

**Northville Housing Commission  
Regular Meeting Minutes  
Wednesday, October 11, 2017  
6 p.m.**

Commissioner Schultz called the Housing Commission meeting to order at 6 p.m.

**ROLL CALL:** Present: Commissioners Schultz, Deneau, Catallo and Mittman; Council Liaison Ekong, Director Necelis, Maintenance Manager Parks and Administrative Assistant Ziemba  
Absent/Excused: Commissioner Ronayne

**CONSENT AGENDA:**

- A. Housing Commission meeting minutes of September 13, 2017.
- B. Housing Commission capital, operating and debt retirement funds, revenues and expenditures report, invoice distribution report for September 2017.

It was moved by Commissioner Schultz and supported by Commissioner Mittman to approve the agenda and consent agenda as presented.

*Carried unanimously*

**ATRC REPORT:** Mr. Linden reported the resident council was working with Mr. Parks regarding the compactor chute. He also said that he, Commissioner Schultz, Commissioner Deneau and Director Necelis met to discuss ways of improving communication between the resident council and the commission. He also mentioned the Wii bowling tournament with Oakmont; the upcoming Halloween party; and two service projects: paper shredding and prescription pill disposal.

**CITIZENS COMMENTS:** None

**COUNCIL LIAISON REPORT:** Mr. Ekong apologized for not being able to be at the September Housing Commission meeting. He asked residents for questions; there were none. He also urged residents to vote in the city election next month.

**COMMUNICATIONS:** None

**HOUSING COMMISSION REPORT:** Director Necelis said there was a vacancy loss of \$123.00 for September; also, there were two move-outs and one move-in. Delinquent rent was \$705.00. Thirty-six maintenance requests were received and completed; 282 lunches were served in the building and 388 were home delivered meals. Director Necelis also listed the meetings she attended during September as well as activities in the building.

It was motioned by Commissioner Schultz and supported by Commissioner Catallo to accept the applications in the categories as presented, with one exception for cause.

*Carried unanimously*

**UNFINISHED BUSINESS:** Commissioners Schultz and Deneau met with Mr. Linden, president of the resident council, and Director Necelis; they agreed to meet monthly in order to improve communications between the commission and resident council.

**NEW BUSINESS:** Mr. Parks explained several companies were contacted for cleaning the exhaust system and duct work; three estimates were submitted. Also, Mr. Parks showed all three prospective vendors the scope of work. He recommended approving a contract with Irish Mist as its estimate of \$4,950.00 seemed the most realistic (the other two were for \$11,760.00 and \$1,940.00). The commissioners remarked on the disparity of prices among the vendors.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to award a contract to Irish Mist of Plymouth in the amount of \$4,950.00 for cleaning four exhaust systems and 100 vents in all Allen Terrace apartments as we feel it is a more detailed bid.

*Carried unanimously*

**INFORMATION:** Mr. Parks requested the commission review the proposal submitted by Roofing Technology Associates prior to act as project manager for roof repairs. Architect Dave Mielock proposed RTA act as a consultant that would develop specs for the project. Commissioner Mittman suggested approving Phase I as submitted by the company so that work can commence as soon as possible in the spring.

It was motioned by Commissioner Mittman and supported by Commissioner Deneau to approve allocating \$4,900.00 for Phase I for the roof and attic condition survey to be performed by Roofing Technology Associates.

*Carried unanimously*

**HOUSING DIRECTOR RETIREMENT:** Director Necelis discussed her retirement, effective Oct. 31, 2017. She mentioned some of the large projects she and the commission completed over the years and said she would miss the residents and families of Allen Terrace.

Mr. Parks gave a demonstration of some of the items found recently in the compactor chute that had to be removed by hand before they went into the compactor, which could have resulted in substantial damage to the compactor.

**COMMISSIONER COMMENTS:** Commissioner Catallo remarked that she hated to see Director Necelis leave, saying she was an outstanding example of who should be running Allen Terrace.

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

Time of adjournment: 6.45 p.m.

Respectfully submitted,

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Barbara Ziemba, Administrative Assistant