

PLAINVILLE HOUSING AUTHORITY

Regular Meeting

September 18, 2018

Sunset Community Room

5:30 pm

MINUTES

PRESENT: R. Sheddan, D.Mazurek, E. Pires, D. Gorske

ABSENT: D. Coughlin

STAFF: Linda DeZenzo, Executive Director

I. ROLL CALL

D. Coughlin had an excused absence.

II. MINUTES

A motion was made by: R. Sheddan to approve the Special Meeting Minutes of June 20, 2018 as written.

Seconded by: D. Gorske

All in Favor 4 to 0

Minutes Approved

III. ORAL PETITIONS

None

IV. FINANCIAL REPORTS

A. Linda went over the June, July, August Financial Reports.

A motion was made by: R. Sheddan to approve the June, July, August Financial Reports.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes, Reports Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES: S10, S20, W12, W16, W30, W43 (S10 and S20 are rented for November)

RENT COLLECTION: 100% collected

MAINTENANCE ISSUES

TEC Control

- Troubleshoot bad software LCM card
- Troubleshoot issues had to disconnect grinder pump

Medina Sewer & Drain Cleaning Services

- Sunset Building G snaked main line
- W18 snaked kitchen sink line
- Woodmoor Building R snaked main line & W29 & W30

Wright Way Construction

- C66 repair front door
- W34 repair threshold

Bristol Pest Control

- Quarterly Service
- W45 Exterminate Beetles
- W17 Exterminate Roaches
- C78 Exterminate Bugs

LaBella Paving

- C60 installed ramp
- C54 & C57 repaired sidewalk

Joe D'Amato / Burlington Tile

- S20 retile shower
- S40 repair shower floor install new drain

Advanced Power

- Preventive Maintenance Generators

JR Heating & Cooling

- W13 repair heat pump

Wayne Sharp Plumbing

- C70, W13, W24 & W44 installed new wax seal
- W18 installed new flapper
- W46 replaced shower valve
- W11 repaired popup drain on bathroom sink

John & Jayson

- W19 repaired tub drain & installed diverator and tub stopper
- W24 removed storm door straightened frame and reinstalled storm door, repaired door handle & door jamb
- W25 cut bushes in front of apt
- W26 repaired deck
- S22, C51, W10 & W26 installed new fill valves in toilet
- C58, W35, W36 & W37 reset remote on a/c
- W45 installed new night light bulb
- C55 rebuilt toilet tank
- S1, S11, S25, S36 & C64 snaked bathroom sink
- W18 cleaned walls and painted ceiling from sewage backup
- W11 & W22 cleaned a/c filters
- W11 rehung down spout
- C69 repaired front storm door and door jamb
- W32 snaked and plunged toilet
- S33, S36, C70, W3, W44 & W46 snaked shower drain & snaked main line
- S31 installed ant traps
- S9 installed new toilet handle

John & Jayson -continued

- S26 reset GFI in kitchen
- W35 remove old hose & install new hose and sprayer
- S28 & W13 install new wax ring
- W29 snaked main line
- S1 tightened handles on both storm doors
- W40 adjusted light on building and installed 2 led bulbs
- S9 installed new korky flapper
- W35 cleaned carpet and shampoo in area of mold and stain
- S31 installed new outlet in kitchen
- S11 & W35 installed new drain for sink to wall including popup
- W2 & W6 sprayed for ants
- C73, W2, W7, W15 & W24 installed new toilet seat
- S8 & C54 installed new range hood filter
- S26 installed new light fixture in hallway
- S30, S33 & W15 installed new shower head
- W36 repaired closet doors
- W24 installed new diverator
- W24 caulked toilet
- S9 rescreened front storm door
- C58 installed new drain, plumbing & P-trap
- C65 snaked toilet & installed new wax ring
- W45 caulked around front door
- S38 gave new remote to heat pumps
- C65 installed new drawer slides
- W26 installed new kitchen light fixtures
- W26 installed new light switch in bathroom
- W34 & W39 repaired kitchen window
- W33 repaired door jamb and closure
- S6,S9,S11,C69, C78,W15,W37 & W45 installed new screens
- W46 re-hooked toilet handle to flapper
- W36 repaired kitchen faucet
- W17 & W36 installed new diverator & tub spout
- W11 snaked bath tub drain rebuilt diverator & installed new cartridge
- W15 installed new storm door handle
- S7 repaired kick plate on Sunset Laundry Room door
- S2 repair front door jamb
- W34 repair living room window
- W34 installed new door closure bracket
- C78 installed new strainer basket & plumbing under sink
- S30 cleaned two a/c units
- W6 installed new outside faucet

John & Jayson - continued

- C78 dug out and removed dead bush
- C68 installed new kitchen light bulb
- S7 removed sign and pole from Woodmoor
- W13 installed new shade
- W34 installed new door closure
- W24 installed new toilet seat
- W48 installed new clothesline
- C60 removed sand bucket by apt
- S32 removed old outside faucet and installed new faucet
- W10 changed remote from heat to ac
- S14 reset remote
- W1 removed shirt from battery backup box
- S22 repaired leaking freezer
- C56 repaired two windows installed two straight operators and handles
- S37 removed birds nest near heat pump wires and repaired wires
- C54 installed new light bulb over stove
- C75 snaked toilet
- S12 installed 4 light bulbs in bathroom
- S9 removed glass and installed screens in both storm doors
- C67 checked hole and repaired down spout
- W12 installed a refrigerator
- S7 cut dresser in half by dumpster and cleaned area
- S30 cleaned out ac
- S7 moved and repaired two outside storage boxes
- S7 repaired 4 Sunset lights on poles
- W18 repaired toilet
- S1, S3, S18, C62 & C67 installed new blind
- S37 cleaned ground around heat pump & rehung wires
- C66 repair loose toilet seat
- S14 install new soap dish in shower
- S15, S34 & W3 install new burner on stove
- Install new shut off valves in Centerview Laundry Room
- S10 & W12 clean out misc. items out of vacant apts
- Sunset Laundry repaired door handle
- Installed light on gazebo
- C74 installed 2 new outlets
- S34, C73, W2 & W27 installed new drip pans
- S33 reset remote and installed new batteries
- S30 & S35 cleaned out a/c
- S22 installed new refrigerator
- S11 installed new storm door closure
- Repaired timer and circuit breaker in Centerview
- C69 & W3 repaired closet doors, new tracks & hardware
- C67 installed new plunger & stopper in bath tub
- C57 installed new wall plate

- On July 9th & Aug 6th we had Assurance Wireless here for the residents to sign up to get free cell phones.
- The week of July 9th – 13th we had Pastor Grubs from the United Methodist Church come to the PHA with the kids from his church. They spent the week here at the Housing Authority helping us by cleaning some of our vacant units it was a mission by youth sponsored by the church to help out the community.
- We had new washers and dryers installed Centerview and Woodmoor.
- On Thurs July 19th we had our annual picnic and bingo it was enjoyed by all.
- On Aug 15th, Aug 20th & Aug 22nd we had HRA here to do Energy Assistance for our Residents.
- On Aug 23rd we Cintas Fire Protection here to Inspect our Fire Extinguishers.

A motion was made by: D. Gorske to accept the Executive Director's report and Maintenance report.

Seconded by: R. Sheddan

All in Favor 4 to 0

Motion Passes

VI. UNFINISHED BUSINESS

A. Housing – ongoing

VII. NEW BUSINESS

- Jenn Dahlstrom will be able to continue as RSC.

VIII. EXECUTIVE SESSION

A motion was made by: E. Pires to go into Executive Session at 5:48 pm.

Seconded by: R. Sheddan

All in Favor 4 to 0

Motion Passes

Start: 5:48 pm

A motion was made by: R. Sheddan to come out of Executive Session at 6:17 pm.

Seconded by: D. Gorske

All in Favor 4 to 0

Motion Passes

End: 6:17 pm

IX. ADJOURNMENT

A motion was made by: R. Sheddan to adjourn the meeting at 6:18 pm.

Seconded by: D. Gorske

All in Favor 4 to 0

**Motion Passes, Meeting adjourned at
6:18 pm.**

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary