

LANCASTER CITY HOUSING AUTHORITY

Minutes of the October 20, 2025
Meeting of the Board of Directors

Meeting #884

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, October 20, 2025**. **The meeting was held utilizing a video conference platform and in person.**

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 checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Michelle Cain, Secretary	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input checked="" 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 and Maintenance Director, Attorney Katelyn Rohrbaugh, and Angela Nikolaus, Executive Assistant/HR.

II. Public Comment

There was the following public comment: None

Approval of Minutes from Last Meeting:

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

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

III. Other Business was moved up on the agenda to finish business from July and August 2025.

Approval of Minutes from the July 21, 2025 Meeting:

The minutes from July 21, 2025, were approved as presented by Ms. Samuel.

The minutes from the last meeting were approved as presented with the following corrections:

Motion to approve by: Ms. Allen-Spann

Second by: Mr. Cruz

Approved: Unanimous

Approval of the July 2025 and August 2025 Financials

Questions/Comments: None

Motion to approve by: Ms. Allen-Spann

Second by: Mr. Cruz

Approved: Unanimous

IV. Approval of the Treasurer's Report:

The Treasurer's Report for September 2025 was presented by Ms. Allen-Spann.

Questions/Comments: Ms. Nikolaus mentioned that the accounting department informed her that the quarterly rent analysis will be available at next month's meeting.

Motion to approve by: Ms. Allen-Spann

Second by: Mr. Cruz

Approved: Unanimous

V. Executive Director, Deputy Director and Monthly Reports

Executive Deputy Director: See Report

Director of Housing Choice Voucher Program: See Report

Grants and Development Director: Mr. Otthofer pointed out two specific items from his report.

- 1) He invited LCHA Board Members to the Construction Kick-Off Event at Church Street Towers to be held in front of the building on Thursday, November 6th, starting at 1:00 p.m. The \$5 million project is set to begin with Keystruct Construction.
- 2) Alex updated the Board to let them know that the RACP (Redevelopment Assistance Capital Program) application was submitted last month. He said there is a very specific process; line items in the budget align with specific areas and projects throughout the city of

Lancaster. He went on to say that we are applying for the line item specific to the southeast area of the city. We are seeking funds for the Farnum Street East façade project. Alex said that there is a 30-day public comment period (ending 10/30/2025) and encouraged Board Members to please show their support if so moved. Mr. Cruz asked if comments need to come from a professional capacity or if they can be personal. He said that his employer would have to approve any comments. Ms. Rohrbaugh answered that there is no conflict with Board Members commenting in either capacity. Alex stated that he will follow up with the Board within the next couple of days. He said that emailed comments are preferred.

Facilities & Maintenance Manager: See Report (attached); Mr. Ortiz gave a verbal report since it was not included in the Board Packet initially.

Executive Directors Report: Ms. Wilson reminded the Board of the PAHRA Conference to be held in Lancaster (Penn Square Marriott), October 26th through the 29th. Mayor Danene Sorace will be greeting conference attendees on Monday morning. It's an exciting opportunity for the City of Lancaster, as well as the Lancaster City Housing Authority. We are co-hosting with the city. If anyone would like to attend the opening remarks on Monday morning, don't hesitate to get in touch with Ms. Wilson. Mr. Otthofer mentioned that he would post a shout-out regarding the conference on social media.

Resolutions:

➤ **2025-10-16 Approval of Acceptable Use of Generative AI Tools Policy**

Question/Discussion: Mr. Cruz mentioned that he is glad to see the Housing Authority adopting a policy for AI. Mr. Sprunger agreed. Ms. Allen-Spann asked if training would be available to employees. Ms. Nikolaus answered that yes, our IT provider, One2One, has virtual training available on their website portal.

Motion to approve by: Mr. Cruz
Second by: Mr. Sprunger
Approved: Unanimous

➤ **2025-10-17 Award Contract Purchase of Refrigerators**

Question/Discussion: Ms. Detz confirmed that we received two bids for refrigerators and stoves. She went on to say that there are two resolutions because two separate companies are involved. She also stated that our Inventory and Purchasing Coordinator researched the companies. Mr. Sprunger asked if we would service the

appliances. Ms. Beth answered that the units are under warranty. Mr. Ortiz added that maintenance handles basic repairs, but if the units need freon or a compressor, then they are typically replaced.

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

➤ **2025-10-18 Award Contract Purchase of Stoves**

Question/Discussion: None

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

➤ **2025-10-19 Approve Public Housing Flat Rents**

Question/Discussion: Beth explained that this is performed annually. Rent is based on 30% of a tenant's income. Flat rates are an option to ensure that tenants earning a higher income are not penalized. Tenants are given two years at a higher income level. After that point, they lose their housing. Ms. Samuel asked if we know what percentage of tenants take advantage of the flat rent option. Ms. Detz answered that there aren't many, but she'd have to look for the actual numbers.

Ms. Key made a correction to the 2025-10-19 document. The incorrect year of 2024 has been changed to 2025.

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

Adjournment:

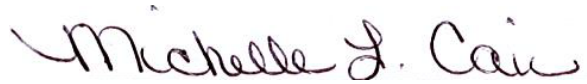
The next regular monthly board meeting is scheduled for Monday, November 18, 2025.

Ms. Emily Samuel made the motion to end the meeting at 5:12 p.m.

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

The Board went into an **Executive Session** immediately following the meeting and adjourned at 5:37 p.m.

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