

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, DECEMBER 16, 2024  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Alfred Bendell, Rodney Benedick, Maureen O'Malley, Daniel Myers

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

Guests in Attendance: Tony Metz

- I. Call Meeting to Order – John Flannery**
- II. Public Comment – None**
- III. Review and Approval of 11-18-24 Minutes**–Motion to approve minutes first by Maureen O'Malley, second by Alfred Bendell. Motion carried unanimously.
- IV. Bills and Communication**
  1. Resolution 2024-23 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by Bendell, second by O'Malley. Motion carried unanimously.
  2. Resolution 2024-24 Award Contract for Audit Services
    - Motion to award contract for audit services to Barbacane, Thornton & Company LLP first by O'Malley, second by Rodney Benedick. Motion carried unanimously.
  3. Resolution 2024-25 Purchase of 2024 Transit-250 Cargo Van
    - Motion to approve purchase of van first by O'Malley, second by Bendell. Motion carried unanimously.
  4. Resolution 2024-26 Purchase of 2025 Kawasaki UTV
    - Motion to approve purchase of UTV first by Benedick, second by Bendell. Motion carried unanimously.
  5. Fiscal Reports
    - COCC Financials – 10/31/24 Reviewed. As of October, COCC had net income of \$55,000 which was a \$30,000 decrease from prior month. This was due to investments experiencing a loss, but investments continued to outperform budget estimates. Other income is above budget by \$13,000 mainly due to HUD retroactively to April increasing administrative fee income by \$8,000. Expenses continue to be under budget mainly due to employee benefits. In November, investments experienced net income of \$84,000 for total gain of \$176,000 from April to November. Earnings are more than \$100,000 above budget.
    - Section 8 Financials – 11/30/24 Reviewed. As of November, administrative net income is \$60,000 which is \$29,000 above budget. The difference is mainly due to administrative expenses being below budget including: employee benefits \$9,000, training \$6,000, inspections \$5,000, legal \$3,000. Section 8 ended calendar year with a 99.92% leasing rate. The program was 3 unit months short of the 3,948 available. As of December, leasing was 100%. Next month we will be determining when to have next group briefing. Mainstream ended calendar year with 87.9% leasing rate and is one unit shy of being 100% leased for December.
    - Public Housing Financials – 10/31/24 Reviewed. All four developments continue to experience net income, and each one had an increase in income in October. As of October, pest control for all AMPS continues to be below budget and is now under budget by \$21,000. Asbestos removal is \$10,000 below budget for all AMPS except A1 where it is \$3,000 above budget. For A1 and A2, maintenance salaries/benefits are down by \$63,000 and tenant services salaries/benefits are down by \$11,000 due to vacancies. A1 and A2 water is above budget by a combined \$7,000 due to increase in rate that began in September. A1 rental income is \$11,000 above budget and small equipment purchases are \$5,000 below budget. A2 maintenance materials/contracts are \$22,000 below budget.

A3 rental income is \$7,000 above budget. For A3 and A4 administrative salaries/benefits are below budget by \$9,000 due to a vacancy.

- Capital Fund Program Report – 11/30/24 Reviewed. Expenses for November were \$553,000. \$247,000 for Waynesboro gas meters, \$179,000 for Chambersburg office HVAC system, \$109,000 for Chambersburg playground. CF20, 22, and 23 funded the work. As of November, CF20 grant has been fully expended.
- Occupancy Report – 11/30/24 Reviewed. In November, vacancies decreased from 8 to 6 units and offline units remained the same at 4 units.

**V. Executive Director Report**

- Daniel Myers was added to the behavioral health committee on the Criminal Justice Advisory Board.
- Waynesboro maintenance staff assisted Chambersburg to complete unit turnovers. Working on completion of unit turns.
- Chambersburg office has a property manager vacancy. Management aide to start on January 6 in Waynesboro office.
- Bids will go out in January for CO detector and camera projects. With these projects, we should reach the 90% obligation for CF23.
- Section 8 leasing numbers are good. Should be able to continue utilizing all 62 Mainstream vouchers.
- Resident Advisory Board meetings were recently held for Admin Plan and ACOP changes. The changes will be presented to board at January meeting for approval.
- Events were held in Chambersburg and Waynesboro. A1 and A3 residents received donated gifts. 74 children in A2 and 50 children in A4 received gifts.

**VI. Unfinished Business – None**

**VII. Executive Session – Personnel and Legal**

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

**VIII. Return to Public Session**

- Motion to return to Public Session first by Bendell, second by Benedick. Motion carried unanimously.

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

Next Monthly Meeting: Monday, January 6, 2025 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell  
Secretary