

LANCASTER CITY HOUSING AUTHORITY

Minutes of the July 21, 2025
Meeting of the Board of Directors

Meeting #882

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 July 21, 2025**. **The meeting will be held ‘utilizing a video conference platform or in person. If you are a member of the public and wish to attend remotely, please contact Angela at 717-397-2835 ext. 3035 or anikolaus@lchapa.com for call-in instructions.**

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 type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input checked="" 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 checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>

Also, present were: Executive Director, Barbara Wilson, Deputy Director Beth Detz, Jay Ortiz, Facilities Maintenance Manager, Attorney Katelyn Rohrbaugh, Angela Nikolaus, Executive Assistant/HR, Dianne M Key Administrative Assistant

III. Public Comment

There was the following public comment: ***Resident council members Irene Jamison & Sophia Watson attended the July 2025 LCHA board meeting***

Approval of Minutes from Last Meeting

- The minutes from the last meeting were approved as presented by
- The minutes from the last meeting were approved as presented by with the following corrections. ***Change the date of the July 2025 board meeting minutes from 11/18/24 to 7/21/25***

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

IV. Approval of the Treasurer’s Report:

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

Questions/Discussion. Ms. Allen-Spann raised the questions, “How do you read the analysis? Beth, explained in detail and added the overpayments are included in this report also. Ms. Samuel asked, “Would it be too much to receive a list of the larger projects? Ms. Wilson and Beth replied we will work on it for the next meeting.

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

V. Executive Director, Deputy Director and Monthly Reports

Deputy Directors Report: See Report

Director of Housing Choice Voucher Program: See Report

Facilities & Maintenance Manager: See Report

Executive Directors Report: See Report in addition to report, Ms. Wilson updated the board regarding the work being done at FSE/CST. These are major projects and LCHA continue to work diligently on behalf of our residents.

Resolution:

- **2025-7-10 Approve changes to Public Housing residential lease**

Question/Discussion: Mr. Cruz raised the question, “2C. Why change date from the 7th to the 5th? Beth explained.

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

- **2025-7-11 Approve Utility Allowances for Public Housing Choice Voucher Program**

Question/Discussion: This is an annual resolution. Good news is we no longer need to request utility bills from residents.

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

- **2025-7-12 Approve contract for general construction at Church Street Towers**

Question/Discussion:

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

Other Business: None

Adjournment:

The next regular monthly board meeting scheduled for Monday August 18, 2025.

The meeting was adjourned at 5:30 pm

Motion to approve by: Ms. Allen-Spann

Second by: Mr. David Cruz

Approved: Unanimous

Minutes submitted by:

A handwritten signature in black ink that reads "Michelle J. Cain". The signature is written in a cursive style with a large initial "M".

Michelle Cain, Secretary