

Lancaster County Career and Technology Center Authority

Quarterly Meeting Agenda

April 27, 2023, 4:30PM

Brownstown Campus

Anticipated Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Charles Rohrer, Mr. Denny Coleman, Mr. Jeffrey Swarr
- Administrative Attendees: Dr. Stuart Savin, Mr. Tom Wolfe, Dr. Julie Frey, Mr. Tim Klein, Ms. Kelly Decker, Ms. Amy Reis, Mr. Jeremy King, Mr. Dave Smith, Ms. Ronda Lord

Meeting Minutes

1. Public Comment at 4:28 PM Mr. J. Smith
Anyone wishing to make a public comment can do so at this time.
 - No public comment
 - Mr. Smith thanked all and welcomed all

Items for Approval

2. Boyer & Ritter LLC as auditor for 2023-2027 Dr. Savin
 - RFP for new auditor services. We have transitioned from Sager and Swisher to Boyer & Ritter. Services will start soon.
 - Mr. Enck - Where are they (Boyer & Ritter) out of?
 - Mr. Smith – Why was this RFP out?
 - Dr. Savin – We should be doing this anyway – This is good practice.
 - Mr. Smith – Who makes the decision?
 - Dr. Savin – That decision was made through the JOC.
3. Approval of Thomas Comitta Associates, Inc. for residential planning work Dr. Savin
 - Planning work at MJ and working with the township. What is the best way to move forward? This is the people we are working with the move forward with the develop. This company was recommended through DC Gohn. Dr. Frey will have a meeting 5/10 to present what we are working on and why. This will hopefully clean up all the road blocks.
 - Mr. Smith – Do they come recommended?
 - Dr. Enck – What does the “whole project” mean?
 - Dr. Savin – instead of looking at houses 1 at a time, this will help us look at the whole development.
4. Farmland- Reduction in Lease (Mount Joy- based on land reduction for pipework) Dr. Savin
 - Tied to the whole thing about the development of the land. We never addressed the sewer line. We put out for RFP and the plan is to do it in the summer.
 - Mr. Smith – Did this go out to bid?
 - Mr. Klein – Yes, we go 2 responses, 1 was 55K and 1 was 59K. The 55K was all in.
 - Dr. Savin – This fix will help with the next house and the whole development

- Mr. Klein – It is scheduled to be done between June and July. Barring any issues.

5. Permission to Pay Bills- as needed until June meeting Ms. Decker
Including any residual audit-related bills that need to be paid
- Motion to approve 2, 3 4 and 5 – Mr. Coleman motioned; Mr. Rohrer 2nd. All were in favor of the motion to approve all items above.
 - Mr. Enck had concern about the decision on the new auditor and will want to see the minutes from previous meeting.
 - There was discussion on the auditor process and changing the motion. The board agreed not to change the motion.

Informational Items

6. Update on 209 Fairview Road, Next House Timeline Dr. J. Frey
- Roof is papered in. Roof shingles are 75% done. Electrical class was just in there working. The kitchen will be worked on next. Cement for the garage is being poured tomorrow. Timeline to finish the project is not available yet.
 - Dr. Savin – We can get you the projection on when this project may be completed. Sewer line is what is delaying the whole project.
 - Mr. Smith – Very appreciative of the program. The kids benefit immensely.
 - Mr. Enck – Are we on target to get 3 houses going at the same time.
 - Dr. Savin -- No, 2 at a time.
7. Update on Relocation of Sewer Pipe Ms. Decker
- Discussed above
8. Update on Development Next Steps Dr. Savin
- Thomas Comitta and the counsel are working together to put on plans to get approved by the township. Some options -looking into narrower roads, sidewalks on 1 side or a cul-de-sac. That is why the outside company is involved to do the plan. We then will implement it.
 - Mr. Smith – How is the township taking all this? Dr. Savin – Not well, we are not a developer and they are looking at us like a developer.
 - Mr. Rohrer – Are we giving up the street that was to go through? Dr. Savin – Yes, if they will let us build a cul-de-sac, there are many pieces. We are looking into making this project in smaller piece instead of 1 large financial outlay.
 - Mr. Rohrer – Will we loss any houses with a cul-de-sac? Dr. Savin – Yes, we will lose 2 houses. With the road, it caused a dam of water and drainage issues. A cul-de-sac will address that issue.
 - Mr. Rohrer – If they are going to allow us to do a cul-de-sac, will they allow us to do a cul-de-sac from other entrances? Dr. Savin – Top of develop is too steep to create a cul-de-sac. There are sight lines on the Fairview side, that will need to be addressed. There is property on that side that maybe we could purchase in the future to address the site line issue.
9. Update on Wastewater Treatment Plant Replacement- Brownstown Mr.. Klein
- New plant is up and running. The old plant is almost all demolished. Now working on what comes out of the pipes is “good to go”. Summer will cause less of a flow.

- Mr. Smith – That was a contract? Mr. Klein – Anything we overlooked is small little details that did not require a contract. Just trouble shooting at this point.

10. House Project Financial Summary

Ms. Decker

- 2 updated – \$900.00 came in on lot 3 to finish up
- On lot 14 – moving along- \$128K incurred so far
- Mr. Smith – What is the feeling on what is budgeted for Lot 14. Ms. Decker – We allocated 420K and we spent 120K. We are on track.

11. Campus Updates

Principals

- BT – Sewer plant is running. We are about to clear out the “Green room”. We are putting racking in the old Print room to make room for Power Sports. We are on schedule to start Power Sports next school year. Repaint and epoxy the floors. Mr. Lingle will be coming up here to continue to teach the program, relocated from Willow Street.
- MJ – Finishing up NOCTI testing. We had our 1st 100% across the board! Students are very proud. Programs are working to support each other, etc. Welding creating a sign for the Restaurant. Co-Op is heading out and jobs are lined up. Different companies have reached out. Thrive for Five – will no longer rent space from us. We will still be working with them through the district. At the end of the year, 540 8th graders coming through the building.
- WS – We are in the process of RV and Power Sport moving to BT. We are expanding the Diesel Program at WS in 24-25. We have more than double demand for the program. The welding program applications are very strong. We will have a small wait list. Looking forward to it growing. Sophomores will come back as a cohort and 16 Sophomores in the Fall and then in the spring. We did tours with local industry leaders in Welding Program. High Steel gave us an excellent report on a student that graduated our program and he has been promoted a few times already.
- Mr. Smith – What do you mean Expand Diesel Program? Dr. Savin – We planned and implemented the Welding Program over a few years. We are following the same plan with Diesel Program. For the 24-25 SY will be when we ramp up the Diesel. If we use the time and plan, it will be a huge success.
- Mr. Rohrer – Have we ever thought about gearing a program in welding and diesel in farming? Mr. Wolfe – Yes, we have been looking into that, the question is do we incorporate farming equipment into diesel or create a second program for farming equipment. Looking into farming equipment the basics are the same. We are looking into adding into the current program as they relate to farm equipment.
- Mr. Rohrer – Have you talked to the farmers? Mr. Wolfe – Yes, at this point they are just looking for people to work on their equipment.
- Mr. Rohrer – Farmers struggle with competing with mechanical shops and paying good mechanics.
- Mr. Enck – Manufacturers are requiring farmers to take the equipment to the manufacturers for repairs. Will we be opening the adult program for our farmers to come in and learn about diesel equipment? Dr. Savin – That is always an option if they choose to take a class.
- Dr. Smith - We are opening the welding program to adults this fall in WS. We are always looking for opportunities to help.

12. Other Matters

- Mr. Enck – Address concerns that we have been approving things that have already happened. Like RFP – Audit.

- Mr. Smith – I agree. But maybe an email to explain what we are doing and why. That way we know when we come to the meeting.
- All in agreement that an email would be sufficient. Of RFP's and recommendations

Adjournment at 5:17 PM

- Mr. Swarr – motioned to adjourn, Mr. Enck 2nd.