**MINUTES**

On the 21st day of October at 4:00 pm, the Commissioners of the Berwick Housing Authority met in regular meeting.

**Agenda Item #1 – Meeting Called to Order**

The meeting was called to order by Jacki Ackel.

**Agenda Item #2 – Review Agenda**

The agenda was read by Jacki Ackel.

**Agenda Item #3 – Opening Prayer**

The Lord’s Prayer was led by Janice McIntyre.

**Agenda Item #4 – Roll Call**

There were present Jacki Ackel, Eunice Cunningham, Robert Thigpen, Attorney Susan Dorsey, Clarence Robinson, Jr., and Janice McIntyre. Absent was James Richard and Lily Rebardi.

**Agenda Item #5 – Minutes of the September 16, 2014 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the September 16, 2014 regular meeting and to be able to review with changes as necessary.

Motion: Thigpen

Second: Cunningham

All were in favor.

**Agenda Item #6 – Financial Report**

1. Monthly Finances

In each monthly packet, the commissioners had copies of the bank statements for both accounts, copies of the check register for both accounts, and the checks were on the table for review. The regular checking account balance as of 9-30-14 was $298,556.06 and the tenant deposit account balance was $23,525.00. Our monthly finances has not been received from HSA. Our last allotment of operating subsidy has come in for the end of the year. All finances are in order.

1. 2013 Modernization Change Order #1

At last month’s meeting this was tabled until this month waiting on more information. The information was handed out for review. Mr. Robinson explained the change order. The cost to add unit #14 to the current mod project is $32,894.00. This will bring the unit up to code for handicap and update and repair the unit. Mr. Firmin has stated that this is a reasonable price.

The other price on the change order is for additional work in the original 4 units on the mod project. The price is $15,840.00. One of the unit is handicap and there was some unforeseen work that needed to be done. These monies will not come out of the operating account, we will be able to use the funds from the 2014 CFP. The board went into discussion.

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A motion was made to accept Change order #1 to add Unit #14 for $32,894 to the 2013 Mod Project, and additional work in the four units for $15,840.00 already on the 2013 Mod Project.

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1110**

1. 2013 Mod Project Progress Report & Review & Approval of Pay Request #3

Mr. Robinson stated that today, pay request #3 is for $24,606.00 with a retainage of $6,384.00. They are making good progress, units #25 & #29 should be complete by next month’s meeting.

While inspecting the work, the inspector had found some issues, but Hebert Construction has made corrections.

A motion was made to approve pay request #3 for the 2013 CFP mod project in the amount of $24,606.00 to Hebert Construction.

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1111**

A motion was made to accept the finance report as presented.

Motion: Thigpen

Second: Cunningham

All were in favor.

**Agenda Item #7 – Director’s Report**

1. Vacancy Report

As of today, there are 9 units vacant. Five of these units are down for the mod project. The other 4 units consist of 2 – 1 bedroom, 1 – 2 bedrooms, and 1- 3 bedrooms. The waiting list has 8 applicants. The application process is closed.

1. Write off of Appliance

A list of 1 refrigerator was handed out for review for write off. The compressor has burned in the refrigerator. The refrigerator is from 2001. The board reviewed the information.

A motion was made to write off the Kenmore refrigerator from Unit #60.

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1112**

1. Review of Bids for Appliance Purchase

Last month we had gotten bids to purchase appliances from some funds that were left in the 2012 CFP account. The money can only be used for appliances. We had purchased 5 refrigerators and 2 stoves. We had $6,123.55 in the account. The purchase amount was

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$3,148.00, leaving a balance of $2,875.55. We have contacted Sears to verify the price. In order to use up these funds, we are asking to purchase 5 refrigerators at $489.00 each and 3 stoves at $289.00 each. This will put us over by $391.45. We will take that money out of the operating account. We had to spend the exact amount or over the amount, it couldn’t be under. The board went into discussion.

A motion was made to purchase 5 refrigerators and 3 stoves from Sears Contract Sales using the 2012 CFP Funds.

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1113**

1. Write Off of Balances owed by Previous Tenants

A list of 4 previous tenants were handed out for review. These people moved out in September and beginning of October leaving balances owed. The board reviewed the information.

A motion was made to write off the following balances left owed by:

1. Kendrell Skinner $200.00
2. Michelle Eues $371.00
3. Yolanda Randall $350.00
4. Edith Lantier $134.00

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1114**

1. Review of Lease Amendment to Change Rent Collection Policy

A copy of the proposed rent collection policy was handed out for review. The rent collection policy was explained to the commissioners. We will have a meeting with the residents on November 6, 2014 at 2:00 pm in the resident center to inform the residents of the proposed changes to the rent collection policy. They will have 30 days to comment. Then we will bring it back to the board for final approval at the December meeting. The change will go into effect on January 1, 2015. The board went into discussion.

A motion was made to allow the housing authority to have the meeting with the residents on November 6, 2014 to explain the changes, giving them a 30 day comment period and bring it back to the board for the December meeting for final approval effective for January 1, 2015.

Motion: Thigpen

Second: Cunningham

All were in favor.

1. Review and Approval of 2015 PHA Annual Plan & 2015-2019 5 Year Agency Plan

Both of the plans were emailed to the commissioners for review before the meeting. Mr. Robinson went over the information. Some of the changes include the Flat Rent update

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information and the updated information on the Violence against Women’s act. The board went into discussion.

A motion was made to approve the 2015 PHA Annual Plan & 2015-2019 5 Year Agency Plan.

Motion: Thigpen

Second: Cunningham

All were in favor.

**RESOLUTION #1115**

1. Progress Report on Inter-Agency Work (MCHA)

A report was handed out for review. Mr. Robinson stated that currently 4 units will be ready for lease up by the end of the month. Applications were taken on the 16th & 17th of October, which added more people to the waiting list for 1 bedrooms. The current people on the two and three bedroom list will be housed within two weeks if they pass screening. Currently they are closing out the 2014 fiscal year and finalizing the 5 year annual plan for the agency. The goal for this month is to complete the staff organizational chart for Civil Service. He also plans to complete a report on the state of the agency to give to Ms. Cheryl Williams with HUD since we have passed the one year mark and to get further guidance for the agency as a whole.

1. Executive Session – To Discuss & Approve Contract with Executive Director

Ms. Dorsey stated that she has been working on the contract. It is not complete. She has contacted civil service for questions and hasn’t gotten any of the answers that she needed. She spoke with Mr. Robinson and he had informed her that he will be going to a state meeting this Thursday concerning Contracts with Executive Directors. He told her that we could table until next month. He will bring back information from the meeting.

A motion was made to table this until next month when we have further information.

Motion: Thigpen

Second: Cunningham

All were in favor.

A motion was made to accept the director’s report as presented.

Motion: Thigpen

Second: Cunningham

All were in favor.

**Agenda Item #8 – New Business**

1. Scheduling of Next Month’s Meeting – November 18, 2014

The board discussed the date.

A motion was made to accept the date of November 18, 2014 for next month’s meeting.

Motion: Thigpen

Second: Cunningham

All were in favor.

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1. Questions, Discussions, and Additions

Mrs. Ackel stated that she is very humble to have been given the opportunity to run for town council, and campaigning thru the housing authority has been a very rewarding experience. The people in the housing authority was very generous, sincere, and wonderful people.

Mrs. Ackel also wanted to inform everyone that on Saturday, October 25th, there will be a Celebrate Berwick program at 10:00 am under the bridge.

A motion was made to accept the new business report.

Motion: Thigpen

Second: Cunningham

All were in favor.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Cunningham

Second: Thigpen

All were in favor.

Meeting adjourned.