

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on July 24, 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, Vanessa Romero, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes for June 19, 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 monthly finance report from HSA and reviewed the information with the commissioners. A motion was made by Romero and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There are 2 units vacant and 11 names on the waiting list. The application process is closed.

In May, Resolution #1252, was issued to write off a John Deere mower. The mower was able to be repaired at a reasonable price. We need to add the mower back to the inventory. A motion was made by Romero and seconded by Brashear to add the John Deere Mower back to the inventory. Resolution #1256.

A previous tenant moved out leaving a balance of \$503.00. A motion was made by Romero and seconded by Brashear to write off the balance of \$503.00. Resolution #1257.

A list of 1 Kenmore refrigerator and 1 Kenmore stove was handed out for review to be written off. A motion was made by Romero and seconded by Brashear to write off 1 Kenmore refrigerator and 1 Kenmore stove. Resolution #1258.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. Work is continuing at Joe Ruffin with sheetrock being installed and painting started in the (4) 2 bedroom units. New plumbing is being completed with new water meter boxes and valves being installed. They will be taking applications for public housing on August 9th, 16th, & 23rd. They will be issuing (12) Section 8 vouchers.

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

The board discussed next month's meeting date of August 21, 2018. A motion was made by Romero and seconded by Brashear to accept the date of August 21, 2018 for next month's meeting.

There were no questions, discussions, and additions.

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

