

MINUTES

The Regular Monthly Board Meeting was called to order at 4:06 pm, on Tuesday June 20, 2023, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Jeff Wilcox.

Others present: John Wright and Rick Duzick.

1. OPENING

1.1.The Vice-Chairman called the meeting to order..... Mr. Wolfinger

1.2.The Secretary called the roll Mr. Fitzgerald

1.3.Approval of the May, 2023 regular monthly meeting minutes.....Mr. Wolfinger

The May 2023 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Ellen Russell. All were in favor, motion carried.

1.4.Approval of the May 2023 bills.....Mr. Wolfinger

The May 2023 bills were approved as paid. Motion by Loren Fitzgerald, second by Ellen Russell. All were in favor, motion carried.

1.5.There were not any public questions or comments and no phone contacts.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright stated that he has been in continued discussion with Deb Thompson of Strategy Solutions for completion of the Succession Plan. He also stated that the agency is reviewing the Civil Service qualifications needed to promote Shannon Housler to a role of S8 Coordinator.

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

2.2.1. Mr. Wright and Mr. Duzick discussed the draft fiscal year 2023-24 budget with the Board. A draft copy was given to the Members. June 27, 2023 at 5 p.m. was set as a tentative date for a Special meeting to discuss and vote on approving the draft budget.

2.2.2. The Board approved a resolution to add Juneteenth as an official holiday for all agencies the Potter County Housing and Redevelopment Authorities. A motion was offered by Ellen Russell and a second by Dennis Goodenough. All were in favor. None opposed. Ellen Russell requested that the agency review the holiday schedule that the State and Federal government post as their official holidays each year.

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

2.3.1. Mr. Duzick stated that the firm of Polcari & Co is continuing our auditing process for the fiscal year 2022. The Authority will be in contact with HUD REAC officials for updates on our Agency's extension request.

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

3.1.1. Mr. Wright gave an overview of the Authority's upcoming meeting with the Coudersport Area Municipal Authority pertaining to the increased sewer rates at the Freeman House project. There was no official action taken by the Board. The meeting is tentatively scheduled for June 27, 2023.

4. CLOSING

4.1. Motion for adjournment..... Mr. Wolfinger

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough to adjourn the meeting at 4:30 pm. All were in favor.

Loren Fitzgerald, Secretary