

**SHELBY METROPOLITAN HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**August 15, 2022**

**1. Roll Call**

Chairman Jim Frye called the meeting to order. Present upon roll call were Chairman Jim Frye, Frank Mariano and Amy Klingler. Vice Chairman Jan Geuy and Dmitri Williams were excused. Quorum was noted. Director Judy Wells and Assistant Director Laura Werner were also present. The regular scheduled meeting was called to order at 12:08p.m.

**2. Approval of July 18, 2022 Board Meeting Minutes**

Chairman Jim Frye asked for any questions or concerns. None were voiced. Chairman Frye called for approval of July minutes. Amy Klingler made a motion to approve the minutes Frank Mariano Seconded. All ayes heard. Motion carried.

**3. Approval of July Financial Report**

Chairman Frye asked for questions or concerns. None noted. Frank Mariano made a motion for approval, Amy Klingler seconded. All ayes heard. Motion carried.

**4. July Director's Report**

Director Wells reviewed the report with board members. Director Wells explained that the waiting list numbers are up. The vacancy at the Towers has been filled. Chairman Frye asked how things are going with the rehabs. Director Wells stated that she intends to call Jeff Baker for another contractor for rehabs. No other questions were asked.

**5. Section 8 Housing Choice Voucher Spreadsheet**

Judy reviewed the spreadsheet. Section 8 is leased at 226 Occupancy, with a HAP cost of \$81,369.00 for July and a per unit cost of \$360.00. No questions were asked.

**6. Old Business**

**A. Complex/Maintenance update**

Director Wells stated that the 3rd floor doors have been installed at Towers. Gillespie Construction will be starting the next floor of doors around the 2<sup>nd</sup> week of September. Hopefully the last two floors will both be completed before we get any harsh weather. Director Wells also will be talking to Penny Lucente of Lucente's Services, LLC concerning a deep clean of Jackson Towers common areas and bi-weekly cleaning. Director Wells talks about one issue we are having at Jackson Towers with drinking in the common areas, mainly on the patio, and some conferences that are scheduled for later today. She also stated that she is looking for some landscaping for Jackson Towers as well.

**B. Personnel Update**

Director Wells reported she is still working with Clemens Nelson and Associates on this.

**C. Clemons-Nelson/sharp**

Director wells reported that there has been no change or updates.

**7. New Business**

Chairman James Frye called for a motion to go into executive session to discuss an employee matter at 12:21p.m. Amy Klingler made the motion, Frank Mariano seconded, all ayes, motion carried. Chairman Frye called for a motion to end the Executive Session, Amy Klingler made motion, Frank Mariano seconded, all ayes heard, motion carried. Executive Session ended at 12:38p.m. no action taken.

Back to general session:

Judy discussed the drinking on the patio and introduced the Jackson Towers handbook Item #26 and the rules and regulations #12. Director Wells explained that we have not had this issue before, but now with a group of younger residents the problem has presented itself. Wells is changing the handbook to include no alcoholic beverages on the patio or in any common areas. Mr. Mariano asked about consequences and Director Wells explained that yes, the Housing Authority will start with informal conferences and it could advance to a 30-day notice if not tenant corrected.

Director Wells reported that the Auditor has approved our audit.

Wells also stated that T.C. Architects has submitted a quote of \$29,900.00 to prepare the specifications and bids for the elevator update project.

**8. Adjournment**

Chairman Frye called for a motion to adjourn. Amy Klingler made motion to adjourn, Frank Mariano seconded. All Ayes. Motion carried.

The meeting adjourned at 12:54 p.m.

Submitted by Laura Werner, Assistant Director