

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on October 20, 2020 at 4:00 pm at the housing authority office.

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

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

A motion was made by Romero and seconded by Perez to dispense of the reading of the minutes of the September 22, 2020 regular meeting and to be able to review with changes.

In each monthly packet, the Commissioners had copies of the bank statements and check registers for both accounts. The operating account balance was \$363,606.00 and the tenant deposit account balance was \$35,149.27. There were no monthly finances from HSA.

The 2021 operating budget had been emailed to the commissioners for review. Mr. Robinson handed out a copy and reviewed the budget with the commissioners. A motion was made by Romero and seconded by Perez to approve the 2021 operating budget. Resolution #1334.

A motion was made by Romero and seconded by Perez to accept the financial report as presented.

The monthly vacancy report was given. There are 2 units vacant and 1 unit offline for mod. There are 20 names on the waiting list. Applications were taken on October 5th & 6th. The application process is currently closed.

A list of four refrigerators was handed out for review to be written off. A motion was made by Romero and seconded by Perez to write off the 4 refrigerators. Resolution #1335.

The schedule of flat rents for 2021 was handed out for review. The board reviewed the information. A motion was made by Romero and seconded by Perez to accept and approve the flat rents for 2021 to be effective January 1, 2021, to apply these rates upon new tenants moving in and existing tenants upon their annual recertification. Resolution #1336.

A copy of the 2021 agency plan was emailed to the commissioners for review. Mr. Firmin reviewed the information with the advisory board at the public hearing held on October 13th. A motion was made by Romero and seconded by Perez to accept and approve the 2021 agency plan. Resolution #1337.

The CFP 5 year Action Plan 2021-2025 was emailed to the commissioners for review. The information was reviewed with the advisory board on October 13th by Mr. Firmin. A motion was made by Romero and seconded by Perez to accept and approve the CFP 5 Year Action Plan 2021-2025. Resolution #1338.

Mr. Robinson handed out and reviewed the monthly inter-agency report with the commissioners. Public housing will not be taking applications for November. Section 8 will be taking applications on October 22, 2020. They will have 11 units offline for the mod project. The agency currently has 293 units online for the start of their fiscal year. No damages were reported for Hurricane Delta. The agency's front office is still closed.

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

The board discussed next month's meeting date of November 17, 2020. A motion was made by Romero and seconded by Perez to accept November 17, 2020 for next month's meeting.

There were no questions, discussions, or additions.

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