

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

January 28, 2019

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, January 28, 2019.

PRESENT

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

ABSENT

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, Attorney; Carol Jones, Director of Human Resources; 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; Terry Boyd, Superintendent of Housing Operations; Lindsay Pollard, Public Relations and Section 3 Coordinator; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the December 17, 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

N/A

NEW BUSINESS

Financial Services

1. Act on a Resolution Approving the Purchase of a 2019 Ford Ranger for COCC.

**RESOLUTION NO. 2019 - 01**

WHEREAS, COCC is in need of a Truck to service COCC and the Sites; and

WHEREAS, Woody Anderson Ford has a 2019 Ford Ranger for sale in the amount of \$22,644; and

WHEREAS, the 3/31/2019 budget includes an amount for COCC that is sufficient to purchase the vehicle; and

WHEREAS, Woody Anderson Ford, is deemed to be the most responsive bidder.

NOW, THEREFORE, the Board of Commissioners of the Huntsville Housing Authority, authorizes the Executive Director/CEO/Contracting Officer to purchase the 2019 Ford Ranger from Woody Anderson Ford.

Commissioner Smith 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:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquila Willie		
Commissioner Delmonize Smith		

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

2. Act on a Resolution Approving Budget Revision #1 to the Project-Based Low-Rent Public Housing Operating Budget for Fiscal Year 2019.

**Resolution No. 2019-02 is attached.**

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:  
Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Shaquila Willie  
Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

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

Ms. Teresa Wade-Chase reviewed the report in detail and I was excepted as presented.

#### Real Estate Development

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Commit Funding and Rental Operating Subsidies for the Stoneridge Villas Phase II Tax Credit Application.

### **RESOLUTION NO. 2019-03**

WHEREAS, Huntsville Housing Authority (HHA) in partnership with its developer, Pennrose-BLOC will submit a 2019 tax credit application to the Alabama Housing and Finance Authority; and

WHEREAS, HHA has procured said developer for this purpose; and

WHEREAS, HHA will commit up to \$500,000.00 in funds from its Capital Fund along with the provision of rental/operating subsidies in the form of 33 project based voucher units to the project; and

WHEREAS, this commitment for funds is contingent upon a 2019 award of 9% tax credits by the Alabama Housing Finance Authority to the project and HUD approvals; and

WHEREAS, HHA believes participating in this tax credit application meets the investment goals of HHA thereby increasing the affordable housing opportunities within the HHA jurisdiction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO is authorized to execute and complete any and all necessary documents to commit funding and rental/operating subsidies for Stoneridge Villas Phase II 2019 tax credit application.

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

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquila Willie		
Commissioner Delmonize Smith		

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

#### Housing Operations

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into a Contract for the Purchase of a Key Management System.

#### **RESOLUTION NO. 2019-04**

WHEREAS, Huntsville Housing Authority (HHA) is seeking to implement a key control system as a security tool for its public housing residents and communities; and

WHEREAS, KeyTrak is the only company the manufactures its own equipment, installs the equipment, provides training and offers support 24/7/365; and

WHEREAS, HHA is in need of the specific features provided by KeyTrak;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Huntsville Housing Authority hereby approves entering into a contract with KeyTrak with a not-to-exceed value of \$175,000 for the purchase and installation of a key control system for public housing.

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:  
 Vice-Chairman Leon D. Fountain  
 Commissioner Lee Horton  
 Commissioner Shaquila Willie  
 Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

2. Act on a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract to Provide Cleaning Services for Vacancy Prep for Public Housing Developments.

**RESOLUTION NO. 2019-05**

WHEREAS, Huntsville Housing Authority requested quotations for small purchases (QSP) from qualified firms and individuals to provide cleaning services for vacant apartments in its public housing communities; and,

WHEREAS, the following responsive proposals were received:

QUOTE SUBMITTED BY	0 Bedrooms (328-408)	1 Bedroom (418 - 625)	2 Bedroom (657-776)	3 Bedroom (786-1124)	4 Bedroom (999-1156)	5 Bedroom (1222-1322)
1. BSW Cleaning	\$78.00	\$94.00	\$112.00	\$134.00	\$161.00	\$193.00
2. Log Right, LLC.	\$129.00	\$150.00	\$176.00	\$213.00	\$232.00	\$252.00
3. Chano & Sons	\$235.00	\$260.00	\$285.00	\$310.00	\$340.00	\$385.00
4. Efibernet		\$300.00	\$375.00	\$415.00	\$422.00	\$438.00

WHEREAS, all contractors were deemed to be responsive in accordance with the contract specifications for painting services and HHA would like to form a pool of vendors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **BSW Cleaning, Log Right, LLC., Chano & Sons, and Efibernet** for cleaning services of its vacant public housing apartments, for a maximum term of 5 years. These services would only be utilized in situations where HHA is short-staffed or does not have sufficient staff to quickly and efficiently turn the number of vacancies within the Authority.

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

AYES:  
 Vice-Chairman Leon D. Fountain  
 Commissioner Lee Horton  
 Commissioner Shaquila Willie  
 Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

3. Act on a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract to Provide Painting Services for Vacancy Prep for Public Housing Developments.

**RESOLUTION NO. 2019-06**

WHEREAS, Huntsville Housing Authority requested quotations for small purchases (QSP) from qualified firms and individuals to provide painting services for vacant apartments in its public housing communities; and,

WHEREAS, the following responsive proposals were received:

QUOTE SUBMITTED BY	0 Bedrooms (328-408)	1 Bedroom (418 - 625)	2 Bedroom (657-776)	3 Bedroom (786-1124)	4 Bedroom (999-1156)	5 Bedroom (1222-1322)
5. Efibernet	\$300.00	\$315.00	\$477.00	\$585.00	\$645.00	\$722.00
6. Log Right, LLC.	\$360.00	\$631.00	\$786.00	\$1,159.00	\$1,179.00	\$1,332.00
7. White Sock Painting	\$1,500.00	\$1,800.00	\$2,300.00	\$2,500.00	\$2,800.00	\$3,200.00
8. Corporate Vision, Inc		\$2,000.00	\$2,300.00	\$2,900.00	\$3,000.00	\$3,300.00
9. Monaghan Const.		\$2,220.00	\$2,590.00	\$2,880.00	\$3,110.00	\$3,425.00

WHEREAS, all contractors were deemed to be responsive in accordance with the contract specifications for painting services and HHA would like to form a pool of vendors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **Efibernet, Log Right, LLC., White Sock Painting, Corporate Vision, Inc., and Monaghan Const.** for painting services of its vacant public housing apartments, for a maximum term of 5 years. These services would only be utilized in situations where HHA is short-staffed or does not have sufficient staff to quickly and efficiently turn the number of vacancies within the Authority.

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:

Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Shaquila Willie  
Commissioner Delmonize Smith

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

Assisted Housing

1. Act on a Resolution Approving a New Utility Allowance Schedule for the Housing Choice Voucher Program.

**RESOLUTION NO. 2019-07**

WHEREAS, Huntsville Housing Authority (HHA), has an established utility allowance schedule for all tenant furnished utilities (except telephone); and

WHEREAS, the Code of Federal Regulations (CFR) and the Administrative Plan for the Housing Choice Voucher (HCV) Program require HHA to conduct an annual review of the utility allowance schedules outlined in the HUD HCV Guidebook (7420.10g), 18.6 Reviewing and Revising Utility Allowances, and 24 CFR 982.517(c)(1), which states that a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, since the change was greater than 10% since the last utility allowance schedule, HHA will revise the utility allowance schedule accordingly; and

WHEREAS, in order to comply with federal regulations and the Administrative Plan for the HCV Program, HHA has revised the utility allowance schedule to be effective April 1, 2019;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby approves the new utility allowance schedule for the Housing Choice Voucher (Section 8) Program; and further resolves that the Executive Director/CEO/Contracting Officer is hereby directed to operate in accordance with the re vised schedule as approved.

Commissioner Smith 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:



**RESOLUTION NO. 2019-08**

WHEREAS the HHA Board of Commissioners and the Executive Director/CEO deem that it would be appropriate and responsible for the HHA to have and develop a viable succession plan for the Executive Director/CEO position; and

WHEREAS, the HHA Board of Commissioners wishes to promptly initiate a search for a Deputy Executive Director who would serve under and report to the current Executive Director/CEO; and

NOW, THEREFORE, be it resolved that the Board of Commissioners of the HHA hereby approve that the above actions be promptly initiated by the HHA.

Commissioner Smith 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:

Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Shaquila Willie  
Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 28<sup>th</sup> day of January, 2019.

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

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Delvin L. Sullivan, Chairman

Attest:

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Sandra Eddlemon, Secretary