

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday April 17, 2023, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright and Rick Duzick.

1. OPENING

1.1.The Vice-Chairman called the meeting to order..... Mr. Wolfinger

1.2.The Secretary called the roll ..... Mr. Fitzgerald

1.3.Approval of the March, 2023 regular monthly meeting minutes..... Mr. Wolfinger

The March 2023 regular monthly meeting minutes were approved as submitted. Motion by Ellen Russell and second by Dennis Goodenough. All were in favor, motion carried.

1.4.Approval of the March 2023 bills..... Mr. Wolfinger

The March 2023 bills were approved as paid. Motion by Dennis Goodenough, second by Ellen Russell. All were in favor, motion carried.

1.5.There were not any public questions or comments and no phone contacts.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright stated that the agency is reviewing training offered by Nan McKay and HUD pertaining to SH& FHEO subject matter. All personnel will be trained in the respected areas. He also stated that Daniel Weidner will be hired as a Maintenance Laborer for a probationary period of 6 months. The position could become regular status and the starting wage is \$16.50 per hour. The Board approved a motion offered by Dennis Goodenough and a second by Ellen Russell to increase Mark Tubbs hourly wage by \$2.00 an hour effective 4/17/23, after discussion with Mr. Wright. All were in favor. None opposed.

2.2.General Administration..... Mr. Wright

2.2.1. Mr. Wright and Mr. Duzick gave an overview of the REAC inspection completed on April 3 for Redwood Village and April 10, 2023 for Freeman House. All documents were completed and submitted to HUD as required, and both projects had passing scores.

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

2.3.1. Mr. Duzick stated that the PCHA accepted the emergency audit bid by Polcari & CO for fiscal year 2022. The bid amount was \$18,200 and the company will be able to start the process shortly after approval for an extension is given by HUD. The Authority will continue to work with both auditing firms to complete the single audit process.

3. OTHER BUSINESS.....Mr. Wolfinger/Mr. Wright/Mr. Duzick

3.1.1. Mr. Wright discussed the continuing process of developing a succession plan with Strategy Solutions. He stated that Deb Thompson will continue to work with the Administrative staff to edit and complete the employee handbooks for the Board to review. The process is continuing smoothly.

3.1.2. Mr. Duzick stated that the PA L&I repairs at the elevator at Honeoye Haven have been completed at this time. The elevator is operational and has been inspected by the PA Dept. of Labor.

3.1.3. Mr. Duzick reviewed the mowing bids received for PCHA housing projects and properties for the period of April to October 2023 and April to October 2024. Resolution# 2023-04-01HO was submitted for approval. A motion was offered by Ellen Russell and a second by Loren Fitzgerald to accept the mowing bids as submitted. All were in favor. None opposed. Bids were accepted for mowing for: Freeman House, Redwood Village, Honeoye Haven, Ulysses Family, ASCS and PCHA lot # 1.

4. CLOSING

4.1. Motion for adjournment..... Mr. Wolfinger

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough to adjourn the meeting at 5:49 pm. All were in favor.

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Loren Fitzgerald, Secretary