

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, November 8, 2017
6 p.m.**

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

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

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

Carried unanimously

CONSENT AGENDA:

- A. Housing Commission meeting minutes of October 11, 2017.
- B. Housing Commission capital outlay, operating and debt retirement funds; revenues and expenditures for October 2017.

ATRC REPORT: Mr. Linden mentioned that there will be a party Nov. 17 at 7 p.m. in honor of long-time resident Mildred Madigan's birthday. He also asked if there is any news on hiring a new housing director. Commissioner Schultz said that out of the applications received, three individuals stood out and interviews were being arranged with them. He also hopes a new director will be ready to take over by December 1. Mr. Linden also remarked the Halloween party went well.

CITIZENS COMMENTS: Mrs. Korte asked who will vote on hiring the new director; Councilman Ekong said ultimately the appointment will be made by the City Council.

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: Mr. Ekong thanked everyone for voting in the city election Nov. 7; he also thanked anyone who voted for him. He asked if anyone had any questions for him; Mr. Parks asked about the new construction on Center Street where the old lumberyard used to be. Councilman Mittman said luxury condos were being built there.

HOUSING COMMISSION: Director Necelis reported that there was a vacancy loss of \$70.50 for October. A new resident will be moving in, although no date for the move has been set. There were no delinquent rents. Forty-nine maintenance requests were received and completed. Also, 281 meals were served at Allen Terrace while 399 meals were home-delivered. Director Necelis also listed the meetings she attended as well as various Allen Terrace activities during October.

It was moved by Commissioner Catallo and supported by Commissioner Mittman to accept the applications as presented.

Carried unanimously

NEW BUSINESS: December Housing Commission meeting.

It was moved by Commissioner Mittman and supported by Commissioner Deneau to cancel the December Housing Commission meeting.

Carried unanimously

INFORMATION: Director Necelis said she notified architect Dave Mielock regarding a contract for the roof survey. There was discussion regarding a contract for the ductwork and other roof work. Commissioner Schultz said he would talk to the city manager about it. The new records retention schedule was reviewed; also, commissioners received their invitations to the annual holiday dinner, which is Dec. 6.

COMMISSIONER COMMENTS: Director Necelis thanked everyone who came to her farewell party Oct. 31 and that she will miss everyone at Allen Terrace. She added she will continue on a part-time basis through November. Commissioner Mittman asked about Phase II of the roof evaluation. Director Necelis said she wasn't sure if the certificate of insurance had been received, although they are coming out to do the survey.

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

Carried unanimously

Time of adjournment: 6:30 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant