

MINUTES

The Regular Monthly Board Meeting was called to order at 4:01 pm, on Monday August 15, 2022, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Loren Fitzgerald and Ellen Russell. Dennis Goodenough was present by 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 July 2022 Regular monthly meeting minutes Mr. Wilcox

The July 2022 regular monthly meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Ellen Russell. All were in favor, motion carried.

1.4.Approval of the June 2022 bills Mr. Wilcox

The July 2022 bills were approved as paid. Motion by Loren Fitzgerald, second by Shawn Wolfinger. All were in favor, motion carried.

1.5.There were not any public questions or comments.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright stated that Rick Duzick and Shannon Housler will be attending training in September. The training will cover the new HUD inspection housing protocol. It is called Nspire. The program will cover Housing voucher and S8 new Construction apartments. Maintenance staff will be updated on the training.

2.2. General administration.....Mr. Wright

2.2.1. Mr. Wright discussed the 7th St. property. He received draft deed to be reviewed, completed and returned to the Commonwealth.

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

2.3.1. Mr. Duzick confirmed the auditors are on schedule with their FY21 audit submission process. The FY22 draft audit will be submitted to HUD FDS by the 8/31/22 deadline by the Housing Authority.

2.3.2. Mr. Duzick stated that the SEMAP submission (housing voucher) for FY22 has been finalized. The submission to HUD will be completed before the 8/29/22 deadline.

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

3.1.1. Mr. Duzick discussed the upcoming Honeoye Haven elevator project. The agency and Otis Elevator will be working on completing the requested corrections/updates as required by PA L&I. The Agency is waiting on an update from Otis Elevator for the start date. The Authority has been in contact with the residents of the project to discuss their ability to manipulate stairs during the down time of the elevator.

3.1.2. Mr. Duzick stated that the Authority will be developing bid specs for the completion of new flooring at FH-HH and concrete work at UFT. The process is on-going.

3.1.3. Mr. Wright discussed the Agency is in communication with local vendors for estimates to complete parking lot sealing this year.

4. CLOSING

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

There being no further business, Loren Fitzgerald made a motion and a second by Ellen Russell, to adjourn the meeting at 4:17 p.m. All were in favor.

Loren Fitzgerald, Secretary