

CITY OF WARREN BUILDING AUTHORITY
REGULAR MEETING
January 8, 2013

A Regular Meeting of the City of Warren Building Authority convened in the Warren Community Center Conference Room A, 1st Floor, 5460 Arden, Warren, MI 48092, at 4:00 P.M., John Becher, Chairman.

Members of the Board present:

John (Jack) Becher, Chairman
David Koury, Secretary
Mark Wyer, Commissioner

Also present:

Dennis Clark, Assistant City Controller

1. CALL TO ORDER

Chairman Becher called the meeting to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

All stood and recited the Pledge of Allegiance.

3. ROLL CALL

Chairman Becher called the roll and all were present.

4. ADOPTION OF THE AGENDA

Motion:

Secretary Koury made a motion to adopt the Agenda, with the addition of a discussion under New Business on the taking of the Minutes, supported by Commissioner Wyer.

Roll Call:

A roll call was taken and the motion carried unanimously.

Koury	Yes on the Agenda
Wyer	Yes on the Agenda
Becher	Yes on the Agenda

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5. **APPROVAL OF THE MINUTES** of December 4, 2012.

Motion:

Commissioner Wyer made a motion to approve the Minutes of December 4, 2012, supported by Secretary Koury.

Roll Call:

A roll call was taken and the motion carried unanimously.

Wyer	Yes on the Minutes
Koury	Yes on the Minutes
Becher	Yes on the Minutes of December 4, 2012

6. **APPROVAL OF THE BILLS**

a. **Security Deposit Refunds**

(1) Sharon Poupart, 447.50, Apt. B-107, Check #341

Motion:

Secretary Koury made a motion to approve Item 6a1, Security Deposit Refund for Sharon Poupart, for \$447.50, supported by Commissioner Wyer.

Commissioner Wyer noted that the check is to be mailed to Jeff Poupart and asked if the check should be made payable to Jeff as well.

No one knew if Sharon could have passed away or if Jeff could have paid the money for a down payment and is entitled to the refund.

In the meantime, Chairman Becher asked how they have the authority to approve this refund when the Building Authority no longer has the bonds and the bonds were the reason they had to approve these refunds in the past.

Mr. Clark said it is his understanding that the bank accounts were in the process of being opened on Thursday when he called Comerica Bank. He does not think that process has been completed yet. He thinks this is on the Council Agenda for tonight to be paid.

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Roll Call:

A roll call was taken on the motion to approve 6a1. The motion carried unanimously.

Koury	Yes on 6a1, Check for \$447.50 payable to Jeff Poupart
Wyer	Yes on 6a1
Becher	Yes on Item 6a1 Security Deposit refund of \$447.50 to Jeff Poupart, Check #341

7. Request to issue a check in the amount of \$162.50, Invoice #109-BA, payable to Quality Transcription Services, for transcribing and composing Building Authority Minutes of December 4, 2012. **Check # 1523**

Motion:

Commissioner Wyer made a motion to approve Item 7 for \$162.50, supported by Secretary Koury.

Roll Call:

A roll call was taken on the motion to approve Item 7. The motion carried unanimously.

Wyer	Yes on Item 7
Koury	Yes on Item 7
Becher	Yes on Item 7, a check in the amount of \$162.50 payable to Quality Transcription Services for the Building Authority Minutes of December 4, 2012, Check #1523.

8. Meeting Allowance

1. John Becher	Ck. #1524	\$50.00
2. Dave Koury	Ck. #1525	\$50.00
3. Mark Wyer	Ck. #1526	\$50.00

Motion:

Secretary Koury made a motion to approve three checks for \$50 each: one to John Becher, one to Dave Koury and one to Mark Wyer. The motion was supported by Commissioner Wyer.

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Roll Call:

A roll call was taken on the motion to approve the Meeting Allowance checks. The motion carried unanimously.

Koury	Yes on Item 8
Wyer	Yes on Item 8, three checks for \$50 each to Mr. Becher, Mr. Koury and Mr. Wyer
Becher	Yes on Item 8, three checks for \$50 each; Check #1524 to Mr. Becher, Check #1525 to Mr. Koury and Check #1526 to Mr. Wyer

9. OLD BUSINESS

Commissioner Wyer brought up the subject of bank accounts and whether there is a need for meetings. Chairman Becher reminded everyone that they were supposed to get a final update on the bank accounts today.

Chairman Becher then brought up the fact that they have outstanding checks for Mrs. Caumartin. Don't we have to keep those accounts open until those checks clear?

Mr. Clark said he thinks that issue requires a legal opinion; to which Chairman Becher agreed.

Secretary Koury suggested they try again to get these checks approved by the City Council.

Discussion continued on that subject. The Board decided that they need those checks approved or voided.

Motion:

Secretary Koury made a motion to send a letter to the Attorney's Office and ask for their guidance on how the Building Authority should move forward with a request from this body to City Council to revisit and act upon the checks for Mrs. Donna Caumartin that were approved by this body over a year ago (the previous checks that were issued by this body for her reimbursement, \$50 each). The motion was supported by Commissioner Wyer.

Roll Call:

A roll call was taken on the motion to approve. The motion carried unanimously.

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Koury	Yes
Wyer	Yes
Becher	Yes on the letter to the City Attorney asking for guidance

10. NEW BUSINESS

- a) Discussion on the taking of the Minutes.

Secretary Koury said it is his understanding that even though they no longer have someone from the Council Office here to record the Minutes, they can still send them out to get detailed Minutes. His question is, does this body want to do that?

Discussion followed in which Secretary Koury explained that if the Council Office employees provide the Minutes, they will be a summary. If they want detailed Minutes, like they have been getting, they can continue to send them out to Quality Transcription or whoever they choose.

Chairman Becher said the Building Authority is a separate body, and what they put in their Minutes, the City could be liable on some of the action they take. The Planning Commission has the same issue, as does the ZBA.

Discussion revealed that the City Council, DDA, TIFA and the Pension Boards all keep Minutes.

Chairman Becher said if the boards do not compile detailed Minutes, they are liable to have problems.

Commissioner Wyer said speaking for this board, they like providing transparency to the residents. He thinks the cost is minimal and he is in favor of the detailed Minutes.

Secretary Koury stated it appears they all agree that they want detailed Minutes. If they do not get detailed Minutes from the Council Office, are they all on the same page to have them sent out to Quality Transcription. Secretary Koury said he will check with the Council Office as to whether they will be providing detailed Minutes for the Building Authority or not.

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Motion:

Commissioner Wyer made a motion that if the Council Office is not going to detail these Minutes, we go ahead and continue the same pattern we've been doing and send these Minutes out to be detailed and sent back to us at a cost; supported by Secretary Koury.

Roll Call:

A roll call was taken on the motion. The motion carried unanimously.

Wyer	Yes on the motion for the Minutes
Koury	Yes
Becher	Yes on the motion for the Minutes

11. AUDIENCE PARTICIPATION

There was no one present to speak at this time.

12. ADJOURNMENT

Motion:

Secretary Koury made a motion to adjourn the meeting, supported by Commissioner Wyer. A voice vote was taken and carried unanimously.

Chairman Becher adjourned the meeting at 4:28 p.m.

Minutes declared adopted this 5th Day of February, 2013, by Dave Koury, Building Authority Secretary.