

MINUTES

On the 18th day of October 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 Vanessa Romero.

Agenda Item #4 – Roll Call

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

Agenda Item #5 – Minutes of the September 20, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the September 20, 2022 regular meeting and to be able to review with changes as necessary.

Motion: Romero

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 9-30-22 was \$639,609.62 and the tenant deposit account balance was \$36,600.00. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the commissioners. The total income for September was \$90,463.42, total expenses were \$76,553.06. This left a profit of \$13,910.36. The estimate operating reserves are \$768,885.50. All finances are in order.

B. Review & Approve 2023 Operating Budget

Mr. Robinson handed out the 2023 Operating Budget. He reviewed the information with the commissioners. The budget projects that we will have 11.28 months expendable net assets ratio. The estimated FASS score based on the budget is 25 out of 25. Budget estimated total income for 2023 is \$963,081.00, with estimated expenses at \$901,360.00, leaving a surplus of \$61,721.00.

A motion was made to accept and approve the 2023 Operating Budget as presented.

Motion: Thigpen

Second: Brashear

All were in favor.

RESOLUTION #1411

C. Review & Approve Rock Enterprises Hurricane Roofing Project Pay Request #2

Pay Request #2 is for \$53,547.30. A copy of the pay request was handed out for review, along with pictures of the progress of the work. Mr. Robinson went over the details of the project. They have run into some problems. Some of the roofs were double roofs, so a change order will be needed to cover the difference because of the double roofs and also due to the extra cost of disposing the material at the landfill.

A motion was made to approve Pay Request #2 for Rock Enterprises Hurricane Roofing Project in the amount of \$53,547.30.

Motion: Romero

Second: Thigpen

All were in favor.

RESOLUTION #1412

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 7 units vacant. One unit is on mod, two units are on forced account and 4 units are vacant. There are 15 names on the waiting list. The list consists of 6 for 1 bedroom, 7 for 2 bedrooms and 2 for 3 bedrooms. The application process is currently closed.

B. Write off of Appliances

A list of 1 refrigerator was handed out for review to be written off. It is a Frigidaire from Unit #61. The board went into discussion.

A motion was made to write off the Frigidaire refrigerator from Unit #61, Model #FRT18B4AW6, Serial #BA31531054.

Motion: Romero

Second: Thigpen

All were in favor.

RESOLUTION #1413

C. Review & Approve FY 2023 Flat Rents

A copy of the 2023 flat rents were emailed to the commissioners for review. A copy was handed out at the meeting for review. The board went into discussion.

A motion was made to accept and approve the 2023 Flat Rents as presented.

2023	Flat Rents:	0 - bedroom	- \$455.00
		1 - bedroom	- \$509.00
		2 - bedroom	- \$655.00
		3 – bedroom	- \$ 845.00
		4 – bedroom	- \$1014.00

Motion: Thigpen

Second: Brashear

All were in favor.

RESOLUTION #1414

D. Review & Approve 2023 Agency Plan

A copy of the 2023 Agency Plan had been emailed to the commissioners for review. There was a public hearing held on October 4, 2022 at 2:00 pm in the resident center. Mr. Firmin had reviewed the plan with the residents who attended the meeting. He also went over any changes to the policies of the housing authority.

A motion was made to accept and approve the 2023 Agency Plan.

Motion: Thigpen

Second: Brashear

All were in favor.

RESOLUTION #1415

E. Review & Approve CFP 5 Year Action Plan 2023-2027

A public hearing was held on October 4, 2022 at 2:00 pm in the resident center. Mr. Firmin had reviewed the 5-year plan with the residents. This plan shows the financial breakdown for each year between 2023- 2027. This shows what the CFP monies will be used for. It is a 5-year rolling plan. A copy had been emailed to the commissioners for them to review.

A motion was made to accept and approve the CFP 5 Year Action Plan for 2023-2027.

Motion: Romero

Second: Thigpen

All were in favor

RESOLUTION #1416

F. Exterminating Procedures W/Community Pest Control

We have signed an agreement with Community Pest Control to spray all of the units once a month for \$5 per unit. We have typed up an agreement between the Berwick Housing Authority and the resident. Each resident will have to sign this agreement. A copy was handed out for the commissioners to review.

A motion was made to accept the pest control agreement.

Motion: Romero

Second: Thigpen

All were in favor.

RESOLUTION #1417

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

Mr. Robinson handed out the inter-agency progress report and reviewed the information with the commissioners. Public housing is at 95% lease up. They have 277 units out of 293 leased.

Section 8 has 49 families being assisted with 5 more vouchers being released for October and one family porting in from Houma. MCHA has started their new fiscal year effective October 1, 2022.

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 – November 15, 2022

The commissioners were reminded that the November meeting will be held on November 15th.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Thigpen

Second: Romero

All were in favor.

Meeting adjourned.