MINUTES

The regular Monthly Meeting was called to order at 4:20 p.m., on Monday, December, 2021, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright and Rick Duzick. There were not anyone from the Public on Zoom, in person or the phone.

OPENING

* 1. The Chairman called the meeting to order …… Mr. Wilcox
	2. The roll was called Mr. Fitzgerald
	3. Approval of the November, 2021 meeting minutes Mr. Wilcox

The November 2021 regular monthly meeting minutes were approved as submitted. Motion by Loren Fitzgerald and second by Shawn Wolfinger, all in favor, motion carried.

Approval of the November 2021 bills…. Mr. Wilcox

The November, 2021 bills were approved as paid. Motion by Dennis Goodenough and second by Shawn Wolfinger, all in favor, motion carried.

1. ITEMS OF DISCUSSION
	1. Personnel Mr. Wright

2.1.1 Mr. Wright had a brief discussion with the Board pertaining to continued review of personnel replacement options going forward.

* 1. General Administration………………………………………...Mr. Wright/Mr. Duzick

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* + 1. None.
	1. Business and Finance Mr. Wright
		1. None
1. OTHER BUSINESS Mr. Wilcox / Mr. Wright
	* 1. None
2. Executive Session-legal matters-review.
	* 1. The Board went into Executive Session at approximately 4:25 p.m. to discuss the Potter Pak purchase counter proposal submitted by Pam Payne. The Board upon leaving the Executive Session at 5:03 p.m. discussed many parameters of the Potter Pak site sale. These included property easements, sewer plot location, property line locations, subdivision possibilities, and the responsibilities of the Reccio Real estate representative to broker all the offers and paperwork of the sale between the buyer and seller. A motion was offered by Shawn Wolfinger and a second by Ellen Russell to go forward with the sale of the Potter Pak property pending a review of any easement, leach field location and possible survey that may be needed. The Board offered a price of $365,000, pending a review by the buyer and continuation of all stated sales requirements including positive financing. A special meeting will be scheduled for review of the Buyers response later in the month. All were in favor. None were opposed.
		2. The Board continued in Executive Session. They discussed the current DEP requirements at the Majot Lot in Coudersport for the building of the Tractor Supply building. Site samples from 8 monitor wells have been taken for DEP monitoring. The Board did not give any new motions upon leaving the Session. The Agency will work with DEP and the entities involved in the Tractor Supply project to finalize any requirements needed for completion.
3. CLOSING

* + 1. Motion for Adjournment……………………………………..……..Mr. Wilcox

There being no further business, Loren Fitzgerald made a motion, and a second by Dennis Goodenough, adjourned the meeting at 5:15 p.m. All were in favor.

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Loren Fitzgerald, Secretary