

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, MARCH 18, 2024  
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

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

Staff in Attendance: Diana Onativia, Susan Pettyjohn, Darla Ritzus, Robert Barrick, Lisa Bryan

Guest in Attendance: Tony Metz

- I. Call Meeting to Order – John Flannery**
- II. Public Comment – None**
- III. Review and Approval of 2-26-24 Minutes**–Motion to approve minutes first by Jordan, second by O'Malley. Motion carried unanimously.
- IV. Bills and Communication**
  1. Resolution 2024-6 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by Bendell, second by O'Malley. Motion carried unanimously.
  2. Resolution 2024-7 Removal of Expended Equipment from Fixed Asset Account
    - Motion to approve expended equipment removal first by O'Malley, second by Jordan. Motion carried unanimously.
  3. Resolution 2024-8 Approving the Fiscal Year 4/1/24 through 3/31/25 Operating Budgets
    - Motion to approve operating budgets first by Bendell, second by O'Malley. Motion carried unanimously.
  4. Resolution 2024-9 Playground Renovation & New Pavilion Project
    - Motion to approve playground renovation project first by Jordan, second by O'Malley. Motion carried unanimously.
  5. Fiscal Reports
    - COCC Financials –1/31/24 Reviewed. In January, Central Office's net income increased by \$96,000 mainly due to an increase in investment of \$74,000. Expenses are under budget due to salaries and benefits being under budget by \$45,000 and legal by \$8,000.
    - Section 8 Financials – 1/31/24 Reviewed. Section 8 administrative expenses are below budget by \$44,000. \$39,000 of the savings is due to only one of the four current staff on our health insurance and none on our retirement plan. Regular and VASH average housing assistance payments has increased from an average of \$418 in 2023 to an average of \$450 for the first 3 months of 2024. Leasing is 98.7%. Mainstream HAP has increased from \$435 to \$464. Leasing is 80.1%. A group briefing is scheduled next month with 31 regular vouchers and 19 Mainstream applicants invited.
    - Public Housing Financials – 1/31/24 Reviewed. For the month of January, AMP1 had increase in net income while the other 3 AMPs experienced a decrease, but all had a net income well above budget for the ten months year to date. AMP2 and AMP3's total income is above budget due to rent charged. Looking at expenses and combining the AMPs, maintenance labor and benefits are below budget by \$77,000 and gas is below budget by \$57,000. AMP1 mold & asbestos expense is \$8,000 below budget. AMP2 expenses above budget, including maintenance repair by \$26,000, materials by \$24,000, collection losses by \$13,000 and small equipment purchase by \$8,000.
    - Capital Fund Program Report – 2/29/24 Reviewed. CF expenditures for February include the monthly administrative cost of \$8,000 and \$5,000 in architect and engineering costs.
    - Occupancy Report – 2/29/24 Reviewed. In January, public housing vacancies remained at 15 and units offline remained at 5.

**V. Executive Director Report**

- The AMP3/AMP4 Master Meter Project may cost more than originally anticipated. UGI found items that may need added to the project.
- The CDBG block grant information has been submitted.
- PIC was completed with 0 errors and 0 late exams.
- Myers met with Chambersburg police. Will maintain correspondence, assisting us and them.
- Myers and Pettyjohn met with Chambersburg borough manager and analysts regarding PILOT/ambulance fees. Myers would like to meet with Representative Kauffman for assistance.
- Darla Ritzus is leaving on April 5, and Myers thanked her for her assistance with Section 8. Cumberland County Housing Authority will be providing a contract for staff services in April and May, and assist with Section 8 as needed.

**VI. Unfinished Business – None**

**VII. Executive Session – Personnel**

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

**VIII. Return to Public Session**

- Motion to return to Public Session first by Bendell, second by O'Malley. Motion carried unanimously.
- Motion to approve non-union wage/salary increases as discussed first by Bendell, second by Jordan. Motion carried unanimously.

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

Next Meeting: Monday, April 15, 2024 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Kevin Myers  
Secretary