**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 16, 2014 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Lily Rebardi. The meeting opened with prayer.

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

A motion was made by Ackel and seconded by Thigpen to dispense of the reading of the minutes for August 19, 2014 regular meeting.

In each packet, the commissioners had copies of both bank statements and check registers. The checks were on the table for review. We had received an email from HSA, stating that they were behind on the finances but was trying to catch up. The last finances that were received were from June. Mr. Robinson stated that they should be caught up by next month. We had also received additional operating subsidy. All other finances are in order.

Mr. Robinson stated that we have Change Order #1 for the mod project. It has two parts. The first part is to add Unit #14 to the project. Hebert Construction gave a bid of $32,894.00 to do the work. Mr. Robinson finds that this bid is high. At the time of the meeting, the backup for the change order had not been received. Mr. Robinson would like to table this until next month’s meeting, when we have back up to support the numbers. The unit is handicap and this might be why the bid is high. Part two of the change order is to add $15,840.00 to the original bid for the other 4 units. This is to replace the wainscot in the bathroom at Unit #26, repair rotten frame, and install tub/shower faucet system for handicap unit and counter tops. A motion was made by Thigpen and seconded by Ackel to table the 2013 Mod Change Order #1 until next month, when we have more information.

Mr. Robinson gave a progress report on the 2013 Mod Project. Hebert Construction has pay request #2 in the amount of $22,500.00 for approval for payment. Due to the board meeting being moved up a week, the backup had not been received for final approval. Mr. Robinson stated that when we get the backup, we will email it to the commissioners for review. He wants permission to pay the request once we received the back up and email it to the commissioners. A motion was made by Ackel and seconded by Thigpen, to go ahead and approve Pay Request #2 to Hebert Construction in the amount of $22,500.00 pending back up correspondence being emailed to the commissioners. Resolution #1108. Note: The certification documents were received on September 18, 2014 and emailed to the commissioners for review.

A motion was made by Ackel and seconded by Thigpen to accept the finance report as presented.

The monthly vacancy report was given. There are six units vacant, five of these units are on the mod project and one is being turnaround. There are 25 names on the waiting list.

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Bids were taken to purchase five refrigerators and two stoves. The list of bids was handed out for review. A motion was made by Thigpen and seconded by Ackel to purchase five refrigerators and two stoves from Sears Contract Sales in Lafayette. Resolution #1109.

Mr. Robinson gave a progress report on the interagency work with MCHA. He stated that September 2014 is the last month for the fiscal year for MCHA. They are getting items together to close out the year and write offs for the agency. They have advertised to sell some equipment that they do not need. There are five units ready for lease up. Seven new families have been added to Section 8 Program. REAC inspection has been scheduled for January 6, & 29, 2015 for all development sites. They are waiting on packets from Duplantis Design Group for the next phase of mod work. The lease between MCHA and Glenda’s Seafood has been approved by HUD. This was another item removed from the trouble list. The only thing left on the auditor’s report that has not been resolved is the bonus issue.

Mrs. Dorsey didn’t have the contract for the Executive Director ready, so she asked could this be tabled until next month. A motion was made by Ackel and seconded by Thigpen to table the executive session to discuss and approve the contract with the Executive Director until next month.

A motion was made by Thigpen and seconded by Ackel to accept the director’s report as presented.

Mrs. Rebardi asked concerning the National Night Out Against Crime. It will be held on October 7, 2014 from 5:00 pm to 8:00 pm. The Berwick Police Department has taken the lead on the program. Plans are being made.

A motion was made by Ackel and seconded by Thigpen to accept the date of October 21, 2014 for next month’s meeting.

Mrs. Ackel informed everyone that there will be a Celebration of Light & Life held under the bridge in Berwick on October 25, 2014 at 10:00 am. This will be honoring residents of Berwick who are 90 years old or older. It is also the 10th anniversary of the Lighthouse.

Also on October 5, 2014 is the Tour De Teche.

A motion was made by Thigpen and seconded by Ackel to accept the new business report.

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