

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, February 8, 2017
6 p.m.**

Commissioner Nehs called the Housing Commission meeting to order at 6:02 p.m.

ROLL CALL: Present: Commissioners Nehs, Deneau and Ronayne; Council Liaison Ekong; Director Necelis; Maintenance Manager Parks; Administrative Assistant Ziemba.
Excused: Commissioners Catallo and Schultz

CONSENT AGENDA:

- A. Housing Commission meeting minutes of January 11, 2017.
- B. Housing Commission Invoice Distribution Report dated December 2016 and January 2017.

It was moved by Commissioner Deneau and supported by Commissioner Ronayne to approve the agenda and consent agenda as presented.

Carried unanimously

ATRC REPORT: ATRC President Bill Holland asked if the bulletin board could be returned to the lobby. He also asked if the position of Allen Terrace representative to the Housing Commission is term limited and if the NHC vice president also can be the Allen Terrace representative; that the resident council be alerted more than three days before being notified that the Activity Room is booked for an event; what can be done with groups that don't follow Activity Room policies; and the status of replacing the existing grill with a larger one. Commissioner Nehs said the questions would be followed up at the next meeting.

CITIZENS COMMENTS: None

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: Mr. Ekong asked if there were any questions from the residents; Cheryl Garner asked if he had spoken with City Manager Pat Sullivan regarding the parking lot policy; Councilman Ekong said he had and if they don't hear anything by next month to let him know.

HOUSING COMMISSION REPORT: Director Necelis said 39 requests for maintenance were received and completed; also, there was no vacancy loss for January as there was one move-in and one move-out. She also listed the activities that took place during that month.

It was moved by Commissioner Deneau and supported by Commissioner Ronayne to approve the applications as presented with the provision that the office be in receipt of proof of age for the third application.

Carried unanimously

NEW BUSINESS/RENT INCREASE: It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to approve a \$10 increase for a one-bedroom apartment and no increase for the two-bedroom units.

Carried unanimously

AUTHORIZATION TO SEEK BIDS: It was motioned by Commissioner Ronayne and supported by Commissioner Deneau to approve that the Housing Director be authorized to seek bids for lawn maintenance as well as purchasing 10 PTAC units for Allen Terrace.

Carried unanimously

ATRC BYLAW REVISIONS: Director Necelis said she was concerned about one revision that made the floor representatives responsible for knocking on residents' doors alerting them to building emergencies.

Under current Housing Commission policy, all residents are urged to knock on doors as they are heading toward their assigned stairwells during a drill or an emergency. Mr. Holland said the bylaws would abide by Fire Department emergency response procedures and that the bylaws would be changed. Also, the phrases “perform other tasks as requested by the president” was questioned as it appeared to be overly broad.

It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to table the proposed revised ATRC bylaws.

Carried unanimously

SECOND QUARTER BUDGET AMENDMENTS: Director Necelis mentioned the increase in the cost for the retaining wall as well as a few other adjustments in the budget.

It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to approve the second-quarter budget amendments as presented.

Carried unanimously

GOALS/OBJECTIVES: Director Necelis listed the goals and objectives and mentioned that the status of Community Development Block Grant funding is an ongoing issue among the 34 communities and Wayne County.

It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to approve the goals and objectives for the Housing Commission for fiscal year 2017-18.

Carried unanimously

INFORMATION: Director Necelis mentioned there have been a few cases of rent not being paid until the month after it's due; the commission will study the possibility of assessing a late fee in such cases. Resident Sue Davis said there was alcohol at a recent party in the Activity Room and that the police were called after an argument occurred between two guests. Another resident said cooking was going on in the kitchen; Director Necelis said the resident checked with the fire marshal prior to the party and was told it would be OK. However, it is against Allen Terrace policy because a fire suppression system specific to commercial kitchens is not set up in the Activity Room kitchen since it isn't a commercial kitchen.

COMMISSIONER COMMENTS: None

ADJOURNMENT: It was moved by Commissioner Catallo and supported by Commissioner Schultz to adjourn.

Carried unanimously

Time of adjournment: 7:07 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant

