

## **MINUTES**

On the 20<sup>th</sup> day of February 2024 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: David Leonard, Janie Brashear, and Karen Perez. Absent was Vanessa Romero and Ruth Black. Also present was Clarence Robinson, Janice McIntyre and Clarissa Adams.

### **Agenda Item #5 – Minutes of the January 23, 2024 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the January 23, 2024 regular meeting and to be able to review with changes as necessary.

Motion: Perez

Second: Brashear

All were in favor.

### **Agenda Item #6 – Financial Report**

#### **A. Monthly Finances**

In each monthly packet, the commissioners had copies of bank statement and check registers for both accounts. The checks were on the table for review. The operating account balance as of 01/31/24 was \$746,886.43 and the tenant deposit account balance was \$37,725.00. Mr. Robinson handed out the PHAS score report and the monthly finances from HSA ending January 2024. He reviewed the PHAS report. Our scores were 38 out of 40 on physical inspection, 25 out of 25 on financial, 25 out of 25 on management, and 10 out of 10 on CFP. Total score was 98 out of 100, a high performer status. On the monthly finance report from HSA, total income was \$110,077.87, with expenses at \$71,973.00, leaving a profit of \$38,104.87. Operating reserves as of 1/31/24 were \$820,589.38. The checks have been signed. Our physical audit will probably start next month. Chairman Leonard signed the compliance letter for the audit.

#### **B. Review & Approve Final Payment – Hebert Construction 2022 Mod Project**

This item was tabled until next month. There was a delay in filing the completion report and the 45 days aren't up yet.

C. Review & Approve Pay Request #1 – Hebert Construction Admin Office Project

Hebert's construction has substantially finished the project at the office. They are waiting on the windows to come in and be installed. Pay request #1 is for \$87,961.50. Progress pictures were also handed out. The commissioners reviewed the pay request and the pictures and went into discussion.

A motion was made to accept and approve Pay request #1 in the amount of \$87,961.50 to Hebert Construction for Admin. office project.

Motion: Perez

Second: Brashear

All were in favor.

**RESOLUTION #1478**

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

Motion: Perez

Second: Brashear

All were in favor.

**Agenda Item #7 – Director's Report**

A. Vacancy Report

The monthly vacancy report was given. There is one unit vacant and it is on forced account. The waiting list has 12 names on it. There are 5 for one bedroom, 4 for two bedrooms and 3 for three bedrooms. The application process is currently closed.

B. Write off of Appliances

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

A motion was made to write off 1 Kenmore refrigerator and 1 Kenmore stove.

REFRIGERATOR:

1. Kenmore, Model #253.6480240C, BA71602124, Unit #37

STOVES:

1. Kenmore, Model #362.61028193, Serial #3F101126P, Unit #110

Motion: Perez

Second: Brashear

All were in favor.

**RESOLUTION #1479**

C. Write Off of Office Equipment

A list of 2 desk and 1 calculator was handed out for review to be written off.

A motion was made to write off the 2 desk and 1 calculator as stated.

1. WOODEN OFFICE DESK – CLARENCE’S #0122
2. WOODEN OFFICE DESK – JANICE’S #0145
3. VICTOR CALCULATOR 1260-2 - #0106

Motion: Perez

Second: Brashear

All were in favor.

**RESOLUTION #1480**

D. Election of Officers for Commissioners

Ballots were handed out for election of officers. The commissioners voted. Vanessa Romero and Ruth Black had voted earlier this morning over the phone due to them not making the meeting.

The results were as follows:

Chairman – David Leonard

Vice Chairman – Janie Brashear

Treasure – Karen Perez

A motion was made to accept the results of the election of officers for commissioners as follows:

Chairman – David Leonard

Vice Chairman – Janie Brashear

Treasure – Karen Perez

Motion: Perez

Second: Brashear

All were in favor.

**RESOLUTION #1481**

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

Mr. Robinson handed out the progress report and reviewed the information with the commissioners.

Public housing is at 95% up with 279 out of 293 units leased. There are 4 units in make ready mode with 10 units undergoing modernization or forced account. There are 25 families on the waiting list. Section 8 has 48 families being assisted and 23 families on the waiting list. They will issue 3 additional vouchers to families due to additional funds received. The current modernization projects are Rock Enterprises with near completion on construction of 6 units and Hebert construction with a roofing project on 20 buildings in Brownell Homes.

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

Motion: Perez

Second: Brashear

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions and Additions

The commissioners were reminded to do their ethics training for 2024. They were given instructions on the website and log in information.

B. Meeting Reminder for Next Month – March 19, 2024

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

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Perez

Second: Brashear

All were in favor.

Meeting adjourned.