

HOUSING AUTHORITY CITY OF DERBY
101 West Fourth Street
P.O. Box 843 Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident Commissioner

Derby Housing Authority Meeting Minutes November 7, 2019

The Derby Housing Authority meeting was called to order at 6:30 pm by and was followed by the Pledge of Allegiance.

Roll Call

Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Kathleen Ducharme, Secretary, Michael Mazzola, Resident Commission

Also Present: Ellen Oczkowski, Robert Henderson

Absent:

Approval of Minutes –Meeting Minutes October3, 2019

A motion to approve the minutes of the October 3, 2019 Meeting with was made by Mr. Lisi and seconded by Mr. Mazzola. Motion Carried.

Additions, Deletions, Corrections:

A motion to approve the agenda as written was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried.

Public Portion:

No one from the public was present.

Old Business

a. Discussion of FSS Grant

Ms. Fusco discussed the status of the FSS Grant which funds Laura Wabno's position. Ms. Fusco explained that Ian Tink submitted the application on time and is keeping her fingers crossed that the program will be funded again. Ms. Fusco will keep the board posted on the status of the FSS Grant.

b. Update on Barron's Block

Mr. Henderson explained that the environmental reviews were cleared. He will now be working with getting all the information and paperwork from the landlord to make sure the contract rent is priced out accurately and fairly. The section 8 wait list has been opened and 20 vouchers were processed. While applicants were in for section 8, they were also asking to see if anyone would be interested in project based vouchers. Mr. Henderson said there was no interest so far in the project based vouchers.

c. Update on trees on Stygar property

Ms. Fusco advised the board that the Mayor had UI go out again to take down some more tree limbs that were over hanging. The Mayor also had the city crews and Lewis Tree go out to do some additional trimmings. Ms. Fusco also added that the Mayor was also willing to do one more sweep through the Stygar property. Ms. Fusco had the opportunity to speak with some residents and they were very happy with the results.

d. Update on Personnel Policy

Mr. Lisi advised the board that when in executive session, there would be an opportunity to clean up a few items and also be able to discuss anything that is in question with Attorney Mark Sommaruga. Mr. Lisi said they are very close to finishing up the Personnel Policy.

e. Mailboxes at Guardiano all have new keys

Ms. Fusco announced that everyone at Guardiano has new keys and the mail is now secure.

NEW BUSINESS:

a. Letter of resignation from Michael Mazzola

Ms. Fusco and Mr. Mazzola had a chance to speak before the meeting regarding the resignation from Mr. Mazzola. Originally Mr. Mazzola had some medical issues that he was concerned that he would not be able to continue serving on the DHA Board, but he would like to continue doing some of this work and would like to rescind his letter of resignation. The board is very happy that Mr. Mazzola will continue serving on the board.

b. Mileage Reimbursement for R.S.C. between D.H.A. Sites

Ms. Fusco stated that the new RSC submitted a request for reimbursement for mileage for travel to training as well as for travel between the DHA Sites. Ms. Ducharme said that the policy on day time travel exists in the current policy as well as the new policy that is currently being created as an allowable expense. Since this type of reimbursement expense has never been submitted by anyone prior to Joan, it was decided by the members that it would be a good idea to look into this policy for some other options for use of vehicles during the work day. Ms. Fusco also brought to the boards attention that Joan would like to have a laptop so she would be able to travel between the sites.

Mr. Pacheco made a motion to authorize Mr. Henderson to purchase a laptop for the new RSC, as he sees fit. Mr. Lisi seconded the motion. Motion Carried.

SUBSIDIZED HOUSING COORDINATOR'S REPORT:

Ellen read the report into the record.

- a. Financial Report.
- b. Elderly Resident Complexes.
- c. Miscellaneous business/Section 8.

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Commissioner

SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF OCTOBER, 2019

STATE ELDERLY SITES

STYGAR TERRACE

No Vacancies

Resident Concerns:

CICIA MANOR

96 Vacant (Leased up for November 1, 2019)

Resident Concerns:

LAKEVIEW APARTMENT

No Vacancies

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

1. Landlord checks for the month of November, 2019 will be processed and mailed on November 1, 2019.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 100%

A motion was made by Mr. Lisi to go into executive session at 6:51 pm, and seconded by Mr. Mazzola. Motion Carried.

Executive Session with Attorney Mark Sommaruga

- a. **Complete Personnel Policy, Discussion of Raises, Evaluations & Personnel Issues**
- b. **Discussion of Vouchers at one of our Sites (including Conference call with Consultant Jaime Berryman)**

The meeting resumed at 8:31 pm.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Lisi and seconded by Ms. Ducharme. Motion Carried. The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Meg Martins". The signature is written in a cursive, flowing style.

Meg Martins

Recording Secretary

A part-time employee who is absent without leave or calls in sick on a workday immediately preceding or following a holiday, will be brought to the attention of the Executive Director. The Executive Director may, at his or her sole discretion, require an employee to supply a medical certificate for one (1), two (2), or three (3) days' sickness if he or she believes that the employee is abusing sick leave or non-service connected injury leave. Any abuse of sick leave shall result in appropriate disciplinary action.

5. Personal days – Each employee shall be granted one (1) personal day per year. Personal day can be taken at the approval of the Executive Director provided that the employee has given 24 hour verbal notice. If said personal day is not used in the same calendar year as granted, the day shall be lost.

6. Bereavement – Two (2) days maximum pay allowed for the death of an immediate family member: spouse, parent, grandparent, brother, sister, child, grandchild, mother/father-in-law or brother/sister-in-law of the employee. One (1) day maximum pay allowed for the death of a family relative: aunt, uncle, niece or nephew of the employee, or for service as a pall bearer.

XI. TRAVEL

1. Day time travel – Employees and Commissioners on authorized travel beyond a normal work day, but not overnight, shall be reimbursed for actual costs for travel. They shall receive a meal allowance not to exceed \$30.00 per day. Expense receipts are required for reimbursement.

2. Overnight travel – Employees and Commissioners on authorized travel requiring overnight stay shall be reimbursed for actual costs for travel, hotel accommodations, and other related and approved business expenses. They shall receive a meal allowance not to exceed \$65.00 per day. Expense receipts are required for reimbursement.

3. **Personal vehicle usage – Employees and Commissioners authorized to use their personal vehicle for Authority business shall be reimbursed according to the then current mileage rate used by the U.S. General Services Administration, and upon submission of a mileage log.**

XII. ADMINISTRATION

The Executive Director shall have the primary responsibility of enforcement of the provisions and terms of this Manual.

XIII. CONFLICT OF INTEREST

1. **The types of activities, interests, and relationships which typically create or appear to create a conflict of interest are set forth below. This list is intended for guidance purposes only and does not specify every situation which should be disclosed.**

It is in conflict with the Housing Authority's interests:

- a. **For an employee to accept, directly or through any member of his immediate family, any gift of more than normal value, any loans, services, payments, money, excessive entertainment, meals, vacation, pleasure trips, or promotional favors from any person or entity which is doing or seeking to do business with the Authority.**
- b. **For any employee to have outside employment or perform any services for compensation either as an officer, director, employee, or consultant for another person or entity which is a competitor of, or is doing or seeking to do business with the Authority, except in each case with written consent of the Executive Director.**
- c. **For an employee to use or reveal, without the written authorization of the Executive Director to any third party, any confidential information which might be prejudicial to the interest of the Authority.**

Derby Housing Authority Vendor Payment History Report

Payment History From: 10/1/2019 Thru: 10/31/2019 Program: Revolving Fund

Print 1099

Check Name		SSN / TIN	Check Address						
Advantage Payroll Services			29 Taylor Ave Belhel CT 06801				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/02/2019		INV		Payroll date 10/2/2019	10/19	Payroll date 10/2/2019	\$5,204.82		\$5,204.82
10/09/2019		INV		Payroll date 10/9/2019	10/19	Payroll date 10/9/2019	\$6,012.00		\$6,012.00
10/16/2019		INV		Payroll date 10/16/201	10/19	Payroll date 10/16/2019	\$5,322.35		\$5,322.35
10/23/2019		INV		Payroll date 1023/201	10/19	Payroll date 1023/2019	\$5,555.23		\$5,555.23
10/30/2019		INV		Payroll date 10/30/201	10/19	Payroll date 10/30/2019	\$5,423.21		\$5,423.21
Totals For Vendor: Advantage Payroll Services									\$27,517.61
Aflac			Aflac Worldwide Headquarters 1932 Wynnton Road Columbus GA 31999				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4868	CHK	425501	Ellen Oczkowski Canc	09/19	Ellen Oczkowski Cance	\$190.08		\$190.08
Totals For Vendor: Aflac									\$190.08
Calvert Safe & Lock Ltd		06-1064817	300 Roosevelt Drive Derby CT 06418				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4869	CHK	136980	4 New locks	09/19	4 New locks	\$118.40		
			136958	Keys made	09/19	Keys made	\$4.20		
			137331	Keys made for Joan	09/19	Keys made for Joan	\$4.20		\$126.80
Totals For Vendor: Calvert Safe & Lock Ltd									\$126.80
Chiaro's Carpet		048-58-1451	26 Clifton Ave. Ansonia CT 06401				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4870	CHK	92719CC	#96 CC Wall to wall ca	10/19	#96 CC Wall to wall car	\$632.90		\$632.90
Totals For Vendor: Chiaro's Carpet									\$632.90
City Of Derby - Finance Department			1 Elizabeth Street Derby CT 06418				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4871	CHK		Medical Diana Prieto	10/19	Medical Diana Prieto O	\$959.23		
				Medical Ellen Oczkow	10/19	Medical Ellen Oczkows	\$959.23		
				Medical Laura Wabno	10/19	Medical Laura Wabno f	\$959.23		\$2,877.69
Totals For Vendor: City Of Derby - Finance Department									\$2,877.69
Comcast			P O Box 70219 Philadelphia PA 19176-0219				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4872	CHK		Acct. 8773402130020	09/19	Acct. 87734021300209	\$669.00		\$669.00
Totals For Vendor: Comcast									\$669.00
Comcast			P O Box 70219 Philadelphia PA 19176-0219				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4873	CHK		Acct. 8774021300208	09/19	Acct. 87740213002089	\$892.05		\$892.05
Totals For Vendor: Comcast									\$892.05
Comcast			P O Box 70219 Philadelphia PA 19176-0219				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4874	CHK		Acct. 8773402130020	09/19	Acct. 87734021300209	\$803.47		\$803.47
Totals For Vendor: Comcast									\$803.47

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Payment History From: 10/1/2019 Thru: 10/31/2019 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099			
Comcast			P.O. Box 70219 Philadelphia PA 19176-0219				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4875	CHK		Acct. 8773402130244	09/19	Acct. 87734021302448	\$39.85		\$39.85	
Totals For Vendor: Comcast									\$39.85	
Comcast			P.O. Box 70219 Philadelphia PA 19176-0219				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4876	CHK		Acct. 8774021302299	09/19	Acct. 87740213022993	\$147.93		\$147.93	
Totals For Vendor: Comcast									\$147.93	
Edwards Answering Service, Inc		06-0813674	230 Hartford Turnpike Vernon Circle Vernon Rockville CT 06066				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4877	CHK	1909007271 01	Answering service	09/19	Answering service	\$78.47		\$78.47	
Totals For Vendor: Edwards Answering Service, Inc									\$78.47	
Eversource			PO: Box 56004 Boston MA 02205-6004				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4878	CHK		Elderly complexes	09/19	Elderly complexes	\$382.02		\$382.02	
Totals For Vendor: Eversource									\$382.02	
Exxon Mobile			Exxon Mobile Processing Center P.O. Box 78001 Phoenix AZ 85062-8001				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4879	CHK	7187600000 097581909	Gas card	09/19	Gas card	\$70.00		\$70.00	
Totals For Vendor: Exxon Mobile									\$70.00	
Flik's Enterprises, LLC		81-0967049	5 Old Country Road Oxford CT 06478				Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4880	CHK	3824	Stygar Monthly landsc	10/19	Monthly landscaping co	\$800.00		\$2,700.00	
			3823	CC monthly landscapl	10/19	CC monthly landscapin	\$1,000.00			
			3822	Guardiano monthly la	10/19	Guardiano monthly land	\$900.00			
Totals For Vendor: Flik's Enterprises, LLC									\$2,700.00	
FRONTIER - Section 8			PO: Box 740407 Cincinnati OH 45274-0407				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4881	CHK		Acct. 203-736-3821-0	09/19	Acct. 203-736-3821-090	\$138.94		\$138.94	
Totals For Vendor: FRONTIER - Section 8									\$138.94	
FRONTIER - Stygar			PO: Box 45274 Cincinnati OH 45274-0407				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4882	CHK		Acct. 203-736-8946-0	09/19	Acct. 203-736-8946-022	\$94.35		\$94.35	
Totals For Vendor: FRONTIER - Stygar									\$94.35	
FRONTIER Office			PO: Box 740407 Cincinnati OH 45274-0407				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
10/03/2019	4883	CHK		Acct. 203-735-6652-0	09/19	Acct. 203-735-6652-020	\$197.47		\$197.47	
Totals For Vendor: FRONTIER Office									\$197.47	

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Payment History From: 10/1/2019 Thru: 10/31/2019 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099		
Griffin Hospital Occupational Med.			10 Progress Drive Shelton CT 06484-3718				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4908	CHK	59399	Drug test for new empl	10/19	Drug test for new emplo	\$65.00		\$65.00
Totals For Vendor: Griffin Hospital Occupational Med.									\$65.00
Home Depot Credit Services			Dept. 32-2504992080 Po Box 78047 Phoenix AZ 85062-8047				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4884	CHK		Acct.6035-3225-0499-	09/19	Acct.6035-3225-0499-2	\$780.08		\$780.08
Totals For Vendor: Home Depot Credit Services									\$780.08
Jacozzi Plumbing & Cooling LLC		06-1550461	24 Sweetbrier Lane Monroe CT 06468				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4885	CHK	100329	#4 CC Repaired A/C u	09/19	#4 CC Repaired A/C unl	\$472.50		
			100330	#14 CC Repaired A/C	09/19	#14 CC Repaired A/C u	\$482.50		
			100333	Stygar community roo	09/19	Stygar community room	\$2,284.79		
			100334	#30 Stygar Emergenc	09/19	#30 Stygar Emergency t	\$995.00		
			100335	#56CC Emergency pip	09/19	#56CC Emergency pipe	\$796.33		
			100336	#27 Guardiano A/T	09/19	#27 Guardiano A/T	\$1,798.47		
			100348	Cleaned and vacuume	09/19	Cleaned and vacuumed	\$1,685.00		\$8,514.59
Totals For Vendor: Jacozzi Plumbing & Cooling LLC									\$8,514.59
Jaime P Berryman DBA Seabrook Solutions		001-62-5106	P O Box 66233 Auburndale MA 02466				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4886	CHK	882 HCV	Section 8 Voucher Pro	10/19	Section 8 Voucher Prog	\$1,600.00		
			882 FSS	FSS re-reconcile escr	10/19	FSS re-reconcile escro	\$800.00		\$2,400.00
Totals For Vendor: Jaime P Berryman DBA Seabrook Solutions									\$2,400.00
Janet S Wortman CPA LLC		57-1137946	P O Box 42 Harwinton CT 06791				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4887	CHK		Accounting services fo	09/19	Accounting services for	\$593.75		
				Accounting services fo	09/19	Accounting services for	\$406.25		\$1,000.00
Totals For Vendor: Janet S Wortman CPA LLC									\$1,000.00
Lowes Business Account			Po Box 530970 Atlanta GA 30353				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4888	CHK		Acct.82130071002213	09/19	Acct.82130071002213-	\$221.26		\$221.26
Totals For Vendor: Lowes Business Account									\$221.26
Management Computer Services, Inc.			810 Monitor Street La Crosse WI 54603				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4889	CHK		Web Hosting fee Octo	09/19	Web Hosting fee Octob	\$150.00		\$150.00
Totals For Vendor: Management Computer Services, Inc.									\$150.00
Margaret Manson Martins		045-52-9384	843 Indian Hill Rd Orange CT 06477				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4890	CHK		Secretarial services B	09/19	Secretarial services BO	\$75.00		\$75.00
Totals For Vendor: Margaret Manson Martins									\$75.00

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Check Name		SSN / TIN	Check Address				Print 1099		
Merf - Employee			State Of Ct-Comptroller-Merf 55 Elm Street Hartford CT 06106				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4891	CHK		Employee contribution	09/19	Employee contribution	\$149.65		
				Employee contribution	09/19	Employee contribution	\$138.16		
				Employee contribution	09/19	Employee contribution L	\$92.40		
				Employee contribution	09/19	Employee contribution	\$68.59		
				August 2019 adjustme	09/19	August 2019 adjustmen	(\$0.44)		\$448.36
Totals For Vendor: Merf - Employee									\$448.36
Merf - Employer			State Of Ct-Comptroller-Merf 55 Elm Street Hartford CT 06106				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4892	CHK		Employer contribution	09/19	Employer contribution	\$2,215.62		
				August 2019 adjustme	09/19	August 2019 adjustment	(\$0.19)		\$2,215.43
Totals For Vendor: Merf - Employer									\$2,215.43
Pitney Bowes			P O Box 371896 Pittsburgh PA 15250				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4893	CHK	1013938536	Rental of postage mac	09/19	Rental of postage mach	\$75.00		\$75.00
Totals For Vendor: Pitney Bowes									\$75.00
Pullman & Comley, LLC		06-0662400	850 Main St P O Box 7006 Bridgeport CT 06601-7006				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4894	CHK	0790680001	Labor and employmen	09/19	Labor and employment	\$495.00		\$495.00
Totals For Vendor: Pullman & Comley, LLC									\$495.00
Purchase Power			Po Box 371874 Pittsburgh PA 15250				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4895	CHK		Acct. 8000-9090-0693	09/19	Acct. 8000-9090-0693-3	\$31.10		\$31.10
Totals For Vendor: Purchase Power									\$31.10
ReadyRefresh			P O Box 856192 Louisville KY 40285-6192				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4896	CHK	19110010673	Water	09/19	Water	\$39.37		\$39.37
Totals For Vendor: ReadyRefresh									\$39.37
Regional Water Authority - 191			90 Sargent Drive New Haven CT 06511				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4897	CHK		Acct. 211142435- Gua	09/19	Acct. 211142435- Guar	\$468.45		\$468.45
Totals For Vendor: Regional Water Authority - 191									\$468.45
Regional Water Authority - Elderly			90 Sargent Drive New Haven CT 06511				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4898	CHK		Acct. 211142211 Styg	09/19	Acct. 211142211 Stygar	\$1,291.27		
				Acct. 211163233 - CC	09/19	Acct. 211163233 - CC	\$1,808.59		
				Acct. 211142369- Gua	09/19	Acct. 211142369- Guar	\$960.96		\$4,060.82
Totals For Vendor: Regional Water Authority - Elderly									\$4,060.82

Derby Housing Authority Vendor Payment History Report

Payment History From: 10/1/2019 Thru: 10/31/2019 Program: Revolving Fund

							Print 1099		
Check Name			SSN / TIN	Check Address			Yes		
Reliable Technologies, LLC			33-1005778	49 Ford St. Ansonia CT 06401					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4899	CHK	RTA-2552	Alarm monitoring 9/1	10/19	Alarm monitoring 9/1/19	\$264.00		
			RTA-2553	Fire alarm monitoring	10/19	Fire alarm monitoring 9/	\$384.00		
			19-2787	Monthly hosted excha	10/19	Monthly hosted exchan	\$46.50		
			RTA-2789	Monthly contracted se	10/19	Monthly contracted serv	\$485.00		\$1,179.50
Totals For Vendor: Reliable Technologies, LLC									\$1,179.50
Ricoch USA, Inc. - Copies				P.O. Box 827577 Philadelphia PA 19182-7577			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4900	CHK	5057464107	Additon copies	09/19	Additon copies	\$127.95		\$127.95
Totals For Vendor: Ricoh USA, Inc. - Copies									\$127.95
Ricoch USA, Inc. - Rental				P.O. Box 41564 Philadelphia PA 19101-1564			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4901	CHK	102556232	Rental of copier 9/20/	09/19	Rental of copier 9/20/19	\$190.98		\$190.98
Totals For Vendor: Ricoh USA, Inc. - Rental									\$190.98
Shelton Alarm System, Inc.				64 Clifton Ave. Ansonia CT 06401			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4902	CHK	46248	#27 Guardiano replac	09/19	#27 Guardiano replaced	\$161.98		
			45950	#20 CC replaced smo	09/19	#20 CC replaced smoke	\$90.00		
			46360	#12 Slygar had to repl	10/19	#12 Slygar had to repla	\$90.00		\$341.98
Totals For Vendor: Shelton Alarm System, Inc.									\$341.98
State Treasurer For MERFund				Municipal Employees Retirement System State Compr 55 Elm Street Hartford CT 06106			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4903	CHK	Derby HA37-A	CMERS administrative charge 5 active and 5	09/19	CMERS administrative charge 5 active and 5 re	\$1,300.00		\$1,300.00
Totals For Vendor: State Treasurer For MERFund									\$1,300.00
The United Illuminating Company				P O Box 1564 New Haven CT 06506-0901			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4904	CHK		Acct.010-0000911-97	09/19	Acct.010-0000911-9750	\$413.36		\$413.36
Totals For Vendor: The United Illuminating Company									\$413.36
The United Illuminating Company				P O Box 1850 New Haven CT 06508-1850			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4905	CHK		Acct. 010-0001034-45	09/19	Acct. 010-0001034-452	\$14.53		
				Acct. 010-0001034-63	09/19	Acct. 010-0001034-634	\$47.97		\$62.50
Totals For Vendor: The United Illuminating Company									\$62.50
Thyssen Krupp Elevator Corporation				P O Box 3796 Carol Stream IL 60132-3796			No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4906	CHK	5001137958	Lifted elevator up so	09/19	Lifted elevator up so ma	\$990.00		
			3004858338	Lifted elevator so mal	09/19	Lifted elevator so maint	\$1,039.29		\$2,029.29
Totals For Vendor: Thyssen Krupp Elevator Corporation									\$2,029.29

Derby Housing Authority Vendor Payment History Report

Payment History From: 10/1/2019 Thru: 10/31/2019 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099		
Verizon Wireless			P.O. Box 15062 Albany, NY 12212-5062				No.		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/03/2019	4907	CHK	9838632414	Cell phones	09/19	Cell phones	\$82.24		\$82.24
Totals For Vendor: Verizon Wireless									\$82.24
Grand Totals:			Total Payments:				42		\$64,325.89

**Derby Housing Authority
Work Order Complete/Incomplete Report**

Program: State Elderly, Project: All, Created From: 10/1/2019, Created Through: 10/31/2019 11:59:59 PM, Status: All, Status Included: Emergency

Work Order By Priority						Work Order By User					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days	User Created	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	79	3	76	133.00	1.75	Prieto, Diana	81	4	77	148.00	1.92
Inspection Other	2	1	1	15.00	15.00	Oczkowski, Ellen	1	0	1	1.00	1.00
Urgent	1	0	1	1.00	1.00	Totals:	82	4	78	149.00	1.91

Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	79	3	76	133.00	1.75
Inspection Other	2	1	1	15.00	15.00
Urgent	1	0	1	1.00	1.00
Totals:	82	4	78	149.00	1.91

W/O #	Priority	Unit Address	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Project: Lakeview Apartments								
7376	Routine	14 Guardiano Place	10/01/2019 10:04 AM	10/01/2019 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Kitchen sink is backed up.						
7385	Routine	Guardiano Place	10/03/2019 12:00 PM	10/03/2019 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: The stairwells at Guardiano need to be swept.						
7388	Routine	18 Guardiano Place	10/03/2019 03:54 PM	10/03/2019 05:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Water level in toilet is high. Doesn't seem to be going down and she is afraid to flush the toilet because it may cause an overflow.						
7395	Routine	9 Guardiano Place	10/07/2019 01:05 PM	10/08/2019 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Having problems with her storm door.						
7401	Routine	21 Guardiano Place	10/08/2019 11:31 AM	10/08/2019 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Is having problems with his screen door. Can't close window or panel?						
7402	Routine	24 Guardiano Place	10/08/2019 02:08 PM	10/11/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: 1. There are grease spots on her rug coming from the ac/heating unit. Would like the filters cleaned. 2. Light is flickering in her bedroom.						
7403	Routine	16 Guardiano Place	10/08/2019 02:29 PM	10/08/2019 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

Comments: Needs screen in front window put back in. Instruct resident on how to use A/C remote.

7404	Routine	Guardiano Place	10/08/2019 03:09 PM	10/08/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: (2) lights are out on the outside of the community room. Between units 15-3 & 4-5. Called in by Frank Meaney.						
7405	Routine	21 Guardiano Place	10/09/2019 10:45 AM	10/22/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: 1. Broken spring on storm door. 2. Would like heat filters cleaned or replaced.						
7426	Routine	15 Guardiano Place	10/22/2019 10:21 AM	10/22/2019 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: New key for mailbox does not work.						
7427	Routine	18 Guardiano Place	10/18/2019 08:35 PM	10/18/2019 08:50 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: She can't get up. Can we unlock her apartment door so that the EMT's can enter to help her? (on call request)						
7431	Routine	8 Guardiano Place	10/22/2019 03:25 PM	10/22/2019 04:20 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: Having problems with the heat.						
7433	Routine	23 Guardiano Place	10/22/2019 03:55 PM	10/24/2019 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: Would like the ac-heating unit filters cleaned. Prefers if maintenance comes in the p.m.						
7440	Routine	24 Guardiano Place	10/24/2019 11:51 AM	10/24/2019 04:10 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: The shower faucet handle came off.						
7453	Routine	25 Guardiano Place	10/28/2019 01:54 PM	10/28/2019 02:20 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: Resident locked herself out of her unit.						
7457	Routine	3 Guardiano Place	10/30/2019 09:16 AM	10/30/2019 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Comments: She said there is a small pinhole in kitchen faucet and it is leaking/dripping. She thinks she needs a new faucet kit. I told her maintenance would assess and would make that determination.						

741400000	Routine	1 Guardiano Place	10/14/2019 09:08 PM	10/16/2019 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Needs overhead light bulb replaced that is above the garbage. (On call request)								
Lakeview Apartments								
Project: Cicia Manor								
7377	Routine		10/01/2019 10:54 AM	10/02/2019 12:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Repair roofing shingles at 80's building at CC.								
7378	Routine	Main Office	10/01/2019 01:23 PM	10/07/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Test fire escape lights at Cicia, Stygar and Guardiano Terrace.								
7381	Routine	4 Anson Street	10/03/2019 11:43 AM	10/03/2019 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: There is a constant green light blinking on the a/c-heating unit.								
7382	Routine	Main Office	10/03/2019 09:00 AM	10/03/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Clean the community rooms at Cicia, Stygar and Guardiano Terrace.								
7383	Routine	76 W. Fourth Street	10/03/2019 01:11 PM	10/08/2019 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Glove was left on stove and it burned on the drip pan.								
7386	Routine	Main Office	10/03/2019 12:30 PM	10/03/2019 01:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Vacuum main office.								
7387	Routine	26 Anson Street	10/03/2019 01:51 PM	10/07/2019 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Having problems with the front screen door.								
7391	Routine	54 Fifth Street	10/07/2019 09:19 AM	10/07/2019 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00

Comments: Would like heat pump checked.

7396	Routine	10/04/2019 09:00 AM	10/06/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bring trash and recycle bins to curb.							
7397	Routine	10/04/2019 09:00 AM	10/07/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Retrieve trash and recycle bins.							
7410	Routine	10/10/2019 01:16 PM	10/10/2019 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Would like a/c unit (which was temporarily put in), removed from window.							
7411	Routine	10/10/2019 02:38 PM	10/11/2019 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Clean the community rooms at Ciccia, Stygar and Guardiano Terrace.							
7412	Routine	10/10/2019 02:39 PM	10/13/2019 07:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bring trash and recycle bins to curb.							
7413	Routine	10/10/2019 02:41 PM	10/14/2019 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Retrieve trash and recycle bins.							
7414	Routine	10/16/2019 09:45 AM	10/16/2019 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Can someone come over and reset his a/c-heat remote. Doesn't understand the manual.							
7415	Routine	10/17/2019 08:39 AM	10/17/2019 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Clean gutters and install gutter leaf guards at the CC 90's Building (H).							
7416	Routine	10/17/2019 08:42 AM	10/22/2019 12:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Clean gutters and install gutter leaf guards at CC 70's Building (J).							

7417	Routine	Comments: Clean all gutters at CC Manor.	10/17/2019 08:43 AM	10/17/2019 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
7418	Routine	4 Anson Street Comments: A/C-Heating unit is blinking again. She can't get any heat.	10/17/2019 01:01 PM	10/17/2019 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
7420	Routine	Comments: Bring trash and recycle bins to curb.	10/18/2019 01:10 PM	10/20/2019 06:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
7421	Routine	Comments: Retrieve trash and recycle bins.	10/18/2019 01:11 PM	10/21/2019 02:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
7422	Routine	18 Anson Street Comments: Tenant needs storm window put in side door.	10/21/2019 01:00 PM	10/21/2019 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
7423	Routine	94 W. Fourth Street Comments: Clogged kitchen sink.	10/21/2019 09:07 AM	10/21/2019 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
7424	Routine	32 Fifth Street Comments: Thermostat in bedroom not working.	10/21/2019 10:00 AM	10/21/2019 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
7425	Routine	54 Fifth Street Comments: Front window will not go up or down.	10/21/2019 10:30 AM	10/21/2019 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
7428	Routine	50 Fifth Street Comments: Outdoor lights are not turning on.	10/20/2019 06:37 PM	10/20/2019 06:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
7432	Routine	56 Fifth Street	10/22/2019 03:30 PM	10/23/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

Comments: Would like the glass panes put back in her storm door.

7434	Routine	20 Anson Street	10/23/2019 09:29 AM	10/23/2019 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Needs help turning on heat. Also water is not coming out hot.						
7436	Routine	90 W. Fourth Street	10/23/2019 11:41 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Comments: The bracket of the toilet paper holder came off. There is a hole in wall.						
7437	Routine	87 W. Fourth Street	10/23/2019 11:54 AM	10/23/2019 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Has no electricity in bathroom.						
7438	Routine	56 Fifth Street	10/23/2019 02:02 PM	10/24/2019 03:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Repair weather stripping on bedroom back door.						
7441	Routine	32 Fifth Street	10/24/2019 03:30 PM	10/24/2019 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Toilet isn't flushing properly. Also mentioned something about rust on toilet.						
7442	Routine	Main Office	10/24/2019 09:41 AM	10/25/2019 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Clean the community rooms at Cicia Manor, Stygar Terrace, and Guardianio Terrace.						
7443	Routine		10/25/2019 09:43 AM	10/27/2019 05:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Bring trash and recycle bins to curb.						
7444	Routine		10/25/2019 09:44 AM	10/28/2019 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Retrieve trash and recycle bins.						
7445	Routine	Main Office	10/24/2019 09:15 AM	10/25/2019 04:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Clean the main office and bathrooms.						

7447	Routine		10/10/2019 08:58 AM	10/10/2019 12:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Pressure wash walkway between community room and 70's building (J), cold patch cracks in sidewalks, rake out rocks from lawn, put down loam and reseed.							
7451	Routine	85 W. Fourth Street	10/28/2019 11:36 AM	10/28/2019 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: 1. Kitchen faucet is dripping. 2. Stove drip pans are all rusted.							
7454	Inspection Other	46 W. Fourth Street	10/29/2019 09:56 AM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Oven indicator light is on, but oven is off.							
7455	Routine	70 Fifth Street	10/29/2019 10:55 AM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Baseboard in bathroom is very rusted and smells when turned on.							
741400001	Routine	94 W. Fourth Street	10/15/2019 10:42 AM	10/16/2019 04:10 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: 1. The stopper in her bathroom sink is not working properly. 2. Needs light bulb replaced in bathroom.							
741400002	Routine	54 Fifth Street	10/15/2019 10:45 AM	10/16/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Would like the glass panes put back in her storm doors.							
Cicia Manor			Incomplete: 3	Complete: 39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project: Stygar Terrace									
7379	Routine	Stygar Terrace	10/03/2019 10:57 AM	10/07/2019 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: Sue Pease called in. Would like the timer on the pole lights set back half hour because its dark in the morning.							
7384	Routine	13 Stygar Terrace	10/03/2019 01:13 PM	10/04/2019 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: There is no heat coming in.							
7389	Routine	14 Stygar Terrace	10/03/2019 04:10 PM	10/04/2019 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Comments: There is no heat in her unit and she is very cold.							

7390	Routine	Stygar Terrace	10/07/2019 09:04 AM	10/07/2019 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Can the heat be turned on in the Stygar community room?							
7392	Routine	17 Stygar Terrace	10/07/2019 09:37 AM	10/08/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Would like her a/c taken out of the window.							
7393	Inspection Other	18 Stygar Terrace	10/07/2019 10:27 AM	10/22/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Loose floor tiles at kitchen sink. (Per Right Choice Inspection)							
7394	Routine	30 Stygar Terrace	10/04/2019 08:50 AM	10/04/2019 09:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Locked out of her apartment. (On call request)							
7400	Routine	32 Stygar Terrace	10/08/2019 11:01 AM	10/08/2019 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Batteries need to be replaced in thermostat. Not sure how to open so would like someone to come and do it for her.							
7406	Routine	16 Stygar Terrace	10/09/2019 11:25 AM	10/16/2019 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Shower head has popped off twice. May need to be repaired/replaced.							
7407	Routine	Stygar Terrace	10/09/2019 01:29 PM	10/10/2019 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Ceiling is leaking at the Stygar Community room.							
7408	Routine	3 Stygar Terrace	10/10/2019 08:48 AM	10/10/2019 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Her thermostat is not working. She thinks it needs to be replaced.							
7409	Routine	14 Stygar Terrace	10/10/2019 11:03 AM	10/10/2019 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Front left drip pan on stove is really burnt. Would like to have it replaced.							

7429	Routine	17 Stygar Terrace	10/21/2019 10:00 AM	10/22/2019 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Window needs to be repaired and screen reinstalled.							
7430	Routine	17 Stygar Terrace	10/21/2019 10:00 AM	10/23/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: There is a noise coming from the refrigerator. Can't pinpoint where the noise is coming from.							
7435	Routine	30 Stygar Terrace	10/23/2019 09:43 AM	10/23/2019 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: There is a leak in her kitchen sink. (faucet)							
7439	Routine	29 Stygar Terrace	10/24/2019 09:29 AM	10/24/2019 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Kitchen light is not working. Thinks there may also be something wrong with the ballast.							
7446	Routine	30 Stygar Terrace	10/25/2019 08:54 AM	10/25/2019 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Replace kitchen sink faucet.							
7448	Urgent	21 Stygar Terrace	10/25/2019 08:37 AM	10/25/2019 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Toilet is backed up. (On call request)							
7449	Routine	32 Stygar Terrace	10/25/2019 08:40 AM	10/28/2019 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Faucet in bathroom sink is dripping. (On call request)							
7450	Routine	26 Stygar Terrace	10/28/2019 11:26 AM	10/28/2019 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Light is out in the bathroom.							
7452	Routine	14 Stygar Terrace	10/28/2019 01:43 PM	10/28/2019 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Resident locked herself out of her unit.							
7456	Routine	7 Stygar Terrace	10/30/2019 08:43 AM	10/30/2019 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs to replace batteries in her ac/heating unit. Can't get cover off and not sure what size battery is needed.							

7458 Routine 14 Stygar Terrace 10/31/2019 09:36 AM \$0.00 \$0.00 \$0.00 \$0.00

Comments: Having problems with refrigerator. Has had to throw away food. She thinks that the temperature needs to be adjusted.

Stygar Terrace Incomplete: 1 Complete: 22 \$0.00 \$0.00 \$0.00 \$0.00

Grand Totals: Incomplete: 4 Complete: 78 \$0.00 \$0.00 \$0.00 \$0.00