Northville Housing Commission
Regular Meeting Minutes
Wednesday, November 12, 2015
6 p.m.

Commissioner Nehs called the Housing Commission meeting to order at 6 p.m. She invited everyone in attendance to stand and recite the Pledge of Allegiance in honor of Veterans Day.

ROLL CALL: Present: Commissioners Nehs, Deneau, Catallo, Schultz and Ronayne; Director Necelis; and Administrative Assistant Ziemba.
Absent/excused: Maintenance Manager Parks, Council Liaison Ekong

Motioned by Commissioner Catallo and supported by Commissioner Deneau to accept the agenda/consent agenda as presented.

Carried unanimously

CONSENT AGENDA:
A. Housing Commission meeting minutes of October 14, 2015.
B. Housing Commission Invoice Distribution Report dated October 2015.

ATRC REPORT: Mr. Rizzo reported that a ceremony honoring Veterans Day was very well attended; between 35 to 40 people participated. There were displays honoring veterans who served in various wars. Many residents also took part in the Halloween party potluck. The weekly collection of bottles, which is a fund-raiser for the resident council, also is going well, he said. Mr. Rizzo also inquired if the commission was going to continue not taking questions, only comments, during citizen comments. Commissioner Nehs said as the City Council does not respond to questions during its meetings, the commission will follow that format. Mr. Rizzo said the commission should review a tenant/landlord publication that he said was provided by the state Legislature. A resident inquired that if someone did have a question if the commission would get back to them; Commissioner Nehs said yes and that that has occurred in the past.

CITIZENS COMMENTS: None

COMMUNICATIONS: None

COUNCIL LIAISON REPORT: None

HOUSING COMMISSION: Director Necelis reported there were five move-outs and four move-ins for the month of October; there was no rent loss. She said Maintenance Manager Parks and our housekeeper, Mrs. Martin, worked hard to prepare the vacant apartments for new occupants. Also, there were 50 work orders submitted; all were completed.

Motioned by Commissioner Deneau and supported by Commissioner Catallo to approve the applications as presented.

Carried unanimously

UNFINISHED BUSINESS: Regarding the 2015-16 CDBG allocation, Director Necelis said Wayne County has asked that a public hearing on it be delayed because of structural changes due to the county's reorganization plan.

Motioned by Commissioner Schultz and supported by Commissioner Catallo to approve the projects listed for possible Wayne County Community Development Block Grant funding for PY 2015-16. (Suggested projects are parking lot repairs, circuit breakers, lintels, attic ventilation, retaining wall and drainage).

NEW BUSINESS: Director Necelis said that Mr. Mielock, the architect overseeing the drainage project, is comfortable recommending Kocian Excavating for the drainage project in back of the building's west side. There was discussion about the 50 percent down payment the company requested as part of its bid package.

Motioned by Commissioner Schultz and supported by Commissioner Catallo to authorize staff to award a contract in the amount of $8,845.00 to Kocian Excavating for the west-end drainage project at Allen Terrace.

Carried unanimously

BUDGET AMENDMENTS*:* Motioned by Commissioner Catallo and supported by Commissioner Deneau to accept the first quarter budget amendments as presented.

Carried unanimously

Twenty-nine fire extinguishers were inspected and rated last month by Simplex Grinnell. Three options were presented: purchase 29 new ones; recharge 20 extinguishers; or replace 20 extinguishers. Because the current extinguishers were purchased at different times, Director Necelis recommended purchasing all new ones instead of staggering the purchase of some new units.

Motioned by Commissioner Deneau and supported by Commissioner Schultz to approve the purchase of 29 new fire extinguishers at a cost of $3,374.97.

Carried unanimously

INFORMATION: Commissioner Nehs reminded everyone to respond to the floor reps for the holiday dinner on December 2.

COMMISSIONER COMMENTS: None

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

Carried unanimously

Time of adjournment: 6:55 p.m.

Respectfully submitted,

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Barbara Ziemba, Administrative Assistant