

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

**Regular Meeting
April 18, 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: Patricia Justice John Partaka Betty Fuentes
Peggy Jones Erva Liebler Chris Dobbyn
Barbara Thompson Harlene Smith**

AGENDA:

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

MOTION CARRIED

MINUTES:

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

MOTION CARRIED

FINANCIAL REPORT:

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

MOTION CARRIED

PAYMENT OF BILLS:

A motion was made by McPherson and supported by Gallagher to accept to pay the bills in the amount of \$17548.62.

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

MOTION CARRIED

COMMENTS BY COMMISSIONERS:

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

Comments by Housing Director:

- Asked the board if the May meeting could be held the 4th Monday instead of the 3rd Monday because she would be on vacation. The Commission all agreed on having the monthly meeting on May 23, 2011.
- Gospel Singers Heavenly Sounds will be here to entertain in the Dining Center on Tuesday at 3:00PM.
- We will be Decorating Eggs for Easter on Wednesday, April 20, 2011 @ 10:00 doughnuts and door prizes.
- Management Review is Tuesday at 9AM.
- Collecting information for City Auditors and for the Consultants for the pre-development loan application.
- Looked into getting a coin machine for the laundry room, there would be no revenue for the building and the building would have to purchase the machine for \$500-\$1000.
- Asked resident Patricia Justice to be a resident advocate for the building to help residents with issues regarding health care and everyday concerns.
- There are 2 apartments vacant at this time.

Comments by Contracted Maintenance

Paape:

- Working on painting apartments 407 and 503.

PUBLIC COMMENT:

Justice: Asked if she could get corner railing in her apartment between the kitchen and the living room because her wheel chair dings up the corners. Henry informed Paape that there was some kind of railing in the maintenance room to see if that will work

OLD BUSINESS

Lawn Mower Bids/Trade In: Bids for a lawn mower was presented the Housing Commission to review. A motion was made by Hutson and supported by Costine to accept the bid for the Ex-Mark mower in the amount of \$7324.00 minus \$900.00 for the trade in of our old mower for a total of \$6424.00.

MOTION-CARRIED

Rehab Updates:

- Pre Development Loan and Mortgage Application:** Consultants Ben Fedewa and Dave Mehelich have the pre-development application ready to submit and are currently working on the mortgage application.
- Consultant Contract Update:** A copy of the consulting agreement is provided in packet to reflect Marguerite McNiven as Chairperson. Henry

explained that a new entity will have to be set up to sell building to a non-profit.

NEW BUSINESS

- **Options for renewing Section 8 contract:** Henry and Costine went to Lansing April 13 to attend a seminar regarding renewing section 8 contracts that will be expiring in the next year. The application needs to be submitted at least 120 days prior to contract expiring. There are several different options to consider. We were supposed to inform the residence 1 year prior to contract expiring which will be in November 2011. Henry immediately sent out letter to residents on April 14, 2011. Since we are working with consultants trying to qualify for a rehabilitation project, it was suggested we consider asking for a one year extension to our current contract. It was also suggested that we consider a 20 year contract renewal. Fedewa and Mehelich will have a conference call with MSHDA to discuss the route we should consider on renewing our current contract since we are applying for a rehabilitation project.
- **Letter to residents regarding expiring Section 8 contract:** Henry sent out a letter to all residents informing them of the current contract expiring in November 2011 for section 8. The letter is included in packet. The letter is a formality informing the residents that we are planning on renewing our current contract for section 8 subsidy.
- **EIV Policy:** Henry provided the Housing Commission of a policy that needed to be adopted to give permission to the Housing Director to submit monthly reports for income verification for HUD. The policy will be used to set guidelines of how income can be verified through HUD secure systems. A motion was made by Gallagher and supported by McPherson to accept the EIV Policy provided in agenda.
MOTION-CARRIED
- **Purified Water System:** A resident requested in writing that the board consider installing a purified water system for the building. The board discussed the issue and decided to table the issue at this time until more information was obtained by Director. The Commission will consider this when reviewing plans for the possible rehabilitation project.

With no further business to be presented to the board, a motion was made by Hutson and supported by Gallagher to adjourn the meeting at 10:58AM.

Marguerite McNiven, Chairperson

Susan M. Henry, Housing Director

