

PLAINVILLE HOUSING AUTHORITY

Regular Meeting

November 20, 2018

Sunset Community Room

5:30 pm

MINUTES

PRESENT: D.Mazurek, E. Pires, D. Gorske, D. Coughlin (arrived late)

ABSENT: R. Sheddan

STAFF: Linda DeZenzo, Executive Director

I. ROLL CALL

R. Sheddan has an excused absence.

II. MINUTES

A motion was made by: Desiree Gorske to approve the Regular Meeting Minutes of October 16, 2018 as written.

Seconded by: E. Pires

All in Favor 3 to 0

Minutes Approved

III. ORAL PETITIONS

None

IV. FINANCIAL REPORTS

A. Linda went over the October Financial Report.

A motion was made by: E. Pires to approve the October Financial Report.

Seconded by: D. Gorske

All in Favor 3 to 0

Motion Passes, Reports Accepted

B. Audit – Linda handed out the 2016 and 2017 audit paperwork for the commissioners to look over. It will be discussed at the meeting in December.

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES: C52, S39, W12, W30 & W43

RENT COLLECTION: 100% collected

MAINTENANCE ISSUES

Wright Way Construction

- S20 & W43 Install storm door
- S32 & W35 repair entrance door

Bristol Pest Control

- S16 Exterminate for Beetles

Michael Sloane Remodeling

- S20 repair sheetrock in kitchen & shower area

JR Heating & Cooling

- W40 repaired and cleaned heat pump

LaBella Paving

- S18 install ramp

Wayne Sharp Plumbing

- W39 repair valve kitchen sink
- W4 replace shower valve
- W46 repair toilet

Holcomb Tree

- Woodmoor Cleared long tree limbs overhanging parked cars
- Woodmoor & Sunset removed dead tree limbs

Medina Sewer & Drain

- Woodmoor Building Q snaked cleanout front of building
- W24 snaked drain line for units W21- W24 removed wipes

John & Jayson

- W10 snaked kitchen sink & main line
- S11 installed new 3 way switch
- C54 cleaned outside heat pump
- C58, C71, C75 & W44 reset remotes for heat pumps
- C57 repaired door jamb, reinstalled door closure and repaired storm door
- C71 reset timer on outside lights at Centerview
- S6 & S36 snaked bathroom sink & main line
- W29 installed 2 new burners and drip pans
- W27 installed new large drip pan
- W27 installed new screen on storm door
- C59 installed new shade
- C63 checked for odor, found no odor in apt except from personal property
- C72 rebuilt toilet
- C66, C79 & W44 installed new toilet seat
- W20 installed new hot water heater
- S5 repaired stove and burner
- W33 installed filters in heat pump
- S7 cleaned heat pump
- W17 snaked toilet
- W23 installed new outlet
- S19 backup toilet, snaked toilet
- W44 repaired toilet tank and installed new flapper

- On Wed., Oct 10th we had a meeting with the Architect to start discussing the SSHP grant.
- On Fri., Oct 19th we had a meeting with Robert Lee and Lisa to discuss if we could apply for the small cities grant and we are able to apply this year. Lisa emailed us a timeline that we must go by to complete the grant.
- On Tues., Oct 23 we had a Health Fair sponsored by M& R Healthcare. They did blood pressure & glucose screening for our residents.
- On Tues., Oct 30th we had a Halloween Party with Pizza and Bingo for our residents. It was enjoyed by all.

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

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes

VI. UNFINISHED BUSINESS

A. Linda is going to apply for the SSHP Grant and Small Cities Grant this year.

VII. NEW BUSINESS

None

VIII. ADJOURNMENT

A motion was made by: D.Coughlin to adjourn the meeting at 5:53 pm.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes, Meeting adjourned at 5:53 pm.

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary