

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
MONDAY, APRIL 20, 2026
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Dave Jordan, Rodney Benedick, Maureen O'Malley, Daniel Myers

Staff in Attendance: Susan Pettyjohn (via Zoom), Lisa Bryan

- I. Call Meeting to Order** – Dave Jordan
- II. Public Comment** – None
- III. Review and Approval of 3/27/26 Minutes**–Motion to approve minutes first by Rodney Benedick, second by Maureen O'Malley. Motion carried unanimously.
- IV. Bills and Communication**
 1. Resolution 2026-5 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Benedick, second by O'Malley. Motion carried unanimously.
 2. Fiscal Reports
 - COCC Financials – 1/31/26 and 2/28/26 Reviewed. As of January, COCC has net income of \$166,000; up by \$6,000 from previous month. Fiscal year to date, investments are \$158,000 above budget. Other income above budget by \$3,000 due to management fee earnings, and expenses are \$24,000 under budget mainly due to accounting department's prior staff shortage. February balance sheet shows reduction in Cash and Investments and Current Liabilities due to new accounting system. Other programs hold their cash and liabilities in new system. Investments increased by \$38,000 and net income is \$201,000.
 - Section 8 Financials –2/28/26 Reviewed. Administrative net income is \$76,000; double the budgeted amount. Fee earnings are greater than expected while benefits and office expenses are under budget.
 - Public Housing Financials – 1/31/26 and 2/28/26 Reviewed. AMP1 and AMP4 had increase in net income while AMP2 and AMP3 experienced net loss. For January, income above budget for all 4 AMPs. Increase is due to rental income above budget for AMPs 1, 3, 4. For AMP2, rental income below budget, while work order charged is above budget, which increased maintenance expenses. AMP1 and 2 have a savings in expenses due to staff shortages. For all AMPs, none of the mold & asbestos budget has been spent. Utilities above budget for all AMPs. The family AMPs are over budget in tenant write-offs. For February, all AMPs experienced reduction in net income compared to prior month; due in part to gas usage. Write-offs for AMP2 are \$21,000 above budget, and \$8,000 above budget for AMP4. Net income is above budget for all AMPs.
 - Capital Fund Program Report – 3/31/26 Reviewed. Payments for March were \$34,000 and paid with CF24 funds: \$11,000 for capital needs assessment, \$8,000 for architect and engineering, \$8,000 for administration, \$7,000 for operations. May 5 is deadline for 90% obligation of CF24 grant.
 - Occupancy Report – 3/31/26 Reviewed. In March, vacant units increased from 3 to 4, and offline units decreased from 6 to 4.
- V. Executive Director Report**
 - Deadline for 90% obligation of CF24 is May 5. Projects bids are due by May 1. A special meeting is scheduled for board review before deadline; via Zoom on May 4 at 12:00 p.m.
 - Received funding amount for CF26; \$120,000 increase.
 - Employee being hired for Clerk position. Daniel Myers is considering restructuring front office staff.

- Employee reviews being held this week and early next week.
- NSPIRE inspection rescheduled for AMP2.
- Holding pre-bid meeting for projects next Monday. 4 contractors inquired about Tree Trimming/Landscaping project, 6 for Sidewalk project, and 6 for Basketball Court project.

VI. Old Business – Dave Jordan asked if we received any feedback from visitors at last month’s meeting. Myers responded that we did not.

VII. Adjournment – Motion to adjourn first by O’Malley, second by Benedick. Motion carried unanimously.

Next Monthly Meeting: Monday, May 18, 2026 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Rodney Benedick
Secretary