

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 16, 2016 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, Robert Thigpen, Vanessa Romero, Eunice Cunningham, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Mr. Richard stated that Mrs. Lily Rebari has turned in her resignation effective February 15, 2016. Mayor Ratcliff will be working on appointing someone to fill her position.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes for the January 19, 2016 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. Currently there were no finances from HSA, they are working on closing out the fiscal year. A motion was made by Thigpen and seconded by Romero to accept the financial report as presented.

The monthly vacancy report was given. There are 4 units vacant and 12 names on the waiting list.

A list of one refrigerator and one drain cleaner machine was handed out for review to be written off. The commissioners went into discussion. A motion was made by Thigpen and seconded by Romero to write off the one refrigerator and the drain cleaner machine. Resolution #1162.

A list of two past residents that left owing balances was handed out for review for write off. The board went into discussion. A motion was made by Thigpen and seconded by Romero to write off the balances left owed by the 2 past tenants. Resolution #1163.

Proposals were taken for Request for Qualifications for Architectural Services and Request for Qualifications for Agency Five Year Plan and CFP for 2016-2020. Proposals were received from four different firms. The proposals were opened and the board reviewed the information. Proposals were received from Perez, APC, Don J. O'Rourke & Associates, Duplantis Design Group, and Firmin Architects/Community Design Group. The commissioners then had to score the companies according to their qualifications. Each company was reviewed, scored, and the points were tallied. A motion was made by Thigpen and seconded by Romero to accept the proposal from Firmin Architects for the architectural services. Resolution #1165. A motion was made by Thigpen and seconded by Romero to accept the proposal from Community Design Group for the Agency 5 year plan and CFP for 2016-2020. Resolution #1166.

A proposal was handed out for review and approval of a new John Deere mower under state contract. The Commissioners reviewed the proposal and went into discussion. A motion was made by Thigpen

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and seconded by Romero to accept the bid from the state contract from Sunshine equipment for the John Deere Mower in the amount of \$7595.44. Resolution #1164.

A motion was made by Thigpen and seconded by Romero to accept the Director's report as presented.

The board reviewed the meeting date of March 22, 2016 for next month's meeting. A motion was made by Thigpen and seconded by Romero to accept the date of March 22, 2016 for next month's meeting.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. Applications will be taken on February 18<sup>th</sup>. They are currently preparing to open Joe Ruffin development. He has met with the Mayor and city crews on getting the sewer lines cleaned out. The next step is to get a pump for the lift station. Then they will be ready to start modernization of 10 units. The process of combining all public housing units into one AMP will not be effective until next fiscal year which will start September 2016. Mrs. Katherine Williams is coming for a Section 8 review on February 25<sup>th</sup>. If any commissioner has any questions for Mrs. Williams please let Mr. Robinson know and he will forward them to Mrs. Williams.

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