

**PLAINVILLE HOUSING AUTHORITY**

**SPECIAL MEETING**

**MAY 22, 2019**

**SUNSET COMMUNITY ROOM**

**1:00 pm**

**MINUTES**

**PRESENT:** D.Mazurek, R. Sheddan, E. Pires, D. Gorske

**ABSENT:** D. Coughlin (excused absence)

**STAFF:** Linda DeZenzo, Executive Director, John Marinelli, Director of Maintenance and Jennifer Dahlstrom, Recording Secretary

**VISITORS:** None

**I. ROLL CALL**

D. Coughlin was not present. He had an excused absence.

**II. MINUTES**

**A motion was made by:** D. Gorske to approve the meeting minutes from March 19, 2019.

**Seconded by:** R. Sheddan

**All in Favor 4 to 0**

**Motion Passes, Minutes Accepted**

**A motion was made by:** R. Sheddan to approve the discussion meeting minutes from April 16, 2019.

**Seconded by:** D. Mazurek

**All in Favor 4 to 0**

**Motion Passes, Discussion Minutes Accepted**

### III. FINANCIAL REPORT

Linda went over the 1<sup>st</sup> Quarter Financial Report.

**A motion was made by:** R. Sheddan to approve the 1<sup>st</sup> Quarter Financial Report.

**Seconded by:** D. Gorske

**All in Favor 4 to 0**

**Motion Passes**

### IV. ORAL PETITIONS

None

### V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

#### **VACANCIES**

S25,S39,W1,W6,W12,W24,W28,W30 & W43

#### **RENT COLLECTIONS**

100% COLLECTED

#### **MAINTENANCE ISSUES**

##### **Medina Sewer & Drain**

Building Q Woodmoor snaked main sewer line

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

S2 replaced wax seal

##### **Water & Waste Equipment**

Preventative Maintenance grinder pump Centerview

##### **John & Jayson**

- S5 adjusted weather stripping, striker plate and repaired door knob
- W34 installed new thermostat in bathroom
- S7 rehung visitor parking signs down at Woodmoor
- S2 plunged and snaked toilet
- S31 installed new "P" trap under kitchen sink
- W46 snaked kitchen drain

- W33 snaked kitchen and bathroom drains and put acid down the drains
- S29 installed new refrigerator
- C78 mounted down spout added flex spout
- C59 & C67 added dirt in front of apt
- C59, C67 & C78 installed flashing and a down spout
- C57 & W33 installed new strainer basket and pipes under the sink
- C79 reset GFI
- W37 cut vinyl and added new piece
- W4 plunged and snaked toilet
- W13 installed new toilet
- W5 installed new base board heater
- W41 snaked kitchen drain, bath drain and main line S5, C57 & W10 installed new storm door closures
- C59 & C67 installed new drip pans
- C57 installed new pop up assembly and "P" trap
- C57 repaired storm door frame
- W9 repaired door closure
- S19 installed hand held shower
- C67 repaired closet door installed new hardware and track
- W11 install new shut off valve
- W9 installed new valve unit
- C67 repaired and replaced screen on storm door
- C67 installed new door sweep
- W5 & W38 installed new thermostats
- C58 put screens in storm doors
- C79 snaked tub drain and main line
- C79 installed new breaker
- Linda reported Recertification completed.
- Yearly maintenance inspections will be done in June.
- There will be a trip for the residents to the Christmas Tree Shop and Panera on June 20<sup>th</sup>.
- Rosary for the residents is going well. We have at least 20 residents that attend each time.

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

**Seconded by:** R. Sheddan

**All in Favor 4 to 0**

**Motion Passes**

## **VI. UNFINISHED BUSINESS**

- A. Small cities grant was submitted. Linda should find out if we are approved in July or August.

- B. Rent Stratification – the board will need to discuss the possibility of raising the base rents. To be discussed at meeting in September.
- C. Deb Olsen will be coming to visit July 10.

## VII. NEW BUSINESS

- A. Desiree Gorske will be resigning from the board as of June 1. Desiree to email her letter of resignation to the Town.

- B. Executive Session –

**A motion was made by:** R. Sheddan to go into Executive Session at 1:26 pm.

**Seconded by:** D. Gorske

**All in Favor 4 to 0**

**Motion Passes**

**A motion was made by:** R. Sheddan to come out of Executive Session at 1:51 pm.

**Seconded by:** E. Pires

**All in Favor 4 to 0**

**Motion Passes**

## VIII. ADJOURNMENT

**A motion was made by:** R. Sheddan to adjourn the meeting at 1:51 pm.

**Seconded by:** D. Gorske

**All in Favor 4 to 0**

**Motion Passes, meeting adjourned at 1:51 pm**

Respectfully submitted,

*Jennifer Dahlstrom*

Jennifer Dahlstrom

Recording Secretary