

MINUTES

The Regular Monthly Board Meeting was called to order at 4:03 pm, on Monday April 18, 2022, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, and Ellen Russell.

Board Members absent: Dennis Goodenough and Loren Fitzgerald.

Others present: John Wright and Rick Duzick.

1. OPENING

1.1.The Chairman called the meeting to orderMr. Wilcox

1.2.The Asst. Secretary called the rollMs. Russell

1.3.Approval of the March 2022 Regular monthly meeting minutesMr. Wilcox

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

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

The March 2022 bills were approved as paid. Motion by Shawn Wolfinger, second by Ellen Russell. All were in favor, motion carried.

1.5.There were not any public questions or comments.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright discussed the Succession training to be offered by Western PA Housing Directors Association on April 19. He encouraged Board Members to view the training as it may help with their current review of Succession requirements involving our management team.

2.1.2. None

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

2.2.1. Mr. Wright updated the Board on the sale of the 7th St. property. The Agency is waiting on the State to complete the legislative process to release the property. The PCHA has been working with the Realtor and the Leasing entity to continue the sales process.

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

2.3.1. Mr. Duzick confirmed the auditors are on schedule with their FY21 audit submission process.

2.3.2. Mr. Duzick stated that the scheduled MOR-Management Review had taken place. The agency was waiting on HUD to forward questions for our review and response.

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

3.1.1. Mr. Duzick stated that the fiscal year 2023 budget process has been started and the draft version should be available for Board review and approval in June 2022.

3.1.2. Mr. Duzick stated that the 2022 mowing bid review will be tabled until the May 2022 meeting, pending further review of bidders.

3.1.3. Mr. Wright requested that the Board offer a resolution updating the Agency's travel cost meal and expense daily limit. A motion was offered by Shawn Wolfinger and a second by Ellen Russell to accept the following daily meal allocation- Breakfast-\$12; Lunch-\$20 and Dinner-\$25, for a total of \$57 per day. The Motion carried. All were in favor.

4. CLOSING

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

There being no further business, Ellen Russell made a motion and a second by Shawn Wolfinger, to adjourn the meeting at 4:16 pm. All were in favor.

Ellen Russell, Asst. Secretary-Treasurer