

FRANKLIN COUNTY HOUSING AUTHORITY  
MONDAY, JUNE 17, 2024  
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: John Flannery, Dave Jordan, Maureen O'Malley, Alfred Bendell, Rodney Benedick, Daniel Myers  
Staff in Attendance: Christine Fogle, Susan Pettyjohn  
Guest in Attendance: Tony Metz

- I. **Call Meeting to Order** – John Flannery
- II. **Introduction of New Board Member, Rodney Benedick** – Danny Myers
- III. **Public Comment** – None
- IV. **Election of Secretary to Complete Vacant Term** – Flannery proposed appointment of Alfred Bendell as Secretary. Motion to appoint Bendell as Secretary first by O'Malley, second by Bendell. Motion carried unanimously.
- V. **Review and Approval of 5-20-24 Minutes**–Motion to approve minutes first by Jordan, second by O'Malley. Motion carried unanimously.
- VI. **Bills and Communication**
  1. Resolution 2024-15 Write-Off Vacated Tenant Accounts
    - Motion to approve write-offs first by O'Malley, second by Bendell. Motion carried unanimously.
  2. Recommendation to Appoint Executive Director, Maintenance/Construction Director, and Administrative Specialist as Signatories for FCHA's Truist Account, and remove Board Secretary
    - Motion to approve appointments and removal first by Jordan, second by O'Malley. Motion carried unanimously.
  3. Fiscal Reports
    - COCC Financials – 3/31/24 and 4/30/24 Reviewed. Central Office ended the fiscal year with a \$200,000 surplus. Most was due to investments performing well and expenses being below budget. The prior year adjustment was from removing ambulance fee cost for AMPs 1&2 that had been fronted by Central Office. Depreciation is booked at year end. The April report shows a net loss of about \$70K which is due to a loss in investments. Other income and expenses are on track. In May, investments rebounded with a net gain of over \$11,000 for the two months.
    - Section 8 Financials – 5/31/24 Reviewed. Section 8 administrative income for May is \$6,100 which is \$1,700 less than budgeted. The difference is due to administrative fee income and fraud recovery below budget and advertising above budget. Administrative fee income received from HUD will increase. For the calendar year to date, Section 8 leasing has increased to 98.8% for HCV and 80.1% for Mainstream. The Section 8 department is striving to get Mainstream closer to the 62 authorized vouchers.
    - Public Housing Financials – 3/31/24 and 4/30/24 Reviewed. The Land, Structures, and Equipment line (on balance sheet) for all 4 AMPs had a net decrease from February to March due to the booking of annual depreciation. All AMPs had a net income that was over budgeted estimate. Contributing to the difference were administrative and maintenance salaries and benefits under budget by \$83,000, gas expense by \$58,000 and mold & asbestos work by \$24,000. The rent charged for Chambersburg Family development was \$71,000 over budget. There is a significant increase from March to April in L, S, & E due to the adding of the value of the work from CF19 and CF21 grants. These grants were completed during the previous fiscal year. The equity line increases by the same amount. For April, all AMPs experienced a net increase. For AMPs 1 & 2, expenses were below budget due to maintenance aide vacancy. AMP 2's expense would have had a greater difference in actual compared to budget, but asbestos removal was above budget.

- Capital Fund Program Report – 5/31/24 Reviewed. CF expenditures for May were \$316,000 of which \$300,000 was for the gas meter project. Of the \$300,000 expense, all that was obligated in CF22 has been spent, and in CF23 \$91,000 of the \$406,000 has been spent. The playground project is under CF20 and CF22. Work has started and the expense will be in next month's report.
- Occupancy Report – 5/31/24 Reviewed. In May, vacancies were reduced from 3 units to 1 unit and offline units increased from 3 to 4 units.

**VII. Executive Director Report**

- The playground project is ongoing. Borough requirement seeking site improvement bonds on their behalf submitted.
- Scheduling meeting with Borough to request cooperative agreement for Ambulance Fee for AMPs 1 and 2.
- Reconciling tenant accounts for security deposits; errors range from 2002 to present.
- Tenmast providing demonstrations of updated software system.
- Vacant Management Aide position has been posted.
- An office in Waynesboro was converted to a breakroom for staff.
- Amanda Shives was promoted to Resident Initiatives Coordinator. Will review the vacated RIC Aide/Clerk 2 position.
- First Start is ending their contract for use of community center. Working with staff to identify community organizations that could utilize space and benefit our residents.
- Communicating with staff to ensure that coverage is in place for vacations/absences.

**VIII. Unfinished Business – None**

**IX. Executive Session – Personnel**

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

**X. Return to Public Session**

- Motion to return to Public Session first by Jordan, second by Bendell. Motion carried unanimously.

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

Next Rescheduled Monthly Meeting: Monday, July 22, 2024 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Alfred Bendell  
Secretary