

MINUTES

On the 17th day of December 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: Janie Brashear, Vanessa Romero, Ruth Black, and Karen Perez. Absent was David Leonard and Clarence Robinson, Jr. Also present was Janice McIntyre and Clarissa Adams.

Agenda Item #5 - Minutes of the November 19, 2024 Regular Meeting

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

Motion: Romero

Second: Perez

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 operating account balance as of 11/30/24 was \$759,059.27 and the tenant deposit account balance was \$38,700.00. The checks were on the table for review. There are no monthly finances from HSA due to the meeting being a little earlier this month and the end of the year.

A motion was made to accept the finance 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 is 1 unit vacant and it is on forced account. The waiting list has 21 applicants. There are 5 for 1 bedroom, 7 for 2 bedrooms, and 9 for 3 bedrooms. The application process is currently closed.

B. Review and Approve Write Off of Appliances

A list of 1 stove was handed out for review to be written off. The board went into discussion.

A motion was made to write off 1 Kenmore stove from Unit #67.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1509

C. Review & Approve Flat Rents for 2025

A copy of the flat rents for 2025 was handed out for review. The new rates are as follows:

0 Bedroom – \$575.00

1 Bedroom - \$579.00

2 Bedrooms - \$768.00

3 Bedrooms – \$1009.00

4 Bedrooms - \$1250.00

The commissioners went into discussion.

A motion was made to accept the flat rent rates for 2025 effective January 1, 2025.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1510

D. Re-Appointment of Commissioners

The following commissioners were re-appointed to the board at the TOB December meeting on 12/10/24.

1. Vanessa Romero

2. Ruth Black

3. David Leonard.

Their new term will expire on 12/31/2028. They went into discussion.

A motion was made to accept the re-appointments of the following commissioners, Vanessa Romero, Ruth Black and David Leonard to the housing authority board. Their new term will expire on 12/31/28.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1511

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

The monthly progress report was handed out and reviewed with the commissioners. Public housing is at 96% lease up, with 282 units out of 293 leased. There are 3 units in make ready mode or ready to lease. There are 8 units under forced account and 17 families on the waiting list. Section 8 has 54 families being assisted with 4 families currently looking for a home. Their vouchers will expire on 12/29/24. There are 53 families on the current Section 8 waiting list.

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

Motion: Romero

Second: Black

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions and Additions.

B. Meeting Reminder for Next Month – January 21, 2025.

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

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.