

MINUTES

The regular Monthly Meeting was called to order at 5:13 p.m., on Tuesday, January 17, 2023, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Loren Fitzgerald.

Others present: John Wright and Rick Duzick.

OPENING

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

1.2. The roll was called Ms. Russell

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

The December 2022 regular monthly and special meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Shawn Wolfinger, all in favor, motion carried.

1.4. Approval of the December 2022 bills..... Mr. Wilcox

The December, 2022 bills were approved as paid. Motion by Ellen Russell and second by Dennis Goodenough, all in favor, motion carried.

2. ITEMS OF DISCUSSION

2.1. Personnel..... Mr. Wright

2.1.1 The Succession Planning zoom meeting was completed in the Housing Meeting. The process will continue with the Board and Management staff.

2.2. General Administration..... Mr. Wright/Mr. Duzick

2.2.1. None.

2.3. Business and Finance..... Mr. Wright

2.3.1. Mr. Wright discussed the Tractor Supply project and the continuing construction progress. He stated that the property used for the site was purchased by the Agency for \$150,000 and sold to the Tractor Supply development group for \$150,000.

3. OTHER BUSINESSMr. Wilcox / Mr. Wright

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.

3.1.2. Mr. Wright stated that the Executive Session scheduled for the Redevelopment Authority was completed in the Housing Authority meeting. No further action is needed.

3.1.3. Mr. Wright discussed the closing needs and costs of the Updegraff property. The Board received a financial update on the Agencies projects for review to assist with available funding sources for the purchase of the property.

4. CLOSING

4.1.2. Motion for Adjournment.....Mr. Wilcox

There being no further business, Dennis Goodenough made a motion, and a second by Shawn Wolfinger, adjourned the meeting at 5::27 p.m. All were in favor.

Ellen Russell, Asst. Secretary- Treasurer