

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
November 14, 2016**

**Carl T. Secor Administration Building – Board Room  
5:30 P.M.**

**Minutes**

- I. The Chairman, Gary Summers, called the Finance Committee meeting to order at 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. Board Committee members present were: Ronald Bradley, Debbie Kulick, Gary Summers and Lisa VanWhy.

School Personnel Present: Larry Dymond, Fred Mill, Ryan Moran, William Riker and Patricia Rosado.

Community members present: None

**III. APPROVAL OF AGENDA AND MINUTES**

Motion was made by Debbie Kulick to approve the agenda for November 14, 2016, and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

Motion was made by Lisa VanWhy to approve the minutes of the October 10, 2016, meeting. Motion was seconded by Debbie Kulick and carried unanimously, 4-0.

**IV. ITEMS FOR DISCUSSION:**

- a. Telephone Services E-rate Bid  
Mr. Bader said that Mr. Borosh had a conflict with today's meeting; therefore, could not attend. Mr. Borosh indicated to Mr. Bader that the current phone contracts are expiring. They would like to bid them out for the E-rate process. The bid will be for a three year term beginning July 1, 2017. The district receives about 40% reimbursement from the Federal Government, which has been phasing out the reimbursement. Mr. Summers asked who do we use now. Mr. Bader said the district uses PenTeleData, Ironton and Frontier. Mr. Bradley asked how much longer does the district have E-rate reimbursement. Mr. Bader said we still have one more year left. Reimbursement for 2017-18 will be 20% and in subsequent years the District will have to absorb the full cost. Mr. Summers confirmed that the Committee needs to recommend to the Board that the district go out for E-rate bids a telephone service.
- b. Vehicles – Mr. Bader
- i. Driver Ed car – New Holland Auto Group - \$19,427 (Costars)  
Mr. Bader said that the Driver's Education car has reached its end of life; therefore, would like to purchase a new 2017 Ford Infusion. The total price includes a second

brake pedal for the instructor. There was also a used 2014 car available for a difference in price of only \$2,600 as oppose to the new car. Mr. Bradley asked if there is any retail value on the car that the district owns. Mr. Bader said they will check to see if there is any value in it but does not think there will be much. Mr. Bradley asked what year is the district's Driver Ed's car. Mr. Bader said the car is a 2005 Dodge Stratus with many miles. Mrs. VanWhy asked why did the district chose the Ford Infusion. Is it for the size? Mr. Bader said we looked for a mid-size to accommodate several students who all go out during the same period. Mrs. VanWhy asked if the district checked car prices at local dealerships. Mr. Bader said that both he and Mr. Martinelli contacted local dealerships to see if they would be willing to donate a car in exchange for their name on the vehicle, but no one was willing to do so. The District did look at several vendors who participated in the Costars bid and the New Holland Auto Group had the best price.

- ii. Food Service van – New Holland Auto Group - \$24,749 (Costars)  
Mr. Bader said that the district received a quote of \$24,749 for a 2017 Food Service Van from New Holland Auto Group. They also received an alternate price of \$23,200 for a used 2016 Van which is a difference of about \$1,500. Mr. Summers asked which cafeteria vehicle is the district replacing. Mr. Bader said that the oldest Food Service van will be replaced, which he believes is a 1993 vehicle. The plan is to use this van for the courier, who puts on the most miles per year and rotate his current van to replace the old Food Service van. Mr. Summers asked what does the courier currently do. Mr. Bader said he picks up and delivers mail to all buildings as well as collects all of the cafeteria money and then goes to the bank at the end of the day to deposit funds. Mr. Summers asked what does the courier drive that we are going to get rid of. Mr. Bader said the new van will replace the courier's van, which will then be used by Food Service to transport supplies between the buildings. Mrs. VanWhy asked if the new van will have power window and doors. Mr. Bader said it has power window and double doors but it does not have all-wheel drive. Mr. Bradley said that the all-wheel drive feature is important to get. Mr. Bader said the district tried to get this feature but it was not available on the vans. Mr. Summers said that the van's sticker price is \$33,480 but with Co-stars the price is \$24,749.
- iii. Maintenance truck – Faulkner Fleet Group - \$39,350 (Costars)  
Mr. Bader said that the Property/Facilities Committee discussed the purchase of a Maintenance truck. The Costars cost would be \$39,350. This is the same type that was purchased previously. Mr. Bradley said the price states \$29,000 but when you add the engine, it's over \$39,000. Mr. Bader said that the truck has a utility body and it has all the traits that are needed. Mr. Summers asked if the district is comfortable with not going elsewhere to try to get a better price. Mr. Bader said they are. Mr. Bradley said he has concerns with the MP3 player that is included in the vehicle. He does not feel that this is needed. Mr. Bader said the MP3 player is part of the specifications of the vehicle that is in stock and was not requested. Dealers are often willing to give a better discount to sell a vehicle that is already on their lot than one they have to order. Mr. Summers said that the total for both cars are over \$45,000; therefore, why can't the district go over to Ray Price and ask them if they are willing to sell us both cars for \$40,000. Mr. Bader said that for items over the threshold, school districts must either purchase off of a previously bid contract such as Costars or go out on its own to bid. The District cannot

provide one dealer's price to another and ask the second dealer to beat it. Mr. Bradley asked if they have checked for other makes of cars. Ms. Kulick asked if the district uses Costars so they don't have to go out to bid. Mr. Summers asked if a better price can be obtained other than from Costars. Mr. Bader said that we can always check for a better price but Costars is a statewide bidding process and their prices are already low. Mr. Bradley asked who did the district speak to at Ray Price. Mr. Bader said they spoke to the manager. Mrs. VanWhy said it would be best if they can get a truck donated. Mr. Bradley said he does not think all the features that are included in the truck are necessary. Mr. Summers suggested that the district go to the Ford dealership and ask them to sell us two cars for about \$40,000. Mr. Bader said if this is the way the Board wants to approach the purchase of the vehicles, then the district will need to go out to bid.

c. Levin Legal Group Representation Agreement

Mr. Bader said that the district, along with many districts, is part of a lawsuit regarding Cyber Charter School payments. Cyber Charter Schools went the route of taking this issue to court. Levin Legal Group was appointed by our insurance company as the attorney to represent the district. The charter schools have also filed an administrative appeal with PDE and the district would like Attorney Allison Peterson to represent us in that process as well. Mr. Summers asked what are they claiming that the district did not pay. Mr. Bader said that the district disputed residency of four students enrolled in Commonwealth Connections for approximately \$14,000 in the 2014/15 school year. The district paid in full in 2015/16 but Commonwealth Connections applied it towards the 2014/15 school year and then claimed we did not pay in full for 2015-16. Mr. Summers asked if we go through the process and it ends in our favor, does the district get back money. Mr. Bader said no because we have not paid the disputed sum. Since it's a class action lawsuit, we pay a share of the legal costs and not the full cost. Mr. Bader said that we are watching the legal costs and if it appears that they will exceed what is owed, it may be worth the District's while to settle the matter by paying the disputed amount. Mr. Summers asked what if we don't want to be part of the lawsuit. Mr. Bader said then we would have to pay the \$14,000. Mr. Summers asked who is the group that is suing. Mr. Bader said it's a coalition of Cyber Charter Schools.

d. Tax Collector Compensation

Mr. Bader said that the district needs to set compensation rates for the Tax Collectors before they run for office during the 2017/18 school year. The deadline for setting the rate is February 15, 2017. Under the current compensation plan, tax collectors will be paid \$1.81 per bill. That rate has been increased by the statewide Act 1 index each year. There are various methods for paying tax collectors. Some districts do a per bill amount as we do, some have a sliding scale based on the number of bills collected, and some use a flat dollar amount. Mr. Summers said; therefore, our district does not have to change their rate. Mr. Bader said we have to have an agreement, but that does not have to include an increase above the current rate. Mr. Summers asked what does the Board have to decide, what we recommend for the next four years. Do we keep the \$1.81 a year or increase it by the Act 1 Index? Mr. Bader said we need to specify the amount and/or the increase in rate. Mr. Summers asked by when do we have to decide. Mr. Bader said we need to make a decision at the January 2017 Board meeting. Mr. Summers said in order to figure out the amount, we need to know how much is paid out per county. Mr. Bader said Middle Smithfield Township has at least 12,000 bills. Mr. Summers said but we are also talking about Smithfield, Lehman, Price and Porter Townships. Mr. Bader said that Middle

Smithfield Township has the largest amount of bills. Mr. Bradley asked if there is a cap on the compensation rate that can be placed and what determines the increase. Mr. Bader said that the Act 1 Index determines rates based on cost that may increase. It covers the time of collection. It's a difficult and trying job. Mr. Summers asked if the Tax Collectors are being paid \$1.81 a bill next year. Mr. Bader said that is correct and they are treated equally. Mr. Summers said that he would like to know the total amount of how much we are paying each Tax Collector and how much the Townships are paying them. Mr. Bader said he can work on that. Mr. Summers asked if we pay for the supplies and is it the law. Mr. Bradley asked why do they get an increase and is there a cap. Mr. Summers said we don't have to increase the rate. Mr. Summers said the district sets the rates and when the Tax Collectors run for their position, they will know what rate they will be paid. If they do not want to accept the terms, then they have the choice not to run for the position. Mr. Bader said he would like to know what the committee recommends that the district should do. Mr. Bradley suggested to keep the rate at \$1.81 for the next four years. Mrs. VanWhy asked how many bills are paid by our district. Mr. Summers asked Mr. Bader to provide the total number of bills for each township that the district pays for the next Committee meeting. He would also like to see what the Townships are paying. Ms. Kulick asked if a second bill goes out, do they get paid again. Mr. Bader said they get paid for the bills they collect on. If a taxpayer needs a duplicate bill, it does not result in the Tax Collector being paid extra. Mr. Summers said the Committee will decide on a rate once they have the information on how much the Townships are paying. Mrs. VanWhy said they also need to know how many bills are being paid out.

e. Senior Rebate Program

Mr. Bader said that the district revised the deadline on the senior rebate resolution from January to July in order for the senior to apply with the State first. The State verifies income eligibility; therefore we don't have to. The problem is that the State issues rebates in access of what to the State program lists as the eligible amount and it does not appear that they are verifying income. The district can continue to ask the senior to go through the State program first but the district would like to require additional documentation. The district would like to revise the resolution through the State program. Mr. Summers said then the person would need to provide additional documentation because they currently don't require this from the State. Therefore, there's a possibility that some individuals who are receiving a rebate check should not be getting one. Mr. Bader said we have received several applications where it is not clear that the resident is reporting all of the household income, but we currently do not receive the documentation needed to verify this. Mr. Summers said the district paid about \$450,000 on year and then \$461,000 another year. When he reviewed the names that received rebate checks, he noticed some names on the list that probably should not be receiving a check. Mrs. VanWhy said she agrees that it should go back to the way it was done before. Mr. Bradley asked if anything is covered under snowbird States. Mr. Bader said it has to be an owner occupied residence. They can qualify if they don't get it from another State. Mr. Summers asked what does the Board have to do. Mr. Bader said that if the Board agrees with the revision, he will meet with Chris Brown to revise the resolution. This will not be needed until next July but he would like to give advance notice of the change. Mr. Summers suggested that Mr. Bader and Mr. Brown revise the resolution and bring it to the Board for approval at the December Board meeting. Mrs. VanWhy said that seniors will still go through the State and then they will need verification at the district level. Why should they wait for the State process since the district is going to require additional documentation? Mr. Bader said with the State processing their rebate first, it give us another level of qualification because

if they do not qualify through the State, then they will not qualify at the district. We also need to see what they are getting from the State as that determines how much they are eligible to receive from the district. The State's maximum of \$650.00 but we often see individuals receiving more than that. Mr. Summers said that he noticed that in 2014/15 the district paid about \$730,000 but then in 2015/16 it dropped from 730,000 to about 460,000. Mr. Bader said this was due to the transition period when the deadline was changed from January to July. Mr. Bradley asked if there is an issue with the rebates due to foreclosures. Mr. Bader said this is not an issue with seniors. Mr. Summers said, in summary, we need to maintain the deadline but ask for additional documentation.

f. 2015-16 Year End

Mr. Bader said according to the auditors, the district is finishing the 2015/16 school year with an estimated 2.8 million dollar deficit. The approved budget anticipated a 4.6 million dollar deficit. The difference is that at the time the district had to approve its budget, the State had not approved a budget. In fact the State budget was not approved until we were already halfway through the fiscal year. As a result, the district budget was developed with very conservative revenue figures. It anticipated no increase in Basic Education funding and the elimination of the RTL Grant as had been rumored. When the State budget was finally approved, it included both an increase in Basic Education funding and the reauthorization of the RTL grant, which resulted in about 1.9 million dollars of unanticipated revenue. Mr. Summers asked when will the Board have the report. Mr. Bader said it will probably be done in December because we need to verify the Financial Statement. Mr. Summers asked how are they going to justify where the \$2.8 million dollars came from. When we look at last year's fund balance, it will be lower. Where will we take this amount from since we have money for PSERS and other items set aside? We need to make sure that we are taking this amount from the right place. Mr. Bader said the 2.8 million dollars will be taken from the Fund Balance.

g. 2017-18 Library Book Budget

Mr. Bader said that in 2016/17 the Board allocated an additional \$150,000 for the libraries to cover deficiencies and additional resources that may be needed. The Board said to use the per student targets to allocate additional funds. This was to be done without taking money from the building budget. At this point, the Board has not authorized additional funding and the principals were asked to use the per student allocations as funding targets for their libraries. Without additional resources, principals have said they cannot meet those targets without taking money away from other necessary programs. Mr. Summers said that last year, we budgeted about \$210 per student and now if we allocate funds to the libraries it doesn't leave any checks and balances of what was purchased at the schools. Mr. Bader said the librarians requested a per student allocation to provide equitable funding for the libraries among the different schools and to help upgrade the collections. Mr. Summers said that when the Board informed them of the \$150,000 allocation there was no objection from the principals. Now they are saying they have a problem with it. Mr. Bader said the principals were able to meet the targets because of the additional allocation from the Board, but without additional money they cannot support the libraries at the same level. Mr. Summers said if we added 1.2 million dollars in their budget last year, then \$150,000 is no problem. Mr. Bader said there is no problem if we keep this amount in that was allocated to them last year. Mr. Summers said the question is do we want to continue giving the principals this additional funding next year. Mrs. VanWhy said she thought this was only being done one time. Mr. Summers said that \$150,000 is better than 2.2 million dollars and he does not have an issue with this amount nor does he

anticipate any issues. Mr. Summers asked who is going to take \$150,000 out of their numbers. Mr. Bader said that Mr. Moran and Dr. Riker should take a look at each school to see that they are getting enough funds. Mr. Summers said that in December 2015 the Librarians came to the Board to inform them of what they want. Student allocation was discussed and amount of what was needed. Money was allocated and I told them to tell us what was done. A couple of years ago a lot of them did not buy anything and there was a big discrepancy. We want to make sure that we are not going to do this again. This year so far the libraries have spent \$62,600 in library software and at the High School they have spent about \$36,000. Mr. Bader said this is for their library management system and not for books. Mr. Summers said this is not included in the figures. There are buildings sitting on a lot of money. He would like to know what each school is spending. Mr. Bader said that administration had a conversation with the Librarians to explain that they need to start the process of spending the money and keeping a count of what the money is being spent on. Mr. Summers said that the Board is not trying to micromanage them. The money needs to be spent uniformly. Mr. Bader said the Librarians will provide all the information on what is being ordered. Dr. Riker said that he never saw an expense per student of \$28.70 for library items. The per-student spending is allocated at about \$106 for all other items. Does the Board want to give students for library spending or do they want to come back with a different amount in order for the money to be spent in other areas. Does the Board prefer to maintain this type of spending? Dr. Riker said he cannot speak to the library conditions. Mrs. VanWhy said that the money is being used to replace old items with new ones. Dr. Riker asked if there was a per-pupil allocation before. Mr. Summers said that it was his understanding that the principal will be in control of the spending because the spending varied per school building. The building budgets total about 1.2 million dollars and \$60,000 was allocated for the libraries. Each school would get money allocated depending on the number of students but the Board allocated \$150,000 in total. He said he is not sure how the numbers got developed. Mr. Bader said it was per student allocations times student enrollment. Mr. Summers said numbers vary and are all over the map. Mr. Bader said that the issue is next year's budget. If the Board does not allocate extra funds, the principals feel they cannot incorporate library expenses in their budget. Dr. Riker said if they are allocated the \$150,000, then there is no issue; otherwise, they will need to incorporate the spending into the building's per pupil expense. Mr. Summers said that the librarians went to all this trouble to come up with a number. The Board agreed; therefore, now the librarians have to come back to inform the Board what they did with the funds. Dr. Riker said the Board will need to determine if they will be spending per pupil. Mr. Summers said they can discuss this issue when they proceed with the budget discussions about what to allocate the buildings for the next school year. They Board has until June to make the final approval. Mr. Moran said that he is working with the Library Department to see what their plan is on individual spending. Mr. Summers said they did speak about their spending last year. It's important for the Board to see what items are being purchased and not just on books and periodicals. Mr. Summers said that libraries are more than just books. If we are spending all this money on online items then why are we buying books? Mr. Bader said this is what the librarians are talking about in reference to the balance of materials and online items that are needed.

h. Carrie H. Rogers Scholarship

Mr. Bader said that the Carrie H. Rogers Scholarship has been managed by a local bank since 1985. The successor bank is no longer interested in handling this scholarship. They would like to give the money to the district to manage. In order for the district to do this, parameters need to change. The district gave the bank the terms and they are agreeable. If the Board agrees, the Board policy would need to be changed in order to bring the scholarship in-house. This scholarship was originally to support a music high school student for four years. This is no longer feasible. The suggestion is to designate this award for a North high school student as there already is a similar scholarship for a South high school student. Ms. Kulick asked how much is currently in the scholarship. Mr. Bader said there is about \$100,000 and very little interest is accrued. Ms. Kulick suggested changing the amount of the scholarship to \$5,000 per student as oppose to a year's tuition. Mr. Bader said if we are going to change the amount the parameters need to be changed. Mr. Bradley asked what is the cost to maintain this scholarship. Mr. Bader said we put the scholarship in a CD. Mr. Summers asked what does the Board need to do. Mr. Bader said the policy needs to be put in order. Mr. Summers suggested that the policy be changed and follow the normal process with the Policy Review Committee for final approval.

i. PlanCon K – GO Bonds 2013 Rate Renegotiation

Mr. Bader said that the PlanConK paperwork needs to be done as per PDE requirement for the ESSA bank loan. Mr. Summers said this will be added for Monday's agenda.

j. Property & Facilities Items

i. HSS Aux Gym Floor

Mr. Summers said that although the Property/Facilities Committee could not forward items to the Board due to lack of a quorum, he spoke to Mr. Rohner who said that the following items need to be paid because the work was already completed.

1. Miller Flooring Invoice - \$178,520.00
2. Miller Flooring Invoice - \$48,615.70
3. Quad 3 Invoice - \$13,140.00

ii. HSS Track Resurfacing – Fieldturf – Pay App #1 (Final) - \$157,562.99

iii. JTL HVAC/Lighting– Myco Mechanical Pay App #21 (Final) - \$868.00

iv. MSE Attic Insulation Bid Results

1. Indoor Air Technologies - \$38,400.00
2. Zerodraft - \$54,543.00

Mr. Bader said that the Property Facilities Committee could not make a recommendation for the lowest bidder to work on the MSE Attic insulation; therefore, he suggests that the Finance Committee move this item for Board approval. Mr. Summers asked if we are sure that the roof does not leak anymore. He said he noticed in the newspaper that we are trying to finalize asbestos in the roof. Mr. Bader said asbestos is not the issue at Middle Smithfield Elementary school but they had mold. They are waiting to pass inspection. Mr. Summers said he will agree to move forward with the bid results but the district needs to make sure that the roof does not leak and that everything is ready. The district has spent about \$150,000 for the roof including the \$38,000 bid for the roof insulation.

v. Generator Maintenance Agreement – Emergency Systems Service Co.- \$13,778.85/yr. (three-year agreement)

k. Review of Bidding & Purchasing Procedures

Mr. Bader said there are different levels of purchasing. Larger items go to bid but we also have some joint purchasing through different consortia, such as for diesel, heating, generator fuel, etc. Items for technology, tech ed, nursing items, athletic supplies go out to bid. Items like busing, propane, fueling stations, etc. need bid specifications. For example, Mr. Sutjak and Mr. Bader write the specifications which include the insurance bonds, non-collusion clause, prevailing wage, employee verification, etc. This gets advertised and they are also sent out to certain companies. Items for fuel, buses, propane, etc. are placed in a big package. Insulation specifications were written by Mr. Ihle and Mr. Bader and they check and place all pieces together. Classroom supplies are part of a national joint purchasing consortium that places them out for bid. This will save the district money since we don't go out to bid and we do not have to store items which eliminates waste. The benefit is that teachers get items as needed. Mr. Summers said how can we make sure that the process in place gives the district a degree of confidence that when we go out and get items on Costars or wherever that we are getting the best price for what we need. Do we have a process in place? The district bought Chromebooks but we did not get the best price. We went through Costars to purchase the Chromebooks but there were better prices out there. Do we have a process where somebody checks and verifies like when we searched for the vehicles? We need to make sure that we are getting the best deal. If we have something in place then we should not have a problem but we should not blindly assume. If we don't have a process in place, we need one. Mr. Bader said can he cannot guarantee that PEPPM or Costars is the best price, but they represent bid pricing from statewide bids. With the Chromebooks, we did seek pricing from nine different vendors. When we advertise in the local paper, national companies like Best Buy do not typically look at the Pocono Record to find out about bid options. One way to change the process is to always go to bid and then compare the bid prices to the state contract pricing, but that is very costly and time consuming. It is important to make the process fair by having sealed bids. We cannot let one company know the other company's prices. When we advertise an RFP or Bid specifications, we get one chance to see everyone's prices at the same time. Mr. Summers asked if the engineering company write any specs. Mr. Bader said they do for construction work such as roofing, paving, and concrete. Mr. Summers asked if we have to accept the prices. Mr. Bader said when you bid you need to accept the price of the lowest responsible bidder or turn down all bids and re-bid. Mr. Summers said we should send a message that if a price is too high we can say that we cannot afford to pay the high prices and we do not have to. Mr. Bader said we do not have to accept just the low bids. Mr. Summers said he is not saying to accept one bid over the other. What he is saying that the district does not want to accept any of the bids. Mr. Bader said the district can reject all the bids. Mr. Summers said then we should and say that the district cannot afford it. Mr. Bader said that the architect will give the district a price range for the items. If we see that we received high bids we can re-bid. Mr. Summers said if we reject and rebid, we are sending out a message. Mr. Bader said when companies bid they are not only bidding with our district and may be bidding on multiple projects. They may choose to accept other projects and not come back to bid on ours. Mr. Summers said he understands that we are at their mercy but we need to send out a message that ESASD is tough to deal with. Government agencies are different from private agencies but we need to figure out a way to double check the process. Ms. Kulick asked if the timeline for the project may be an issue. Mr. Bader said it depends. For some projects such as roofing work, we need to go out before roofers fill out their summer schedule to get the best pricing or other projects that require a long lead time for equipment ordering.



If we reject all bids and re-bid, it may take us out of those windows of time to get the best pricing. For some items they cannot make a commitment too early. For the insulation project, we only had two bidders and for the snow plowing we had few vendors. We need to watch and be careful because if people do not want to work with us the prices will go up. Mr. Bader said he understands the Board's concern and will review this process. Mr. Summers said with the purchase of the vehicles, why are we looking at a new 2017 car as oppose to a used 2016 car. Mr. Bader said we did look at the used car. It was only a \$1,500 difference. Dr. Riker suggested that as we move forward with the budget and bids, the district should inform all companies about the bids and ask them to watch for the website for the bidding process. Mr. Summers suggested contacting the other districts for when we buy items like Chromebooks to see if we can get a better price by buying in larger quantities. We can also contact the IU 20. Prices for 10,000 Chromebooks cost less than if we order 2,000 of them. Mr. Bader said that we advertise in the paper and on the website. If we know vendors that we would like to bid, we can send them the bid specification information.

- l. Mr. Summers said that two years ago, PSBA advised us of the benchmarks of other schools compared to ours using budget numbers. Several months ago, Mr. Summers prepared budget information for special ed students compared to other districts. Our numbers compared to Pocono Mountain and other school districts are significantly different. This is something our district may want to use as a benchmark. Mrs. VanWhy said, at the conference she attended, she visited a booth that had a lot of information which compares our district to others in this area. This is something we definitely need to look at. Mr. Bader said he will attend an IU 20 Business Manager's meeting on Friday and this would be the place to discuss this issue.
- m. EBTEP Trust will be discussed at the next Committee meeting.

## **V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION**

- A. Mr. Larry Dymond suggested that the van that is being purchased include a rack in case there is an accident so that packages do not go flying everywhere. With reference to the Tax Collectors, he thought Kathy Kroll, previous tax collector, handled the taxes that came into the district. Mr. Bader said this was Kathy Kroll but now it is Sue Vitulli. They handle interim notices. Mr. Dymond said he thought they handle payments throughout the year. He said it was previously spoken about to have an in-house person handle the taxes. Mr. Bader said the district can only do this if there is no person elected as Tax Collector. Mr. Dymond said the district considered this before. Mr. Bader said if the district hires someone to do this, then they will need to pay them a salary and benefits. Mr. Dymond said but the district already has someone doing this job. Mr. Bader said that neither Kathy nor Sue collects any taxes. Mr. Dymond said when he had previous issues it was handled in-house. Mr. Dymond said with reference to purchasing issue, we should always check for better pricing. He knows that the IU 20 bidding had a vendor that was chosen to do the roof that was not awarded the bid. Mr. Bader said we never got roofing done through the IU. Mr. Dymond said the district did for the J.T. Lambert roof project. Mr. Summers said that what Mr. Dymond is speaking about is when Weatherproofing Technology that was awarded through Central Susquehanna IU. They had Weatherproofing Technology as suppliers and they had a lot of issues. We just need to proceed with caution in the future.

**VI. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Ronald Bradley to recommend that the Board consider for approval the following items: Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

- a. The seeking of bids for basic telephone service for a three (3) year term.
- b. The purchase of the following vehicles:
  - i. 2017 Ford Fusion from the New Holland Auto Group in the amount of \$19,427 per Costars contract #26-039 to replace the High School South Driver's Ed car.
  - ii. 2017 Ford Transit Cargo Van from the New Holland Auto Group in the amount of \$24,749 per Costars contract #25-117 to replace a Food Service Van.
  - iii. 2017 GMC Savana Commercial Cutaway Van from Faulkner Fleet Group in the amount of \$39,350 per Costars contract #25-016 to replace a Maintenance vehicle
- c. The proposal for legal services by the Levin Legal Group to represent the District in the administrative appeal pending before PDE relative to the Commonwealth Connections Charter School.
- d. The submission of PlanCon K to PDE for the District's General Obligation Bonds, Series of 2013 rate modification.
- e. Invoice #11998 from Miller Flooring in the amount of \$178,520.00 as partial payment for the High School South Auxiliary Gym floor replacement project.
- f. Invoice #12172 from Miller Flooring in the amount of \$48,615.70 as final payment for the High School South Auxiliary Gym floor replacement project.
- g. Invoice #12430.010-1 from Quad 3 in the amount of \$13,140.00 for air quality testing as part of the High School South Auxiliary Gym floor replacement project.
- h. Pay Application #1 – Final from Fieldturf in the amount of \$157,562.99 for the High School South track resurfacing project.
- i. Pay Application #21 – Final from Myco Mechanical in the amount of \$868.00 for the JTL HVAC/Lighting project.
- j. The bid submitted by Indoor Air Technologies, the lowest responsible bidder, in the amount of \$38,400.00 for the Middle Smithfield Attic Insulation project.
- k. The proposal submitted by Emergency Systems Service Company for a three (3) year service agreement to service the District's emergency generators for the period November 15, 2016 through November 25, 2019 at an annual cost of \$13,778.85.

**VII. NEXT MEETING – December 5, 2016, directly following the Reorganization meeting.**

Motion was made by Debbie Kulick to adjourn the meeting. Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

**VIII. ADJOURNMENT: 7:41 p.m.**

Respectfully submitted,

Patricia L. Rosado,  
Board Secretary