

Hancock Housing Commission
Meeting Minutes
August 19, 2009

Regular Meeting

Roll Call - Commissioners present: Dennis, Dickson, Haeussler, and Johnson

Absent: Antila

The meeting was called to order by Vice President Dennis at 10:06 am.

Public Comment: None

A motion was made by Commissioner Dickson to approve the July 22, 2009 meeting minutes with changes. Support was made by Commissioner Johnson.

Ayes: 4

No: 0

Motion passed.

A motion was made by Commissioner Johnson to approve the August 2009 accounts payable. Support was made by Commissioner Haeussler.

Ayes: 4

No: 0

Motion passed.

No additions or changes were made to the agenda.

Old Business:

- Signature cards were distributed and signed by all Commissioners for all of our bank accounts.
- Approved the revised proposal from Bay Electric for a new generator that will service Quincy Haven and Lakeview Manor apartments.
- Reviewed ARRA Competition Grant application that was submitted on July 22, 2009 for \$312,000.

New Business:

- Reviewed proposed lease agreement for the Hancock Housing Commission. This will be posted for 30 days and presented for approval at the September meeting.
- Considered proposal from Yalmer Mattila Contracting to purchase vacant property located on Quincy Street. This property would be used to build a storage building for maintenance equipment and supplies and to assist with the snow removal in the winter. Further information will need to be provided prior to making a counter offer on the proposal. The commission agreed to take action after this information has been submitted to pursue the purchase of this property prior to the September meeting. The Executive Director will contact each Commissioner with the information requested, document the results, and call each Commissioner with those results. At that time the Board will be requested to cast their vote over the phone to the Director to decide which action the Director shall take. A motion was made by Commissioner Johnson to counter offer the purchase price at \$27,500.00 and then rescinded by Commissioner Johnson pending further information obtained by the Director on the property. Support for the motion and the motion to rescind was made by Commission Haeussler.

Ayes: 4

No: None

Motion passed.

- The Director gave a brief report on the Financial audit for FY 2008 that took place on August 6, 2009. No findings were recorded and two recommendations were advised. The official audit booklets should be delivered in the next 30 days.
- A letter for additional administrative fees for the Section 8 Rental Assistance program was reviewed. The letter was a request for \$15,000.00 to assist in the shortfall of funding for the remainder of 2009 in the HAP budget. The award of \$15,000.00 was made on August 13, 2009 by the Dept. of HUD to assist our Section 8 program so we may avoid terminating rental assistance to needy families.

Maintenance Report – R. Rivest, Lead Maintenance:

As part of our ARRA project dollars we invested in new interiors for both of our elevator cars and the process of ordering and installing the new generator is on track. The time for release of the new generator is 10 – 12 weeks after the drawings have been approved. We will begin preparation for the new generator by raising the canopy over the current generator. The other ARRA project that will be completed by RC Mechanical is the new shower enclosure installation for 6 units in the Manor. We have allocated dollars for an additional 6 units over the next year. A sink hole in the rear parking lot was repaired by Doug Vettori.

Directors Report:

- Vacancy Report: Lakeview Manor & Annex 0, Section 8: 40.
- Upcoming/Past Events: Houghton County Fair 8/27-8/30.
- Conferences: UPHO and NAHRO.
- Office Closed – Labor Day, September 7, 2009.
- Next meeting scheduled for September 16, 2009 @ 10:00 am.

Adjournment

- A motion to adjourn the commission meeting at 10:55 am was made by Commissioner Haeussler and supported by Commissioner Dickson. All were in favor and the motion passed.

Secretary
Gail Ross

Vice -President
Mark Dennis