MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday September 22, 2025, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Shawn Wolfinger, Ron Rapp, Jason Fourness and Loren Fitzgerald by phone.

Board Members absent: Jeff Wilcox.

Others present: Rick Duzick.

1. OPENING

1.1. The Vice-Chairman called the meeting to order…….. Mr. Wolfinger

1.2. The Asst. Secretary-Treasurer called the role…..…….…..……..Mr. Rapp

1.3. Approval of the August, 2025 Regular meeting minutes……..…..Mr. Wolfinger

The August, 2025 Regular meeting minutes were approved as submitted. Motion by Ron Rapp and second by Jason Fourness. All were in favor, motion carried.

1.4. Approval of the August, 2025 Bills…….....Mr. Wolfinger

The August, 2025 bills were approved as paid. Motion by Ron Rapp, second by Jason Fourness. All were in favor, motion carried.

1.5. There was not any public comment this month.

2. ITEMS OF DISCUSSION

2.1. Personnel..... Mr. Duzick

2.1.1. Personnel matters were discussed in Executive Session.

2.2. General Administration.....Mr. Wolfinger/Mr. Duzick/Staff

2.2.1. Mr. Duzick discussed the bid for the Route 6 tree felling project with the Board. The Agency is waiting on updated Certicate of Insurance documents for the project to be authorized to proceed with NEC Enterprises, Inc.

2.2.2. Mr. Duzick reviewed with the Board the elevator bid submitted by Right Elevator for preventative maintenance work at Honeoye Haven. The bid was for a three (3) year term at $1,500.00 per quarter. Work outside the scope of the contract will be based on an hourly or set amount. A motion was made by Loren Fitzgerald and a

second by Jason Fourness to accept the contract as offered. All were in favor none were opposed, motion passed.

2.2.3. Mr. Duzick stated that the County rehab program was up and operational. The program is to help lower income elderly home owners.

2.2.4. Mr. Duzick stated the Ulysses Family Townhouses stair and sidewalk concrete repair project is underway. The initial material submittals have been sent to our Architect for review. The Notice to Proceed will be sent to the Contractor, C.H. Phoenix Construction, LLC to start the project upon approval.

2.2.5. Mr. Duzick updated the Board on the submission of the fiscal year ending 6/30/25 SEMAP report covering the Housing Voucher program to HUD for review and scoring. The Board will be updated upon receipt of the final score.

2.3.Business and Finance…….Mr. Duzick

2.3.1. Mr. Duzick stated that the REAC FDS draft submission to HUD for the fiscal year ending 6/30/25 was submitted and approved by HUD. The Agency will now work with our Auditor to submit the audited version of the data to HUD and the Audit Clearing House.

2.3.2. Mr. Duzick gave an overview of the resolution to approve the write-off of long term Do to/Due From balances for PCHA accounts. This resolution was developed in cooperation with our current Auditor. Resolution #2025-09-01HA, was approved by the Board. A motion was made by Ron Rapp and a second by Jason Fourness. All were in favor. None opposed.

2.3.3. Mr. Duzick gave an overview of the USDA FSA lease costs and requirements for their office located at the PCHA building. After discussion with the Board the lease document will be sent to the USDA FSA Lease Contracting Officer for review and execution.

2.3.4. Mr. Rapp and Mr. Duzick discussed the Fee Accountant bid in Executive Session.

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

3.1.1. An Executive Session was held from 4:15 p.m. to 5:10 p.m. The discussion was related to administrative, personnel and real estate issues. Upon exiting the Executive Session, the Board directed the PCHA to reject the bid from Procuris Consulting for fee accounting services. The Agency will advertise to hire an in-house Accountant. The Board authorized the Executive Director to complete any documents our Solicitor is required to file to meet deed regulations at one of our properties. The Board requested that the Executive Director gather data for future use for personnel review. They also requested that employees attend future meetings to apprise the Board on their current job roles. Meeting dates will be set for each employee to attend.

3.1.2. Mr. Duzick discussed with the Board that a home owner adjacent to the Honeoye haven property had asked to have access to our property to assist in removing treetops at our common border. The home owner has decided to remove the trees from their property location at this time. He also informed the Board that the Agency will have a HUD Management and Occupancy Review for Honeoye Haven and Redwood Village in October, 2025. The Board will be updated when both reviews are complete.

4.1. Motion for adjournment..... Mr. Wolfinger

There being no further business, Ron Rapp made a motion and a second by Jason Fourness to adjourn the meeting at 5:15 pm. All were in favor.

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Ron Rapp Asst. Secretary-Treasurer