

**Northville Housing Commission  
Regular Meeting Minutes  
Wednesday, October 14, 2015  
6 p.m.**

Commissioner Nehs called the Housing Commission meeting to order at 6:02 p.m.

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

**CONSENT AGENDA:**

- A. Housing Commission meeting minutes of September 9, 2015.
- B. Housing Commission Invoice Distribution Report for September 2015.

It was moved by Commissioner Deneau and supported by Commissioner Catallo to amend the agenda and consent agenda as presented, adding Items F and G.

*Carried unanimously*

It was moved by Commissioner Deneau and supported by Commissioner Catallo to approve the agenda and consent agenda as amended.

*Carried unanimously*

**ATRC REPORT:** No report

**CITIZENS COMMENTS:** Ms. Kelliher requested that kickplates be attached to apartment doors to protect them from damage. She also requested the doors be painted to compliment the décor. Mr. Spencer inquired about the icicle buildup in winter; Maintenance Manager Parks said the gutter vendor already came to the building to assess the gutters.

**COUNCIL LIAISON REPORT:** Mr. Ekong urged residents to register to vote and to vote in the election Nov. 3.

**COMMUNICATIONS:** Underwood, David

**HOUSING COMMISSION REPORT:** Director Necelis said there was a vacancy loss of \$160 for September; there was one move-in and one transfer. There were 46 maintenance requests and all were completed. Director Necelis attended department head meetings at City Hall.

It was motioned by Commissioner Deneau and supported by Commissioner Schultz to accept the applications in the categories as presented, with one exception.

*Carried unanimously*

**UNFINISHED BUSINESS:** None

**NEW BUSINESS: Item A.** Director Necelis said six bids were received for the painting project at Allen Terrace.

It was moved by Commissioner Schultz and supported by Commissioner Deneau to authorize staff to award a contract in the amount of \$37,489.00 to Cross Renovations for painting the common areas of Allen Terrace. Move to approve using \$37,489.00 from the Capital Outlay Fund to pay for the project.

*Carried unanimously*

**Item B.** According to the Capital Needs Assessment, current PTAC (HVAC) units have a 15-year lifespan. Staff recommended purchasing 10 units per year to replace the current units.

It was moved by Commissioner Catallo and supported by Commissioner Schultz to execute a contract with Raymac in the amount of \$13,607.00 for 10 PTAC units.

*Carried unanimously*

**Item C.** Assigned parking space administration: Director Necelis said it has become difficult to administer the assigned parking spaces in a timely fashion and requested that the commission transfer this task to the Allen Terrace Resident Council executive board, which administered it in the past.

It was moved by Commissioner Catallo and supported by Commissioner Deneau that the administration of all assigned parking spaces at Allen Terrace be turned over to the Allen Terrace Resident Council executive board 30 days from today's date.

*Carried unanimously*

**Item D:** As the annual Allen Terrace Holiday Dinner is the same date as the Housing Commission meeting, Director Necelis recommended cancelling the meeting.

It was moved by Commissioner Schultz and supported by Commissioner Catallo to cancel the December Housing Commission meeting.

*Carried unanimously*

**Item E:** Several residents have asked that electronic paddles be installed for the laundry and computer room doors to improve access to those areas, especially for those with walkers. Maintenance Manager Parks said he received information on another option that would be considerably less expensive.

It was moved by Commissioner Schultz and supported by Commissioner Ronayne to table Item E.

*Carried unanimously*

**Item F:** To improve drainage in back of the west end of the building, Director Necelis recommended soliciting bids to install a drainage pipe.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to approve staff to go out for bids to address drainage problems in back of the west side of Allen Terrace.

*Carried unanimously*

**Item G:** Regarding the retaining wall, Director Necelis said the freeze/thaw process has affected the concrete, causing several stones to fall off. The Capital Needs Assessment recommends repairing the wall.

It was moved by Commissioner Deneau and supported by Commissioner Schultz to authorize staff to seek bids to repair the retaining wall along the front porch.

*Carried unanimously*

**INFORMATION:** Director Necelis reviewed the history of the CDBG-financed plumbing project that was proposed about two years ago, but was cancelled in favor of the enhanced fire alarm system. The 2015-16 allocation still is available, and various projects were discussed the money could be used for.

#### **COMMISSIONER COMMENTS:**

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

Time of adjournment: 7:02 p.m.

Respectfully submitted,

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Barbara Ziemba, Administrative Assistant

