

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, June 13, 2018, 5 p.m.**

Commissioner Schultz called the Housing Commission meeting to order at 5:01 p.m.

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

CONSENT AGENDA:

- A. Housing Commission meeting minutes of May 9, 2018.
- B. Receive Financial Reports: Revenue & Expenditures, Trial Balance

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

Carried unanimously

ATRC REPORT: Mr. Linden reported that the June 20 Allen Terrace Resident Council general meeting will include the election of officers for the executive board. The Memorial Day barbeque sponsored by the ATRC had a great turnout; Valade and her husband attended the event. Another barbeque is planned for July 4. St. Paul will host a barbeque prior to bingo on June 27; also, Compassionate for Christ will sponsor an ice cream social June 30 Mr. Linden also reported the results of the laundry room survey conducted by the ATRC: out of 66 responses, 46 residents wanted to maintain the quarter system. The consensus was that another system, such as a laundry card, might be confusing.

CITIZENS COMMENTS: Comments centered on the laundry room and issues with the machines. Director Emmanuel said we are in a long-term contract with the laundry company, WASH, and reminded tenants that they must report issues to WASH directly as our maintenance department isn't responsible for the machines. There are signs in the laundry room with the number to call. Work orders can also be made online – make sure to include the number of the machine. Also, don't assume someone has already contacted the company – make the call yourself.

COMMUNICATIONS: The family of Allen Terrace resident Esther Precobb reported that she will celebrate her 100th birthday June 23; the commissioners extended their congratulations on this milestone birthday.

COUNCIL LIAISON: No report.

HOUSING COMMISSION REPORT: Emmanuel cited benchmarks from the Monthly Activity Report noting that as the June 30th fiscal year end approaches, we are at 92 percent of the budget benchmarks.

It was motioned by Deneau and supported by Valade to accept the Waiting List applications as presented.

Carried unanimously

UNFINISHED BUSINESS: None

NEW BUSINESS: Fourth-quarter budget amendment:

Emmanuel said the amendment was necessary in order to cover anticipated expenditures through the end of the fiscal year on June 30.

It was motioned by Valade and supported by Deneau to approve the FY2017/18 4th Quarter Budget Amendment.

Carried unanimously

Roof bids: Emmanuel said by using a system developed by the U.S. Communities National Government Purchasing Cooperative, a contract was awarded to Garland/DBS Inc. Garland designed the roof system bid package; it will also be the owner's representative through the course of the project. Some prices have been set by Garland; others such as labor, non-roofing materials and permits, are not. Two alternate designs include new gutters and hatches for easier roof access. Three hundred and fifty thousand dollars is budgeted in the capital fund. Four bids were opened June 6 and after review by Housing Commission staff and Garland, the T.F. Beck Company of Rochester, Michigan, was determined to be the lowest responsive and responsible bidder. If approved by the commission, the contract will go to the City Council for a vote on June 18.

It was motioned by Commissioner Catallo and supported by Valade that the Northville Housing Commission waive the purchasing ordinance and utilize the U.S. Communities Contract Sealed Bid #14-5903, approving the bid and awarding the contract for the Allen Terrace roof replacement to T. F. Beck Company, the lowest responsive and responsible bidder, in the amount of \$313,129.00. This amount includes: Alternate #1 Gutters (\$12,654.00), and Alternate #2 Roof Hatches (\$7,353.00).

Carried unanimously

INFORMATION: June newsletter

Director's Updates: Emmanuel reported that the front door lock has been replaced and new keys distributed to tenants. Keys will not be available for non-residents such as newspaper delivery people. Newspapers will be delivered to the vestibule and the resident may pick it up there. Mary O'Brien was hired for grounds keeping and will be working through the summer. Housekeeper Esther Martin is retiring effective June 22; a party in her honor is planned on that day and all are invited to attend. Her replacement, Esther Aguilar will start June 18 and will shadow Ms. Martin during the day. Some smoking complaints were reported, but the office can't follow up on them without a signed work order or note. Reminder that Allen Terrace is a No Smoking facility and there is a designated smoking area on the patio. Work Order forms have been updated, with regular and emergency problems better explained. Please note what constitutes an emergency so we are not abusing Police Dispatch/our maintenance crew after hours.

COMMISSIONERS COMMENTS: Commissioner Rentz said he was pleased with the key and lock replacement that increased building security as well as the roof project. Deneau asked that a notice be placed in the newsletter reminding tenants to only open the door if they recognize the person coming in. Commissioner Schultz asked about pizza delivery; the person has to ring the apartment to be buzzed in. Valade thanked Linden for the invitation to the barbeque. Work on the roof won't begin until the new fiscal year starts July 1; staging and other meetings could begin before that.

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

Carried unanimously

Time of adjournment: 5:43 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant