

**Northville Housing Commission  
Regular Meeting Minutes  
Wednesday, June 10, 2015  
6 p.m.**

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

**ROLL CALL:** Present: Commissioners Nehs, Deneau, Catallo and Schultz; Director Necelis; Maintenance Manager Parks; and Administrative Assistant Ziemba.

Absent/excused: Commissioner Ronayne

Council Liaison Ekong: Absent/excused

Commissioner Nehs introduced Margo Schmidt, the new on-call person at Allen Terrace.

**CONSENT AGENDA:**

A. Housing Commission meeting minutes of May 13, 2015.

B. Housing Commission Invoice Distribution Report dated May 2015

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

*Carried unanimously*

**PRESENTATIONS:** Commissioner Nehs introduced Ryan Hemphill of Clear Rate Communications, the company that will install updated wifi equipment in the Activities and computer rooms as well as a new phone system that will connect Allen Terrace with City Hall's phone system.

**ATRC REPORT:** ATRC Treasurer Susan Davis mentioned the resident council election on June 17 and urged residents to vote to elect a new executive board.

**CITIZENS COMMENTS:** Mr. Spencer brought up the recent occurrence of the fire alarm going off because he was cooking. Mr. Parks said it was caused when a compressor was being repaired. Director Necelis said there were earlier incidents that have been fixed and that we would check into the recent incident with Mr. Spencer.

**COMMUNICATIONS:** Thank-you letter for new bingo equipment to Casterline.

**HOUSING COMMISSION REPORT:** Director Necelis reported that the vacancy loss for May was \$225. Also, there were 44 work orders processed for the month. She also explained that residents' signatures were now required to process a work order. There was one transfer, two move-outs and two move-ins. Mrs. Davis praised Mr. Parks' quick response to requests for repairs.

It was motioned by Commissioner Schultz and supported by Commissioner Catallo to accept the applications as presented.

*Carried unanimously*

**UNFINISHED BUSINESS:** It was motioned by Commissioner Catallo and supported by Commissioner Deneau to approve a contract with Clear Rate Communications Business Solutions.

*Carried unanimously*

**NEW BUSINESS:** Director Necelis said there was an increase in revenue of \$4,790.00 as a result of entry fees and laundry services. Maintenance costs increased last year as well, due in part to carpet replacements, although these totals fluctuate from year to year. Gas also went up last year and water will go up in the new fiscal year. Also, we are looking for someone to draw

up specifications for painting and carpeting; we have contacted the firm that developed the capital needs assessment for possible leads.

It was motioned by Commissioner Catallo and supported by Commissioner Deneau to approve the fourth-quarter budget amendments as presented.

*Carried unanimously*

No action was taken on the fire alarm response procedures pending a review by the Fire Department.

**INFORMATION:** Regarding the floor-by-floor painting and carpeting, Director Necelis said specifications must be developed; bids will be sought and contracts must be approved by the Housing Commission and the City Council before work can start.

**COMMISSIONERS COMMENTS:** Commissioner Nehs commented on three of the issues that will affect next year's Allen Terrace budget: maintenance costs, water rate increases and attorneys' fees. She said it was prudent to share this information with residents as it will affect next year's budget.

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

*Carried unanimously*

Time of adjournment: 6:54 p.m.

Respectfully submitted,

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Barbara Ziembra, Administrative Assistant