

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on July 27, 2021 at 4:00pm 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, Robert Thigpen, Vanessa Romero, Janie Brashear, Janice McIntyre, and Clarissa Adams. Absent was Karen Perez and Clarence Robinson, Jr.

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for the June 22, 2021 regular meeting.

The commissioner had in their monthly packets bank statements and check registers for both accounts. They also had the monthly report from HSA. The checks were on the table for review.

The commissioners were emailed Pay Request #2 for Rock Enterprise due to the meeting be cancelled for lack of quorum. Documents were handed out for review and there were no questions. It was approved. A motion was made by Brashear and seconded by Perez to approve pay request #2 for the 2020 mod project to Rock Enterprise in the amount of \$37,197.00. Resolution #1357

A motion was made by Romero and seconded by Thigpen to accept and approve the finance report as presented.

The monthly vacancy report was given. There are 2 units vacant and 2 units offline. There are 16 names on the waiting list. Applications will be taken on August 4<sup>th</sup> and 5<sup>th</sup> for 2- & 3-bedroom units.

Bids were received for the purchase of 3 refrigerators and 3 stoves. The board reviewed the bids and went into discussions. A motion was made by Thigpen and seconded by Brashear to accept the bid from Coburn's to purchase 3 refrigerators and 3 stoves. Resolution #1358

Bids were received for annual fire extinguisher inspections. The board reviewed the bids and went into discussion. A motion was made by Thigpen and seconded by Brashear to approve the bid from Diversified Fire & Safety to perform annual fire extinguisher inspections and to give them the inspections for a 3-year term (2021, 2022, & 2023). Resolution #1359

A list of a John Deere Mower was handed out and reviewed to be written off. A motion was made by Thigpen and seconded by Brashear to write off the John Deere Mower, Model #M6532TR, Serial #TCM653X020944. Resolution #1360

The monthly progress report on the inter-agency work with MCHA was handed out and reviewed with the commissioners. The number of Covid 19 cases among residents have increased over the last month.

A text message was sent out to all the residents notifying them of the increase and to stay safe and notify the office if they have to quarantine. The agency's lease up is at 96%. They have 281 units leased, 4 units vacant, 7 units on Mod and 1 eviction. They are waiting on the weather to clear up to start the roof replacement of 10 units in Brownell Homes. This is the next phase of mod work. They will be taking public housing applications on August 9<sup>th</sup> for 2- & 3-bedroom units only.

A copy of the addendum to the inter-agency management agreement between MCHA and BHA was handed out for review and discussion. The addendum deals with the payment of monthly services. The addendum was explained and approved at the MCHA monthly meeting on July 22, 2021, Resolution #2021-290 was assigned. The updated agreement uses a management fee per unit. The board went into discussion. A motion was made by Romero and seconded by Brashear to accept and approve the updated inter-agency agreement with MCHA, Resolution #2021-290. Resolution #1361

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

The board discussed next month's meeting date of August 24, 2021. A motion was made by Romero and seconded by Brashear to accept August 24, 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 was adjourned.