

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 22, 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, Vanessa Romero, Karen Perez, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre and Clarissa Adams. Absent was Robert Thigpen.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes for the August 18, 2020 regular meeting.

In each packet, the commissioners had copies of the banks statements and check registers for both accounts. The checks were on the table for review and approval. Mr. Robinson handed out the monthly report from HSA and reviewed the information with the board. A motion was made by Romero and seconded by Brashear to accept the financial report as presented.

The monthly vacancy report was given. There is 1 unit vacant and offline for the mod project. There are 15 names on the waiting list. We will be taking applications again online in October.

A previous tenant moved out leaving a balance of \$517.00. A motion was made by Romero and seconded by Brashear to write off the balance left owed of \$517.00. Resolution #1333.

Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. They will be taking Section 8 applications on September 24th and public housing applications on September 22nd and 23rd. The 2020-2021 fiscal year budget has been submitted to HUD for approval. They will be closing out the 2020 fiscal year for the agency at the end of September. HUD had contacted all agencies to see how many vacant units were available to help hurricane victims.

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

The board discussed next month's meeting date of October 20, 2020. A motion was made by Romero and seconded by Brashear to accept October 20, 2020 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.