

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 4/22/11  
TIME: 9:30 AM  
TOWN CLERK'S OFFICE

### ➤ 895th Meeting

The 895th 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 April 6, 2011 and was called to order by Chairperson White at 5: 30 p.m.

### ➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, Horelick, and White. Executive Director David Keyser was also in attendance.

### ➤ Public Session

None.

### ➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 894<sup>th</sup> Special Meeting.

Commissioner Bellucci motioned to accept the minutes of the 894<sup>th</sup> Special Meeting held March 8, 2011. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Horelick, Dota, and White. Chairperson White declared the motion carried.

### ➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

At this time, 6:37 P.M. Commissioner Horelick motioned to go out of the order of the Agenda for the purposes of discussing contract negotiation with Architect Joseph Migani relative to Bank Street Properties. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as

## MINUTES

Joe Migani offered that he would pay the entire \$8,500 past due balance if the Seymour Housing Authority would consider charging the prorated rate.

The Executive Director further clarified his position on this matter. He stated that there is risk involved in managing the units at Bank Street. He stated that we recently experienced a prospective applicant who would not be able to demonstrate an ability to pay even the newly reduced rental rates. He stated that this individual's income as reported would put her in a position of paying in excess of 50% of her income toward rent. She was initially denied and the applicant stated that she was going to HUD to report us as a result. The Executive Director stated that the full management fee pales in comparison to the costs involved in defending a Commission on Human Rights and Opportunities suit. He qualified his proposal that once the property returned to full occupancy, that the management fee would then return back to the terms of the original agreement.

Commissioner Horelick commented that one of the things that concerns her about the arrangement is that there have been many changes in the roles of the Seymour Housing Authority that have been made by Joe Migani since the original agreements. She was concerned that this change may be altered by Mr. Migani in the future. She also stated that it was doubtful that the oversight agencies, FHLB and DECD would permit Joe Migani to assume the management of the property completely.

The Executive Director stated that he would recommend that an agreement addendum be drafted and approved by Legal Counsel.

An agreement that Joe Migani would email the provisions of the amendment to the Executive Director as stated in this meeting and the Executive Director would provide this to Attorney Stamos for review.

At 7:18 P.M. Commissioner Horelick motioned to return to the regular order of the Agenda. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Horelick, Dota, and White. Chairperson White declared the motion carried.

The Executive Director explained and discussed the pertinent correspondence. He discussed the Utopia email regarding relations with Hewitt Rehab.

### ➤ **Executive Director's Report**

See Attached Exhibit II

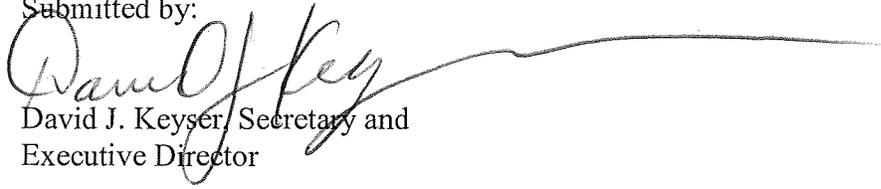
The Executive Director explained details of the Executive Director's report and answered all pertinent questions.

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## ➤ Adjournment

Chairperson White asked for a motion to adjourn the 895th meeting of the Seymour Housing Authority. At 7:32 P.M. Commissioner Horelick motioned to adjourn the 895th Meeting of the Seymour Housing Authority. Commissioner Dota 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, Beres, Dota, Horelick and White. Chairperson White declared the motion carried and the 895th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

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

David J. Keyser, Secretary and  
Executive Director

Minutes  
Exhibit I

Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register

Program: Revolving Fund Project: Revolving Fund Period: March 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
5	03/10/2011	No	DD	SHA PAYROLL	PayPeriod 2/21/11 - 3/6/11	No	\$24,561.31
6	03/24/2011	No	DD	SHA PAYROLL	Pay Period 3/7/11 - 3/20/11	No	\$24,817.67
109	03/25/2011	No	CHK	VSP	VSP	No	\$49.16
3465	03/10/2011	No	CHK	Christina Dargel	Pay Period 2/28/11 - 3/6/11	No	\$80.00
3466	03/09/2011	No	VD	Staples Credit Plan	Printed out wrong way	No	(\$6.81)
3466	03/10/2011	Yes	CHK	Staples Credit Plan	Pay Finance Fee	No	\$6.81
3467	03/10/2011	No	CHK	Staples Credit Plan	Pay Finance Fee	No	\$6.81
3468	03/11/2011	No	CHK	Brittany Hannon	(40 Hrs of E.D.) (3.80 Hrs of Brit PT	No	\$671.79
3469	03/14/2011	No	CHK	Lane, Paul	Impala repair	No	\$820.58
3470	03/14/2011	No	CHK	La Homes	35 Chamberlin Rd Janitorial & Buildi	No	\$4,543.55
3471	03/15/2011	No	CHK	Acm Resources, Inc.	grant writing	No	\$3,825.00
3472	03/15/2011	No	CHK	Aegis Energy Services, Inc.	2nd of 3 payments	No	\$1,508.34
3473	03/15/2011	No	CHK	American Disposal Service RH	acct #06B12840 03/01/11-03/31/11	No	\$361.27
3474	03/15/2011	No	CHK	American Disposal Services	container service 03/01/11-03/31/11	No	\$350.86
3475	03/15/2011	No	CHK	Aquarion Water Company	acct #200275818 16 chamb	No	\$61.01
3476	03/15/2011	No	CHK	Aquarion Water Company	acct #200086434	No	\$1,519.70
3477	03/15/2011	No	CHK	Aquarion Water Company of CT	backflow preventer annual testing	No	\$3,120.18
3478	03/15/2011	No	CHK	At&T	acct # 203 881-0115 123	No	\$60.47
3479	03/15/2011	No	CHK	AT&T	acct #203 881-2464	No	\$393.41
3480	03/15/2011	No	CHK	AT&T	acct #203 888-4579 851	No	\$364.77
3481	03/15/2011	No	CHK	Belletti's Tree Service	2 Chamb tree removal	No	\$5,575.00
3482	03/15/2011	No	CHK	Bender Plumbing Supplies Inc.	faucets	No	\$673.41
3483	03/15/2011	No	CHK	CL&P OFFICE	acct #51471483099 01/31/11-03/01/	No	\$169.78
3484	03/15/2011	No	CHK	CL&P FED	acct #51779583004	No	\$3,441.09
3485	03/15/2011	No	CHK	CL&P MR	acct 5118694017 01/27/11-02/28/11	No	\$68.00
3486	03/15/2011	No	CHK	CL&P RH	acct #51366483014 01/31/11-03/01/	No	\$2,171.01
3487	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0041287 03/01/1	No	\$369.65
3488	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0174468	No	\$59.00
3489	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0027070 03/01/1	No	\$577.37
3490	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0178014	No	\$89.95
3491	03/15/2011	No	CHK	ConEdison Solutions	acct #560551 final bill	No	\$1.25
3492	03/15/2011	No	CHK	ConEdison Solutions	acct #560552 final bill	No	\$2,109.34
3493	03/15/2011	No	CHK	ConEdison Solutions	acct #560549 final bill	No	\$1,655.69
3494	03/15/2011	No	CHK	Connecticut Housing Finance Aut	project #99048D	No	\$10,064.44
3495	03/15/2011	No	CHK	direct energy	payment arrangement	No	\$1,864.48
3496	03/15/2011	No	CHK	Direct Energy Services, Llc	acct #10685 12/31/11-1/31/11	No	\$3,990.29
3497	03/15/2011	No	CHK	Electrical Wholesalers Inc.	batteries for exit signs	No	\$224.60
3498	03/15/2011	No	CHK	Friends Of Fur Llc	16 chamberlin extermination	No	\$525.00
3499	03/15/2011	No	CHK	Gregory Stamos	court fees	No	\$1,398.00
3500	03/15/2011	No	CHK	Home Depot Credit Services	MR paint supplies	No	\$158.21
3501	03/15/2011	No	CHK	Intersect Dvvc, Llc	repairs to computers/generator remo	No	\$820.00
3502	03/15/2011	No	CHK	Jeff's Appliance And Vacuums	unit 5 fridge repair	No	\$69.95

Minutes  
Exhibit I

Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: March 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: Naugatuck Valley Savings & Loan Bank Account: 615009087 GL Account: 1120							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2278	03/09/2011	No	CHK	Bechum, Jennie	PH AP Payment Mar 11	No	\$507.04
2279	03/15/2011	No	CHK	Aegis Energy Services, Inc.	cogen maintenance	No	\$3,184.20
2280	03/15/2011	No	CHK	American Disposal Services	container srv 03/01/11-03/31/11	No	\$344.31
2281	03/15/2011	No	CHK	Angelo Ruggiero	music entertainment	No	\$300.00
2282	03/15/2011	No	CHK	Aquarion Water Company Of Ct	acct #200204664	No	\$1,536.10
2283	03/15/2011	No	CHK	AT&T	acct #203 88-5093 150	No	\$493.40
2284	03/15/2011	No	CHK	Carter Hayes + Associates, P.C.	audit services	No	\$6,536.52
2285	03/15/2011	No	CHK	CL&P SGAL	acct #51083234013	No	\$1,391.20
2286	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0063536	No	\$49.95
2287	03/15/2011	No	CHK	Comcast	acct #8773 40 216 0069510	No	\$924.86
2288	03/15/2011	No	CHK	Commissioner of Revenue Servic	business entity tax 12/31/10	No	\$250.00
2289	03/15/2011	No	CHK	Derby Glass Company Inc.	lexan for repairs	No	\$112.00
2290	03/15/2011	No	CHK	Door Control, Inc.	horton 7000 HC door operator	No	\$2,450.00
2291	03/15/2011	No	CHK	Electrical Wholesalers Inc.	light bulbs	No	\$172.20
2292	03/15/2011	No	CHK	Fire Systems Inc.	annual test qtr bill 2/1/11-4/30/11	No	\$625.00
2293	03/15/2011	No	CHK	First Growth Capital & Unidine Co	02/26/11-04/01/11	No	\$26,092.50
2294	03/15/2011	No	CHK	Sophistication Duo	performance on 3/18/11	No	\$100.00
2295	03/15/2011	No	CHK	Jeff's Appliance And Vacuums	fix 1st fl dryer	No	\$129.95
2296	03/15/2011	No	CHK	Kinsley Power Systems	semi-annual main generator	No	\$784.79
2297	03/15/2011	No	CHK	Kone Inc	elevator maintenance	No	\$945.48
2298	03/15/2011	No	CHK	Radovich Builders, LLP	replace ballast in kitchen	No	\$1,340.00
2299	03/15/2011	No	CHK	Republican-American	facility care worker ad	No	\$585.72
2300	03/15/2011	No	CHK	Robert Lashin	paint units 26 & 110	No	\$550.00
2301	03/15/2011	No	CHK	Seymour Housing Authority	March mngmt fee	No	\$4,839.00
2302	03/15/2011	No	CHK	The Home Depot Supply	monthly housekeeping supp	No	\$197.78
2303	03/15/2011	No	CHK	Yankee Gas	acct #57476540034 01/31/11-02/28/	No	\$1,689.04
2304	03/25/2011	No	CHK	Santacqua, Rose	PH AP Payment Mar 11	No	\$792.18
2305	03/31/2011	No	CHK	First Growth Capital & Unidine Co	1/29/11-2/25/11 supplemental	No	\$149.37
2306	03/31/2011	No	CHK	Servpro	water damage to kitchen related	No	\$1,643.52
2307	03/31/2011	No	CHK	SMD Inc	pendant Repairs	No	\$734.07
2308	03/31/2011	No	CHK	Theo Pro Compliance & Consultin	new tenant file review	No	\$40.00
2309	03/31/2011	No	CHK	Seymour Housing Authority	March Reimb	No	\$29,650.86

Human Resource Consulting Group

117 Main Street  
Seymour, CT 06483

*Minutes  
Exhibit I*

# INVOICE

INVOICE DATE: 3/21/2011  
INVOICE NUMBER: 13397  
INVOICE AMOUNT: \$696.82  
CHECK DATE: 3/24/2011  
TERMS: Paid

BILL TO:
Seymour Housing 28 Smith Street Seymour, CT 06483

For: Seymour Housing Authority  
SEYM

Service	Cost	Taxes	Total
Payroll Admin (26)	105.82	0.00	105.82
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Time Clock Data Transfer 3.00 (27)	81.00	0.00	81.00
Monthly HR Services - SEYM	500.00	0.00	500.00
<b>Total</b>	<b>\$696.82</b>	<b>\$0.00</b>	<b>\$696.82</b>

Total discounts applied: \$7.50

Human Resource Consulting Group

117 Main Street  
Seymour, CT 06483

*Minutes  
Exhibit I*

**INVOICE**

INVOICE DATE: 3/7/2011  
INVOICE NUMBER: 13288  
INVOICE AMOUNT: \$145.82  
CHECK DATE: 3/10/2011  
TERMS: Paid

BILL TO:
Seymour Housing 28 Smith Street Seymour, CT 06483

For: Seymour Housing Authority  
SEYM

Service	Cost	Taxes	Total
Payroll Admin (26)	105.82	0.00	105.82
New Hires \$10.00 (3)	30.00	0.00	30.00
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
<b>Total</b>	<b>\$145.82</b>	<b>\$0.00</b>	<b>\$145.82</b>

Total discounts applied: \$7.50

**Minutes  
Exhibit II**

**April 2011**

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**Housing Authority of  
the Town of Seymour**

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Executive Director's Report

Norman Ray House had two move ins during March 2011. Norman Ray House has experienced 110 vacancy days since January 1, 2011 and has averaged 22 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; 110 days/ 14600 days available = 0.7534% percentage through March 31, 2011.

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2011			
STATE ELDERLY					

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
23	Marchetti	12/6/2010	MacDonald	1/4/2011	4
28	Lasky	12/10/2010	Fulliero	1/4/2011	4
11	Noss	12/31/2010	Wisneski	3/7/2011	66
20	Carre	12/31/2010	Foster	1/7/2011	7
17	Lewicki	2/1/2011	Hogan	3/1/2011	29

Average number of vacancy days per vacancy: 22

Smithfield Gardens Assisted Living experienced two move-ins and two move-outs during March 2011. Smithfield Gardens has experienced 54 vacancy days since January 1, 2011 and averaged 18 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; 54 days/ 20,440 days available = 0.2642% percentage through March 31, 2011.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS				2011
ASSISTED LIVING							
UNIT	Tax CR %	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
212	60%	960	Trunkfield	2/10/2011	Rogers	3/18/2011	36
110	60%	960	Bechum	3/9/2011	Santora	3/15/2011	7
227	50%	800	Santacqua	3/20/2011	Vacant		11

Average number of vacancy days per vacancy: 18

The vacancy loss is approximately \$1,673 since January 1, 2011 Through March 31, 2011.

## 3 Bedroom – 64 Eligible applicants

### **Bank Street**

We have rented a market rate unit at Bank Street during March 2011

Last week we received 3 applications and showed Bank Street twice.

Joe Migani has asked us for a compromise on tenant files. He wishes to maintain the files and utilize us as a consultant. This deviates from our management agreement but provides some relief to the property.

### **Complaints**

- We have received two complaints from Callahan House residents regarding excessive dog barking. This is a transfer tenant to a new unit. This tenant has been living at Callahan for ten years. There have been past problems with the dog attacking residents and other dogs in the building. This is a new complaint about barking. Memos have been prepared for files and a memo went to the resident with the dog because she is claiming that her peaceful enjoyment has been compromised. This is resulting in mediation on 3/17/2011.
- A counter complaint has been received from the person from above that owns the dog. This complaint alleges harassment and comments made to family and others in the building commenting that the tenant has no right to the one bedroom apartment. The complaint alleges that the resident who complained about her dog barking has made these statements in the presence of her family. A mediation has been scheduled for 3/17/2011.
- We received a complaint about an excessive party noise occurring on February 12, 2011. A Pre-termination Notice has gone to the occupants. This has not been resolved as of yet due to the processing of recertifications.
- We received a complaint and observed the grounds that a new resident of Callahan House, whom owns a dog has not been cleaning after their dog messes. An eviction notice went out to the resident. The resident's behavior has since been corrected.
- We received a complaint that a resident on Seymour Ave. has been tethering a Pit Bull Dog to the back railing on the rear egress door porch. This dog is not reported to the Seymour Housing Authority, nor does it fit the description of an allowable dog in accordance with the personnel policy. A pre-termination notice has been delivered and the resident has until April 21 to correct this situation.
- We have received complaints about residents circulating rumors about individuals and residents at the Norman Ray House. We have not been able to work these complaints as a result of the recertification process.
- We have received complaints that a resident is sleeping in the common areas of the Norman Ray House. We are investigating this complaint utilizing the video camera recordings.

### **Mediation**

Mediation occurred on 3/17/2011. There were nine residents and two resident family members involved. The mediation was to resolve complaints about dog barking and harassment. Both sides presented their facts. The other residents relayed their experience with the dog relative to prior attacks. As a result of the 2 ½ hour mediation, both residents agreed to terms of action and procedure. The dog owner has agreed to muzzle the dog whenever in public areas of the building; to use a leash no longer than 6 ft in length; not to use the common area grocery carts to transport the dog in the common space, however, to get a cart of her own; and, among other things to treat the complaining resident and other residents in the building with civility and respect. The other resident agreed to treat the complaining resident and other residents in the building with civility and respect. Both residents have agreed that any violation of these agreements may result in the Seymour Housing Authority to continue with summary process.

### **Resident Opportunity**

performed the original repairs on the steps when we did the "mud jacking" several years ago. The cost of the repair was approximately \$2,208.

## CFP CT26P03550110

We received approximately \$82,484 from HUD for 2010. This funding will be used to complete more asbestos abatement to the ceilings at the Rev. Callahan House, by issuing a change order we will have obligated all these funds to complete nine units, Apartments 2J thru 2Q. This work is scheduled to begin in October 2010.

100% of this funding is obligated. Work began September 23, 2010 and has been completed. This project is ready to be closed out by the Auditor.

We received the Physical Needs Assessment for Callahan House. This is being submitted to HUD for review. We are processing payment for the PNA.

## Moderate Rental

### Lead Based Paint Grant/Deferred Loan

We received the Assistance Agreement during May 2010. A contract has been signed with Oscar's Abatement. The necessary notifications have been delivered to the residents of the Moderate Rental Program. Work is expected to begin July 7, 2010.

The work is now complete.

## Smithfield Gardens Assisted Living

### Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 04/01/11
- One applications in processing
- Two move-ins in March
- Two move-outs in March
- One move-in anticipated for April 1
- No move-outs anticipated for April
- 9 applicants on waiting list for 60% units (\$960 rent)
- 10 applicants on waiting list for 50% units (\$800 rent)
- 2011 Year-to-date move-ins: 3
- 2011 Year-to-date move-outs: 3
- 58 residents (two couples)
- 86% women; 14% men

Minutes  
Exhibit III

Moderate Rental Pet Policy

1. Household pets are defined as:

DOGS - Size limited to a maximum of 25 pounds at maturity CATS - Size limited to a maximum of 20 pounds at maturity FISH - Tank limited to a 10 gallon capacity

BIRDS - Canaries, Parakeets or Love Birds - Limit two birds

Rodents, reptiles, snakes, rabbits and pigeons are not considered as household pets by this Authority and will not be allowed.

**Bully Breeds such as Pit Bull, Chows and Rottweiler and other dogs that are generally known to potentially have aggressive natures are breeds that will specifically not be permitted on the property or considered an allowable pet under the terms of this policy.**

Tenants will be allowed only one animal, or one cage or 1 fish tank

2. Only Animals that are house broken will be allowed.
3. **Tenants must follow the Town of Seymour Regulations concerning Dogs which is as follows:**

**The Town of Seymour has a Leash Law. All dogs must be on a leash when being walked on town streets.**

**Town ordinance for noise is 8:00 P.M. – 8:00 A.M.**

**All dogs are required to have current town licenses and valid rabies vaccinations. Proof of such is to be displayed on the dog's collar.**

4. **Feeding of feral cats (stray cats) is expressly prohibited. If a tenant is found to be feeding feral cats, the ownership of the cat transfers to the person feeding and then places the tenant in violation of this policy and the Lease. The Seymour Housing Authority considers feeding of feral cats serious nuisance behavior. Feral cats can carry diseases and organisms such as rabies, toxoplasmosis and hookworm. They are considered to be health hazards to humans. Feeding feral cats also attracts unwanted wildlife such as skunks, possum, raccoons and other wildlife. For these reasons the Seymour Housing Authority will seek summary process action against violators of this provision of the policy.**
5. A. A refundable security deposit of \$ 200 will be requested for household pets to cover any damages to the apartments that may be caused by the pets. Upon termination of the lease an inspection of the unit will be made to determine if damage has occurred and the

Mindes  
Exhibit III

11. When tying a dog out-of-doors, chains must be no more than fifteen feet in length, however, dogs must be tied in a manner so that there is a five foot boarder between neighboring units property line and the pet owners dwelling unit. Dogs are prohibited from being tied in the front yards. Dogs are prohibited from being tied to any part of the apartmentstructure, i.e.. railings, posts, plumbing, etc.
12. All dogs and cats must be inoculated against rabies. All dogs and cats must be spayed or neutered in a timely manner in order to prevent litters. Proof of altering and rabies inoculation must be presented to the Housing Authority. Proof of a booster shot to keep the animal safe from disease must be submitted to the Housing Authority annually. **Copies of rabies certificate must be presented to the Seymour Housing Authority prior to the pet being approved. The rabies certificate must be updated annually with the annual recertification of occupancy so as to keep the certificate information on record and current. Owners of animals that have not provided proof of spaying or neutering will be required to remove the pet from the premises immediately.**
13. The Tenant must present a signed notarized statement from next of kin stating that the pet will be removed from the apartment in the event that the Tenant is absent from the apartment or upon his/her demise.
14. Periodic inspections will be made (with reasonable notice given to the Tenant) to insure that the apartments are well maintained and no damage is being caused.
15. Owner is responsible for animal waste. Waste will be secured in appropriate containers and disposed of offsite. No other means disposal will be allowed. If the Tenant fails to remove the waste the Housing Authority may charge a removal fee of \$25.00 per occurrence.
16. The Housing Authority expects cat litter to be provided by the Tenant for cats with litter to be changed or attended to at least twice a week.
17. All pets will be properly groomed and maintained free of infection and disease including fleas, ticks and other infestations.

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Exhibit III

B. EVICTION

28. Any tenant owning or not owning a pet that gets bit, scratched or attacked by a pet must report the incident to the Seymour Police Department and/or the Animal Control Officer. A written report must be made to the Seymour Housing Authority immediately following the Police Report.

**Special Purpose Pets**

Several portions of these rules shall not apply to situations where animals that assist persons with disabilities are required. Specifically, the size and description of the pets listed in paragraph 2 of the Policy Terms do not apply. Persons with disabilities requiring special assistance pets must document this need with the Housing Authority. Such persons will not be charged the monthly fee nor will they be charged the security deposit or required to carry insurance. These special purpose pets are assumed to be properly trained and maintained as witnessed by certification from an appropriate concern that engages in such training of special purpose animals. The owner must provide the Housing Authority with proof of this special training certification. Nothing in this statement, however, relieves the owner of a pet who assists persons with disabilities from maintaining the pet in accordance with the remaining Policy Terms.