

FRANKLIN COUNTY HOUSING AUTHORITY
TUESDAY, JANUARY 10, 2023
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: John Flannery, Kevin Myers, Dave Jordan, Maureen O'Malley (via phone), Lenore Wyant (via phone), Jessica Runshaw

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

- I. Call Meeting to Order** – Jessica Runshaw
- II. Introduction of New Board Members** – Jessica Runshaw
- III. Public Comment** – None
- IV. Election of Officers for One Year Term**
 - Motion to appoint John Flannery as Chairman first by Kevin Myers, second by Dave Jordan. Motion carried with Maureen O'Malley abstaining.
 - Motion to appoint Dave Jordan as Vice Chairman first by Flannery, second by Myers. Motion carried unanimously.
 - Motion to appoint Kevin Myers as Secretary first by Myers, second by Flannery. Motion carried unanimously.
- V. Review and Approval of 11-14-22 Minutes**–Motion to approve minutes first by Myers, second by Jordan. Motion carried unanimously.
- VI. Bills and Communication**
 1. RAB 2023 FCHA Annual Plan Review reviewed by Runshaw.
 2. Resolution 2023-1 FCHA 2023 Annual Plan Board Resolution
 - Motion to approve Annual Plan first by O'Malley, second by Myers. Motion carried unanimously.
 3. Resolution 2023-2 Write Off Vacated Tenant Accounts
 - Motion to approve Write Offs first by Myers, second by Jordan. Motion carried unanimously.
 4. Resolution 2023-3 Porch Replacement Project
 - Motion to approve Porch Replacement Project first by Jordan, second by Myers. Motion carried unanimously.
 5. Resolution 2023-4 Tree Trimming Project
 - Motion to approve Tree Trimming Project first by Jordan, second by Myers. Motion carried unanimously.
 6. Resolution 2023-5 Landscaping Improvement Project
 - Motion to approve Landscaping Improvement Project first by O'Malley, second by Jordan. Motion carried unanimously.
 7. Resolution 2023-6 Parking Area Repaving Project
 - Motion to approve Parking Area Repaving Project first by Myers, second by Jordan. Motion carried unanimously.
 8. Recommendation to Appoint Chairman, Vice Chairman, Secretary and Executive Director as Authorized Officers for FCHA's Truist Account – Resolution for Deposit Account
 - Motion to approve recommendation first by O'Malley, second by Myers. Motion carried unanimously.
 9. Recommendation to Appoint Executive Director, Board Secretary, Maintenance/Construction Director as Signatories for FCHA's Truist Account
 - Motion to approve recommendation first by O'Malley, second by Myers. Motion carried unanimously.

10. Recommendation to Appoint Chairman, Secretary, and Executive Director as Authorized Officers for FCHA's F&M Trust Account – Resolution of Lodge, Association or Other Similar Organization
 - Motion to approve recommendation first by Jordan, second by Wyant. Motion carried unanimously.
11. Recommendation to Appoint Chairman as Authorized Officer for FCHA's F&M Trust Statement of Investment Objectives
 - Motion to approve recommendation first by Myers, second by Jordan. Motion carried unanimously.
12. Fiscal Reports
 - COCC Financials – 10/31/22 & 11/30/22 Reviewed.
 - Section 8 Financials – 11/30/22 Reviewed.
 - Public Housing Financials – 10/31/22 & 11/30/22 Reviewed.
 - Capital Fund Program Report – 11/30/22 & 12/31/22 Reviewed.
 - Occupancy Report – 11/30/22 & 12/31/22 Reviewed.

VII. Executive Director Report

- Runshaw requested recommendations from board for ED report. Board members provided suggestions.
- Board requested tour of apartments and offices. Runshaw is planning a tour in spring.
- The Section 8 manager position and two maintenance positions are open. Working on filling these positions.
- Reevaluating the HR contract held with Alternative HR.
- Adding additional maintenance staff and Section 8/front office clerk positions in upcoming budget.

VIII. Unfinished Business – None

IX. Executive Session – PILOT Agreement

- Motion to move to Executive Session first by Jordan, second by Myers. Motion carried unanimously.

X. Return to Public Session

- Motion to return to Public Session first by Jordan, second by Myers. Motion carried unanimously.
- Moving forward as discussed with PILOT agreement.

XI. Adjournment – Motion to adjourn first by Myers, second by Jordan. Motion carried unanimously.

Next Meeting: Monday, February 27, 2023 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Kevin Myers
Secretary