MINUTES

The Regular Monthly Board Meeting was called to order at 4:02 pm, on Monday August 18, 2025, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Ron Rapp and Jason Fourness.

Board Members absent: Loren Fitzgerald.

Others present: Rick Duzick, and Anne Leete-Solicitor.

1. OPENING

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

1.2. The Vice-Chairman called the role…..…….…….Mr. Wolfinger

1.3. Approval of the June, 2025 Regular meeting minutes……..…….Mr. Wilcox

The June, 2025 Regular meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Ron Rapp. All were in favor, motion carried.

1.4. Approval of the June and July, 2025 Bills…….....Mr. Wilcox

The June and July, 2025 bills were approved as paid. Motion by Ron Rapp, second by Shawn Wolfinger. All were in favor, motion carried.

1.5. There was not any public comment this month.

2. ITEMS OF DISCUSSION

2.1. Personnel.....Mr. Duzick

2.1.1. Personnel matters were discussed in Executive Session.

2.2. General Administration..... Mr. Wilcox/Mr. Duzick/Staff

2.2.1. Mr. Duzick discussed the bid for the Route 6 tree felling project with the Board. After discussion he offered Resolution#2025-08-02HA for review and approval. Shawn Wolfinger offered a motion and Jason Fourness a second to accept the bid by NEC Enterprises, Inc to complete the tree removal and cleanup for the combined cost of $12,000.00. All were in favor. None opposed.

2.2.2. Mr. Duzick stated that the PCHA will be terminating the current OTIS Elevator Maintenance contract and is developing new specifications for bidding. The quotes will be available for review at the September 2025 meeting.

2.2.3. Mr. Duzick stated that there was not any update from the County.

2.2.4. Mr. Duzick stated that bids have been sent to Fee Accountant Firms in the area for possible use of the entity in place of hiring an Accountant. Board Member Ron Rapp will work with Mr. Duzick to review any bids received and update the Board as to possible selections.

2.2.5. Mr. Duzick updated the Board on the bid request sent out to contractors for concrete and sidewalk work at Ulysses Family Townhouses. After discussion he offered Resolution#2025-08-03HA for review and approval. Shawn Wolfinger offered a motion and Jason Fourness a second to accept the bid by CH Phoenix Construction to complete the Sidewalk and Stair Repair for the bid proposal of $40,000. All were in favor. None opposed.

2.2.6. Mr. Duzick stated that Redwood Village project received a preliminary NSPIRE score of 81 from a recent HUD inspection. The Board will be updated upon receipt of a final score.

2.2.7. Mr. Duzick gave an overview of the Tenant Grievance policy which will be added to the Tenant and Lease documents for the PCHA complexes. Resolution #2025-08-05HA, was approved by the Board. A motion was made by Shawn Wolfinger and a second by Ron Rapp. All were in favor. None opposed.

2.3.Business and Finance…….Mr. Duzick

2.3.1. Mr. Duzick stated that the PCHA has received our FY2026 OCAF increase for rent at Redwood Village. The increase was 3.50%.

2.3.2. Mr. Duzick stated that the annual budgets for Ulysses Family and Redwood Village II complexes have been submitted to USDA for approval for FY 2025-2026.

2.3.3. Mr. Duzick offered Resolution#2025-08-04-HA for acceptance of the single audit 3 year contract for the fiscal year period of 2025, 2026 and-2027. A motion was offered by Ron Rapp and a second by Shawn Wolfinger to accept the bid of $20,000 per year. All were in favor. None opposed.

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

3.1.1. An Executive Session was held from 4:32 p.m. to 5:05 p.m. The discussion was related to Administrative and Real Estate issues. Upon exiting the Executive Session, the Board directed the PCHA to review and follow Freedom of Information Act regulations for requests received, after discussion with our Solicitor.

3.1.2. Mr. Duzick brought before the Board, Resolution#2025-08-01HA pertaining to completing a Bank resolution for Northwest Bank and the increase for the Authority credit card spending amount from $1,500 to $2,500. A motion was offered by Shawn Wolfinger and a second by Jason Fourness to accept the Resolution as stated. All were in favor. None opposed.

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

There being no further business, Shawn Wolfinger made a motion and a second by Ron Rapp to adjourn the meeting at 5:05 pm. All were in favor.

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Ron Rapp Asst. Secretary-Treasurer