

MINUTES

The Regular Monthly Board Meeting was called to order at 4:02 pm, on Monday May 15, 2023, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright, Rick Duzick and Deb Thompson from Strategy Solutions on the phone and zoom.

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, 2023 regular monthly meeting minutes.....Mr. Wilcox

The April 2023 regular monthly 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 April 2023 bills.....Mr. Wilcox

The April 2023 bills were approved as paid. Motion by Ellen Russell, second by Dennis Goodenough. All were in favor, motion carried.

1.5.There were not any public questions or comments and no phone contacts.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright introduced Ms. Deb Thompson of Strategy Solutions. She gave a general review to the Board of the Executive Director, Deputy Director and Accountant’s job duties manual that her company had developed. The Board responded with some questions and will review the document before the next meeting. Ms. Thompson offered information on the Succession plan that she has developed for the Board. They will review the document and offer questions at the next workshop. This date will be set upon consensus of the Board.

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

2.2.1. Mr. Duzick stated that all of the REAC building inspections have been completed. The final inspection was during the beginning of May at Honeoye Haven. All concerns have been addressed by staff and all three projects had passing scores.

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

2.3.1. Mr. Duzick stated that the firm of Polcari & Co has started our auditing process for the fiscal year 2022. The Authority will stay in contact with the Auditor and HUD to complete the audit and submission process.

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

3.1.1. Mr. Wright discussed the continuing process of developing a succession plan with Strategy Solutions. He stated that Deb Thompson will continue to work with the Administrative staff to edit and complete the employee handbooks for the Board to review. The process is continuing smoothly. A tentative date for a review has been set at May 25^t or 26, 2023.

3.1.2. Mr. Duzick stated that a correction was made to the mowing bids accepted in April 2023. He also offered Resolution#2023-05-01HO for review and approval to write-off tenant balances for the fiscal year ending 6/30/23. The total amount of the write-offs are \$10864.62. Resolution# 2023-04-01HO, as corrected and Resolution#2023-05-01HO were offered for approval. A motion was made by Shawn Wolfinger and a second by Dennis Goodenough to accept the resolutions as submitted. All were in favor. None opposed.

3.1.3. Mr. Wright stated that there has not been any update from our Solicitor pertaining to the CAMA- Freeman House sewer cost increase issue. Discussion is ongoing. He also stated that our current P/L and auto insurance carrier (HARIE) is under review with HUD. The federal agency is reviewing the legality of HARIE's ability to offer insurance services to authorities without public bidding.

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 4:35 pm. All were in favor.

Loren Fitzgerald, Secretary