

**Northville Housing Commission  
Regular Meeting Minutes  
Wednesday, March 14, 2018  
6 p.m.**

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

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

**APPROVAL OF AGENDA AND CONSENT AGENDA:**

- A. Approve Housing Commission meeting minutes of February 14, 2018.
- B. Receive Financial reports: Revenue & Expenditures, Trial Balance

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

*Carried unanimously*

**ATRC REPORT:** Mr. Linden reported there will be a St. Patrick's Day dinner Saturday, March 17; also a brunch sponsored by a local church, Compassionate for Christ, is scheduled for Easter on Sunday, April 1. He also said that efforts to communicate the rules regarding laundry room hours and the compactor appear to be successful and saluted the efforts to inform residents of the citywide boil-water alert last month.

**CITIZEN COMMENTS:** None.

**COMMUNICATIONS:** None

**COUNCIL LIAISON REPORT:** Councilman Ekong said upcoming city events are on the city's website; city activities won't get under way until the weather warms up. Mr. Holland asked about future street paving projects. Ekong said about four streets are slated to be repaved when the weather breaks; he said it was a challenge and money is an issue. When High Street would be completed wasn't known and the city continues to upgrade the water/sewer lines. Residents asked about the development going on at 5 Mile Road between Sheldon and Beck roads. Commissioner Schultz said it was mixed development of homes and businesses.

**HOUSING COMMISSION REPORT:** Director Emmanuel presented the report for February 2018. Revenue is at 67 percent; this benchmark was 67.12 percent; rental income was 66.46 % and capital outlay increased to 14.39%, because some reimbursements and expenditures federal grant money were received on the ptac units. Due to the recent retirement of former Director Necelis, the administrative benchmark is 81.15 %. The expenditure benchmark is at 64.31 % because of the problems with burst water pipes in December and January. Emmanuel explained we have been partially reimbursed for the damage; discrepancies in remaining claims are under review. The maintenance budget is at 67.52 % of the benchmark; utilities are at 65.37 %. Allen Terrace is at 100 % occupancy; however, two move-out notices were received which will be reflected in the March report. **Rental income:** from rent, \$68,173; federal subsidies, \$2,974; Allen Terrace Trust Fund, \$103; beauty shop, \$40; and the laundry room, \$720.13 Twenty maintenance requests were received and completed in February. Eighteen were completed in-house, two by contractors. Activities included a trivia competition in which Allen Terrace won second place. Capital improvements were the new PTAC units. Meals on Wheels served 208 meals on site and 287 meals were home delivered.

It was moved by Commissioner Deneau and supported by Valade to approve the applications as presented.

*Carried unanimously*

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Emmanuel said the current agenda provides for a consent agenda in which all items on it are considered routine and approved in one motion, without discussion. But financial reports are included on the consent agenda; however, the housing director must reference/discuss those reports later under the monthly Housing Commission report, which conflicts with the intent of a consent agenda. She proposed moving the financial reports from the consent agenda to the Housing Commission section.

Motioned by Deneau and supported by Valade that the Northville Housing Commission authorize a change to the order of the agenda, moving Receive Financial Reports from Section 2.A. Consent Agenda, to Section 4.A. Housing Commission.

*Carried unanimously*

**INFORMATION:** March newsletter.

**Director's Updates:** Emmanuel informed the commission about the new office computers, saying they will segue into other office improvements, such as painting the walls and the new reception window. She complimented the residents on their patience during the boil water alert. She also thanked the floor representatives for their help alerting other residents to the situation. Emmanuel also said she was pleased with the response from residents regarding laundry room hours and the trash chute. She also reported a record response in recycling on March 8 and that two recycling bins will be placed in the Activity Room for empty pizza boxes only since they can't go down the compactor chute. The bins will be checked daily and emptied, if necessary. Ask margo to check on weekends. Changing recycling day from Thursday to Monday also was announced. Items will be collected and disposed of closer to trash pickup day, which is Tuesday. The new date will be April 9. Emmanuel also said she was investigating changing to a card system as well as a coin changer for the laundry room. We would be responsible for maintaining a coin changer. Wash offered to install a card machine. We receive 50 percent of net profit, with card machine a 49 percent commission, but we would receive \$1.20 from 90 cents. One cash card per resident, 1.50 on initial card heavy wash is \$1.75. 74 months left on contract, she could ask if larger washers could be arranged. 5 dollars to replace card. It's an alternative to the current coin system. We would have to load and repair a coin changer. Cited new commissioners in paper as well as story on Margo Schmidt on her animal rescue efforts in Detroit.

**COMMISSIONER COMMENTS:** Commissioner Valade and Rentz congratulated Emmanuel on her job performance.

**ADJOURNMENT:** Motioned by Valade and supported by Deneau to adjourn.

Time of adjournment: 6:30 p.m.

Respectfully submitted,

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Barbara Ziemba, Administrative Assistant