

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 24, 2015 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda ready by James Richard. The meeting opened with prayer led by Lily Rebaradi.

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

Mr. Richard entertained a motion to dispense of the reading of the minutes for February 24, 2015. Mrs. Dorsey stated that she is not listed as being at the meeting and she was here, she had actually come in late.

A motion was made by Thigpen and seconded by Rebaradi to amend the minutes of the February 24, 2015 regular meeting to add that Mrs. Dorsey was present.

A motion was made by Thigpen and seconded by Rebaradi to dispense of the reading of the minutes for the February 24, 2015 regular meeting and to be able to review with changes as necessary.

In each monthly packet the commissioners had copies of the bank statements for both accounts and copies of the check registers for review. The checks were on the table for review. There was no financial report from HSA. Mr. Robinson stated that he has received our next allotment of operating subsidy.

Mr. Robinson stated that there is no drawdown for Hebert Construction today. He is under the 45 day retainage of the contract. We have called him back to do some additional work for our REAC inspection, which is next week. Probably by next board meeting the 45 day retainage will be up and we will have the final payment to Hebert Construction. Mr. Robinson stated that he has met with the Town of Berwick last week to get some letters from them for documentation for our inspection.

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 4 units vacant and 9 names on the list. The application process remains closed.

There is a request to write off a balance of \$514.84 left owed by a previous tenant. The board went into discussion. A motion was made by Rebaradi and seconded by Thigpen to write off the balance of \$514.84 left owed. Resolution #1135.

The 2015 Passbook savings rate was handed out for review. The new rate is 0.06%. A motion was made by Rebaradi and seconded by Thigpen to accept the new passbook savings rate of 0.06% effective February 1, 2015. Resolution #1136.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. They will be taking applications for 2 & 3 bedroom units. The 2014 fiscal year audit will be presented at the board meeting on Thursday. The modernization of 7 units is progressing. The demolition of 4 buildings will be moving forward in April. The discussion concerning the executive director will take place on Thursday. Eleven units have been placed under forced account via HUD approval.

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

The board discussed next month's meeting date of April 21, 2015. A motion was made by Thigpen and seconded by Romero to accept the date.

A list of 1 Kenmore refrigerator and 1 Kenmore icemaker was handed out for review. A motion was made by Rebaridi and seconded by Thigpen to write off 1 Kenmore refrigerator from Unit #50 and 1 Kenmore icemaker from the resident center. Resolution #1137

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