

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

December 19, 2019

SUNSET COMMUNITY ROOM

12:30 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddan, D.Tino,

ABSENT: E. Pires, D. Coughlin

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary

I. ROLL CALL

D. Coughlin and E. Pires had excused absences.

II. MINUTES

A motion was made by: D. Tino to approve the regular meeting minutes from November 19, 2019.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. FINANCIAL REPORT

Linda went over the report.

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

Seconded by: D. Tino

All in Favor 3 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C57, S15, S19, S31, S36, W29 & W30

RENT COLLECTIONS

100% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- Woodmoor Building Q W27, W28 snaked toilets and main line

Wayne Sharp plumbing

- S9 installed and repair flange
- W8 installed new kitchen faucet
- C64 rebuilt toilet
- W37 replaced 2 shut off valves
- W43 installed new bath tub faucet

Wright Way Construction

- C69 & W43 helped in apt
- Helped around property
- Woodmoor Buildings O and P cleaned roof on buildings

Bristol Pest Control

- Quarterly service

Masotti Electric

- Sunset repair light pole in parking lot

LaBella Paving

- Sunset 1 & S24 replace concrete slab and install two railings
- Sunset 1 & S5 remove asphalt sidewalk and replace
- Repaired 6 concrete steps
- Patch parking lot

John

- W43 installed range hood
- W5 plunged toilet
- C65 installed new fill valve
- S29 reset remotes
- W39 repaired window frame
- S1, W34, W40 installed new batteries in remote
- C71 installed new bathroom fan
- W20 caulked toilet, tub and vanity
- C59 installed new closet door
- C59 installed 2 Anderson window operators with new handles
- W38 installed new hot water heater
- C79 installed new thermostat and reset GFI
- W17 snaked tub and main line
- W45 leveled stove, installed new drip pans and new burner
- W19 snaked kitchen sink & main line
- W45 repaired track installed new hardware and reinstalled closet doors
- S13 installed new door sweep
- S35 removed door sweep
- C60 rebuilt toilet tank

- On Thursday, November 21st we had our Thanksgiving party with Bingo for the residents. It was enjoyed by all.

- On Monday, November 25 we had a Resident Meeting at Sunset and Woodmoor to remind the residents about picking up after their pets, the non-smoking policy, putting garbage in bags, the snow policy for moving their cars and the new maintenance charge list.

- Linda shared a flyer that was distributed about PHA staff doing random smoking checks on apartments. There will be a \$100 fee, per occurrence, if an apartment smells of smoke or if the resident or their guests are caught smoking anywhere on the property with the exception of the gazebo, which is the designated smoking area.

Linda shared that we had one resident's apartment smell of smoke during a random smoking check. She was fined the \$100 fee and written up. Staff will continue to do random checks of the apartments from now on.

A motion was made by: D. Tino to approve the Executive Director and Maintenance Report.

Seconded by: R. Sheddin

All in Favor 3 to 0

Motion Passes

VI. UNFINISHED BUSINESS

- A. Linda talked about the 1st Small Cities Grant meeting and the proposed timeline for bids and starting the project.

VII. NEW BUSINESS

None

VIII. ADJOURNMENT

A motion was made by: R. Sheddin to adjourn the meeting at 12:50 pm.

Seconded by: D. Tino

All in Favor 3 to 0

Motion Passes, meeting adjourned at 12:50 pm

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary