

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday October 21, 2024, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: Loren Fitzgerald and Dennis Goodenough.

Others present: Steven Green, Jason Fourness, 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 September, 2024 Regular meeting minutesMr. Wilcox

The September, 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 September, 2024 Bills.....Mr. Wilcox

The September, 2024 bills were approved as paid. Motion by Shawn Wolfinger, second by Ron Rapp. 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 separate the Housing and Redevelopment Boards into two separate entities. He also stated that the replacement for Board Member Dennis Goodenough had not been selected as of the meeting.

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

2.2.1. Mr. Wright had requested that the Potter County Commissioners attend our meeting to discuss their letter indicating the separation of our Boards. None of the Commissioners attended the meeting.

2.2.2. Mr. Goodenough was not available to comment on any housing programs offered from the County.

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

2.3.1. Mr. Duzick stated that the PCHA FDS submission to HUD REAC was accepted. 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 Resolution #2024-10-01HA listed the bids offered by Gerald Brumbach and Chris Bickel for snow plowing and salting at Redwood Village and Honeoye Haven properties. Mr. Brumbach's bids were as follows: Redwood Village- \$90 per plow and \$45 per salting. He offered a bid of \$20 per hour for snow removal on sidewalks. Mr. Bickel offered a bid of \$35 and hour for plowing, salting and sidewalk snow removal. A motion was initiated by Shawn Wolfinger and a second by Ron Rapp. All were in favor. None opposed.

2.3.3. Mr. Duzick stated that the Agency has contacted local financial institutions to request loan quotes for the Updegraff route 6 property and for capital improvements at Freeman House.

2.3.4. Mr. Duzick discussed the 2024 NSPIRE inspection report with the Board. The program is the new inspection protocol for our elderly housing complexes. The Agency received a score of 98% for the Freeman House project.

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

3.1.1. The Board held an Executive Session starting at 4:40 p.m. And ending at 5:05 p.m. It covered Real Estate and 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 inspected the elevator at Honeoye Haven in Shinglehouse. They requested that new signage be place in the elevator, elevator room and the Maint. Room to direct personnel working on the elevator, where to disconnect power sources.

3.1.3. Mr. Duzick requested that the Board approve the addition of a veteran preference to our HV Admin plan and housing voucher program. A motion was offered by Ron Rapp and a second by Shawn Wolfinger to accept Resolution# 2024-10-02HA. All were in favor. None opposed.

4. CLOSING

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

There being no further business, Loren Fitzgerald made a motion and a second by Shawn Wolfinger to adjourn the meeting at 5:12 pm. All were in favor.

Ron Rapp, Assistant Secretary-Treasurer