

MINUTES

On the 28th day of January 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 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 Janice McIntyre.

Agenda Item #4 - Roll Call

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

Agenda Item #5 - Minutes of the December 17, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the December 17, 2024 regular meeting and to be able to review with changes as necessary.

Motion: Black

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 checks were on the table for review. The operating account balance as of 12/31/24 was \$784,211.32 and the tenant deposit account balance was \$38,200.00. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the commissioners. For the month ending December 31, 2024, the income was \$93,037.76, with expenses at \$89,809.04, leaving a profit of \$3,228.72. The operating reserves are at \$859,386.57. He reviewed the operations budget. The projected FYE profit for 2024 was \$77,109.21, with actual as of December at \$76,902.06. The projected operating reserves were \$859,593.72, with actual as of December at \$859,386.57. The 2025 estimated operating reserves for 2025 is estimated at \$921,843.13. He also handed out a letter that we received today concerning the temporary pause of funds that the president signed.

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

Motion: Perez

Second: Black

All were in favor.

Agenda Item #7 – Director’s Report

A. Vacancy Report

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

B. Review & Approval of Lease Agreement Between Berwick Housing Authority and St. Mary Parish Clerk of Court Office to allow the agency’s Resident Center to be used as a Polling Facility

A copy of the lease agreement was emailed to the commissioners for them to review and a copy was handed out at the meeting. They are currently using the fire station on River Road, but it is not working out . They are looking for a new place. The clerk of court’s office sent two employees to look at the resident center and they agreed that this would be a better place to use as a polling facility. The board went into discussion.

A motion was made to accept & approve the lease agreement between Berwick Housing Authority and St. Mary Parish Clerk of Court office to allow the agency’s resident center to be used as a polling facility.

Motion: Perez

Second: Black

All were in favor.

RESOLUTION #1512

C. Review & Approve 2025 Mileage Rate

Th mileage rate for 2025 is 70 cents per mile. This is up 3 cents from last year.

A motion was made to accept the 2025 mileage rate of 70 cents per mile.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1513

D. Review & Approve 2025 Per Diem Rates

A copy of the 2025 per diem rates were handed out for review.

A motion was made to accept & approve the 2025 per diem rates.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1514

E. Review & Approve Write Off of Tenant Balance Left Owed

A list of one tenant that moved out and left owing money was handed out for review to be written off.

A motion was made to write off the balance left owed by Shawwna Smith in the amount of \$383.00.

Motion: Perez

Second: Black

All were in favor.

RESOLUTION #1515

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

The monthly progress report was handed out and reviewed with the commissioners. Public housing is at 97% lease up with 283 out of 293 units leased. There are 5 units in make ready mode and 5 units on forced account. There are 37 applicants on the waiting list. Section 8 has 3 families being assisted and 53 families on the waiting list. The agency's fiscal year audit field work has been completed. Final adjustments are being completed with a presentation date in March or April.

A motion was made to accept 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 – February 18, 2025

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

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Perez

Second: Brashear

All were in favor.

Meeting adjourned.