

MINUTES

COPY RECEIVED
DATE: 2/18/17
TIME: 9:45 AM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 970th Meeting

The 970th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on January 4, 2017 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:32 P.M. by Chairperson White.

➤ Roll Call

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

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

➤ Public Comment Session

Mr. Jeff Ciolino from OTR Synergy Rehab made a presentation about his business that provides Home Care Physical Therapy Services. He explained the convenience of his firm's services and the benefits to the Residents by bringing PT right to them at home. He shared history of his firm and how he can help the residents. He stated that he can also offer group excises programs and education programs for items such as fall prevention.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 968th Annual Meeting held on December 7, 2016.

Commissioner Golebieski motioned to accept the minutes of the 968th Regular Meeting. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Golebieski and White. Commissioner Bellucci Abstained from Voting. Chairperson White declared the motion carried and the minutes accepted as presented.

Chairperson White introduced the previous meeting minutes of the 969th Annual Meeting held on December 7, 2016.

Commissioner Horelick motioned to accept the minutes of the 969th Regular Meeting. Commissioner Golebieski 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, Golebieski and White. Commissioner Bellucci Abstained from

MINUTES

Voting. Chairperson White declared the motion carried and the minutes accepted as presented.

Bills & Communications

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

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota seconded the motion. Hearing no further discussion, 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 bills approved for payment as presented.

The Executive Director commented on a letter from the State Comptroller's office revealing a new computer program that will update the reporting of the MERF wages to the State.

Executive Director's Report

See Exhibit II

➤ Old Business

Dominic Bellucci commented that the Toy Drive sponsored by the Rev. Callahan House did very well. He stated that the toys were distributed by Seymour Police Department to deserving families.

He stated that a party that he host at the Callahan House for those residents who have nowhere to go on Christmas was well attended and that everyone was fed and had a good time.

Attorney Stamos stated that the proposed project for 34 Smith Street was moving forward with public hearings at the Planing and Zoning Commission. He also stated that a public meeting will be held with the Zoning Board of Appeals. He commented that certain variances were needed for approval of the application to the State Department of Housing.

New Business

The Executive Director announced that on November 29, 2016 HUD announced its final Rule/Regulation on Smoke Free Public Housing. He stated that he was working on policy and will work with Attorney Stamos to present a draft policy.

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➤ Executive Session

None

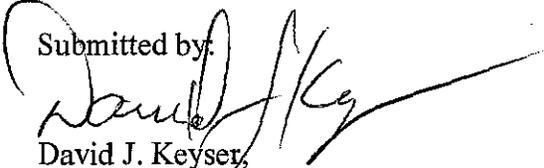
Any Other Business

None

Adjournment

At 6:145 P.M. Chairperson White asked for a motion to adjourn the 970th Meeting of the Seymour Housing Authority. Commissioner Bellucci 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 Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 970th 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: November 2016, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
23	11/10/2016	No	DD	SHA PAYROLL	Payroll #23	No	\$27,441.25
24	11/23/2016	No	DD	SHA PAYROLL	Payroll #24	No	\$27,970.68
177	11/22/2016	No	CHK	VSP	Nov's Billing	No	\$62.86
8907	11/15/2016	No	CHK	Aflac Attn: Remittance Processing	Aflac - October 2016	No	\$392.28
8908	11/15/2016	No	CHK	Allen's Plumbing Supply	Plumbing Supply	No	\$30.98
8909	11/15/2016	No	CHK	American Express	Acct# 6-34000	No	\$2,581.17
8910	11/15/2016	No	CHK	American Rooter LLC	Work order# 38133, unit 3D	No	\$168.50
8911	11/15/2016	No	CHK	Androski, Mary	Legal Services - Mediation	No	\$550.00
8912	11/15/2016	No	CHK	Apicella, Testa & Company, P.C.	September 2016 - Accounting Servic	No	\$1,125.00
8913	11/15/2016	No	CHK	Aquarion Water Company	Acct# 200086443	No	\$111.58
8914	11/15/2016	No	CHK	Aquarion Water Company	Acct# 200086455	No	\$111.58
8915	11/15/2016	No	CHK	Bender Plumbing Supplies Inc.	PO# 2041	No	\$699.39
8916	11/15/2016	No	CHK	Buddy's Fuel, LLC	Work order# 38211 - Furnace repair,	No	\$336.42
8917	11/15/2016	No	CHK	Buddy's Fuel, LLC	PO# 2042 - 150 gallons, unit 2 Broth	No	\$292.50
8918	11/15/2016	No	CHK	Direct Energy Services, LLC	Acct# 02395043-742-8	No	\$2,135.26
8919	11/15/2016	No	CHK	Donald W. Smith, Jr. P.E	Engineering Cost	No	\$650.00
8920	11/15/2016	No	CHK	Europa Enterprises, LLC	Work order# 37943 - Cleaned walls	No	\$4,290.00
8921	11/15/2016	No	CHK	Eversource	Acct# 51779583004	No	\$5,580.97
8922	11/15/2016	No	CHK	Eversource	Acct# 51364104042	No	\$3,273.28
8923	11/15/2016	No	CHK	Eversource	Acct# 57750480048	No	\$1,259.69
8924	11/15/2016	No	CHK	Eversource	Acct# 51471483099	No	\$347.80
8925	11/15/2016	No	CHK	Eversource	Acct# 51118694017	No	\$51.72
8926	11/15/2016	No	CHK	Experian	Acct# TCTA-6906070	No	\$108.00
8927	11/15/2016	No	CHK	FJ Dahill Co.	Work order# 36400 - Cleaned roof a	No	\$468.00
8928	11/15/2016	No	CHK	G&K Services	Uniforms	No	\$52.09
8929	11/15/2016	No	CHK	HD Supply	Janitorial - Plumbing - Fire Safety -	No	\$642.91
8930	11/15/2016	No	CHK	Home Depot Credit Services	Work order# 38089 - Replaced toilet	No	\$125.08
8931	11/15/2016	No	CHK	Jeff's Appliance And Vacuums	Work order 38067 - Replaced back	No	\$133.94
8932	11/15/2016	No	CHK	Langan	Professional Survey Services	No	\$1,380.00
8933	11/15/2016	No	CHK	Network Synergy Systems Integra	Monthly Billing November 2016	No	\$234.00
8934	11/15/2016	No	CHK	Oxford Lumber & Building Material	Work order#38223, unit 18 1/2 Cha	No	\$127.20
8935	11/15/2016	No	CHK	Pitney Bowes Inc	Acct# 0011114462	No	\$122.38
8936	11/15/2016	No	CHK	Precision Glass LLC	PO# 1699 - unit 1 Chamberln Road	No	\$105.00
8937	11/15/2016	No	CHK	Radovich Builders, LLP	RB - 3rd Qrt Expense	No	\$280.00
8938	11/15/2016	No	CHK	Radovich Builders, LLP	RB - 3rd Qrt Expense	No	\$390.00
8939	11/15/2016	No	CHK	Radovich Builders, LLP	Work order# 38132 - Removed Stain	No	\$1,682.00
8940	11/15/2016	No	CHK	Ryan & Ryan, LLC	Legal Services - October 2016	No	\$262.50
8941	11/15/2016	No	CHK	Seymour Janitorial Services	October 2016 Cleaning Services	No	\$2,846.00
8942	11/15/2016	No	CHK	Shell Credit Card Center	Acct# 065 093 700	No	\$193.92
8943	11/15/2016	No	CHK	Sherwin Williams	WO# 38154 - Paint Entire Unit - Unit	No	\$304.55
8944	11/15/2016	No	CHK	Sprint	Acct# 453584322	No	\$299.06
8945	11/15/2016	No	CHK	Staffworks, Inc.	Temporary Staffing	No	\$399.60
8946	11/15/2016	No	CHK	Staples Credit Plan	Staples 9.20 th - 10.18th	No	\$741.39
8947	11/15/2016	No	CHK	Ted's Lawn Care LLC	October 2016 Expenses	No	\$3,325.00
8948	11/15/2016	No	CHK	Valley Electric Supply Company	Work order# 38120 - replaced flores	No	\$141.77
8949	11/15/2016	No	CHK	Watsonl	Software Maintenance	No	\$142.50
8950	11/23/2016	No	CHK	Robert Lashin	RH Unit # 16	No	\$550.00

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: November 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>
8951	11/23/2016	No	CHK	Westervelt, Patricia	2 Brothers Court	No	\$260.00
8952	11/28/2016	No	CHK	Aetna	Dec's Billing	No	\$3,051.40
8953	11/28/2016	No	CHK	Anthem Dental	December's Billing	No	\$808.03
8954	11/28/2016	No	CHK	Connecticut Housing Finance Aut	Project# 96089D / Dec's Billing	No	\$462.02
8955	11/28/2016	No	CHK	Lincoln National Life Insurance C	December's Billing	No	\$355.00

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: November 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: 815009087, 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>
4266	11/01/2016	No	CHK	Fitz Vogt & Associates, LTD	Sept.'s Service	No	\$30,722.75
4267	11/03/2016	No	CHK	McDade, Sandra	PH AP Payment Nov 16	No	\$417.41
4268	11/04/2016	No	CHK	Seymour Housing Authority	SG Reimb	No	\$24,000.00
4269	11/08/2016	No	CHK	NDC Housing & Development	July - Sept. 2016 Asset Mgt Fee	No	\$1,008.00
4270	11/15/2016	No	CHK	Aquarion Water Company Of CT	Acc# 200204664	No	\$689.44
4271	11/15/2016	No	CHK	Clear Water	Serv. 10.15th - 11.15th	No	\$145.84
4272	11/15/2016	No	CHK	Comcast	Acc# 8773 40 216 0069536	No	\$55.95
4273	11/15/2016	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$1,128.18
4274	11/15/2016	No	CHK	Donald W. Smith, Jr. P.E	Sidewalk Repair/Replacement	No	\$778.00
4275	11/15/2016	No	CHK	Eversource	Acc# 57669970055	No	\$1,850.38
4276	11/15/2016	No	CHK	Eversource	Acc# 51083234013	No	\$2,664.60
4277	11/15/2016	No	CHK	Fitz Vogt & Associates, LTD	October's Billing	No	\$30,376.58
4278	11/15/2016	No	CHK	Frontier	Acc# 203-888-5093-092806-5	No	\$364.72
4279	11/15/2016	No	CHK	HD Supply	Janitorial Supplies	No	\$408.73
4280	11/15/2016	No	CHK	Mark Lanzlerl	One Hr. Performance 11.18th	No	\$200.00
4281	11/15/2016	No	CHK	Smart Music	Columbus Day Music	No	\$100.00
4282	11/15/2016	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$18,000.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 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>
1934	11/04/2016	Yes	CHK	Seymour Housing Authority	Ck# 1934 void	No	\$1.00
1934	11/04/2016	No	VD	Seymour Housing Authority	Wrong amount	No	(\$1.00)
1935	11/04/2016	No	CHK	Seymour Housing Authority	Ck# 1934 void	No	\$31,867.37
1938	11/04/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$7,810.65
1937	11/15/2016	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$17,833.38
1938	11/15/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$6,796.95

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 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>
1751	11/10/2016	No	CHK	Ford Motor Credit Company	3rd Payment for New White Van	No	\$574.87
1752	11/15/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$13,579.13
1753	11/18/2016	No	CHK	Seymour Housing Authority	Partial Early Reimb	No	\$10,000.00

**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: November 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>
291	11/15/2016	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$11.53
292	11/15/2016	No	CHK	Seymour Water Pollution Control	Usage Period 10.1.16 - 4.1.17	No	\$106.86

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	11/10/2016-1
Period Range :	10/24/2016 TO 11/06/2016
Week Number :	Week #45

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	1	21.86
Total Direct Deposits	28	18772.09
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	18793.95

Total Billing Impound		125.89
Total Agency Checks	1	31.66
Total Agency Checks DD	3	280.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19231.50**

Total of Checks Printed **26 Items**

Total Tax Liability	8209.75
Total Workers Comp Liability	0.00

Total Payroll Liability **27441.25**

Total Direct Deposits 19052.09

Total Debited From Account **27441.25**

NEXT PERIOD DATES

Check Date: 11/23/2016 Week 47
Period Begin: 11/07/2016
Period End: 11/20/2016
Call In Date: 11/18/2016 Week 47

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	11/10/2016-1
Period Range :	10/24/2016 TO 11/06/2016
Week Number :	Week #45

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,080.02	3,188.92	22	Semi-Weekly
EE OASDI	0.062000	060687649	25,593.88	1,586.84	22	Semi-Weekly
EE Medicare	0.014500	060687649	25,593.88	371.11	22	Semi-Weekly
ER OASDI	0.062000	060687649	25,593.88	1,586.84	22	Semi-Weekly
ER Medicare	0.014500	060687649	25,593.88	371.11	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				<u>7,104.82</u>		
Total 941 Liabilities with COBRA				<u>7,104.82</u>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				<u>7,104.82</u>		
State Withholding						
CT State Withholding		6613871-000	25,080.02	939.13	22	Weekly CT
Total State Withholding				<u>939.13</u>		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	4,736.86	165.80	22	Quarterly
Total Employer SUI				<u>165.80</u>		
Total Employee Taxes				6,086.00		
Total Employer Taxes without COBRA				2,123.75		
Total Tax Liability without COBRA				<u>8,209.75</u>		
Total Tax Liability with COBRA				<u>8,209.75</u>		
Regular checks				21.86		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,052.09		
Total Net Payroll				<u>19,073.95</u>		
Agency Checks				31.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				125.89		
Total Workers Comp				0.00		
Total Payroll Liability				<u>27,441.25</u>		
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				19,231.50		
Total Direct Deposits				19,052.09		
Total Amount Debited from your Account before Credit applied				<u>27,441.25</u>		
Total Amount Debited from your Account after Credit applied				<u>27,441.25</u>		

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	11/23/2016-1
Period Range :	02/07/2016 TO 11/20/2016
Week Number :	Week #47

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	0	0.00
Total Direct Deposits	28	18868.77
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	21 Items	18868.77

Total Billing Impound		696.78
Total Agency Checks	1	31.66
Total Agency Checks DD	3	180.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks 19777.21

Total of Checks Printed	25 Items	
Total Tax Liability		8193.47
Total Workers Comp Liability		0.00

Total Payroll Liability 27970.68

Total Direct Deposits 19048.77

Total Debited From Account 27970.68

NEXT PERIOD DATES

Check Date: 12/08/2016 Week 49
 Period Begin: 11/21/2016
 Period End: 12/04/2016
 Call In Date: 12/05/2016 Week 49

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date :	11/23/2016-1
Period Range :	02/07/2016 TO 11/20/2016
Week Number :	Week #47

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,170.34	3,208.71	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,689.30	1,592.70	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,689.30	372.51	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,689.30	1,592.70	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,689.30	372.51	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				<u>7,139.13</u>		
Total 941 Liabilities with COBRA				<u>7,139.13</u>		
ER FUI	0.008000	060687649	0.00		21	Quarterly
Total Federal Taxes				<u>7,139.13</u>		
State Withholding						
CT State Withholding		6613871-000	25,170.34	927.58	21	Weekly CT
Total State Withholding				<u>927.58</u>		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	3,621.75	126.76	21	Quarterly
Total Employer SUI				<u>126.76</u>		
Total Employee Taxes				6,101.50		
Total Employer Taxes without COBRA				2,091.97		
Total Tax Liability without COBRA				<u>8,193.47</u>		
Total Tax Liability with COBRA				<u>8,193.47</u>		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,048.77		
Total Net Payroll				<u>19,048.77</u>		
Agency Checks				31.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				696.78		
Total Workers Comp				0.00		
Total Payroll Liability				<u>27,970.68</u>		
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				19,777.21		
Total Direct Deposits				19,048.77		
Total Amount Debited from your Account before Credit applied				<u>27,970.68</u>		
Total Amount Debited from your Account after Credit applied				<u>27,970.68</u>		

Minutes
Exhibit II
January 2017

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House 2016 Year-to-Date Vacancies 8

Callahan House remained fully occupied for December 2016. Callahan House has experienced 80 vacancy days since January 1, 2016 and has averaged 10 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; 80 days/ 29200 days available = .02739% percentage through December 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 2016 subsidy calculation we used 70 days we had 270 days to use for the balance of the subsidy year. For 2017 subsidy calculation we used 84 days and have 264 days to use for the balance of the Subsidy year.

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2016
FEDERAL ELDERLY	Vacancy Turnover Days 2016	

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	Mdcyk	7/28/2016	13
1G	Krouch	9/6/2016	Frano	9/20/2106	14
4E	Frano	9/19/2016	Hubert	10/1/2016	12
3D	Karlac	9/27/2016	Najada	10/4/2016	8
1H	Strerath	9/29/2016	Woodin	10/18/2016	19

Norman Ray House experienced one move out and one move in for December 2016. Norman Ray House has experienced 65 vacancy days since January 1, 2016 and has averaged 13 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; 65 days/ 14600 days available = 0.4452% percentage through December 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 2016 subsidy calculation year, we had experienced 113 days and had 51 days to use for the balance of the subsidy year calculation (July 1, 2015 to June 30, 2016). For the 2017 subsidy calculation we used 39 vacancy day and have 129 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	2/10/2106	11
37	Jones	6/3/2016	McIveen	6/15/2016	12
16	Puro	10/17/216	Pope	11/14/2016	28
18	Allen	12/8/2016	Storo	12/9/2016	1

Average number of vacancy days per vacancy: 13

State Moderate Rental**2016 Year-to-Date Vacancies 8**

Moderate Rental remained fully occupied during December 2016. Moderate Rental has experienced 101 vacancy days since January 1, 2016 and averaged 12.625 days per vacancy through December 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; 101 days/ 29565 days available = 0.3416% percentages through December 31, 2016.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2016
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
1C	440	Gebeau	2/29/2016	Watson	3/11/2016	12
34S	440	Thomas	2/17/2016	Favors	3/21/2016	4
3B	450	Smith-Dufour	5/20/2016	Cassisi	5/26/2016	6
4C	450	Rosado	6/24/2016	Wilson	7/1/2016	7
18C	520	Young	7/2/2016	Lafayette	7/15/2016	13
8S	457	Lafayette	7/14/2016	Vlamarin	7/29/2016	15
4B	450	Quakina	7/22/2016	Harris	8/1/2016	10
2B	450	Roman	10/12/2016	McCormick	11/14/2016	34

Average number of vacancy days per vacancy: 12.625

We have experienced \$1,543 vacancy loss since January 1, 2016. We have budgeted \$5,000 for vacancy loss through December 31, 2016.

Smithfield Gardens Assisted Living experienced 2 move-outs and 2 move-ins during January 2016. Smithfield Gardens has experienced 839 vacancy days since January 1, 2016 and averaged 44.15 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; 839 days/ 20,440 days available = 4.1046% percentage through December 31, 2016.

SMITHFIELD GARDENS			VACANCY/TURNOVER/DAYS			2016
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN DATE	No Of Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	60%	985 Martindale	12/31/2015	Podalak	1/30/2016	30
122	60%	985 Paglino	1/4/2016	Kinkel	3/15/2016	98
109	50%	825 Moss	1/27/2016	Fuller	4/11/2016	35
226	50%	825 Zaleski	2/9/2016	Lestrangle	5/30/2016	33
217	50%	825 Zelle	2/27/2016	Throburn	6/29/2016	36
126	50%	825 Woodworth	3/10/2016	Del Principe	8/4/2016	99
108	50%	825 Jalowiec	3/16/2016	Burkart	7/14/2016	45
228	50%	825 Patren	5/17/2016	Guzzi	8/28/2016	36
207	60%	985 Perille	7/2/2016	Fowler	9/10/2016	19
217	60%	985 Thornburn	7/26/2016	Schafer	8/7/2016	10
117	60%	985 Keller	8/19/2016	Sjaccoccino	8/22/2016	35
202	60%	985 Wallanis	9/2/2016	Noto	10/15/2016	41
207	60%	985 Fowler	9/26/2016	Vacant		97
228	50%	825 Guzzi	10/10/2016	McGrath	12/29/2016	80
111	50%	825 McDade	11/3/2016	Watkins	12/23/2016	56
221	50%	825 Abamonte	11/17/2016	Vacant		44
116	50%	825 Legge	12/16/2016	Vacant		14
218	60%	985 Scarazzini	12/29/2016	Vacant		2

Average number of vacancy days per vacancy: 44.15

The vacancy loss is approximately \$24,967 since January 1, 2016. We have budgeted \$31,272 for vacancy loss through December 31, 2016.

General Information

Complaints

Callahan House

We received a complaint that a resident's home care worker has used abusive language and acted aggressively towards residents during a visit. SHA staff followed up with the responsible parties and has discovered this home care worker will not be visiting the resident any further.

We received a verbal complaint that a resident has had their daughter visiting the dwelling on a regular basis. The daughter has an infant who is said to be disturbing the peaceful enjoyment of the premises. Although we have no written complaint, staff is begging fact finding.

Norman Ray House

We received a complaint that several residents were harassing the complainant because of visitors he had frequenting him. He stated that inappropriate comments were being made. Pre-term notifications were issued to residents involved as they were reported by the complainant. A grievance hearing was held and all involved agreed to proper behavior and some apologized.

We received a complaint that a male resident grabbed the finger of a female resident and threatened to break it off. A pre-term notification was issued and a grievance hearing was held. The resident was instructed that the Seymour Housing Authority has Zero Tolerance to such aggressive acts. We are waiting for the results from the hearing officer to decide if we are going forward with the eviction.

Annual Recertification

The annual process of recertification of Moderate Rental, Norman Ray House and Rev. Callahan residents is underway. Staff mailed out the Recertification packets to all residents advising them of the intake process to begin in February.

Rev. Callahan House

- Annual Inspections for 2017 have begun. To date 4 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). Work items vary by apartment most common items is caulking of windows and bathtubs, replacing countertops, and replacing bathtub strainers.
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- 2016 Capital Fund Program work items have begun and are substantially complete. The smoke alarm system was upgraded and all unit smoke detectors scheduled to be replaced were replaced. The cycle painting of 10 units was also completed. We are waiting to complete the change order for replacing the smoke detectors that control the elevator operation in a fire emergency.
- HUD has notified us that there will be a REAC inspection of Callahan House on February 28, 2017

Norman Ray House

- All 40 dwelling inspections were completed for 2016.
- HUD has notified us that there will be a REAC inspection of the Norman Ray House on February 28, 2017

Moderate Rental

- All 81 units have been inspected for 2017.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 12/31/2016
- Five applications in processing
- Two move-ins in December; two move-outs in December
- 8 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.6; age range is 66 - 97
- Average length of tenancy is 28.67 months

Budgeting Statistics:

- 18 of 19 units rented at \$825
- 34 of 37 units rented at \$985
- 52 of 52 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 12/7, 12/14, 12/21, 12/28 (attended by MRC Director, RSC & RNs)
57 residents' statuses reviewed each week; eight residents out at rehab as of 12/31/2016
- Resident Council Meeting held 11/23/16 – minutes follow; next meeting 12/29/16
- December Fire Drill completed 12/27/16 (second shift)

- NDC annual site visit completed for 11/03/16; no findings
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