

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, OCTOBER 20, 2025  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Dave Jordan, Maureen O'Malley, Rodney Benedick, Christopher Ardinger, Daniel Myers  
Staff in Attendance: Lisa Bryan

- I. Call Meeting to Order** – Dave Jordan
- II. Introduction of New Board Member, Christopher Ardinger** – Daniel Myers
- III. Acting Chair for Today's Meeting** – Motion to approve Rodney Benedick as acting chair upon Jordan's departure first by Ardinger, second by O'Malley. Motion carried unanimously.
- IV. Public Comment** – None
- V. Review and Approval of 9/15/25 Minutes**–Motion to approve minutes first by Maureen O'Malley, second by Rodney Benedick. Motion carried unanimously.
- VI. Bills and Communication**
  1. Resolution 2025-14 Write Off Vacated Tenant Accounts
    - Motion to approve write-offs first by O'Malley, second by Benedick. Motion carried unanimously.
  2. Resolution 2025-15 Amended FSA Plan Effective 1/1/26
    - Motion to approve FSA plan first by Benedick, second by Ardinger. Motion carried unanimously.
  3. F&M Trust Investment Fund Withdrawal Request, Deposited to COCC Account
    - Myers requesting investment withdrawal of \$50,000 to avoid shortfall in COCC account. Motion to approve investment withdrawal and deposit to COCC account first by Ardinger, second by O'Malley. Motion carried unanimously.
  4. Section 8 Payment Standards Effective 1/1/26
    - Section 8 uses 91% of Franklin County Fair Market Rent to best utilize HAP funds.
  5. Health Insurance
    - DVHT 2026 increase of 6.68% in health costs. FCHA has a rate reduction fund of \$4,500 which is applied to our health plan. FCHA is contracted to 15% for single plan, and 38% for all other plans through the CBA which expires on December 31, 2025. Until such time there is no contract in place, the current percentage rates as established are recommended. Motion to approve current percentage rates as established until any contract changes first by O'Malley, second by Benedick. Motion carried unanimously.
  6. Fiscal Reports
    - COCC Financials – 8/31/25 Reviewed. As of August, COCC has net income of \$121,000; up by \$41,000 from prior month due to investments experiencing \$47,000 increase which is \$38,000 above budget. Other income is on track and expenses are \$18,000 under budget mainly due to a staffing shortage.
    - Section 8 Financials 8/31/25 and 9/30/25 Reviewed. As of October, HCV leasing is 96.7% with average leasing of 318. Since HUD recently provided additional \$55,770 in funding, we are working towards increasing leasing. There are 4 outstanding vouchers. As of October, Mainstream is 97.7% leased. Currently at 56 leased; 90.3%. Reduced leasing through attrition since funding level will not allow higher leasing. For August, Section 8 had net increase in administrative income of \$6,000 and stands at \$20,000; \$3,000 above budget. HAP had net increase of \$35,000 due to additional HUD funds received. For September, Section 8 had \$28,000 increase in administrative net income mainly due to \$22,000 increase in HUD administrative fee funding. Operating income actual is \$19,000 above budget; previous month it was \$4,000 below budget.

- Public Housing Financials – 8/31/25 Reviewed. For August, AMPS show large increase of \$187,000 in Cash and Investments and Current Liabilities. This is due to Constellation, our energy performance contractor, reimbursing us for guaranteed savings that we did not receive in utility costs. Current Liability will reduce by 1/12 each month starting in January, and the subsidy we receive from HUD will be reduced by the same amount. All 4 AMPS experienced an increase in net income. Dwelling rent charged continues to be above budget for all AMPS except AMP2 which is \$25,000 below budget. Expenses continue to be below budget at \$23,000 for AMP1 and \$36,000 for AMP2 due to office and maintenance vacancies. AMP2 tenant write offs are over budget by \$7,000 but have leveled off. Utilities for all AMPS are over budget by \$5,000 each for AMPS 1 and 2, and by \$6,000 each for AMPS 3 and 4.
- Capital Fund Program Report – 9/30/25 Reviewed. Payments for September were \$119,000; \$63,000 for final playground payment and \$48,000 for capital needs assessment. \$55,000 spent for CF22 and it is now fully expended. \$55,000 spent for CF23 with \$26,000 left.
- Occupancy Report – 9/30/25 Reviewed. Vacancies decreased from 8 to 2 units and offline units remained at 6. For the fiscal year, occupancy for elderly/disabled units is near 100% and for family units is 98%.
- HUD subsidy submission is completed.

## **VII. Executive Director Report**

- Capital Needs Assessment started with radon testing, along with other testings. Should be completed in 1 ½ months. Sidewalk project planned for CF25. Working on environmental review for pavilions in AMPS 3 and 4; need follow-up from HighTide Environmental to send RFP for bids. Two units currently in MOD. Using CF25 funds to complete MOD work in vacant units.
- Software conversion is completed with various trainings scheduled over the next month. Currently transferring data from old to new system.
- Due to government shutdown, as of last month cannot apply for FSS, however, it was funded for 2026 budget.

## **VIII. Unfinished Business – None**

## **IX. Executive Session – Personnel, Legal, Employee of the Year**

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

## **X. Return to Public Session**

- Motion to return to Public Session first by Ardinger, second by O'Malley. Motion carried unanimously.

## **XI. Adjournment – Motion to adjourn first by Ardinger, second by O'Malley. Motion carried unanimously.**

Next Monthly Meeting: Monday, November 17, 2025 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Rodney Benedick  
Secretary