

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 15, 2020 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, Karen Perez, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen and Vanessa Romero. Let the record reflect that Mr. Robert Thigpen joined the meeting at 4:07 pm.

A motion was made by Brashear and seconded by Perez to dispense of the reading of the minutes for the November 17, 2020 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review. There were no financial report from HSA. All finances seem to be in order. A motion was made by Brashear and seconded by Perez to accept the financial report as presented.

The monthly finance report was given. There are 2 units vacant and 1 unit offline for mod. There are 17 names on the waiting list. The application process is currently closed.

A tenant moved out and left owing a balance of \$291.27. The board went into discussion. A motion was made by Brashear and seconded by Perez to write off the balance of \$291.27. Resolution #1339.

Let the record reflect that Mr. Thigpen is now present.

A list of 5 refrigerators and 4 stoves were handed out for review to be written off. A motion was made by Thigpen and seconded by Perez to write off the 5 refrigerators and 4 stoves. Resolution #1340.

A copy of the move out procedure was emailed to the commissioners for review. All aspects of housing and move outs are explained to the tenant upon move in. But when the tenant gets ready to move out, they do not follow the procedure. So, upon move in, the procedure will be reviewed with them, they will initial and sign stating that they are aware of the procedure and that they understand. A copy will go in their file and they will be given a copy. A motion was made by Thigpen and seconded by Perez to accept and approve the move out procedure upon move in's and to include current residents. To catch existing tenants upon annual recertification or as they come into the office. Resolution #1341.

A copy of the new meter reader's contract was emailed to the commissioners for review. They went into discussion. A motion was made by Thigpen and seconded by Perez to accept the meter reader contract from Dana Garrett for \$200 per month to read the meters. Resolution #1342.

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Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. The agency's current lease up report is at 94%. They have 3 units vacant, 6 units on modernization and 5 units on forced account. The agency will be closed on December 24th & 25th for Christmas holiday. They will be taking public housing applications on January 5, 2021.

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

The board discussed next month's meeting date of January 19, 2021. A motion was made by Thigpen and seconded by Perez to accept the date of January 19, 2021 for next month's meeting.

There were no questions, discussions, or additions.

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