

# Lancaster County Career and Technology Center Authority

## Quarterly Board Meeting Minutes

December 9, 2024, 4:30 PM

Willow Street Campus

### Anticipated Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Charles Rohrer, and Mr. Jeffrey Swarr.
- Administrative Attendees: Mr. Jeremy Wiker, Mr. Tim Klein, Mr. Jeremy King, Dr. Julie Frey, Mr. Justin Bruhn, Ms. Rhonda Lord, Dr. Kevin Peart, Mr. Rick Martin, Mr. Michael Katch, and Ms. Amy Reis.

### Meeting Agenda

1. Announcement of Executive Session for Legal discussion Mr. J. Smith
  - a. Completed by 4:45 PM
2. Approval of Previous Minutes (8.22.2024) Mr. J. Smith
  - a. Mr. Swarr motioned to approve; Mr. Rohrer seconded
3. Public Comment Mr. J. Smith
  - a. Todd Shertzer, a Member of the Conestoga Valley community representing the CCS Building group, asks LCCTC to consider allowing their client, Willow Valley Communities, to use the corner of the farmer's field for parking for construction crews. This will apply in the 3rd quarter of 2026 for appr. 18 months. They will remove topsoil and pave the field to use as parking and then restore it to its original state when done. There is also an opportunity for our HEO to partner with the subcontractor doing the paving for real-life experience. Questions for clarification: There are two different packets, one preliminary proposal and one updated. Please refer to the updated packets. All construction traffic will come through the Willow Valley Communities property. They are willing to fence the construction site if requested. Mr. Shertzer is the contact at this point. Mr. Shertzer thanked the Authority for their consideration and left.

Mr. Smith would like the Authority Board to meet and discuss this and get back to Mr. Shertzer. Mr. Rohrer asked about the compensation for using the farmland because there are contracts on that property. Mr. Enck wants to see a fact sheet and farmland lease information from Mr. Wiker, and then we can decide. Mr. Smith, is it possible for us to involve our students? Mr. King, we have a good relationship with CCS, so there should be a good opportunity. Mr. Bruhn, there is a concern with HEO having work for all the students. With approximately 25 students, we would like to see them working on equipment with the right supervision. We prefer to send a few students at a time, but not the whole class.

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

### Items for Approval

4. Permission to Pay Bills- as needed until the next meeting, *Including any residual audit-related bills and permit-related fees for the house projects* Mr. J. Smith
  - a. Mr. Swarr motioned to pay bills, and Mr. Enck seconded it.
  - b. The Authority would like to see a bill payment list sent to them earlier than they currently get them.

5. [Mount Joy House plans & House Plan Timeline](#)

Mr. J. Wiker

- a. Mr. Wiker, we are presenting this revised timeline for consideration. Mr. Martin – Overall, I like the plan laid out; it is difficult to start a house every 18 months and keep the students busy. The instructors would like to start a house every 12 months. Dr Frey – There isn't adequate work for students every 18 months. Mr. Enck – This is a change from what we have discussed. Dr. Frey – This is the change request. This is new, and you are seeing this for the 1<sup>st</sup> time. Mr. Wiker – Dr. Savin asked that we look at this timeline and discuss what works best for CTC. We could choose to hold off until there is a permanent Director. Mr. Enck – Is this only to give us a guideline for what we need? Mr. Rohrer – It is about the students; we should stick with whatever is required to help them learn. Mr. Smith - Agrees that this is about students and the experiences they learn while building these houses. Concerned with making administrative changes to drive the program. We should look at what is best for the program and the students. Mr. Enck – What is the plus side from the 18 months versus 12 months? Mr. Katch – We must address the stormwater. It is up to everyone here to support the instructors and students. We need to gather some facts, and when we meet again, we can discuss them further. Mr. Rohrer suggests we table until we have more facts together. Mr. Martin explained where we are in the proposed process. He is meeting with Water and Sewer this week, and the building permits should follow. Hopefully, we will have building permits by the 2<sup>nd</sup> week of January. If students do the excavation with good weather and student attendance, it will be 5 months of work. After stormwater, another 2 to 3 months of work with driveways, underwater drain pipes, and piping. The students will not get it done in the school year. Having students do the stormwater project wasn't a good fit. Mr. Rohrer – How far ahead can we get approval for permission to build? Mr. Martin – Typically, once the subdivision plan has been approved, the stormwater is all part of that. A developer will have to install the stormwater before the construction starts. Mr. King – If we let the professional handle the stormwater with students' help, it will set us up to allow students to keep working, with fewer students standing around. Mr. Enck - the difference is we were not making a profit from the houses. Do the stormwater projects eat the cost of the free land? Do we have other areas where we can recoup some profits? Further discussion on Stormwater management plan.

Mr. Enck motioned to accept whatever steps were needed to move forward with handling the stormwater situation. Mr. Swarr seconded it.

6. Approve Jeremy Wiker as the signatory, replacing Dr. Savin

Mr. J. Wiker

- a. Mr. Enck approved, and Mr. Rohrer approved

7. [Addendum to Subdivision Plan Lot 2](#)

Mr. J. Wiker

- a. There is an additional cost for work needing to be done, additional meetings, additional prepping letters, dealing with Lot 2. Mr. Enck – Will we be getting another proposal for stormwater. Mr. Wiker, yes.

Mr. Enck motioned to approve, and Mr. Swarr seconded it.

Informational Items

1. Campus Updates

Principals

- a. MJ = Dr Frey—Donegal HS brought teachers to visit all CTC campuses and see the students in action. Dr. Lausch recommended it last year, and we were lucky to coordinate it this year. The restaurant is up and running, and reservations are booked through the new year. SkillsUSA was in Gettysburg for leadership training. MJ was the winner of the Extra Give again this year.

- b. BT = Justin Bruhn introduced himself. Students went to leadership training in Gettysburg. Intro to Manufacturing got new equipment (8 new welding booths). New program – Computer networking and security.
- c. WS = Mr. King - We donated four boxes to Toys for Tots. The loading dock and retaining wall are completed here. We successfully had a real Alice Drill on Oct 11. It was real until it wasn't. During follow-up meetings, we were complimented by the emergency agency on the professionalism of the staff and the student's maturity during the situation. Mr. Smith – Does automotive do anything with electric cars? Mr. King, the market doesn't call for our student's training. Our industry partners recommend still working with gas and diesel engines.
- d. HSC = Mr. Enck, we have never heard anything about the HSC. There was a discussion about inviting the Director of Practical Nursing, Kami Dugan. Mr. Klein gave a building update—we have updated some flooring. Mr. Enck, are we renting any other spaces besides HSC? Mr. Wiker – no.

## 2. Other Matters

### Adjournment

Mr. Swarr Motioned to adjoin the meeting. Mr. Rohrer seconded it. (6:10 PM)

Respectfully

Amy Reis

Administrative Assistant to the CFO/Business Manager