

MINUTES

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

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for July 24, 2018 regular meeting.

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

The monthly vacancy report was given. There are 6 units vacant and 16 names on the waiting list. We will be taking applications on Thursday, August 23, 2018.

A statement was handed out to write off a balance left by a previous tenant. The balance is \$1,431.65. The commissioners went into discussion. A motion was made by Thigpen and seconded by Brashear to write off the balance of \$1,431.65 left owed. Resolution #1259.

Mr. Robinson introduced Mr. Robert Duffy, attorney for MCHA, as a guest. He is here today on behalf of the MCHA board to request to extend the contract for Mr. Robinson to continue as interim director. They want to extend the contract for 1 year with 2 possible 1 year extensions. This year and potential extensions coincide with their 5 year plan. He is asking the board to consider extending the contract. They went into discussion. A motion was made by Thigpen and seconded by Brashear to give Chairman Richard the authority to sign and approve to enter into the contract with MCHA extending the contract for inter-agency work on behalf of the board of BHA. Resolution #1260.

Mr. Robinson then reviewed the monthly report on the inter-agency work. They are 1 month away from closing out 2018 fiscal year. The budget has been sent to the fee accountant for final write up and will be approved at September's board meeting. For 2018-2019 the agency will be operating under 1 amp. Applications will be taken on September 13th and 20th. They will be issuing 6 – Section 8 vouchers.

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

The board discussed next month's meeting date of September 18, 2018. A motion was made by Thigpen and seconded by Brashear to accept the date of September 18, 2018 for next month's meeting.

There were no questions, discussions or additions.

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

