MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday, November 15, 2021, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Dennis Goodenough, Loren Fitzgerald, and Ellen Russell.

Board Members absent: None.

Others present: John Wright, Rick Duzick and Pam Payne. There were no Public present on Zoom or the phone.

1. OPENING
	1. The Chairman called the meeting to order Mr. Wilcox
	2. The Secretary called the roll Mr. Fitzgerald
	3. Approval of the September, 2021 meeting minutes Mr. Wilcox

The September 2021 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough, second by Shawn Wolfinger, all in favor, motion carried.

* 1. Approval of the September and October 2021 bills Mr. Wilcox

The September and October 2021 bills were approved as paid. Motion by Loren Fitzgerald, second by Dennis Goodenough, all in favor, motion carried.

* 1. There were not any public questions or comments.
1. ITEMS OF DISCUSSION
	1. Personnel Mr. Wright
		1. Mr. Wright reiterated the need for the Board to continue the discussion on Executive level personnel replacement for future positions at the PCHA. Mr. Goodenough stated that he has been in contact with Deb Thompson, a Personnel Facilitator. He hopes to have her meet with the Board to give some guidance on the hiring process.
		2. None
	2. General Administration Mr. Wright
		1. Mr. Wright updated the Board on the ongoing discussion he has had with PA State Representatives pertaining to the release of a lien and sale of the 7th St. Building. The process is still ongoing at this time.

2.3. Business and Finance……………………………………………….Mr. Wright/Mr. Duzick

* + 1. 2.3.1. Mr. Duzick updated the Board on the communication he has had with Barnes Saly, LLC pertaining to the fiscal year 2021 audit. The Auditor has given a tentative date of early December 2021 to start the audit. The PCHA financial staff will be forwarding data to the Auditor for review.

2.3.2. Mr. Duzick stated that the agency has submitted an audit response letter to the HUD Office in Pittsburgh. They have submitted answers to questions posed by the HUD office pertaining to fiscal year 20 audit. The Pittsburgh Office has not responded as of yet with an acceptance letter or request for more information.

2.3.3. Mr. Duzick discussed additional requirements and costs associated with the elevator improvement project at Honeoye Haven. After discussion with the Board, they have decided to have the initial non-proprietary repair work done (L&I) required, instead of a complete overall upgrade at this time. Right Elevator Company’s bid was approved in the September 2021 meeting for a cost of $19,500 to complete the required work. The tentative down time of the elevator will be between 4 and 5 days. Tenant access to their apartments or offsite housing will be facilitated by the PCHA.

2.3.4. The PCHA did not enter into an Executive Session pertaining to Personnel.

3. OTHER BUSINESS…...Mr. Wilcox/Mr. Wright/Mr. Duzick

 3.1.1. Mr. Duzick discussed bids received for exterior door replacement at the Honeoye Haven project. Western NY Glass submitted a bid for 6 aluminum and one steel door for tear out and replacement, along with labor for $20904.48. Resolution# 21-11-02H was motioned by Shawn Wolfinger and seconded by Dennis Goodenough. All were in favor, none opposed. Resolution passed.

 3.1.2. Mr. Wright discussed the age and use of the current washers and dryers at our complexes. The Agency currently is paid a commission by CSC Service works for leases at each property. PCHA would like to buy our own machines and collect all income from the washer and dryer use. A motion was offered by Dennis Goodenough and seconded by Shawn Wolfinger for Mr. Wright to explore the cost and installation of comparable Speed Queen Coin operated machines for all projects.

 3.1.3. Mr. Duzick discussed the snow plow bids received for the 2021-22 plowing season. The following plowing/salting vendors were approved for the current season: Redwood Village-G. Brumbach- per plow-$85—per salt-$40—combined--$125, sidewalk shoveling/salting--$18/hr.; Honeoye Haven- C. Bickel- snow/salt/sidewalks-$25 per hour; Ulysses Family- J. Doxzen-$135 per plow--$95 per salt—combined-$170, sidewalks- $35/per man per hr. Resolution#21-11-01H was offered by ShawnWolfinger and seconded by Loren Fitzgerald, all were in favor, none opposed. Resolution passed.

4. CLOSING

 4.1. Motion for adjournment Mr. Wilcox

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough, to adjourn the meeting at 4:35 pm. All were in favor.

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Loren Fitzgerald, Secretary