

MINUTES

On the 19th day of April 2022 at 4:00 pm, the Commissioners of the Berwick Housing Authority met in regular meeting.

Agenda Item #1 – Meeting Called to Order

The meeting was called to order by David Leonard.

Agenda Item #2 – Review Agenda

The agenda was read by David Leonard.

Agenda Item #3 – Opening Prayer

The Lord's Prayer was led by Janice McIntyre.

Agenda Item #4 – Roll Call

A roll call for the following members of the board present: David Leonard, Robert Thigpen, Karen Perez, and Janie Brashear. Absent was Vanessa Romero. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the March 23, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the March 23, 2022 regular meeting and to be able to review with changes as necessary.

Motion: Thigpen

Second: Brashear

All were in favor.

Agenda Item # 6 – Financial Report

A. Monthly Finances

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. The operating account balance as of 3/31/22 was \$532,764.64 and the tenant deposit account balance was \$37,300.00. The monthly report from HSA was handed out and reviewed with the commissioners. The total income for 3/31/22 was \$82,372.13, with expenses at \$85,024.69, leaving a loss of \$2,652.56. Total operating reserves were \$606,596.80. We are seeing a big increase in insurance this year. Our property insurance went up by a difference of over \$15,000. All finances are in order.

A motion was made to accept the financial report as presented.

Motion: Thigpen

Second: Brashear

All were in favor.

Agenda Item #7 – Director's Report

A. Vacancy report

The monthly vacancy report was given. There are 3 units vacant. One unit is on mod and the other 2 units are in the housing process. There are 29 names on the waiting list. Sixteen for 1-

bedroom, six for 2-bedroom and seven for 3-bedroom. Applications were taken on last Thursday, Monday and today. Application process is closed as of 3 pm today.

B. Write off of Appliances

A list of 3 refrigerators and 1 stove was handed out for review to be written off. The board went into discussion.

A motion was made to write off 3 refrigerators and 1 stove as presented on the list.

Motion: Thigpen

Second: Brashear

All were in favor.

RESOLUTION #1394

C. Review & Approve Resolution for 59-1/2 Withdrawal Provision for Retirement Plan

A copy of the resolution and the 59-1/2 withdrawal provision was emailed to the commissioners for review. Under the plan now, there are only 2 types of in-service withdrawals. One is in the form of a loan and the other is for people who contribute voluntary after-tax contributions. This will give us another option. The board went into discussion.

A motion was made to approve and adopt the resolution for 59-1/2 withdrawals provision for the retirement plan.

Motion: Thigpen

Second: Brashear

All were in favor.

RESOLUTION #1395

D. Progress Report on Inter-Agency Work (MCHA)

A progress report was handed out and reviewed with the commissioners. The agency is at 96% lease up. There are 3 units vacant, 6 units on mod and 1 unit on forced account. Section 8 has 46 families leased up. They issued 21 vouchers on April 14th. There are 60 names on the public housing waiting list. The application process is closed. The resident meeting that was held on Tues (3/29) had good attendance.

A motion was made to accept the director's report as presented.

Motion: Thigpen

Second: Brashear

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions or Additions

There were no questions, discussions or additions.

The board was reminded that May's meeting will be held on May 24, 2022.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Thigpen

Second: Brashear

All were in favor. Meeting adjourned.