

Lancaster County Career and Technology Center Authority

Triannual Meeting Minutes
December 8, 2025, 4:30 PM
Willow Street Campus

Anticipated Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Jeffrey Swarr **Quorum not reached**
- Administrative Attendees: Mr. Michael Katch, Mr. Michael Moeller, Mr. Jeremy Wiker, Mr. Tim Klein, Ms. Kelly Decker, Mr. Jeremy King, Dr. Julie Frey, Mr. Justin Bruhn, Mr. Rick Martin, Dr. Kevin Peart, Ms. Rhonda Lord, Mr. Todd Smeigh, Ms. Amy Reis

Meeting Agenda

1. Announcement of Executive Session (if needed) Mr. J. Smith
 - a. N/A
2. Approval of Previous Minutes (8.28.2025) Mr. J. Smith
 - a. Tabled until quorum – No edits
3. Public Comment Mr. J. Smith

Anyone wishing to make a public comment can do so at this time.

 - a. No comments were made

Items for Approval

Reviewed all items, but no approval without a quorum.

4. House Project Financial Summary and Budget Update Ms. K. Decker

(Through December 3rd)

 - a. Ms. Decker – Deposit of \$177,823.55 from Township escrow for the Market Street subdivision. Check for Borough escrow \$95,632.85. Total Market Street expense -\$176,769.80 for this current year. Fairview Avenue expense \$470,073.67.
Mr. Wiker – Stormwater Project Completed in October 2025, which is much of these expenses.
5. Permission to Pay Bills- as needed until the next meeting Mr. J. Smith

Including any residual audit-related bills and permit-related fees for the house projects

 - a. August approval to pay bills still covers us to pay bills until we have a quorum.
6. DC Gohn Addendum Mr. T. Smeigh
 - a. Mr. Smeigh – We will lump Items 6, 7, 8 and 9 all together. Currently, we require a signature to approve the plans for Lot #2. Mr. Wiker has the plans. MJ Township has approved to move forward; now, MJ Borough needs approval. With the staffing changes, and the project being on hiatus, this is to restart the plan moving forward. A letter needs to be sent to MJ Township for them to inspect, so that we can move forward. Plan signature, Amended Signature to include Lot #2 Operational and Maintenance Plan, and the Develop Agreement needs to be signed. Once executed, we will file online, and the solicitor needs to be scheduled for the Township and Borough (Jolene). Mr. Smith – Did the Township/Borough return the escrow? Mr. Smeigh – At this point, the payment has been approved; it just needs to have the paperwork trail and documentation of approval. Mr. Smith – Have we met all our requirements? Mr. Smeigh - Correct, we (CTC) have done all the proper steps. Once the signed and approved plans are in place, we can move forward. Mr. Martin – We have just included a \$ 95,000 check to the

Borough; does that include the Authority? Is there additional escrow money from the Township? Mr. Smeigh, no, we received the check from the Township. The Market Street Project is separate. A letter should have been sent to the Township years ago for them to inspect and return the escrow. Can DC Gohn reach out to Bob Enck to ask him to sit in with meetings with the Township? He might be able to assist in this situation. Mr. Smith – Does Ms. Lord need to sit in with these meetings? Ms. Lord - no, this is just paperwork. Mr. Smith - Mr. Smeigh is the liaison that the Authority has depended on; we can continue to work through Mr. Smeigh. Are your fees in addition to or part of it? Mr. Smeigh – The addendum covers the fees. Mr. Wiker - Can we get the current balances of the escrow accounts? Mr. Smeigh - I will send it to everyone tomorrow.

7. Final Minor Subdivision Plan – for signature and notary Mr. T. Smeigh
 - a. *See above*
8. Operation and Maintenance Plan – updated to include Lot #2 Mr. T. Smeigh
 - a. *See above*
9. Develops Agreement – updated to include Lot #2 Mr. T. Smeigh
 - a. *See above*
10. Pre-sale Agreement Proposal Mr. J. Wiker
 - a. Mr. Wiker - I met with Ms. Duke. She has sold houses for the CTC in the past. There is someone interested in buying lot #14. She asked if we are willing to do a presale agreement, like we have done before. No amount would be listed on the agreement. Basically, they are asking to have the first right of refusal to buy the house. I suggest getting an appraisal before setting a price for the house. Mr. Smith - By agreeing, are we locked into selling them the house? Mr. Wiker - If we meet all the criteria of the agreement, they would be offered to first. Mr. Katch - Limiting it to one person could be costly for us. We could potentially sell it for more than the asking price if we put it on the market. Mr. Martin - We could ask the appraiser that question. It would depend on the market at the time of the sale. Perhaps hold off on the agreement until the appraisal is completed, allowing for a discussion on options, fees, pros, and cons.
 - b. Can we still use Ms. Duke?
 - i. The committee was comfortable continuing with this arrangement
 - c. Are you OK with the Standard Agreement for Sale (Pre-Sale)?
 - i. Potentially, pending appraisal
 - d. Are you OK with the appraisal?
 - i. Yes, let's move ahead with that
 - e. We need to get a common driveway agreement
11. Willow Valley Easement Proposal Mr. J. Wiker
 - a. Mr. Wiker & Mr. Klein have been working with Mr. Shertzer and Willow Valley to come up with an agreement. We have talked about this in a past Authority Meeting. The agreement covers the cost of money for land rental. It would cover the market rate, unless the market increases by more than 20% in 2028. Mr. Swarr - When do they want to get started? Mr. Wiker - Probably spring or summer 2026. The farmer will be notified and not charged for the lost farmland.

Mr. Smith asked Mr. Wiker to summarize the items that will need to be acted upon at an upcoming meeting. Ms. Lord will let us know if we can do the meeting over phone or email. Mr. Wiker will contact Mr. Rohrer and Mr. Enck to let them know that today's meeting did not have a quorum and we will need to meet in the near future to move forward on some items.

Informational Items

1. House Project Progress Report Mr. R. Martin / Mr. J. Wiker
 - a. Mr. Martin – There is a lot to celebrate, as we've accomplished a significant amount of work. Approximately 70% of the site is now covered in green vegetation. Students worked on installing water lines from the main to the house. The plumbing class installed the meters, and HEO installed the main into the house. Still needing to be done is the shared driveway, which

needs to be finished after all the HEO traffic is finished. There is more seeding to do in the spring, except for Lot 2. Lot #14 painting and wrapping up ceramic tile. We will carpet after. Lot #1, trimming and painting are scheduled to begin right after Christmas. All done by students. About the only thing left not done by students is the carpeting.

2. Campus Updates Principals
 - a. Brownstown – Skills USA leadership conference. All Campuses had a great experience. Our skills competitors will be participating. Electrically got a Solar Program. HEO got a sonic program. Our computer program simulated a city, with over 60 students participating in Co-Op. Pre-Nocti testing will start tomorrow.
 - b. Mount Joy – Skills USA. Doug Stevens received a \$75K grant. Welding received \$35K grant. Metal Fab opened the school year with \$800K worth of new equipment. Security camera upgrade by IT. Employment Engagement Fair. MJ Campus won the Extra Give. Students just raised over \$450 for the local food pantry.
 - c. Willow Street – Our student retention is at 88%. We have an intergenerational program as our HS students and adults work together in a few of the HS programs.
3. Reminders: Appreciation Dinner on Thursday, February 26th, at 5:00 at Mount Joy Campus
 The next meeting is scheduled for Thursday, March 26th, at the Willow Street campus.
4. Other Matters
 - a. Mr. Smith – I would like to meet and brainstorm about the building program, outside of the Authority meetings, to explore options. Discuss the value of the Housing program. Mr. Wiker - Perhaps we can table this until our new director is on board. Possibly discuss in February or March. Mr. Lord - As long as no plans or decisions are being made, this is fine.
 - b. Dr. Peart - Tonight we will be voting on the new director, Dr. Scott Long, to start on or before February 9th. Most likely to start in mid-January. Dr. Peart reached out to Penn Manor regarding a representative, Mr. Chris Straub, who should be approved as an Authority board member starting in January. Dr. Gale has already informed Mr. Coleman.
 - c. Mr. Wiker – Thanks to Mr. Klein for all his work on the stormwater bid and project.

Mr. Swarr, motioned to adjourn; Mr. Smith seconded.

Adjournment