

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday July 18, 2022, 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.

1. OPENING

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

1.2.The Secretary called the roll ..... Mr. Fitzgerald

1.3.Approval of the June 2022 Regular monthly meeting minutes ..... Mr. Wilcox

The June 2022 regular monthly meeting minutes were approved as submitted. Motion by Ellen Russell and second by Loren Fitzgerald. All were in favor, motion carried.

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

The June 2022 bills were approved as paid. Motion by Loren Fitzgerald, second by Shawn Wolfinger. 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 stated that housing inspector test will be given to Caleb Lozeau. Caleb will be fulfilling the Housing Voucher Inspector position in the future. He also will be receiving training on Lead Base paint inspection.

2.2. General administration.....Mr. Wright

2.2.1. Mr. Wright discussed the 7<sup>th</sup> St. property deed update, and the Tractor Supply settlement. The State of PA – Bureau of Real Estate is releasing a new deed removing the Reversion Clause. Executive Director John Wright and Chairman Jeff Wilcox were authorized to execute any and all documents to settle the above two properties. Motion by Ellen Russell, and second by Shawn Wolfinger. All were in favor, motion carried.

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 agency received close-out letters for the MOR-Management Review. All project reviews have been approved by HUD.

2.3.3. Mr. Duzick discussed the IRS required update for our current pension plan. The update falls under the Cycle-3 regulations. Our Board approved a resolution developed by our current pension administrator-C&N Bank and approved a motion required by the Board to complete the Cycle-3 process as needed. The Motion was made by Shawn Wolfinger and a second was made by Dennis Goodenough. All were in favor, none opposed. Resolution#2022-07-01HA was passed.

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

3.1.1. Mr. Duzick discussed the upcoming Honeoye Haven elevator project. The agency and Otis Elevator will be working on completing the requested corrections/updates as required by PA L&I. The proposed estimate was \$19,500. This was approved in a previous meeting and the completion schedule will be determined after discussion between Otis and the State of PA.

3.1.2. Mr. Duzick stated that the Authority will be developing bid specs for the completion of new flooring at FH-HH and concrete work at UFT.

4. CLOSING

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

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough, to adjourn the meeting at 4:16 pm. All were in favor.

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Loren Fitzgerald, Secretary