MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday, July 12, 2021, at 109 Market Street, Coudersport.

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

Board Members absent: None.

Others present: John Wright, Rick Duzick, Robin Fink and Kathy Kenard.

1. OPENING
	1. The Chairman called the meeting to order Mr. Wilcox
	2. The Secretary called the roll Mr. Fitzgerald
	3. Approval of the May 2021 meeting minutes Mr. Wilcox

The May 2021 regular monthly meeting minutes were approved as submitted. Motion by Shawn Wolfinger, second by Loren Fitzgerald, all in favor, motion carried.

* 1. Approval of the May and June 2021 bills Mr. Wilcox

The May and June 2021 bills were approved as paid. Motion by Loren Fitzgerald, second by Dennis Goodenough, all in favor, motion carried.

* 1. The meeting was open to the public for comments or questions.

Kathy Kenard and Robin Fink of the Arboretum Committee discussed the growth and development of the Arboretum property. Kathy stated that they are looking forward to offering site tours and community events on the location. She is asking the agency to donate funds for projects and property improvements at the Arboretum. The Board has asked her to submit a budget, a project list for review, and other funding sources that have offered donations for project completion.

1. ITEMS OF DISCUSSION
	1. Personnel Mr. Wright
		1. Mr. Wright discussed the possible future opening of the PCHRA office and how this will affect the staff and clients entering the office. The agency will follow directives from HUD and the State of PA and review other housing authorities’ actions.
		2. The Board went into Executive Session at 4:33 p.m. They discussed the budget for fiscal year 2021-22. After review the Board agreed on an amended budget. The Executive Session ended at 4:50 p.m.
	2. General Administration Mr. Wright
		1. Mr. Wright discussed with the Board the possible review of housing complexes built by Ted Cresswell. He stated that a trip may be taken in August 2021 to visit some of his building sites. The designs could give the agency some ideas for future development at some of our vacant properties.
		2. Mr. Wright stated that he has met with Tim Costello, a realtor and property developer to review the possible sale of Agency owned property and to discuss the possibilities of townhouse development in the community.

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

2.3.1. Mr. Duzick stated that the fiscal year 6/30/20 audit has been submitted to HUD-REAC and the Audit Clearinghouse for review. Upon approval the Auditor Barnes Saly will send copies to our office for Board review.

2.3.2. The Board approved an amended budget for fiscal year 21-22. Motion was made by Dennis Goodenough and a second by Ellen Russell to implement a 4% raise and a one-time 2% bonus for regular fulltime employees. All were in favor, motion passed.

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

 3.1.1. Mr. Wright stated that a lot on S. Main St. that may have been available for demolition has been kept by the family for renovation.

4. CLOSING

 4.1. Motion for adjournment Mr. Wilcox

There being no further business, Loren Fitzgerald made a motion and a second by Shawn Wolfinger, adjourned the meeting at 4:55 pm. All were in favor.

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Loren Fitzgerald, Secretary