

## MINUTES

On the 23<sup>rd</sup> day of August 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 Pray was led by Vanessa Romero.

### Agenda Item #4 – Roll Call

A roll call for the following members present: David Leonard, Robert Thigpen, Vanessa Romero, and Janie Brashear. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Karen Perez. A guest – Ann Martin came in later.

### Agenda Item #5 – Minutes of the July 19, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the July 19, 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 July 31, 2022 was \$598,709.99. The tenant deposit account balance was \$37,224.60. Mr. Robinson handed out the monthly finance report from HSA. He reviewed the information with the board. Total income was \$86,917.96, with expenses at \$78,651.19. This left a profit of \$8,266.77. The operating reserves are at \$746,269.68. All finances are in order. Expenses are up due to the rising cost of materials and a large number of turnarounds.

#### B. Final Retainage Payment to Rock Enterprises – 2020 Mod

A copy of the pay request was handed out for review. This is the final payment for the 2020 mod project. The request is for \$13,289.50. There was an issue with the cement work done at unit #10. So, another contractor came and did the work. The money for

that job was deducted from the final payment to Rock's. The final paperwork has been filed at the St. Mary Parish Courthouse.

A motion was made to approve Pay Request #4 for the 2020 Mod project in the amount of \$13,289.50.

Motion: Thigpen

Second: Brashear

All were in favor.

**RESOLUTION #1406**

C. Payment #1 – Rock Enterprises – Hurricane Roofing Project

A copy of Pay request #1 for the roofing project was handed out for review. The roofing project has started. All the materials have been delivered. Unit #9 & #10 roofs have been completed. Pay request #1 is in the amount of \$58,239.00. The board went into discussion.

A motion was made to approve Pay Request #1 to Rock Enterprises for the hurricane roofing project in the amount of \$58,239.00.

Motion: Thigpen

Second: Brashear

All were in favor.

**RESOLUTION #1407**

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

Motion: Thigpen

Second: Brashear

All were in favor.

Let the record reflect that we have a guest, Ann Martin, now present.

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

A. Guest

Mrs. Ann Martin with Coburn's is here today to introduce herself and to see how the process works for the purchase of appliances. Mr. Robinson introduced everyone that was at the meeting. Coburn's is trying to get their showroom up and running. She just wanted to let everyone know she will be available to discuss the purchase of appliances.

B. Vacancy Report

The monthly vacancy report was given. There are 5 units vacant. One unit is down for mod, 3 units are down for turnaround, and one unit is on forced account. There are 15 names on the waiting list. Eight for 1-bedroom, five for 2-bedrooms, and two for 3-bedrooms. The application process is currently closed.

C. Review & Approve Bids for Purchase of Refrigerators

Bids were received from Tiger Island and Coburn's. They were as follows:

Tiger Island - \$679.00 each

Coburn's - \$777.65 each

A copy of the bids was handed out for them to review. The commissioners went into discussion.

A motion was made to accept the bid from Coburn's for the purchase of 5 refrigerators at \$777.65 each.

Motion: Thigpen

Second: Brashear

All were in favor.

**RESOLUTION #1408**

Let the record reflect that the commissioner's chose to give the bid to Coburn's, even though they were more expensive than Tiger Island. They asked who had gotten the bid the last time and it was Tiger Island. Tiger Island was the lowest price of the bid at that time also. They stated that they felt that Coburn's should get the bid since Tiger Island got it last time.

D. Write Off of Tenant Balances Left Owed

A list of 5 tenants that moved out this month and left owing money was handed out for review. The board went into discussion.

A motion was made to write off the following balances that were left owed by previous tenants for a total of \$2,514.63

Motion: Thigpen

Second: Brashear

All were in favor.

**RESOLUTION #1409**

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

Mr. Robinson handed out the monthly progress report and reviewed the information with the commissioners. Public housing is at 95% lease up, with 278 units out of 293 leased. There are 9 vacant units. Section 8 had 49 families being assisted. Two families will be terminated due to fraud and tenant neglect to the unit.

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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 and Additions

There were no questions, discussions or additions.

B. Meeting Reminder – September 20, 2022

The commissioners were reminded of the September's meeting date.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Thigpen

Second: Brashear

All were in favor.

Meeting adjourned.