

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, JUNE 26, 2023
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Kevin Myers, Maureen O'Malley, Dave Jordan, Jessica Runshaw
Staff in Attendance: Lisa Bryan

- I. Call Meeting to Order – John Flannery**
- II. Review and Approval of 5-15-23 Minutes**–Motion to approve minutes first by Myers, second by O'Malley, Jordan abstained. Motion carried.
- III. Bills and Communication**
 1. Resolution 2023-12 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Myers, second by Jordan. Motion carried unanimously.
 2. Resolution 2023-13 Award Contract for HR Services
 - Motion to award HR Services contract to Metz Strategic Solutions first by Myers, second by O'Malley. Motion carried unanimously.
 - Runshaw noted that FCHA must provide 30-day notice to current HR company. The current and new contracts will overlap in July to allow time for Metz to obtain necessary documentation.
 3. Resolution 2023-14 Award Contract for Pest Control
 - Motion to award Pest Control contract to Orkin first by Jordan, second by O'Malley. Motion carried unanimously.
 - Runshaw noted that the contract will be effective August 1 in order to provide 30-day notice to current pest control company.
 4. Fiscal Reports
 - COCC Financials – 3/31/23, 4/30/23, and 5/31/23 Reviewed.
 - Section 8 Financials – 3/31/23, 4/30/23 and 5/31/23 Reviewed.
 - Public Housing Financials – 3/31/23 and 4/30/23 Reviewed.
 - Capital Fund Program Report – 5/31/23 Reviewed.
 - Occupancy Report – 4/30/23 and 5/31/23 Reviewed.
- IV. Executive Director Report**
 - Maintenance staff working to turn units to increase occupancy rate.
 - There is one vacant maintenance position and the Section 8 manager position is vacant. Runshaw attempting to fill these positions as soon as possible. The new HR firm can assist with filling vacancies.
 - FCHA has not received a response for security and asbestos grants we applied for.
 - FCHA held Resident Appreciation Day in Chambersburg development last week.
- V. Unfinished Business – Out of Job Classification**
 - Out of job classification tabled until next month.
- VI. Executive Session – Resident Initiatives Coordinator Wages**
 - Motion to move to Executive Session first by O'Malley, second by Myers. Motion carried unanimously.

VII. Return to Public Session

- Motion to return to Public Session first by Myers, second by O'Malley. Motion carried unanimously.
- Motion to approve Resident Initiatives Coordinator Wages with 10% increase as presented first by Myers, second by O'Malley. Motion carried unanimously.

VIII. Adjournment – Motion to adjourn first by Jordan, second by O'Malley. Motion carried unanimously.

Next Meeting: Monday, July 17, 2023 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Kevin Myers
Secretary