

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 20, 2018 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Vanessa Romero. The meeting opened with prayer.

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

A motion was made by Brashear and seconded by Daugherty to dispense of the reading of the minutes of the February 20, 2018 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. The monthly financial report was handed out and reviewed. We are still in the planning phase for the next modernization project. We will be approving the 2018 annual plan by the next board meeting. The 2017 fiscal year finances have been submitted to HUD. Our 2017 audit will be in April. A motion was made by Brashear and seconded by Daugherty 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.

Bids were requested from three companies for our annual fire extinguisher inspections. There was only one bid received. The bid was from Diversified Fire & Safety. It was asked for the commissioners to consider approving the bid for the next 3 years. The board went into discussion. A motion was made by Brashear and seconded by Daugherty to accept the bid from Diversified Fire & Safety as quoted and to give them the inspection for the next 3 years (2018, 2019 & 2020). Resolution #1243.

A list of 2 Kenmore refrigerators and 1 Kenmore stove was handed out for review to be written off. The board went into discussion. A motion was made by Brashear and seconded by Daugherty to write off 2 Kenmore refrigerators and 1 Kenmore stove. RESOLUTION #1244.

The monthly progress report was given on the inter-agency work with MCHA. The 2014 -2015 Mod project is closing with Rock Enterprises. Four units which have been offline for 10 years are now back online. Eleven units will be online in Joe Ruffin by the end of the month. The master meter and individual gas lines will be tested due to the gas service being off since the development has not been occupied. The 2016-2018 mod contract bids were due on March 16th. The contract will include 14 units at Joe Ruffin. The units have major damage which will require extensive interior work. The bids will be approved at the March board meeting. The housing authority is grateful for the city's assistance with the installation of the new pump for Joe Ruffin, street curves and sidewalk repairs, cleaning out the sewer lines and repairing the street lights.

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

The board discussed next month's meeting date of April 17, 2018. A motion was made by Brashear and seconded by Daugherty to accept the date of April 17, 2018 for next month's meeting.

There were no questions, discussions, or additions.

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