

# MINUTES

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## Seymour Housing Authority

### ➤ 978th Meeting

The 978th Meeting, a Regular meeting of the Seymour Housing Authority, was held on Wednesday, September 6, 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, Horelick and White.

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

### Public Comment

Darlene Perugini, Resident Callahan House Apt 2P, inquired about the qualifications for a live-in aide. She alluded to possible violations with a live-in aide recently approved at Callahan House.

The Executive Director briefly responded that the qualifications have been met and the reasonable accommodation has been granted in this particular case. He stated there are fair housing issues that come up with these requests and specific question about qualification of a particular person to be an aide cannot be asked, nor can the Seymour Housing Authority inquire about details of the care plan. He stated that the particulars about the recent approval have all been vetted out and approval was made.

Attorney Stamos stated that this matter is not an item that should be discussed at the Board level. He suggested that it should be addressed at the administrative level. He recommended that Ms. Perugini contact the Executive Director for further information.

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 976<sup>th</sup> Regular Meeting held on Wednesday August 9, 2017.

Commissioner Bellucci motioned to accept the minutes as presented. Commissioner Dota seconded the motion. Discussion followed and the Executive Director pointed out some date corrections. Specifically, in the opening paragraph a date change from July 7, 2017 to August 9, 2017. Further in Public Comment Ms Rogers was the tenant in 6 Seymour Ave. and the resident with the fence was 8 Seymour Ave. Also the 976<sup>th</sup>

## MINUTES

meeting was held on July 7, 2017 not August 9, 2017 as was printed in the call for a vote of previous minutes by Chairperson White. Chairperson White acknowledged the motion and asked for an amended motion. Commissioner Bellucci motioned to accept the amended minutes of the August 9, 2017 Regular Meeting. Commissioner Dota seconded the amended 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, Horlick 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 Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Horelick and White. Commissioner

At this point, 5:40 P.M. Commissioner Golebieski entered the meeting.

The Executive Director discussed the pertinent correspondence including an email letter from a former Employee. Both the Executive Director and Attorney Stamos advised that the Board level is not an appropriate venue for this letter. Attorney Stamos commented that the Executive Director is the appropriate level to handle this matter. He stated that he had spoken to the Executive Director about this letter, and stated the Executive Director will do fact finding and take appropriate action in responding.

### ➤ **Executive Director's Report**

See Exhibit II

The Executive Director also reported that the Seymour Housing Authority has been placed on the Police Commissioner's Meeting Agenda to again discuss the need for Community Policing in our communities. He further reported that he had a meeting with several officials at CHFA about this meeting as well as security issues in State housing and other resources available.

### ➤ **Old Business**

Commissioner Bellucci commented that he is pleased with progress the Office is making with spot checking on smokers who continue to smoke in their apartments.

### ➤ **New Business**

## MINUTES

Commissioner Bellucci updated the Board with information about the Lions Club and Comcast Social events occurring at Callahan House.

➤ **Executive Session**

None

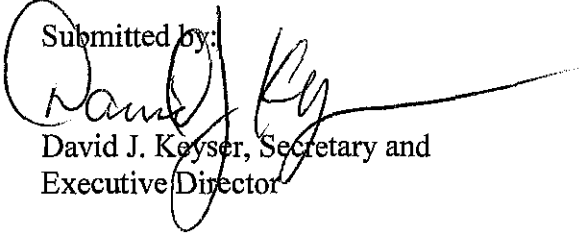
➤ **Any Other Business**

None

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 978th meeting of the Seymour Housing Authority. At 6:10 P.M. Commissioner Horelick motioned to adjourn the 978th 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, Golebiesk, Horelick and White. Chairperson White declared the motion carried and the 978th Meeting, a Regular Meeting, adjourned.

Submitted by:

  
David J. Keyser, Secretary and  
Executive Director

MINUTES  
Exhibit J  
**Seymour Housing Authority**  
**General Ledger Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 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> |
|----------------|---------------------|---------------|-------------|-----------------------------------|--------------------------------------|----------------|---------------|
| 16             | 08/03/2017          | No            | DD          | SHA PAYROLL                       | Payroll #16                          | No             | \$27,595.76   |
| 17             | 08/17/2017          | No            | DD          | SHA PAYROLL                       | Payroll #17                          | No             | \$28,187.11   |
| 18             | 08/31/2017          | No            | DD          | SHA PAYROLL                       | Payroll #18                          | No             | \$28,870.55   |
| 186            | 08/16/2017          | No            | CHK         | VSP                               | VSP online payment                   | No             | \$62.86       |
| 9538           | 08/04/2017          | No            | CHK         | Acm Resources, Inc.               | Consulting Services                  | No             | \$2,030.00    |
| 9539           | 08/04/2017          | No            | CHK         | Apicella, Testa & Company, P.C.   | May 2017 - Client#2999.1             | No             | \$2,502.20    |
| 9540           | 08/04/2017          | No            | CHK         | Bender Plumbing Supplies Inc.     | PO # 2118                            | No             | \$2,016.89    |
| 9541           | 08/04/2017          | No            | CHK         | Creative Financial Staffing       | Devin Zawadski                       | No             | \$459.00      |
| 9542           | 08/04/2017          | No            | CHK         | Eversource                        | Acct#5145 776 4090                   | No             | \$2,880.65    |
| 9543           | 08/04/2017          | No            | CHK         | Eversource                        | Acct#5177 958 3004                   | No             | \$7,813.40    |
| 9544           | 08/04/2017          | No            | CHK         | Eversource                        | Acct#5111 869 4017                   | No             | \$110.42      |
| 9545           | 08/04/2017          | No            | CHK         | Eversource                        | Acct#5147 148 3099                   | No             | \$423.29      |
| 9546           | 08/04/2017          | No            | CHK         | Housing Authority Risk Retention  | HARRG-794-169572-2017                | No             | \$10,064.00   |
| 9547           | 08/04/2017          | No            | CHK         | Housing Insurance Services Inc.   | HAPI-794-169552-2017                 | No             | \$16,474.00   |
| 9548           | 08/04/2017          | No            | CHK         | Hungerfords Pump Service          | Commercial Check Up - Preventativ    | No             | \$225.00      |
| 9549           | 08/04/2017          | No            | CHK         | Kone Inc                          | Replaced the control system contact  | No             | \$6,208.91    |
| 9550           | 08/04/2017          | No            | CHK         | M. J. Daly, LLC                   | Agreement 535 - Annual Sprinkler In  | No             | \$412.00      |
| 9551           | 08/04/2017          | No            | CHK         | Oxford Lumber & Building Materia  | Solid brass padlock and double loop  | No             | \$70.05       |
| 9552           | 08/04/2017          | No            | CHK         | Peter E. Karpovich,               | SHA vs. McCormick - NTQ              | No             | \$196.50      |
| 9553           | 08/04/2017          | No            | CHK         | Sherwin Williams                  | Paint - Callahan - 4G                | No             | \$1,373.05    |
| 9554           | 08/08/2017          | No            | CHK         | American Express                  | American Express 5.22 -6.20th        | No             | \$1,073.68    |
| 9555           | 08/08/2017          | No            | CHK         | National Business Furniture, Inc. | 3 Seat Sofa Oak Frame                | No             | \$1,498.00    |
| 9556           | 08/11/2017          | No            | CHK         | Allen's Plumbing Supply           | Plumbing Supplies - Washing Machi    | No             | \$59.67       |
| 9557           | 08/11/2017          | No            | CHK         | American Rooter LLC               | Work order#39889 - Snaked main lin   | No             | \$347.00      |
| 9558           | 08/11/2017          | No            | CHK         | Banner Group Systems Inc.         | June's Expense                       | No             | \$411.30      |
| 9559           | 08/11/2017          | No            | CHK         | Bloxam Enterprises, LLC           | Work order#39878 - Steam Clean C     | No             | \$175.00      |
| 9560           | 08/11/2017          | No            | CHK         | Chemsearch                        | June's Expense                       | No             | \$414.06      |
| 9561           | 08/11/2017          | No            | CHK         | Connecticut Post                  | MR opening Applications              | No             | \$2,395.00    |
| 9562           | 08/11/2017          | No            | CHK         | Creative Financial Staffing       | Devin Zawadski                       | No             | \$357.00      |
| 9563           | 08/11/2017          | No            | CHK         | Family Mobile LLC                 | oil change on white pick up truck    | No             | \$35.62       |
| 9564           | 08/11/2017          | No            | CHK         | Friends Of Fur LLC                | 32 Seymour Ave                       | No             | \$125.00      |
| 9565           | 08/11/2017          | No            | CHK         | Gregory Stamos                    | Monthly Retainer Fee - June          | No             | \$1,987.50    |
| 9566           | 08/11/2017          | No            | CHK         | Home Depot Credit Services        | June's Expense                       | No             | \$29.91       |
| 9567           | 08/11/2017          | No            | CHK         | Jeff's Appliance And Vacuums      | Work order#39910 - Cleared ice fro   | No             | \$140.00      |
| 9568           | 08/11/2017          | No            | CHK         | Langan                            | Professional Services, 4/29/17 - 05/ | No             | \$1,690.00    |
| 9569           | 08/11/2017          | No            | CHK         | Precision Glass LLC               | 2 Brothers Court screen repair       | No             | \$668.00      |
| 9570           | 08/11/2017          | No            | CHK         | Seton Identification Products     | ID Tags                              | No             | \$972.95      |
| 9571           | 08/11/2017          | No            | CHK         | Sherwin Williams                  | June's Expense                       | No             | \$210.88      |
| 9572           | 08/11/2017          | No            | CHK         | Ted's Lawn Care LLC               | Landscaping                          | No             | \$9,765.00    |
| 9573           | 08/11/2017          | No            | CHK         | AIG                               | Workers Comp. July & Aug's Payme     | No             | \$5,888.00    |
| 9574           | 08/11/2017          | No            | CHK         | G&K Services                      | 6.7th .2017                          | No             | \$299.24      |
| 9575           | 08/11/2017          | No            | CHK         | Network Synergy Systems Integra   | Monthly workstation monitoring - Jul | No             | \$234.00      |
| 9576           | 08/11/2017          | No            | CHK         | Staples Credit Plan               | Staples June's Expense               | No             | \$448.57      |
| 9577           | 08/16/2017          | No            | CHK         | Comcast                           | Acct#8773 40 216 0041287             | No             | \$733.02      |
| 9578           | 08/16/2017          | No            | CHK         | Comcast                           | Acct#8773 40 216 0027070             | No             | \$1,580.30    |
| 9579           | 08/16/2017          | No            | CHK         | Frontier                          | Acct#203-888-4579-123179-5           | No             | \$237.81      |
| 9580           | 08/16/2017          | No            | CHK         | Frontier                          | Acct#203-881-0115-021194-5           | No             | \$73.66       |

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: August 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

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**Posted Payments**

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|----------------|---------------------|---------------|-------------|-----------------------------------|--|----------------|---------------|
| 9581           | 08/16/2017          | No            | CHK         | Frontier                          | Acct#203-881-2464-110206-5             | No             | \$300.44      |
| 9582           | 08/16/2017          | No            | CHK         | Housing Authority Risk Retention  | HARRG-794-172160-2017                  | No             | \$5,142.00    |
| 9583           | 08/16/2017          | No            | CHK         | Housing Insurance Services Inc.   | HAPI-794-172279-2017                   | No             | \$16,524.00   |
| 9584           | 08/16/2017          | No            | CHK         | Winter Bros Waste Systems         | July 2017 Services                     | No             | \$425.36      |
| 9585           | 08/16/2017          | No            | CHK         | Winter Bros Waste Systems         | July 2017 Service                      | No             | \$404.12      |
| 9586           | 08/16/2017          | No            | CHK         | American Express                  | American Express / 6.21st - 7/21st     | No             | \$3,359.48    |
| 9587           | 08/22/2017          | No            | CHK         | Callahan House Tenants Associat   | August's Association Donation          | No             | \$25.00       |
| 9588           | 08/22/2017          | No            | CHK         | CONN NAHRO                        | David J. Keyser, Jamie Pew, Teila C    | No             | \$1,745.00    |
| 9589           | 08/22/2017          | No            | CHK         | Connecticut Housing Finance Aut   | Sept's Payment 96089D                  | No             | \$462.02      |
| 9590           | 08/22/2017          | No            | CHK         | Norman Ray Tenant Association     | August's Association Donation          | No             | \$25.00       |
| 9591           | 08/22/2017          | No            | CHK         | CONN NAHRO                        | Seymour Housing Authority Ad           | No             | \$125.00      |
| 9592           | 08/24/2017          | No            | CHK         | Birch-Wlodarski, Nora             | Travel Meals // Date 8.29th            | No             | \$60.00       |
| 9593           | 08/24/2017          | No            | CHK         | Cheever, Teila                    | Travel - Meals //Dates 8.27th - 8.29t  | No             | \$180.00      |
| 9594           | 08/24/2017          | No            | CHK         | Keyser, David                     | Travel - Meals //Date 8.27th - 8.30th  | No             | \$240.00      |
| 9595           | 08/24/2017          | No            | CHK         | Pew, Jamie                        | Travel - Meals // Dates 8.27th - 8.29t | No             | \$180.00      |
| 9596           | 08/28/2017          | No            | CHK         | Aetna                             | Sept's Medical Ins                     | No             | \$4,187.11    |
| 9597           | 08/28/2017          | No            | CHK         | Anthem Dental                     | Sept's Expense                         | No             | \$744.39      |
| 9598           | 08/28/2017          | No            | CHK         | Lincoln National Life Insurance C | Sept's Expense                         | No             | \$353.15      |
| 9599           | 08/31/2017          | No            | CHK         | Aegis Energy Services, Inc.       | Replaced heat exchanger                | No             | \$3,709.25    |
| 9600           | 08/31/2017          | No            | CHK         | Aflac Attn: Remittance Processing | July's 2017 Expense Acct# DHF89        | No             | \$391.78      |
| 9601           | 08/31/2017          | No            | CHK         | American Rooter LLC               | Work order#39892 - Snaked main lin     | No             | \$268.50      |
| 9602           | 08/31/2017          | No            | CHK         | Aquarion Water Company            | Acct#200086434                         | No             | \$782.89      |
| 9603           | 08/31/2017          | No            | CHK         | Aquarion Water Company            | Acct#200086423                         | No             | \$1,088.16    |
| 9604           | 08/31/2017          | No            | CHK         | Aquarion Water Company            | Acct#200418958                         | No             | \$13.65       |
| 9605           | 08/31/2017          | No            | CHK         | Bender Plumbing Supplies Inc.     | July 2017 - Moen Faucets               | No             | \$986.92      |
| 9606           | 08/31/2017          | No            | CHK         | Buddy's Fuel, LLC                 | Work order#39973, Annual Furnace       | No             | \$1,055.00    |
| 9607           | 08/31/2017          | No            | CHK         | Calvert Safe & Lock Ltd.          | Regular duplication of keys            | No             | \$16.80       |
| 9608           | 08/31/2017          | No            | CHK         | Comcast                           | Acct#8773 40 216 0174468               | No             | \$91.69       |
| 9609           | 08/31/2017          | No            | CHK         | Comcast                           | Acct#8773 40 216 0069528               | No             | \$162.79      |
| 9610           | 08/31/2017          | No            | CHK         | Comcast                           | Acct#8773 40 216 0178014               | No             | \$91.91       |
| 9611           | 08/31/2017          | No            | CHK         | Direct Energy Services, LLC       | July 2017 Expense                      | No             | \$1,428.83    |
| 9612           | 08/31/2017          | No            | CHK         | Door Control, Inc.                | Furnished and installed - Horton Seri  | No             | \$2,572.00    |
| 9613           | 08/31/2017          | No            | CHK         | Europa Enterprises, LLC           | Work order#39824, Interior painting,   | No             | \$1,800.00    |
| 9614           | 08/31/2017          | No            | CHK         | Eversource                        | Acct#5111 869 4017                     | No             | \$135.06      |
| 9615           | 08/31/2017          | No            | CHK         | Eversource                        | Acct#5147 148 3099                     | No             | \$463.28      |
| 9616           | 08/31/2017          | No            | CHK         | Eversource                        | Acct#57750480048                       | No             | \$1,313.76    |
| 9617           | 08/31/2017          | No            | CHK         | Eversource                        | Acct#5177 958 3004                     | No             | \$9,104.74    |
| 9618           | 08/31/2017          | No            | CHK         | Eversource                        | Acct#5145 776 4090                     | No             | \$2,840.16    |
| 9619           | 08/31/2017          | No            | CHK         | Experian                          | July 2017 - TCTA - 6906070             | No             | \$108.00      |
| 9620           | 08/31/2017          | No            | CHK         | Friends Of Fur LLC                | Work order#40230, Pest Control Pre     | No             | \$525.00      |
| 9621           | 08/31/2017          | No            | CHK         | G&K Services                      | Uniforms                               | No             | \$220.56      |
| 9622           | 08/31/2017          | No            | CHK         | George Ellis Company              | Evaluated the unit - need to replace   | No             | \$1,288.56    |
| 9623           | 08/31/2017          | No            | CHK         | Glenn Dulko                       | Serv. 7.24.2017                        | No             | \$104.50      |
| 9624           | 08/31/2017          | No            | CHK         | Gregory Stamos                    | July 2017 - Retainer                   | No             | \$1,191.50    |
| 9625           | 08/31/2017          | No            | CHK         | Hallock's                         | 4 AC's - Callahan                      | No             | \$1,980.00    |
| 9626           | 08/31/2017          | No            | CHK         | HD Supply                         | PO#2135 - Garbage bags, Callahan       | No             | \$310.70      |
| 9627           | 08/31/2017          | No            | CHK         | Home Depot Credit Services        | Callahan - Garbage Disposal(s) and     | No             | \$309.50      |

MINUTES  
**Seymour Housing Authority**  
**General Ledger Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 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**

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|----------------|---------------------|---------------|-------------|----------------------------------|-------------------------------------|----------------|---------------|
| 9628           | 08/31/2017          | No            | CHK         | Malangone Heating, A/C & Refrig  | Callahan Kitchen Fridge/Freezer     | No             | \$160.00      |
| 9629           | 08/31/2017          | No            | CHK         | Management Computer Services I   | Semi - Annual Support Fee: July 20  | No             | \$968.00      |
| 9630           | 08/31/2017          | No            | CHK         | Network Synergy Systems Integra  | Monthly workstation monitoring - Au | No             | \$234.00      |
| 9631           | 08/31/2017          | No            | CHK         | Oxford Lumber & Building Materia | MR - Exterminating and Plumbing S   | No             | \$57.91       |
| 9632           | 08/31/2017          | No            | CHK         | Peter E. Karpovich,              | SHA vs. McCormick - Service of Su   | No             | \$75.50       |
| 9633           | 08/31/2017          | No            | CHK         | Pitney Bowes Inc                 | Acct#0011114462                     | No             | \$223.51      |
| 9634           | 08/31/2017          | No            | CHK         | Pleasant Point Partners          | First 36" Executive Console         | No             | \$55.00       |
| 9635           | 08/31/2017          | No            | CHK         | Purchase Power                   | Acct#8000-9090-0768-8851            | No             | \$1,520.99    |
| 9636           | 08/31/2017          | No            | CHK         | Quill                            | PO#2131, Office, Ink and Kitchen M  | No             | \$339.18      |
| 9637           | 08/31/2017          | No            | CHK         | Robert Lashin                    | Work order#33888, unit Apt. 1C      | No             | \$900.00      |
| 9638           | 08/31/2017          | No            | CHK         | Seymour Janitorial Services      | July 2017 Cleaning Service - Ray H  | No             | \$2,201.52    |
| 9639           | 08/31/2017          | No            | CHK         | Sheehy & Dillon                  | Mediation - C. Martin, T. Najda     | No             | \$300.00      |
| 9640           | 08/31/2017          | No            | CHK         | Shell Credit Card Center         | July 2017 Expenses - Acct#065 093   | No             | \$178.89      |
| 9641           | 08/31/2017          | No            | CHK         | Sherwin Williams                 | Paint purchase - Callahan and Ray   | No             | \$144.10      |
| 9642           | 08/31/2017          | No            | CHK         | Sprint                           | Acct#4535844322 - July 2017         | No             | \$293.42      |
| 9643           | 08/31/2017          | No            | CHK         | St. Treasurer For Merfund        | MERF 07-2017                        | No             | \$6,499.62    |
| 9644           | 08/31/2017          | No            | CHK         | Xerox Financial                  | Contract#010-0026454-001 - Lease    | No             | \$451.88      |

MINUTES  
Exhibit 1  
**Seymour Housing Authority**  
**General Ledger Cash Payment/Receipt Register**  
**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: August 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> |
|----------------|---------------------|---------------|-------------|---------------------------------|-----------------------------------|----------------|---------------|
| 4498           | 08/03/2017          | No            | CHK         | Carter Hayes + Associates, P.C. | Dec. 31st, 2016 close out         | No             | \$962.54      |
| 4499           | 08/03/2017          | No            | CHK         | Clear Water                     | June's Payment                    | No             | \$145.84      |
| 4500           | 08/03/2017          | No            | CHK         | Direct Energy Services, LLC     | June's Expense                    | No             | \$2,971.97    |
| 4501           | 08/03/2017          | No            | CHK         | Eversource                      | Acc# 51083234013 June's Expense   | No             | \$4,427.34    |
| 4502           | 08/03/2017          | No            | CHK         | HD Supply                       | June's Expense                    | No             | \$1,014.33    |
| 4503           | 08/03/2017          | No            | CHK         | Home Depot Credit Services      | June's Expense                    | No             | \$18.97       |
| 4504           | 08/03/2017          | No            | CHK         | Kinsley Power Systems           | June's Expense                    | No             | \$750.00      |
| 4505           | 08/03/2017          | No            | CHK         | Kone Inc                        | Billing 6.1.17 - 8.31.17          | No             | \$1,229.07    |
| 4506           | 08/03/2017          | No            | CHK         | NDC Housing & Development       | April - June 2017                 | No             | \$1,008.00    |
| 4507           | 08/03/2017          | No            | CHK         | Radovich Builders, LLP          | Work order#39758 - Replaced micro | No             | \$6,270.50    |
| 4508           | 08/03/2017          | No            | CHK         | Ryan & Ryan, LLC                | Review file SG Staff              | No             | \$175.00      |
| 4509           | 08/03/2017          | No            | CHK         | Seymour Housing Authority       | Mgt Fee for June                  | No             | \$4,965.00    |
| 4510           | 08/03/2017          | No            | CHK         | Sherwin Williams                | June's Expense                    | No             | \$247.03      |
| 4511           | 08/03/2017          | No            | CHK         | SMD Inc                         | June's Expense                    | No             | \$943.19      |
| 4512           | 08/03/2017          | No            | CHK         | TPC Associates, Inc.            | Billing Cycle 6.1.17 - 8.30.17    | No             | \$788.25      |
| 4513           | 08/03/2017          | No            | CHK         | Valley Electric Supply Company  | June's Expense                    | No             | \$320.19      |
| 4514           | 08/03/2017          | No            | CHK         | Winter Bros Waste Systems       | June's Expense                    | No             | \$450.18      |
| 4515           | 08/03/2017          | No            | CHK         | Demanchyk, Julia                | PH AP Payment Aug 17              | No             | \$1,421.64    |
| 4516           | 08/03/2017          | No            | CHK         | Pond, Arlene                    | PH AP Payment Aug 17              | No             | \$595.26      |
| 4517           | 08/04/2017          | No            | CHK         | Seymour Housing Authority       | Partial Reimb                     | No             | \$20,000.00   |
| 4518           | 08/07/2017          | No            | CHK         | Aegis Energy Services, Inc.     | July's Expense                    | No             | \$4,072.48    |
| 4519           | 08/07/2017          | No            | CHK         | Aquarion Water Company Of CT    | Acc# 100204664 July's Ex          | No             | \$545.61      |
| 4520           | 08/07/2017          | No            | CHK         | CARSCH                          | Membership for Denise Durrschmidt | No             | \$30.00       |
| 4521           | 08/07/2017          | No            | CHK         | Clear Water                     | July's Service                    | No             | \$145.84      |
| 4522           | 08/07/2017          | No            | CHK         | Comcast                         | Acc# 8773 40 216 0069510 July's E | No             | \$942.35      |
| 4523           | 08/07/2017          | No            | CHK         | Comcast                         | Acc# 8773 40 216 0069536 July's E | No             | \$55.95       |
| 4524           | 08/07/2017          | No            | CHK         | Frontier                        | Acc# 203.888.5093.092806.5 July's | No             | \$378.17      |
| 4525           | 08/07/2017          | No            | CHK         | Gary's East Coast Service       | July's Expense                    | No             | \$262.81      |
| 4526           | 08/07/2017          | No            | CHK         | Jeff's Appliance And Vacuums    | Apt# 117 SG                       | No             | \$229.95      |
| 4527           | 08/07/2017          | No            | CHK         | Kone Inc                        | Called placed on 7.15th           | No             | \$793.53      |
| 4528           | 08/07/2017          | No            | CHK         | NDC Housing & Development       | July - Sept.                      | No             | \$1,008.00    |
| 4529           | 08/07/2017          | No            | CHK         | Proforma                        | Laser SG Checks                   | No             | \$139.29      |
| 4530           | 08/07/2017          | No            | CHK         | Salvador Salgado                | One Hr. Performance 7.13th        | No             | \$125.00      |
| 4531           | 08/07/2017          | No            | CHK         | Seymour Housing Authority       | July's Mgt Fee                    | No             | \$4,965.00    |
| 4532           | 08/07/2017          | No            | CHK         | Sherwin Williams                | July's Expense                    | No             | \$300.00      |
| 4533           | 08/07/2017          | No            | CHK         | Theo Pro                        | File approval for July            | No             | \$16.50       |
| 4534           | 08/07/2017          | No            | CHK         | Trans Clean Corp                | Service Date 7.5th                | No             | \$450.00      |
| 4535           | 08/07/2017          | No            | CHK         | Valley Electric Supply Company  | July's Expense                    | No             | \$355.32      |
| 4536           | 08/07/2017          | No            | CHK         | Winter Bros Waste Systems       | July                              | No             | \$450.18      |
| 4537           | 08/17/2017          | No            | CHK         | Fitz Vogt & Associates, LTD     | July's Exp                        | No             | \$29,228.97   |
| 4538           | 08/24/2017          | No            | CHK         | Durrschmidt, Denise             | Reimburse for Notary Supplies     | No             | \$31.00       |

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: August 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> |
|----------------|---------------------|---------------|-------------|---------------------------------|-----------------------------|----------------|---------------|
| 2008           | 08/04/2017          | No            | CHK         | Seymour Housing Authority       | Callahan Partial reimb      | No             | \$30,000.00   |
| 2009           | 08/11/2017          | No            | CHK         | Seymour Housing Authority       | Callahan Partial reimb      | No             | \$40,000.00   |
| 2010           | 08/14/2017          | No            | CHK         | Callahan House Association      | To Cover ROSS Salary        | No             | \$2,692.30    |
| 2011           | 08/14/2017          | No            | CHK         | Treasurer, State of Connecticut | Fingerprint Flora Mceil     | No             | \$12.00       |
| 2012           | 08/15/2017          | No            | CHK         | Seymour Housing Authority       | RH Partial Reimb            | No             | \$30,000.00   |
| 2013           | 08/28/2017          | No            | CHK         | Callahan House Association      | To Cover RSC Payroll        | No             | \$2,692.30    |
| 2014           | 08/31/2017          | No            | CHK         | Seymour Housing Authority       | Callahan portion reimb      | No             | \$48,000.00   |

**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: August 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> |
|----------------|---------------------|---------------|-------------|---------------------------|-----------------------------|----------------|---------------|
| 314            | 08/31/2017          | No            | CHK         | Ferguson & McGuire/APS    | Property Insurance          | No             | \$1,118.52    |
| 315            | 08/31/2017          | No            | CHK         | Aquarlon Water Company    | Acc# 2000340760             | No             | \$12.74       |

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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> |
|----------------|---------------------|---------------|-------------|---------------------------------|------------------------------|----------------|---------------|
| 1784           | 08/10/2017          | No            | CHK         | Ford Motor Credit Company       | Acc# 9366100                 | No             | \$574.87      |
| 1785           | 08/11/2017          | No            | CHK         | Seymour Housing Authority       | Early Reimb                  | No             | \$15,000.00   |
| 1786           | 08/24/2017          | No            | CHK         | Treasurer, State of Connecticut | Fingerprint for Jason Krause | No             | \$12.00       |
| 1787           | 08/25/2017          | No            | CHK         | Seymour Housing Authority       | MR Early Reimb               | No             | \$34,000.00   |



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

| Cover Letter (S193) |                          |
|---------------------|--------------------------|
| Check Date :        | 08/03/2017-1             |
| Period Range :      | 07/17/2017 TO 07/30/2017 |
| Week Number :       | Week #31                 |

Dear Human Resource Consulting Group Client,

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

All tax rate changes and tax deposit frequency changes will be sent 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               | 332.52          |
| Total Direct Deposits    | 27              | 18755.62        |
| Total Manual Checks      | 0               | 0.00            |
| Total 3rd Party Checks   | 0               | 0.00            |
| Total Void Checks        | 0               | 0.00            |
| Total COBRA Checks       | 0               | 0.00            |
| <b>Total Net Payroll</b> | <b>21 Items</b> | <b>19088.14</b> |

|                          |   |        |
|--------------------------|---|--------|
| Total Billing Impound    |   | 110.77 |
| Total Agency Checks      | 0   | 0.00   |
| Total Agency Checks DD   | 3   | 181.00 |
| Total Agency Checks Void | 0   | 0.00   |
| Total Tax Deposit Checks | Tax deposit to be made by Human Resource Consulting Group |        |

**Sum of Checks** **19379.91****Total of Checks Printed** **24 Items**

|                              |         |
|------------------------------|---------|
| Total Tax Liability          | 8215.85 |
| Total Workers Comp Liability | 0.00    |

**Total Payroll Liability** **27595.76**

Total Direct Deposits 18936.62

**Total Debited From Account** **27595.76****NEXT PERIOD DATES**

Check Date: 08/17/2017 Week 33  
Period Begin: 07/31/2017  
Period End: 08/13/2017  
Call In Date: 08/14/2017 Week 33

Payroll rep: Sorrentino George

## #SEYM Seymour Housing Authority

MINUTES  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 08/03/2017-1

Period Range : 07/17/2017 TO 07/30/2017

Week Number : Week #31

| Tax Type  | Rate     | Tax ID      | Wages     | Amount    | #EE's | Frequency   |
|---|----------|-------------|-----------|-----------|-------|-------------|
| Federal Taxes   |          |             |           |           |       |             |
| Federal   | -----    | 060687649   | 25,254.83 | 3,079.22  | 21    | Semi-Weekly |
| EE OASDI  | 0.062000 | 060687649   | 25,774.94 | 1,598.06  | 21    | Semi-Weekly |
| EE Medicare   | 0.014500 | 060687649   | 25,774.94 | 373.75    | 21    | Semi-Weekly |
| ER OASDI  | 0.062000 | 060687649   | 25,774.94 | 1,598.06  | 21    | Semi-Weekly |
| ER Medicare   | 0.014500 | 060687649   | 25,774.94 | 373.75    | 21    | Semi-Weekly |
| COBRA Credit  | -----    | 060687649   | -----     |           | 21    | Semi-Weekly |
| Total 941 Liabilities without COBRA   |          |             |           | 7,022.84  |       |             |
| Total 941 Liabilities with COBRA  |          |             |           | 7,022.84  |       |             |
| ER FUI  | 0.006000 | 060687649   | 0.00      |           | 21    | Quarterly   |
| Total Federal Taxes   |          |             |           | 7,022.84  |       |             |
| State Withholding   |          |             |           |           |       |             |
| CT State Withholding  |          | 6613871-000 | 25,254.83 | 947.49    | 21    | Weekly CT   |
| Total State Withholding   |          |             |           | 947.49    |       |             |
| Employer SUI Withholding  |          |             |           |           |       |             |
| CT-SUI  | 0.034000 | 91-378-04   | 7,221.02  | 245.52    | 21    | Quarterly   |
| Total Employer SUI  |          |             |           | 245.52    |       |             |
| Total Employee Taxes  |          |             |           | 5,998.52  |       |             |
| Total Employer Taxes without COBRA  |          |             |           | 2,217.33  |       |             |
| Total Tax Liability without COBRA   |          |             |           | 8,215.85  |       |             |
| Total Tax Liability with COBRA  |          |             |           | 8,215.85  |       |             |
| Regular checks  |          |             |           | 332.52    |       |             |
| Manual checks   |          |             |           | 0.00      |       |             |
| 3rd Party Checks  |          |             |           | 0.00      |       |             |
| Void Checks   |          |             |           | 0.00      |       |             |
| Direct Deposit Checks   |          |             |           | 18,936.62 |       |             |
| Total Net Payroll   |          |             |           | 19,269.14 |       |             |
| Agency Checks   |          |             |           | 0.00      |       |             |
| Agency Checks DD  |          |             |           | 0.00      |       |             |
| Agency Checks Void  |          |             |           | 0.00      |       |             |
| Billing Impound   |          |             |           | 110.77    |       |             |
| Total Workers Comp  |          |             |           | 0.00      |       |             |
| Total Payroll Liability   |          |             |           | 27,595.76 |       |             |
| 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   |          |             |           | 19,379.91 |       |             |
| Total Direct Deposits   |          |             |           | 18,936.62 |       |             |
| Total Amount Debited from your Account before Credit applied                      |          |             |           | 27,595.76 |       |             |
| Total Amount Debited from your Account after Credit applied                       |          |             |           | 27,595.76 |       |             |

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 07/31/2017 11:16:11 AM

**#SEYM Seymour Housing Authority**

MINUTES

Exhibit I

| Cover Letter (S193) |                          |
|---------------------|--------------------------|
| Check Date :        | 08/17/2017-1             |
| Period Range :      | 07/31/2017 TO 08/13/2017 |
| Week Number :       | Week #33                 |

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

**Payroll Totals:****# Checks**

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| Total Regular Checks     | 1               | 319.86          |
| Total Direct Deposits    | 28              | 18954.36        |
| Total Manual Checks      | 0               | 0.00            |
| Total 3rd Party Checks   | 0               | 0.00            |
| Total Void Checks        | 0               | 0.00            |
| Total COBRA Checks       | 0               | 0.00            |
| <b>Total Net Payroll</b> | <b>22 Items</b> | <b>19274.22</b> |

|                          |   |        |
|--------------------------|---|--------|
| Total Billing Impound    |   | 115.15 |
| Total Agency Checks      | 0   | 0.00   |
| Total Agency Checks DD   | 4   | 606.00 |
| Total Agency Checks Void | 0   | 0.00   |
| Total Tax Deposit Checks | Tax deposit to be made by Human Resource Consulting Group |        |

**Sum of Checks** **19995.37**

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

|                              |         |
|------------------------------|---------|
| Total Tax Liability          | 8191.74 |
| Total Workers Comp Liability | 0.00    |

**Total Payroll Liability** **28187.11**

Total Direct Deposits 19560.36

**Total Debited From Account** **28187.11**

**NEXT PERIOD DATES**

Check Date: 08/31/2017 Week 35  
Period Begin: 08/14/2017  
Period End: 08/27/2017  
Call In Date: 08/28/2017 Week 35

Payroll rep: Sorrentino George

## #SEYM Seymour Housing Authority

## MINUTES

Exhibit I

## Tax Report For Payroll (S247)

Check Date : 08/17/2017-1

Period Range : 07/31/2017 TO 08/13/2017

Week Number : Week #33

| Tax Type   | Rate     | Tax ID  | Wages     | Amount    | #EE's | Frequency   |
|--|----------|---|-----------|-----------|-------|-------------|
| Federal Taxes  |          |   |           |           |       |             |
| Federal  | -----    | 060687649   | 25,398.60 | 3,034.43  | 22    | Semi-Weekly |
| EE OASDI   | 0.062000 | 060687649   | 25,925.87 | 1,607.41  | 22    | Semi-Weekly |
| EE Medicare  | 0.014500 | 060687649   | 25,925.87 | 375.93    | 22    | Semi-Weekly |
| ER OASDI   | 0.062000 | 060687649   | 25,925.87 | 1,607.41  | 22    | Semi-Weekly |
| ER Medicare  | 0.014500 | 060687649   | 25,925.87 | 375.93    | 22    | Semi-Weekly |
| COBRA Credit   | -----    | 060687649   | -----     |           | 22    | Semi-Weekly |
| Total 941 Liabilities without COBRA                          |          |   |           | 7,001.11  |       |             |
| Total 941 Liabilities with COBRA                             |          |   |           | 7,001.11  |       |             |
| ER FUI   | 0.006000 | 060687649   | 0.00      |           | 22    | Quarterly   |
| Total Federal Taxes  |          |   |           | 7,001.11  |       |             |
| State Withholding  |          |   |           |           |       |             |
| CT State Withholding   |          | 6613871-000   | 25,398.60 | 938.44    | 22    | Weekly CT   |
| Total State Withholding                                      |          |   |           | 938.44    |       |             |
| Employer SUI Withholding                                     |          |   |           |           |       |             |
| CT-SUI   | 0.034000 | 91-378-04   | 7,417.45  | 252.19    | 22    | Quarterly   |
| Total Employer SUI   |          |   |           | 252.19    |       |             |
| Total Employee Taxes   |          |   |           | 5,956.21  |       |             |
| Total Employer Taxes without COBRA                           |          |   |           | 2,235.53  |       |             |
| Total Tax Liability without COBRA                            |          |   |           | 8,191.74  |       |             |
| Total Tax Liability with COBRA                               |          |   |           | 8,191.74  |       |             |
| Regular checks   |          |   |           | 319.86    |       |             |
| Manual checks  |          |   |           | 0.00      |       |             |
| 3rd Party Checks   |          |   |           | 0.00      |       |             |
| Void Checks  |          |   |           | 0.00      |       |             |
| Direct Deposit Checks  |          |   |           | 19,560.36 |       |             |
| Total Net Payroll  |          |   |           | 19,880.22 |       |             |
| Agency Checks  |          |   |           | 0.00      |       |             |
| Agency Checks DD   |          |   |           | 0.00      |       |             |
| Agency Checks Void   |          |   |           | 0.00      |       |             |
| Billing Impound  |          |   |           | 115.15    |       |             |
| Total Workers Comp   |          |   |           | 0.00      |       |             |
| Total Payroll Liability                                      |          |   |           | 28,187.11 |       |             |
| 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                                  |          |   |           | 19,995.37 |       |             |
| Total Direct Deposits  |          |   |           | 19,560.36 |       |             |
| Total Amount Debited from your Account before Credit applied |          |   |           | 28,187.11 |       |             |
| Total Amount Debited from your Account after Credit applied  |          |   |           | 28,187.11 |       |             |

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 08/14/2017 12:06:31 PM

**#SEYM Seymour Housing Authority**

| Cover Letter (S193) |                          |
|---------------------|--------------------------|
| Check Date :        | 08/31/2017-1             |
| Period Range :      | 08/14/2017 TO 08/27/2017 |
| Week Number :       | Week #35                 |

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

| <b>Payroll Totals:</b>            | <b># Checks</b>   |                 |
|-----------------------------------|---|-----------------|
| Total Regular Checks              | 2   | 610.86          |
| Total Direct Deposits             | 26  | 18772.86        |
| Total Manual Checks               | 0   | 0.00            |
| Total 3rd Party Checks            | 0   | 0.00            |
| Total Void Checks                 | 0   | 0.00            |
| Total COBRA Checks                | 0   | 0.00            |
| <b>Total Net Payroll</b>          | <b>21 Items</b>   | <b>19383.72</b> |
| Total Billing Impound             |   | 731.86          |
| Total Agency Checks               | 0   | 0.00            |
| Total Agency Checks DD            | 4   | 431.00          |
| Total Agency Checks Void          | 0   | 0.00            |
| Total Tax Deposit Checks          | Tax deposit to be made by Human Resource Consulting Group |                 |
| <b>Sum of Checks</b>              |   | <b>20546.58</b> |
| <b>Total of Checks Printed</b>    | <b>25 Items</b>   |                 |
| Total Tax Liability               |   | 8323.97         |
| Total Workers Comp Liability      |   | 0.00            |
| <b>Total Payroll Liability</b>    |   | <b>28870.55</b> |
| Total Direct Deposits             |   | 19203.86        |
| <b>Total Debited From Account</b> |   | <b>28870.55</b> |

**NEXT PERIOD DATES**

Check Date: 09/14/2017 Week 37  
Period Begin: 08/28/2017  
Period End: 09/10/2017  
Call In Date: 09/11/2017 Week 37

**Payroll rep: Sorrentino George**

## #SEYM Seymour Housing Authority

MINUTES  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 08/31/2017-1

Period Range : 08/14/2017 TO 08/27/2017

Week Number : Week #35

| Tax Type   | Rate     | Tax ID  | Wages     | Amount    | #EE's | Frequency   |
|--|----------|---|-----------|-----------|-------|-------------|
| Federal Taxes  |          |   |           |           |       |             |
| Federal  | -----    | 060687649   | 25,642.56 | 3,119.78  | 21    | Semi-Weekly |
| EE OASDI   | 0.062000 | 060687649   | 26,172.27 | 1,622.69  | 21    | Semi-Weekly |
| EE Medicare  | 0.014500 | 060687649   | 26,172.27 | 379.48    | 21    | Semi-Weekly |
| ER OASDI   | 0.062000 | 060687649   | 26,172.27 | 1,622.69  | 21    | Semi-Weekly |
| ER Medicare  | 0.014500 | 060687649   | 26,172.27 | 379.48    | 21    | Semi-Weekly |
| COBRA Credit   | -----    | 060687649   | -----     | -----     | 21    | Semi-Weekly |
| Total 941 Liabilities without COBRA                          |          |   |           | 7,124.12  |       |             |
| Total 941 Liabilities with COBRA                             |          |   |           | 7,124.12  |       |             |
| ER FUI   | 0.006000 | 060687649   | 0.00      | -----     | 21    | Quarterly   |
| Total Federal Taxes  |          |   |           | 7,124.12  |       |             |
| State Withholding  |          |   |           |           |       |             |
| CT State Withholding   |          | 6613871-000   | 25,642.56 | 968.72    | 21    | Weekly CT   |
| Total State Withholding                                      |          |   |           | 968.72    |       |             |
| Employer SUI Withholding                                     |          |   |           |           |       |             |
| CT-SUI   | 0.034000 | 91-378-04   | 6,797.89  | 231.13    | 21    | Quarterly   |
| Total Employer SUI   |          |   |           | 231.13    |       |             |
| Total Employee Taxes   |          |   |           | 6,090.67  |       |             |
| Total Employer Taxes without COBRA                           |          |   |           | 2,233.30  |       |             |
| Total Tax Liability without COBRA                            |          |   |           | 8,323.97  |       |             |
| Total Tax Liability with COBRA                               |          |   |           | 8,323.97  |       |             |
| Regular checks   |          |   |           | 610.86    |       |             |
| Manual checks  |          |   |           | 0.00      |       |             |
| 3rd Party Checks   |          |   |           | 0.00      |       |             |
| Void Checks  |          |   |           | 0.00      |       |             |
| Direct Deposit Checks  |          |   |           | 19,203.86 |       |             |
| Total Net Payroll  |          |   |           | 19,814.72 |       |             |
| Agency Checks  |          |   |           | 0.00      |       |             |
| Agency Checks DD   |          |   |           | 0.00      |       |             |
| Agency Checks Void   |          |   |           | 0.00      |       |             |
| Billing Impound  |          |   |           | 731.86    |       |             |
| Total Workers Comp   |          |   |           | 0.00      |       |             |
| Total Payroll Liability                                      |          |   |           | 28,870.55 |       |             |
| 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                                  |          |   |           | 20,546.58 |       |             |
| Total Direct Deposits  |          |   |           | 19,203.86 |       |             |
| Total Amount Debited from your Account before Credit applied |          |   |           | 28,870.55 |       |             |
| Total Amount Debited from your Account after Credit applied  |          |   |           | 28,870.55 |       |             |

Human Resource Consulting Group

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**September 2017**

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# **Housing Authority of The Town of Seymour**

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## **Executive Director's Report**

## Occupancy

**Rev. Callahan House**

## 2017 Year-to-Date Vacancies 9

Callahan House experienced one reasonable accommodation transfer and one move in August 2017 and is now fully occupied. Callahan House has experienced 169 vacancy days since January 1, 2017 and has averaged 18.77 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; 169 days/ 29200 days available = .5787% percentage through August 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, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For 2017 subsidy calculation, we used 203 days and have 145 days to use for the balance of the Subsidy year. For 2018 we used 50 vacancy days and 298 vacancy days to use for the balance of the Subsidy year.

| CALLAHAN HOUSE  |                   |           | VACANCY/TURNOVER DAYS      |                 |                | ### |
|-----------------|-------------------|-----------|----------------------------|-----------------|----------------|-----|
| FEDERAL ELDERLY |                   |           | Vacancy Turnover Days 2017 |                 |                |     |
| UNIT            | PRIOR<br>RESIDENT | MOVE-OUT  | RESIDENT                   | NEXT<br>IN-DATE | No. of<br>Days |     |
| 3M              | Tuckett           | 1/30/2017 | Ortiz                      | 2/14/2017       | 15             |     |
| 1G              | Frano             | 2/14/2017 | Lyons                      | 3/2/2017        | 16             |     |
| 2U              | Orrell            | 3/31/2017 | Hunte                      | 5/2/2017        | 32             |     |
| 3S              | Hylwa             | 4/30/2017 | Petersen                   | 6/9/2017        | 40             |     |
| 3P              | Rich              | 6/14/2017 | Rowe                       | 6/20/2017       | 6              |     |
| 4G              | Moen              | 6/20/2017 | Iacovelli                  | 6/29/2017       | 9              |     |
| 2N              | O'Dell            | 6/20/2017 | Krouch                     | 6/21/2017       | 1              |     |
| 1C              | Klonoski          | 7/12/2017 | Reyes                      | 8/10/2017       | 29             |     |
| 3R              | Reyes             | 8/9/2017  | Dellaroco                  | 8/30/2017       | 21             |     |

Average number of vacancy days per vacancy

18.77



## MINUTES

## Exhibit II

## Norman Ray House

## 2017 Year-to-Date Vacancies

1

Norman Ray House remained fully occupied during August 2017. We have one move out notice for September 2017. Norman Ray House has experienced 8 vacancy days since January 1, 2017 and has averaged 8 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; 8 days/ 14600 days available = 0.05479% percentage through August 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).  $480 \times 3\% = 14 \text{ UMA}$  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. For the 2018 subsidy calculation we used 8 days and have 160 days left to use

[illegible]

Average number of vacancy days per vacancy:

8

MINUTES  
Exhibit II

**State Moderate Rental      2017 Year-to-Date Vacancies   4**

Moderate Rental had one vacancy remaining unoccupied during July 2017. The vacancy is a result of a death and a Probate matter. Moderate Rental has experienced 226 vacancy days since January 1, 2017 and averaged 56.50 days per vacancy through August 31, 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; 226 days/ 29565 days available = 0.7644% percentages through August 31, 2017.

| STATE MODERATE RENTAL |           |                | VACANCY/TURNOVER DAYS |                | 2017         |            |
|-----------------------|-----------|----------------|-----------------------|----------------|--------------|------------|
| FAMILY HOUSING        |           |                |                       |                |              |            |
| 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 Scheffer | 3/22/2017    | 23         |
| 18.5C                 | 510       | Boudreau       | 3/31/2017             |                |              | 154        |
| 5B                    | 470       | Jovia          | 5/31/2017             | Najera         | 6/27/2017    | 27         |

Average number of vacancy days per vacancy: 4

We have experienced \$3,773 vacancy loss since January 1, 2017. We have budgeted \$4,416 for vacancy loss through August 31, 2017.

**Smithfield Gardens      2017 Year-to-Date Vacancies    12**[illegible]

The vacancy loss is approximately \$13,475 since January 1, 2017. We have budgeted \$20,816 for vacancy loss through August 31, 2017.

MINUTES  
Exhibit II

Section  
**2**

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**General Information**

**Complaints**

**Callahan House**

We have again received a complaint that residents were not following the Smoke Free Policy and smoking in their apartments. During August, our Occupancy Specialist visited several apartments and did discover proof of violation of the No Smoking rule. Thus, we have sent out offence letters. Teila Cheever is scheduling a smoking cessation seminar for resident's interested in quitting.

We discovered a visitor bringing an aggressive dog into the building. We were able to pinpoint who this individual was visiting. We will address the situation and re-enforce the Pet Policy with the resident.

**Norman Ray House**

Staff was made aware that residents have been smoking in their rooms at the Norman Ray House. The Occupancy Specialist visited two residents in particular and found these residents violating the new policy. Offense letters have been written.

We received a complaint regarding a recurring leak in an apartment at Norman Ray House. The resident stated that the complaint has continued a long period of time without being addressed. She called the Naugatuck Valley Health Department. We sent Radovich Builder's to her apartment immediately, what we discovered was that someone poured a great deal of coffee on the walls and splashed it about. We did discover that an old leak had left a ceiling stain; this should have been painted a while ago, but slipped through he cracks. We cleaned the spilled coffee and painted the old stains. The resident cancelled an appointment with the Health Department.

**Moderate Rental**

We have received complaints about nuisance behavior, an erected fence and trespass on Seymour Ave. We set up a mediation regarding this matter as it affected 3 neighboring households. All parties attended, however, they reported that the matter has been resolved and all parties are satisfied.

We were made aware of a violent act and dispute occurring on Chamberlin Rd. Seymour PD responded to a 911 request. This led to termination notices being issued. We held an informal hearing with a third party hearing officer and are awaiting decision whether to go forward with an eviction action.

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## **Operational**

We have been asked to renew our contract for management with Oxford Housing Authority for the management of Crestview Ridge. The renewal will go into effect on September 30, 2017 and will be for a period of 12 months with a renew clause for an additional 12 months.

Our Annual IPA Audit on the Seymour Housing Authority is being completed. Site work began September 6, 2017.

Management attended the Conn NAHRO Annual Conference and received training and updating on Portfolio Security, HUD's PIC updates, Active Shooter, preparing property and staff, Rent Stratification, HUD VAWA & HOTMA, Waiting List Management, Grievance Hearing Pitfalls, the Coordinated Entry to the Homeless Service System and Reasonable Accommodations.

## **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. The installation of the elevator recall smoke detectors is complete as of the date of this meeting. This completes the 2016 work at this time.
- We negotiated the 1<sup>st</sup> 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 backup 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. We are awaiting word on this grant.
- In resolving a Reasonable Accommodations request, we received a request by a resident of the 3<sup>rd</sup> floor to remove her carpeting due to health issues. We have granted the request and informed the resident of an alternative. To avoid a noise issue on the 3<sup>rd</sup> floor we offered to remove carpeting in a first floor unit that just became available and to install vinyl tile. We do not expect a noise problem on the 1<sup>st</sup> floor. This resident transferred earlier this month.

MINUTES  
Exhibit II

- We are installing approximately 6 new cameras at the Rev. Callahan House. These include the addition of 3 new ones to monitor the Pool room and stairwells. Advanced Alarms will be installing the cameras in the following week.
- The Fire Marshall completed an inspection of the Rev. Callahan House was completed during August. A few items were noted for maintenance to address. Overall a good inspection.
- The 2018 Capital Fund Program required that our units be certified in HUD's PIC system on line. The units were successfully certified by the date required.
- The ~~HO~~ 2016 Executive Salary Survey was completed on line on 8/24/2017.
- Management and the Resident Services Coordinator have discovered a potential elder abuse matter. We did some fact finding with the Seymour Police Department and have referred the case to Elderly Protective Services.

### **Norman Ray House**

- All 40 dwelling inspections were completed for 2017 in preparation for the February 28, 2017 HUD REAC Inspections
- Residents of Norman Ray House arranged and went on a day trip to Mystic CT. Approximately 15 people went and had a great time.

### **Moderate Rental**

- 50 Annual dwelling inspections of the Moderate Rental dwelling units were completed this month. They will be completed at a rate of 4 units per week. The work orders seem fewer than last year, although some of the more serious ones included a roof repair, chimney flashing, and about 6 units cycle painting.
- We opened the Moderate Rental Waiting List on July 1, 2017. It will be open for a period of 90 days and will close on September 30, 2017 and the lottery drawing for placement will be held October 30, 2017
- In an effort to keep the property and our resident's safe from falling trees, our Tree removal contractor has received work orders to remove trees at 1 Chamberlin, 9 Chamberlin, 21 Chamberlin, 27 Chamberlin, and 6 Brothers Court.

### **Smithfield Gardens Assisted Living**

Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 08/31/17
- Four applications in processing

MINUTES  
Exhibit II

- No move-ins in August; two move-outs in August
- 9 applicants on waiting list for 60% units (\$985 rent)
- 6 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.9; age range is 67 - 100
- Average length of tenancy is 29.57 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 8/2, 8/9, 8/16, 8/23, 8/30 (attended by MRC Director, RSC & RNs)  
54 residents' statuses reviewed each week; two residents out at rehab as of 08/31/17
  - Resident Council Meeting held 07/27/17 – minutes follow; next meeting 08/31/17
  - August Fire Drill completed 08/24/17 (first shift)
  - All staff and residents received annual fire safety training in August
  - *Rent Increase for 2018 sent in to CHFA for approval on 07/11/17; no response yet*
-