

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on June 22, 2021 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.

A motion was entertained to amend the agenda to add under Item #6 – Financial Report, D. Review & Approve 2020 Pilot Tax Payment to Town of Berwick. A motion was made by Romero and seconded by Brashear to amend the agenda to add under #6 – Financial Report, D. Review & Approve 2020 Pilot Tax Payment to Town of Berwick.

A roll call for the following members present, Vanessa Romero, Karen Perez, Janie Brashear, and David Leonard. Robert Thigpen was not present at roll call but came in later. Also, present was Clarence Robinson, Jr., and Janice McIntyre.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the May 18, 2021 regular meeting.

The commissioners had in their monthly packet's copies of bank statements and check registers for both accounts. The checks were on the table for review. The monthly financial report from HSA was handed out and reviewed with the commissioners.

Let the record reflect Mr. Thigpen is now present.

The 2020 Audit Compliance Questionnaire was reviewed with the commissioners. They should be receiving their questionnaire at their homes. They need to fill them out and return them to the auditor. A motion was made by Romero and seconded by Brashear to accept and approve the LA Compliance Questionnaire for the 2020 audit. Resolution #1351.

Pay Request #1 for the 2020 Mod Project was handed out for review along with pictures of the progress work. The request is for \$58,127.40. A motion was made by Romero and seconded by Brashear to approve Pay Request #1 for the 2020 mod project in the amount of \$58,127.40 to Rock Enterprise. Resolution #1352.

The pilot tax computation sheet for the 2020 pilot tax was handed out for review and discussion. A motion was made by Romero and seconded by Brashear to accept and approve the 2020 Pilot Tax payment in the amount of \$24,962.45 to the Town of Berwick. Resolution #1353.

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 3 units vacant and 16 names on the waiting list. Applications for 2- & 3-bedroom units will be taken on July 2<sup>nd</sup> online.

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A list of office equipment was handed out for review to be written off. It included a camera, a video camera, 2 laptops, 2 shredders and 3 printers. The equipment no longer works. A motion was made by Romero and seconded by Thigpen to write off the equipment as listed. Resolution #1354.

A list of 6 refrigerators was handed out for review to be written off. A motion was made by Romero and seconded by Thigpen to write off the refrigerators as listed. Resolution #1355.

A list of two tenants that moved out owing a balance was handed out for review to be written off. The board went into discussion. A motion was made by Romero and seconded by Thigpen to write off the balances left by the two tenants. Resolution #1356.

Mr. Robinson handed out the inter-agency progress report for MCHA. The current lease up is at 96%. There is one unit vacant, 6 units on the next mod project, and 4 units on forced account. There is still one pending eviction. They will be accepting public housing applications on July 6<sup>th</sup>. Roofing project bids were accepted today to replace ten duplex units.

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

The board discussed next month's meeting date of July 20, 2021. A motion was made by Romero and seconded by Thigpen to accept the date of July 20, 2021 for next month's meeting.

There were no questions, discussions, or additions.

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