

# ***LANCASTER CITY HOUSING AUTHORITY***

Minutes of the November 17, 2025  
Meeting of the Board of Directors

Meeting #885

## **I. Call to Order**

Chair Emily Samuel called to order the regular monthly meeting of the Board of Directors of the Lancaster City Housing Authority at 4:30 p.m. on **Monday November 17, 2025**. The meeting was held ‘utilizing a video conference platform.

## **II. Roll Call**

Ms. Key conducted roll call. The following members were present:

Emily Samuel, Chair	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Michael Sprunger, Vice Chair	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Sharon Allen-Spann, Treasurer	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Michelle Cain, Secretary	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
David Cruz, Asst. Treas.	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input checked="" type="checkbox"/>

Also, present were: Executive Director, Barbara Wilson, Deputy Director, Beth Detz, Jay Ortiz, Facilities and Maintenance Director, Alex Otthofer, Grants and Development Director, Attorney, Katelyn Rohrbaugh, and Dianne M Key Administrative Assistant.

## **III. Public Comment**

There was the following public comment: None

Approval of Minutes from October 20, 2025

- The minutes from the last meeting were approved as presented by Ms. Cain  
 The minutes from the last meeting were approved as presented by with the following corrections.

Motion to approve by: Mr. Sprunger  
Second by: Ms. Cain  
Approved: Unanimous

**IV. Approval of the Treasurer’s Report:**

The Treasurer’s Report for the month of **October 2025** was presented by Ms. Allen- Spann.

**Questions/Discussion.** Mr. Sprunger raised the question, “Item # 2148 in the amount of \$154,691.00 is this the cost of the survey from Johnson Controls Inc?” Ms. Wilson explained, we have begun the work and this payment is part of the agreement.” Ms. Samuel asked, “Is this one payment?” No, this is one of four payments coming out of the Capital fund. Mr. Sprunger asked, “do we follow a formulary for the Pilot tax?” We are currently asking the city to reduce this tax.

Motion to approve by: Ms. Allen-Spann  
Second by: Ms. Cain  
Approved: Unanimous

**V. Executive Director, Deputy Director and Monthly Reports**

**Deputy Directors Report:** In addition to report, Ms. Samuel commented that the PAHRA conference was a success. Ms. Wilson agreed it was a huge success and we co-hosted with Lancaster County Housing Authority.

**Director of Housing Choice Voucher Program: See Report**

**Grants and Development Director Report:** in addition to report Alex reported the Construction Kick-Off event held at CST had great attendance. ABC 27 and CBS covered the event. Central Penn Business Journal also covered the event. On Friday November 21, 2025 the ExtraGive, a 24-hour online giving marathon, begins. He is asking everyone to donate if you can to Partners With Purpose. Greatly appreciated.

**Facilities & Maintenance Manager: See Report**

**Executive Directors Report: See Report** in addition to report Ms. Wilson informed the Board that PWP has completed (2) more houses – 549 Christian Street and 419 Reynolds Avenue. Ms. Samuel asked, “how did the meeting go with High Industries?” Ms. Wilson informed the Board that she will be attending the meeting

and that this is a first. She is very excited. Ms. Wilson also commended Alex in doing a great job!

Resolution:

➤ **2025-11-20 Award Contract for SEMAP**

Question/Discussion: Amy informed the board this certification ensures we are in compliance with the rules and program regulations.

Motion to approve by: Mr. Sprunger  
Second by: Ms. Cain  
Approved: Unanimous

**Other Business: Board went into *Executive Session***

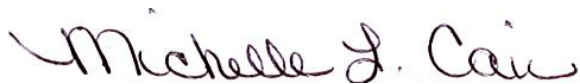
**Adjournment:**

**The next regular monthly board meeting scheduled for Monday December 15, 2025.**

The meeting was adjourned at 5:00 pm

Motion to approve by: Ms. Samuel  
Second by: Ms. Cain  
Approved: Unanimous

Minutes submitted by:



Michelle Cain, Secretary