

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday August 21, 2023, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright and Rick Duzick.

1. OPENING

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

1.2.The Secretary called the roll Mr. Fitzgerald

1.3.Approval of the June, 2023 Regular and Special meeting minutes.....Mr. Wilcox

The June, 2023 Regular and Special 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 June and July, 2023 Bills.....Mr. Wilcox

The June and July, 2023 bills were approved as paid. Motion by Dennis Goodenough, second by Shawn Wolfinger. 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 he has been in continued discussion with Deb Thompson of Strategy Solutions for an update on completion of the Succession Plan. Board Member- Mr. Goodenough stated that in his discussion with Ms. Thompson that the plan was completed. Discussion will be ongoing to as to when the Succession Plan documents will be received by the Authority.

2.1.2. Mr. Wright and Mr. Duzick stated that Dan Weidner has taken and passed the Inspector training for the Housing voucher program. His training will continue as HUD offers courses for the new inspection protocol Inspire.

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

2.2.1. Mr. Duzick stated that the PCHA and our Architect are continuing the development of the flooring project bid specs for Freeman House and Honeoye Haven projects.

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

2.3.1. Mr. Duzick stated that the firm of Polcari & Co is tentatively expecting to start our Fiscal year 2022 single audit onsite during the week of November 6- 10, 2023. The Agency has continued to forward financial documents and complete any requests of the Auditing firm to meet this scheduled deadline.

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

3.1.1. Mr. Wright stated that the Executive Session would not be necessary at this time as related to the review of our ongoing issue with the Coudersport Area Municipal Authority.

3.1.2. Mr. Wright discussed the notification from DEP as associated with the Tractor Supply lot and surrounding area. DEP will take some sample wells in the area to try and pinpoint the source of prior year contamination. As stated PCHA does not have any responsibility as to how the original source material was placed on the site.

4. CLOSING

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

There being no further business, Shawn Wolfinger made a motion and a second by Loren Fitzgerald to adjourn the meeting at 4:30 pm. All were in favor.

Loren Fitzgerald, Secretary