

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 12:00 p.m. on Friday, October 16, 2020 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  
Shannon Duggar; Commissioner (absent)  
Mary Faye Payne, Commissioner  
Delorah Starkey, Commissioner  
Lamar Jenkins, Commissioner (absent)

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

The Chairman declared a quorum present and the meeting was open for business. Chairman Bill Lawrence stated that in the previous City meeting, the Mayor appointed Lamar Jenkins to the Housing Authority Board of Commissioners, replacing Mr. Scott Collier. Mr. Jenkins was not able to attend, due to the meeting being held during the day.

Chairman Bill Lawrence made a motion to approve the board agenda for the October 16<sup>th</sup>, 2020 meeting. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the board agenda and the motion carried.

Chairman Bill Lawrence made a motion to approve the September meeting minutes. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the September regularly scheduled meeting minutes and the motion carried.

Commissioner Mary Faye Payne made a motion to approve the September financials. The motion was seconded by Chairman Bill Lawrence. All were in favor and the motion carried.

**Old Business:**

For discussion under Old Business was the Grievance Panel. Due to Mr. Lamar Jenkins being appointed as a Commissioner, he would no longer be able to serve on this panel. Chairman Bill Lawrence stated that he had spoken with Mrs. Sarah Gaines, who is now willing to be a part of the Grievance Panel. Lisa Bradford also stated that she had spoken with both Brad Bridgeman and Christy Greene, who has also agreed to be a part of the grievance panel. This will now make 3 individuals who will be willing to serve.

**New Business:**

The first item under new business was the purchase of a Compact Track Loader with the CARES money, in order to build and create Social Distancing for our residents, as well as help our Maintenance Staff socially distance from units, being able to clean the units out quicker. With that Chairman Lawrence asked about whether or not the Loader also had a grapple bucket that would assist in the picking up heavy items. Lisa Bradford stated that she had not included that; however, she would add that to the invoice for the purchase of the machine. Lisa Bradford stated that she had done a cost estimate and received quotes from three different companies for a similar machine and that after doing so, she asked for the approval to purchase a machine from Bobcat. Chairman Bill Lawrence made a motion to purchase the Bobcat, with attachments, adding a grapple bucket. Commissioner Mary Faye Payne seconded the motion. All were in favor of this purchase- Aye and it was so ordered.

Secondly, Lisa Bradford stated that we have had an Emergency situation at the office regarding one of the AC units in the office. The unit is no longer circulating the air as it is supposed to considering the unit is 37 years old. The unit is creating mold and mildew in the office, as well as not circulating well enough to keep COVID virus from circulating as well. The purchase of this AC unit will also be paid from the CARES money for the prevention, preparation and resolution for COVID. The motion was made by Chairman Bill Lawrence. The motion was seconded by Commissioner Mary Faye Payne. All were in favor-Aye and it was so ordered.

**Commission Reports, Comments, Questions:**

Lisa Bradford notified the board that she had met with the Engineer that would be doing the bidding work for Chester Powell Apartments. In addition, she had approved the plans and is setting the dates for pre-bid and bid opening. Lisa Bradford also stated that she had notified the SPEH Board and made them aware of the probable opinion of cost at around \$ 415,000 and that the Elderly had \$ 600,000 in CD's since 2015 to cover the cost of the repairs, to include the window flashings, a new roof, and new parking lot.

Commissioner Mary Faye Payne stated that due to our former Vice Chairman being replaced, we needed to vote in a new Vice Chairman. After discussion and Commissioner Payne stating that she would be happy to take that position, it was determined that because we did not have a full board present, that it would be best to be placed on the agenda for the next meeting.

**Adjournment:**

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

Respectfully Submitted:

Approved by:

\_\_\_\_\_ (Secretary)

\_\_\_\_\_ (Chairman)

