

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Tuesday, February 21, 2017 at the office of the South Pittsburg Housing Authority.

Vice Chairman Bill Lawrence chaired the Board, conducted roll call and called the meeting to order with the following members present:

Bill Lawrence, Chairperson
Keith Garth, Commissioner
Jane Pellam, Vice Chairperson
Holly Stewart; Commissioner (absent)
Hilda Aker; Commissioner

Also present was Executive Director, Lisa Bradford, Attorney's Jerry and Sarah Bible, Jessica Kelley, PHM, and City of South Pittsburg Mayor Virgil Holder.

The Chairman declared a quorum present and the meeting was open for business.

Commissioner Hilda Aker made a motion to approve the board agenda for the February 21, 2017 meeting. The motion was seconded by Vice Chairman Jane Pellam. All were in favor of approving the board agenda and the motion carried.

Vice Chairman Jane Pellam made a motion to approve the January meeting minutes. The motion was seconded by Commissioner Hilda Aker. All were in favor of approving the January minutes and the motion carried.

Commissioner Keith Garth made a motion to approve the January financials. The motion was seconded by Vice Chairman Jane Pellam. All were in favor of approving the January financials and the motion carried.

Old Business:

Lisa Bradford stated that we were waiting on a few more documents to be submitted and signature cards to be signed at Tower Community Bank for the new check signatories.

New Business:

Under new business, Executive Director Lisa Bradford asked permission from the Board of Commissioners for herself, Jessica Kelley and Rebekah Westmoreland to travel to the Spring TAHRA meeting held at Franklin Cool Springs Marriott in Franklin, Tennessee on the dates of April 10-12, 2017. Commissioner Keith Garth made a motion to approve the travel. The motion was seconded by Vice Chairman Jane Pellam. All were in favor- Aye and all motion carried.

Secondly under new business, Lisa Bradford discussed that she had submitted a request from a couple firms requesting bids for an Energy Audit. After receiving bids back, Energy Consulting, Inc. was the low bidder and that she had contacted them for the performance of the Energy Audit. Chairman Lawrence asked if the firm had experience with Housing Authorities. Lisa Bradford stated that they had worked for a lot of Housing Authorities and that references had been contacted.

Lastly under new business, Lisa Bradford turned the floor over to Mayor Holder for his comments on the 30 Day Notice to Elderly. Mayor Holder stated that he had met with the Elderly board and he asked the SPHA Board to table any discussions about the 30 Day notice for at least 60 days. Chairman Bill Lawrence made a motion to table discussions for 60 days. The motion was seconded by Commissioner Keith Garth. All were in favor-Aye and the motion was so ordered.

Commission Reports, Comments, Questions:

Vice Chairman Jane Pellam asked Lisa Bradford asked the process for receiving cash money in the office. Lisa Bradford stated that there is a policy in place and it is strictly followed that no cash is handled.

Lisa Bradford stated the new Ford Explorer is to be delivered around March 20th. PHM, Jessica Kelley stated that by the Occupancy report, all units are filled other than the ones undergoing modernization. Lisa Bradford notified the board that she will be setting dates for Emergency work to be completed at the Senior Activity Center. Lastly, Lisa Bradford discussed the Emergency Grant underway currently. Mrs. Bradford stated that the contractors are behind, that there liquidated damages after Nov. 17 and that there will be a contractors meeting held at the office on Friday at 10:30 for discussion with Engineer and Contractor.

Adjournment:

After no further business to be brought before the board, Commissioner Keith Garth made a motion to adjourn the meeting. The motion was seconded by Vice Chairman Jane Pellam. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)

