

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 19, 2017 at 4:00 pm at the housing authority office.

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

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

A motion was made by Daugherty and seconded by Brashear to accept the minutes of the November 14, 2017 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review. Mr. Robinson handed out the monthly finance report for October from HSA.

The 2016 Mod project progress report was given. Three of the five units are complete and have been housed. The shower work at Unit #18 is complete and the column project is complete. They are working on the 2 units. The project should be complete before the next meeting. Pay request #7 is for \$21,948.00. They are not quite to the finish point for this payment. We would like permission to pay them when the job is certified to this payment amount. The board went into discussion. A motion was made by Daugherty and seconded by Brashear to accept pay request #7 to Hebert Construction in the amount of \$21,498.00 and to pay it when the work is certified to the point of completion. Resolution #1238.

A motion was made by Daugherty and seconded by Brashear to accept the finance report as presented.

The monthly vacancy report was given. There are 3 units vacant. There are 18 names on the waiting list and the application process is closed.

Three tenants moved and left owing a balance. The list was handed out for review. The board went into discussion. A motion was made by Daugherty and seconded by Brashear to write off the balance left owed by the 3 tenants for a total of \$719.32. Resolution #1239.

Mr. Robinson explained that we have several tenants who have fire pits. Some of the pits are homemade. We also had a fire on the playground. Someone built a fire under the playground equipment and burnt a hole in the tunnel. We contacted the Town of Berwick to see if there is an ordinance pertaining to fire pits and they don't have one. We have also contacted our insurance company. We feel that they are unsafe here due to the units being connected and gas lines and meters running on the side and backs of the buildings. The board went into discussion. A motion was made by Daugherty and seconded by Brashear stating for the safety of Berwick Housing Authority and its

residents, fire pits or outside fires are prohibited on Berwick Housing Authority property effective January 1, 2018. Resolution #1240.

Mr. Robinson gave a report on the inter-agency work with MCHA. The mod project is in its final phase with all units being completed but one. The new floors were being installed on this past Friday. Public housing will be taking applications on January 11th & 18th. The Section 8 program will start taking application in February 2018. Plans are now moving forward with placing 11 units on line in Joe Ruffin, hopefully by mid-February 2018. Fifteen units are currently under review to be placed on Mod.

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

The board discussed next month's meeting date of January 23, 2018. A motion was made by Daugherty and seconded by Brashear to accept the date of January 23, 2018 for next month's meeting.

There were no questions, discussion, or additions. Mr. Robinson thanked the commissioners for their time and services and wished everyone a very Merry Christmas.

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