

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, March 9, 2016
6 p.m.**

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

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

CONSENT AGENDA:

- A. Housing Commission meeting minutes from January 10, 2016.
- B. Housing Commission Invoice Distribution Report, Housing Commission capital outlay, operating and retirement funds, and revenues/expenditures dated January and February 2016.

It was motioned by Commissioner Schultz and supported by Commissioner Deneau to approve the agenda and consent agenda as amended to show Commissioner Ronayne was present when roll call was taken at the January 2016 commission meeting.

Carried unanimously

ATRC REPORT: None.

CITIZENS COMMENTS: Resident William Holland inquired what items were under the consent agenda. It was explained that the minutes of previous meeting(s), the Invoice Distribution Report and financial benchmarks were included in the consent agenda. Mr. Rizzo said people are supposed to be told what's on the consent agenda. He said the commission can't bury it (the consent agenda) and that the commission has been doing it for years. He also wants each item that's on the consent agenda discussed at the meeting. He said the commission has been discussing these items behind closed doors. Commissioner Nehs explained that many public bodies have consent agendas and that it is accepted practice. Director Necelis told him the consent agenda could be made available for viewing.

COMMUNICATIONS: Brattina

COUNCIL LIAISON REPORT: Mr. Ekong did not have a report. He was asked by several residents about two books he has had published. He also said he would find out who was responsible for maintaining the road just below the Allen Terrace driveway.

HOUSING COMMISSION REPORT: Director Necelis reported there was no vacancy loss for January; 40 requests for maintenance were received and completed. The Wayne County Nutrition Program served 318 meals for the month. There also was no vacancy loss for February; 38 maintenance requests were received and completed. Also, bridge, a new activity, is being offered. Director Necelis attended several meetings during January and February.

Carried unanimously

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

OLD BUSINESS: Director Necelis said there were three options for the commission to consider: an \$8/\$10, \$10/00 or \$12/14 rent increase (the second set of numbers are for the two-bedroom units). She also said a comparative analysis is done each year to determine what other area apartment complexes charge for rent, as well as other features.

A. It was motioned by Commissioner Schultz and supported by Commissioner Deneau to approve a \$10 increase for the 98 one-bedroom apartments, which will bring the monthly rent to \$695.00 a month. The cost for the 2, two-bedroom apartments will remain at \$1,090 a month.

Carried unanimously

NEW BUSINESS:

A. Applied Handling contract: Director Necelis introduced a new contract with Applied Handling, the electronic door vendor for Allen Terrace. She explained that it will be the first price increase with Applied since 2009.

It was motioned by Commissioner Ronayne and supported by Commissioner Schultz to approve a three-year contract with Applied Handling in the amount of \$2,793.00 for a planned maintenance program for three automatic doors, three sliding doors and two hollow metal swing doors.

Carried unanimously

B. Window seat cushions: Director Necelis said there were three area vendors who assembled quotes for the three window seats on the second, third and fourth floors. Several residents did the footwork meeting with vendors and assembling the quotes. Staff recommends awarding the contract to Calico Corners. As this is not a budgeted item, the City Council also must approve the project.

It was moved by Commissioner Schultz and supported by Commissioner Deneau to award a contract in the amount of \$2,652.17 to Calico Corners to provide six cushions for the three window seats at Allen Terrace.

Carried unanimously

C. Line item budget/5 year plan 2016-2020: Director Necelis said \$53,608.00 was spent on the new carpeting and \$37,489.00 for the painting. Capital improvements partially funded with Community Development Block Grant funding. If CDBG funding is not available in the future, the money will come from the Allen Terrace fund balance. Future capital improvements include scheduled replacement of PTAC units, fixing the retaining wall and switching to circuit breakers in all apartments.

It was moved by Commissioner Schultz and supported by Commissioner Deneau to approve the line item budget for the year ending June 30, 2017 fiscal year and the five-year plan 2016-2020.

Carried unanimously

INFORMATION: None

COMMISSIONER COMMENTS: Commissioner Deneau asked Councilman Ekong about the main entrance steps. Commissioner Nehs thanked residents for their input on the parking issue. She read from a prepared statement regarding the administration of the parking lot. Unless a viable alternative is presented by May 1, 2016, an open parking policy will be added to the lease and other Allen Terrace documents; each resident will receive a copy of the lease for their signature. The new lease will go into effect July 1, 2016. In the meantime, the commission will discuss any and all alternatives to achieve an outcome that is satisfactory to all.

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

Carried unanimously

Time of adjournment: 7:23 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant