

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, MAY 19, 2025  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Dave Jordan, Alfred Bendell, Maureen O'Malley, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Lisa Bryan

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

- I. Call Meeting to Order** – John Flannery
- II. Public Comment** – Valerie Miller asked about park completion, commented on police response, and smoke detector inspection. Randi Bray commented on lease violations. Daniel Myers responded that police are to be contacted for criminal activity. He will reach out to the guests about inspection issue.
- III. Review and Approval of 4/28/25 Minutes**–Motion to approve minutes first by Dave Jordan, second by Alfred Bendell. Motion carried unanimously.
- IV. Bills and Communication**
  1. Resolution 2025-9 Write Off Vacated Tenant Accounts
    - Motion to approve write-offs first by Maureen O'Malley, second by Bendell. Motion carried unanimously.
  2. Resolution 2025-10 Resolution Authorizing Approval of Section 8 Management Assessment Program
    - Motion to approve Section 8 Management Assessment Program first by O'Malley, second by Jordan. Motion carried unanimously.
  3. Fiscal Reports
    - COCC Financials – 3/31/25 Reviewed. As of fiscal year end, COCC had net income of \$38,000, a \$50,000 decrease from prior month, due to investments experiencing another loss. For the year, investment income was \$17,500 above budget and management fee income was \$15,000 above budget while retirement expense was \$15,000 below budget, producing a \$52,000 positive budget swing in net income. As of April, COCC investments experienced net loss of \$10,000. This is the third net loss in as many months.
    - Section 8 Financials – 4/30/25 Reviewed. Received funding notices for calendar year from HUD for HCV and Mainstream; receiving more funds than HUD predicted. We expect to have enough funds available in both programs to be 100% leased. For HCV, current leasing is 97.1%. Will work towards increasing to slightly above 100% each month, then level off at calendar year end so average will be near 100%. Mainstream is averaging 99.7% leasing which is one unit month below 100%.
    - Public Housing Financials – 3/31/25 Reviewed. Excluding depreciation (calculated at year end), all projects experienced net increase in income from prior month. Next month, equity will increase when closed CF20 grant is added. Income statement trends that were reported in prior months continue. Dwelling rent ends the year above budget for AMPS 1, 3, 4. Pest control for all AMPS below budget by \$35,000. Due to employee vacancies, AMPS 1 & 2 maintenance salaries/benefits down by \$95,000, tenant services salaries/benefits down by \$20,000, administrative salaries/benefits in AMPS 3 & 4 below budget by \$37,000. AMPS 1 & 2 water above budget by combined \$28,000 due to the rate increase. AMP1 electricity is \$8,000 above budget.
    - Capital Fund Program Report – 4/30/25 Reviewed. Expenses for April were \$8,000. Will see some sizeable expenses next month for security/site lighting, playground, smoke/CO detectors.
    - Occupancy Report – 4/30/25 Reviewed. In April, vacancies decreased from 2 to 1 unit while offline units remained at 5 units.
    - Fiscal year end financials submitted to HUD via REAC Financial Assessment Subsystem.

**V. Executive Director Report**

- Rain delayed work on playground project. It is currently being shingled and contractors will need to grade/stone sidewalks, finish small items. Final walkthrough should be mid-June and will be ready for use after grass has started. Grand opening possibly in August.
- Most of the cameras are installed; completing updates and network installation. Anticipating July start date.
- Boys & Girls Club ribbon cutting was held last week.
- May of Caring was held in Chambersburg and Waynesboro with volunteers from F&M Trust, Specialty Granules, and staff completing mulching and clean-up.
- Will be starting Physical Needs Assessment soon.
- Received 1.2 million for CF25 grant funding.

**VI. Unfinished Business – None**

**VII. Executive Session – Board Member Vacancy, Personnel, Legal**

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

**VIII. Return to Public Session**

- Motion to return to Public Session first by Jordan, second by Bendell. Motion carried unanimously.
- Motion to approve reinstating Dave Jordan as board member first by O'Malley, second by Bendell. Motion carried unanimously.

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

June 16, 2025 Meeting cancelled.

Next Monthly Meeting: Monday, July 21, 2025 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell  
Secretary