**BIG STONE GAP REDEVELOPMENT &**

**HOUSING AUTHORITY**

**REGULAR BOARD MEETING**

**August 17, 2023**

 **5:30 P.M.**

**THOSE PRESENT:**

**George Polly, Chairman**

**Ked Meade, Vice-Chairman**

**Miranda DeBoard, Commissioner**

**John Morrissey, Commissioner**

**Ron Prewitt, Commissioner**

**Suzie Cradic, Executive Director**

**OTHERS PRESENT:**

**Judy Hall, Recorder**

1. **CALL TO ORDER**

Chairman Polly called the meeting to order.

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

June 15, 2023 – Regular Board Meeting and Annual Meeting of the Big Stone Gap Redevelopment & Housing Authority

June 15, 2023 – Annual Meeting of the Union Development Corporation

**Motion by Meade, seconded by Morrissey, that the minutes for the Regular and Annual Board Meeting of the Big Stone Gap Redevelopment and Housing Authority and the Annual Board Meeting of the Union Development Corporation be approved as presented.**

**Ayes: DeBoard, Meade, Morrissey, Polly, Prewitt**

**Nayes: None Absent: None Abstain: None**

1. **FINANCIAL REPORT**

There were no questions or comments regarding the Financial Report.

1. **DIRECTOR’S REPORT**

There were no questions or comments regarding the Director’s Report.

**Motion by Prewitt, seconded by Morrissey, that the Financial and Director Reports be approved as presented.**

**Ayes: DeBoard, Meade, Morrissey, Polly, Prewitt**

**Nayes: None Absent: None Abstain: None**

1. **NEW BUSINESS**
2. **Tenant Protection Vouchers (TPV) Inman Village**

The Inman Village apartment complex will be closing. The 42 tenants currently housed there will be issued Tenant Protection Vouchers (TPVs). HUD contacted us about administering these vouchers, saying they preferred to work with only one agency. Additionally, HUD has agreed that we can manage these vouchers according to our standards. As we work with HUD on the details, there will likely be an addendum in the near future regarding jurisdiction of the affected. As administers for these TPV’s, we will receive a one-time administrative fee. USDA-RD holds the mortgage for the Inman property and, at this time, there is no information as to the disposition of the property.

1. **Mutual Sprinkler System Inspection**

East Tennessee Sprinkler has recently completed their annual inspection. By e-mail the Director advised the tenants to check their space, making sure that nothing was hanging from or on the sprinklers. When the inspection was done, it was discovered that a sprinkler head that had been covered up. Otherwise, the physical inspection was good. Once we receive the report on the inspection, it will be shared with the board, Mr. Jordan, and Mr. Bright.

1. **2024 Retail Rental Increase**

When Curklin’s Restaurant opened in October 2019, the monthly rent was $2,000 as of January 1, 2020. Although the rental increase consideration is tied to the CPI (currently 3.2%), in the past, the Board deferred a rental increase so the tenant could have time to become established, and to also overcome the COVID pandemic.

**Motion by Morrissey, seconded by Prewitt, that the monthly rental for Curklin’s Restaurant will be $2,250 effective January 1, 2024. Motion resulted as follows:**

**Ayes: DeBoard, Meade, Morrissey, Polly, Prewitt**

**Nayes: None Absent: None Abstain: None**

1. **RFP’s – Pest Control Services and Audit Services**

The Director advised the Board that an RFP will be issued for Pest Control Services and also for Audit Services for the Housing Authority properties only.

1. **OLD BUSINESS**
2. **Repairs at Curklin’s – completed**

The Director advised that the repairs to the side door have been completed.

1. **Knox Box Installation Status**

The Director advised that we are now waiting on Kentucky Utilities to complete their work on the system.

1. **COMMISSIONER COMMENTS**

The Commissioners did not offer any comments.

1. **ADJOURNMENT**

**Motion by Morrissey, seconded by Prewitt, that the meeting be adjourned.**

**Ayes: DeBoard, Meade, Morrissey, Polly, Prewitt**

**Nayes: None Absent: None Abstain: None**

 **Meeting adjourned at 6:20 pm**