

MINUTES

The Regular Monthly Board Meeting was called to order at 12:00 pm, on Monday December 16, 2024, 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: John Wright and Rick Duzick.

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 November, 2024 Regular meeting minutesMr. Wilcox

The November, 2024 Regular meeting minutes were approved as submitted. Motion by Loren Fitzgerald and second by Shawn Wolfinger. All were in favor, motion carried.

1.4. Approval of the November, 2024 Bills.....Mr. Wilcox

The November, 2024 bills were approved as paid. Motion by Ron Rapp, and a second by Loren Fitzgerald. All were in favor, motion carried.

1.5. There was any public discussion during this meeting.

2. ITEMS OF DISCUSSION

2.1.Personnel.....Mr. Wright/Mr. Duzick

2.1.1. Mr. Wright discussed the Potter County Commissioners decision to appoint Jason Fourness to the Housing Board upon Dennis Goodenough term end on 11/30/24.

2.2.General Administration..... Mr. Goodenough/Mr. Wright/Mr. Duzick/Staff

2.2.1. Mr. Duzick discussed with the Board a letter received by the Agency from the HUD Field office pertaining to Board Member positions and the separation of Boards. The Agency has responded to their questions and will be waiting on their reply.

2.3.Business and Finance

2.3.1. Mr. Duzick gave an overview of when the Route 6 and Freeman House capital loan may be closing. The hope is the end of December 2024 or early 2025.

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

3.1.1. The Board did not hold an Executive Session on December 16, 2024, but instead scheduled a Special meeting for December 24, 2024 at 9:00 a.m. to discuss personnel matters.

3.1.2. Mr. Duzick stated that the 5year housing plan development process was started in December with onsite tenant meetings. The Board will updated as plan completion continues.

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 12:13 pm. All were in favor.


Loren Fitzgerald, Secretary