

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, May 11, 2016
6 p.m.**

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

ROLL CALL: Present: Commissioners Nehs, Deneau, Catallo, Schultz and Ronayne; Director Necelis; Maintenance Manager Parks; Administrative Assistant Ziemba.
Absent/Excused: None

CONSENT AGENDA:

- A. Housing Commission meeting minutes of April 13, 2016.
- B. Invoice Distribution Report dated April 2016; Housing Commission capital outlay, operating and debt retirement funds; revenues/expenditures for April 2016.

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

Carried unanimously

ATRC REPORT: No report

CITIZEN COMMENTS: Resident Hazel Kelliher said she didn't think the commission appreciated the intelligence of Allen Terrace residents, referencing the issues some residents had with the main entrance stairs. Commissioner Schultz said the stairs were inspected and passed by the city inspector and that the commission is not the inspector. Director Necelis said she only presented the check to the contractor once the inspector approved the stairs. Also, the inspector did come back and found that one step was an issue, which was repaired. The contractor returned and redid the entire stairway. Resident Rachel Hill read from a letter regarding the building providing an easel for two activities she leads. She also said that a recent musical performance at the building was an "embarrassment" because the piano wasn't tuned. Director Necelis said a piano tuner is coming to the building May 13. Also, it has been a few years since anyone used the piano and the office was not aware of the problem.

COMMUNICATIONS: None

Councilman Ekong arrived at 6:12 p.m.

COUNCIL LIAISON REPORT: Councilman Ekong apologized for being late as all of the roads leading into Northville were congested due to construction on I-275. He also said water bills were increasing and that there are programs to aid people having trouble paying their water bills.

HOUSING COMMISSION REPORT: Director Necelis reported that for April there were four move-outs, three move-ins and one transfer. There was one overpayment of \$182.66 and one delinquency for a total rent loss of \$365. Forty-one requests for maintenance were received and completed; 344 meals were served to residents and 417 outside meals served. Director Necelis also attended numerous meetings.

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

Carried unanimously

NEW BUSINESS: No parking signs: Director Necelis said she was asking the commission to approve purchasing seven new signs for the parking lot for the fire lane and the area around the fountain. In addition, the commission will look into purchasing additional handicap only signs for each handicap space.

It was moved by Commissioner Catallo and supported by Commissioner Ronayne to approve purchasing one “handicap parking only” sign; one “no parking-fire lane” sign; two “no parking loading zone” signs and three “no parking at anytime” with arrows signs for the parking lot.

Carried unanimously

Parking lot repairs: Director Necelis said that a preliminary estimate on redoing the parking lot is \$468,780. Repairs could be done all at one on in three phases over three years; the last time the lot was done was in 2004-05. The first phase would cost \$201,040; the second, \$101,075, and the last, \$138,665. She also said the costs would probably rise if the work is done in phases. Commissioner Nehs said it was possible Community Development Block Grant funds could pay for some of the repairs. The downside is that parking in the lot will be disrupted. Commissioner Ronayne said the commission should seek an engineer to draw up plans and specs for the project.

It was moved by Commissioner Ronayne and supported by Commissioner Schultz to seek bids for an engineer to develop specifications and drawings to repair the parking lot.

Carried unanimously

Lease addendum: Commissioner Nehs said just as with other changes to the lease, residents will have two weeks to submit written comments to the office on the proposed change.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to approve a special meeting at 6 p.m. May 25 for the purpose of approving a change to the dwelling lease.

Carried unanimously

Dedication of computer room: Former commission President Sue Hooper passed away April 15, 2016. In memory of her years of service, particularly in her establishment of the computer room, it was proposed to dedicate the computer room in her memory.

It was moved by Commissioner Deneau and supported by Commissioner Catallo to approve dedicating the computer room in memory of former commission President Sue Hooper.

Carried unanimously

INFORMATION: Director Necelis asked that residents return their signed leases by the end of May. As the new lease goes into effect July 1, 30 days notice is required if someone does not intend to stay. Also, the income verification forms have been distributed. Those residents over the income limit only need to sign the back of the form and return them to the office.

COMMISSIONER COMMENTS: Commissioner Ronayne said that in the time he’s served on the commission he’s detected an “us v them” attitude; he and the other commissioners are not paid for their service and that their reason for serving is to contribute to Allen Terrace, which he described as a “jewel” for Northville.

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

Carried unanimously

Time of adjournment: 7:08 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant

