MINUTES

The Annual meeting of the Potter County Housing Authority was called to order at 4:04 pm, on Wednesday, January 22, 2025, at 109 Market Street, Coudersport.

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

Board Members absent: Loren Fitzgerald.

Others present: Rick Duzick.

1. OPENING

   1.1. The Executive Director called the meeting to order ..... Mr. Duzick

   1.2. The roll was called ..... Mr. Duzick

   1.3. There were no public questions or comments and no phone contacts.

2. ELECTION OF OFFICERS

   Chairman: **Jeff Wilcox**

   Vice Chairman: **Shawn Wolfinger**

   Treasurer: **Jason Fourness**

   Secretary: **Loren Fitzgerald**

   Assistant Secretary/Treasurer: **Ron Rapp**

   Motion made by Shawn Wolfinger, second by Ron Rapp to accept the appointed Officers in their current positions; all in favor, motion carried for calendar year 2025.

3. APPOINTMENT OF SOLICITOR

   Solicitor: **Ann Leete** Rate $225.00/ hour

   Solicitor: **Acker & Larsen Law Firm** Rate $300.00/ hour (real estate)

   Motion made by Shawn Wolfinger, second by Jason Fourness to accept the Real Estate rate of $300.00 per hour for Acker & Larsen. The Board held the rate offer by Anne Leete for review until the next meeting; all in favor, motion carried for calendar year 2025

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4. APPOINTMENT OF DEPOSITORIES:

The following financial institutions have been designated as depositories for use by Coudersport Corporation: Citizens & Northern Bank, Northwest Savings Bank, Juniata Valley Bank, and other investment agencies as needed.

Motion made by Shawn Wolfinger, second by Jason Fourness, all in favor, motion carried for calendar year 2025.

5. DATE, TIME, AND LOCATION OF MEETING:

The regular monthly meeting, as future business warrants, of the Potter County Housing Authority will be held on the third Monday of every month, with the exception of January and February's meeting which will be held on the third Tuesday, in the Board Room at the Authority's office located at 109 Market Street, Coudersport, PA

Motion made by Shawn Wolfinger, second by Jason Fourness, all in favor, motion carried for calendar year 2025.

6. APPOINTMENT OF COMMITTEES:

Budget Committee**:**

Chairman—Ron Rapp
Member—Shawn Wolfinger
Alternate—Jason Fourness

Personnel Committee:

Chairman—Jason Fourness
Member—Jeff Wilcox
Alternate—Loren Fitzgerald

Motion made by Shawn Wolfinger to accept the appointed committees for 2025; second by Jason Fourness. All were in favor. None opposed.

7. PROCUREMENT AND MILEAGE RATES:

The PA 2025 bidding thresholds and the IRS mileage reimbursement rate of 2025 will be as follows:

- Under $12,900; No formal bidding or written/telephonic quotations required
- $12,900-$23,800; Three written/telephonic quotations are required
- Over $23,800; Formal bidding is required
- 2025 standard mileage rate will be 70 cents per mile for business

Motion made by Shawn Wolfinger to accept the thresholds and mileage rate for 2025; second by Jeff Wilcox. All in favor. None opposed.

8. CLOSING:

8.1. Motion for adjournment ..... Mr. Wilcox

There being no further business, the meeting was adjourned at 4:11 p.m. A motion was made by Jeff Wilcox; and a second by Shawn Wolfinger, all were in favor, motion passed.

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Ron Rapp, Asst. Secretary-Treasurer