

## Board Minutes - July 2013

---

### MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on July 23, 2013 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, Jacki Ackel, Eunice Cunningham, Lily Rebaradi, Clarence Robinson, Jr., Janice McIntyre, Katie LaBourgeois, Rand Nini, and Victory Ho. Absent was Attorney Susan Dorsey.

A motion was made by Thigpen and seconded by Rebaradi to dispense of the minutes for the June 18, 2013 regular meeting.

Mr. Robinson stated that in each packet there are the monthly bank statements for both accounts as of June 30, 2013. The balance on the checking account is \$322,747.23 and the tenant deposit account balance is \$23,450.00. The check register is also included. Mr. Robinson gave a brief report on May's finances. Our operating subsidy is starting to come in. He will give more detail information with the audit review.

Mr. Robinson handed out copies of a change order to go with the current mod project. We would like to add units #13, & #15 to the job. Total cost for both units are \$50,725.00. Mr. Robinson stated that we do have the funds to cover the job. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to approve the change order as presented to Rock Construction in the amount of \$50,725.00, making the new contract amount with the change order to \$156,925.00. Resolution #1073.

Copies of the 2012 audit review was handed out for review. Mr. Danny McCaskill was on the phone to review the audit with the commissioners. He stated the audit was clean, all financial statements are materially correct and complied with all government standards. There were no findings. The board had no questions concerning the audit.

Mr. McCaskill stated he would like to give his opinion on the inter-agency agreement. He felt like Berwick should help Morgan City, but should not subsidize Morgan City. Mr. McCaskill informed the board that if they needed him to please feel free to contact him.

A motion was made by Rebaradi and seconded by Thigpen to accept the 2012 Audit Review as presented by Mr. McCaskill. Resolution #1074.

A motion was made by Ackel and seconded by Rebaradi to amend the agenda to add: 6. – D. John Deere Lawnmower Engine Replacement.

Mr. Robinson passed out bids for the engine replacement for the mower. The frame is in good condition and we recently spent money on the hydraulic system. He feels it is feasible to just have the engine replaced and not purchase a new mower. The board went into discussion. A motion was made by

Page 2

Thigpen and seconded by Rebaradi to go with the bid from Sunshine Equipment to replace the engine on the John Deere mower. Resolution #1075

A motion was made by Ackel and seconded by Rebaradi to accept the financial report as presented.

The monthly vacancy report was given. There are six units vacant and 12 names on the waiting list. The application process remains closed.

A list of two refrigerators and one stove was handed out for review for write off. A motion was made by Rebaradi and seconded by Ackel to write off the 2 Kenmore refrigerators, 1 from #99 and 1 from #127, and one White Westinghouse stove from #111. Resolution #1076

A tenant balance sheet was handed out for review for write off. The board reviewed the information. A motion was made by Ackel and seconded by Rebaradi to write off the balance of \$73.76 owed by a previous tenant. Resolution #1077

Mr. Richard stated that we have been in discussion since last month concerning the inter-agency agreement between the Morgan City Housing Authority and the Berwick Housing Authority. Mr. Ho is here today for the Morgan City Housing Authority. Mr. Richard and Mrs. Ackel have reviewed the contract, along with Mr. Robinson and Mrs. Dorsey. Mr. Robinson has made some amendments. It has been reviewed by Mrs. Dorsey and all is in order. Mr. Ho stated that he is desperate for an executive director. He needs help. Mr. Ho will present the contract with the amendments to his board on Thursday, July 25, 2013 at their meeting. If they agree, they will sign and send back to Berwick. Berwick will then have a special meeting on Tuesday, July 30, 2013 to adopt the agreement. Mr. Ho stated that he will present the contract to his board with the recommendation to adopt. Mr. Richard stated that he and Mr. Robinson will attend the MCHA meeting on Thursday, in case they have any questions.

A motion was made by Ackel and seconded by Rebaradi to accept the director's report.

Mr. Richard entertained a motion to schedule a special meeting. A motion was made by Thigpen and seconded by Rebaradi to schedule a special meeting for Tuesday, July 30, 2013 at 4:00 pm.

A motion was made by Rebaradi and seconded by Thigpen to accept the meeting date of August 20, 2013 for next month's regular meeting.

A motion was made by Cunningham and seconded by Thigpen to adjourn.

Meeting Adjourned.