

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Tuesday; January 20, 2026 at the office of the South Pittsburg Housing Authority.

Chairman Mary Faye Payne chaired the Board and called the meeting to order with the following members present:

Mary Faye Payne, Chairman  
Shannon Duggar; Vice Chairman  
Lamar Jenkins, Commissioner  
Dennis Alexander, Commissioner, via phone  
Randi Wigfall, Commissioner

Also present was Executive Director, Lisa Cross and PHM, Jessica Kelley.

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

Chairman Mary Faye Payne called for a motion to approve the meeting agenda for the January 20, 2026 meeting. Commissioner Lamar Jenkins made a motion to approve the board agenda for the January 20, 2026 meeting. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the minutes from the November 2025 meeting. Commissioner Lamar Jenkins made a motion to approve the November 2025 meeting minutes. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the minutes. Aye and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the financials for November 2025. Commissioner Lamar Jenkins made a motion to approve the November 2025 financials. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the November financials and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the financials for December 2025. Vice Chairman Shannon Duggar made a motion to approve the December 2025 financials. The motion was seconded by Commissioner Lamar Jenkins. All were in favor of approving the December financials and the motion carried.

**Unfinished Business:**

There was no unfinished business to be discussed at the January 2026 meeting.

**New Business:**

There were three Resolutions to be discussed in the January meeting.

First was Resolution 1006: A Resolution to Amend the Maintenance Charge List.

**RESOLUTION NO.: 1006**

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE MAINTENANCE CHARGE LIST**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No 1006 be approved amending Maintenance Charges that will be charged to tenants for Extraordinary Maintenance caused by the tenants. These charges will become into effect after all tenants are given a 30 day written notice of charges.

Vice Chairman Shannon Duggar made a motion to adopt Resolution 1006: A Resolution to amend the Maintenance Charge list effective March 1, 2026. The motion to adopt Resolution 1006 was seconded by Commissioner Lamar Jenkins. All were in favor of adopting Resolution 1006 and it was so moved.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above-mentioned Maintenance charge list be amended effective March 1, 2026.

The second item of business was the discussion of Resolution 1007: Amending the Utility Allowance.

**RESOLUTION NO. 1007  
UTILITY ALLOWANCE**

South Pittsburg Housing Authority  
AVERAGE TN 37-1,-2,-3,-4, & -5  
South Pittsburg, Tennessee

**Effective: March 1, 2026**

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>
	\$54	\$60	\$65	\$70	\$77	\$82

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. (RATES REMAINED SAME AS 2023)

Type Units	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
January	64	80	96	104	132	156
February	57	71	84	92	117	138
March	45	56	66	71	91	107
April	26	31	36	39	50	59

May	11	16	21	26	34	39
June	11	15	20	25	33	38
July	11	16	21	26	34	39
August	11	16	21	26	34	39
September	11	15	20	25	33	38
October	23	28	32	35	45	52
November	46	57	67	72	93	109
December	64	80	95	103	132	155

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.

Commissioner Lamar Jenkins made a motion to adopt Resolution 1007: A Resolution to amend the SPHA Utility Allowance effective March 1, 2026. The motion to adopt Resolution 1007 was seconded by Vice Chairman Shannon Duggar. All were in favor of adopting Resolution 1007 and it was so moved.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above-mentioned Utility Allowance be amended effective March 1, 2026.

The last item under new business was the discussion of Resolution 1008: Amend the Pet Lease Addendum.

**RESOLUTION NO.: 1008**

**A RESOLUTION TO AMEND THE ADDENDUM TO THE LEASE AGREEMENT/  
PET LEASE ADDENDUM**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following changes be made to the SPHA Lease Agreement/ Pet Lease Addendum effective March 1, 2026:

*The non-refundable fee for a pet will change from \$ 150.00 to \$ 250.00 to cover operating costs to the project relating to the presence of my pet (excluding birds and fish).*

Commissioner Dennis Alexancer made a motion to adopt Resolution 1008: A Resolution to amend the Pet Lease Addendum. The motion to adopt Resolution 1008 was seconded by Commissioner Lamar Jenkins. All were in favor of adopting Resolution 1008 and it was so moved.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above-mentioned Pet Lease Addendum be amended.

**Commission Reports, Comments, Questions:**

Director, Lisa Cross updated the board on the current projects, including the Roofing, HVAC projects, NSPIRE inspection and the next step of the Exterior Renovation Project.

**Adjournment:**

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

Respectfully Submitted:

Approved by:

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Secretary

\_\_\_\_\_  
Chairman