

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 14, 2021 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 Vanessa Romero, Karen Perez, Janie Brashear, 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 for the November 16, 2021 regular meeting.

In each monthly packet, the commissioner had copies of bank statements and check registers for both accounts. The checks were on the table for review. Mr. Robinson handed out the monthly report from HSA and reviewed with the commissioners.

Pay Request #3 was handed out for review for payment. The request is for \$24,281.10. A copy of the progress report, along with pictures was also handed out for review. The unit is almost complete. There was also parking lot improvement and installation of air conditioners. The board went into discussions. A motion was made by Romero and seconded by Perez to approve 2019 Pay Request #3 to Rock Enterprises in the amount of \$24,281.10. Resolution #1375.

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

The monthly vacancy report was given. There is one vacant unit and two units offline on modernization. There are 30 applicants on the waiting list. Our application process is currently closed.

A list of one refrigerator and six stoves were handed out for review to be written off. The board went into discussion. A motion was made by Romero and seconded by Perez to write off one refrigerator and six stoves. Resolution #1376.

In July 2021, the board passed Resolution #1359 to accept the bid from Diversified Fire & Safety for annual inspections for 2021, 2022, & 2023. Their office and shop burnt last month and the owner decided not to reopen. His son owns Cypress Fire & Safety and is taking over his customers. We are asking the commissioners if in agreement, to use Cypress Fire & Safety for the remainder of the 3-year term. A motion was made by Romero and seconded by Perez to continue the fire extinguisher bid with Cypress Fire & Safety for the remainder of the term 2022 & 2023. Resolution #1377.

Mr. Robinson had received bids for the purchase and installation of a generator for the office. There were 2 proposals. We have contacted one of the vendors to resubmit his bid without the gas hook up charges and have not received any response. We are asking to withdraw this item from the agenda and

will review it at another time. A motion was made by Romero and seconded by Perez to withdraw the bid process for the purchase and installation of a generator for the office and to be reviewed at another time. RESOLUTION #1378.

The request for qualifications for grant consultant was emailed to the newspaper for advertisement. We only received one from CDG – community design group. Packets were handed out for the commissioners to review. The commissioners completed criteria sheets and the sheets were tallied up. A motion was made by Romero and seconded by Perez to accept the CDG statement of Qualifications for grant consultant. RESOLUTION #1379.

Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. The agency lease up is at 96%. There is one vacant unit, five units on mod and 4 units on forced account. The current roofing project should be completed by the end of the week. The next modernization contract has been signed with Rock Enterprises for the modernization of 5 units.

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

The board was reminded that next month's meeting will be on January 18, 2022. There were no questions, discussions or additions.

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