

FRANKLIN COUNTY HOUSING AUTHORITY  
NOVEMBER 14, 2022  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Hugh Davis, Sam Smith, Wes Fugate (via phone), Maureen O'Malley (via phone), Jessica Runshaw  
Staff in Attendance: Susan Pettyjohn, Lisa Bryan, Christine Gelsinger, LuAnn Veldhuizen, Miguel Perez  
Guest in Attendance: Patricia Hinkel, Bill Graham, Cindy Wolf

**I. Call Meeting to Order – Hugh Davis**

**II. Public Comment – Patricia Hinkel** asked what testing was for; tenants not informed. She also asked what upcoming project is. She stated tenants were not told about new property manager or director for several months. She noted that tenants are receiving unexpected expenses, and also that tenants report things to the office and are told to call police. She stated that FCHA paid a company to mow, and tenants were told not to talk to them. She noted that she checked with other places to determine what degree they require for director.

Miguel Perez asked what is going on in office; why are people leaving.

Chris Gelsinger stated COVID was obtained from staff meeting; too close together during team building exercise.

LuAnn Veldhuizen stated she came as a concerned taxpayer. She reiterated that staff were concerned about closeness at team building. She stated staff wants communication from management. She also stated that an email was sent giving COVID instructions and they were told not to discuss other staff. She noted discrepancies in new handbook. She stated staff were required to take mandated reporter training, however, FCHA staff are not mandated reporters and should not have to take course.

Hugh Davis stated that an attorney was hired to look into matters. They focused on complaints and brought results to board. They did not find evidence of harassment or discrimination, however, some behavior was not to board standards. The Board is committed to making things better. Bonuses were provided to staff that were doing work in absence of others. He noted there is a CBA clause for employees taking on extra work, they plan to develop one for non-union employees. There were no allegations of financial impropriety. The civil service grievance through union was resolved by union. Veldhuizen stated that in grievance, our solicitor told union they would win civil service grievance, but only staff below management. The union wants to include management and will move forward in other ways. Davis stated FCHA is working on HVAC and hope to get completed. He stated we need to hold training for communication. Veldhuizen noted that someone in hospital was receiving a bonus. Davis stated that board will look into this.

Hinkel stated tenants will circulate petitions to have certain people removed.

**III. Review and Approval of 10-17-22 Minutes**–Motion to approve minutes first by Smith, second by Fugate. Motion carried unanimously.

**IV. New Business**

1. Resolution 2022-20 Write Off Vacated Tenant Accounts
  - Motion to approve write offs first by Smith, second by O'Malley. Motion carried unanimously.
2. Presentation of Edward Jones Investments-Bill Graham
  - Cindy Wolf noted that effective October 1, 2022, Bill Graham is FCHA's new representative at Edward Jones. Bill Graham provided brief overview of investments and provided board members with portfolio handouts.

**V. Old Business – None**

**VI. Fiscal Reports – Susan Pettyjohn**

- COCC Financials – 9/30/22 reviewed. In September, investments down from previous month, there is an improvement in October. Ending in September, rate on return is down to 3.03%.

- Section 8 Financials – 10/31/22 reviewed. Housing Choice Vouchers has seven more vouchers; 323 total vouchers available. Mainstream has 62 vouchers available as of September.
- Public Housing Financials – 9/30/22 reviewed. AMPs 1, 2, and 4 had increase in net income from previous month; AMP 3 had decrease in net income from previous month.
- Capital Fund Program Report – 10/31/22 reviewed. \$8,000 spent in administrative and A/E costs. CF21 needs to be 90% obligated by February 2023; we have requested an extension for this.
- Occupancy Report – 10/31/22 reviewed. AMP1 has four vacancies, two are offline. AMP2 has seven vacancies, four are offline. AMP3 has three vacancies, all three are offline. AMP4 has six vacancies, one is offline.

**VII. Executive Director Report**

- COVID update provided: 2 seniors, 2 adults reported positive and 6 reported exposed since October 14, 2022.
- Upcoming events: Resident Advisory Board meeting, Homeless Matters donated turkeys for Thanksgiving, Capital Blue Cross Grant will be expended on side items of the holiday food distribution dates, FCHA in planning stages of gift give-out for the holidays.
- HVAC update: Mann Plumbing & Heating adjusted heating system for immediate repair. Air ducts and carpets were cleaned.
- End of year get together is not mandated. No one asked if they could not attend.

**VIII. Other General Information – None**

**IX. Executive Session – New Board Members, Employee Update, All Staff Meeting, ED Review**

- Motion to move to Executive Session first by Smith, second by Fugate. Motion carried unanimously.

**X. Return to Public Session**

- Motion to return to Public Session first by Smith, second by Fugate. Motion carried unanimously.
- Motion to accept Sam Smith’s resignation effective December 31, 2022 first by Fugate, second by O’Malley. Motion carried unanimously.
- Motion to approve three prospective board members first by Fugate, second by Smith. Motion carried unanimously.

**XI. Adjournment – Motion to adjourn first by O’Malley second by Fugate. Motion carried unanimously.**

Next Meeting: Monday, December 12, 2022 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Lenore Wyant  
Secretary