

MINUTES

The Annual meeting of the Potter County Housing Authority was called to order at 4:00 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport.

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

Board Members absent: None

Others present: John Wright, Rick Duzick and Paul Heimel by Zoom.

1. OPENING

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

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

1.3. There were no public questions or comments.

2. ELECTION OF OFFICERS

Chairman: **Jeff Wilcox**

Vice Chairman: **Shawn Wolfinger**

Treasurer: **Dennis Goodenough**

Secretary: **Loren Fitzgerald**

Assistant Secretary/Treasurer: **Ellen Russell**

Motion made by Dennis Goodenough, second by Shawn Wolfinger to accept the appointed Officers; all in favor, motion carried for calendar year 2022.

3. APPOINTMENT OF SOLICITOR

Solicitor: **Ann Leete** Rate \$200.00/ hour

Solicitor: **Acker & Larsen Law Firm** Rate \$250/ hour (real estate)

Motion made by Dennis Goodenough, second by Shawn Wolfinger, all in favor, motion carried for calendar year 2022.

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 Ellen Russell, all in favor, motion carried for calendar year 2022.

5. DATE, TIME, AND LOCATION OF MEETING:

The regular monthly meeting of the Potter County housing Authority will be held on the third Monday of every month as needed, at 4:00 p.m., 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 Ellen Russell, all in favor, motion carried for calendar year 2022.

6. APPOINTMENT OF COMMITTEES:

Budget Committee:

- Chairman
- Member
- Alternate

Personnel Committee:

- Chairman
- Member
- Alternate

The Chairman will appoint the Members at a later meeting for calendar year 2022.

7. CLOSING:

7.1.Motion for adjournment.....Mr. Wilcox

There being no further business, the meeting was adjourned at 4:05. A motion was made by Dennis Goodenough, and a second by Shawn Wolfinger, all were in favor, motion passed.

Loren Fitzgerald, Secretary

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 orderMr. Wilcox

1.2.The Secretary called the roll Mr. Fitzgerald

1.3.Approval of the December, 2021 meeting minutesMr. 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 billsMr. 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 7th 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 3rd or 4th 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.

Loren Fitzgerald, Secretary

MINUTES

The Annual Meeting of the Potter County Redevelopment Authority was called to order at 4:06 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport.

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

Board Members absent: None

Others present: John Wright, Rick Duzick and Paul Heimel by Zoom.

1. OPENING

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

1.2. The roll was called Mr. Fitzgerald

1.3. There were no public questions or comments.

2. ELECTION OF OFFICERS

Chairman: **Jeff Wilcox**

Vice Chairman: **Shawn Wolfinger**

Treasurer: **Dennis Goodenough**

Secretary: **Loren Fitzgerald**

Assistant Secretary/Treasurer: **Ellen Russell**

Motion made by Dennis Goodenough, second by Shawn Wolfinger to accept the appointed Officers; all in favor, motion carried for calendar year 2022.

3. APPOINTMENT OF SOLICITOR

Solicitor: **Ann Leete** Rate \$200.00/ hour

Solicitor: **Acker & Larsen Law Firm** Rate \$250/ hour (real estate)

Motion made by Dennis Goodenough, second by Shawn Wolfinger, all in favor, motion carried for calendar year 2022.

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 Ellen Russell, all in favor, motion carried for calendar year 2022.

5. DATE, TIME, AND LOCATION OF MEETING:

The regular monthly meeting of the Potter County Redevelopment Authority will be held on the third Monday of every month after the Housing Authority meeting as needed, 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 Ellen Russell, all in favor, motion carried for calendar year 2022.

6. APPOINTMENT OF COMMITTEES:

Budget Committee:

- Chairman
- Member
- Alternate

Personnel Committee:

- Chairman
- Member
- Alternate

Industrial Development Committee:

- Chairman
- Member
- Alternate

The Chairman will appoint the Members at a later meeting for calendar year 2022.

7. CLOSING:

7.1. Motion for adjournment Mr. Wilcox

There being no further business, the meeting was adjourned at 4:10. A motion was made by Shawn Wolfinger; and a second by Ellen Russell; all were in favor, motion passed.

Loren Fitzgerald, Secretary

MINUTES

The regular Monthly Meeting was called to order at 4:25 p.m., 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 by Zoom.

Board Members absent: None.

Others present: John Wright and Rick Duzick. Paul Heimel and Erik Gurney were present by Zoom.

OPENING

1.1. The Chairman called the meeting to orderMr. Wilcox

1.2. The roll was called Mr. Fitzgerald

1.3..Approval of the December, 2021 meeting minutesMr. Wilcox

The December 2021 regular monthly and special meeting minutes were approved as submitted. Motion by Dennis Goodenough and second by Loren Fitzgerald, all 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 and second by Dennis Goodenough, all in favor, motion carried.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1 Mr. Wright had a brief discussion with the Board pertaining to continued review of personnel replacement options going forward. He also discussed the current covid protocols being utilized in the office.

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

2.2.1. None.

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

2.3.1. Mr. Wright discussed the Tractor Supply well monitoring process being completed for DEP and stated that the overall project is going forward. He also stated that the Potter Pak sale should be closing in February 2022.

3. OTHER BUSINESSMr. Wilcox / Mr. Wright

3.1.1. The Board approved the PA Department of Labor and Industry Bidding thresholds as submitted for calendar year 2022. A motion was given by Shawn Wolfinger and a second by Dennis Goodenough to accept the updated bidding levels. All were in favor, none opposed.

3.1.2. Mr. Wright handed out Public employee and officer ethics forms to be completed by the Board Members and returned to the office.

4. CLOSING

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

There being no further business, Dennis Goodenough made a motion, and a second by Shawn Wolfinger, adjourned the meeting at 4:32 p.m. All were in favor.

Loren Fitzgerald, Secretary

MINUTES

The Annual meeting of the Housing Opportunities Corporation was called to order at 4:11 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport.

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

Board Members absent: None

Others present: John Wright, Rick Duzick and Paul Heimel by Zoom.

1. OPENING

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

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

1.3. There were no public questions or comments.

2. ELECTION OF OFFICERS

Chairman: **Jeff Wilcox**

Vice Chairman: **Shawn Wolfinger**

Treasurer: **Dennis Goodenough**

Secretary: **Loren Fitzgerald**

Assistant Secretary/Treasurer: **Ellen Russell**

Motion made by Dennis Goodenough, second by Shawn Wolfinger to accept the appointed Officers; all in favor, motion carried for calendar year 2022.

3. APPOINTMENT OF SOLICITOR

Solicitor: **Ann Leete** Rate \$200.00/ hour

Solicitor: **Acker & Larsen Law Firm** Rate \$250/ hour (real estate)

Motion made by Dennis Goodenough, second by Ellen Russell, all in favor, motion carried for calendar year 2022.

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 Ellen Russell, all in favor, motion carried for calendar year 2022.

5. DATE, TIME, AND LOCATION OF MEETING:

The regular monthly meeting of the Housing Opportunities Corporation will be held on the third Monday of every month as needed, after completion of the Redevelopment Authority meeting, 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 Ellen Russell, all in favor, motion carried for calendar year 2022.

6. APPOINTMENT OF COMMITTEES:

Budget Committee:

- Chairman
- Member
- Alternate

Personnel Committee:

- Chairman
- Member
- Alternate

The Chairman will appoint the Members at a later meeting for calendar year 2022.

7. CLOSING:

7.1.Motion for adjournment.....Mr. Wilcox

There being no further business, the meeting was adjourned at 4:12. A motion was made by Ellen Russell, and a second by Shawn Wolfinger, all were in favor, motion passed.

Loren Fitzgerald, Secretary

MINUTES

The regular meeting of HOCPC was called to order at 4:33 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport PA 16915

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

Board Members absent: Loren Fitzgerald.

Others present: John Wright and Rick Duzick. Paul Heimel and Erik Gurney were present by Zoom.

1. OPENING

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

1.2.The roll was calledMs. Russell

1.3.Approval of December, 2021 minutes.....Mr. Wilcox

The December 2021 minutes were approved as submitted. Motion by Shawn Wolfinger and second by Dennis Goodenough. All in favor. None opposed.

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

The December 2021 bills were approved as submitted. Motion by Dennis Goodenough and a second by Shawn Wolfinger. All were in favor. None opposed.

2. OTHER BUSINESS.....Mr. Wright

2.1.1. The Board approved the PA Department of labor and Industry Bidding thresholds as submitted for calendar year 2022. A motion was given by Shawn Wolfinger and a second by Dennis Goodenough to accept the updated bidding levels. All were in favor, none opposed.

3. CLOSING

3.1.Motion for adjournment..... Mr. Wilcox

There being no further business, the regular monthly meeting was adjourned at 4:35 p.m., on a motion by Ellen Russell and a second by Shawn Wolfinger. All were in favor. None were opposed.

Ellen Russell, Asst. Secretary-Treasurer

MINUTES

The Annual meeting of the Coudersport Corporation was called to order at 4:13 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport.

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

Board Members absent: None

Others present: John Wright, Rick Duzick and Paul Heimel by Zoom.

1. OPENING

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

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

1.3. There were no public questions or comments.

2. ELECTION OF OFFICERS

Chairman: **Jeff Wilcox**

Vice Chairman: **Shawn Wolfinger**

Treasurer: **Dennis Goodenough**

Secretary: **Loren Fitzgerald**

Assistant Secretary/Treasurer: **Ellen Russell**

Motion made by Dennis Goodenough, second by Shawn Wolfinger to accept the appointed Officers; all in favor, motion carried for calendar year 2022.

3. APPOINTMENT OF SOLICITOR

Solicitor: **Ann Leete** Rate \$200.00/ hour

Solicitor: **Acker & Larsen Law Firm** Rate \$250/ hour (real estate)

Motion made by Dennis Goodenough, second by Shawn Wolfinger, all in favor, motion carried for calendar year 2022.

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 Loren Fitzgerald, all in favor,
motion carried for calendar year 2022.

5. DATE, TIME, AND LOCATION OF MEETING:

The regular monthly meeting of Coudersport Corporation will be held on the third Monday of every month as needed, after completion of all other agency meetings, 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 Ellen Russell, all in favor, motion carried for calendar year 2022.

6. APPOINTMENT OF COMMITTEES:

Budget Committee:

- Chairman
- Member
- Alternate

Industrial Development Committee:

- Chairman
- Member
- Alternate

The Chairman will appoint the Members at a later meeting for calendar year 2022.

7. CLOSING:

7.1.Motion for adjournment.....Mr. Wilcox

There being no further business, the meeting was adjourned at 4:14. A motion was made by Shawn Wolfinger; and a second by Ellen Russell; all were in favor, motion passed.

Loren Fitzgerald, Secretary

MINUTES

The regular meeting of Coudersport Corporation was called to order at 4:37 pm, on Tuesday, January 18, 2022, at 109 Market Street, Coudersport PA 16915

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

Board Members absent: Loren Fitzgerald.

Others present: John Wright and Rick Duzick. Paul Heimel and Erik Gurney were present by Zoom.

1. OPENING

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

1.2.The roll was calledMs. Russell

1.3.Approval of December, 2021 minutes.....Mr. Wilcox

None.

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

None.

2. OTHER BUSINESS.....Mr. Wright

2.1.1. The Board approved the PA Department of labor and Industry Bidding thresholds as submitted for calendar year 2022. A motion was given by Shawn Wolfinger and a second by Dennis Goodenough to accept the updated bidding levels. All were in favor, none opposed.

3. CLOSING

3.1.Motion for adjournment..... Mr. Wilcox

There being no further business, the regular monthly meeting was adjourned at 4:39 p.m., on a motion by Ellen Russell and a second by Shawn Wolfinger. All were in favor. None were opposed.

Ellen Russell, Asst. Secretary-Treasurer