

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on October 18, 2016 at 4:30 pm at the housing authority office.

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

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

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for the September 20, 2016 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements for both accounts and copies of the check register. The checks were on the table for review. There were no monthly report from HSA. 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 12 names on the waiting list. Applications were taken on October 17<sup>th</sup> and the application process is currently closed.

Mr. Robinson handed out the documents concerning the annual agency plan for 2017 and amended admissions and occupancy policy. There was a public hearing to review the changes with the residents. There is also a clause to handle over-income people. They reviewed the flat rents for 2017. A motion was made by Thigpen and seconded by Brashear to approve the annual plan for 2017 and amend the admissions & occupancy policy. Resolution #1189.

A copy of the new flat rent schedule for 2017 was handed out and reviewed. A motion was made by Thigpen and seconded by Brashear to accept the flat rent schedule effective for January 1, 2017. Resolution #1190.

A list of two balances that were left owed by previous tenants was handed out for review. A motion was made by Thigpen and seconded by Brashear to write off the two balances left owed by previous tenants. Resolution #1191.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. The new fiscal year has started on October 1st, and they are preparing the year end documents. The HUD office are tentatively planning a visit next month to MCHA. He has hired two new employees, one for public housing and one for Section 8. The painters are completing the last building in Joe Ruffin. All board positions have been filled and information submitted to Civil Service.

A motion was made by Thigpen and seconded by Brashear to amend the agenda to add #F. – Final Payment to Hebert Construction for 2015 Mod Project. Final payment documents were handed out for review. We owe the retainage on the project of \$10,939.50. The project is complete. A motion was

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made by Thigpen and seconded by Brashear to approve Pay Request #6 to Hebert Construction in the amount of \$10,939.50. Resolution #1192.

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

The board discussed next month's meeting date of November 22<sup>nd</sup>. Since this is during Thanksgiving week they decided to change the date. A motion was made by Thigpen and seconded by Brashear to schedule next month's meeting on November 15, 2016.

Mr. Robinson introduced Mrs. Frances Daughtery. She is a resident here at the Berwick Housing Authority. She is considering the resident position on the board of commissioners.

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