

## **MINUTES**

On the 19<sup>th</sup> day of September 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 and Clarence Robinson, Jr. Also present was Janice McIntyre and Clarissa Adams.

### **Agenda Item #5 – Minutes of the August 22, 2023 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the August 22, 2023 regular meeting and to be able to review with changes as necessary.

Motion: 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 8-31-23 was \$646,214.99 and tenant deposit account balance were \$37,310.58. The monthly finance report from HSA was handed out and reviewed with the commissioners. Total income for August was \$146,474.73, with expenses at \$110,461.69, leaving a profit of \$36,013.04. The estimated operating reserves are at \$761,773.74. All finances are in order.

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

Hebert Construction has pay request #2 in the amount of \$116,100.00. Since the job has started, they have only received one payment. Work is progressing really well in the units. The drawdown documents were handed out for review. Also, pictures were passed around of the progress of the work. The board went into discussion.

A motion was made to approve Pay Request #2 to Hebert Construction for the 2022 Mod Project in the amount of \$116,100.00.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1457**

A motion was made to approve 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 units are down for the mod project and one unit is ready waiting to be housed. There are 19 names on the waiting list. There are six for 1-bedroom, ten for 2-bedrooms, and three for 3-bedrooms. The application process is currently closed.

B. Write Off of Tenant Balances Left Owed

Two people moved out and left owing balances. One tenant had a balance of \$446.33 and the other tenant had a balance of \$109.00. The board went into discussion.

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

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1458**

C. Write Off of Appliances

A list of 1 stove and 1 refrigerator was handed out for review to be written off. The board went into discussion.

A motion was made to write off 1 Kenmore stove from unit #130 and 1 Estate refrigerator from Unit #108.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1459**

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

The monthly progress report was handed out and reviewed with the commissioners. Public housing is at 95% lease up with 8 units vacant. Eight units are undergoing modernization or forced account. There are 23 families on the waiting list. Section 8 has 51 families being assisted. One family has requested to port out to Terrebonne Parish and there are 16 families on the waiting list. Rock Enterprises is currently working on the modernization project. The agency has made its 1<sup>st</sup> investment in the last 20 years. They have opened a 6-month CD with PSB in the amount of \$80,000.00.

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

There were no questions, discussions, or additions.

B. Meeting Reminder – October 24, 2023

The board was reminded of the meeting date for next month – October 24, 2023.

**Agenda Item # 9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting Adjourned.