**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on April 17, 2018 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, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes for the March 20, 2018 regular meeting.

Mr. Robinson handed out the financial report from HSA for the month ending March 31, 2018 and reviewed the information with the commissioners. They also had in their monthly packet copies of bank statements and check registers for both accounts. The checks were on the table for review and approval. Our 2017 fiscal year audit will be this Thursday & Friday.

Mr. Robinson reviewed the LA Compliance Questionnaire for 2017 audit. It needs to be signed by the executive director and board chairman. A motion was made by Thigpen and seconded by Romero to approve the LA Compliance Questionnaire for the 2017 audit. Resolution #1245.

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 3 units vacant and 9 names on the waiting list. We will be taking applications on Thursday.

A list of 5 Kenmore stoves was handed out for review to be written off. A motion was made by Thigpen and seconded by Romero to write off the 5 Kenmore stoves as listed. Resolution #1246.

Mr. Robinson handed out and reviewed the progress report on the inter-agency work at MCHA. They have properly tested the gas system at Joe Ruffin. Nine units will be opening up in Phase 1 of this project. They are waiting on the stoves and refrigerators. The 2016-2017 modernization contract was awarded to Hebert’s Construction for 14 units at Joe Ruffin.

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

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The board discussed next month’s meeting date of May 22, 2018. A motion was made by Thigpen and seconded by Romero to accept the date of May 22, 2018 for next month’s meeting.

There were no questions, discussions, or additions.

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