

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 19, 2019 at 4:00 pm at the housing authority office.

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

There were present David Leonard, Vanessa Romero, Frances Daugherty, Janie Brashear, Janice McIntyre, and Clarissa Adams. Absent at roll call was Robert Thigpen, who came in later, and Clarence Robinson, Jr.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes for January 22, 2019.

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. The monthly finance report from HSA was handed out and reviewed with commissioners. A motion was by Leonard and seconded by Romero to accept the financial report as presented.

The monthly vacancy report was given. There are 8 units vacant and 18 names on the waiting list.

A list of 2 Kenmore stoves was handed out for review to be written off. The board went into discussion. A motion was made by Leonard and seconded by Brashear to write off the 2 Kenmore stoves. Resolution #1278.

The monthly progress report on inter-agency work was handed out and reviewed with the commissioners. The new debit card machine has been in use for the month of February. The mod project at Joe Ruffin is still on going. Four (2) bedroom units will be completed by the end of the month and ready for lease up. The other 6 units should be ready by mid-March. Section 8 vouchers will be released on February 26<sup>th</sup>. Applications will be taken for the month of March on the 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup>. Vacancy soon signs will be put up at Joe Ruffin.

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

Mr. Robert Thigpen is now present.

The commissioners discussed next month's meeting date of March 19, 2019. A motion was made by Romero and seconded by Thigpen to accept the date.

The commissioners were informed of a public hearing on April 3, 2019 to discuss the Capital Fund Project and to amend the agency plan and the admissions & occupancy policy.

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