

**Albion Housing Commission  
Monthly Board Meeting  
Tuesday, November 17, 2015**

**Where:** 1300 Cooper Street, Albion, MI 49224

**When:** Tuesday, November 17, 2015

**Time:** 1:00 P.M.

1. **Election of Officers**
2. **Call to Order:**
3. **Resident Citizen Time: Three - Five Minutes Please**
4. **Approval of Agenda for Tuesday, November 17, 2015**
5. **Approval of Minutes from the Regular Board Meeting on Tuesday, September 29, 2015**
6. **Communication:**
  - A. Albion Housing Commission Election of Officers
  - B. Albion Housing Commission's Occupancy Report (enc. #1)
  - C. Albion Housing Commission's Capital Investments **Roll Call** (enc. #2)
  - D. Albion Housing Commission HUD/REAC Inspection Summary Score of 96 (enc. #3)
  - E. Peabody Place Community Room Furniture Replaced Tuesday, November 10, 2015
  - F. Albion Housing Commission will be closed on November 26 & 27, 2015 for Thanksgiving

**New Business Continued:**

- D. Approval of the Albion Housing Commission's Operating Budget for Fiscal Year September 30, 2016 **Roll Call Resolution 015-016-002** (enc.#8)

**12. Directors Personal Privilege:**

**13. Commissioner's Personal Privilege:**

- A. Commissioner's Working Session/Retreat Planned for 2016

**14. Adjournment**

**ALBION HOUSING COMMISSION  
1300 COOPER ST.  
ALBION, MI 49224**

The Albion Housing Commission's Monthly Board Meeting was held on Tuesday, September 29, 2015 at 1:00 p.m. in the conference room of the Albion Housing Commission, located at 1300 Cooper Street, Albion, MI 49224.

**Call to Order:**

Commissioner Arnett called the meeting to order at 1:00 p.m.

**Roll Call:**

Present Commissioners:        Mr. James Arnett  
   Mrs. Jane Bradley  
   Ms. Joyce Washington  
   Mr. Ronald Gant

Excused Commissioners:        Mrs. Kathleen Stimer

**Resident/Citizen Time:**

Proud Resident, Maurice Barnes, 404 W. Broadwell Street, Apt. #12 asked what the procedure is to have an item placed on the Albion Housing Commission's monthly agenda. Commissioner Arnett stated all information must be addressed to Director Kemp by the Wednesday preceding the monthly board meeting. Resident Barnes stated he would like to address portable bus shelters for children during the winter, playground equipment, and initiating a resident advisory board. Mr. Barnes mentioned Chery Mitchell will be contacting Director Kemp to discuss bus shelter details. Mr. Barnes mentioned the idea of having playground equipment on the property as opposed to children going across the street to Crowell School. Mr. Barnes mentioned the equipment at Crowell School is very limited. Commissioner Arnett stated the playground items have been discussed in the past, and due to the financial, physical and liability issues, the housing commission will not have playground equipment on the property.

**Approval of the Agenda:**

Commissioner Arnett called for an approval of the agenda with a motion to move Albion Housing Commission's Election of Officers after Communications and the correction of Tuesday, August 18, 2015 to Tuesday, September 29, 2015. Commissioner Arnett called for a motion. Commissioner Washington made a motion to approve the agenda with the correction revision. Commissioner Gant supported the motion. **The motion was approved by all.**

**Approval of the Minutes:**

The Board reviewed the minutes from the regular board meeting on Tuesday, August 18, 2015. Commissioner Arnett called for the approval of the board meeting minutes. Commissioner Bradley made a motion to approve the minutes as written. Commissioner Gant seconded the motion. **The motion was approved by all.**

**Communication:**

**Albion Housing Commission's Occupancy Report (enc. #1):** Director Kemp informed the Board that the housing commission's current occupancy rate is 95%, with three (3) vacancies at George V. Mather complex, which is uncommon. Commissioner Bradley mentioned the shooting that was on the news that occurred in the 404 W. Broadwell Street area. Director Kemp stated that in the shooting that occurred on Friday, September 18, 2015, Albion Housing Commission residents were not involved. Commissioner

Bradley asked about the fire trucks that were at Peabody. Director Kemp stated a light fixture was blown at the Peabody Place, and fire trucks were present.

**Albion Housing Commission's Capital Investments, Roll Call (enc. #2):** Director Kemp informed the Board that the housing commission reinvested the \$91,535.20 with Chemical Bank at .75% interest for one year. Director Kemp stated that Huntington and Homestead Savings Bank are offering .75% interest rates as well. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the current investment,s and that there are no new investments to make at this time. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Excused**  
**Ms. Joyce Washington – Yes**  
**Mr. Ronald Gant – Yes**  
**Mr. James Arnett – Yes**

**Albion Housing Commission HUD/REAC Inspections were Completed on Friday, September 25, 2015:** Director Kemp informed the Board that the Albion Housing Commission HUD/REAC inspections were completed Friday, September 25, 2015. Maintenance Supervisor, Quentin Brown stated that broken window seals in Northview and sidewalk repairs in Grandview were the main issues during the inspections. Director Kemp stated the housing commission level 3 issues were: one (1) GFI, one (1) tripping hazard, drain pipe missing on a hot water heater, and broken window seals. Commissioner Arnett asked if it was worth the money to have Ex-Maintenance Supervisor, Otis Edmonds assist with the HUD/REAC preparation. Director Kemp stated Mr. Edmonds was a great asset in preparing for this inspection; he will be off for one (1) week, and will return to complete unit identifiers for Mather Apartments. Director Kemp informed the Board that Albion Housing Commission's goal is to receive a 90% or above.

**Albion Housing Commission's Get Moving Program and Albion Health Care Alliance Survey (enc. #3):** Director Kemp informed the Board that the Albion Housing Commission has been contacted by the Albion Health Care Alliance to conduct Health surveys. Director Kemp stated that the Alliance will be offering a \$5.00 cash incentive for completing the surveys. Director Kemp stated surveys will be completed in the Charles Snyder Community Room for Northview Homes residents and in the Peabody Community Room for Peabody, Mather, and Grandview residents. Commissioner Bradley stated that if the grant/proposal benefits the Calhoun County area, please be sure that the Albion Housing Commission is included.

**Albion Housing Commission's Drum Line and JR's Dancing Dolls Performance at the Festival of the Forks Parade, and the Big Read Program, Saturday, October 3, 2015 at 1:00 P.M.** Director Kemp informed the Board that Albion Housing Commission's Drum Line and JR's Dancing Dolls will perform at the Festival of the Forks Parade on Saturday, September 19, 2015, and in the Big Read Program on Saturday, October 3, 2015 at 1:00 p.m.

**Albion Housing Commission's Accounts Payable Statements:**

**Approval of the Albion Housing Commission's Accounts Payable Statements for August 21, 2015 – September 24, 2015, Roll Call (enc. #4):** Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for August 21, 2015 – September 24, 2015. Commissioner Arnett called for a motion. Commissioner Gant motioned to accept the Albion Housing Commission's Account Payable Statements for August 21, 2015 – September 24, 2015. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Kathleen Stimer – Excused**  
**Ms. Joyce Washington – Yes**  
**Mr. Ronald Gant – Yes**  
**Mr. James Arnett - Yes**  
**Mrs. Jane Bradley - Yes**

**Albion Housing Commission’s Bank of America Credit Card Statement:**

**Approval of Albion Housing Commission’s Credit Card Statement for July 26, 2015 - August 25, 2015 – Roll Call (enc. #5):** Director Kemp presented the Board with the Bank of America Credit Card Statement for July 26, 2015 – August 25, 2015. Commissioner Arnett called for a motion. Commissioner Gant motioned to accept the Albion Housing Commission’s Credit Card Statement for July 26, 2015 – August 25, 2015. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Joyce Washington - Yes**  
**Mr. Ronald Gant – Yes**  
**Mr. James Arnett - Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer - Excused**

**Albion Housing Commission’s Operating Income Statement, Balance Sheet, and Operation**

**Monitor:** Albion Housing Commission’s Operating Statements for August 31, 2015 (enc. #6) Director Kemp explained the Operating Income Statement, Balance Sheet, and Operation Monitor. Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept Albion Housing Commission’s Operating Income Statement, Balance Sheet, and Operation Monitor. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Excused**  
**Mr. Ronald Gant – Yes**  
**Ms. Joyce Washington – Yes**

**Albion Housing Commission’s Old Business:**

**Update on the Disposition of 2001 Chevrolet Silverado, 1500 Regular Cab:** Director Kemp informed the Board that she had an offer to buy the 2001 Chevrolet Silverado, 1500 Regular Cab truck after the Board decided to dispose of it. Director Kemp stated she contacted Commissioner Arnett to get clearance to sell the truck. The truck was sold to resident/contract worker, Johnny Anderson for \$500.00. Director Kemp stated the \$500.00 was placed in Albion Housing Commission’s Operating Subsidy.

**Update on Employee Michael Porter’s Concern Regarding Possible incorrect Health Savings**

**Amount and Family/Single Plan:** Director Kemp informed the Board that she spoke with Michael A. Tymkew of Murray, Tymkew & Associates, Inc. regarding Mr. Porter’s health savings plan amount. Mr. Tymkew informed Director Kemp that Mr. Porter is on the correct plan, and he stated that Mr. Porter can contact him to get a better understanding. Commissioner Arnett requested that Director Kemp update the Board on this concern at the next board meeting.

**Specialty Satellite & Antenna Service to install Antenna at Peabody Place & George V. Mather**

**Residents’ Request:** Director Kemp stated that a resident meeting was held at Peabody for Peabody and Mather residents; approximately 40 residents attended the meeting. Director Kemp stated that the meeting was very informative. Director Kemp stated Specialty Satellite & Antenna arrived to install the antenna, and was unable to install the satellite due to several issues (unable to reach the current antenna and

possibility of installing two (2) antennas for good signal). Specialty Satellite & Antenna will contact the housing commission upon re-evaluation.

**Albion Housing Commission's New Business:**

**Discussion of Property Signs for Peabody Place, George V. Mathers, and Grandview Heights (enc. #7):** Director Kemp presented the Board with the proposals for Peabody and Mather property signs. Director Kemp stated identifier signs are needed for Mather, Peabody, and Grandview apartments. Commissioner Bradley requested that Director Kemp acquire guarantee information. After little discussion, Director Kemp stated she will inform the Board of her decision regarding what type of sign Albion Housing Commission will go with. Maintenance Supervisor, Quentin Brown asked about the identifier sign for the old Maintenance Office. Director Kemp stated the sign will be placed in the 505 area to identify the Northview Homes.

**Albion Housing Commission's Collection Losses, Resolution #014-015-016, Roll Call (enc. #8):**

Director Kemp presented the Board with the Albion Housing Commission's Collection Losses in the amount of \$3,112.81. Commissioner Bradley asked about the tenant owing \$1,616.00; Director Kemp stated she is collectible, and a wage garnishment is in process. Commissioner Bradley also questioned the tenant account of \$800.00; Director Kemp explained employment verification will be sent for wage garnishment. Director Kemp stated the \$176.12 was an eviction for disturbances, \$273.96 was a Section 8 voucher and tenant made a payment arrangement; if the arrangement is broken, the tenant will lose her voucher. Director Kemp stated \$517.00 is non-collectible from a Mather resident. Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Albion Housing Commission's Collection Losses in the amount of \$3,112.81, **Resolution #014-015-016**. Commissioner Gant seconded the motion. The motion was approved by all.

**Roll Call:**

**Mr. Ronald Gant – Yes**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Excused**  
**Ms. Joyce Washington - Yes**

**Albion Housing Commission's Five Year and Annual Plans, Resolution #014-015-017, Roll Call**

**(enc. #9):** Director Kemp presented the Board with Albion Housing Commission's Five Year and Annual Plans. Commissioner Arnett asked Director Kemp what the priorities are for the Albion Housing Commission units. Director Kemp explained that they are the Northview flooring, all windows, siding, exterior doors and furnaces, Grandview flooring, furnaces, and countertops. Director Kemp informed the Board that during the HUD/REAC inspection, the inspector suggested caulking around the windows in Northview to help with moisture due to the seals being broken. Director Kemp stated that Northview flooring is now two (2) years old, and Albion Housing Commission is having several issues with the tile being loose. Representatives from Forbo came out to inspect the flooring and stated that the damage is from excessive water being placed on the floor. Commissioner Arnett stated the housing commission should never contract the flooring company for any future projects. Maintenance Supervisor, Quentin Brown informed the Board that there are two (2) layers of tile on the floors and contractors have an issue with possible asbestos. After much discussion, Commissioner Arnett informed Director Kemp to follow her plan. Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Albion Housing Commission's Five Year and Annual Plans, **Resolution #014-015-017**. Commissioner Gant seconded the motion. The motion was approved by all.

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Excused**

**Ms. Joyce Washington – Yes**  
**Mr. Ronald Gant - Yes**

**Director Personal Privilege:**

**2015 National Conference and Exhibition on October 15-17, 2015 in Los Angeles, CA and PHADA's 2016 Commissioners' Conference in Miami, FL, January 10-13, 2016 (enc. #10):** Director Kemp presented information regarding the upcoming conferences. Commissioner Arnett and Director Kemp stated they would like to attend PHADA's 2016 Commissioners' Conference in Miami, FL, January 10-13, 2016. Director Kemp stated that Callie Taylor and Quentin Brown will attend the 2015 National Conference and Exhibition on October 15-17, 2015 in Los Angeles, CA.

The board agreed that the election of officers will be held at the next board meeting due to Commissioner Stimer being absent. The next scheduled board meeting will be announced.

**Commissioner Personal Privilege:**

Commissioner's Working Session/Retreat Planned for September or October, 2015: The Commissioner's working session/retreat will be planned at the next scheduled board meeting.

**Adjournment:**

Commissioner Arnett called for a motion. Commissioner Bradley made a motion to adjourn. Commissioner Gant seconded the motion. The meeting was adjourned at 2:37 p.m.

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Prepared by Administrative Assistant, Callie Taylor

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President, James Arnett

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Secretary/Executive Director, Ann Kemp, PHM