

MINUTES

On the 18th day of November 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 David Leonard.

Agenda Item #2 – Review Agenda

The agenda was read by David Leonard.

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

Agenda Item #5 – Minutes of the October 21, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the October 21, 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 10/31/2025 was \$723,222.84 and the tenant deposit account balance was \$38,050.00. There was no monthly finance report from HSA.

B. Review & Approve 2026 Operating Budget

A copy of the 2026 Operating budget was emailed to the commissioners for review. Mr. Robinson handed out a copy of the budget and reviewed the information with the commissioners. The point system shows a 25 out of 25. The expendable months is predicted at 9.99 months for 2026. Total operating budget income for 2026 is predicted

at \$573,500, with operating subsidy at \$283,380. This brings the estimated budgeted income for 2026 at \$1,152,413. The total expenses are estimated at \$1,026,452 ending with a surplus of \$120,962.

A motion was made to accept and approve the 2026 Operating budget.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTOIN #1543

C. Review & Approve Payment for Closeout Change Order for Roofing Project

At the meeting last month, this was brought up and a motion was made to pre-approve the change order. A copy of the change order closeout was handed out for the commissioners to review. We wanted the commissioners to see the actual document and the amount of \$19,914.80. The 45 days hold on the retainage was started when this paperwork was signed. The 45 days should be up sometimes in December.

A motion was made to accept the closeout change order for the roofing project in the amount of \$19,914.80.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTON #1544

D. Review & Approve CD Renewal – Hancock Whitney

A copy of the CD ending in 4166, was handed out for review. The current balance is \$35,416.30. This CD was up for an automatic renewal on 11/11/2025 for an 8-month term at 3.11% interest rate with the next renewal on 7/11/26. The board went into discussion.

Let the record reflect that Ruth Black is now present.

A motion was made to accept & approve the CD ending in 4166 for \$35,416.30 for an 8-month term at 3.11% interest rate with Hancock Whitney.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1545

E. Review & Adopt Town of Berwick's Water & Sewer Rates

At the October 14, 2025 meeting, the TOB council approved the new water & sewer rates. A copy of the ordinance was handed out for the commissioners to review. We wanted the board to be aware of the rate increases. We are subsidized to help pay for

the utilities due to the residents not paying for water & sewer. This will affect the budget because the new rates were not included. We also wanted this documented. A motion was made to accept and adopt the Town of Berwick's water and sewer rates.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1546

A motion was made to accept the finance 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 2 units on forced account. There are 13 names on the waiting list. It consists of 8 for 1 bedroom, 1 for 2-bedrooms, and 4 for 3 – bedrooms. The application process is currently closed.

B. Review & Approve Write Off of Tenant Balances

A list of 2 tenants that moved out and left owing money was handed out for review to be written off. They are Tikiwia Wallace for \$1,059.10 and Ashley Polkey for \$714.15. The total balance to be written off is \$1,773.25. The board went into discussion.

A motion was made to write off the 2 balances left owed for a total of \$1,773.25.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1547

C. Review & Approve write off of Appliances

A list of 1 refrigerator and 1 stove was handed out for review to be written off. The commissioners went into discussion.

A motion was made to write off 1 Galaxy refrigerator and 1 Kenmore stove.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1548

D. Review & Approve 2026 Board Meeting Calendar

The 2026 board meeting calendar was handed out for review to be approved. The board went into discussion.

A motion was made to approve the board meeting calendar for 2026.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1549

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

The monthly report was handed out and Mr. Robinson reviewed the information. Public housing is at 97% lease up with 285 out of 293 units leased. Three units are in make ready mode and 5 units are on forced account. The public housing waiting list has 4 applicants for 1 bedroom, 4 for 2-bedrooms, 4 for 3-bedrooms and 1 for 4-bedrooms. They will be taking applications tomorrow. Section 8 has 48 families being assisted with 36 families on the waiting list. One senior resident is currently on the port out to Houston Housing Authority. The current projects consist of following up on inspection workorders from April 2025 for NSPIRE corrections and unit turnaround.

Mr. Robinson also informed the commissioners that Berwick Housing will be having their NSPIRE inspection on December 1, 2025.

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

Mr. Leonard informed the board that he is retiring as chief of police but he would like to remain on the housing authority board of commissioners, if that was ok with the rest of the board and the housing authority staff. All was in agreeance that they would welcome him to stay on as commissioner.

B. Meeting Reminder for Next Month – December 16, 2025

The board was reminded of next month's meeting date of December 16, 2025.

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Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.