

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
MONDAY, SEPTEMBER 21, 2026
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Dave Jordan, Maureen O'Malley, John Flannery (via Zoom), Daniel Myers

Staff in Attendance: Susan Pettyjohn, Lisa Bryan

- I. Call Meeting to Order** – Dave Jordan
- II. Public Comment** – None
- III. Review and Approval of 8/17/2026 Minutes**–Motion to approve minutes first by Maureen O'Malley, second by John Flannery. Motion carried unanimously.
- IV. Bills and Communication**
 1. Resolution 2026-14 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by O'Malley, second by Flannery. Motion carried unanimously.
 2. Recommendation to Appoint New Chairman, Vice Chairman, and Secretary as Authorized Officers for FCHA's Truist Account – Resolution for Deposit Account first by O'Malley, second by Flannery. Motion carried unanimously.
 3. Recommendation to Appoint New Chairman, Vice Chairman, and Secretary as Authorized Officers for FCHA's F&M Trust Account – Resolution of Lodge, Association or Other Similar Organization first by Flannery, second by O'Malley. Motion carried unanimously.
 4. Recommendation to Appoint New Chairman, Vice Chairman, and Secretary as Authorized Officers for FCHA's F&M Trust Statement of Investment Objectives first by Flannery, second by O'Malley. Motion carried unanimously.
 5. Fiscal Reports
 - COCC Financials – 7/31/26 Reviewed. Net income down compared to previous month end by \$19,000 due to \$8,000 loss in investments. Other income and expenses were within budgeted figures for month.
 - Section 8 Financials – 7/31/26 and 8/31/26 Reviewed. HUD has combined HCV and Mainstream funding. As of August, average HAP increased by \$7 to \$610 and another \$4 to \$614 in September. Leasing is at 96.6%. There should be enough funds to add 3-5 units in next month or two. For July, administrative net income is \$21,500; increase of \$4,000. Salaries under budget due to allocating more of clerk's time to AMP2. For August, administrative net income increased by \$7,000. Income below budget due to HUD only giving us 85% of administrative fee earnings. Expenses are below budget.
 - Public Housing Financials – 7/31/26 Reviewed. Net income increased for AMP1, AMP3, AMP4. AMP4's net income increased by \$22,000 while AMP2 lost \$16,000. AMP2's income down from prior month due to \$11,000 in write-offs (in comparison, there was only \$3,000 in prior 3 months) and maintenance materials were higher. AMP1 and AMP2 received assistance from Waynesboro employees for unit turnovers.
 - Capital Fund Program Report – 8/31/26 Reviewed. Payments for August were \$12,000 (\$8,000 for administration, \$4,000 for A&E costs) and paid from CF24 and CF25 funds.
 - Occupancy Report – 8/31/26 Reviewed. In August, vacancies decreased from 8 to 3 units and offline increased from 3 to 5 units.
- V. Executive Director Report**
 - Two vacancies in maintenance, working to fill.
 - Considering adding a part-time employee to assist with Resident Initiatives Coordinator position.
 - Unit turns are in good position. Adding two adjoining units to MOD with plumbing issue.

- Sidewalk project is complete in AMP3, about halfway complete in AMP4. Anticipating pavilion project in AMP3 to start in October. Waiting on items from Borough of Waynesboro for AMP4 pavilion project. Tree project in Chambersburg is complete; may do another tree project next year. Basketball court project in Chambersburg is complete.
- Received extension for hazard grant. Writing P&G grant request for community center/Boys & Girls Club.
- Fair Market Rents released; reduction in 2027 rates.

VI. Adjournment – Motion to adjourn first by Flannery, second by O'Malley. Motion carried unanimously.

Next Monthly Meeting: Monday, October 19, 2026 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Dave Jordan
Secretary