

South Pittsburg Housing Authority

August 19, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, August 19, 2019 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
Shannon Duggar; Commissioner
Mary Faye Payne, Commissioner

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

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

Chairman Bill Lawrence made a motion to approve the board agenda for the August 19, 2019 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 July regularly scheduled meeting minutes. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the July regularly scheduled meeting minutes and the motion carried.

Chairman Bill Lawrence made a motion to approve the July special called meeting minutes. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the July special called meeting minutes and the motion carried.

Lisa Bradford stated that there were several large expenses that were paid out in July, which shows for a much smaller balance. Some of those purchases being Belfor, HL Management, TNRMT for Insurance, Audit expenses and AFS Foundation. Commissioner Shannon Duggar made a motion to approve the July financials. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the July financials and the motion carried.

Old Business:

Lisa Bradford stated that since the previous meeting, she had contacted Mr. Ken Jordan for the Title XI training for the SPHA employees and that the training had been set up for October. Commissioner Mary Faye Payne asked if this class would be mandatory with Lisa Bradford responding that yes it would be.

New Business:

The first item under new business was the elderly CD rates that went out for bid in July. Lisa Bradford stated that all banks turned in a bid, with one being turned in a day late and unable to open. With the rates given, Commissioner Mary Faye Payne voted to move \$ 100,000.00 of Elderly money to Citizens Tri County bank. Chairman Bill Lawrence seconded the motion. All were in favor of moving \$ 100,000.00 of money from the Elderly General Fund to Citizens Tri Co in the form of a CD. The motion was so ordered.

The second item under new business was the approval for advertising for bids for additional roofs for the SPHA. Lisa Bradford explained that due to the last bid coming in much lower than estimated, she would like permission to go back out for bids for more roofs to be replaced, at the time she deems appropriate. Lisa Bradford explained several issues that are evolving with the newest roof contractor (WEROC). She also explained that they are to be onsite this week. Mrs. Bradford stated that she would like the chance to go back out for bid for more roofs if this job begins and moves along smoothly. Chairman Bill Lawrence made a motion to approve Lisa Bradford to advertise for additional roofs to be replaced when she deems appropriate. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and the motion carried.

Commission Reports, Comments, Questions:

There were a couple of things discussed under Commission Reports, Comments. Lisa Bradford stated that AFS Foundation had completed the stabilization project on Hamilton Avenue and they did a very good job. Mrs. Bradford also stated that the Back to School Bash was a success, that the kids had a great time and were able to be supplied with all needed school supplies.

Vice Chairman Jane Pellam stated that in the City Meeting, Mrs. Sarah Gaines was appointed for the vacant position on the Public Housing Board. Mrs. Pellam also asked if Lisa Bradford would check on the bi-laws/charter for the requirement for election of officers for the SPHA Board of Commissioners. Lisa Bradford stated that she would check on that and notify the board.

Attorney Sarah Willis stated that she had been contacted by an individual wanting to appeal a denial for housing. Mrs. Willis asked if Lisa Bradford would also check into what the board agreed upon as the appeals process. Mrs. Bradford stated that she would also check on this and notify Mrs. Willis and the board on her findings.

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 Chairman Bill Lawrence. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)