

**MINUTES FOR THE REGULAR MEETING
OF EAST TAWAS HOUSING COMMISSION
February 19, 2025, meeting was held at:
Community Room – South Tower
304 W. Bay Street, East Tawas, MI 48730
Beginning at 10:01 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commission to order at 10:01 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) Joseph Cano Jr., and Dr. Cary Lichtman
Also: Councilwomen Sandi Hamill and Community Property Manager Melissa Nickell
Via Zoom: Executive Director James A. Dewey, Deputy Executive Director Gregory T. Stremers and Program Assistant Specialist Anne Landschoot, Operational Manager Pamela Moses and Financial Manager Sue Ward
Absent: Maintenance Staff Evan Buysens, Commissioner Mong, City Manager Brent Barringer

3. Public Comment on anything on the agenda
None

4. Approval of the Agenda to include any Changes/Additions

- A. Changes: Correction to January Meeting Minutes as presented
- B. Additions: None

With review and discussion complete, Vice President Ronan motioned for approval of the corrected agenda which was supported by Commissioner Cano Jr.

Ayes: Balfour, Ronan, Cano Jr., Lichtman,

Nays: None

Absent: Mong

Motion Carried.

5. Approval of the Minutes of January 15, 2025

- a. Regular January 15, 2025, Board Meeting Minutes

Discussion was held regarding the corrections of the meeting minutes that have been corrected in

red for transparency. Corrections consisted of Commissioner Cano Jr., absence as well as a corrected motioned to adjourn the January Meeting. The corrected minutes have been made available for President Balfour signature.

With discussion complete, Vice President Ronan motioned with support from Commissioner Cano Jr., to approve the minutes of January 15, 2025, Regular Commission Meeting as discussed.

Ayes: Balfour, Ronan, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

6. Presentation/Communication:

None

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7. Review of the Financial Reports

- A. ETHC Balance Sheet and Budget vs. Actual Expenses
Due to Fiscal Year End the Balance Sheet and Budget vs. Actual Expenses were not available for Board review. This report will be accumulative during the March 2025 Meeting.
- B. Cash Disbursements –North and South Tower
Discussion was held regarding expenditures to Servpro of Gaylord due to a hazardous cleanup inquiring if this was a normal purchase agreement. It was noted that due to the state of the apartment, an independent company had to be used. This will be charged back to the client however it is doubtful to be collected as the client is considered a protected class. It should be noted that this individual will not be allowed future HUD housing until this balance is paid in full.

With review and discussion complete, Commissioner Cano Jr., motioned to approve the North and South Tower Cash Disbursement which was supported by Vice President Ronan as presented.

Ayes: Balfour, Ronan, Cano Jr., Lichtman

Nays: None

Absent: Mong

Motion Carried.

C. E-LOCCS – Capital Fund Program

Financial Manager Suzanne Ward explained the access that ETHC has regarding Capital Funding. It was noted that full access has been granted, and obligation has been considered. The Board of Commissioner will begin to see bid tabulations on agendas. If approved, these bid tabulation costs will be utilized through the CFP program thus obligating any funding that is listed on the E-LOCCS report.

Much discussion followed regarding PHA Scoring systems, high performers CFP “bonuses”, percentage of HUD approved occupancy ratings and other facets of the scoring system that affect CFP funding.

8. Executive Director Report:

Executive Director James A. Dewey reviewed in detail his written report highlighting the following topics:

- Discussion was held regarding the city-wide power outages last month. This outage affected the ETHC boilers and elevator systems. PM Nickell was able to correct the boiler systems however Otis Elevator was called to offset the elevator as it was in between floors.
- With ETHC being out of contract with elevator service and generator services, ETHC is being charged an ~~exuberate~~ ~~exuberant~~ amount for non and emergency services. We are currently working on entering a contract for both services which may be presented next month for Board approval.

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- The Board of Commissioner may need to consider replacing the building generator system as it may be original to the complex. Such a generator replacement can cost up to \$70,000.00
- It was announced that PHHC now has full access to draw down HUD funding for the North Tower. PHHC, on behalf of ETHC, has successfully drawn down funding for September and October 2024, and has been approved for November, December 2024 and January and February 2025. March draw was submitted late last night, and we are awaiting approval. Once received, this income will increase the North Tower financial stability.
- HUD update: Late last month an Executive Order was issued by President Trump pausing all HUD funding. This EO was immediately executed by the OMB, stopping all financial access. The OMB found that this EO was misinterpreted, and funding access promptly returned to PHAs as of Noon the following day.
- Looking further into the current Governmental Administration, discussion is being held regarding governmental Employee buy-outs, the proposed HUD workforce reduction of 50% and the removal of approximately 263 million of a 70-billion-dollar budget. These are proposed actions; therefore, we will keep the Board of Commissioner updated.

9. Unfinished Business
None

10. New Business:

A. Contract Approval:

1. Computer IT Bid Tabulation
Simplified Business Solution

Rep: Tim O'Brien

Cost: \$5,609.64 Annually

Service agreement: 2-year initial agreement 03/01/2025 through 02/28/2027 with option

to

renew for a total of 5 years.

Executive Director James A. Dewey explained to the Board of Commissioners that this is the current computer company that set up communication and computer systems for

ETHC when

PHHC was secured as the Management Company. SBS has been with PHHC for 10 years, supplies all virus protection, firewalls, updates, emails, server system etc.

SBS is being recommended for continued services and contract agreement as they are qualified and familiar with the needs of ETHC and most PHAs.

With discussion completed, Commissioner Cano Jr., motioned with support from Vice President Ronan to contract with SBS noting the annual cost analysis includes all services list as well as monthly upgrades and care.

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Ayes: Balfour, Ronan, Cano Jr., Lichtman
Nays: None
Absent: Mong
Motion Carried.

B. Resolution(s):
None

C. Travel and Training
None

D. Miscellaneous:

1. Bay Park North and South Tower Vacancy Report

A discussion was held regarding the current four vacancies listed in the North Tower. It was noted that most vacancies should be turned over within 30 days. .

11. Public Audience Comments:

Dawn Roberts North Tower #121 Inquired on when the washer and dryers in the North Tower would be operating again.

Susan Pilgrim inquired about true ownership of the two buildings at ETHC, asking if the City of East Tawas owned one building while HUD was the owner of the other building.

Executive Director James A. Dewey addressed both concerns.

12. City Council Liaison Comments:

Councilmember Sandy Hamill questioned whether the current Presidential Administration Executive Orders will be affecting the housing commission as discussion has been to reduce the funding for the HUD Program. Executive Director James A. Dewey recognized the position of this administration but ensure everyone that HUD is an essential department and that the core programs are needed to serve many familys..

13. Commissioner's Comments:

None

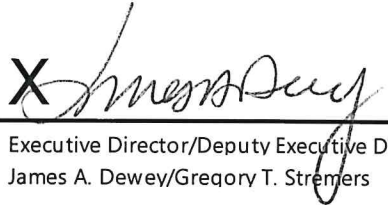
14. Adjournment:

With the business of the agenda having been complete, Commissioner Cano Jr., motioned to adjourn the meeting at 10:41 AM with support from Vice President Ronan. The next meeting is scheduled for Wednesday March 19, 2025, 10:00 AM located at South Tower 304 W. Bay Street East Tawas Mi 48730.

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President/Vice President
Ann Balfour/Todd Ronan



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