

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, October 12, 2016
6 p.m.**

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

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

CONSENT AGENDA:

- A. Housing Commission meeting minutes of September 14, 2016.
- B. Housing Commission capital, operating and debt retirement funds, revenues and expenditures report, invoice distribution report for September 2016.

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

Carried unanimously

ATRC REPORT: Mr. Holland reported the Allen Terrace Resident Council bylaws were under review and some changes have been proposed; also, two activities calendars have been developed, one for the Activity Room and the other for the tech center so that residents know what activities are planned for both areas.

CITIZENS COMMENTS: Ms. Korte thanked Commissioner Schultz for looking into a larger barbeque grill. Mr. Grunewald inquired about the parking lot schedule; Mr. Parks said the next areas to be done are the area directly in front of the building and the lower lot on the hill. Weather permitting, the area currently under construction should be done next week.

COUNCIL LIAISON REPORT: No report.

COMMUNICATIONS: None

HOUSING COMMISSION REPORT: Director Necelis said there was no vacancy loss for September; there was one move-out notice for October; the unit has been rented. There was a \$695.00 delinquency, which is being resolved. Thirty-nine requests for maintenance were received and completed. Also, Director Necelis attended various meetings during the month.

It was motioned by Commissioner Catallo and supported by Commissioner Deneau to accept the applications in the categories as presented.

Carried unanimously

UNFINISHED BUSINESS: Election of Northville Housing Commission officers for 2016-2017.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to remove the election of officers from the table.

Carried unanimously

It was moved by Commissioner Schultz and supported by Commissioner Catallo to nominate Commissioner Deneau as vice president.

Carried unanimously

It was moved by Commissioner Catallo and supported by Commissioner Schultz to nominate Commissioner Nehs as president.

Carried unanimously

NEW BUSINESS: Mr. Parks explained the restrictor bars on the elevators keep the doors locked when the elevator is stopped outside the safe unlocking zone. The bars have sustained damage over the years and necessitate numerous repairs.

It was moved by Commissioner Catallo and supported by Commissioner Deneau to approve an expenditure in the amount of \$4,171.00 for labor and materials for Thyssen Krupp to replace the restrictor bars on both elevators at Allen Terrace as well as a brace for the small elevator.

Carried unanimously

INFORMATION: Director Necelis received a clean audit from Wayne County for her administration of the Community Development Block Grant program in the areas of procurement standards, financial, eligibility and Davis Bacon requirements.

COMMISSIONER COMMENTS: Commissioner Deneau said in his tenure as a resident commissioner he's received no complaints about Allen Terrace staff. Commissioner Nehs complimented the professional way the resident council recorded the minutes from the September meeting; she also complimented council Secretary Rita Solack for her work recording the minutes.

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

Time of adjournment: 6.46 p.m.

Respectfully submitted,

Barbara Ziemba, Administrative Assistant