

FRANKLIN COUNTY HOUSING AUTHORITY  
BOARD MINUTES  
FEBRUARY 28, 2022  
ONLINE ZOOM MEETING – COMPUTER AND PHONE

In Attendance: Maureen O'Malley, Sam Smith, Hugh Davis, Dr. Linda Thomas Worthy

Staff in Attendance: Susan Pettyjohn, Lisa Bryan

Guests in Attendance: David Evenhuis, Maria Yaremchak,  
Edmund Fosu-Laryea, Joseph Manfre – Barbacane, Thornton & Co.

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

**II. Public Comment** – None

**III. Review and Approval of 1-10-22 Minutes**–Motion to approve minutes first by Smith, second by O'Malley. Motion carried unanimously.

**IV. New Business**

1. FYI 3/31/20 and 3/31/21 FCHA Auditors' Report: Edmund Fosu-Laryea and Joseph Manfre – Barbacane, Thornton & Co.
  - Audit was submitted to HUD and the federal audit clearinghouse by deadline dates.
  - Auditors issued an unmodified 'clean' audit opinion on financial statements, compliance related to the Authority's internal controls over compliance, and the Authority's compliance with federal award program rules and regulations.
  - Our internal control systems surrounding the processing of transactions are designed and operating effectively.
  - The focus of this year's audit was the Capital Fund Program, and there were no findings.
  - Motion to accept audited financial statements first by Smith, second by O'Malley. Motion carried unanimously.
2. Resolution 2022-3 Write Off Vacated Tenant Accounts
  - Motion to approve write offs first by Smith, second by O'Malley. Motion carried unanimously.
3. Resolution 2022-4 Award Contract for Audit Services
  - Motion to approve contract for audit services first by O'Malley, second by Smith. Motion carried unanimously.

**V. Old Business** – None

**VI. Fiscal Reports** - Susan Pettyjohn

- COCC Financials – 12/31/21 and 1/31/22 reviewed. In December, there was a net increase of \$9,000. In January, cash and investments were down from December due to decrease in investments of \$35,000. Most of this was non-realized investment; we had not cashed in and can recoup this.
- Section 8 Financials – 12/31/21 and 1/31/22 reviewed. In December, there was a net increase in administration of \$4,000. HAP equity was \$900 in previous month; HUD increased amount provided to us and net is now \$4,653. HAP was 99.3% leased for 2021 calendar year. Mainstream was 89.6% leased for 2021 calendar year. In January, cash and investments had an increase due to Bridge Rental Assistance program. Seven of these vouchers are available each month and the funds were provided up front. HAP had 317 units leased in January. Mainstream had 49 units leased in January.
- Public Housing Financials – 12/31/21 and 1/31/22 reviewed. In December, there was an increase in net income for all 4 AMPs compared to prior month. In January, there was an increase in net income for Chambersburg, reduction in net income for Waynesboro.

- Capital Fund Program Report – 1/31/22 reviewed. The largest expense for this month was the Community Center renovation at \$115,690.50. CF18 funds have been expended and will be closed out for next month.
- Occupancy Report – 1/31/22 reviewed. AMP1 has four vacancies. AMP2 has seven vacancies-two of these are offline for modernization. AMP3 has one vacancy. AMP4 has five vacancies.

**VII. Review of Proposed Operating Budget**

- Pettyjohn explained the budget spreadsheets and how budget amounts are determined.

**VIII. Executive Director Report - None**

**IX. Other General Information – None**

**X. Executive Session – Legal Matter, Personnel Matter, Staff Compensation**

- Motion to move to Executive Session first by Smith, second by O’Malley. Motion carried unanimously.

**XI. Return to Public Session**

- Motion to return to Public Session first by Smith, second by O’Malley. Motion carried unanimously.
- Board authorized solicitor to waive our right to first refusal for Valley Terrace Townhomes. Motion to approve first by O’Malley, second by Smith. Motion carried unanimously.
- Board approved the increase in new hire rates to match market rates allowing FCHA to be more competitive in the job market and to adjust the full rates of the positions that were below the market rates to the approved market rates. Motion to approve first by Smith, second by O’Malley. Motion carried unanimously.
- Resolution 2022-5 Approving the Fiscal Year 4/1/22 through 3/31/23 Operating Budgets. Motion to approve operating budgets first by O’Malley, second by Smith. Motion carried unanimously.

1. **Adjournment** – Motion to adjourn first by O’Malley, second by Smith. Motion carried unanimously.

Next Meeting: Monday, March 21, 2022 at 3:00 p.m. via Zoom.

Respectfully Submitted by,

Lenore Wyant  
Secretary