

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 15, 2015 at 4:00 pm at the housing authority office.

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

There were present James Richard, Robert Thigpen, Vanessa Romero, Eunice Cunningham, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Lily Rebaradi.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes of the November 17, 2015 regular meeting.

In each monthly packet the commissioners had copies of the bank statements and check registers for both accounts to review. The checks were on the table for review. Mr. Robinson stated that the commissioners could review the information and if there were no questions that was all he had for the financial report.

Mr. Robinson handed out the engagement agreement between Berwick Housing Authority and William McCaskill, CPA for 2015 to 2017. The board reviewed the information. A motion was made by Thigpen and seconded by Romero to renew the engagement agreement between the Berwick Housing Authority and William McCaskill, CPA for years ending 2015, 2016, & 2017. Resolution #1157.

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

The monthly vacancy report was given. There are 7 units vacant and 18 names on the waiting list. Our application process remains closed.

A previous tenant was evicted last month for nonpayment of rent. The balance left owed was \$408.00. The board went into discussion. A motion was made by Thigpen and seconded by Romero to write off the balance of \$408.00. Resolution #1158.

Mr. James Richard was re-appointed to the board of commissioners for another 5 years by Mayor Ratcliff at the Town of Berwick meeting this month. A motion was made by Thigpen and seconded by Romero to accept the re-appointment of James Richard to the board of commissioners for another 5 years. Resolution #1159.

Mr. Richard stated that for the last couple of months, they have been discussing the attorney's retainage contract. The commissioners have spoken with HUD and they have stated that we do not need an attorney on retainage. We should get an attorney on an as needed basis. The board went into discussion. A motion was made by Thigpen and seconded by Romero to end the attorney contract with Mrs. Susan Dorsey effective December 31, 2015. Resolution #1160

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Mr. Robinson gave a progress report on the inter-agency work with MCHA. They are taking applications for public housing on December 15th and 16th. They currently have 13 units that are ready for housing. They are working on 5 units that are on forced account. The 2015 fiscal audit will begin sometimes in January or early February. The agency should progress from the 2014 audit.

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

The board discussed next month's meeting date of January 19, 2016. A motion was made by Thigpen and seconded by Romero to accept the date of January 19, 2016 for next month's meeting.

Mr. Robinson stated that we will have a public hearing on December 17th at 2:00 pm in the resident center to discuss the matter of over-income residents in public housing.

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