

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 5/2/17
TIME: 3:50 PM
TOWN CLERK'S OFFICE

➤ 973rd Meeting

The 973rd Meeting, a Regular meeting of the Seymour Housing Authority, was held on April 5, 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 5:30 P.M. by Chairperson White.

➤ Roll Call

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

Also present was Secretary and Executive Director David Keyser.

Public Comment

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 972nd Regular Meeting held on Wednesday March 8, 2017.

Commissioner Bellucci motioned to accept the minutes as presented. 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.

➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

After consideration, review and questions relative to the bills listing, 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. Commissioner White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

See Exhibit II

MINUTES

➤ Old Business

None

➤ New Business

None


➤ Any Other Business

The Executive Director commented that the Town of Seymour is going through great lengths to apply for a Small Cities Grant to install backup generators at the Norman Ray House and the Callahan House. They have obtained the services of many consultants including an environmental consultant to complete Phase I survey, an Architect to complete a Capital Needs Assessment for both buildings, an Engineer to develop construction drawings. I have been completing information from the Housing Authority pertaining to policy, demographics, and past history.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 973rd meeting of the Seymour Housing Authority. At 5:51 P.M. Commissioner Bellucci motioned to adjourn the 973rd Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried and the 973rd Meeting, a Regular Meeting, 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: March 2017, 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>
5	03/02/2017	No	DD	SHA PAYROLL	Payroll #5	No	\$27,799.46
6	03/16/2017	No	DD	SHA PAYROLL	Payroll #6	No	\$27,011.22
7	03/30/2017	No	DD	SHA PAYROLL	Payroll #7	No	\$29,347.92
181	03/27/2017	No	CHK	VSP	March's Billing	No	\$55.58
9163	03/01/2017	No	CHK	American Express	American Express 12.22.16 - 1.20.1	No	\$759.99
9164	03/01/2017	No	CHK	American Express	American Express 1.21.17 - 2.17.17	No	\$884.75
9165	03/01/2017	No	CHK	Staples Credit Plan	Dec.16 - Jan.17 Staples	No	\$349.10
9166	03/01/2017	No	CHK	Staples Credit Plan	Staples 1.24th to 2.17th	No	\$842.44
9167	03/03/2017	No	CHK	Westervelt, Patricia	25 Chamb. Rd Clean	No	\$155.00
9168	03/06/2017	No	CHK	St. Treasurer For Merfund	MERF 02-2017	No	\$6,877.84
9169	03/09/2017	No	CHK	Ted's Lawn Care LLC	Total (-) 10% + (-) IRS amount \$4,23	No	\$435.71
9170	03/09/2017	No	CHK	United States Treasury	941 Tax Period 9.2016 Ted's Lawn	No	\$4,230.79
9171	03/15/2017	No	CHK	Aegis Energy Services, Inc.	Jan's Expense	No	\$721.15
9172	03/15/2017	No	CHK	Allen's Plumbing Supply	Chrome Pop - up Assembly - 1 Cha	No	\$42.98
9173	03/15/2017	No	CHK	American Rooter LLC	Snaked basement - 133 Walnut Str	No	\$689.00
9174	03/15/2017	No	CHK	Apicella, Testa & Company, P.C.	Jan's Expense	No	\$575.00
9175	03/15/2017	No	CHK	Aquarion Water Company	25 Chamb. Rd	No	\$11.52
9176	03/15/2017	No	CHK	Buddy's Fuel, LLC	25 Chamberlin Road	No	\$352.50
9177	03/15/2017	No	CHK	Callahan House Tenants Associat	Feb's Association Fee	No	\$25.00
9178	03/15/2017	No	CHK	Calvert Safe & Lock Ltd.	3 Reg. Key Dupl	No	\$6.30
9179	03/15/2017	No	CHK	Connecticut Post	Jan's Expense Invitation Bid	No	\$485.20
9180	03/15/2017	No	CHK	Experian	Jan's Expense	No	\$104.40
9181	03/15/2017	No	CHK	Friends Of Fur LLC	Work order#37117 - Pest Control, 2	No	\$125.00
9182	03/15/2017	No	CHK	George Ellis Company	Checked unit - found blower motor b	No	\$2,440.00
9183	03/15/2017	No	CHK	Glenn Dulko	Phone Repair	No	\$104.50
9184	03/15/2017	No	CHK	Gregory Stamos	Legal Services - January 2017	No	\$473.35
9185	03/15/2017	No	CHK	HD Supply	Jan's Expense	No	\$1,557.68
9186	03/15/2017	No	CHK	Norman Ray Tenant Association	Feb's Association	No	\$25.00
9187	03/15/2017	No	CHK	Oxford Lumber & Building Materia	Jan's Expense	No	\$85.43
9188	03/15/2017	No	CHK	Proforma	Jan's Expense	No	\$155.56
9189	03/15/2017	No	CHK	Prospect Printing Co., LLC	5 22x28 SSA - 1099 Postage for Re	No	\$140.00
9190	03/15/2017	No	CHK	Sherwin Williams	Jan's Expense	No	\$222.78
9191	03/15/2017	No	CHK	TIS Ansonia, LLC	Motor	No	\$150.00
9192	03/16/2017	No	CHK	Ted's Lawn Care LLC	Feb's Exp. Ted's Lawn	No	\$20,850.75
9193	03/22/2017	No	CHK	Aegis Energy Services, Inc.	1st & 2nd payment	No	\$3,708.10
9194	03/22/2017	No	CHK	Aquarion Water Company	Acc# 200086443 Feb's Exp	No	\$1,050.68
9195	03/22/2017	No	CHK	Aquarion Water Company	Acc# 200086455 Feb's Exp	No	\$802.91
9196	03/22/2017	No	CHK	Buddy's Fuel, LLC	18 Chamb	No	\$990.00
9197	03/22/2017	No	CHK	Comcast	Acc# 8773 40 216 0178014 Feb's Ex	No	\$85.85
9198	03/22/2017	No	CHK	Comcast	Acc# 8773 40 216 0069528 Feb's Ex	No	\$149.85
9199	03/22/2017	No	CHK	Comcast	Acc# 8773 40 216 0041287 Feb's E	No	\$494.84
9200	03/22/2017	No	CHK	Comcast	Acc# 8773 40 216 0027070 Feb's Ex	No	\$1,453.81
9201	03/22/2017	No	CHK	Eversource	Acc# 51118694017 Feb's Exp	No	\$58.89
9202	03/22/2017	No	CHK	Eversource	Acc# 57750480048 Feb's Exp	No	\$1,636.29
9203	03/22/2017	No	CHK	Eversource	Acc# 51779583004 Feb's Exp	No	\$4,956.10
9204	03/22/2017	No	CHK	Eversource	Acc# 51471483099 Feb's Exp	No	\$290.84
9205	03/22/2017	No	CHK	Eversource	Acc# 51364104042 Feb's Exp	No	\$3,352.89

Minuter
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: March 2017, 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>
9206	03/22/2017	No	CHK	Frontier	acc# 203-881-2464-110206-5 Feb's	No	\$296.24
9207	03/22/2017	No	CHK	Frontier	Acc# 203-888-4579-123179-5 Feb's	No	\$243.20
9208	03/22/2017	No	CHK	Frontier	Acc# 203-881-0115-021194-5 Feb's	No	\$73.51
9209	03/22/2017	No	CHK	G&K Services	2.22.2017	No	\$52.09
9210	03/22/2017	No	CHK	Sprint	Feb's Expense	No	\$278.83
9211	03/22/2017	No	CHK	Winter Bros Waste Systems	RH Feb's Exp	No	\$405.24
9212	03/22/2017	No	CHK	Winter Bros Waste Systems	Callahan Feb's Ex	No	\$426.53
9213	03/22/2017	No	CHK	Xerox Financial	Feb's Exp	No	\$434.03
9214	03/27/2017	No	CHK	Callahan House Association	To Cover RSC Payroll	No	\$2,692.30
9215	03/27/2017	No	CHK	Aetna	April's Billing	No	\$2,751.10
9216	03/27/2017	No	CHK	AIG	Acc# 1024715395	No	\$2,954.00
9217	03/27/2017	No	CHK	Anthem Dental	April's Billing	No	\$651.61
9218	03/27/2017	No	CHK	Callahan House Tenants Associat	March's Association	No	\$25.00
9219	03/27/2017	No	CHK	Connecticut Housing Finance Aut	April's Payment	No	\$462.02
9220	03/27/2017	No	CHK	Lincoln National Life Insurance C	April's Billing	No	\$324.95
9221	03/27/2017	No	CHK	Norman Ray Tenant Association	March's Association	No	\$25.00

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: March 2017, 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>
1965	03/01/2017	No	CHK	Callahan House Association	To cover RSC Salary	No	\$2,692.30
1966	03/03/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$10,000.00
1967	03/10/2017	No	CHK	Franco, Lenore	PH AP Payment Mar 17	No	\$99.00
1968	03/13/2017	No	CHK	Treasurer, State of Connecticut	Fingerprints for CN# 1899	No	\$12.00
1969	03/13/2017	Yes	CHK	Seymour Public Library	Donation	No	\$200.00
1969	03/21/2017	No	VD	Seymour Public Library	Returned	No	(\$200.00)
1970	03/13/2017	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$20,000.00
1971	03/13/2017	No	CHK	Callahan House Association	To Cover Payroll	No	\$2,692.30
1972	03/16/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$10,000.00
1973	03/21/2017	No	CHK	Seymour Housing Authority	RH Reimb	No	\$22,000.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: March 2017, 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>
1773	03/10/2017	No	CHK	Ford Motor Credit Company	Ford Motor Credit	No	\$574.87
1774	03/16/2017	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$10,000.00
1775	03/27/2017	No	CHK	Seymour Housing Authority	Early Reimb	No	\$35,000.00

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: March 2017, 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>
304	03/08/2017	No	CHK	Donald W. Smith, Jr. P.E	Transitional Living	No	\$4,264.00
305	03/13/2017	No	CHK	Seymour Housing Authority	Reimb. Rev. Fund for SHA Dev. Cos	No	\$520.00
306	03/27/2017	No	CHK	Ferguson & McGuire/APS	General Liability	No	\$580.00
307	03/29/2017	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$24.70

*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: March 2017, 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>
4380	03/03/2017	No	CHK	Aquarion Water Company Of CT	Acc# 200204656	No	\$607.68
4381	03/03/2017	No	CHK	Brown Jerry	1 Hr Performance @ SG	No	\$125.00
4382	03/03/2017	No	CHK	Carter Hayes + Associates, P.C.	Carter Hayes year end Dec. 31, 201	No	\$2,164.80
4383	03/03/2017	No	CHK	Clear Water	Feb's Expense	No	\$145.84
4384	03/03/2017	No	CHK	Comcast	Acc# 8773 40 216 0069536 Feb's E	No	\$55.95
4385	03/03/2017	No	CHK	Comcast	Acc# 8773 40 216 0069510 Feb's E	No	\$1,128.10
4386	03/03/2017	No	CHK	Direct Energy Services, LLC	Jan's Expense	No	\$8,984.17
4387	03/03/2017	No	CHK	Eversource	Acc# 51083234013 Jan's Expense	No	\$1,980.38
4388	03/03/2017	No	CHK	Eversource	Acc# 57669970055 Jan's Expense	No	\$3,619.90
4389	03/03/2017	No	CHK	Frontier	Acc# 203-888-5093-092806-5 Feb's	No	\$367.23
4390	03/03/2017	No	CHK	HD Supply	Feb's Expense	No	\$541.06
4391	03/03/2017	No	CHK	Life Source, Inc.	Monitoring Annual Fire Alarm	No	\$420.00
4392	03/03/2017	No	CHK	M. J. Daly, LLC	Qrtly Sprinkler Insp	No	\$360.50
4393	03/03/2017	No	CHK	Malangone Heating, A/C & Refrig	Jan's Expense	No	\$592.50
4394	03/03/2017	No	CHK	Radovich Builders, LLP	Unit #220	No	\$2,378.50
4395	03/03/2017	No	CHK	Sherwin Williams	Jan's Expense	No	\$150.00
4396	03/03/2017	No	CHK	Valley Electric Supply Company	Jan's Expense	No	\$120.56
4397	03/03/2017	No	CHK	Winter Bros Waste Systems	Feb's Expense	No	\$450.18
4398	03/03/2017	No	CHK	Jeff's Appliance And Vacuums	Apt. 128	No	\$289.90
4399	03/06/2017	No	CHK	Fitz Vogt & Associates, LTD	Jan's Expense	No	\$27,163.59
4400	03/09/2017	No	CHK	Commissioner of Revenue Servic	Form OP-424	No	\$250.00
4401	03/09/2017	No	CHK	Seymour Housing Authority	Partial Relmb	No	\$15,000.00
4402	03/15/2017	No	CHK	Fitz Vogt & Associates, LTD	Feb's Inv	No	\$27,049.56
4403	03/16/2017	No	CHK	Seymour Housing Authority	SG Partial Relmb	No	\$2,000.00

#SEYM Seymour Housing Authority *Minutes Exhibit I*

Cover Letter (S193)	
Check Date :	03/02/2017-1
Period Range :	02/13/2017 TO 02/26/2017
Week Number :	Week #9

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	607.17
Total Direct Deposits	26	17981.80
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	18588.97

Total Billing Impound		107.03
Total Agency Checks	0	0.00
Total Agency Checks DD	4	345.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19041.00**

Total of Checks Printed	25 Items	
Total Tax Liability		8758.46
Total Workers Comp Liability		0.00

Total Payroll Liability **27799.46**

Total Direct Deposits 18326.80

Total Debited From Account **27799.46**

NEXT PERIOD DATES

Check Date: 03/16/2017 Week 11
 Period Begin: 02/27/2017
 Period End: 03/12/2017
 Call In Date: 03/13/2017 Week 11

Payroll rep: Sorrentino George

Tax Report For Payroll (S247)

Check Date :	03/02/2017-1
Period Range :	02/13/2017 TO 02/26/2017
Week Number :	Week #9

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,843.11	3,208.94	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,344.32	1,571.37	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,344.32	367.50	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,344.32	1,571.37	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,344.32	367.50	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				7,086.68		
Total 941 Liabilities with COBRA				7,086.68		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				7,086.68		
State Withholding						
CT State Withholding		6613871-000	24,843.11	938.16	21	Weekly CT
Total State Withholding				938.16		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	21,577.07	733.62	21	Quarterly
Total Employer SUI				733.62		
Total Employee Taxes				6,085.97		
Total Employer Taxes without COBRA				2,672.49		
Total Tax Liability without COBRA				8,758.46		
Total Tax Liability with COBRA				8,758.46		
Regular checks				607.17		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,326.80		
Total Net Payroll				18,933.97		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				107.03		
Total Workers Comp				0.00		
Total Payroll Liability				27,799.46		
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				19,041.00		
Total Direct Deposits				18,326.80		
Total Amount Debited from your Account before Credit applied				27,799.46		
Total Amount Debited from your Account after Credit applied				27,799.46		

Cover Letter (S193)	
Check Date :	03/16/2017-1
Period Range :	02/27/2017 TO 03/12/2017
Week Number :	Week #11

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	277.05
Total Direct Deposits	27	17863.21
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	21 Items	18140.26

Total Billing Impound		107.03
Total Agency Checks	0	0.00
Total Agency Checks DD	4	345.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **18592.29**

Total of Checks Printed	25 Items	
Total Tax Liability		8418.93
Total Workers Comp Liability		0.00

Total Payroll Liability **27011.22**

Total Direct Deposits 18208.21

Total Debited From Account **27011.22**

NEXT PERIOD DATES

Check Date: 03/30/2017 Week 13
 Period Begin: 03/13/2017
 Period End: 03/26/2017
 Call In Date: 03/27/2017 Week 13

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority *Minutes Exhibit I*

Tax Report For Payroll (S247)	
Check Date :	03/16/2017-1
Period Range :	02/27/2017 TO 03/12/2017
Week Number :	Week #11

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,286.87	3,156.15	21	Semi-Weekly
EE OASDI	0.062000	060687649	24,782.75	1,536.54	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,782.75	359.34	21	Semi-Weekly
ER OASDI	0.062000	060687649	24,782.75	1,536.54	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,782.75	359.34	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				6,947.91		
Total 941 Liabilities with COBRA				6,947.91		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,947.91		
State Withholding						
CT State Withholding		6613871-000	24,286.87	926.41	21	Weekly CT
Total State Withholding				926.41		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	16,018.05	544.61	21	Quarterly
Total Employer SUI				544.61		
Total Employee Taxes				5,978.44		
Total Employer Taxes without COBRA				2,440.49		
Total Tax Liability without COBRA				8,418.93		
Total Tax Liability with COBRA				8,418.93		
Regular checks				277.05		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,208.21		
Total Net Payroll				18,485.26		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				107.03		
Total Workers Comp				0.00		
Total Payroll Liability				27,011.22		
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				18,592.29		
Total Direct Deposits				18,208.21		
Total Amount Debited from your Account before Credit applied				27,011.22		
Total Amount Debited from your Account after Credit applied				27,011.22		

Cover Letter (S193)	
Check Date :	03/30/2017-1
Period Range :	03/13/2017 TO 03/26/2017
Week Number :	Week #13

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	0	0.00
Total Direct Deposits	26	19329.34
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	19 Items	19329.34

Total Billing Impound		694.49
Total Agency Checks	0	0.00
Total Agency Checks DD	3	195.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **20218.83**

Total of Checks Printed **22 Items**

Total Tax Liability	9129.09
Total Workers Comp Liability	0.00

Total Payroll Liability **29347.92**

Total Direct Deposits 19524.34

Total Debited From Account **29347.92**

NEXT PERIOD DATES
 Check Date: 04/13/2017 Week 15
 Period Begin: 03/27/2017
 Period End: 04/09/2017
 Call In Date: 04/10/2017 Week 15

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Tax Report For Payroll (S247)

Check Date : 03/30/2017-1

Period Range : 03/13/2017 TO 03/26/2017

Week Number : Week #13

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	26,045.75	3,504.69	19	Semi-Weekly
EE OASDI	0.062000	060687649	26,584.81	1,648.27	19	Semi-Weekly
EE Medicare	0.014500	060687649	26,584.81	385.46	19	Semi-Weekly
ER OASDI	0.062000	060687649	26,584.81	1,648.27	19	Semi-Weekly
ER Medicare	0.014500	060687649	26,584.81	385.46	19	Semi-Weekly
COBRA Credit	-----	060687649	-----		19	Semi-Weekly
Total 941 Liabilities without COBRA				7,572.15		
Total 941 Liabilities with COBRA				7,572.15		
ER FUI	0.006000	060687649	0.00		19	Quarterly
Total Federal Taxes				7,572.15		
State Withholding						
CT State Withholding		6613871-000	26,045.75	1,009.82	19	Weekly CT
Total State Withholding				1,009.82		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	16,091.76	547.12	19	Quarterly
Total Employer SUI				547.12		
Total Employee Taxes				6,548.24		
Total Employer Taxes without COBRA				2,580.85		
Total Tax Liability without COBRA				9,129.09		
Total Tax Liability with COBRA				9,129.09		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,524.34		
Total Net Payroll				19,524.34		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				694.49		
Total Workers Comp				0.00		
Total Payroll Liability				29,347.92		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				20,218.83		
Total Direct Deposits				19,524.34		
Total Amount Debited from your Account before Credit applied				29,347.92		
Total Amount Debited from your Account after Credit applied				29,347.92		

Minutes
Exhibit I

April 2017

Housing Authority of the Town of Seymour

Executive Director's Report

Minutes
Exhibit I

Norman Ray House

2017 Year-to-Date Vacancies

0

Norman Ray House remained fully occupied during March 2017. Norman Ray House has experienced 0 vacancy days since January 1, 2017 and has averaged 0 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; 0 days/ 14600 days available = 0.0% percentage through January 31, 2017.

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 2116 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
FEDERAL ELDERLY**

VACANCY/TURNOVER DAYS 2017

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
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Average number of vacancy days per vacancy:

0

Minute
Exhibit I

Smithfield Gardens**2017 Year-to-Date Vacancies 19**

Smithfield Gardens Assisted Living experienced 2 move-outs during February 2017. Smithfield Gardens has experienced 199 vacancy days since January 1, 2017 and averaged 33.17 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; 199 days/ 20,440 days available = .9736% percentage through March 31, 2017.

UNIT %	RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
207 60%	985 Fowler	9/26/2016	Kubilius	1/1/2017	1
221 50%	825 Abamonte	11/17/2016	Nowak	1/27/2017	27
116 50%	825 Legge	12/16/2016	Stanley	3/3/2017	61
218 60%	985 Scarazzini	12/29/2016	Cohen	1/27/2017	27
111 50%	825 Allison	2/17/2017	Vacant		43
102 60%	985 George	2/20/2017	Vacant		40

Average number of vacancy days per vacancy: 33.17

The vacancy loss is approximately \$3,731 since January 1, 2017. We have budgeted \$7,806 for vacancy loss through March 31, 2017.
