

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Wednesday March 19, 2025, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Ron Rapp.

Others present: Rick Duzick, Dawn Gee, Bob Rossman, Carol Jackson, and Logan Gorg.

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 February, 2025 Regular meeting minutes.....Mr. Wilcox

The February, 2025 Regular meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Jason Fourness. All were in favor, motion carried.

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

The February, 2025 bills were approved as paid. Motion by Shawn Wolfinger, second by Jason Fourness. All were in favor, motion carried.

1.5.Representatives from Habitat for Humanity gave an overview about a property in Roulette that they think may be a good location for Veterans to utilize as housing. Ms. Carol Jackson of Habitat for Humanity stated that they had started discussions with the owner of the property. The PCHA Board agreed that a site visit should be made by the Executive Director to get a better understanding of the property.

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 PCCD (SOILS) current lease terminates on April 30, 2025. He requested that the Board approve a continuation of the lease effective may 1, 2025 with a 2% increase to extend a minimum of 1 year. A motion was made by Shawn Wolfinger and a second by Loren Fitzgerald to continue the lease with a 2%

increase in cost and to continue with all current lease term requirements. The motion was accepted. All were in favor. None opposed.

2.2.2. Mr. Duzick stated that HUD has completed the NSPIRE inspection and review of Honeoye Haven that took place in January, 2025. The final score received was an 87%. 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 public review meeting was set for April 9 at 2:00 p.m. The Board will review the final plan and it will then be submitted to HUD.

2.2.4. Mr. Duzick stated that he met with the Director of the Potter County Veterans Affairs Department to discuss options for transitional housing for Veterans in the County. Discussion will continue with Director in the future.

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

2.3.1. Mr. Duzick stated that the 2024 audit has been submitted to the HUD REAC and Federal Audit Clearinghouse sites for review.

2.3.2. Mr. Duzick informed the Board that review of several housing software programs is continuing. The plan is to make a selection in the next 30 days.

2.3.3. Mr. Duzick informed the Board that the 2025-26 mowing bids were offered to the public for review and submission. The bids are due back by April 4, 2025 at 2:00 p.m. The bids will be brought before the Board for final approval.

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

3.1.1. The Board did go into Executive Session at 4:36 to update Members on personnel matters and Real Estate. The Session ended at 4:55 p.m. Upon leaving the executive Session a motion was offered by Shawn Wolfinger and a second by Jason Fourness to accept the hourly rate of Anne Leete for the 2025 calendar year as our Solicitor for tenant/landlord and general legal issues. The motion was approved. None opposed. Motion passed.

3.1.2. There was not any other business.

4. CLOSING

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

There being no further business, Shawn Wolfinger made a motion and a second by Jason Fourness to adjourn the meeting at 4:56 pm. All were in favor.

Loren Fitzgerald, Secretary