

MINUTES

On the 18th day of July 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 Janie Brashear.

Agenda Item #4 – Roll Call

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

Agenda Item #5 – Minutes of the June 20, 2023 Regular Meeting

A motion was made to dispense of the reading of the minutes of the June 20, 2023 regular meeting and to be able to review with changes as necessary.

Motion: Thigpen

Second: Brashear

All were in favor.

Agenda Item #6 – Financial Report

A. Monthly Finances

In each monthly packet the commissioners had copies of the bank statements and check registers for both accounts. The operating account balance as of 6/30/23 was \$546,323.86 and the tenant deposit account balance was \$37,543.00. The checks were on the table for review. A copy of the monthly finance report from HSA was handed out for review. The total income for June was \$80,958.77, with expenses at \$93,699.81. This left a loss of \$12,705.04. Operating reserves as of 6/30/23 was \$726,639.25. We will also be receiving \$59,537.57 from insurance for the roofing project. Also, the monthly fee from Morgan City Housing for interim director services will also be going up for July.

B. Review & Approve Pay Request #1 – 2022 Mod Project to Hebert Construction

Hebert Construction has submitted pay request #1 for \$41, 400.00. The documents were handed out for the board to review. The contractors have been on site. They are working on installing the ac units first. One of the units may have some issues as to where the a/c unit will go due to the breaker box being in the way. They have to adjust the plans. They have been working on demo the units. The office remodel will also be on this project.

A motion was made to approve Pay request #1 for the 2022 Mod project to Hebert Construction in the amount of \$41,400.00.

Motion: Brashear

Second: Thigpen

All were in favor.

RESOLUTION #1449

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

Motion: Thigpen

Second: Perez

All were in favor.

Agenda Item #7 – Director's Report

A. Vacancy Report

The monthly vacancy report was given. There are six units vacant. Four units are on the current mod project and two units are being turned around. There are sixteen names on the waiting list. There are 5 for 1-bedroom, 7 for 2-bedrooms, and 4 for 3-bedrooms. The application process is currently closed.

B. Write Off of Tenant Balance Left Owed

A tenant moved out and left a balance of \$553.55. The board was handed out the document for review. They went into discussion.

A motion was made to write off the balance left owed by the tenant in the amount of \$553.55.

Motion: Thigpen

Second: Perez

All were in favor.

RESOLUTION #1450

C. Review & Approve Non-Refundable Pet Deposit

The current pet deposit is \$100.00. The agency is proposing that the pet deposit be non-refundable when a tenant moves out. They are asking for this to go into effect August 1, 2023 for all new tenants moving in. The board went into discussion.

A motion was made to make the pet deposit of \$100.00 non-refundable for all new residents moving in effective August 1, 2023.

Motion: Perez

Second: Thigpen

All were in favor.

RESOLUTION #1451

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

Mr. Robinson handed out the monthly progress report and reviewed the information with the board. Public housing is currently at 93% lease up with 273 units out of 293 leased. They have 8 vacant units, 8 units undergoing modernization or forced account, 27 families on the waiting list. They had 11 move outs for June. Section 8 has 52 families being assisted. They have 16 families

on the Section 8 waiting list. They will have 1 senior resident transferring from Terrebonne Parish. Effective Monday, July 24th, Section 8 will have a new employee. Ms. Drexler got another job in Dallas. Rock Enterprises is currently working on the modernization project.

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

Motion: Thigpen

Second: Perez

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 – August 22, 2023

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

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Perez

Second: Thigpen

All were in favor.

Meeting adjourned.