

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, DECEMBER 15, 2025  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Dave Jordan, Rodney Benedick, Maureen O’Malley (via Zoom), Christopher Ardinger (via phone), Daniel Myers

Staff in Attendance: Christine Fogle, Lisa Bryan, Susan Pettyjohn (via Zoom)

Guests in Attendance: Tony Metz

- I. Call Meeting to Order** – Dave Jordan
- II. Public Comment** – None
- III. Review and Approval of 11/17/25 Minutes**–Motion to approve minutes first by Rodney Benedick, second by Maureen O’Malley. Motion carried unanimously.
- IV. Bills and Communication**
  1. Resolution 2025-17 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by O’Malley, second by Benedick. Motion carried unanimously.
  2. Fiscal Reports
    - COCC Financials – 10/31/25 Reviewed. As of October, COCC has net income of \$144,000; down by \$9,000 from prior month but above budget of (\$13,000). Investment income increased by \$5,000 from previous month. Fiscal year to date, investments are \$126,000 above budget. Other income is on track and expenses are \$28,000 under budget mainly due to accounting department’s prior staffing shortage which reduced expenses by \$21,000. As of October, COCC Investments average rate of return is 5.48%, down from 5.5% last month.
    - Section 8 Financials – 11/30/25 Reviewed. For the calendar year, leasing was 96.8%, with average leasing of 319 units. This year had large fluctuation in HAP paid; from low of \$488 to high of \$535 or a swing of nearly 10%. There are 6 outstanding vouchers as of November 30. Mainstream voucher leasing for the year was 96.9%, average of 60 units. Utilized funding by spending all but under \$1,000 which represents 0.2% of all available funds. Mainstream also had large fluctuations from average HAP low of \$500 to high of \$564 or a swing of 13%.
    - Public Housing Financials – 10/31/25 Reviewed. All AMPS had increase in net income except AMP4 which had reduction in income of \$4,000 for the month. Charges are estimates due to new system. From estimates, dwelling rent continues to be above budget for all AMPS except AMP2 which was below budget for April-August and roughly on budget for September and October. Utilities for all AMPS above budget by combined \$28,000 and computer contracts over budget by combined \$18,000 due to conversion. There is \$19,000 budgeted for AMPS for mold/asbestos remediation, but none has been spent. Expenses continue to be below budget for AMP1 at \$34,000 and AMP2 at \$49,000 due to office and maintenance vacancies. Tenant write-offs are over budget in AMP2 and AMP4 by \$10,000 each.
    - Capital Fund Program Report – 11/30/25 Reviewed. Payments for November were \$31,000; \$18,000 on capital needs assessment from CF23, and \$5,000 on unit repairs from CF24.
    - Occupancy Report – 11/30/25 Reviewed. Vacancies decreased from 5 to 1 unit while offline units remained at 6 units.

**V. Executive Director Report**

- Holiday parties were held in AMP2, AMP3, and AMP4. AMP1 using funds to supplement Fresh Express in lieu of party.
- With exception of Property Manager, FCHA is fully staffed. New hires are doing well.
- CF24 funds not being used for equipment; can use for heating/mod units.
- Some computers are having issues and may need replaced.
- Plan to complete RFP for banking next summer.
- All data for Capital Needs Assessment has been received. Danny and Robert Barrick will review and present to board.

**VI. Unfinished Business – None**

**VII. Executive Session – Personnel**

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

**VIII. Return to Public Session**

- Motion to return to Public Session first by O’Malley, second by Benedick. Motion carried unanimously.
- Board approved holiday bonus for Executive Director. Motion to approve holiday bonus first by Benedick, second by O’Malley. Motion carried unanimously.

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

Next Monthly Meeting: Wednesday, January 7, 2026 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Rodney Benedick  
Secretary