

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on April 23, 2019 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by David Leonard. A motion was made by Thigpen and seconded by Brashear to amend the agenda to add under Item #7 – Director's Report, G. Review & Approve 2019 CFP Funds & 5 Year CFP Action Plan for 2019-2023.

The meeting opened with prayer.

There were present David Leonard, Robert Thigpen, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Vanessa Romero.

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for the March 19, 2019 regular meeting.

Mr. Robinson stated that we did not receive any financial report from HSA. In each packet the commissioners had copies of bank statements and check registers for both accounts. The checks were on the table for review. A motion was made by Thigpen and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There are 5 units vacant (4 on Mod) and 22 names on the waiting list. We will be taking applications on May 9th and 16th.

A list of 2 tenant that moved out and left owing balances was handed out for review and write off. The board reviewed the information. A motion was made by Thigpen and seconded by Brashear to write off the 2 balances left owed, one for \$509.00 and the other for \$247.52. Resolution #1282.

A copy of the budget, revision and financial reporting policy was handed out for review. A motion was made by Thigpen and seconded by Brashear to accept the budget, revision, and financial reporting policy. Resolution #1283.

A copy of the disbursement policy was handed out for review and approval. A motion was made by Thigpen and seconded by Brashear to accept and approve the disbursement policy. Resolution #1284.

Bids were taken on April 4th for the Mod Project. There were 4 contractors who bided on the job. The lowest bid was from Rock Enterprises. Their bid was approximately 35.2% below the estimate of the project. They sent a letter requesting to remove their bid due to an error. The board went into discussion. A motion was made by Thigpen and seconded by Brashear to accept the base bid from Hebert Construction for the 2018 Mod Project in the amount of \$154,980.00 and include Alt. Bid #1, 2, & 3 for a total bid price of \$196,160.00. Resolution #1285.

Mr. Robinson gave the inter-agency work report on the MCHA. They are waiting for screen doors and window screens to come in for completed units at Joe Ruffin. They also had a change order for additional work for windows, building shutters and stair risers in the upstairs units. Applications will be taken on May 2nd, 9th, and 16th for public housing only. Section 8 Vouchers are currently leased up. Half of the year for the agency is completed. They will be reviewing the budget.

A copy of the 2019 CFP funds and plan was handed out for review and approval. The board went into discussion.

A motion was made by Thigpen and seconded by Brashear to accept the 2019 CFP Funds in the amount of \$253,403.00. Resolution #1286.

A motion was made by Thigpen and seconded by Brashear to accept & approve the 2019-2023 Five Year Action Plan. Resolution \$1287.

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

The board discussed next month's meeting date of May 21, 2019. A motion was made by Thigpen and seconded by Brashear to accept the date of May 21, 2019 for next month's meeting.

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