

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

June 18, 2018

The Board of Commissioners of the Huntsville Housing Authority (hereinafter referred to as “the Authority) met in regular session at the Oscar Mason Community Center, 149 Mason Court, Huntsville, Alabama, on Monday, June 18, 2018.

PRESENT

Chairman Delvin Sullivan
Vice Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquila Willie

ABSENT

Commissioner Delmonize Smith

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, Attorney; Danielle Thomas, Director of Housing Operations; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Lindsay Pollard, Public Relations/Workforce Development Manager; Terry Boyd, Superintendent of Housing Operations; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the May 21, 2018, Regular Meeting Minutes as presented. Commissioner Horton made a motion to approve the minutes and Commissioner Fountain seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

Ms. Sandra Eddlemon addressed a resident’s concerns from the May Board Meeting.

Pest Control – Orkin placed bait stations throughout Butler Terrace/Butler Terrace Addition/ and L.R. Patton prior on June 6, 2018. This was a plan that was already in place prior to the May Board Meeting.

Sewage – There was no sewage on the property; but, there was an underground water leak. A plumber was contacted and that leak was fixed.

Electrical Wires – Butler Terrace staff reported that there are no wires observed hanging down. However as it is their custom that if a wire is spotted they will contact Huntsville Utilities immediately.

Litter – We know that litter is a huge problem. Litter is a problem at all of the sites. It is particularly bad at Butler Terrace and Butler Terrace Addition. We have hired temps for the purpose of only picking up litter. We are trying to get this under control. After meeting with Mr. Ennis last week we want to meet with residents to take pride in their property and pick up their yards too.

Grass – We are working with the contractor to try and get him caught up on all of the sites. With all of the rain this has been hard but we are making every effort to get this issue taken care of too.

Ms. Eddlemon also passed on a note from Ms. Danielle Thomas the Director of Housing Operations which stated the following: Unfortunately, a perfect storm of issues have combined to present numerous challenges for many of our sites. And I am always appreciative of resident feedback that highlights issues where we may have fallen short. As long as we have the resources to address the concerns we will do so in the quickest timeframe possible once notified.

All of this information was communicated to Mr. Eason in the meeting held with him the previous week.

NEW BUSINESS

Financial Services

1. Act on Resolution Approving First Quarter Charge-Offs.

RESOLUTION NO. 2018-16

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments owned and operated by HHA for the period ending June 30, 2018, in the amount of \$39,245.76:

Rent	\$ 12,892.65
Maintenance Charges	\$ 9,484.63
Court Costs	\$ 5,999.00
Late Charges	\$ 1,942.00
Retroactive Rent	\$ 8,579.00
Utility Charges	\$ 51.48
Bulk Cable	\$ 297.00

AND, WHEREAS, HHA has made and is making reasonable effort to collect said balances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$39,245.76.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

2. Act on Resolution Approving the Purchase of Two 2018 Transit 150 Base Low Roof Cargo Vans.

RESOLUTION NO. 2018-17

WHEREAS, Northwoods and Lincoln Park are in need of new vehicles in order to service their residents; and

WHEREAS, the 3/31/2019 budget includes an amount for Northwoods and Lincoln Park to purchase two vans; and

WHEREAS, Woody Anderson Ford, the vendor, is on the North Alabama Cooperative Purchasing Association's vendor list.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is hereby authorized to purchase two vans from Woody Anderson Ford in the amount of \$51,068.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

3. Presentation of Cumulative Low-Income Housing Finance Report for Period Ending April 30, 2018.

Mrs. Teresa Wade-Chase reviewed in the report in detail and it was accepted as presented.

Real Estate Development

1. Resolution Ratifying Previous Authorization for the Executive Director/CEO/Contracting Officer to Enter Into a Memorandum of Understanding with Huntsville Utilities and Cancellation of the Previous Agreement.

RESOLUTION NO. 2018-18

WHEREAS, the Huntsville Housing Authority (“**HHA**”) desires to partner with Huntsville Utilities in their participation in the Uplift Pilot Program administered by the Tennessee Valley Authority (“**TVA**”); and

WHEREAS, the parties memorialized an agreement outlining the expectations of each and there was an error in the amount of the contribution to be made by HHA; and

WHEREAS, HHA will commit \$1,000,000.00 of its Capital Fund as outlined in the Memorandum of Understanding; and

WHEREAS, pursuant to the MOU, TVA will match the monetary commitment from HHA with funding.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer shall be and hereby is authorized, empowered and directed to execute and deliver to Huntsville Utilities the corrected Memorandum of Understanding attached hereto and the previously executed MOU is hereby canceled.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

2. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Execute a Quitclaim Deed to the City of Huntsville for the Green Street Parking Project.

RESOLUTION NO. 2018 - 19

WHEREAS, the Huntsville Housing Authority (HHA) on March 6, 1975, executed a deed transferring title to the City and retaining a right of revision for the property that is now the Green Street parking lot; and

WHEREAS, the City completed the contemplated improvements on the property and any right of reversion held by HHA is therefore null; and

WHEREAS, the City has additional development initiatives it wishes to pursue with the property and the covenants and right of reversion are preventing it from moving forward.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO is authorized to execute a Quitclaim Deed to the City of Huntsville for the Green Street Parking Project.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

3. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract for Repairs to a Unit Located at 9022-A and 9022-B Mahogany Row.

RESOLUTION NO. 2018-20

WHEREAS, the Huntsville Housing Authority (HHA), received two quotes for specified repairs to a water damaged unit located at 9022-A and B Mahogany Row; and

WHEREAS, Joe Fleming Construction was the lowest bidder at a cost not to exceed \$30,000.00; and

WHEREAS, the cost for repairs will be paid from Capital Funds;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is authorized enter into a contract with Joe Fleming Construction for repairs to 9022-A and B Mahogany Row.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

Housing Operations

1. Act on Resolution Approving and Authorizing the Implementation of a Smoke-Free Policy for All Public Housing Units.

RESOLUTION NO. 2018 – 21

WHEREAS, Huntsville Housing Authority (HHA) is a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of Alabama; and

WHEREAS, HUD issues a final rule that went into effect on February 3, 2017 requiring all public housing authorities to adopt a smoke-free policy by August 3, 2018; and

WHEREAS, this smoke-free policy must prohibit the use of “prohibited tobacco products” in all indoor areas (including individual dwelling units, common areas, and administrative office buildings) and all outdoor areas within twenty-five feet of the above-referenced indoor areas; and

WHEREAS, HHA, in accordance with the HUD Final Rule, has created and wishes to adopt a Smoke Free Policy which prohibited the use of “prohibited tobacco products” in all indoor areas (including individual dwelling units, common areas, and administrative office buildings) and all outdoor areas within twenty-five feet of all public housing units within its portfolio, effective July 30, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby approves and authorizes the implementation of the Smoke Free Policy, effective July 30, 2018; and

BE IT FURTHER RESOLVED, that the Board hereby directs the Executive Director of HHA to take any and all necessary administrative actions to implement this resolution.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 18th day of June, 2018.

Executive Director Comments

N/A

Public Comments

There were two individuals signed up to speak; but, in light of HHA bylaws and the fact that they did not want to discuss items on the agenda, they were not permitted by the Chairman to address the Board

Commissioner Comments

Commissioner Willie wanted to commend the staff on a job well done at the Family Fun Day. She expressed that it was one of the best ones and that she has attended in the last four years. She had a great time. There was plenty to enjoy and eat. She really enjoyed it.

Danielle Thomas added that they really had great support from the community and Renasant Bank. She also thanked Commissioner Willie for her recognition.

Commissioner Fountain shed light on the Calvary Hill School and the current location for the Boys and Girls Club. The Boys and Girls Club at Sparkman will also be relocated there when Sparkman is demolished. Originally, the center was to be mainly Boys and Girls Club with other community resources to make it a full service center for the community. The City has notified them they are locating an Alternative School there and it will take up a large part of the facility; however, they will still be able to facilitate other community resources. He expressed that the Club is looking forward to all that will come along with the space and the shared resources.

Chairman Sullivan solicited for further comments and there were none.

With there being no further comments, Chairman Sullivan declared the meeting adjourned.

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary