

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, May 14, 2014
6 p.m.**

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

ROLL CALL: Present: Commissioners Nehs, Deneau and Schultz; Director Sherry Necelis; Maintenance Manager Gerald Welbes; Administrative Assistant Ziemba.
Absent/Excused: Commissioner Catallo, Maintenance Manager Welbes; Council Liaison Ekong

CONSENT AGENDA:

- A. Housing Commission meeting minutes of April 9, 2014 and special meeting minutes of April 30, 2014.
- B. Invoice Distribution Report dated March/April 2014.

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

Carried unanimously

CITIZEN COMMENTS: Mr. Rizzo inquired why the letter outlining the changes to the lease wasn't signed. Commissioner Nehs said the letter indicated it was from the Housing Commission and was written by the city attorney. Mr. Rizzo also said the lease was written by the commission; residents weren't consulted. Commissioner Nehs said it was written to further define Allen Terrace as an independent living facility and with the safety and comfort of residents in mind. She also said there was a two-week period in which written comments could be submitted to the office. Ms. Downey asked about limiting visitors to two-week stays. Commissioner Nehs said that limit was still in effect over a calendar year. She also said residents must notify the office of such visits in case of a fire or other problem in the building. Mrs. Brehm asked who the city attorney was and questioned the date of returning signed leases to the office. She also said the lease was the same as the draft lease and thought that none of the comments that were submitted were incorporated into the final lease language. Commissioner Nehs said the lease language purposely was generic because it was not possible to anticipate every situation that might arise. Mr. Spencer announced the Allen Terrace Rummage Sale was May 16 and 17.

COMMUNICATIONS: Flick

COUNCIL LIAISON REPORT: None

HOUSING COMMISSION REPORT: Director Necelis reported there was one move-out for April and four move-ins for a vacancy loss of \$289. There also is \$466 in delinquent rent.

It was motioned by Commissioner Schultz and supported by Commissioner Deneau to approve the applications as presented.

Carried unanimously

NEW BUSINESS: Director Necelis explained the new 10-year lease with Wash Multifamily Laundry Systems that will include new washers and driers for the laundry room.

It was motioned by Commissioner Kipke and supported by Commissioner Deneau to approve a 10-year lease with Wash Multifamily Laundry Systems which will include new washers and driers for the Allen Terrace laundry room.

Carried unanimously

INFORMATION: Director Necelis discusses the annual resident income verification process, an update on the lobby refurbishing (two chairs will be delivered Thursday; painting and redoing the ceiling will follow), and the May 20 inspection of the fire alarm and sprinkler systems. Also, as Internet Explorer has been discontinued, Firefox is the new Internet browser in the computer room.

It was moved by Commissioner Kipke and supported by Commissioner Deneau to approve the CDBG Urban County Requalification-Fiscal Years 2015, 2016 and 2017 and to forward it to the City Council for approval.

Carried unanimously

COMMISSIONER COMMENTS: None

ADJOURNMENT: It was moved by Commissioner Kipke and supported by Commissioner Deneau to adjourn the meeting.

Carried unanimously

Time of adjournment: 6:54 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant