

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
MAY 16, 2022
ONLINE ZOOM MEETING – COMPUTER AND PHONE

In Attendance: Maureen O’Malley, Sam Smith, Hugh Davis, Wesley Fugate, Jessica Runshaw
Staff in Attendance: Susan Pettyjohn, Lisa Bryan

- I. Call Meeting to Order – Hugh Davis**
- II. Public Comment – None**
- III. Review and Approval of 4-25-22 Special Meeting Minutes**–Motion to approve minutes first by Smith, second by O’Malley. Motion carried unanimously.
- IV. New Business**
 1. Resolution 2022-12 Resolution Authorizing Approval of Section 8 Management Assessment Program
 - Motion to approve Section 8 Management Assessment Program first by O’Malley, second by Smith. Motion carried unanimously.
 2. Resolution 2022-13 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Smith, second by O’Malley. Motion carried unanimously.
 3. Resolution 2022-14 Energy Audit Project
 - Motion to approve energy audit project first by O’Malley, second by Smith. Motion carried unanimously.
 4. Recommendation to Appoint Hugh Davis, Chairman; Samuel Smith, Vice Chairman; Lenore Wyant, Secretary; and Jessica Runshaw, Executive Director as Authorized Officers for FCHA’s Truist Account
 - Motion to approve Davis, Smith, Wyant, and Runshaw as officers first by Smith, second by O’Malley. Motion carried unanimously.
 5. Recommendation to Appoint Samuel Smith, Vice Chairman; Lenore Wyant, Secretary; and Jessica Runshaw, Executive Director as Authorized Officers for FCHA’s F&M Trust Account
 - Motion to approve Smith, Wyant, and Runshaw as officers first by Smith, second by O’Malley. Motion carried unanimously.
 6. Recommendation to Appoint Jessica Runshaw, Executive Director; Robert Barrick, Maintenance/Construction Director; and LuAnn Veldhuizen, Accountant as Authorized Officers for FCHA’s Edward Jones Account
 - Motion to approve Runshaw, Barrick, and Veldhuizen as officers first by O’Malley, second by Smith. Motion carried unanimously.
- V. Old Business**
 1. Resolution to Accept PILOT Agreement Between FCHA and Borough of Chambersburg
 - Runshaw explained that the PILOT Agreement was previously accepted, however, a new resolution is needed as dates were changed.
 - Motion to approve PILOT Agreement first by Smith, second by O’Malley. Motion carried unanimously.
 2. **Fiscal Reports - Susan Pettyjohn**
 - COCC Financials – Some reports not available due to fiscal year end. Investments had a loss of \$59,000 in April. The loss has potential to be recouped. A \$85,000 CD was cashed in due to liquidity needs.
 - Section 8 Financials – Reports not available due to fiscal year end.
 - Public Housing Financials – Reports not available due to fiscal year end.

- Capital Fund Program Report – 4/30/22 reviewed. CF19 is fully obligated.
- Occupancy Report – 4/30/22 reviewed. AMP1 has six vacancies, one is offline. AMP2 has four vacancies-two are offline. AMP3 has four vacancies-one is offline. AMP4 has three vacancies.

3. Executive Director Report

- Several factors are contributing to lower occupancy rates. Unit turnovers are taking longer as tenants are leaving units in poor condition, appliances are difficult to find, issues with moving company backlog to move tenants. To help raise occupancy rates, maintenance staff are rotating between Waynesboro and Chambersburg to turn units, a cleaning company is assisting maintenance with units. We are returning to unit inspections; this will catch unclean units before tenants move out.
- June 20 board meeting rescheduled to June 27 due to Juneteenth holiday.
- One new COVID positive case, and one new exposure case since last board meeting.
- Two May of Caring events were held recently. 25 Amazon volunteers and FCHA staff cleaned up trash in Chambersburg developments. 12 volunteers from RKL accounting firm and FCHA staff cleaned up trash in Waynesboro developments.
- FCHA will return to in-person board meetings beginning in July in Chambersburg, rotating monthly between Chambersburg and Waynesboro.
- Office is now open to residents three days a week, and will be open five days a week beginning in June.
- Attempting to fill open staff positions. Working on strategy to hire maintenance staff.
- Davis asked about an email from CDC regarding working conditions: heat in building and cleaning procedures. Runshaw responded that the letter is posted in reception area, and it was addressed. She noted there is still concern; Robert Barrick is working on HVAC project to go out for bid this week. A new cleaning company will be here to clean carpets in June.
- Davis asked about staff relations. Runshaw responded that she believes there is a more positive atmosphere, and she has not seen any pushback on changes/adjustments she has made.

4. Other General Information – None

5. Executive Session – Board Member

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

6. Return to Public Session

- Motion to return to Public Session first by Davis, second by Smith. Motion carried unanimously.
- Motion to approve reinstating Maureen O'Malley as tenant board member first by Fugate, second by Smith. Motion carried unanimously.

1. **Adjournment** – Motion to adjourn first by O'Malley, second by Smith. Motion carried unanimously.

Next Meeting: Monday, June 27, 2022 at 3:00 p.m. via Zoom.

Respectfully Submitted by,

Lenore Wyant
Secretary