

MINUTES

The Regular Monthly Board Meeting was called to order at 4:10 pm, on Tuesday January 17, 2023, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Dennis Goodenough and Ellen Russell on zoom.

Board Members absent: Loren Fitzgerald.

Others present: John Wright, Rick Duzick and Deb Thompson-Strategy Solutions-zoom.

1. OPENING

1.1.The Chairman called the meeting to order .....Mr. Wilcox

1.2.The Secretary called the roll .....Ms. Russell

1.3.Approval of the December, 2022 meeting minutes .....Mr. Wilcox

The December 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 December 2021 bills.....Mr. Wilcox

The December 2022 bills were approved as paid. Motion by Dennis Goodenough, second by Shawn Wolfinger. 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 Deb Thompson of Strategy Solutions. She gave the Board Members an update on the completion of the succession plan. She stated that the Board should consider the option of hiring a Management Aide to train for the future position of Executive Director, once Mr. Wright and Mr. Duzick leave employment. She also stated that the Agency should consider hiring an Accountant to complete the financial duties currently being performed by Mr. Duzick and stated that a possible solution for training of the new Management Aide position, could be completed by utilizing the current Executive Director in a contract hire position. Ms. Thompson will continue to work with the Executive and Deputy Directors to complete job manuals and the succession plan. She will be forwarding a survey on Executive Director's needed job roles to the Board, Housing Authority Management and Staff for completion. Ms. Thompson's meeting with the Board lasted from 4:12

to 4:50 p.m. The Board's discussion seemed positive pertaining to Ms. Thompson's presented hiring options and training implementations.

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

2.2.1. None.

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

2.3.1. Mr. Duzick stated that the possible onsite F.Y. 22 audit would be Jan. 30, 2023.

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

3.1.1 The Board approved the PA Department of labor and Industry Bidding thresholds as submitted for calendar year 2023. The bidding levels are as follows: Contracts or purchases under \$12,200—no formal bidding or quote; Contracts or purchases between \$12,200 and \$22,500—requires 3 phone/written quotes; Contracts and purchases over \$22,500—requires public bidding. A motion was given by Dennis Goodenough and a second by Shawn Wolfinger to accept the updated bidding levels. All were in favor, none opposed.

The Board approved Resolution #2023-01-HA for selection of trash dumpster service for \$246.00 a month for a 3 year term. The selected vendor is Casella Waste Management offering a 6 yard dumpster with once a week pickup service. The service covers Freeman House, Honeoye Haven and Ulysses Family Townhouses. A motion was given by Dennis Goodenough and second by Shawn Wolfinger to accept the bid as presented. All were in favor. None opposed.

3.1.2 The Board went into Executive Session to discuss a personnel matter. The session ran from 5:00 to 5:12 p.m. Upon Executive Session termination the Board accepted the resignation of Tim Schoener effective January 2, 2023. A motion was made by Dennis Goodenough and a second by Shawn Wolfinger to accept the resignation and personnel actions discussed in the Executive Session. All were in favor. None opposed.

4. CLOSING

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

There being no further business, Dennis Goodenough made a motion and a second by Shawn Wolfinger, to adjourn the meeting at 5:13 pm. All were in favor.

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Ellen Russell, Asst. Secretary-Treasurer