

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, November 20, 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's Jerry Bible and Sarah Willis and Jessica Kelley, PHM.

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

Commissioner Shannon Duggar made a motion to approve the board agenda for the November 20, 2017 meeting. The motion was seconded by Commissioner Holly Stewart. All were in favor of approving the board agenda and the motion carried.

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

Commissioner Holly Stewart made a motion to approve the October financials. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the October 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. Chairman Lawrence explained to the SPHA Board that there was a call from the HUD Field Office requesting information on whether or not a Property Use Agreement was signed and due to the fact that it had not, the HUD Field Office has turned it over to their Attorney. Chairman Lawrence also stated this fact to the City of South Pittsburg under public comment section of their monthly meeting.

In addition to the Property Use/Management Agreement and after the meeting with Attorney's, Chairman and Mayor Virgil Holder, it was discussed a Memorandum of

Understanding would be written for the clarification of the PILOT between the South Pittsburg Housing Authority and the City of South Pittsburg. It was discussed that the SPHA Attorney's would write up a MOU describing the requests that were discussed in the meeting and present that MOU to the SPHA Board of Commissioners for review and approval prior to sending the MOU to the City of South Pittsburg. All agreed that a draft would be sent to Lisa Bradford and Chairman Lawrence prior to sending out the official MOU to the rest of the board for approval.

Regarding the Property Use/Management Agreement, Attorney Jerry Bible asked the board for permission to look for records regarding all property ownership of the SPHA, going back to the Accessors Office to determine if there are any records. All board members agreed and thought that it was very much needed in order to be sure of all ownership.

Lastly, Lisa Bradford wanted to notify the board of the Resolution that was passed in the October meeting regarding the Tobacco Free Policy. Mrs. Bradford stated that she had met with Joyce Clem from the Hamilton County Health Department on options for cessation classes and possibly using the SPHS Interact Club to assist with some of those classes. Joyce Clem also provided the SPHA Office with flyers and informational packets for our tenants to use, including the Smoke Free hotline number. In addition, Lisa Bradford stated that there was a Public Hearing held at the SPHA office and there were no tenants in attendance; however, there had been one letter written and a couple of phone calls made to the office expressing their concern. Lisa Bradford notified the board that signs have been purchased and will begin being put up at all developments.

#### **New Business:**

There was no new business to be discussed in the November 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 working on the very last apartment. Lisa Bradford also stated that Cauthen and Associates will be here on Wednesday; November 22, 2017 to complete a final inspection.

Lisa Bradford had a couple of things to discuss under comments. Lisa Bradford stated that she has scheduled an Employee and Commissioner Christmas luncheon at Stevearinos on December 15<sup>th</sup> at 11:30 a.m.

Lisa Bradford asked for permission from the board to travel to the Quarterly ED Meeting held in Murfreesboro on December 13<sup>th</sup>. Commissioner Tim Hudson made the motion to approve the travel. The motion was seconded by Commissioner Shannon Duggar. All were in favor of Lisa Bradford's travel-Aye.

As in years, past the Board of Commissioners gave the SPHA Employees a Christmas Bonus from the Management Fee Account. Lisa Bradford asked the board if they would like to give the Christmas Bonus again this year. Commissioner Shannon Duggar made a motion to give each Employee a Christmas Bonus of \$ 200.00 from the SPHA Management Fee Account. The motion was seconded by Commissioner Tim Hudson. All were in favor-Aye and the motion was so ordered.

Lastly, Lisa Bradford asked that the SPHA Board of Commissioners forgo the December 18<sup>th</sup> meeting due to not having new business to discuss and it falling on a really busy schedule for everyone. Lisa Bradford stated that if anything came up, she would call a special called meeting if necessary. All board members were in favor.

**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)