MINUTES

The Regular Monthly Board Meeting was called to order at 4:01 pm, on Monday, September 20, 2021, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Shawn Wolfinger, Dennis Goodenough, Loren Fitzgerald and Ellen Russell via Zoom.

Board Members absent: Jeff Wilcox.

Others present: John Wright, Rick Duzick, and Kelly Stemcosky-Leader Enterprise-phone.

1. OPENING
	1. The Chairman called the meeting to order Mr. Wolfinger
	2. The Secretary called the roll Mr. Fitzgerald
	3. Approval of the August, 2021 meeting minutes Mr. Wolfinger

The August 2021 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough, second by Ellen Russell, all in favor, motion carried.

* 1. Approval of the August 2021 bills Mr. Wolfinger

The August 2021 bills were approved as paid. Motion by Loren Fitzgerald, second by Dennis Goodenough, all in favor, motion carried.

* 1. There were not any public questions or comments.
1. ITEMS OF DISCUSSION
	1. Personnel Mr. Wright
		1. Mr. Wright reiterated the need for the Board to continue discussion for Executive level personnel replacement for the future positions at the PCHA. He also stated that our office is following general Covid protocol and still have some Personnel on staggered work schedules of home and office hours.
		2. None
	2. General Administration Mr. Wright
		1. Mr. Wright discussed with the Board, the Three Rivers Forest Management, LLC’s agreement to the counter offer of a sales price $129,500 for the 7th St. property. He also stated that the PA Bureau of Real Estate will not require repayment of any lien initially obligated for sale of the building and site to the State of PA. The closing should occur in 60-90 days and lease payments will continue to be made to the PCHA.

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

2.3.1. Mr. Duzick stated that the HUD-REAC financial group has conditionally accepted the submission of our 2021 draft audit. The Auditor will now submit their version of the 2021 audit for review by the HUD-REAC financial group for final approval.

2.3.2. Mr. Duzick stated that the agency is starting the fiscal year 2021 audit process. The agency will submit any requested audit questions on the 2020 audit to the Pittsburgh office as required. He also stated that the 2021 SEMAP report was submitted to HUD in a timely manner.

2.3.3. Mr. Duzick discussed the need for repair and overall upgrade work for the elevator at Honeoye Haven. During discussion of the repair work, it was requested by the Board to develop a work schedule and cost for a one time site repair for all needed work. This was requested to shorten the length of downtime of the elevator for the residents. A motion was made by the Board to accept Right Elevator to complete the required repair work on the elevator at $19,500. The motion was made by Loren Fitzgerald and a second by Dennis Goodenough to accept the quote of $19,500 for completion of repair work. All were in favor. None opposed. The Repair work will be placed on hold pending the review and development of a comprehensive repair and upgrade plan. The Board will be advised of the project scope of work, bidding process and request for bids.

2.3.4. The PCHA entered into Executive Session at 4:17 p.m. to discuss legal issues pertaining to real estate that currently is a possible site for Tractor Supply Co. The Board came out of Executive session at 4:48 p.m. They developed a motion pertaining to the sale of the property and extension of sale contract terms. A motion was offered by Dennis Goodenough and seconded by Ellen Russell to extend the sales agreement term of sale to March 15, 2022 and to reduce the price of the property to $150,000. This motion will assist with the completion of renewed PA Act 2 requirements by the PA Department of Environmental Protection. All were in favor. None opposed. The motion carried.

3. OTHER BUSINESS………………………………….................Mr. Wolfinger/ Mr. Wright

 3.1.1. The Executive Director deferred the discussion on acquisition/demolition.

4. CLOSING

 4.1. Motion for adjournment Mr. Wolfinger

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough, to adjourn the meeting at 4:49 pm. All were in favor.

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Loren Fitzgerald, Secretary