

MINUTES

The Regular Monthly Board Meeting was called to order at 4:08 pm, on Monday June 20, 2022, at 109 Market Street, Coudersport, PA 16915.

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

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 April 2022 Regular monthly meeting minutes ..... Mr. Wilcox

The April 2022 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Shawn Wolfinger. All were in favor, motion carried.

1.4.Approval of the April and May 2022 bills..... Mr. Wilcox

The April and May 2022 bills were approved as paid. Motion by Shawn Wolfinger, second by Loren Fitzgerald. 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 housing inspection training was given to Caleb Lozeau. Caleb will be fulfilling the Housing Voucher Inspector position in the future. He also will be receiving training on Lead Base paint inspection.

2.1.2. A motion was offered by Dennis Goodenough and a second by Ellen Russell to allow employees to escrow their earned vacation time not used each year up to a total of 1040 hours. The time can then be used annually or paid out when the employee leaves at their current pay rate. The vacation time will follow the employee’s anniversary date. A discussion was also held on the option of converting all time to PTO. No action was taken at this time.

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

2.2.1. Mr. Wright updated the Board on the sale of the 7th St. property. Mr. Causer of the PA house stated that Bill#2356 authorized the sale of the property to the Authority. The agency must now wait for the Bureau of Real Estate to complete the process.

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.

2.3.2. Mr. Duzick stated that the scheduled MOR-Management Review was complete and the Agency has been in contact with HUD and will forward any necessary documents.

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

3.1.1. Mr. Wright and Mr. Duzick discussed the FY2023 budget with the Board. The budget was approved as submitted with a motion by Dennis Goodenough and a second by Ellen Russell. All were in favor, none opposed. The Board approved a 6% across the board raise for all full-time employees.

3.1.2. Mr. Duzick discussed the write-off of old tenant balances for FY2022. The total amount to written off for each housing project is as follows: FH-\$1224.00; RW-\$2511.01; RWII-\$1467.50; HH-\$668.57 and UF-\$2189.21. Resolution#2022-06-02HA was offered for motion by the Board. A motion was made by Dennis Goodenough and a second by Ellen Russell to accept the resolution. All were in favor, none opposed. See Resolution.

3.1.3. Mr. Duzick discussed with the Board the 2022 mowing bids for housing projects. Resolution#2022-06-HA was offered for approval. A motion was given by Shawn Wolfinger and a second by Loren Fitzgerald to accept the mowing bids as presented. All were in favor, none opposed. Bidders and project/locations covered are as follows; PCHA office- \$30 per mow-Chris Williams; PCHA Damascus Lot-\$40 per mow-Chris Williams; Honeoye haven-\$75 per mow-Chris Bickel; Majot-TS lot-\$30 per mow-Chris Williams.

3.1.4. Mr. Wright discussed with the Board that the community may be in the need for townhouse development in the future. No action was taken at this time.

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 4:45 pm. All were in favor.

---

Loren Fitzgerald, Secretary