MINUTES

The Regular Monthly Board Meeting was called to order at 4:42 pm, on Monday May 19, 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 and Dawn Gee.

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 April, 2025 Regular meeting minutes……..…….Mr. Wilcox

The April, 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 April, 2025 Bills…….....Mr. Wilcox

The April, 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 comments from the public.

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 offered Resolution 2025-05-01-HA- Tenant write-off for fiscal year 2025. The total amount to be written off for Freeman House, Redwood Village II, Honeoye Haven and Ulysses Family is $6,954.54. A motion was offered by Ron Rapp and a second by Loren Fitzgerald to accept Resolution 2025-05-01-HA as stated. All were in favor none opposed. Motion passed...

2.2.2. Mr. Duzick stated that HUD has approved the Agency's Annual and 5 year plans submitted in April, 2025.

2.2.3. Mr. Duzick stated that there was not any update from the County pertaining to housing issues.

2.2.4. Mr. Duzick updated the Board on the tree felling bid for the Route 6 property. It will be received in May, 2025. He also stated that the Ulysses Family concrete project will be rebid in the next couple of months.

2.2.5. Mr. Duzick update the Board on ongoing projects at Honeoye Haven, and Redwood Village II. He stated that the Honeoye Haven roof will be inspected for possible replacement and that the Redwood Village II foundation drains are being replaced to allow better flow of water from the building.

2.3.Business and Finance…….Mr. Duzick

2.3.1. Mr. Duzick stated that the PCHA is working with HUD and PHFA to develop the 2025-2026 OCAF rent increase for Honeoye Haven.

2.3.2. Mr. Duzick stated that the software contract with PHA-WEB has been signed and returned to the company. The software upgrade is initially scheduled to begin in January 2026. The Board will be updated as the schedule progresses.

2.3.3. Mr. Duzick updated the Board on the fiscal year 2026 Budget schedule. The tentative date for the Board meeting is June 23, 2025. The budget will be available for review and approval for the Jun, 2025 meeting.

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

3.1.1. An Executive Session was held from 5:10 p.m. to 6:00 p.m. The discussion was related to Personnel, contract information and Real Estate issues. There were not any decisions made upon exit from the Executive Session.

3.1.2. There was not any other business.

4. CLOSING

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

There being no further business, Loren Fitzgerald made a motion and a second by Ron Rapp to adjourn the meeting at 6:02 pm. All were in favor.

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Loren Fitzgerald, Secretary