

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, July 17, 2017 at the office of the South Pittsburg Housing Authority.

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

Bill Lawrence, Chairperson
Jane Pellam, Vice Chairperson (absent)
Holly Stewart, Commissioner
Tim Hudson; Commissioner
Shannon Duggar; Commissioner

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

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

Chairman Bill Lawrence introduced the SPHA Board's new Commissioner Mr. Shannon Duggar, thanked him for his service and wished the best. Chairman Lawrence also acknowledged that Commissioner Holly Stewart gladly accepted her reappointment.

Commissioner Tim Hudson made a motion to approve the board agenda for the July 17, 2017 meeting. The motion was seconded by Chairman Bill Lawrence. All were in favor of approving the board agenda and the motion carried.

Commissioner Holly Stewart made a motion to approve the June meeting minutes. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the June minutes and the motion carried.

Commissioner Tim Hudson made a motion to approve the June financials. The motion was seconded by Commissioner Shannon Duggar. Lisa Bradford explained to Commissioner Duggar that the treasurer's report was a replica of the beginning and ending balances of the checking account statements. All were in favor of approving the June financials and the motion carried.

Old Business:

Under Old Business was the discussion about the Management Agreement, as well as the Property Use Agreement. Attorney Sarah Willis provided the board with a draft copy of the Management Agreement stating that it was significantly shorter than the previously agreed upon Agreement. Mayor Virgil Holder stated that the City's Attorney and he were looking at changing the charter for the South Pittsburg Housing Authority Board and dissolving the Elderly Housing Board and making one public housing board. In doing so, the Management Agreement may change a bit based on

this change in boards; however, until it is completed there were a few discussions about the dollar amounts charged, which Lisa Bradford states that it is determined by HUD. In addition to the flat fee, there are also salaries and benefits of those that provide time and work for the elderly that would have to be added to the agreement under compensation. The term of the Agreement was also discussed and it was decided that it would best to list the term of the Agreement as consecutively unless a 6 month notice was given by either party to end the agreement.

Secondly was the discussion over the Property Use Agreement. Attorney Sarah Willis stated that she had spoken with the City's Attorney (Gouger) and that there was some discussion about an insurance coverage and that Mr. Gouger would be contacting TML Pool directly to see the reason why the agreement could not be agreed upon based on the way it was written. We will be updated at the next meeting.

Chairman Bill Lawrence asked how HP Construction was moving along in the Floor/Sewer line Renovations. Lisa Bradford stated that they were working in all three areas and that they have almost completed all units at North Elm and have also begun working at OJR. She stated that the slab units were moving along quickly.

New Business:

The first item under new business was the request for proposals for Pest Control Services. Lisa Bradford explained that we have used Tennessee Termite for 3 years and that it was time to send out a request for proposals for new exterminating contracts. Commissioner Shannon Duggar made a motion to approve the RFP to be sent. The motion was seconded by Commissioner Holly Stewart.

The second item under new business was the discussion of the bank account and CD signatories. Lisa Bradford requested that the board remove her from the elderly accounts. It was discussed that the Commissioners to be placed on the ALL accounts would be Commissioners Lawrence, Stewart, Hudson and Duggar and have Lisa Bradford removed. The motion to place the four Commissioners on the public housing and elderly checking accounts and remove Lisa Bradford was made by Commissioner Shannon Duggar. The motion was seconded by Commissioner Holly Stewart. All were in favor-Aye and the motion was so ordered. Next was the discussion about the two banks holding CD's- First Volunteer Bank and First Jackson Bank. It was discussed that the board would request that the same four Commissioner's be placed as a signatory on the CD's, all having the same authorities to sign, etc. . There was a discussion as to how many people can be listed on the CD's. Chairman Lawrence asked for future reference if Lisa Bradford could find out about the number of people that would be allowed on the CD. As of this point, a motion was made by Commissioner Tim Hudson to list Chairman Bill Lawrence and Commissioner Holly Stewart as the two names listed on the CD's; but if all four could be listed as possible signatures, the board would like to have all four Commissioners on the CD's; requiring two signatures for any requests. The motion was seconded by Commissioner Shannon Duggar. All were in favor- Aye and the motion was so ordered.

The next item under new business was the discussion of the Elderly policies and procedures. Lisa Bradford explained to the board that although the SPHA was using the current SPHA policies and procedures manual, there are several that do not apply or are not listed for the Elderly. Lisa Bradford had made up a manual for the Elderly that took the applicable policies from the SPHA and added/deleted the policies and procedures that would work best for the Elderly and made a manual. Chairman Lawrence asked if the SPHA had currently been using the same policies for the Elderly and Lisa Bradford stated yes. Attorney Sarah Willis stated that the SPHA working under the current policies would be acceptable due to the Management Agreement. Lisa Bradford just stated that it was necessary that the lease, house rules and maintenance charges be approved for the Elderly as well, all being listed in the manual made. Commissioner Holly Stewart asked if the manual would be available for people to look at. Lisa Bradford stated that the policy manual would be in her office for any Commissioner to view. Commissioner Tim Hudson made a motion for the Elderly policies and procedures manual to be approved. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and the motion was passed.

Lastly, Lisa Bradford asked the Board for a dollar amount to approve for a garnishment to be placed on tenants with outstanding balances. Attorney Sarah Willis provided the board with a copy of the instructions and dollar amount charged in order to file a garnishment. The board discussed this and decided that it would be best if Lisa Bradford would bring the garnishment requests to the board monthly, quarterly or as needed for approval to garnish. Lisa Bradford agreed and no motion was necessary.

Commission Reports, Comments, Questions:

Lisa Bradford notified the board of the upcoming Back to School Bash to be held for school aged children in the SPHA developments. The Back to School Bash will be held on August 4th from 12:00-4:00 pm. at the Senior Activity Center. The SPHA staff will be giving away backpacks and school supplies to the children ages 5-17, including 96 kids. There will also be inflatables, sno cones and popcorn for the kids to enjoy before starting school.

Next Lisa Bradford asked the board if they had discussed or thought about the Smoke Free Policy any since the last meeting. There was a little discussion and it was determined that the board would like to have the policy passed and in place by January 1st, 2018. Commissioner Holly Stewart asked if Lisa Bradford could get a couple Smoke Free policies for the board to look at for the next meeting.

Lastly, Lisa Bradford showed the board pictures of the retaining wall located at Hamilton Avenue and explained to the board that it was an Emergency to have the wall removed and replaced with a new concrete wall before it fell. It is in a very dangerous position at this point and we currently have the wall roped off with tape; however, there is a tenant that lives within 10 feet of the wall and they have a child. Lisa Bradford explained that she had met several people up there at the wall and they wanted to have a structural engineer get involved and Mrs. Bradford stated that because of the amount of time it would take to get an engineer involved, as well as the time it would take to

procure the wall, it would fall. Lisa Bradford showed the board a bid that was received by Innovative Construction that is currently under contract with the SPHA on the renovation of the Senior Activity Center in the amount of \$ 12,962.00. The bid was to remove the two leaning/cracking concrete walls and replace the one large wall with a new poured wall in its place. Lisa Bradford stated that HUD is also requiring that the wall be repaired with 2017 CFP money based on a letter that was sent to the SPHA office and each board member. Due to the Emergency, Commissioner Shannon Duggar made a motion to approve Innovative Construction to remove and replace the wall located on Hamilton Avenue. The motion was seconded by Commissioner Tim Hudson. All were in favor-Aye and it was so ordered.

Adjournment:

After no further business to be brought before the board, Commissioner Holly Stewart made a motion to adjourn the meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)