

# MINUTES

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TIME: 9:30 AM  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 962nd Meeting

The 962nd Meeting, a Regular Meeting of the Seymour Housing Authority, was held on June 8, 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 5:48 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

### ➤ New Business

Chairperson White acknowledged an invited guest; Jason Rieger, Assistant Administrator, Masonic Care. Chairperson White asked for a motion to change the order of the Agenda to discuss new business with Jason Rieger.

Commissioner Bellucci motioned to Change the Order of the Agenda to discuss New Business. 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 New Business now open.

The Executive Director introduced Jason Rieger who explained that Masonic Care is glad to be at Smithfield Gardens. He stated that he met with the Executive Director and Deputy Director and recognized that their mission and purpose matched well with Masonic Care's Mission and felt this would be a good match.

The Executive Director also stated that he reviewed Masonic Care's operations as well as their references and based on the interviews, he and Donna DeSantis felt that Masonic Care would provide the level of Care desired for the residents of Smithfield Gardens.

Jason commented that he and Masonic Care want the best level of care for our residents which includes quality staff and a good educational system. He stated that we will benefit from Masonic Care's hiring practices and commitment to quality and caring staff. He stated if someone on his staff does not want to care for the resident's like they would

## MINUTES

care for their own family, then the person is asked to consider if this is the right job for them.

Commissioner Bellucci asked Jason what kind of services will the Aides be participating in for the Residents.

Jason stated that the Aides will assist with showers, dressing, med reminders, queuing medications and participation in Activities among other tasks provided for in the Department of Public Health regulations.

Chairperson White and Commissioner Dota commented asked about an on-site Nursing Supervisor.

Jason stated that there will be a full time Nurse Supervisor and a Part Time Nurse as well. He stated that these two individuals will take turns being on call for weekends and nights for any problems that arise so that it will be someone familiar with the property to handle after hours' issues. He stated that there will be supervision during the day and until 9PM or 10 PM, which is what we are getting now from Utopia. He stated that the overnight people will be periodically dropped in on from time to time. He stated that the Nurses have supervisory skills and will be able to deal with any staff issues that arise.

Commissioner White asked when the expected start date was.

Jason responded that they expect to start July 1, 2016.

The Executive Director stated that early indications are that Masonic Care will be a good fit for Smithfield Gardens and that the services to the residents will be greatly improved. Masonic Care shares the same commitment to caring as we do. He stated that one year from now he is convinced we will look back and know this was a good decision.

The Commissioners thanked Jason Rieger for attendance and explanation of the change in Services.

Chairperson White continued with Previous Minutes

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 961<sup>st</sup> Regular Meeting held on May 4, 2016.

Commissioner Horelick motioned to accept the minutes of the 961<sup>st</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 Dota, Horelick and White. Commissioner Belucci abstained from voting because he was not present at the 961<sup>st</sup> meeting. Chairperson White declared the motion carried and the minutes accepted as presented.

# MINUTES

## **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.

### **➤ Executive Director's Report**

(See Exhibit Exhibit II)

### **➤ Old Business**

None

### **➤ Any Other Business**

The Executive Director presented two resolutions to write off appliance inventory

Chairperson White introduced Resolution # 406, a Resolution concerning the write off of \$1,503.00 worth of Air Conditioners, Refrigerators and Stoves that have reached the end of their useful lives for the Rev. Callahan House. (See Exhibit III)

Commissioner Bellucci motioned to adopt Resolution # 406, a Resolution concerning the write off of \$1,503.00 Air Conditioners, Refrigerators and Stoves that have reached the end of their useful lives for the Rev. Callahan House. Commissioner Horelick seconded the motion.

Chairperson White acknowledged the motion and asked for a roll call vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Horelick	X		

## MINUTES

White

X

Chairperson White declared the motion carried and Resolution # 406 duly adopted.

Chairperson White introduced Resolution # 407, a Resolution concerning the write off of \$2,871.50 worth of Air Conditioners, Refrigerators and Stoves that have reached the end of their useful lives for the Norman Ray House. (See Exhibit IV)

Commissioner Bellucci motioned to adopt Resolution # 407, a Resolution concerning the write off of \$2,871.50 Air Conditioners, Refrigerators and Stoves that have reached the end of their useful lives for the Rev. Callahan House. Commissioner Dota seconded the motion.

Chairperson White acknowledged the motion and asked for a roll call vote which was recorded as follows:

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

Chairperson White declared the motion carried and Resolution 406 duly adopted.

The Executive Director informed the Board that he has again been approached by Mr. Oliwa to receive the gift of 7.43 acres of property located adjacent to Callahan House property and running all the way to New Haven Rd. The Executive Director stated that there are no development funds available, and that elderly disabled funds are very difficult to obtain because the State's priority is family housing. He stated that the Seymour Housing Authority is not in a position to pay property taxes on this property. If the gift is to be accepted, the Town of Seymour would have to agree to waive the property taxes on the property. The Executive Director stated that he proposes to write a letter to the First Selectman asking him to negotiate a deal to waive the property taxes on this proposed property until such time as it is developed and occupied for housing.

After some further brief discussion Commissioner Horelick motioned to authorize the Executive Director to write a letter to the First Selectman asking him to negotiate a deal to waive the property taxes on this proposed property until such time as it is developed and occupied for housing relative to the 7.43 acres of property located adjacent to the Callahan House. 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.

# MINUTES

## Adjournment

At 6:23 P.M. Chairperson White asked for a motion to adjourn the 962nd meeting of the Seymour Housing Authority. Commissioner Horelick motioned to adjourn the meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Dota, Horelick and White. Chairperson White declared the motion carried and the 962<sup>nd</sup> 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: May 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>
10	05/12/2016	No	DD	SHA PAYROLL	Payroll #10	No	\$29,470.19
11	05/26/2016	No	DD	SHA PAYROLL	Payroll #11	No	\$29,533.21
171	05/23/2016	No	CHK	VSP	May's Payment	No	\$65.21
8360	05/03/2016	No	CHK	Aegis Energy Services, Inc.	Payment 3 (3)	No	\$1,786.40
8361	05/03/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,417.58
8362	05/03/2016	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$465.70
8363	05/03/2016	No	CHK	Allen's Plumbing Supply	MR-plumbing supply	No	\$75.74
8364	05/03/2016	No	CHK	American Rooter LLC	CAL- 1a, 1b, 4a, 4u snaked lines	No	\$471.00
8365	05/03/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$1,052.77
8366	05/03/2016	No	CHK	Aquarion Water Company	Acct #: 200373595	No	\$7.68
8367	05/03/2016	No	CHK	Aquarion Water Company	Acct#: 200086443	No	\$1,013.81
8368	05/03/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$689.14
8369	05/03/2016	No	CHK	Belletti's Tree Service	34 Seymour Ave-remove leaning Oa	No	\$4,750.00
8370	05/03/2016	No	CHK	Buddy's Fuel, LLC	21 Chamberlin Road - annual furnac	No	\$770.00
8371	05/03/2016	No	CHK	Chemsearch	disinfectant	No	\$191.28
8372	05/03/2016	No	CHK	Comcast	Acct: 8773 40 216 0041287	No	\$471.30
8373	05/03/2016	No	CHK	Comcast	Acct: 8773-40-216-0178014	No	\$105.85
8374	05/03/2016	No	CHK	Comcast	Acct #: 877340 216 0069528	No	\$104.90
8375	05/03/2016	No	CHK	Comcast	Acct: 8773 40 216 0174468	No	\$84.90
8376	05/03/2016	No	CHK	Comcast	Acct #: 8773 40 216 0027070	No	\$1,384.58
8377	05/03/2016	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$4,108.82
8378	05/03/2016	No	CHK	Eversource	Acct #: 51779583004	No	\$6,333.32
8379	05/03/2016	No	CHK	Eversource	Acct #: 51366483014	No	\$2,977.61
8380	05/03/2016	No	CHK	Eversource	Acct #: 51471483099	No	\$243.61
8381	05/03/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,409.01
8382	05/03/2016	No	CHK	Experian	Acc# TCTA-6906070	No	\$204.64
8383	05/03/2016	No	CHK	Frontier	Acct: 203-881-0115-021194-5	No	\$71.72
8384	05/03/2016	No	CHK	Frontier	Acct: 203-881-2464-110206-5	No	\$294.37
8385	05/03/2016	No	CHK	G&K Services	uniforms	No	\$50.24
8386	05/03/2016	No	CHK	Ge Appliance	RH-appliance parts	No	\$203.58
8387	05/03/2016	No	CHK	Gregory Stamos	Legal services March	No	\$1,825.50
8388	05/03/2016	No	CHK	Home Depot Credit Services	Acct #: 6035322500544212	No	\$55.50
8389	05/03/2016	No	CHK	Jeff's Appliance And Vacuums	grill parts	No	\$856.94
8390	05/03/2016	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100136	No	\$437.04
8391	05/03/2016	No	CHK	Network Synergy Systems Integra	Monthly billing	No	\$284.00
8392	05/03/2016	No	CHK	Peter E. Karpovich,	SHA vs Simko NTQ	No	\$194.60
8393	05/03/2016	No	CHK	Radovich Builders, LLP	34 Chamb. Rd.	No	\$9,217.00
8394	05/03/2016	No	CHK	Radovich Builders, LLP	Apt. 2S/ Removed Caulk	No	\$6,135.00
8395	05/03/2016	No	CHK	Radovich Builders, LLP	Unit # 7	No	\$789.50
8396	05/03/2016	No	CHK	Reitman	balance on Invoice	No	\$7.25
8397	05/03/2016	No	CHK	Robert Lashin	CAL 2V Paint	No	\$550.00
8398	05/03/2016	No	CHK	Seymour Janitorial Services	Janitorial services April 2016	No	\$1,615.00
8399	05/03/2016	No	CHK	Seymour Water Pollution Control	Acct #: 1031421	No	\$6,949.50
8400	05/03/2016	No	CHK	Shell Credit Card Center	fuel	No	\$121.25
8401	05/03/2016	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental	No	\$4,354.16
8402	05/03/2016	No	CHK	Sprint	Acct #: 453584322 cell phones	No	\$322.09
8403	05/03/2016	No	CHK	St. Treasurer For Merfund	MERF 04-2016	No	\$6,797.46

*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: May 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>
8404	05/03/2016	No	CHK	Staples Credit Plan	Acct #: 6035 5178 1023 0994	No	\$606.33
8405	05/03/2016	No	CHK	Ted's Lawn Care LLC	Spring Clean up	No	\$1,980.00
8406	05/03/2016	No	CHK	Watson!	Service call SHA to set phone dates/	No	\$114.00
8407	05/03/2016	No	CHK	Winter Bros Waste Systems	April service	No	\$401.14
8408	05/03/2016	No	CHK	Winter Bros Waste Systems	April service	No	\$381.12
8409	05/03/2016	No	CHK	Xerox Financial	Copier lease	No	\$418.50
8410	05/08/2016	No	CHK	Connecticut Housing Finance Aut	Project# 96089D	No	\$462.02
8411	05/12/2016	No	CHK	AIG	Acct #: 1024715395	No	\$2,718.00
8412	05/12/2016	No	CHK	Allen's Plumbing Supply	Plumbing supply	No	\$20.97
8413	05/12/2016	No	CHK	AllState Fire Equipment	Service charge & vehicle bracket	No	\$57.50
8414	05/12/2016	No	CHK	Apicella, Testa & Company, P.C.	Professional Services	No	\$150.00
8415	05/12/2016	No	CHK	Callahan House Tenants Associat	May's Association	No	\$25.00
8416	05/12/2016	No	CHK	Calvert Safe & Lock Ltd.	2B lockbox	No	\$40.99
8417	05/12/2016	No	CHK	Cbs Bloom's Business Systems	Quarterly Maintenance	No	\$41.55
8418	05/12/2016	No	CHK	Colonial Business Forms	Stationary	No	\$735.80
8419	05/12/2016	No	CHK	Comcast	Acct #: 8773402160041287	No	\$471.30
8420	05/12/2016	No	CHK	DJP Electric LLC	service to video monitor/program ke	No	\$590.00
8421	05/12/2016	No	CHK	Door Control, Inc.	Inside door closing slow	No	\$320.50
8422	05/12/2016	No	CHK	Europa Enterprises, LLC	Paint 2w, 3d, 3K, 3A, 3B	No	\$1,210.00
8423	05/12/2016	No	CHK	Eversource	Acct #: 51118694017	No	\$45.66
8424	05/12/2016	No	CHK	Eversource	Acct #: 51457764090	No	\$2,483.71
8425	05/12/2016	No	CHK	Eversource	Acct #: 51779583004	No	\$1,715.94
8426	05/12/2016	No	CHK	Eversource	Acct #: 51471483099	No	\$225.95
8427	05/12/2016	No	CHK	Frontier	Acct #: 20388101150211945	No	\$71.68
8428	05/12/2016	No	CHK	Frontier	Acct #: 20388845791231795	No	\$234.06
8429	05/12/2016	No	CHK	Frontier	Acct #: 20388124641102085	No	\$304.06
8430	05/12/2016	No	CHK	G&K Services	uniforms	No	\$100.48
8431	05/12/2016	No	CHK	Norman Ray Tenant Association	May's Association	No	\$25.00
8432	05/12/2016	No	CHK	Oxford Lumber & Building Materia	dbl outlet	No	\$5.34
8433	05/12/2016	No	CHK	Peter E. Karpovich,	SHA VS Gagliardi	No	\$71.50
8434	05/12/2016	No	CHK	Radovich Builders, LLP	2V-cut and install door protective pa	No	\$2,144.00
8435	05/31/2016	No	CHK	Acm Resources, Inc.	Proposal Development/Grant writing	No	\$5,025.00
8436	05/31/2016	No	CHK	Aegis Energy Services, Inc.	Payment 1 (3)	No	\$1,914.88
8437	05/31/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,362.09
8438	05/31/2016	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$485.70
8439	05/31/2016	No	CHK	American Rooter LLC	Brothers Court invoice-	No	\$158.50
8440	05/31/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$1,068.59
8441	05/31/2016	No	CHK	Apicella, Testa & Company, P.C.	Professional services	No	\$2,550.00
8442	05/31/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$747.67
8443	05/31/2016	No	CHK	Aquarion Water Company	Acct #: 2000086443	No	\$1,033.12
8444	05/31/2016	No	CHK	Banner Group Systems Inc.	Paper products	No	\$369.85
8445	05/31/2016	No	CHK	Bloxam Enterprises, LLC	2V-Callahan vacant	No	\$150.00
8446	05/31/2016	No	CHK	Buddy's Fuel, LLC	24 Chamberlin furnace cleaning	No	\$770.00
8447	05/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0178014	No	\$105.85
8448	05/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0174468	No	\$84.90
8449	05/31/2016	No	CHK	Connecticut Housing Finance Aut	Project #: 96089D	No	\$462.02
8450	05/31/2016	No	CHK	Direct Energy Services, LLC	April's Service	No	\$3,313.68

*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: May 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>
8451	05/31/2016	No	CHK	Eversource	Acct #: 51992464073	No	\$39.05
8452	05/31/2016	No	CHK	Eversource	Acct #: 51376664074	No	\$29.17
8453	05/31/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,384.98
8454	05/31/2016	No	CHK	Experian	Acct #: TCTA-6906070	No	\$256.56
8455	05/31/2016	No	CHK	Friends Of Fur LLC	5 & 7 Brothers	No	\$585.00
8456	05/31/2016	No	CHK	Gregory Stamos	legal	No	\$1,790.40
8457	05/31/2016	No	CHK	Home Depot Credit Services	Acct #: 6035322500544212	No	\$151.93
8458	05/31/2016	No	CHK	Housing Authority Risk Retention	Policy #: HARRG-794-158366-2016	No	\$6,512.00
8459	05/31/2016	No	CHK	Housing Insurance Services Inc.	Policy #: HAPI-794-158354-2016	No	\$15,168.00
8460	05/31/2016	No	CHK	Jeff's Appliance And Vacuums	CAL 4G - A/C Issue	No	\$179.90
8461	05/31/2016	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100136	No	\$437.04
8462	05/31/2016	No	CHK	Network Synergy Systems Integra	Workstation monitoring Silver Level	No	\$2,052.56
8463	05/31/2016	No	CHK	Oxford Lumber & Building Material	paint	No	\$22.96
8464	05/31/2016	No	CHK	Peter E. Karpovich,	NTQ Powell	No	\$52.60
8465	05/31/2016	No	CHK	Precision Glass LLC	Cal 2-V screen material	No	\$16.65
8466	05/31/2016	No	CHK	Robert Lashin	CAL Paint 2A	No	\$675.00
8467	05/31/2016	No	CHK	Seymour Janitorial Services	May Janitorial	No	\$1,512.00
8468	05/31/2016	No	CHK	Shell Credit Card Center	Acct #: 065 093 700	No	\$145.80
8469	05/31/2016	No	CHK	Sprint	Acct #: 453584322	No	\$319.26
8470	05/31/2016	No	CHK	St. Treasurer For Merfund	MERF 05-2016	No	\$6,689.97
8471	05/31/2016	No	CHK	Ted's Lawn Care LLC	May landscaping	No	\$4,772.00
8472	05/31/2016	No	CHK	Westervelt, Patricia	3 Brothers Court - Clean vacant unit	No	\$125.00
8473	05/31/2016	No	CHK	Winter Bros Waste Systems	May service	No	\$402.46
8474	05/31/2016	No	CHK	Winter Bros Waste Systems	May Service	No	\$382.36
8475	05/31/2016	No	CHK	Xerox Financial	Contract #: 010-0026454-001	No	\$418.50



minutes  
Exhibit 2  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: May 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>
4008	05/24/2016	No	VD	Danaher Lagnese, PC	Vendor claims never rec'd Payment	No	(\$2,382.50)
4072	05/03/2016	No	CHK	Seymour Housing Authority	April's Reimb	No	\$37,378.93
4073	05/06/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204656	No	\$669.56
4074	05/06/2016	No	CHK	Comcast	Acct #: 8773 40 216 00695536	No	\$55.95
4075	05/06/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069510	No	\$1,128.18
4076	05/06/2016	No	CHK	Direct Energy Services, LLC	Acct #: 67282386-587-4	No	\$3,934.16
4077	05/06/2016	No	CHK	Environmental Systems Corporati	HVAC LFRK repair kit	No	\$240.82
4078	05/06/2016	No	CHK	Eversource	Acct #: 51083234013	No	\$1,371.48
4079	05/06/2016	No	CHK	Eversource	Acct#: 57669970055	No	\$1,669.72
4080	05/06/2016	No	CHK	HD Supply	Monthly HK Supply	No	\$493.18
4081	05/06/2016	No	CHK	Kone Inc	Elevator repair balance due	No	\$12,215.61
4082	05/06/2016	No	CHK	Radovich Builders, LLP	Cut Locks off computer	No	\$2,268.00
4083	05/06/2016	No	CHK	Reitman	Temp	No	\$139.62
4084	05/06/2016	No	CHK	Seymour Housing Authority	April's Mgt Fee	No	\$4,965.00
4085	05/06/2016	No	CHK	TPC Associates, Inc.	Qrtly Fire Alarm 12.1.15 - 2.29.16	No	\$1,531.00
4086	05/06/2016	No	CHK	Winter Bros Waste Systems	April service	No	\$434.91
4087	05/24/2016	No	CHK	Danaher Lagnese, PC	Legal fees/Russo	No	\$2,382.50
4088	05/24/2016	No	CHK	Patren, Edward	PH AP Payment May 16	No	\$1,405.81
4089	05/31/2016	No	CHK	Aegis Energy Services, Inc.	Change Order Cogen Installation	No	\$1,040.00
4090	05/31/2016	No	CHK	Allen's Plumbing Supply	fiberglass filters	No	\$33.60
4091	05/31/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 2005204656	No	\$110.04
4092	05/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069510	No	\$1,218.43
4093	05/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069536	No	\$84.42
4094	05/31/2016	No	CHK	Direct Energy Services, LLC	Acct #: 67282386-587-4	No	\$3,239.18
4095	05/31/2016	No	CHK	Eversource	Acct #: 51083234013	No	\$1,341.69
4096	05/31/2016	No	CHK	Eversource	Acct #: 57669970055	No	\$1,657.32
4097	05/31/2016	No	CHK	Friends Of Fur LLC	#107 & 111 - pest control	No	\$100.00
4098	05/31/2016	No	CHK	Frontier	Acct #: 203-888-5093-092806-5	No	\$376.94
4099	05/31/2016	No	CHK	Gillie, Brian	Entertainment 6/7/16	No	\$125.00
4100	05/31/2016	No	CHK	HD Supply	Monthly supplies	No	\$549.32
4101	05/31/2016	No	CHK	M. J. Daly, LLC	quarterly sprinkler inspection	No	\$743.63
4102	05/31/2016	No	CHK	Oxford Lumber & Building Materia	weldit cement	No	\$4.27
4103	05/31/2016	No	CHK	Theo Pro Compliance & Consultin	File approval for April 2016	No	\$60.50
4104	05/31/2016	No	CHK	Valley Electric Supply Company	bulbs	No	\$112.68
4105	05/31/2016	No	CHK	Winter Bros Waste Systems	May service	No	\$434.91
4106	05/31/2016	No	CHK	Fitz Vogt & Associates, LTD	March's Exp	No	\$29,238.89

*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: May 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>
1894	05/03/2016	No	CHK	Seymour Housing Authority	April's Reimb	No	\$68,737.81
1895	05/03/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$24,157.60
1896	05/13/2016	No	CHK	LeeAnn Weston RYT	Service Dates 4.13th & 5.4th	No	\$70.00
1897	05/25/2016	No	CHK	Borrow My Glasses, LLC	Training & Consultation 4.15.16 @ C	No	\$600.00

**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**SHA Development Corporation**

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

<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>
2	05/12/2016	No	DD	IRS	Tax 2015	No	\$5.00
278	05/13/2016	No	CHK	Estrella, Anthony	Mow the Lawn @ 34 Smith St	No	\$50.00

**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 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>
1726	05/03/2016	No	CHK	Seymour Housing Authority	MR Reimb. April	No	\$15,022.57
1727	05/03/2016	No	CHK	Treasurer, State of Connecticut	Mark Wilson Fingerprints	No	\$14.75
1728	05/06/2016	No	CHK	Hewlett Construction Services, LLC	Retainage	No	\$1,240.00
1729	05/27/2016	No	CHK	Smith- Dufour, Rikeeta	PH AP Payment May 16	No	\$446.76

Minutes  
Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	04/14/2016-1
Period Range :	03/28/2016 TO 04/10/2016
Week Number :	Week #15

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	1725.35
Total Direct Deposits	27	18432.96
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>20158.31</b>
Total Billing Impound		128.18
Total Agency Checks	4	261.66
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>20773.15</b>
<b>Total of Checks Printed</b>	<b>29 Items</b>	
Total Tax Liability		9253.55
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>30026.70</b>
Total Direct Deposits		18657.96
<b>Total Debited From Account</b>		<b>30026.70</b>

**NEXT PERIOD DATES**

Check Date: 04/28/2016 Week 17  
 Period Begin: 04/11/2016  
 Period End: 04/24/2016  
 Call In Date: 04/25/2016 Week 17

Payroll rep: Sorrentino George

Minuter  
Exhibit 2

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	04/14/2016-1
Period Range :	03/28/2016 TO 04/10/2016
Week Number :	Week #15

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	27,164.13	3,420.20	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,726.78	1,719.08	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,726.78	402.06	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,726.78	1,719.08	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,726.78	402.06	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				7,662.48		
Total 941 Liabilities with COBRA				7,662.48		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,662.48		
State Withholding						
CT State Withholding		6613871-000	27,164.13	1,019.65	22	Weekly CT
Total State Withholding				1,019.65		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	16,325.98	571.42	22	Quarterly
Total Employer SUI				571.42		
Total Employee Taxes				6,560.99		
Total Employer Taxes without COBRA				2,692.56		
Total Tax Liability without COBRA				9,253.55		
Total Tax Liability with COBRA				9,253.55		
Regular checks				1,725.35		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,657.96		
Total Net Payroll				20,383.31		
Agency Checks				261.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				128.18		
Total Workers Comp				0.00		
Total Payroll Liability				30,026.70		
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				20,773.15		
Total Direct Deposits				18,657.96		
Total Amount Debited from your Account before Credit applied				30,026.70		
Total Amount Debited from your Account after Credit applied				30,026.70		

Human Resource Consulting Group

Date Printed: 04/11/2016 11:55:43 AM

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

#SEYM Seymour Housing Authority

minute  
exhibit I

Cover Letter (S193)	
Check Date :	04/28/2016-1
Period Range :	04/11/2016 TO 04/24/2016
Week Number :	Week #17

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	2	1749.40
Total Direct Deposits	27	18158.74
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>19908.14</b>

Total Billing Impound		716.82
Total Agency Checks	4	261.66
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** **21111.62**

**Total of Checks Printed** **29 Items**

Total Tax Liability	9062.42
Total Workers Comp Liability	0.00

**Total Payroll Liability** **30174.04**

Total Direct Deposits 18383.74

**Total Debited From Account** **30174.04**

**NEXT PERIOD DATES**

Check Date: 05/12/2016 Week 19  
Period Begin: 04/25/2016  
Period End: 05/08/2016  
Call In Date: 05/09/2016 Week 19

**Payroll rep: Sorrentino George**

Minutes  
Exhibit I

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	04/28/2016-1
Period Range :	04/11/2016 TO 04/24/2016
Week Number :	Week #17

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal		060687649	26,850.28	3,395.19	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,409.76	1,699.44	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,409.76	397.47	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,409.76	1,699.44	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,409.76	397.47	22	Semi-Weekly
COBRA Credit		060687649			22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,589.01</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,589.01</b>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
<b>Total Federal Taxes</b>				<b>7,589.01</b>		
<b>State Withholding</b>						
CT State Withholding		6813871-000	26,850.28	1,005.21	22	Weekly CT
<b>Total State Withholding</b>				<b>1,005.21</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	13,376.50	468.20	22	Quarterly
<b>Total Employer SUI</b>				<b>468.20</b>		
<b>Total Employee Taxes</b>				<b>6,497.31</b>		
<b>Total Employer Taxes without COBRA</b>				<b>2,565.11</b>		
<b>Total Tax Liability without COBRA</b>				<b>9,062.42</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,062.42</b>		
Regular checks				1,749.40		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,383.74		
<b>Total Net Payroll</b>				<b>20,133.14</b>		
Agency Checks				261.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				716.82		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>30,174.04</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				21,111.62		
Total Direct Deposits				18,383.74		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>30,174.04</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>30,174.04</b>		

**Minutes  
Exhibit II**

**June 2016**

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**Housing Authority of  
the Town of Seymour**

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**Executive Director's Report**

## Occupancy

### Rev. Callahan House

### 2016 Year-to-Date Vacancies 2

Callahan House experienced two move outs and one move in during May 2016. Callahan House has experienced 9 vacancy days since January 1, 2016 and has averaged 4.5 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; 9 days/ 29200 days available = 0.3082% percentage through May 31, 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 78 days and have 270 days to use for the balance of the Subsidy year.

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2V	Everlith	4/25/2016	Zalenski	4/29/2016	4
2A	Ewen	4/30/2016	Courtney	5/6/2016	5

Average number of vacancy days per vacancy

4.5



Norman Ray House remained fully occupied during May 2016. Norman Ray House has experienced 24 vacancy days since January 1, 2016 and has averaged 12 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; 24 days/ 14600 days available = 0.1644% percentage through May 31, 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 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 114 vacancy day and have 54 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	13
35	Scanlin	1/31/2016	Burke	2/10/2016	11

Average number of vacancy days per vacancy:

12

**State Moderate Rental****2016 Year-to-Date Vacancies 3**

Moderate Rental has experienced one move out during May 2016. Moderate Rental has experienced 22 vacancy days since January 1, 2016 and averaged 7.33 days per vacancy through May 31, 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; 22 days/ 29565 days available = .0744% percentages through May 31, 2016.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2016
-----------------------	-----------------------	------

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
C01	440	Gebeau	2/29/2016	Watson	3/11/2016	12
34S	440	Thomas	2/17/2016	Favors	3/21/2016	4
B03	450	Smith-Dufour	5/20/2016	Cassisi	5/26/2016	6

Average number of vacancy days per vacancy: 7.33

We have experienced \$325 vacancy loss since January 1, 2016. We have budgeted \$2,062.50 for vacancy loss through May 31, 2016.

Smithfield Gardens Assisted Living experienced 2 move-ins during April 2016. Smithfield Gardens has experienced 357 vacancy days since January 1, 2016 and averaged 44.62 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; 357 days/20,440 days available = 1.7465% percentage through April 30, 2016.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
CR	Per	PRIOR			NEXT	No Of
UNT %		RESIDENT	MOVE-OUT	TENANT	IN DATE	Days
127	60%	985 Basso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/215	Podalak	1/30/2016	30
122	50%	825 Pagiaro	1/4/2016	Kinkel	4/11/2016	98
109	60%	985 Moss	1/27/2016	Fuller	3/2/2016	35
226	60%	985 Zaleski	2/9/2016	Lestrangle	3/11/2016	33
217	60%	985 Zelle	2/27/2016	Throburn	4/1/2016	36
126	60%	985 Windworth	3/10/2016	Vacant		82
108	50%	825 Jelowiec	3/16/2016	Burkart	5/1/2016	45
228	60%	985 Patren	5/17/2016	Vacant		14

Average number of vacancy days per vacancy: 35.65

The vacancy loss is approximately \$12,276 since January 1, 2016. We have budgeted \$10,660 for vacancy loss through May 31, 2016.

Minutes  
Exhibit III

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET  
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4578

FAX (203) 888-2098

E-MAIL [admin@seymourhousing.org](mailto:admin@seymourhousing.org)

TDD (203) 888-2942

## Resolution # 406

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
01048	GTS15BBMBL	GA730109	Refrigerator	\$429.00
01092	7HW72KK	JL456982449	Air Conditioner	\$489.00
00974	TBX14SABNLWW	LV06176	Refrigerator	\$370.00
00815	JAS03R3WH	SM120916N	Stoves	\$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 \$1,503.00.

---

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



Minute  
Exhibit 10

# 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 # 407

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
00069	TBX14SMCL	FD0806258	Refrigerator	\$340.00
00086	TBX14SMCL	FD806365	Refrigerator	\$340.00
00089	TBX14SMCWH	FD806337	Refrigerator	\$340.00
00080	TBX14SMCLWH	FD806807	Refrigerator	\$340.00
00082	TBX14SMCLWH	FD806466	Refrigerator	\$340.00
00079	TBX14SMCLWH	FD806801	Refrigerator	\$340.00
00077	TBX14SMCLWH	FD806282	Refrigerator	\$340.00
01046	7JW72K	HM3143252150	Refrigerator	\$491.50

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory items for Norman Ray House as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$2,871.50.

\_\_\_\_\_  
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

