

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, May 9, 2018
6 p.m.**

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

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

CONSENT AGENDA:

- A. Housing Commission meeting minutes of April 11, 2018 and special meeting minutes of December 1, 2017.
- B. Receive Financial reports: Revenue & Expenditures, Trial Balance

It was moved by Commissioner Valade and supported by Commissioner Catallo to approve the agenda and consent agenda.

Carried unanimously

ATRC REPORT: Mr. Linden reported that the "Spring Fling" breakfast potluck on May 5 was very successful; about 40 residents attended. He also thanked the volunteers for staging the event. Mr. Linden also distributed invitations to the commission, Councilman Ekong and staff to the residents' annual Memorial Day barbeque on May 28. He also reported the resident Rachel Hill started a Spanish class for residents.

CITIZEN COMMENTS: None

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: Councilman Ekong asked if there were any questions; Mr. Linden asked about street paving projects. Ekong said four streets were slated for paving, although financing continues to be worked out. Commissioner Schultz said he appreciated the military banners displayed on city lampposts. Ekong also said the recent closure of Hazel Park Raceway may have affected a proposal to purchase Northville Downs.

HOUSING COMMISSION REPORT: For April, Director Emmanuel reported that Allen Terrace is at 85 percent of benchmarks; also, the building is at 100 percent occupancy. There was a \$10 subsidy loss and 35 maintenance requests were received and completed. PTAC units continue to be purchased with capital outlay funds. Also, 282 meals were served on-site and 296 were home delivered through the nutrition program.

It was motioned by Commissioner Catallo and supported by Commissioner Valade to approve the application as presented with the understanding that the applicant be notified no adjustments would be made to the apartment.

Carried unanimously

NEW BUSINESS: Battery back-up purchase: Emmanuel reported that due to the power outage in March, the emergency pull cords failed to work. Two quotes were received: \$1,099.00 for 24-hour backup and \$1,575.00 for 96 hours of backup. Emmanuel recommended the second option. She also said the package features status notification that can be checked by staff.

It was moved by Valade and supported by Commissioner Deneau that the Northville Housing Commission approve the quote from Pulsar Electronics in the amount of \$1,575.00 to install the 96-hour battery back-up and charger.

Carried unanimously

Key replacement: For security purposes, Emmanuel has proposed rekeying three entry doors to Allen Terrace. Many keys are unaccounted for over the past 10 to 15 years, which could make access to the building uncontrollable. Police are available in lockout situations; also, the intercom system enables residents to release the outer door from their apartments.

It was moved by Catallo and supported by Deneau that the Northville Housing Commission approve the quote from Northville Locksmith in the amount of \$780.00 to re-key the front entrance and Activity Room doors, and to re-issue "Do Not Duplicate" door keys.

Carried unanimously

INFORMATION: May newsletter. Director's updates: Emmanuel thanked the volunteers who installed new plantings on the grounds. She also relayed a message from on-call staffer Margo Schmidt, who requested that instead of clothing, donations of flip-flops and hygiene items would be appreciated for the homeless. Emmanuel also said the recycling bins in the Activity Room are working out as residents have a place to put their discarded pizza boxes. Our housekeeper Esther Martin is retiring. A reminder that it is important that residents clean up after themselves. While accidents happen, it's important that in those cases, people take responsibility and clean it up; some recent incidents present a biohazard situation. In addition, police are only supposed to be contacted for after-hours emergencies, such as no power, heat or water, plugged utilities, etc. Contacting dispatch for staff to clean up a spill in an elevator is not an emergency. The maintenance request forms will be rewritten to make that clear, she said. Finally, the roof project is moving forward and residents will be updated as events warrant. The target date for completion is November, she said.

COMMISSIONER COMMENTS: Commissioner Schultz inquired about the Wii bowling DVD; Mr. Jordan said the disc is privately owned and not available for loan-out.

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

Carried unanimously

Time of adjournment: 6:44 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant