

# MINUTES

COPY RECEIVED  
DATE: 1/18/18  
TIME: 8:55 PM  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 977th Meeting

*August* The 977th Meeting, a Regular meeting of the Seymour Housing Authority, was held on ~~July~~ 7, 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 5:36 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

Tammy Rogers, 4 Seymour Ave. Castle Heights, asked how much property, in feet from the house, belongs to the tenant. She was referring to the concept of property lines. Her discussion continued referring to a fence that her neighbor installed that is rather close to the very side of her driveway guard rail thus limiting her yard space.

Chairman White who was aware of the situation stated that the resident's who installed the fence were complaining about trespass in the yard. Chairman White stated that the residents neighboring Ms. Rogers at 6 Seymour Ave. have been complaining about trespass through the yard by Minor residents of 5 Seymour Ave and Ms. Rogers Minor household members to access a property on Emma Street for access to a swimming pool. Chairman White indicated that these trespasses were resulting in disturbance of peaceful enjoyment of the property. She further stated that is why the resident of unit 6 installed the fence.

The Executive Director responded that the common property between units is not defined. He recommended that Mediation would resolve the matter. He stated that Mediation is a tool provided by the Lease and the Tenant Selection and Occupancy Policy (TSOP) that has helped resolve similar situations where there is polarization between residents before the matter gets to a level that would involve Lease violations and termination notices.

Attorney Stamos stated that this is more a matter for Management to resolve than it is a matter for the Board of Commissioners.

### ➤ Previous Meeting Minutes

## 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 Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners 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 Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Horelick and White. Commissioner

### ➤ **Executive Director's Report**

See Exhibit II

### ➤ **Old Business**

Commissioner Dota asked if there were any decisions regarding the Loading and unloading zone for Callahan House. The Executive Director stated that no action was taken and the matter is still under consideration.

### ➤ **New Business**

None

### ➤ **Any Other Business**

Chairperson White asked if there were any other business pertaining to the Board. The Executive Director stated that we have been notified by HUD that 2017 Capital Fund money was available. He informed the Board that we would be receiving \$103,602 for installing sounder devices tied into the fire alarm system in the one bedroom units at the Rev. Callahan House and funds to replace the smoke detector heads at the Norman Ray House. He stated that the Board of Commissioners must pass a certifying resolution relative to Civil Rights.

Commissioner Bellucci introduced Resolution #410 concerning Board of Commissioner Annual Certification of the Civil Rights Certifications. (See Exhibit III)

## MINUTES

Commissioner Bellucci motioned to adopt Resolution #410 concerning Board of Commissioner Annual Certification of the Civil Rights Certification as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and it's second and asked for a roll vote which was recorded as follows:

Commissioner	Aye	Vote	
		Nay	Abstain
Bellucci	X		
Dota	X		
Horelick	X		
White	X		

Commissioner White declared the motion passed and Resolution #410 duly adopted.

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 977th meeting of the Seymour Housing Authority. At 6:04 P.M. Commissioner Horelick motioned to adjourn the 977th 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, Horelick and White. Chairperson White declared the motion carried and the 977th Meeting, a Regular Meeting, adjourned.

Submitted by:



David J. Keyser, Secretary and  
Executive Director

*Minutes  
Exhibit I*

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: July 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>
14	07/08/2017	No	DD	SHA PAYROLL	Payroll #14	No	\$28,396.64
15	07/20/2017	No	DD	SHA PAYROLL	Payroll #15	No	\$28,153.64
185	07/12/2017	No	CHK	VSP	July's Vision	No	\$62.86
9475	07/05/2017	No	CHK	G&K Services	4.19.2017	No	\$353.64
9476	07/05/2017	No	CHK	Hallock's	6 AC's	No	\$2,970.00
9477	07/05/2017	No	CHK	Seymour/Oxford Rotary	Sue Horelick	No	\$125.00
9478	07/05/2017	No	CHK	Staples Credit Plan	Staples 1st Qrt Expense	No	\$1,822.69
9479	07/06/2017	No	CHK	Paw, Jamie	Reimb. For Tuition	No	\$599.00
9480	07/19/2017	No	CHK	Aegis Energy Services, Inc.	3rd Payment	No	\$1,492.10
9481	07/19/2017	No	CHK	Aflac Attn: Remittance Processing	June's Expense Acc# DHF89	No	\$391.78
9482	07/19/2017	No	CHK	Aquarion Water Company	Acct#200086455	No	\$708.02
9483	07/19/2017	No	CHK	Aquarion Water Company	Acct#200086443	No	\$1,056.04
9484	07/19/2017	No	CHK	Aquarion Water Company	Acct#200418958	No	\$29.00
9485	07/19/2017	No	CHK	Buddy's Fuel, LLC	Work order#39820 - Annual Furnace	No	\$680.00
9486	07/19/2017	No	CHK	Callahan House Tenants Associat	July's Expense	No	\$25.00
9487	07/19/2017	No	CHK	Calvert Safe & Lock Ltd.	Apt. 2N - 3 Keys	No	\$47.29
9488	07/19/2017	No	CHK	Cash	Reimb. Petty Cash	No	\$149.81
9489	07/19/2017	No	CHK	Coca-Cola Enterprises Bottling C	1 Yr. Service	No	\$225.00
9490	07/19/2017	No	CHK	Comcast	Acct#8773 40 216 0069528	No	\$162.79
9491	07/19/2017	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$537.59
9492	07/19/2017	No	CHK	Direct Energy Services, LLC	June's Expense Acc# 726491-46520	No	\$1,140.98
9493	07/19/2017	No	CHK	Eversource	Acc# 5129 446 4060 -30 Chamb. Rd	No	\$51.99
9494	07/19/2017	No	CHK	Experian	June's Expense -	No	\$116.80
9495	07/19/2017	No	CHK	F. Pepe Construction, LLC	Curb Invoice	No	\$787.50
9496	07/19/2017	No	CHK	Family Mobile LLC	Oil change 11.30.2016 White Truck	No	\$35.62
9497	07/19/2017	No	CHK	Flagman Of America	Flags	No	\$284.86
9498	07/19/2017	No	CHK	Frontier	Acct#203-888-4579-123179-6	No	\$235.14
9499	07/19/2017	No	CHK	Frontier	Acct#203-881-2464-110206-6	No	\$302.03
9500	07/19/2017	No	CHK	Frontier	Acct#203-881-0115-021194-5	No	\$74.74
9501	07/19/2017	No	CHK	Ge Appliance	1 Fridge	No	\$684.00
9502	07/19/2017	No	CHK	I.C. System, Inc	18.5 chamb. Rd - Vacant	No	\$75.47
9503	07/19/2017	No	CHK	Network Synergy Systems Integra	Monthly workstation monitoring - Ma	No	\$466.00
9504	07/19/2017	No	CHK	New England Regional Council N	2017 Housing Authority Members A	No	\$100.00
9505	07/19/2017	No	CHK	Norman Ray Tenant Association	July's Expense	No	\$25.00
9506	07/19/2017	No	CHK	Oxford Lumber & Building Materis	2 Pull Chain Canopy Switch	No	\$11.98
9507	07/19/2017	No	CHK	Pitney Bowes Global Financial Se	03.30.2017 - 06.29.2017	No	\$163.95
9508	07/19/2017	No	CHK	Pride Cleaning Pros	Move out and in Cleaning - 5 Brothe	No	\$200.00
9509	07/19/2017	No	CHK	Radovich Builders, LLP	Uncover AC	No	\$607.00
9510	07/19/2017	No	CHK	Radovich Builders, LLP	Apt. 3S	No	\$1,325.00
9511	07/19/2017	No	CHK	Robert Lashin	Apt. 4G	No	\$1,785.00
9512	07/19/2017	No	CHK	Seymour Janitorial Services	Callahan & Office	No	\$1,929.00
9513	07/19/2017	No	CHK	Shell Credit Card Center	Acc# 065 093 700 - June's Expense	No	\$73.35
9514	07/19/2017	No	CHK	Smithfield Gardens Assisted Livin	SHA June's Rental	No	\$4,354.18
9515	07/19/2017	No	CHK	Sprint	Acc# 453584322 - June's Expense	No	\$293.42
9516	07/19/2017	Yes	CHK	St. Treasurer For Merfund	MERF 06-2017	No	\$8,561.00
9516	07/19/2017	No	VD	St. Treasurer For Merfund	Seperate Annual to Monthly MERF	No	(\$8,561.00)
9517	07/19/2017	No	CHK	Staffworks, Inc.	Maintenance Help	No	\$179.82

*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: July 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>
9518	07/19/2017	No	CHK	Winter Bros Waste Systems	June 2017 Services	No	\$425.95
9519	07/19/2017	No	CHK	Winter Bros Waste Systems	June 2017 Expense	No	\$404.66
9520	07/19/2017	No	CHK	Xerox Financial	Contract#010-0026454-001 - Lease	No	\$477.43
9521	07/19/2017	No	CHK	St. Treasurer For Merfund	MERF 06-2017	No	\$6,351.00
9522	07/19/2017	No	CHK	St. Treasurer For Merfund	Annual MERF Fee	No	\$2,210.00
9523	07/20/2017	No	CHK	F. Pepe Construction, Llc	Norman Ray House	No	\$2,152.50
9524	07/24/2017	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$92.23
9525	07/24/2017	No	CHK	Comcast	Acct#8773 40 216 0178014	No	\$93.26
9526	07/24/2017	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$1,579.33
9527	07/24/2017	No	CHK	Eversource	Acct#51364104042	No	\$11.07
9528	07/24/2017	No	CHK	Eversource	Acct#57750480048	No	\$1,191.13
9529	07/24/2017	No	CHK	La Voz Hispana de Connecticut	June 2017 Expenses	No	\$1,321.00
9530	07/24/2017	No	CHK	M. J. Daly, LLC	Agreement 488 Billing #1 of 1 - Ann	No	\$206.00
9531	07/24/2017	No	CHK	Radovich Builders, LLP	Work order#39699 - Replaced 4 outl	No	\$5,277.50
9532	07/24/2017	No	CHK	Radovich Builders, LLP	Work order#39640 - Replaced electr	No	\$3,900.00
9533	07/24/2017	No	CHK	Valley Electric Supply Company	Emergency Lights, Bulb bright bulbs	No	\$126.50
9534	07/27/2017	No	CHK	Aetna	August's Bill	No	\$4,187.11
9535	07/27/2017	No	CHK	Anthem Dental	August's Bill	No	\$744.39
9536	07/27/2017	No	CHK	Connecticut Housing Finance Aut	Proj. # 96089D - August's Bill	No	\$462.02
9537	07/27/2017	No	CHK	Lincoln National Life Insurance C	Aug's Bill - Ref# 3495415543	No	\$437.75

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: July 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>
4472	07/03/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$21,000.00
4473	07/05/2017	No	CHK	Spadaccino, Patrick	PH AP Payment Jul 17	No	\$500.70
4474	07/10/2017	No	CHK	AllState Fire Equipment	Fire Suppression System Inspection	No	\$1,610.50
4475	07/10/2017	No	CHK	Aquarion Water Company Of CT	Acct#200204656	No	\$698.93
4476	07/10/2017	No	CHK	Direct Energy Services, LLC	May 2017 Expense	No	\$3,333.75
4477	07/10/2017	No	CHK	Eversource	Acct#51083234013	No	\$3,111.15
4478	07/10/2017	No	CHK	Eversource	Acct#57476540034	No	\$2,284.36
4479	07/10/2017	No	CHK	Fitz Vogt & Associates, LTD	May 2017 Expenses	No	\$28,797.35
4480	07/10/2017	No	CHK	Ge Appliance	Micro wave oven, unit 215	No	\$175.00
4481	07/10/2017	No	CHK	Griffin Hospital Occupational Medi	Tox Screen	No	\$65.00
4482	07/10/2017	No	CHK	HD Supply	PO#2105 - Janitorial and Cleaning S	No	\$541.05
4483	07/10/2017	No	CHK	Radovich Builders, LLP	Fix Ceiling leak	No	\$500.00
4484	07/10/2017	No	CHK	Seymour Housing Authority	May 2017 Expense	No	\$4,965.00
4485	07/10/2017	No	CHK	Theo Pro	May 2017 Expense	No	\$22.00
4486	07/10/2017	No	CHK	Winter Bros Waste Systems	May 2017 Expense	No	\$450.18
4487	07/19/2017	No	CHK	Aquarion Water Company Of CT	Acc# 200204656 - June's Expense	No	\$665.34
4488	07/19/2017	No	CHK	Clear Water	May's Expense	No	\$145.84
4489	07/19/2017	No	CHK	Comcast	Acc# 8773 40 216 0069536 - June's	No	\$55.95
4490	07/19/2017	No	CHK	Comcast	Acc# 8773 40 216 0069510 June's E	No	\$1,128.23
4491	07/19/2017	No	CHK	DeSorbo, John	One Hour Performance @ SG	No	\$100.00
4492	07/19/2017	No	CHK	Eversource	Acc# 57476540034 - June's Expens	No	\$1,923.45
4493	07/19/2017	No	CHK	Fitz Vogt & Associates, LTD	June's Expense	No	\$27,861.77
4494	07/19/2017	No	CHK	Frontier	Acc# 203.888.5093.092806.5 June's	No	\$372.80
4495	07/19/2017	No	CHK	Radovich Builders, LLP	Work order#39724 - Replaced loose	No	\$422.50
4496	07/19/2017	No	CHK	Robert J. Werden	Grease Trap - Work Order # 39911	No	\$230.00
4497	07/19/2017	No	CHK	Theo Pro	June's Expense	No	\$22.00

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: July 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**

Doc Num	Payment Date	Valid	Type	Document Recipient	Document Description	Cleared	Amount
1997	07/03/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$10,000.00
1998	07/03/2017	No	CHK	Callahan House Association	To cover RSC payroll	No	\$2,692.30
1999	07/05/2017	No	CHK	Seymour Housing Authority	Partial Callahan Reimb	No	\$5,000.00
2000	07/07/2017	No	CHK	Treasurer, State of Connecticut	Fingerprint Ann Melillo	No	\$12.00
2001	07/14/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$30,000.00
2002	07/17/2017	No	CHK	Callahan House Association	To cover Ross payroll	No	\$2,692.30
2003	07/18/2017	No	CHK	Seymour Housing Authority	Callahan Remainder Reimb	No	\$17,372.14
2004	07/18/2017	No	CHK	Seymour Housing Authority	RH partial reimb	No	\$5,500.00
2005	07/31/2017	No	CHK	Seymour Housing Authority	Transfer CFP 50116	No	\$20,816.00
2006	07/31/2017	No	CHK	Radovich Builders, LLP	Pay off CFP 50116 final bill	No	\$401.00
2007	07/31/2017	No	CHK	Callahan House Association	To Cover RSC Ross Salary	No	\$2,692.30

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

**Posted Payments**

Doc Num	Payment Date	Valid	Type	Document Recipient	Document Description	Cleared	Amount
224	07/31/2017	No	CHK	Donald W. Smith, Jr. P.E	Final 50116 Invoice	No	\$500.00
225	07/31/2017	No	CHK	Radovich Builders LLP	Final Periodic Estimate//Portion	No	\$451.00
228	07/31/2017	No	CHK	Siemens Industry Inc	Final Pay	No	\$19,865.00

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

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

Doc Num	Payment Date	Valid	Type	Document Recipient	Document Description	Cleared	Amount
1782	07/10/2017	No	CHK	Ford Motor Credit Company	Van Payment	No	\$574.87
1783	07/28/2017	No	CHK	Seymour Housing Authority	Early Reimb to Cover next wk payroll	No	\$28,000.00

**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: July 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**

Doc Num	Payment Date	Valid	Type	Document Recipient	Document Description	Cleared	Amount
312	07/24/2017	No	CHK	Seymour Housing Authority	Reimb. Rev.Fund for Accounting fee	No	\$100.00
313	07/27/2017	No	CHK	Seymour Housing Authority	Reimb. Rev.Fund for Accounting fee	No	\$100.00

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

Cover Letter (S193)	
Check Date :	07/06/2017-1
Period Range :	06/19/2017 TO 07/02/2017
Week Number :	Week #27

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	309.30
Total Direct Deposits	28	19355.25
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>19664.55</b>

Total Billing Impound		115.15
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** **19960.70**

**Total of Checks Printed** **25 Items**

Total Tax Liability	8435.94
Total Workers Comp Liability	0.00

**Total Payroll Liability** **28396.64**

**Total Direct Deposits** **19536.25**

**Total Debited From Account** **28396.64**

**NEXT PERIOD DATES**

Check Date: 07/20/2017 Week 29  
Period Begin: 07/03/2017  
Period End: 07/16/2017  
Call In Date: 07/17/2017 Week 29

**Payroll rep: Sorrentino George**



*Minutes Exhibit I*  
#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	07/06/2017-1
Period Range :	06/19/2017 TO 07/02/2017
Week Number :	Week #27

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,943.04	3,126.43	22	Semi-Weekly
EE OASDI	0.062000	060687649	26,465.96	1,640.89	22	Semi-Weekly
EE Medicare	0.014500	060687649	26,465.96	383.75	22	Semi-Weekly
ER OASDI	0.062000	060687649	26,465.96	1,640.89	22	Semi-Weekly
ER Medicare	0.014500	060687649	26,465.96	383.75	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				7,175.71		
Total 941 Liabilities with COBRA				7,175.71		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,175.71		
State Withholding						
CT State Withholding		6613871-000	25,943.04	959.25	22	Weekly CT
Total State Withholding				959.25		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	8,852.23	300.98	22	Quarterly
Total Employer SUI				300.98		
Total Employee Taxes				6,110.32		
Total Employer Taxes without COBRA				2,325.62		
Total Tax Liability without COBRA				8,435.94		
Total Tax Liability with COBRA				8,435.94		
Regular checks				309.30		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,536.25		
Total Net Payroll				19,845.55		
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				28,396.64		
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				19,960.70		
Total Direct Deposits				19,536.25		
Total Amount Debited from your Account before Credit applied				28,396.64		
Total Amount Debited from your Account after Credit applied				28,396.64		

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

Cover Letter (S193)	
Check Date :	07/20/2017-1
Period Range :	07/03/2017 TO 07/16/2017
Week Number :	Week #29

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	294.52
Total Direct Deposits	27	18709.17
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>19003.69</b>

Total Billing Impound		720.03
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** **19904.72**

**Total of Checks Printed** **24 Items**

Total Tax Liability	8248.92
Total Workers Comp Liability	0.00

**Total Payroll Liability** **28153.64**

**Total Direct Deposits** **18890.17**

**Total Debited From Account** **28153.64**

**NEXT PERIOD DATES**

Check Date: 08/03/2017 Week 31  
Period Begin: 07/17/2017  
Period End: 07/30/2017  
Call In Date: 07/31/2017 Week 31

Payroll rep: Sorrentino George

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

Tax Report For Payroll (S247)	
Check Date :	07/20/2017-1
Period Range :	07/03/2017 TO 07/16/2017
Week Number :	Week #29

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,191.20	3,094.09	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,713.62	1,594.26	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,713.62	372.86	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,713.62	1,594.26	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,713.62	372.86	21	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	21	Semi-Weekly
Total 941 Liabilities without COBRA				7,028.33		
Total 941 Liabilities with COBRA				7,028.33		
ER FUI	0.006000	060687649	0.00	-----	21	Quarterly
Total Federal Taxes				7,028.33		
State Withholding						
CT State Withholding		6613871-000	25,191.20	958.13	21	Weekly CT
Total State Withholding				958.13		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	7,718.98	262.46	21	Quarterly
Total Employer SUI				262.46		
Total Employee Taxes				6,019.34		
Total Employer Taxes without COBRA				2,229.58		
Total Tax Liability without COBRA				8,248.92		
Total Tax Liability with COBRA				8,248.92		
Regular checks				294.52		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,890.17		
Total Net Payroll				19,184.69		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				720.03		
Total Workers Comp				0.00		
Total Payroll Liability				28,153.64		
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				19,904.72		
Total Direct Deposits				18,890.17		
Total Amount Debited from your Account before Credit applied				28,153.64		
Total Amount Debited from your Account after Credit applied				28,153.64		

**Minutes  
Exhibit II**

**August 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 8**

Callahan House experienced one move in and one move out for July 2017. Callahan House has experienced 138 vacancy days since January 1, 2017 and has averaged 17.25 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; 138 days/ 29200 days available = .4727% percentage through July 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 19 vacancy days and 329 vacancy days to use for the balance of the Subsidy year.

CALLAHAN HOUSE			VACANCY/TURNOVER DAYS		2017
FEDERAL ELDERLY			Vacancy Turnover Days 2017		
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o 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	Vacant		19

Average number of vacancy days per vacancy

17.25

## 2017 Year-to-Date Vacancies 1

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

NORMAN RAY HOUSE			VACANCY/TURNOVER DAYS 2017		
FEDERAL ELDERLY					
UNIT	PRIOR RESIDENT	MOVE-OUT	NEXT RESIDENT	IN-DATE	NO. OF
16	Pope	7/5/2017	Magyar	7/13/2017	8

Average number of vacancy days per vacancy: 8

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

Moderate Rental remained fully occupied during July 2017. Moderate Rental has experienced 195 vacancy days since January 1, 2017 and averaged 48.75 days per vacancy through July 30, 2017. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 195 days/29565 days available = 0.6595% percentages through July 31, 2017.

STATE MODERATE RENTAL		VACANCY/TURNOVER DAYS			2017
FAMILY HOUSING					

UNIT	Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
25C	460 Taylor	1/19/2017	Tiana Deberry	2/10/2017	22
30C	460 Reid	2/28/2017	Abreu Scheffler	3/22/2017	23
18.5C	510 Boudreau	3/31/2017			123
5B	470 Jovia	5/31/2017	Najera	6/27/2017	27

Average number of vacancy days per vacancy: 4

We have experienced \$3,204 vacancy loss since January 1, 2017. We have budgeted \$3,864 for vacancy loss through July 31, 2017.

Smithfield Gardens Assisted Living experienced 2 move outs during July 2017. Smithfield Gardens has experienced 341 vacancy days since January 1, 2017 and averaged 34.1 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; 341 days/ 20,440 days available = 1.668% percentage through July 31, 2017.

UNIT	%	RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
207	60%	985 Fowler	9/26/2016	Kubilius	1/1/2017	1
221	50%	825 Abamonte	11/17/2016	Nowak	1/27/2017	27
116	50%	825 Legge	12/16/2016	Stanley	3/3/2017	59
218	60%	985 Scarazzini	12/29/2016	Cohen	1/27/2017	27
111	50%	825 Allison	2/17/2017	Smith	4/11/2011	55
102	60%	985 Wade	2/20/2017	Owens	5/17/2017	87
122	50%	825 Kinkel	5/26/2017	Brewer	7/2/2017	38
207	60%	985 Kubilius	6/16/2017	Zulpa	7/1/2017	16
223	60%	985 Spadaccino	7/3/2017			28
106	60%	985 Pond	7/28/2017			3

Average number of vacancy days per vacancy: 34.1

The vacancy loss is approximately \$10,153.28 since January 1, 2017. We have budgeted \$18,214 for vacancy loss through July 30, 2017.



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## General Information

### Complaints

#### Callahan House

We received a complaint that a resident's sons and family friends were coming over begging a resident for money and yelling at the resident. The Seymour PD was called. Because these actions also including yelling and nuisance behavior, the Housing Authority placed a no trespass on all the parties at fault. There has been no recurring problems with this family since we enforced the No Trespass.

We received a complaint that residents were not following the Smoke Free Policy and smoking too close to the building. Thus, we have sent out four first offense letters and scheduled a grievance hearing for Thursday July 6, 2017. We have since had the grievance hearing and we explained that the resident was at least 25 feet away from the building and was not in violation of the Smoke Free Policy. We advised all residents to be cordial to each other.

We received several complaints that Residents were still smoking in their apartments. The Occupancy Specialist visited three residents of Callahan House and found evidence of smoking in the apartment. First offense letters went out for all three residents. This is considered the 1<sup>st</sup> strike.

We received a complaint that a resident was being harassed by another resident regarding a chair. The residents exchanged words and gave the chair back. The resident being harassed explained to office staff that they told this resident not to talk to them and she kept making statements. Staff is investigating.

We received a verbal complaint from a resident that a former resident's daughter had entered the building with a fob and gone into the former resident's unit and stay there for a couple of hours and then left. Staff watched the tapes and found no evidence of anyone entering the building or the unit that wasn't supposed to.

We received a verbal complaint from residents stating that another resident has their boyfriend living in the apartment. Staff is investigating this claim.

#### Norman Ray House

Staff was made aware that residents have been smoking in their rooms at the Norman Ray House. The Occupancy Specialist visited several residents and found a few residents violating the new policy. First offense letters have been written.

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## Moderate Rental

We have received complaints about nuisance behavior on Seymour Ave. We are working with the Community Policing Officer and doing fact finding.

## 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 1, 2017 and will be for a period of 12 months with a renew clause for an additional 12 months.

We have implemented a new afterhours call procedure. Advanced Communications Services will be answering the afterhours calls and contacting the appropriate parties to resolve maintenance issues. The cost is \$80/four weeks plus \$ 0.99/min for call time. This expense is not expected to cost more than \$1,500 per year. It will greatly improve the response time to afterhours emergency calls over the current in-house system we currently use.

## 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 back up generators to power the buildings in the event of a prolonged power outage. As part of the application, a Phase I Environmental survey was completed. The Capital Needs Assessment was updated. Bid documents were also prepared. The Town of Seymour has paid for the preparation work for the application. We are awaiting word on this grant.
- In resolving a Reasonable Accommodations request, we are preparing a unit on the first floor by removing carpeting and installing vinyl tile flooring. The resident from the upper floor will transfer to this unit. It was considered a management issue to provide tile flooring on an upper floor due to noise and disturbance concerns.

- In resolving a Reasonable Accommodations request, we processed a request for a live in aide. We completed all the back ground checks and received verification from a health care provider as to the necessity for this request. We have granted the request and informed the resident.
- To resolve parking issues for new residents who move in and residents being picked up or dropped off, we have eliminated one parking space in front of the building to create a pick up and drop off spot located in front of the main lobby door. This spot will be posted as 30 minute parking.

### **Norman Ray House**

- All 40 dwelling inspections were completed for 2017 in preparation for the February 28, 2017 HUD REAC Inspections
- Frank Pepe repaired the asphalt curbs that were damaged from snow removal.

### **Moderate Rental**

- 44 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

### **Smithfield Gardens Assisted Living**

#### Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 07/31/17
- Four applications in processing
- Two move-ins in July; two move-outs in July
- 8 applicants on waiting list for 60% units (\$985 rent)
- 6 applicants on waiting list for 50% units (\$825 rent)
- Average age is 87.7; age range is 67 - 100
- Average length of tenancy is 29.32 months

#### Budgeting Statistics:

- 19 of 19 units rented at \$825
- 35 of 37 units rented at \$985
- 54 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 7/5, 7/12, 7/19, 7/26 (attended by MRC Director, RSC & RNs)  
56 residents' statuses reviewed each week; four residents out at rehab as of 06/30/17
  - Resident Council Meeting held 06/29/17 -- minutes follow; next meeting 07/27/17
  - July Fire Drill completed 07/25/17 (third shift)
  - *Rent Increase for 2018 sent in to CHFA for approval on 07/11/17; no response yet*
- 

The sidewalk replacement at Smithfield Gardens that was started in 2016 got completed during July. Frank Pepe Construction completed replacement of the sidewalks that were spalling and damaged.

Frank Pepe repaired the asphalt curbs that were damaged from the Snow Plowing.

Resident Council Meeting

June 29, 2017

The fifty-fifth resident Council Meeting consisted of fifteen members of the council. The RSC did not

Attend. Cynthia Stone chairperson ran the meeting, Christine K. took the minutes.

The minutes from the last meeting in May were read and accepted.

First topic was Old Business. The residents stated the soup is still cold and coffee is put out to soon also cold. We have a new kitchen supervisor so hopefully we can eliminate that problem.

Resident Bunnie Cohen complained it is too cold in the dining room.

Barbara Loban stated her sheets were missing. The issue has been resolved with the MRC.

No concerns about the nurses or aides. Yeah! Comments that Nurses talks are interesting.

Lestrangle still complaining about light bulb out in bathroom. Will put in work order.

Residents stated the impatiens outside are thriving.

Barbara Bucko moved to adjourn the meeting, it was seconded.

Next meeting July 27, 2017.

Minister  
Exhibit III

**Civil Rights Certification  
(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

**RESOLUTION 410**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the Town of Seymour  
PHA Name

CT035  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Brenda A. White

Signature

Title Chairperson

Date 8/9/2017