

## MINUTES

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

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes for the October 22, 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. There was no finances from HSA this month. Due to a lot of unit turnarounds the expenses for the month are high.

Pay Request #2 for the 2019 CFP was handed out for review and approval. The request is for \$79,002.00. A progress report along with pictures was handed out for review. They have started the plumbing work. A motion was made by Thigpen and seconded by Romero to accept Pay Request #2 in the amount of \$79,002.00 to Hebert Construction. Resolution #1305.

A copy of the 2020 budget had been emailed to the commissioners for review. The board went into discussion. A motion was made by Thigpen and seconded by Brashear to accept the 2020 budget. Resolution #1306.

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 7 units vacant and 18 names on the waiting list.

A list of two previous tenants who had moved out and left owing was handed out for review and approval to be written off. A motion was made by Thigpen and seconded by Brashear to write off the 2 balances – one for \$432.00 and one for \$300.00. Resolution #1307.

The monthly progress report was handed out for review. They will be taking applications for public housing on November 21<sup>st</sup>. They received bids for the roofing project and Rock Enterprises was the lowest bid. They will also have a bid opening on Wednesday for 4 more units to be put on mod. Mod work is continuing.

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 December 17, 2019. A motion was made by Thigpen and seconded by Brashear to accept the date of December 17, 2019 for next month's meeting. There were no questions, discussions, or additions.

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