

## MINUTES

On the 21<sup>st</sup> day of May 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 Janie Brashear.

### Agenda Item #2 – Review Agenda

The agenda was read by Janie Brashear.

### 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: Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard and Ruth Black. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

### Agenda Item #5 – Minutes of the April 23 2024 Regular Meeting

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

Motion: Romero

Second: Perez

All were in favor.

### Agenda Item # - 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 April 30, 2024 was \$753,185.14 and the tenant deposit account balance was \$36,800.00. Mr. Robinson handed out the monthly finance report from HSA ending April 30, 2024, and reviewed the information with the commissioners. The total income for April was \$96,912.68, with expenses at \$109,699.92, leaving a loss of \$12,787.24 for the month. The reason for showing a loss this month is due to paying of the flood insurance and an increase in utilities. Our operating reserves are \$786,379.85 as of 4/30/24. He also reviewed the CD investments that we have for a total of \$93,412.61.

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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 3 units vacant. Two units are on forced account and the third unit will be sent to HUD requesting it to be put on forced account. There are 17 applicants on the waiting list. There are 6 for 1-bedroom, 3 for 2-bedrooms, and 8 for 3-bedrooms. The application process is currently closed.

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

The monthly report was handed out and reviewed with the commissioners. Public housing is at 95% lease up with 282 out of 293 units leased. Two units are in make ready mode and 9 units are undergoing modernization or on forced account. There are 23 families on the waiting list. Section 8 has 52 families being assisted and 15 families on the current waiting list. Hebert Construction’s roofing project in Brownell Homes is 100% complete. The 45-day retainage is being held on the project. The agency NSPIRE inspection was held on April 11<sup>th</sup>. The overall score was a 90/100. Last year the agency scored a 58/100. The agency is no longer physically troubled.

Also, Mr. Robinson stated that he had done a presentation for the Town of Berwick’s meeting when he presented the town with the pilot tax check. Mrs. Janie Brashear was also at the meeting and participated in the presentation.

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, and Additions

There were no questions, discussions, or additions.

B. Meeting Reminder for Next Month – June 18, 2024

The commissioners were reminded of next month’s meeting date of June 18, 2024.

**Agenda Item #9 - Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor. Meeting adjourned.

