

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 11am on Thursday, December 28<sup>th</sup> by Commissioner Mark Griffin at the MLK Center Board Room. Meeting time changed due to Holiday and member busy schedule.

I. Opening prayer by all in attendance

II. Roll Call

**Present**

Mark Griffin, Jr.  
Timothy Matthews  
Clarence Robinson, Jr.  
Kimberly Howard

**Absent**

Mike Girior  
Attorney Robert Duffy

**\*\*\*Let it be noted that Commissioner Lettia Griffin was recently married and has changed her last name from Griffin to Butler. A copy of the updated Social Security Card and Drivers License given to the office. \*\*\*\***

**Approval of Regular Meeting Minutes:**

To approve the Regular Meeting Minutes from November 16, 2023

**Motion by: Commissioner L. Butler**  
**Second by: Commissioner T. Matthews**

**Motion Passed**

**III. Old Business-None**

**IV. New Business**

**1. Resolution #2024-397-Review and Approval to Write off Uncollectable Rent-November 2023**

Mr. Robinson informed the board that the agency had 1 previous resident uncollectable rents that needed to be written off due to a drug conviction. The residents have been placed in the HUD EIV system due to eviction and the deposits have been forfeited. Total amount to be written off is \$254.84.

**Motion by: Commissioner L. Butler**  
**Second by: Commissioner T. Matthews**

**That the board approve to write off \$254.84 for uncollectable rent for the month of November 2023**

**Call vote**

**Commissioner M. Butler**

**Commissioner T. Matthews**

**Commissioner M. Griffin**

**(Motion Passed)**

**2. Resolution #2024-398- Review and Approving of the MCHA 2024 Board Meeting Calendar.**

Mr. Robinson informed the board that the board meetings for 2024 dates for the meetings had been submitted to each commissioner for review. No objection was made to the presented dates.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the 2024 Board Meeting Calendar Dates.**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**3. Resolution #2024-399- Review and Approving of the Disposition of Annotated Assets for the MCHA.**

Mr. Robinson informed the board that the agency had (8) Refrigerators and (6) Stoves to be written off due to the cost to purchase replacement parts and labor for a repairman. No additional questions.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the write off of (8) Refrigerators and (6) Stoves**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**4. Resolution #2024-400- Review and Approving for Payment of the 2023 PILOT tax to the City of Morgan City.**

Mr. Robinson informed the board that the payment of the PILOT Tax for 2023 has been completed and must be paid to the City of Morgan City in the amount of \$58,447.27. Mr. Robinson explained to the board members that the tax payment amount had increased from 2022.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the PILOT Tax payment of \$58,447.27 to the City of Morgan City.**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**5. Resolution #2024-401- Review and Approving to Award a Contract to Perform the 2023 Roof Replacement and Associated work for the MCHA.**

Mr. Robinson issued a copy to each of the board members of the bid report submitted by Mr. Firmin with Firmin Architects. The bids were received on December 20<sup>th</sup> with four companies submitting bid packets. A copy of the bid report showed each of the bids that were submitted. The lowest bid was submitted by Hebert's construction in the amount of \$473,960.00. A copy of the bid report is included in the agency minutes.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board award the 2023 Roof Replacement and Associated work to Hebert's Construction in the amount of \$473,960.00**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**6. Resolution #2024-402- Review and Approving to Update the agency 2024 FLAT RENT amounts.**

Mr. Robinson informed the board that a review had been conducted on the rental amount for St. Mary Parish to determine the new Flat Rents for 2023. A copy of the report was issued to each of the commissioners. After review the noted amount was approved to be effective for January 2024.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the agency 2024 Flat Rent Amounts.**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**7. Resolution #2024-403- Approval of the Cooperative Agreement for the Tenant Screening Process for the Morgan City Housing Authority and the Morgan City Police Department.**

Mr. Robinson informed the board that the Cooperative Agreement between the MCHA and the MCPD needed to be updated for screening of potential residents for the agency. The agency ORI number with the FBI has been updated, the MOU between the agency that is required by the La. State Police needed to be updated due to their office not having an updated copy. No additional information needed.

**Motion by: Commissioner L. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the updated Cooperative Agreement between the MCHA and the MCPD**

**Call vote**

**Commissioner M. Griffin**

**Commissioner L. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**Directors Report/Information**

**Financial Report**----Mr. Robinson went over the October 2023 financials. For the month of October, the agency had a total income of \$1,095,167.76 with expenses coming in at \$115,036.15. The agency ended the month with a profit of \$980,131.61. Mr. Robinson will be sending the November financial to the commissioners when he receive them due to the fee accountant being out with the flu.

**Public Housing**

Ms. Howard presented the Public Housing Report for the month of December 2023. **Total units leased for the month of December 2023 is 277 out a total of 293 unit. Total lease up is at 95%.**

- 32 Families on the active waiting list.
- (See attached reports)

**2. Section 8 Report**

Mr. Robinson presented the Section 8 report with actual lease up for the month of December 2023.

- A Total of 48 families receiving Section 8 voucher assistance for the month of December 2023
- 1 Family Ported Out to the Thibodaux Section 8 Program

- 9 families on the current Section 8 waiting list. We plan to take applications in the month of January 2024.

**Motion by: Commissioner M. Butler**

**Second by: Commissioner T. Matthews**

**That the board approve the Directors Report and Information**

**Call vote**

**Commissioner M. Griffin**

**Commissioner M. Butler**

**Commissioner T. Matthews**

**(Motion Passed)**

**V. Adjournment**

**It was motioned by Commissioner T. Matthews and 2<sup>nd</sup> by Commissioner L. Butler that the meeting be adjourned.**

**Call vote**

**Commissioner M. Griffin**

**Commissioner T. Matthews**

**Commissioner L. Butler**

**Motion Passed**