

**PLAINVILLE HOUSING AUTHORITY**

**SPECIAL MEETING**

**April 20, 2021**

**SUNSET COMMUNITY ROOM**

**1:00 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**

All members were present.

**II. MINUTES**

**A motion was made by:** D. Tino to approve the special meeting minutes from March 18, 2021.

**Seconded by:** L. Bisson

**All in Favor 5 to 0**

**Motion Passes, Minutes Accepted**

**III. ORAL PETITIONS**

None, no one was present.

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

Linda went over the March report with the board.

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

**All in Favor 5 to 0**

**Motion Passes, Report Accepted**

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

##### **VACANCIES**

- S13, S14, S33, W6, W18, W21, W26, W29, W30, W31, W32, W44 & W50

##### **RENT COLLECTIONS**

- 100% COLLECTED

##### **MAINTENANCE ISSUES**

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

- W28 snaked kitchen and bath lines

##### **Fontaine Mechanical**

- W25, Sunset Community Room repaired heat pump
- C61 cleaned air filters and checked fan and condenser amps

##### **The Field of Plumbing**

- S20 installed new kitchen faucet

##### **Masotti Electric**

- W28 installed new base board heater

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

- W21 installed new hot water heater
- W42 installed 2 tarps by shed
- W11 installed new stove
- W17 rehung rod
- C73 repaired closet door installed new hardware and new track
- W8 repaired siding by mail box

**John & Jayson – Continued**

- W28 installed new thermostat
- S15 installed new toilet seat
- S15 installed new sink stopper
- S15 snaked kitchen sink and main line
- C71 installed new refrigerator
- S20 rescreened back door, installed new door closure, weather stripping and door sweep
- S21 snaked bath tub drain and main line
- C73 installed new switch on fan
- S36 rescreened back storm door
- S29 repaired storm door and reinstalled storm door
- S1 installed new quick coupler on kitchen faucet and washing machine hose
  
- Jennifer has been doing daily well checks on all of our residents and we do not have anyone at the Housing Authority with Covid19.
  
- Jennifer is checking to see which residents have received the Covid 19 vaccine. If they need assistance in making their appointment Jennifer is helping the resident make their appointments.
  
- On Monday, March 15<sup>th</sup> I had three meetings down in Woodmoor Community Room. One at 10:00 am for Centerview Residents, One at 11:30 am for Woodmoor Residents in apts #1 -# 25 and One at 12:30 pm for Woodmoor Residents in apts #26 - #50 to explain the small cities grant and to go over the rent recertification for the residents.
  
- On Tues., March 30<sup>th</sup> we passed out candy to the residents to wish them Happy Easter.
  
- I am working on our residents rent recertification. The new rent will take affect May 1, 2021 for the next two years until April 30, 2023. I still have a few residents that did not complete their paperwork for their new lease.
  
- The next program that Jennifer will be working on for our residents will be Renter's Rebate, which she has already starting to prepare for, which opens up in June at Town Hall.

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

**Seconded by: R. Shedd**

**All in Favor 5 to 0**

**Motion Passes, Report Accepted**

## VI. UNFINISHED BUSINESS

Linda talked about the small cities grant in Woodmoor and Centerview. She shared that the residents will be able to stay in place. They will need to be out of their apartments 8 am – 4 pm, but can go home in the evening. The only apartments that won't be able to do that are W34 and W17 because they are also having ADA kitchens installed.

## VII. NEW BUSINESS

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

**Seconded by:** R. Shedd

**All in Favor 5 to 0**

**Start:** 1:29 pm

**Motion to come out of Executive Session by:** L. Bisson

**Seconded by:** D. Tino

**All in Favor 5 to 0**

**End:** 2:23 pm

**R. Shedd had to leave due to a doctor appointment.**

## VIII. ADJOURNMENT

**A motion was made by:** D. Tino to adjourn the meeting at 2:25 pm.

**Seconded by:** L. Bisson

**All in Favor 4 to 0**

**Motion Passes, meeting adjourned at 2:25 pm.**

Respectfully submitted,

*Jennifer Dahlstrom*

Recording Secretary