

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

June 20, 2018

SUNSET 1:00 pm

MINUTES

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

ABSENT: D. Gorske

STAFF: Linda DeZenzo, Executive Director

I. ROLL CALL

D. Gorske had an excused absence.

II. MINUTES

A motion was made by: D. Coughlin to approve the Meeting Minutes of May 15, 2018 as written.

Seconded by: R. Sheddan

All in Favor 4 to 0

Minutes Approved

III. ORAL PETITIONS

None

IV. FINANCIAL REPORTS

A. Linda went over the May Financial Report.

A motion was made by: R. Sheddan to approve the May Financial Report.

Seconded by: D. Coughlin

All in Favor 4 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES: C59, S10, S16, S20, W12, W20, W22, W25, W43 & W49

RENT COLLECTION: 100% collected

MAINTENANCE ISSUES

TEC CONTROL

- Semi-Annual Fire Alarm Test

MEDINA SEWER & DRAIN SERVICES

- C61 repaired heat pump

WRIGHT WAY CONSTRUCTION

W17 removed mold on wall and repainted

BRISTOL PEST CONTROL

- Quarterly exterminating
- W1 exterminating for bugs

JOHN AND JAYSON

- 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

On Fri May 25th the Plainville High School TEC Ed Students delivered our outdoor gazebo for our residents. On Thurs May 31 we had our ribbon cutting ceremony and refreshments for the students and their teachers to thank them for their hard work.

Our wait list was open on May 22, May 23 and May 24 from 10 am to 2 pm. We received 191 applications. We now have 215 applicants on our wait list. Our wait list is now closed.

On Wed. June 13 we had our volunteer breakfast to thank all our volunteers. We gave each volunteer a certificate and pin in appreciation for all their hard work and dedication.

On Tues June 19 Linda and John did apartment inspections at Sunset. We will continue to do our yearly apartment inspections on Thurs. June 21 at Centerview and July 10 and 11 at Woodmoor.

A motion was made by: D. Coughlin 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
- B. Shut off valves – ongoing

VII. NEW BUSINESS

- Jenn Dahlstrom resigned as RSC, due to an illness in her family.
- There will be no meetings in July or August.

VIII. EXECUTIVE SESSION

A motion was made by: E. Pires to go into Executive Session at 1:34 pm.

Seconded by: R. Sheddin

All in Favor 4 to 0

Motion Passes

Start: 1:34 pm

A motion was made by: R. Sheddin to come out of Executive Session at 1:54 pm.

Seconded by: D. Coughlin

All in Favor 4 to 0

Motion Passes

End: 1:55 pm

IX. ADJOURNMENT

A motion was made by: D. Coughlin to adjourn the meeting at 1:55 pm.

Seconded by: R. Sheddin

All in Favor 4 to 0

Motion Passes, Meeting adjourned at 1:55 pm.

Respectfully submitted,

Jennifer Dahlstrom

Jennifer Dahlstrom

Recording Secretary