

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

January 23, 2012

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 Barbara Thompson Rosie Cipponeri
Peggy Jones Chris Dobbyn Betty Fuentes
Virginia Ernst**

AGENDA:

A motion was made by Costine and supported by Hutson to approve the agenda as presented and also to approve the agenda, minutes, bills, and budget the for the December 2011 meeting.

MOTION CARRIED

MINUTES:

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

MOTION CARRIED

FINANCIAL REPORT:

A motion was made by Costine 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 Hutson to accept to pay the bills in the amount of \$19,336.61.

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:

- Henry informed the board that the City is selling their copy machine and wants \$1500.00 to purchase it (the same offer that the Company that sold them the new copier gave the City). A motion was made by Hutson and supported by Gallagher to buy the used copier from the City of Sandusky for \$1500.00.

Yeas: Costine, McNiven, McPherson, Hutson and Gallagher.

MOTION CARRIED

- HDC will be signing tenants up for commodities on January 31, 2012, between 2-4 in the lobby. In February, anyone who signs up and qualifies for commodities will have them delivered to the building.
- There was an article in the paper regarding a public hearing in Lansing for our buildings rehabilitation project. This is a formality that The Michigan State Housing Development Corporation has to post to let the public know that they are reviewing an application submitted for the rehabilitation.
- We currently have two apartments vacant, 501 is spoken for and the paperwork is being processed for 502.
- Read thank you letter for Erva Liebler for the Christmas Party held in December.
- Posted a sign in front of elevator that the chairs are to be used for people waiting for rides and to please visit in the lounge.

Comments by Contracted Maintenance

Paape:

- Informed the board that the garbage dumpster was not being dumped completely. Henry contacted Richfield management of this issue and also of the damage done to our dumpster. Waiting for reply from Manager.
- Herbert Roofing came out and resealed around a pipe and exhaust fan on out roof. We have had a continuous problem with leaks on the 6th floor apartments 606 and 607.

PUBLIC COMMENT:

Thompson: Wanted to thank the board and employees for resolving the issues on the 3rd floor.

OLD BUSINESS

Rehabilitation Updates: A complete copy of the Capital Needs Assessment (CNA) was received from On Sight. Costine, McNiven, Paape and Henry went through complete report and wrote down concerns, changes that we feel should be addressed and get our questions to the builder/architect and consultants. A meeting will be set up to meet with the builder/architect and consultants soon to review all reports.

Costine commented on the conference call that he and Henry had with the Attorney Tom Lapka in Lansing that represents East Side Manor for the rehabilitation project. We asked him questions in regards to the Managing of East Side once the rehabilitation project is in place. He said that MSHDA will require a Management Company to oversee the project since Henry does not have the Tax Credit training and broker's license that is required. Costine expressed his concerns for Henry's benefits starting with a new company. Lapka informed us of a Management Company that he uses and suggested to meet with them to answer our questions and address our concerns. Henry will check with Lapka's office to get a date set up to meet with KMG Prestige in Lansing at Lapka's office.

NEW BUSINESS

Bid for Repair on Generator: No action was taken at this time. Henry will check with Plumber/Electrician to get a bid on the repair of the block heater for the generator.

Office Hours for Director:

A discussion was held with the board to set office hours for the Housing Director that would allow her to be more productive and also be more available to the tenants. The Rehabilitation project is taking up a lot of time and the day to day work still needs to be completed. Henry spoke with both McNiven and Costine about the issue and informed them that the Department of Social Services uses one day a week for paperwork processing only. Costine suggested that we have the office closed on Wednesday to tenants unless of an emergency. This would allow Henry to work on daily business uninterrupted. A motion was made by Costine and supported by Hutson to change the office hours to reflect the office being closed on Wednesday to the tenants unless there is an emergency.

MOTION CARRIED

Marguerite McNiven, Chairperson

Susan M. Henry, Housing Director