

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on August 23, 2016 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Robert Thigpen. The meeting opened with prayer.

There were present Robert Thigpen, Vanessa Romero, Eunice Cunningham, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre and Clarissa Adams. Absent was James Richard.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the July 19, 2016 regular meeting and to be able to review with changes as necessary.

In each monthly packet the commissioners had copies of both bank statements and check registers. The checks were on the table for review. Mr. Robinson handed out financial statements from HSA for the months of June and July and reviewed the information with the commissioners. A motion was made by Romero and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There are 6 units vacant and 19 names on the waiting list. The application process remains closed.

Progress reports were handed out on the 2015 Mod Project along with pay request #4 in the amount of \$10,350.00. Pictures of the work done was also handed out for review. Mr. Robinson explained the progress of the work. A motion was made by Romero and seconded by Brashear to accept and approve pay request #4 for the 2015 Mod Project in the amount of \$10,350.00 to Hebert Construction. Resolution #1185.

A tenant had moved out in July leaving a balance of \$489.40. The board reviewed the information. A motion was made by Brashear and seconded by Romero to write off the balance of \$489.40 left owed by a previous tenant. Resolution #1186.

Mr. Robinson handed out a progress report on the inter-agency work with MCHA. This month starts the 3rd year as it relates to the inter-agency agreement. There has been a high turnover of people. Modernization work at Joe Ruffin will be moving in a different direction. The H & B Young foundation has approved the painting of the buildings at Joe Ruffin. Currently there are working on the 2017 fiscal year budget. There will be only 1 budget for the agency since now they have under 350 units. There were 105 applications for the Housing Specialist 2 position. The application process for housing will be open every Thursday morning. The monthly board meeting will be held on Thursday and the Mayor is appointing someone to the board due to Mr. Ho's resignation.

A motion was made by Romero and seconded by Brashear to accept the director's report.

Page 2

The board discussed next month's meeting date of September 20th. A motion was made by Romero and seconded by Brashear to accept the date of September 20th for next month's meeting.

There was one addition to the agenda: Review & Approve Appliance Bids. Bids were taken for the purchase of 5 refrigerators and 2 stoves. Bids were reviewed. A motion was made by Brashear and seconded by Romero to accept the bids from Sears Contract Sales in Lafayette for the purchase of 5 refrigerators and 2 stoves. Resolution #1187.

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