

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, APRIL 15, 2024  
202 ELDER AVENUE, WAYNESBORO, PA

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

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

Guest in Attendance: Tony Metz

**I. Call Meeting to Order** – John Flannery

**II. Public Comment** – None

**III. Review and Approval of 3-18-24 Minutes**–Motion to approve minutes first by O'Malley, second by Bendell. Motion carried unanimously.

**IV. Bills and Communication**

1. Resolution 2024-10 Write-Off Vacated Tenant Accounts

- Motion to approve write-offs first by Jordan, second by O'Malley. Motion carried unanimously.

2. Fiscal Reports

- COCC Financials –2/29/24 and 3/31/24 Reviewed. In February, Central Office's net income increased by \$43,000 mainly due to increase in investment of \$46,000. Expenses under budget due to salaries and benefits being under budget by \$33,000 and legal by \$8,000.
- Section 8 Financials – 2/29/24 Reviewed. Section 8 administrative expenses below budget by \$46,000. \$24,000 of the savings is due to employee benefits and \$13,000 in salaries. For the calendar year to date, Section 8 HCV leasing is 98.1% and Mainstream leasing is 79.8%. A group briefing is scheduled for April 25 in which 100 applicants for both programs are invited.
- Public Housing Financials – 2/29/24 Reviewed. For February, all AMPs experienced increase in net income, and all had net income well above budget for the 11 months year to date. AMP2 and AMP3's total income is above budget due to rent charged. Regarding expenses and combining AMPs, maintenance labor and benefits are below budget by \$77,000, gas is below budget by \$57,000, and legal is below budget by \$19,000. AMP1 mold & asbestos expense is \$9,000 below budget. AMP2 is the only AMP above expenses budgeted, including maintenance repair by \$30,000, maintenance materials by \$25,000, collection losses by \$12,000 and small equipment purchase by \$8,000.
- Capital Fund Program Report – 3/31/24 Reviewed. CF expenditures for March were \$72,000 and included the cost of the new truck of \$46,000 and \$18,000 in architect and engineering costs of which \$16,000 was for the playground. CF20 has met its obligation of 90%. Working to have CF22 90% obligated by its May 11 due date; currently 43.5% obligated. For the fiscal year, \$961,000 has been spent.
- Occupancy Report – 3/31/24 Reviewed. In March, public housing vacancies were reduced from 15 units to 6 units and offline units down from 5 to 3 units.

**V. Executive Director Report**

- No contractors showed at the pre-bid meeting for the master meter project. Lance Hoover contacted two contractors and we expect to have bid by end of week.
- The pre-bid meeting for the HVAC project is scheduled for tomorrow. There are several interested contractors.
- Myers met with HUD regional administrator addressing questions/concerns. HUD is sending field officers onsite to provide guidance for future planning.
- We sent PILOT to Chambersburg borough for fiscal year 2022. The borough is billing AMP2 tenants for ambulance fees, AMP1 is being billed to FCHA.
- Myers thanked managers/leadership team for greatly improving occupancy rate.

**VI. Unfinished Business – None**

**VII. Executive Session – Personnel**

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

Next Meeting: Monday, May 20, 2024 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Kevin Myers  
Secretary