

MINUTES

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

A motion was made by Brashear and seconded by Romero to dispense of the reading of the minutes for the September 18, 2018 regular meeting.

In each monthly packet the commissioner 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 finance report from HSA. Next month, we will have to do a budget revision. A motion was made by Romero and seconded by Brashear to accept the finance report as presented.

The monthly vacancy report was given. There are 5 units vacant and 9 names on the waiting list. The application process is currently closed.

There was a list of 3 refrigerators and 3 stoves handed out for review to be written off. A motion was made by Romero and seconded by Brashear to write off the 3 refrigerators and 3 stoves. Resolution #1263.

Bids were handed out for review to purchase 3 refrigerators and 5 stoves. The commissioners reviewed the bids. A motion was made by Romero and seconded by Brashear to buy 3 refrigerators and 5 stoves from Sears Commercial. Resolution #1264.

The 2019 flat rent schedule was handed out for review. A motion was made by Romero and seconded by Brashear to accept the 2019 flat rents. Resolution #1265.

Mr. Robinson gave a monthly inter-agency report on the work at MCHA. Applications will be taken on November 8th & 15th. They should have 3 – (1) bedroom units & 5 (2) bedroom units ready in Joe Ruffin within the next 60 days. They will be issuing 5 Section 8 vouchers. The November board meeting will be held on Thursday, November 15th.

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

The board discussed next month's meeting date of November 13, 2018. A motion was made by Romero and seconded by Brashear to accept the date of November 13, 2018 for next month's meeting.

There were no questions, discussions or additions.

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