

MINUTES

On the 23rd day of May 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 April 18, 2023 Regular Meeting

A motion was made to dispense of the reading of the minutes of the April 18, 2023 regular meeting and to be able to review with changes as necessary.

Moton: Romero

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 4-30-23 was \$560,017.20. The tenant deposit account balance was \$36,950.00. Mr. Robinson handed out the monthly report from HSA for the month of April. Total income was \$100,378.65, with expenses at \$116,679.20, leaving a loss of \$16,300.37. The operating reserves are at \$721,945.73. We will be looking to do a budget revision to amend the budget for some of the increases. Once the legislation passes to remove the agency from Civil Service, we will make adjustments to some of the salaries. Also, the inter-agency agreement with Morgan City will need to be amended. MCHA funds are increasing for both operating subsidy and CFP funds. We have sent in documents for HSA to review and an increase in monthly fee is in order.

B. Review & Approve 2022 Fiscal Year Audit

The audit is complete but just hasn't been submitted. We will table this until next month.

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

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #7 – Director’s Report

A. Monthly Vacancy Report

The monthly vacancy report was given. There are 6 units vacant. Four of the units are on mod and 2 units are being turnaround. There are 13 applicants on the waiting list. There are 8 for 1 bedroom, 3 for 2 bedrooms, and 2 for 3 bedrooms. The application process is currently closed.

B. Write off of Tenant Balance Left Owed

A tenant was evicted for non-payment of rent and left owing \$527.69. The information was handed out for review.

A motion was made to write off the balance left owed by the tenant in the amount of \$527.69.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1442

C. Write off of Appliances

A list of 3 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 3 refrigerators and 1 stove as listed.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1443

D. Review & Approve Bids for Purchase of Appliances

Bids were handed out for review to approve the purchase of 5 refrigerators and 5 stoves. Bids were received from Tiger Island and Coburn’s. Bids were as follows: Refrigerators – Tiger Island - \$629.00, Coburn’s - \$821.79, Stoves – Tiger Island - \$519.00, Coburn’s - \$590.91. The commissioners went into discussion.

A motion was made to purchase 5 refrigerators and 5 stoves from Tiger Island.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1444

E. Review & Approve the 2023 Annual Plan

We had a public hearing on May 2, 2023 to review the 2023 annual plan. No residents showed up. Mr. Firmin reviewed the information with the staff. A copy of the annual plan was on the table for review. Mr. Robinson explained the information to the commissioners.

A motion was made to approve the 2023 agency annual plan with accompanying modifications to the admission and continual occupancy policy (ACOP).

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1440

- F. Review & Approve the Agency 5 Year Action Plan 2023 to 2027

A public hearing was held on May 2, 2023 at the office. Mr. Firmin reviewed the information with the office staff. A copy of the agency's 5-year plan was on the table for review. This plan shows what the CFP funds will be used on for the next 5 years.

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

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1441

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

Mr. Robinson handed out the monthly report and reviewed the information with the commissioners. Public housing is at 97% lease up with 2 vacant units and 7 units on modernization or forced account. There are 31 families on the waiting list. Section 8 has 52 families being assisted and 16 families on the waiting list. Hebert Construction is finishing up the roofing project. Rock Enterprises is making progress on the 6 units for modernization. Immanuel Baptist Church of Morgan City will be hosting a summer fun day in Brownell Homes on June 3rd from 10 am to 12 pm.

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

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #8 – New Business

- A. Questions, Discussions, and Additions

Mr. Robinson stated that LHC had their annual Legislative Conference last week in Baton Rouge. He had attended the conference. Berwick Housing Authority won 1st place in the Newsletter category for small housing authorities.

- B. Meeting Reminder for Next Month – June 20, 2023

The commissioners were reminded of next month's meeting date.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.