

## Board Minutes - March 2013

### MINUTES

The Board of Commissioners for the Berwick Housing Authority met in regular meeting on March 19, 2013 at the housing authority office.

The meeting was called to order and agenda read by James Richard. The meeting opened with prayer.

There were present James Richard, Robert Thigpen, Eunice Cunningham, Lily Rebaradi, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Jacki Ackel was present through a conference call.

A motion was made by Rebaradi and seconded by Thigpen to dispense of the readings of the minutes for February 19, 2013.

Mr. Robinson stated that in each monthly packet the commissioners had copies of the bank statements for both accounts dated February 28, 2013 and a copy of the check register. The checks were on the table for review. We have not received the financial report from HSA. The actual year end for 2012 has been closed and submitted to REAC with a revenue surplus of \$45,539.00. Our 2012 audit is scheduled for April 9, 2013.

A copy of the Pilot Tax for 2012 in the amount of \$23,303.23 was handed out for the board to review. The board reviewed the information. A motion was made by Rebaradi and seconded by Thigpen to approve the payment to the Town of Berwick for pilot tax in the amount of \$23,303.23.

Copies of bids for the 2012 Mod Project was received on Friday, March 15, 2013. They were handed out for review. We have received 2 bids for the project. They are as follows.

1. Hebert Construction – Morgan City - \$133,787.00
2. Rock Enterprise Construction – Kenner - \$106,200.00

There is a difference of \$25,587.00 between the two bids. Mr. Robinson stated that they did question Rock Enterprise at the bid conference concerning their bid being so low. Rock Enterprise stated that their bid is in accord with the price and that they are sure they can do the job for that price. The board went into discussion. The commissioners felt like they need more information concerning the company since there is such a difference in the bids. A motion was made by Thigpen and seconded by Rebaradi to table making a decision until they can receive more information on the contractor.

A motion was made by Thigpen and seconded by Rebaradi to approve the financial report as presented.

The monthly vacancy report was given. There are 4 units vacant. Three of the units are on the mod project and one unit is being turned around.

There are 6 names on the waiting list and the application process remains closed.

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Bids were received to repair the floors at Unit #128. The unit is vacant and needs major floor repair. The bids are as follows:

1. A & R Floor Center – Thibodaux - \$1741.00
2. Perque Flooring – Bayou Vista - \$2579.42
3. Floor & Decorating Center – Morgan City - \$2697.62

The board went into discussion. A motion was made by Rebaradi and seconded by Thigpen to go with the bid from A & R Floor Center for \$1741.00 for the floors at Unit #128.

A list of 2 refrigerators and 4 stoves were handed out for review to write off. The board reviewed the list. A motion was made by Thigpen and seconded by Rebaradi to write off the 4 stoves and 2 refrigerators.

A motion was made by Thigpen and seconded by Rebaradi to go into executive session to discuss the director's evaluation.

A motion was by Rebaradi and seconded by Thigpen to come out of executive session.

Mr. Richard stated that while in executive session, the commissioners discussed the executive director's evaluation giving him a high performance or outstanding evaluation.

A motion was made by Rebaradi and seconded by Thigpen to approve the director's report.

The board discussed next month's meeting date of April 23, 2013. A few of the commissioners stated that would not be able to attend on that date.

A motion was made by Rebaradi and seconded by Thigpen to approve to change the date to April 16, 2013.

Mrs. Ackel stated that she wanted to inform everyone that the Town of Berwick's newsletter, The Berwick Beacon, will be online. All you have to do is go to the Town of Berwick's web page and register your email address. When the newsletter comes out, it will send you an email letting you know.

Then you go on the town's webpage and you can read the newsletter. If you do not have a computer, you can pick up a hard copy at the town hall.

She also stated that in the next issue, there will be an article on the housing authority.

Mrs. Ackel also wanted to know if the Pilot Tax check would be presented at the next town meeting. Mr. Robinson stated that yes we could do that.

A motion was made by Cunningham and seconded by Thigpen to adjourn. Meeting adjourned.