

MINUTES

On the 20th day of September 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, Janie Brashear and Karen Perez. Absent was Robert Thigpen and Vanessa Romero. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

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

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

Motion: Brashear

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 8/31/2022 was \$698,309.68 and the tenant deposit account balance was \$37,903.44. Mr. Robinson handed out the monthly report from HSA as of 8/31/2022. Total income was \$87,520.39 with expenses at \$78,814.93. This left a profit of \$8,705.46. Estimated operating reserves are \$754,975.14. All finances are in order.

B. Rock Enterprise – Hurricane Roofing Project Pay Request #2

Rock did not submit a pay request at this time. We would like to table this until next month.

A motion was made to table item #B – Rock Enterprise – Hurricane Roofing Project Pay Request #2 until next month.

Motion: Brashear

Second: Perez

All were in favor.

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

Motion: Brashear

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 under mod, one unit vacant for turnaround and two units on forced account. There are 23 names on the waiting list. There are six for 1-bedroom, twelve for 2-bedroom and five for 3-bedroom. The application process is currently closed.

B. Write Off of Appliances

A list of 4 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 the 4 refrigerators and 1 stove as listed.

REFRIGERATORS:

1. Amana – Model #ART308FFDW06, Serial #VS94132036, Unit #67
2. Galaxy – Model #253.63702202, Serial #BA34021561, Unit #72
3. Kenmore – Model #253.6080240G, Serial #BA90323011, Unit #119
4. Kenmore – Model #253.6088240C, Serial #BA72835556, Unit #66

STOVES:

1. Kenmore – Model #790.60721902, Serial #VF32656614, Unit #66

Motion: Brashear

Second: Perez

All were in favor.

RESOLUTION #1410

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

The monthly progress report on the inter-agency work with MCHA was handed out and reviewed with the commissioners. Public housing is at 96% lease up. There are 5 units on forced account, 6 units undergoing modernization. There were 2 evictions due to gun related incidents. All residents have been issued a letter informing them that this type of action will not be tolerated. Section 8 has 48 families being assisted; 2 additional families will be housed by the end of the month. An additional 5 vouchers will be released in the month of October.

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

Motion: Brashear

Second: Perez

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, & Additions

Mr. Robinson wanted to inform the commissioners, that we are considering a contract with a company to spray units, inside and outside, for pest control. We will be meeting with the vendor and discussing the matter. Hopefully, we will have more information next month.

B. Meeting Reminder – October 18, 2022

The commissioners were reminded of the meeting date for October.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Brashear

Second: Perez

All were in favor.

Meeting Adjourned.