

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

In Attendance: John Flannery, Alfred Bendell, Rodney Benedick, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Diana Onativia, Lisa Bryan

Guests in Attendance: Randi Bray, Aryn Creager, Valerie Miller

- I. **Call Meeting to Order** – John Flannery
- II. **Public Comment** – Randi Bray stated that she would like to be involved in decisions and observe the board meetings. Valerie Miller asked about washers/dryers being removed and how she can apply for LIHEAP. Daniel Myers replied that the washers/dryers are being phased out due to Borough regulations and he would provide a response in writing. Myers and Diana Onativia explained that LIHEAP goes through the assistance office and electric is paid to the Borough; we are not involved.
- III. **Review and Approval of 10-21-24 Minutes**–Motion to approve minutes first by Rodney Benedick, second by Alfred Bendell. Motion carried unanimously.
- IV. **Bills and Communication**
 1. Resolution 2024-21 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Bendell, second by Benedick. Motion carried unanimously.
 2. Resolution 2024-22 Amended FSA Plan Effective 1/1/25
 - Motion to approve Amended FSA Plan first by Benedick, second by Bendell. Motion carried unanimously.
 3. Fiscal Reports
 - COCC Financials – 8/31/24 Reviewed. As of September, the Central Office Cost Center has a net income of \$85,000. For the month of September there was a net increase of \$19,000 due to investments experiencing a gain of \$17,000. Expenses are \$10,000 below budget mainly due to employee benefits being \$5,700 under budget. In October, investments experienced a net loss of \$31,000, but from April to October, investments net gain is \$92,000. The year-to-date budget is \$53,000 so we are still above budget by nearly \$40,000.
 - Section 8 Financials – 9/30/24 Reviewed. Section 8 administrative net income as of October is \$50,000, which is \$23,000 above budget. Total administrative expenses are below budget by \$21,000 due to employee benefits being under budget by \$8,600, training \$5,200, inspections \$4,600, and legal \$2,300. For calendar year-to-date, Section 8 leasing increased to 99.9% from 99.8% for HCV. Not adding any new HCV vouchers until new year. Mainstream leasing has increased to 87.0% from 85.6%. Mainstream reached its 62 authorized units during the past two months.
 - Public Housing Financials – 8/31/24 Reviewed. All four developments continue to experience a healthy net income, and each one had an increase in income in September. For all AMPs, pest control is \$18,000 below budget and mold/asbestos removal is \$15,000 below budget. For AMP1 and AMP2, maintenance salaries/benefits are down by \$52,000 and tenant services salaries/benefits are down by \$10,000 due to vacancies. AMP1 rental income is \$10,000 above budget and small equipment purchases are \$4,000 below budget. AMP2 maintenance materials/contracts are \$23,000 below budget, collection losses are \$4,000 below budget while small equipment purchases are \$5,000 over budget. AMP3 rental income is \$6,000 above budget. Small equipment purchases are \$4,000 over budget.
 - Capital Fund Program Report – 9/30/24 Reviewed. CF expenses for October were \$98,000 of which \$89,000 was for HVAC replacement paid by CF20.
 - Occupancy Report – 9/30/24 Reviewed. In October, vacancies increased from 5 to 8 units and offline units increased from 3 to 4 units.

V. Executive Director Report

- Gas Meter project in AMP4 is near completion. Meters replaced last week in AMP3, working on lines.
- Playground project is progressing. Currently waiting on pavilion; other portions close to completion and will be finished after winter.
- Robert Barrick and Myers are working on CF23 with Lance Hoover (High Tide Environmental). Received information for security camera lighting. Working on bid for CO project; this may require a special board meeting for bid approval.
- Section 8 has high amount of vouchers leased, utilizing all 62 Mainstream vouchers and 99.9% leased in regular vouchers. Myers plans to hold a landlord summit.
- NSPIRE (REAC) has new standards for inspections and being implemented before start of next year.
- Public Housing occupancy numbers are good. Christine Fogle and Diana Onativia reviewed and updated the 2025 ACOP. Taking steps to ensure HOTMA changes are being followed consistently by all public housing staff.
- Management aide vacancy was posted in-house last week.
- New employee started in Chambersburg maintenance today.
- Holiday Party is being held December 13 at Founders Grille at Penn National Golf Club. Myers sending calendar invite to board members.

VI. Unfinished Business – None

VII. Executive Session – Personnel, Legal, Employee of the Year

- Motion to move to Executive Session first by Bendell, second by Benedick. Motion carried unanimously.

VIII. Return to Public Session

- Motion to return to Public Session first by Bendell, second by Benedick. Motion carried unanimously.

IX. Adjournment – Motion to adjourn first by Benedick, second by Bendell. Motion carried unanimously.

Next Monthly Meeting: Monday, January 6, 2025 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell
Secretary