

**Northville Housing Commission
Regular Meeting Minutes
Wednesday, September 11, 2019 6 p.m.**

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

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE IN HONOR OF 9/11

ROLLCALL:

Present: Commissioners Roger Schultz, Dave Linden, Jan Valade, Nancy Catallo, Kirk Rentz, and Council Liaison Sam Ekong

Absent: None

Also Present: Director Tracey Emmanuel and Esther Beery

APPROVAL OF AGENDA AND CONSENT AGENDA:

- A. Housing Commission meeting minutes of June 12, 2019.
- B. Receive Financial Reports: Revenue & Expenditures

Motion Valade, seconded by Rentz to approve the agenda and consent agenda as presented.

Motion carried unanimously.

CITIZENS COMMENTS: Cheryl Garner commented on what a beautiful place Allen Terrace is to live.

ATRC REPORT: Marilou VanScoit announced September 18th at 7 p.m. the Allen Terrace Resident Council meeting and election will be held. The residents appreciate the flowers and plantings. The importance of fixing the smoking area on the patio area prior to winter was noted, as well as the need for a new flag in the Activities Room.

COMMUNICATIONS: Emmanuel noted receiving two move out surveys from past residents; Shirley Mazur and Ed Gaffka. A thank you letter was received from former resident, Mildred Madigan. Overall they were happy to have lived at Allen Terrace.

COUNCIL LIAISON: Ekong noted the Northville City Post Office would like to expand either where they are currently located, or somewhere nearby. He reminded all to vote in the upcoming election.

Commissioner Comments: Schultz inquired whether the dog park and art house are owned by the city. Ekong replied yes. Catallo inquired if the empty lot is owned by the city. Ekong replied yes. Ekong explained they are looking for more space in order to utilize larger trucks, and more of them. Rentz asked if the township is supported by the city post office. Ekong replied no.

Resident Comments: Bill Holland asked if the post office changes locations, whether or not it would be within walking distance of Allen Terrace. Ekong replied up to two miles outside the city limit is a possibility.

HOUSING COMMISSION REPORT: Emmanuel cited the benchmarks from the July 2019 and August 2019 Activity Report. July begins a new fiscal year and that attributes to lower numbers, but we are on track. We are at 98% occupancy, with many new faces, but we have accepted an entry fee so we will soon be at 100%.

Commissioner Comments: Linden asked Emmanuel to explain the HCV subsidy loss. Emmanuel explained that a new HCV recipient signs a 12 month lease and when rent is raised, as it was in July, we would suffer a loss until the 12 months are up.

UNFINISHED BUSINESS:

A. ALLEN TERRACE ROOF PROJECT - Update:

BACKGROUND: Garland/DBS, Inc. as owner's representative, and T.F. Beck Company replaced the roof at Allen Terrace the summer of 2018. The scope of work was extensive and included adding a Smart Vent System, new 30-year dimensional shingles, Ice & Water shield and replacing the gutters and downspouts. This project was completed in November 2019, aside from the punch list items that included grading and seeding around the building, which now needed to wait until spring 2019.

During the winter months, we experienced water leakage and ice damming. The contractors were contacted and could not address the problems due to the weather. They would return when they could safely go on the roof. Spring brought rain, which also caused water damage to the building.

UPDATE: The contractors returned to assess the situation and come up with a solution to solve the water leakage and icing. They felt that it was clear that heat was being generated or lost in the ice-damming areas. They know that they significantly increased the ventilation in the attic; however, the ice was still forming. More insulation is likely needed. Meanwhile, our new Maintenance Manager was hired, who proved that the installed gutters did not meet the specifications for sizing, which could contribute to the water infiltration. The City Building Official was consulted along with the City Attorney. At this point, T.F. Beck hired a subcontractor to replace the gutters. The work was completed 09/07/19.

We are working closely with all parties to ensure that the job is completed properly and the punch list items are addressed to our satisfaction.

Commissioner Comments: Ekong asked if the city inspector inspected the completed project. Emmanuel replied that Brent Strong was brought into meetings once issues arose. Schultz commented Garland/DBS did not deliver to our satisfaction with this project.

B. Allen Terrace Lease Revisions - Update:

BACKGROUND: One of the Goals & Objectives of FY2019-20 is to evaluate and update the Allen Terrace Lease and General Rules of Occupancy. This is necessary to make certain it complies with Michigan rental laws and to communicate to residents the community rules. After many months of discussion with the City attorneys, a draft Lease and Rules & Regulations & Management Policy was created and posted at Allen Terrace for resident comment. At the June 12, 2019 NHC meeting, the draft Lease and Rules & Regulations & Management Policy, along with resident comments was presented to the Commission for discussion and comment.

UPDATE: We have been working on incorporating clarifications to the draft Lease and the Rules & Regulations & Management Policy. The City Manager was consulted relative to the weapons section and it was noted that we must follow the recommendations of the City attorneys. The final edited draft will be submitted to the attorney for review and comment. Once a final version is completed, it will be presented to the Commission and City Council for approval and adoption.

Once received, we will meet with residents to go over the Lease and Rules & Regulations & Management Policy line-by-line. It is possible that we will go over the paperwork in the form of group meeting in order to expedite the execution process.

NEW BUSINESS:

A. : Vice President – Election by Roll-Call

A Vice President is needed to for the Northville Housing Commission, since Commission Al Deneau stepped down.

Motion Valade, seconded by Linden, to appoint Kirk Rentz to serve as Vice President of the Northville Housing Commission. **Motion carried unanimously.**

B. Review & Approval – Boiler & Pipe Repairs

BACKGROUND: Allen Terrace utilizes a hydronic system and boilers for water heating; there are additional water lines for hot and cold service as well. The original boilers were replaced in 2004, with the hydronic system circulating pumps and related piping completed at the same time. Currently, we are experiencing leaking in one of the storage tanks and in the pipes. We also need to add shut-off valves, an expansion tank and check valves. This is necessary to handle the thermal expansion of water as it is heated in the water heater. This will prevent damage to valves in plumbing fixtures, joints in supply pipes, and the water heater itself.

Proposed is the following: replacement of the leaking storage tank, replacement of the leaking galvanized piping in the domestic water lines above the boiler with 4” copper and add shut-off valves, the addition of an expansion tank and check valve to relieve pressure build-up in the system. Four quotes were obtained and are summarized below.

Vendor	Boiler & Pipe Repairs
Xpert 1 Construction	\$6,005
Long’s Plumbing	\$6,678
Horton Plumbing	\$8,920
Lyon Building Services	\$10,727

BUDGET IMPACT: There are sufficient funds committed in the Allen Terrace Maintenance Fund for boiler maintenance.

RECOMMENDATION: Recommend that the Northville Housing Commission waive the bidding process and accept the quote from Xpert 1 Construction to repair the boiler system as outlined in the amount of \$6,005.00, with contingency of 10% not to exceed in total \$6,605.00.

Commissioner Comments: Linden asked if hot water gunk will be coming owing a water shut off, after this fix. Emmanuel explained there will always be some gunk in the line after the water is turned off for a time, as well as some toilet valves may need readjustment.

Motion Linden, seconded by Rentz, move that the Northville Housing Commission waive the bidding process and accept the quote from Xpert 1 Construction to repair the boiler system as outlined in the amount of \$6,005.00, with contingency of 10% not to exceed in total \$6,605.00.

Motion carried unanimously.

C. Review & Award Emergency Pull Cord Monitoring Agreement:

BACKGROUND: Allen Terrace provides an emergency call system in each apartment. There are two pull cords in each unit: one in the bedroom and one in the bathroom. Pulsar Electronics, Inc. provides emergency pull cord monitoring services to Allen Terrace. We are seeking to renew our current contract with Pulsar for this service. Pulsar has extended the term from three to five years, and increased the cost from \$25/month to \$30/month, billed quarterly for a total contract amount of

\$1,800. The City attorney and MMRMA have reviewed the agreement and are seeking amendments to certain conditions.

BUDGET IMPACT: There are sufficient funds budgeted in the Allen Terrace Maintenance fund for this expenditure.

RECOMMENDATION: It is recommended that the Commission approve and renew a five-year agreement with Pulsar Electronics Inc. for emergency pull cord monitoring in the amount of \$1,800, pending attorney and MMRMA approval, and to authorize the Housing Director to execute the agreement on behalf of the Housing Commission.

Commissioner Comments: Linden asked if this includes the cost of testing. Emmanuel said it is a yearly fee that is separate budgeted item.

Motion Valade, seconded by Rentz, move to approve and renew a five-year agreement with Pulsar Electronics Inc. for emergency pull cord monitoring in the amount of \$1,800 subject to approval of the city attorney and MMRMA, and authorize the Housing Director to execute the agreement on behalf of the Housing Commission.

Motion carried unanimously.

INFORMATION: Emmanuel noted there was a lot of good information in the July, August and September 2019 Newsletters.

DIRECTOR'S UPDATES: Emmanuel explained that she spoke with the city clerk regarding the flag at city hall and the clerk does not remember it being replaced in her time; the flag at AT is in pretty good shape. Larry Parks has offered to replace the flag on the pole outside and properly dispose of the old flag. All thanked Mr. Parks.

Commissioner Comments: Rentz asked how much a fringed flag would cost for the Activities Room. Emmanuel voiced that that she did not recall the price but they generally cost more than an outdoor flag.

Emmanuel reminded residents that the office cannot accept packages. She urged residents to make arrangements with the carrier and explained that some carriers will deliver to Walgreens and packages can be picked up there. She reminded residents that if a package does not belong to you please leave it where it is and to make sure you use your apartment number when requesting delivery. She explained that bags need to be used in the trash chute and to please not leave snacks and wrappers in common areas as it attracts pests. She thanked residents for helping catch the dumpster culprits and that a citation was given to them by the police and explained that the police have upped their patrols.

Commissioner Comments: Schultz asked if the police followed up with the individuals whom told the culprits they could dump at Allen Terrace. Emmanuel did not hear back from the police.

Emmanuel urged not to dispose of furniture in the dumpster. If items are in good condition donations are accepted by multiple organizations and they will even come and pick them up. Recycling can all be placed in the same containers now and trash day is Mondays from 8 a.m. to 2 p.m. Emmanuel addressed the patio and atrium timetable and that hold ups have been due to items such as Dave Meilock retiring and lack of being able to hire a new architect to draw up plans, drainage issues, which have required us to engage plumbers to help us determine what is going on, and it taking a month to find a replacement for our maintenance manager position. The bid process should be out mid to late November. She apologized for the unsightliness of the area and assured residents it will be taken care of in properly as soon as feasible. The Activities Room furniture and floor will be cleaned mid October and special thanks to Maintenance Manager Zsiros for fixing the carpet cleaner and cleaning

hallways. We had 28 fire alarms due to careless cooking in 2019 thus far. 16 alarms were set by the same 6 people. Keep bedroom doors shut as the alarms in the bedrooms are sensitive. Bacon is the number one culprit. Never leave the stove or microwave unattended.

COMMISSIONERS COMMENTS: None

ADJOURNMENT: Motion Valade, seconded by Rentz to adjourn. Motion Carried unanimously.

Time of adjournment: 6:51 p.m.

Respectfully submitted,
Esther Beery, Administrative Assistant