

## MINUTES

On the 17<sup>th</sup> day of March 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: Janie Brashear, Vanessa Romero, Karen Perez and Ruth Black. Absent was David Leonard. Also present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

### Agenda Item #5 – Minutes of the January 20, 2026 Regular Meeting

A motion was made to dispense of the reading of the minutes of the January 20, 2026 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Perez

All were in favor.

Since there was no meeting in February due to a lack of quorum, the Commissioners had the packets for the February meeting and the March Meeting.

### 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 2/28/2026 was \$900,190.62 and the tenant deposit account balance was \$38,450.00. Mr. Robinson handed out the financial report for January and February from HSA. Total income for January was \$88,669.51, with expenses at \$77,086.91, leaving a profit of \$11,582.60. February income was \$87,906.54, with expenses at \$99,837.34, leaving a loss

of \$11,930.80. Operating reserves as of January 31, 2026 was \$842,824.77 and as of February 28, 2026 was \$830,893.97. We are still using monies out of the CFP funds to pay for the units that are on forced account and being remodeled.

B. Review & Approve Bid for Surveillance Camera's for Office

A bid was handed out for review to be approved to purchase 3 cameras, wall mounts, and 1 year license. The bid is from Triad. They are on state contract. The bid is for \$5,067.90. These camera's will be used at the office. The board went into discussion. Mr. Robinson informed the board that the camera's they approved in January for the site have come in and will be installed tomorrow.

A motion was made to accept and approve the bid from Triad for the purchase of 3 cameras for a total price of \$5,067.90.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1566**

C. Review & Approve 2025 Audit Procedures

A copy of the audit procedures from Ericksen Krentel was handed out for review. This document was signed by David and Clarence at the end of January and we haven't had a meeting yet to assign a resolution number for the record. This document outlines the procedures that the auditor will perform while doing our 2025 audit.

A motion was made to accept and approve the 2025 audit procedures from Ericksen Krentel as presented.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1567**

D. Review & Approve Engagement Letter with Ericksen Krentel, LLP for 2025 Audit

The engagement letter from Ericksen Krentel was handed out for review. This was signed by David and Clarence at the end of January. This letter confirms that they will perform the audit. The document needs a resolution number assigned and we haven't had a meeting since, to assign the resolution number.

A motion was made to approve the engagement letter with Ericksen Krentel, LLP for the 2025 audit.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1568**

A motion was made to accept and approve the financial report as presented.

Motion: Romero

Second: Black

All were in favor.

**Agenda Item #7 – Director’s Report**

A. Vacancy Report

The monthly vacancy report was given. There are 3 units vacant. They consist of 2 – 1 bedroom, and 1 – 0 bedroom. There are 19 applicants on the waiting list. There are 4 for 1 bedroom, 10 for 2 bedrooms, and 5 for 3 bedrooms. The application process is currently closed. We will be taking applications for 1 bedroom on Friday, March 20, 2026 from 8 am to 3 pm.

B. Review & Approve Write Off of Appliances

A list of appliances was handed out for review to be written off. The list consists of 2 refrigerators and 2 stoves. The board went into discussion.

A motion was made to write off 2 refrigerators, from Units #32 & #72, and 2 stoves from Units #9 & #18 as listed.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1569**

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

A tenant moved out and left owing a balance of \$1366.00. This was due to the tenant not reporting that they had started receiving Social Security benefits.

A motion was made to write off the balance of \$1,366.00 left owed by Brenda St. John.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1570**

D. Review & Approve 2026 Annual Agency Plan

On January 13, 2026, we had a public hearing to review the annual plan with Mr. Firmin. He went over the items included in the 2026 annual plan. We will continue with the plan to use small modernization contracts to focus on specific interior items with excessive wear such as flooring, cabinets and painting. A copy was handed out for review.

A motion was made to accept and approve the 2026 Annual Agency Plan as presented.

Motion: Romero

Second: Perez

All were in favor.

**RESOLUTION #1571**

E. Review & Approve 2026-2030 CFP 5 Year Action Plan

On January 13, 2026, we had a public hearing to review the 2026-2030 CFP 5-year action plan. This plan gives an outline of the 5-year CFP program and a diagram on how the CFP funds can be spent. A copy was handed out for review and discussion.

A motion was made to accept and approve the 2026-2030 CFP 5 Year action plan as presented.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1572**

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

The monthly progress report was handed out for review. Mr. Robinson reviewed the information with the board. Public Housing is at 98% lease up with 288 out of 293 unit leased. They have 3 units in make ready mode and 2 units undergoing forced account. Section 8 has 48 families being assisted with 36 families on the waiting list. APRIO has completed the audit and next month they should receive the 2024-2025 audit report.

G. Executive Session – ED’s Evaluation

A motion was made to go into executive session to discuss the ED’s evaluation.

Motion: Romero

Second: Perez

All were in favor.

The board went into executive session.

A motion was made to come out of executive session from the discussion of the ED’s evaluation.

Motion: Black

Second: Perez

All were in favor.

The board discussed the ED’S evaluation while they were in executive session.

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's Meeting – April 21, 2026

The board was reminded of next month's meeting date.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.