

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, JULY 22, 2024
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: John Flannery, Dave Jordan, Maureen O'Malley, Alfred Bendell, Rodney Benedick, Daniel Myers
Staff in Attendance: Susan Pettyjohn, Amanda Keefer, Diana Onativia, Amanda Shives
Guest in Attendance: Tony Metz, Debra Passaro, Valerie Miller

- I. **Call Meeting to Order** – John Flannery
- II. **Public Comment** – Debra Passaro commented that drop box is not secure; asked for update on tenant contacts for issues; pest control policy is not clear-written plan of action to tenants. Executive Director to follow up. Valerie Miller asked for follow up to Passaro's comments, and inquired about ACOP access. ACOP is online.
- III. **Review and Approval of 6-17-24 Minutes**–Motion to approve minutes first by Jordan, second by O'Malley. Motion carried unanimously.
- IV. **Bills and Communication**
 1. **Resolution 2024-16 Write-Off Vacated Tenant Accounts**
 - Motion to approve write-offs with correction to move-out date of 1989 first by O'Malley, second by Jordan. Motion carried unanimously. Correction to date has been made.
 2. **Recommendation to Appoint New Secretary as Authorized Officer for FCHA's F&M Trust Account-Resolution of Lodge, Association or Other Similar Organization (Chairman, Secretary, and Executive Director)**
 - Motion to approve appointment first by Jordan, second by O'Malley, accepted by Bendell. Motion carried unanimously.
 3. **Recommendation to Appoint New Secretary as Authorized Officer for FCHA's F&M Trust Statement of Investment Objectives (Chairman and Secretary)**
 - Motion to approve appointment first by Jordan, second by Benedick, accepted by Bendell. Motion carried unanimously.
 4. **Fiscal Reports**
 - **COCC Financials – 5/31/24 Reviewed.** There was a \$44,000 increase in net income compared to April, but since April had a \$69,000 loss, COCC is still experiencing net loss of \$25,000 due to investments. Income excluding investments is above budget due to Valley Terrace (run by Luminest) paying \$1,982 in interest owed for a \$400,000 loan. This is the first time any interest was paid on the loan that was issued November 2005 and is due in 30 years. From April to June, central office investments had a net gain of \$2,400, well below the budgeted amount of \$7,500 per month.
 - **Section 8 Financials – 6/30/24 Reviewed.** As of June, Section 8 administrative net income is \$14,000 which is over \$2,000 more than budgeted. Operating income is below budget by nearly \$6,000 but will increase in July due to HUD providing more administrative fee income. Inspections and legal costs are below budget. For the calendar year to date, Section 8 leasing has increased from 98.8% to 99.2% for HCV and from 80.1% to 81.3% for Mainstream. Leveling off HCV leasing to end year around our 329 authorized units. Working to get Mainstream closer to the 62 authorized vouchers. Our current figure of 55 units is the most we leased in any month to date.
 - **Public Housing Financials – 5/31/24 Reviewed.** All four developments experienced a net increase in net income from previous month, especially the two Chambersburg developments. Maintenance salaries and benefits for the Chambersburg developments are down by \$16,000 due to vacancy. Additional savings of \$5,000 for maintenance materials and repair/routine maintenance contracts for AMP2. AMP3 is \$1,000 below budgeted net income due to the HUD operating subsidy being less than budgeted.
 - **Capital Fund Program Report – 6/30/24 Reviewed.** Expenses for June were about \$78,000. Of that figure, \$63,000 was for playground and paid with CF20 grant. 75% of

CF20 grant has been spent and the remaining money will be spent on the playground and HVAC. Total cost of work will spill over to CF22 grant.

- Occupancy Report – 6/30/24 Reviewed. In June, public housing vacancies were increased from 1 unit to 2 units and offline units decreased from 4 units to 3 units. Occupancy percentages remain very high.

V. Executive Director Report

- Meeting with Mann Plumbing to address change orders and eliminating scope of work for HVAC project.
- UGI received first payment and materials have been ordered. Gas Meter project should begin soon.
- Rockwell is awaiting permits to continue work on playground project.
- First Start Partnership is vacating the community center soon. Met with Boys and Girls Club for their interest in occupying the center. Exploring options for MCMO building.
- Currently in process of hiring a Maintenance Aide and Clerk 2 for Chambersburg. Reviewing ways to improve hiring process, training, expectations with Tony.
- Planning staff training, all maintenance meeting, and full staff meeting.
- Audit is set to begin on August 2nd.
- Representatives from HUD Field Office will visit the office August 5th.
- Strickler Insurance provided options on workers compensation policy. After reviewing, the switch will have a savings of 11.5%.
- Will need to independently finance security camera/lighting. Can use CF23 or CF24 funds to complete.
- Need to replace/add CO/smoke detectors to majority of all units. Should investigate bulk purchase and third-party installation.
- Considering purchasing multiple company vehicles with this year's funding, including UTVs and van.
- Looking at options for future capital fund projects; laundry room for AMP2, basketball court in Chambersburg, community center for Waynesboro, landscaping for AMP4, bulk appliance purchase. Projects must be included in 5 Year Plan submission to HUD.

VI. Unfinished Business – None

VII. Executive Session – Personnel

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

VIII. Return to Public Session

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

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

Next Monthly Meeting: Monday, August 19, 2024 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Alfred Bendell
Secretary