

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday October 17, 2022, at 109 Market Street, Coudersport, PA 16915.

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

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 August, 2022 Regular monthly meeting minutes Mr. Wilcox

The August, 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 August and September, 2022 bills Mr. Wilcox

The August and September, 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. Duzick gave an overview of the training received for housing inspection regulations attended by Shannon Housler and himself. The information will be passed on to the Maintenance Dept. and additional training may need to be required. The program is called Nspire and will cover Housing Voucher and S8 New Construction apartments.

2.1.2. The Board Members and the Executive Director discussed the requirements of the Consultant Group for Employees data and their request for payment. The design and documentation on their invoice was discussed and information will be sent to them for review. Payments will be sent to the vendor. Mr. Wright and Mr. Duzick are scheduled to start job description meetings with Strategy Solutions.

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

2.2.1. Mr. Wright discussed the 7th St. location. The property should be closing with 3 Rivers Group at the end of October. The sale price is \$125,000. A copy of the deed will be forwarded to the Commonwealth of PA.

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

2.3.1. Mr. Duzick confirmed that the FY22 draft audit for PCHRA has been submitted to HUD REAC for review. He also stated that the FY21 audited financial data was submitted to HUD REAC review.

2.3.2. Mr. Duzick stated that the HUD SEMAP submission (housing voucher) for FY22 has been submitted on time. The agency received a final score of high performer again for this year.

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.

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 Agency has started discussion with an Architect for designs and to complete the bid process.

3.1.3. Mr. Duzick discussed Resolution 2022-10-01HA for snow plow bids for the 2022-23 season. After review by Board Members, a motion was offered by Dennis Goodenough and a second by Shawn Wolfinger to accept the vendor's bids for the plowing season. Gerald Brumbach will complete plowing for \$85- plow, \$40-salt and clean sidewalk for \$18 an hour at Redwood Village. Chris Bickel will plow, salt, and clean walks at Honeoye Haven for \$25 per hour. All in favor. None opposed.

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 4:32 p.m. All were in favor.

Loren Fitzgerald, Secretary