

MINUTES

On the 20th day of January 2026 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: Ruth Black, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard. Also present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the December 16, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the December 16, 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 12/31/25 was \$783,174.26 and the tenant deposit account balance was \$38,150.00. Mr. Robinson stated that there are no monthly finances from HSA due to the accountants trying to close out the fiscal year.

B. Review & Approve Direct Deposit Payments for Vendors – Minimum \$500 & Above

The commissioners were emailed a copy of the Direct Deposit/Direct Debit Policy to review. We are wanting to approve this policy due to having some issues in paying certain vendors. One issue is checks getting lost in the mail and having to stop payment

and re-issue checks. Also, on large contracts, we are having to send checks certified and this is an extra cost on the housing authority. If approved the vendors would have to fill out an electronic deposit agreement form with their bank account information. Our current system is set up to do the direct deposit payment for the vendors. When the direct deposits are done, there is a register that can be printed out so that the direct deposit payments can be seen and tracked. The board went into discussion.

A motion was made to accept and approve the direct deposit payment policy for vendors with a minimum of \$500 and above.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1556

C. Review CD Renewal – Patterson State Bank

CD #603000431 information of renewal was received on 12/29/25. This was automatically renewed for 12 months at a rate of 4.6%. The current balance is \$16,697.00. This is for informational purposes due to the automatic renewal.

A motion was made to accept and approve the renewal of CD #603000431 for 12 months at a rate of 4.6% with a balance of \$16,697.00.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1557

D. Review & Approval of Purchase of Site Cameras

Included in the commissioner's packets was a bid from TRIAD for the purchase of site cameras. We are requesting the purchase of 3 cameras. This is under state contract so we do not have to get bids. The total price of the cameras is \$13,194.90. These funds will come out of the CFP program. The fire chief in Berwick, Jody Acosta, will install the cameras for us at no cost. The cameras will be installed at the corner of 6th Street and Fortin, 4th Street, and River Road. Later we will get some cameras for other locations. Mr. Robinson had a meeting with Police Chief J P Henry, voicing concerns of the housing authority. Once the cameras are installed, the police will have access to the cameras if they need to verify any information that may be on the cameras.

A motion was made to accept and approve the purchase of site cameras from TRIAD for \$13,194.90.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1558

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 3 units vacant and all are on forced account. There include 2 – 1 bedroom and 1 – 2 bedrooms. There are 24 applicants on the waiting list. The list includes 8 for 1-bedroom 4 for 2-bedrooms, and 12 for 3-bedrooms. The application process is currently closed.

B. Review & Approve 2026 Mileage Rate

The 2026 mileage rate was handed out for review. The new rate for 2026 is 72.5 cents per mile, up 2.5 cents from last year. The board went into discussion.

A motion was made to accept and approve the 2026 mileage rate of 72.5 cents per mile.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1559

C. Review & Approve 2026 Per Diem Rate

The 2026 per diem rate for Louisiana was handed out for review. The board went into discussion.

A motion was made to accept and approve the 2026 per diem rate as presented.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1560

D. Review & Approve Write Off of Tenant Balance Left Owed

The tenant balance information was in the commissioner's packet. The tenant (Jordan Gray) left owing \$400.02. The board went into discussion.

A motion was made to write off the balance left owed by Jordan Gray for the amount of \$400.02.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1561

E. Review & Approve Write Off of Appliances

A list of 3 refrigerators to be written off was included in the packets. The commissioners reviewed the information and went into discussion.

1. Kenmore, Model #253.6880215, Serial #BA20401080, Unit #50
2. Kenmore, Model #253.60412411, Serial #BA52533447, Unit #11
3. Galaxy, Model #253.63702202, Serial #BA34021654, Unit #29

A motion was made to write off 2 Kenmore and 1 Galaxy refrigerator as listed.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1562

F. Review & Approve Appliance Bids

Bids were requested for the purchase of 5 Refrigerators and 5 Stoves. Bids were received as follows:

Refrigerators: Tiger Island - \$649.00 each

Coburn's - \$644.45 each

Stoves: Tiger Island - \$619.00

Coburn's - \$634.79

The board went into discussion.

A motion was made to purchase 5 refrigerators and 5 stoves from Tiger Island as per the bid.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1563

G. Review & Approve Flat Rents for 2026

A copy of the proposed flat rents for 2026 was included in the commissioner's packets.

The 2026 proposed flat rents are as follows:

<u>Bedroom</u>	<u>2026</u>	<u>2025</u>	<u>Difference</u>
0	\$534	\$575	- \$41
1	\$536	\$579	- \$43
2	\$713	\$768	- \$55
3	\$943	\$1009	- \$66
4	\$1150	\$1250	- \$100

The commissioners went into discussion.

A motion was made to accept and approve the 2026 flat rents as presented.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTON #1564

H. Review & Approve Utility Allowance

A copy of the proposed utility allowance was included in the packets. The utility allowance was last updated in 2021. These figures are figured out in the formula calculating a tenants rent. This will give them an additional credit for the utility allowance.

Zero bedroom	\$40
One Bedroom	\$42
Two Bedroom	\$44
Three Bedroom	\$52
Four Bedroom	\$60

The commissioners went into discussion.

A motion was made to accept and approve the utility allowance update as presented.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1565

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

The monthly progress report was handed out for review. The lease up for public housing is at 98% with 286 units leased out of 293. There are 4 units in make ready mode and 3 units on forced account. The waiting list has 6 applicants for 1-bedroom, 5 for 2-bedrooms, 13 for 3-bedrooms and 1 for 4-bedrooms. The application process is closed. Section 8 has 48 families being assisted and 36 families on the waiting list. The agency's 2024-2025 fiscal year audit has begun. The audit is being conducted by APRIO of Birmingham, Alabama.

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

The commissioners were reminded that this is a new year and they need to do their ethics course.

B. Reminder for Next Month's Meeting – February 24, 2026

The meeting date was changed due to the 17th being Mardi Gras Holiday.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.