

COPY RECEIVED
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TIME: 1:59 PM
TOWN CLERK'S OFFICE

MINUTES

1013th Meeting

The 1013th a Regular Meeting of the Seymour Housing Authority was held Wednesday, September 9, 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 688 659 851. The meeting was called the order at 5:33 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 Stamos

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1012th Regular Meeting held on Wednesday August 5, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1012th regular meeting held on Wednesday; August 5, 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, Ortiz and White. Commissioner Golebieski abstained from the vote. 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 Golebieski motioned to approve the bills as presented and to authorize payment of the bills. Commissioner Ortiz seconded the motion. Commissioner Bellucci asked who the Vendor was who was cleaning the common area carpets at Callahan House. The Executive Director responded that the Vendor is Professional Carpet Cleaning, he added that they clean the carpets for our vacancies and the common area carpeting at Smithfield Gardens. Hearing no further questions, 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.

The Executive Director discussed a flyer received from the Center for Disease Control (CDC) that announced that it will be using its Authority to halt evictions through the end of 2020. This means that Housing Authorities cannot take action to evict for non-payment through December 31, 2020.

The Executive Director stated that this does not apply to the State Family Housing. Attorney Stamos said, however, the Housing Courts are not open as of yet to hear cases. He further stated that when they Court does open; he suspects there will be a backlog of cases.

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Discussion followed about cases where tenants were harassing tenants about noise cannot possibly be handled. The Executive Director recommended in those cases where harassment is occurring, that the victim should call the Seymour PD if they feel physically threatened. Brief discussion followed.

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

The Executive Director reviewed occupancy stats and the Director's Report with the Commissioners. The Executive Director informed the Commission of the latest tenant complaints.

The Executive Director added that the Smithfield and housing staff Covid19 weekly testing has ended successfully with no cases detected among staff. He stated that the next process involves monthly testing.

The Executive Director stated that the MRC Director is considering opening the Smithfield Meal Plan back up to serving meals in the common dining room as a result of this testing. We will follow the results of the negative testing results with SHA Staff.

OLD BUSINESS

None

NEW BUSINESS

Chairperson White introduced Meal Service Vendor Replacement.

The Executive Director reviewed the correspondence and findings involving problems with the current Meal Service Vendor, Cura. He stated that he sought proposal for another Vendor to replace the current Vendor. He briefly reviewed the proposal from Glendale Dining Services. He also reviewed the termination notice sent to the current vendor as well as the written complaints from residents about the current service. He stated that the pricing for the new service is within the range of the old Vendor's pricing.

After some further brief discussion, Commissioner Golebieski motioned to accept the food service proposal from Glendale as presented and to Authorize the Executive Director to further negotiate and execute an agreement for the replacement food service vendor with Glendale Dining Services. 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.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

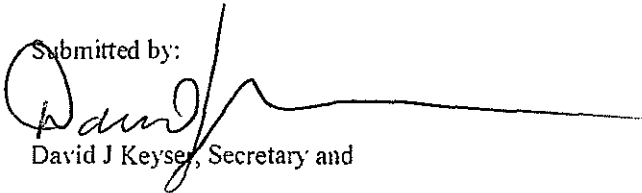
None

ADJOURNMENT

MINUTES

Chairperson White asked for a motion to adjourn the 1013th meeting of the Seymour Housing Authority. At 6:04 PM Commissioner Golebieski motioned to adjourn the 1013th 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 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 1013th 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

Minutes
Exhibit I
Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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>Valid</u>	<u>Type</u>	<u>Document Receipt</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
17	08/18/2020	No	DD	SHA PAYROLL	Payroll #17	No	\$28,427.95
18	08/25/2020	No	DD	SHA PAYROLL	Payroll #18	No	\$28,921.79
11854	08/04/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11855	08/06/2020	No	CHK	Advance Communications Inc	Message service for 6/24 - 7/21/202	No	\$144.41
11856	08/06/2020	No	CHK	American Express	Account ending 6-36005	No	\$781.63
11857	08/06/2020	No	CHK	AO & Company, LLC	Callahan Monthly accounting service	No	\$168.75
11858	08/06/2020	No	CHK	AT&T Mobility	Act# 287298255320	No	\$42.99
11859	08/06/2020	No	CHK	Bender Plumbing Supplies Inc	3 Hot water heaters	No	\$1,768.50
11860	08/06/2020	No	CHK	Bloxam Enterprises, LLC	Steam clean apt 4E	No	\$175.00
11861	08/06/2020	No	CHK	Cintas	Uniform Cleanings	No	\$116.12
11862	08/06/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$149.52
11863	08/06/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,500.84
11864	08/06/2020	No	CHK	Comcast	Act# 8773 40 216 0174463	No	\$88.40
11865	08/06/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$208.81
11866	08/06/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11867	08/06/2020	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$149.57
11868	08/06/2020	No	CHK	Crystal Rock	Crystal Rock Premium water	No	\$18.34
11869	08/06/2020	No	CHK	Danilo's Painting LLC	Paint at 7 and 8 Seymour Ave	No	\$6,500.00
11870	08/06/2020	No	CHK	Eversource	Act# 5136 648 3014	No	\$1,533.45
11871	08/06/2020	No	CHK	Eversource	Act# 5111 869 4017	No	\$45.27
11872	08/06/2020	No	CHK	Eversource	Act# 5147 148 3099	No	\$250.80
11873	08/06/2020	No	CHK	Eversource	Act# 5145 776 4090	No	\$316.66
11874	08/06/2020	No	CHK	Experian	June 2020 - TCTA-6905070	No	\$102.00
11875	08/06/2020	No	CHK	Fire System Services, LLC	Emergency light inspection	No	\$260.00
11876	08/06/2020	No	CHK	Friends Of Fur LLC	bed bug treatment at 18 1/2 Chamb	No	\$615.00
11877	08/06/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$101.08
11878	08/06/2020	No	CHK	Frontier	Act# 203-881-2464-110206-5	No	\$365.26
11879	08/06/2020	No	CHK	Frontier	Act# 203-888-4579-123179-5	No	\$267.47
11880	08/06/2020	No	CHK	Grassy Turtle LLC	Lawn Maintenance Agreement	No	\$1,345.00
11881	08/06/2020	No	CHK	HD Supply	Large vinyl gloves	No	\$39.95
11882	08/06/2020	No	CHK	Hearst Media Services	MR ad posting	No	\$973.60
11883	08/06/2020	No	CHK	Home Depot Credit Services	Kitchen faucet	No	\$186.98
11884	08/06/2020	No	CHK	Jeff's Appliance And Vacuums	Trip charge, needs new unit	No	\$328.06
11885	08/06/2020	No	CHK	Nurse's Touch Cleaning Service L	Monthly cleaning at Ray and cleanin	No	\$2,000.00
11886	08/06/2020	No	CHK	Oak Ridge Hauling, LLC	July Monthly Service for Callahan	No	\$469.36
11887	08/06/2020	No	CHK	Oak Ridge Hauling LLC	July Monthly Service for Ray	No	\$431.24
11888	08/06/2020	No	CHK	Oxford Lumber & Building Materia	Smoke detectors and wood shims	No	\$55.85
11889	08/06/2020	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$55.00
11890	08/06/2020	No	CHK	Sherwin Williams	Paint for 28 Chamberlain	No	\$121.00
11891	08/06/2020	No	CHK	Sprint	Cell Phone June 07 - July 06 2020	No	\$279.72
11892	08/06/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 July 2020	No	\$452.16
11893	08/06/2020	No	CHK	Anthem Blue Cross Blue Shield	Premium 09/01/2020 - 10/01/2020	No	\$209.72
11894	08/06/2020	No	CHK	VSP	August 2020 billing 30 019995	No	\$59.00
11895	08/18/2020	No	CHK	Advance Communications Inc	Message service for 7/22 - 8/18/202	No	\$159.97
11896	08/18/2020	No	CHK	Aegis Energy Services Inc	Cogen Maintenance Monthly	No	\$4,065.36
11897	08/18/2020	No	CHK	Allen's Plumbing Supply	propane refills	No	\$67.60
11898	08/18/2020	No	CHK	Cbs Bloom's Business Systems	Contract coverage for 3/21/2020 - 6/	No	\$655.62

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

Filter Criteria Includes: 1) Project: All 2) Payment Date: All, 3) Financial Period: August 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>Vendor</u>	<u>Type</u>	<u>Document Reason</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
11899	08/18/2020	No	CHK	Cintas	Uniform Clean ngs	No	\$116.12
11900	08/18/2020	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$291.68
11901	08/18/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$766.89
11902	08/18/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,576.22
11903	08/18/2020	No	CHK	Connecticut Business Systems LL	Lease payment 06/21 - 07/20	No	\$478.50
11904	08/18/2020	No	CHK	Crystal Rock	Crystal Rock Premium water	No	\$19.05
11905	08/18/2020	No	CHK	Dani'o's Painting LLC	Paint apartment 3E	No	\$950.00
11906	08/18/2020	No	CHK	Elizabeth Holly	Monthly cleaning at Callahan plus cl	No	\$1,228.00
11907	08/18/2020	No	CHK	Eversource	Act# 5136 648 3014	No	\$1,703.24
11908	08/18/2020	No	CHK	Eversource	Act# 5145 776 4090	No	\$351.17
11909	08/18/2020	No	CHK	Eversource	Act# 5177 958 3004	No	\$9,106.30
11910	08/18/2020	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,684.75
11911	08/18/2020	No	CHK	Eversource	Act# 5111 869 4017	No	\$45.42
11912	08/18/2020	No	CHK	Freddy's	Snaked toilet and replaced toilet han	No	\$605.00
11913	08/18/2020	No	CHK	Friends Of Fur LLC	Laid mouse traps in 2M and put bait	No	\$300.00
11914	08/18/2020	No	CHK	Frontier	Act# 203-881-2464-110206-5	No	\$351.03
11915	08/18/2020	No	CHK	Frontier	Act# 203-888-4579-123179-5	No	\$286.36
11916	08/18/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$91.41
11917	08/18/2020	No	CHK	Ge Appliance	Refrigerator for 14 Ray	No	\$517.00
11918	08/18/2020	No	CHK	George Ellis Company	Replaced condensate pump for deh	No	\$387.78
11919	08/18/2020	No	CHK	Grassy Turtle LLC	Lawn Maintenance Agreement Calla	No	\$1,644.00
11920	08/18/2020	No	CHK	Gregory Stamos	Court time for Barton, Dixon, La'ayet	No	\$2,627.35
11921	08/18/2020	No	CHK	HD Supply	Soap dispenser	No	\$1,449.37
11922	08/18/2020	No	CHK	Home Depot Credit Services	Plumbing supplies	No	\$302.02
11923	08/18/2020	No	CHK	Network Synergy Systems Integra	Agreement NSC Service Agreement	No	\$270.00
11924	08/18/2020	No	CHK	Oak Ridge Hauling, LLC	August Monthly Service for Ray	No	\$431.44
11925	08/18/2020	No	CHK	Oak Ridge Hauling, LLC	August Monthly Service for Callahan	No	\$469.57
11926	08/18/2020	No	CHK	Purchase Power	Postage	No	\$679.86
11927	08/18/2020	No	CHK	Sherwin Williams	Paint for 28 Chamberlain RD	No	\$229.31
11928	08/18/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	No	\$6,490.14
11929	08/18/2020	No	CHK	St Treasurer For Merfund	MERF 07-2020	No	\$13,022.75
11930	08/18/2020	No	CHK	WB Mason	Hand sanitizer	No	\$1,425.09
11931	08/18/2020	Yes	CHK	AmTrust North America	Workers Compensation Policy WWC	No	\$7,317.00
11931	08/18/2020	No	VD	AmTrust North America	Wrong Amount	No	(\$7,317.00)
11932	08/18/2020	No	CHK	AmTrust North America	Workers Compensation Policy WWC	No	\$2,439.00
11933	08/27/2020	No	CHK	Harvard Pilgrim Health Care	Harvard Health Insurance bill period	No	\$5,099.42
11934	08/27/2020	No	CHK	Lincoln National Life Insurance C	Premium 09/01/2020 - 09/30/2020	No	\$388.08

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: August 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 Receipts</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20257	08/04/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20258	08/04/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20259	08/04/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20260	08/06/2020	No	CHK	Seymour Housing Authority	AP Fed 08/ 5 6 /2020 reimbursemen	No	\$13,486.86
20261	08/12/2020	No	CHK	Arrow Line Painting	Line painting at Ray House	No	\$1,300.00
20262	08/19/2020	No	CHK	Seymour Housing Authority	AP Federal 08/ 18 /2020 reimburse	No	\$37,920.05
20263	08/25/2020	No	CHK	Seymour Housing Authority	Fund Payroll # 17 18 Federal	No	<u>\$16,787.26</u>

Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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 Receipts</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
40209	08/04/2020	No	CHK	Buddy's Fuel, LLC	Annual Cleaning at 18 Chamberlain	No	\$770.00
40210	08/04/2020	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$564.52
40211	08/04/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40212	08/06/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA Hoffma	No	\$333.27
40213	08/06/2020	No	CHK	Seymour Housing Authority	AP MR 08/05 06 /2020 reimbursem	No	\$10,076.69
40214	08/12/2020	No	CHK	Buddy's Fuel, LLC	20 Chamberlain Road was not home	No	\$110.00
40215	08/19/2020	No	CHK	Seymour Housing Authority	AP MR 08/18 /2020 reimbursement	No	\$7,720.14
40216	08/25/2020	No	CHK	Seymour Housing Authority	Fund Payroll # 17 18 Moderate Rent	No	<u>\$12,567.12</u>

Mingling
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: August 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

Doc Num	Payment Date	Vouled	Type	Document Description	Document Description	Cleared	Amount
90855	08/04/2020	No	CHK	Cura Hospitality, LLC	Meal Services - May 2020	No	\$29,739.54
90856	08/04/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90857	08/04/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$4,965.00
90858	08/06/2020	No	CHK	Seymour Housing Authority	AP SGAL 08/05 06 /2020 reimburse	No	\$1,032.21
90859	08/18/2020	No	CHK	Advance Communications Inc	Message Service 6/24 - 7/21/2020	No	\$501.44
90860	08/18/2020	No	CHK	AO & Company, LLC	SGAL Monthly accounting service fo	No	\$56.25
90861	08/18/2020	No	CHK	Buddy's Fuel, LLC	Cleaned condensation traps and dra	No	\$292.50
90862	08/18/2020	No	CHK	Clear Water	Full service Water Treatment Progra	No	\$145.84
90863	08/18/2020	No	CHK	comcast	Act# 8773 40 216 0196370	No	\$15.72
90864	08/18/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	No	\$1,037.71
90865	08/18/2020	No	CHK	Danilo's Painting LLC	Paint 118, 208, and 110	No	\$2,200.00
90866	08/18/2020	No	CHK	Eversource	Act# 5766 997 055	No	\$76.19
90867	08/18/2020	No	CHK	Eversource	Act# 5747 654 0034	No	\$2,036.99
90868	08/18/2020	No	CHK	Fire System Services, LLC	Inspection of emergency lights	No	\$535.00
90869	08/18/2020	No	CHK	Friends Of Fur LLC	Bee treatment	No	\$150.00
90870	08/18/2020	No	CHK	Fronier	Act# 203-888-5093-092806-5	No	\$425.99
90871	08/18/2020	No	CHK	Gary's East Coast Service, Inc	Pulled foil out of blower wheel on co	No	\$150.00
90872	08/18/2020	No	CHK	Grassy Turtle LLC	Lawn Maintenance Agreement	No	\$2,236.00
90873	08/18/2020	No	CHK	HD Supply	Cleaning supplies	No	\$167.88
90874	08/18/2020	No	CHK	Home Depot Credit Services	Washing machine hoses	No	\$48.59
90875	08/18/2020	No	CHK	Kinsley Power Systems	Level 2 Service for major PM	No	\$750.00
90876	08/18/2020	No	CHK	Kone Inc	After hours service call 4/26/20 for el	No	\$3,513.41
90877	08/18/2020	No	CHK	Matangone Heating, A/C & Refrig	Cleaned coils in walk in freezer	No	\$200.00
90878	08/18/2020	No	CHK	Nurse's Touch Cleaning Service L	SGAL locker room cleaning	No	\$250.00
90879	08/18/2020	No	CHK	Oak Ridge Hauling, LLC	July Monthly Service for SGAL	No	\$564.30
90880	08/18/2020	No	CHK	SMD Inc	Single-button water resistant pandan	No	\$686.01
90881	08/18/2020	No	CHK	TPC Associates, Inc.	Service Call for map fault	No	\$310.75
90882	08/18/2020	No	CHK	Valley Electric Supply Company	Various bulbs	No	\$281.30
90883	08/18/2020	No	CHK	Willco Sales and Service, Inc.	Compactor service 12/12/19	No	\$1,009.00
90884	08/18/2020	No	CHK	Window Products Awning, Blind &	motor over ride rts control install	No	\$1,925.00
90885	08/19/2020	No	CHK	Seymour Housing Authority	AP SGAL 08/18/2020 reimburseme	No	\$11,643.18
90886	08/25/2020	No	CHK	Seymour Housing Authority	Fund Payroll # 17 18 Smith Field Ga	No	\$27,995.36
90887	08/27/2020	No	CHK	Eversource	Act# 51083234013	No	\$6,451.44

SHA Development Corporation

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: August 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: 1000

Posted Payments

Doc Num	Payment Date	Vouled	Type	Document Description	Document Description	Cleared	Amount
342	08/12/2020	No	CHK	Aquarion Water Company	Act# 200340760	No	\$58.20

MINUTES
EXHIBIT II

SEPTEMBER 2020

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Executive Director's Report

Occupancy

Callahan House one move out and one transfer during August, 2020. Callahan House has experienced 149 days vacant since January 1, 2020 and has averaged 21.29 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; 149 days/29200 days available = 0.4829% percentage through July 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 the 2021 FYE Budget we have used 24 days and have 324 days remaining to use. 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
4E	Hubert	07/10/2020	Faircloth	07/16/2020	6
3E	Faircloth	07/15/2020	Falcioni	08/07/2020	23
1N	Crosby	08/31/2020	Vacant		1

Average number of vacancy days per vacancy

21.29

Norman Ray House remained fully occupied during August 2020. 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 = 0.6644% percentage through August 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, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). 480*3%= 14.4 UMA or 168 days. We have used no vacancy days for the FYE 2021 Budget year and have 168 vacancy days remaining. 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 remained fully occupied during August 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 August 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	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 \$4,534 for vacancy loss through August 31, 2020.

SMITHFIELD GARDENS - 2020 VACANCY LOSS

Smithfield Gardens experienced 6 units remaining vacant through August 2020. Smithfield Gardens has experienced 436 days vacant since January 1, 2020 and has averaged 48.44 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; 436 days/20,440 days available = 2.137% percentage through July 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		134
\$1,000	126	Briggs	05/16/2020	Vacant		107
\$1,000	118	Luddy	05/22/2020	Vacant		101
\$1,000	121	Langlias	05/24/2020	Vacant		99
\$1,000	110	Rosa	06/05/2020	Vacant		87
\$840	115	DiZazzo	07/09/2020	Vacant		52

Average number of vacancy days per vacancy: 48.44

We have experienced \$20407 vacancy loss since January 1, 2020. We have budgeted \$16,946.28 for vacancy loss through August 31, 2020.

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.

The two above complaints have been settled through mediation and a transfer.

We were investigating a report about a flat tire in the parking lot. After fact finding was completed it was determined that the resident had picked up a nail in their tire.

We were investigating a complaint that someone removed a resident's clothes from the laundry machine and left them on the floor in the Laundry Room.

We had a complaint that a resident called another resident weight challenged and accused her of other matters. This is not considered by management as a lease violation. The Police were called on this matter at the time. The person was spoken to by the Police and by Management. Management reminded the perpetrator of the Seymour Housing Authority's Zero Tolerance Policy for such aggressive behavior. Summary process or mediation will not be used in this matter. Both residents were advised to stay away from each other.

Norman Ray House

None.

Moderate Rental

We received a complaint from a Chamberlin Rd resident that a neighbor's dog was aggressively attacking their small dog. The dogs wound up in this neighbor's house and the owner of the aggressive dog had to pull the dog off her dog. The Police were called to this incident. The Woodbridge Animal Control Officer was made aware of the situation. The Adult Lease holder was reported to be at work and minors were home watching the dogs at the time. This is a repeated behavior that also caused an injury to another resident on Brothers Court. The household is presently under a Court Stipulated Agreement and is in non-compliance of this. Courts are currently closed for housing related matters until at least October. We must rely on the cooperation with the Woodbridge Animal Control Officer.

Arrow Line Painting re-painted the parking lot lines, lettering and numbering on Thursday, August 6, 2020. Arrow came to the site to review the work last month and they ordered stencils to designate the smoke free areas.

The Parish Nurses will re-establish the Blood pressure screening in August. The health van will return to Callahan House. The Parish Nurses will also reinforce the need to wear masks and social distance with the residents.

We received a reasonable accommodation request to cut a tub for handicap access. This was completed.

PROPERTY HOUSE

Arrow Line Painting is scheduled to re-paint the parking lot lines, lettering and numbering on Thursday, August 6, 2020.

A reasonable accommodations request has been received for a roll in shower to be installed in a dwelling unit at the Norman Ray House. The two handicapped equipped units are occupied. This request will be fulfilled by altering the bathroom. The tub and shower will be removed. A shower base and shower walls will be installed. Handicap shower wand will be installed as well. The unit will be made ready during August and September.

MOVING IN RESIDENTS

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.

PROPERTY HOUSE (MRC/ALSA)

Occupancy Statistics:

- 89% (50 of 56 units) occupied as of 08/31/2020
- Five applications in processing
- No move-ins or move-outs in August
- 5 applicants on waiting list for 60% units (\$1,000 rent)
- 14 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.2; age range is 66 – 98
- Average length of tenancy is 32.52 months

Budgeting Statistics:

- 20 of 19 units rented at \$840
- 30 of 37 units rented at \$1,000
- 49 of 50 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 8/6, 8/12, 8/19, 8/26 (attended by MRC Director, RSC, & RNs)
52 residents' statuses reviewed each week; two residents out at rehab as of 08/31/2020
- Resident Council Meeting held 02/27/20; next meeting to be scheduled after lockdown lifted

- August fire drill completed 08/21/2020 (first shift)
 - Weekly staff testing for COVID-19 began on 08/14/2020 and will continue until there are three consecutive weeks of 100% negative results
 - Community remains closed to everyone except essential staff
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• **Application Processing:**

- White, Linda SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
 - Lavorgna, Antonette SGAL paperwork on hold; applicant sick
 - Knight, Virginia SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
 - Rolleri, RoseMarie SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
 - Henry, Edith SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
 - Tinti, Gene SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
 - Canales, Juana SGAL interview scheduled for 09/03/2020
 - Rowe, Stanley SGAL interview scheduled for 09/16/2020
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