

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday November 21, 2022, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Loren Fitzgerald and Ellen Russell. Dennis Goodenough was present by zoom.

Board Members absent: Shawn Wolfinger.

Others present: John Wright, Rick Duzick and Debra Thompson-Strategy Solutions, Inc.

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 October, 2022 Regular monthly meeting minutes..... Mr. Wilcox

The October, 2022 regular monthly meeting minutes were approved as submitted. Motion by Loren Fitzgerald and second by Dennis Goodenough. All were in favor, motion carried.

1.4.Approval of the October, 2022 bills ..... Mr. Wilcox

The October, 2022 bills were approved as paid. Motion by Loren Fitzgerald, second by Dennis Goodenough. 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 any personnel related questions would be addressed in the Executive Session. Training is continuing for PCHA personnel.

2.2. General administration.....Mr. Wright

2.2.1. Executive Session was moved to 3.1.3 of the Agenda. This discussion pertained to economic development leads and the continued Agreement of Sale with the Updegraph Estate. The Session ran from 4:12 to 4:23. The Board requested upon leaving the Executive Session that all Members must give their input into the

purchase of the property before final approval will be given by the Board. A motion was offered by Dennis Goodenough and second by Loren Fitzgerald to authorize Jeff Wilcox and John Wright to sign all documents necessary to complete the real estate/loan transaction with the Updegraph Estate. Mr. Wright will be contacting absent Board Members for their opinion on the project.

2.2.2. Mr. Wright stated that the closing for the sale of the 7<sup>th</sup> St. property was completed by Acker & Larsen. All funds have been transferred to their respective accounts. The sale price was \$125,000. The Com. of PA will receive a deed copy.

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

2.3.1. Mr. Duzick stated that our FY21 audited data has been approved by HUD REAC. Our draft submission for FY 22 was reviewed and the Authority is submitting any updates that HUD REAC requires. All responses will be submitted in a timely manner.

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

3.1.1. Mr. Duzick discussed the upcoming Honeoye Haven elevator project. Otis is working with suppliers and PA L&I for permits to start the upgrade. Otis is also working with a contractor to complete a pressure test as required by our Insurer and the State.

3.1.2. Mr. Duzick stated that the Authority is developing bid specs for the completion of new flooring at FH-HH and concrete work at UFT. The projects are ongoing.

3.1.3. An Executive Session was held with Strategy Solutions, Inc., our Board Members, and Management Staff. Debra Thompson gave an overview of the progress of the succession planning process. She stated that Agency personnel have been very helpful with the completion of their job descriptions. She has had several discussions with Mr. Wright and he has contributed greatly with development of the initial documents. The finished desk handbook will be used as a reference for new employees. Ms. Thompson will continue completing the job description phase of the process, and forward a survey to Board and Staff after completion for review. She will continue to work with Mr. Duzick, once the Job Description for Mr. Wright is completed, and continue to update the Board on her progress. Mr. Wright gave the Board some information on NCPRPDC "CEDs" program and Potter County's involvement in the program. The Executive Session was held from 4:28 to 5:34 p.m. There was no official action taken at closing.

4. CLOSING

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

There being no further business, Dennis Goodenough made a motion and a second by Loren Fitzgerald, to adjourn the meeting at 5:34 p.m. All were in favor.

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Loren Fitzgerald, Secretary