

**Sandusky Housing Commission
East Side Manor
239 Roberts St.
Sandusky, MI 48471**

November 11, 2011

10:00AM

Present: Marguerite McNiven, Chairperson
Keith Costine, Vice Chairman
Gordon Hutson, Commissioner
Iva Gallagher, Resident Commissioner
Shirley McPherson, Commissioner

Employees: Susan Henry, Housing Director, Secretary and Treasurer
Ron Paape, Contracted Maintenance

Guests: John Partaka Chris Dobbyn Dave Faber, City Mgr.
Barb Thompson Marjorie Pijanowski
Rosie Cipponeri Betty Fuentes

AGENDA:

A motion was made by Costine and supported by Gallagher to approve the agenda as presented.

MOTION CARRIED

MINUTES:

A motion was made by Costine and supported by Hutson to accept the minutes as presented.

MOTION CARRIED

FINANCIAL REPORT:

A motion was made by Gallagher and supported by McPherson to accept the financial report as presented.

MOTION CARRIED

PAYMENT OF BILLS:

A motion was made by McPherson and supported by Hutson to accept to pay the bills in the amount of \$20,068.46.

YEAS: Costine, Gallagher, McNiven McPherson, and Hutson NAYS: None

MOTION CARRIED

COMMENTS BY COMMISSIONERS:

McNiven, Gallagher, Costine, McPherson and Hutson: None at this time.

Comments by Housing Director:

- All recertification's have been caught up and now working on February and March appointments.
- Debbie Seaman has been working in the afternoon for 2-3 hours/day.

Comments by Contracted Maintenance:

Paape:

- Explained that there have been a few tub spouts that had to be replaced and he had to call Jim's plumbing because of the corrosion on the fixture. Jim had to heat up the fixture to get it off to make sure that the pipe did not break.
- He has been educating the residents on their thermostats. We need new thermostats for the ground floor.

PUBLIC COMMENT:

Pijanowski: Commented that when we do the rehab, we need to consider plugs outside for electric cars since they are our future.

OLD BUSINESS

- **Rehab Updates**
 - a. **Pre-Development Loan and Mortgage Application:** An account was set up and we have started to pay the contractors for the various studies that need to be completed. The application for the rehab. has been submitted to MSHDA. As the studies are completed, more information can be completed and sent to MSHDA to complete the application and necessary documentation.
 - b. **Various Studies:**
 - Environmental Study** – Completed
 - RCS(Rent Comparability Study):** Completed
 - Appraisal:** Started
 - Architect/Contractor:** Toured the building August 17, 2011.
 - MSHDA:** Team from MSHDA toured the building August 11, 2011 to see the condition of the project.
 - Capital Needs Assessment:** This will be the next study that will be performed. This assessment will determine what MSHDA requires that if we do the rehab, what we will have to do for updates and replacements for the building. Craig Torres will be out to compile information on November 30, 2011.
 - Market Study:** Steve Shaw started the market study. Not completed.

NEW BUSINESS

Rent Comparability Study (RCS): The study and comparable of other apartments in the area has been completed. As anticipated, our rent subsidy decreased per unit.

1 Bedroom: \$629 to \$550

2 Bedroom: \$694 to \$675

We are still waiting to see if the contract has been renewed for 20 years that we requested. This study was necessary to complete the application for MAMM.

If we do the rehab, there is a possibility that these rents will be increased by as much as \$50.00 unit.

Annual Christmas Party and Meeting Date: Henry suggested that we have the Christmas Party the first Monday in December as we have had in the past at 5:00pm. The monthly board meeting will be held at 4:00pm prior to the party. The board agreed.

With no further business to be presented to the board, a motion was made by Gallagher and supported by McPherson to adjourn the meeting at 10:30AM.

Marguerite McNiven, Chairperson

Susan M. Henry, Housing Director