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MINUTES

Seymour Housing Authority

➢ 980th Meeting

The 980th Meeting, a Regular meeting of the Seymour Housing Authority, was held on Wednesday, November 8, 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 5:41 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

None

➢ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 979th Regular Meeting held on Wednesday October 4, 2017.

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

➢ Executive Director's Report

See Exhibit II

The Executive Director also reported that the Seymour Housing Authority had been placed on the Police Commissioner's Meeting Agenda to again discuss the need for Community Policing in our communities. He discussed the subject of the meeting which was the various calls coming from concerned residents of the Callahan House. The Executive Director and Commissioner Bellucci further discussed the issue discussed at the Police Commission meeting.

➢ Old Business

None

➢ New Business

Chairperson White introduced Resolution # 412 concerning Board approval to write off $2,751.20 in Collection Loss (GL # 1123) for the Rev. Callahan House CT035-000001. (See Exhibit III).

Commissioner Dota motioned to adopt Resolution # 412 concerning Board approval to write off $2,751.20 in Collection Loss (GL # 1123) for the Rev. Callahan House CT035-000001 as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

		Vote	
Commissioner:	Yea	Nay	Abstain
Bellucci	X		
Dota	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution # 412 duly adopted.

Chairperson White introduced Resolution # 413 concerning Board approval to write off $72.00 in Collection Loss (GL # 1123) for the Norman Ray House CT035-000002. (See Exhibit IV).

Commissioner Horelick motioned to adopt Resolution # 413 concerning Board approval to write off $72.00 in Collection Loss (GL # 1123) for the Norman Ray House CT035-000002 as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

		Vote	
Commissioner:	Yea	Nay	Abstain

Bellucci	X
Dota	X
Horelick	X
White	X

Chairperson White declared the motion carried and Resolution # 413 duly adopted.

Chairperson White introduced Resolution # 414 concerning Board approval to write off $951.00 in Collection Loss (GL # 1123) for the Moderate Rental program. (See Exhibit V).

Commissioner Bellucci motioned to adopt Resolution # 414 concerning Board approval to write off $951.00 in Collection Loss (GL # 1123) for the Moderate Rental program as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner:	Yea	Nay	Abstain
Bellucci	X		
Dota	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution # 414 duly adopted.

Chairperson White introduced the bid results of the 2017 Gutter Cleaning bid as follows:

Bid Opening
2017 Gutter Cleaning Bid

Date 10/23/2017
Time 2:01 P.M.

In the presence of: Kevin Brown - Seymour Housing Authority
David Keyser - Seymour Housing Authority

Bidder/Vendor	Base Amount
Radovich Builders	$4,450.00
Dr. Roof-n-shine	$3,350.00
APW	$3,995.00
Ted's Lawn Care	$3,960.00
Robles Power Washing	$4,860.00

The Executive Director made the recommendation to approve the bid from Dr. Roof-n-shine, the low bidder. He stated they have worked well for us in the past.

MINUTES

After some brief discussion, Commissioner Horelick motioned to accept the bid in the amount of $3,350.00 from Dr. Roof-n-shine and to authorize the Executive Director to execute a contract not to exceed $3,350 and provide a notice to proceed. The motion was seconded by Commissioner Bellucci. 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, Horelick and White. Chairperson White declared the motion carried.

➢ Executive Session

None

➢ Any Other Business

None

➢ Adjournment

Chairperson White asked for a motion to adjourn the 980th meeting of the Seymour Housing Authority. At 6:16 P.M. Commissioner Horelick motioned to adjourn the 980th Meeting of the Seymour Housing Authority. Commissioner Bellucci 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 980th Meeting, a Regular Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director

Minutes
Exhibit I

Seymour Housing Authority

General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: Naugatuck Valley Savings & Loan, 2) Bank Account: Revolving Fund Cash 0815014177, 3) Check Numbers From: All, 4) Date From: 10/1/2017 to 10/31/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
188	10/13/2017	VSP	VSP	No	No	62.88
2036	10/26/2017	Callahan House Association	To Cover Ross Payroll 10262017	Yes	No	2,692.30
9693	10/03/2017	Allen's Plumbing Supply	PIPECONX PCXEC4 End Caps	No	No	35.96
9694	10/03/2017	AllState Fire Equipment	Sept's Expense	No	No	56.00
9695	10/03/2017	Apicella, Testa & Company, P.C.	July 2017 Expenses - Client#2999.1	No	No	4,550.00
9696	10/03/2017	Aquarion Water Company	Acc# 200418958 Sept's Exp	No	No	12.79
9697	10/03/2017	Buddy's Fuel, LLC	Work order#40569 - 18 Chamberlin Road	No	No	1,027.00
9698	10/03/2017	CCI Contract Callers Inc	4 Chamb Rd. Eversource	No	No	185.42
9699	10/03/2017	Connecticut Post	Acc# 109949	No	No	1,058.90
9700	10/03/2017	Frontier	Acc# 203.881.0115.021194.5 Sept's Exp	No	No	75.76
9701	10/03/2017	Frontier	Acc# 203.888.4579.123179.5 Sept's Exp	No	No	245.41
9702	10/03/2017	Frontier	Acc# 203.881.2464.110208.5 Sept's Exp	No	No	310.32
9703	10/03/2017	Home Depot Credit Services	Garbage Disposal	No	No	360.31
9704	10/03/2017	Jeff's Appliance And Vacuums	Freezer door gasket, unit 2U	No	No	234.03
9705	10/03/2017	Oxford Lumber & Building Materials	Sept's Expense	No	No	37.19
9706	10/03/2017	Peter E. Karpovich,	MR Guest -Paris	No	No	479.43
9707	10/03/2017	Seymour Janitorial Services	RH	No	No	1,283.50
9708	10/03/2017	Ted's Lawn Care LLC	June's Landscaping	No	No	6,272.00
9709	10/03/2017	Valley Electric Supply Company	Sept's Expense	No	No	100.34
9710	10/03/2017	Xerox Financial	Sept's Expense	No	No	451.88
9711	10/05/2017	Aflac Attn: Remittance Processing Service	August 2017 Expense Acct# DHF89	No	No	587.67
9712	10/05/2017	American Rooter LLC	Snaked Main Line - 5 Seymour Avenue	No	No	882.50
9713	10/05/2017	Buddy's Fuel, LLC	Callahan House	No	No	110.00
9714	10/05/2017	Builders Hardware	PO#2136 - Premium Cut Keys, Callahan and R	No	No	128.40
9715	10/05/2017	Friends Of Fur LLC	Work order#40518 - General Pest Control, betw	No	No	95.00
9716	10/05/2017	Home Depot Credit Services	Landscape supplies - Flat hose and Head shea	No	No	56.95
9717	10/05/2017	Little River Power Equipment Inc	Generator Tune Up - Ray House	No	No	316.14
9718	10/05/2017	Oxford Lumber & Building Materials	Paint - 10 Chamberlin Road	No	No	134.55
9719	10/05/2017	Peter E. Karpovich,	SHA vs. Johnson - Service of Letter of Notice	No	No	52.50
9720	10/05/2017	Radovich Builders, LLP	Work order#40029, Installed new strike plate, a	No	No	13,861.50
9721	10/05/2017	Radovich Builders, LLP	Work order#40076 - replaced faulty outlet, unit	No	No	7,114.50
9722	10/05/2017	Radovich Builders, LLP	RH Aug's Work Orders	No	No	780.00
9723	10/05/2017	Smithfield Gardens Assisted Living	SHA August 2017 Rental	No	No	4,354.16
9724	10/05/2017	Valley Electric Supply Company	Bulbrite Twin Tubes	No	No	86.53
9725	10/05/2017	Winter Bros Waste Systems	August 2017 Service	No	No	403.57
9726	10/05/2017	Winter Bros Waste Systems	August 2017 Service	No	No	424.78
9727	10/10/2017	Aegis Energy Services, Inc.	3rd Payment	No	No	495.83
9728	10/10/2017	Seymour Janitorial Services	Ray House	No	No	1,818.50
9729	10/13/2017	Advance Communications Inc	August 2017 - After hour answering service	No	No	225.54
9730	10/13/2017	American Express	American Express 8.22nd to 9.20th	No	No	2,284.29
9731	10/13/2017	Apicella, Testa & Company, P.C.	August Expense 2017 - Client#2999.1	No	No	5,005.00
9732	10/13/2017	Bellelli's Tree Service	Ash Tree removal, 2 Chamberlin Road	No	No	5,825.00
9733	10/13/2017	Bloxam Enterprises, LLC	Steam clean carpeting, unit 3r	No	No	175.00
9734	10/13/2017	Direct Energy Services, LLC	August 2017 Expense - Acct#726491 - 46520	No	No	1,457.90
9735	10/13/2017	Europa Enterprises, LLC	Work order#38110 - Painted, 13 Chamberlin Ro	No	No	3,875.00
9736	10/13/2017	Experian	August 2017 - TCTA - 6906070	No	No	104.40
9737	10/13/2017	Family Mobile LLC	Replaced front brake pads - 2009 Chevy Silver	No	No	244.50
9738	10/13/2017	Friends Of Fur LLC	Pest control treatment, 8 Chamberlin Road	No	No	150.00
9739	10/13/2017	Gregory Stamos	August 2017 Legal Fee - Court Time	No	No	1,296.80
9740	10/13/2017	Home Depot Credit Services	Lights, Callahan	No	No	17.58
9741	10/13/2017	Little River Power Equipment Inc	Weed whacker supplies	No	No	21.17

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Minutes
Exhibit E

Seymour Housing Authority

General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: Naugatuck Valley Savings & Loan, 2) Bank Account: Revolving Fund Cash 0815014177, 3) Check Numbers From: All, 4) Date From: 10/1/2017 to 10/31/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
9742	10/13/2017	M. J. Daly, LLC	Replaced rotten sprinkler pipe, Ray House	No	No	1,957.53
9743	10/13/2017	Peter E. Karpovich,	SHA vs. Papcun - Service of Letter of Notice	No	No	127.50
9744	10/13/2017	Precision Glass LLC	Fabricate window screens to order	No	No	658.00
9745	10/13/2017	St. Treasurer For Merfund	MERF 08-2017	No	No	9,805.76
9746	10/13/2017	Staples Credit Plan	Staples 9.6th to 9.19th	No	No	958.82
9747	10/26/2017	Aetna	Coverage Period 11012017 - 11302017	No	No	6,274.69
9748	10/26/2017	AIG	Workers Comp Insurance - November 2017	No	No	2,934.00
9749	10/26/2017	Anthem Dental	November 2017 Expense	No	No	983.70
9750	10/26/2017	Connecticut Housing Finance Authority	November 2017 Payment Proj # 98089D	No	No	462.02
9751	10/26/2017	Lincoln National Life Insurance Company	November 2017 Life Insurance Expense	No	No	1,151.85
9752	10/26/2017	Waterbury Regional Chamber	Waterbury Chamber Dues	No	No	430.00
9753	10/26/2017	Aflac Attn: Remittance Processing Service	Sept's Aflac	No	No	696.80
				Cleared: 0		0.00
				Uncleared: 63		98,336.31
				Total Payments: 63		$98,336.31

Total Number of Checks: 337

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Minutes
Exhibit I

Seymour Housing Authority
General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: Federal Operating 424-0200579, 3) Check Numbers From: All, 4) Date From: 10/1/2017 to 10/31/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
2025	10/03/2017	Seymour Housing Authority	Partial Reimb Callahan	No	No	10,000.00
2026	10/05/2017	Seymour Housing Authority	RH partial reimb	No	No	14,000.00
2027	10/09/2017	Walmart	Matthies Grant - Supplies for Callahan	No	No	1,326.98
2027	10/09/2017	Walmart	Matthies Grant - Supplies for Callahan	Yes	No	1,411.24
2028	10/09/2017	Callahan House Association	To cover ROSS Salary	Yes	No	5,384.60
2029	10/09/2017	Callahan House Association	To cover ROSS Salary	No	No	2,692.30
2030	10/09/2017	Target	Matthies Ice Machine	Yes	No	109.99
2031	10/10/2017	Cheever, Tella	Reimb. for Callahan Ice Maker	No	No	109.99
2032	10/11/2017	Valley United Way	Membership for Tella Cheever	No	No	100.00
2033	10/11/2017	CARSCH	Membership for Tella Cheever	No	No	30.00
2034	10/13/2017	Seymour Housing Authority	Callahan Reimb	No	No	21,200.23
2035	10/13/2017	Seymour Housing Authority	RH reimb	No	No	3,366.55
2036	10/23/2017	Callahan House Association	Advance for 10/26/2017 Payroll	No	No	2,692.30
2037	10/23/2017	Seymour Housing Authority	Callahan Pre Reimburstment	No	No	20,000.00
				Cleared: 0		0.00
				Uncleared: 14		82,444.18
				Total Payments: 14		$82,444.18

Total Number of Checks: 18

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Minutes
Exhibit I

Seymour Housing Authority
General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: Cash 12345, 3) Check Numbers From: All, 4) Date From: 10/1/2017 to 10/31/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
1793	10/09/2017	Seymour Housing Authority	MR Reimb	No	No	9,444.87
1794	10/10/2017	Ford Motor Credit Company	2016 Ford Transit	No	No	574.87
1795	10/13/2017	Seymour Housing Authority	Portion MR Reimb	No	No	8,492.54
1796	10/23/2017	Seymour Housing Authority	MR Pre Reimbursement	No	No	20,000.00
				Cleared: 0		0.00
				Uncleared: 4		38,512.28
				Total Payments: 4		$38,512.28

Total Number of Checks: 4

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Minutes
Exhibit I

Seymour Housing Authority
General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: Naugatuck Valley Savings & Loan, 2) Bank Account: Naugatuck Valley S&L Operating 615009087, 3) Check Numbers From: All, 4) Date From: 10/1/2017 to 10/31/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
4577	10/02/2017	Aegis Energy Services, Inc.	Aug's Expense Aegis Energy	No	Yes	4,426.40
4578	10/02/2017	Aquarion Water Company Of CT	Acc# 200204664 Sept's Exp	No	Yes	579.89
4579	10/02/2017	Environmental Systems Corporation	HVAC	No	Yes	2,820.10
4580	10/02/2017	Friends Of Fur LLC	SG Worksite	No	Yes	150.00
4581	10/02/2017	HD Supply	Customer # 847790	No	Yes	507.65
4582	10/02/2017	Kone Inc	Elevator 9.1.2017 - 11.30.2017	No	Yes	1,229.07
4583	10/02/2017	Radovich Builders, LLP	Work order#40242 - Replaced floor, multi purpo	No	Yes	2,380.50
4584	10/02/2017	Seymour Housing Authority	Sept's Expense	No	Yes	4,965.00
4585	10/02/2017	State of Connecticut	SG Elevator Renewal	No	Yes	240.00
4586	10/02/2017	Valley Electric Supply Company	Sept's Expense	No	Yes	95.40
4587	10/02/2017	Winter Bros Waste Systems	Sept's Expense	No	Yes	450.18
4588	10/03/2017	Pride Cleaning Pros	House Keeping Apartments 9.7th - 9.27th	No	Yes	5,520.00
4589	10/05/2017	Seymour Housing Authority	SG partial reimb	No	Yes	16,000.00
4590	10/09/2017	Seymour Housing Authority	SG Partial Reimb	No	Yes	20,000.00
4591	10/10/2017	Aquarion Water Company Of CT	Acc# 200204666 Sept's Exp	No	Yes	125.73
4592	10/10/2017	Jane Marino	One Hr. Performance 10.5th	No	Yes	125.00
4593	10/10/2017	Radovich Builders, LLP	SG Sept's Work Orders	No	No	5,402.50
4594	10/10/2017	DelPrincipe, Constance	PH AP Payment Oct 17	No	Yes	194.52
4595	10/13/2017	Seymour Housing Authority	Partial Reimb	No	Yes	5,000.00
4596	10/19/2017	Greater Valley Chamber of Commerce	OSHA Program	No	Yes	20.00
				Cleared: 19		64,829.24
				Uncleared: 1		5,402.50
				Total Payments: 20		$70,231.74

Total Number of Checks: 43

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Minter Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	10/12/2017-1
Period Range :	09/25/2017 TO 10/08/2017
Week Number :	Week #41

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	2	496.14	
Total Direct Deposits	27	18303.65	
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	**22 Items**		**18799.79**
Total Billing Impound		141.05	
Total Agency Checks	1	144.00	
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			**19265.84**
Total of Checks Printed	**26 Items**		
Total Tax Liability			7935.97
Total Workers Comp Liability			0.00
Total Payroll Liability			**27201.81**
Total Direct Deposits			18484.65
Total Debited From Account			**27201.81**

NEXT PERIOD DATES

Check Date:	10/26/2017 Week 43
Period Begin:	10/09/2017
Period End:	10/22/2017
Call In Date:	10/23/2017 Week 43

Payroll rep: Sorrentino George

Human Resource Consulting Group
phone: 203-881-1755
fax: 203-881-3135
e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 10/09/2017 11:24:58 AM

Minutes
Exhibit I

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	10/12/2017-1
Period Range :	09/25/2017 TO 10/08/2017
Week Number :	Week #41

Tax Type	Rate	FEIN	Wages	Amount	FREQ	Reporting
Federal Taxes						
Federal	———	060687649	24,900.14	2,928.41	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,390.82	1,574.23	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,390.82	368.15	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,390.82	1,574.23	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,390.82	368.15	21	Semi-Weekly
COBRA Credit	———	060687649	———		21	Semi-Weekly
Total 941 Liabilities without COBRA						6,813.17
Total 941 Liabilities with COBRA						6,813.17
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes						6,813.17
State Withholding						
CT State Withholding		6613871-000	24,900.14	929.27	21	Weekly CT
Total State Withholding						929.27
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	5,691.72	193.53	21	Quarterly
Total Employer SUI						193.53
Total Employee Taxes				5,800.06		
Total Employer Taxes without COBRA				2,135.91		
Total Tax Liability without COBRA						7,935.97
Total Tax Liability with COBRA						7,935.97
Regular checks				496.14		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,484.65		
Total Net Payroll						18,980.79
Agency Checks				144.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				141.05		
Total Workers Comp				0.00		
Total Payroll Liability						27,201.81
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				19,265.84		
Total Direct Deposits				18,484.65		
Total Amount Debited from your Account before Credit applied						27,201.81
Total Amount Debited from your Account after Credit applied						27,201.81

Human Resource Consulting Group
phone: 203-881-1755
fax: 203-881-3135
e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 10/09/2017 11:25:14 AM

Minutes Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	10/26/2017-1
Period Range :	10/09/2017 TO 10/22/2017
Week Number :	Week #43

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	3	827.32	
Total Direct Deposits	25	17692.02	
Total Manual Checks	0	0.00	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	
Total COBRA Checks	0	0.00	
Total Net Payroll		**21 Items**	**18519.34**
Total Billing Impound		735.17	
Total Agency Checks	1	120.00	
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			**19555.51**
Total of Checks Printed		**25 Items**	
Total Tax Liability			7815.15
Total Workers Comp Liability			0.00
Total Payroll Liability			**27370.66**
Total Direct Deposits			17873.02
Total Debited From Account			**27370.66**

NEXT PERIOD DATES

Check Date:	11/09/2017 Week 45
Period Begin:	10/23/2017
Period End:	11/05/2017
Call In Date:	11/06/2017 Week 45

Payroll rep: Sorrentino George

Minutes
Exhibit 2

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	10/26/2017-1
Period Range :	10/09/2017 TO 10/22/2017
Week Number :	Week #43

Tax Type	Rate	Tax ID	Wages	Amount	EE/ER	Frequency
Federal Taxes						
Federal	———	060687649	24,548.26	2,906.85	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,033.13	1,552.00	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,033.13	362.97	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,033.13	1,552.00	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,033.13	362.97	21	Semi-Weekly
COBRA Credit	———	060687649	———		21	Semi-Weekly
Total 941 Liabilities without COBRA						
Total 941 Liabilities with COBRA						
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes						
State Withholding						
CT State Withholding		6613871-000	24,548.26	930.81	21	Weekly CT
Total State Withholding						
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	4,339.49	147.55	21	Quarterly
Total Employer SUI						
Total Employee Taxes				5,752.63		
Total Employer Taxes without COBRA				2,062.52		
Total Tax Liability without COBRA						
Total Tax Liability with COBRA						
Regular checks				827.32		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,873.02		
Total Net Payroll						
Agency Checks				120.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				735.17		
Total Workers Comp				0.00		
Total Payroll Liability						
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				19,555.51		
Total Direct Deposits				17,873.02		
Total Amount Debited from your Account before Credit applied						
Total Amount Debited from your Account after Credit applied						

Human Resource Consulting Group
phone: 203-881-1755
fax: 203-881-3135
e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 10/23/2017 12:17:09 PM

Exhibit II

October 2017

Housing Authority of the Town of Seymour

Executive Director's Report

Section 1

Occupancy

Rev. Callahan House — 2017 Year-to-Date Vacancies — 9

Callahan House Remained fully occupied during September 2017. Callahan House has experienced 168 vacancy days since January 1, 2017 and has averaged 18.66 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; 168 days/ 29200 days available = .5734% percentage through September 30, 2017.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For 2017 subsidy calculation, we used 203 days and have 145 days to use for the balance of the Subsidy year. For 2018 we used 50 vacancy days and 298 vacancy days to use for the balance of the Subsidy year.

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

UNIT	PRIOR 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	Reyes	8/10/2017	29
3R	Reyes	8/10/2017	Dellarocco	8/30/2017	20

Average number of vacancy days per vacancy — 18.66

Norman Ray House experienced one move out and one move in during September 2017. Norman Ray House has experienced 31 vacancy days since January 1, 2017 and has averaged 10.5 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; 21 days/ 14600 days available = 0.1438% percentage through September, 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 21 days and have 147 days left to use

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2017

FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
16	Pope	7/5/2017	Magyar	7/13/2017	8
8	Leeney	9/13/2017	McNeil	9/26/2017	13

Average number of vacancy days per vacancy: 10.5

State Moderate Rental 2017 Year-to-Date Vacancies 4

At Moderate Rental one unit remained unoccupied during September 2017. Moderate Rental has experienced 266 vacancy days since January 1, 2017 and averaged 64 days per vacancy through September 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; 266 days/ 29565 days available = 0.8929% percentages through September 30, 2017.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2017

FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
25C	460	Taylor	1/19/2017	Tiana Deberry	2/10/2017	22
30C	460	Reid	2/28/2017	Abreu Schefler	3/22/2017	23
18.5C	510	Boudreau	3/31/2017			184
5B	470	Jovia	5/31/2017	Najera	6/27/2017	27

Average number of vacancy days per vacancy: 64

We have experienced $4,028 vacancy loss since January 1, 2017. We have budgeted $4,968 for vacancy loss through September, 2017.

Smithfield Gardens Assisted Living experienced 2 move outs during July 2017. Smithfield Gardens has experienced 487 vacancy days since January 1, 2017 and averaged 40.583 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; 487 days/ 20,440 days available = 2.383% percentage through September 30, 2017.

SMITHFIELD GARDENS VACANCY/TURNOVER DAYS 2017

ASSISTED LIVING

UNIT	CR %	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
207	60%	985	Fowler	9/26/2016	Kubilius	1/1/2017	1
221	50%	825	Abamonte	11/17/2016	Nowak	1/27/2017	27
116	50%	825	Legge	12/16/2016	Stanley	3/3/2017	59
218	60%	985	Scarazzini	12/29/2016	Cohen	1/27/2017	27
111	50%	825	Allison	2/17/2017	Smith	4/11/2011	55
102	60%	985	Wade	2/20/2017	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	Firkey	9/6/2017	65
106	60%	985	Pond	7/28/2017	Leeney	9/9/2017	43
213	60%	985	Demanchyk	8/2/2017	Dunnuck	9/9/2017	38
227	50%	825	Krueger	8/22/2017	Boland	9/22/2017	31

Average number of vacancy days per vacancy: 34.1

The vacancy loss is approximately $14,869 since January 1, 2017. We have budgeted $23,418 for vacancy loss through September 30, 2017.

Section 2

General Information

Complaints

Callahan House

None

Norman Ray House

None

Moderate Rental

None

Operational

We have our contract for management renewed for one year with a one year renewal clause with Oxford Housing Authority for the management of Crestview Ridge. The renewal went into effect on October 1, 2017.

We are out for Bid for the annual gutter cleaning of the Moderate Rental units, Callahan House, Norman Ray House & Smithfield Gardens.

I will be meeting with Secure Energy on 10/5/2017. A company that prices out natural gas and electrical rates for Housing Authorities and other property managers. Secure Energy will perform the bidding and we will be able to secure utility prices at the lowest possible point. Many Housing Authorities have taken advantage of this company and their pricing advantages. This will greatly help with cash flow so that we realize a cost reduction for Callahan, Ray Hosues and Smithfield Gardens.

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.

- **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.**

- **We accommodated a reasonable request for an individual confined to a scooter for mobility. We installed a door opener for their apartment entry door.**

- **October 5, 2017 will be the start of a 5 part series of Smoking Cessation classes for the residents of the Rev. Callahan House.**

- **Beginning October 2017, the VNA will be providing 2 hours per month of a LSCW to provide Physiatrist visits for the residents of the Rev. Callahan House to take advantage of and to receive help.**

Norman Ray House

- **All 40 dwelling inspections were completed for 2017 in preparation for the February 28, 2017 HUD REAC Inspections**

Moderate Rental

- 69 Annual dwelling inspections of the Moderate Rental dwelling units were completed this month. They will be completed at a rate of 6 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 closed the Moderate Rental Waiting List on September 30, 2017. It was open for a period of 90 days and the lottery drawing for placement will be held October 30, 2017

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 09/30/17
- Five applications in processing
- Four move-ins in September; no move-outs in September
- 6 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 29.26 months

Budgeting Statistics:

- 19 of 19 units rented at $825
- 37 of 37 units rented at $985
- 56 of 56 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 9/6, 9/13, 9/20, 9/27 (attended by MRC Director, RSC & RNs) 58 residents' statuses reviewed each week; three residents out at rehab as of 09/30/17
- Resident Council Meeting held 09/07/17 (rescheduled from 08/31/17) – minutes follow; next meeting 09/28/17
- September Fire Drill completed 09/22/17 (second shift)
- *Rent Increase for 2018 sent in to CHFA for approval on 07/11/17; no response yet*

During the last week of September we were visited and audited by Eversource. They found a regulator on the gas main malfunctioning and actually leaking gas. Eversource forced a shut down of the gas main until this regulator was replaced. This was a special order for a regulator which was designed specifically for this building. ESC, the contractor we used fortunately found a temporary replacement and got out gas turned on the next morning. A permanent regulator has been ordered and will be installed when it comes in.

Resident Council Meeting

September 7, 2017

The August Resident Council meeting was postponed from 08/31/17 to September 7, 2017.
The fifty-seventh Resident Council Meeting consisted of nine members of the council.
Christine K. secretary read the minutes of the last meeting. Some of the issues the residents
Complained about in July were not resolved due to budget issues. Some of the issues were resolved
like the water and the pencil sharpeners I got for the coloring activities.
Residents complained about tiles coming up in their bathroom. Gave Jamie downstairs 2 work orders for
226 and 212.
Residents had no issues with any new business. Residents mentioning the cleaning crew we have for two
weeks is great!
Jean Marra shared with the residents about her friends in Florida about the upcoming hurricane.
Bingo still seems to be raucous. Complaints about Helen S. coming in late and disrupting the game.
I
Suggested that Bill M. sit at the end of tables so when Helen comes in he can sit on her walker and she
can have the chair. Still a nightmare. Barbara Bucko states it's no fun.
George Glynn voted to adjourn the meeting. It was seconded by Bill C.
Next meeting September 28th, 2017.

Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483

TELEPHONE (203) 888-4579
FAX (203) 888-2086
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution #412

A resolution concerning Board approval to write off $2,751.20 in Collection Loss (GL #1123) for the Rev. Callahan House CT035-000001.

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measure of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
Diane Hylwa	32 Smith St. Apt. 3S	$94.00	5/1/2017
Jennifer Klonoski	32 Smith St. Apt. 1C	$1,182.00	7/12/2017
Margaret Krouch	32 Smith St. Apt. 2N	$699.00	11/1/2017
Sean Moen	32 Smith St. Apt. 4G	$776.20	6/20/2017

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of $2,751.20 in Collection Loss.

X _____
Brenda A. White - Chairperson

11-9-17
Date

(SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
Executive Director
and Secretary

An Equal Opportunity Employer

Exhibit IV

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483

TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution #413

A resolution concerning Board approval to write off $72.00 in Collection Loss (GL #1123) for the Norman Ray House CT035-000002.

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measure of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
Virginia Allen	133 Walnut St Apt. 18	$52.00	12/8/2016
Bruce Pope	133 Walnut St Apt 16	$20.00	7/5/2017

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of $72.00 in Collection Loss.

X Brenda A. White

Brenda A. White - Chairperson

11-9-17

Date

(SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
Executive Director
and Secretary

An Equal Opportunity Employer

Exhibit E

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483

TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution #414

A resolution concerning Board approval to write off $951.00 in Collection Loss (GL #1123) for the Hofman Heights Development, State Moderate Program & 19A Moderate Rental.

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measure of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
	Hofmann Heights		
Kim Boudreau	18.5 Chamberlin Rd	$519.70	3/31/2017
	019 – Moderate Rental		
Jacquilyn Reid	30 Chamberlin Rd	$430.36	7/5/2017
	19A- Moderate Rental		
Margaret Krough	22 Seymour Ave	$0.10	8/4/2014
Lakisha Thomas	34 Seymour Ave	$0.84	2/29/2016

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of $951.00 in Collection Loss.

X [signature]
Brenda A. White - Chairperson

11/9/17
Date

(SEAL)

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
Executive Director and Secretary

An Equal Opportunity Employer