

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, FEBRUARY 26, 2024
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Alfred Bendell, Maureen O'Malley, Dave Jordan, Daniel Myers
Staff in Attendance: Diana Onativia, Susan Pettyjohn, Darla Ritzus, Christine Fogle, Lisa Bryan
Guest in Attendance: Tony Metz

- I. **Call Meeting to Order** – John Flannery
- II. **Public Comment** – None
- III. **Review and Approval of 1-8-24 Minutes**–Motion to approve minutes first by O'Malley, second by Bendell. Motion carried unanimously.
- IV. **Bills and Communication**
 1. Resolution 2024-3 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Bendell, second by Jordan. Motion carried unanimously.
 2. Resolution 2024-4 Truck Purchase
 - Motion to approve truck purchase first by Jordan, second by O'Malley. Motion carried unanimously.
 3. Resolution 2024-5 Award Contract for Cleaning Services
 - Motion to approve cleaning service contract first by Bendell, second by O'Malley. Motion carried unanimously.
 4. Recommendation to add Executive Director as Authorized Officer for FCHA's Truist Account – Resolution for Deposit Account
 - Motion to approve recommendation first by Jordan, second by O'Malley. Motion carried unanimously.
 5. Recommendation to add Executive Director as Signatory for FCHA's Truist Account
 - Motion to approve recommendation first by O'Malley, second by Bendell. Motion carried unanimously.
 6. Recommendation to add Executive Director as Authorized Officer for FCHA's F&M Trust Account – Resolution of Lodge, Association or Other Similar Organization
 - Motion to approve recommendation first by O'Malley, second by Jordan. Motion carried unanimously.
 7. Fiscal Reports
 - COCC Financials – 12/31/23 and 1/31/24 Reviewed. In December, Central Office's net income increased by \$100,000 due to an increase in investment of \$90,000. Expenses are under budget due to salaries and benefits being under budget by \$41,000 and legal by \$7,000. The bonus to the entire staff of \$15,000 was paid by the central office cost center.
 - Section 8 Financials – 12/31/23 Reviewed. Section 8 administrative expenses are below budget by \$43,000 mainly due to having been short-staffed and only 1 of the 4 current staff taking health insurance and no one on our retirement plan. Section 8 regular and VASH vouchers report for the calendar year end is being provided again because there were a few small adjustments made after the last board meeting.
 - Public Housing Financials – 12/31/23 Reviewed. All AMPs have a net increase in income from last month for December and all have a net income well above budget. Chambersburg Family and Waynesboro Elderly's total income is above budget due to rent charged. All AMPs continue to have expenses below budget. The main expenses below budget are maintenance labor and benefits at \$85,000, gas at \$62,000, and mold/asbestos remediation at \$20,000. AMP2 Chambersburg Family has a few items over budget which include maintenance contracts at \$24,000, maintenance materials at \$22,000, and write offs at \$11,000.

- Capital Fund Program Report – 1/31/24 Reviewed. CF expenditures for January were minimal and included the monthly administrative cost of \$8,000 and about \$600 in architect and engineering costs. The new truck purchase will be added in next month's report.
- Occupancy Report – 1/31/24 Reviewed. In January, public housing vacancies decreased by 2 to 15. Units offline remained the same at 5 units.
- Next month, budgets will be presented for approval.

V. Executive Director Report

- ATA Security Systems installed a security camera today in the Chambersburg office for audio and video surveillance in lobby. Currently evaluating Waynesboro for camera.
- The 2020 Capital Fund playground project will be ready for bid by the March deadline and approval at March board meeting.
- The 2022 Capital Fund UGI master meter project should be ready for bid in late April. Due to timing constraints, may need to hold a special board meeting for approval.
- Continuing to work on the Chambersburg office HVAC project. The original design was complex and is being modified.
- First Leadership Team meeting was held last week. All departments will hold weekly meetings with their staff.
- Myers is visiting Cumberland County Housing Authority tomorrow to meet with the Executive Director, and is meeting with Chambersburg Borough Police in 2 weeks.
- A mailbox inbox is being set up for Leadership Team for email discussions.
- Legal fees have been costly in the past few years. Myers expects to reduce future costs.

VI. Unfinished Business – None

VII. Executive Session – Legal Matters

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

VIII. Adjournment – Motion to adjourn first by Bendell, second by Jordan. Motion carried unanimously.

Next Meeting: Monday, March 18, 2024 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Kevin Myers
Secretary