

MINUTES

On the 23rd day of April 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 Vanessa Romero.

Agenda Item #4 – Roll Call

A roll call for the following members of the board present: David Leonard, Ruth Black, Vanessa Romero, and Janie Brashear. Absent was Karen Perez. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the March 19, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the March 19, 2024 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Brashear

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 March 31, 2024 was \$781,080.27 and the tenant deposit account balance was \$37,500.00. Mr. Robinson handed out the month finances from HSA as of March 31, 2024 and reviewed the information with the commissioners. Total income for March was \$90,687.54, with expenses at \$83,589.63, leaving a profit of \$7,097.91. We have a profit of \$16,682.58 for the year. The operating reserves as of 3-31-24 were \$799,167.09. We are doing some mini mod projects so those funds are actually coming out of the CFP.

B. Review & Approve 2023 Pilot Tax payment to Town of Berwick.

The pilot tax payment for 2023 is \$39,070.53. Last year's payment was \$31,787.68. This is an increase of \$7,282.85 from last year. The information was handed out for review. The check will be issued at the end of the month and presented to the Town of Berwick at their May meeting which is on May 14th.

A motion was made to accept and approve the 2023 Pilot tax payment to the Town of Berwick in the amount of \$39,070.53.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1487

- C. Review & Approve Pay Request #3 to Hebert Construction for Admin Office Mod Project – Retainage on Project

Mr. Robinson handed out the Certificate of Substantial Completion for the office Mod Project for review and approval. The certificate has been filed. We would like to have the certificate of substantial completion approved today and when we get Pay request #3, which will probably be next month, we will approve the pay request. We will table the approval of the pay request until next month.

A motion was made to approve the Certificate of Substantial Completion for the Admin. office mod project and the payment will be paid at the May meeting if it is submitted.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1488

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

Motion: Romero

Second: Brashear

All in Favor.

Agenda Item #7 – Director’s Report

- A. Vacancy Report

There are 5 units down on forced account. There are 27 names on the waiting list. Seven applicants for 1-bedroom, three for 2-bedrooms, and seventeen for 3-bedrooms. The application process for 3 bedrooms was open on yesterday and today until 3:00 pm. The process is closed again.

- B. Write Off of Tenant Balance Left Owed

A tenant passed away leaving a balance of \$407.75. The information was handed out for review to be written off.

A motion was made to write off the balance left owed by the tenant of \$407.75.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1489

C. Review & Approve 2024 Annual Plan

A public hearing was held on March 21, 2024 to review the 2024 annual plan. There were no residents in attendance. Mr. Firmin reviewed the information. A copy was emailed to the commissioners for review. They went into discussion.

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

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1490

D. Review & Approve the Agency's 5-Year Action Plan 2024-2028

A copy of the 5-year action plan had been emailed to the commissioner for review. A public hearing was held on March 21, 2024 to discuss the 5-year plan. No residents were in attendance. The commissioners went into discussion.

A motion was made to accept & approve the 2024-2028 Capital Fund Program 5-Year action plan as presented.

Motion: Romero

Second: Brashear

All were in favor

RESOLUTION #1491

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

Mr. Robinson handed out the monthly progress report and reviewed the information with the commissioners. Public housing is at 97% lease up with 283 out of 293 units leased. Five units are in make ready mode and there are 28 families on the waiting list. Section 8 has 51 families being assisted with 15 families on the waiting list. There are four families that have been issued vouchers and will have until April 2024 to find a home. The six units under contract to Rock Enterprises are at 100% completion. Three current residents will be transferred this week to the units with the other families coming off the waiting list. Hebert Construction's roof project is near completion with only the heater vent pipes needing to be installed. A pay request will be submitted this week for payment. The NSPIRE inspection was completed on April 11th and we are still waiting on the score. The commissioners now have a 5-member board. Officers were elected last month and are as follows: Mark Griffin, Jr., - Board Chairman, Lettia Butler – Vice Chairman, Mike Girior – Treasurer, Timothy Matthews – Commissioner and Donald Nicholas – Commissioner.

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

Motion: Romero

Second: Black

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions & Additions

There were no questions, discussions, or additions.

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B. Meeting Reminder for Next Month – May 21, 2024

The commissioners were reminded of next month's meeting on May 21, 2024.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.