

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 17, 2019 at 4:00pm at the housing authority office.

The meeting was called to order and agenda read by David Leonard.

A motion was made by Romero and seconded by Brashear to amend the agenda to add under #7 – Director’s Report – Item #C- Write off of Tenant Balances Left Owed.

The meeting opened with prayer.

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

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

In each monthly packet, the commissioners had copies of bank statements and check registers for both accounts. The checks were on the table for review. HSA sent the monthly finances. Mr. Robinson reviewed the information with the commissioners.

Pay request #3 for the 2018 CFP was handed out for review. The request today is for \$31,150.00. They passed out pictures of the work being done in the units. All plumbing work has been completed. Currently the contractor is not on site. They are at 65-70% complete on the project. A motion was made by Romero and seconded by Brashear to approve Pay request #3 in the amount of \$31,150.00 to Hebert Construction. Resolution #1308.

A motion was made by Romero and seconded by Brashear to accept and approve the financial report as presented.

The monthly vacancy report was given. There are 5 units vacant and 4 units’ offline for mod. There are 14 names on the waiting list.

A list of 5 refrigerators was handed out for review to be written off. The board went into discussion. A motion was made by Romero and seconded by Brashear to write off the 5 refrigerators. Resolution #1309.

A list of 2 tenants that move out owing money was handed out for review to be written off. A motion was made to write off the 2 balances (\$592.23 & \$745.00). Resolution #1310.

Mr. Robinson handed out the progress report on the inter-agency work with MCHA. They will be taking applications for public housing on January 9th, 16th, and 23rd. Mod work is continuing with Rock

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Enterprises. The sheetrock work, plumbing and electrical work has been completed in the 9 units that are offline.

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

A motion was made by Romero and seconded by Brashear to accept January 21, 2020 for next month's meeting date.

There were no questions, discussions, or additions.

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