

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on June 20, 2017 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.

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

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes of the May 23, 2017 regular meeting.

A motion was made by Thigpen and seconded by Romero to amend the agenda to add Item C under the finance report – Review and Approve Pay Request #1 – Hebert Construction.

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 finance report from HSA for month ending May 31, 2017 and reviewed.

The Pilot tax payment for fiscal year ending 2016 to the Town of Berwick is \$30,800.16. The document was handed out for review and the board went into discussion. A motion was made by Thigpen and seconded by Romero to pay the Pilot tax for fiscal year ending 12-31-2016 to the Town of Berwick in the amount of \$30,800.16. Resolution #1212.

Pay Request #1 for Hebert Construction was handed out for review. The pay request is for \$47,700.00. They have replaced columns on Fortin Street and gutted the 2 – zero bedrooms and the 3 bedroom. Hopefully by next month, these units will be finished and they will have started on the other units. We will add unit #18 to the project. This is a vacant unit and needs a shower and change the drum trap. This work will be a change order. A motion was made by Thigpen and seconded by Romero to approve Pay request #1 to Hebert Construction in the amount of \$47,700.00. Resolution #1213.

A motion was made by Thigpen and seconded by Romero to accept the financial report as given.

The monthly vacancy report was given. There are 8 units vacant. There are 16 names on the waiting list. We will be taking applications for all size units on June 27, 2017.

A list of balances left owed by previous tenants was handed out for review to be written off. The board went into discussion. A motion was made by Thigpen and seconded by Romero to write off the balances left owed in the amount of \$1,575.79. Resolution #1214.

Mr. Robinson stated that we haven't changed the security deposit since January 2008. At that time the deposit was \$150 and we raised it to \$200. We have had a number of people move out leaving balances owed and the security deposit doesn't cover it (since the flat rents went up). In the community, the

security deposit is the same as the rent. We have checked with other housing authorities and most of them have a security deposit of \$300. We are asking to raise the security deposit from \$200 to \$300. The board went into discussion. A motion was made by Thigpen and seconded by Romero to increase the security deposit from \$200 to \$300 effective July 1, 2017. Resolution #1215.

Ballots were handed out to vote for election of officers for the board of commissioners. The ballots were counted and the results are: Chairman – James Richard, Vice Chairman – Robert Thigpen and Treasurer – Janie Brashear. A motion was made by Thigpen and seconded by Romero to accept the election as follows: Chairman – James Richard, Vice Chairman – Robert Thigpen, and Treasurer – Janie Brashear. Resolution #1216.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. He stated that orders have been placed for hot water heaters, wall heaters, and plumbing items for the units at Joe Ruffin. There are 3 months left in the fiscal year, so he will be reviewed the budget for a revision. The application process will continue to be open as they get closer to opening Joe Ruffin development.

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

The board discussed next month's meeting date of July 18, 2017. A motion was made by Thigpen and seconded by Romero to accept the date of July 18, 2017 for next month's meeting.

Mr. Richard discussed the concern for Tropical Storm Cindy and what precautions should be taken. Mr. Robinson stated that he was going to text the residents with information concerning the storm.

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