

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday April 14, 2025, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Loren Fitzgerald and Ron Rapp.

Board Members absent: Jason Fourness.

Others present: Rick Duzick and Dawn Gee.

1. OPENING

1.1.The Chairman called the meeting to order..... Mr. Wilcox

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

1.3.Approval of the March, 2025 Regular meeting minutes.....Mr. Wilcox

The March, 2025 Regular meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Loren Fitzgerald. All were in favor, motion carried.

1.4. Approval of the March, 2025 Bills.....Mr. Wilcox

The March, 2025 bills were approved as paid. Motion by Loren Fitzgerald, second by Ron Rapp. All were in favor, motion carried.

1.5. There was not any comments from the public.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Duzick

2.1.1. Personnel matters were discussed in Executive Session.

2.2.General Administration..... Mr. Wilcox/Mr. Duzick/Staff

2.2.1. Mr. Duzick stated that the PCCD (SOILS) updated lease was signed by the Soils Administration. Our Board will sign the lease and it will go into effect on June 1, 2025. The lease was approved by the Board in April, 2025.

2.2.2. Mr. Duzick discussed the draft version of our 5-year plan. He requested that the Board approve the plan and submission to HUD. A motion was offered by Loren Fitzgerald and a second by Shawn Wolfinger to submit the approved plan to HUD. All were in favor. None were opposed. Motion passed.

2.2.3. Mr. Duzick stated that he met with the Director of the Potter County Veterans Affairs Department and Habitat for Humanity to review a possible site for housing for homeless Veterans in Potter County. After review of the site and discussion with each group it was decided that the building and location were not the right site at this time for homeless veteran housing use.

2.3. Business and Finance.....Mr. Duzick

2.3.1. Mr. Duzick stated that the 2024 audit that was submitted to the HUD REAC and Federal Audit Clearinghouse sites was approved.

2.3.2. Mr. Duzick gave an overview of several housing software packages reviewed by the Agency. After a comprehensive review of all programs, PHA-WEB was selected at a price of \$27,853. A motion was made by Loren Fitzgerald and a second by Shawn Wolfinger to accept the housing software selection as stated in Resolution# 2025-04-02-HA. All were in favor. None opposed.

2.3.3. Mr. Duzick informed the Board that the 2025-26 mowing bids were selected for approval by the Board. The following vendors were approved for a per mow cost for the 2025 and 2026 mowing seasons: Chris Williams- Freeman House-25-\$60; 26-\$60; Freeman House Garden- 25-\$40; 26-\$40; ASCS Office- 25-\$33; 26- \$35; Coudersport Lot #1- 25- \$34; 26- \$34; Benn Troutman- Coudersport Lot #2- 25-\$45; 26- \$45; William Williammee-Redwood- 25- \$185; 26- \$185; Ulysses family- 25- \$165; 26- \$165; Chris Bickel- Honeoye Haven- 25- \$80; 26- \$80. Resolution 2025-04-01-HA was offered for approval. A motion was made by Ron Rapp and a second by Shawn Wolfinger to accept the bids as listed. The motion was approved. None opposed.

2.3.4. Mr. Duzick stated that the Agency was in discussion with Marco Office Supply Co. pertaining to our copier maintenance contract. The Board will be advised on its completion.

2.3.5. Mr. Duzick stated that the Agency will contact potential tree felling vendors to receive an emergency quote to remove the large pine tree which had fallen on our Route 6 property due to high winds from a storm in March 2025.

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

3.1.1. An Executive Session was held from 4:38 p.m. to 4:55 p.m. The discussion was related to Personnel and Real Estate issues. There were not any decisions made upon exit from the Executive Session.

3.1.2. There was not any other business.

4. CLOSING

4.1. Motion for adjournment.....Mr. Wilcox

There being no further business, Loren Fitzgerald made a motion and a second by Shawn Wolfinger to adjourn the meeting at 4:56 pm. All were in favor.

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Loren Fitzgerald, Secretary