

MINUTES

The Regular Monthly Board Meeting was called to order at 12:14 pm, on Thursday December 22, 2022, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Jeff Wilcox.

Others present: John Wright, Rick Duzick. No one was in attendance by zoom or phone.

1. OPENING

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

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

1.3.Approval of the November, 2022 Regular monthly meeting minutes..... Mr. Wolfinger

The November, 2022 regular monthly meeting minutes were approved as submitted. Motion by Loren Fitzgerald and second by Dennis Goodenough. All were in favor, motion carried.

1.4.Approval of the November, 2022 bills ..... Mr. Wolfinger

The November, 2022 bills were approved as paid. Motion by Loren Fitzgerald, second by Dennis Goodenough. 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 the Agency has continued discussion with Debra Thompson of Strategy Solutions to complete job descriptions and desk manuals for Executive Director, Deputy Director and Accountant positions. Ellen Russell stated that she would find PA Civil Service job role descriptions for the positions in question. Training is continuing for PCHA personnel Dawn Gee, and Shannon Housler.

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

2.2.1. None.

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

2.3.1. Mr. Duzick stated that our FY22 audit is tentatively scheduled for onsite the 2<sup>nd</sup> or 3<sup>rd</sup> week of January 2023.

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

3.1.1. Mr. Wright discussed his conversation with Mr. Updegraff and his request to extend the option agreement for the property and land owned by the Updegraff Estate. He stated that paperwork was developed for the extension. Shawn Wolfinger requested a financial report showing possible funding sources for the purchase of the property. The report will be available at the January 2023 meeting.

3.1.2. Mr. Wright and Dennis Goodenough discussed the PA state new housing rehab program and some initial positives and short comings. The program regulations will be reviewed and information will be given to the Board at a future date.

4. CLOSING

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

There being no further business, Dennis Goodenough made a motion and a second by Loren Fitzgerald, to adjourn the meeting at 12:45 p.m. All were in favor.

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Loren Fitzgerald, Secretary