

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, April 12, 2017
6 p.m.**

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

ROLL CALL: Present: Commissioners Deneau, Schultz and Ronayne; Director Necelis; Maintenance Manager Parks; Administrative Assistant Ziemba.
Absent/excused: Commissioner Catallo

CONSENT AGENDA:

- A. Housing Commission meeting minutes of February 8, 2017.
- B. Housing Commission Invoice Distribution Report dated February and March 2017; Housing Commission capital outlay, operating and debt retirement funds; revenues/expenditures for February and March 2017.

It was moved by Commissioner Schultz and supported by Commissioner Deneau to amend the agenda and consent agenda to include the lawn maintenance contract and the election of a new NHC president.
Carried unanimously

It was moved by Commissioner Ronayne and supported by Commissioner Deneau to elect Commissioner Schultz as president of the Northville Housing Commission.
Carried unanimously

ATRC REPORT: ATRC President Bill Holland mentioned the various activities the ATRC held in March, including the St. Patrick's potluck dinner, which he said was a big success. A local church will present a holiday brunch for residents on Easter morning. He and resident Sue Korte met with Director Necelis and Commissioner Schultz to discuss returning the residents' bulletin board to the first floor. Also, a larger grill will be installed before Memorial Day.

CITIZEN COMMENTS: Resident Cheryl Garner requested that the citizen comments portion be placed on the agenda after the commissioners were through voting on agenda items. Commissioner Schultz said the request would be taken under advisement.

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: There were no questions for Councilman Ekong.

HOUSING COMMISSION: Director Necelis said there would be a meeting with the architect, RAM Construction, Commissioner Schultz and herself regarding the unfinished portion of the patio replacement. For the month of February Allen Terrace was at 100 percent occupancy. There was one move-out and one move-in; also, there was one delinquent rent payment in the amount of \$695.00 received in February from January. The nutrition program served 289 meals in Allen Terrace; there were 222 home-delivered meals during the month. Maintenance received and completed 34 work orders. In March, there was a vacancy loss of \$69.41; there was another delinquent rent for February in the amount of \$695.00 received in March. Director Necelis said the delinquencies were why the commission was considering levying a fee for late payments. There were 293 meals served in the building and 349 home-delivered meals. Director Necelis also listed the activities at Allen Terrace for February and March as well as the meetings she attended.

It was moved by Commissioner Deneau and supported by Commissioner Ronayne to approve the applications as submitted.

Carried unanimously

UNFINISHED BUSINESS

ALLEN TERRACE RESIDENT COUNCIL BYLAWS:

Director Necelis said since the executive board dropped a bylaw relating to the emergency exit plan, she had no objection to the revised bylaws.

It was moved by Commissioner Ronayne and supported by Commissioner Deneau to remove the ATRC bylaws from the table.

Carried unanimously

It was moved by Commissioner Ronayne and supported by Commissioner Deneau to approve the revisions for ATRC bylaws.

Carried unanimously

PROPOSED LEASE CHANGE: Numerous residents objected to the proposal, saying the language was “threatening,” the proposed amount for the late fee of \$50 was too much and whether there was a “grace period” in the lease. Commissioner Ronayne said the proposed addendum refers back to Section 6 b of the lease, which states the “lease may be terminated by management at any time by the giving of written notice to quit, not less than fourteen (14) days in case of non-payment of rent, and not less than thirty (30) days prior to termination for reasons other than non-payment of rent. Such notice may only be given for just cause and shall specify the reason for the notice such as non-payment of rent or after three (3) court judgment actions for non-payment of rent within one year.” He added that management cannot unilaterally evict anyone; evictions are authorized by the court. Commissioner Schultz said he wanted to discuss the matter with the other commissioners before voting on the proposal.

It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to keep the proposed lease change on the table until the next meeting.

Carried unanimously

PTAC UNITS: It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to authorize the housing director to apply for approximately \$19,103 in Community Development Block Grant funding from 2015-16 to purchase between 10 to 12 new PTAC units for Allen Terrace and for an electrician to install the units. Also move to apply for 2016-17 CDBG funding for the ongoing purchase of PTAC units.

Carried unanimously

NEW BUSINESS

ATRIUM: It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to direct the housing director to authorize the architect to draw up specs to seek bids for a new framework and glass panels for the atrium.

Carried unanimously

FIVE-YEAR/2017-18 BUDGETS: Director Necelis reviewed some of the highlights of both budgets. It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to approve the five-year line item budgets for 2017-2021 as well as the proposed budget for 2017-18.

Carried unanimously

GROUNDS MAINTENANCE CONTRACT: It was motioned by Commissioner Deneau and supported by Commissioner Ronayne to approve a three-year contract in the amount of \$3,780 with Apartment Services Inc. for grounds maintenance.

INFORMATION: Director Necelis reviewed the annual income verification process that helps secure funding for the city through the Community Development Block Grant program.

Commissioner Ronayne left at 7:12 p.m.

COMMISSIONER COMMENTS: A resident thanked the commission for restoring the residents’ bulletin board to the first floor as well as the purchase of a larger barbeque grill.

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

Time of adjournment: 7:30 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant