



CITY OF STONECREST, GEORGIA

Stonecrest Housing Authority Minutes

January 12, 2022

4:00 p.m.

Virtual Meeting – City of Stonecrest YouTube
Channel

<https://www.youtube.com/channel/UCp3rYzHzhZvd9Y7Ruf1O6kg>

I. CALL TO ORDER

Commissioner Bill Buckner called the meeting to order at 4:03 pm.

II. ROLL CALL

All Members were present except for Commissioner Forriss Elliott.

III. APPROVAL OF AGENDA

Motion made by Commissioner Dennis Dae to approve the agenda. Seconded by Commissioner Edwina Clinton.

Motion passed unanimously.

IV. REVIEW AND APPROVAL OF MINUTES FOR DECEMBER 8, 2021 MEETING

V. Motion made by Commissioner Edwina Clinton to approve the minutes from December 8, 2021. Seconded by Commissioner Dennis Dae.

Motion passed unanimously.

VI. PUBLIC COMMENTS

Email public comments to bill.stonecrest.ha@gmail.com and they will be read during the meeting.

VII. REPORTS AND PRESENTATIONS

a. Treasurer's Report - Treasurer, Edwina Clanton

Commissioner Edwina Clinton stated that the treasurer's report was not received from the City of Stonecrest. The finance department will send it when they reconcile the bank statements.

Commissioner Dennis Dae asked if the statements would show a recap of 2021. Commissioner Edwina Clinton stated that the request was not for a recap 2021, it was for the end of the year. Will change the request for all of 2021.

b. Insurance - Chairperson, Bill Bruckner

Commissioner Bill Buckner stated that here is an application for DNO insurance. The quote cannot be completed until the financial statement is received. The insurance company will need the statement for the year.

c. Status of compliance with the Georgia Department of Community Affairs – Attorney, Tom Kurrie

Commissioner Bill Buckner stated that Attorney Tom Kurrie will not be present at today's meeting. The Housing Authority filed and is compliant for 2019 and 2020. Once the financial statements for 2020 are received we can file for 2021.

VIII. OLD BUSINESS

a. None

IX. NEW BUSINESS

a. Appointment of Commissioners

Commissioner Bill Buckner stated that former Mayor Lary did a proclamation and certificate of appointment for the Housing Authority. It establishes the terms for each of the commissioners as follows:

- Commissioner Edwina Clinton's term ends at the end of 2024
- Commissioner Marty Garrison's term officially ended at the end of 2020
- Commissioner Bill Buckner's term ended at the end of 2021 and was reappointed through the end of 2026
- Commissioner Dennis Dae's term ends at the end of 2022
- Commissioner Forriss Elliott 's term ends at the end of 2023
- The mayor appointed Commissioner Marie Colson to replace Marty Garrison and her term will end at the end of 2025.

b. Code of Ethics Statement of Personal Interests and Potential Conflicts of Interest

Commissioner Bill Buckner stated that this item refers to the section of the code of ethics. A commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interests prior to assuming their seat on the board. Such a statement should be submitted to the board chairman within 90 days of the commissioner's appointment. For commissioners currently serving such an updated statement shall be developed within 90 days of their reappointment for a new term. This will be is an annual statement. Please return the form at the March meeting.

c. Election of Officers.

Motion made by Commissioner Edwina Clinton to nominate Commissioner Bill Bruckner as chair of the City of Stonecrest Housing Authority. Seconded by Commissioner Marie Colson.

Motion passed unanimously.

Commissioner Bill Bruckner stated that the position of vice chairperson isn't in the bylaws, but it's appropriate that there be a vice chairperson in the event that the chair is unable to run the meetings.

Motion made by Commissioner Marie Colson to nominate Commissioner Edwina Clinton as Vice-chair of the City of Stonecrest Housing Authority. Seconded by Commissioner Dennis Dae.

Motion passed unanimously.

Motion made by Commissioner Dennis Dae to nominate Commissioner Edwina Clinton as treasurer of the City of Stonecrest Housing Authority. Seconded by Commissioner Marie Colson.

Motion passed unanimously.

Commissioner Bill Bruckner read over the bylaws for the role of the secretary. The secretary will keep minutes of all the meetings of the board of commissioners. They will be the custodian of the corporate records and will give all notices as a required by law. Also, holds the Housing Authority seal which is required for all legal documents.

Motion made by Commissioner Edwina Clinton to nominate Commissioner Marie Colson as Secretary of the City of Stonecrest Housing Authority. Seconded by Commissioner Dennis Dae.

Motion passed unanimously.

d. Contract for Housing Authority Attorney

Commissioner Bill Bruckner stated that Attorney, Tom Kurrie volunteered as Attorney for the Housing Authority. There is no formal written contact. This item will be moved to the next meeting.

e. Revision of By-Laws to show allowable bank transactions

Commissioner Bill Bruckner stated the rules for any transactions needs to be approved by the housing authority. The chairman can write checks if the treasurer is unavailable. Checks over \$5,000 must be signed by both the treasurer and the chairperson. If one of them is unavailable, then the secretary can sign. The secretary will sign checks when the chairman and the treasurer are unavailable. The treasurer is responsible for writing checks that the housing authority has approved. If the treasurer cannot write a check for whatever reason the chairman is authorized.

Motion made by Commissioner Edwina Clinton to approve this revision of the Housing Authority bylaws. Seconded by Commissioner Marie Colson.

Motion passed unanimously.

X. EXECUTIVE SESSION (when required)

XI. OTHER BY COMMISSIONERS

XII. ADJOURNMENT

Commissioner Bill Bruckner adjourned the meeting at 4:34 pm.