

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, August 21, 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
Holly Stewart, Commissioner (absent)
Tim Hudson; Commissioner
Shannon Duggar; Commissioner (absent)

Also present was Executive Director, Lisa Bradford, Attorneys Jerry Bible and Sarah Willis, and Jessica Kelley, PHM .

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

Lisa Bradford stated that Holly Stewart would not be at the meeting due to her husband having a stent and bypass surgery and that we are asking for prayers for a quick recovery for Mr. Stewart.

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

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

Vice Chairman Jane Pellam made a motion to approve the July financials. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the July 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 stated that she had not been in contact with neither the City's Attorney Billy Gouger nor City of South Pittsburg Mayor Virgil Holder; therefore, there is no update on either the Management Agreement or the Property Use Agreement at this time. Chairman Lawrence expressed concerns about the amount of time that it is taking to accomplish the execution of these. Lisa Bradford stated that she would follow up with Mayor Virgil Holder on where the City is wrapping up one if not both agreements. Both agreements would be brought back under Old Business in the September meeting as well.

The second item under old business was the bank account and CD signatures for the SPHA. Chairman Lawrence stated that he had completed his signatures at all three banks and stated that all banks were ready for the signatures of the other three Commissioners. Chairman Lawrence also stated that he believes that Commissioner Shannon Duggar has also completed the signatures at the three banks.

Lastly, under Old business was the discussion of the results of the RFP for Pest Control Services. Lisa Bradford provided the Commissioners with the RFP evaluation forms from the Pest Control bids received. Although Kirkland's Pest Control had the highest evaluation with the lowest overall cost, the board stated that since TN. Termite had been providing the SPHA with very good overall services and although the price was a little more expensive, Vice Chairman Jane Pellam made a motion to sign a contact with TN. Termite in order to keep business local, but to notify TN. Termite that they were in fact higher in cost. Commissioner Tim Hudson seconded the motion. All were in favor-Aye and the motion was so ordered.

New Business:

The first item under new business was the adoption of Resolution 948. This Resolution was a requirement from HUD for a study on tenant paid utilities to determine the correct utility allowance that the SPHA should be providing. The last Utility Allowance study was performed in 2005 and it required to be performed every 5 years. Lisa Bradford explained what the amounts meant to individuals with no income; therefore paying only \$50 in rent. The rent would require, if the tenant was allowed more for their utility allowance than what they pay in rent, the SPHA would make a check out to Sequatchie Valley Electric Company for the difference between the rent and the utility allowance. Lisa Bradford explained that these tenants are referred to by HUD as negative renters. There was a discussion by the board and attorney's that at lease renewals we look into whether or not we choose to renew the lease of the negative renters. Resolution 948 reads the following:

**RESOLUTION NO. 948
UTILITY ALLOWANCE
South Pittsburg Housing Authority
AVERAGE TN 37-1,-2,-3,-4, & -5
South Pittsburg, Tennessee
Effective: October 1, 2017**

Cost Allowance for Tenant Purchased Utilities:

Electricity Allowance: For Lighting, Refrigeration, and Minor Household Appliances

Type Units: <u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
\$38	\$44	\$49	\$54	\$60	\$69

Said fixed dollar allowance for tenant-purchased electricity shall be deducted from the tenant's gross rent.

Monthly Gas Allowance: For cooking, water and heating.

Type Units	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
January	63	84	104	116	149	180
February	56	75	92	103	132	159
March	45	60	73	81	105	127
April	26	35	42	48	62	76
May	14	19	24	28	36	44
June	13	18	23	27	35	43
July	14	19	24	28	36	44
August	14	19	24	28	36	44
September	13	18	23	27	35	43
October	23	32	38	43	36	69
November	46	60	74	83	107	129
December	63	84	104	116	149	179

Excess Charge: Over allowance is charged at current rate per Hundred Cubic Feet (CCF) but make no charge until excess is 25 cents or more.

Method of Determination: Monthly billing based on monthly check-meter readings.

Vice Chairman Jane Pellam made a motion to adopt Resolution 948: Utility Allowance as read. The motion was seconded by Commissioner Tim Hudson. All were in favor of adopting Resolution 948: Utility Allowance therefore, Resolution 948 is so adopted.

Prior to the next item under new business Vice Chairman Jane Pellam asked about the letter from HUD that states the requirement for the Chairman to certify that the board has completed their lead the way training. Lisa Bradford explained that the letter from HUD was a result of the Management Review that the Nashville Field Office came to perform and that the first two requirements from the review had been completed. The last item was the certification from the Board Chairman of the board's completion of the lead the way training. After the discussion of the relevance, Chairman Bill Lawrence did ask that all Commissioner finish the lead the way training as soon as possible.

The next item under new business was the acceptance of bids for the roof on the office building. Lisa Bradford received three bids for the replacement of the roof here at the office that would be paid from the Elderly funds, since it was determined that the office building was owned by the Elderly Housing Board. Lisa Bradford stated that this would be an emergency fix because the roof is leaking on the computers. After discussion of the bids received, Vice Chairman Jane Pellam made a motion to accept the bid from J.D. Helton Roofing Company due to the cost and the specifics given in detail on the proposal. The motion was seconded by Commissioner Tim Hudson. All were in favor-Aye and the motion was so ordered.

Lastly under new business was the recommendation of hire for the Maintenance Manager. Lisa Bradford stated that there were 16 applicants and 5 were interviewed for the position. Lisa Bradford and Jessica Kelley both sat in on the interviews and evaluated the applications and interviews separate from one another as a factor to determine the SPHA fit. Lisa Bradford stated that after a long process that she was recommending Mr. Curtis Blevins as the Maintenance Manager. Vice Chairman Jane Pellam stated that she wanted the individual that would be able to most help Lisa Bradford and the SPHA. With that being said, Vice Chairman Jane Pellam made a motion to hire Mr. Curtis Blevins. The motion was seconded by Commissioner Tim Hudson. All were in favor-Aye and the motion was so ordered.

Commission Reports, Comments, Questions:

Lisa Bradford updated the board on the progress of HP Construction. Mrs. Bradford stated that HP Construction is complete on N. Elm and Old Jasper Road and they have now moved back down to the Hemlock Development to complete the last units there where she stated that are a total of 19 units left to complete.

Lastly, Lisa Bradford stated that it has been rumored that the City of South Pittsburg has been notifying the City Commissioners, as well as employees of the City not to pick up the curbs of any housing developments due to the fact that the SPHA does not pay its taxes to the City. Lisa Bradford stated that she felt it was very important that the Commissioners knew the original agreement concerning the PILOT program. She asked if she could call a meeting with the Commissioners of both boards, as well as both attorney's to discuss so that everyone was on the same page on the issue. Chairman Bill Lawrence thought that it would be a good idea to have that meeting. Attorney Jerry Bible stated that it would be good for all discussions to take place regarding future cooperation agreements and what each side would possibly agree to also. Lisa Bradford stated that she would get with Mayor Virgil Holder and discuss a time that would be good for all to meet.

Adjournment:

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

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)

