

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes January 21, 2025

Directors Present: Bill Gilmartin, Jim Martin, Terra Little-Taylor, Sheila Supenski, and Mark Chester

Directors Excused: None

Directors Absent: None

PICPI/TPIM Board Present: Tom Barry, Barb Guise, Matt Sheads, Sheila Supenski, Bill Gilmartin, and Steve Baker

Staff Present: Stephanie McIlwee, JR Crushong, David Swain, and Brandy Felton

Public in Attendance: None

Guest in Attendance: Will Hudson and Jennifer Gastley

Call to Order: The meeting was called to order by Board President, Bill Gilmartin, at 2:03 PM. Bill Gilmartin welcomed guests and introductions were made. Jennifer Gastley is the Adams County Coordinator for WellSpan Community Health. Will Hudson serves as the Executive Director of the Adams County Rescue Mission.

Minutes: *Jim Martin moved and Sheila Supenski seconded the motion to approve the minutes from the regular meeting held on October 15, 2025. Motion carried.*

The minutes must reflect that Brandy Felton is the Recording Secretary.

Public Comment: None

New Business: None

Grant Summary: No Changes

Loan Summary: The board packets are now reporting two loans for ACHA; one is for the original purchase and renovation of 40 E. High Street and the other is for the repointing of the building and repaving of the parking lot. JR and David are working on obtaining accurate loan amounts and balances of these two mortgages. Once amounts are determined, Stephanie will share the information with the boards.

HCV (Housing Choice Voucher):

- 50% through fiscal year with cash flow at 68% of budgeted amount
- Cash flow YTD is at \$78,748.41
- 615 Available vouchers; 531 total vouchers (under contract)
- 179 on waiting list; 0 applicants currently being processed; 2 vouchers on the street
- 14 new admissions Fiscal Year (July-June)
- 212 HQS inspections completed (October-December)

- 21 FSS participants; 9 escrow accounts with monthly deposits
- Waiting list remains closed due to being over 24 months
- Applicants are slowly being pulled from waitlist
- Annual budget for HAP payments is approximately \$3.5M and is based on the Two-Year Tool
- ACHA is issued 615 vouchers but will never receive enough funding from HUD to issue all vouchers. Bill Gilmartin explained this is a perennial issue due to a delay in passing budgets and not adjusting for inflation costs. HUD only provides enough funding to serve 1 of 4 eligible families in the United States

Harold Court:

- 500% through fiscal year with total cash flow at 1% of budgeted amount
- Cash flow YTD is \$443.80
- 97% occupancy year to date; 1 vacancy
- 146 applicants on the waiting list
- Maintenance over budget due to elevator maintenance and repairs, painting, and supplies
- David explained that cash flow year-to-date calculation = incoming rent and subsidies minus expenses

McIntosh Court:

- 50% through fiscal year with cash flow at 29% of budgeted amount
- Cash flow YTD is \$18,211.67
- 94% occupancy year to date; no vacancies
- 52 applicants on waiting list; 45 2-bedroom and 7 3-bedroom
- Maintenance over due to repairs and supplies
- Other over due to increases in property and workers comp insurance
- In 2017 \$128,000 in PHARE funds were used to rehab this property

Supportive Housing Program:

- 50% through fiscal year with cash flow at 18% of budgeted amount
- Cash flow YTD is \$3,564.95
- 77% occupancy year to date; 1 vacancy
- No waiting list; vacancies are filled by referral due to homeless preference
- This property has not received any HUD funding since 2018
- Will Hudson asked how HUD funding could be obtained again. Stephanie explained that Transitional Housing (HUD-funded) is not a good option for this property as it is not guaranteed from year to year

Management Financials:

- 50% through the fiscal year with cash flow at 69%
- Cash flow YTD is \$48,247.68
- This ledger is funded by parking lot rental fees, internal office rents, and management fees for Harold Court and McIntosh Court

Old Business: The Housing Choice Voucher's HAP funding is no longer in shortfall status. Applicants on the waitlist are being pulled gradually as to not put the program back into shortfall.

The County Commissioners have approved a \$70,000 grant for Gap funding of the HCV program Administrative expenses. Stephanie expects to meet with Sherri Clayton Williams and the Commissioners in the near future.

The ACHA Board meeting was formally adjourned with a motion by Terra Little-Taylor and a second by Sheila Supenski at 2:39 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, April 8, 2025 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary