

MINUTES

On the 16th day of December 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.

A motion was made to amend the agenda to add the following:

6. C – A CD renewal for Patterson State Bank

7. B – Will be tabled until Next Month

Motion: Romero

Second: Perez

All were in favor.

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: Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard and Ruth Black. Also present was Clarence Robinson, Janice McIntyre, Clarissa Adams, and Todd Smith.

Agenda Item #5 – Minutes of the November 18, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the November 18, 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 11/30/25 was \$755,340.25 and the tenant deposit account balance was \$37,950.00. Mr. Robinson handed out the monthly finance report from HSA as of 11/30/25. The total income was \$91,739.46, with expenses at \$94,349.11. This left a loss of \$2,609.65. The YTD profit is at \$21,037.87. The operating reserves are \$872,655.08. We have been using a lot of the CFP funds for the projects that have been done. All finances are in order.

B. Review & Approve Final Payment to Sieverding Construction – Roofing Project

A copy of the final payment for the retainage to Sieverding Construction was handed out for review & approval. The amount is \$23,329.78. The final documents have been logged at the courthouse for the completion of the project. The board went into discussion.

A motion was made to accept and approve the final payment for the retainage held on the roofing project in the amount of \$23,329.78 to Sieverding Construction.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1550

C. Review & Approve CD Renewal – Hancock Whitney

A copy of the CD that was up for renewal on 11/30/25 was handed out for review. CD ending in acct. #6121 for \$15,285.02 matured on 11/30/25 with an automatic renewal at 12 months at an interest rate of 2.50% and APY @2.53%.

A motion was made to accept & approve the automatic renewal of CD ending in acct. #6121 @ 12-month term @2.50 interest rate w/2.53% APY with a new maturity date of 11/30/26.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTON #1551

Review & Approve CD Renewal – Patterson State Bank

CD #603000432 is up for renewal on 12/19/25. The current rate is 2.0000%. The balance is \$14,700.87, with a maturity balance at \$14,848.28. The CD will automatically renew on 12/19/25 at which time we will know the rate. Mr. Robinson stated that he will contact PSB to see about the rates and will email the commissioners with the information. (He contacted the bank and they stated that the rate will either be 3.68 or 3.73 for 12 months. The bank will email him with the information and Mrs. Brashear will have to go to the Berwick Branch and sign.)

A motion was made to allow Mr. Robinson to follow up on CD #603000432, giving him permission to renew and he will email the commissioners with the new rates once it has renewed.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1552

A motion was made to accept 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 on forced account. They consist of 2 – 1 bedroom, 1 – 2 bedrooms and 1 – 3 bedrooms. There are 16 applicants on the waiting list. Eight for 1 bedroom, one for 2 bedrooms, and seven for 3-bedrooms. Three-bedroom applications were taken today and 2-bedroom applications will be taken on Thursday.

B. Review & Approve Flat Rents – 2026

This item was tabled until next month.

C. Re-Appointment of Commissioner

At the December 9th Town of Berwick meeting, Mayor Duval Arthur re-appointed Mrs. Janie Brashear to the BHA board of commissioners. Her new term will expire on December 31, 2029.

A motion was made to accept the re-appointment of Janie Brashear to the board of commissioners.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTON #1553

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

A tenant was evicted and left owing a balance of \$631.33. The information was handed out for review. The board went into discussion.

A motion was made to accept and approve the write off of the balance left owed by Jasmine Guidry in the amount of \$631.33.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1554

E. Review & Approve Write Off of Appliance

A list of one refrigerator was handed out for review to be written off. The board went into discussion.

A motion was made to write off the Kenmore refrigerator from Unit #77.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1555

F. 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 284 out of 293 units leased. There are 6 units in make ready mode and 3 units on forced account. Public housing has 19 applicants on the waiting list. Section 8 has 48 families being assisted with 36 families on the waiting list.

Mr. Robinson will be attending the City of Morgan City's council meeting tonight to present the PILOT tax check for the fiscal year 2025 in the amount of \$64,033.00

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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 – January 20, 2026

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.