

## **MINUTES**

On the 22 day of April 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 Vanessa Romero.

### **Agenda Item #4 – Roll Call**

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

### **Agenda Item #5 – Minutes of the March 18, 2025 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the March 18, 2025 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Brashear

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 3/31/25 was \$869,157.42 and the tenant deposit account balance was \$38,200.00. The monthly finance report from HSA was handed out and reviewed with the commissioners. The financial report is not correct. The income section is accurate. Total income was \$85,765.95. The expense side of the report is incorrect. The expenses are for 2 months – February & March. We forgot to switch the months at the beginning of March so all of those expenses went to February. Corrections were made after this report was printed. The operating reserves as of 3/31/25 were \$848,581.17.

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

Motion: Romero

Second: Brashear

All were in favor.

**Agenda Item #7 – Director’s Report**

A. Vacancy Report

The monthly vacancy report was given. There are 3 units vacant. One of the units are on forced account and two are pending approval for forced account. There are 19 families on the waiting list. Six for 1 bedroom, five for 2-bedrooms, and eight for 3-bedrooms. The application process is currently closed. It will open on Thursday, from 8 am to 12 pm for 1-bedroom units.

B. Review & Approve Bids for Installation of Generator for Office

Two bids were received. One for the purchase of the generator and one for the installation of the generator. The first bid was handed out for review for the purchase of the generator. There were 2 bids: Brady’s Heating and Air Conditioning for \$7900.00 and Tiger Island for \$6064.00. The board went into discussion.

A motion was made to purchase the generator from Tiger Island at a price of \$6064.00.

Motion: Black

Second: Brashear

All were in favor.

**RESOLUTION #1522**

The second bid was for the installation of the generator, Brady’s Heating and Air Conditioning for \$5900.00 and Hebert Construction for \$5900.00. The board went into discussion.

A motion was made to accept the bid from Hebert Construction for the installation of the generator for \$5900.00.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1523**

All funds for the purchase and installation of the generator will come out of the CFP.

C. Review & Approve Write Off of Appliances

A list of 1 Kenmore 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 #86.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1524**

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

The monthly progress report on inter-agency work with MCHA was handed out and reviewed with the commissioners. Public housing is at 98% lease up with 286 out of 293 units leased. One unit is in make ready mode and 6 units are undergoing forced account. There are 32 families on the waiting list. Section 8 has 53 families being assisted with 49 families on the waiting list. Section 8 inspections will be conducted on Wednesday for 8 of the landlord homes. The current projects include Hebert Construction's exterior painting of the 2 story units in Brownell Homes and Rock Enterprises Construction is currently making interior repairs at unit 117 in Jacquet. We are currently reviewing the air conditioning system cost due to the newly required R410 freon that will change the cost for the installation after reviewing the current contract.

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

Motion: Romero

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 – May 20, 2025

The board was reminded of next month's meeting date.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.