

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

March 22, 2023

SUNSET COMMUNITY ROOM

1:00 pm

MINUTES

PRESENT: L. Bisson, E. Pires, D.Tino, C. Adams, D. Mazurek

ABSENT: None

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary, John Marinelli, Maintenance Manager

VISITORS: None

I. ROLL CALL

There was a quorum.

II. MINUTES

A motion was made by: L. Bisson to approve the special meeting minutes from October 19, 2022, as written.

Seconded by: D. Tino

All in Favor 5 to 0, Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None

IV. FINANCIAL REPORT

Linda went over the January Financial Report with the board.

A motion was made to approve the January Financial Report by: D. Mazurek
Seconded by: C. Adams

All in Favor 5 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

- C54,C59,C60,C63,C65,C69,C76,W8,W12,W13,W22,W23,W24,W25 & W32

RENT COLLECTIONS

- 95% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- S29 auger toilet
- W10 snaked toilet and kitchen sink drain
- W30 snaked kitchen sink drain
- W Building Q snake entire building from outside cleanout
- C Building I snake entire building from laundry room
- W41 & W42 snaked kitchen sinks & bathroom sinks
- W18 snaked kitchen sink

Fontaine Mechanical

- W35, S1 & S15 cleaned & troubleshoot heat pump
Air filters

Bill the Plumber

- S29 install new toilet

All Star Electric

- Woodmoor installed generator
- S19 installed outlet
- S38 repaired switches
- Woodmoor Community Room remove relays from electric heaters

Impact Fire

- Repaired module and replaced new wire

Wright Way Construction

- W11 paint and repair ceiling
- C73 repair closet doors
- W27 repair cabinet

Advanced Power Services

- PM Generators

Miller Electric

- S31 repair to turn power on from flood 2/5

Susco Building Group

- S20 install new exterior door

John & Jayson

- S31 installed new Franco and clamps to bath drain
- S34, S35 & W28 installed new hot water heater
- W35 installed new burner on stove
- W28 snaked kitchen sink and main sewer line for Building Q
- S21 snaked shower drain
- C51 & C75 installed new closet door hardware and repaired door track
- S4 installed new small burner on stove
- S29 turned up temp on hot water heater
- C75 & W39 installed new shower bar and new shower head
- W27 snaked both sinks and main sewer line for Building Q
- W35 repaired storm door lock and reinstalled handle
- W27 & C75 installed new strainer basket, new pipes, "P" trap for kitchen drain
- W15 snaked kitchen drain and main sewer line for Building N
- W3 repaired heat pump wire that was falling down
- S2 & C61 installed new stove
- S38 resident said oil coming out of water, checked faucet no problem found
- W15 installed new refrigerator
- C75, W2, W30 & W24 snaked toilet
- W1 snaked toilet and main sewer line for Building K
- W34 adjusted striker plate and repaired door jamb
- W41 installed new drip pans and two new burners
- W6 installed new outlet
- W24 snaked kitchen sink and main sewer line for Building P
- W35 checked for no heat, checked heat working at this time ok
- W21 installed new large burner, new drip pans and cleaned under stove after smoke alarm
- S3 installed new shower head

- W34 repaired kitchen drain
- W17 install solar lights facing towards resident's car, installed 4 solar lights facing towards car
- W17 snaked kitchen sink
- C57& S18 reset circuit breaker
- C66 installed new window
- S17 & W26 installed new hand -held shower
- C58 installed new thermostat
- W28 Locked out of apt, opened door for resident after hours
- S18 cleaned up water from the flood in the apt from pipe burst
- C58 repaired storm door and frame
- C71 reset GFI and installed new light fixture in the kitchen
- W10 installed new burner and new drip pans
- W11 installed 2 new burners and new drip pans
- W41 installed new refrigerator

- Jennifer completed Energy Assistance for our residents.

- In Dec we passed out holiday cards with a candy cane and a container of butter cookies to each resident for the holidays.

- I sent out letters in January to applicants on the waiting list to purge the waiting list. I am working on finishing the up the purging of the waiting list.

- In Jan I sent out a letter to the residents to let them know that this year in May it is a recertification year. They need to hand in all of their paper work to the office. The new rents start in May and are for the next two years.

- Sat Feb 4th apt S18 & Sun Feb 5th apt S31 pipes burst from the cold weather in these units and we had major flooding in these apts. i did an incident report and contacted our insurance company.

- On Wed Feb 8th we passed out candy hearts to each resident for Valentine's Day.

- John gave an update on maintenance.

A motion was made to approve the Executive Director and Maintenance Report. by: L. Bisson

Seconded by: C. Adams

All in Favor 5 to 0

Motion Passes, Report Accepted

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

A motion to go into Executive Session by: D. Mazurek

Seconded by: D. Tino

All in Favor 5 to 0

Start: 1:30 pm

Motion to come out of Executive Session by: D. Mazurek

Seconded by: L. Bisson

All in Favor 5 to 0

End: 2:40 pm

A motion was made to accept Bear Landscaping as a vendor for landscaping in the amount of \$18,000.00 for 2023 by: D. Mazurek

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes

A motion was made to make Leona Bisson Secretary of the Plainville Housing Authority for a 2 year appointment (2023-2025) by:

D. Mazurek

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes

A motion was made to make Edna Pires Vice Chairwoman of the Plainville Housing Authority for a 2 year appointment (2023-2025) by:

C. Adams

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes

A motion was made to make David Mazurek Chairman of the Plainville Housing Authority for a 2 year appointment (2023-2025) by:
E. Pires

Seconded by: C. Adams

All in Favor 5 to 0

Motion Passes

VIII. ADJOURNMENT

A motion was made by: D. Mazurek to adjourn the meeting at 2:45 pm.

Seconded by: C. Adams

All in Favor 5 to 0

Motion Passes, meeting adjourned at 2:45 pm

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary