**Northville Housing Commission**
**Regular Meeting Minutes**
**Wednesday, January 10, 2018**
**6 p.m.**

*Commissioner Schultz called the Housing Commission meeting to order at 6:03 p.m.*

**ROLL CALL:**
Members Present: Commissioners Schultz, Deneau, Catallo, and Mittman
Members Excused: Commissioner Ronayne (resigned)
Members Absent: Council Liaison Ekong
Others Present: Director Emmanuel

Motioned by Commissioner Mittman and supported by Commissioner Schultz to accept the agenda/consent agenda as presented.

*Carried unanimously*

**CONSENT AGENDA:**
A. Housing Commission meeting minutes of November 8, 2017.
B. Housing Commission capital outlay funds, operating and debt retirement funds; revenues and expenditures for November and December 2017.

**ATRC REPORT**: Mr. Linden reported that gift baskets were purchased for Northville Police and Fire Departments to thank them for their service; the council intends to continue the gesture on an annual basis. The paper shredding service is now available in the computer room; residents have some concern about the security of their documents but the container is locked. Residents are being reminded that they should not set their thermostat too low nor turn it completely off in order to avoid freezing pipes. Social events are going fine. Coffee with the new Director is planned and a trivia and game night have been added.

**CITIZENS COMMENTS:** None.

**COMMUNICATIONS:** Schultz reported that an exit survey was received from former resident Tim Rosalik that was very nice with glowing remarks.

**COUNCIL LIAISON REPORT**: Mr. Ekong was absent.

**HOUSING COMMISSION**: Monthly Reports: Director Emmanuel presented the reports for November and December 2017. Mittman questioned why is it that under the budget section, the revenue for November was 94.91 and the December revenue was 49.32? Emmanuel stated that the November report was completed prior to her arrival so she did not know.
Applications: It was moved by Commissioner Catallo and supported by Mittman to accept the applications received over the last three months as presented.

*Carried unanimously*

**NEW BUSINESS**: Rental Adjustments: Emmanuel recommended a $10 increase for one-bedroom units to $715, and a $15 increase for two-bedroom units to $1,105 as rent is the only source of revenue and we have upcoming improvements that will be costly. Mittman questioned why this request was being submitted to the Commission as a stand-alone item instead of as a part of a complete budget presentation that is required in the by-laws? Emmanuel noted that the 2018-19 budget must be submitted to the City Treasurer by January 31 and in order to include a rent adjustment in this budget, it must first be approved by the Commission. Catallo stated that raising rents was discussed last year and found appropriate to raise rents because costs go up. Mittman felt it was premature to do so since without the budget presentation, it is unknown if it

is even necessary to increase the rent. Schultz suggested putting off the vote and he and Emmanuel would speak to City staff about the issue.

It was moved by Catallo and supported by Commissioner Deneau to table the rental adjustment until we find out more information about the budget set-up.

*Carried unanimously*

2017-18 Budget Amendment: Citing 10 year old equipment with operating systems that are not sufficient for current data processing needs, the need for security, and access to the City's financial system, Emmanuel recommended the purchase of desktop computers and network connection to the City's computer network system at a cost of $5,157.83, with installation provided by Northville Township's Information Technology department. These purchases will require a minimal budget amendment within Operating Funds. Mittman questioned why we would purchase desktop computers instead of laptop computers, noting that desktop computers are archaic and laptops are less expensive. Emmanuel stated that the staff prefers desktop computers. Mittman asked what City Hall staff uses? Emmanuel said desktop computers.

It was moved by Catallo and supported by Deneau that the Northville Housing Commission authorize Staff to purchase 3 desktop computers, monitors, and MS Office 2016 from CDW-G in the amount of $3,157.83. It is also recommended that the Northville Housing Commission authorize Staff to purchase a point-to-point VPN connection to the City of Northville's computer network system in the amount of $1,000 - $2,000.

*Carried unanimously*

Goals and Objectives: Emmanuel offered the Goals and Objectives for the Housing Commission FY2018-19 for review and approval. They will be presented to City Council at their January 11, 2018 meeting.

It was moved by Mittman and supported by Schultz to approve the goals and objectives for the Housing Commission for the 2018-19 fiscal year.

*Carried unanimously*

Bridgeway Contract Renewal: Emmanuel explained that the service agreement with Bridgeway/Cummins for the Allen Terrace generator expires January 31, 2018. All agreements are subject to review by the City's insurance company, MMRMA. The reviewer stated that item #5 of the agreement limits any amount of defense or collection to our contract price of $3,393.60 and he suggested that we try to get Bridgeway/Cummins to remove this requirement. Emmanuel has made multiple attempts to reach Bridgeway/Cummins with no response as yet. She noted that records show the previous agreement was executed with item #5 included and that this renewal price is an increase of $136.88 Mittman suggested we approve renewal of the service agreement subject to approval of MMRMA.

It was moved by Mittman and supported by Deneau to renew a three-year contract with Bridgeway/Cummins in the amount of $3,393.60 to inspect and maintain the Allen Terrace generator, subject to approval of the City's insurance company.

*Carried unanimously*

**INFORMATION**: Work Order list: Emmanuel noted that this information is summarized on the monthly report and asked if it could be deleted from future packets? The Commissioners agreed it wasn't necessary to include. Newsletters were also provided.
Roof Survey: Emmanuel presented the roof survey provided by Roofing Technology Associates of Livonia. This is a comprehensive report that outlines the work along with our requested estimate to give us a real idea of possible required work and actual costs, which is needed information for the Capital Improvement Plan, which must be submitted to the City too. RTA

gave us a cost estimate that includes reroofing and sheet metal flashing and trim, new sheet metal coping, roof hatch, attic baffles, retention of insulation over main hallways, attic insulation, HVAC repairs, new vented soffit panels, recessed lighting replacement, and a 7% contingency for an estimated total of $340,000. Additionally, RTA explained that some of the line item estimated costs are serving as placeholders because they were working with unknown variables and so these could be more or less. Furthermore, RTA can provide Phase 2 services to include construction oversight of chosen contractors for an additional fee. They offered to have a meeting with us to answer questions. Bottom-line is that this estimate does not include a number of other costs which may drive up this price (i.e. architect's fees, design, bidding assistance, construction oversight, etc.). Catallo expressed that the costs are high because of economic times and that she read the report and knows that we need to work with professionals on this. Mittman agreed that we are not experts. Mr. Bill Holland asked if Atrium repairs are included in the capital improvement plan. Emmanuel said yes.

**COMMISSIONER COMMENTS:** Schultz informed that unfortunately Commissioner Ronayne has to resign. He expressed that he has two applicants to fill the vacancy. Their applications are making their way through City Hall. Mittman announced that he is resigning as Chair of the Senior Advisory Commission after 15 years of service and noted that City Clerk Dianne Massa sent an email asking if there is interest among the Housing Commissioners or Allen Terrace residents in committing to serve on this Commission. The appointment is a three-year term and with meeting the 3rd Thursday of the month at 1 p.m. in the Community Center. Apply online. Schultz gave a "shout-out" to Emmanuel for handling all of the emergency problems that have occurred in the last few weeks.

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

*Carried unanimously*

Time of adjournment: 6:50 p.m.

Respectfully submitted,

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Tracey Emmanuel, Housing Director