

Minutes

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 20, 2016 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.

A roll call for the following members present: James Richard, Robert Thigpen, Frances Daugherty, and Janie Brashear. Absent was Vanessa Romero. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes of the November 15, 2016 regular meeting.

In each monthly packet, the commissioners had copies of both bank statements, along with the check registers for both accounts. The checks were on the table for review. Mr. Robinson reviewed the month end report of November 30, 2016 from HSA with the board. All finances were in order.

Mr. Robinson handed out the financial agreement with HSA. The contract is for 3 years at \$452.76 per month. The board reviewed the contract. A motion was made by Thigpen and seconded by Brashear to accept and approve the renewal of the contract with HSA for 3 years. Resolution #1198.

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

The monthly vacancy report was given. There are 3 units vacant and 9 names on the waiting list. The application process is currently closed.

A list of items was handed out for review to be written off. The board went into discussion. A motion was made by Brashear and seconded by Thigpen to write off the 1998 computer, the 1998 tiller, the Happy Software program and 1 Kenmore refrigerator. Resolution #1199.

Mr. Robinson discussed trying to incorporate direct deposit for payroll starting next year. He will print the payroll register and get one of the commissioners to review and sign the report before it is actually sent the the bank for direct deposit. A motion was made by Thigpen and seconded by Brashear to allow and approve direct deposit for payroll. Resolution #1200.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. Rock Enterprises, LLC of Kenner has been awarded the next phase of mod work. HUD REAC inspections will be January 19th for Shannon & Jacquet and January 27th for Brownell Homes. Applications will be taken on January 12th, 19th, & 26th. Plans to get back working on Joe Ruffin after the REAC inspections.

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

The board discussed next month's meeting date of January 24, 2017. A motion was made by Thigpen and seconded by Brashear to accept the date of January 24th for next month's meeting.

There were no questions, discussions, or additions. Everyone wished each other a Very Merry Christmas and a safe and happy holiday.

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