

MINUTES

The Regular Monthly Board Meeting was called to order at 4:02 pm, on Monday November 18, 2024, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Dennis Goodenough.

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 role.....Mr. Fitzgerald

1.3.Approval of the October, 2024 Regular meeting minutesMr. Wilcox

The October, 2024 Regular meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Ron Rapp. All were in favor, motion carried.

1.4. Approval of the October, 2024 Bills.....Mr. Wilcox

The October, 2024 bills were approved as paid. Motion by Loren Fitzgerald, and a second by Shawn Wolfinger. All were in favor, motion carried.

1.5. There was any public discussion during this meeting.

2. ITEMS OF DISCUSSION

2.1.Personnel.....Mr. Wright/Mr. Duzick

2.1.1. Mr. Wright discussed the Potter County Commissioners decision to appoint Jason Fourness to the Housing Board upon Dennis Goodenough term end on 11/30/24.

2.2.General Administration..... Mr. Goodenough/Mr. Wright/Mr. Duzick/Staff

2.2.1. Mr. Wright discussed the meeting with the Potter County Commissioners pertaining to the separation of Boards. Upon final review by the Commissioners the decision has been made to add Jason Fourness to the Housing Board and to keep all Boards intact. There will not be a separation of Boards at this time.

2.2.2. Mr. Goodenough was not available to comment on any housing programs offered from the County. His term expires on 11/30/24.

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

2.3.1. Mr. Duzick stated that the Agency will continue to forward financial data to the Auditor to complete their 2024 audit submission to HUD REAC.

2.3.2. Mr. Duzick stated that the loan process is continuing for the Route 6 property and the Freeman House capital improvement loans. A motion was given by Shawn Wolfinger and a second by Loren Fitzgerald to accept the proposal submitted by Juniata bank for a loan of \$150,000 for 15 years, and \$50,000 for 15 years with a 5 year call on each loan and an interest rate at 5.55%. All Board Members and the Executive Director required to sign loan documents are authorized to complete the transactions. All were in favor. None opposed.

2.3.3. Mr. Duzick stated that the Agency has is working with the HUD MOR inspector to review Freeman House and Honeoye Haven projects. This is tenant file and property review completed by HUD. The Board will be updated once the final report for each project is received.

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

3.1.1. The Board held an Executive Session starting at 4:47 p.m. and ending at 5:05 p.m. It covered Personnel matters. The Board did not make any decisions, related to the Executive Session discussions, upon re-opening the regular monthly meeting.

3.1.2. Mr. Duzick stated that the PA Department of Labor and Industry re-inspected the elevator at Honeoye Haven in Shinglehouse. Their initial second review requested that a new circuit be connected for the elevator lights. After review with OTIS and the Bureau, it was found that this request was not necessary. The Authority should be receiving an elevator certification of use from the State shortly.

3.1.3. Mr. Duzick stated that the PCHA has received the Freeman House Escrow balance of \$14,400 from the Potter County Prothonotary after the acceptance by the Judge pertaining to the sewer billing issue at the project.

3.1.4. The Board approved the request by Mr. Wright to pay the Medicare and Medicare Supplement costs for John Wright and Richard Duzick in place of the standard UPMC hospital plan effective December 2024 or when the employee is no longer on the plan. A motion was made by Shawn Wolfinger and second by Loren Fitzgerald to approve the implementation of the benefit plan. All were in favor. None opposed. Motion carried.

4. CLOSING

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

There being no further business, Loren Fitzgerald made a motion and a second by Jeff Wilcox to adjourn the meeting at 4:29 pm. All were in favor.

Loren Fitzgerald, Secretary