

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING**

November 12, 2018

Carl T. Secor Administration Building – Board Conference Room

5:30 P.M.

Minutes

- I. The Chairman, Lisa VanWhy, called the Finance Committee meeting to order at 5:32 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.

- II. **Board Committee members Present:** George Andrews, Larry Dymond, Rich Schlameuss and Lisa VanWhy.

School Personnel Present: Brian Baddick, Kimberly DeBlasio, Tom McIntyre, Fred Mill, Ryan Moran, William Riker and Patricia Rosado.

- III. **Community Members Present:** Mike Dwyer, Middle Smithfield Township Supervisors

IV. APPROVAL OF AGENDA AND MINUTES

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the agenda for November 12, 2018 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 Rich Schlameuss and carried unanimously, 4-0.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Rich Schlameuss to approve the minutes of the October 8, 2018 meeting. Motion was seconded by George Andrews and carried unanimously, 4-0

V. ITEMS FOR DISCUSSION:

- a. Food Service Truck RFP Results
Mr. Tom McIntyre said that Mr. Paul Schmid came before the Finance Committee meeting in August 2018 asking for approval to purchase a truck for the Food Services Department. He was asked by the Committee members to bring back three quotes. Mr. McIntyre said that Mr. Schmid submitted to the Committee members a packet, which includes the Food Services Truck Procurement information explaining why a truck is needed. In the packet information about the four quotes that were received was also included. Mr. Schmid is recommending that the Board approve the purchase of the truck through Faulkner even though it is not the lowest bidder because the district has worked with Faulkner in the past. The truck from Faulkner will cost about \$200 more than the lowest bid. The truck will only be used by the Food Services Department because PDE said it cannot be shared to avoid any contamination. The truck can be driven by a regular driver and will use regular gas.

b. Copier Lease Agreement – Discussion

Mr. Tom McIntyre said that the lease for the district copiers will expire June 30, 2019. Mr. Borosh will bring information in May with the results from an RFP. The other option is for the current contract to be extended for an additional year. The current contract was for three years. The district prefers to lease as oppose to owning the copiers because technology is constantly changing. Currently the district leases Sharp copiers from Fraser Advanced Information System.

c. Budget Review – 3000, 4000, & 5000 Functions

Mr. Tom McIntyre presented a hand out on the 3000, 4000 and 5000 Budget Functions.

3000 – Operational of Non-Instructional Services – Activities concerned with providing non-instructional services to students, staff or the community. This function series is broken down into several sub categories as directed by PDE.

i. #3100 – All Food Services costs.

ii. #3200 – Student Activities – school sponsored activities under the guidance and supervision of the LEA staff, which includes

iii. #3210 – School sponsored student activities

iv. #3250 School sponsored activities

#3300 – Community Services - Those activities concerned with providing community services to student, staff or other community participants

#3400 – Scholarship and Awards – record here the amounts associated with awards or scholarships not accounted for in any other area.

The #4000 – Facilities Acquisition, Construction and Improvement Services, which includes the Capital Facilities Acquisition (Capital Reserve Fund) for construction and improvements for purchases of land, buildings, service systems and built-in equipment.

The #5000 – Other Expenditures and Financing Uses

This category includes current debt service expenditures and other expenses (expenditures and other financing uses). Other financing uses represent the disbursement of governmental funds not classified in other functional areas that require budgetary and accounting control, etc.

i. #5100 – Debt Services – Servicing of debt of the LEA include payments on general long-term debt, authority obligations and interest.

ii. #5110 – This account is used to record and accumulate expenditures incurred to retire current year principal and interest payments on long-term debt other than refunded bond issues.

iii. #5120 – Debt Service – Refunded bonds/notes – This account is used only in the year of the issuance to record and accumulate costs representing payments to the escrow agent for refunded bond/note issues from resources provided by the new bond/note issue.

iv. #5130 – Refund of Prior Year Revenues/Receipts – Record to this account the recognition of all refunds of prior year revenues and receipts, etc.

v. #5200 – Interfund Transfer – Out – Included are transactions that withdraw money from one fund and place it in another without recourse.

vi. #5300 – Transfers out to Components Units – Record to these accounts transactions that transfer money between component units and primary governments.

vii. #5400 – IntraFund Transfers Out – Transfers made from on program, or activity to another within the same fund.

- viii. #5900 – Budgetary Reserve – is not an expenditure function or account. It is strictly a budgetary account and will not be displayed on the annual Financial Report.

- d. PA Alliance For Clean Transportation Contract
Mr. Tom McIntyre said that the Eastern Pennsylvania Alliance for Clean Transportation will help the district in developing an application to submit to the Commonwealth of Pennsylvania’s Alternative Fuels Incentive Grant. They charge \$5,000 and the district may receive six million dollars for the purchase of the propane buses as well as the fuel.

- e. D’Huy Proposal for Oversight of the ATC replacement project at HS North/Lehman
Mr. Tom McIntyre said that the this contract is for D’Huy Engineering to oversee the HVAC controls replacement project that will be performed by Trane at the H.S. North and Lehman Intermediate Schools. The cost for this service is \$26,255. The Property/Facilities Committee already recommended that D’Huy Engineering be hired to oversee this project. Mr. Ihle met with representatives from D’Huy Engineering to draw up with this contract. The Committee asked that the final payment not be made until training is provided to the district’s staff. Mr. McIntyre said that training is included in the contract. This request can be added to the punch list for D’Huy Engineering to complete.

- f. MCTI Comprehensive Plan – Discussion
Mrs. Lisa VanWhy said that Senator Scavello informed MCTI that he will contribute to the initial construction for the Comprehensive program. Senator Scavello said he would also give one million dollars a year to each district for the program. All districts have to agree; otherwise, the project cannot be done. Dr. Riker said it will not change the amount of students at MCTI. Mrs. VanWhy said it would eliminate having to transport the students back and forth to MCTI. Mr. Schlameuss asked how many students are at MCTI from ESASD. Dr. Riker said our district has about 200 students that attend MCTI. Other Superintendents have said that they will not agree with this program unless the funding is provided. This topic has been discussed over 10 years now.

- g. Mr. Mike Dwyer, Middle Smithfield Township Supervisor, said that the Township will be holding a Public Hearing on November 15th at 7:00 p.m. They have letters of support from the Homeowners Association of Country Club of the Poconos and Commissioners.

- h. Property & Facilities Items:
 - i. D’Huy Engineering – Retainer Services
Mr. McIntyre said that the D’Huy Engineering (D’Huy) will serve as the engineer to oversee all projects in the district, such as the camera installation. This will help the district not get billed twice for asking their opinion or if they have to come out to review issues occurring in the district. It will reduce the cost overall. They can be called in more frequently as needed. D’Huy will prepare a chart of what has been done and what needs to be completed. D’Huy submitted their hourly rates, which is included in the retainer agreement. The Property/Facilities Committee will work with D’Huy to look at what needs to get done.

- ii. D'Huy Engineering – Invoices
 - 1. #48351 – JM Hill Concrete Replacement - \$1,726.10
 - 2. #48017 – HS North/Lehman Roof Replacement Investigation - \$8,179.67
 - 3. #48391 – HS North/Lehman Roof Replacement - \$1,295.33Mrs. VanWhy said the above mentioned bills are the total fees for the project. There was an issue with the concrete; therefore, no payment will be issued until it is fixed.

- iii. FACILITIES DEPARTMENT REQUEST FOR PURCHASE OF ONE JOHN DEERE SIGNATURE SERIES X738 TRACTOR PLUS ATTACHMENTS - STATE CONTRACT #4400011369 - QUOTE ID:18288122 \$17,708.42
Mrs. VanWhy said the above mentioned tractor will replace a 16-year old one tractor that the district currently has. This equipment is disparately needed. This tractor will be used in the Maintenance Department.

- iv. FACILITIES DEPARTMENT REQUEST TO PURCHASE A 2018 FORD TRANSIT 250 VAN - RAY PRICE COSTARS #426951 - \$28,534.00
Mrs. VanWhy said the above mention vehicle will replace a 1999 van which did not pass inspection.

All vehicles that are being purchased have been placed in the budget.

- v. Smithfield Playground – Approved for \$30,000
Mr. McIntyre said that Smithfield Elementary is requesting funds to replace their playground equipment. The amount that has been allotted for playgrounds is \$30,000. The cost to replace their playground is about \$38,000; therefore, Smithfield Elementary's PTO will raise the rest of the funds through fundraising efforts. The \$30,000 will be covered by the Capital Reserve fund. The playground is being purchased through CoStars. The existing equipment will be removed and will be delivered and installed around December or January. Mr. Moran questioned if the district has the mulch and whatever is needed to place under the playground equipment. Dr. Riker said the district has the materials to place under the playground equipment. Mr. McIntyre said he will contact the insurance carrier to insure there are no issues and to discuss the swings that are included in the proposal.

VI. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

None

VII. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the following items. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

- 1. The proposal from Faulkner Auto in the amount of \$41,646.00 for the purchase of a 2018 Isuzu NPR with a 14 foot Morgan Body and lift gate for Food Services.

2. The contract with Eastern Pennsylvania Alliance for Clean Transportation (GPCC) to prepare and submit a grant application on behalf of the District to the Commonwealth of Pennsylvania's Alternative Fuels Incentive Grant program for the purchase of propane school buses.
3. To contract with D'Huy Engineering to provide project oversight services for the Trane HVAC Controls Replacement at High School North and Lehman Intermediate schools.
4. The contract with D'Huy Engineering for Retainer Services to the District.
5. Payment of the following invoices from D'Huy Engineering:
 - a. Invoice #48351 in the amount of \$1,726.10 for the JM Hill Concrete Replacement Project
 - b. Invoice #48017 in the amount of \$8,179.67 for the Lehman/High School North Roof Replacement Investigation
 - c. Invoice #48391 in the amount of \$1,295.33 for the Lehman/High School North Roof Replacement
6. The proposal from Hilltop Sales & Service, Inc. in the amount of \$17,708.42 for the purchase of a John Deere Signature Series X738 Tractor plus attachments for the Facilities Department.
7. The proposal from Ray Price, CoStars #426951 in the amount of \$28,354.00 for the purchase of a 2018 Ford Transit 250 Van for the Facilities Department.
8. The proposal from Recreation Resource USA in the amount of \$30,000.00 for the purchase and installation of playground equipment pursuant to COSTARS Contract #014-074, the Smithfield Elementary PTO will cover any costs over the Board-approved amount.

VIII. NEXT MEETING – TBD

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Rich Schlameuss to adjourn. Motion was seconded by George Andrews and carried unanimously, 4-0.

IX. ADJOURNMENT - 6:44 P.M.

Respectfully submitted,

Patricia L. Rosado
Board Secretary