

MINUTES

COPY RECEIVED
DATE: 9/8/20
TIME: 9:45 AM
TOWN CLERK'S OFFICE

1011th Meeting

The 1011th a Regular Meeting of the Seymour Housing Authority was held Wednesday, July 8, 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, Ortiz and White.

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

PUBLIC COMMENT

None

Executive Session

At 5:35 P.M. Commissioner Bellucci motioned to change the order of the Agenda and to Enter into Executive Session to discuss an employee contract matter and to invite the Board Members present, Attorney Stamos and the Executive Director. Commissioner Ortiz 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, Ortiz and White. Chairperson White declared the motion carried.

At 5:44 P.M. Commissioner Bellucci motioned to exit Executive Session to discuss and resume the order of the Agenda. Commissioner Ortiz 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, Ortiz and White. Chairperson White declared the motion

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1010th Regular Meeting held on Wednesday June 3, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1010th regular meeting held on Wednesday, June 3, 2020 as presented. Commissioner Ortiz 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, 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 Bellucci motioned to approve the bills as presented and to authorize payment of the bills. 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, Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment.

MINUTES

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

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

OLD BUSINESS

None

NEW BUSINESS

Chairperson White introduced Resolution # 428, A resolution concerning Board approval to write off \$1,248.34 in Collection Loss for Smithfield Gardens Assisted Living . (See Exhibit III)

Commissioner Bellucci motioned to adopt Resolution #428, A resolution concerning Board approval to write off \$1,248.34 in Collection Loss for Smithfield Gardens Assisted Living. Commissioner Ortiz 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		
Ortiz	X		
White	X		

Chairperson White declared Resolution 428 duly adopted.

Commissioner Bellucci motioned to accept the Employment Agreement between the Seymour Housing Authority and David J. Keyser, Executive Director as presented and to authorize Chairperson White to execute and sign the agreement for a five year term beginning July 1, 2020 through June 30, 2025. 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, Ortiz and White. Chairperson White declared the motion carried.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

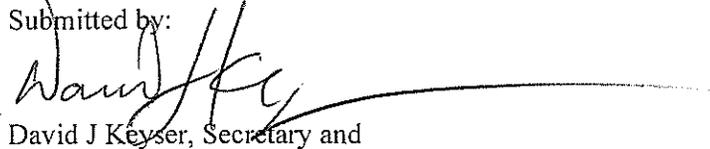
None

MINUTES

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1011th meeting of the Seymour Housing Authority. At 6:16 PM Commissioner Bellucci motioned to adjourn the 1011th 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, Ortiz and White. Chairperson White declared the motion carried and the 1011th meeting adjourned.

Submitted by:

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

David J Keyser, Secretary and

Executive Director

Mingster
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: June 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>
12	06/08/2020	No	DD	SHA PAYROLL	Payroll #12	Yes	\$31,100.87
13	06/16/2020	No	DD	SHA PAYROLL	Payroll #13	Yes	\$28,499.80
14	06/30/2020	No	DD	SHA PAYROLL	Payroll #14	Yes	\$27,977.67
11765	06/03/2020	No	CHK	Department Of Labor Business M	VPN key 07/01/19 - 12/31/19	Yes	\$136.28
11766	06/09/2020	No	CHK	WEX BANK	Fuel Purchases	Yes	\$189.37
11767	06/17/2020	No	CHK	Harvard Pilgrim Health Care	Harvard Health Insurance bill period	Yes	\$5,099.42
11768	06/18/2020	No	CHK	VSP	May 2020 billing 30 019995	Yes	\$116.85
11769	06/24/2020	No	CHK	Anthem Blue Cross and Blue Shie	Premium 05/01/2020 - 06/01/2020	No	\$5,603.31
11770	06/24/2020	Yes	CHK	Anthem Blue Cross Blue Shield	Premium 06/01/2020 - 07/01/2020	Yes	\$962.56
11770	06/24/2020	No	VD	Anthem Blue Cross Blue Shield	Wrong name	Yes	(\$962.56)
11771	06/24/2020	No	CHK	Aegis Energy Services, Inc.	Put the chiller online at Callahan	Yes	\$2,552.12
11772	06/24/2020	No	CHK	American Express	Account ending 6-36005 - Covid Su	Yes	\$1,866.67
11773	06/24/2020	No	CHK	Anthem Blue Cross Blue Shield	Premium 06/01/2020 - 07/01/2020	No	\$962.56
11774	06/24/2020	No	CHK	Elizabeth Holly	Monthly cleaning at Callahan	No	\$436.00
11775	06/24/2020	No	CHK	Nurse's Touch Cleaning Service L	Cleaning of apartment 3W	No	\$800.00
11776	06/24/2020	No	CHK	Sprint	Cell Phone May 07 - June 06, 2020	No	\$369.09
11777	06/24/2020	No	CHK	State of Connecticut	Elevator Renewal Callahan	No	\$240.00

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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>
20232	06/01/2020	No	CHK	Seymour Housing Authority	Federal AP Reimburse Revolving 05	Yes	\$35,445.73
20233	06/02/2020	No	CHK	Seymour Housing Authority	HUD CFP CT26P03550118 060120	Yes	\$34,751.00
20234	06/02/2020	No	CHK	Seymour Housing Authority	HUD CFP CT26P03550119 060120	Yes	\$45,575.00
20235	06/08/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20236	06/08/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20237	06/08/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	Yes	\$2,612.50
20240	06/10/2020	No	CHK	St. Jude Children's Research Hos	Register Seymour Housing Authority	No	\$150.00
20241	06/12/2020	No	CHK	Callahan House Tenants Associat	\$600 coffee stipend	No	\$600.00
20242	06/12/2020	No	CHK	Seymour Housing Authority	HUD CFP CT26P03550118	Yes	\$2,625.00
20243	06/12/2020	No	CHK	Seymour Housing Authority	HUD CFP CT26P03550119	Yes	\$14,940.80
20244	06/17/2020	No	CHK	Callahan House Tenants Associat	Advance for RSC Pay Roll	Yes	\$3,000.00
20245	06/17/2020	No	CHK	Charles Payne Jr	C - Check all fans on roof at Callaha	Yes	\$507.50
20246	06/17/2020	No	CHK	Lindsey Horvath	RSC Pay Period Ending 6/14/20	Yes	\$252.00
20247	06/18/2020	No	CHK	Seymour Housing Authority	Fed Payroll reimbursement 12 13	Yes	\$16,821.25

Minutes
Exhibit I

**Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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: 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>
40195	06/01/2020	No	CHK	Seymour Housing Authority	MR AP Reimburse Revolving 05/29	No	\$10,970.43
40196	06/08/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40197	06/17/2020	No	CHK	Charles Payne Jr	Supply and install new trip and wast	No	\$5,574.50
40198	06/17/2020	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$585.22
40199	06/17/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA Hoffma	No	\$995.90
40200	06/18/2020	No	CHK	Seymour Housing Authority	MR Payroll 12 13 reimbursement	No	\$12,608.14

**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: June 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>
90808	06/01/2020	No	CHK	Seymour Housing Authority	SGAL AP Reimburse Revolving 05/	Yes	\$7,163.19
90809	06/08/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	Yes	\$4,965.00
90810	06/08/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	Yes	\$3,041.00
90811	06/10/2020	No	CHK	NDC Housing & Development	Asset Management fees	Yes	\$2,688.00
90812	06/18/2020	No	CHK	Seymour Housing Authority	SGAL Payroll reimbursement 12 13	Yes	\$30,171.28

**Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Capital Fund**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 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: Liberty, Bank Account: 6577206022, GL Account: 1111.CFP.5501.19

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>
97	06/03/2020	Yes	CHK	Donald W. Smith, Jr. P.E	Professional Services CH & RH	No	\$1,250.00
97	06/08/2020	No	VD	Donald W. Smith, Jr. P.E	Wrong Amount	No	(\$1,250.00)
98	06/03/2020	No	CHK	West State Mechanical, Inc	Sprinkler System Modification Perio	No	\$44,325.00
99	06/08/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services CH & RH	No	\$1,250.00
100	06/29/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services RH	No	\$250.00
101	06/29/2020	No	CHK	West State Mechanical, Inc	Sprinkler System Modification	No	\$14,690.80

Minutes
Exhibit I

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

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>
100	06/03/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services CH & RH	Yes	\$1,250.00
101	06/03/2020	No	CHK	West State Mechanical, Inc	Cooling Tower Replacement Periodi	Yes	\$33,501.00
102	06/29/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services CH	No	\$250.00

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

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>
103	06/29/2020	No	CHK	West State Mechanical, Inc	Cooling Tower Replacement	No	\$2,375.00

MINUTES

Exhibit II

JULY 2020

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Executive Director's Report

Occupancy

REV. CALLAHAN HOUSE 2020 YEAR TO DATE VACANCIES - 4

Callahan House remained fully occupied during June, 2020. 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 June 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, 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 out and one Move in during June 2020 and is now fully occupied. Norman Ray House has experienced 97 days vacant since January 1, 2020 and has averaged 24.25 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; 97 days/14,600 days available = .6644% percentage through June 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 133 days and have 35 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
17	Minto	06/01/2020	Malony	06/16/2020	15

Average number of vacancy days per vacancy

24.25

The Moderate Rental program experienced one transfer due to reduction in household members during May 2020. The Moderate Rental Program has experienced 152 days vacant since January 1, 2020 and has averaged 38 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; 152 days/29,565 days available = 0.5141% percentage through June 30, 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	Navarro	06/30/2020	48

Average number of vacancy days per vacancy: 30.5

We have experienced \$2,583 in vacancy Loss since January 1, 2020. We budgeted \$3,400 for vacancy loss through June 30, 2020.

Smithfield Gardens experienced three move out during May 2020 and 1 unit remained unoccupied. Smithfield Gardens has experienced 260 days vacant since January 1, 2020 and has averaged 32.50 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; 260 days/20,440 days available = 1.272% percentage through June 30, 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		72
\$1,000	126	Briggs	05/16/2020	Vacant		45
\$1,000	118	Luddy	05/22/2020	Vacant		39
\$1,000	121	Langlias	05/24/2020	Vacant		37
\$1,000	110	Rosa	06/05/2020	Vacant		25

Average number of vacancy days per vacancy: 32.50

We have experienced \$8,586 vacancy loss since January 1, 2020. We have budgeted \$12,710 for vacancy loss through June 30, 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 1st 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. CALLAHAN 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.
-

Minor Exhibit #11

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
TTY 711

Resolution # 428

A resolution concerning Board approval to write off \$1,248.34 in Collection Loss for Smithfield Gardens Assisted Living

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
Bernice Cohen	26 Smith Street	\$241.56	08-23-2019
Doris LeStrange	26 Smith Street	\$909.56	11-09-2019
Sophie Perkowski	26 Smith Street	\$ 97.22	11-23-2019

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off of the total balance of \$1,248.34 in Collection Loss.

Brenda A. White – Chairperson

(SEAL)

Date

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

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer

