

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on October 22, 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, and Janie Brashear. Absent was Robert Thigpen. 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 September 17, 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. The 2019 fiscal year Pilot tax will be waived by the Town of Berwick. We will use the funds to make improvements at the housing authority. The operating subsidy will increase for the last quarter of the year. Mr. Robinson handed out the monthly report from HSA and reviewed the information with the commissioners. A motion was made by Romero and seconded by Brashear to accept the financial report as presented.

Pay Request #1 for the 2018 CFP was handed out for review and approval. The request is for \$32,850.00. A progress report, along with pictures, of the work being done was handed out for review. They are about 35% complete on the project. The board went into discussion. A motion was made by Romero and seconded by Brashear to approve Pay Request #1 to Hebert Construction in the amount of \$32,850.00 for 2018 CFP. Resolution #1299.

A copy of the accounts payable/purchase order policy was handed out for review and approval. The commissioners reviewed the policy and went into discussion. A motion was made by Romero and seconded by Brashear to accept and approve the accounts payable/purchase order policy as presented. Resolution #1300.

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 four units vacant and four unit's offline for mod. There are 17 names on the waiting list. A motion was made by Romero and seconded by Brashear. We will be taking applications on October 24th, November 7th, 14th, and 21st.

A previous tenant moved out leaving a balance of \$497.00. A motion was made by Romero and seconded by Brashear to write off the balance left owed by a previous tenant in the amount of \$497.00. Resolution #1301.

Bids were received to purchase 5 refrigerators and 5 stoves. Bids were handed out for review. A motion was made by Romero and seconded by Brashear to purchase 5 refrigerators and 5 stoves from Coburn's. Resolution #1302.

A public hearing was held on October 11, 2019 for the residents to discuss the 5 year plan for 2020-2024. They also discussed flat rents for 2020. A copy of the flat rents were handed out for review. A motion was made by Romero and seconded by Brashear to accept the flat rents for 2020 to be effective January 1, 2020, to apply these rates upon new tenants moving in and existing tenants upon their annual recertification. Resolution #1303.

The commissioners were emailed the information for the Online Rental Exchange Collection program. All debts will be turned over to the collection agency. Any debts recovered will be 65% returned to us and 35% fee for collecting. Debts over 1 year will be at a 50% to 50% rate. The contract will be good for 1 year. When someone leaves owing, we will turn the information into the collection agency. A motion was made by Romero and seconded by Brashear to enter into the contract with Online Rental Exchange Collection Agency. Resolution #1304.

A monthly progress report was handed out and reviewed with commissioners on the inter-agency work with MCHA. They are having issues with move outs in Morgan City also. They have 8 units vacant. They will be taking applications on November 7th & 14th. They will be accepting bids for roof mod work due to Hurricane Barry. Bids will be due on November 15th for 8 buildings in Brownell & Shannon Homes. Mod work is continuing with Rock Enterprise on 10 units.

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

The board discussed next month's meeting date. A motion was made by Romero and seconded by Brashear to accept November 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.