MINUTES

On the 23rd day of September 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 – 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: Janie Brashear, Karen Perez, and Vanessa Romero. Absent was David Leonard and Ruth Black. Also, present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 - Minutes of the August 19, 2025 Regular Meeting
A motion was made to dispense of the reading of the minutes of the August 19, 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 8/31/2025 was $693,456.83. The tenant deposit account balance was $37,275.00. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the commissioners. Total income as of 8/31/2025 was $92,427.73, with expenses at $92,063.45. This left a profit of $364.28. The year-to-date profit as of 8/31/2025 was $16,475.03. The operating reserves as of 8/31/2025 was $868,092.24. He also stated that the credit cards from Hancock Whitney have been received.

A motion was made to accept and approve the financial 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 are 4 units vacant and all 4 of these units are on forced account. The waiting list has 20 families. There are 15 for 1-bedroom, 1 for 2-bedrooms, and 4 for 3-bedrooms. The application process is currently closed.

B. Review & Approve Write Off of John Deere Mower
A list with the model and serial numbers of the mower was handed out for review to be written off. The mower is a Z920M mower. We don't want to spend any mower money on having it fixed. It doesn't work. The board went into discussion.
A motion was made to write off the John Deere Mower, Model #Z920MS4, Serial #1TC920MVLGT041107.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1536

C. Review & Approve Write Off of Appliances
A list of 1 – Kenmore refrigerator and 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 refrigerator and 1 – Kenmore Stove.
Refrigerator: Kenmore, Model #253.60412411, Serial #BA52520055, Unit #112
Stove: Kenmore, Model #362.61021890, Serial #OD100121P, Unit #105
Motion: Romero
Second: Perez
All were in favor.
RESOLUTON #1537

D. Review & Approve Bids for Purchase of Appliances
Bids were received for the purchase of 5 – 18 cu ft refrigerators and 2 – 30" gas electric igniter stoves. Bids are as follows:

Refrigerators 5 -	Tiger Island - $662.50	Coburn's - $644.45
Stoves 2 -	Tiger Island - $619.00	Coburn's - $648.89

The board went into discussion.
A motion was made to purchase the 5 refrigerators from Coburn's at $644.45 each and the 2 stoves from Tiger Island at $619.00 each.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1538

E. Review & Approve Renewal of CD – Hancock Whitney
We received information of CD # ending in 4877, balance of $14,464.02. The maturity date is 9/6/25. The commissioners were emailed the information. The meeting is not until 9/23/25. Mr. Robinson contacted the bank and they can renew it at 3.00 %. Our current rate is 2.50%. The commissioners voted thru email. We would like a motion so that we can attach a resolution.
A motion was made to renew the CD at a rate of 3% with Hancock Whitney as per the votes that were emailed.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1539

F. Progress Report on Inter-Agency Work (MCHA)
Mr. Robinson handed out the monthly progress report and reviewed the information with the board. Public housing is currently at 98% lease up with 288 out of 293 units leased. There are 3 units in make ready mode and 2 units undergoing forced account. Public housing waiting list has 15 families for 1-bedroom, 8 for 2-bedrooms, 7 for 3-bedrooms and 1 for 4-bedrooms. Section 8 has 48 families being assisted and 36 families on the waiting list. Rock Enterprise will be completing the 1 unit under the modernization contract this week. They will be transferring a current resident to the remodeled unit. MCHA received a donation from Jones Funeral Home in the amount of $500.00 for school supplies. The monies will be used to purchase school uniforms for residents in need. They will receive a voucher to go to Skippers to purchase the uniform and or a sweater if needed. The high school residents who reside in Shannon Homes now have bus transportation to school.

A motion was made to accept & 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 – October 21, 2025
   The commissioners were reminded of next month's meeting date of October 21, 2025.

Agenda Item # 9 – Adjournment

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