

## MINUTES

On the 24<sup>th</sup> day of January 2023 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 December 13, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the December 13, 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 12/31/22 was \$720,897.45 and the tenant deposit account balance is \$36,750.00. Mr. Robinson handed out the monthly finances as of 12/31/2022. Total income was \$106,003.80, with expenses at \$70,824.51, leaving a profit of \$35,179.29. Operating reserves are at \$805,324.50 as of 12/31/2022. Our 2022 financial audit should be between March & April.

#### B. Revision to Rock Enterprises Hurricane Roofing Project Pay Request #4

At last month's meeting, the board approved that Pay request #4 could be received and emailed to them for review and approval. We are just receiving the pay request. Pay request #4 is for \$56,259, and the balance to finish and retainage(\$42,240.00), this brings the total left to pay on the job \$98,499.00. We received \$111,790.49 from the insurance company. These funds were deposited into the operating account. We are suggesting to approve Pay Request #4 from the insurance proceeds. When the balance to finish and retainage is due, we will use the insurance money. This way we are saving our CFP monies for the next project. The board went into discussion.

A motion was made to approve Pay Request #4 to Rock Enterprises in the amount of \$56,259.00 from the insurance proceeds that was deposited into the operating account.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1424**

C. Resolution #1422 – Needs to be Voided

Since we are just receiving the pay request for this resolution, we are asking to void Resolution #1422 that was done at last month's meeting. A new resolution will be issued for Pay Request #4 explaining where the funds will come from.

A motion was made to void Resolution #1422.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1425**

D. Review & Approve Bid for 2022 Modernization Program

On December 29, 2022, we had a bid meeting for the 2022 Modernization Project. There were 2 bids. One from Del-Con LLC for \$385,000.00 and one from Hebert Construction for \$314,858.00. The project includes exterior and interior modernization of 4 units, installation of HVAC units in 3 apartments and associated work. The lowest bid was \$314,858.00 from Hebert Construction. The board went into discussion.

A motion was made to award the contract to Hebert Construction for the 2022 Modernization Project in the amount of \$314,858.00.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1426**

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 are 5 units vacant. Four units are on the next mod project and one unit is waiting to be turnaround. There are 19 names on the waiting list. The application process is currently closed.

B. Review & Approve the 2023 Mileage Rate

The 2023 IRS mileage rate is 65.5 cents per mile.

A motion was made to accept the mileage rate of 65.5 cents per mile for 2023.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1427**

C. Review & Approve Tenant Website Portal W/PHA-Web

The tenant website portal was explained to the board. This portal will be linked to the website.

It will allow the tenants to view current balances, update contact and bank information, allows for tenants to pay via e-check, do secure document exchange and online recertifications. Paying online with debit cards and credit cards will be too expensive for the tenants. We will not allow the tenants to add workorders at this time. There is a one-time fee of \$500.00 and an annual fee is \$344.00. The board went into discussion.

A motion was made to accept and approve the tenant website portal for the tenant program (PHA-Web) with Management Computer Services.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1428**

D. Write Off of Tenant Balances Left Owed

Three tenants have moved out and left balances on their accounts. A list was handed out for review.

A motion was made to write off the balances in the amount of \$727.90 left owed by the previous tenants.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1429**

E. Write Off of Appliances

A list of appliances was handed out for review to be written off. There is 1 stove and 1 refrigerator. The commissioners reviewed the list.

A motion was made to write off the following appliances:

REFRIGERATOR:

Kenmore, Model #111.69332810, Serial #MR1894025000096, Unit #83

STOVE:

Kenmore, Model #362.61021892, Serial #2G101333P, Unit #42

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1430**

F. Write Off of Equipment

A list of 1 – John Deere zero turn mower was handed out for review to be written off. The board went into discussion.

A motion was made to write off the John Deere zero turn mower, Model #Z92048, Serial #TC920AG010019, HA ID #456.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1431**

G. Progress Report on Inter-Agency Work – MCHA

Mr. Robinson handed out the monthly progress report on the inter-agency work with MCHA. Public housing is at 96% lease up, with 282 out of 293 units leased. Six of the units are under the modernization contract. Three of the five units that are vacant should be housed by the end of the month. Section 8 has 55 families being assisted. Section 8 will be taking applications in February. No date has been set yet.

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

Motion: Romero

Second: Brashear

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions, and Additions

The board was informed that Mrs. Karen Perez was re-appointed to the board at the TOB meeting on January 10, 2023. Her new term will expire on 12/31/2026.

B. Meeting Reminder – February 21, 2023

This date is actually Mardi Gras day and the office will be closed.

A motion was made to move February's meeting date to February 14, 2023.

Motion: Romero

Second: Brashear

All were in favor.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.