

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on November 14, 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, Frances Daughtery, Janie Brashear, Janice McIntyre, and Clarissa Adams. Absent was Clarence Robinson, Jr.

A motion was made by Thigpen and seconded by Brashear to accept the minutes of the October 24, 2017 regular meeting.

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

A progress report was reviewed with the commissioners on the 2016 mod project. Pay Request #6 for Hebert Construction is in the amount of \$23,220.00. A motion was made by Thigpen and seconded by Brashear to approve Pay Request #6 to Hebert Construction for \$23,220.00. Resolution #1235.

The commissioners had been emailed a copy of the 2018 budget to review. The budget items were discussed. A motion was made by Thigpen and seconded by Brashear to accept the 2018 Budget. Resolution #1236.

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 2 units vacant and 4 units' offline. There are 15 names on the waiting list and applications will be taken on November 16th.

A previous tenant was evicted last month and left owing a balance of \$627.00. A motion was made by Thigpen and seconded by Brashear to write off the balance left owed of \$627.00. Resolution #1237.

A monthly progress report on the inter-agency work with MCHA was given. Brownell Homes made an 84 on their REAC inspection. Jacquet and Shannon Homes will be inspected on January 18, 2018. The mod project with Rock Enterprises should be complete by the end of the month. Public housing will be taking applications on November 16th, December 7th, & 14th. Section 8 application process is closed.

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 December 19, 2017. A motion was made by Thigpen and seconded by Brashear to accept the date of December 19, 2017 for next month's meeting.

There were no questions, discussions, or additions.

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

