

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 19, 2017 at 4:00pm 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, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes for August 22, 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 reviewed the monthly finance report from HSA. All finances are in order.

Mr. Robinson handed out a progress report for 2016 mod project and pay request #4. The 2 a/c units are installed. The post of Fortin are complete. Floor tiles are installed. Hopefully, by next month the 3 units will be complete and they should be starting on the other 2 units and the bathroom at unit #18. The pay request for today is \$21,330.00. The board went into discussion. A motion was made by Thigpen and seconded by Romero to approve pay request #4 for \$21,330.00 to Hebert Construction for 2016 mod project. Resolution #1226.

Last month we approved the change order for the mod project. The change order was off by \$1000. We would like to take this \$1000 from the operating account instead of doing a budget revision for the CFP program. The board went into discussion. A motion was made by Thigpen and seconded by Romero to approve the amendment to change order #1 for the 2016 mod project to take the \$1000 out of the operating account. Resolution #1227.

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

The monthly vacancy report was given. There is one unit vacant. We have the 4 unit's offline for the mod project. There are 12 names on the waiting list.

An updated price list for repairs and services was handed out for review. We would like to discuss and approve this at next month's meeting. The commissioners asked for a current price list to compare. They were given a copy.

A copy of the PHAS Scoring System was emailed to the commissioners for review. This system is based on how the agency is judged and scored by HUD. We would like to add this to the by-laws for the agency. A motion was made by Thigpen and seconded by Romero to amend the agency by-laws to include the PHAS Scoring System. Resolution #1228.

Page 2

Mr. Robinson handed out the inter-agency report for MCHA. The REAC inspection for Brownell Homes is scheduled for October 26, 2017 and inspection for Jacquet and Shannon Homes is January 18, 2018. The Section 8 program is currently leased to capacity with 62 families on the program. The program is closed. Public housing applications will be taken on September 21st, Oct. 5th, 12th, and 19th.

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

The board discussed next month's meeting date of October 24, 2017. A motion was made by Thigpen and seconded by Romero to accept October 24, 2017 for next month's meeting.

Clarissa spoke about the National Night out against Crime. The event will be held on Tuesday, October 3, 2017 from 5:00 to 8:00 pm.

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