

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 18, 2020 at 4:00 pm at the housing authority office.

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

There were present David Leonard, Robert Thigpen, Vanessa Romero, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Frances Daugherty.

A motion was made by Robert Thigpen and seconded by Janie Brashear to dispense of the reading of the minutes for the January 21, 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. Mr. Robinson handed out the monthly finances from HSA and reviewed with the board.

Pay request #4 was handed out for review and approval. A motion was made by Thigpen and seconded by Brashear to approve pay request #4 in the amount of \$15,092.00 to Hebert Construction. Resolution #1312.

A motion was made by Thigpen and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There is one unit vacant, four units on mod and one unit on forced account. There are 12 names on the waiting list.

The information was handed out for review to write off the Canon copier. A motion was made by Thigpen and seconded by Brashear to write off the Canon copier, Serial #FRU82490/SC38C, Model #IR2525. Resolution #1313.

Quotes were received and emailed to the commissioners for review to do the quarterly and yearly gas system monitoring. National corrosion out of New Orleans quoted \$2050.00 and Utility Compliance Solutions out of Lafayette quoted \$4056.00. The board went into discussion. A motion was made by Thigpen and seconded by Brashear to accept the bid from National Corrosion Services for \$2050.00 to do the quarterly and yearly gas system monitoring. Resolution #1314.

Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. Public housing applications will be taken on March 5th, 12th, and 19th. They have 3 & 4 bedroom units available. Modernization work is continuing with Rock Enterprises. The agency will have a state gas inspection on March 16th.

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

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The board discussed next month's meeting date of March 24th. A motion was made by Thigpen and seconded by Brashear to accept the date of March 24, 2020 for next month's meeting.

Mr. Robinson thanked Mrs. Romero for her assistance with issues with Cleco. We have resolved all issues.

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