

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 10/13/16  
TIME: 9:15 AM  
TOWN CLERK'S OFFICE

### ➤ 965th Meeting

The 965th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on September 7, 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, Golebieski, 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 964<sup>th</sup> Regular Meeting held on August 3, 2016.

Commissioner Bellucci motioned to accept the minutes of the 964<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, Golebieski 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 Dota seconded the motion. Chairperson White asked about the check to Patty Westervelt. The Executive Director responded that Ms. Westervelt was a housekeeper and we occasionally use her as an alternate contractor to clean vacancies. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota Golebieski and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

# MINUTES

## ➤ Executive Director's Report

(See Exhibit II)

The Executive Director added that Kone Elevator will be shutting the Smithfield Elevator down for a few hours on two days in September for what they described is warrantee work.

## ➤ Old Business

Chairperson White introduced the Smithfield Gardens sidewalk replacement bid award.

The Executive Director presented the recommendation letter from Donald W. Smith, Jr. P.E. Consulting Engineer. (See Exhibit III) He reminded the Board that we received and presented the bids last month, however, they were all over budget. He stated that Mr. Smith re-designed the work and removed some of the work items and had the two low bidders rebid. The results of the revised bids are indicating the F Pepe Construction in the amount of \$29,707.00.

Commissioner Bellucci motioned to award the Smithfield Gardens sidewalk repairs to F Pepe Construction LLC in an amount not to exceed \$29,747.00 and to authorize the Executive Director to enter into contract and act as Modernization Coordinator. 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 Golebieski and White. Chairperson White declared the motion carried.

## ➤ New Business

None

## ➤ Executive Session

At 5:48 P.M. Commissioner Dota motioned to enter into Executive Session for the purposes of discussing Personnel and a continuing legal matter and to invite the entire Board of Commissioner, the Executive Director and Attorney Stamos into the Executive Session. 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 Golebieski and White. Chairperson White declared the motion carried and Executive Session now open.

At 5:57 P.M. Commissioner Bellucci motioned to adjourn Executive Session and to resume Regular Session. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to

## MINUTES

signify by voting aye. Voting aye were Commissioners Bellucci, Dota Golebieski and White. Chairperson White declared the motion carried and Regular Session resumed.

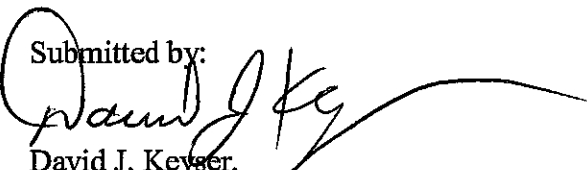
### ➤ Any Other Business

None

### Adjournment

At 5:58 P.M. Chairperson White asked for a motion to adjourn the 965th Meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota Golebieski, Horelick and White. Chairperson White declared the motion carried and the 965th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser,  
Secretary and Executive Director

# Minutes Exhibit 2

## Seymour Housing Authority

### General Ledger Cash Payment/Receipt Register Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 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>Dgc 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>
16	08/04/2016	No	DD	SHA PAYROLL	Payroll #16	No	\$27,764.62
17	08/18/2016	No	DD	SHA PAYROLL	Payroll #17	No	\$27,898.32
174	08/22/2016	No	CHK	VSP	August's Billings	No	\$62.86
8646	08/04/2016	No	CHK	Westervelt, Patricia	8 Seymour Ave	No	\$455.00
8647	08/08/2016	No	CHK	Aegle Energy Services, Inc.	Cogeneration Maintenance	No	\$1,904.32
8648	08/08/2016	No	CHK	Aflac Attn: Remittance Processing	July 2016 Monthly Bill	No	\$436.18
8649	08/08/2016	No	CHK	Allen's Plumbing Supply	Propane refill	No	\$12.00
8650	08/08/2016	No	CHK	American Rooter LLC	Unclogged bathroom sinks 1 and 3	No	\$243.50
8651	08/08/2016	No	CHK	Apicella, Testa & Company, P.C.	Accounting Fees	No	\$1,250.00
8652	08/08/2016	No	CHK	Aquarion Water Company	Acc# 200262479	No	\$13.31
8653	08/08/2016	No	CHK	Aquarion Water Company	Acc# 200086423 - Callahan	No	\$946.58
8654	08/08/2016	No	CHK	Aquarion Water Company	Acc# 200086434	No	\$706.77
8655	08/08/2016	No	CHK	Banner Group Systems Inc.	Paper Products	No	\$370.30
8656	08/08/2016	No	CHK	Brittany Hannon	PIC Reporting	No	\$200.00
8657	08/08/2016	No	CHK	Buddy's Fuel, LLC	18 Chamberlin road; 2038884961	No	\$270.00
8658	08/08/2016	No	CHK	Europa Enterprises, LLC	Repaint the whole apartment unit - 1	No	\$1,400.00
8659	08/08/2016	No	CHK	Eversource	Acc# 51471463099	No	\$417.83
8660	08/08/2016	No	CHK	Eversource	Acc# 51118694017	No	\$45.86
8661	08/08/2016	No	CHK	Eversource	Acc# 51366483014	No	\$1,668.43
8662	08/08/2016	No	CHK	Friends Of Fur LLC	8 Chamberlin Road - General Pest	No	\$550.00
8663	08/08/2016	No	CHK	G&K Services	Uniforms	No	\$50.24
8664	08/08/2016	No	CHK	Griffin Hospital Occupational Medi	Service date 6.13.2016 Mr. Brown	No	\$65.00
8665	08/08/2016	No	CHK	Home Depot Credit Services	Janitorial Supplies	No	\$119.12
8666	08/08/2016	No	CHK	Jeff's Appliance And Vacuums	Diagnosed AC Issue - WO#37452	No	\$39.95
8667	08/08/2016	No	CHK	Oxford Lumber & Building Material	Paint Supplies	No	\$17.63
8668	08/08/2016	No	CHK	Peter E. Karpovich,	SHA vs Buster Crawford	No	\$74.70
8669	08/08/2016	No	CHK	Radovich Builders, LLP	Apt 4J - Adjusted cover to fan	No	\$4,366.50
8670	08/08/2016	No	CHK	Radovich Builders, LLP	Unit # 12	No	\$5,623.00
8671	08/08/2016	No	CHK	Radovich Builders, LLP	3 Brothers Court	No	\$7,040.00
8672	08/08/2016	No	CHK	Robert Lashin	32 Smith Street - Apt 4K	No	\$400.00
8673	08/08/2016	No	CHK	Staples Credit Plan	Staples	No	\$1,272.38
8674	08/08/2016	No	CHK	Ted's Lawn Care LLC	End of May & All June's Expense	No	\$11,552.00
8675	08/19/2016	No	CHK	Aetna	Sept. Billing	No	\$4,535.13
8676	08/19/2016	No	CHK	American Express	Acc# 6-34000	No	\$892.50
8677	08/19/2016	No	CHK	Anthem Dental	Sept. Billing	No	\$808.03
8678	08/19/2016	No	CHK	Aquarion Water Company	Acc# 200404083	No	\$18.41
8679	08/19/2016	No	CHK	Aquarion Water Company	Acc# 200086455	No	\$113.83
8680	08/19/2016	No	CHK	Aquarion Water Company	Acc# 200086443	No	\$113.83
8681	08/19/2016	No	CHK	Direct Energy Services, LLC	July's Service	No	\$2,503.70
8682	08/19/2016	No	CHK	Eversource	Acc# 57750480048	No	\$1,265.18
8683	08/19/2016	No	CHK	Eversource	Acc# 51779583004	No	\$7,370.52
8684	08/19/2016	No	CHK	Eversource	Acc# 51457764090	No	\$2,081.23
8685	08/19/2016	No	CHK	Experian	Background Ck	No	\$108.24
8686	08/19/2016	No	CHK	G&K Services	Uniforms	No	\$50.24
8687	08/19/2016	No	CHK	Gregory Stamos	Legal Services	No	\$1,084.85
8688	08/19/2016	No	CHK	Jeff's Appliance And Vacuums	Callahan Appliance Repair Apt. 1N	No	\$209.95
8689	08/19/2016	No	CHK	Lincoln National Life Insurance C	Sept. Life Insurance	No	\$394.53

**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: August 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>
8690	08/19/2016	No	CHK	M. J. Daly, LLC	Annual Sprinkler Inspection RH	No	\$618.00
8691	08/19/2016	No	CHK	Oxford Lumber & Building Material	Brown single outlet plate	No	\$5.94
8692	08/19/2016	No	CHK	Proforma	Office Stationary - Envelopes	No	\$100.67
8693	08/19/2016	No	CHK	Radovich Builders, LLP	Checked panel in basement for elect	No	\$4,472.50
8694	08/19/2016	No	CHK	Radovich Builders, LLP	Apt. 24 Spider cracks in tub floor	No	\$2,110.00
8695	08/19/2016	No	CHK	Radovich Builders, LLP	Apt. 1M - Upper Window will not close	No	\$350.00
8696	08/19/2016	No	CHK	Shell Credit Card Center	July's Serv	No	\$133.13
8697	08/19/2016	No	CHK	Sherwin Williams	Paint and paint supplies	No	\$142.95
8698	08/19/2016	No	CHK	Sprint	July's Exp	No	\$299.15
8699	08/19/2016	No	CHK	St. Treasurer For Merfund	MERF 08-2016	No	\$6,248.61
8700	08/31/2016	No	CHK	Connecticut Housing Finance Aut	Loan # 96089D	No	\$5,430.69

# 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: August 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>
4157	08/03/2016	No	CHK	Calvert Safe & Lock Ltd.	Key duplication 115E, 121E and 131	No	\$59.10
4158	08/03/2016	No	CHK	Comcast	XFINITY Internet - 87734021600695	No	\$7.95
4159	08/03/2016	No	CHK	Comcast	8773402160069510 - Cable Televisi	No	\$1,128.18
4160	08/03/2016	No	CHK	Direct Energy Services, LLC	67282386-587-4	No	\$2,067.98
4161	08/03/2016	No	CHK	Frontier	203.888.5093.092806.5 - Smithfield	No	\$359.90
4162	08/03/2016	No	CHK	HD Supply	Purchase Order 1992	No	\$595.80
4163	08/03/2016	No	CHK	Maiongone Heating, A/C & Refrig	Work order - 37254 - Commercial Kit	No	\$337.00
4164	08/03/2016	No	CHK	Seymour Housing Authority	July's Mgt Fee	No	\$4,965.00
4165	08/03/2016	No	CHK	Trans Clean Corp	High pressured steam clean and de	No	\$450.00
4166	08/03/2016	No	CHK	Winter Bros Waste Systems	July 2016 Service - Smithfield Garde	No	\$450.18
4167	08/03/2016	No	CHK	Thorburn, Mary Lou	PH AP Payment Aug 16	No	\$734.13
4168	08/04/2016	No	CHK	Fitz Vogt & Associates, LTD	Resident Billing and Guest Meals -	No	\$29,715.72
4169	08/08/2016	No	CHK	Environmental Systems Corporati	Work Order 20642 HVAC Service	No	\$4,935.94
4170	08/08/2016	No	CHK	Europa Enterprises, LLC	37443 - Paint SG 2nd floor break ro	No	\$1,100.00
4171	08/08/2016	No	CHK	Gary's East Coast Service	Repaired kitchen cooking flat top	No	\$615.54
4172	08/08/2016	No	CHK	Penfield Communications Inc.	Advertisement - Inner City News - C	No	\$720.00
4173	08/08/2016	No	CHK	Radovich Builders, LLP	Repaired seams and cleaned and pr	No	\$1,155.00
4174	08/08/2016	No	CHK	Seymour Housing Authority	SG Partial July's Reimb	No	\$20,912.15
4175	08/11/2016	No	CHK	Seymour Housing Authority	Partial July's Reim	No	\$10,000.00
4176	08/17/2016	No	CHK	Aegis Energy Services, Inc.	Replace appropriate Fuse	No	\$121.36
4177	08/17/2016	No	CHK	Allston Supply Co Inc	Filters & Paper bags	No	\$532.54
4178	08/17/2016	No	CHK	Aquarion Water Company Of CT \	Acc# 200204656	No	\$746.96
4179	08/17/2016	No	CHK	Clear Water	2nd Serv. June 15th to July 15th	No	\$145.84
4180	08/17/2016	No	CHK	Connecticut Post	Acc# 109949	No	\$744.40
4181	08/17/2016	No	CHK	Direct Energy Services, LLC	July's Service	No	\$2,876.54
4182	08/17/2016	No	CHK	Donald W. Smith, Jr. P.E	Domestic Hot Water Investigation	No	\$4,565.00
4183	08/17/2016	No	CHK	Environmental Systems Corporati	July's Exp	No	\$1,930.00
4184	08/17/2016	No	CHK	Eversource	Acc# 57669970055	No	\$1,564.53
4185	08/17/2016	No	CHK	Eversource	Acc# 51083234013	No	\$6,398.70
4186	08/17/2016	No	CHK	Gary's East Coast Service	July's Exp	No	\$400.69
4187	08/17/2016	No	CHK	M. J. Daly, LLC	SG Qrtly Sprinkler Inspection	No	\$360.50
4188	08/17/2016	No	CHK	NDC Housing & Development	April - June Asset Mgt Fee	No	\$1,008.00
4189	08/17/2016	No	CHK	Radovich Builders, LLP	Fix Broken Parking Rail	No	\$489.00
4190	08/17/2016	No	CHK	Reitman	Time sheet Dates: 7.11.16 - 7.17.16	No	\$1,100.95
4191	08/17/2016	No	CHK	Theo Pro	July's File Approval	No	\$22.00
4192	08/17/2016	No	CHK	Valley Electric Supply Company	Bulbrite	No	\$153.12
4193	08/17/2016	No	CHK	Window Products Awning, Blind &	Awning Service for Smithfield Garde	No	\$175.00
4194	08/25/2016	No	CHK	Keller, Rose	PH AP Payment Aug 16	No	\$999.28

*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: August 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>
1911	08/08/2016	No	CHK	Seymour Housing Authority	Cal. Reimb July	No	\$31,831.69
1912	08/08/2016	No	CHK	Valley United Way	Membership due for Tella Cheever	No	\$100.00
1913	08/10/2016	No	CHK	Seymour Housing Authority	RH Reimb July	No	\$10,400.99
1914	08/16/2016	No	CHK	Mezzatesta, Samuel	PH AP Payment Aug 16	No	\$3.00
1915	08/22/2016	No	CHK	David J. Keyser	Reimb. Aflac Ck	No	\$643.21
1916	08/23/2016	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$28,618.10
1917	08/29/2016	No	CHK	Callahan House Association	To cover RSC Payroll 9.1st	No	\$2,692.30

**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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>
1734	08/04/2016	No	CHK	Young, Trefena	PH AP Payment Aug 16	No	\$500.06
1735	08/08/2016	No	CHK	Seymour Housing Authority	July's MR Reim	No	\$12,684.88
1736	08/12/2016	Yes	CHK	Seymour Housing Authority	Vendor Invoice Transactions Aug 16	No	\$4,289.96
1736	08/12/2016	No	VD	Seymour Housing Authority	Wrote out check to wrong Vendor	No	(\$4,289.96)
1737	08/12/2016	No	CHK	Deacons Bay Ventures, LLC	40 & 42 Chamb. Rd Water Damage	No	\$4,289.96
1738	08/16/2016	No	CHK	Ouakina, Khadija	PH AP Payment Aug 16	No	\$425.00
1738	08/16/2016	No	CHK	Ouakina, Khadija	PH AP Payment Aug 16	No	\$0.05
1739	08/23/2016	No	CHK	Seymour Housing Authority	Vendor Invoice Transactions Aug 16	No	\$19,423.47

**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: August 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>
286	08/04/2016	No	CHK	Estrella, Anthony	Mow lawn 8.4th	No	\$50.00
287	08/25/2016	No	CHK	Aquarion Water Company	Billing Cycle 6.16th - 7.15th	No	\$23.91

*Minutes Exhibit I*  
**#SEYM Seymour Housing Authority**

Cover Letter (S193)	
Check Date :	08/04/2016-1
Period Range :	07/18/2016 TO 07/31/2016
Week Number :	Week #31

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 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	413.72
Total Direct Deposits	27	18508.50
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>18922.22</b>

Total Billing Impound		119.72
Total Agency Checks	2	71.06
Total Agency Checks DD	2	250.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19363.00**

<b>Total of Checks Printed</b>	<b>26 Items</b>	
Total Tax Liability		8401.62
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>27764.62</b>
Total Direct Deposits		18758.50

**Total Debited From Account** **27764.62**

**NEXT PERIOD DATES**

Check Date: 08/18/2016 Week 33  
Period Begin: 08/01/2016  
Period End: 08/14/2016  
Call In Date: 08/15/2016 Week 33

Payroll rep: Sorrentino George



## #SEYM Seymour Housing Authority

minutes  
Exhibit 2

## Tax Report For Payroll (S247)

Check Date : 08/04/2016-1

Period Range : 07/18/2016 TO 07/31/2016

Week Number : Week #31

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	25,279.98	3,182.60	22	Semi-Weekly
EE OASDI	0.062000	060687649	25,799.84	1,599.61	22	Semi-Weekly
EE Medicare	0.014500	060687649	25,799.84	374.12	22	Semi-Weekly
ER OASDI	0.062000	060687649	25,799.84	1,599.61	22	Semi-Weekly
ER Medicare	0.014500	060687649	25,799.84	374.12	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,130.06</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,130.06</b>		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
<b>Total Federal Taxes</b>				<b>7,130.06</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	25,279.98	961.96	22	Weekly CT
<b>Total State Withholding</b>				<b>961.96</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	8,845.80	309.60	22	Quarterly
<b>Total Employer SUI</b>				<b>309.60</b>		
Total Employee Taxes				6,118.29		
Total Employer Taxes without COBRA				2,283.33		
<b>Total Tax Liability without COBRA</b>				<b>8,401.62</b>		
<b>Total Tax Liability with COBRA</b>				<b>8,401.62</b>		
Regular checks				413.72		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,758.50		
<b>Total Net Payroll</b>				<b>19,172.22</b>		
Agency Checks				71.06		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				119.72		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>27,764.62</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				19,363.00		
Total Direct Deposits				18,758.50		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>27,764.62</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>27,764.62</b>		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 08/01/2016 11:42:41 AM

Page 1

#SEYM Seymour Housing Authority

Minutes  
Exhibit I

Cover Letter (S193)	
Check Date :	08/18/2016-1
Period Range :	08/01/2016 TO 08/14/2016
Week Number :	Week #33

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	322.53
Total Direct Deposits	28	18314.78
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>18637.31</b>

Total Billing Impound		717.65
Total Agency Checks	1	60.00
Total Agency Checks DD	3	250.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19664.96**

**Total of Checks Printed** **26 Items**

Total Tax Liability	8233.36
Total Workers Comp Liability	0.00

**Total Payroll Liability** **27898.32**

Total Direct Deposits 18564.78

**Total Debited From Account** **27898.32**

**NEXT PERIOD DATES**

Check Date: 09/01/2016 Week 35  
Period Begin: 08/15/2016  
Period End: 08/28/2016  
Call In Date: 08/29/2016 Week 35

Payroll rep: Sorrentino George

## Tax Report For Payroll (S247)

Check Date : 08/18/2016-1

Period Range : 08/01/2016 TO 08/14/2016

Week Number : Week #33

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,912.70	3,146.61	22	Semi-Weekly
EE OASDI	0.062000	060687649	25,424.36	1,576.35	22	Semi-Weekly
EE Medicare	0.014500	060687649	25,424.36	368.67	22	Semi-Weekly
ER OASDI	0.062000	060687649	25,424.36	1,576.35	22	Semi-Weekly
ER Medicare	0.014500	060687649	25,424.36	368.67	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
Total 941 Liabilities without COBRA				7,036.65		
Total 941 Liabilities with COBRA				7,036.65		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
Total Federal Taxes				7,036.65		
State Withholding						
CT State Withholding		6613871-000	24,912.70	955.35	22	Weekly CT
Total State Withholding				955.35		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	6,895.55	241.36	22	Quarterly
Total Employer SUI				241.36		
Total Employee Taxes				6,046.98		
Total Employer Taxes without COBRA				2,186.38		
Total Tax Liability without COBRA				8,233.36		
Total Tax Liability with COBRA				8,233.36		
Regular checks				322.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,564.78		
Total Net Payroll				18,887.31		
Agency Checks				60.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				717.65		
Total Workers Comp				0.00		
Total Payroll Liability				27,898.32		
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				19,664.96		
Total Direct Deposits				18,564.78		
Total Amount Debited from your Account before Credit applied				27,898.32		
Total Amount Debited from your Account after Credit applied				27,898.32		

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

---

## **Executive Director's Report**

## Occupancy

### Rev. Callahan House

### 2016 Year-to-Date Vacancies 4

Callahan House remained fully occupied during August 2016. Callahan House has experienced 27 vacancy days since January 1, 2016 and has averaged 6.75 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; 27 days/ 29200 days available = 0.9247% percentage through August 31, 2016.

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. For 2017 we used 18 days and have a balance of 330 days to use for 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	6/30/2016	Stronkowsky	7/5/2016	5
4K	Mezzatesta	7/15/2016	Molcyk	7/28/2016	13

Average number of vacancy days per vacancy

6.75

Norman Ray House remained fully occupied during August 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 = 0.2465% percentage through July 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. For the 2017 subsidy calculation we have not used any vacancy days and have 168 days to use for the subsidy year.

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	Melveen	6/15/2016	12

Average number of vacancy days per vacancy:

12

Smithfield Gardens Assisted Living experienced 1 move-in and 1 move out during August 2016. Smithfield Gardens has experienced 379 vacancy days since January 1, 2016 and averaged 31.58 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; 379 days/ 20,440 days available = 1.8542% percentage through August 31, 2016.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
CR	Prior					
UNIT %	RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days	
127 60%	985 Boasso	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	Kirkel	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 Woodworth	3/10/2016	Del Principe	6/18/2016		99
108 50%	825 Jalowiec	3/16/2016	Burkart	5/1/2016		45
228 60%	985 Patren	5/17/2016	Guzzi	6/23/2016		36
207 60%	985 Perille	7/2/2016	Fowler	7/22/2016		19
217 50%	825 Thorburn	7/26/2016	Schaefer	8/5/2016		10
117 50%	825 Keller	8/19/2016	Vacant			12

Average number of vacancy days per vacancy: 31.58

The vacancy loss is approximately \$14,949 since January 1, 2016. We have budgeted \$19,429 for vacancy loss through August 31, 2016.

---

## General Information

### Complaints

#### Callahan House

We received two complaints during July 2016. The first complaint states that a Callahan resident is making a lot of noise and disrupting another Callahan resident's unit. The second complaint states that a former resident is verbally abusive to a current Callahan resident. A mediation was held between the two residents and we believe this to be resolved.

We received a complaint that a resident is confiscating toilet paper and paper towels from the public restrooms. We are still investigating this.

We received a complaint that a resident is shoving another resident on numerous occasions. We are preparing for Summary Process on this matter. We take resident safety very seriously.

We received a complaint and have documented an incident involving lewd and lascivious behavior in a public hallway. The Seymour Police Dept did respond and is currently investigating. We have begun summary process.

We received a complaint about a cable TV wire has been severed. We do not know how this occurred, but we are assuming it was accidental during the recent rehabilitation. They also made a complaint about the handicap parking spaces. There are residents who have their own assigned spaces who are abandoning their spaces and parking in the handicap spaces overnight and during the day. This is unfair to others who have handicap stickers who don't have assigned spaces. I intend to have a mandatory meeting with those residents who have handicap stickers.

#### Norman Ray House

None

#### Moderate Rental Program

We received a complaint about disturbing behavior of one particular neighbor to several others. It involves abusive language and aggressiveness. We have initiated summary process.

---



## **Office Reorganization**

We have physically re-organized the office lay out. The Occupancy Specialist office has been relocated in the general floor area. The vacated office will be used for tenant and applicant interviews and a policy reference library for staff.

## **Rev. Callahan House**

- Annual Inspections began in January 2016. To date 80 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 398 work orders have been generated as a result of this round of inspections. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, sprinkler escheon re-setting, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, and replacing bathtub strainers.

## **Norman Ray House**

- Annual inspections were completed in July.

## **Moderate Rental**

- I have completed 27 Annual Dwelling Inspections through September 7 2016. Of these inspections there have been 217 work orders created.

## **Smithfield Gardens Assisted Living**

### Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 08/01/2016
- Seven applications in processing
- One move-in in August; two move-outs in August
- 14 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.3
- Age range is 66 - 99
- Average length of tenancy is 28.21 months

### Budgeting Statistics:

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

### Other:

- MRC/ALSA meetings held 8/3, 8/10, 8/17, 8/24, 8/31 (attended by MRC Director, RSC & RNs)  
59 residents' statuses reviewed each week; no residents out at rehab as of  
08/31/2016
  - Resident Council Meeting held 07/28/16 – minutes follow; next meeting 08/25/16
  - August Fire Drill completed 08/29/16 (first shift)
  - Spectrum triennial review scheduled for 09/16/16
  - NDC annual site visit scheduled for 11/03/16
-

*Minutes Exhib. F III*

Donald W. Smith, Jr., P.E.  
CONSULTING ENGINEER  
56 Greenwood Circle  
Seymour, Connecticut 06483  
(203) 888-4904  
Fax: (203) 881-3434  
Email: [dwsjrpe@sbcglobal.net](mailto:dwsjrpe@sbcglobal.net)

CIVIL ENGINEERING  
SEPTIC DESIGN

CONSTRUCTION INSPECTION  
SITE DEVELOPMENT

Mr. David J. Keyser, Secretary  
Smith Street Assisted Living LP &  
SHA Development Inc.  
28 Smith Street  
Seymour, CT 06401

August 6, 2016

RE: Bid Opening Results  
Smithfield Gardens  
Sidewalk Replacement Project

Dear Commissioners,

On August 2, 2016, the Authority received two (2) bids for the above referenced project, both of which exceeded the available budget. After considering the available time frame to complete the work prior to winter weather, it was agreed to reduce the scope of the work and ask the two bidders for a new price.

Accordingly, on August 5, the Authority received two (2) revised bids for the above referenced project.

- F Pepe Construction LLC ..... \$29,747.00
- Eleuthera Associates, LLC ... \$32,288.00

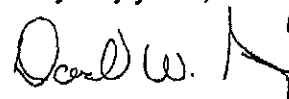
After review of the submission of the low bidder F. Pepe Construction, LLC and discussions with them, we find their bid to be complete and at a reasonable price for the reduced scope of work.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, F Pepe Construction, LLC in the amount of \$29,747 (twenty nine thousand seven hundred forty seven dollars),

We trust this information allows the Board to make an informed decision on this matter.

Please feel free to contact me if you have any questions regarding this matter.

Very truly yours,



Donald W. Smith, Jr., P.E.  
Consulting Engineer