

## MINUTES

COPY RECEIVED  
DATE: 9/18/20  
TIME: 9:45 AM  
TOWN CLERK'S OFFICE

### 1010th Meeting

The 1010th a Regular Meeting of the Seymour Housing Authority was held Wednesday, June 3, 2020 via Tele-conferencing pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. Participants who joined the meeting dialed 1-234-203-2766 and used access code 983 771 992. The meeting was called the order at 5:30 PM by Chairperson White.

### ROLL CALL

Answering the Roll Call Commissioners Bellucci, Golebieski, Ortiz and White.

Also present was Secretary and Executive Director David Keyser and Attorney Gregory J. Stamos. John Courtney, Resident 32 Smith Street Apt 2A was also present.

### PUBLIC COMMENT

None

### PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1009th Regular Meeting held on Wednesday May 6, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1009<sup>th</sup> regular meeting held on Wednesday May 6, 2020 as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were Commissioners Bellucci Golebieski, Ortiz and White. Chairperson White declared the motion carried.

### BILLS & COMMUNICATIONS

Commissioner White introduced the bills (See exhibit I).

After consideration and review and questions relative the Bills Listing Commissioner Ortiz motioned to approve the bills as presented and to authorize payment of the bills. Commissioner Golebieski seconded the motion.

Chairperson White asked if we were satisfied with the new Landscaper, relative to the payment to Grassy Turtle. The Executive Director responded that Grassy Turtle is doing a good job. He added that they have done the cleanup, fertilized and have mowed a few times this season already. He said that a resident's lawn chair got damaged and the Owner bought him a new one. There was also a damaged downspout at Smithfield that the Owner identified and fixed without a need for management to follow up.

Commissioner Bellucci asked that since the Community Room is closed if we are being charged for or paying for it to be cleaned. The Executive Director responded that he is not aware that we are being charged for cleaning the Community Room as it has been locked and there would be no one cleaning in there during the shutdown.

## MINUTES

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, Golebieski Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment.

### **EXECUTIVE DIRECTOR'S REPORT**

See Exhibit II

The Executive Director reviewed occupancy stats and the Director's Report with the Commissioners.

Commissioner Bellucci discussed the Resident Services Coordinator relative to having her return to office hours. He mentioned that her office is small and not conducive to seeing residents for intake. He asked about the plans to take a unit off line to make another office for the Resident Services Coordinator. He also asked about expanding the RSC office into the community room area, specifically the computer room. The Executive Director responded that he will review preparing the Resident Services Coordinator's Office for return. With regard to taking a unit off line, he informed the Commission that a formal request must be made to HUD and HUD must grant permission to take a unit off line. Commissioner Bellucci mentioned that there is funding in the RSC Grant to pay for the dwelling unit. The Executive Director stated yes, but with HUD approval. The Executive Director stated that he would look into make accommodations for the Resident Services Coordinator return.

Commissioner Bellucci asked about the opening of the Community Room and the ability to hold events, even if outside. He suggested that the Residents could do a Coffee Hour out front at Callahan House. The Executive Director responded that he is planning on trying to reopen the Community Room and Pool Room for June 20. He stated that currently, the Governor's Executive Order allows for only 10 people to assemble indoors and 25 individuals outdoors. He stated that chairs need to be removed and tables re-arranged in the Community Room to limit seating. He stated that the Public Restroom may remain closed. There is not enough man power to clean the restrooms hourly. Commissioner Bellucci asked about holding coffee hour in the front. The Executive Director stated that people still need to social distance and wear masks. He stated that gatherings may require that people attending will need to have their temperature monitored and a questionnaire needs to be filled out by attendees. Discussion followed and Attorney Stamos recommended that we take precautions regarding gatherings. He stated that the residents are in that danger zone relative to Covid19. He gave some personal examples of plans that have had to change relative to the Pandemic. He said the responsibility for opening is a decision the Executive Director must make, however, he again cautioned for a delay until perhaps after Labor Day.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Chairperson White asked for an introduction of Resolution # 426. (See Exhibit III)

Commissioner Bellucci introduced Resolution #426 concerning Board approval to write off \$1,202.12 in Collection Loss (GL # 1123) for the Rev. Callahan House CT035-000001.

Commissioner Bellucci motioned to adopt Resolution #426 concerning Board approval to write off \$1,202.12 in Collection Loss (GL # 1123) for the Rev. Callahan House CT035-000001. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second as asked for a Roll Call Vote, which was recorded as follows:

## MINUTES

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Golebieski	X		
Ortiz	X		
White	X		

Chairperson White declared Resolution 426 duly adopted.

Chairperson White introduced Resolution #427 concerning Board approval to write off \$1,950.27 in Collection Loss (GL # 1123) for the Norman Ray House CT035-000002. (See Exhibit IV)

Commissioner Bellucci motioned to adopt Resolution #427 concerning Board approval to write off \$1,950.27 in Collection Loss (GL # 1123) for the Norman Ray House CT035-000002. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second as asked for a Roll Call Vote, which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Golebieski	X		
Ortiz	X		
White	X		

Chairperson White declared Resolution 427 duly adopted.

### **ANY OTHER BUSINESS PERTAINING TO THE BOARD**

Commissioner Bellucci wished to acknowledge the loss of Commissioner Susan Horelick as a result of her recent and unfortunate death. He stated she has been serving the Board of Commissioner for the better of 20 years and was a great Commissioner.

Chairperson White acknowledged the comments and expressed that Commissioner Horelick will be missed.

The Executive Director stated that it is customary that the Seymour Housing Authority usually sends flowers on behalf of Commissioners and Staff on such occasions. He stated this was not possible as a result of the Covid19 Pandemic as there was no formal wake. He requested permission to make a donation to St. Jude's as per the family request.

After some further brief discussion, Commissioner Bellucci motioned to acknowledge the tremendous work and exemplary tenure as a Commissioner in the name Susan Horelick that the Seymour Housing Authority will make a \$150 donation to St. Jude's and that the Executive Director is instructed to make arrangement for the donation to be paid. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by

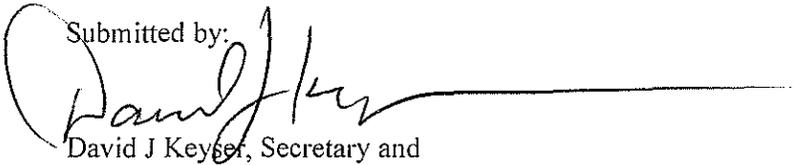
## MINUTES

voting aye. Voting aye were Commissioners Bellucci, Golebieski Ortiz and White. Chairperson White declared the motion carried.

### ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1010th meeting of the Seymour Housing Authority. At 6:06 PM Commissioner Golebieski motioned to adjourn the 1010th meeting of the Seymour Housing Authority. Commissioner Ortiz 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, Golebieski, Ortiz and White. Chairperson White declared the motion carried and the 1010th meeting adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal line extending to the right.

David J Keyser, Secretary and

Executive Director

*Minutes*  
*Exhibit I*  
Seymour Housing Authority

**Vendor Accounting Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund; 2) Payment Date: All; 3) Financial Period: May 2020; 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: Yes; 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>
10	05/05/2020	No	DD	SHA PAYROLL	Payroll #10	No	\$28,077.84
11	05/19/2020	No	DD	SHA PAYROLL	Payroll #11	No	\$28,262.09
11682	05/04/2020	No	CHK	Harvard Pilgrim Health Care	Binder premium for new medical ins	No	\$5,099.42
11683	05/05/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11684	05/12/2020	No	CHK	Advance Communications Inc	Message Service from 3/4/2020 - 3/	No	\$444.72
11685	05/12/2020	No	CHK	Aegis Energy Services, Inc	Cohen Maintenance for Callahan	No	\$1,927.12
11686	05/12/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 March 2020	No	\$301.44
11687	05/12/2020	No	CHK	AmTrust North America	Workers Compensation Policy VWC	No	\$4,893.00
11688	05/12/2020	No	CHK	AO & Company, LLC	Callahan Monthly accounting service	No	\$337.50
11689	05/12/2020	No	CHK	AT&T Mobility	Act# 287298255320	No	\$47.17
11690	05/12/2020	No	CHK	Bloxam Enterprises, LLC	Steam clean carpet in 4B	No	\$445.00
11691	05/12/2020	No	CHK	Calvert Safe & Lock Ltd.	Key duplication	No	\$6.30
11692	05/12/2020	No	CHK	Cbs Bloom's Business Systems	Contract cover charge 12/21/2019 to	No	\$340.34
11693	05/12/2020	No	CHK	Charles Payne Jr	Repaired front steps with concrete	No	\$1,925.00
11694	05/12/2020	No	CHK	Cintas	Uniform Cleanings	No	\$213.16
11695	05/12/2020	No	CHK	Clear Water	Equipment Package and Installation	No	\$3,200.00
11696	05/12/2020	No	CHK	Colonial Business Forms	Regular envelopes	No	\$622.35
11697	05/12/2020	No	CHK	Connecticut Business Systems LL	Lease payment 03/21 - 04/20	No	\$462.00
11698	05/12/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA Hoffma	No	\$479.84
11699	05/12/2020	No	CHK	Crystal Rock	Crystal Rock Premium Water	No	\$73.17
11700	05/12/2020	No	CHK	Danilo's Painting LLC	Painting of 1 Chamberlain	No	\$8,350.00
11701	05/12/2020	No	CHK	Elizabeth Holly	Monthly cleanings at Callahan and cl	No	\$766.00
11702	05/12/2020	No	CHK	Experian	Mach 2020 - TCTA-6906070	No	\$704.00
11703	05/12/2020	No	CHK	Freddy's	Snaked kitchen sink in 2L	No	\$370.00
11704	05/12/2020	No	CHK	Friends Of Fur LLC	Treat 4 Chamberlain for ants	No	\$210.00
11705	05/12/2020	No	CHK	Grassy Turtle LLC	Yard Work landscaping clean up dra	No	\$703.00
11706	05/12/2020	No	CHK	Gregory Stamos	Court time for Lafayette and Posh	No	\$6,645.05
11707	05/12/2020	No	CHK	Hallock's	Frigidaire 8 air conditioners	No	\$3,144.00
11708	05/12/2020	No	CHK	HD Supply	Gloves and garbage bags	No	\$1,272.61
11709	05/12/2020	No	CHK	Jeff's Appliance And Vacuums	Replaced fan motor in 3G	No	\$448.06
11710	05/12/2020	No	CHK	Lincoln National Life Insurance C	Premium 05/01/2020 - 05/31/2020	No	\$388.08
11711	05/12/2020	No	CHK	Mr. Refinish	Reglaze tub at 11 Chamberlain	No	\$950.00
11712	05/12/2020	No	CHK	Network Synergy Systems Integra	Agreement Silver level workstation	No	\$576.00
11713	05/12/2020	No	CHK	Nurse's Touch Cleaning Service L	Cleaning of 18 1/2 Chamberlin	No	\$3,621.40
11714	05/12/2020	No	CHK	Oak Ridge Hauling, LLC	May Service Charge for Callahan	No	\$471.93
11715	05/12/2020	No	CHK	Oak Ridge Hauling, LLC	May Serice for Ray House	No	\$433.61
11716	05/12/2020	No	CHK	Oxford Lumber & Building Materia	Painting supplies, rollers, tape, trays	No	\$51.34
11717	05/12/2020	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$55.00
11718	05/12/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	No	\$6,674.47
11719	05/12/2020	No	CHK	Sprint	Cell Phone Mar 07 - Apr 06, 2020	No	\$416.57
11720	05/12/2020	No	CHK	St. Treasurer For Merfund	MERF 04-2020	No	\$7,525.87
11721	05/12/2020	No	CHK	VSP	Apr 2020 billing 30 019995	No	\$57.85
11722	05/12/2020	No	CHK	WB Mason	Toilet paper, paper towels, and deter	No	\$776.83
11723	05/12/2020	No	CHK	WEX BANK	Fuel Purchases	No	\$231.75
11724	05/27/2020	No	CHK	AmTrust North America	Workers Compensation Policy	No	\$4,908.00
11725	05/27/2020	No	CHK	St. Treasurer For Merfund	MERF 05-2020	No	\$7,486.21
11726	05/29/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 May 2020	No	\$301.44

Minutes  
Exhibit. I

Seymour Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund 2) Payment Date: All 3) Financial Period: May 2020 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: Yes 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>
11727	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086455	No	\$277.81
11728	05/29/2020	No	CHK	Buddy's Fuel.LLC	4 Chamberlain oil fill up	No	\$255.00
11729	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,500.84
11730	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11731	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$176.80
11732	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$460.52
11733	05/29/2020	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$299.14
11734	05/29/2020	No	CHK	Eversource	Act# 5136 648 3014	No	\$6,076.03
11735	05/29/2020	No	CHK	Eversource	Act# 5145 776 4090	No	\$293.69
11736	05/29/2020	No	CHK	Eversource	Act# 5179 646 4071 - 1 Chamberlain	No	\$251.26
11737	05/29/2020	No	CHK	Eversource	Act# 5177 958 3004	No	\$5,275.81
11738	05/29/2020	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,762.01
11739	05/29/2020	No	CHK	Eversource	Act# 5111 869 4017	No	\$90.65
11740	05/29/2020	No	CHK	Eversource	Act# 5147 148 3099	No	\$435.13
11741	05/29/2020	No	CHK	Frontier	Act# 203-881-2464-110206-5	No	\$694.55
11742	05/29/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$179.84
11743	05/29/2020	No	CHK	Lincoln National Life Insurance C	Premium 06/01/2020 - 06/30/2020	No	\$388.08
11744	05/29/2020	No	CHK	Sprint	Cell Phone Apr 07 - May 06, 2020	No	\$416.67
11745	05/29/2020	No	CHK	WEX BANK	Fuel purchases	No	\$354.18
11746	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$629.41
11747	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$840.79
11748	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$132.41
11749	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,090.96
11750	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,147.25
11751	05/29/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$147.44
11752	05/29/2020	No	CHK	Aquarion Water Company	Act# 200081653	No	\$19.66
11753	05/29/2020	No	CHK	Aquarion Water Company	Act# 200285800	No	\$12.15
11754	05/29/2020	No	CHK	Aquarion Water Company	Act# 200081653 - 18 1/2 Chamberla	No	\$47.72
11755	05/29/2020	No	CHK	Aquarion Water Company	Act# 200285800 - 1 Chamberlain	No	\$19.18
11756	05/29/2020	No	CHK	Aquarion Water Company	Act# 200285800 - 1 Chamberlain	No	\$0.97
11757	05/29/2020	No	CHK	Liberty Bank	HSA Funding for D Keyser June 202	No	\$4,350.00
11758	05/29/2020	No	CHK	Liberty Bank	HSA Funding for D Desantis June 2	No	\$1,750.00
11759	05/29/2020	No	CHK	Liberty Bank	HSA Funding for L Thomas June 20	No	\$1,750.00
11760	05/29/2020	No	CHK	Liberty Bank	HSA Funding for C Taylor June 202	No	\$1,750.00
11761	05/29/2020	Yes	CHK	Liberty Bank	HSA Funding for K Crawford June 2	No	\$1,750.00
11761	05/29/2020	No	VD	Liberty Bank	Check damaged	No	(\$1,750.00)
11762	05/29/2020	No	CHK	Liberty Bank	HSA Funding for B Lavigne June 20	No	\$1,750.00
11763	05/29/2020	No	CHK	Charles Payne Jr	C - Repair pump 2B supply new mot	No	\$3,748.00
11764	05/29/2020	No	CHK	Liberty Bank	HSA Funding for K Crawford June 2	No	\$1,750.00

Minutes  
Exhibit I

Seymour Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 2020, 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: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20222	05/05/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20223	05/05/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20224	05/05/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20225	05/12/2020	No	CHK	Charles Payne Jr	C - Install new wheels from stock	No	\$5,312.00
20226	05/12/2020	No	CHK	Lindsey Horvath	Pay Period Ending 5/3/20	No	\$234.00
20227	05/14/2020	No	CHK	Seymour Housing Authority	AP Federal 05/12/2020 reimbursem	No	\$37,392.34
20228	05/20/2020	No	CHK	Lindsey Horvath	RSC pay period ending 5/17/20	No	\$360.00
20229	05/20/2020	No	CHK	Seymour Housing Authority	AP Fed Payroll 10 & 11 reimbursem	No	\$16,855.86
20230	05/21/2020	No	CHK	Callahan House Tenants Associat	Advance for RSC pay roll	No	\$6,000.00
20231	05/29/2020	No	CHK	Lindsey Horvath	RSC Pay period ending 5/31/20	No	\$252.00

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
40187	05/05/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40189	05/12/2020	No	CHK	Belletti's Tree Service	Removal of oak tree and brush at 19	No	\$4,525.00
40190	05/12/2020	No	CHK	Buddy's Fuel, LLC	Perform Annual Cleaning at 16 Cha	No	\$1,232.99
40191	05/12/2020	No	CHK	Charles Payne Jr	Disassemble and clean pump switch	No	\$2,227.50
40192	05/12/2020	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$1,149.74
40193	05/14/2020	No	CHK	Seymour Housing Authority	AP MR 54/12/2020 reimbursement	No	\$18,376.69
40194	05/20/2020	No	CHK	Seymour Housing Authority	AP MR Payroll 10 & 11 reimbursem	No	\$12,613.62

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
341	05/12/2020	No	CHK	Aquarion Water Company	Act# 200340760	No	\$59.32

Minutes  
Exhibit I

Seymour Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living 2) Payment Date: All 3) Financial Period: May 2020 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: Yes 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

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>
90775	05/01/2020	No	CHK	Cura Hospitality, LLC	Meal Services - January 2020	No	\$30,645.46
90776	05/05/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$4,965.00
90777	05/05/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90779	05/12/2020	No	CHK	Advance Communications Inc	Message service from 04/01 - 04/28/	No	\$486.22
90780	05/12/2020	No	CHK	Carter Hayes + Associates, P.C.	Professional services rendered for y	No	\$1,696.55
90781	05/12/2020	No	CHK	Clear Water	Full service treatment program	No	\$291.68
90782	05/12/2020	No	CHK	Cura Hospitality, LLC	Meal Services - February 2020	No	\$28,217.18
90783	05/12/2020	No	CHK	Fire System Services, LLC	Fire Sprinkler System Inspection Ap	No	\$237.50
90784	05/12/2020	No	CHK	Gary's East Coast Service, Inc.	Made repairs to fan motor on steam	No	\$1,451.71
90785	05/12/2020	No	CHK	Grassy Turtle LLC	Salt service at SGAL	No	\$2,535.00
90786	05/12/2020	No	CHK	HD Supply	Janitorial supplies	No	\$771.10
90787	05/12/2020	No	CHK	Home Depot Credit Services	Toilet seats	No	\$48.92
90788	05/12/2020	No	CHK	Kone Inc	Emergency Communication Monitori	No	\$1,331.28
90789	05/12/2020	No	CHK	NDC Housing & Development	Asset Management fee Oct - Dec 20	No	\$2,016.00
90790	05/12/2020	No	CHK	Nurse's Touch Cleaning Service L	March cleaning of SGAL locker roo	No	\$718.30
90791	05/12/2020	No	CHK	Oak Ridge Hauling, LLC	SGAL April Monthly Service	No	\$1,128.60
90792	05/12/2020	No	CHK	Oxford Lumber & Building Materia	Blue masking tape	No	\$26.24
90793	05/12/2020	No	CHK	Theo Pro	File Pre-Approvals Jan. 15th	No	\$22.00
90794	05/12/2020	No	CHK	Valley Electric Supply Company	Misc light bulbs	No	\$339.06
90795	05/14/2020	No	CHK	Seymour Housing Authority	AP SGAL 05/12/2020 reimbursemen	No	\$12,651.15
90796	05/20/2020	No	CHK	Seymour Housing Authority	AP SGAL Payroll 10 & 11 reimburse	No	\$26,870.45
90800	05/29/2020	No	CHK	Aquarion Water Company Of CT	Act# 2002044656	No	\$277.81
90801	05/29/2020	No	CHK	comcast	Act# 8773 40 216 0196370	No	\$15.72
90802	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$193.35
90803	05/29/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	No	\$1,037.71
90804	05/29/2020	No	CHK	Cura Hospitality, LLC	Meal Services - March 2020	No	\$31,152.50
90805	05/29/2020	No	CHK	Eversource	Act# 5747 654 0034	No	\$2,011.00
90806	05/29/2020	No	CHK	Eversource	Act# 51083224013	No	\$2,165.34
90807	05/29/2020	No	CHK	Eversource	Act# 5766 997 0055	No	\$263.29

MINUTES

EXHIBIT II

JUNE 2020

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HOUSING AUTHORITY OF THE TOWN OF  
SEYMOUR

Executive Director's Report

# Occupancy

**REY CALLAHAN HOUSE                      2020 YEAR TO DATE VACANCIES 4**

Callahan House experienced two move-ins during May, 2020 and is fully occupied. Callahan House has experienced 119 days vacant since January 1, 2020 and has averaged 29.75 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: 80 units X 365 days = 29,200 days available; 119 days/29200 days available = 0.41% percentage through May 31, 2020.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). 960\*3%= 29 UMA or 348 days. For 2020 FYE Budget we used 151 days have 197 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

Callahan House                      Vacancy/Turnover Days                      2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
4Q	Brown	02/03/2020	Cashin	3/27/2020	53
4B	Cashin	03/27/2020	Cocker	4/3/2020	7
3W	Klimczak	03/31/2020	Curcio	05/01/2020	31
4T	Cocker	04/03/2020	Soupkup	05/01/2020	28

Average number of vacancy days per vacancy                      29.75

Norman Ray House experienced one Move in during May 2020 and is now fully occupied. We had one resident pass away and the unit will be vacant June 1, 2020. Norman Ray House has experienced 82 days vacant since January 1, 2020 and has averaged 27 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 = 14,600 days available; 82 days/14,600 days available = .5616% percentage through April 30, 2020.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). 480\*3%= 14.4 UMA or 168 days. For the 2020 budget we have used 118 days and have 50 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

Norman Ray House Vacancy/Turnover Days 2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
12	Davis	12/31/2019	Grim	01/14/2020	14
22	Hyman	02/29/2020	West	4/6/2020	37
19	West	04/06/2020	Wilson	5/7/2020	31

Average number of vacancy days per vacancy

27

The Moderate Rental program experienced one transfer due to reduction in household members during May 2020. The Moderate Rental Program has experienced 122 days vacant since January 1, 2020 and has averaged 30.5 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: 81 units X 365 days = 29,565 days available; 122 days/29,565 days available = 0.4126% percentage through May 31, 2020.

Moderate Rental                      Vacancy/Turnover Days                      2020

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$560	18 1/2	Evans	02/06/2020	Cook	03/16/2020	39
\$490	1C	Watson	03/10/2020	C. Brown	04/09/2020	30
\$484	11C	C. Brown	04/09/2020	T. Brown	05/14/2020	35
\$500	28C	T. Brown	05/13/2020	Vacant		18

Average number of vacancy days per vacancy: 30.5

We have experienced \$2,083 in vacancy Loss since January 1, 2020. We budgeted \$3,333 for vacancy loss through May 31, 2020.

Smithfield Gardens experienced three move out during May 2020 and 1 unit remained unoccupied. Smithfield Gardens has experienced 115 days vacant since January 1, 2020 and has averaged 16.42 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: 56 units X 365 days = 20,440 days available; 115 days/20,440 days available = 0.5637% percentage through May 31, 2020.

Smithfield Gardens Vacancy/Turnover Days 2020

Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$840	101	Perkowski	11/23/2020	Ferreira	01/15/2020	15
\$1,000	109	Fuller	01/03/2020	Garris	1/10/2020	6
\$1,000	128	Pollman	02/29/2020	Sicilia	02/29/2020	21
\$1,000	208	Goyette	04/19/2020	Vacant		42
\$1,000	126	Briggs	05/16/2020	Vacant		15
\$1,000	118	Luddy	05/22/2020	Vacant		9
\$1,000	121	Langlias	05/24/2020	Vacant		7

Average number of vacancy days per vacancy: 16.42

We have experienced \$3,753 vacancy loss since January 1, 2020. We have budgeted \$10,592 for vacancy loss through May 31, 2020.

## GENERAL INFORMATION

### Complaints

#### Callahan House

A resident verbally complained that a resident upstairs from her is making noise all hours of the day and night. Stomping feet and moving around. I have requested the resident put the complaint in writing. This complaint was received in writing on June 1, 2020

The resident that the previous complaint was made about submitted a written complaint that the resident below her was harassing her and disturbing her peaceful enjoyment of the premises.

Both residents will receive pre-termination notices.

We received complaints that a 1<sup>st</sup> floor resident is having aides visit the building and the aides will not wear masks. The complaint further states that this resident leaves her apartment door open to the hallway. I have spoken to the resident directly. She stated she would correct the issue. This issue continued and I spoke with the Conservator who challenged the validity of the complaint. I provided the Conservator with the specific names of the aides and dates of the incidents. The Conservator stated she would address the issue. This is still an on going problem.

#### Norman Ray House

None.

#### Moderate Rental

A verbal complaint that a household is creating excessive noise and excessive visitors that are causing disturbances. Complaint forms were mailed to be filled out by complaining residents. I did speak with the resident who this is alleged about the noise and visitors.

This same household is reported to still be making noise and having visitors. The complaint is still a verbal complaint at this point. There was an issue reported that the one neighbor threatened the other. I will follow up with Seymour PD.

## OPERATIONAL

The waiting list purge was sent out for May 1, 2020. Applicants were given until July 31, 2020 to respond if they were still interested in housing. Several applicants have responded to the Annual Purge.

We have re-opened the Office. Employees are scheduled back to their regular scheduling. To do so, we have provided hand sanitizing stations, work area clean up supplies including cleaner, gloves, masks and hand sanitizer. The restrooms are for staff only and they are being sanitized and logged. The employees must fill out a Covid19 survey each morning and the procedure includes taking temperatures and recording them.

The office is still closed to inside visitors. The lobby has been limited to only two people at a time in the lobby.

#### REV. GALLAHAN HOUSE

I have a call into Arrow Line Painting to re-paint the parking lot lines, lettering and numbering. Arrow came to the site to review the work. I am waiting for a quote and possible starting date.

The Capital Fund Program construction/installation of the dump radiator/cooling tower is nearly completed. Clearwater treatment is installing a water treatment system to keep the radiator free of rust and acidity.

We had previously completed the building entry system replacement. There are a few items and unit work to be completed. We are waiting for a safer time to be able to enter these units as a result of Covid19. I anticipate being able to finish this work in July, 2020;

#### NORMAN RAY HOUSE

The Sprinkler system backflow preventer has been installed. The attic sprinkler system has been replaced and is being tested and inspected by the Fire Marshall.

We had previously completed the building entry system replacement. There are a few items and unit work to be completed. We are waiting for a safer time to be able to enter these units as a result of Covid19. I anticipate being able to finish this work in July, 2020;

#### MODERATE RENTAL

We have advertised the opening of the MR 2 & 3 Bedroom waiting lists for July 1, 2020. It will remain open until September 30, 2020. There will be a lottery drawing of the applicants held Friday, October 30, 2015 at 11:00 A.M.

#### SMITHFIELD GARDENS ASSISTED LIVING

##### Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 05/31/2020
- One application in processing
- No move-ins in May; three move-outs in May
- 8 applicants on waiting list for 60% units (\$1,000 rent)
- 10 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.3; age range is 66 – 98
- Average length of tenancy is 32.13 months

##### Budgeting Statistics:

- 21 of 19 units rented at \$840
- 31 of 37 units rented at \$1,000
- 51 of 52 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 5/6, 5/13, 5/20, 5/27 (attended by MRC Director, RSC, & RNs)  
53 residents' statuses reviewed each week; two residents out at rehab as of 05/31/2020
  - Resident Council Meeting held 02/27/20; next meeting to be scheduled after closure
  - May fire drill completed 05/28/2020 (first shift)
  - Community remains closed to everyone except essential staff
  - We have begun doing video chats for the residents to speak with their families. This is an incentive required by the Governor.
  - We will be required to have staff and residents tested for Covid19 Weekly. The State is working on implementing this testing.
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*Minutes*  
*Exhibit III*

# 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](mailto:admin@seymourhousing.org)  
TTY 711

## Resolution #426

A resolution concerning Board approval to write off \$1,102.12 in Collection Loss (GL # 1123) for the Rev. Callahan House CT035-000001.

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measures 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
Klimczak, Aleksandra	32 Smith St. Apt. 3W	\$318.00	03/31/2020
Proto, Anthony	32 Smith St. Apt. 1N	\$767.12	07/08/2019
Seaman, Joan	32 Smith St. Apt. 1N	\$ 17.00	12/01/2018

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of \$1,102.12 in Collection Loss.

\_\_\_\_\_  
Brenda A. White – Chairperson

\_\_\_\_\_  
Date

(SEAL)

David J. Keyser, PHM  
Executive Director  
and Secretary

Minutes

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Exhibit IV

28 SMITH STREET  
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579  
FAX (203) 888-2096  
E-MAIL admin@seymourhousing.org  
TTY 711

## Resolution # 427

A resolution concerning Board approval to write off \$1,950.27 in Collection Loss (GL # 1123.1) for the Federal Norman Ray House CT035-000002

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Whereas, the Seymour Housing Authority has exhausted all reasonable legal measures 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
Allen, Virginia	133 Walnut St. Apt. # 18	\$ 99.00	05-23-2010
Davis, Michael	133 Walnut St. Apt. # 12	\$171.00	12-31-2019
Galezowski, Marek	133 Walnut St. Apt. #25	\$ 88.00	04-11-2019
Garafano, Peter	133 Walnut St. Apt.#18	\$170.00	04-08-2019
Hyman, Philip	133 Walnut St. Apt. #22	\$888.27	02-29-2020
MacDonald, Warren	133 Walnut St. Apt. # 23	\$408.00	05-03-2019
Simmonds, Sylvia	133 Walnut St. Apt.# 39	\$126.00	03-08-2019

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of \$1,950.27 in Collection Loss.

\_\_\_\_\_  
Brenda A. White – Chairperson

(SEAL)

\_\_\_\_\_  
Date

David J. Keyser, PHM  
Executive Director  
and Secretary

