

MINUTES

On the 22nd day of August 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 Janie Brashear.

Agenda Item #2 – Review Agenda

The agenda was read by Janie Brashear.

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: Robert Thigpen, Vanessa Romero, Janie Brashear and Karen Perez. Absent was David Leonard. Also present was Clarence Robinson, Jr., Janice McIntyre, Clarissa Adams.

Agenda Item #5 – Minutes of the July 18, 2023 Regular Meeting

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

Motion: Thigpen

Second: Romero

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 to review. The checks were on the table for review. The operating account balance as of 7-31-23 was \$557,678.17 and the tenant deposit account balance was \$36,484.34. Mr. Robinson handed out the monthly finance report from HSA for July 2023. The income was \$84,444.92, with expenses at \$85,323.47, leaving a loss of \$878.55 for the month. The year-to-date loss is at \$69,092.17. The estimated reserves are at \$725,760.70.

B. Approval for Director to Update Current CDs with New Interest Rates

Mr. Robinson handed out a packet of CD information and reviewed the information with the board. We have a CD at Hancock Whitney that will be up for renewal on September 6, 2023. We have another CD that will be up for renewal in November. He has been calling around to check the CD rates at the local banks. He also explained that we received some insurance funds in the amount of \$59,537.57 and would like to be able to invest part of the funds into a CD. The board went into discussion.

A motion was made to give the executive director authorization to get with bank to get the rates of the CD for September 6, 2023 and to be able to cash and reopen wherever the interest APY is higher for a 12-month CD.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION # 1452

C. Review & Approve Pay Request #2 – 2022 Mod Project Hebert Construction

There is no pay request today. We would like to table this until next month.

A motion was made to table Pay Request #2 – 2022 Mod Project Hebert Construction until next month.

Motion: Romero

Second: Perez

All were in favor.

D. Final Payment – Rock Enterprises Roofing Project

Rock Enterprises has their final payment – Pay request #6 for \$27,840.00. This is the retainage held on the project. This payment will come from the insurance proceeds that we received. The board went into discussion.

A motion was made to approve the final payment, pay request #6 to Rock Enterprises in the amount of \$27,840.00 for the roofing project.

Motion: Romero

Second: Thigpen

All were in favor.

RESOLUTION #1453

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. Vacancy Report

The monthly vacancy report was given. There are 5 units vacant. Four of the units are on the mod project. One unit is being turnaround. There are 22 applicants on the waiting list. The list consists of seven for 1 bedroom, eleven for 2-bedrooms, and four for 3-bedrooms. The application process is currently closed.

B. Review & Approve Write Off of Appliances and Equipment

A list of 2 refrigerators and 1 stove was handed out for review to be written off. There is no equipment for write off. The board went into discussion.

A motion was made to write off the 2 refrigerators and 1 stove.

Motion: Thigpen

Second: Perez

All were in favor.

RESOLUTION #1454

C. Review & Approve Bids for Purchase of Appliances

Bids were received for the purchase of 4 - 18 cu ft. refrigerators. A sheet was handed out for review. Bids were received from Tiger Island for \$679.00 each, and Coburn's for \$650.00. The board went into discussion.

A motion was made to purchase the 4 refrigerators from Tiger Island at \$679.00 each. The reason for choosing Tiger Island was due to previous customer service issue with Coburn's. It took a long time for them to have 2 refrigerators fixed that were damaged when delivered.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1455

D. Write Off of Tenant Balance Left Owed

Two tenants move out and left owing balances. There are Kentreneeeka Francis with a balance of \$98.22 and Hallie Armelin with a balance of \$437.84. The board went into discussion.

A motion was made to write off the balances left owed by the 2 tenants:

Hallie Armelin for \$437.84 and Kentreneeeka Francis for \$98.22.

Motion: Thigpen

Second: Romero

All were in favor.

RESOLUTION #1456

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

Mr. Robinson handed out the monthly report and reviewed with the commissioners. Public housing lease up is at 96% with 278 out of 293 units leased. There is 3 vacant units and 8 units undergoing modernization or forced account. There are 33 families on the active waiting list.

Section 8 has 51 families being assisted with 16 families on the waiting list. Rock Enterprises has a modernization contract for 6 units that they are currently working on.

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 – September 19, 2023

The commissioners were reminded of the meeting date for next month – September 19, 2023.

Page 4

Agenda #9 - Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.