

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:06 pm on Thursday, August 21, 2025 by Chairman Mark Griffin at the MLK Center Board Room.

I. Opening prayer by all in attendance

II. Roll Call

Present

Mark Griffin, Jr.

Lettia Butler

Donald Nicholas

Mike Girior

Attorney Robert Duffy

Clarence Robinson, Jr.

Absent

Timothy Matthews

Approval of Regular Meeting Minutes:

To approve the Regular Meeting Minutes from July 24, 2025

Motion by: Commissioner D. Nicholas

Second by: Commissioner M. Girior

The minutes from the July 24, 2025 meeting be approved as submitted

******Let the record reflect that Mrs. Lettia Butler is now present at the meeting******

III. Old Business-None

IV. New Business

1. Resolution #2025-462-Review and Approval of the Lawn Service Bid for fiscal year October 2025-September 2027

Mr. Robinson informed the board that the Lawn Service bid information was published in the Daily Review on August 8th 2025 as per the agency procurement policy. Bids submission closed on Monday, August 18th with the agency only receiving (2) company packets from Camo Cutters and Liberty Landscapes. All of the board members and Attorney Duffy received packets with the submitted documents. After a discussion and review of all the documents the site locations were awarded as follows:

**Camo Cutters-----Brownell Homes--\$1,565.00 per cut
Camo Cutters-----Jacquet Homes--\$495.00 per cut
Camo Cutters-----Shannon Homes--\$495.00 per cut**

**Liberty Landscapes-----Joe Ruffin Homes--\$255.00 per cut
(Liberty noted the site spraying breakdown as well).**

**Motion by: Commissioner Butler
Second by: Commissioner Nicholas**

That the board approve the Awarding of the Lawn Service contracts as noted

(Motion Passed)

2. Resolution #2025-463-Review and Approval to Approve the Agency Credit/Debit Card Policy.

Mr. Robinson explained that the agency did not have a Credit Card for the agency to use for hotel reservations and for certain purchase with companies who don't accept POs. The only credit card the agency have is the Exxon Gas card. A brief discussion was held with the board approving to move forward with applying for a credit card.

Motion by: Commissioner Butler

Second by: Commissioner Girior

That the board approve the application process for the Agency Credit Card.

(Motion Passed)

3. Resolution #2025-464- Review and Approval of the Quotes submitted by Verkada Cameras for Shannon Homes Development

Mr. Robinson presented the final camera quote for the purchase of site cameras for Shannon Homes. The presented quote is in the amount of \$8,645.40. The price was for (2) Cameras with 1-year licensing-\$3,970.80 and 2-Gateways with 1-year licensing-\$4,674.60. The noted camera is for the Shannon Homes.

That the board approve the Verkada Cameras through TRIAD via State Contract for Shannon Homes Development in the amount of \$8,645.40

**Motion by: Commissioner Girior
Second by: Commissioner Nicholas**

(Motion Passed)

VI. Directors Report/Information

1. Financial Report----Mr. Robinson gave out the current balance for each of the agency's account and the Financial for the month of July 2025. Total income for the month was \$186,217.19 with expenses coming in at \$270,299.68. We ended the month with a loss of (\$84,082.49). Mr. Robinson informed the board that the month showed a significant loss due to the audit cost being paid in the month of July in the amount of

\$29,000.00 in addition to paying out any employee who retired at the end of the month. Year to date the agency is still at a plus of \$19,304.17. The variance in the budget stands at (\$6,207.25).

2. Section 8-For the month of July, we paid HAP expenses in the amount of \$24,835.00 with the reserves at \$2,131.80. The administrative reserves are \$34,111.98.

3. Public Housing

Ms. Robinson presented the Public Housing Report for the month of August 2025. **Total units leased for the month of August 2025 is 287 out a total of 293 unit. Total lease up is at 98%.**

- Tenant Repayment Received from tenant who left owing: \$245.00
- 23 Families on the active waiting list.

4. Section 8 Report

Mr. Robinson presented the Section 8 report with actual lease up for the month of August 2025.

- A Total of 49 families receiving Section 8 voucher assistance for the month of August 2025
- 36 families are currently on the Section 8 waiting list

Mr. Robinson stated that he had hired a new Section 8 Manager for the program and that she would be starting work on Monday, August 25, 2025.

Mr. Robinson stated that he had additional items to discuss with the board. The items were presented as follows:

- The agency will have a least (5) move-outs by the end of August due to residents leaving without paying the rent. The uncollected total will need to be written off at the September board meeting.
- The agency will be making a path to the walking trail by Veterans Blvd. for the residents and students to walk on. Mr. Firmin is working on the actual design of the walk-thru and will present the information to the board and the City of Morgan City who is currently removing the trees in the designated location.
- A resident called the City of Morgan City in reference to why cars cannot be parked on Veterans Blvd. Mr. Robinson stated that he spoke with the Mayor and informed him that since he has been at the agency no one was allowed to park on the street due to the high traffic in the area. Mr. Griffin stated that if we wanted to make it mandatory for no parking, we would have to present the request to the City of Morgan City and designate the street area a fire zone. Additional review of this matter is needed.
- Finally, Mr. Robinson informed the board that Attorney Duffy asked him a question was their bus transportation to Morgan City High for the residents who live in Shannon Homes. We were informed that no bus pick up was for the residents in the area because it is 9/10 of a mile from the school. Mr. Robinson stated that the school board transportation coordinator stated that the school board had made a decision this year, due to the shortage of drives and distance from the school that the students would have to walk. Mr. Robinson stated that he contacted one of the school board members to see if this decision could be changed due to the distance of the school for the residents to walk. Mr. Robinson stated that he would be following up on this matter in the days ahead.

Motion by: Commissioner M. Girior
Second by: Commissioner D. Nicholas

That the board approve the Directors Report and Information

VII. Adjournment

It was motioned by Commissioner M. Girior and 2nd by Commissioner D. Nicholas that the meeting be adjourned.

Motion Passed