

Lancaster County Career and Technology Center Authority

Meeting Minutes

August 27, 2026, 4:30 PM

Brownstown Campus

Anticipated Attendees:

- Authority Board of Directors: Mr. Jim Smith, Mr. Bob Enck, Mr. Charles Rohrer, Mr. Chris Straub
- Administrative Attendees: Dr. Scott Long, 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. Election of Officers for the 2026-27 School Year Mr. J. Smith
 - a. Discussion of Election of Officers: Mr. Enck nominated Mr. Straub as temporary chair for elections; Mr. Rohrer, approved.
 - b. Mr. Enck nominated Mr. Smith as Chair; Mr. Rohrer seconded, approved.
 - c. Mr. Smith nominated Mr. Enck as Vice-Chair, Mr. Rohrer seconded, approved.
 - d. Mr. Enck nominated Mr. Swarr as Secretary, Mr. Straub seconded, approved.
 - e. Mr. Enck nominated Mr. Straub as Assistant Secretary, Mr. Rohrer seconded, approved.
2. Approval of Previous Minutes (3.26.26) Mr. J. Smith
 - a. Mr. Straub motioned to approve the previous month's minutes. Mr. Rohrer seconded.
3. Public Comment Mr. J. Smith

Anyone wishing to make a public comment can do so at this time – there was none

Items for Approval

4. House Project Financial Summary and Budget Update Ms. K. Decker
 - a. Ms. Decker reviewed the house project spreadsheet from 2025-2026. Total: \$300K
 - b. 2026-2027 reviewed \$48,255.36 for the year (July and August). Mr. Wiker discussed the biggest expense, Superior Walls for Lot #2.
5. Bill Payments – Current Year to Date Ms. K. Decker
 - a. Ms. Decker reviewed the bill payment sheet
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

 - A. Motion to give permission to pay the bills. Mr. Rohrer motioned; Mr. Straub seconded.

Informational Items

1. House Project Update Mr. R. Martin
 - a. Lot #14 Sale – Mr. Martin explained that the house has sold. There were some minor issues that we took care of, such as a gas leak in the fireplace. Mr. Smith – When did they take possession? Mr. Martin – Middle of June. There was a leak, which we addressed. We still have a to-do list, mainly seeding. The homeowners agreed to wait until the end of September or into October to seed.
 - b. Lots #1 and #2 - Seeding for Lots 1 and 2. All to be taken care of by the end of September/October. Chris Nye, owner of Keystone Landscapers, who is also a CTC graduate in

landscaping, is doing the work. Mr. Smith asked about the seeding process. Mr. Martin explained that September and October are the ideal times to seed. Lot #1 – There is electrical and painting work, plus some odds and ends (pieces of siding, trim, etc.). The house is ready for the electrical class. They will be there as soon as they have enough classwork and samples to work on the house. Lot 1 is planned to be ready for sale from late winter to early spring. B & B Carpentry will come out to install some of the more detailed work. The last time they were out they didn't charge for the work, just the materials. They also had two of our students in Co-op. Lot #2 - Reviewed the plan starting in September with Superior walls, then carpentry students. Then we start to dig, and we are getting pricing from different excavators. Mr. Smith – Do you anticipate any issues? Mr. Martin – We know there is some rock, but we don't anticipate hitting any this time since we are only going four feet deep. Dr. Long – When will we be digging? Can we get our HEO involved with this project? Mr. Martin explained the previous conversations and plans that we tried on previous projects. Discussion on all those involved with digging and moving earth. Mr. Martin's concern is the timing of waiting for students to be ready to use the equipment versus the project timeline. Mr. Staub – Would changing the project to a different timeline? Would that help students get there to help? Mr. Martin – We tried that; if we start too early, we have students without the skill set; if we wait until spring, we lose students because the school year ends. Mr. Martin gave the board members more details on the process for foundations and basements, as well as the timeline. On an earlier project EG Concrete came in at a lower cost and involved our students in the project. Mr. Smith – We need to capitalize on any opportunity to involve the students. Mr. Rohrer – Do our students have the knowledge to finish the basement? Mr. Martin - No, they don't yet.

c. Old Market Street Open Items

Mr. Martin - Todd Smeigh has been working with the township to get our escrow money released. We did receive the water and sewer money. The township has approximately \$23,500 in escrow. We have more work to do to get that money back. My estimate is approximately \$12,000 to finish up the work to receive that money back. He explained some of the projects that we need to do. Mr. Wiker - When Market Street was built there was not the same rules. They are applying new rules to an old project. That is the additional work.

2. Requests for Proposal – Field Leases

Mr. J. Wiker

- a. We will submit a request for proposal for the farming leases at Brownstown and Mount Joy. I am thinking of doing a 5-year term for these leases. The Willow Street lease will expire next year, and we will do a 4-year term to sync up the three leases. We will officially ask the JOC for permission to do submit the RFPs this fall. Mr. Rohrer - do you know how much we are getting per acre? Mr. Wiker – I am not sure exactly here at Brownstown. But at Willow Street, it is approximately \$600.00 per acre. Discussion on the cost of farming in the area and what is causing the rise in the cost of land for farming. Mr. Smith – Are Brownstown and Mount Joy the same acreage? Mr. Wiker – No, Mount Joy is much smaller because of the housing projects, Cove Park, and the baseball field, etc.

3. CTC Updates

- a. Dr. S. Long = Organizational updates. We got approval for Crabtree Rohrbaugh to do a feasibility study on facilities, programming, and demographics, etc. We have bi-weekly meetings set up and it is early in the process. They are hoping to have a presentation in January for the JOC. We opened the school year with approximately 1,600 students in our Secondary Education classes. That will continue to change through the end of the drop/add period. The new Building and Property Maintenance program opened with a full classroom of 20 students, which is the maximum for that space. A conversation about the cost of the housing project. We continue to look for a way to involve students more and cut costs. Mr. Smith asked if there is grant money? Dr. Long – It is complicated to use grant money; we would need our students to do the complete project to qualify for some of the grants that we have found. We are exploring options. Mr. Rohrer – Do we have a waitlist for programs? Dr. Long – Construction seems to have the most students on a waitlist. Conversely, there are three programs that have open seats.

Mr. Straub – has the waitlist for electrical surpassed welding? Mr. Moeller – The welding class has a much larger class size than the electrical class. We are exploring ways to expand programs such as Electrical Construction and HVAC. Discussion on programs for secondary and adult ed to meet industry demand. Mr. Enck – Discussed that the Economic Development Company may have money to help with housing projects. The Foundation could also have funds available.

b. Mr. T. Klein

Updated fire panels at Brownstown and Mount Joy. We are working on the Willow Street campus next if the grant is approved. Mr. Klein explained what is being replaced. We have boilers installed at the Mount Joy and Willow Street campuses. Willow Street is almost finished. There is still more work at Mount Joy. We also replaced hot water heaters at Mount Joy. Mr. Smith – Are they capital items? Mr. Wiker – Yes. Mr. Klein - another big-ticket item is the building system automation.

c. Campus Principals

Brownstown – Mr. Bruhn – coming off a strong year last year, we started strong in our first week of the new school year. The Visual Communications program will offer Adobe certifications. As we balance the programs between overflow and those with open seats. We have 2 new instructors.

Mount Joy – Dr. Frey encourages everyone to come to Infusions restaurant starting in October. Please call for reservations. We open at 11 AM to 1 PM. Tuesday is high tea. We welcomed new instructors and said goodbye to a few. It was a smooth start. Senator Martin will be visiting us. We have partnered with the Northwest Regional Police to help them conduct practice drills over the summer on campus for intruder training.

Willow Street – Mr. King, our attendance was around 85%, with only 2 schools in session for the first 2 days of school. We have updated our auto tech equipment. This brings our students up to the market demand. We have completed our terrazzo flooring repair.

4. Reminder: Next scheduled meeting is Monday, December 7th, at the Willow Street Campus

5. Other Matters

Adjournment

Mr. Smith motioned to adjourn; Mr. Straub second