

A regular meeting of the Taylor Housing Commission was held on Thursday, January 23, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:30 a.m.

Present: Fred Miller, Laurie Trueblood, Michelle Alford and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter

Excused: Jim Corbin

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
1.01-25

Motion by Trueblood supported by Alford
Resolved: Acceptance of the minutes of the Meeting held December 19, 2024
Unanimously carried
1.02-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from December 1, 2024 through December 31, 2024 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
1.03-25

Motion by Trueblood supported by Alford
Resolved: Approve pay vouchers from December 1, 2024 through December 31, 2024 for the Taylor Housing Commission
Unanimously carried
1.04-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
1.05-25

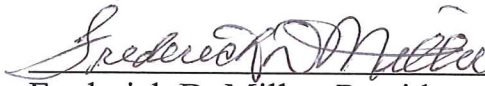
Motion by Trueblood supported by Alford
Resolved: Receive and file written report from the Manger of the HCV Program
Unanimously carried
1.06-25

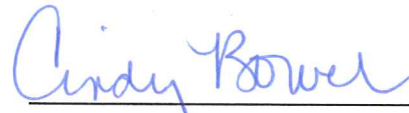
Motion by Trueblood supported by Pratt
Resolved: Ratify the 2025-2029 Five Year Plan/2025 Annual Plan
1.07-25

Motion by Alford supported by Pratt
Resolved: Approve New Job Description for HCV Supervisor
1.08-25

Director Communications: E.D. updated the Commissioners on the status of the Generator project, the progress of preparing the 5 year plan via the new electronic submission process

Adjournment at 9:46 am


Frederick D. Miller, President


Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, February 27, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:45 a.m.

Present: Fred Miller, Laurie Trueblood, Michelle Alford, Richard Pratt and Jim Corbin
Also Present: Joe Couvreur (Corporation Counsel) and John Carter

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
2.09-25

Motion by Trueblood supported by Alford
Resolved: Acceptance of the minutes of the Meeting held January, 2025
Unanimously carried
2.10-25

Motion by Trueblood supported by Alford
Resolved: Approve pay vouchers from January 1, 2025 through January 31, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
2.11-25

Motion by Alford supported by Trueblood
Resolved: Approve pay vouchers from January 1, 2025 through January 31, 2025 for the Taylor Housing Commission
Unanimously carried
2.12-25

Motion by Alford supported by Trueblood
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
2.13-25

Motion by Trueblood supported by Pratt
Resolved: Receive and file written report from the Manger of the HCV Program
Unanimously carried
2.14-25

Motion by Trueblood supported by Pratt
Resolved: Approve 2025 Utility Rates
2.15-25

Motion by Alford supported by Trueblood
Resolved: The Taylor Housing Commission Certifies that:


- a) The PHA retains no personal public housing property. The City of Taylor Housing Commission retained ownership of the real estate located at 15270 Plaza Drive South, but entered into a HUD approved 50 year land lease agreement with the Maplewood Manor of Taylor LLC as Lessee. Additionally, a Rental Demonstration Use Agreement was entered into between HUD, the City of Taylor Housing Commission and the Maplewood Manor of Taylor, LLC.
- b) No outstanding litigation claims, audits, debt obligations or civil rights matters exist; and
- c) There are adequate assurances in place to ensure compliance with prior HUD approvals, if applicable (i.e. long term use restrictions or use of disposition proceeds required by HUD approval under Section 18 of the 1937 Act)

Further resolved, SREE Consultants have confirmed that the Taylor Housing Commission close out of it's Public Housing Program was completed in compliance with PIH Notice 2019-13, and requests that HUD complete the close out of our Public Housing Program.
2.16-25

Director Communications: E.D. updated the Commissioners on the status of the Generator project

Adjournment at 9:46 am


Frederick D. Miller, President


Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, April 24, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:20 a.m.

Present: Fred Miller, Michelle Alford, Laurie Trueblood and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Jim Corbin

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
4.25-25

Motion by Alford supported by Pratt
Resolved: Acceptance of the minutes of the Meeting held March 27, 2025
Unanimously carried
4.26-25

Motion by Trueblood supported by Alford
Resolved: Approve pay vouchers from March 1, 2025 through March 31, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
4.27-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from March 1, 2025 through March 31, 2025 for the Taylor Housing Commission
Unanimously carried
4.28-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy
Unanimously carried
4.29-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
Unanimously carried
4.30-25

Motion by Trueblood supported by Alford

Resolved: Approve Family Assets Policy: "The PHA will use third-party documentation for assets as part of the intake process, recertification process, and whenever a family member is added, to verify the individual's assets. The PHA may request up to 6 months of bank statements."

Unanimously carried

4.31-25

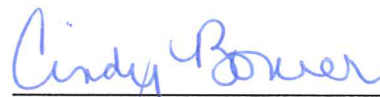
Director Communications: E.D. updated the Commissioners on the status of the Generator project and updated the Commissioners as to the status of negotiations with the APHC to produce a Management Agreement and personal services contract

Public Comment: Resident Council President suggested that the THC explore window replacement, as some of the windows are drafty

Adjournment at 9:04 am



Frederick D. Miller, President



Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, May 22, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Laurie Trueblood called the meeting to order at 8:25 a.m.

Present: Jim Corbin, Michelle Alford and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Fred Miller

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
5.32-25

Motion by Alford supported by Pratt
Resolved: Acceptance of the minutes of the Meeting held April 24, 2025
Unanimously carried
5.33-25

Motion by Pratt supported by Alford
Resolved: Approve pay vouchers from April 1, 2025 through April 30, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
5.34-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from April 1, 2025 through April 30, 2025 for the Taylor Housing Commission
Unanimously carried
5.35-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
5.36-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
5.37-25

Motion by Alford supported by Pratt

Resolved: Approve Agreement with APHC, for Management Services

5.38-25

Motion by Alford supported by Pratt

Resolved: Approve E.D. to enter into a One year, part-time employment agreement with APHC

5.39-25

Motion by Alford supported by Pratt

Resolved: Approve a one year renewal of BC/BS Health Insurance for full-time staff

5.40-25

Motion by Alford supported by Pratt

Receive and file: FYE 2025 SEMAP score

5.41-25

Motion by Pratt supported by Corbin


Resolved: Approve E.D. to engage Hanna Bond for the 2025 FYE Audit

5.42-25

Old Business: Commissioner Corbin asked for an update on the new window progress

Director Communications: E.D. updated the Commissioners on the status of the Generator project and progress with APHC

Adjournment at 9:24 am



Frederick D. Miller, President



Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, June 26, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:18 a.m.

Present: Fred Miller, Michelle Alford and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Jim Corbin and Laurie Trueblood

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
6.43-25

Motion by Alford supported by Pratt
Resolved: Acceptance of the minutes of the Meeting held May 22, 2025
Unanimously carried
6.44-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from May 1, 2025 through May 31, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
6.45-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from May 1, 2025 through May 31, 2025 for the Taylor Housing Commission
Unanimously carried
6.46-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
6.47-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
6.48-25

Motion by Alford supported by Pratt

Resolved: Approve Nan McKay recommended changes to the Admin Plan (Chapter 6), to comply with HOTMA requirements

6.49-25

Motion by Pratt supported by Alford

Resolved: Approve Nan McKay recommended changes to the Admin Plan (Chapter 7), to comply with HOTMA requirements

6.50-25

Motion by Pratt supported by Alford

Resolved: Approve Nan McKay recommended changes to the Admin Plan (Chapter 11), to comply with HOTMA requirements

6.51-25

Motion by Alford supported by Pratt


Resolved: Approve Nan McKay recommended changes to the Admin Plan (Chapter 14), to comply with HOTMA requirements


6.52-25

Director Communications: E.D. updated the Commissioners on the status of the Generator project and on the progress of the Window replacement project

Public Comment: One resident asked if Maplewood Manor would no longer be a polling station, and if not what options would residents now have for voting

Adjournment at 10:00 am


Frederick D. Miller, President


Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, July 24, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:22 a.m.

Present: Fred Miller, Jim Corbin and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Michelle Alford and Laurie Trueblood

Motion by Pratt supported by Corbin
Resolved: Acceptance of agenda
Unanimously carried
7.53-25

Motion by Pratt supported by Corbin
Resolved: Acceptance of the minutes of the Meeting held June 26, 2025
Unanimously carried
7.54-25

Motion by Corbin supported by Pratt
Resolved: Approve pay vouchers from June 1, 2025 through June 30, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
7.55-25

Motion by Corbin supported by Pratt
Resolved: Approve pay vouchers from June 1, 2025 through June 30, 2025 for the Taylor Housing Commission
Unanimously carried
7.56-25

Motion by Pratt supported by Corbin
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
7.57-25

Motion by Pratt supported by Corbin
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
7.58-25

Motion by Corbin supported by Pratt

Resolved: Approve the following policy clarification in Chapter 5 of the HCV Admin Plan:

“THC will assign one bedroom for the head of household/spouse/co-head/domestic partner; non-head of household parent with a child under the age of 6 will be allocated a bedroom and then one additional bedroom for every two persons within the household, except in the following circumstances:


1. Live-in aides will be allocated a separate bedroom.
2. Single person families will be allocated one bedroom.
3. THC approved reasonable accommodations for additional bedrooms.
4. A family that consists of a pregnant woman (with no other person) will be allocated two bedrooms.
5. Two children, regardless of gender, under the age of six (6) will be allocated one bedroom.
6. Persons of the opposite sex (other than spouses, and children under age 6) will be allocated separate bedrooms
- 7.. For all other households, THC will consider the unborn child of any household member when determining the voucher size, consistent with 24 CFR 982.402(b).”

7.59-25

Director Communications: E.D. informed the Commissioners that the Generator had recently passed inspection, completing the project and that the next phase of the Window replacement project would be to purchase and have two windows installed, in the Conference room, to test during the winter months, before drafting the RFP for windows

Public Comment: N/A

Adjournment at 9:23 am


Frederick D. Miller, President


Cindy Bower, City Clerk

A regular meeting of the Taylor Housing Commission was held on Thursday, August 28, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:10 a.m.

Present: Fred Miller, Michelle Alford and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Jim Corbin and Laurie Trueblood

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
8.60-25

Motion by Pratt supported by Alford
Resolved: Acceptance of the minutes of the Meeting held July 24, 2025
Unanimously carried
8.61-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from July 1,2025 through July 31,2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
8.61-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from July 1,2025 through July 31,2025 for the Taylor Housing Commission
Unanimously carried
8.62-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
8.63-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
8.63-25

Motion by Alford supported by Pratt

Resolved: Approve 2025-2026 Payments Standards in the HCV Program
8.64-25


Director Communications: E.D. informed the Commissioners of ongoing bank fraud happening with our PNC bank account.

Old Business: Director informed the Commissioners that the THC had received a letter from HUD notifying us that our RAD Conversion (of 2016) has finally been officially closed out.

Public Comment: N/A

Adjournment at 9:15 am


Frederick D. Miller, President


Cindy Bower, City Clerk