

Lancaster County Career and Technology Center Authority

Tri-Annual Meeting Minutes

March 27, 4:30 PM

Willow Street Campus

Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Charles Rohrer, Mr. Jeffrey Swarr.
- Administrative Attendees: Mr. Jeremy Wiker, Mr. Tim Klein, Ms. Kelly Decker, Mr. Jeremy King, Dr. Julie Frey, Mr. Richard Martin, Dr. Kevin Peart, Ms. Amy Reis

Meeting Agenda

1. Announcement of Executive Session (if needed) Mr. Smith
 - a. None needed this time
2. Approval of Previous Minutes (12.9.24) Mr. Smith
 - a. Mr. Enck moved to accept minutes, Mr. Swarr 2nd, approved
3. Public Comment Mr. Smith

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

 - a. There were none

Items for Approval

4. Permission to Pay Bills- as needed until the next meeting Mr. Smith

Including any residual audit-related bills and permit-related fees for the house projects
Mr. Swarr motioned to Allow us to pay the bills, Mr. Enck 2nd, approved
5. House Project Summary and Payment Report Ms. Decker
 - a. Total Payments 12/9/24 – 3/25/25 = \$56,801.90
 - b. Total Expenditures 24/25 SY = \$130,354.90
 - c. Ms. Decker reviewed. Mr. Wiker referenced the detailed paper in the packet. Discussion on how helpful the packet is. Mr. Swarr asked if there was anything to be aware of coming up in the house project. Mr. Wiker, we will talk about it in #7
6. 2023-24 Audit Report Mr. Wiker
 - a. Mr. Wiker discussed the audit report. The Auditor was pleased with the way finances are handled. Mr. Enck, is this the second year they have done the audit? Mr. Wiker, yes. Mr. Smith commented that they didn't contact me as they have in the past. Mr. Wiker, looking back on the requirements for the audit, with your approval we will upload both 2023 and 2024 to DCED. We will be back in compliance.
7. DC Gohn, Addendum #2 for 2024-25, Fairview Subdivision Mr. Wiker
 - a. Mr. Wiker, Mr. Smeigh has asked for approval of the second addendum for an additional \$4,200 for additional expenses. They have done more work than initially agreed. We need to move forward with stormwater management. Mr. Smeigh was asked to review the bid paperwork to ensure it is compliant, relevant, and detailed. The information was received last Thursday, a little longer than expected. It also was not what we expected. Mr. Klein and Mr. Wiker met with Mr. Smeigh to discuss next steps, and will work with Mr. Smeigh to create an accurate bid packet. Discussion on having a pre-bid meeting to clarify bid information. Mr. Klein discussed the concerns about the items that concerned us in the packet. Mr. Enck, what was our original

cost, and what is the total cost with the 2 addendums? Mr. Wiker, first addendum was \$12,000. Total payments during 2024-25 is now anticipated to be approximately \$31,000. We will have a follow-up with Mr. Smeigh in the next few weeks.

Motion to approve to pay the additional \$4,200. Mr. Enck motioned to pay, Mr. Swarr 2nd, approved.

8. Willow Valley land use proposal

Mr. Wiker

Seeking approval for Mr. Wiker and Mr. Klein to be authorized to negotiate an agreement with CCS building group for land use by Willow Valley Communities and a subsequent adjustment to the lease with the farmer for the indicated land that will not harm LCCTC monetarily that will not add liability to LCCTC, and will ensure safety on campus while assisting our neighbor in their request

Mr. Smith handed out a copy of an example of a motion to negotiate an agreement to grant Willow Valley Communities' request to lease an approximately 3 acres of LCCTC Willow Street Campus for construction equipment.

Mr. Klein and Mr. Wiker walked the land in question and felt comfortable moving forward. Mr. Wiker will look into modifying the lease with the farmer.

Ms. Lord asks that we don't approve anything tonight, but we send any agreement to her before moving forward with any agreement with CCS Building Group

Mr. Smith was concerned that we need specifics in the agreement to make sure our land is returned in the same condition that it is now. Work with Ms. Lords to make sure verbiage is in place (something that is included in my written request). Will we let Mr. Shertzler know where we are in the process? Mr. Wiker, We would like to meet with him and the farmer. Discussion on farmer responsibility. Mr. Rohrer, Concerned about "putting property the way they found it," verbiage is too vague. We would want it verified with the Department of Ag or an overseer to make sure it is quality-returned. Discussion on money lost/earned. Discussion on what is there now.

Motion to authorize Mr. Wiker and Mr. Klein to negotiate with Willow Valley Communities and the farmer, to review these proposed agreements with Ms. Lord, and bring them to the August meeting for review and potential approval. Mr. Rohrer motioned, Mr. Enck 2nd, approved.

9. Mount Joy Water Authority easement requests

Mr. Wiker

- a. Mr. Klein, We have 2 requests to move piping around a bridge from Mount Joy Water Authority. It affects minimal land. Mr. Smith, Are we comfortable with what is being proposed? Mr. Klein, Yes. And the only changes to what is currently proposed could be the letterhead changing to Arrow. Mr. Rohrer, Are they responsible if there is an issue in the future? Mr. Wiker, Yes

Motion to approve the Mount Joy Water Authority easement agreement. Mr. Swarr motioned to approve; Mr. Rohrer 2nd, approved.

Informational Items

1. Campus Updates

Principals, Mr. Klein

- a. BT = No update

- b. MJ = Just built a shed for Bright Horizons. It was moved into place last week. The process of renegotiating Bright Horizons' lease is ongoing. ECE finishing up clinicals. Successful OAC meeting. NTHS inductions 25 students. PSA – Just did national EMT testing 21 out of 23

passed. Discussion on PSA and equipment and testing. PSA has a 911 course to expose students to being a dispatcher. Intro to Construction – building chicken coups. Advocacy Day in Harrisburg. With JOC approval, Metal Fab will be getting new equipment. We are looking to trade in the current older equipment.

- c. WS = Advocacy Day in Harrisburg will take our artificial insemination machine. CDL and adult programs are working with secondary diesel and auto programs to offer 50% off tuition for graduate students who want to return for adult ed programs. Welding is getting a plasma cutter. Soon, large animal biosecurity will be a big concern. We are working with Land O' Lakes to get a structure here for farmers to come to the campus with their large animals to avoid contaminating farms visiting animals are the various farms. Mr. Rohrer, Could it be an opportunity for our construction students to come to build a barn? Mr. King, it is something we are looking into. Mr. Smith questioned the partnership with Land O' Lakes, and Mr. King said they are on our OAC.
- d. HSC – New director Lauren Mascianica – she was a part-time instructor and was willing to step in to help as an interim director, and then was hired as the permanent director. Mr. Rohrer, How is the enrollment for PN? Mr. Wiker, They are starting a new cohort. Enrollment remains strong. We are still producing 70–75% of the LPNs in Lancaster County. We will invite Ms. Mascianica to the August meeting.

2. Other Matters

- a. Mr. Smith, Can we address the Authority committee attendance? The Authority needs to be 5. I am concerned that we will need to work on finding someone to be here more regularly. Dr. Peart, We will check the attendance regulations before we move forward. Mr. Rohrer, Does PM know of the attendance issues and the procedure for resigning? Dr. Peart will reach out to Dr. Gale to see what he knows.
- b. Mr. Enck, where are we at with hiring a new director? Dr. Peart, they are on pause at this point. They are waiting until closer to the end of the school year to help with a smooth transition. Mr. Katch and multiple internal people are working together to keep things moving forward.

Adjournment: Motioned to Adjourn by Mr. Enck, and Mr. Rohrer 2nd, approved.