

MINUTES

On the 18th day of March 2025 at 4:00pm, 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 Karen Perez. Absent was Ruth Black. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

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

A motion was made to dispense of the reading of the minutes of the February 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 2/28/25 was \$902,946.55 and the tenant deposit balance was \$37,900.00. Mr. Robinson handed out the monthly finance report from HSA for the month ending 2/28/25. Total income for the month was \$85,910.88, with expenses at \$90,451.90, leaving a loss of \$4,541.02. Our operating reserves as of 2/28/25 was \$849,671.20. All finances are in order.

B. Review & Approve CD Renewal – Hancock Whitney

We have a CD that is up for renewal. The information for the CD renewal, along with the new rates and terms, was sent to the commissioners for them to review. The current rate is 0.05%. The board went into discussion.

A motion was made to renew CD #00008000184166 with Hancock Whitney for a term of 8 months at a rate of 3.78%.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1517

C. Review & Approve 2024 Pilot Tax Payment to Town of Berwick

The 2024 pilot tax payment sheet was handed out for the board to review. The tax payment for 2024 is \$43,914.45. The board went into discussion.

A motion was made to accept and approve the 2024 Pilot Tax payment to the Town of Berwick in the amount of \$43,914.45.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1518

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 one unit vacant and it is vacant due to modernization. There are 15 families on the waiting list. There are 3 for 1 bedroom, 4 for 2-bedrooms, and 8 for 3-bedrooms. The application process is currently closed.

B. Write Off of Appliances

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

A motion was made to write off the following appliances.

STOVES:

1. Kenmore, Model #790.70271404, Serial #VF72517896, Unit #84

REFRIGERATORS:

1. Whirlpool, Model #TT18DKXRQ01, Serial #VST0266258, Unit #43
2. GE, Model #GTS18FBRERWW, Serial #AH801177, Shop
3. Amana, Model #ART308FFDW06, Serial #VS94132110, Unit #30

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1519

C. Review & Approve Bids for Purchase of Appliances

Bids were received for the purchase of 5 refrigerators and 5 stoves. The bid information was handed out for review.

The bids were as follows:

Refrigerators:	Tiger Island	\$679.00
	Coburn's	\$597.78
Stoves:	Tiger Island	\$599.00
	Coburn's	\$601.12

The board went into discussion.

A motion was made to purchase the appliances from Tiger Island as per the bid.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1520

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

Mr. Robinson handed out the monthly progress report for MCHA and reviewed the information with the board. Public housing is at 98% lease up with 286 out of 293 units leased. There are 6 units undergoing forced account and 18 families on the waiting list. Section 8 has 53 families being assisted and 49 families on the waiting list. Hebert Construction has started the exterior painting of the 2 story units in Brownell Homes.

E. Executive Session – ED’s Evaluation

A motion was made to go into executive session to evaluate the ED.

Motion: Romero

Second: Perez

All were in favor.

The board went into executive session.

A motion was made to come out of executive session and go back to the regular meeting.

Motion: Romero

Second: Perez

All were in favor.

While in executive session, the commissioners reviewed the executive director’s evaluation and discussed his salary.

A motion was made to award the executive director a 4% increase effective April 1, 2025 due to an exceptional evaluation.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1521

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

Motion: Romero

Second: Perez

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’s Meeting – April 22, 2025

The commissioners were reminded of 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.