

MINUTES

The regular Monthly Meeting was called to order at 4:45 p.m., on Monday, June 20, 2022, at 109 Market Street, Coudersport, PA 16915.

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

Board Members absent: None.

Others present: John Wright and Rick Duzick.

OPENING

1.1. The Chairman called the meeting to order ..... Mr. Wilcox

1.2. The roll was called ..... Mr. Fitzgerald

1.3..Approval of the April 2022 regular monthly meeting minutes..... Mr. Wilcox

The April 2022 regular monthly meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Shawn Wolfinger, all in favor, motion carried.

1.4. Approval of the April and May 2022 bills..... Mr. Wilcox

The April and May 2022 bills were approved as paid. Motion by Dennis Goodenough and second by Shawn Wolfinger, all in favor, motion carried.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1 Mr. Goodenough discussed the need to continue the process to hire an HR group to assist with the Succession procedure for the future replacement of our current Executive Director and Deputy Director. He offered a motion to have the agency submit an RFP in local papers/media sites and to contact local HR groups that may be interested in offering this service. The agency will submit the RFP in working relationship with Mr. Goodenough. The RFP's will be accepted at the PCHRA office until 2:00 p.m. on July 18, 2022. A motion was offered by Loren Fitzgerald and second by Shawn Wolfinger to request an RFP from interested parties to assist with our future Succession process. All were in favor, none opposed.

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

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2.2.1. None.

2.3.Business and Finance..... Mr. Wright

2.3.1. Mr. Wright stated that the agency received a consent order from DEP pertaining to the current and future cleanup of the tentative Tractor Supply site. The agency upon a motion by Dennis Goodenough and a second by Loren Fitzgerald will have the document reviewed and approved by our Solicitor Anne Leete, before Mr. Wright is authorized to sign the document.

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

3.1.1. Mr. Wright reviewed the FY2023 budget with the Board. The budget was approved as submitted with a motion by Dennis Goodenough and a second by Loren Fitzgerald. All were in favor, none opposed. The Board approved a 6% across the board raise for all full-time employees.

3.1.2. Mr. Wright discussed the transfer of old Reuse funds to the County and the PCRA. The County will receive a total of \$485,187.86 (updated) and any residual interest. The PCRA will receive an administrative residual fee due of \$124,395.99. The accounts will then be closed. A motion was offered by Dennis Goodenough and a second by Shawn Wolfinger to complete this closing process. All were in favor, none opposed.

3.1.3. The Executive Session was opened at 5:05 p.m. to discuss possible development properties in our area. Mr. Wright stated that he is currently reviewing some potential sites for possible purchase, and gave background information to the Board. Mr. Wright will continue the process as leads occur and more information is obtained on current locations and their possible purchase options. The Board Members were positive on continuing the review process for possible business sites. The Executive Session ended at 5:25 p.m. with no motion being offered by the Board.

3.1.4. Ms. Russell asked for an update on possible Arboretum funding. Mr. Wright stated that upon review of the approved budget and possible funding sources a response to the Board will be given.

4. CLOSING

4.1.1. Motion for Adjournment.....Mr. Wilcox

There being no further business, Loren Fitzgerald offered a motion to adjourn the meeting at 5:38 p.m. Shawn Wolfinger offered a second. All were in favor. None opposed.

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Loren Fitzgerald, Secretary