

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 10/17/25
TIME: 12:00PM
TOWN CLERK'S OFFICE

➤ 1078th Regular Meeting

The 1078th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday September 3, 2025, and was called to order by Chairperson White at 5:53 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Davenport, Ortiz and White. Also, present was the Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Session

None

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 1077th Regular Meeting held August 6, 2025

Commissioner Bellucci motioned to accept the minutes of the 1077th Regular Meeting as presented. Commissioner Ortiz 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, Ortiz and White. Commissioner Davenport Abstained. Chairperson White declared the motion carried and the minutes accepted as presented.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After discussion, review, and questions Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Davenport 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. Vice-Chairperson White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

See Exhibit II

MINUTES

➤ Old Business

None

➤ New Business

None

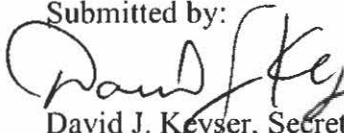
➤ Executive Session

➤ Any Other Business Pertaining to the Board

➤ Adjournment

Chairperson White asked for a motion to adjourn the 1078thrd meeting of the Seymour Housing Authority. At 6:15 P.M. Commissioner Bellucci motioned to adjourn the 1078th Meeting of the Seymour Housing Authority. Commissioner Davenport 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, Davenport, Ortiz and White. Chairperson White declared the motion carried and the 1078th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



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) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: August 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6579325060, GL Account: 1000.5060

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>
16	08/07/2025	No	DD	SHA PAYROLL	Payroll #16	No	\$37,452.73
17	08/21/2025	No	DD	SHA PAYROLL	Payroll #17	No	\$38,021.56
04073	07/21/2025	No	INV	American Express	Act# 6-37003	No	\$4,028.79
16939	08/04/2025	No	VD	Nurse's Touch Cleaning Service L	Wrong amount	No	(\$780.00)
16949	08/04/2025	No	CHK	Nurse's Touch Cleaning Service L	Cleaning of 4 and 8 Brothers	No	\$380.00
16950	08/04/2025	No	CHK	Seymour Housing Authority	Refund to MR for AP funding for chk	No	\$400.00
16951	08/21/2025	No	CHK	AmTrust North America	Workers Compensation Policy WES	No	\$1,608.00
16952	08/21/2025	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 09/01/2025 - 10/01/20	No	\$9,485.76
16953	08/21/2025	No	CHK	D & V Associates, LLC	Mediation Speciale vs Kotenski and	No	\$500.00
16954	08/21/2025	No	CHK	Seymour Housing Authority	MR portion of HARRG Chk# 012938	No	\$874.85
16955	08/21/2025	No	CHK	Seymour Housing Authority	FED portion of HARRG Chk# 01293	No	\$1,580.91
16956	08/21/2025	No	CHK	Spruce Scoop Dog Waste Remov	28 & 32 Smith Street clean up & gre	No	\$1,057.04
16957	08/22/2025	No	CHK	Allac Attn. Remittance Processing	July Bill Period Act# DHF89	No	\$321.04
16958	08/22/2025	No	CHK	Lincoln National Life Insurance C	Coverage: 09/01/2025 - 09/30/2025	No	\$430.80
16959	08/22/2025	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,928.84
16960	08/22/2025	No	CHK	St. Treasurer For Merfund	MERF 07-2025	No	\$12,818.43
16961	08/22/2025	No	CHK	VSP	September 2025 billing 30019995	No	\$66.73
16962	08/22/2025	No	CHK	Accavallo & Company LLC	Callahan Accounting services for Ju	No	\$2,485.00
16963	08/22/2025	No	CHK	Allen's Plumbing Supply	Propane refill	No	\$24.00
16964	08/22/2025	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan Water	No	\$122.84
16965	08/22/2025	No	CHK	Aquarion Water Company	Act# 200086455 - Ray Fire Water	No	\$122.84
16966	08/22/2025	No	CHK	Bloxam Enterprises, LLC	Steam Clean 4J carpet	No	\$806.93
16967	08/22/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$306.26
16968	08/22/2025	No	CHK	Coastal Handyman Services, LLC	Repaired tiles and tub spout in show	No	\$595.00
16969	08/22/2025	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray	No	\$968.11
16970	08/22/2025	No	CHK	Comcast	Act# 8773 40 216 0174468 - Callaha	No	\$96.90
16971	08/22/2025	No	CHK	Comcast	Act# 8773 40 216 0027070 - Callaha	No	\$1,912.48
16972	08/22/2025	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$187.27
16973	08/22/2025	No	CHK	Door Control, Inc.	Adjusted latch on 1E's door	No	\$220.00
16974	08/22/2025	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$335.65
16975	08/22/2025	No	CHK	Eversource	Act# 5775 048 0048 - Callahan	No	\$1,757.37
16976	08/22/2025	No	CHK	Eversource	Act# 5177 958 3004 - Electricity	No	\$18,717.64
16977	08/22/2025	No	CHK	Eversource	Act# 5136 410 4042 - Ray	No	\$5.40
16978	08/22/2025	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$2,047.96
16979	08/22/2025	No	CHK	Freddy's	Snaked bathtub at 28 ray	No	\$985.00
16980	08/22/2025	No	CHK	Frontier	Act# 203-881-4-2464-110206-5 - Ca	No	\$710.97
16981	08/22/2025	No	CHK	Grassy Turtle Services LLC	5-Step Fertilizer Program with Turf	No	\$5,300.00
16982	08/22/2025	No	CHK	Hearst Media Services CT, LLC	fed advertisements	No	\$2,162.20
16983	08/22/2025	No	CHK	Interstate Waste Services	Ray August 2025 Monthly Trash Ser	No	\$549.09
16984	08/22/2025	No	CHK	Interstate Waste Services	Callahan August 2025 Monthly Tras	No	\$665.91
16985	08/22/2025	No	CHK	NRG Business Marketing	Act# 726491-966599	No	\$1,579.84
16986	08/22/2025	No	CHK	Nurse's Touch Cleaning Service L	Ray Monthly cleaning for June 2025	No	\$4,635.00
16987	08/22/2025	No	CHK	Aquarion Water Company	Act# 200086434 - Ray	No	\$409.76
16988	08/22/2025	No	CHK	Aquarion Water Company	Act# 200086423 - Callahan	No	\$846.36
16989	08/26/2025	No	CHK	Accavallo & Company LLC	MR Monthly accounting services for	No	\$813.75
16990	08/26/2025	No	CHK	Advance Communications Inc	Message Service: 06/18/2025 - 07/1	No	\$248.75
16991	08/26/2025	No	CHK	Comcast	Act# 8773 40 216 0069528 - SHA	No	\$443.60

Exhibit I Revolving Fund

Filter Criteria Includes: 1) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: August 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6579325060, GL Account: 1000.5060

Posted Payments

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16992	08/26/2025	No	CHK	Comcast Business	Act# 8773 40 216 0263568 - SHA	No	\$376.86
16993	08/26/2025	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$45.91
16994	08/26/2025	No	CHK	Eversource	Act#5147 148 3099 - SHA	No	\$476.25
16995	08/26/2025	No	CHK	Eversource	Act# 5136 410 4042 - MR	No	\$5.45
16996	08/26/2025	No	CHK	Friends Of Fur LLC	Removed yellow jackets at 8 Seymo	No	\$410.00
16997	08/26/2025	No	CHK	Frontier	Act# 203-888-4579-123179-5 - SHA	No	\$554.89
16998	08/26/2025	No	CHK	Gregory Stamos	Court time for Beall, DeJesus, Grady	No	\$1,495.00
16999	08/26/2025	No	CHK	Home Depot Credit Services	Maintenance supplies	No	\$4,961.10
17000	08/26/2025	No	CHK	Network Synergy Systems Integra	NSC Service Agreement	No	\$513.00
17001	08/26/2025	No	CHK	Nurse's Touch Cleaning Service L	SHA Monthly Office cleaning for Jun	No	\$1,810.00
17002	08/26/2025	No	CHK	Primo Brands BlueTriton Brands, I	Primo 5G Purified Water	No	\$108.30
17003	08/26/2025	No	CHK	Supreme Office Technology	Monthly Billing: 7/24/2025 - 8/23/202	No	\$288.00
17004	08/26/2025	No	CHK	T-Mobile	Monthly service charges from 6/21/2	No	\$205.34
17005	08/26/2025	No	CHK	WB Mason	Folders, envelopes, battery, and san	No	\$213.01
17006	08/26/2025	No	CHK	WEX BANK	Fuel Purchases	No	\$665.07
17007	08/26/2025	No	CHK	Eversource	Act# 5145 856 4002 - 17 Seymour	No	\$30.89
17008	08/26/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour A	No	\$17.66
17009	08/26/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$41.50
17010	08/26/2025	No	CHK	Eversource	Act# 5129348 3053 - 1 Seymour Av	No	\$41.65
17011	08/26/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$60.76
17012	08/26/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$271.46

Federal

Filter Criteria Includes: 1) Program: Federal 2) Project: All Projects 3) Payment Date: All 4) Financial Period: August 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) 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>
21058	08/01/2025	No	CHK	Seymour Housing Authority	Voucher# 092-01181668 Grant# CT	No	\$45,900.00
21059	08/04/2025	No	CHK	Seymour Housing Authority	Voucher# 092-01182102 Grant# CT	No	\$1,000.00
21060	08/21/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 16 17 Federal	No	\$25,571.37
21061	08/21/2025	No	CHK	Ge Appliance	8 Refrigerators	No	\$4,626.00
21062	08/21/2025	No	CHK	HARRG, Inc.	Commercial Liability - Installment 2	No	\$4,037.00
21063	08/21/2025	No	CHK	Housing Insurance Services Inc.	Commercial Property - Installment 2	No	\$7,470.00
21064	08/21/2025	No	CHK	Nan McKay And Associates Inc.	Model Admission & Cont. Policy Digi	No	\$239.00
21065	08/21/2025	No	CHK	Nora Birch-Wlodarski	Reimbursement for alcohol pads for	No	\$5.99
21066	08/21/2025	No	CHK	Online Information Services Inc	Criminal reports	No	\$188.58
21067	08/21/2025	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$4,355.72
21068	08/21/2025	No	CHK	Seymour Housing Authority	Funding for AMEX ACH On 8/15/25 f	No	\$2,095.74
21069	08/21/2025	No	CHK	Swanson Electric LLC	Materials and Labor for installation o	No	\$2,269.00
21070	08/22/2025	No	CHK	Ally	2022 Chevy Silverado July 2025	No	\$1,454.82
21071	08/27/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$1,320.00
21072	08/28/2025	No	CHK	Seymour Housing Authority	Fund AP Aug 21 Federal	No	\$64,639.33

*minutes
Exhibit I*

**Seymour Housing Authority
General Ledger Account Check Register Report**

MR

Filter Criteria Includes 1) Bank Name TD Banknorth, 2) Bank Account Cash 12345, 3) Check Numbers From All, 4) Date From 8/1/2025 to 8/31/2025

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
40845	08/21/2025	Seymour Housing Authority	Fund Payroll # 16 & 17 MR	No	No	18,039.51
40846	08/21/2025	Seymour Housing Authority	Funding for AMEX ACH On 8/15/25 for inv# 040	No	No	531.06
40847	08/21/2025	Swanson Electric LLC	Trouble shoot switching and lights at 6 brothers	No	No	165.00
40848	08/25/2025	Ally	2023 Chevy Bolt July 2025	No	No	564.24
40849	08/25/2025	Buddy's Fuel, LLC	Annual Cleaning at 12 Chamberlin	No	No	1,540.00
40850	08/25/2025	Coastal Handyman Services, LLC	Install vinyl cove base at 18 Chamberlin	No	No	855.00
40851	08/25/2025	Connecticut Housing Finance Authority	Loan 96089D payment SHA Hoffman HGTS Ye	No	No	481.35
40852	08/25/2025	Donald W. Smith, Jr. P E	Site visit, retrieve sewer drawings, investigate,	No	No	490.00
40853	08/25/2025	Seymour Housing Authority	MR Pays Rent To SGAL	No	No	2,940.11
40854	08/26/2025	Seymour Housing Authority	Wire Fee	No	No	10.00
40855	08/26/2025	Seymour Housing Authority	Funds for SSHP wire shortage on 8/22/25	No	No	1.10
40856	08/27/2025	Seymour Housing Authority	Purchase Money Market for Sick Time Pay Out	No	No	900.00
40857	08/28/2025	Seymour Housing Authority	Fund Aug 21 MR	No	No	17,133.77

**Seymour Housing Authority
General Ledger Account Check Register Report**

SSHP Rehab Castle Heights

Filter Criteria Includes 1) Bank Name Liberty, 2) Bank Account Moderate Rental Rehabilitation19516576691951, 3) Check Numbers From All, 4) Date From 8/1/2025 to 8/31/2025

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
217	08/04/2025	Nurse's Touch Cleaning Service LLC	Move out cleaning for 4 & 8 Brothers Court	No	No	400.00
218	08/26/2025	Eagle Environmental Inc.	Limited Phase 2 Environmental Assessment. L	No	No	8,330.00
219	08/26/2025	HousingToHome, LLC	Meetings and travel reimbursement	No	No	5,266.60
220	08/26/2025	Quisenberry Arcari Architects, LLC	Construction Admin and Reimbursable expense	No	No	15,601.50
221	08/26/2025	Vase Management, LLC	Contractor's Requisition 3	No	No	181,996.00
222	08/29/2025	Seymour Housing Authority	Vacancy Loss 1, 14, 26 Seymour and 4, 8 Broth	No	No	16,104.00

Smithfield Gardens

Filter Criteria Includes 1) Program Smithfield Gardens 2) Project All Projects 3) Payment Date All 4) Financial Period August 2025 5) Payments Over All 6) Check Numbers All 7) Cleared Period All 8) Check Status All 9) Payment Status All 10) Show Payments Yes 11) Show Deposits Yes 12) 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>
92600	08/21/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 16 17 SGAL	No	\$31,863.41
92601	08/21/2025	No	CHK	Michael Brown, State Marshal	SHA vs Peter Karpovich, Two notice	No	\$255.70
92602	08/21/2025	No	CHK	Seymour Housing Authority	Funding for AMEX ACH On 8/15/25 1	No	\$1,401.99
92603	08/21/2025	No	CHK	The Occasional Players	One Hour Performance	No	\$150.00
92604	08/25/2025	No	CHK	Accavallo & Company LLC	SGAL Accounting services for June	No	\$100.00
92605	08/25/2025	No	CHK	Advance Communications Inc	Message Service: 06/18/2025 - 07/1	No	\$311.41
92606	08/25/2025	No	CHK	Allen's Plumbing Supply	Shower drain and fernco	No	\$123.12
92607	08/25/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	\$129.80
92608	08/25/2025	No	CHK	Buddy's Fuel, LLC	Rewired and replaced fan motor on	No	\$2,325.00
92609	08/25/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$145.84
92610	08/25/2025	No	CHK	Comcast	Act# 8773 40 216 0381287 - SGAL	No	\$165.47

minutes
Exhibit I

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

Filter Criteria Includes: 1) Program: Smithfield Gardens 2) Project: All Projects 3) Payment Date: All 4) Financial Period: August 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

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

92611	08/25/2025	No	CHK	Comcast	Act# 8773 40 216 0069510 - SGAL	No	\$1,321.56
92612	08/25/2025	No	CHK	Constellation Newenergy Inc	Act# 51083234013976292004	No	\$3,939.79
92613	08/25/2025	No	CHK	ERS Plumbing and Heating LLC	Replace brass shower drain and inst	No	\$385.00
92614	08/25/2025	No	CHK	Eversource	Act# 5747 654 0034 - SGAL	No	\$3,140.69
92615	08/25/2025	No	CHK	Eversource	Act# 5766 997 0055 - SGAL	No	\$104.14
92616	08/25/2025	No	CHK	Friends Of Fur LLC	Removal of hornets nest at SGAL	No	\$160.00
92617	08/25/2025	No	CHK	Frontier	Act# 203-888-5093-092806-5 - SGA	No	\$832.34
92618	08/25/2025	No	CHK	Glendale Senior Dining, Inc.	Meal Services - July 2025 (Inv. Rec'd	No	\$40,454.34
92619	08/25/2025	No	CHK	Grassy Turtle Services LLC	SGAL Lawn Maintenance Agreemen	No	\$2,630.00
92620	08/25/2025	No	CHK	Home Depot Credit Services	Light bulbs, gloves, and airwicks	No	\$154.12
92621	08/25/2025	No	CHK	Interstate Waste Services	SGAL August 2025 Monthly Trash S	No	\$742.84
92622	08/25/2025	No	CHK	Market Pros International	Digital Marketing	No	\$500.00
92623	08/25/2025	No	CHK	NRG Business Marketing	Act# 726491-966599	No	\$4,429.71
92624	08/25/2025	No	CHK	Nurse's Touch Cleaning Service L	SGAL Locker Room/Bathroom Mont	No	\$450.00
92625	08/25/2025	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$5,200.00
92626	08/25/2025	No	CHK	Tecogen	Billing Period: 07/01/2025 - 07/31/20	No	\$1,354.74
92627	08/25/2025	No	CHK	TPC Associates, Inc.	Replaced faulty station in apt 122	No	\$487.50
92628	08/25/2025	No	CHK	Troy Industrial Solutions	couplings	No	\$28.38
92629	08/25/2025	No	CHK	WB Mason	ink and record book	No	\$911.02
92630	08/25/2025	No	CHK	Wiremen Inc	Repaired splice	No	\$240.00
92631	08/25/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204664 - SGAL	No	\$495.71
92632	08/27/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$600.00
92633	08/28/2025	No	CHK	Seymour Housing Authority	Fund AP Aug 21 SGAL	No	\$9,097.52

Minutes
Exhibit II

EXECUTIVE DIRECTOR REPORT SEPTEMBER 2025

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Occupancy

REV. CALLAHAN HOUSE

2025 YEAR TO DATE VACANCIES 6

Callahan House remained fully occupied during August 2025. Callahan House has experienced 168 days vacant since January 1, 2025, and has averaged 28 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; 168 days/29200 days available = 0.575 % percentage through August 31, 2025.

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). $960 \times 3\% = 29$ UMA or 348 days. For the 2026 FYE budget we have used 7 days and have 341 vacancy days remaining to use. For the 2025 FYE Budget we have used 304 vacancy days and have 44 days remaining to use For the 2024 FYE Budget we have used 352 vacancy days and have exceeded our UMA by 4 days for the 2024 FYE budge period. For the 2023 FYE Budget we have used 245 days and have 139 days remaining to use. For the 2022 FYE Budget we have used 310 days and have 38 days remaining to use. For the 2021 FYE Budget we have used 231 days and have 117 days remaining to use. For 2020 FYE Budget we used 151 days have 197 days remaining to use.

Callahan House Vacancy/Turnover Days 6 YTD 2025

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
2W	Sullo	1/31/2025	Thomas	03/14/2025	43
4U	Acevedo	02/07/2025	Velazquez	03/11/2025	32
4T	Baldwin	02/27/2025	Chmura	04/07/2025	40
4G	Penny	04/1/2025	Fernandes	04/15/2025	15
4N	Brown	04/28/2025	Dolan	05/29/2025	31
4J	Tokarz	7/1/2025	Macedonia	07/08/2025	7

Average number of vacancy days per vacancy

28

Norman Ray House Remained fully occupied during August 2025 Norman Ray House has experienced 66 days vacant since January 1, 2025 and has averaged 16.5 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 = 14,600 days available; 11 days/14,600 days available = 0.452 % percentage through August 31, 2025.

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). $480 \times 3\% = 14.4$ UMA or 168 days. We have used 0vacancy days for the FFY Budget Year 2026 and have 168 days remaining to use. We have used 181 vacancy days for FFY 2025 and have exceeded the HUD guideline by 13 days. We have used 137 vacancy days for the FFY Budget Year 2024 and have 31 days remaining to use. We have used 148 vacancy days for the FYE Budget Year 2023 and have 20 vacancy days remaining. We have used 50 vacancy days for the FYE 2022 Budget year and have 118 vacancy days remaining. We have used 159 vacancy days for the FYE 2021 Budget year and had 9 vacancy days remaining. For the 2020 budget we have used 133 days and had 35 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and had 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 2025

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
25	Mercado	12/31/2024	Bendler	1/7/2025	7
15	Mastropietro	01/28/2025	Johnson	02/12/2025	15
16	Maggi	03/12/2025	Esposito	03/17/2025	5
9	Christiansen	05/12/2025	Turechek	06/20/2025	39

Average number of vacancy days per vacancy

16.5

Minutes
Exhibit II

STATE MODERATE RENTAL

2025 YEAR TO DATE VACANCIES 12

Seven units remained vacant at the Moderate Rental Program during August 2025. The Moderate Rental Program has experienced 1772 days vacant since January 1, 2025 and has averaged 147.67 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; 1772 days/29,565 days available = 5.99% percentage through August 31, 2025.

Moderate Rental

Vacancy/Turnover Days

2024

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
537	14S *	Lydem	08/10/2023	Vacant		243
\$537	26S*	Teal	5/15/2024	Vacant		243
\$540	4B*	Harris	07/01/2024	Vacant		243
\$540	8B*	Rocha	07/08/2024	Vacant		243
\$530	1S*	Riggsbee	07/01/2024	Vacant		243
\$530	6C	Speciale	12/10/2024	Fitzgerald	4/1/2925	92
\$537	23C	Elhanaoui	02/04/2025	Lebron	03/24/2025	48
\$537	16C	Farrison	02/27/2025	Huertas	04/21/2025	53
\$540	6B	Fitzgerald	03/31/2025	Florenzan	6/10/2025	32
\$527	17S*	Taylor-Smith	04/22/2025	Vacant		100
\$530	25S*	Guzman	04/01/2025	Vacant		122
	18C	Daniels	05/12/2025	Johnson	07/31/2025	110

Average number of vacancy days per vacancy: 147.67

We have experienced \$32,383 in vacancy Loss since January 1, 2025. We budgeted \$4,246.00 for vacancy loss through August 31, 2025.

Minutes Exhibit II

Complaints

Callahan House

None

Norman Ray House

A disturbing behavior complaint resulted in being referred to mediation. We continued receiving complaints and the tenant received a Pre-termination

A resident was counselled from possible internet fraud. This resident was referred to elderly protective services.

Smithfield Gardens

None

Moderate Rental

We had a complaint about disturbances between tenants relative to a vermin situation. We have responded with our pest contractor. The situation is believed under control, but the two tenants will not agree to attend mediation. No further complaints have followed.

GENERAL

The 2024 IPA Audit of the Seymour Housing Authority has begun. Field work has been completed.

REV. CALLAHAN HOUSE

The Co-generator at Callahan House experienced a fire. We are still working through the claim. The replacement co-0generator has been ordered. Work is beginning on the Replacement 9/4/2025.

A Bollard was installed in front of the power transformer in the back driveway at Callahan House. This will prevent any vehicles from backing into the transformer.

NORMAN RAY HOUSE

No significant report this month

MODERATE RENTAL

The two bedroom and three bedroom waiting lists were open on July 1, 2025. We have received over 700 applications.

SSHP & CDBG Funding – Castle Heights.

minutes
Exhibit II

The first relocation residents were moved to vacant apartments during May. Construction has begun on June 2, 2025. The project sign was installed May 19, 2025. The first bulk trash pick up for the relocating residents occurred on May 14, 2025.

To date, the siding has been removed from 1, 3, 14 & 16 Seymour Ave. The interior work began Monday, July 7, 2025. We have been informed that the goal is to have completed the two relocated units by 8/4/2025.

This work is progressing much slower than anticipated. There were several challenges and the most recent, an electrical issue is hopefully the last item to be re-worked with the Architect. We have been informed that the units in Phase 1 will be ready to re-occupy on September 26, 2025. We will relocate the two tenants out and begin to relocate the next phase residents into the prepared units.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 08/31/2025
- 5 applications in processing
- One move-out in August; one move-out in August
- 29 applicants on waiting list for 60% units (\$1,065 rent)
- 16 applicants on waiting list for 50% units (\$900 rent)
- Average age is 84.0; age range is 68 – 101 (3 centenarians in occupancy!)
- Average length of tenancy is 34.46 months

Budgeting Statistics:

- 19 of 19 units rented at \$870/\$900
- 36 of 37 units rented at \$1,030/\$1,065
- 55 of 58 residents participating in the meal plan (\$495 per month)

Other:

- MRC/ALSA meeting held with Utopia on 8/6, 8/13, 8/28 attended by MRC Director, RSC, SALSA, and LPN
58 residents' statuses reviewed each week; one resident out at rehab as of 08/31/2025
- Rent increase for 2025 as residents move in or recertify (\$870 to \$900 and \$1,030 to \$1,065)
- Resident Council Meeting held 07/03/2025; next meeting scheduled 09/04/2025
- August fire drill completed 08/29/2025 (third shift)

Application Processing:

LP	Scheduled Move-In for 09/05/25
JG	SGAL verifications complete; CHCPE pending; ALSA – completed
AF	SGAL verifications in progress; CHCPE pending; ALSA – not yet time
BT	SGAL verifications in progress; CHCPE pending; ALSA – not yet time
DF	SGAL initial interview scheduled for 09/05/25
PC	SGAL initial interview scheduled for 09/09/25