

MINUTES

On the 20th day of May 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, Vanessa Romero, and Karen Perez. Absent was Janie Brashear and Ruth Black.

Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the April 22, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the April 22, 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 bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of April 30, 2025 was \$653,193.21 and the tenant deposit account balance was \$38,086.52. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the commissioners. The total income for April was \$93,501.86, with \$92,655.27 expenses, leaving a profit of \$846.59. The operating reserves as of 4/30/25 was \$849,427.26. Financially we are still in good financial condition. Some of the checks today are coming out of the CFP accounts for modernization of the vacant units.

B. Review & Approve Payment to Hebert Construction for Generator Installation

The generator for the office has been installed by Hebert Construction. The payment is for \$5,900.00. These funds are coming out of the 2024 CFP.

A motion was made to accept and approve the payment for the installation of the office generator to Hebert Construction for \$5,900.00.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1525

A motion was made to expand the agenda to add:

C. Review & Approve Write Off of 2007 Utility Trailer

Motion: Romero

Second: Perez

All were in favor.

On May 6th the guys were in an auto accident on the bridge with the 2013 Ford truck and the 2007 Utility trailer. Both were damaged. The truck is covered under the insurance but the trailer was not. The value of the trailer is \$1,127.50. The trailer is not fixable.

A motion was made to write off the 2007 Utility trailer at a value of \$1,127.50.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1526

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

Motion: Romero

Second: Perez

All were in favor.

Agenda #7 – Director's Report

A. Vacancy Report

The monthly vacancy report was given. There are 4 units vacant. One unit is vacant and 3 are on forced account for modernization. There are 16 names on the waiting list.

Eleven for 1 bedroom, two for 2-bedrooms, and three for 3-bedrooms. The application process is currently closed.

B. 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 is 1 unit in make ready mode and 5 units on forced account. There are 32 families on the waiting list. Public housing currently has a problem with residents moving with no notice given. Section 8 has 53 families being assisted with 48 families on the waiting list. Hebert Construction has finished the exterior painting of the 2 story units in Brownell Homes. Rock Enterprises Construction is currently working on the interior repairs at unit #117 in Jacquet. They are currently reviewing the numbers for the R44 units due to the freon changed as stated last month.

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

Motion: Romero

Second: Perez

All were in favor.

Agenda #8 – New Business

A. Questions, Discussions & Additions

There were no questions, discussions or additions.

B. Meeting Reminder for Next Month – June 17, 2025

The commissioners were reminded of next month's meeting date of June 17, 2025.

Agenda #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.