

## Board Meeting Minutes for April 2014

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### MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on April 22, 2014 at 4:00 pm at the housing authority office. The meeting was called to order and agenda read by James Richard. There was a motion by Ackel and seconded by Cunningham to amend the agenda to add under Item #8 – New Business, A. Passbook Savings Rate.

The meeting opened with prayer. There were present James Richard, Jacki Ackel, Eunice Cunningham, Attorney Susan Dorsey, Clarence Robinson, Jr., and Janice McIntyre. Absent was Lily Rebaradi. Mr. Robert Thigpen came in later.

A motion was made by Ackel and seconded by Cunningham to dispense of the reading of the minutes for the March 18, 2014 regular meeting. In each monthly packet the commissioners had copies of the bank statements and check registers for review. The checks were on the table for review. Mr. Robinson handed out a packet of our year end financials from HSA, along with a copy of our PHAS score. Our PHAS score for 2013 was 93. He then reviewed the year end finances. Our auditor will be here on Monday to finish up the audit.

Mr. Robinson handed out the information on the 2014 Housing Replacement Factor Funds. These funds are given each year by HUD to replace units. The funds are not enough to do anything with, so we need to reject them with a resolution. A motion was made by Ackel and seconded by Thigpen to reject the 2014 housing replacement factor funds in the amount of \$2262.00. Resolution #1098.

Information was handed out regarding the 2013 PILOT tax. The amount of the 2013 PILOT tax is \$22,756.19. The board went into discussion. A motion was made by Thigpen and seconded by Ackel to approve the payment of the 2013 PILOT tax to the Town of Berwick in the amount of \$22,756.19. Resolution #1099. The check was then signed by James Richard. We will present the check to the Town of Berwick at their next council meeting.

Mr. Robinson handed out the bid information sheets for the 2013 Modernization Project. There were 2 bids received. One was from Hebert's Construction for \$106,500.00, with alt. bid #1 for \$3400.00. The other bid was from Rock Enterprise for \$123,400.00, with alt. bid #1 for \$6975.00. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to accept the bid from Hebert's Construction for \$106,500.00 for the 2013 Modernization project. Resolution #1100

A motion was made by Thigpen and seconded by Ackel to accept the finance report as presented.

The monthly vacancy report was given. There are 7 units vacant and 23 names on the waiting list. We took applications on April 9<sup>th</sup> & 10<sup>th</sup>. The application process is currently closed.

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Mr. Robinson stated that the next item on the Agenda, Lease addendum for Rent Increase, he would like to table until next month.

Packets were handed out concerning software upgrade. Mr. Robinson has been reviewing the PHA Web software program. MCHA has this software along with HSA. We would be able to use this software for rent, account payables, and payroll. Right now we are using 2 separate programs. This would save us about \$3000 a year. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to approve the PHA Web software with the onetime fee of \$1000 for set up and a yearly rate of \$2000. Resolution #1101.

Packets were handed out on the inter-agency work with Morgan City Housing Authority. Mr. Robinson stated that they will be taking application on April 29<sup>th</sup> and 30<sup>th</sup>. This is the second time that they will be taking applications this year. He will be going to the MC council meeting tonight in reference to the gate being put up at Joe Ruffin Homes. They are still working on the application process to have the property sold. They have housed 8 families in April and have 9 units that are in make ready mode. They have 14 names on the waiting list. The 2013 audit has been completed and has been submitted to the legislative auditors and HUD.

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

Housing authorities have to set up their own passbook savings rate. You have to take the national savings rate (plus or minus .75 percent). The national rate is .06 (plus or minus .75 percent). This would put it at .81 percent. Housing authorities can choose between .0 percent and .81 percent. The current rate in the system from last year was .30 percent. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to maintain the .30 percent passbook savings rate for 2014.

A motion was made by Thigpen and seconded by Ackel to accept the date of May 20, 2014 as next month's meeting date.

There were no questions, discussions, or additions.

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