

Lancaster County Career and Technology Center Authority

Meeting Minutes

March 26, 2026, 4:30 PM

Willow Street Campus

Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Chris Straub, Mr. Jeffrey Swarr
- Administrative Attendees: Dr. Scott Long, Mr. Michael Moeller, Mr. Jeremy Wiker, Ms. Kelly Decker, Mr. Jeremy King, Dr. Julie Frey, Mr. Justin Bruhn, Mr. Rick Martin, Dr. Kevin Peart, Ms. Kate Duke, Mr. Todd Smeigh, Ms. Amy Reis

Meeting Agenda

1. Announcement of Executive Session (if needed) Mr. J. Smith
 - a. None needed
2. Approval of Previous Minutes (12.8.25 and 12.18.25) Mr. J. Smith
 - a. Mr. Swarr motioned to approve. Mr. Enck 2nd the motion.
3. Public Comment Mr. J. Smith

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

 - a. None did

Items for Approval

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

As of February 28, 2026
5. Bill Payments – YTD Ms. K. Decker

Through February 28, 2026
6. Bill Payments – Current Month to Date Ms. K. Decker

Through March 19, 2026

 - Reviewed the financials and bills – 3 documents
 - o Fairview Ave \$281,240.77 Lot #14 \$16,545.87; Lot #1 \$40,796.45, Lot #2 \$196.50; Total \$338.8K
 - o Discussion on the new documents given to the Authority for an overview.
 - o Mr. Enck motioned to approve, Mr. Swarr 2nd the motion
7. 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. Wiker explained that in the 1st week or two in April, Ms. Decker will gather all March payments to send out and we will continue to do this monthly
 - Mr. Straub motioned to pay the bills, Mr. Enck 2nd the motion
8. Lot #14 Sale Mr. J. Wiker
 - a. Construction update on Lot #14 Mr. R. Martin
 - i. Discussed 4 different items to move forward. Mr. Martin – Ceramic tile is the major project that needs to be done. Landscaping will be finished once the weather clears.

Carpet and touch-up electrical will not take long. Most likely, we will be finished by the end of April.

- b. Appraisal Mr. J. Wiker
 - i. Discussed the appraisal of the property. There might be some variance as the market changes
- c. Decision on how to sell the house , Mr. J. Wiker
 - i. Mr. Wiker - There is an interested party, and we could choose to do a pre-sale agreement or take it to market and see what happens. Ms. Duke – These people came to me in November to do a standard agreement of sale without a price. We now have an appraisal so that we can draft an agreement based on this information. The market has slowed down a bit. There could be up to a 17% swing below the appraised value. Ms. Duke gave examples of compatible houses in the area. The interested party contacts Ms. Duke every week or two for an update. Mr. Enck – What are the additional costs to finish the house on Lot #14? Mr. Martin – Approximately \$10,000.00 over our present cost. Mr. Smith questioned the hardwood and the cost comparison to the carpet. That would need to be laid by professionals, not the students. Ms. Duke - the buyer would cover the cost of the hardwood flooring. Mr. Smith – What is Ms. Dukes' feeling on the agreement? Ms. Duke – I know that they are pre-approved for an unknown amount. She would like to meet with them to let them know that the Authority has met and to present the appraisal. Then the ball is in their court. There was some discussion on whether to agree versus put it on the market. Mr. Swarr – Would the agreement affect the commission? Ms. Duke - I recommend that the seller automatically pay the buyer's agent the agreed percentage. I need the Authority's approval to act as the agent for both the buyer and the seller. Ms. Duke also asks where is the easement documentation? Normally, that goes to the buyer to sign and agree to. Mr. Wiker explained that we had a conversation with our legal team about the easement and deed restrictions. Ms. Duke would like to see the easement documentation with the agreement, or at least have a clause that the agreement is pending the easement agreement. Discussion on market value, the appraisal, and the ramifications of not putting it on the market. Mr. Peart - Is there or has there ever been an issue brought up with doing a deal without advertising to the public? Mr. Smith – Not that the Authority is aware of any issues. Mr. Wiker – Since we have an appraisal, if the buyers agree to that price, we should be good with that. But if they come back with a lower number, we need to go to market. Mr. Enck motioned to offer it to the interested party at the appraised price, noting that the easement and deed restrictions will come at a later date. If they don't meet the price, we go to market. Mr. Swarr 2nd the motion.
- d. Meeting before August to be able to approve the sale? Mr. J. Wiker
 - i. Mr. Wiker requests that we have a meeting in May, maybe over Zoom. We need to discuss the future of the house project. We can arrange a meeting. The Authority is interested and will wait for the request for potential meeting times.

Informational Items

- 1. House Project Progress Report on Lots #1 and #2 Mr. R. Martin
 - a. Mr. Martin, Lot #1, he is hopeful it can be wrapped up by the end of the school year. Kitchen cabinets need to be finished, then tile, painting, and finishing the ceramic tile. AC needs to be finished. We hired B & B to handle the electrical panel, which is now complete. B&B offered to do a demonstration and won't charge for labor to install the electrical panel. A professional also handles stair railing. Carpet needs to be finished, and finally the seeding and landscaping. Discussion on professionals coming in to help if they are CTC graduates.

2. Willow Valley Agreement Mr. J. Wiker
 - a. Mr. Klein and Mr. Wiker negotiated with Willow Valley to use some of our farmland to finish construction at Willow Valley. The farmer agrees to farm a little less land here in Willow Street. Mr. Smith: discussion on whether we are a legal Authority entity. Mr. Wiker, we are good until 2066. Mr. Stoltzfus did the legal documentation in 2016.
 - b. Ms. Reis will get an updated copy of our legal documentation on the Authority to Mr. Smith
3. Board of Directors Term Dates Mr. J. Wiker
 - a. Mr. Wiker has the paper that explains the terms for districts. He reviewed the terms with the Authority.
4. CTC Updates
 - a. Dr. S. Long – Introductions. Sending email updates to Authority. Regarding Feasibility Studies, Mr. Straub and Mr. Smith are requesting to be included on the April 14th meeting invite. Attended Lancaster Chamber of College Presidents meeting. We looked at partnerships and collaboration.
 - b. Campus Principals
 - i. Brownstown – We have had an inquiry for another CTC to visit one of our programs. We went to the Capitol building with 2 students from each campus and had 6 meetings to advocate for CTC. It is called Advocacy Day. Electrical and Art CAD offered true collaborative learning as students worked together.
 - ii. Mount Joy - We had Mifflin County Science and Tech visit as they want to expand their programs. Senator Malone visited our campus. SkillsUSA metal fab competition will be held at Mount Joy. 20 students passed their EMT exam. Carpentry continues to do work for local non-profits. Hopefully, the JOC will vote this evening to add a new program, which our students are helping to make room for.
 - iii. Willow Street – Hosted OAC this past month and there is immense value in meeting with industry partners. Berks CTC has asked us to see our Vet program. LCCTC is a leader among CTCs. We are starting NOCTI testing which looks at students' hands-on and knowledge base.
 - c. Mr. J. Wiker (in place of Mr. T. Klein)
 - i. Mr. Klein is at the PASBO Conference this week. We received a \$660K grant for equipment for secondary education program. We are also asking to spend \$800K–\$1.6M in capital funds on boilers, hot water heaters, fire systems, and roof work at various campuses. We are hoping that some of it is covered by a grant.
5. Reminder: Next scheduled meeting is Thursday, August 27th, at Brownstown Campus
6. Other Matters

Adjournment Mr. Swarr motioned to adjourn, Mr. Enck 2nd the motion.