FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
MONDAY, OCTOBER 19, 2026
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Rodney Benedick, John Flannery, Chris Ardinger (via Phone), Daniel Myers
Staff in Attendance: Susan Pettyjohn, Lisa Bryan

I. Call Meeting to Order – Rodney Benedick

II. Public Comment – None

III. Review and Approval of 9/21/2026 Minutes–Motion to approve minutes first by John Flannery, second by Chris Ardinger. Motion carried unanimously.

IV. Bills and Communication

1. Resolution 2026-15 Write-Off Vacated Tenant Accounts
   - Motion to approve write-offs first by Flannery, second by Ardinger. Motion carried unanimously.
2. Resolution 2026-16 Removal of Expended Equipment from Fixed Asset Account
   - Motion to approve removal of expended equipment first by Flannery, second by Ardinger. Motion carried unanimously.
3. Resolution 2026-17 Amended FSA Plan Effective 1/1/27
   - Motion to approve amended FSA plan first by Flannery, second by Ardinger. Motion carried unanimously.
4. Rotary Club Membership for Executive Director
   - Motion to approve Rotary Club membership for executive director first by Flannery, second by Ardinger. Motion carried unanimously.
5. Section 8 Payment Standards Effective 1/1/27
   - Reduction in rates this year; lower than 2026 rates. Section 8 will use 91% of Franklin County Fair Market Rent.
6. Health Insurance
   - Premium increase of 8.40%: 5.28% health insurance and 20% Rx increase. Motion to approve health insurance as presented first by Flannery, second by Ardinger. Motion carried unanimously.
7. Fiscal Reports
   - COCC Financials – 8/31/26 Reviewed. Net income increased by $19,000 compared to previous month end, due to gain in investments. Other income is $11,000 above budget due to increase in management fee income.
   - Section 8 Financials – 9/30/26 Reviewed. As of October, average HAP decreased by $5 from an all-time high of $614 to $609. This is the first decrease all year. Leasing is at 96.4%. Should be enough funds to add 5 units in November and another 5 in December. For September, administrative net income increased by $5,000 and is $6,000 above budget. Although operating income is below budget due to HUD funding, expenses are also below budget.
   - Public Housing Financials – 8/31/26 Reviewed. Net income increased in AMP1 only. AMP2 had greatest loss at $17,000. All 4 AMPs have rental income above budget; AMP2 has largest increase at $34,000 while AMP4 has largest percentage increase at 25% above budget. AMP2's work orders, write-offs and HVAC costs above budget, accounting for the net loss. Waynesboro's expenses are under budget due to maintenance labor and materials being below budget. All 4 are performing better than budgeted.
   - Capital Fund Program Report – 9/30/26 Reviewed. Payments for September were $178,000 and paid with CF24 and 25 funds; mainly for tree trimming at $63,000, sidewalks/steps at $54,000, basketball court at $50,000.
   - Occupancy Report – 9/30/26 Reviewed. In September, vacancies increased from 3 to 5 units and offline decreased from 5 to 4 units.

V. Executive Director Report

- There were a few issues with new software. One has been fixed, another has no solution.
- New maintenance employee starting in 2 weeks; then will be fully staffed.
- Leadership team reviewing all hourly staff performance evaluations. They are to be completed by end of October.
- Survey sent to staff regarding work schedules. No changes recommended at this time.
- Contractors are currently done in AMP3; waiting for equipment to proceed in AMP4. Working on small projects in Chambersburg.
- There is an influx of bedbugs in units possibly brought in through clothes and furniture from neighborhood resource.

VI. Executive Session – Personnel, Employee of the Year

- Motion to move to Executive Session first by Flannery, second by Ardinger. Motion carried unanimously.

VII. Adjournment – Motion to adjourn first by Ardinger, second by Flannery. Motion carried unanimously.

Next Monthly Meeting: Monday, November 16, 2026 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Dave Jordan
Secretary