

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on May 24, 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, Janie Brashear, Eunice Cunningham, Vanessa Romero, Clarence Robinson, Janice McIntyre, Clarissa Adams, and Brenda Guidry. Absent at roll call was Robert Thigpen. He came in later.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the April 19, 2016 regular meeting.

Mr. Robinson stated that in each monthly packet the commissioners had copies of the bank statements, along with the check registers for both accounts. The operating account balance was \$311,714.80 and tenant deposit account balance was \$26,000.00. Mr. Robinson reviewed the month ending April 2016 monthly finances from HSA. Checks were on the table for review. He stated that the auditor is wrapping up the audit and should have the final review for next month's meeting. 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 4 units vacant and 17 names on the waiting list.

Mr. Robinson gave a progress report on the 2015 Mod project. Pictures were handed out of the work progress. They have installed the ac units at #17 & #33. They are prepping and cleaning units. By next month they should be finished with 2 units. They have pay request #1 in the amount of \$28,980.00 for approval of payment. The board went into discussion. A motion was made by Romero and seconded by Brashear to approve pay request #1 (2014 CFP) for the 2015 Mod project to Hebert Construction in the amount of \$28,980.00. Resolution #1173.

A list of 4 refrigerators and 5 stoves was handed out for review to be written off. The board reviewed the list. A motion was made by Romero and seconded by Brashear to write off 4 refrigerators and 5 stoves as per the list. Resolution #1174.

Mr. Robinson stated that we had contacted 2 companies for bids to clean & service the a/c units. We only received 1 bid from Broussard's Air Conditioning. The bid was in the amount of \$3450.00. The board went into discussion. A motion was made by Romero and seconded by Brashear to accept the bid from Broussard's Air Conditioning to clean and service the ac units for \$3450.00. Resolution #1175.

Due to the bad weather last Thursday, (May 19, 2016), there is a Hackberry tree that was damaged and is about to fall on the property behind the units on Fortin Street. We have contacted companies for bids. Only 1 bid was received from Pillaro's for \$1600. The board went into discussion. A motion was made by Romero and seconded by Brashear to accept the bid from Pillaro's for \$1600. Resolution #1176.

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Let the record reflect that Mr. Robert Thigpen is now present.

Ballot sheets were handed out for election of officers due to a change in commissioners. The ballots were counted and the results are as follows: James Richard – Chairman, Robert Thigpen- Vice Chairman, and Janie Brashear – Treasurer. A motion was made to accept the election of officers. Resolution #1177.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. Last month they had 10 units ready for housing. By the end of this week they will have housed all but 2. The pump at Joe Ruffin is being installed. They sent the first team of maintenance men to start work on 2 of the 14 units. They hope within 60 days to be ready to start housing people. They took applications on May 18th and will be taking them again on May 31st.

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

Next month's meeting date of June 21, 2016 was discussed. A motion was made by Thigpen and seconded by Romero to accept the date.

There were discussions with the guest concerning suggestions on mod work.

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