

MINUTES

The Regular Monthly Board Meeting was called to order at 4:15 pm, on Tuesday January 18, 2022, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Dennis Goodenough, Ellen Russell and Loren Fitzgerald-Zoom.

Board Members absent: None.

Others present: John Wright, Rick Duzick, Paul Heimel and Erik Gurney through Zoom.

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 December, 2021 meeting minutes .....Mr. Wilcox

The December 2021 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Shawn Wolfinger. All were in favor, motion carried.

1.4.Approval of the December 2021 bills .....Mr. Wilcox

The December 2021 bills were approved as paid. Motion by Ellen Russell, second by Dennis Goodenough. 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 gave a quick overview of the continued covid protocol the agency is following. We are currently taking public traffic by appointment and phone communication. Some employees are still operating on a mixed work schedule of hours in the office and at home. This schedule will be reviewed in the future as the covid issue subsides.

2.1.2. None

2.2.General Administration..... Mr. Wright

2.2.1. Mr. Wright updated the Board on the ongoing discussion he has had with PA State Representatives pertaining to the release of a lien and sale of the 7<sup>th</sup> St.

Building. The State Legislature is planning on updating the current deed to only include the Housing Authority as owner. They are also going to remove any lien requirements as originally stated. The hope is to have an updated deed and removal of any restrictions on sale of the property in the next few months.

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

2.3.1. Mr. Duzick confirmed the onsite audit date to be January 24-28, 2022.

2.3.2. Mr. Duzick stated that the Pittsburgh Office has scheduled an MOR-Management Review of the 3 elderly projects for the 3<sup>rd</sup> or 4<sup>th</sup> week of March. The HUD Rep. will review tenant files and go onsite and review building and grounds.

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

3.1.1. None.

4. CLOSING

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

There being no further business, Shawn Wolfinger made a motion and a second by Ellen Russell, to adjourn the meeting at 4:25 pm. All were in favor.

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Loren Fitzgerald, Secretary