

MINUTES

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DATE: 8/2/16
TIME: 11:30 AM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 963rd Meeting

The 963rd Meeting, a Regular Meeting of the Seymour Housing Authority, was held on July 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 5:34 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota 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; Timothy Donnelly, General Manager, Digital Media, LLC. Chairperson White asked for a motion to change the order of the Agenda to discuss new business Timothy Donnelly.

Commissioner Bellucci motioned to Change the Order of the Agenda to discuss New Business. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and New Business now open.

The Executive Director stated the topic of discussion is a change in television providers at the Callahan House and Smithfield Gardens. He commented that currently we are contracted with Comcast and this change would make it possible to save tenants money and work with a more "user friendly" Contractor. He verbalized the complications and hardships that Management and the residents have been experiencing with Comcast.

The Executive Director introduced Tim Donnelly who explained his proposal to provide a digital package of 60 channels to the residents at a cost of \$18.50/ unit or the equivalent of \$2,442 per month for Callahan House and Smithfield Gardens. He stated that Digital Media LLC would install the Satellite and all the wiring necessary to the buildings at no costs to us. He stated in return, we would sign a 5 year contract. He stated that channel lineup can be adjusted somewhat to accommodate tenant needs. He stated that he would also be able to offer residents internet and telephone should they want additional services.

MINUTES

Further discussion included if the residents wanted to stay with Comcast, they would now be dealing directly with Comcast and pay full price for services. However, the Executive Director stated that this would widen the choices residents could make because Comcast would remain available in the building along with Direct TV and Frontier. Tim Donnelly stated that any calls about service are made directly Digital Media Services located in Bridgeport and this is who management and the residents would be dealing with directly. This facilitates the issue experienced now trying to fix services between move outs and other changes to cable.

Commissioner Bellucci asked Mr. Donnelly if local New York channels are offered. Tim Donnelly responded that the Connecticut local channels are offered.

Chairperson White asked if the tenants can add or subtract services if they wanted to. Tim Donnelly responded that the residents can customize their own packages outside of the bulk deal.

The Executive Director again confirmed that there was no installation costs to be assumed by the Seymour housing Authority. Tim Donnelly again stated there would be no cost, just an agreement to be signed for a minimum of five years.

Further brief discussion followed and Commissioner Bellucci motioned to authorize the Executive Director to continue pursuing the options to make a change to Satellite TV through Direct Digital Media, LLC. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried.

The Commissioners thanked Tim Donnelly for attendance and explanation of the proposal.

Chairperson White continued the regular order of the Agenda with Previous Meeting's Minutes.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 962nd Regular Meeting held on June 8, 2016.

Commissioner Bellucci motioned to accept the minutes of the 962nd Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and the minutes 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 Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed the pertinent communications.

➤ Executive Director's Report

(See Exhibit II)

➤ Old Business

None

➤ Any Other Business

The Executive Director presented the revised Federal Pet Policy (See Exhibit III). He stated that the Policy revision is required as a result of the recent Fair Housing Complaint.

Attorney Stamos summarized the reasons the changes were necessary. Language regarding certification of service animals was removed as well as deposit requirements per the Federal 504 Regulations. He stated that HUD has cleared the Seymour Housing Authority of any fair Housing complaints, but has asked us to update the Pet Policy.

After the Executive further explained the provisions changed under Exception for "Special Purpose" Pets, Commissioner Bellucci motioned to adopt the Federal Pet Policy subject to final approval by HUD Fair Housing. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried

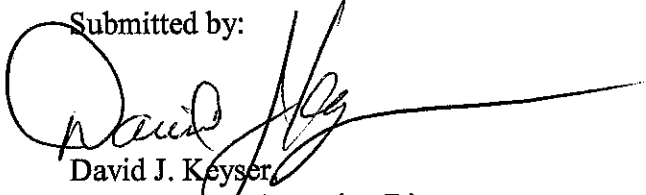
Adjournment

At 6:07P.M. Chairperson White asked for a motion to adjourn the 963rd Meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion

MINUTES

and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and the 963rd Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser
Secretary and Executive Director

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: June 2018, 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>
12	06/09/2018	No	DD	SHA PAYROLL	Payroll #12	No	\$27,988.80
13	06/23/2018	No	DD	SHA PAYROLL	Payroll #13	No	\$30,724.74
8476	06/02/2018	No	CHK	Liberty Bank	HSA for David J. Keyser	No	\$4,350.00
8477	06/02/2018	No	CHK	Liberty Bank	HSA for Lisa M. Sanchez	No	\$1,750.00
8478	06/02/2018	No	CHK	Liberty Bank	HSA for Donna DeSantis	No	\$1,750.00
8479	06/02/2018	No	CHK	Liberty Bank	HSA for Larry Thomas	No	\$1,750.00
8480	06/02/2018	No	CHK	Liberty Bank	HSA for Theresa Schremmer	No	\$1,750.00
8481	06/02/2018	No	CHK	Liberty Bank	HSA for Cody Taylor	No	\$1,750.00
8482	06/02/2018	No	CHK	Liberty Bank	HSA for Jamie Pew	No	\$1,750.00
8483	06/03/2018	No	CHK	American Express	Acc# 6-34000	No	\$2,537.83
8484	06/03/2018	No	CHK	Ge Appliance	6 Refrigerators	No	\$2,964.00
8485	06/03/2018	No	CHK	Seymour Janitorial Services	May's Inv. RH	No	\$440.00
8486	06/15/2018	No	CHK	Aegis Energy Services, Inc.	Payment 2 of 3	No	\$1,914.88
8487	06/15/2018	No	CHK	AIG	Workers Comp	No	\$2,718.00
8488	06/15/2018	No	CHK	AllState Fire Equipment	CAL extinguisher service	No	\$443.00
8489	06/15/2018	No	CHK	American Express	Acc# 634000	No	\$217.74
8490	06/15/2018	No	CHK	Aquarion Water Company	Acc# 200086455	No	\$111.80
8491	06/15/2018	No	CHK	Aquarion Water Company	Acc# 200086443	No	\$111.80
8492	06/15/2018	No	CHK	Bender Plumbing Supplies Inc.	Kitchen faucets	No	\$165.44
8493	06/15/2018	No	CHK	Bloxam Enterprises, LLC	CAL clean 2A	No	\$150.00
8494	06/15/2018	No	CHK	Callahan House Tenants Associat	June's Callahan Association Fee	No	\$25.00
8495	06/15/2018	No	CHK	Cbs Bloom's Business Systems	Balance due on invoice	No	\$23.85
8496	06/15/2018	No	CHK	Comcast	Acct #: 8773 40 216 0027070	No	\$1,384.58
8497	06/15/2018	No	CHK	Comcast	Acct #: 873 40 216 0041287	No	\$471.30
8498	06/15/2018	No	CHK	Comcast	Acct #: 8773 40 216 0069528	No	\$104.90
8499	06/15/2018	No	CHK	Direct Energy Services, LLC	Callahan May's Serv	No	\$3,493.77
8500	06/15/2018	No	CHK	Eversource	Acct #: 51118694017	No	\$45.66
8501	06/15/2018	No	CHK	Eversource	acct #: 51471483089	No	\$228.04
8502	06/15/2018	No	CHK	Eversource	Acc# 57750480048	No	\$1,439.21
8503	06/15/2018	No	CHK	Eversource	Acct #: 51366483014	No	\$2,388.50
8504	06/15/2018	No	CHK	Eversource	Acc# 51779583004	No	\$1,801.09
8505	06/15/2018	No	CHK	Friends Of Fur LLC	1 Chamberlin	No	\$220.00
8506	06/15/2018	No	CHK	Frontier	Acct #: 203-888-4579-123179-5	No	\$227.47
8507	06/15/2018	No	CHK	Frontier	acct #: 203-881-2464-110206-5	No	\$296.53
8508	06/15/2018	No	CHK	Frontier	Acct #: 203-881-0115-021194-5	No	\$70.62
8509	06/15/2018	No	CHK	G&K Services	Uniforms	No	\$110.24
8510	06/15/2018	No	CHK	Home Depot Credit Services	Acct #: 6036 3225 0054 4212	No	\$13.24
8511	06/15/2018	No	CHK	Hungerfords Pump Service	Commercial Check up June	No	\$225.00
8512	06/15/2018	No	CHK	Network Synergy Systems Integra	Monthly Workstation monitoring	No	\$234.00
8513	06/15/2018	No	CHK	Norman Ray Tenant Association	June's Ray House Association Fee	No	\$25.00
8514	06/15/2018	No	CHK	Peter E. Karpovich,	SHA VS Powell Summons	No	\$88.60
8515	06/15/2018	No	CHK	Radovich Builders, LLP	28 Chamberlin- adjust latch and doo	No	\$4,399.00
8516	06/15/2018	No	CHK	Radovich Builders, LLP	#7 - rebuilt tank/bowl on toilet	No	\$357.50
8517	06/15/2018	No	CHK	Robert Lashin	RH Unit 37 Vacant	No	\$400.00
8518	06/15/2018	No	CHK	Smithfield Gardens Assisted Livin	May's Rental	No	\$4,354.16
8519	06/15/2018	No	CHK	Sprint	Acc# 453584322	No	\$319.26
8520	06/15/2018	No	CHK	St. Treasurer For Merfund	Annual Admin. Charge	No	\$1,950.00

Exhibit II

**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: June 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>
8521	06/15/2016	No	CHK	Staples Credit Plan	Mouse Pads for front Lobby	No	\$673.72
8522	06/15/2016	No	CHK	State of Connecticut	Rev.Callahan House Elevator	No	\$240.00
8523	06/15/2016	No	CHK	Ted's Lawn Care LLC	4 Seymour Ave - Cut & removal faille	No	\$325.00
8524	06/15/2016	No	CHK	Winter Bros Waste Systems	June Service	No	\$403.95
8525	06/15/2016	No	CHK	Winter Bros Waste Systems	June service	No	\$383.79
8526	06/15/2016	No	CHK	Xerox Financial	Contract #: 010-0026454-001	No	\$502.20
8527	06/28/2016	No	CHK	Eversource	Acc# 51796464071	No	\$13.22
8528	06/28/2016	No	CHK	Family Mobile LLC	Oil Change on White Truck	No	\$37.22
8529	06/28/2016	No	CHK	Thomas, Larry	Tuition Reimb.	No	\$375.00
8530	06/28/2016	No	CHK	Westervelt, Patricia	Work Order # 37114 4 Chamb	No	\$125.00
8531	06/29/2016	No	CHK	Aetna	July's Medical Insurance	No	\$3,350.71
8532	06/29/2016	No	CHK	Anthem Dental	July's Dental Insurance	No	\$808.03
8533	06/29/2016	No	CHK	Housing Authority Risk Retention	Policy # HARRG-794-160384-2016	No	\$4,321.00
8534	06/29/2016	No	CHK	Housing Insurance Services Inc.	Policy# HAPI-794-160385-2016	No	\$15,005.00
8535	06/29/2016	No	CHK	Lincoln National Life Insurance C	July's Life Insurance	No	\$394.53
8536	06/30/2016	No	CHK	Apicella, Testa & Company, P.C.	Oxford June 2015 Invoice	No	\$150.00

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: June 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>
4107	06/02/2016	No	CHK	Bed Bug Finders LLC	Inspection 6.2.2016	No	\$475.00
4108	06/03/2016	No	CHK	Seymour Housing Authority	SG May's partial reimb	No	\$17,000.00
4109	06/06/2016	No	CHK	Seymour Housing Authority	SG May's Mgt Fee	No	\$4,965.00
4110	06/08/2016	No	CHK	Seymour Housing Authority	Rest of May's Reimb	No	\$21,057.42
4111	06/14/2016	No	CHK	Aegle Energy Services, Inc.	Cogen maintenance	No	\$4,045.76
4112	06/14/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204664	No	\$703.08
4113	06/14/2016	No	CHK	Direct Energy Services, LLC	May's Service Acc# 67282386-587-4	No	\$2,761.03
4114	06/14/2016	No	CHK	Eversource	Acc# 57476540034 // May's Service	No	\$1,558.08
4115	06/14/2016	No	CHK	Eversource	Acc# 51083234013 // May's Service	No	\$2,964.95
4116	06/14/2016	No	CHK	Fitz Vogt & Associates, LTD	Meals	No	\$29,231.89
4117	06/14/2016	No	CHK	M. J. Daly, LLC	Service Call	No	\$1,366.00
4118	06/14/2016	No	CHK	Theo Pro	May's Service	No	\$38.50
4119	06/14/2016	No	CHK	Valley Electric Supply Company	Bulbs	No	\$244.44
4120	06/27/2016	No	CHK	Environmental Systems Corporati	HVAC Service	No	\$6,968.33
4121	06/27/2016	No	CHK	Radovich Builders, LLP	128 - R & R door handle with unit fro	No	\$2,035.00
4122	06/28/2016	No	CHK	Clear Water	Monthly Service (1st Service)	No	\$145.84

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

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>
217	06/08/2016	No	CHK	Donald W. Smith, Jr. P.E	CFP 50116	No	\$2,875.00

Exhibit D

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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>
1898	06/02/2016	No	CHK	Seymour Housing Authority	RH May's Reimb	No	\$9,474.65
1899	06/03/2016	No	CHK	Seymour Housing Authority	Callahan May's Partial Reimb	No	\$17,000.00
1900	06/07/2016	No	CHK	Seymour Housing Authority	Callahan May's Reimb Final	No	\$22,668.22
1901	06/17/2016	No	CHK	Seymour Housing Authority	Callahan June's Partial Reimb	No	\$30,943.14
1902	06/17/2016	No	CHK	Seymour Housing Authority	RH Partial June's Reimb	No	\$14,839.51
1903	06/23/2016	No	CHK	Seymour Housing Authority	Reimb. RH for SHA front Lobby Loc	No	\$22.96
1904	06/23/2016	No	CHK	Seymour Housing Authority	Reimb. MR for Front lobby Locks	No	\$45.90

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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>
1730	06/02/2016	No	CHK	Seymour Housing Authority	May's Reimb	No	\$18,662.61
1731	06/15/2016	No	CHK	Seymour Housing Authority	Partial June's Reimb	No	\$32,547.52
1732	06/30/2016	No	CHK	Seymour Housing Authority	Reim. to Cover Payroll 7.7th	No	\$30,000.00

**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: June 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>
279	06/09/2016	No	CHK	Aquarion Water Company	Billing Period 3.17.16 - 4.15.16	No	\$23.91
280	06/09/2016	No	CHK	Carter Hayes + Associates, P.C.	Tax Preparation Fee for 2015	No	\$625.00
281	06/09/2016	No	CHK	Seymour Water Pollution Control	Usage Period 4.1.16 - 9.30.16	No	\$101.80
282	06/10/2016	No	CHK	Estrella, Anthony	Mow the lawn on 6.9th	No	\$50.00
283	06/30/2016	No	CHK	Estrella, Anthony	Mow Lawn today 6.30.2016	No	\$50.00

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	06/09/2016-1
Period Range :	05/23/2016 TO 06/05/2016
Week Number :	Week #23

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	2009.20
Total Direct Deposits	26	16889.94
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	22 Items	18899.14

Total Billing Impound		128.18
Total Agency Checks	4	261.66
Total Agency Checks DD	3	325.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19613.98**

Total of Checks Printed **29 Items**

Total Tax Liability	8374.82
Total Workers Comp Liability	0.00

Total Payroll Liability **27988.80**

Total Direct Deposits 17214.94

Total Debited From Account **27988.80**

NEXT PERIOD DATES

Check Date: 06/23/2016 Week 25
 Period Begin: 06/06/2016
 Period End: 06/19/2016
 Call In Date: 06/20/2016 Week 25

Payroll rep: Sorrentino George

Exhibit D

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	06/09/2016-1
Period Range :	05/23/2016 TO 06/05/2016
Week Number :	Week #23

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		080687649	25,411.81	3,147.68	22	Semi-Weekly
EE OASDI	0.062000	080687649	25,929.61	1,607.60	22	Semi-Weekly
EE Medicare	0.014500	080687649	25,929.61	376.01	22	Semi-Weekly
ER OASDI	0.062000	080687649	25,929.61	1,607.60	22	Semi-Weekly
ER Medicare	0.014500	080687649	25,929.61	376.01	22	Semi-Weekly
COBRA Credit		080687649			22	Semi-Weekly
Total 941 Liabilities without COBRA				7,114.90		
Total 941 Liabilities with COBRA				7,114.90		
ER FUI	0.006000	080687649	0.00		22	Quarterly
Total Federal Taxes				7,114.90		
State Withholding						
CT State Withholding		6613871-000	25,411.81	936.55	22	Weekly CT
Total State Withholding				936.55		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	9,239.11	323.37	22	Quarterly
Total Employer SUI				323.37		
Total Employee Taxes				6,067.84		
Total Employer Taxes without COBRA				2,308.98		
Total Tax Liability without COBRA				8,374.82		
Total Tax Liability with COBRA				8,374.82		
Regular checks				2,009.20		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,214.94		
Total Net Payroll				19,224.14		
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				27,988.80		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,613.98		
Total Direct Deposits				17,214.94		
Total Amount Debited from your Account before Credit applied				27,988.80		
Total Amount Debited from your Account after Credit applied				27,988.80		

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

Date Printed: 06/06/2016 1:29:38 PM

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#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	06/23/2016-1
Period Range :	06/06/2016 TO 06/19/2016
Week Number :	Week #25

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	3	3101.74
Total Direct Deposits	27	17289.21
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	23 Items	20390.95

Total Billing Impound		728.33
Total Agency Checks	4	261.66
Total Agency Checks DD	3	325.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **21705.94**

Total of Checks Printed **30 Items**

Total Tax Liability	9018.80
Total Workers Comp Liability	0.00

Total Payroll Liability **30724.74**

Total Direct Deposits 17614.21

Total Debited From Account **30724.74**

NEXT PERIOD DATES

Check Date: 07/07/2016 Week 27
 Period Begin: 06/20/2016
 Period End: 07/03/2016
 Call In Date: 07/01/2016 Week 27

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	06/23/2016-1
Period Range :	06/06/2016 TO 06/19/2016
Week Number :	Week #25

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal		060687649	27,379.88	3,388.28	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,949.88	1,732.90	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,949.88	405.28	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,949.88	1,732.90	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,949.88	405.28	22	Semi-Weekly
COBRA Credit		060687649			22	Semi-Weekly
Total 941 Liabilities without COBRA				7,664.64		
Total 941 Liabilities with COBRA				7,664.64		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,664.64		
State Withholding						
CT State Withholding		6613871-000	27,379.88	1,032.20	22	Weekly CT
Total State Withholding				1,032.20		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	9,198.69	321.96	22	Quarterly
Total Employer SUI				321.96		
Total Employee Taxes				6,558.66		
Total Employer Taxes without COBRA				2,460.14		
Total Tax Liability without COBRA				9,018.80		
Total Tax Liability with COBRA				9,018.80		
Regular checks				3,101.74		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,614.21		
Total Net Payroll				20,715.95		
Agency Checks				261.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				728.33		
Total Workers Comp				0.00		
Total Payroll Liability				30,724.74		
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				21,705.94		
Total Direct Deposits				17,614.21		
Total Amount Debited from your Account before Credit applied				30,724.74		
Total Amount Debited from your Account after Credit applied				30,724.74		

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

Date Printed: 06/20/2016 12:29:55 PM

July 2016

Housing Authority of the Town of Seymour

Executive Director's Report

Section

1

Occupancy

Rev. Callahan House

2016 Year-to-Date Vacancies 3

Callahan House experienced one move outs June 2016. Callahan House has experienced 10 vacancy days since January 1, 2016 and has averaged 3.33 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; 10 days/ 29200 days available = 0.3424% percentage through June 30, 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 79 days and have 269 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
2F	Maloney	06/30/216	Vacant		1

Average number of vacancy days per vacancy

3.3

Norman Ray House**2016 Year-to-Date Vacancies****3**

Norman Ray House Experienced one move out and one move in during June 2016. Norman Ray House has experienced 36 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; 36 days/ 14600 days available = 0.2467% percentage through June 30, 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 126 vacancy day and have 42 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
37	Jones	6/3/2016	McElveen	6/15/2016	12

Average number of vacancy days per vacancy:

12

State Moderate Rental**2016 Year-to-Date Vacancies 4**

Moderate Rental has experienced one move out during June 2016. Moderate Rental has experienced 28 vacancy days since January 1, 2016 and averaged 7 days per vacancy through June 30, 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; 28 days/ 29565 days available = .0947% percentages through June 30, 2016.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2016
FAMILY HOUSING		

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
0C04	440	Rosado	6/24/2016	Vacant		6

Average number of vacancy days per vacancy: 7

We have experienced \$413 vacancy loss since January 1, 2016. We have budgeted \$2,500 for vacancy loss through June 30, 2016.

SEYMOUR HOUSING AUTHORITY FEDERAL PET POLICY

The Housing Authority of the Town of Seymour adopts the following pet policy for the purpose of setting guidelines for the ownership of pets at its two federal complexes, the Rev. Callahan House and the Norman Ray House. Nothing in this pet policy prohibits pet ownership or discriminates against persons relative to admission or continued occupancy because they own pets. The intent of this policy is to maintain a standard for housing persons with pets in a manner, which does not constitute a nuisance or threat to health or safety of other occupants or of other persons in the community. This policy is in compliance with regulations required under 24 CFR Part 5, Subpart C for federally assisted rental housing for the elderly or for persons with disabilities

POLICY TERMS

1. Common household pets are defined as follows:

Dogs – Size limited to a maximum of 25 pounds

Bully Breeds such as Pit Bull, Chows and Rottweiler and other dogs that are general known to potentially have aggressive natures are breeds that will not be considered as admissible to the property or in compliance with this policy.

Cats – Size limited to a maximum of 20 pounds

Birds – Canaries, parquets, or lovebirds – limit two per cage

Fish – Tank limited to a 10-gallon capacity

Rodents, reptiles, snakes, rabbits, and pigeons are not considered as household pets by this Authority and will not be allowed. Animals that are classified as dangerous or “attack” animals are strictly prohibited.

2. No tenant will be allowed more than one animal or one cage or one tank.
3. Only animals that are “housebroken” will be allowed.
4. Tenants must follow the Town of Seymour Regulations concerning Dogs which is as follows:

The Town of Seymour has a Leash Law. All dogs must be on a leash when being walked on town streets.

Town ordinance for noise is 8:00 P.M. – 8:00 A.M.

All dogs are required to have current town licenses and valid rabies vaccinations. Proof of such is to be displayed on the dog's collar.

5. Feeding of feral cats (stray cats) is expressly prohibited. If a Tenant is found to be feeding feral cats, the ownership of the cat transfers to the person feeding and then places the tenant in violation of this policy and the Lease. The Seymour Housing Authority considers feeding of feral cats' serious nuisance behavior. Feral cats can carry diseases and organisms such as rabies, toxoplasmosis and hookworm. They are considered to be health hazards to humans. Feeding feral cats also attracts unwanted wildlife such as skunks, possum, raccoons and other wildlife. For these reasons the Seymour Housing Authority will seek summary process action against violators of this provision of the policy.
6. A security deposit of \$300.00; or, no more than one month's rent in the case of residents over 62 years of age, will be requested for dogs or cats to cover any damages that may be caused by the pet to apartments or hallways. The Housing Authority may use pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the complex including; Cost of repairs and replacement to tenants dwelling unit, and fumigation of tenant's dwelling unit. The Housing Authority will refund unused portion of the pet deposit within a reasonable time after the tenant moves from the complex or no longer owns or keeps the pet in the dwelling unit. In the case of affordability of the pet deposit, the Executive Director may elect at his discretion to allow payment of the pet deposit over a six-month period by collecting \$50 per month.
7. Renter's insurance coverage in the amount of \$100,000/\$300,000 that does not have a pet exclusion shall be provided by the tenant to cover any injury or accident caused by the animal. Proof of coverage and amount will be submitted to the Housing Authority.
8. Any damage done by a pet will be total responsibility of the Tenant at the time and the Housing Authority will be reimbursed within 30 days of billing.
9. Tenant will sign a statement indemnifying the Housing Authority of any damages, injuries or accidents caused by their pet.
10. Tenant must be able to care for the pets needs. If, after consulting the area Health District and/or a local Veterinarian, or, Seymour's Animal Control Officer it is determined that adequate care is no longer possible, the owner must relinquish the right to pet ownership.
11. The Housing Authority will have the right to have the Tenant remove any animal that poses a threat to the health or safety or is a nuisance to other residents or Housing Authority Employees.
12. All dogs must be licensed by the Town of Seymour. Transfers from other towns or cities in Connecticut can be obtained form the office of the Town Clerk.
13. All dogs and cats must be inoculated against rabies. All dogs or cats must be spayed or neutered. These requirements must be met before the animal will be allowed in the

Exhibit III

project and the tenant must present proof. Proof of booster shots to keep the animal safe from disease must be submitted annually.

14. Animals must be restrained at all times. Dogs will be on leashes of no more than 6 feet in length. Cats will be on leashes or in carriers or carried by the tenant.
15. Tenant must have a signed notarized statement from next of kin stating that the pet will be removed from the apartment in the event that the tenant is absent from the apartment or upon his/her demise.
16. Periodic inspections will be made (with reasonable notice given to the tenant) to assure that the apartments are well maintained and no damaged is being caused.
17. Cat litter must be provided for cats with litter to be changed at least twice a week.
18. Tenant is responsible for disposal of animal waste. Waste will be secured in plastic bags and disposed in the compactor or in the Dumpster. No other means of disposal will be allowed. There is a designated area outside for animals. Tenants will be responsible for picking up and disposing of waste. A container will be provided in the designated area.
19. All pets will be properly groomed and maintained free of infections and disease including fleas, ticks, and other infestations.
20. No unapproved pets and/or visitors bringing pets will be allowed in the building or on the grounds.
21. If a pet is left unattended for 24 hours or more, the Authority has the right to enter the apartment and transfer the pet to the proper authorities, i.e., local animal shelter or humane society. The Tenant will hold the Authority harmless in such circumstances.
22. The Tenant will take adequate precautions to eliminate any pet odors within the apartment and to maintain the apartment in a sanitary condition at all times.
23. The Tenant agrees to move to a designated area of the complex for those residents with pets should the Housing Authority deem it necessary. Reasons for this move may be for, but not limited to, the purposes of alleviating density problems
24. Animals are barred from the Laundry Room and Community Room.
25. Any Tenant, whether an owner of a pet or not, that gets bit, scratched or attacked by a pet must report the incident to the Seymour Police Department and/or the Animal Control Officer. A written report must be made to the Seymour Housing Authority immediately following the Police Report.

Exception for "Special Purpose" Pets

Several portions of these rules shall not apply to Service Animals or Assistance Animals for people with Disabilities in the event they are required. Specifically, the size and description of the pets listed in paragraph 1 of the Policy Terms do not apply. Persons with disabilities requiring special purpose pets may request a Reasonable Accommodation. Such persons will not be charged the security deposit or required to carry insurance. Nothing in this statement, however, relieves the owner of a pet who assists persons with disabilities from maintaining the pet in accordance with the remaining Policy Terms and the requirements of the Town of Seymour, including but not limited to related to licensing, vaccination and aggressive or dangerous behavior.

Copies of the Applicable Federal Regulations are attached hereto:

Violations

Any violations of these rules may be grounds for the removal of the pet or termination of the pet owner's tenancy or both. The Housing Authority will properly notify the resident of any adverse action in accordance with the provisions of the lease and HUD regulations and State/local law



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

OFFICE OF FAIR HOUSING
AND EQUAL OPPORTUNITY

June 8, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Angela Techer
21 Wayfarer Street
New Haven, CT 06515

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

SUBJECT: Letter of Determination
Techer v. Seymour Housing Authority
Section 504 Case #: 01-15-0339-4

Dear Parties:

By letter dated November 24, 2015, Ms. Angela Techer, (Complainant) submitted a timely request for review of the Letter of Findings (LOF) in the above-captioned case. Following an investigation under Section 504 of the Rehabilitation Act of 1973 (Section 504), the U.S. Department of Housing and Urban Development (HUD or Department) Region I Office of Fair Housing and Equal Opportunity (FHEO) issued the LOF of compliance in Boston, Massachusetts on October 30, 2015. This Letter of Determination sustains the LOF in part, and modifies the LOF in part. This letter constitutes a Formal Determination of partial noncompliance in the subject case pursuant to 24 C.F.R. § 8.56(h)(3).

HUD's Section 504 regulations at 24 C.F.R. § 8.1 provide that "...no otherwise qualified individual with disabilities in the United States shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving HUD financial assistance. Seymour Housing Authority receives funding from the HUD Office of Public and Indian Housing, therefore the provisions of Section 504 apply to its programs and activities.

BACKGROUND

In the original complaint filed June 9, 2015, the Complainant alleged that the Seymour Housing Authority (Recipient) discriminated against the Complainant based on disability. Specifically, the original complaint alleged that the recipient failed to provide her reasonable accommodations, including not providing her with a sign-language interpreter, requiring that she pay a pet deposit for her service animal, and denying her request for a first or second story unit.

In the request for review, the Complainant notes errors in the LOF regarding her original complaint. Specifically, the Complainant states that she did not originally file a complaint against the Recipient for failing to provide an interpreter, and that she had not originally requested a second story unit. She alleges that the Recipient had offered her a second story unit in an April 22, 2015 email that was omitted in the LOF, and then was offered a different unit after she had met the Recipient in person. Additionally, the Complainant alleged that the Recipient's pet policy did not contain information on service animals or reasonable accommodations and Complainant submitted a copy of Recipient's pet policy form.

On January 4, 2016, the Recipient's counsel emailed the Department affirming their agreement with the preliminary letter of findings of compliance.

INVESTIGATION RECORD

The investigation record reveals that the Complainant has a hearing impairment, and that Recipient offered to arrange for a sign-language interpreter for their April 28, 2015 meeting, but the Complainant declined, saying she could read lips.

The investigation revealed that the Recipient initially showed a second story unit (2D) to the Complainant, but leased it to another person after another unit was taken off-line because of asbestos concern. The investigation confirmed that the person placed in 2D had a higher priority number on the waiting list than Complainant, and the person had submitted the additional documents required of all applicants. The record further indicates that Complainant did not submit all required additional documents.

The evidentiary record reveals that Recipient sent Complainant an email dated April 29, 2015, stating that Complainant would "need to provide me with the certification of your canines [sic] special needs training program. Also I will need veterinary certificated of spay/neuter and current vaccines." A copy of the pet policy for the Recipient's Callahan House property only identifies "Special Purpose Pets" as exempt from most of their pet policies. The policy also states:

[S]pecial purpose pets are assumed to be properly trained and maintained as witnessed by certification from an appropriate concern that engages in such training of special purpose animals. The owner must provide the Housing Authority with proof of this special training certification. Nothing in this statement, however, relieves the owner of a pet who assists persons with disabilities from maintaining the pet in accordance with the remaining Policy Terms.

LEGAL REQUIREMENTS

Under Section 504, to be considered a qualified individual with a disability with respect to a non-employment program or activity, the individual with a disability must meet the essential eligibility requirements for participation in, or receipt of benefits from, that program or activity. *Essential eligibility requirements* include stated eligibility requirements such as income as well as

other explicit or implicit requirements inherent in the nature of the program or activity. 24 C.F.R. § 8.3(c)

Section 504 regulations at 24 C.F.R. § 8.33 require a recipient to modify its housing policies and practices to ensure that these policies and practices do not discriminate, on the basis of disability, against a qualified individual with handicaps. The recipient may not impose upon individuals with handicaps other policies, such as the prohibition of assistive devices, auxiliary alarms, or guides in housing facilities, that have the effect of limiting the participation of tenants with disabilities in the recipient's federally assisted housing program or activity in violation of this part. Housing policies that the recipient can demonstrate are essential to the housing program or activity will not be regarded as discriminatory within the meaning of this section if modifications to them would result in a fundamental alteration in the nature of the program or activity or undue financial and administrative burdens.

HUD's Notice on Service Animals and Assistance Animals for Persons with Disabilities in Housing and HUD-Funded Programs (Notice), issued in April 2013) states:

An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

For purposes of reasonable accommodation requests, neither the FHAct nor Section 504 requires an assistance animal to be individually trained or certified.

Like all reasonable accommodation requests, the determination of whether a person has a disability-related need for an assistance animal involves an individualized assessment. A request for a reasonable accommodation may not be unreasonably denied, or conditioned on payment of a fee or deposit or other terms and conditions applied to applicants or residents with pets, and a response may not be unreasonably delayed.

A covered entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

ANALYSIS AND CONCLUSION

The investigation confirmed that the Complainant has a hearing disability and that the Recipient knew about her disability.

With regard to the lack of provision of a sign language interpreter for the April 28, 2015 meeting the record does not support that the Recipient violated Section 504 because Complainant specifically declined Recipient's offer to arrange for interpreter services, and therefore the preliminary finding of compliance is upheld.

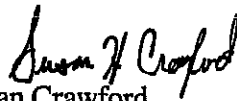
With respect to offering the Complainant a different unit than the one she was originally shown, the record supports that the Complainant failed to turn in the required application paperwork in order to participate in the program. Therefore, the record does not support that the Recipient violated Section 504 because the Complainant was not otherwise qualified at that point.

With respect to Recipient's requirements regarding assistance animals, the record demonstrates that the Recipient Violated Section 504 and HUD's Notice by imposing impermissible requirements and terms, including "special needs certification" and "veterinary certificate of spay/neuter and current vaccines" for the Complainant's service animal. This letter modifies the findings to partial noncompliance because Recipient's statements and actions with respect to persons with disabilities who have assistance animals are not in compliance with Section 504.

Accordingly, on behalf of the reviewing civil rights official, I have determined that the findings of compliance are sustained regarding provision of sign-language interpreter service and unit assignments. I also determined that the findings are modified to noncompliance regarding Recipient's treatment of persons with disabilities who have assistance animals. This letter constitutes a formal determination of noncompliance in the subject case pursuant to 24 C.F.R. § 8.56 (h)(3).

Pursuant to the requirements of 24 CFR § 8.56(i), the Recipient has 10 calendar days from receipt of this Formal Determination of Noncompliance in order to come into compliance through the execution of a Voluntary Compliance Agreement (VCA). The Recipient should immediately contact FHEO Region I Director, Susan Forward, at (617) 994-8341, to begin this process. If the Recipient fails to effect voluntary compliance, the Department may take measures pursuant to 24 CFR § 8.57 to assure compliance. Further, as the Department has determined the Recipient to be in noncompliance with Section 504, the Recipient will be ineligible for discretionary funding under any HUD Notice of Funding Availability until this matter is resolved to the Department's satisfaction.

Sincerely,



Susan Crawford
Director, Compliance and Disability Rights Division
Office of Enforcement

cc: Susan Forward, FHEO Regional Director, Region I

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