

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 20, 2018 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 Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to accept the minutes of the January 23, 2018 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. Mr. Robinson handed out the financial report from HSA for January and reviewed it with the commissioners.

Mr. Robinson handed out the final pay request from Hebert Construction. In August 2017, the board approved that we could use operating reserves to cover the difference of the funds for the mod project not covered by the CFP. Pay Request #8 is for \$24,498.00. Of this, \$4,300.95 will be covered by the CFP and \$20,647.05 will come out of operating reserves.

A motion was made by Thigpen and seconded by Romero to pay the final payment, pay request #8 to Hebert Construction in the amount of \$24,498.00. Resolution #1242.

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

The monthly vacancy report was given. There are 2 units vacant and 8 names on the waiting list. The application process is closed.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. There are in position to place 11 of the 29 units online at Joe Ruffin. Hebert Construction was awarded the contract to install wall heaters, hot water heaters, and bathroom and kitchen amenities in these units. The remaining 14 units are currently being advertised for major renovations. The bid is due on March 16, 2018. Applications will be taken for public housing on March 8th, 15th, and 22nd. Section 8 application process is closed.

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 March 20, 2018. A motion was made by Thigpen and seconded by Romero to accept the date of March 20, 2018 for next month's meeting.

There were no questions, discussions, or additions.

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