

## MINUTES

The board of commissioners of the Berwick Housing Authority met in regular meeting on October 24, 2017 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, Francis Daugherty, Janie Brashear, Clarence Robinson, Jr., and Janice McIntyre. Absent was James Richard.

A motion was made by Romero and seconded by Brashear to accept the minutes of the September 19, 2017 meeting.

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

A copy of Pay Request #5 for Hebert Construction was handed out for review. The request is for \$35,010.00. Mr. Robinson gave an updated report on the work. A motion was made by Romero and seconded by Daugherty to approve Pay Request #5 in the amount of \$35,010.00 to Hebert Construction. Resolution #1229.

The monthly vacancy report was given. There are zero units vacant. We have 4 units offline for the mod project. There are 23 names on the waiting list.

Last month the commissioners were given copies of a proposed updated price list for repairs and services. The commissioners went into discussion. A motion was made by Romero and seconded by Daugherty to accept the updated price list for repairs and services for general work and turnarounds. Resolution #1230.

A list of appliances was handed out for review to be written off. A motion was made by Romero and seconded by Daugherty to write off 4 refrigerators. Resolution #1231.

Bids were handed out to buy 3 – 18 cu ft. refrigerators, 4 – 16 cu ft. refrigerators and 5 – 30” gas stoves. The board reviewed the bids. A motion was made by Romero and seconded by Daugherty to purchase the appliances from Sears Contract Sales. Resolution #1232.

A copy of the 2018 Annual Agency Plan and Amended Admissions & Occupancy policy was handed out for review. There was a public hearing on October 12, 2017 to review the information with the residents. Things added to the occupancy policy was the smoke free policy, the increase in the security deposit, the flat rent increase for 2018 and information on over income. A motion was made by Romero and seconded by Daugherty to approve and adopt the 2018 Annual Agency Plan and Amended Admissions & Occupancy Policy. Resolution #1233.

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The new flat rent schedule for 2018 was handed out for review. A motion was made by Romero and seconded by Daugherty to approve and accept the new flat rents for 2018. Resolution #1234.

Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. Brownell Homes is scheduled for its fiscal year REAC inspection on October 26<sup>th</sup>. The Section 8 program had a VMS audit on last week.

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

The board discussed next month's meeting date of November 21, 2017. Since this is during Thanksgiving week, they decided to change the date. A motion was made by Romero and seconded by Daugherty to change the date of next month's meeting to November 14, 2017.

Mrs. Daugherty asked about the enforcement of the smoke-free policy.

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