

MINUTES

On the 22nd day of October 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 Clarence Robinson.

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 September 24, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the September 24, 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 9-30-24 was \$741,870.33 and the tenant deposit account balance was \$37,800.00. The monthly finance report from HSA for 9/30/24 was handed out and reviewed with the commissioners. Total income for the month was \$104,621.35, with expenses at \$87,050.26, leaving a profit of \$17,571.09. The year-to-date profit is \$71,113.77. The operating reserves as of 9/30/24 was \$853,598.28. A lot of our expenses are coming out of the CFP program for the units that are being remodeled.

B. Review & Approve the 2025 Operating Budget

A copy of the 2025 operating budget was handed out for review. Mr. Robinson reviewed the information with the commissioners. The current ratio for the operating budget is 12.62 months. Mr. Robinson pointed out the total projected income and total projected expense for 2025 and the projected profit of \$62,249.00. There were no questions.

A motion was made to accept and approve the 2025 Operating Budget as presented.

Motion: Perez

Second: Brashear

All were in favor.

RESOLUTION #1503

C. Review & Approve 5 Year Agency Plan for 2025-2029

There was a public hearing on yesterday, October 21, 2024, at 2:00 pm at the office. There were 7 residents who are on the resident advisory board along with 3 office staff. Mr. Firmin handed out copies and gave a presentation. Each year HUD requires that each public housing agency submit a year plan for the next 5 years (2025-2029). The residents had suggestions and questions. This report will be uploaded to HUD. The public hearing was advertised 45 days before the meeting.

A motion was made to accept & approve the 5-year agency plan for 2025-2029.

Motion: Perez

Second: Brashear

All were in favor.

RESOLUTION #1502

D. Review & Approve 2025 Annual Agency Plan

Mr. Firmin reviewed the information of the 2025 annual agency plan with the advisory board held at the public hearing yesterday (October 21, 2024) at the office. This also has to be uploaded to HUD.

A motion was made to accept and approve the 2025 Annual Agency Plan.

Motion: Perez

Second: Brashear

All were in favor.

RESOLUTION #1501

A motion was made to accept and approve 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. This unit is on forced account. There are 8 names on the waiting list. Two for 1-bedroom, two for 2-bedrooms and four for 3-bedrooms. The application process is currently closed.

B. Review and Approve Appliance Bids

Bids were received to purchase 3 refrigerators and 1 stove. The bids are as follows:

Refrigerators:	Tiger Island	\$699.00 each
	Coburn's	\$611.37 each
Stoves:	Tiger Island	\$599.00 each
	Coburn's	\$536.37 each

The commissioners went into discussion. They decided to go with Tiger Island even though they are little higher on the price, due to the service and availability that we receive from them. All the commissioners were in agreement to go with Tiger Island.

A motion was made to accept the bid from Tiger Island and purchase 3 refrigerators @ \$699.00 each and 1 stove at \$599.00 from them.

Motion: Perez

Second: Brashear

All were in favor.

RESOLUTION #1504

C. 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 currently at 96% lease up with 282 unit out of 293 leased.

There are 3 units in make ready mode or ready to be leased and 8 units on forced account. There are 23 families on the waiting list. Section 8 has 51 families being assisted. One family ported out to Thibodaux Section 8 program. One family is still looking for a unit to move into due to flooding and roof damage from the hurricane. There are 61 applicants on the waiting list. Another review of the agency units due to Hurricane damage was conducted by our Architect, Mr. Jim Firmin. Some units had damage in the area that was not visible before. Some of the leaks have been repaired by Hebert's Construction.

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

Motion: Perez

Second: Brashear

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 – November 19, 2024

The commissioners were reminded of the meeting date for next month.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Perez

Second: Brashear

All were in favor.

Meeting adjourned.

