

# Lancaster County Career and Technology Center Authority

Triannual Meeting Minutes

August 28, 2025, 4:30 PM

Brownstown Campus

Anticipated Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Jeffrey Swarr
- 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. Amy Reis

## Meeting Agenda

1. Announcement of Executive Session Mr. J. Smith
  - a. There is no need for Executive Session
2. Election of Officers Mr. J. Smith

Dr. Peart will facilitate the election of officers. Mr. Swarr motioned to appoint Dr. Peart chair, and Mr. Enck 2<sup>nd</sup> the motion. Mr. Swarr nominated Mr. Smith as Authority Chair, Mr. Enck 2<sup>nd</sup> the motion. Mr. Smith nominated Mr. Enck as Assistant Chair, Mr. Swarr 2<sup>nd</sup> the motion. Mr. Enck nominated Mr. Swarr for Treasurer, Mr. Enck 2<sup>nd</sup> the motion.
3. Approval of Previous Minutes (3.27.2025) Mr. J. Smith
  - a. Minutes were not printed for this meeting. They were sent electronically shortly after the March meeting. Mr. Enck motioned to accept, Mr. Swarr 2<sup>nd</sup> the motion.
4. Public Comment Mr. J. Smith

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

  - a. None

## Items for Approval

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

(As of June 30<sup>th</sup> & through August 15<sup>th</sup>)

Ms. Decker reviewed the 6/30 packet – TTL \$2.138M; Mr. Enck motioned to accept the house Project financial; Mr. Swarr 2<sup>nd</sup>. Motion accepted

Ms. Decker reviewed the 8/15 packet = TTL \$2.145M; Mr. Enck motioned to accept the house Project; Swarr 2<sup>nd</sup> the motion, Motion accepted
6. 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*

Mr. Enck motioned to give permission to pay bills; Mr. Swarr 2<sup>nd</sup>, Motion accepted

## Informational Items

1. House Project Progress Report Mr. J. Wiker / Mr. R. Martin

Mr. Wiker - Stormwater project – The bid was initiated in June. We had a mandatory pre-bid meeting in July, where we spent about 1 hour talking to 5 different vendors, great conversation. We received 4 bids out of those 5. CH&N won the bid for approximately \$295K; the high bid was approximately \$430K. That contract was awarded. CH&N has started work on the project. Mr. Martin – This is the same company that previously did the water and sewer for us. They started the water main today, and they did some excavating. It will be 6 – 8 weeks. We are looking to plant grass seed in November. They are putting a binder down by October 1<sup>st</sup>. Mr. Enck – Who were the other bids? Mr. Wiker - BR Kreider, K & K Yount, and Dustin Nagy Excavating.

Mr. Enck Motion to approve the winning bid of CH&N for \$295K. Mr. Swarr 2<sup>nd</sup> it. Motion approved.

Discussion on moving forward with house projects. Authority is requesting that they approve projects of this magnitude. Discussion on the value of programs and house projects.

Mr. Martin—House 14 is on hold, waiting for excavation. Inside, there is some touch-up, including carpet and touch-up. Outside, there is landscaping. House 1 is drywalled and insulated. The furnace will be installed, and trim and paint will be started. Mr. Smith—Students are doing that? Mr. Martin—Students are doing drywall, and professionals are finishing. Mr. Enck – When will 1<sup>st</sup> house go up for sale? Mr. Martin – Once drywall, road, and landscaping. Estimated, end of school year. Discussion on heating an empty house. Mr. Enck – We should list once we get an occupancy permit—discussion on the importance of selling it before the end of the school year. The Authority asks if we are on track with our 3-year plan. Mr. Martin – We are not on that schedule. Discussion on why we are not Lot 2—We have conditional approval with the township. We can start that house in November. We should have the roof on by the end of this school year. Mr. Smith—So, we would wrap this house up by 2027. Mr. Martin explained some water issues we had with different lots and flooding. Sump pumps are installed now. The cost of these issues was only \$400.00.

Mr. Wiker mentioned a CTC student who won Nationals in Heavy Equipment. Collin Goshert graduated in 2025 and works for B.R. Kreider.

2. Update on Discussions with CCS / Willow Valley Mr. J. Wiker / Mr. T. Klein
  - a. Mr. Wiker – Mr. Klein and I met with Mr. Shertzer and Mr. Haverstick. We discussed Willow Valley using approximately 3 acres beginning next summer or at the end of the harvest season next year. It would be for 2 years. The proposal didn't change much from the December proposal. CTC will forgo approximately \$1800.00 from the farmer's rental; Willow Valley will make the CTC whole. Mr. Shertzer will take it back to Willow Valley let us know if we can move forward with the negotiations. We are hoping to have the agreement for the December meeting. We have not talked to the farmer at this point. We want to ensure we have all the information before presenting to the renter. Apparently Dr. DelPriore had previously discussed this with the farmer.
  - b. Mr. Klein added that the timing will depend on how quickly they fill the places being built. Mr. Wiker will wait to hear from Willow Valley.

3. Campus Updates Principals

BT – Skills USA Competition – Mentioned the National winner and a 3rd place winner in Metal Fab. Very productive Summer. We have had strong attendance for the beginning of the school year even though not all districts were present. We have two pieces of new equipment in HEO. In the 2026 Philadelphia Eagles Preview book, one of our students designed an ad for the CTC. Construction programs have strong enrollment.

MJ—PSC had 100% attendance on the first day, and we have had strong attendance across the board. Metal Fab looks great, with lots of new equipment and a makeover. We have four new staff members and are fully staffed. We are working with Dr. Weinand and Employer Co-op. Thrive to Five is back at the MJ Campus. Our welding program received a donation of \$31K from High Steel.

WS—This summer, we refinished the two Auto Program rooms. Our double diesel program is full. Our educational environment resembles a learning environment. We are looking into manufacturing to refresh and keep us in sync with Lancaster County manufacturing needs.

4. Other Matters

Discussion on the PN program and their attendance. We just had a Cohort graduate. Discussion on Adult Ed programs. We have students in dual enrollment, high school students who work through their 1st year of college to get their associate's degree while still in high school. There are seven students currently in dual enrollment. We continue to have a wait list for high school programs. Discuss how schools decide who goes to CTC or continues to stay at the sending Districts. Mr. King explained that CTC works closely with the districts. It is not a competition but a marriage with the 16 districts.

Mr. Wiker - We have proposed that the JOC Appreciation Dinner be held in February instead of September. You will hear what the JOC approves.

Mr. Enck - Where are we at with hiring an Administrative Director? Dr. Peart - We are in a holding pattern until the State updates the requirements. This should happen when the State budget passes. The JOC has someone in mind, but we need to wait for the certification requirements to change.

Adjournment

Mr. Swarr motioned to adjourn; Mr. Enck 2<sup>nd</sup> it. Motioned moved.