

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, SEPTEMBER 18, 2023
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Dave Jordan, Kevin Myers, Alfred Bendell, John Flannery, Maureen O'Malley

Staff in Attendance: Christine Fogle, Diana Onativia, Susan Pettyjohn, Robert Barrick, Darla Ritzus, LuAnn Veldhuizen, Lisa Bryan

Guest in Attendance: Tony Metz

- I. Call Meeting to Order** – John Flannery
- II. Public Comment** – LuAnn Veldhuizen thanked the board for listening to, and acting on, staff concerns.
- III. Introduction** – Darla Ritzus introduced as newly appointed Section 8 manager.
- IV. Review and Approval of 8-21-23 Minutes**–Motion to approve minutes first by Myers, second by O'Malley. Motion carried unanimously.
- V. Bills and Communication**
 1. Fiscal Reports
 - COCC Financials – 7/31/23 Reviewed. As of July, financials show net income of \$63,000 mainly due to investments performing \$49,000 over the budget. In August, investments showed decrease of nearly \$29,000. These investments will have some volatility.
 - Section 8 Financials – 8/31/23 Reviewed. Administrative actual is above budget. There are savings due to no manager salary and benefits. Income is below budget due to earning less administrative fees than anticipated because of low occupancy. HCV is at 97.8% and Mainstream is 82.6%. The new manager is working to increase these percentages.
 - Public Housing Financials – 7/31/23 Reviewed. The first quarter for all four AMPs reflects net income above budget and all had increase in income for July.
 - Capital Fund Program Report – 8/31/23 Reviewed. The truck for Waynesboro that was approved by the board was purchased in August for \$41,000 with Capital Funds.
 - Occupancy Report – 8/31/23 Reviewed. Occupancy for the year looks excellent because of all the units that HUD approved as offline. For instance, there were 23 vacancies in August with 20 offline, which creates an occupancy of 99.2%. If none were offline, occupancy would only be 93.7%.
- VI. Executive Director Report**
 - Currently have executive director and two maintenance positions open. Ritzus' promotion also opened management aide position.
 - Pest control will be completed next month.
 - HOTMA-HUD guidelines and changes regarding ACOP and lease updates coming next month; will review changes with tenants.
 - Unit turnover is focus for property managers.
 - Chambersburg has ten unit vacancies, including those in MOD. Two will be housed by end of week.
 - FCHA is waiting for approved plans from Chambersburg borough for playground project.
 - FCHA received letter from UGI regarding master meters in Waynesboro. Lance Hoover is reviewing.
 - Contractor to evaluate HVAC project in Chambersburg office before any work is done.
 - Section 8 is working on fair market rates research. Section 8 staff will work with landlords to add them to Section 8 program.
- VII. Unfinished Business** – None

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

Next Meeting: Monday, October 16, 2023 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Kevin Myers
Secretary