

MINUTES

The regular Monthly Meeting was called to order at 4:16 p.m., on Monday, August 15, 2022, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright, Rick Duzick and Jamie Shrawder-SEDACOG-phone.

OPENING

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

1.2. The roll was called ..... Mr. Fitzgerald

1.3..Approval of the July 2022 regular monthly meeting minutes ..... Mr. Wilcox

The July 2022 regular monthly meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Ellen Russell, all in favor, motion carried.

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

The July 2022 bills were approved as paid. Motion by Loren Fitzgerald and second by Shawn Wolfinger, all in favor, motion carried.

1.5. The meeting shall be open to the public for questions and comments on the agenda with a 3-minute limit per person..... Mr. Wilcox

Jamie Shrawder of SEDACOG contacted meeting by phone to discuss the return of the REUSE funds to the County and to the PCRA. She stated that the funds should follow CDBG requirements for expenditure and that DCED was in agreement. She stated that the estimated \$485,187.86 returned to the County were to be deposited in an account that followed CDBG guidelines. She also stated that for PCRA to have received the estimated \$124,395.99 CDBG approved documentation that the funds were earned would have to be submitted to DCED. Mr. Wright stated that he had been in discussion with a Representative of DCED. They were reviewing the requirements and source of the funding. The Potter County Commissioners had given approval of the distribution as completed. He also stated that he was setting up a meeting with a PA State Official to discuss the parameters of the program. Both parties will be updated with any new information.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1 Mr. Wright gave a short discussion on the need for continued review of options available for future succession of the current Executive and Deputy Directors.

2.1.2. The Board went into Executive Session to discuss personnel matters at 4:37 p.m. Mr. Goodenough gave an overview of the Succession Plan offered by Strategy Solutions. After discussion the Executive Session ended at 5:05 p.m. Mr. Goodenough offered the following motion to the Board for approval: "I move to accept the revised proposal from Strategy Solutions dated 8/10/2022, to assist the Authorities with succession planning quoted at \$12,750 with an extra \$1,000 to cover expenses, if needed." The motion was seconded by Shawn Wolfinger. All were in favor, none opposed. The original proposal was offered in June 2022 at \$15,750.

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

2.2.1. None.

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

2.3.1. Mr. Wright stated that after contact with Adam Sellner of the Primax Group, the possible closing on the Majot lot property could be the week of August 15-19, 2022.

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

3.1.1. Mr. Wright reviewed the Updegraph property option payment with the Board. A motion was offered by Dennis Goodenough and second by Shawn Wolfinger to retro-actively approve the option offer of \$5,000 and a purchase offer price of \$200,000 discussed in the July 2022 meeting. All were in favor, none opposed.

3.1.2. Mr. Wright discussed the transfer of old Reuse funds to the County and the PCRA with the Board and the SEDA-COG employee during the public hearing phase of our meeting.

4. CLOSING

4.1.1. Motion for Adjournment.....Mr. Wilcox

There being no further business, Loren Fitzgerald offered a motion to adjourn the meeting at 5:08 p.m. Ellen Russell offered a second. All were in favor. None opposed.

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Loren Fitzgerald, Secretary