MINUTES

On the 21st day of October 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 Janie Brashear.

Agenda Item #2 – Review Agenda
The agenda was read by Janie Brashear.

Agenda Item #3 – Roll Call
A roll call for the following members present: Janie Brashear, Ruth Black, Vanessa Romero, and Karen Perez. Absent was David Leonard. Also present was Clarence Robinson, Janice McIntyre, Clarissa Adams, and Todd Smith.

Agenda Item #4 – Opening Prayer
The Lord's Prayer was led by Vanessa Romero.

Agenda Item #5 - Minutes of the September 23, 2025 Regular Meeting
A motion was made to dispense of the reading of the minutes of the September 23, 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 the bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of 9/30/2025 was $717,178.93 and the tenant deposit account balance was $38,350.00. The monthly finance report from HSA was handed out for review. The total income for the month of September was $100,868.69, with expenses at $96,418.34, leaving a profit of $4,450.35. The year-to-date profit is $20,925.38. The operating reserves are $872,542.59. Even though the government shut down is still going on, we still have access to draw our monies out of the loccs system. They had already been obligated before the shutdown.

B. Review & Approve 2026 Operating Budget
Mr. Robinson asked that this item be tabled until next month. We have not received it back from our fee accountant.

C. Review & Approve Pay Request #1 – Sieverding Construction, 2025 RE-Roof Project
A copy of pay request #1 was handed out for review. The pay request today is for $183,045.00. A packet of pictures of the work that was done was also handed out for the commissioners to review. The roofing project went really well. There were a few issues with more damage than was expected. The pay request is in order. The board went into discussion.
A motion was made to accept & approve pay request #1 to Sieverding Construction for the 2025 Re-Roof project in the amount of $183,045.00.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1540

A motion was made to amend the agenda to add the following items under #6.

D. Review & Approve Change Order #1 for the 2025 Re-Roof Project

E. Review & Approve the Certificate of Substantial Completion for the 2025 Re-Roof Project
Motion: Romero
Second: Black
All were in favor.

D. Review & Approve Change Order #1 for the 2025 Re-Roof Project
A copy of the additional work that is need and the reason for the addition of the work and cost was handed out for the commissioners to review & discuss. There were an additional 96 sheets of decking that had to be replaced. There was also 3 layers of additional felt that had to be removed and disposed of. This additional cost for this work is $15,084.80. There were a few buildings that were not included in the project that the contractor was asked to look at. The proposed work that needs to be done on the roofs of these buildings has an additional cost of $4,830.00. The combined cost of the additional work to be included in the change order is $19,914.80. When we receive the final cost of the change order the information will be emailed to the commissioners.

A motion was made to accept Change Order #1 for $15,084.80 for additional work on the project and for $4,830.00 for the work on the additional buildings that were added, for a total of $19,914.80.
Motion: Black
Second: Romero
All were in favor.
RESOLUTION #1541

E. Review & Approve the Certificate of Substantial Completion for the 2025 Re-Roof Project
We would like the commissioners to approve the certificate of substantial completion for the 2025 re-roof project so that the certificate can be filed at the courthouse. After the certificate has been filed we have 45 days to make sure the project was completed correctly. After the 45 days, then we will have to pay the retainage on the project to the contractor. We do have a warranty on the work that was performed.
A motion was made to approve the Certificate of Substantial Completion for the 2025 Re-Roof project.
Motion: Romero
Second: Black
All were in favor.
RESOLUTION #1542

A motion was made to accept and approve the monthly finance report as presented.
Motion: Romero
Second: Perez
All were in favor.

<u>Agenda Item #7 – Director's Report</u>

A. Vacancy Report
The monthly vacancy report was given. There are 2 units vacant that are on forced account. These 2 units are 1 bedroom. There are 16 applicants on the waiting list. Twelve for 1 bedroom, 1 for 2 bedrooms, and 3 for 3 bedrooms. The application process is currently closed.
B. Progress Report on Inter-Agency Work (MCHA)
The monthly progress report was handed out for review. Public housing is at 99% lease up with 289 out of 293 units leased. One unit is in make ready mode with 3 units on

forced account. The public housing waiting list has 5 applicants for 1 bedroom, 7 for 2 bedrooms, 4 for 3 bedrooms and 1 for 4 bedrooms. Section 8 has 48 families being assisted with 36 families on the waiting list. There are no current projects.

A motion was made to accept and approve 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 – November 18, 2025
   The commissioners were reminded of next month's meeting date of November 18, 2025.

Agenda Item #9 – Adjournment

A motion was made to adjourn.
Motion: Romero
Second: Perez
All were in favor.
Meeting adjourned.