

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, April 11, 2018
6 p.m.**

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

ROLL CALL: Present: Commissioners Schultz, Deneau, Valade and Rentz.
Members absent/excused: Commissioner Catallo
Others present; Council Liaison Ekong, Director Emmanuel, Barbara Ziemba

CONSENT AGENDA:

- A. Housing Commission meeting minutes of March 11, 2018.
- B. Receive Financial reports: Revenue & Expenditures, Trial Balance

Motioned by Commissioner Valade and supported by Commissioner Deneau to approve the agenda and consent agenda as presented.

Carried unanimously

ATRC REPORT: Mr. Linden reported the Easter Sunday breakfast sponsored by a local church was well attended; about 30 residents took part. People from St. Paul's Lutheran Church will be here April 25 for bingo. A May event is still in the planning stages; also, the Memorial Day barbeque is scheduled. Mr. Linden thanked Director Emmanuel for the recycling boxes for discarded pizza boxes; he added that issues with the compactor chute had improved. Also, the switch in recycling from Thursday to Monday, which began April 9, seems to be going well.

CITIZEN COMMENTS: None

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: Councilman Ekong asked for questions. He thanked Emmanuel for the flyers on upcoming citywide events.

HOUSING COMMISSION REPORT: Director Emmanuel reported that Allen Terrace is on target for most of the account categories. There were two move-ins for March; there was a vacancy loss of \$1,010.50 due to preparing the units for new residents. We are now at 100 percent occupancy. We received \$70,410 in rental income through rent payments, subsidies, the Allen Terrace Trust Fund and entry fees; Eight tenants receive subsidies; there was a \$20 loss in vouchers. Revenues were standard for the beauty shop and laundry. There were 34 maintenance requests during March; 28 were completed by staff and six by contractors. Capital improvements are ongoing as we continue to receive PTAC units through the Community Development Block Grant program. Emmanuel said she worked out retaining the grant with Wayne and Oakland counties and more units will be purchased. Our contractor, Raymac, has agreed to store the units. There were no inspections or training during the month. Nutrition program: there were 260 on-site meals and 308 home-delivered meals.

Motioned by Deneau and supported by Valade to accept the applications as presented.

Carried unanimously

NEW BUSINESS: Key replacement: Emmanuel proposed increasing the fee for extra keys from \$2 to \$10. It's estimated that requests for extra keys average about 6 to 8 a month; she emphasized that it is a security issue as access to the building needs to be controlled. She added she is hoping to get a new lock for the front door before July 1. Also, she said a tracking mechanism for keys will be implemented when the new lock is installed.

Motioned by Valade and supported by Deneau that the Housing Commission authorize an increase in the key replacement fee from \$2.00 to \$10.00.

Carried unanimously

INFORMATION: April newsletter

Director's updates: Emmanuel said she will be presenting the Allen Terrace 5-year and 2018-19 budgets April 12 to the City Council. Income verification interviews have begun; the information is used to qualify for Community Development Block Grant funding. She announced that River Rouge and Plymouth have opened their Section 8 lists. A 4-hour power outage May 27 revealed some issues at Allen Terrace that need to be addressed, Emmanuel said. No one was injured during the event, during which the building's generator did not kick on. The contractor came out to examine the generator and found a switch was off. Updating emergency phone numbers has already been done. The building's emergency response plan will be reviewed. Commissioner Rentz asked how often the generator was checked; it performs a self-check once a week. Mr. Linden said the police and fire departments were quick to respond to the building; Emmanuel said a police officer stayed with her and helped check the floors. She also said it was important to know if anyone in the building is on oxygen and that part of the income verification process includes updating Vial of Life information as well as compiling information on residents' vehicles for security purposes.

COMMISSIONER COMMENTS: Commissioner Rentz said he was pleased with the change in the weather.

ADJOURNMENT: It was motioned by Deneau and supported by Valade to adjourn.

Time of adjournment: 6:30 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant