

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, JANUARY 6, 2025  
VIA ZOOM

In Attendance: John Flannery, Alfred Bendell, Rodney Benedick, Dave Jordan, Maureen O'Malley, Daniel Myers  
Staff in Attendance: Susan Pettyjohn, Lisa Bryan

- I. Call Meeting to Order** – John Flannery
- II. Public Meeting-2025 FCHA Annual Plan Review**
- III. Public Comment** – None
- IV. Review and Approval of 12/16/24 Minutes**–Motion to approve minutes first by Rodney Benedick, second by Maureen O'Malley. Motion carried unanimously.
- V. Bills and Communication**
  1. Resolution 2025-1 FCHA 2025 Annual Plan Board Resolution
    - Motion to approve 2025 Annual Plan first by Dave Jordan, second by Benedick. Motion carried unanimously.
  2. Resolution 2025-2 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by Alfred Bendell, second by Benedick. Motion carried unanimously.
  3. Fiscal Reports
    - COCC Financials – Not available due to early meeting date.
    - Section 8 Financials – Not available due to early meeting date.
    - Public Housing Financials – Not available due to early meeting date.
    - Capital Fund Program Report – 12/31/2024 Reviewed. CF expenses for December were \$185,000. \$90,000 was spent on reimbursing the AMPs for the van and UTV purchases, \$77,000 on Chambersburg playground, \$8,000 on Waynesboro gas meters, and \$2,000 on architect/engineering for security and smoke/CO detectors. We have nearly \$700,000 obligated for CF23 grant; need to obligate \$372,000 more by February 16 due date. A special board meeting has been established on Monday, January 27 to approve projects to reach 90% obligation.
    - Occupancy Report – Not available due to early meeting date.
- VI. Executive Director Report**
  - Pre-bid meetings this week for security/site lighting and carbon monoxide detector projects to obligate CF23 grant. Bid openings next week for these projects.
  - Playground project is waiting for warmer weather to continue.
  - SCCAP no longer has funding to provide fresh produce to our agency. Looking for alternative solutions.
  - Management Aide position in Waynesboro is filled.
  - Old computer equipment will be recycled/donated. Record retention will be evaluated; disposing of unneeded records.
  - Proposal for new software system will be presented to board at February meeting.
  - Reviewing budgets for 2025-2026 fiscal year.
  - Meeting with Leadership Team and Tony Metz to review handbook policies/modifications. Employees will sign off on updates; this is not currently performed annually.

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

Special Meeting: January 27, 2025 at 3:00 p.m. in Chambersburg office and via Zoom.  
Next Monthly Meeting: Monday, February 24, 2025 at 3:00 p.m. in Waynesboro office.

Respectfully Submitted by,

Alfred Bendell  
Secretary