

**South Pittsburg Housing Authority**

October 15, 2018

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, October 15, 2018 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  
Tim Hudson; Commissioner (absent)  
Shannon Duggar; Commissioner  
Mary Faye Payne, Commissioner (absent)

Also present was Executive Director, Lisa Bradford, Attorneys Jerry Bible and Sarah Willis, PHM Jessica Kelley, and two residents from Chester Powell, one being Chairman of Elderly Board, Ms. Wanda Tipton.

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 15, 2018 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:**

The first item under old business was the RFP for legal services. The SPHA received bids from both Bible & Bible, as well as Cameron & Cameron. After reviewing all aspects for the RFP, Vice Chairman Jane Pellam made a motion to continue retaining Bible & Bible as the Attorney's for the South Pittsburg Housing Authority. The motion was seconded by Commissioner Shannon Duggar. All were in favor- Aye and the motion carries.

Under the second order of old business, Lisa Bradford provided the board with all local banks CD rates after a sealed bid was received from four local banks on rates for \$100,000 of money to be moved from the Elderly account. The bank offering the highest

rates for both 6 mo. and 12 mo. was Citizens Tri County Bank. Commissioner Shannon Duggar made a motion to move \$100,000 of money from the Elderly General Fund account to a CD at Citizens Tri County Bank. The motion was seconded by Vice Chairman Jane Pellam. All were in favor-Aye and the motion was so ordered.

**New Business:**

No new business was brought before the board in the October meeting.

**Commission Reports, Comments, Questions:**

Lisa Bradford notified the board of the progress of the Sewer Line Replacements. She stated that the contractors are moving along well and inspections are being done as required by MBI.

Lisa Bradford notified the board that the recent REAC training that the SPHA hosted was a very successful training, other housing authorities participated in the training as well and everyone thought that it was very helpful considering all the recent changes with REAC/UPSC requirements. Chairman Lawrence also brought up that the Inspection Group that provided the training, also provides other services related to REAC inspections, including walking with the inspectors during inspections. Lisa Bradford stated that she did not know the cost of that as of now, but would find out the cost prior to our next inspection.

Lastly, Lisa Bradford asked the approval of the board to purchase a turkey or ham for the SPHA employees for the Thanksgiving Holiday. Lisa Bradford stated that we have typically purchased those from Foodland; however, Commissioner Shannon Duggar suggested that we check with Sequatchie Cove Farms for organic, fresh meat this year and see if they would be able to provide those. Vice Chairman Jane Pellam put made a motion the ham's and turkey's be ordered for the employees, but check with Sequatchie Cove Farms first this year before ordering straight from Foodland. 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, Commissioner Shannon Duggar 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)

