

MINUTES

The Regular Monthly Board Meeting was called to order at 3:58 pm, on Wednesday February 19, 2025, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Ron Rapp, Jason Fourness and Loren Fitzgerald-phone.

Board Members absent: None.

Others present: 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 January, 2025 Regular and Annual meeting minutes...Mr. Wilcox

The January, 2025 Regular and annual meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Ron Rapp. All were in favor, motion carried.

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

The January, 2025 bills were approved as paid. Motion by Ron Rapp, second by Shawn Wolfinger. All were in favor, motion carried.

1.5.There was not any discussion with 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 PCHA had submitted the requested data to HUD for the recent MOR review of Freeman House and Honeoye Haven. The Authority received scores of Satisfactory for Honeoye and above average for Freeman House.

2.2.2. Mr. Duzick stated that HUD has completed the NSPIRE inspection of Honeoye Haven that took place in January, 2025. The final score received was an 85%. This score was considered in the good range as related to the new inspection protocols from HUD.

2.2.3. Mr. Duzick discussed the draft version of our 5-year plan that will be approved in April 2025. The Board will review the final plan after the public meeting in April 2025.

2.2.4. There were not any updates from the County on Housing programs.

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

2.3.1. Mr. Duzick stated that the firm of Polcari & Co will be completed the onsite portion of our fiscal year 2024 audit during the second week of February 2025. The audit submission is in line to be submitted by the end of March, 2025.

2.3.2. Mr. Duzick informed the Board that the approved sale of non-necessary capital assets was completed with the sale of the Ford 2021 F150 to Spitzer Ford of St. Marys for \$39,000.

2.3.3. Mr. Duzick informed the Board that both the Route 6 property and Freeman House capital loans were closed in January 2025.

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

3.1.1. The Board did go into Executive Session at 4:14 to update Members on personnel matters and Real Estate. Upon ending the Session at 4:31 p.m. the Board agreed to adjust a prior personnel request. A motion was offered by Shawn Wolfinger and a second by Ron Rapp. All were in favor. None opposed.

3.1.2. Mr. Duzick had Bank signature cards available for Board Member signature.

4. CLOSING

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

There being no further business, Shawn Wolfinger made a motion and a second by Ron Rapp to adjourn the meeting at 4:39 pm. All were in favor.

Loren Fitzgerald, Secretary