

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, MARCH 17, 2025  
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Dave Jordan, Alfred Bendell, Rodney Benedick, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Lisa Bryan

Guests in Attendance: Aryn Creager, Valerie Miller

**I. Call Meeting to Order – Dave Jordan**

**II. Public Comment – Valerie Miller requested to allow questions at end of meeting. Board agreed.**

**III. Review and Approval of 2/24/25 Minutes**—Motion to approve minutes first by Rodney Benedick, second by Alfred Bendell. Motion carried unanimously.

**IV. Bills and Communication**

1. Resolution 2025-6 Approving the Fiscal Year 4/1/25 through 3/31/26 Operating Budgets
  - Daniel Myers noted that inflation factor was used as a guide for budgets. Increases for computer software/training, legal fees. EPC loan is finalizing and this expense is low for all four AMPs.
  - Motion to approve 4/1/25-3/31/26 operating budget first by Benedick, second by Bendell. Motion carried unanimously.
2. Resolution 2025-7 Removal of Expended Equipment from Fixed Asset Account
  - Motion to approve removal of expended equipment first by Benedick, second by Bendell. Motion carried unanimously.
3. Fiscal Reports
  - COCC Financials – Not Available.
  - Section 8 Financials – 2/28/25 Reviewed. Section 8 administrative net income as of February is \$69,000 which is \$26,000 above budget. The difference is mainly due to administrative expenses being below budget by \$35,000 including: employee benefits \$10,000, training \$8,000, inspections \$8,000, legal \$4,000. HCV leasing is 98.2% for first quarter of year. Continuing to keep leasing under 99% until we know amount of funding we will receive. Mainstream leasing is averaging 99.5% and we have been 100% leased for past two months. Funding should be sufficient to support all 62 vouchers.
  - Public Housing Financials – 1/31/25 Reviewed. As of January, AMP1's net income was basically flat, AMPs 3 and 4 had small increase, AMP2 had largest increase. As of January, dwelling rent above budget by \$18,000 for AMP1, \$13,000 for AMP3, \$14,000 for AMP4. Pest control for all AMPs below budget by \$31,000. AMPs 1 and 2, maintenance salaries/benefits down by \$81,000, tenant services salaries/benefits down by \$17,000, water above budget by a combined \$20,000 due to September rate increase. AMP2, contracts \$29,000 below budget. AMPs 3 and 4, administrative salaries/benefits below budget by \$18,000 due to prior vacancy.
  - Capital Fund Program Report – 2/28/25 Reviewed. February expenses were \$73,000 with most funds from CF22. \$38,000 spent on Chambersburg office HVAC replacement, \$20,000 on playground. We received an extension for CF22 Hazard Grant, increasing obligation and expended due date by one year.
  - Occupancy Report – 2/28/25 Reviewed. In February, public housing vacancies decreased from 1 to 0 units, offline units remained at 5.

**V. Executive Director Report**

- Public housing occupancy numbers are good; expect to retain high performer status.
- Should receive new software proposal from MRI by end of month.
- Playground project is set to be completed in early May.
- Reconciling for February and March; many accounts coming in under budget.

- Document filing is nearing completion.
- Boys & Girls Club are advertising for summer camp.
- Robert Barrick and Amanda Shives spoke with the landscaping and horticulture advisor at Franklin County Career and Vo-Tech for co-op partnership next school year.
- Pre-construction meeting on Wednesday with contractors for security camera project.

**VI. Unfinished Business – None**

**VII. Public Comment**

- Miller asked about water adjustment mentioned in reports. Myers explained there was a change to rate and water is paid by FCHA.
- Miller inquired if there would be cutbacks to Section 8 program. Myers stated that we do not anticipate cuts.
- Aryn Creager asked about communication between FCHA and police department. She stated that police have been called numerous times about issues and nothing is done. Myers stated that police only notify us if there is a threat to the public or property damage. He suggested putting complaints in writing to us and police, attending a Borough hall meeting.

**VIII. Executive Session – Legal**

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

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

Next Monthly Meeting: Monday, April 28, 2025 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Alfred Bendell  
Secretary