2015	No	CHK	Allen's Plumbing Supply	540	No	\$32.16
7631	07/15/2015	No	CHK	American Rooter LLC	0005702	No	\$168.50
7632	07/15/2015	No	CHK	Apicella, Testa & Company, P.C.	Client #: 2999	No	\$1,875.00
7633	07/15/2015	No	CHK	Aquarion Water Company	Acct #: 20086455	No	\$359.01
7634	07/15/2015	No	CHK	Aquarion Water Company	Acct#: 200086443	No	\$359.01
7635	07/15/2015	No	CHK	Callahan House Tenants Associat	Association Fee	No	\$25.00
7636	07/15/2015	No	CHK	chemsearch	500603	No	\$253.41
7637	07/15/2015	Yes	CHK	Comcast	8773 40 216 0089528	No	\$109.07
7637	07/29/2015	No	VD	Comcast	Wrong Vendor Account	No	(\$109.07)
7638	07/15/2015	No	CHK	Comcast	Acct #: 8773 40 216 0027070	No	\$1,245.13
7639	07/15/2015	No	CHK	Comcast	8773 40 216 0041287	No	\$423.82
7640	07/15/2015	No	CHK	Connecticut Housing Finance Aut	Project #: 96089D	No	\$462.02
7641	07/15/2015	No	CHK	Connecticut Post	109949	No	\$1,830.64
7642	07/15/2015	No	CHK	David J. Keyser	Reimb per employment agreement	No	\$228.00
7643	07/15/2015	No	CHK	Direct Energy Services, Llc	Acc# 02395043-742-8	No	\$2,303.56
7644	07/15/2015	No	CHK	Eversource	5775048048	No	\$1,359.18
7645	07/15/2015	No	CHK	Eversource	51779583004	No	\$3,181.24
7646	07/15/2015	No	CHK	Eversource	51364104042	No	\$41.45
7647	07/15/2015	No	CHK	Experian	TCTA-6906070	No	\$103.68
7648	07/15/2015	No	CHK	Friends Of Fur LLC	20 Chamberlin	No	\$520.00
7649	07/15/2015	No	CHK	Frontier	203 888 4579 123179 5	No	\$230.20
7650	07/15/2015	No	CHK	Frontier	203 881 2464 110206 5	No	\$283.81
7651	07/15/2015	No	CHK	Frontier	203 881 0115 021194 5	No	\$69.94
7652	07/15/2015	No	CHK	G&K Services	Uniforms	No	\$139.02
7653	07/15/2015	No	CHK	Ge Appliance	12-D2M98	No	\$931.00
7654	07/15/2015	No	CHK	Gregory Stamos	June 2015	No	\$2,595.00
7655	07/15/2015	No	CHK	Home Depot Credit Services	6035322500544212	No	\$67.72
7656	07/15/2015	No	CHK	Management Computer Services I	June 2015 Software License Agree	No	\$4,508.00
7657	07/15/2015	No	CHK	Penfield Communications Inc.	Advertising July 6 & 13	No	\$1,320.00
7658	07/15/2015	No	CHK	Professional Carpet Systems	CAL Unit 4G	No	\$150.00
7659	07/15/2015	No	CHK	Radovich Builders, LLP	#20 Clear fallen storage from behind	No	\$585.00
7660	07/15/2015	No	CHK	Ray House Tenants Association	Association Fees	No	\$25.00
7661	07/15/2015	No	CHK	Reitman	Office Help	No	\$1,047.90
7662	07/15/2015	No	CHK	Robert Lashin	Chamberlain Decks	No	\$2,400.00
7663	07/15/2015	No	CHK	Shell Credit Card Center	085 093 700	No	\$174.85
7664	07/15/2015	No	CHK	State Of CT Dept. of Construction	Boiler/HW 2015	No	\$160.00
7665	07/15/2015	No	CHK	Valley Electric Supply Company	0000670	No	\$24.48
7666	07/15/2015	No	CHK	Watson!	Phone system repair	No	\$1,444.50
7667	07/15/2015	No	CHK	Winter Bros Waste Systems	Acct #: 02-21388-0	No	\$379.84
7668	07/15/2015	No	CHK	Winter Bros Waste Systems	Cust #: 02-21389 0	No	\$399.80
7669	07/15/2015	No	CHK	Xerox Financial	Lease Payment	No	\$418.50
7670	07/20/2015	No	CHK	Watterworth & Sons Signs	2 New No Trespassing Signs for Cal	No	\$280.00

Minutes
Exhibit 2

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: July 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>
7671	07/23/2015	No	CHK	CONN NAHRO	2015 Annual Convention / Aug. 201	No	\$860.00
7672	07/23/2015	Yes	CHK	David J. Keyser	For Meals July 26th - July 29th	No	\$240.00
7672	07/23/2015	No	VD	David J. Keyser	Reissue for Diff. Amount	No	(\$240.00)
7673	07/23/2015	No	CHK	David J. Keyser	For Meals July 26th - July 29th	No	\$180.00
7674	07/29/2015	No	CHK	Aetna	Acct #: 83851327	No	\$3,429.90
7675	07/29/2015	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$485.70
7676	07/29/2015	No	CHK	American Express	Acc# 6-34000	No	\$656.51
7677	07/29/2015	No	CHK	American Rooter LLC	2W snake kitchen drain	No	\$168.50
7678	07/29/2015	No	CHK	Anthem Dental	ACT6850861	No	\$1,052.77
7679	07/29/2015	No	CHK	Apicella, Testa & Company, P.C.	Client #: 2999 Professional Service	No	\$800.00
7680	07/29/2015	No	CHK	Bender Plumbing Supplies Inc.	Plumbing supplies	No	\$3,360.35
7681	07/29/2015	No	CHK	Buddy's Fuel, LLC	MR - fuel/oil 8 Seymour Avenue	No	\$220.40
7682	07/29/2015	No	CHK	Buel Cpa, P.C.	2nd 1/2 12/31/14 audit due	No	\$4,468.00
7683	07/29/2015	No	CHK	Cash	Reimb Petty Cash	No	\$141.72
7684	07/29/2015	No	CHK	Comcast	acct #: 8773 40 216 0178014	No	\$103.72
7685	07/29/2015	No	CHK	Comcast	8773 40 216 0174468	No	\$82.90
7686	07/29/2015	No	CHK	Europa Enterprises, LLC	Paint interior of 8 Seymour avenue	No	\$900.00
7687	07/29/2015	No	CHK	Friends Of Fur LLC	Service 21 Chamberlin Road	No	\$125.00
7688	07/29/2015	No	CHK	G&K Services	uniforms	No	\$47.35
7689	07/29/2015	No	CHK	HD Supply	Ord #: W109300876	No	\$129.01
7690	07/29/2015	No	CHK	Lincoln National Life Insurance C	SEYMOURHOU-BL-1001365	No	\$372.97
7691	07/29/2015	No	CHK	M. J. Daly, LLC	Inv #: 32506	No	\$618.00
7692	07/29/2015	No	CHK	Mobizent LLC	Licenses for Inspectcheck/Inspectwo	No	\$2,039.76
7693	07/29/2015	No	CHK	Oxford Lumber & Building Materia	MR-L-shape Dr Bot	No	\$39.95
7694	07/29/2015	No	CHK	Radovich Builders, LLP	#18 1/2 Chamberlin - Screens to Pr	No	\$18,069.50
7695	07/29/2015	No	CHK	Radovich Builders, LLP	Remove AC covers @ RH	No	\$195.00
7696	07/29/2015	No	CHK	Radovich Builders, LLP	Repaired deodorizer - filled resevoir	No	\$21,814.00
7697	07/29/2015	No	CHK	Seymour Janitorial Services	RH July janitorial	No	\$2,060.00
7698	07/29/2015	No	CHK	Sherwin Williams	MR - Paint for Seymour ave	No	\$265.32
7699	07/29/2015	No	CHK	Smithfield Gardens Assisted Livin	Office rental July	No	\$4,354.16
7700	07/29/2015	No	CHK	Sprint	acct: 453584322	No	\$206.17
7701	07/29/2015	No	CHK	St. Treasurer For Merfund	MERF 07-2015	No	\$6,469.32
7702	07/29/2015	No	CHK	Staples Credit Plan	SG Battery Back up for Pendant	No	\$301.34
7703	07/29/2015	No	CHK	Ted's Lawn Care LLC	Landscaping - July	No	\$4,535.00
7704	07/29/2015	No	CHK	Comcast	Acc# 8773 40 216 0069528	No	\$109.07

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

Minutes
Exhibit I

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: July 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>
3807	07/13/2015	No	CHK	Atkas, Roney	PH AP Payment Jul 15	No	\$182.36
3808	07/13/2015	No	CHK	Cookson, Grace	PH AP Payment Jul 15	No	\$1,167.15
3809	07/15/2015	No	CHK	Aquarion Water Company Of CT	200204656	No	\$359.01
3810	07/15/2015	No	CHK	Direct Energy Services, Llc	Acc# 67282386-587-4	No	\$2,196.78
3811	07/15/2015	No	CHK	Environmental Systems Corporati	SEYMHO	No	\$5,635.55
3812	07/15/2015	No	CHK	Eversource	57476540034	No	\$3,661.25
3813	07/15/2015	No	CHK	Eversource	Acc# 51083234013	No	\$5,688.07
3814	07/15/2015	No	CHK	Fitz Vogt & Associates, LTD	June purchased meal service	No	\$25,583.20
3815	07/15/2015	No	CHK	Kone Inc	200924813	No	\$583.81
3816	07/15/2015	No	CHK	Peter E. Karpovich,	SHA vs Russo c/o Ann Wayne	No	\$111.95
3817	07/15/2015	No	CHK	Theo Pro Compliance & Consultin	June file approvals	No	\$40.00
3818	07/16/2015	No	CHK	Smart Music	Smithfield Gardens Happy Hour Mus	No	\$100.00
3819	07/29/2015	No	CHK	Allston Supply Co Inc	Wnd exhaust filter sensor	No	\$155.56
3820	07/29/2015	No	CHK	Cash	donation	No	\$50.00
3821	07/29/2015	No	CHK	Comcast	8773-40 216 0069536	No	\$55.95
3822	07/29/2015	No	CHK	Comcast	8773 40 216 0069510	No	\$1,071.72
3823	07/29/2015	No	CHK	Fix it Now LLC	Appliance repair	No	\$95.00
3824	07/29/2015	No	CHK	Frontier	203-888-5093-092806-5	No	\$347.73
3825	07/29/2015	No	CHK	HD Supply	Inv #: 9138788698	No	\$391.45
3826	07/29/2015	No	CHK	Radovich Builders, LLP	Removed bench - trying to get repair	No	\$1,776.50
3827	07/29/2015	No	CHK	Robert Lashin	#113	No	\$1,650.00
3828	07/29/2015	No	CHK	Seymour Housing Authority	Management fee July	No	\$4,965.00
3829	07/29/2015	No	CHK	Trans Clean Corp	Clean kitchen	No	\$450.00
3830	07/29/2015	No	CHK	Valley Electric Supply Company	lighting supply	No	\$204.00
3831	07/29/2015	No	CHK	Winter Bros Waste Systems	July Service	No	\$418.48
3832	07/30/2015	No	CHK	Seymour Housing Authority	SG Reimb	No	\$39,438.80

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: July 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>
1826	07/06/2015	No	CHK	Callahan House Association	To cover RSC Salary	No	\$2,692.30
1827	07/20/2015	No	CHK	Callahan House Association	To cover RSC Payroll	No	\$2,692.30
1828	07/21/2015	No	CHK	Elwood, Elaine	PH AP Payment Jul 15	No	\$316.36
1829	07/30/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$61,053.14
1830	07/30/2015	No	CHK	Seymour Housing Authority	RH reimb	No	\$14,790.48

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 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>
1696	07/17/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$10,000.00
1697	07/30/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$36,576.97

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1113.21

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>
1004	07/22/2015	No	CHK	Donald W. Smith, Jr. P.E	Radon Mitigation Project	No	\$2,120.00

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	07/09/2015-1
Period Range :	06/22/2015 TO 07/05/2015
Week Number :	Week #28

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	5	2877.78
Total Direct Deposits	25	16757.27
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	23 Items	19635.05

Total Billing Impound		138.58
Total Agency Checks	3	161.66
Total Agency Checks DD	2	100.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group

Sum of Checks 20035.29

Total of Checks Printed 28 Items

Total Tax Liability	8669.60
Total Workers Comp Liability	0.00

Total Payroll Liability 28704.89

Total Direct Deposits 16857.27

Total Debited From Account 28704.89

NEXT PERIOD DATES

Check Date: 07/23/2015 Week 30
 Period Begin: 07/06/2015
 Period End: 07/19/2015
 Call In Date: 07/20/2015 Week 29

Payroll rep: Sorrentino George

Tax Report For Payroll (S247)	
Check Date :	07/09/2015-1
Period Range :	06/22/2015 TO 07/05/2015
Week Number :	Week #28

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	26,206.06	3,214.67	23	Semi-Weekly
EE OASDI	0.062000	060687649	26,743.38	1,658.03	23	Semi-Weekly
EE Medicare	0.014500	060687649	26,743.38	387.79	23	Semi-Weekly
ER OASDI	0.062000	060687649	26,743.38	1,658.03	23	Semi-Weekly
ER Medicare	0.014500	060687649	26,743.38	387.79	23	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	23	Semi-Weekly
Total 941 Liabilities without COBRA				7,306.31		
Total 941 Liabilities with COBRA				7,306.31		
ER FUI	0.006000	060687649	0.00	-----	23	Quarterly
Total Federal Taxes				7,306.31		
State Withholding						
CT State Withholding		6613871-000	26,206.06	965.69	23	Weekly CT
Total State Withholding				965.69		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	9,939.83	397.60	23	Quarterly
Total Employer SUI				397.60		
Total Employee Taxes				6,226.18		
Total Employer Taxes without COBRA				2,443.42		
Total Tax Liability without COBRA				8,669.60		
Total Tax Liability with COBRA				8,669.60		
Regular checks				2,877.78		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,857.27		
Total Net Payroll				19,735.05		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				138.58		
Total Workers Comp				0.00		
Total Payroll Liability				28,704.89		
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				20,035.29		
Total Direct Deposits				16,857.27		
Total Amount Debited from your Account before Credit applied				28,704.89		
Total Amount Debited from your Account after Credit applied				28,704.89		

Minutes Exhibit D

Cover Letter (S193)	
Check Date :	07/23/2015-1
Period Range :	07/06/2015 TO 07/19/2015
Week Number :	Week #30

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	5	3925.85
Total Direct Deposits	26	16336.86
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	23 Items	20262.71

Total Billing Impound		726.18
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **21325.55**

Total of Checks Printed **29 Items**

Total Tax Liability 9084.50

Total Workers Comp Liability 0.00

Total Payroll Liability **30410.05**

Total Direct Deposits 16511.86

Total Debited From Account **30410.05**

NEXT PERIOD DATES

Check Date: 08/06/2015 Week 32
 Period Begin: 07/20/2015
 Period End: 08/02/2015
 Call In Date: 08/03/2015 Week 31

Payroll rep: Sorrentino George

Tax Report For Payroll (S247)	
Check Date :	07/23/2015-1
Period Range :	07/06/2015 TO 07/19/2015
Week Number :	Week #30

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	27,183.51	3,437.00	23	Semi-Weekly
EE OASDI	0.062000	060687649	27,714.51	1,718.32	23	Semi-Weekly
EE Medicare	0.014500	060687649	27,714.51	401.84	23	Semi-Weekly
ER OASDI	0.062000	060687649	27,714.51	1,718.32	23	Semi-Weekly
ER Medicare	0.014500	060687649	27,714.51	401.84	23	Semi-Weekly
COBRA Credit	-----	060687649	-----		23	Semi-Weekly
Total 941 Liabilities without COBRA				7,677.32		
Total 941 Liabilities with COBRA				7,677.32		
ER FUI	0.006000	060687649	0.00		23	Quarterly
Total Federal Taxes				7,677.32		
State Withholding						
CT State Withholding		6613871-000	27,183.51	1,018.81	23	Weekly CT
Total State Withholding				1,018.81		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	9,709.30	388.37	23	Quarterly
Total Employer SUI				388.37		
Total Employee Taxes				6,575.97		
Total Employer Taxes without COBRA				2,508.53		
Total Tax Liability without COBRA				9,084.50		
Total Tax Liability with COBRA				9,084.50		
Regular checks				3,925.85		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,511.86		
Total Net Payroll				20,437.71		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				726.18		
Total Workers Comp				0.00		
Total Payroll Liability				30,410.05		
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				21,325.55		
Total Direct Deposits				16,511.86		
Total Amount Debited from your Account before Credit applied				30,410.05		
Total Amount Debited from your Account after Credit applied				30,410.05		

August 2015

Minutes
Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House 2015 Year-to-Date Vacancies 11

Callahan House experienced One move out during July 2015. Callahan House has experienced 70 vacancy days since January 1, 2015 and has averaged 6.36 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; 70 days/ 29200 days available = 0.2397% percentage through July 31, 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 2015 subsidy calculation we used 85 days we have 263 days to use for the balance of the subsidy year. For 2016 subsidy calculation we used 18 days and have 330 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
4F	Bengivengo	3/1/2015	Bernabucci	3/4/2015	4
2F	Boissevain	3/1/2015	Maloney	3/5/2015	5
4L	Connors	5/2/2015	Hanks	5/3/2015	1
2D	Sapouchkey	5/1/2015	Pettinelli	5/5/2015	4
3R	Hanks	5/3/2015	Reyes	5/5/2015	2
4F	Bernabucci	5/15/2015	Scott	5/18/2015	3
3U	Kiley	5/31/2015	Hall	6/27/2014	27
3Q	Hebert	6/1/2015	Rochelle	6/2/2015	1
4G	Hall	6/26/2015	Moen	6/30/2015	4
3S	Elwood	7/13/2015	Vacant		18

Average number of vacancy days per vacancy

6.36

Norman Ray House remained fully occupied during July 2015. Norman Ray House has experienced 47 vacancy days since January 1, 2015 and has averaged 23.5 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; 23.5 days/ 14600 days available = 0.1027% percentage through May 31, 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 117 days and have 52 days remaining to use. For the 2016 subsidy calculation we have all 168 days left to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Hilgrenk	2/1/2015	Belinsky	2/16/2015	15
15	Lotto	5/18/2015	Negron	6/18/2015	32

Average number of vacancy days per vacancy: 23.5

Moderate Rental experienced one move out July 2015. Moderate Rental has experienced 136 vacancy days since January 1, 2015 and averaged 22.67 days per vacancy through July 31, 2015. 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; 136 days/ 29565 days available = 0.4600% percentages through July 31, 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, T	12/31/2015	Reza	2/12/2015	43
34S	440	Ferdina	1/31/2015	Thomas	2/17/2015	18
8B	450	Forbes	4/19/2015	Hannon	5/1/2015	12
15C	500	Roman, M	5/2/2015	Oquendo	5/19/2015	17
4C	440	Cowin	5/31/2015	Rosado	6/19/2015	20
8S	447	Williams	7/5/2015	Vacant		26

Average number of vacancy days per vacancy: 22.67

We have experienced \$2,048 vacancy loss since January 1, 2015. We have budgeted \$2,917 for vacancy loss through July 31, 2015.

Smithfield Gardens Assisted Living experienced one move out and one move-in and two units remain vacant during June 2015. Smithfield Gardens has experienced 426vacancy days since January 1, 2015 and averaged 35.5 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; 426 days/ 20,440 days available = 2.0841% percentage through July 31, 2015.

SMITHFIELD GARDENS		VACANCY/TURNOVERDAYS			2014	
ASSISTED LIVING						
CR	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
202	60%	960 Kissler	12/30/2014	Wallanis	2/7/2015	38
113	60%	960 Waniga	1/29/2015	Cockson	2/28/2015	29
215	60%	960 Nimmons	3/9/2015	Oleh	3/15/2015	6
226	50%	800 Baillie	3/31/2015	Zaleski	4/11/2015	11
107	50%	800 Berchem	3/31/2015	Clark	5/30/2015	61
116	50%	800 Dimon	4/30/2015	Legge	6/29/2015	61
114	50%	800 Dorfman	5/27/2014	Vacant		65
125	50%	800 Meyer	5/28/2015	Stone	7/14/2015	47
104	50%	800 Arron	6/13/2015	Vacant		48
113	60%	960 Cockson	7/10/2015	Vacant		21
228	60%	960 Atkas	7/10/2015	Vacant		21
128	60%	960 Russo	7/23/2015	Vacant		18

Average number of vacancy days per vacancy: 35.5

The vacancy loss is approximately \$8,124 since January 1, 2015. We have budgeted \$18,242 for vacancy loss through July 31, 2015.

General Information

Complaints

Callahan House

There was an incident in June involving a resident committing an act of physical violence against a fellow senior resident. The senior resident went to the hospital by ambulance and has sustained serious injury. The aggressor has been served with a pre-termination notice immediately the next business day. This resident has moved out as a result of a Notice to Quit. We are fully cooperating with all authorities in this matter. We have been served with an intent of civil action on the part of the victim's family.

This month we received a complaint regarding alleged sexual harassment. All parties involved were invited to attend mediation. One of the complainants recanted her complaint. The rest of the parties did attend the mediation. Many things were discussed and an understanding was reached. The allegations were all resolved and two parties agreed by means of a written agreement that if they should need some help in the future to contact the Resident Services Coordinator.

Smithfield Gardens Assisted Living

Summary process continues relative to prior alleged inappropriate contact. We await a court date at this point.

Norman Ray House

We are working on a verbal complaint about alleged sexual abuse at the Norman Ray House. We did report the incident to Elderly Protective Services since the resident is reluctant to put the incident in writing..

Waiting Lists

I have placed adds in Inner City news and the Connecticut Post advertising our Senior Disabled waiting lists. Some interested parties have been sent applications, however, return has not been very strong.

We have opened the Moderate Rental 2 and 3 bedroom waiting lists.

As a result, the numbers are as follows:

Received:

2 bedroom - 8

3 bedroom - 6

Ineligible:

2 bedroom - 6

3 bedroom - 3

(These were all due to inability to pay, except for one that was ineligible due to poor rental history - prior eviction with nonpayment and non-authorized boarders that weren't listed on their lease.)

Pending:

2 bedroom - 2

3 bedroom - 3

Apparently eligible:

- None yet. We are waiting on police checks for the 5 pending applications.

Rev. Callahan House

- Annual Inspections began in June 2015. To date 66 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 363 work orders have been generated as a result of this round of inspections. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, sprinkler escheon re-setting, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, replacing bathtub strainers and replacing refrigerators that have signs of the gasket failing from age.
- 2014 Capital Fund Program work items will begin once SHA obtains approval from HUD of its 2014 - 5 year capital plan
- One more unit, Apartment 3S, required the Seymour Housing Authority to abate asbestos from the popcorn ceilings at the Callahan House. Unit cost was approximately \$12,800 to complete and we used the same specifications from the previous Capital Fund Program jobs. The costs are in line with that work completed in the last 2 years. This unit, 3S, was done between occupancy, therefore, no relocation dollars were needed
- A block watch meeting was held. The Block Watch reported a decrease in incidents concerning someone jiggling door handles, vandalism and thefts from parked cars. We discussed the Seymour Housing Authority's screening process. We are considering having the block watch meet with new prospective residents prior to occupancy. We discussed communicating the importance of door knocking. One complaint was that there is speeding going on in the parking lot. There are also visitors still parking in resident's parking spaces over the weekends. The need to update the information sheets on the backs of doors. We discussed people placing chairs on the backs of doors. We discussed parking lot lights.

Norman Ray House

- Occupancy for fiscal year and REAC consideration is outstanding again this year. We have used a total of 117 vacancy days since July 1, 2014 with a balance of 52 days available. In addition we were once again, fully occupied as of June 30, 2015.

Moderate Rental

- We began the power washing of dwelling units on Seymour Ave. The entire street is complete. We are working on Chamberlin Rd at this point. This project will be complete in the next few weeks.
- We began the radon mitigation work on Chamberlin Rd. The contractor is approximately ½ complete. An environmental company will be coming back to do exit testing.

34 Smith Street

We will be submitting a Pre-Development Grant Application. Our Consultant Jen Svelnys, Housing Development Inc. will be at the meeting to discuss this further. We completed an A-2 Survey and plot plan of the property for the Grant Application. I discovered that Capital Funds can be used for this project.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 91% (51 of 56 units) occupied as of 08/01/2015
- Eight applications in processing
- One move-in in July; three move-outs
- 11 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.7
- Age range is 65 - 101
- Average length of tenancy is 27.7 months

Budgeting Statistics:

- 18 of 19 units rented at \$825
- 33 of 37 units rented at \$985
- 51 of 51 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 07/01, 07/08, 07/15, 07/22, 07/29 (attended by MRC Director, RSC & RNs)

56 residents' statuses reviewed each week; 3 residents out at rehab as of 07/31/2015

- Resident Council Meeting held 06/25/15 – minutes follow; next meeting 07/30/15
 - July Fire Drill completed 07/26/15 (third shift)
-

Mechanical Repair/replacements – Boiler room

You will recall the Board of Commissioners chose the firms of Aegis Engineering, Environmental Control Systems and Radovich Builders to complete the repairs/replacements to the mechanical equipment in the Boiler Room. The contracts to begin the work are being signed on 10/7/2014. The work includes:

- Replace the cooling tower
- Remove/replace refrigerant coil, install new chiller water coil, 2 unit
- Relocate existing chemical shot
- Remove Glycol injection system & install port for adding glycol

As a result of a failure of the absorption chiller, we are now faced with adding the replacement of the absorption chiller to this work to be done.

This is currently being partially financed from our Replacement Reserve with CHFA which currently has \$216,000 in it.

This work will began in June, 2015

Minutes
Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 396

A Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Rev. Callahan House.

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

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

1400 - Building Equipment

Tag#	Model#	Serial#	Description	Amount
01163	FAH086N11	EK61401519	Air Conditioner	\$458.00
00835	WAH074S7T2	JD51415922	Air Conditioner	\$394.00
01050	GTS15BBMBRWW	FA762269	Refrigerator	\$429.00
01053	GTS15BBMBRWW	FA762239	Refrigerator	\$429.00
01084	GTX15BBMFRWW	2F744219	Refrigerator	\$350.00
01047	GTS15BBMBRWW	FA762275	Refrigerator	\$429.00
01052	GTS15BBMBRWW	GA730096	Refrigerator	\$429.00
00824	JAS03R3WH	RM115883N	Stove	\$215.00

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 \$3,133.00.

Brenda A. White, Chairperson

Date (SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer



Minutes
Exhibit IV

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2098
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 397

A Resolution concerning the write off of Refrigerators damaged assets for the Norman Ray House.

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

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

1400 - Building Equipment

Tag#	Model#	Serial#	Description	Amount
00959	WAH086H1T1	JK91518752	Air Conditioner	\$470.00
00064	TBX14SMCLWH	FD05560	Refrigerator	\$340.00
01017	RA520W2WH	LZ128293N	Stove	\$236.00

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 Norman Ray House as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$1,046.00.

Brenda A. White, Chairperson

Date (SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer



Minutes
Exhibit V

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2098
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 398

A Resolution concerning the write off of Stove damaged asset for the Moderate Rental Hoffman Heights Development.

Whereas; The Executive Director has presented an item that has reached the end of its useful life or has become damaged; and

Whereas; the item and description and cost of the item is as follow:

1430.2 - Dwelling Equipment

Tag#	Model#	Serial#	Description	Amount
00725	TBX21SASRRWH	HL574038	Refrigerator	\$516.50

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory item for Moderate Rental Hoffman Heights Dev. as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$516.50.

Brenda A. White, Chairperson

Date (SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer

