

**MINUTES FOR THE REGULAR MEETING
OF EAST TAWAS HOUSING COMMISSION
October 16, 2024, meeting was held at:
Community Room – South Tower
304 W. Bay Street, East Tawas, MI 48730
Beginning at 10:02 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commission to order at 10:02 AM with Roll Call completed by PHHC/ETHC Executive Director James A. Dewey.

2. Roll Call:

Present: President Ann Balfour, Vice President Todd Ronan, Commissioner(s) Dr. Cary Lichtman and Tim Freel (arriving at 10:15 AM)
Also: East Tawas City Manager Brent Barringer, Community Property Manager Melissa Nickell and Maintenance Staff Evan Buysens
Via Zoom: Executive Director James A. Dewey, Deputy Executive Director Gregory T. Stremers, Program Assistant Specialist Anne Landschoot, Financial Manager Sue Ward
Absent: Commissioner(s) Joseph Cano Jr.

3. Public Comment for anything on the agenda
None

4. Approval of Agenda to include any Changes/Additions

A. Changes:

- Section 5 Approval of Minutes, corrected Commissioner Ronan name on Public Hearing meeting minutes
- Section 10 Resolution NO 2024-06 - ACOP

B. Additions:

- CFP 5-year action plan attached to Resolution No. 2024-08, 2025-2030 PHA Plan

With review and discussion complete, updates to the agenda and handouts accepted Vice President Ronan motioned to approve the agenda as presented. This motion was supported by Commissioner Lichtman.

Ayes: Balfour, Ronan, Lichtman

Nays: None

Absent: Cano, Freel

Motion Carried.

5. Approval of the Minutes from September 2024

- a. Public Hearing Minutes
- b. Regular Meeting Minutes

With discussion complete, Vice President Ronan motioned with support from Commissioner Lichtman to approve the minutes of September 18, 2024, Regular Commissioner Meeting as presented.

Ayes: Balfour, Ronan, Lichtman

Nays: None

Absent: Freel, Cano

Motion Carried.

6. Presentation/Communication:

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7. Review of the Financial Reports

A. Balance and Operating Statement Report

Financial Manager Suzanne Ward presented the ETHC Balance Sheet and Operating Statement Report. Ms. Ward explained the cash assets, accounts receivable, investment total, and assets. Ms. Ward went on to explain the liabilities and surpluses along with the final benefit profit of ETHC. The Board of Commissioners have been advised that this report will be ongoing and presented each month for Board review.

B. Cash Disbursements –North and South Tower

Review and discussion were held regarding the check register from 09/01/2024 though 09/30/2024 for the North and South Tower. Discussion was held regarding the Housing Authority Risk Retention payment in the amount of \$5,738.00 for both towers, noting that this is a quarterly liability insurance payment. Questions were addressed regarding the health of the complex and reserves and capital fund expenditures and controls.

With review and discussion completed, Commissioner Lichtman motioned to approve the North Tower Cash Disbursement with support from Vice President Ronan as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

With review and discussion completed, Commissioner Freel motioned to approve the South Tower Cash Disbursement with support from Commissioner Lichtman to approve as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

C. E-LOCCS – Capital Fund Program

Executive Director James A. Dewey reviewed the E-LOCCS report noting that obligation has remained the same from the previous months.

8. Executive Director Report/PHHC Management Reports:

Executive Director James A. Dewey explained that ETHC is currently working with the City of East Tawas to correct the sewer lines.

Mr. Dewey explained that the U.S. Government has approved a continued resolution (C/R) to continue with governmental operation until 12/20/2024.

9. Unfinished Business

None

10. New Business:

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A. Contract Approvals:
None

B. Resolution(s):

1. Resolution No. 2024-04 Flat Rent Schedule

Executive Director James A. Dewey explained to the Board of Commissioner that HUD has published the Fair Market Rent (FMRs) for 2025. It is at this time, that we are asking the Board of Commissioner to approve the proposed flat rent noting that ETHC is using a 80% calculation to provide the lowest rent possible for the resident we serve. It was noted that there was a large increase over previous years, however this flat rent only affects the highest income household and is the highest rent anyone would pay to live in ETHC.

With review and discussion held, Vice President Ronan motioned with support from Commissioner Lichtman to approve Resolution No. 2024-04 Flat Rent Scheduled as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

2. Resolution No. 2024-05 Section 8 Tenant Selection Plan

Executive Director James A. Dewey explained the need for approval due to the 2 programs that ETHC operate. This Section 8 Tenant Selection Plan is for the operation of the North Tower and the residents that we serve.

With review and discussion held, Commissioner Freel motioned with support from Vice President Ronan to approve Resolution No. 2024-05 as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

3. Resolution No. 2024-06 Public Housing ACOP

Executive Director James A. Dewey explained that this ACOP was reviewed last month and presented to the Resident Advisory Board for comments. The only comment issued to ETHC was interest in assigned parking as well as additional handicap parking. It was explained that this will be reviewed in spring when the parking lot is resealed.

With review and discussion complete, Commissioner Freel motioned with support by Vice President Ronan to approve Resolution No. 2024-06 Public Housing ACOP as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

4. Resolution No. 2024-07 Policy Approvals Equal Housing – Fair Housing – Civil Rights
Compliance, Excess utility, Integrated Pest Management, No Cash Policy, No Smoking –
Smoke Free Housing, No Trespassing, Parking, Pet Rent Collection, Repayment Agreement,

Page | 3

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Resident Initiative, VAWA (Violence Against Women Act, Weapons and Firearm PoliesDiscussion was held regarding the approval of all policies that have been presented to the Board of Commissioners the previous month and have been available for review for resident review.

With discussion review and resident input complete, Commissioner Freel motioned with support from Commissioner Cary to approve Resolution No. 2024-07 Policy Approval as presented

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

5. Resolution No. 2024-08, 2025 – 2030, Five Year and Annual Plan
Discussion was held regarding including all necessary general updates and ideas to this plan to ensure that ETHC can provide the best service to the residents that we serve and provide safe, decent and sanitary housing. This plan allows ETHC to consider upgrades, building and advantages to be most successful in the housing industry.

With review complete, Commissioner Freel motioned with support from Commissioner Lichtman to approve Resolution No. 2024-08, 2025 – 2030 Five Year and Annual Plan as presented.

Ayes: Balfour, Ronan, Lichtman, Freel

Nays: None

Absent: Cano

Motion Carried.

- C. Travel and Training
None

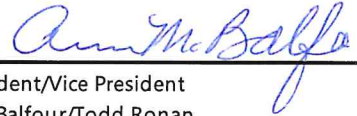
D. Miscellaneous:

1. Monthly Vacancy Report
 - a. North Tower remains with three vacancies
 - b. South Tower remains 100% occupied

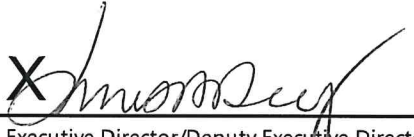
11. Public Audience Comments:
Resident Rosemary Humpert North #202 asked that the Board of Commissioners purchase an Additional television set for the Community room to assist the different groups that watch television as they like to enjoy different shows.
12. City Council Liaison Comments:
None
13. Commissioner's Comments:
Commissioner Ronan inquired about the status of the men's lobby room bathroom, whereas it was noted that contractors are being sought, however ETHC is working with the City on this repair. .
14. Adjournment:

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With the business of the agenda having been complete, Commissioner Lichtman motioned to adjourn the meeting at 10:40 AM with support from Vice President Ronan. The next meeting is scheduled for Wednesday November 13, 2024, 10:00 AM located at South Tower 304 W. Bay Street East Tawas Mi 48730.

X 

President/Vice President
Ann Balfour/Todd Ronan

X 

Executive Director/Deputy Executive Director
James A. Dewey/Gregory T. Stremers