

MINUTES

COPY RECEIVED
DATE: 2/2/16
TIME: 3:15pm
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 957th Meeting

The 957th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on January 6, 2016 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room located at 26 Smith Street Seymour, Connecticut and was called to order at 5:30 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick, and White.

Also present was Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Comment Session

None

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 955th Annual Meeting held on December 2, 2015.

Commissioner Bellucci motioned to accept the minutes of the 955th Annual Meeting. 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 Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced the previous meeting minutes of the 956th Regular Meeting held on December 2, 2015.

Commissioner Bellucci motioned to accept the minutes of the 956th Regular Meeting. 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 Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

➤ Bills & Communications

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

MINUTES

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, Horelick and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director distributed a letter from HUD which detailed that the 2015 five year plan was accepted by HUD.

He also discussed a letter from State of Connecticut Department of Housing's (DOH) Commissioner Klein which addresses the \$300M State Rehab funding asking if we intend to apply. He stated a meeting is set up with Michael Santoro with DOH to discuss our eligibility for funding.

The Executive Director discussed the letter from HUD's Civil Rights Compliance and Disability Rights Division. He stated that we had previously received a letter from HUD's Housing and Equal Opportunity division stating the case between Techer and Seymour Housing was settled amicably. He stated this letter is notification that Ms. Techer has appealed the decision and an independent review was to take place.

➤ Executive Director's Report

See Exhibit II

➤ Old Business

The Executive Director discussed the State PILOT to the Town and the fact that the State has abandoned the PILOT. He stated that our Cooperation Agreements with the Town states that we must pay 10% shelter rent to the Town. He estimated that the payment to the Town would be approximately \$52,000. He stated that this would require a \$50 base rent increase and 2% to 3% increase in the percentage of rent charged to all residents. He reminded that the residents of Moderate Rental pay a percentage of income or base rent whichever is higher. He stated that we will be proposing a budget revision and will have to begin the 90 day process to increase the rents. He also stated that he started conversations with First Selectman Kurt Miller about a request to phase this in over a four year period to reduce the effect to the Moderate Rental residents.

Commissioner Horelick motioned to table the election of officers until such time as all the Commissioners are present. Commissioner Dota seconded it. 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.

MINUTES

➤ New Business

None

➤ Any Other Business

None

➤ Adjournment

At 6:08 P.M. Chairperson White asked for a motion to adjourn the 957th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Horelick 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 957th Meeting, a Regular Meeting, duly adjourned.

Submitted by:


David J. Keyser,
Secretary and Executive Director

Minutes Exhibit I

Seymour Housing Authority General Ledger Cash Payment/Receipt Register Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: January 2016, 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

Doc Num	Payment Date	Voided	Type	Document/Recipient	Document Description	Cleared	Amount
1	01/07/2016	No	DD	SHA PAYROLL	Payroll #1	No	\$28,507.35
2	01/21/2016	No	DD	SHA PAYROLL	Payroll #2	No	\$28,975.58
187	01/20/2016	No	CHK	VSP	VSP Jan. Expense	No	\$58.44
8108	01/04/2016	No	CHK	USI Insurance Services of CT LL	Crime Policy 1.1.2016 - 1.1.2017	No	\$313.10
8109	01/07/2016	No	CHK	Buddy's Fuel, LLC	8 Chamberlin Rd	No	\$125.00
8110	01/13/2016	No	CHK	Yankoc Wholesale Building Mate	Order# 229176	No	\$1,293.60
8111	01/15/2016	No	CHK	Acm Resources, Inc.	Consulting	No	\$7,800.00
8112	01/15/2016	No	CHK	Aegle Energy Services, Inc.	Invoice 3 of 3	No	\$1,840.32
8113	01/15/2016	No	CHK	American Rooter LLC	CAL 1J-Snake kitchen sink drain	No	\$337.00
8114	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$132.97
8115	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 200086443	No	\$132.97
8116	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 2003891187	No	\$17.37
8117	01/15/2016	No	CHK	Bellatti's Tree Service	18 Seymour - Trimming oak tree	No	\$525.00
8118	01/15/2016	No	CHK	Buddy's Fuel, LLC	18 Chamberlin-Repair to baseboard	No	\$160.50
8119	01/15/2016	No	CHK	Cbs Bloom's Business Systems	Supplies & quarterly maintenance co	No	\$43.58
8120	01/15/2016	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$5,227.20
8121	01/15/2016	No	CHK	Door Control, Inc.	Callehan & RH repair to entrance do	No	\$1,275.00
8122	01/15/2016	No	CHK	Eversource	Acct #: 51471483089	No	\$222.83
8123	01/15/2016	No	CHK	Eversource	Acct #: 51942664004	No	\$2,883.05
8124	01/15/2016	No	CHK	Eversource	Acct #: 51118894017	No	\$45.59
8125	01/15/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,384.41
8126	01/15/2016	No	CHK	Experian	Acct #: TCTA6906070	No	\$105.12
8127	01/15/2016	No	CHK	G&K Services	Uniforms	No	\$47.35
8128	01/15/2016	No	CHK	Gregory Stamos	Techer Legal fees	No	\$525.00
8129	01/15/2016	No	CHK	Langan	Pre-Renovation Hazardous Building	No	\$750.00
8130	01/15/2016	No	CHK	Mary B. Androski	Legal fees mediation Corbett/Fabrizi	No	\$300.00
8131	01/15/2016	No	CHK	Robinson Partners	11 Brothers Court-fix scratch	No	\$125.00
8132	01/15/2016	No	CHK	Oxford Lumber & Building Materia	5 Gal Empty buckets	No	\$34.14
8133	01/15/2016	No	CHK	Radovich Builders, LLP	3 Seymour-Bend & inst new rake ad	No	\$7,493.00
8134	01/15/2016	No	CHK	Radovich Builders, LLP	2D-Install formica backsplash, wall p	No	\$6,359.07
8135	01/15/2016	No	CHK	Radovich Builders, LLP	#20-Replace wall hung bathroom sin	No	\$1,526.50
8136	01/15/2016	No	CHK	Reitman	Office temp w/e 12/27/15	No	\$760.85
8137	01/15/2016	No	CHK	Shell Credit Card Center	Acct #: 065 093 700	No	\$86.00
8138	01/15/2016	No	CHK	Sherwin Williams	Paint for MR	No	\$265.32
8139	01/15/2016	No	CHK	Siemens Industry Inc	Cust #: 30081279	No	\$6,174.00
8140	01/15/2016	No	CHK	YB Paving	Snow removal & sanding	No	\$1,485.00
8141	01/20/2016	No	CHK	Cash	Reimb. Petty Cash	No	\$95.15
8142	01/20/2016	No	CHK	Thomas, Larry	Reimb. Larry Thomas for Plumbing	No	\$625.00
8143	01/29/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,417.58
8144	01/29/2016	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$465.70
8145	01/29/2016	No	CHK	AIG	Acct #: 1024715395	No	\$8,804.00
8146	01/29/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$975.72
8147	01/29/2016	No	CHK	Bender Plumbing Supplies Inc.	Plumbing supply	No	\$1,043.28
8148	01/29/2016	No	CHK	Buddy's Fuel, LLC	8 Seymour Ave - no heat call	No	\$373.72
8149	01/29/2016	No	CHK	Callehan House Tenants Associat	CAL January Association Donation	No	\$2,625.00
8150	01/29/2016	No	CHK	Comcast	Acct #: 8773402160069528	No	\$104.90
8151	01/29/2016	No	CHK	Comcast	Acct #: 8773402160041287	No	\$471.30

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: January 2016, 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
8152	01/29/2016	No	CHK	Comcast	Acct #: 8773402160174468	No	\$64.90
8153	01/29/2016	No	CHK	Comcast	Acct #: 8773 40 216 0178014	No	\$105.85
8154	01/29/2016	No	CHK	CONN NAHRO	The Rent Certification Training	No	\$360.00
8155	01/29/2016	No	CHK	Connecticut Housing Finance Aut	Project #: 98089D	No	\$462.02
8156	01/29/2016	No	CHK	Frontier	Acct #: 203-881-2464-110208-5	No	\$293.07
8157	01/29/2016	No	CHK	Frontier	Acct #: 203-881-0116-021194-5	No	\$70.46
8158	01/29/2016	No	CHK	G&K Services	Uniforms	No	\$142.05
8159	01/29/2016	No	CHK	Gregory Stamos	Legal services	No	\$1,434.50
8160	01/29/2016	No	CHK	Home Depot Credit Services	January Expenses	No	\$99.96
8161	01/29/2016	No	CHK	Kone Inc	CAL Elevator repair	No	\$7,329.36
8162	01/29/2016	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100136	No	\$410.89
8163	01/29/2016	No	CHK	Management Computer Services I	Semi Annual Support Fee	No	\$4,633.00
8164	01/29/2016	No	CHK	New England Regional Council N	2016 agency membership dues	No	\$70.00
8165	01/29/2016	No	CHK	Norman Ray Tenant Association	Annual Association Donation	No	\$1,025.00
8166	01/29/2016	No	CHK	Oxford Lumber & Building Material	Bleach	No	\$9.96
8167	01/29/2016	No	CHK	Peter E. Karpovich,	NTQ Imre	No	\$53.30
8168	01/29/2016	No	CHK	Phada Membership	Membership dues year ending 2017	No	\$390.00
8169	01/29/2016	No	CHK	Radovich Builders, LLP	3E-Stains repaired from old leak	No	\$162.50
8170	01/29/2016	No	CHK	Reitman	Office Temp	No	\$410.29
8171	01/29/2016	No	CHK	Seymour Janitorial Services	RH	No	\$1,240.00
8172	01/29/2016	No	CHK	Smithfield Gardens Assisted Living	Jan's Rental	No	\$4,354.16
8173	01/29/2016	No	CHK	Sprint	Acct #: 453584322	No	\$206.28
8174	01/29/2016	No	CHK	St. Treasurer For Merfund	MERF 01-2016	No	\$6,332.56
8175	01/29/2016	No	CHK	Ted's Lawn Care LLC	Monthly landscaping	No	\$2,175.00
8176	01/29/2016	No	CHK	Winter Bros Waste Systems	January Trash service	No	\$406.94
8177	01/29/2016	No	CHK	Winter Bros Waste Systems	January trash	No	\$386.63
8178	01/29/2016	No	CHK	Xerox Financial	Contract #: 010-0026454-001	No	\$418.50

Minute 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: January 2016, 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>Yr/Mo</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3969	01/06/2016	No	CHK	Pagliari, Elsie	PH AP Payment Jan 16	No	\$199.24
3970	01/15/2016	No	CHK	Aegis Energy Services, Inc.	Mechanical Improvements	No	\$32,872.93
3971	01/15/2016	No	CHK	Allen's Plumbing Supply	Shower hose	No	\$56.70
3972	01/15/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204658	No	\$1,057.98
3973	01/15/2016	No	CHK	Connecticut Post	One month online and print advertisi	No	\$1,147.16
3974	01/15/2016	No	CHK	Direct Energy Services, LLC	Acct #: 67282385-587-4	No	\$3,731.02
3975	01/15/2016	No	CHK	Donald W. Smith, Jr. P.E	Professional services for mechanical	No	\$1,000.00
3976	01/15/2016	No	CHK	Environmental Systems Corporall	HVAC service & parts	No	\$7,830.82
3977	01/15/2016	No	CHK	Eversource	Acct #: 57669970055	No	\$1,519.67
3978	01/15/2016	No	CHK	Eversource	Acct #: 51083234013	No	\$3,240.33
3979	01/15/2016	No	CHK	Fitz Vogt & Associates, LTD	Meals	No	\$27,068.30
3980	01/15/2016	No	CHK	FJ Dahill Co.	S/G clean, repair & seal area of roof	No	\$504.00
3981	01/15/2016	No	CHK	Frontier	Acct #: 20388850930928065	No	\$353.49
3982	01/15/2016	No	CHK	Jeff's Appliance And Vacuums	#220-repair to freezer fan	No	\$209.95
3983	01/15/2016	No	CHK	Kinsley Power Systems	Cust #: 1001	No	\$350.00
3984	01/15/2016	No	CHK	Kone Inc	Cust #: N223536	No	\$14,127.17
3985	01/15/2016	No	CHK	NDC Housing & Developmant	Asset Management Fee Oct-Dec 20	No	\$1,008.00
3986	01/15/2016	No	CHK	Robert J. Werden	Grease Trap cleaning	No	\$230.00
3987	01/15/2016	No	CHK	Radovich Builders, LLP	New 100 amp 3 phase panel electric	No	\$7,707.50
3988	01/15/2016	No	CHK	Reitman	Temp w/e 12/27/2015	No	\$112.77
3989	01/15/2016	No	CHK	Theo Pro Compliance & Consultin	File approval	No	\$20.00
3990	01/15/2016	No	CHK	Valley Electric Supply Company	Bulbrite MH70/U/MED (4)	No	\$65.47
3991	01/28/2016	No	CHK	Moss, Estelle	PH AP Payment Jan 16	No	\$559.20
3992	01/29/2016	No	CHK	Comcast	Acct #: 8773-40-216-0069510	No	\$1,128.18
3993	01/29/2016	No	CHK	Comcast	Acct #: 8773-40-216-0069536	No	\$55.95
3994	01/29/2016	No	CHK	HD Supply	Misc supplies	No	\$407.40
3995	01/29/2016	No	CHK	Robert Lupi	One hour performance	No	\$150.00
3996	01/29/2016	No	CHK	Seymour Housing Authority	Jan's Mgt Fee	No	\$4,965.00
3997	01/29/2016	No	CHK	Sherwin Williams	Paint supply	No	\$285.90
3998	01/29/2016	No	CHK	Winter Bros Waste Systems	January Trash removal	No	\$434.91

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: January 2016, 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1869	01/27/2016	No	CHK	LeeAnn Weston RYT	Senior/Chair Yoga	No	\$70.00
1870	01/27/2016	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$20,000.00
1871	01/29/2016	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$11,012.88
1872	01/29/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$17,905.42

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: January 2016, 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
274	01/28/2016	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$12.68

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: January 2016, 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1714	01/21/2016	No	CHK	Seymour Housing Authority	Reimb. RH for Auto Ins. Expense	No	\$1,395.00
1715	01/27/2016	No	CHK	Seymour Housing Authority	MR Early reimb	No	\$20,000.00
1716	01/29/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$919.75

Minutes Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	12/10/2015-1
Period Range :	11/23/2015 TO 12/06/2015
Week Number :	Week #50

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	5	2880.81
Total Direct Deposits	31	16771.28
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	28 Items	19652.09
Total Billing Impound		149.33
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		20138.08
Total of Checks Printed	34 Items	
Total Tax Liability		8219.71
Total Workers Comp Liability		0.00
Total Payroll Liability		28357.79
Total Direct Deposits		16946.28
Total Debited From Account		28357.79

NEXT PERIOD DATES

Check Date: 12/24/2015 Week 52
 Period Begin: 12/07/2015
 Period End: 12/20/2015
 Call In Date: 12/21/2015 Week 51

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	12/10/2015-1
Period Range :	11/23/2015 TO 12/06/2015
Week Number :	Week #50

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060887649	26,028.07	3,088.82	22	Semi-Weekly
EE OASDI	0.062000	060887649	26,562.46	1,646.90	22	Semi-Weekly
EE Medicare	0.014500	060887649	26,562.46	385.16	22	Semi-Weekly
ER OASDI	0.062000	060887649	26,562.46	1,646.90	22	Semi-Weekly
ER Medicare	0.014500	060887649	26,562.46	385.16	22	Semi-Weekly
COBRA Credit		060887649			22	Semi-Weekly
Total 941 Liabilities without COBRA				7,150.94		
Total 941 Liabilities with COBRA				7,150.94		
ER FUI	0.006000	060887649	0.00		22	Quarterly
Total Federal Taxes				7,150.94		
State Withholding						
CT State Withholding		8613871-000	26,028.07	912.27	22	Weekly CT
Total State Withholding				912.27		
Employer SUI Withholding						
CT-SUI	0.040000	81-378-04	3,912.32	156.50	22	Quarterly
Total Employer SUI				156.50		
Total Employee Taxes				6,031.15		
Total Employer Taxes without COBRA				2,188.55		
Total Tax Liability without COBRA				8,219.71		
Total Tax Liability with COBRA				8,219.71		
Regular checks				2,880.81		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,946.28		
Total Net Payroll				19,827.09		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				149.33		
Total Workers Comp				0.00		
Total Payroll Liability				28,357.79		
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				20,138.08		
Total Direct Deposits				16,946.28		
Total Amount Debited from your Account before Credit applied				28,357.79		
Total Amount Debited from your Account after Credit applied				28,357.79		

Minutes - Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	12/23/2015-1
Period Range :	12/07/2015 TO 12/20/2015
Week Number :	Week #51

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:		# Checks	
Total Regular Checks		4	2293.13
Total Direct Deposits		28	17346.20
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		24 Items	19639.33
Total Billing Impound			971.67
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			20947.66
Total of Checks Printed		30 Items	
Total Tax Liability			8439.09
Total Workers Comp Liability			0.00
Total Payroll Liability			29386.75
Total Direct Deposits			17521.20
Total Debited From Account			29386.75

NEXT PERIOD DATES

Check Date: 01/07/2016 Week 1
Period Begin: 12/21/2015
Period End: 01/03/2016
Call In Date: 01/04/2016 Week 1

Payroll rep: Sorrentino George

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

Date Printed: 12/21/2015 10:17:29 AM

Minutes Exhibit I

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date :	12/23/2015-1
Period Range :	12/07/2015 TO 12/20/2015
Week Number :	Week #51

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	26,256.52	3,231.22	23	Semi-Weekly
EE OASDI	0.062000	060687649	26,808.39	1,662.12	23	Semi-Weekly
EE Medicare	0.014500	060687649	26,808.39	388.71	23	Semi-Weekly
ER OASDI	0.062000	060687649	26,808.39	1,662.12	23	Semi-Weekly
ER Medicare	0.014500	060687649	26,808.39	388.71	23	Semi-Weekly
COBRA Credit		060687649			23	Semi-Weekly
Total 941 Liabilities without COBRA				7,332.88		
Total 941 Liabilities with COBRA				7,332.88		
ER FUI	0.008000	060687649	0.00		23	Quarterly
Total Federal Taxes				7,332.88		
State Withholding						
CT State Withholding		6813871-000	26,256.52	972.29	23	Weekly CT
Total State Withholding				972.29		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	3,347.85	133.92	23	Quarterly
Total Employer SUI				133.92		
Total Employee Taxes				6,254.34		
Total Employer Taxes without COBRA				2,184.75		
Total Tax Liability without COBRA				8,439.09		
Total Tax Liability with COBRA				8,439.09		
Regular checks				2,293.13		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,521.20		
Total Net Payroll				19,814.33		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				971.67		
Total Workers Comp				0.00		
Total Payroll Liability				29,386.75		
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				20,947.66		
Total Direct Deposits				17,521.20		
Total Amount Debited from your Account before Credit applied				29,386.75		
Total Amount Debited from your Account after Credit applied				29,386.75		

January 2016

*Minutes
Exhibit II*

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2015 Year-to-Date Vacancies 17

Callahan House remained fully occupied for December 2015. Callahan House has experienced 120 vacancy days since January 1, 2015 and has averaged 7.06 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; 120 days/ 29200 days available = 0.4109% percentage through December 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 68 days and have 280 days to use for the balance of the Subsidy year.

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

UNT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3T	Zorawski	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	Sepouchkey	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	Hylwa	8/1/2015	18
4A	Sciarettil	8/21/2015	Hayden	8/28/2015	7
4Q	Mitchell	8/31/2015	Brown	9/4/2015	4
1C	Matlavaga	9/23/2015	Klonoski	10/7/2015	13
1J	Riemer	10/31/2015	Cruz	11/6/2015	6
4U	Quinone	10/31/2015	Iacovelli	11/6/2015	6
3F	McDade	10/31/2015	Willis	11/13/2015	14
Average number of vacancy days per vacancy				7.06	

Minuter
Exhibit II

Norman Ray House

2015 Year-to-Date Vacancies

5

Norman Ray House experienced one move in during December 2015 and is now fully occupied. Norman Ray House has experienced 111 vacancy days since January 1, 2015 and has averaged 22.2 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; 111 days/ 14600 days available = 0.7603% percentage through December 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 used 64 vacancy day and have 104 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	Higrenk	2/1/2015	Belinsky	2/18/2015	15
15	Lotto	5/18/2015	Negron	6/18/2015	32
9	Shaboo	9/30/2015	Imre	10/13/2015	14
26	Och	10/14/2015	Simmonds	11/1/2015	18
32	Simmonds	10/31/2015	Racchia	12/1/2015	32

Average number of vacancy days per vacancy:

22.2

Minutes
Exhibit II

State Moderate Rental

2015 Year-to-Date Vacancies 9

Moderate Rental experienced one move in during December 2015 and is now fully occupied. Moderate Rental has experienced 215 vacancy days since January 1, 2015 and averaged 23.89 days per vacancy through December 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; 215 days/ 29565 days available = 0.7272% percentages through December 31, 2015.

STATE MODERATE RENTAL VACANCY TURNOVER DAYS 2015 FAMILY HOUSING

UNIT	Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
26C	450 Roman, T	12/31/2015	Reza	2/12/2016	43
34S	440 Ferdina	1/31/2016	Thomas	2/17/2016	18
8B	450 Forbes	4/19/2015	Harmon	5/1/2015	12
15C	500 Roman, M	5/2/2015	Oquendo	5/19/2015	17
4C	440 Cowlin	5/31/2015	Rosado	6/19/2015	20
8S	447 Williams	7/5/2015	Lafayette	8/1/2015	26
4S	447 Klonisk	10/7/2015	Sanri	11/10/2015	34
6B	450 Algrin	10/31/2015	Fitzgerald	11/20/2015	20
32S	440 Willis	11/13/2015	Serrano	12/8/2015	25

Average number of vacancy days per vacancy: 23.89

We have experienced \$3,227 vacancy loss since January 1, 2015. We have budgeted \$5,000 for vacancy loss through December 31, 2015.

Minor
Exhibit II

Smithfield Gardens

2015 Year-to-Date Vacancies 20

Smithfield Gardens Assisted Living experienced two move-outs and 2 move-ins and three units remain vacant during December 2015. Smithfield Gardens has experienced 766 vacancy days since January 1, 2015 and averaged 38.30 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; 766 days/ 20,440 days available = 3.747% percentage through December 31, 2015.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
CR	Pert	PRIOR	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
UNT	%	RESIDENT				
202	60%	985 Kissler	12/30/2014	Walloris	2/7/2015	38
113	60%	985 Waniga	1/29/2015	Cockson	2/28/2015	29
215	60%	985 Nimmons	3/9/2015	Olah	3/15/2015	6
226	50%	825 Baile	3/31/2015	Zaleski	4/11/2015	11
107	50%	825 Berchem	3/31/2015	Clark	5/30/2015	61
116	50%	825 Dimon	4/30/2015	Legge	6/29/2015	61
114	50%	825 Dorfman	5/27/2014	Lukas	8/4/2015	69
125	50%	825 Mayer	5/28/2015	Stone	7/14/2015	47
104	50%	825 Aron	6/13/2015	Yablonski	8/28/2015	76
113	60%	985 Cockson	7/10/2015	Martindale	9/10/2015	62
228	60%	985 Alkas	7/10/2015	Palren	8/7/2015	28
128	60%	985 Russo	7/23/2015	Forder	8/22/2015	40
218	60%	985 Stevens	9/10/2015	Scarazzini	10/15/2015	65
215	60%	985 Olah	9/30/2015	Marra	11/13/2015	47
111	50%	825 Fisher	10/15/2015	McDade	10/30/2015	15
212	60%	985 Pdesse	11/13/2015	Glynn	12/15/2015	32
117	60%	985 Garrollini	11/17/2015	Vacant		23
213	60%	985 Brown	11/18/2015	Dermenchyk	12/29/215	42
127		Boasso	12/18/2015	Vacant		13
113		Martindale	12/31/215	Vacant		1

Average number of vacancy days per vacancy: 38.30

The vacancy loss is approximately \$23,334 since January 1, 2015. We have budgeted \$25,586 for vacancy loss through December 31, 2015.

Section

2

General Information

Complaints

Callahan House

We received a complaint that a resident's car windshield was marked with a sharpie. We advised the resident to contact the Seymour Police Department.

The complaints about the odor of marijuana in the hallways continue. Community Police Officer Jack Harkins arranged to have the K-9 unit walk the halls with the dog. Seymour Housing Has issued a newsletter reminding residents of the One Strike Policy and the provisions of the Lease. Residents have been informed to call the Seymour Police Department whenever they smell the marijuana. We will continue to monitor this issue.

Norman Ray House

We are working on noise and disturbing behavior complaints coming from an upstairs apartment affecting a dwelling unit downstairs and next door to the resident. Police have been called to the apartment several times. The individual was taken to the hospital and released. We have issued a pre-termination notice and are pursuing summary process.

General

I met with Community Police Officer Jack Harkins and spoke with Police Chief Metzler about the snow parking on Smith St and Walnut Street. We explained the parking across the street at Norman Ray House and that we did not want visiting nurses and aides parking in the lot up against the building. What resulted was that as long as Seymour Housing would clear the parking across the street and the cars would not be on the street, but off the curb, this would be permitted. The reason is because that side is the even side of Walnut street and there is a parking ban this year on that side.

Minutes
Exhibit II

Rev. Callahan House

- Annual inspections will begin January 12, 2016. I will be completing 4 units per week and they will be inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS).
- 2014-2015 Capital Fund Program work items have begun. A contract was signed with Radovich Builders. The work items include building smoke barriers between first floor units above the drop ceilings.
- The Parking lot improvements have been completed. You will recall that this work also included constructing the smoking designated area pad and retaining walls. We now have completed this work also.
- The 2015 five year plan was finalized and submitted to HUD. We have received a letter of approval of the five year plan as submitted.
- The secured entry door fob reader was malfunctioning at the main, side, entry to the Callahan House. As a result, residents were not able to use their key fobs to enter the building. DJP Electric had to order and install a new reader. Repairs have been made and residents now have a secured building
- We also experienced problems with the entry sliding door at the main entry to Callahan House. Door Controls had to replace a circuit board at the main entry door. The door is working fine. The Smith Street entry door was problematic as well. Door Controls affected repairs to that door as well.

Norman Ray House

- 2014-2015 Capital Fund Program work items have begun. The contractor, Radovich Builders has replaced all the closet doors on the upper floor. This completes the closet door replacements that were begun in 2010 for the work items that were included in the Federalization of Norman Ray House. Now all the closet doors have been upgraded from metal bi-fold doors to new composite doors. Seven units will also receive new kitchen cabinets. Ten dwelling units will be cycle painted starting the third week in January.
- The secured entry door at the Norman Ray House was not functioning occasionally. Door Controls affected repairs to the entry door and it is now working satisfactorily.

Moderate Rental

- Annual furnace cleanings began in September, 2015. We are cleaning seven furnaces per month. Seymour Avenue will be completed this month.

Minutes
Exhibit II

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 01/01/2016
- Three applications in processing
- Three move-ins in December; two move-outs
- 10 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.2
- Age range is 65 - 99
- Average length of tenancy is 27.7 months

Budgeting Statistics:

- 21 of 19 units rented at \$825
- 33 of 37 units rented at \$985
- 54 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 12/2, 12/9, 12/16, 12/23, 12/30 (attended by MRC Director, RSC & RNs)

59 residents' statuses reviewed each week; 9 residents out at rehab as of

12/31/2015

- Resident Council Meeting held 11/25/15 -- minutes follow; next meeting 12/30/15
- December Fire Drill completed 12/23/15 (second shift)
- NDC annual site visit occurred on 12/14/15 -- no issues

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 begin in June, 2015 and is now substantially complete.

Common area seating.

*Minutes
Exhibit II*

We sought a quote to steam clean the dining room chairs as well as the common area couches at Smithfield from Serve Pro. The quote is as follows:

Dining Room Chairs (62): \$1,240

Private Dining Room Chairs, Chairs and Sofas in both the Fireplace and TV Lounges: \$1,650

We will begin the work later this month.



U.S. Department of Housing and Urban Development

**Hartford Field Office
Office of Public Housing
20 Church Street, 10th Floor
Hartford, Connecticut 06103-3220
E-mail Address: Jennifer.R.Gottlieb@hud.gov**

Telephone: (860) 240-9757

Facsimile: (860) 240-4854

TTY: (860) 240-4665

DEC 03 2015

Mr. David Keyser

Executive Director

Seymour Housing Authority

32 Smith Street

Seymour, CT 06483

DEC 28 2015

Dear Mr. Keyser:

Subject: PHA Plan Fiscal Year 2015 – Seymour Housing Authority/CT035

This letter is to inform you that Seymour Housing Authority's 5- Year and Annual Plan submission (ct035v02) for SHA's Fiscal Year (PHA FY 01/15) beginning January 1, 2015 is **Approved**.

The approval of the PHA Plan does not constitute an endorsement of the strategies and policies in the Plan. In providing assistance to families under programs covered by this Plan, PHA will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR Part 903 and other applicable regulations.

SHA's approved Plan and all required attachments and documents must be made available for review and inspection at the principle office of the PHA during normal business hours. HUD also will make an electronic version of your approved Plan available for public display.

The SHA plan will remain on display until the next submitted Plan (whether next year's plan or an intervening significant amendment or modification) is approved by HUD. The Field Office will monitor as well as provide technical assistance to staff with future PHA Plan submissions should the PHA reach out as needed.

If you have any questions regarding SHA's Plan or the information in this letter, please contact Marisol Petersen, Public Housing Revitalization Specialist, at (860) 240-9719 or via email at Marisol.D.Petersen@hud.gov

Sincerely,

**Jennifer Gottlieb Elazhari
Program Center Coordinator**



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



December 21, 2015

Seymour Housing Authority
28 Smith Street
Seymour, CT 06483
Attention: David Keyser, Executive Director

Re: State-Sponsored Housing Portfolio (SSHP) Funding

Dear Mr. Keyser:

The Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA) are entering year four of the implementation of the Governor's \$300 million commitment to fund the State-Sponsored Housing Portfolio Revitalization Initiative. CHFA's Capital Plan provides a guide for prioritizing funding throughout each funding round.

The Capital Plan identified Castle Heights & Hoffman Heights as one with a transaction year of 2015. I am writing to you today to encourage you to begin to prepare for the revitalization of your property. The Notice of Funding Availability for the next SSHP funding round will be released in January 2016 with applications due on April 27, 2016.

If you have met or are able to meet your capital needs by use of alternate sources of funding, and/or are not interested in pursuing a larger rehabilitation and expansion project with state assistance, I am asking that you inform us directly that your capital needs are being funded through alternate sources.

During the next several weeks a staff member from our SSHP Team will be reaching out to you. In the interim should you have any questions or concerns, please don't hesitate to contact me at 860-270-8037.

Sincerely,

Evonne M. Klein

cc: Nick Lundgren, Deputy Commissioner, DOH
Helen Muniz, CD Specialist, DOH
Lynn Koroser-Crane, CHFA



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-2000

OFFICE OF FAIR HOUSING
AND EQUAL OPPORTUNITY

December 8, 2015

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Seymour Housing Authority
David Keyser, Director
28 Smith Street
Seymour, CT 06483

SUBJECT: Techer v. Seymour HA
Section 504: 01-15-0339-4
Title VIII: 01-15-0339-8

Dear Mr. Keyser:

This responds to a letter dated November 24, 2015 from the Complainant requesting a review of the Department's Letter of Findings (LOF) in the above referenced cases. HUD's Region I Office of Fair Housing and Equal Opportunity in Boston, Massachusetts issued the LOF. I note for the record that the Complainant's request for review is timely filed with the Department.

The HUD regulation at 24 CFR 8.56(h)(2) states that a complainant or recipient may request a complete review of the Letter of Findings within 30 days of receipt by mailing or delivering the request to the reviewing civil rights official. In accordance with 24 CFR 8.56(h)(2), you will have 20 days from the receipt of this letter to respond to the Complainant's request.

Upon completing the review of the materials submitted by the Complainant, and your response, if any, the reviewing civil rights official will either sustain or modify the Letter of Findings. That decision will constitute the formal determination. If you have any questions, please contact me at (202) 402-4781.

Sincerely,

P. Zai
Pamela Zai
Program Analyst
Civil Rights Compliance
and Disability Rights Division

