

## **MINUTES**

On the 13<sup>th</sup> day of December 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 November 15, 2022 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the November 15, 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 operating account balance as of 11-30-22 was \$690,713.93 and the tenant deposit account balance was \$36,750.00. The checks were on the table for review. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the board. The total income was \$82,746.76, with expenses at \$105,350.18. This left a loss of \$22,603.42. The year-to-date profit is at \$137,159.27. Operating reserves are \$766,420.21. All finances are in order.

#### **B. Review & Approve Rock Enterprises Hurricane Roofing Project Pay Request #4**

We haven't received the documents concerning the roofing project pay request. Jim is out of town. When we receive the documents, we will email them to the commissioners for them to review and vote to approve the pay request by email. The board went into discussion.

A motion was made to receive the Pay Request by email, review it and to be able to vote by email to approve the payment.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1422**

A motion was made to accept 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 is a total of 5 units vacant. Four units are down for the next mod project and one unit is waiting to be housed. The waiting list has 18 applicants. There are 14 for 1 bedroom, 2 for 2 bedroom and 2 for 3 bedrooms. The application process is currently closed until after the 1<sup>st</sup> of the year.

B. Write Off of Tenant Balance Left Owed

A tenant moved out and left owing a balance of \$89.97. The documents were handed out for review.

A motion was made to write off the balance of \$89.97 left by a tenant.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1423**

C. Progress Report on Inter-Agency Work – MCHA

Mr. Robinson handed out the monthly report for the inter-agency work with MCHA. Public housing is at 98% lease up with 287 out of 293 units leased. Four units are vacant, and 6 units are under mod or forced account. Section 8 has 55 families assisted. Five families are currently looking for homes with vouchers expiring January 8, 2023. No applications will be accepted until the middle of the 1<sup>st</sup> quarter of 2023.

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

Motion: Romero

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 for Next Month – January 24, 2023

The commissioners were reminded of next month's meeting on January 24, 2023.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.