

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, September 18, 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
Tim Hudson; Commissioner
Shannon Duggar; Commissioner

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

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

Vice Commissioner Jane Pellam made a motion to approve the board agenda for the September 18, 2017 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Chairman Lawrence discussed the Utility Allowance Resolution passed in the August meeting and stated that the negative renters could hurt the SPHA. Chairman Lawrence stated that the office staff would be working to soften the blow on those renters by standing by the board's decision on preferences at each recertification. Commissioner Shannon Duggar made a motion to approve the August meeting minutes. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the August minutes and the motion carried.

Chairman Bill Lawrence discussed the lack of funds in the general account based on the Treasurer's Report. Chairman Lawrence asked Lisa Bradford if she saw the financials getting any better and she stated that until these construction projects were over, she did not see them improving. Lisa Bradford explained that the money that is being spent is money that are typical expenses other than some similar to the gas training for the employees. Chairman Lawrence asked if it was possible to check and see if our new Maintenance Supervisor could join a class that is already scheduled instead of paying for the training to come here. Mayor Virgil Holder also stated that there was a new State of TN statue that all Commissioners of a utility are required to get a Natural Gas training. Lisa Bradford stated that she would check in on that.

Vice Chairman Jane Pellam made a motion to approve the August financials. The motion was seconded by Commissioner Holly Stewart. All were in favor of approving the August 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 is still waiting on the City's approval of the Management Agreement. As far as the Property Use Agreement, the City is still trying to determine what will need to be done in order to provide the insurance indemnification that is being requested by the Housing Authority. Chairman Lawrence asked Mayor Virgil Holder where the City was in disbanding the Elderly Board. Mayor Holder stated that he has already began the paperwork, with the City's Attorney Billy Gouger to disband that board. Mayor Holder stated that he would have to change the HA Charter at the time that the other board is disband to make the SPHA Board the public housing board.

New Business:

There was no new business to be discussed at this meeting.

Commission Reports, Comments, Questions:

Chairman Lawrence asked about the progress of HP Construction. Lisa Bradford updated the board on their progress by stating that HP Construction is back in Hemlock with a total of 19 units left to be completed and that they are currently working in 10 of those units. Lisa Bradford stated that she was very comfortable that the project would be complete prior to the deadline.

Lisa Bradford asked the board if they had given any more thought to the Smoke Free Policy after looking over the policies provided by other HA's. After several discussions on the rules set forth by HUD, the board has decided that the SPHA policy will be no tobacco products or E Cigarettes on all properties. First notice of violation will be a written warning, 2nd will be a fine of \$100 for a cleaning fee and 3rd will be a lease termination. Lisa Bradford stated that she would get signs ordered and will have the policy and Resolution written for approval at the October meeting.

Lisa Bradford stated that she would like the board approval on allowing the Fire Department's use of the Activity Center at no charge. Mrs. Bradford stated that the Elderly Housing Board voted to charge everyone for the use of the building except the City for their meeting because it is owned by them. The board was unanimous about the approval to allow the Fire Department to use the Activity Center at no charge. There was some discussion about the use of the building; therefore, Lisa Bradford stated that she would provide the board with a copy of the minutes from the Elderly meeting where they voted on this issue at our next board meeting.

Lastly, Lisa Bradford asked to board to think about the possibility of removing storm doors from all the units. Lisa Bradford stated that they are a very expensive cost to purchase and repair. In addition, there is a possibility of 5 things per door that are inspect able by REAC. Mrs. Bradford did state that it would be HA wide. This decision would be for all doors in all units to be removed. Chairman Bill Lawrence was in

support for the removal of the doors; however, Lisa Bradford asked the board to think about it prior to the next meeting and that she would list it under business for the October meeting.

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 Vice Chairman Jane Pellam. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)