

## Board minutes - Sept. 2013

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### MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 17, 2013 at 4:00 pm 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, Jacki Ackel, Lily Rebaradi, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Rand Nini. Absent was Eunice Cunningham.

A motion was made by Rebaradi and seconded by Thigpen to dispense of the minutes of the August 20, 2013 regular meeting.

Mr. Robinson stated that in each packet are the monthly bank statements for both accounts as of August 31, 2013 and the monthly check register.

The balance on the operating account is \$333,604.15 and the tenant deposit account balance is \$23,856.00. The checks are on the table for review. Mr. Robinson stated that there is no report from HSA, we are trying to catch up and give a current report. He stated that some of the operating funds will be used for the current project and he will explain later in the meeting. All finances are in order.

Mr. Robinson passed out the work status report for the current mod project. There are five units on this job. Units #11, 12 & 74 are at 95% complete. Units #13, & 15 are at 75% complete. By next month's meeting all units should be completed and we should have them housed. He will have pictures for them to see. Pay request #3 in the amount of \$64,474.00 is being presented for approval today. A portion of these funds will come from the operating account. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to approve pay request #3 in the amount of \$64,474.00 to Rock Enterprise construction.

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

The monthly vacancy report was given. There are 5 units vacant and 6 names on the waiting list. The application process remains closed.

Bids were handed out for review for the purchase of 3 refrigerators and 3 stoves. The board went into discussion. A motion was made by Rebaradi and seconded by Thigpen to purchase 3 refrigerators and 3 stoves from Sears Contract Sales in Lafayette.

A list of 2 stoves and 1 refrigerator was handed out to review to be written off. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to write off 2 White Westinghouse stoves, from unit's #86 & 48, and 1 Kenmore refrigerator from unit #55.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. As of today, they have a grass cutting contract in place. The maintenance guys will only have to cut the grass at Joe Ruffin homes. Mr. Robinson has had resident meetings at all sites. The mayor and police chief have attended all

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meeting. The staff has been cleaning up Shannon Homes and Jacquet. The REAC inspection is this Friday on 3 sites. Joe Ruffin has been completely shut down. All residents have been moved to other sites. HUD will be putting this site on disposition. Brownell Homes has their REAC inspection on November 20<sup>th</sup>. The bill for his services will be presented at the next MCHA board meeting next week. As of today, there has been no discussion by MCHA board to hire a director.

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

The board discussed next month's meeting date. A motion was made by Thigpen and seconded by Rebaradi to accept the date of October 22, 2013 as next month's meeting date.

Mr. Robinson informed the board that the National Night Out Against Crime will be on October 8, 2013 from 5:30 to 8:00 pm.

A motion was made by Ackel and seconded by Rebaradi to adjourn. Meeting adjourned.