# **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>

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

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 b David J. Keyser, retary and Executive Director

## 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

Doc Num	Payment Date	<u>Voided</u>	Туре	Document Recipient	Document Description	<u>Cleared</u>	Amount
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	СНК	Bender Plumbing Supplies Inc.	PO # 2118	No	\$2,016.89
9541	08/04/2017	No	СНК	Creative Financial Staffing	Devin Zawadski	No	\$459.00
954 <b>2</b>	08/04/2017	No	CHK	Eversource	Acct#5145 776 4090	No	\$2,880.6
9543	08/04/2017	No	CHK	Eversource	Acct#5177 958 3004	No	\$7,813.40
9544	08/04/2017	No	СНК	Eversource	Acct#5111 869 4017	No	\$110.43
9545	08/04/2017	No	CHK	Eversource	Acct#5147 148 3099	No	\$423.2
9546	08/04/2017	No	CHK	Housing Authority Risk Retention	HARRG-794-169572-2017	No	\$10,064.00
954 <b>7</b>	08/04/2017	No	CHK	Housing Insurance Services Inc.	HAPI-794-169552-2017	No	\$16,474.0
9548	08/04/2017	No	CHK	Hungerfords Pump Service	Commercial Check Up - Preventativ	No	\$225.00
954 <del>9</del>	08/04/2017	No	СНК	Kone Inc	Replaced the control system contact	No	\$6,208.9
95 <b>50</b>	08/04/2017	No	CHK	M. J. Daly, LLC	Agreement 535 - Annual Sprinkler In	No	\$412.0
9551	08/04/2017	No	СНК	Oxford Lumber & Building Materia	Solid brass padlock and double loop	No	\$70.0
9552	08/04/2017	No	CHK	Peter E. Karpovich,	SHA vs. McCormick - NTQ	No	\$196.5
9553	08/04/2017	No	CHK	Sherwin Willlams	Paint - Callahan - 4G	No	\$1,373.0
9554	08/08/2017	No	СНК	American Express	American Express 5.22 -6.20th	No	\$1,073.6
95 <b>55</b>	08/08/2017	No	СНК	National Business Furniture, Inc.	3 Seat Sofa Oak Frame	No	\$1,498.0
9556	08/11/2017	No	CHK	Allen's Plumbing Supply	Plumbing Supplies - Washing Machi	No	\$59.6
9557	08/11/2017	No	CHK	American Rooter LLC	Work order#39889 - Snaked main lin	No	\$347.0
9558	08/11/2017	No	CHK	Banner Group Systems Inc.	June's Expense	No	\$411.3
9559	08/11/2017	No	CHK	Bloxam Enterprises, LLC	Work order#39878 - Steam Clean C	No	\$175.0
9560	08/11/2017	No	CHK	Chemsearch	June's Expense	No	\$414.0
9561	08/11/2017	No	CHK	Connecticut Post	MR opening Applications	No	\$2,395.0
9562	08/11/2017	No	СНК	Creative Financial Staffing	Devin Zawadski	No	\$357.0
9563	08/11/2017	No	CHK	Family Mobile LLC	oil change on white pick up truck	No	\$35.6
9564	08/11/2017	No	СНК	Friends Of Fur LLC	32 Seymour Ave	No	\$125.0
9565	08/11/2017	No	СНК	Gregory Stamos	Monthly Retainer Fee - June	No	\$1,987.5
9566	08/11/2017	No	СНК	Home Depot Credit Services	June's Expense	No	\$29.9
9567	08/11/2017	No	СНК	Jeff's Appliance And Vacuums	Work order#39910 - Cleared ice fro	No	\$140.0
9568	08/11/2017	No	CHK	Langan	Professional Services, 4/29/17 - 05/	No	\$1,690.0
95 <b>69</b>	08/11/2017	No	СНК	Precision Glass LLC	2 Brothers Court screen repair	No	\$668.0
9570	08/11/2017	No	СНК	Seton Identification Products	ID Tags	No	\$972.9
9571	08/11/2017	No	СНК	Sherwin Williams	June's Expense	No	\$210.8
9572	08/11/2017	No	CHK	Ted's Lawn Care LLC	Landscaping	No	\$9,765.0
9573	08/11/2017	No	СНК	AIG	Workers Comp. July & Aug's Payme	No	\$5,888.0
9574	08/11/2017	No	CHK	G&K Services	6.7th .2017	No	\$299.2
9575	08/11/2017	No	СНК		Monthly workstation monitoring - Jul	No	\$234.0
9576	08/11/2017	No	CHK	Staples Credit Plan	Staples June's Expense	No	\$448.5
9577	08/16/2017	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$733.0
9577 9578	08/16/2017	No	СНК	Comcast	Acct#8773 40 216 0027070	No	\$733.c \$1,580.3
9578 9579			CHK	Frontier	Acct#203-888-4579-123179-5	No	\$237.8
	08/16/2017	No					
9580	08/16/2017	No	CHK	Frontier	Acct#203-881-0115-021194-5	No	\$73.0

© 2017 Management Computer Services, Inc. (MCS)

/31/2017 :57:08 A Printed by: Lisa Sanchez

## 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

Posted Payments

Posted Payments			_				
<u>Doc Num</u> OEB4	Payment Date	<u>Vojded</u>	<u>Туре</u> Сулис	<u>Document Recipient</u>	Document Description	<u>Cleared</u>	<u>Amount</u>
9581 9582	08/16/2017 08/16/2017	No	СНК СНК	Frontier Housing Authority Risk Retention	Acct#203-881-2464-110206-5	No	\$300.44 \$5.140.00
9582 9583	08/16/2017	No No	СНК	-	HARRG-794-172160-2017	No	\$5,142.00
958 <b>4</b>	08/16/2017 08/16/2017	No	СНК	Housing Insurance Services Inc. Winter Bros Waste Systems	HAPI-794-172279-2017 July 2017 Services	No	\$16,524.00
9585 9585	08/16/2017	No	СНК	Winter Bros Waste Systems	July 2017 Service	No	\$425.36 \$404.12
9586	08/16/2017	No	CHK	American Express	American Express / 6.21st - 7/21st	No	\$404.12 \$3,359.48
9587	08/22/2017	No	CHK	Callahan House Tenants Associat	•	No No	\$3,359.48 \$25.00
9588	08/22/2017	No	СНК	CONN NAHRO	David J. Keyser, Jamie Pew, Teila C	No	\$25.00
9589	08/22/2017	No	СНК	Connecticut Housing Finance Aut	Sept's Payment 96089D	No	\$462.02
9590	08/22/2017	No	СНК	Norman Ray Tenant Association	August's Association Donation	No	\$ <b>25.00</b>
9591	08/22/2017	No	СНК	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	СНК	Cheever, Teila	Travel - Meals //Dates 8.27th - 8,29t	No	\$180.00
9594	08/24/2017	No	СНК	Keyser, David	Travel - Meals //Date 8.27th - 8.30th	No	\$240.00
9595	08/24/2017	No	СНК	Pew, Jamie	Travel - Meals // Dates 8.27th - 8.29t	No	\$180.00
9596	08/28/2017	No	СНК	Aetna	Sept's Medical Ins	No	\$4,187.11
9597	08/28/2017	No	СНК	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	СНК	Aegis Energy Services, Inc.	Replaced heat exchanger	No	\$3,709.25
9600	08/31/2017	No	СНК	Aflac Attn: Remittance Processing	-	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	СНК	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	СНК	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	СНК	Buddy's Fuel, LLC	Work order#39973, Annual Furnace	No	\$1,055.00
9607	08/31/2017	No	СНК	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	СНК	Comcast	Acct#8773 40 216 0069528	No	\$162.79
9610	08/31/2017	No	СНК	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	СНК	Europa Enterprises, LLC	Work order#39824, Interior painting,	No	\$1,600.00
9614	08/31/2017	No	CHK	Eversource	Acct#5111 869 4017	No	\$135.06
9615	08/31/2017	No	СНК	Eversource	Acct#5147 148 3099	No	\$463.28
9616	08/31/2017	No	CHK	Eversource	Acct#57750480048	No	
9617 9617	08/31/2017	No	CHK	Eversource	Acct#5177 958 3004	No	\$1,313.76 \$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	¢2,840.10 \$108.00
9620	08/31/2017	No	CHK	Friends Of Fur LLC	Work order#40230, Pest Control Pre	No	
9620 9621	08/31/2017	No	CHK	G&K Services	Uniforms		\$525.00
			CHK			No	\$220.56
9622	08/31/2017	No		5 1 5	Evaluated the unit - need to replace	No	\$1,288.56
9623	08/31/2017	No	CHK	Gienn 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
www.pho-wob.com				Page 2 of 3			8/31/2017 11:57:08 AM

www.phe-web.com © 2017 Management Computer Services, Inc. (MCS) Page 2 of 3

## MINUTES Seymour Ho대왕higitÅuthority 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							
Doc Num	Payment Date	Voided	<u>Type</u>	Document Recipient	Document Description	Cleared	<u>Amount</u>
96 <b>28</b>	08/31/2017	No	СНК	Malangone Heating, A/C & Refrig	Callahan Kitchen Fridge/Freezer	No	\$160.00
9629	08/31/2017	No	СНК	Management Computer Services I	Semi - Annual Support Fee: July 20	No	\$968.00
9630	08/31/2017	No	СНК	Network Synergy Systems Integra	Monthly workstation monitoring - Au	No	\$234.00
9631	08/31/2017	No	СНК	Oxford Lumber & Building Materia	MR - Exterminating and Plumbing S	No	\$57.91
9632	08/31/2017	No	СНК	Peter E. Karpovich,	SHA vs. McCormick - Service of Su	No	\$75.50
9633	08/31/2017	No	СНК	Pitney Bowes Inc	Acct#0011114462	No	\$223.51
9634	08/31/2017	No	СНК	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	СНК	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	СНК	Seymour Janitorial Services	July 2017 Cleaning Service - Ray H	No	\$2,201.52
9639	08/31/2017	No	СНК	Sheehy & Dillon	Mediation - C. Martln, T. Najda	No	\$300.00
9640	08/31/2017	No	СНК	Shell Credit Card Center	July 2017 Expenses - Acct#065 093	No	\$178.89
9641	08/31/2017	No	СНК	Sherwin Williams	Paint purchase - Callahan and Ray	No	\$144.10
9642	08/31/2017	No	СНК	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	СНК	Xerox Financial	Contract#010-0026454-001 - Lease	No	\$451.88

## MINUTES 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 Paym	ents			·····	· · · · · · · · · · · · · · · · · · ·		
Doc Num	Payment Date	Voided	<u>Туре</u>	Document Recipient	Document Description	<u>Cleared</u>	Amount
4498	08/03/2017	No	СНК	Carter Hayes + Associates, P.C.	Dec. 31st, 2016 dose out	No	\$962.54
4499	08/03/2017	No	СНК	Clear Water	June's Payment	No	\$145.84
4500	08/03/2017	No	СНК	Direct Energy Services, LLC	June's Expense	No	\$2,971.97
4501	08/03/2017	No	СНК	Eversource	Acc# 51083234013 June's Expense	No	\$4,427.34
45 <b>02</b>	08/03/2017	No	CHK	HD Supply	June's Expense	No	\$1,014.33
4503	08/03/2017	No	СНК	Home Depot Credit Services	June's Expense	No	\$18.97
450 <b>4</b>	08/03/2017	No	СНК	Kinsley Power Systems	June's Expense	No	\$750.00
450 <b>5</b>	08/03/2017	No	СНК	Kone Inc	Billing 6.1.17 - 8.31.17	No	\$1,229.07
4506	08/03/2017	No	СНК	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
450 <b>8</b>	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	СНК	Sherwin Williams	June's Expense	Na	\$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	СНК	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	СНК	CARSCH	Membership for Denise Durrschmidt	No	\$30.00
4521	08/07/2017	No	СНК	Clear Water	July's Service	No	\$145.84
4522	08/07/2017	No	СНК	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	СНК	NDC Housing & Development	July - Sept.	No	\$1,008.00
4529	08/07/2017	No	СНК	Proforma	Laser SG Checks	No	\$139.29
4530	08/07/2017	No	СНК	Salvador Salgado	One Hr. Performance 7.13th	No	\$125.00
4531	08/07/2017	No	СНК	Seymour Housing Authority	July's Mgt Fee	No	\$4,965.00
4532	08/07/2017	No	СНК	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	СНК	Trans Clean Corp	Service Date 7.5th	No	\$450.00
4535	08/07/2017	No	СНК	Valley Electric Supply Company	July's Expense	No	\$355.32
4536	08/07/2017	No	СНК	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	СНК	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 Paymer	nts						
Doc Num	<u>Payment Date</u>	<u>Voided</u>	<u>Турө</u>	Document Recipient	Document Description	<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	СНК	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	СНК	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 Paymer	nts						
<u>Dec Num</u>	<u>Payment (Jate</u>	Voided	Туре	Document Recipient	Document Description	Cleared	<u>Amount</u>
314	08/31/2017	No	CHK	Ferguson & McGuire/APS	Property Insurance	No	\$1,118.52
315	08/31/2017	No	СНК	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 Payment	ts						
<u>Doc Num</u>	Payment Date	<u>Voided</u>	Type	Document Recipient	Document Description	<u>Cleared</u>	<u>Amouni</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	СНК	Treasurer, State of Connecticut	Fingerprint for Jason Krause	No	\$12.00
1787	08/25/2017	No	снк	Seymour Housing Authority	MR Early Reimb	No	\$34,000.00

Exhibit I

#### **#SEYM Seymour Housing Authority**

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 then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive with any questions.

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

- Your friends at HRCG

Payroll Totals:		# Checks		
Total Regular Checks		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	
Total Net Payroll		21	ltems	19088.14
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 b	e made by Human Res	ource Consulting Group	
Sum of Checks	•			19379.91
Total of Checks Print	ed	24	Items	
Total Tax Liability				8215.85
Total Workers Comp Liabili	ty			0.00
Total Payroll Liability				27595.76
Total Direct Deposits				18936.62
Total Debited From A	ccount			27595.76
NEXT PERIOD DATES	8			
	2017 Week 33			
Period Begin: 07/31				
Period End: 08/13				
Call In Date: 08/14	/2017 Week 33			
Payroll rep: Sorrentino G	eorge			

#SEYM Seymour Housing Authority				Tax Report For Payroll (S247)				
			Cl	neck Date :	30	8/03/2017-1		
			Peri	od Range :	07/17/20	17 TO 07/30/2017		
			Week	Number :	·····	Week #31		
Тах Туре	Rate	Tax /D	Wages	Amount	, #EE	s Frequency		
Federal Taxes			<u> </u>			- THE R. P. LEWIS CO., LANSING MICH.		
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		
EROASDI	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			
otal Employee Taxes				5,998.52				
otal Employer Taxes without COBRA				2,217.33				
otal Tax Liability without COBRA			_		8,215.85			
otal Tax Liability with COBRA					8,215.85			
Regular checks				332.52				
lanual checks				0.00				
rd Party Checks				0.00				
oid Checks				0.00				
Direct Deposit Checks				18,936.62				
otal Net Payroll			_		19,269.14			
gency Checks				0.00				
gency Checks DD				0.00				
gency Checks Void				0.00				
illing Impound				110.77				
otal Workers Comp				0.00				
otal Payroll Liability			·		27,595.76			
ax Deposit Checks	Tax depo	sit to be made by Hum	an Resource Co	nsulting Group				
ax Deposit Checks Void		sit to be made by Hum						
otal Check/Direct Deposits				19,379.91				
otal Direct Deposits				18,936.62				
otal Amount Debited from your Account	before Cre	dit applied			27 505 70			
otal Amount Debited from your Account					27,595.76 27,595.76			

\_

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 then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive with any questions.

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

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks Total Direct Deposits Total Manual Checks Total 3rd Party Checks Total Void Checks Total COBRA Checks	1 28 0 0 0 0	319.86 18954.36 0.00 0.00 0.00 0.00 0.00
Total Net Payroll	22 Ite	
Total Billing Impound Total Agency Checks Total Agency Checks DD Total Agency Checks Void Total Tax Deposit Checks Tax deposit to b	0 4 0 e made by Human Resourc	115.15 0.00 606.00 0.00 e Consulting Group
Sum of Checks Total of Checks Printed Total Tax Liability Total Workers Comp Liability	26 Ite	<b>19995.37</b> ns 8191.74 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		

Date Printed: 08/14/2017 12:06:15 PM

4CEVM Sauraur Housing	Author	Exhibit I	ſ	Tay Renor	t For Pay	roll (\$247)		
SEYM Seymour Housing	Aumor	uy	Ch	eck Date :	eport For Payroll (S247) : 08/17/2017-1			
				od Range :	<u> </u>	17 TO 08/13/2017		
	Pharmen and America	and the state of the	Week	Number :		Week #33		
Тах Туре	Rate	Tax /D	Wages	Amount .	#EE	s Frequency		
Føderal 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 Total 941 Liabilities with COBRA					7,001.11 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	0.004000	04 070 04	- 11- 15	050.40		50 Outstate		
CT-SUI Total Employer SUI	0.034000	91-378-04	7,417.45	252.19	252.19	22 Quarterly		
Total Employee Taxes				5,956.21				
Total Employer Taxes without COBRA				2,235.53				
Total Tax Liability without COBRA			<u></u>		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	1.			
Billing Impound				115.15				
Total Workers Comp				0.00				
Total Payroll Liability					28,187.11			
Tax Deposit Checks	Tax dep	osit to be made by Hu	man Resource Co	onsulting Group				
Tax Deposit Checks Vold	Tax dep	osit to be made by Hu	man Resource Co	onsulting Group				
Total Check/Direct Deposits				19,995.37				
Total Direct Deposits				19,560.36				
Total Amount Debited from your Accour		•			28,187.11			
Total Amount Debited from your Accourt	nt after Cred	dit applied			28,187.11			

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

Exhibit I

## #SEYM Seymour Housing Authority

Cove	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 then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive with any questions.

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

- Your friends at HRCG

Payroll Totals:	# Checks		
Total Regular Checks Total Direct Deposits	2 26	610.86 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	
Total Net Payroll	21 Ite	ems	19383.72
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	
<i>Total Tax Deposit Checks</i> Tax d	eposit to be made by Human Resourc	e Consulting Group	
Sum of Checks			20546.58
Total of Checks Printed	25 Ite	ms	
Total Tax Liability			8323.97
Total Workers Comp Liability			0.00
Total Payroll Liability			28870.55
Total Direct Deposits			19203.86
Total Debited From Accoun	t		28870.55
NEXT PERIOD DATES			
	ook 37	i	
Check Date: 09/14/2017 W	CEN JI		
Period Begin: 08/28/2017			
Period Begin: 08/28/2017 Period End: 09/10/2017			
Period Begin: 08/28/2017			

Date Printed: 08/28/2017 1:04:14 PM

SEYM Seymour Housing	Author	i <i>ty</i> Exhibit I		Tax Report For Payroll (S247)					
• 0						/31/2017-1			
			Peri	od Range :	08/14/201	17 TO 08/27/2017			
			Week	Number :	Ī	Week #35			
Тах Туре	Rate		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 Semì-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	_77 <b>=</b> L			21 Semi-Weekly			
Total 941 Liabilities without COBRA Total 941 Liabilities with COBRA	l				7,124.12 7,124.12				
ER FUI	0.006000	060687649	0.00		7,127172	21 Quarterly			
Total Federal Taxes	0.000000				7,124.12				
State Withholding					· -				
CT State Withholding		6613871-000	25,642.56	968.72		21 Weekly CT			
Total State Withholding		0013871-000	20,042.00		968.72	21 Weekly CT			
Employer SUI Withholding					• • • • •				
CT-SUI	0.034000	91-378-04	6,797.89	231.13		21 Quarterly			
Total Employer SUI	0.001000				231.13				
Total Employee Taxes				6,090.67					
Total Employer Taxes without COBRA				2,233.30					
Total Tax Llability 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		X			
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 dep	osit to be made by Hu	man Resource Co	onsulting Group					
Tax Deposit Checks Void	Tax dep	osit to be made by Hu	man Resource Co	onsulting Group					
Total Check/Direct Deposits	-			20,546.58					
Total Direct Deposits				19,203.86					
Total Amount Debited from your Accour	nt before Cr	edit applied	_		28,870.55				
Total Amount Debited from your Account		••			28,870.55				

Date Printed: 08/28/2017 1:04:30 PM

September 2017

# Housing Authority of

# The Town of Seymour

**Executive Director's Report** 

SEPTEMBER 2017 DIR

DAVID J. KEYSER, PHM/CCCP



# 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.

	AHAN HOUSE	VACANCY/TURNOVER DAYS						
FEDER	RALELDERLY	Vacancy Tumover Days 2017						
. n	PRIOR		Weeks I. atta baan da baan aan ahaa da ahaa ahaa ahaa ahaa ahaa	NEXT	No.			
UNIT	RESIDENT	MOVE-OUT	RESIDENT	IN-DATE	Day			
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	lacovelli	6/29/2017	Í			
2N	O'Dell	6/20/2017	Krouch	6/21/2017	1			
1C	Klonoski	7/12/2017	Reyes	8/10/2017	29			
3 <b>R</b>	Reyes	8/9/2017	Dellaroco	8/30/2017	21			
	enter a la factoria de la constante de la cons La constante de la constante de	47 2017 STAR WANNERSPECTURES STATUSED STATUSED AND STATUSED AND STATUSED AND STATUSED AND STATUSED AND ADDRESS AND ADDRESS ADDRESS AND ADDRESS AND ADDR ADDRESS AND ADDRESS	en 1977 - 1978 - 1980 - Andrew Andre ander and ander	444 9800 (1971) A 1 A 1971 (1979) 1988 (1974) 1982 (1975) 1988 (1974) 1982 (1975) 1988 (1974) 1984 (1974) 1974 1986 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) 197				
		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	1999 - Salar Andrew Martin and Salar Andrew Strandson and Salar	<ul> <li>Martin S. V. Martin M. Martin M. Martin Mathematican and an experimental data for a single series of the series of</li></ul>	••••••••••••••••••••••••••••••••••••••			
т шен хасалб <b>. 1</b> 7	1.2.2.1. Stronger Montene Science Dec. Ja. 12 (Secondaria Science)	and the second	(1) The second secon	gauga, ung per ang pantang manan panan sa na manangan sa na manan sa				
A	e number of vacanc	1 - 2 - 1 - 1 - 2 - 2 - 2 - 2 - 2 - 2 -		18.77	• • • • • • • • • • • • • • • • • • •			

### 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 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. For the 2018 subsidy calculation we used 8 days and have 160 days left to use

EDERALEI	DERLY				
	PRIOR			NEXT	
INIT	RESIDENT	MOVE-OUT	RESIDENT	IN-DATE	NO. OI
16	Pope	7/5/2017	Magyar	7/13/2017	8
			ar 1 and 1 at 1 a		1 house to copy of the copy of
				1999 - 1999 - 1999 - 1997 - 19	
				· · ·	
• ** · · · · · · · · · · · · · · · · · ·	1994 - House and Construction - 1 (10) (1) (10)	a na mana na tana na mana na ma	anangan <sup>a</sup> n sa manana ara aga manina sa ara da mara ar	алуранынын кал такта кантан электери электери каналарын ан	1. 10. 10. 10. 10. 10. 10. 10. 10. 10. 1
	* 144 (mar. 1		· 116	· · · · · · · · · · · · · · · · · · ·	۲۰ <b>۱۰۰ المالي من روب المالي من ا</b> لم
	. • • • • • • • • • • • • • • • • • • •	· · · · · · · · · · · · · · · · · · ·	- 1.2 State 1 1.2 State 1 2.2	n Miller / a Miller Sussemmer and Advanture Codying with Series - Cody	
		······································	er 1990 (er 1. 1995 - 17. 1997 - 19. 19. 19. 19. 19. 19. 19. 19. 19. 19.	аналан алартанан алартан аларта Таратан алартан	
an a	99 M 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1	handhanan iyo a faranan daga ang bar na garanan daga ang bar na sa			,
	9544 - 2744 A 274 - 2000 - 254 - 2000	AN LEVEN CARA AND AND AND AND AND AND AND AND AND AN	e Pellin (, , , , , , , , , , , , , , , , , , ,		control of the second sec
				1	· · · · · · · · · · · · · · · · · · ·

Average number of vacancy days per vacancy:

8

#### 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				des de ser la ser l		2017				
FAMIL	y hoi	JSING		and the same should be a set of the						
	Base	PRIOR		an a		and a second statement of the second statement of the second statement of the second statement of the second st		NEXT	er attatt attans den med e	No Of
UNIT	Rent	RESIDENT		MOVE-OUT	une (j 1 1	TENANT	(******) 	IN-DATE	Andrew States A.A. 200 (1)	Days
25C	460	Taylor		1/19/2017		Tiana Deberry		2/10/2017		22
30C	460	Reid	v (Samoorenna)	2/28/2017	012-122	Abreu Schefler	en 11-lans	3/22/2017	i)ni matar(p <sub>i</sub> p <sub>i</sub> rierania a	23
18.5C	510	Boudreau	215 #110 A . Water work	3/31/2017		A Defendence of Charles II A Annalisis I and Society and Charles Annalisis I and Society and Society and Societ	5106 FAC 1.0	Annalysis a second state of a state of a second state of a second state of a second state of a second state of a	re krennarin i mur	154
5B	470	Jovia		5/31/2017	E. 112.116	Najera	Lobore, J., J. Upp. 7	6/27/2017	1231270-31 an 20 and 4 a fear an 1	27
· · · · · · · · · · · · · · · · · · ·	ang at a second digital and a second digital digital digital and a second digital digita	and the second providence of the second s	* Education (1994-1944)	(2) The despired operators appropriate product of 2 of distances on g = 2.1 g apply the first second second second second second sec		an de constante e e d'a la constante de la constante de la présentation de la constante de la constante de la c	(1. 11.4.44	ningen in Frederik († 1990) 1990 - Frederik Kalender, son gescher son der sich für der son s		a balan di san any ny finan na da kananan a d
	f falsender er en en de le en e	Sector Conference on the construction of the contract of the c		a . See	99 V V V V		,	an an to day the conjugate and the first the second second second second second second second second second se	t det het onderstate die kannen in de	5 1 1 1 T A. 100 A. 100 (A. 100)
(5) we construct that the second s		Generalization and accompany of the second	- Second		dimento d	and all a species of a second of a second	69.1	tanan v anna an Uniterra an anna 1900 an 1999 an 1 I	1.1.17.18.197.197.199.199.199.797.197	<ul> <li>South and the state of the stat</li></ul>
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	and a set of the second s	n francisco ator	ang	*# V-, -? **	a	,	- 	····· . · · · · · · · · · · · · · · · ·	
in an a' chun chun an an an an an an an an An an	der tier eidenen Beneurung die	ne zaria na		an a state of the second s		la ha na ninana ka distandy nina na mata namatikanya manatanya a	dr <b>4</b> 3 tierne s	aganon, ju u y very gruphik 2000 k 3 kinet kondungsgygt y griften (CD), ik i	n-Smannaardsearan	. And property grant to carrie a set of
	n California ( Albertain antaine inn	Service and the loss of the service			****	an a	(enderer af	annan name tagan an a	W Markad Stranger, AN Ar Stationer	Constant Constantion of the Ard print date for a
hi dhuk shukke essayada di L	<ul> <li>Teachanter are sensed, e.c. a 78446</li> </ul>	2 2 2 3 3 4 3 4 3 4 3 4 4 4 4 4 4 4 4 4	W Periot International	An University of the second second of the A Advention over the Adventure of the second s	346 OC T ]		AU ARA. 184.	anagana 1 Autori Ar Ang ganapangan Japan Santa S	27 S C S 6 46 S 49 S 7 S 7 S 7 S 7 S	and an and a second sec
e - el e la come mello el ballo	alionali maatoogre	an a	it is a subscreamed	Constraints and a state of the state of t	ta razing	in interesting and a second	in Standonger I	national descension, reflect Manuford as an as sugged as "reflect Manuford as	ananan ing sinang	e fatta e a cara de la composición de la compo
in a second second	o Status Magneyanaa	n ann an Allanda an Ann an			anna an d	an na managaya ya manana na ina na na na na na na ina 14 yana na a mana na na manaka ka ga		s anna a sua sua sua sua sua sua sua sua sua	938 af 24 in gradge Vellenikan v	a ann an san an seolar war a
, en des 6 mensiones a des 14 }	n januar water waren.					1 YO BERG & YO - TO YOU THAT A YOUR A MULTING & G. TO YOU WANT AND A MULTING A MULTING A MULTING A MULTING A MU	did to the	A THE R. P. LEWIS CO., LANSING MICH. MICH. 4 NO. 101100	1844 a. 29 yea w <sup></sup> 18223	Agent is an an address to the system of the second sec
<ul> <li>Secondaria eta contra</li> </ul>	engenes controveninger, eiger y e	************************************		84 Aur / Harry Colored Color & Color /	PRACT 2015	- A	an Welsson a		al ang ang Ary yang Waldshini	, formation and a second secon
er en antier, ander de	in a second vacuum of the second s	Contraction of the second s	* "\$* 1997.00 =5%	**************************************		a i senera d'All'INC d' i Manima valantana saliti A' kend habadan v		an er fele samt Ver ennag menden forstene f familier og om	envana v paggi di ta daa	A STATE PROPERTY STATE CONTRACT, AND ST
a Jana wana wana wana wana wa kata wa kata wa kata kata kata kata	****	1			. <b>9 - W</b> illow		5777. <b>189</b> 90	1999-1999 - Weiter K. J. Start of Starting and American Start of S	7 ለመምግለ እምር አስትቸው ም	ne versterer inder inder verstere
ta a ba Sanja dag persingte	* . { 	A strain a strain and a strain a st Strain a strain a	al warman d	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FWX X	Coldenand Approximation of the Advance of Ad	, <del>, , , , , , , , , , , , , , , , , , </del>	99999 - 49987 93 - 167990 - 16866 - 1 5 5 5 7 9 900 - 19 900	nanana na shirin a sa	
- ' · · · · · · · · · · · · · · · · · ·	engina ina nanata karina gin a	an a	··· [••••• ··4	and the second state is the two old the literature of the literature of the literature of the literature of the	167	line resultant werd Souddi Source/Constant Source/Source/Constant in the number	ph Liferi e	the text Philippi, which will be a strain to the state of the second second second second second second second	e en data como a porte de esp	ing and a subsection of the su
	-	Second statements and a second sec	in land of the second	New York Company of the Property States of the States		- Contraction of the second s		riss constants before an every set a two fragments		Contact and the Section of the sector

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

Smithfield Gardens Assisted Living experienced 2 move outs during dury 2017. Smithfield Gardens has experienced 441 vacancy days since January 1, 2017 and averaged 36.75 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; 441 days/ 20,440 days available = 2.157% percentage through August 31, 2017.

UNIT	%		RESIDENT	N	IOVE-OUT	]	TENANT		IN-DATE		Days
207	60%	985	Fowler		9/26/2016	ł	Kubilius		1/1/2017	)	1
221	50%	825	Abamonte	- 7- 16-16 - 16-17	11/17/2016	1	Vowak	and the second	1/27/2017		27
116	50%	825	Legge	h hhaddyge i bi	12/16/2016	S	Stanley	nas ny tanàn sy s	3/3/2017	4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	59
218	60%	985	Scarazzini		12/29/2016	(	Cohen		1/27/2017	}	27
111	50%	825	Allison		2/17/2017	S	Smith		4/11/2011	ang to the gar of the	55
102	60%	985	Wade		2/20/2017	(	Owens	day, geode tong that t	5/17/2017	A - MANAGARAN (	87
122	50%	825	Kinkel		5/26/2017	E	Brewer		7/2/2017	x (1.10000000.0	38
207	60%	985	Kubilius	Contra a contra a contra da contra En contra da	6/16/2017	2	Zulpa	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7/1/2017	so a menor so a	16
223	60%	985	Spadaccino	Contraction of the second s	7/3/2017	1	Vacant	CALL STRUCTURE	and the second	යාදාය පොසා දේ : :	59
106	60%	985	Pond		7/28/2017	١	Vacant		<sup>1</sup> In the other of the bookstant, so that the contract of the second state of the	40000 mer 1993	34
213	60%	985	Demanchyk	, feerale e carrie d'al	8/2/2017	1	Vacant	anta grefan Anti- pig	and for the state of the state		29
227	50%	825	Krueger	a for the d at last of the	8/22/2017	1	Vacant		nel automatica successi dan successi da successi da successi da s	1101 1	9
And and appropriate through		rena ao Metaboan	ing to the second		18 A. M. J. Market &		10000000000000000000000000000000000000		2 2 2 4 4 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	tel an internet ages	and the suggest a substance of the state
s also as the State State State	fallantar Witnesing of the	e moorder music	and the second		eneral N.C. March Science 201 parts		n a fa a star a fa a star a	alaanayyo 2000 koray yo (	an a	ا ( فريدينهم (محرسين	aniposet de 2015, e constant de 2015, est particular
		l The sector and the	The second statement of the se		er om de la service de la s	ALL W. 9000 TE.	Lang Military or a state of the		eren waarii 1979 maarii aana do dhekar aa in in fanan aa ah in goo		in the state of th
	2.17.1999 2. 2000.19.10		and a second	ļ.	anara an ar . Asaragayana ara-shera sanahiya sa		on a substantia and a subs	170 F 141100-00-		andre a van e erwer	Lanaa oo waxaa sa boo qaasaa ahaa
The following Without the	4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	63.1.5.64 WIDDA	and the second	Same and the second	an belantan gana filo ana kenakara 1,0 mma kenakara		net on an manager of the second second second second	121 / 1-31 - 344 A A A			an a
the is the first street.	an dan dara dalam ta	Same and Street Store	a deba solaria a susta a dalla polici a si manete colle i analizza a desarda	le norte	he wy Plan, be so an any constant of the set	(*) 5 Cing-+	wester special bit western filled darrow at	و برجوندونا کې دو هو	and the second	;   	pet : name_break_attatutututu
	1.10 a.m. 10 0.1 d. 1		5 				an a		and the second methods are to be assessed to be a second at the second se	·····	
12	A MARKEN AND AND AND AND AND AND AND AND AND AN	ana ang ang ang ang ang ang ang ang ang	รู้ เขากรายสามาราชสาวาราชสาวาราช (การาชการาช (การาชการาช		ada a a a ga <sup>an</sup> 2 a di a taga a 1 a di		1800 - 1828 - 1800 - 18 - 19 - 18 19 19 19 19 19 19 19 19 19 19 19 19 19				
	a separate services for	come or other a	aligned a second second second a second s			5. Martin ( 27.	No WENNER - IN-PARTICULAR IN- A TABLE	wards. was his	an a company of the second second second second second second		: 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	land a second		a a construction and a second s	l.	1999 - Aline Marine - State - of 1 States - Open - of 1		era kinada arasa ke abaya penine a kara pinin	Vo e o Di Annana	n An an suidh-Annanaise, Al Anna - na sainn ann an suidh an an an anna an anna an anna an anna an an	ة 	i 1 1
Manager of Wildle do on	-		and a start of the	1			a y Million you ay the set of the set of the				
		-		-					,		
**************************************										111. III. III. III.	
Contraction of mallers account	generation, robbiner i writer i	Annan Anna Anna	Allen were sen in it same room it same sen it i same or on the room were	and a second of the	aaren ar an		ann a mar an ann an	nar værig havanse in F	ner a tamén antanan a sanar a mérana san arang s		press of a second of a second se

Average number of vacancy days per vacancy: 36.75

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



#### **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.

## 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 fist 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.

- 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 HDU 2016 Executive Salary Survey was completed on line on 2/24/2017.
- 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 contactor 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

- 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