

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on November 15, 2016 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Robert Thigpen. Meeting opened with prayer.

There were present Robert Thigpen, Frances Daughtery, Vanessa Romero, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was James Richard.

A motion was made by Romero and seconded by Brashear to amend the agenda to add under #6 – Financial Report: Items B. Review and Approve 2016 Budget Revision and C. Review and Approve 2017 Budget.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the October 18, 2016 regular meeting.

In each monthly packet, the commissioners had copies of both bank statements and check registers for both accounts. The checks were on the table for review. There was no monthly financial report from HSA.

Mr. Robinson handed out and reviewed the 2016 budget revision. A motion was made by Romero and seconded by Brashear to accept the 2016 budget revision. Resolution #1193.

Mr. Robinson handed out the 2017 budget and reviewed the information with the commissioners. A motion was made by Romero and seconded by Brashear to accept the 2017 Budget. Resolution #1194.

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

The board welcomed Mrs. Frances Daughtery as the new resident commissioner. A motion was made by Romero and seconded by Brashear to accept Mrs. Frances Daughtery to the board of commissioners. Resolution #1195.

The monthly vacancy report was given. There are 2 units vacant and 9 names on the waiting list. The application process remains closed.

We had funds left in the 2014 CFP for the purchase of appliances and the 2014 CFP needs to be closed. The funds need to be dispensed. We got bids and ordered 2 refrigerators and 2 stoves. We sent the information to the commissioners. The appliances have been received and information forwarded to close out the CFP. We are bringing the information to the meeting for documentation purposes.

A list of 2 refrigerators and 3 stoves was handed out for review to be written off. A motion was made by Romero and seconded by Brashear to write off the 2 refrigerators and 3 stoves. Resolution #1196.

Page 2

A previous tenant moved out owing \$306.00. A motion was made by Romero and seconded by Brashear to write off the balance of \$306.00 left owed by the previous tenant. Resolution #1197.

Mr. Robinson handed out a report on the inter-agency work with MCHA. A preconstruction meeting was held on November 10th for the next phase of work. Bids will be opened on November 22, 2016 at 10:00 am. All the closeout documents for the fiscal year 2016 has been submitted to HSA. He is in the process of filing dishonesty bond paperwork for the loss of funds.

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

The board discussed next month's meeting date of December 20, 2016. A motion was made by Romero and seconded by Brashear to accept the date of December 20, 2016 for next month's meeting.

There were no questions, discussions, or additions.

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