

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, September 13, 2017
6 p.m.**

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

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

It was motioned by Commissioner Schultz and supported by Commissioner Mittman to approve the consent agenda as presented, with the exception that the minutes of the June 14, 2017, meeting be amended under commissioner comments to show that the Senior Advisory Commission meets the third Thursday of the month.

Carried unanimously

CONSENT AGENDA:

- A. Housing Commission regular meeting minutes of June 14, 2017.
- B. Housing Commission capital outlay, operating and debt retirement funds and revenues/expenditures from June, July and August 2017.

RESIDENT COUNCIL REPORT: Mr. Linden reported the resident council sponsored the Fourth of July and Labor Day picnics, as well as the hot dog festival. Also, St. Paul Lutheran Church sponsored a barbeque and Compassionate for Christ, a local church, sponsored another picnic. He thanked the commission for the extra picnic table and mentioned the canopy purchased by the council that provided shade for the guests. There will be a cider and doughnuts get-together at 2 p.m. Sept. 23.

CITIZENS COMMENTS: Mr. Cuolahan said he's lived at Allen Terrace for three years and each year it gets better. He also said he found some paving tiles in back of the building and asked if they could be installed around the new grill as the area around it slopes and is difficult to maneuver around when he's cooking. Several residents said they were unhappy with their current resident representation on the Housing Commission. It was agreed Mr. Deneau will meet with Mr. Linden, Director Necelis and Commissioner Schultz and that there will be feedback from this meeting at the next commission meeting.

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: None

HOUSING COMMISSION REPORT: Director Necelis reported there were no vacancies in June; there was one move-in and one move-out. Thirty-five work orders were received and completed. There were 357 meals served at Allen Terrace and 455 home-delivered meals. In July, there was a \$799 vacancy loss with one move-out and one move-in. Forty-two requests for maintenance were received and completed; 281 meals were served at Allen Terrace and 266 were home-delivered. In August, there was a vacancy loss of \$658; 36 work orders were received and completed. There was one move-out and one move-in. Director Necelis also reviewed the activities that occurred during those months, as well as the meetings she attended.

Applications: It was moved by Commissioner Catallo and supported by Commissioner Mittman to accept the applications received over the last three months as presented.

Carried unanimously

NEW BUSINESS: Election of NHC officers: It was moved by Commissioner Catallo and supported by Commissioner Mittman to reelect Commissioner Schultz as president of the Housing Commission.

Carried unanimously

It was moved by Commissioner Schultz and supported by Commissioner Catallo to nominate Commissioner Deneau as vice president of the Housing Commission.

Carried unanimously

FIRE ALARM: It was moved by Commissioner Mittman and supported by Commissioner Catallo to approve a three-year contract with Tyco Simplex Grinnell in the amount of \$3,055.00 per year for tests and inspections of the fire alarm system, the wet sprinkler and dry sprinkler systems and fire extinguishers.

Carried unanimously

INFORMATION: Director Necelis said the state will return to the building to re-inspect the small elevator now that the braces have been installed. Also, it was the consensus that roof ventilation and building air quality be investigated prior to developing specs and going out for bid on the roof.

COMMISSIONER COMMENTS: None

Commissioner Schultz adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant