MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday June 23, 2025, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: Rick Duzick, Dawn Gee and Brian Phelps.

1. OPENING

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

1.2. The Secretary called the role…..……..……..……..Mr. Fitzgerald

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

The May, 2025 Regular meeting minutes were approved as submitted. Motion by Loren Fitzgerald and second by Ron Rapp. All were in favor, motion carried.

1.4. Approval of the May, 2025 Bills…….....Mr. Wilcox

The May, 2025 bills were approved as paid. Motion by Loren Fitzgerald, second by Shawn Wolfinger. All were in favor, motion carried.

1.5. Mr. Brian Phelps gave an overview of the type and size of generator that the CVFD is selling. He also stated that they may be interested in utilizing some of our buildings for training. The Board thanked Mr. Phelps for the information and his time. The Agency looks forward to gaining more information about the equipment and the possibility of PCHA property for training purposes.

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. Phelps of the Fire Department gave an overview of the generator available for sale through the Fire Department.

2.2.2. Mr. Duzick stated that the PCHA will be terminating the current OTIS Elevator Maintenance contract to allow for the use of more funding sources for major repairs in the future. The Agency will rebid the services in the next couple of months.

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

2.2.4. Mr. Duzick updated the Board on the tree felling bid received for the Route 6 property. The Board agreed that since only one bid was received that a second round of bids should be offered for the tree felling service.

2.2.5. Mr. Duzick update the Board on the drainage upgrades at Redwood village I and II. The upgrades to the gutter, downspout and foundation drains has helped significantly with drying the grounds by the apartments.

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 Honeoye Haven. The increase was 3.90%.

2.3.2. Mr. Duzick stated that the software update with PHA-WEB may be starting sooner than the January 2026 tentative date. The Board will be notified if a sooner date is given.

2.3.3. The FY2026 Budget was reviewed in Executive Session. Ron Rapp gave many recommendation on how the current budget could be simplified in design to make the document better review at the Board Meeting. He stated that he would meet with PCHA staff to assist in the implementation for the FY2027 budget process.

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

3.1.1. An Executive Session was held from 4:54 p.m. to 5:54 p.m. The discussion was related to Personnel, FY2026 and Real Estate issues. Upon exiting the Executive Session, the Board approved the FY2026 budget as presented. The Board approved a 3.50% raise for all employees. A motion was offered by Shawn Wolfinger and a second by Loren Fitzgerald to approve the FY2026 budget. The motion was accepted. All were in favor.

3.1.2. Mr. Duzick updated the Board on the development of a HV newsletter for Landlords on the program.

4. CLOSING

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

There being no further business, Jason Fourness made a motion and a second by Jeff Wilcox to adjourn the meeting at 5:58 pm. All were in favor.

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Loren Fitzgerald, Secretary