

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on May 19, 2015 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, Vanessa Romero, Lily Rebaradi, Robert Thigpen, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Eunice Cunningham and Attorney Susan Dorsey.

A motion was made by Rebaradi and seconded by Romero to dispense of the reading of the minutes of the April 21, 2015 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements for both accounts and a copy of the check register. The checks were on the table for review. There is no monthly financial report from HSA.

Mr. Robinson stated that the audit is complete and Mr. McCaskill will give us a report next month. All finances are in order. He handed out the PHAS score for 2014 and reviewed the information with the board. The score was a 95. We shouldn't have another inspection for 3 years.

Bids were handed out for review to replace the floor tiles in unit #27. Bids were received from A & R Floor for \$2538.00, Perque Flooring for \$3965.89, and Vida Paint & Floor for \$4017.32. The board went into discussion. A motion was made by Rebaradi and seconded by Romero to accept the bid from A & R Floor Center in the amount of \$2538.00 for replacement of floor tiles at Unit #27. Resolution #1141.

We had requested bids for shower repairs at Unit #27. We had only receive one bid. Another company sent in a bid, but it was incomplete. We had also contacted a third company. Mr. Robinson explained the job to the commissioners and asked for permission to email the three completed bids to them for review and decision by email so that the job would not be held up until next month's meeting. The board agreed that this would be ok.

Mr. Robinson explained that the final payment on the 2013 Mod Project is due to Hebert Construction in the amount of \$15,523.40. A motion was made by Rebaradi and seconded by Thigpen to approve the final payment to Hebert Construction in the amount of \$15,523.40. Resolution #1142.

A motion was made by Rebaradi and seconded by Thigpen to accept the finance report.

The monthly vacancy report was given. There are 2 vacant units and 3 names on the waiting list. The application process remains closed.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. The demolition of 4 buildings will be moving forward this week. The discussion for the executive director will take place next week at the board meeting. Mr. Robinson had met with Mayor Grizzaffi and other city officials to give

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them a better understanding of the importance of an agreement between the housing authority and the city. The current mod contract will be completed in 2 weeks. This will put an additional 7 units back on line. Currently there are 10 units on forced account and 3 of these will be back on line by the end of the month.

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

The board discussed next month's meeting date of June 23, 2015. A motion was made by Thigpen and seconded by Rebaradi to accept the date.

Mr. Robinson stated that the staff will be going to UPCS inspection training on June 17<sup>th</sup>, 18<sup>th</sup>, & 19<sup>th</sup>.

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

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