

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, AUGUST 19, 2024  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Dave Jordan, Maureen O'Malley, Alfred Bendell, Rodney Benedick, Daniel Myers  
Staff in Attendance: Christine Fogle, Lisa Bryan

- I. Call Meeting to Order – John Flannery**
- II. Public Comment –** Flannery and Daniel Myers noted that the three questions from last meeting-dropbox security, chain of command, pest control-have been addressed.
- III. Review and Approval of 7-22-24 Minutes**–Motion to approve minutes first by Jordan, second by Bendell. Motion carried unanimously.
- IV. Bills and Communication**
  1. Resolution 2024-17 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by O'Malley, second by Jordan. Motion carried unanimously.
  2. Recommendation to Appoint New Secretary as Authorized Officer for FCHA's Truist Account-Resolution for Deposit Account (Chairman, Vice Chairman, Secretary currently on account)
    - Motion to approve appointment first by Benedick, second by O'Malley. Motion carried unanimously.
  3. Election of Officers for One Year Term
    - Motion to keep officers same as last year first by Jordan, second by O'Malley. Motion carried unanimously.
  4. Fiscal Reports
    - COCC Financials – 6/30/24 Reviewed. As of the end of June, COCC experienced a net increase in net income of 8,000 as compared with previous month, but still has an overall net loss of \$17,000. The loss compared with budgeted figure is due to investment income being only about 10% of expected, but that will change. From April to July, investments had a net gain of \$61,000, \$58,000 of that figure is from July. The earnings are now twice as high as budgeted figure of \$7,500 per month.
    - Section 8 Financials – 6/30/24 Reviewed. Section 8 administrative net income as of July is \$28,000, which is \$13,000 more than budgeted. Total administrative expenses are below budget by \$13,000 due to employee benefits being under budget by \$8,000 and a budget of \$3,000 in training cost that has not been utilized. For the calendar year to date, Section 8 leasing has increased again to 99.6% from 99.2% for HCV and to 82.5% from 81.3% for Mainstream. Leveling off HCV leased to end the year around our 329 authorized units. For August, Mainstream leasing is at 56 units which is over 90% leased.
    - Public Housing Financials – 5/31/24 Reviewed. All developments, except AMP4, experienced a net increase in net income from previous month. AMP2 continues to post high net income. Pest control for all AMPs is \$8,000 below budget. For AMPs 1&2, maintenance salaries and benefits are down by \$25,000 due to a vacancy. Tenant services salaries and benefits are down by \$4,000 due to another vacancy which occurred with the recent promotion of Amanda Shives. For AMP2, tenant write offs are \$5,000 lower than budget due to an ex-tenant, written off in December 2019, paying \$3,000. AMP2 maintenance materials and contracts are \$15,000 below budget. AMP4 had a water line repair expense of \$3,000.
    - Capital Fund Program Report – 6/30/24 Reviewed. CF expenses for July were \$12,800; \$4,800 was for playground and paid for with CF20 and 22 grants. CF24 added to LOCCS monthly report. The amount available is nearly \$1.2 million which is consistent with CF22 and 23 grants.
    - Occupancy Report – 6/30/24 Reviewed. In July, public housing vacancies remained the same at 3 units and offline units also remained the same at 3 units. Occupancy percentages remain very high.

**V. Executive Director Report**

- Back to school events were held in Chambersburg and Waynesboro. 96 bookbags were distributed in Chambersburg, 41 in Waynesboro.
- A new maintenance staff member was hired two weeks ago. Myers plans to speak with CareerTech to advertise at job fair.
- Office is fully staffed. Looking to improve processes and cross train.
- Staff picnic being held on September 20 at Antrim Township Park.
- Staff holiday party in process.
- The audit is completed; auditors reviewed Capital Fund and Public Housing. Robert Barrick adding process for closing Capital Fund grants.
- Park project work has resumed.
- UGI has started working on the gas meter project.
- Mann Plumbing & Heating is modifying plans for HVAC project. The cost will be less than the bid price.
- Will be ordering 500-750 CO detectors for all units.
- Myers will be speaking with company for site lighting assessment.
- HUD rescheduled their visit to September 18.
- Budget spreadsheets being provided to property managers for mid-year review.

**VI. Unfinished Business – None**

**VII. Executive Session – Personnel and Legal**

- Motion to move to Executive Session first by Jordan, second by O'Malley. Motion carried unanimously.

**VIII. Return to Public Session**

- Motion to return to Public Session first by Bendell, second by Jordan. Motion carried unanimously.

**IX. Adjournment – Motion to adjourn first by Benedick, second by O'Malley. Motion carried unanimously.**

Next Monthly Meeting: Monday, September 16, 2024 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell  
Secretary