

## MINUTES

On the 19<sup>th</sup> day of July 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 Janie Brashear.

### **Agenda Item #2 – Review Agenda**

The agenda was read by Janie Brashear.

### **Agenda Item #3 – Opening Prayer**

The Lord's Prayer was led by Vanessa Romero.

### **Agenda Item #4 – Roll Call**

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

### **Agenda Item #5 – Minutes of the June 21, 2022 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the June 21, 2022 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Perez

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 June 30, 2022 was \$571,440.68 and tenant deposit account balance were \$38,154.32. Mr. Robinson handed out the monthly finance report from HSA. The total income for the month of June was \$201,427.20, with expenses at \$80,713.45, leaving a profit of \$120,713.75. A large part of the income was funds that were received for the roofing project for \$129,000.00. The operating reserves as of June 30, 2022 was \$729,175.01. The maintenance expense is over due to rising cost of goods and services and the number of units being turnaround.

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

Motion: Romero

Second: Perez

All were in favor.

**Agenda Item #7 – Director’s Report**

A. Vacancy Report

The monthly vacancy report was given. There are 4 units vacant. One unit is down for Mod and 3 units vacant. The waiting list has 25 applicants. It consists of 4 for 1-bedroom, 4 for 2-bedrooms, and 17 for 3-bedrooms. Our application process is currently closed. We will be taking applications for 1 & 2 bedrooms on tomorrow and Thursday.

Let the record reflect that Mr. Thigpen is now present for the meeting.

B. Write Off of Tenant Balance Left Owed

Two families move out and left a balance on their accounts. A sheet was handed out for the commissioners to review.

A motion was made to write off the following 2 balances:

One balance for \$112.20 and the other balance for \$121.12

Motion: Romero

Second: Thigpen

All were in favor.

**RESOLUTION #1403**

C. Write off of Appliances

A list of appliances was handed out for review to be written off. There is 1 refrigerator and 4 stoves. The board went into discussion.

A motion was made to write off the list of appliances as presented.

**REFRIGERATORS:**

1. Model #253.60412612, Serial #BA70327377, Unit #29

**STOVES:**

1. Model #362.61021890, Serial #8M100645P, Unit #51
2. Model #362.61021890, Serial #OG136968P, Unit #35
3. Model #362.61021890, Serial #OG137229P, Unit #37
4. Model #362.61021894, Serial #3L102149P, Unit #104

Motion: Thigpen

Second: Romero

All were in favor.

**RESOLUTION #1404**

D. Purchase of Appliances

Bids were received for the purchase of 5 – 30” gas stoves with electronic igniters. Bids were handed out for review. The bids were Tiger Island - \$529 each and Coburn’s - \$556 each.

The board went into discussion.

A motion was made to purchase 5 stoves from Tiger Island at \$529 each.

Motion: Thigpen

Second: Romero

All were in favor.

**RESOLUTION #1405**

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

Mr. Robinson handed out the monthly report and reviewed with the commissioners. Public housing is at 96% lease up. There are 7 vacant units, 6 units undergoing modernization. They had a total of 8 move outs for the month of June. Section 8 has 47 families being assisted. Fifteen vouchers will be issued on tomorrow, July 20, 2022. These families will have until September 18<sup>th</sup> to find a home in the Morgan City Area.

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

Motion: Thigpen

Second: Romero

All were in favor.

**Agenda Item # 8 - New Business**

A. Questions, Discussions, and Additions

There were no questions, discussions, or additions.

B. Meeting Reminder

The commissioners were reminded that next month's meeting will be on August 23, 2022.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Thigpen

Second: Romero

All were in favor.

Meeting adjourned.