**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 22, 2016 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda ready by James Richard. The meeting opened with prayer.

Mr. Richard stated that last month Mrs. Lily Rebardi resigned from the board. Mayor Ratcliff has appointed Mrs. Janie Brashear to the board to take Mrs. Rebardi’s place. Mrs. Brashear is present today for the meeting.

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

A motion was made by Romero and seconded by Cunningham to dispense of the reading of the minutes for the February 16, 2016 regular meeting.

In each monthly packet the commissioners had copies of the bank statements and check register for both accounts. The checks were on the table for review. Mr. Robinson reviewed the bank statements with the board. We received January’s financials about 30 minutes before the meeting. Mr. Robinson did not have time to review. Our 2015 financials have been sent to HUD for final completion. Our 2015 fiscal audit should be done sometimes next month. All finances are in order.

The 2015 PILOT tax form was handed out for review. Mr. Robinson stated that we will be presenting the 2015 pilot tax check in the amount of $31,426.36 to the Town of Berwick at the next town council meeting. A motion was made by Romero and seconded by Cunningham to approve the payment of the 2015 Pilot tax to the Town of Berwick in the amount of $31,426.36 and to present the check at the next council meeting.

A motion was made by Romero and seconded by Cunningham to accept the financial report as presented.

The monthly vacancy report was given. There are 4 units vacant. Three of these units are on the mod project. There are 8 names on the waiting list. Our application process remains closed.

Bids were advertised and received for the 2015 Mod project. The bid hearing was held on March 10th at 2:30 pm. Four bids were received. They were from Acadiane’ Renovations, LTD, Hebert Construction, M & H Builders, Inc., and Rock Enterprises Construction, LLC. Bid tally sheets were handed out for review. The board went into discussion. A motion was made by Romero and seconded by Cunningham to accept the bid from Hebert Construction in the amount of $110,995.00 which also included the 2 alternate bids for the 2015 CFP Mod project.

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Bids were received for the annual fire extinguisher inspections. Bids were from Control Fire & Safety, Diversified and Hammerhead. A copy of the bid tally sheet was handed out for review and discussion. A motion was made by Romero and seconded by Cunningham to accept the bid from Hammerhead for our annual inspection and to let this company perform the inspection for the next 3 years with the stipulation that they provide a spreadsheet that shows the unit #, fire extinguisher type and serial number and all other information that is needed for our records.

Bids were handed out for the purchase of a new sewer machine. The board reviewed the bids and went into discussion. A motion was made by Romero and seconded by Cunningham to accept the bid from Coburn’s for the purchase of a new sewer machine in the amount of $1894.20.

Mr. Robinson handed out the progress report on the inter-agency work with MCHA. He reviewed the information with the board. The housing authority with be paying the City of Morgan City the pilot tax for 2013-2015 in the amount of $143,000.00. The city will also be reviewed the corporate agreement that is currently in place with the housing authority this week. The city will be installing new drain lines at Joe Ruffin and will be purchasing a new pump for the site. This is the reason that the site was closed due to problems with the old pump. They have identified 13 units that will be placed back on line within 60 to 90 days. The report has been submitted to HUD office for approval. Applications will be taken on March 21st & 22nd for public housing and Section 8 applications will be taken on March 29th.

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

The board discussed next month’s meeting date of April 19, 2016. A motion was made by Romero and seconded by Cunningham to accept the date of April 19, 2016 as next month’s meeting date.

There were no questions, discussions, or additions.

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