

**PLAINVILLE HOUSING AUTHORITY**  
**REGULAR MEETING**  
**November 17, 2020**  
**SUNSET COMMUNITY ROOM**  
**5:30 pm**  
**MINUTES**

**PRESENT:** D.Mazurek, R. Sheddan, L. Bisson, E. Pires, D.Tino

**ABSENT:** None

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

**I. ROLL CALL**

David had to leave due to a fire emergency. R. Sheddan ran the meeting in his place.

**II. MINUTES**

**A motion was made by:** D. Tino to approve the regular meeting minutes from October 20, 2020.

**Seconded by:** E. Pires

**All in Favor 4 to 0**

**Motion Passes, Minutes Accepted**

**III. ORAL PETITIONS**

None, no one was present.

#### **IV. FINANCIAL REPORT**

Linda went over the report with the board.

**A motion was made to approve the Financial Report by: D. Tino**  
**Seconded by: E. Pires**

**All in Favor 4 to 0**

**Motion Passes, Report Accepted**

#### **V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT**

##### **VACANCIES**

- C79, S14, S21, W21, W26, W29, W30, & W44

##### **RENT COLLECTIONS**

100% COLLECTED

##### **MAINTENANCE ISSUES**

##### **Medina Sewer and Drain**

- W33 Snaked toilet
- W17 & W18 snaked kitchen sink drain

##### **Fontaine Mechanical**

- S19, S31, W33, W38 & W42 cleaned heat pump

##### **Wayne Sharp Plumbing**

- S16 installed new flange
- S33 water leak

##### **Architectural Iron Works**

- S18 installed new hand rail

##### **Masotti Electric**

- C79 replaced bad breaker

##### **TEC Control**

- Semiannual fire alarm testing

### **John & Jayson**

- S11 leveled stove
- S39 & W8 installed new trim ring
- C66 installed new shower hose
- W23 installed new thermostat
- S39 installed new storm door
- W23 installed new piece of vinyl siding outside apt door
- W36 plunged and snaked toilet
- S4 removed storm door closure
- C60 installed new stove
- W5 repaired and adjusted window
- C66 snaked tub drain
- C74 installed new flapper and new rubber flapper
- S33 installed 3 new shut off valves
- S33 installed new vanity
- S33 new flange and reset toilet
- C61 installed new light fixture in kitchen
- C74 installed new kitchen faucet
- S16 tightened toilet
- S4 installed 2 Handicapped signs
- C74 snaked bathroom sink and main line
- W39 installed new hot water heater
- W28 unclogged sink
- S2 sprayed for ants
- C69 installed new shade
- C57 installed new range hood.
- W34 snaked tub and main line
- W34 installed 2 new filters in bedroom heat pump
- S4 repaired shower valves
- C56 installed new GFCI
- C65 installed new window on storm door
  
- We have been doing daily well checks on all of our residents and we do not have anyone at the Housing Authority with Covid19.
  
- On Aug 4<sup>th</sup> we had Tropical Storm Isaias. We are still waiting to see when we can apply for FEMA, but we did receive a check from the insurance company for \$2879.50. The claim was for \$5379.50 but they took off our \$2500.00 deductible so that is why we received the amount of \$2879.50.
  
- On Thurs. Oct 30 Jenn went around to each of the Residents apartment and passed out candy to say Happy Halloween to all our residents. They loved it.
  
- On Mon. Nov 2<sup>nd</sup> I signed the contract with BRD Builders for the small cities grant.

- Nov. 9<sup>th</sup> our Asset Manager, Rhonda Caldwell sent an email saying our Management Plan was approved.

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

**Seconded by:** L. Bisson

**All in Favor 4 to 0**

**Motion Passes, Report Accepted**

**VI. UNFINISHED BUSINESS**

Nothing to report.

**VII. NEW BUSINESS**

Nothing to report.

**VIII. ADJOURNMENT**

**A motion was made by:** R. Sheddan to adjourn the meeting at 5:39 pm

**Seconded by:** E. Pires

**All in Favor 4 to 0**

**Motion Passes, meeting adjourned at 5:39 pm.**

Respectfully submitted,

*Jennifer Dahlstrom*

Recording Secretary