

MINUTES

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TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 958th Meeting

The 958th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on February 3, 2016 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:31 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski, Horelick, and White.

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

➤ Public Comment Session

Commissioner Bellucci described a past event whereby a resident who dramatically resigned from the Callahan House Tenant Association at a meeting of said Association. Commissioner Bellucci asked Attorney Stamos if the Association can exclude this resigned member from attending the meetings.

Attorney Stamos initially advised that the meetings if are held in the Community Room of the Rev. Callahan House, that the facility is a Public Facility and that the Association cannot exclude individuals from attending a meeting in the public area.

Commissioner Bellucci referred to the dramatic scene that this individual displayed when he resigned and he tore up his membership card and flung it on the table where the Board of the Association was sitting. Commissioner Bellucci continued to state that the individual is disruptive to the group.

Attorney Stamos explained with some detail that if the person was being disruptive and especially if he was exhibiting nuisance behavior that the Association should immediately contact the Seymour Police Department to address public displays of disruptive behavior.

Commissioner Bellucci asked Attorney Stamos if the Association can bar this individual from rejoining the Association in the future.

Attorney Stamos stated that he would have to review the Association's By-Laws to render that opinion. He asked the Executive Director to share the Policies as well as any Policy regarding use of the Community Room with him.

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Darlene Perugini, Apt. 2P described a scenario whereby a resident can ask Management and the Association to use the community room for a family party as long as they clean up themselves. And during this party that resident has the right to exclude anyone from the community room during the party. She then stated that as a paying member of the Association that she believes that she has the right to exclude the abovementioned individual from the community room during Association meetings.

Robert Pettinelli, Apt 2D commented that he does not believe that someone who disrupts meetings and creates disturbances should act like that at one meeting and then be allowed to come to the next meeting and continue to attend.

Attorney Stamos reaffirmed his comments about calling the Seymour Police Department if someone was being a nuisance. He asked the Executive Director to provide him with all Policy information that is available and stated he would review and discuss this with the Executive Director.

Hearing no further Public Comment, Chairperson White asked for a motion to change the order of the Agenda to discuss Old Business, the State MR PILOT program and rent increases to facilitate the presence of State Representative Theresa Conroy.

Commissioner Bellucci motioned to change the order of the Agenda to discuss Old Business, the PILOT Program and Moderate Rental Rent Increases. Commissioner Horelick 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and Old Business open for discussion.

➤ Old Business

The Executive Director reminded the Board of Commissioners about the State PILOT to the Town and the fact that the State has abandoned the PILOT. He commented that the State has historically been paying the Town of Seymour approximately \$69,000 per year toward the real property taxes. He added that this has been the case since approximately 1967. He also added that the Seymour Housing Authority is not responsible for the Sewer use fees so that the Town of Seymour pays approximately \$33,000/year for sewer use fees on behalf of the Moderate Rental residents. He stated that our Cooperation Agreements with the Town states that we must pay 10% shelter rent to the Town now that the State will not be paying the PILOT. He estimated that the payment to the Town would be approximately \$52,000. He stated that this would require a \$50 base rent increase and 2% to 3% increase in the percentage of rent charged to all residents. He reminded that the residents of Moderate Rental pay a percentage of income or base rent whichever is higher. He proposed a budget revision and the intent to begin the 90 day process to increase the rents. He also stated that he started conversations with First Selectman Kurt Miller about a request to phase this in over a four year period to reduce the effect to the Moderate Rental residents. If successful with the negotiation, the PILOT would be phased in over a 4 year period. He added that a four year phase in would result

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in a \$10/per unit per month increase each year for the first two years and then a \$15 per unit per month increase in years three and four. He stated that the percentage of income would also be raised by 2% or 3%. He stated that this is preferred to lessen the impact to the residents.

State Representative Conroy stated that the PILOT was a tough issue to deal with because the State Legislators are face with making \$560,000,000 in cuts. She stated that the Governors Budget proposal was one of the widest sweeping proposed in her tenure. She commended that the Governor has proposed a Block Grant type funding where departments would receive a block of funds to use at their discretion. She stated that Seymour faired fairly well, while we lost the PILOT, many other cuts did not occur as severely as other Towns had received. She commented that the Executive Director met at the Legislative Office Building and we spoke with the Policy representative from the State Democrats office. She stated it would be a very very difficult task to re-establish the PILOT and that it is highly unlikely that it would be reinstated.

Other discussion followed including revenue from Casinos being way below past years and other State budget concerns.

The Executive Director was unable to recommend an amount to increase the Moderate Rental Budget, because he has no response from the Town of Seymour as to whether they will permit a four year phase in of the PILOT payments. He stated that we may have to increase the rents by \$50.

Attorney Stamos advised that we seek a definitive answer from the First Selectman prior to deciding on a rent increase. Discussion followed and it was determined that there is enough time relative to the 90 day increase regulation to make a decision at the March Meeting of the Board of Commissioners. The Executive Director was directed to obtain an answer from First Selectman Kurt Miller.

The Commission thanked Representative Conroy for her efforts relative to the PILOT program and especially for attending the meeting.

The regular order of the Agenda followed.

➤ **Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 957th Regular Meeting held on January 6, 2016.

Commissioner Bellucci motioned to accept the minutes of the 957th Regular Meeting. Commissioner Dota 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the minutes accepted as presented.

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Election of Officers

At this point, Commissioner White stepped down to vacate the seat of Chairman and turned the meeting over to Vice-Chairperson Horelick.

Vice-Chairperson Horelick announced the vacancy in the seat of Chairman and opened the nominations for Chairman of the Seymour Housing Authority.

Vice-Chairperson Horelick nominated Commissioner White as Chairman of the Seymour Housing Authority.

Commissioner Bellucci seconded the nomination.

Vice-Chairperson Horelick acknowledged the nomination and its second and asked if there were any further nominations for Chairman?

Hearing none, Vice-Chairperson Horelick again asked if there were any other nominations for Chairman.

Hearing none, Vice-Chairperson Horelick asked a third time if there were any other nominations for Chairman.

Hearing none, Vice-Chairperson Horelick declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner White as Chairperson of the Seymour Housing Authority. Vice-Chairman Horelick declared Commissioner White as Chairman and turned the meeting back over to her.

Chairperson White opened the nominations for Vice-Chairperson of the Seymour Housing Authority.

Commissioner Dota nominated Commissioner Horelick as Vice-Chairperson of the Seymour Housing Authority.

Commissioner Golebieski seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Vice-Chairman?

Hearing none, Chairperson White again asked if there were any other nominations for Vice-Chairman.

Hearing none, Chairperson White asked a third time if there were any other nominations for Vice-Chairman?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Horelick as Vice-Chairperson of

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the Seymour Housing Authority. Chairperson White declared Commissioner Horelick as Vice-Chairperson.

Chairperson White opened the nominations for Treasurer of the Seymour Housing Authority.

Commissioner Golebieski nominated Commissioner Dota as Treasurer of the Seymour Housing Authority.

Commissioner Horelick seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Treasurer?

Hearing none, Chairperson White again asked if there were any other nominations for Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Dota as Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Dota as Treasurer.

Chairperson White opened the nominations for Assistant Treasurer of the Seymour Housing Authority.

Commissioner Golebieski nominated Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority.

Commissioner Dota seconded the nomination.

Chairperson White asked if there were any other nominations for Assistant Treasurer.

Hearing none, Chairperson White again asked if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Bellucci as Assistant Treasurer.

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Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Golebieski seconded the motion. Discussion followed and Commissioner Dota asked about the check to Donna Lane. The Executive Director stated that he contracted with Donna Lane for a day to complete work with Oxford Housing Authority in preparation of the Annual IPA Audit. There was information to gather that Donna only had firsthand knowledge or so he used her to gather that data for the Auditor. In relation to the payment to Comcast, Commissioner Bellucci asked about the date that the Contract with Comcast would expire. The Executive Director stated that he would research that. Commissioner Bellucci stated that perhaps we should look to make a change away from Comcast. The Executive Director stated that this may cause a total re-wiring of the building, however, he is investigating options. Hearing no further discussion, 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, Dota, Horelick and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed the pertinent communications including HUD's letter accepting the Close Out Documents for the CFP Grant year 2013; the flyer about the IRS Scam seminar held by the Community Police Officer, Jack Harkins, and the response to the 2014 IPA Audit to HUD, and finally, the Email to Jessica Abrue explaining the Smithfield Gardens Capital Expenditure for the Elevator repairs.

Executive Director's Report

See Exhibit II

New Business

Chairperson White introduced the Tenant on Tenant Harassment Policy and Revision to the Dwelling Lease for Norman Ray House and Rev. Callahan House.

The Executive Director explained that as a result of recent Fair Housing training in Boston that among many things, HUD is considering tenant on tenant harassment as a responsibility of the Housing Authority. He stated that as a result of this discovery that he proposes a Policy for handling such complaints as well as a change to the federal Leases that make it a Lease violation if a resident is harassed by fellow residents based on a protected class. See Exhibit III

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After some further brief discussion, Commissioner Horelick motioned to include wording in the Federal Lease under Section 6. Paragraph K.(revised) the Tenant is obligated to conduct himself and cause others who are on the premises with his consent to conduct themselves in a manner, which will not be considered harassment or intimidation of a tenant, staff person or guest because of that person's age, ancestry, race, color, genetics, national origin, creed, religion, sex, sexual orientation, gender identify or expression, disability or familial status as this will not be tolerated and will be grounds for termination of tenancy. Commissioner Golebieski 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Any Other Business

The Executive Director introduced Jamie Pew as the newest addition to the Seymour Housing Authority Staff. He explained that she would be the Executive Assistant.

Commissioner Bellucci stated that the Seymour Arts and Culture Commission have committed Entertainment for the seniors for the next 9 months. Thursday the group is sending an Elvis impersonator.

The Executive Director has announced that Teila Cheever has had success with an application for computers for a computer lab from the Agency on Aging, South Central. This grant will be providing laptops to replace the failed ones from the old computer lab. Funding is approximately \$5,000.

Adjournment

At 7:07 P.M. Chairperson White asked for a motion to adjourn the 958th meeting of the Seymour Housing Authority. Commissioner Golebieski motioned to adjourn the meeting. Commissioner Horelick 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 958th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser,
Secretary and Executive Director

minutes Exhibit D
Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1	01/07/2016	No	DD	SHA PAYROLL	Payroll #1	No	\$28,507.35
2	01/21/2016	No	DD	SHA PAYROLL	Payroll #2	No	\$28,975.56
167	01/20/2016	No	CHK	VSP	VSP Jan. Expense	No	\$58.44
8108	01/04/2016	No	CHK	USI Insurance Services of CT LL	Crime Policy 1.1.2016 - 1.1.2017	No	\$313.10
8109	01/07/2016	No	CHK	Buddy's Fuel, LLC	6 Chamberlin Rd	No	\$125.00
8110	01/13/2016	No	CHK	Yankocoy Wholesale Building Mate	Order# 229176	No	\$1,293.60
8111	01/15/2016	No	CHK	Acm Resources, Inc.	Consulting	No	\$7,800.00
8112	01/15/2016	No	CHK	Aegis Energy Services, Inc.	Invoice 3 of 3	No	\$1,840.32
8113	01/15/2016	No	CHK	American Rooter LLC	CAL 1J-Snake kitchen sink drain	No	\$337.00
8114	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$132.97
8115	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 200086443	No	\$132.97
8116	01/15/2016	No	CHK	Aquarion Water Company	Acct #: 2003691187	No	\$17.37
8117	01/15/2016	No	CHK	Belletti's Tree Service	19 Seymour - Trimming oak tree	No	\$525.00
8118	01/15/2016	No	CHK	Buddy's Fuel, LLC	18 Chamberlin-Repair to baseboard	No	\$150.50
8119	01/15/2016	No	CHK	Cbs Bloom's Business Systems	Supplies & quarterly maintenance co	No	\$43.56
8120	01/15/2016	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$5,227.20
8121	01/15/2016	No	CHK	Door Control, Inc.	Callahan & RH repair to entrance do	No	\$1,275.00
8122	01/15/2016	No	CHK	Eversource	Acct #: 51471483099	No	\$222.63
8123	01/15/2016	No	CHK	Eversource	Acct #: 51942664004	No	\$2,683.05
8124	01/15/2016	No	CHK	Eversource	Acct #: 51118694017	No	\$45.59
8125	01/15/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,384.41
8126	01/15/2016	No	CHK	Experian	Acct #: TCTA6906070	No	\$105.12
8127	01/15/2016	No	CHK	G&K Services	Uniforms	No	\$47.35
8128	01/15/2016	No	CHK	Gregory Stamos	Techer Legal fees	No	\$525.00
8129	01/15/2016	No	CHK	Langan	Pre-Renovation Hazardous Building	No	\$750.00
8130	01/15/2016	No	CHK	Mary B. Androski	Legal fees mediation Corbett/Fabrizi	No	\$300.00
8131	01/15/2016	No	CHK	Robinson Partners	11 Brothers Court-fix scratch	No	\$125.00
8132	01/15/2016	No	CHK	Oxford Lumber & Building Materia	5 Gal Empty buckets	No	\$34.14
8133	01/15/2016	No	CHK	Radovich Builders, LLP	3 Seymour-Bend & Inst new rake ed	No	\$7,493.00
8134	01/15/2016	No	CHK	Radovich Builders, LLP	2D-Install formica backsplash, wall p	No	\$6,359.07
8135	01/15/2016	No	CHK	Radovich Builders, LLP	#20-Replace wall hung bathroom sin	No	\$1,526.50
8136	01/15/2016	No	CHK	Reitman	Office temp w/e 12/27/15	No	\$760.65
8137	01/15/2016	No	CHK	Shell Credit Card Center	Acct #: 065 093 700	No	\$86.00
8138	01/15/2016	No	CHK	Sherwin Williams	Paint for MR	No	\$265.32
8139	01/15/2016	No	CHK	Siemens Industry Inc	Cust #: 30081279	No	\$6,174.00
8140	01/15/2016	No	CHK	YB Paving	Snow removal & sanding	No	\$1,485.00
8141	01/20/2016	No	CHK	Cash	Reimb. Petty Cash	No	\$95.15
8142	01/20/2016	No	CHK	Thomas, Larry	Reimb. Larry Thomas for Plumbing	No	\$625.00
8143	01/29/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,417.58
8144	01/29/2016	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$465.70
8145	01/29/2016	No	CHK	AIG	Acct #: 1024715395	No	\$8,804.00
8146	01/29/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$975.72
8147	01/29/2016	No	CHK	Bender Plumbing Supplies Inc.	Plumbing supply	No	\$1,043.28
8148	01/29/2016	No	CHK	Buddy's Fuel, LLC	8 Seymour Ave - no heat call	No	\$373.72
8149	01/29/2016	No	CHK	Callahan House Tenants Associat	CAL January Association Donation	No	\$2,625.00
8150	01/29/2016	No	CHK	Comcast	Acct #: 8773402160069528	No	\$104.90
8151	01/29/2016	No	CHK	Comcast	Acct #: 8773402160041287	No	\$471.30

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

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8152	01/29/2016	No	CHK	Comcast	Acct #: 8773402160174468	No	\$84.90
8153	01/29/2016	No	CHK	Comcast	Acct #: 8773 40 216 0178014	No	\$105.85
8154	01/29/2016	No	CHK	CONN NAHRO	The Rent Certification Training	No	\$360.00
8155	01/29/2016	No	CHK	Connecticut Housing Finance Aut	Project #: 98089D	No	\$462.02
8156	01/29/2016	No	CHK	Frontier	Acct #: 203-881-2464-110208-5	No	\$293.07
8157	01/29/2016	No	CHK	Frontier	Acct #: 203-881-0115-021194-5	No	\$70.46
8158	01/29/2016	No	CHK	G&K Services	Uniforms	No	\$142.05
8159	01/29/2016	No	CHK	Gregory Stamos	Legal services	No	\$1,434.50
8160	01/29/2016	No	CHK	Home Depot Credit Services	January Expenses	No	\$99.96
8161	01/29/2016	No	CHK	Kone Inc	CAL Elevator repair	No	\$7,329.36
8162	01/29/2016	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100136	No	\$410.69
8163	01/29/2016	No	CHK	Management Computer Services I	Semi Annual Support Fee	No	\$4,633.00
8164	01/29/2016	No	CHK	New England Regional Council N	2016 agency membership dues	No	\$70.00
8165	01/29/2016	No	CHK	Norman Ray Tenant Association	Annual Association Donation	No	\$1,025.00
8166	01/29/2016	No	CHK	Oxford Lumber & Building Materia	Bleach	No	\$9.96
8167	01/29/2016	No	CHK	Peter E. Karpovich,	NTQ Imre	No	\$53.30
8168	01/29/2016	No	CHK	Phada Membership	Membership dues year ending 2017	No	\$390.00
8169	01/29/2016	No	CHK	Radovich Builders, LLP	3E-Stains repaired from old leak	No	\$162.50
8170	01/29/2016	No	CHK	Reitman	Office Temp	No	\$410.29
8171	01/29/2016	No	CHK	Seymour Janitorial Services	RH	No	\$1,240.00
8172	01/29/2016	No	CHK	Smithfield Gardens Assisted Livin	Jan's Rental	No	\$4,354.16
8173	01/29/2016	No	CHK	Sprint	Acct #: 453584322	No	\$206.28
8174	01/29/2016	No	CHK	St. Treasurer For Merfund	MERF 01-2016	No	\$6,332.56
8175	01/29/2016	No	CHK	Ted's Lawn Care LLC	Monthly landscaping	No	\$2,175.00
8176	01/29/2016	No	CHK	Winter Bros Waste Systems	January Trash service	No	\$406.94
8177	01/29/2016	No	CHK	Winter Bros Waste Systems	January trash	No	\$386.63
8178	01/29/2016	No	CHK	Xerox Financial	Contract #: 010-0026454-001	No	\$418.50

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120

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>
3969	01/06/2016	No	CHK	Pagliari, Elsie	PH AP Payment Jan 16	No	\$199.24
3970	01/15/2016	No	CHK	Aegis Energy Services, Inc.	Mechanical Improvements	No	\$32,872.93
3971	01/15/2016	No	CHK	Allen's Plumbing Supply	Shower hose	No	\$66.70
3972	01/15/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204656	No	\$1,057.98
3973	01/15/2016	No	CHK	Connecticut Post	One month online and print advertisi	No	\$1,147.16
3974	01/15/2016	No	CHK	Direct Energy Services, LLC	Acct #: 67282386-587-4	No	\$3,731.02
3975	01/15/2016	No	CHK	Donald W. Smith, Jr. P.E	Professional services for mechanical	No	\$1,000.00
3976	01/15/2016	No	CHK	Environmental Systems Corporati	HVAC service & parts	No	\$7,830.82
3977	01/15/2016	No	CHK	Eversource	Acct #: 57669970055	No	\$1,519.67
3978	01/15/2016	No	CHK	Eversource	Acct #: 51083234013	No	\$3,240.33
3979	01/15/2016	No	CHK	Fitz Vogt & Associates, LTD	Meals	No	\$27,068.30
3980	01/15/2016	No	CHK	FJ Dahill Co.	S/G clean, repair & seal area of roof	No	\$504.00
3981	01/15/2016	No	CHK	Frontier	Acct #: 20388850930928065	No	\$353.49
3982	01/15/2016	No	CHK	Jeff's Appliance And Vacuums	#220-repair to freezer fan	No	\$209.95
3983	01/15/2016	No	CHK	Kinsley Power Systems	Cust #: 1001	No	\$350.00
3984	01/15/2016	No	CHK	Kone Inc	Cust #: N223536	No	\$14,127.17
3985	01/15/2016	No	CHK	NDC Housing & Development	Asset Management Fee Oct-Dec 20	No	\$1,008.00
3986	01/15/2016	No	CHK	Robert J. Werden	Grease Trap cleaning	No	\$230.00
3987	01/15/2016	No	CHK	Radovich Builders, LLP	New 100 amp 3 phase panel electric	No	\$7,707.50
3988	01/15/2016	No	CHK	Reitman	Temp w/e 12/27/2015	No	\$112.77
3989	01/15/2016	No	CHK	Theo Pro Compliance & Consultin	File approval	No	\$20.00
3990	01/15/2016	No	CHK	Valley Electric Supply Company	Bulbrite MH70/U/MED (4)	No	\$65.47
3991	01/28/2016	No	CHK	Moss, Estelle	PH AP Payment Jan 16	No	\$559.20
3992	01/29/2016	No	CHK	Comcast	Acct #: 8773-40-216-0069510	No	\$1,128.18
3993	01/29/2016	No	CHK	Comcast	Acct #: 8773-40-216-0069538	No	\$55.95
3994	01/29/2016	No	CHK	HD Supply	Misc supplies	No	\$407.40
3995	01/29/2016	No	CHK	Robert Lupi	One hour performance	No	\$150.00
3996	01/29/2016	No	CHK	Seymour Housing Authority	Jan's Mgt Fee	No	\$4,965.00
3997	01/29/2016	No	CHK	Sherwin Williams	Paint supply	No	\$285.90
3998	01/29/2016	No	CHK	Winter Bros Waste Systems	January Trash removal	No	\$434.91

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1869	01/27/2016	No	CHK	LeeAnn Weston RYT	Senior/Chair Yoga	No	\$70.00
1870	01/27/2016	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$20,000.00
1871	01/29/2016	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$11,012.86
1872	01/29/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$17,905.42

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
SHA Development Corporation**

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
274	01/28/2016	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$12.68

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: January 2016, 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: No, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1714	01/21/2016	No	CHK	Seymour Housing Authority	Reimb. RH for Auto Ins. Expense	No	\$1,395.00
1715	01/27/2016	No	CHK	Seymour Housing Authority	MR Early reimb	No	\$20,000.00
1716	01/29/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$919.75

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	01/07/2016-1
Period Range :	12/21/2015 TO 01/03/2016
Week Number :	Week #1

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	2	2070.36
Total Direct Deposits	26	16830.54
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	21 Items	18900.90
Total Billing Impound		119.72
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group
Sum of Checks		19357.28
Total of Checks Printed	27 Items	
Total Tax Liability		9150.07
Total Workers Comp Liability		0.00
Total Payroll Liability		28507.35
Total Direct Deposits		17005.54
Total Debited From Account		28507.35

NEXT PERIOD DATES

Check Date: 01/21/2016 Week 3
 Period Begin: 01/04/2016
 Period End: 01/17/2016
 Call In Date: 01/15/2016 Week 3

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	01/07/2016-1
Period Range :	12/21/2015 TO 01/03/2016
Week Number :	Week #1

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal		060687649	25,367.19	3,175.86	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,890.91	1,605.23	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,890.91	375.43	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,890.91	1,605.23	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,890.91	375.43	21	Semi-Weekly
COBRA Credit		060687649			21	Semi-Weekly
Total 941 Liabilities without COBRA				7,137.18		
Total 941 Liabilities with COBRA				7,137.18		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				7,137.18		
State Withholding						
CT State Withholding		6613871-000	25,367.19	964.94	21	Weekly CT
Total State Withholding				964.94		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	26,198.51	1,047.95	21	Quarterly
Total Employer SUI				1,047.95		
Total Employee Taxes				6,121.46		
Total Employer Taxes without COBRA				3,028.61		
Total Tax Liability without COBRA				9,150.07		
Total Tax Liability with COBRA				9,150.07		
Regular checks				2,070.36		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,005.54		
Total Net Payroll				19,075.90		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				119.72		
Total Workers Comp				0.00		
Total Payroll Liability				28,507.35		
Tax Deposit Checks			Tax deposit to be made by Human Resource Consulting Group			
Tax Deposit Checks Void			Tax deposit to be made by Human Resource Consulting Group			
Total Check/Direct Deposits				19,357.28		
Total Direct Deposits				17,005.54		
Total Amount Debited from your Account before Credit applied				28,507.35		
Total Amount Debited from your Account after Credit applied				28,507.35		

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	01/21/2016-1
Period Range :	01/04/2016 TO 01/17/2016
Week Number :	Week #3

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	2	1877.53
Total Direct Deposits	26	17002.81
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	21 Items	18880.34
Total Billing Impound		705.24
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
Sum of Checks		19922.24
Total of Checks Printed	27 Items	
Total Tax Liability		9005.51
Total Workers Comp Liability		0.00
Total Payroll Liability		28927.75
Total Direct Deposits		17177.81
Total Debited From Account		28927.75

NEXT PERIOD DATES

Check Date: 02/04/2016 Week 5
 Period Begin: 01/18/2016
 Period End: 01/31/2016
 Call In Date: 02/01/2016 Week 5

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	01/21/2016-1
Period Range :	01/04/2016 TO 01/17/2016
Week Number :	Week #3

<i>Tax Type</i>	<i>Rate</i>	<i>Tax ID</i>	<i>Wages</i>	<i>Amount</i>	<i>#EE's</i>	<i>Frequency</i>
Federal Taxes						
Federal	-----	060687649	25,336.67	3,162.53	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,858.33	1,603.24	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,858.33	374.96	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,858.33	1,603.24	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,858.33	374.96	21	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	21	Semi-Weekly
Total 941 Liabilities without COBRA				7,118.93		
Total 941 Liabilities with COBRA				7,118.93		
ER FUI	0.006000	060687649	0.00	-----	21	Quarterly
Total Federal Taxes				7,118.93		
State Withholding						
CT State Withholding		6613871-000	25,336.67	970.77	21	Weekly CT
Total State Withholding				970.77		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	26,165.93	915.81	21	Quarterly
Total Employer SUI				915.81		
Total Employee Taxes				6,111.50		
Total Employer Taxes without COBRA				2,894.01		
Total Tax Liability without COBRA				9,005.51		
Total Tax Liability with COBRA				9,005.51		
Regular checks				1,877.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,177.81		
Total Net Payroll				19,055.34		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				705.24		
Total Workers Comp				0.00		
Total Payroll Liability				28,927.75		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,922.24		
Total Direct Deposits				17,177.81		
Total Amount Debited from your Account before Credit applied				28,927.75		
Total Amount Debited from your Account after Credit applied				28,927.75		

February 2016

minutes Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House 2016 Year-to-Date Vacancies 0

Callahan House remained fully occupied for January 2016. Callahan House has experienced 0 vacancy days since January 1, 2016 and has averaged 0 turn around days per vacancy since January 1 2016. 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; 0 days/ 29200 days available = 0.0% percentage through January 31, 2016.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. . For the 2015 subsidy calculation we used 85 days we have 263 days to use for the balance of the subsidy year. For 2016 subsidy calculation we used 68 days and have 280 days to use for the balance of the Subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2016	
FEDERAL ELDERLY		Vacancy Turnover Days		2016	
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days

Average number of vacancy days per vacancy

0

Norman Ray House experienced two move outs for January 31, 2016. Norman Ray House has experienced 2 vacancy days since January 1, 2016 and has averaged 2 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 = 14600 days available; 2 days/ 14600 days available = 0.0136% percentage through January 31, 2016.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 117 days and have 52 days remaining to use. For the 2016 subsidy calculation we used 66 vacancy day and have 102 days left to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2016
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	NEXT RESIDENT	IN-DATE	NO. OF
9	Imre	1/31/2016	Vacant		1
35	Scartin	1/31/2016	Vacant		1

Average number of vacancy days per vacancy: 2

State Moderate Rental 2016 Year-to-Date Vacancies 0

Moderate Rental remained fully occupied during January 2016. Moderate Rental has experienced 0 vacancy days since January 1, 2016 and averaged 0 days per vacancy through January 31, 2016. 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; 0 days/ 29565 days available = 0% percentages through January 31, 2016.

STATE MODERATE RENTAL		VACANCY/TURNOVER DAYS			2016	
FAMILY HOUSING						
UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days

Average number of vacancy days per vacancy: 0

We have experienced \$0 vacancy loss since January 1, 2016. We have budgeted \$416 for vacancy loss through January 31, 2016.

Smithfield Gardens Assisted Living experienced 2 move-outs and 2 move-ins during January 2016. Smithfield Gardens has experienced 90 vacancy days since January 1, 2016 and averaged 22.5 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 90 days/ 20,440 days available = 0.440% percentage through January 31, 2016.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
127	60%	985 Bocasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/2015	Podolak	1/30/2016	30
122	50%	825 Pagliaro	1/4/2016	Vacant		27
109	60%	985 Moss	1/27/2016	Vacant		4

Average number of vacancy days per vacancy: 22.5

The vacancy loss is approximately \$2,651 since January 1, 2016. We have budgeted \$2,132 for vacancy loss through January 31, 2016.

Section
2

General Information

Training

Staff attended Fair Housing Training in Boston at the offices of the Federal Reserve. HUD presented a thorough training on issues pertaining to Fair Housing, Housing Discrimination and prevention including harassment.

Staff attended Recertification training presented by Conn Nahro.

Complaints

Callahan House

We received a complaint from a resident that she felt was harassment based on a protected class. This resident has a condition causing her to lose her way while speaking and the other tenant was aggressive in her approach. This is being investigated by Staff.

Norman Ray House

We received complaints that a resident was displaying nuisance behavior at late hours of the night and morning. Hollering, slamming doors & moving furniture. A pre-termination notice was sent out and the eviction process was begun. The resident causing the nuisance has moved out.

Annual Recertification

The annual recertification process has begun. Staff has started intake of information and the process of 3rd party verification. The annual process of recertification of Moderate Rental, Norman Ray House and Rev. Callahan residents is underway.

Rev. Callahan House

- **Annual Inspections began in January 2016. To date 16 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 66 work orders have been generated as a result of this round of inspections. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, sprinkler escheon re-setting, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, and replacing bathtub strainers.**
-

- **2014/2015 Capital Fund Program work items have begun. A contract was signed with Radovich Builders. The work items include building smoke barriers between first floor units above the drop ceilings. We are nearly complete with this there are three apartments where we will have to put residents up in a hotel while we work on their units.**
- **The Community Police Officer met with Residents regarding IRS Fraud. He informed residents to not respond to phone calls from people saying they are with the IRS among other tips.**

Norman Ray House

- **The Community Police Officer will meet with Residents regarding IRS Fraud. He informed residents to not respond to phone calls from people saying they are with the IRS among other tips.**
- **2014/2015 Capital Fund Program work items has been completed. A contract was signed with Radovich Builders. The work items include Kitchen Cabinet replacement, closet door replacement and painting.**

Moderate Rental

- **The Radon Mitigation contractor, Basement Systems, has placed monitoring canisters in all units on Chamberlin Rd and Brothers Court. This is part of the contract to monitor after installation to obtain the readings to be sure the installation is effective. The canisters will be picked up on 2/4/2016 and the readings will be made available by report shortly after.**
- **I met with State Representative Theresa Conroy at the Legislatvie Office Building to discuss the loss of PILOT. We were introduced to a Planning advisor who received the information on the effect of the loss of PILOT will have on the Moderate Rental residents. I believe we communicated the issue well.**
- **I met with Department of Housing to discuss Rehabilitation of the Moderate Rental Housing and our ability to successfully apply for funds. What was indicated is that we must raise the rents substantially to be able to be eligible.**
- **Letters went out regarding poor housekeeping as a result of the 11/11/2015 inspections. A follow up inspection of 21 apartments was completed on January 27, 2016.**
- **Seven furnace cleanings were completed at 22 to 28 Seymour Ave.**

Smithfield Gardens Assisted Living

Occupancy Statistics:

- **96% (54 of 56 units) occupied as of 02/01/2016**
- **Three applications in processing**
- **Two move-ins in January; two move-outs**
- **7 applicants on waiting list for 60% units (\$985 rent)**
- **8 applicants on waiting list for 50% units (\$825 rent)**
- **Average age is 84.0**
- **Age range is 65 - 99**

- Average length of tenancy is 27.83 months

Budgeting Statistics:

- 20 of 19 units rented at \$825
- 34 of 37 units rented at \$985
- 54 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 1/6, 1/13, 1/20, 1/27 (attended by MRC Director, RSC & RNs)
57 residents' statuses reviewed each week; 4 residents out at rehab as of 01/31/2016
 - Resident Council Meeting held 12/30/15 – minutes follow; next meeting 01/28/2016
 - January Fire Drill completed 01/24/16 (third shift)
-

2015 Audit

Carter and Hayes has completed all the field work and has prepared a draft copy of the 2015 Audit. Final reports will be ready soon.

Mechanical Repair/replacements – Boiler room

You will recall the Board of Commissioners chose the firms of Aegis Engineering, Environmental Control Systems and Radovich Builders to complete the repairs/replacements to the mechanical equipment in the Boiler Room. The contracts to begin the work are being signed on 10/7/2014. The work includes:

- Replace the cooling tower
- Remove/replace refrigerant coil, install new chiller water coil, 2 unit
- Relocate existing chemical shot
- Remove Glycol injection system & install port for adding glycol

As a result of a failure of the absorption chiller, we are now faced with adding the replacement of the absorption chiller to this work to be done.

This is currently being partially financed from our Replacement Reserve with CHFA which currently has \$216,000 in it.

This work will began in June, 2015 and is now substantially complete.

Elevator

Smithfield Gardens has one passenger elevator for residents, staff and visitors. The building is comprised of five floors. Last year we experienced several outages of this elevator due to a bad travel cable that was not repaired until after several weeks of interrupted service. This interrupted service drew the attention of State of CT Public Health officials and the Ombudsmen as many residents were stranded on the 2nd floor and could not leave their homes for Doctor's visits and family outings. This was an unbearable situation that we tried our best to manage. No one was left without ALSA, Core or Meal services during this time. Kone was acting responsively, however the problem was elusive.

At that time we researched a stair lift as an alternative to the elevator, but we were informed by the Fire Marshall that this would not be allowed to be installed because of the stairwell

encroachment of the equipment. We have found a wheel chair stair climber that we are considering purchasing to transfer residents up and down stairs on an as needed basis and during this 3 to 5 day repair outage. The cost of this equipment is about \$7,000. I have also attached information about this equipment for your review.

Recently, the elevator has not been leveling properly and at times floats up and down several inches when the door opens. This is a dangerous tripping hazard. We have been informed by Kone that this is a result of faulty hydraulic valves. These valves have been reported to us as obsolete and therefore, to remedy this problem the valves must be replaced.

The quote for service which totals approximately \$24,000. We went ahead with this proposal because as this matter continues, the valves and the hydraulic motor were to fail more and Kone will be forced to close the elevator down until this is repaired. This will be a large problem if we end up shutting down the elevator.

A replacement clothes dryer was ordered as one has failed. The cost is approximately \$700 and it will be delivered on 2/4/2016.

minute Exhibit III

J. To conduct himself and cause other persons who are on the premises with his consent to conduct themselves in a manner, which will not disturb his neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition;

K. To conduct himself and cause others who are on the premises with his consent to conduct themselves in a manner, which will not be considered harassment or intimidation of a tenant, staff person or guest because of that person's age, ancestry, race, color, genetics, national origin, creed, religion, sex, sexual orientation, gender identity or expression, disability or familial status as this will not be tolerated and will be grounds for termination of tenancy