

# LANCASTER CITY HOUSING AUTHORITY

Minutes of the September 15, 2025  
Meeting of the Board of Directors

Meeting #883

## 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 September 15, 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](mailto:anikolaus@lchapa.com) for call-in instructions.**

## II. Roll Call

Ms. Nikolaus 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 type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input checked="" 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, Amy Kendall, HCV Director, Attorney Michael Davis, Angela Nikolaus, Executive Assistant/HR, and Dianne M. Key, Administrative Assistant

## III. Public Comment

There was the following public comment: None

### Approval of Minutes from Last Meeting:

Approval of the minutes, the financial reports, and the treasurer’s report had to be tabled until next month’s regularly scheduled Board meeting due to the lack of a quorum, as Vice Chairperson Sprunger had to leave the convened Board meeting early.

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

Please see Section III.

**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**

Resolution:

- **2025-9-13 Approval Bad Debt Write Off’s**

Question/Discussion: None

Motion to approve by: Ms. Cain

Second by: Mr. Sprunger

Approved: Unanimous

- **2025-9-14 Approve FY2026 Operating Budget**

Question/Discussion: Roman gave a detailed explanation of the FY2026 Operating Budget; budget highlights can be found in the board packet. Looking at the positive, LCHA is healthy from a financial loss standpoint. Mr. Sprunger raised the question, “What can we expect the projected revenues to be and are they guided by outside entities? Roman replied, “No it’s not a guesstimate. The industry is looking to be somewhere in the middle.” Mr. Sprunger asked how much do we have in reserves right now? Mr. Kubas stated that we have \$2 million in Public Housing, Section 8 has \$1.2 million and the Central Office has \$900,000 in reserves. What about potential cuts to Section 8 and rising rents? Amy explained, unfortunately some of the rising costs will be absorbed by the tenants and some by LCHA. It all depends.

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

➤ **2025-9-15 Approve Financial Audit Contract**

Question/Discussion: Beth explained we received two proposals; we elected to stay with current agency.

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


**Other Business: None**

**Adjournment:**

**The next regular monthly board meeting scheduled for Monday October 20, 2025.**

Ms. Emily Samuel made the motion to end the meeting at 5:02 pm.

Minutes submitted by:



Michelle Cain, Secretary