

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, OCTOBER 21, 2024
202 ELDER AVENUE, WAYNESBORO, PA

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

- I. **Call Meeting to Order** – Dave Jordan
- II. **Public Comment** – None
- III. **Review and Approval of 9-16-24 Minutes**–Motion to approve minutes first by O'Malley, second by Benedick. Motion carried unanimously.
- IV. **Bills and Communication**
 1. Resolution 2024-20 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by O'Malley, second by Bendell. Motion carried unanimously.
 2. Section 8 Payment Standards Effective 1/1/25
 - Daniel Myers reviewed 2025 Section 8 payment standards. FCHA will continue using 91% of fair market rent standards.
 3. Health Insurance
 - Health insurance options for staff were discussed. Motion to use percentages from CBA agreement for all staff first by O'Malley, second by Benedick. Motion carried unanimously.
 4. Fiscal Reports
 - COCC Financials – 8/31/24 Reviewed. As of August, the Central Office Cost Center has a net income of \$66,500. For the month of August there was a net increase of \$32,000 due to another large increase in the value of investment. Expenses are \$9,000 below budget mainly due to employee benefits being \$5,200 under budget. From April to September, investments had a net gain of \$122,000; an average of \$20,000 per month. The budgeted amount is \$7,500 per month.
 - Section 8 Financials – 9/30/24 Reviewed. Section 8 administrative net income as of September is \$45,000, which is \$22,000 more than budgeted. Total operating income is above budget by \$3,000 due to high occupancy. Total administrative expenses are below budget by \$18,600 due to employee benefits being under budget by \$8,000, training and inspections below budget by \$4,000 each, and legal, which has incurred no expense, is under budget by \$2,000. For calendar year to date, Section 8 leasing increased to 99.8% from 99.7% for HCV. Not adding new HCV vouchers until new year. For Mainstream, leasing has increased to 85.6% from 84.1%. In October, Mainstream reached its authorized units of 62. We can hold at that figure or go above since HUD looks at average for calendar year in determining over leasing.
 - Public Housing Financials – 8/31/24 Reviewed. EPC Loan is now separate on AMPs balance sheet to show the loan being reduced. For August, all 4 AMPs experienced an increase in net income. For all AMPs, the pest control is \$15,000 below budget and mold/asbestos removal is \$12,000 below budget. For AMPs 1 and 2, maintenance salaries/benefits are down by \$45,000 and tenant services salaries/benefits are down by \$9,000 due to vacancies. AMP2's maintenance materials and contracts are \$21,000 below budget. AMP4 had a water line repair expense of \$3,000 and unit turnaround expense of \$3,000 above budget, due to Chambersburg employees assisting Waynesboro.
 - Capital Fund Program Report – 9/30/24 Reviewed. CF expenses for September were \$53,400. \$29,000 was for the playground and was from CF20. \$15,000 was for operations to purchase a UTV for AMP4 and was from CF22.
 - Occupancy Report – 9/30/24 Reviewed. In September, vacancies increased from 2 to 5 units and offline units remained the same at 3 units.

V. Executive Director Report

- Offering maintenance position to an applicant and another applicant being interviewed this week. Office is fully staffed.
- Staff Holiday Party will be held on December 13 at Founders Grille at Penn National Golf Club.
- Waiting for Nan McKay revisions to ACOP and Admin Plan. FCHA needs to provide updates to tenants at Resident Advisory Board meetings and in lease agreement.
- Playground project is continuing.
- Master Meter project at AMP3 may be delayed until spring due to risk of not having heat during completion.
- Mini-splits installed in front area of main office for HVAC project. Remainder will be completed in next few months.
- CO Detector project will be bid for procurement/installing; bid as whole job.
- Site Lighting/Cameras project is progressing. Checking with borough and West Penn concerning camera installation on poles.
- Plan to use CF23 and CF24 grants to complete physical needs and capital needs assessments.
- Reaching out to businesses for food donations.
- Boys & Girls Club will host meet & greet for tenants at community center. Looking for grant funds for tenant programming.
- Did not receive any complaints or feedback from letter Daniel sent to tenants.
- Receipt of public housing applications will be tracked on spreadsheet.
- Section 8 is taking back tasks that other staff were assisting with.
- Email being sent to staff providing clarity for inclement weather procedures.
- Valley View Village hosting Halloween Party on October 24 and Holiday Party on December 13.
- Looking at setting up GED classes at Valley View Village.

VI. Unfinished Business – None

VII. Executive Session – Personnel and Legal

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

VIII. Return to Public Session

- Motion to return to Public Session first by Bendell, second by O'Malley. Motion carried unanimously.

IX. Adjournment – Motion to adjourn first by Benedick, second by Bendell. Motion carried unanimously.

Next Monthly Meeting: Monday, November 18, 2024 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell
Secretary