

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on November 16, 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 Robert Thigpen, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes of the October 19, 2021 regular meeting.

In each monthly packet, the commissioners 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 finance report from HSA and reviewed the information with the commissioners.

The board tabled the Review & Approval of 2019 Pay Request #3 for Rock Enterprises. They did not submit any documents for payment.

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

The monthly vacancy report was given. There are three units vacant and 27 names on the waiting list. The application process is currently closed.

A tenant has moved out and left a balance of \$239. A motion was made by Thigpen and seconded by Romero to write off the balance left owed of \$239. Resolution #1372.

The 2022 board meeting calendar was handed out for the commissioners to review the meeting dates for 2022. A motion was made by Thigpen and seconded by Romero to approve the 2022 board meeting calendar. Resolution #1373.

Mr. Robinson explained to the commissioners that we have some Cares Act funds that need to be spent before the end of the year. We are working on getting bids for a generator for the office. He is asking permission to be able to email the bids when they are received to the commissioners for review and approval per email. This will prevent us from having a special meeting. A motion was made by Thigpen and seconded by Romero to allow the bids to be emailed to the commissioners for review and to allow the commissioners to be able to vote per email. This will allow the work to be done and the funds to be spent before the end of the year. Resolution #1374.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. The current lease up is at 96%. The application process for both public housing and Section 8 will be closed until January. Del-Con

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has started the process of installing the generator at the main office. A major portion of the project is being funded thru the 2020 HUD Cares funding.

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

The board discussed next month's meeting date and decided to move the meeting up to December 14, 2021. A motion was made by Thigpen and seconded by Romero to move the date to December 14, 2021.

There were no questions, discussions, or additions.

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