

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, FEBRUARY 27, 2023  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Kevin Myers, Dave Jordan, Maureen O'Malley, Lenore Wyant (via phone), Jessica Runshaw

Staff in Attendance: Susan Pettyjohn, Lisa Bryan

Guest in Attendance: Edmund Fosu-Laryea – Barbacane, Thornton & Co.

- I. **Call Meeting to Order** – Dave Jordan
- II. **Public Comment** – None
- III. **Review and Approval of 1-10-23 Minutes**–Motion to approve minutes first by Myers, second by O'Malley. Motion carried unanimously.
- IV. **Bills and Communication**
  1. **FYE 3/31/22 FCHA Auditor's Report**
    - Edmund Fosu-Laryea reviewed report. Audit and single audit submitted on time and approved by HUD. FCHA received a clean opinion with one finding regarding approval of bonuses by previous executive director. The bonuses were not approved by board and auditors recommend a policy to correct this matter.
    - Motion to accept audit as presented first by Myers, second by O'Malley. Motion carried unanimously.
  2. **Resolution 2023-7 Write Off Vacated Tenant Accounts**
    - Motion to approve Write Offs first by Jordan, second by Wyant. Motion carried unanimously.
  3. **Fiscal Reports**
    - COCC Financials – 12/31/22 & 1/31/23 Reviewed.
    - Section 8 Financials – 12/31/22 & 1/31/23 Reviewed.
    - Public Housing Financials – 12/31/22 & 1/31/23 Reviewed.
    - Capital Fund Program Report – 1/31/23 Reviewed.
    - Occupancy Report – 1/31/23 Reviewed. Runshaw noted that FCHA is working to fill units.
- V. **Executive Director Report**
  - Runshaw explained Section 8 and public housing application process.
  - Volunteers and FCHA staff completed office painting in Waynesboro and Chambersburg.
  - A Section 8 manager has been hired. Currently have a vacant clerk position and two vacant maintenance aide positions.
  - A building tour will be held for board members in March.
  - Diversity reports will be provided yearly at June board meeting.
  - Current Capital Fund projects include tree trimming in Chambersburg, playground in Chambersburg, and landscaping in Waynesboro. The paving and porch projects are a work in progress.
- VI. **Unfinished Business** – None
- VII. **Executive Session** – Bonuses
  - Motion to move to Executive Session first by Myers, second by O'Malley. Motion carried unanimously.
- VIII. **Return to Public Session**

- Motion to return to Public Session first by Myers, second by O'Malley. Motion carried unanimously.
- Board approved Section 8 training bonus through March and will review on a monthly basis. The board will work on a policy for supervisor compensation. Motion to approve training bonus first by Jordan, second by O'Malley. Motion carried unanimously.

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

Next Meeting: Monday, March 20, 2023 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Kevin Myers  
Secretary