

MINUTES

On the 18th day of February 2025 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: Ruth Black, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard and Janice McIntyre. Also present was Clarence Robinson, Jr., and Clarissa Adams.

Agenda Item # 5 – Minutes of the January 28, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the January 28, 2025 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 the bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of 1-31-25 was \$820,186.24 and the tenant deposit account balance was \$38,500.00. Mr. Robinson hasn't received the monthly finances from HSA for the month ending January 2025. He handed out the REAC Financial Assessment for 2024 and reviewed the information with the commissioners. We should end up with a profit of \$88,675.00 for the 2024 year. Financially we are in really good shape.

B. Review & Approve Engagement Letter w/Ericksen Krentel LLP for the 2024 Audit

Mr. Robinson handed out the engagement letter with Ericksen Krentel for the 2024 audit. This letter is giving Ericksen Krentel permission to do our fiscal audit for 2024. This signed letter has to go to the state. We spent over a million dollars and will have a single audit. They will probably be here sometimes at the end of March to actually do the field work. They will send a list of the documents that they need and we will upload most of what they need to review.

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A motion was made to accept & approve the engagement letter with Ericksen Krentel, LLP for the 2024 audit.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1516

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

Motion: Romero

Second: Black

All were in favor.

Agenda Item #7 – Director’s Report

A. Monthly Vacancy Report

The monthly vacancy report was given. There are 2 units vacant. Both of these units are on forced account. There are 17 families on the waiting list. The applicants consist of 5 for 1-bedroom, 4 for 2-bedrooms, and 8 for 3-bedrooms. The application process is currently closed.

B. 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 96% lease up with 282 out of 293 units leased. There are 4 units in make ready mode and 7 units on forced account. There are 24 families on the waiting list. Section 8 has 53 families being assisted and 49 families on the waiting list. The current projects consist of Hebert’s Construction has started the exterior painting of the 2 – story units in Brownell Homes. The project has been delayed due to the weather. The board will be awarding the next modernization project this Thursday. The project is for the installation of (4) air condition units in the units and full modernization of (1) 3- bedroom unit.

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 & Additions

There were no questions, discussions or additions.

B. Meeting Reminder for Next Month – March 18, 2025

The board was reminded of next month’s meeting date of March 18, 2025.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting Adjourned.

