

MINUTES

On the 14th day of November 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, Ruth Black, Vanessa Romero, Karen Perez, and Janie Brashear. Also present was Clarence Robinson, Jr, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the October 24, 2023 Regular Meeting

A motion was made to dispense of the reading of the minutes of the October 24, 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. As of 10-31-23 the operating account balance was \$695,901.24 and the tenant deposit balance was \$35,900.00. Mr. Robinson handed out the monthly finances from HSA and reviewed the information with the commissioners. The total income for October was \$86,053.75, with expenses at \$79,554.44, leaving a profit of \$6,499.31. Total operating reserves as of 10-31-23 were \$786,129.38. We have been doing some work in the units as they are becoming vacant and most of this money is coming out of the CFP program.

The HUD office has sent a letter stating that they have received a letter from our auditor, Ericksen Krentel stating that there were no findings for our physical year ending December 2022.

B. Review & Approve 2024 Operating Budget

A copy of the operating budget had been sent to the commissioners for review. Mr. Robinson handed out a copy of the budget and reviewed it with the commissioners. He reviewed all aspects of the budget. We received 25 points out of 25. Our months expendable net asset ratio

is at 10.87 months expendable. Our budget for 2024 is showing an estimated profit of \$92,829.00. The board went into discussion.

A motion was made to accept and approve the 2024 operating budget.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1463

C. Review & Approve the 2024 Agency Plan

There was a public hearing on Thursday, November 2, 2023 at 2:00 pm at the housing authority office. No residents attended the meeting. It was publicized in the Daily Review and on our website and in the newsletter. Mr. Firmin reviewed the information at the hearing. Mr. Robinson explained the information to the commissioners.

A motion was made to accept and approve the 2024 Agency Plan.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1464

D. Review & Approve the 2024 Flat Rents

A schedule of the new flat rents was handed out for review. There is an increase in the flat rents for 2024. New rents are as follows:

		Increase of:
0 Bedroom	\$534	\$79
1 Bedroom	\$557	\$48
2 Bedrooms	\$730	\$75
3 Bedrooms	\$951	\$106
4 Bedrooms	\$1179	\$166

Currently there are 13 families that pay flat rent. Five families for 1 bedroom, 4 families for 2 bedroom and 4 families for 3 bedrooms.

A motion was made to accept and approve the 2024 Flat Rent schedule as presented.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1465

E. Review & Approve Pay Request #4 – Hebert Construction – 2022 Mod Project

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

A motion was made to table Pay request #4 for Hebert Construction until next month.

Motion: Romero

Second: Perez

All were in favor.

A motion was made to accept and 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 6 units vacant. Three units are vacant and 3 units are on mod or forced account. There are 14 names on the waiting list. Eight for 1 bedroom, three for 2 bedrooms, and 3 for 3 bedrooms. The application process is currently closed, but will open November 15th & 16th for 2 & 3 bedrooms.

B. Review & Approve Bids for Purchase of Appliances

We are wanting to purchase 5 refrigerators and 5 stoves. Bids were received and handed out for review. The bids are as follows:

Refrigerators: Tiger Island - \$679, Coburn’s - \$879

Stoves: Tiger Island - \$529. Coburn’s - \$649

The board went into discussion.

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

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1466

C. Review & Approve Write Off of Appliances

A list of 1 stove & 2 refrigerators were handed out for review to be written off. The commissioners went into discussion.

A motion was made to write off 1 Kenmore stove and 2 Kenmore refrigerators as listed.

STOVE:

1. Kenmore, Model #362.61021890, Serial #OD100118P, \$229, Unit #36,

Not electric igniter – old pilot lite

REFRIGERATOR:

1. Kenmore, Model #253.60022611, BA74313356, \$465.60, Unit #58

2. Kenmore, Model #253.36601896, LA03804459, \$385.00, Unit #85

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1467

D. Review & Approve Write Off of Tenant Balance Left Owed

A list was handed out of one tenant that left owing a balance of \$648.50. The commissioners reviewed the information.

A motion was made to approve the write off of the balance left owed by a tenant in the amount of \$648.50.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1468

E. Review & Approve the 2024 Board Meeting Calendar

A list of the board meeting dates for 2024 was handed out for review and approval.

A motion was made to approve the 2024 board meeting schedule.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1469

F. 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 95% lease up with 279 out of 293 units leased. There are 9 units undergoing modernization or forced account and 28 families on the waiting list. Section 8 has 49 families being assisted with 1 family being ported out to Terrebonne Parish and 1 family with a possible transfer back to Terrebonne Parish. No additional funding is currently available to issue any more Section 8 vouchers. Rock Enterprises is still working on the modernization project. The staff is currently working on completing 2 units under the mini-modernization process.

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

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions & Additions

Mr. Robinson discussed the situation that is currently going on with the Patterson Housing Authority. He informed the commissioners that he received a call from Ms. Gibbs with the New Orleans field office to attend a meeting with the Mayor of Patterson and other Patterson officials. The HUD office was trying to give them some guidance on how to move forward with the housing authority.

B. Meeting Reminder for Next Month – December 19, 2023

The commissioners were reminded of the meeting date for December.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.