

MINUTES

COPY RECEIVED
DATE: 6/6/17
TIME: 3:30pm
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 974th Meeting

The 974th Meeting, a Regular meeting of the Seymour Housing Authority, was held on May 3, 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 5:38 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Horelick 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 973rd Regular Meeting held on Wednesday April 5, 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 and White. Commissioner Horelick abstained from voting because she was not present at the 973rd meeting. 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 Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Horelick 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

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 974th meeting of the Seymour Housing Authority. At 5:56 P.M. Commissioner Bellucci motioned to adjourn the 974th 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, Horelick and White. Chairperson White declared the motion carried and the 974th 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: April 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>
8	04/13/2017	No	DD	SHA PAYROLL	Payroll #8	No	\$27,165.40
9	04/27/2017	No	DD	SHA PAYROLL	Payroll #9	No	\$27,906.92
182	04/12/2017	No	CHK	VSP	April's Payment	No	\$55.58
9222	04/03/2017	No	CHK	Acm Resources, Inc.	Consulting Services	No	\$2,695.00
9223	04/03/2017	No	CHK	Advanced Alarm Security System	Pulled footage from DVR for Custom	No	\$105.00
9224	04/03/2017	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89 Feb's Expense	No	\$391.78
9225	04/03/2017	No	CHK	Allen's Plumbing Supply	Feb's Expense	No	\$57.99
9226	04/03/2017	No	CHK	American Rooter LLC	Snaked Kitchen Drain - 32 Smith Str	No	\$352.00
9227	04/03/2017	No	CHK	Apicella, Testa & Company, P.C.	Feb's Expense	No	\$6,272.50
9228	04/03/2017	No	CHK	Banner Group Systems Inc.	PO#2077	No	\$444.75
9229	04/03/2017	No	CHK	Belletti's Tree Service	Removed White Ash - 1 Chamberlin	No	\$3,575.00
9230	04/03/2017	No	CHK	Bloxam Enterprises, LLC	Steam Clean Carpeting unit 3M	No	\$150.00
9231	04/03/2017	No	CHK	Buddy's Fuel, LLC	30 Chamberlin Road	No	\$322.50
9232	04/03/2017	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$84.90
9233	04/03/2017	No	CHK	De Clercq Office Group	Fix Jamie's Office Desk	No	\$349.00
9234	04/03/2017	No	CHK	Direct Energy Services, LLC	Jan's Expense	No	\$14,263.41
9235	04/03/2017	No	CHK	Donald W. Smith, Jr. P.E	Professional Services - Callahan Ho	No	\$2,750.00
9236	04/03/2017	No	CHK	Eversource	Acct# 51354664039 Unit # 37	No	\$127.75
9237	04/03/2017	No	CHK	Experian	Jan & Feb's Expense	No	\$105.60
9238	04/03/2017	No	CHK	Friends Of Fur LLC	Apt. 1L	No	\$50.00
9239	04/03/2017	No	CHK	Ge Appliance	PO#2082 - Fridge door handle, unit	No	\$34.30
9240	04/03/2017	No	CHK	George Eills Company	Returned and replaced the faulty su	No	\$998.47
9241	04/03/2017	No	CHK	Gregory Stamos	Monthly Legal Services February 20	No	\$1,367.85
9242	04/03/2017	No	CHK	Home Depot Credit Services	Shop vac	No	\$388.09
9243	04/03/2017	No	CHK	Hungerfords Pump Service	Preventative Maint. Check up 34 Sey	No	\$225.00
9244	04/03/2017	No	CHK	Jeff's Appliance And Vacuums	PO#2085 - Kitchen stove element	No	\$467.74
9245	04/03/2017	No	CHK	Kone Inc	Elevator Repair - Elevator stopped b	No	\$3,717.07
9246	04/03/2017	No	CHK	Lavoz Hispana Deconnecticut	Invitation to Bld	No	\$345.00
9247	04/03/2017	No	CHK	Network Synergy Systems Integra	Intel Gigabit Desktop Adapter - PCI	No	\$498.00
9248	04/03/2017	No	CHK	Oxford Lumber & Building Materia	Work order#39443 - Callahan Hallw	No	\$534.51
9249	04/03/2017	No	CHK	Peter E. Karpovich,	SHA vs. Begnoche - NTQ	No	\$131.00
9250	04/03/2017	No	CHK	Pleasant Point Partners	Date 2.8.2017	No	\$76.00
9251	04/03/2017	No	CHK	Radovich Builders, LLP	38 Chamb	No	\$1,299.00
9252	04/03/2017	No	CHK	Radovich Builders, LLP	Work order#38799 - Caulked tub sp	No	\$10,450.20
9253	04/03/2017	No	CHK	Radovich Builders, LLP	Work order#39286 - Inspection, unit	No	\$999.70
9254	04/03/2017	No	CHK	Robert Lashin	Apt. 3M	No	\$6,500.00
9255	04/03/2017	No	CHK	Seymour Janitorial Services	February 2017 - Cleaning Services	No	\$3,069.50
9256	04/03/2017	No	CHK	Shell Credit Card Center	Feb's Expense	No	\$191.47
9257	04/03/2017	No	CHK	Sherwin Williams	Moderate Rental - Paint Purchase	No	\$505.97
9258	04/03/2017	No	CHK	Smithfield Gardens Assisted Livin	Feb's Rental	No	\$4,354.16
9259	04/03/2017	No	CHK	Staffworks, Inc.	Week Ending 2.18.2017	No	\$1,448.55
9260	04/03/2017	No	CHK	Supreme Copy	Equipment Rental	No	\$390.00
9261	04/03/2017	No	CHK	United States Liability Insurance	EPL Insurance	No	\$439.10
9262	04/06/2017	No	CHK	St. Treasurer For Merfund	MERF 03-2017	No	\$9,305.49
9263	04/06/2017	No	CHK	Tenmast Software	PIC Training: Nora B., Jamie P. & D	No	\$1,050.00
9264	04/17/2017	No	CHK	Aegis Energy Services, Inc.	3rd Payment	No	\$1,854.06
9265	04/17/2017	No	CHK	Aquarion Water Company	Acct# 200086455 March's Exp	No	\$719.27

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: April 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>
9266	04/17/2017	No	CHK	Aquarion Water Company	Acc# 200086443 March's Exp	No	\$1,112.25
9267	04/17/2017	No	CHK	Buddy's Fuel, LLC	30 Chamb Rd Oil	No	\$215.00
9268	04/17/2017	No	CHK	Comcast	Acc# 8773 40 216 0069528 March's	No	\$149.85
9269	04/17/2017	No	CHK	Comcast	Acc# 8773 40 216 0174468 March's	No	\$184.85
9270	04/17/2017	No	CHK	Comcast	Acc# 8773 40 216 0178014 March's	No	\$85.85
9271	04/17/2017	No	CHK	Comcast	Acc# 8773 40 216 0027070 March's	No	\$1,579.33
9272	04/17/2017	No	CHK	Frontier	Acc# 203.888.4579.123179.5 March'	No	\$254.37
9273	04/17/2017	No	CHK	Frontier	Acc# 203.881.2464.110206.5 March'	No	\$301.01
9274	04/17/2017	No	CHK	Frontier	Acc# 203.881.0115.021194.5 March'	No	\$73.52
9275	04/17/2017	No	CHK	G&K Services	March's Expense	No	\$109.60
9276	04/17/2017	No	CHK	Network Synergy Systems Integra	March's Billing	No	\$234.00
9277	04/17/2017	No	CHK	Shell Credit Card Center	Acc# 065 093 700	No	\$201.74
9278	04/17/2017	No	CHK	Xerox Financial	March's Lease Payment with Late F	No	\$477.43
9279	04/18/2017	No	CHK	Cash	1st Qrt Expense	No	\$137.22
9280	04/21/2017	No	CHK	Aetna	March's Exp	No	\$2,751.10
9281	04/21/2017	No	CHK	Aflac Attn: Remittance Processing	DHF89 March's Exp	No	\$587.67
9282	04/21/2017	No	CHK	AIG	Workers Comp	No	\$2,934.00
9283	04/21/2017	No	CHK	American Express	American Express 2.16th - 3.21st	No	\$2,230.29
9284	04/21/2017	No	CHK	American Rooter LLC	32 Smith St Callahan	No	\$168.50
9285	04/21/2017	No	CHK	Anthem Dental	May's Expense	No	\$651.61
9286	04/21/2017	No	CHK	Bender Plumbing Supplies Inc.	Feb's Expense	No	\$579.74
9287	04/21/2017	No	CHK	Buddy's Fuel, LLC	24 Seymour Ave	No	\$880.00
9288	04/21/2017	No	CHK	Callahan House Tenants Associat	Monthly Association Fee April	No	\$25.00
9289	04/21/2017	No	CHK	Comcast	Acc# 8773 40 216 0041287 March's	No	\$537.59
9290	04/21/2017	No	CHK	Connecticut Housing Finance Aut	Loan # 96089D	No	\$462.02
9291	04/21/2017	No	CHK	Connecticut Post	Invitation to Bid	No	\$475.20
9292	04/21/2017	No	CHK	Direct Energy Services, LLC	March's Expense	No	\$2,626.28
9293	04/21/2017	No	CHK	Eversource	Acc# 5177 958 3004 March's Exp	No	\$9,577.27
9294	04/21/2017	No	CHK	Eversource	Acc# 51364104042 March's Exp	No	\$2,911.45
9295	04/21/2017	No	CHK	Eversource	Acc# 57750480048 March's Exp	No	\$1,529.57
9296	04/21/2017	No	CHK	Eversource	Acc# 5147 148 3099 March's Exp	No	\$270.17
9297	04/21/2017	No	CHK	Eversource	Acc# 5111 869 4017 march's Exp	No	\$91.37
9298	04/21/2017	No	CHK	Frank J. Bainer Jr.	Soft wash Treatment entire Roof of	No	\$1,325.00
9299	04/21/2017	No	CHK	Gregory Stamos	Legal Service March	No	\$2,200.30
9300	04/21/2017	No	CHK	Home Depot Credit Services	March's Expense	No	\$79.00
9301	04/21/2017	No	CHK	Kone Inc	Callahan	No	\$1,725.51
9302	04/21/2017	No	CHK	Lincoln National Life Insurance C	May's Expense	No	\$324.95
9303	04/21/2017	No	CHK	Mary B. Androski	Bellucci & Georgette Case	No	\$150.00
9304	04/21/2017	No	CHK	Nahro	Membership Renewal	No	\$323.41
9305	04/21/2017	No	CHK	Norman Ray Tenant Association	Monthly Association Fee April	No	\$25.00
9306	04/21/2017	No	CHK	Oxford Lumber & Building Materia	March's Expense	No	\$17.55
9307	04/21/2017	No	CHK	Peter E. Karpovich,	Moen Serv. of Summons	No	\$77.60
9308	04/21/2017	No	CHK	Purchase Power	Acc# 8000 9090 0768 8851	No	\$1,536.99
9309	04/21/2017	No	CHK	Quill	Office Supplies	No	\$283.28
9310	04/21/2017	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental March	No	\$4,354.16
9311	04/21/2017	No	CHK	Sprint	March's Exp	No	\$319.03
9312	04/21/2017	No	CHK	Winter Bros Waste Systems	RH March's Exp	No	\$405.05

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: April 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>
9313	04/21/2017	No	CHK	Winter Bros Waste Systems	Marches' Exp. Callahan	No	\$426.34
9314	04/25/2017	No	CHK	Staples Credit Plan	Formax Manual Fold	No	\$824.16

Minutes
Exhibit 2

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: April 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>
4404	04/03/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$26,000.00
4405	04/06/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$20,000.00
4406	04/07/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$11,000.00
4407	04/10/2017	No	CHK	Aegis Energy Services, Inc.	Maintenance	No	\$294.71
4408	04/10/2017	No	CHK	Aquarion Water Company Of CT	Account#200204656 Feb's Expense	No	\$126.80
4409	04/10/2017	No	CHK	Direct Energy Services, LLC	Feb's Expense	No	\$5,883.94
4410	04/10/2017	No	CHK	Environmental Systems Corporati	HVAC Service - FW Work order 229	No	\$3,059.46
4411	04/10/2017	No	CHK	Eversource	Account#57669970055 Feb's Expen	No	\$3,410.71
4412	04/10/2017	No	CHK	Eversource	Account#51083234013 Feb's Expen	No	\$1,359.69
4413	04/10/2017	No	CHK	Seymour Housing Authority	February 2017 Management Fee	No	\$4,965.00
4414	04/10/2017	No	CHK	Valley Electric Supply Company	Twin fluorescent lamps	No	\$524.30
4415	04/21/2017	No	CHK	Aquarion Water Company Of CT	Acc# 200204664 March's Exp	No	\$602.28
4416	04/21/2017	No	CHK	Clear Water	March's Exp	No	\$145.84
4417	04/21/2017	No	CHK	Comcast	Acc# 8773 40 216 0069536 March's	No	\$55.95
4418	04/21/2017	No	CHK	Comcast	Acc# 8773 40 216 0069510 march's	No	\$1,128.10
4419	04/21/2017	No	CHK	Direct Energy Services, LLC	March's Exp	No	\$3,005.90
4420	04/21/2017	No	CHK	Eversource	Acc# 51083234013 March's Exp	No	\$2,894.00
4421	04/21/2017	No	CHK	Eversource	Acc# 57669970055 March's Exp	No	\$3,501.85
4422	04/21/2017	No	CHK	Frontier	Acc# 203.888.5093.092806.5 March'	No	\$364.64
4423	04/21/2017	No	CHK	HD Supply	March's Expense Pd April	No	\$439.77
4424	04/21/2017	No	CHK	Jane Marino	Outside Service 3.30.2017	No	\$125.00
4425	04/21/2017	No	CHK	Kone Inc	March's Expense Pd April	No	\$1,229.07
4426	04/21/2017	No	CHK	Seymour Housing Authority	SG Mgt Fee March	No	\$4,965.00
4427	04/21/2017	No	CHK	TPC Associates, Inc.	Maint. Renewal 3rd Qrt	No	\$788.25
4428	04/21/2017	No	CHK	Winter Bros Waste Systems	March's Exp	No	\$450.18
4429	04/21/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$7,000.00

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: April 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>
1974	04/03/2017	No	CHK	Seymour Housing Authority	RH Partial Reimb	No	\$15,000.00
1975	04/05/2017	No	CHK	Seymour Public Library	Donation	No	\$200.00
1976	04/06/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$36,546.46
1977	04/06/2017	No	CHK	Seymour Housing Authority	RH Reimb	No	\$3,952.85
1978	04/10/2017	No	CHK	Callahan House Association	To Cover ROSS Payroll	No	\$2,692.30
1979	04/12/2017	No	CHK	American Red Cross	Adult First Aid	No	\$970.00
1980	04/19/2017	No	CHK	American Red Cross	Adult First Aid	No	\$970.00
1981	04/21/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$18,500.00
1982	04/24/2017	Yes	CHK	Callahan House Association	To cover ROSS RSC payroll	No	\$2,692.30
1982	04/24/2017	No	VD	Callahan House Association	Wrong signature	No	(\$2,692.30)
1983	04/24/2017	No	CHK	Callahan House Association	To cover ROSS RSC payroll	No	\$2,692.30
1984	04/25/2017	No	CHK	Treasurer, State of Connecticut	Fingerprint	No	\$12.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 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>
1776	04/10/2017	No	CHK	Ford Motor Credit Company	Car Payment	No	\$574.87
1777	04/21/2017	No	CHK	Seymour Housing Authority	Early Reimb	No	\$40,000.00

**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: April 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>
308	04/06/2017	No	CHK	Seymour Housing Authority	Reimb. Rev. Fund	No	\$65.00
309	04/25/2017	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$12.64
310	04/25/2017	No	CHK	Seymour Water Pollution Control	WPCA	No	\$105.40

#SEYM Seymour Housing Authority*Minute
Exhibit I*

Cover Letter (S193)	
Check Date :	04/13/2017-1
Period Range :	03/27/2017 TO 04/09/2017
Week Number :	Week #15

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less 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	1	936.62
Total Direct Deposits	26	17479.85
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	18416.47

Total Billing Impound		98.57
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 **18710.04**

Total of Checks Printed **22 Items**

Total Tax Liability	8455.36
Total Workers Comp Liability	0.00

Total Payroll Liability **27165.40**

Total Direct Deposits 17674.85

Total Debited From Account **27165.40**

NEXT PERIOD DATES

Check Date: 04/27/2017 Week 17
Period Begin: 04/10/2017
Period End: 04/23/2017
Call In Date: 04/24/2017 Week 17

Payroll rep: Sorrentino George

Minister
Exhibit D

Tax Report For Payroll (S247)

Check Date : 04/13/2017-1

Period Range : 03/27/2017 TO 04/09/2017

Week Number : Week #15

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,720.19	3,226.82	19	Semi-Weekly
EE OASDI	0.062000	060687649	25,225.32	1,564.00	19	Semi-Weekly
EE Medicare	0.014500	060687649	25,225.32	365.77	19	Semi-Weekly
ER OASDI	0.062000	060687649	25,225.32	1,564.00	19	Semi-Weekly
ER Medicare	0.014500	060687649	25,225.32	365.77	19	Semi-Weekly
COBRA Credit	-----	060687649	-----		19	Semi-Weekly
Total 941 Liabilities without COBRA				7,086.36		
Total 941 Liabilities with COBRA				7,086.36		
ER FUI	0.006000	060687649	0.00		19	Quarterly
Total Federal Taxes				7,086.36		
State Withholding						
CT State Withholding		6613871-000	24,720.19	978.96	19	Weekly CT
Total State Withholding				978.96		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	11,471.27	390.04	19	Quarterly
Total Employer SUI				390.04		
Total Employee Taxes				6,135.55		
Total Employer Taxes without COBRA				2,319.81		
Total Tax Liability without COBRA				8,455.36		
Total Tax Liability with COBRA				8,455.36		
Regular checks				936.62		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,674.85		
Total Net Payroll				18,611.47		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				98.57		
Total Workers Comp				0.00		
Total Payroll Liability				27,165.40		
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				18,710.04		
Total Direct Deposits				17,674.85		
Total Amount Debited from your Account before Credit applied				27,165.40		
Total Amount Debited from your Account after Credit applied				27,165.40		

Cover Letter (S193)	
Check Date :	04/27/2017-1
Period Range :	04/10/2017 TO 04/23/2017
Week Number :	Week #17

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	1	441.20
Total Direct Deposits	26	17885.98
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	18327.18

Total Billing Impound		684.09
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		19206.27

Total of Checks Printed	22 Items	
Total Tax Liability		8217.80
Total Workers Comp Liability		0.00
Total Payroll Liability		27424.07
Total Direct Deposits		18080.98

Total Debited From Account **27424.07**

NEXT PERIOD DATES

Check Date: 05/11/2017 Week 19
 Period Begin: 04/24/2017
 Period End: 05/07/2017
 Call In Date: 05/08/2017 Week 19

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Minuter
Exhibit I

Tax Report For Payroll (S247)

Check Date :	04/27/2017-1
Period Range :	04/10/2017 TO 04/23/2017
Week Number :	Week #17

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,491.90	3,121.33	19	Semi-Weekly
EE OASDI	0.062000	060687649	24,988.20	1,549.28	19	Semi-Weekly
EE Medicare	0.014500	060687649	24,988.20	362.33	19	Semi-Weekly
ER OASDI	0.062000	060687649	24,988.20	1,549.28	19	Semi-Weekly
ER Medicare	0.014500	060687649	24,988.20	362.33	19	Semi-Weekly
COBRA Credit	-----	060687649	-----		19	Semi-Weekly
Total 941 Liabilities without COBRA				6,944.55		
Total 941 Liabilities with COBRA				6,944.55		
ER FUI	0.006000	060687649	0.00		19	Quarterly
Total Federal Taxes				6,944.55		
State Withholding						
CT State Withholding		6613871-000	24,491.90	963.61	19	Weekly CT
Total State Withholding				963.61		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	9,107.26	309.64	19	Quarterly
Total Employer SUI				309.64		
Total Employee Taxes				5,996.55		
Total Employer Taxes without COBRA				2,221.25		
Total Tax Liability without COBRA				8,217.80		
Total Tax Liability with COBRA				8,217.80		
Regular checks				441.20		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,080.98		
Total Net Payroll				18,522.18		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				684.09		
Total Workers Comp				0.00		
Total Payroll Liability				27,424.07		
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				19,206.27		
Total Direct Deposits				18,080.98		
Total Amount Debited from your Account before Credit applied				27,424.07		
Total Amount Debited from your Account after Credit applied				27,424.07		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 04/24/2017 12:57:01 PM

#SEYM Seymour Housing Authority*Minutes
Exhibit I*

Cover Letter (S193)	
Check Date :	04/25/2017-1
Period Range :	04/24/2017 TO 04/24/2017
Week Number :	Week #17

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

Payroll Totals:**# Checks**

Total Regular Checks	1	320.27
Total Direct Deposits	0	0.00
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	1 Items	320.27

Total Billing Impound		22.43
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **342.70**

Total of Checks Printed **1 Items**

Total Tax Liability	140.15
Total Workers Comp Liability	0.00

Total Payroll Liability **482.85**

Total Direct Deposits 0.00

Total Debited From Account **482.85**

NEXT PERIOD DATES

Check Date: 04/27/2017 Week 17
Period Begin: 04/10/2017
Period End: 04/23/2017
Call In Date: 04/24/2017 Week 17

Payroll rep: Sorrentino George

minutes
Exhibit #

Tax Report For Payroll (S247)

Check Date :	04/25/2017-1
Period Range :	04/24/2017 TO 04/24/2017
Week Number :	Week #17

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	414.60	62.61	1	Semi-Weekly
EE OASDI	0.062000	060687649	414.60	25.71	1	Semi-Weekly
EE Medicare	0.014500	060687649	414.60	6.01	1	Semi-Weekly
ER OASDI	0.062000	060687649	414.60	25.71	1	Semi-Weekly
ER Medicare	0.014500	060687649	414.60	6.01	1	Semi-Weekly
COBRA Credit	-----	060687649	-----		1	Semi-Weekly
Total 941 Liabilities without COBRA				126.05		
Total 941 Liabilities with COBRA				126.05		
ER FUI	0.006000	060687649	0.00		1	Quarterly
Total Federal Taxes				126.05		
State Withholding						
CT State Withholding		6613871-000	414.60		1	Weekly CT
Total State Withholding				0.00		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	414.60	14.10	1	Quarterly
Total Employer SUI				14.10		
Total Employee Taxes				94.33		
Total Employer Taxes without COBRA				45.82		
Total Tax Liability without COBRA				140.15		
Total Tax Liability with COBRA				140.15		
Regular checks				320.27		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				0.00		
Total Net Payroll				320.27		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				22.43		
Total Workers Comp				0.00		
Total Payroll Liability				482.85		
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				342.70		
Total Direct Deposits				0.00		
Total Amount Debited from your Account before Credit applied				482.85		
Total Amount Debited from your Account after Credit applied				482.85		

**Minutes
Exhibit II**

May 2017

**Housing Authority of
the Town of Seymour**

Executive Director's Report

Occupancy

Rev. Callahan House

2017 Year-to-Date Vacancies 3

Callahan House experienced one move out for April 30, 2017. Callahan House has experienced 32 vacancy days since January 1, 2017 and has averaged 10.67 turn around days per vacancy since January 1 2017. 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; 32 days/ 29200 days available = .0010% percentage through April 30, 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, 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 116 days and have 234 days to use for the balance of the Subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2017
FEDERAL ELDERLY		Vacancy Turnover Days 2017		

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3M	Tuckett	1/30/2017	Ortiz	2/14/2017	15
1G	Frano	2/14/2017	Lyons	3/2/2017	16
3S	Hylwa	4/30/2017			1

Average number of vacancy days per vacancy

10.67

Norman Ray House**2017 Year-to-Date Vacancies 0**

Norman Ray House remained fully occupied during April 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			VACANCY/TURNOVER DAYS 2017		
FEDERAL ELDERLY					
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF

Average number of vacancy days per vacancy:

0

State Moderate Rental**2017 Year-to-Date Vacancies 3**

Moderate Rental experienced one move out and one move in during April 2017. Moderate Rental has experienced 76 vacancy days since January 1, 2017 and averaged 25.33 days per vacancy through April 30, 2017. 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; 76 days/ 29565 days available = 0.2571% percentages through April 30, 2017.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2017
-----------------------	-----------------------	------

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
25C	460	Taylor	1/19/2017	Tiana Deberry	2/10/2017	22
30C	460	Reid	2/28/2017	Abreu Scheffler	3/22/2017	23
18.5C	510	Boudreau	3/31/2017			31

Average number of vacancy days per vacancy: 25.3

We have experienced \$1,217.00 vacancy loss since January 1, 2017. We have budgeted \$1,668 for vacancy loss through April 30, 2017.

Smithfield Gardens Assisted Living experienced 1 move-in during April 2017. Smithfield Gardens has experienced 238 vacancy days since January 1, 2017 and averaged 39.67 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; 238 days/20,440 days available = 1.1644% percentage through April 30, 2017.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2017
ASSISTED LIVING						
UNIT	OR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of 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	59
218	60%	985 Scarazzini	12/29/2016	Cohen	1/27/2017	27
111	50%	825 Allison	2/17/2017	Smith	4/11/2011	55
102	60%	985 Wade	2/20/2017	Vacant		69

Average number of vacancy days per vacancy: 39.67

The vacancy loss is approximately \$7,063 since January 1, 2017. We have budgeted \$10,408 for vacancy loss through April 30, 2017.

General Information

Complaints

Callahan House

In February 2017 Marijuana was smelled in the common area on the first floor. Seymour Police Department was called. As a result, Seymour PD processed criminal action. Seymour Housing Authority issued a pre-termination notice. The Housing Court date for this case is scheduled later this month.

We had an event that involved alleged threatening situation that resulted in a resident being arrested. A Pre-termination letter was sent and we are perusing eviction proceedings.

Norman Ray House

We have not received any complaints for the month of February.

Moderate Rental

We received a complaint about bullying occurring at the bus stop involving a child being pantsed. We referred this to Seymour PD.

I have completed a selection process to replace Cody Taylor on our Maintenance Staff. I have hired Kevin Crawford. Kevin is a resident of the Moderate Rental community on Chamberlin Rd. He is a welcomed addition and started on May 1, 2017.

We terminated employment of an overnight care worker at Smithfield for willful misconduct. This position has been filled.

We began the process of the Annual Waiting List Purge. Letters went to applicants prior to May 1, 2017 for them to respond if they were still interested.

The Smoke free policy Lease addendum was drafted and we signed them with Callahan House and Ray House residents. There remain approximately 10 residents at Callahan and 3 residents at Ray House that remain to sign the addendum.

We have registered and applied for the Farmers Market Coupons.

We are cooperating with the Town Assessor to administer the Rental Rebate. We have printed out each resident's rental history for the year.

Rev. Callahan House

- All 80 Annual Inspections for 2017 have been completed in preparation for the HUD REAC inspection to take place on February 28. Work items vary by apartment most common items is caulking of windows and bathtubs, replacing countertops, and replacing bathtub strainers.
- 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 REAC inspection of Callahan House occurred on February 28, 2017. There were a few findings and the inspection resulted in a score of 83.
- We negotiated the 1st floor hallway carpet replacement contract with the lowest bidder, Olympus Construction. We received 2 bids for the job that were in excess of \$30,000. We recently negotiated with the low bidder and applied some value engineering and have arrived at a price of \$15,900 to complete the work. A notice to proceed has been issued and the work will begin toward the end of June 2017.
- The Town of Seymour has submitted an application to the State of Connecticut Department of Housing for a Small Cities Grant for funding to install two generators to be located at the Rev. Callahan House and the Norman Ray House. These would be back up generators to power the buildings in the event of a prolonged power outage. As part of the application, a Phase I Environmental survey was completed. The Capital Needs Assessment was updated. Bid documents were also prepared. The Town of Seymour has paid for the preparation work for the application.

Norman Ray House

- All 40 dwelling inspections were completed for 2017 in preparation for the February 28, 2017 HUD REAC Inspection.
- HUD REAC inspection of Norman Ray House occurred on February 28, 2017. There were a few findings and the inspection resulted in a score of 91.

Moderate Rental

- I will begin the annual inspections of the Moderate Rental dwelling units this month. They will be completed at a rate of 4 units per week.
- There is a rent increase scheduled for July 1, 2017. Residents will be notified on or before June 1, 2017 that the Base rent will raise by \$10/month and the percentage of income charge will increase to 29% of income.
- We signed new Leases with Moderate Rental residents during the Recertification Process. One of the changes to the Moderate Rental Lease signing was to update the Leases with family members that turned 18 since the original Leases were signed. Another change was to update the Lease with the latest late fee schedule.
- We are planning to open the Moderate Rental Waiting List June 30, 2017.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 04/30/17
- Three applications in processing
- One move-in in April; no move-outs in April
- 9 applicants on waiting list for 60% units (\$985 rent)
- 6 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.1; age range is 67 - 100
- Average length of tenancy is 28.97 months

Budgeting Statistics:

- 19 of 19 units rented at \$825
- 36 of 37 units rented at \$985
- 55 of 55 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 4/5, 4/12, 4/18, 4/26 (attended by MRC Director, RSC & RNs)
58 residents' statuses reviewed each week; two residents out at rehab as of 04/30/17
 - Resident Council Meeting held 03/30/17 – minutes follow; next meeting 04/27/17
 - April Fire Drill completed 04/26/17 (third shift)
-