

# MINUTES

COPY RECEIVED  
DATE: 4/5/16  
TIME: 10:30 AM  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 969th Meeting

The 969th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on March 2, 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 5:33 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 958<sup>th</sup> Regular Meeting held on February 3, 2016.

Commissioner Bellucci motioned to accept the minutes of the 958<sup>th</sup> 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, Horelick and White. Chairperson White declared the motion carried and the minutes accepted as presented.

## Bills & Communications

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

Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. 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 bills approved for payment as presented.

The Executive Director discussed the pertinent communications

# MINUTES

## ➤ **Executive Director's Report**

See Exhibit II

## ➤ **Old Business**

Chairperson White introduced discussion relative to the PILOT and MR Rent Increases and the proposed Moderate Rental Budget.

The Executive Director explained that he had heard from the First Selectman and the Board of Selectmen agreed to a four year phase in of the PILOT Payments to the Town of Seymour. He reminded the Commission that this would permit a four year phase in of the \$50 rent increase to cover the PILOT tax payment now due to the Town of Seymour as a result of the State Legislators de-funding the State PILOT payments. He presented the revised 2016 Moderate Rental budget which included a \$10/month Base Rent and a 1% of Income Rental Rate increase to begin July 1, 2016 (See Exhibit III). The Executive Director discussed the budget and summarized the line items. He requested direction from the Board of Commissioners to begin the 90 day process of implementing the \$10/month Base Rent Increase and a 1% of Income Rental Rate increase.

After some further brief discussion, Commissioner Bellucci motioned to have the Executive Director to implement the 90 process to increase the Moderate Rental Rents which included a \$10/month Base Rent and a 1% of Income Rental Rate increase to begin July 1, 2016. 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 Horelick. Chairperson White Abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the Rev. Callahan House Community Room Use issue.

Attorney Stamos commented that he was asked to opine on whether non-Association members could be present in the Community Room when Association meetings are taking place. He stated that he finds that the Community Room at the Callahan House is a public space and part of the public building. He stated that anyone can be present in the room during events, with the exception of when a resident requests the room for a private event. He reiterated that if the person exhibits nuisance behavior, the Seymour Police can be called to deal with those types of issues.

## ➤ **New Business**

Chairperson White introduced the Sponsor Care Agreement.

## MINUTES

The Executive Director discussed the current sponsor care statement and the proposed Appointment of Responsible Party Agreement and Sponsor Care Responsibilities (See Exhibit IV). He stated that with input from Staff, that he redesigned these forms to be more specific for Sponsors to handle resident belongings in the case of illness or death. The Executive Director discussed the policy and gave recent examples of issues relative to a death of a resident.

After some further brief discussion, Commissioner Horelick motioned to adopt the proposed Appointment of Responsible Party Agreement and Sponsor Care Responsibilities. Commissioner Bellucci 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.

Chairperson White introduced Moderate Rental move in oil procedure.

The Executive Director stated that the proposed Lease provision under Section D. Utilities is being revised, (See Exhibit V). He commented that currently Moderate Rental residents are forced to buy their initial purchase of oil from the Seymour Housing Authority. He said that the Seymour Housing Authority purchases oil and the incoming resident pay the Seymour Housing Authority over the course of 4 months. He commented that this has become a burden for both the new resident and the Seymour Housing Authority. He recommended a change that would require the new resident to purchase at least a minimum of 100 gallons on their own and show proof to the Seymour Housing Authority that they have done so within 30 days following lease up. He added that this also gives the new residents the opportunity to take advantage of the TEAM Energy Assistance Program. He further stated that in winter months the Seymour Housing Authority will still have to ensure a minimum amount is left in the tank. He also stated that residents that are planning on moving out will be advised not to fill the tank or purchase a minimal amount if they are planning to move. He commented that Seymour Housing Authority will no longer pay residents for oil they leave in the tank.

After some further brief discussion, Commissioner Horelick motioned to adopt oil provisions of the MR Lease Section D. the provisions of the oil at Lease up to make the incoming resident responsible for purchasing a minimum of 100 gallons of oil within 30 days after Lease up as presented. Commissioner Bellucci 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.

### ➤ **Any Other Business**

Chairperson White introduced the Employment Contract Renewal.

The Executive Director discussed that we are exploring options for ALSA Services.

# MINUTES

## **Adjournment**

At 6:23 P.M. Chairperson White asked for a motion to adjourn the 969th 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 969th 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: February 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**

<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	02/04/2016	No	DD	SHA PAYROLL	Payroll #3	No	\$29,404.03
4	02/16/2016	No	DD	SHA PAYROLL	Payroll #4	No	\$30,684.43
168	02/25/2016	No	CHK	VSP	VSP Online Payment	No	\$58.44
8179	02/16/2016	No	CHK	Allen's Plumbing Supply	CAL - Plumbing supply	No	\$45.95
8180	02/16/2016	No	CHK	American Rooter LLC	30 Seymour Ave - snake toilet	No	\$708.00
8181	02/16/2016	No	CHK	Apicella, Testa & Company, P.C.	December services rendered	No	\$2,050.00
8182	02/16/2016	No	CHK	Aquarion Water Company	Acct #: 200086434	No	\$585.35
8183	02/16/2016	No	CHK	Aquarion Water Company	Acct #: 200086423	No	\$1,350.96
8184	02/16/2016	No	CHK	Aquarion Water Company	Acct #: 200391187	No	\$24.23
8185	02/16/2016	No	CHK	Arrow Window Shade Mfg. Co.	RH shades	No	\$270.08
8186	02/16/2016	No	CHK	Banner Group Systems Inc.	Office Kitchen Supplies	No	\$113.50
8187	02/16/2016	No	CHK	Buddy's Fuel, LLC	12 Chamberlin - service	No	\$1,034.00
8188	02/16/2016	No	CHK	Buddy's Fuel, LLC	23 Seymour Ave - oil	No	\$145.00
8189	02/16/2016	No	CHK	Builders Hardware	keys	No	\$1,539.00
8190	02/16/2016	No	CHK	Callahan House Tenants Associat	Monthly Association - Feb	No	\$25.00
8191	02/16/2016	No	CHK	Comcast	Acct# 8773 40 216 0178014	No	\$105.85
8192	02/16/2016	No	CHK	Comcast	Acct# 8773 40 216 0174468	No	\$84.90
8193	02/16/2016	No	CHK	Comcast	Acct# 8773 40 216 0041287	No	\$471.30
8194	02/16/2016	No	CHK	Comcast	Acct# 8773 40 216 0027070	No	\$1,384.58
8195	02/16/2016	No	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$104.90
8196	02/16/2016	No	CHK	Connecticut Housing Finance Aut	Project# 96089D	No	\$462.02
8197	02/16/2016	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$6,439.03
8198	02/16/2016	No	CHK	Eversource	aCCT #: 51457764090	No	\$3,287.34
8199	02/16/2016	No	CHK	Eversource	Acct #: 51471483099	No	\$215.15
8200	02/16/2016	No	CHK	Eversource	Acct #: 51118694017	No	\$45.80
8201	02/16/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,393.63
8202	02/16/2016	No	CHK	Eversource	Acct #: 51779563004	No	\$8,531.92
8203	02/16/2016	No	CHK	Experian	Acct #: TCTA-6906070	No	\$107.28
8204	02/16/2016	No	CHK	Frontier	Acc# 203-881-2464-110206-6	No	\$302.36
8205	02/16/2016	No	CHK	Frontier	Acc# 203-881-0115-021194-5	No	\$71.72
8206	02/16/2016	No	CHK	Frontier	Acc# 203.888.4579.123179.5	No	\$237.90
8207	02/16/2016	No	CHK	G&K Services	uniforms	No	\$142.05
8208	02/16/2016	No	CHK	Norman Ray Tenant Association	Monthly Association - Feb.	No	\$25.00
8209	02/16/2016	No	CHK	Oxford Lumber & Building Materia	waterproof glove	No	\$76.72
8210	02/16/2016	No	CHK	Peter E. Karpovich,	Marshall del services Buster & Crow	No	\$122.70
8211	02/16/2016	No	CHK	Radovich Builders, LLP	38 - R&R wax ring & rebuild toilet	No	\$1,291.00
8212	02/16/2016	No	CHK	Radovich Builders, LLP	24 Seymour-Install h/w heater	No	\$657.50
8213	02/16/2016	No	CHK	Radovich Builders, LLP	2U-sheetrock, tape, prime & paint sh	No	\$2,622.50
8214	02/16/2016	No	CHK	Reitman	Office Temp	No	\$659.23
8215	02/16/2016	No	CHK	Seton Identification Products	SHA Parking signage	No	\$318.55
8216	02/16/2016	No	CHK	Shell Credit Card Center	Acct #: 065093700	No	\$168.46
8217	02/16/2016	No	CHK	Smithfield Gardens Assisted Livin	Office Rental	No	\$4,354.16
8218	02/16/2016	No	CHK	Staples Credit Plan	Paper	No	\$607.87
8219	02/16/2016	No	CHK	WatsonI	Phone repair	No	\$1,529.50
8220	02/16/2016	No	CHK	YB Paving	January 13 snow removal	No	\$2,700.00
8221	02/16/2016	No	CHK	American Express	Service Dates 12.22.15 - 1.21.16	No	\$494.56
8222	02/16/2016	No	CHK	Cash	Reimb. Petty Cash	No	\$140.60

Minutes  
Exhibit D

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 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

<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>
8223	02/23/2016	No	CHK	Purchase Power	Account # 800-9090-0768-8851	No	\$2,129.52
8224	02/25/2016	No	CHK	Window Products Awnlrig, Blind &	Callahan House 1B & 2G Windows	No	\$360.00
8225	02/29/2016	No	CHK	Aegle Energy Services, Inc.	Payment 1 (3)	No	\$1,786.40
8226	02/29/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,823.14
8227	02/29/2016	No	CHK	Aflac Aitn: Remittance Processing	Acct #: DHF89	No	\$465.70
8228	02/29/2016	No	CHK	AIG	Acct #: 1024715395	No	\$2,718.00
8229	02/29/2016	No	CHK	American Express	American Express/ 1.22.16 - 2.19.16	No	\$1,209.95
8230	02/29/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$1,129.82
8231	02/29/2016	No	CHK	Apicella, Testa & Company, P.C.	Accounting Services	No	\$5,675.00
8232	02/29/2016	No	CHK	Aquarion Water Company	Acct #: 200086443	No	\$1,157.20
8233	02/29/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$724.49
8234	02/29/2016	No	CHK	Door Control, Inc.	RH Community Room door service	No	\$316.00
8235	02/29/2016	No	CHK	Eversource	Acct #: 51875364036 RH #9	No	\$60.53
8236	02/29/2016	No	CHK	Friends Of Fur LLC	3 Chamberlin service	No	\$90.00
8237	02/29/2016	No	CHK	G&K Services	Uniforms	No	\$94.70
8238	02/29/2016	No	CHK	George Eills Company	HVAC service contract	No	\$1,900.00
8239	02/29/2016	No	CHK	Gregory Stamos	Legal services	No	\$1,999.64
8240	02/29/2016	No	CHK	Home Depot Credit Services	Acct #: 6035322500544212	No	\$221.83
8241	02/29/2016	No	CHK	Lincoln National Life Insurance C	acct #: SEYMOURHOU-BL-100136	No	\$463.39
8242	02/29/2016	No	CHK	Network Synergy Systems Integra	Computer Technician	No	\$1,050.00
8243	02/29/2016	No	CHK	Oxford Lumber & Building Materia	RH Electrical plates	No	\$49.82
8244	02/29/2016	No	CHK	Reitman	Temp agency conversion fee	No	\$1,000.20
8245	02/29/2016	No	CHK	Robert Lashin	1B CAL-repairs/paint	No	\$600.00
8246	02/29/2016	No	CHK	Seymour Janitorial Services	CAL February Janitorial	No	\$1,943.00
8247	02/29/2016	No	CHK	Sherwin Williams	MR - 10 Seymour Ave paint	No	\$333.06
8248	02/29/2016	No	CHK	Siemens Industry Inc	RH - replace smoke detector #39 &	No	\$1,188.80
8249	02/29/2016	No	CHK	Sprint	Acct #: 453584322	No	\$208.28
8250	02/29/2016	No	CHK	St. Treasurer For Merfund	MERF 02-2016	No	\$6,678.60
8251	02/29/2016	No	CHK	Supreme Copy	Damaged equipment	No	\$790.00
8252	02/29/2016	No	CHK	Winter Bros Waste Systems	February service	No	\$403.58
8253	02/29/2016	No	CHK	Winter Bros Waste Systems	February service	No	\$383.43
8254	02/29/2016	No	CHK	Xerox Financial	Lease payment	No	\$418.50
8255	02/29/2016	No	CHK	YB Paving	Snow removal 2/5/16	No	\$5,265.00

*Minutes  
Exhibit I*  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: February 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3999	02/01/2016	No	CHK	Seymour Housing Authority	Jan's Reimb	No	\$39,800.17
4000	02/09/2016	No	CHK	Total Access, LLC	Garaventa Stair-Trac	No	\$6,995.00
4001	02/10/2016	No	CHK	Connecticut Secretary of State	Uniform Commercial Code UCC-3	No	\$100.00
4002	02/11/2016	No	CHK	Zaleski, Mary	PH AP Payment Feb 16	No	\$194.33
4003	02/11/2016	No	CHK	Seymour Housing Authority	Early Reimb	No	\$10,000.00
4004	02/16/2016	No	CHK	Aquarion Water Company Of CT	Acc# 200204664	No	\$599.50
4005	02/16/2016	No	CHK	Carter Hayes + Associates, P.C.	Dec. 31st, 2015 Audit	No	\$5,795.06
4006	02/16/2016	No	CHK	Comcast	Acc# 8773 40 216 0069536	No	\$55.95
4007	02/16/2016	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$1,128.18
4008	02/16/2016	No	CHK	Danaher Lagnese, PC	Legal fees/Russo	No	\$2,382.50
4009	02/16/2016	No	CHK	Deacons Bay Ventures, LLC	Cleaning Nonrestoration	No	\$3,324.00
4010	02/16/2016	No	CHK	Direct Energy Services, LLC	Acc# 67282386-587-4	No	\$6,241.17
4011	02/16/2016	No	CHK	Environmental Systems Corporati	HVAC	No	\$766.00
4012	02/16/2016	No	CHK	Europa Enterprises, LLC	Apt. 122 SG	No	\$700.00
4013	02/16/2016	No	CHK	Eversource	Acc# 51083234013	No	\$1,509.16
4014	02/16/2016	No	CHK	Eversource	Acc# 57476540034	No	\$2,000.08
4015	02/16/2016	No	CHK	Fitz Vogt & Associates, LTD	Jan's Exp	No	\$28,694.40
4016	02/16/2016	No	CHK	Frontier	Acc# 203-888-5093-092806-5	No	\$373.40
4017	02/16/2016	No	CHK	HD Supply	Wall Mount Lock	No	\$43.53
4018	02/16/2016	No	CHK	Sophistication Duo	Performance on 2.23.2016	No	\$125.00
4019	02/16/2016	No	CHK	Radovich Builders, LLP	Install parking lot signs at Smithfield.	No	\$3,803.50
4020	02/16/2016	No	CHK	Reitman	1.4th - 1.10th Jennifer	No	\$776.00
4021	02/16/2016	No	CHK	Seymour Housing Authority	Feb's Mgt Fee	No	\$4,965.00
4022	02/16/2016	No	CHK	Theo Pro Compliance & Consultin	File Approval	No	\$44.00
4023	02/16/2016	No	CHK	Trans Clean Corp	Jan. Exp. Pd. 2.16.2016	No	\$450.00
4024	02/25/2016	No	CHK	Zelle, Angeline	PH AP Payment Feb 16	No	\$1,289.24
4025	02/25/2016	No	CHK	Window Products Awning, Blind &	Windows	No	\$295.00
4026	02/29/2016	No	CHK	Aegle Energy Services, Inc.	Co gen 11/15/16 - 2/15/16	No	\$3,893.48
4027	02/29/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204656	No	\$811.39
4028	02/29/2016	No	CHK	Brown Jerry	One hour performance	No	\$125.00
4029	02/29/2016	No	CHK	Europa Enterprises, LLC	#109 paint	No	\$870.00
4030	02/29/2016	No	CHK	Ferrari's Appliance	Dryer service	No	\$794.00
4031	02/29/2016	No	CHK	HD Supply	Maint supply	No	\$559.67
4032	02/29/2016	No	CHK	Life Source, Inc.	Fire alarm monitoring	No	\$420.00
4033	02/29/2016	No	CHK	M. J. Daly, LLC	Quarterly Sprinkler inspection	No	\$360.50
4034	02/29/2016	No	CHK	Oxford Lumber & Building Materia	Thermostat cover	No	\$23.99
4035	02/29/2016	No	CHK	Reitman	Temp help	No	\$392.85
4036	02/29/2016	No	CHK	Valley Electric Supply Company	lighting lens	No	\$562.02
4037	02/29/2016	No	CHK	Winter Bros Waste Systems	February service	No	\$434.91
4038	02/29/2016	No	CHK	Seymour Housing Authority	Reimb	No	\$31,924.47

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 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**

<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>
1873	02/09/2016	No	CHK	RS Site and Sports LLC	Periodic Estimate # 3	No	\$1,792.50
1874	02/11/2016	No	CHK	Treasurer, State of Connecticut	Fingerprint for Kevin Molcyk	No	\$14.75
1875	02/11/2016	No	CHK	Seymour Housing Authority	Partial Early Reimb	No	\$15,000.00
1876	02/16/2016	No	CHK	Treasurer - Town of Seymour	Callahan 2015 PILOT	No	\$20,738.36
1877	02/16/2016	No	CHK	Treasurer - Town of Seymour	RH 2015 PILOT	No	\$8,237.64
1878	02/23/2016	No	CHK	Seymour Housing Authority	RH Early Reimb	No	\$2,000.00
1879	02/29/2016	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$30,342.13
1880	02/29/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$21,388.73

**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 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**

<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>
1717	02/11/2016	No	CHK	Seymour Housing Authority	Partial Early Reimb	No	\$15,000.00
1718	02/29/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$12,338.14

Minutes Exhibit I

Cover Letter (S193)	
Check Date :	02/04/2016-1
Period Range :	01/18/2016 TO 01/31/2016
Week Number :	Week #5

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 then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive 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	3	2685.48
Total Direct Deposits	27	16884.56
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>22 Items</b>	<b>19570.04</b>
Total Billing Impound		123.95
Total Agency Checks	3	161.66
Total Agency Checks DD	3	225.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group
<b>Sum of Checks</b>		<b>20080.65</b>
<b>Total of Checks Printed</b>	<b>28 Items</b>	
Total Tax Liability		9323.38
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>29404.03</b>
Total Direct Deposits		17109.56
<b>Total Debited From Account</b>		<b>29404.03</b>

**NEXT PERIOD DATES**

Check Date: 02/18/2016 Week 7  
 Period Begin: 02/01/2016  
 Period End: 02/14/2016  
 Call In Date: 02/12/2016 Week 7

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

minutes  
Exhibit

Tax Report For Payroll (S247)	
Check Date :	02/04/2016-1
Period Range :	01/18/2016 TO 01/31/2016
Week Number :	Week #5

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal		060687649	26,239.20	3,285.61	22	Semi-Weekly
EE OASDI	0.062000	060687649	26,785.00	1,660.66	22	Semi-Weekly
EE Medicare	0.014500	060687649	26,785.00	388.40	22	Semi-Weekly
ER OASDI	0.062000	060687649	26,785.00	1,660.66	22	Semi-Weekly
ER Medicare	0.014500	060687649	26,785.00	388.40	22	Semi-Weekly
COBRA Credit		060687649			22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,383.73</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,383.73</b>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
<b>Total Federal Taxes</b>				<b>7,383.73</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	26,239.20	989.66	22	Weekly CT
<b>Total State Withholding</b>				<b>989.66</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	27,142.60	949.99	22	Quarterly
<b>Total Employer SUI</b>				<b>949.99</b>		
<b>Total Employee Taxes</b>				<b>6,324.33</b>		
<b>Total Employer Taxes without COBRA</b>				<b>2,999.05</b>		
<b>Total Tax Liability without COBRA</b>				<b>9,323.38</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,323.38</b>		
<b>Regular checks</b>				<b>2,685.48</b>		
<b>Manual checks</b>				<b>0.00</b>		
<b>3rd Party Checks</b>				<b>0.00</b>		
<b>Void Checks</b>				<b>0.00</b>		
<b>Direct Deposit Checks</b>				<b>17,109.56</b>		
<b>Total Net Payroll</b>				<b>19,795.04</b>		
<b>Agency Checks</b>				<b>161.66</b>		
<b>Agency Checks DD</b>				<b>0.00</b>		
<b>Agency Checks Void</b>				<b>0.00</b>		
<b>Billing Impound</b>				<b>123.95</b>		
<b>Total Workers Comp</b>				<b>0.00</b>		
<b>Total Payroll Liability</b>				<b>29,404.03</b>		
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group					
Tax Deposit Checks Void	Tax deposit to be made by Human Resource Consulting Group					
<b>Total Check/Direct Deposits</b>				<b>20,080.65</b>		
<b>Total Direct Deposits</b>				<b>17,109.56</b>		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>29,404.03</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>29,404.03</b>		

Cover Letter (S193)	
Check Date :	02/18/2016-1
Period Range :	02/01/2016 TO 02/14/2016
Week Number :	Week #7

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 then 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	2	1768.71
Total Direct Deposits	27	18290.19
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>22 Items</b>	<b>20058.90</b>

Total Billing Impound		712.59
Total Agency Checks	3	161.66
Total Agency Checks DD	3	225.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks 21158.15**

<b>Total of Checks Printed</b>	<b>28 Items</b>	
Total Tax Liability		9526.28
Total Workers Comp Liability		0.00

**Total Payroll Liability 30684.43**

Total Direct Deposits 18515.19

**Total Debited From Account 30684.43**

**NEXT PERIOD DATES**

Check Date: 03/03/2016 Week 9  
 Period Begin: 02/15/2016  
 Period End: 02/28/2016  
 Call In Date: 02/29/2016 Week 9

**Payroll rep: Sorrentino George**

#SEYM Seymour Housing Authority

minutes  
Exhibit I

Tax Report For Payroll (S247)	
Check Date :	02/18/2016-1
Period Range :	02/01/2016 TO 02/14/2016
Week Number :	Week #7

Tax Type	Rate	Tax ID	Wages	Amount	# EB's	Frequency
<b>Federal Taxes</b>						
Federal		060687649	26,896.82	3,381.64	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,453.51	1,702.12	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,453.51	398.08	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,453.51	1,702.12	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,453.51	398.08	22	Semi-Weekly
COBRA Credit		060687649			22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,582.04</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,582.04</b>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
<b>Total Federal Taxes</b>				<b>7,582.04</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	26,896.82	1,011.25	22	Weekly CT
<b>Total State Withholding</b>				<b>1,011.25</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	26,657.23	932.99	22	Quarterly
<b>Total Employer SUI</b>				<b>932.99</b>		
Total Employee Taxes				6,493.09		
Total Employer Taxes without COBRA				3,033.19		
<b>Total Tax Liability without COBRA</b>				<b>9,526.28</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,526.28</b>		
Regular checks				1,768.71		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,515.19		
<b>Total Net Payroll</b>				<b>20,283.90</b>		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				712.59		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>30,684.43</b>		
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group					
Tax Deposit Checks Void	Tax deposit to be made by Human Resource Consulting Group					
Total Check/Direct Deposits				21,158.15		
Total Direct Deposits				18,515.19		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>30,684.43</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>30,684.43</b>		

March 2016

Minutes  
Exhibit #

---

# **Housing Authority of the Town of Seymour**

---

Executive Director's Report

Minutes  
Exhibit II

Section  
**1**

## Occupancy

### Rev. Callahan House                      2016 Year-to-Date Vacancies    0

Callahan House remained fully occupied for February 2016. Callahan House has experienced 0 vacancy days since January 1, 2016 and has averaged 0 turn around days per vacancy since January 1 2016. 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; 0 days/ 29200 days available = 0.0% percentage through February 29, 2016.

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.

CALLAHANHOUSE		VACANCY/TURNOVER DAYS		2016	
FEDERAL ELDERLY		Vacancy Turnover Days		2016	
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days

Average number of vacancy days per vacancy                      0

**Norman Ray House 2016 Year-to-Date Vacancies 2**

Norman Ray House experienced two move ins during February, 2016. Norman Ray House has experienced 22 vacancy days since January 1, 2016 and has averaged 11 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; 22 days/ 14600 days available = 0.1507% percentage through February 29, 2016.

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 2014 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 86 vacancy day and have 82 days left to use.

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2016  
FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
9	Imre	1/31/2016	Trantum	2/12/2016	12
35	Scarlin	1/31/2016	Burke	2/10/2016	10

Average number of vacancy days per vacancy: 11

Minutes  
Exhibit II

**State Moderate Rental 2016 Year-to-Date Vacancies 2**

Moderate Rental experienced two move outs for February 29, 2016. Moderate Rental has experienced 2 vacancy days since January 1, 2016 and averaged 1 days per vacancy through February 29, 2016. 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; 2 days/ 29565 days available = 0.0067% percentages through February 29, 2016.

**STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2016  
FAMILY HOUSING**

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
0S23	440	Thomas	2/29/2016	Vacant		1
0C01	440	Cebeau	2/29/2016	Vacant		1

Average number of vacancy days per vacancy: 1

We have experienced \$29 vacancy loss since January 1, 2016. We have budgeted \$832 for vacancy loss through February 29, 2016.

Minuder  
Exhibit #

**Smithfield Gardens**

**2016 Year-to-Date Vacancies 6**

Smithfield Gardens Assisted Living experienced 2 move-outs and 2 apartments remained unoccupied during February 2016. Smithfield Gardens has experienced 170 vacancy days since January 1, 2016 and averaged 28.3 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; 170 days/ 20,440 days available = 0.8317% percentage through February 29, 2016.

SMITHFIELD GARDENS		VACANCY/TURNOVERDAYS				2016
ASSISTED LIVING						
UNT	CR %	Prior RESIDENT	MOVE-OUT	TENANT	NEXT INDATE	No Of Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/2015	Podalak	1/30/2016	30
122	50%	825 Pagliaro	1/4/2016	Vacant		56
109	60%	985 Moss	1/27/2016	Vacant		31
226	60%	985 Zaleski	2/9/2016	Vacant		22
217	60%	985 Zelle	2/27/2016	Vacant		2

Average number of vacancy days per vacancy: 28.33

The vacancy loss is approximately \$5,128 since January 1, 2016. We have budgeted \$4,264 for vacancy loss through February, 2016.

Minutes  
Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR  
PROJECT - SMITH ACRES, SMITH ACRES EXT, CASTLE HEIGHTS, HOFMANN HEIGHTS  
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2014 ACTUAL OPERATING	2015 ANNUALIZED OPERATING	2015 APPROVED BUDGET	2016 APPROVED BUDGET	2016 PROPOSED BUDGET REVISION	2016 PROPOSED BUDGET REVISION
				Current Rent	+\$10 Base +1%	+\$50 Base +3%
<b>INCOME</b>						
3100 RENTAL INCOME - BASE	416,388	435,828	435,828	435,828	445,548	484,428
3100 RENTAL INCOME - EXCESS OF BASE	43,017	49,134	34,078	41,606	43,172	46,843
3210 DWELLING VACANCY LOSS	(2,830)	(3,366)	(5,000)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	456,575	481,596	464,906	472,434	483,720	526,271
3510 SALES AND SERVICES TO TENANTS	4,905	2,160	3,500	3,500	3,500	3,500
3610 INTEREST INCOME	110	102	100	100	100	100
3620 OTHER INCOME	35,598	30,530	36,632	36,632	36,632	36,632
TOTAL INCOME	497,188	514,388	505,138	512,666	523,952	566,503
<b>EXPENSES</b>						
4120 SALARIES - OFFICE	110,493	110,032	104,939	110,681	110,681	110,681
4120 COMPENSATED ABSENCES	(132)	5,206	5,206	5,546	5,546	5,546
4130 LEGAL	9,805	8,413	10,337	9,526	9,526	9,526
4131 ACCOUNTING FEES	5,109	6,097	8,000	8,000	8,000	8,000
4151 OFFICE SUPPLIES	6,481	5,146	6,367	6,367	6,367	6,367
4152 RENTS	20,900	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,524	784	1,261	946	946	946
4159 OTHER OFFICE EXPENSE	18,551	25,104	26,233	26,138	26,138	26,138
4160 PENSIONS AND OTHER FUNDS	37,379	40,810	36,273	37,245	37,245	37,245
4161 PAYROLL TAXES	11,262	13,493	12,467	12,740	12,740	12,740
TOTAL MANAGEMENT EXPENSES	222,372	235,984	231,982	238,087	238,087	238,087
4310 WATER	198	(30)	400	400	400	400
4320 ELECTRICITY	1,579	1,604	2,000	1,500	1,500	1,500
4340 FUEL	(1,051)	(1,432)	2,000	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	726	142	4,400	3,400	3,400	3,400
4410 MAINTENANCE WAGES	29,435	33,017	31,170	34,302	34,302	34,302
4420 MATERIALS AND SUPPLIES	20,087	13,935	20,950	17,600	17,600	17,600
4430 CONTRACTUAL SERVICES	124,132	130,061	115,900	122,900	122,900	122,900
4440 MAINTENANCE SHOP AND EQUIPMENT EXP	0	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	173,654	177,013	168,020	174,802	174,802	174,802
4711 INSURANCE	23,273	26,820	26,820	27,287	27,287	27,287
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,419	25,420	20,450	20,450	20,450
4715 PAYMENT IN LIEU OF TAXES ( 25% / 100% )	0	0	0	0	12,008	52,287
TOTAL OTHER EXPENSE	48,692	52,239	52,240	47,737	59,745	100,024
4810 PROVISION FOR REPAIRS AND REPL	37,435	40,496	40,497	40,640	39,918	42,189
4820 PROVISION FOR VACANCY AND COLL LOSS	8,052	8,000	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	45,487	48,496	48,497	48,640	47,918	50,189
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(0)	0	0	0	0
TOTAL EXPENSES	490,931	513,874	505,138	512,666	523,952	566,503
NET SURPLUS/(DEFICIT) FOR PERIOD	6,257	514	0	0	0	0
PROVISION PER UNIT MONTH	45	42	42	42	41	43

MINUTES  
Exhibit IV

# Appointment of Responsible Party Agreement

[Date]

[Tenant's Name]  
[Street Address]  
[City, ST ZIP Code]

As tenant of the premises located at [Street Address], I hereby appoint \_\_\_\_\_ as my responsible party ("Sponsor") in the event that I require assistance with my obligations pursuant to Section 6 of the Dwelling Lease or in vacating my dwelling as a result of my serious illness, or in the event of death, and to carry out my obligations to the Seymour Housing Authority:

- Name of Responsible Party: \_\_\_\_\_
- Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

As tenant and Sponsor, we acknowledge receipt of and hereby agree to abide by and with the responsibilities it as defined in Attachment A: Sponsor Care Responsibilities

\_\_\_\_\_  
Tenant's Signature                      Date

\_\_\_\_\_  
Sponsor Signature                      Date

\_\_\_\_\_  
Sponsor Signature                      Date

\_\_\_\_\_  
Seymour Housing Authority              Date

MINUTES  
Exhibit IV

SPONSOR CARE RESPONSIBILITIES

While tenant remains in occupancy:

- Communicate to the Seymour Housing Authority in the event of absence from the rented premises.
- Pick up or suspend mail
- Receive any notices to the resident
- Assist in timely payment of rent
- Arrange for payment of utility bills as necessary
- Assist in data collection as it pertains to recertification
- Take reasonable care of apartment. Remove trash, keep refrigerator clean, retain heat at moderate levels so as to avoid freeze up in winter months.
- Abide by all obligations of Section 6 of the dwelling Lease, including but not limited to the provision to conduct yourself in a manner that will not interfere with other resident's peaceful enjoyment of the property, and; proper removal of trash, and; keeping the dwelling in a safe and sanitary condition.
- Be responsible and care for any pet, Cat, Dog or fish, owned by the resident in accordance with the provisions of the Pet Policy.

Obligations if tenancy is being terminated:

- Provide 30-day notice to vacate.
- Arrange for payment of any unpaid balance due the Seymour Housing Authority from the resident's estate.
- Properly and promptly vacate the premises of all resident belongings from the dwelling.
  - Vacating the dwelling unit includes timely removal of all furniture and personal belongings from the premises.
  - When vacating all items must be removed off site from the premises. On site dumpsters are strictly for resident trash and not for the removal of resident's personal items, or furniture, or other belongings.
  - In the case of the Rev. Callahan House, the trash chute is strictly for resident trash and not for the removal of residents personal items. The trash chute and the spare dumpster are specifically not to be used to remove belongings from the dwelling.
  - For the convenience of the Sponsor, the Seymour Housing Authority provides information of the following resources to assist in removal of all resident's personal items, furniture, or other belongings:
    - My Sister's Place  
380 Main Street  
Ansonia, CT 06401  
Telephone: (203) 734-2960

**MINUTES**  
**Exhibit IV**

- **Big Brothers Big Sisters**  
205 Wakelee Ave.  
Ansonia, CT 06401  
Telephone: (203) 735-7481
  
  - **Salvation Army**  
26 Lester St.  
Ansonia, CT 06401  
Telephone: (203) 736-0707
  
  - **Goodwill Shelton**  
Donation Station  
200 Leavenworth Rd.  
Shelton, CT 06484  
Telephone: (203) 673-6938
  
  - **Action Moving and Storage**  
130 New Haven Rd.  
Seymour, CT 06483  
Telephone: (203) 888-1254
  
  - **Town of Seymour Transfer Station (Dump)**  
116 Silvermine Rd.  
Seymour, CT 06483  
Telephone: (203) 735-6028  
Hours: 8:00 a.m. - 2:45 p.m. Tuesday through Saturday (closed Mondays)
- 
- **Any personal items remaining in the dwelling are the responsibility of the Sponsor to remove. Seymour Housing Authority Administrative and/or Maintenance staff are not part of the removal process. Sponsors are to make their own accommodations for removal of belongings.**
  - **The Seymour Housing Authority strongly discourages residents and sponsors from leaving furniture and belongings for other residents or in the common areas of the premises. This is in accordance with the Seymour Housing Authority's bed bug prevention program.**
  - **Any personal belongings remaining in the dwelling unit after the keys have been returned will be considered trash and as such will be disposed of.**
  - **Remove from the Parking lot any vehicles registered to the resident.**
  - **Notification to the U.S. Postal Services of change of address, suspension or termination of delivery**
  - **Be responsible for removal and care for any pet, Cat, Dog or fish, owned by the resident.**

MINUTES  
Exhibit V

D. Utilities

1. In addition to rent and maintenance charges the Tenant agrees to pay for utilities such as water, electric and heating oil consumption chargeable to the lease premises.
2. The Housing Authority will not be responsible for failure to furnish utilities by reason of any cause beyond its control.
3. It shall be a breach of the Dwelling Lease if the Tenant is either unable to secure utility or water service is terminated through fault or by default of the Tenant. This same term applies to heating oil.
4. The dwelling unit has a minimum amount of oil. As per paragraph D.1. The Tenant is responsible for utilities including oil. To be in compliance with this provision, the Tenant must provide proof of at least a minimum oil purchase of no less than 100 gallons of oil within 30 days of the Lease signing. Proof includes but is not limited to a delivery slip, a bill or an agreement from a third party such as TEAM, Inc. The Seymour Housing Authority will not make payments for oil left at the end of occupancy.