**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on January 23, 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 Daughtery, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to accept the minutes of the December 19, 2017 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements for both accounts along with the check registers. The checks were on the table for review. Mr. Robinson handed out and reviewed the monthly finances for December 2017 from HSA.

At the December meeting the commissioners approved pay request #7 to Hebert Construction in the amount of $21,948.00. There was an error in the paperwork and the pay request should have been for $22,932.00. The commissioners were emailed the correction on 12/28/17. We received 3 votes to approve the correction. Pay request #7 was paid in the amount of $22,932.00. Correction noted for minutes.

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

The monthly vacancy report was given. There is one unit vacant and seven names on the waiting list. The application process remains closed.

The new mileage rate for 2018 is 54.5 cents per mile. A motion was made by Thigpen and seconded by Romero to accept the mileage rate for 2018 of 54.5 cents per mile. Resolution #1241.

Mr. Robinson handed out and reviewed the monthly progress report on the inter-agency work with MCHA. The mod project with Rock Enterprise in now complete. REAC inspection will be tomorrow in Jacquet and Shannon homes for the 2017 fiscal year. Applications will be taken for public housing on February 8th and 15th. Work will be moving forward in the month of February in Joe Ruffin development.

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

The board discussed next month’s meeting date of February 20, 2018. A motion was made by Thigpen and seconded by Romero to accept February 20th for next month’s meeting date.

It was noted for the record that Mrs. Frances Daughtery was reappointed to the board for another 5 year term. She had previously finished someone’s term. Her term will expire on December 31, 2022.

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