

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 16, 2014 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, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Lily Rebaradi.

A motion was made by Ackel and seconded by Thigpen to dispense of the reading of the minutes for November 18, 2014 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. Mr. Robinson handed out the October finances from HSA and reviewed them with the board. All finances were in order.

Mr. Robinson handed out a progress report along with pictures of the work being done. They went over the report. Today, we have pay request #5 for \$26,550.00. The project is at 79% complete. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to pay Pay Request #5 to Hebert Construction in the amount of \$26,550.00. Resolution #1120. A motion was made by Ackel and seconded by Thigpen to accept the report as presented.

The monthly vacancy report was given. There are 5 units vacant. These are the 5 units on mod. There are 7 names on the waiting list. The application process remains closed.

A copy of the rent policy change was handed out for review. We had introduced the policy at the October meeting. We also had a public meeting with residents on November 6, 2014 giving them a 30 day comment period. On November 10th, we sent copies of the change along with a letter to all residents who didn't make the meeting. The board went into discussion. A motion was made by Ackel and seconded by Thigpen to adopt the rent policy change as presented effective for January 1, 2015. Resolution #1121.

A list of appliances were handed out for review to be written off. The board reviewed the list. A motion was made by Ackel and seconded by Thigpen to write off the appliances as listed, 2 refrigerators and 5 stoves. Resolution #1122.

Mr. Robinson stated that at the Town of Berwick meeting on December 9, 2014, Mayor Ratcliff re-appointed Mr. Robert Thigpen to the board for a term of 5 years. Resolution #1123.

Mr. Richard stated that since Mrs. Ackel was elected to the Town of Berwick council, starting January 2015, she will not be able to serve on the board anymore. He thanked her for her service to the housing authority and she was presented a plaque of appreciation.

Mr. Robinson gave a report on the inter-agency work with MCHA. He stated that the Legislative Auditors has released their report on the housing authority. They have scheduled a special meeting on Thursday, December 18, 2014 at 5:00 pm to go into executive session to discuss how to handle and proceed with the findings.

A motion was made by Ackel and seconded by Thigpen to go into executive session to discuss and approve the contract with the executive director. The board went into executive session. A motion was made by Ackel and seconded by Thigpen to come out of executive session. Mr. Richard stated that while in executive session, they went over the contract with the executive director. A motion was made by Ackel and seconded by Thigpen to accept and enter into the employment contract as presented with the executive director starting December 17, 2014 to December 16, 2017. Resolution #1124.

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

The board discussed next month's meeting date of January 20, 2015. A motion was made by Thigpen and seconded by Cunningham to accept the date of January 20, 2015.

There were no questions, discussions, or additions.

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