

MINUTES

On the 15th day of November 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 of the board present: David Leonard, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was Robert Thigpen. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the October 18, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the October 18, 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 10-31-22 was \$678,847.76 and the tenant deposit account balance was \$36,550.00. Mr. Robinson handed out the monthly finance report from HSA and reviewed with the board. Total income for October was \$94,634.17, with expenses at \$74,496.04, leaving a profit of \$20,138.13. Operating reserves are at \$789,023.63. The year-to-date budgeted profit is \$79,092.50, with the actual year to date profit at \$159,762.69.

B. Review & Approve Rock Enterprises Hurricane Roofing Project Pay Request #3

Pay Request #3 was introduced to the commissioners. The pay request is for \$68,114.70. The commissioners reviewed the information. We are hoping that by next month the project will be complete. They have had some weather issues along with traveling issues. We do have all of the material on site.

A motion was made to accept and approve Rock Enterprises Hurricane Roofing Project Pay Request #3 in the amount of \$68,114.70.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1418

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

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #7 – Director’s Report

A. Vacancy Report

The monthly vacancy report was given. There are 5 units vacant. Three units are on the next mod project, with one unit on forced account and one unit being turned around. There are 23 applicants on the waiting list. Fourteen for 1-bedroom, five for 2-bedroom and four for 3-bedrooms. The application process is currently closed.

B. Write Off of Tenant Balance Left Owed

A tenant moved out and left owing \$344.80. The commissioners went into discussion.

A motion was made to write off the balance left owed by a tenant in the amount of \$344.80.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1419

C. Write Off of Appliances

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

A motion was made to write off 1 Galaxy refrigerator from #15 and 1 Kenmore stove from #77.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1420

D. Review & Approve 2023 Board Meeting Calendar

The calendar for the meeting dates for 2023 was handed out for review and approval. The board went into discussion.

A motion was made to accept and approve the 2023 Board Meeting Dates as presented.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1421

E. Progress Report on Inter-Agency Work MCHA

Mr. Robinson handed out the progress report on the inter-agency work with MCHA for November 2022. Public housing is at 96% lease up with 282 out of 293 units. There are 5 units vacant and 6 units undergoing modernization or forced account. Section 8 has 51 families being assisted. Twelve vouchers have been released in the month of October and November and 1 family will be porting in from Lafayette. There will be no board meeting in November due to lack of a quorum.

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

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, and Additions

The commissioners were reminded that they need to complete the ethics training before the end of the year.

B. Meeting Reminder – December 13, 2022

The board was reminded that the December meeting will be on December 13, 2022.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting Adjourned.