

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, October 16, 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 (absent)
Shannon Duggar; Commissioner

Also present was Executive Director, Lisa Bradford, Attorney Sarah Willis and Jessica Kelley, PHM.

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

Vice Chairman Jane Pellam made a motion to approve the board agenda for the October 16, 2017 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

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

Commissioner Shannon Duggar made a motion to approve the September financials. The motion was seconded by Vice Chairman Jane Pellam. All were in favor of approving the September 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 we are still in a holding pattern with the City. Chairman Lawrence stated that in the last City Meeting, it was determined that the City was going to be bidding out their insurance. Therefore, it still may be a little while for the signing of the Property Use Agreement, which requires indemnification for the SPHA. As for the Management Agreement, there is still a process underway to fill the Elderly board in order to approve the dissolution of that board. Chairman Lawrence stated that at a recent meeting with our attorney's, the City's attorney and the Mayor, it was productive meeting and there would be discussions between the two boards to work out a possible new cooperative agreement. The City's board will also be having a workshop on the discussion of a new cooperative agreement, PILOT program and Management Agreement.

Lisa Bradford wanted to discuss a couple things that was discussed in last month's meeting. There was a discussion about the SPHA Board of Commissioners being required to take a special training due to the SPHA being considered a utility. Mrs. Bradford stated that she had looked up the Tennessee Code Annotated on that requirement and it stated that the training that was discussed is for Utility Commissioners. SPHA is a Public Housing Board of Commissioners and they would not fall into the Utility Commissioners requirements. Also, Lisa Bradford stated that in the last meeting it was discussed about the use of the SCAC. She stated that she was incorrect about what the policy stated that the Elderly Board passed, which states that all City Departments and the SPHA could use the SCAC at no charge. Lastly, at the September meeting it was asked that Mrs. Bradford ask and see if there was a less expensive way to get our new Maintenance Manager trained in the Natural Gas requirements that our other employees have already received. Lisa Bradford stated that she had asked the company that did our last certification and he stated that he did not have another class that Curtis could join because he would not be teaching the same requirements. Lisa Bradford also spoke with another guy that helps with our gas manuals and he stated that someone highly qualified could certify him; therefore, Mrs. Bradford contacted Keith Garth with the Marion Natural Gas to see if they could provide the training. Mr. Garth stated that he would call Lisa Bradford back when he speaks with Mark to see if they would be able to provide this service.

New Business:

The first item of new business was the presentation of Resolution 949: Termination of One America Retirement Plan. The following Resolution reads:

RESOLUTION NO.: 949

Resolution Number 949 for Termination of Retirement Plan with One America

I hereby certify that the following is a true copy of resolutions duly adopted by the Board of Directors of the Employer/Plan Sponsor at the meeting held on the 16th day of October, 2017 at which a quorum was present and acting throughout.

WHEREAS, The South Pittsburg Housing Authority, currently sponsors the One America 401(k) Plan (the "Plan");

NOW THEREFORE, BE IT RESOLVED, that Amendment Number 1 to the Plan be, and the same hereby is, adopted in the form attached hereto; and

FURTHER RESOLVED, that the Plan be terminated effective 20th day of July, 2017, which no further contributions to be made under the Plan; and

FURTHER RESOLVED, that all of the assets and liabilities of the Plan be transferred to the Plan Trust, and that, upon completion of such transfer, the trust associated with the Plan be terminated; and

FURTHER RESOLVED, that the proper officers/members of this Employer/Plan Sponsor be, and they hereby are, authorized and directed to take such actions and to execute such documents and instruments as they, in their sole discretion, deem necessary or desirable to effectuate intent of the forgoing resolutions, including, without limitation, amendments to the Plan and Trust Agreements associated with the Plan and the filing of such notices with regulatory agencies as may be required.

There was discussion for the reason in the termination of this retirement plan. Lisa Bradford stated that our current employees were not contributing and that it was a plan that was put in place by our previous administration. Mrs. Bradford also explained that there was a charge each year to continue to keep the plan and Mrs. Bradford no longer wanted to keep the expense to the SPHA when it was not benefiting our employees.

Vice Chairman Jane Pellam made a motion to adopt Resolution 949: Termination of the One America Retirement Plan. The motion was seconded by Commissioner Shannon Duggar. All were in favor of adopting Resolution 949-Aye and it was so adopted.

The second item under new business was the adoption of Resolution 950: Tobacco-Free Policy. The following resolution reads:

RESOLUTION NO.: 950

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO PASS A TOBACCO-FREE POLICY.

To insure the quality of air and the safety of residents of The South Pittsburg Housing Authority (SPHA), SPHA has declared that all apartment buildings, office buildings, common areas, and overall general properties to be Tobacco-Free. Tobacco use of any kind will no longer be permitted on any property owned and managed by the South Pittsburg Housing Authority. All residents, employees and guests must abide by the following rules and regulations.

WHEREAS, in accordance with the United State Department of Housing and Urban Development final rule “Instituting Smoke-Free Public Housing” and 24 CFR Parts 965 and 966.

WHEREAS, Tobacco Products in any manner or any form including but not limited to cigarettes, cigars, pipes, electronic nicotine delivery systems (ENDS), chewing tobacco, dip and electronic cigarettes (e-cigarettes) are including in the Tobacco-Free Policy.

WHEREAS, the Board of Commissioners has the power and authority under the Bylaws and duties of the SPHA Board, be it

RESOLVED, that this Resolution known as TOBACCO-FREE contains the following provisions:

1. Effective January 1, 2018, tobacco use of any kinds are prohibited on all properties owned and managed by the SPHA.
2. This policy applies to all residents, guests, employees and service providers.
3. This policy applies to new leases, renewals and extensions of existing leases.
4. Residents should report any incidences where tobacco use has been identified.
5. Tobacco Free Properties signs will be posted.
6. The management and maintenance employees will be responsible for enforcement of this tobacco-free policy.
7. For violations of the tobacco-free policy are subject to warnings, referrals, fines and further action as deemed necessary by management.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the South Pittsburg Housing Authority that the South Pittsburg Housing Authority implement this tobacco-free policy effective January 1, 2018.

Vice Chairman Jane Pellam stated that she made a motion to adopt Resolution 950 based on it being a requirement set by the Department of Housing and Urban Development. The motion was seconded by Commissioner Shannon Duggar. All were in favor of adopting Resolution 950-Aye and therefore, it was so adopted.

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 6 units left to be completed. Lisa Bradford stated that she was very comfortable that the project would be complete prior to the deadline and that the project at this point is moving smoothly. Regarding the HP Construction project, Mrs. Bradford notified the board that we would be drawing down the last of the Emergency Grant money that is approved for this project, drawing down \$77,000 this week. The current invoice for HP Construction is \$167,000. Lisa Bradford stated that because of the original cost estimate for the work to be completed was so far off from what the cost of the project was, that it appeared that most all of the 2017 CFP money would also be required to complete the payment on this project.

Lisa Bradford stated that June Summers at Tower Community Bank stated that there were still two signatures needed to complete the signature cards, Tim Hudson and Holly Stewart. Lisa Bradford stated that she would notify both Commissioners since they were not at the meeting.

Lastly, Lisa Bradford asked the board if they wanted to again purchase, from the Management Fee Account, a Ham or Turkey for the Employees as a Thanksgiving Gift. Lisa Bradford stated that they would be ordered through Foodland here in town. Vice Chairman Jane Pellam made a motion to approve the purchase of ham/turkeys for employees from the Management Fee Account. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and the motion was so ordered.

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 Shannon Duggar. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)