

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, FEBRUARY 24, 2025
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Alfred Bendell, Dave Jordan, Maureen O'Malley, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Christine Fogle, Lisa Bryan

Guest in Attendance: Joseph Manfre-Barbacane, Thornton & Co.

- I. **Call Meeting to Order** – John Flannery
- II. **Public Comment** – None
- III. **Review and Approval of 1/6/25 Minutes**–Motion to approve minutes first by Dave Jordan, second by Maureen O'Malley. Motion carried unanimously.
- IV. **Review and Approval of 1/27/25 Minutes**–Motion to approve minutes first by Jordan, second by O'Malley. Motion carried unanimously.
- V. **Bills and Communication**
 1. FYE 3/31/24 FCHA Auditor's Report: Barbacane, Thornton & Co.
 - Joseph Manfre provided overview of FYE 3/31/24 audit and noted we had a clean audit.
 2. Resolution 2025-5 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by O'Malley, second by Jordan. Motion carried unanimously.
 3. Fiscal Reports
 - COCC Financials – 11/30/24, 12/31/24 and 1/31/25 Reviewed. As of November, COCC had a net income of \$137,000; an \$82,000 increase from prior month. This was due to investments experiencing significant gains. Income excluding investments is above budget by \$14,000 mainly due to administrative fee income being above budget by \$9,000. Expenses continue to be under budget by \$16,000, mainly due to employee benefits being under budget. Net income decreased in December due to a \$69,000 reduction in investment earnings. Even with this reduction, investment earnings are \$40,000 above budget. After the \$84,000 increase in November, investments experienced a net loss of \$69,000 in December and a net gain of \$48,000 in January for a total gain of \$155,000 from April to January.
 - Section 8 Financials – 12/31/24 and 1/31/25 Reviewed. As of December, administrative net income is \$64,000 which is \$35,000 above budget. The difference is mainly due to administrative expenses being below budget by \$27,000 which includes: employee benefits \$9,000, training \$7,000, inspections \$6,000, and legal \$3,000. For January, the administrative net income is \$62,000. The \$2,000 reduction from the prior month is due to HUD reducing our Mainstream administrative fees payment since they overpaid us in prior months. HCV leasing is 98.6% for the first two months of the year. At this time, we do not know what our funding amount will be for 2025. Since funding calculations include what each housing authority spent the prior year, we will not increase our leasing. Our average HAP per unit month has increased from last year's average so it is best to approach leasing conservatively. Mainstream leasing is 99.2% for the first two months of the year. We will lease at 100% as we expect HUD funding, including remaining HUD-held monies from last year, will be sufficient to support all 62 vouchers.
 - Public Housing Financials – 11/30/24 and 12/31/24 Reviewed. As of November and December, all 4 developments continue to experience a healthy net income, and each one had an increase in each of the two months. Pest control for all AMPs is below budget by \$25,000 as of November and \$28,000 as of December. Gas is below budget by \$15,000 as of November and \$13,000 as of December. As of November, asbestos removal is \$11,000 below budget for all AMPs except AMP1 where it is \$3,000 above budget. It is below budget by \$7,000 as of December. AMPs 1 & 2, maintenance salaries and benefits

are down by \$74,000 as of November and \$78,000 as of December. Tenant services salaries and benefits are down by \$14,000 as of November and \$15,000 as of December. AMPs 1 & 2 water is above budget by a combined \$11,000 as of November and \$15,000 as of December due to the rate increase that began in September. AMP1's rental income is \$13,000 above budget as of November and \$15,000 as of December. AMP2's maintenance materials and contracts are \$18,000 below budget for both months. AMP3's rental income is \$9,000 above budget as of November and \$11,000 as of December. For AMPs 3 & 4, administrative salaries and benefits are below budget by \$13,000 as of November and \$17,000 as of December due to a vacancy that has now been filled.

- Capital Fund Program Report – 1/31/25 Reviewed. Expenses for December were \$185,000: \$77,000 on the playground, \$56,000 on Waynesboro's van, \$22,000 on Chambersburg's UTV, \$12,000 on Chambersburg's community center's roof repair, and \$8,000 on Waynesboro's gas meters. Expenses for January were \$249,000: \$98,000 on the gas meters, \$78,000 on the Chambersburg office HVAC replacement, and \$56,000 on the playground. For December and January, the work was funded by CF22 and CF23. We met our CF23 90% HUD obligation deadline of February 16 before the end of January.
- Occupancy Report – 12/31/24 and 1/31/25 Reviewed. In December, vacancies decreased from 6 to 5 units and offline units also decreased from 4 to 3 units. In January, vacancies decreased from 5 to 1 unit and offline units increased from 3 to 5 units.

VI. Executive Director Report

- Management was asked to limit spending through March 31 for fiscal year end closing.
- Working on budgets; increases to software training, legal expenses, tenant resources, maintenance/projects.
- We are still advertising for Property Manager position. Christine Fogle and Amanda Keefer are managing public housing staff and tenants in the interim.
- Staff will start accompanying contractors to units to check for poor housekeeping, illegal substances, etc.
- Carbon monoxide detector project in discussions. No update for camera project; will likely work on in May. Playground project continuing; possibly completed in mid-April.
- Boys & Girls Club is finishing setup in their section of community center.
- Target employees cleaned the community center as part of MLK Day.
- We are still working on disposal of old records, following the record retention list.
- A staff lunch is scheduled for March 21 and the Board is invited to attend. Holding department breakout sessions during the afternoon.

VII. Unfinished Business – None

VIII. Executive Session – Legal Matters

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

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

Next Monthly Meeting: Monday, March 17, 2025 at 3:00 p.m. in Chambersburg office.

Respectfully Submitted by,

Alfred Bendell
Secretary