

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, SEPTEMBER 16, 2024
436 WEST WASHINGTON STREET, WAYNESBORO, PA

In Attendance: John Flannery, Dave Jordan, Alfred Bendell, Rodney Benedick, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Robert Barrick, Lisa Bryan

Guests in Attendance: Patricia Hinkel

- I. **Call Meeting to Order** – John Flannery
- II. **Public Comment** – Patricia Hinkel provided public comment regarding staff, handicap parking, crime, drugs. Flannery noted that board will discuss and address before, or at, next meeting in Chambersburg, or add to agenda.
- III. **Review and Approval of 8-19-24 Minutes**–Motion to approve minutes first by Jordan, second by Bendell. Motion carried unanimously.
- IV. **Bills and Communication**
 1. Resolution 2024-18 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Benedick, second by Bendell. Motion carried unanimously.
 2. Resolution 2024-19 Removal of Expended Equipment from Fixed Asset Account
 - Motion to approve appointment first by Jordan, second by Bendell. Motion carried unanimously.
 3. Fiscal Reports
 - COCC Financials – 7/31/24 Reviewed. As of July, the Central Office Cost Center had a net income of \$35,000. For the month of July only net income increased by \$51,000 due to a large increase in value of investment. The year-to-date increase in investments is double what was budgeted. From April to August, investments had a net gain of \$97,000, \$36,000 of that is from August. In comparison, the budgeted amount is \$7,500 per month.
 - Section 8 Financials – 8/31/24 Reviewed. Section 8 administrative net income as of August is \$41,000, which is \$22,000 more than budgeted. Total operating income is above budget by \$6,000 due to HUD providing additional Mainstream funding. Total administrative expenses are below budget by \$16,000 due to employee benefits being under budget by \$8,000 and a budget of \$4,000 in training costs that have not been utilized. For calendar year-to-date, leasing increased to 99.8% from 99.6% for HCV and to 83.5% from 82.5% for Mainstream. Leveling off HCV leased to end the year around our 329 authorized units. For September, Mainstream leasing is at 57 units which is 92% leased. Requested additional funding for both programs.
 - Public Housing Financials – 7/31/24 Reviewed. For July, all 4 AMPs experienced increase in net income. AMP2 had the biggest dollar increase and AMP4 had the biggest percent increase. For all AMPs, pest control is \$12,000 below budget and mold/asbestos removal is \$10,000 below budget. For AMPs 1&2, maintenance salaries/benefits are down by \$36,000 and tenant services salaries/benefits are down by \$5,000 due to vacancies. For AMP2, tenant write-offs are \$6,000 lower than budgeted, maintenance materials/contracts are \$17,000 below budget. AMP4 had water line repair expense of \$3,000 and unit turnaround expense of \$3,000 above budget.
 - Capital Fund Program Report – 8/31/24 Reviewed. CF expenses for August were \$33,800. Of that figure, \$25,000 was for the playground and was paid with CF20 and 22 grants.
 - Occupancy Report – 8/31/24 Reviewed. In August, public housing vacancies decreased by one from 3 to 2 units and offline units remained the same at 3 units.

V. Executive Director Report

- Playground project is ongoing. Contractors will be drilling under street next week.
- The UGI project in Waynesboro should be completed by heating season.
- Meeting with Mann Plumbing for HVAC project; cost will be down \$100,000 due to work order changes.
- Boys and Girls Club lease for community center is signed.
- Meeting with contractor for security camera needs.
- Waynesboro received new side-by-side. Will use Capital Funds to replace side-by-side in Chambersburg in the near future.
- Auditors will be working on audit through end of year.
- Will review smaller account budgets at six months into fiscal year.
- A Waynesboro maintenance staff member resigned; Tony is interviewing to fill position.
- HUD implementing worksheets for financials for all housing authorities.
- HUD field office members will be in office on Wednesday for new executive director training.
- One staff member completed Nan McKay course and another will be completing it soon.
- Holding monthly meetings with housing managers to ensure all are following same procedures.
- Added internet lines in Chambersburg and Waynesboro community centers. Activated new contracts and cost is now \$45 less/month, even including extra lines.

VI. Unfinished Business – None

VII. Executive Session – Personnel and Legal

- Motion to move to Executive Session first by Jordan, second by Bendell. 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 Jordan. Motion carried unanimously.

Next Monthly Meeting: Monday, October 21, 2024 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Alfred Bendell
Secretary