

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, OCTOBER 16, 2023
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Dave Jordan, Kevin Myers, Alfred Bendell, Maureen O'Malley

Staff in Attendance: Christine Fogle, Diana Onativia, Susan Pettyjohn, Robert Barrick, Darla Ritzus, Amanda Keefer, Lisa Bryan

- I. Call Meeting to Order – Dave Jordan**
- II. Public Comment – None**
- III. Review and Approval of 9-18-23 Minutes**–Motion to approve minutes first by Myers, second by O'Malley. Motion carried unanimously.
- IV. Bills and Communication**
 1. Resolution 2023-18 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by O'Malley, second by Myers. Motion carried unanimously.
 2. Health Insurance
 - FCHA health insurance renews on January 1, 2024. The union contract states that union employees will contribute 14% toward single health cost coverage, and 37% toward other than single coverage. The Board will determine the percentage/amount that non-union employees contribute; tabled to next board meeting.
 3. Fiscal Reports
 - COCC Financials – 8/31/23 Reviewed. Net income decreased by over \$30,000 mainly due to a decrease in investment income. Legal is under budget by \$4,000.
 - Section 8 Financials – 9/30/23 Reviewed. There has been a notable increase in vouchers leased for the Section 8 regular voucher and VASH vouchers. We were authorized to lease an average of 323 units each month until August, then were awarded 6 more vouchers for a total of 329 units per month starting in September. Regular vouchers increased from 313 units leased in August, 325 in September, and 327 in October. Mainstream occupancy increased from 51 to 53 and 54 during those same months.
 - Public Housing Financials – 8/31/23 Reviewed. All AMPs have net income above budget and all, except AMP2, have increase in income for August. Gas continues to be below budget by \$43,000. Legal expenses for all AMPs below budget for total savings of \$8,000.
 - Capital Fund Program Report – 9/30/23 Reviewed. CF2020 funded tree removal and trimming for the Waynesboro developments for a total of about \$31,000 from Operations. Another CF2020 expense is continued architect and engineering work on the Chambersburg playground.
 - Occupancy Report – 9/30/23 Reviewed. Although public housing has 20 vacant units with 15 offline (which represents 5.5% of the total units), this is an improvement from August when there were 23 units vacant and 20 offline.
 - FCHA was selected by HUD to conduct a remote review of our monthly Voucher Management System submissions. They are requiring the Section 8 department and accounting to submit backup data for the past year to support our submissions. They are giving us two weeks to gather information, but we can request an extension.
- V. Executive Director Report**
 - Chambersburg has 14 vacancies with 3 units offline. 6 are ready to move in, maintenance is working on turnover of the rest.
 - Two maintenance interviews were held last week.

- An employee appreciation luncheon is being held on Wednesday. Also preparing for holiday party.
- Section 8 clerk position is filled; Chambersburg office is fully staffed.
- Waynesboro had two resident transfers and 12 move-ins; maintenance is working on turnover of units. As of November 1, there will be no vacancies in AMP3, and 7 in AMP4 with 5 of those offline.
- Three maintenance staff are being cross-trained in preparation for on-call list rotation.
- FCHA is holding Resident Advisory Board meetings in November to review lease, handbook, policy changes. Changes will be provided to Board at January meeting.
- The Chambersburg playground project is still in negotiations with the Borough.
- UGI is restructuring the master meter agreement. After completion, we can prepare bid package.
- Mann Plumbing & Heating will be installing thermostats and diagnosing issues in Chambersburg office.
- Received \$5,000,000 Hazard Grant to remediate asbestos and mold in units.
- Upcoming tenant events provided.

VI. Unfinished Business – None

VII. Adjournment – Motion to adjourn first by Myers, second by Bendell. Motion carried unanimously.

Next Meeting: Monday, November 13, 2023 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Kevin Myers
Secretary