**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 21, 2017 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, Frances Daugherty, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Vanessa Romero and Janie Brashear.

A motion was made by Thigpen and seconded by Daugherty to dispense of the reading of the minutes of the February 21, 2017 regular meeting.

Mr. Robinson handed out the financial statement from HSA for month ending February 2017. He briefly reviewed with the commissioners. 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. A motion was made by Thigpen and seconded by Daugherty to accept the financial report as presented.

The monthly vacancy report was given. There are 3 units vacant and 8 names on the waiting list. We also have 3 units offline for the modernization project.

Bids were taken for the 2016 Mod Project. The bid meeting was held on March 3, 2017. We received 2 bids. Hebert Construction’s base bid was $134,980.00 and Rock Enterprise’s base bid was $164,555.00. The board went into discussion. They also discussed the 3 alternate bids for the project. A motion was made by Thigpen and seconded by Daugherty to accept the base bid along with the 3 alternate bids from Hebert Construction for the 2016 Mod project in the amount of $185,580.00. Resolution #1206.

Bids were solicited for annual fire extinguisher inspections. We only received 1 bid from Diversified Fire & Safety. The board reviewed the information and went into discussion. They suggested calling to see if they would consider lowering their labor price. A motion was made by Thigpen and seconded by Daugherty to contact Diversified to see if they would match the labor price from last year, and then to approve them to do the annual fire extinguisher inspections as per their quote, with the exception of change in labor price. Resolution #1207.

A tenant moved out leaving a balance of $274.00. The board went into discussion. A motion was made by Thigpen and seconded by Daugherty to write off the balance left owed of $274.00. Resolution #1208.

Mr. Robinson handed out a progress report of the inter-agency work at MCHA. Modernization contract is currently in progress. The Section 8 program had a SEMAP compliance review which had to be completed being that the program had problems from the OIG review. The review went well. An overall review of Berwick and Morgan City was presented by Ms. Katherine Williams, and Ms. Cheryl Williams of the HUD office in New Orleans.

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

The board discussed next month’s meeting date of April 18, 2017. A motion was made by Thigpen and seconded by Daugherty to accept the date of April 18, 2017 for next month’s meeting.

The commissioners would like to add to next month’s agenda to discuss banking issues, since Whitney Bank is closing their Berwick branch.

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