

MINUTES

On the 26th day of May, 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: Vanessa Romero, Karen Perez, and Janie Brashear. Absent was David Leonard and Ruth Black. Also present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the April 21, 2026 Regular Meeting

A motion was made to dispense of the reading of the minutes of the April 21, 2026 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 operating account balance as of 4/30/2026 was \$670,206.70 and the tenant deposit account balance was \$38,050.00. The checks were on the table for review. We haven't received the monthly finance report from HSA. Mr. Robinson will review the report when he receives it and he will email a copy to the commissioners for their reference. The audit is unofficially complete. A draft copy was sent for Mr. Robinson to review. Mr. Robinson and Mrs. Brashear signed off on the draft copies of the Audit and the Audit Agreed Upon Procedures that were sent by the

auditors. The completed official audit will be presented by the auditors at the June board meeting.

A motion was made to accept and approve the monthly 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 4 units vacant. Three of the units are on forced account. The vacancies consist of 1 – 1 bedroom and 3 – 3 bedrooms. There are 18 applicants on the waiting list. It consists of 13 for 1 bedroom, 2 for 2 bedrooms, and 3 for 3 bedrooms. The application process is closed.

B. Review & Approve 2026 Income Limits

A copy of the 2026 Income limits was handed out for review and approval. These limits are put into the rental program. The board went into discussion.

A motion was made to accept and approve the income limits as presented for 2026.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1578

C. Review & Approve Write Off of Appliances

A list of 3 Kenmore refrigerators and 2 Kenmore stoves were handed out for review to be written off. The board went into discussion.

REFRIGERATORS:

1. Kenmore, Model #253.60022611, Serial #BA74313328, Unit #57
2. Kenmore, Model #253.6880201A, Serial #BA32711801, Unit #20
3. Kenmore, Model #253.60412410, Serial #BA43808976, Unit #25

STOVES:

1. Kenmore, Model #790.60721900, Serial #VF9495541, Unit #23
2. Kenmore, Model #790.70271404, Serial #VF22517903, Unit #83

A motion was made to write off 3 Kenmore refrigerators and 2 Kenmore stoves as presented.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1579

D. Review & Approve Write Off of Tenant Balances

A list of tenants and their balances left owed was handed out for review & approval to be written off. There are 4 tenants that left owing \$1,811.43

1. Sabrina Fontenot	\$553.00
2. Kayla McNeely	\$123.06
3. Kimberly Toups	\$701.00
4. Tyresha Dugar	\$434.37

A motion was made to write off the balances left owed by the 4 tenants for a total of \$1,811.43.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1580

E. Progress Report on Inter-Agency Work MCHA)

Mr. Robinson handed out the monthly progress report on the inter-agency work with MCHA and reviewed the information with the board. Public Housing is at 98% lease up with 288 out of 293 units leased. There is 1 unit in make ready mode and 4 units on forced account. The waiting list has 11 applicants for 1 bedroom, 12 for 2 bedrooms, and 5 for 3 bedrooms. Section 8 has 45 families being assisted in Morgan City. Three families ported out to Houma, Raceland, and Houston, Texas. There are 36 families on the waiting list.

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

Mr. Robinson stated that while he was at the Town of Berwick's May monthly meeting presenting the PILOT Tax check, Mayor Arthur announced that he will be appointing Chief J P Henry to the board of Commissioners to replace David Leonard. Mayor Arthur will put this on the agenda for the June Meeting to make it official.

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B. Meeting Reminder for Next Month – June 23, 2026

The commissioners were reminded of next month's meeting on June 23, 2026.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.