

FRANKLIN COUNTY HOUSING AUTHORITY  
BOARD MINUTES  
JULY 18, 2022  
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Sam Smith, Hugh Davis (via phone), Maureen O'Malley (via phone), 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 5-16-22 Minutes**–Motion to approve minutes first by Davis, second by O'Malley. Motion carried unanimously.
- IV. **New Business**
  1. Resolution 2022-15 Write Off Vacated Tenant Accounts
    - Motion to approve write offs first by Davis, second by O'Malley. Motion carried unanimously.
- V. **Old Business** – None
- VI. **Fiscal Reports** - Susan Pettyjohn
  - COCC Financials – 3/31/22, 4/30/22 and 5/31/22 reviewed. In March, Land, Structures & Equipment is down from previous month due to yearly depreciation. Investments not doing well; budgeted \$115,000 and earned \$13,000 resulting in \$102,000 less than anticipated. In April, investments had a loss of \$59,000. Budgeted earnings down \$72,000. In May, investments had a gain of \$2,000, deficit of \$57,000. Average rate of return 4.30% over five years.
  - Section 8 Financials – 3/31/22, 4/30/22 and 5/31/22 reviewed. In March, Land, Structures & Equipment is down from previous month due to yearly depreciation. Net income of \$59,856. Expenses were under budget due to being short staffed. In April, net income of \$445. We are holding \$40,000. In May, HUD admin fee was higher than budgeted. HCV/VASH leased 313 in April, 318 in May, and 314 in June. HAP HUD funding for 2022 calendar year is \$1,563,662. We will have enough funds to support 100% leasing. Mainstream leased 47 in April, 48 in May, and 47 in June. Mainstream funding for 2022 calendar year is \$235,395. This funding combined with our reserves will allow FCHA to be fully leased in 2022.
  - Public Housing Financials – 3/31/22, 4/30/22 and 5/31/22 reviewed. In March, Land, Structures & Equipment is down from previous month due to yearly depreciation. Net income for month was up in Chambersburg, down in Waynesboro. All AMPs ended fiscal year with positive net income. In April, accounts receivable & prepaids was higher due to property insurance payment. In May, AMPs 1, 2, and 4 had increase in net income; AMP 3 had a loss of \$2,600.
  - Capital Fund Program Report – 5/31/22 and 6/30/22 reviewed. In May, \$8,000 was expensed for administration; \$1,163 A&E for energy audit, HVAC replacement and window replacement. CF19 has one more project before closing grant. Window replacement and energy audit have been obligated in CF21. In June, \$8,000 was expensed for administration; \$2,104 A&E for energy audit, HVAC replacement and window replacement.
  - Occupancy Report – 5/31/22 and 6/30/22 reviewed. May occupancy: AMP1 has three vacancies, one is offline. AMP2 has five vacancies, two are offline. AMP3 has four vacancies, two are offline; HUD approved one unit offline in April and two in May. AMP4 has three vacancies, one is offline. June occupancy: AMP1 has three vacancies, one is offline. AMP2 has five vacancies, two are offline. AMP3 has three vacancies,

HUD approved three units offline increasing prior month's occupied percentage. AMP4 has two vacancies, HUD approved two units offline increasing prior month's occupied percentage.

**1. Executive Director Report**

- Jessica Runshaw reviewed demographics reports of FCHA households.
- FCHA occupancy has increased due to units placed in modernization.
- No COVID positive or exposed cases reported since June 10.
- SCCAP has provided \$67,915 for 47 households for rental assistance in 2022. They have provided a total of \$231,000 for 115 households since October 2020.
- Recent events include May of Caring, mini Health Fair, Summer Meals Program, weekly/biweekly produce boxes, Office of Aging giving food vouchers, ROSS grant renewal and upcoming FSS grant renewal.
- FCHA had 12 mandatory FSS participant slots. As participants graduate, the number of mandatory slots is reduced. We now have 0 mandatory slots and are considered voluntary.
- National Night Out will be held on August 2 in Chambersburg. Resident Appreciation Day will be held on August 9 in Waynesboro.
- FCHA's Safety Committee was selected for an audit and passed. 80% of conducted audits do not pass.
- FCHA was selected to receive historic improvement award. The award is for the community center building; it has been upgraded while preserving building.
- No bids were received for HVAC upgrade. Robert Barrick and Lance Hoover opened bidding to a wider scope and are now receiving bids.
- FCHA's end of year party will be held at our community center. The board was invited to attend.
- First Start Partnerships and FCHA will share use of building. First Start is handling necessary upgrades to the playground.
- FCHA's Civic and Community Engagement Committee is holding a shoe drive to benefit Homeless Matters.

**2. Other General Information – None**

**3. Executive Session – Employee Handbook and No Trespassing Policy**

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

**4. Return to Public Session**

- Motion to return to Public Session first by Davis, second by O'Malley. Motion carried unanimously.
- Motion to move forward with union matter first by Davis, second by O'Malley. Motion carried unanimously.
- Motion to move forward with continued discussion with solicitor for wages to include CBA first by Davis, second by O'Malley. Motion carried unanimously.

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

Next Meeting: Monday, August 15, 2022 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Lenore Wyant  
Secretary