

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on January 22, 2019 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Robert Thigpen. The meeting opened with prayer.

There were present Robert Thigpen, Vanessa Romero, Frances Daugherty, Janie Brashear, David Leonard, 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 December 18, 2019 regular meeting.

In each monthly packet, the commissioners had copies of bank statement and check registers for both accounts. The checks were on the table for review. Mr. Robinson handed out the monthly financial report from HSA and reviewed with the board. A motion was made by Romero and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There are 5 units vacant and 19 names on the waiting list.

A motion was made by Romero and seconded by Brashear to accept the resignation of James Richard from the board of commissioners effective January 1, 2019. Resolution #1271.

A motion was made by Romero and seconded by Brashear to accept the appointment of David Leonard to the housing authority board of commissioners effective January 8, 2019. Resolution #1272.

A motion was made by Brashear and seconded by Leonard to accept the re-appointment of Vanessa Romero to the board of commissioners. Resolution #1273.

The board had election of officers. Ballots were handed out and counted. A motion was made by Romero and seconded by Brashear to accept the election as follows: David Leonard – Chairman, Robert Thigpen – Vice-Chairman, and Janie Brashear – Treasurer. Resolution #1274.

A motion was made by Leonard and seconded by Brashear to accept the 2019 mileage rate of 58 cents. Resolution #1275.

The board discussed adopting a new form for debarring someone from the housing authority and housing authority property. The form is called Exclusion for Debarment. A motion was made by Romero and seconded by Leonard to adopt the exclusion for debarment form. Resolution #1276.

Mr. Robinson explained that we only accept checks and money orders for collection of rent. No cash is accepted. Most people have debit cards. Most residents pay with money orders and they have to go get them. This way they could use their debit cards if we had a debit card machine. They would be charged a

\$1.50 per transaction fee. The board went into discussion. A motion was made by Leonard and seconded by Romero to accept the debit card machine. Resolution #1277.

Mr. Robinson handed out and reviewed the progress report on the inter-agency work with MCHA. Hebert Construction is still working on Joe Ruffin. The field work for the agency 2017-2018 fiscal year audit has been completed by Steve McCaskill. He is still getting information from the fee account to complete the process and submit the final report to HUD.

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

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