

South Pittsburg Housing Authority

December 17, 2018

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, December 17, 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
Shannon Duggar; Commissioner
Mary Faye Payne, Commissioner

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

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 December 17, 2018 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

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

Chairman Bill Lawrence made a motion to approve the November financials. Chairman Lawrence asked if the 100,000 paid out by the Elderly in November was for the CD to Citizen Tri County. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the November financials and the motion carried.

Old Business:

There was no old business to be discussed.

New Business:

Under new business was the presentation of the SPHA management agreement with the Elderly Housing Board. Attorney Sarah Bible provided the board with an amended copy of the management agreement but there was additional amendments that needed to be made to the agreement. Commissioner Mary Faye Payne suggested amendments for the name to include the official name of the Elderly Board, which states of the City of South Pittsburg, as well as to put a 25 time frame on the agreement terms. Chairman Lawrence stated that the City is not allowed by Resolution to enter into an agreement

longer than 25 years. Commissioner Mary Faye Payne made a motion to approve the new management agreement between the SPHA and the Elderly Housing Board with the amendments suggested. Attorney Sarah Bible stated that she would send a copy to the City's Attorney for his review as well so that the City board should have adequate time to review prior to the City meeting in January. The motion was seconded by Chairman Bill Lawrence. All were in favor of approving the management agreement with amendments discussed- Aye and the motion carried.

Commission Reports, Comments, Questions:

Lisa Bradford stated that the Sewer Lines at the office had collapsed and the office staff had been without a restroom for a couple days. She also stated that she has been in contact with the sewer contractor for those emergency repairs and that he has someone coming to put a camera in the lines to find the problems.

Lisa Bradford also stated that the Sewer contractors are about 85% complete with the sewer project and that they are currently in the last development. She also stated that they would be going back and doing the grading, seeding and strewing the yards, as well as pouring the concrete as soon as they complete installation.

Vice Chairman Jane Pellam asked Mrs. Bradford to look into possibly changing the hours of operations for both the office staff, as well as the maintenance staff. She suggested that maybe the maintenance staff would want to come in earlier during the Fall/Winter hours so that they would have adequate day light to complete their work. Mrs. Pellam also asked about the office staff working until 4:30 instead of 4:00. Lisa Bradford stated that it was changed when she began working there, but that it had previously been 4:00. Commissioner Mary Faye Payne suggested that the office staff work 8:00 am to 4:00 pm and still continue to get the 1 hour lunch. Vice Chairman Jane Pellam asked Mrs. Bradford to discuss with the office staff and the maintenance staff and see what the suggestion would be for hours of operation changes for all staff and bring it back for approval at the January meeting.

Vice Chairman Jane Pellam also wanted to discuss the top dresser from the previous meeting. Mrs. Pellam suggested that the top dresser be placed in the next auction that the SPHA has. Lisa Bradford agreed and stated that she would make sure that the top dresser would be placed in the next auction that the SPHA holds. Mrs. Pellam also suggested that the SPHA not loan any of its equipment out to anyone. There was a discussion about others borrowing equipment and the Attorney's stated that it may be a good idea to write up something that states if you borrow any equipment, that it be returned in the same working condition. Lisa Bradford stated that the SPHA always loans out the John Deere Gator to the Cornbread Festival each year, so she wasn't sure the best way to handle not loaning that piece of equipment out. There was a discussion and it was stated by Commissioner Mary Faye Payne that if anyone asks to borrow any equipment to tell them that it is a board decision and that Lisa Bradford would bring it before the board.

Adjournment:

After no further business to be brought before the board, Commissioner Mary Faye Payne made a motion to adjourn the meeting. The motion was seconded by Vice Chairman Jane Pellam. All were in favor and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:
_____ (Chairman)