

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
October 14, 2019  
Carl T. Secor Administration Building – Board Conference Room  
5:30 P.M.  
Minutes**

- I. **The Chairman**, Rich Schlameuss, 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, Jason Gullstrand and Rich Schlameuss.
- III. **School Personnel Present:** Brian Baddick, Tom McIntyre, Fred Mill, Ryan Moran, William Riker, Patricia Rosado and Paul Schmid.
- Community Members Present:** Kimberly DeBlasio

IV. **APPROVAL OF AGENDA AND MINUTES**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Larry Dymond to approve the agenda for October 14, 2019 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 Jason Gullstrand and carried unanimously, 4-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the minutes of the September 10, 2019 meeting. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

V. **ITEMS FOR DISCUSSION:**

- a. Request for 2 additional 4 hour Café Workers
- Mr. Paul Schmid said he spoke to Dr. Riker, Mr. McIntyre and Mr. Zall regarding the possibility of adding two 4-hour cafeteria workers. He would like to hire two floating cafeteria workers on a permanent basis. One employee will work at H. S. North and the other employee will work out of H.S. South but can report to anything building where the need arises. Their work hours will be from 9:30 a.m. to 1:30 p.m. For the past 10 years, subs have been paid \$8.00 an hour but Mr. Zall is looking to possibly increasing this rate. Currently, there is inconsistency in service. If the district hires the floaters, they can go for training and operate the cash register where subs do not have this option. Mr. Schmid said he is striving to have 100% training by staff, better service for students, and technology in place in consistency with all the products. In addition, being floaters will afford them career progression. Two positions would cost the district \$18,078.00 of additional funds (\$9,000 per floater), which the Food Services Department can cover. Mr. Schlameuss asked if Cafeteria Workers receive vacation days. Mr. Schmid said they do but can only take a vacation day when students are not in session. Mr. Schlameuss asked if they also receive

personal days. Mr. Schmid said some of his staff members accumulate 3 hours of personal time. Mr. Schlameuss asked if all of his workers work five days. Mr. Schmid said they all do. Mr. McIntyre said this expense would not affect the General Fund as long as Mr. Schmid continues to be efficient. The Food Services Fund will cover this expense.

b. Printing of Act 1 Application – Berkone

Mr. Tom McIntyre said due to The Taxpayer Relief Act, Act 1, the district needs to submit to property owners this information. He is recommending option 2 of the Berkone contract at a cost of .3014 cents for printing, mailing, forms and envelopes. This expense is no increase from last year. Mr. Andrews asked if Berkone provided this service to the district last year. Mr. McIntyre said they were the same company as last year. Since the expense was \$700, he asked for quotes and only received one.

c. Budget Timeline

Mr. Tom McIntyre said he received the timeline for the 2020-2021 Budget Process. He provided the breakdown of all the dates and highlighted in yellow the deadlines. At the December 16 Regular School Board meeting, the Board will need to decide if they plan to raise the taxes above the index. Mr. Andrews asked what is the amount of the index. Mr. McIntyre said it is about 3.2%. Mr. Schlameuss said this budget would include the new tax assessments. Mr. McIntyre said he plans to discuss how the reassessments will look for Monroe County and Pike County. The district will need direction from the Board on whether they plan to raise taxes. Even if they plan not to raise taxes, they can approve it and later decide not to raise the taxes. Mr. Andrews said it would all depend on the reassessment information. Mr. McIntyre said he will have more information next month. Mr. Dymond asked if the courts would finish all the appeals next week, would they be able to have a total amount to give the district. Mr. McIntyre said the courts have to provide the district with the certified assessments, which will be used to calculate the millage. The county budget is done on January 1. The district will need to have the Property assessed as of June 30. Mr. Dymond asked if the appraisals would be done by the end of October. Mr. McIntyre said they would be ready by the beginning of November. He will then calculate the millage. The other factor to consider is what has been collected in taxes this year. Mr. Schlameuss said if we see a lost in revenue, it would change the figures. Mr. McIntyre said we have to see what the State and Federal Government will give us but we do not need this information for the millage. He said he would have further information next month or sooner. If sooner, he will provide this information in a Board Brief. Mr. Schlameuss said, most likely, taxes in 68% of the houses will remain the same while others will see a decrease and yet some may have an increase. Mr. McIntyre said he would like some direction from the Board in Novembers in order to put the full budget together especially if they plan to raise taxes above the index. Mr. Schlameuss asked if there would be a change in PSERS. Mr. McIntyre said PSERS would most likely go up. He is beginning to gather items such as salaries for the budget. He will be able to give an estimate at next month's meeting and the Board will need to determine if they would like to cut, raise taxes or do both. Mr. Dymond asked if an agreement was reached with the Buddhist Temple. Mr. McIntyre said the last he heard was they filed for a tax exemption but Mr. Brown has all of the details. Mr. Dymond said if they do not pay their taxes, the county would have to deal with it. Mr. McIntyre said it would probably go to a Sheriff's Sale. Dr. Riker said if they are not granted a tax break, they will not be able to stay in the area.

- d. Hamilton Musser Invoice – Forensic Audit  
Mr. Tom McIntyre said that the district received an invoice for \$15,000.00 from Hamilton Musser for Phase 1 of the work that was completed for the Forensic Audit. He would like to know which account to take the funds from since it was not budgeted. Mr. Andrews asked if there is a list of what was completed during Phase 1. Mr. McIntyre said he could gather this information to distribute to the Board members. Mr. McIntyre asked if the funds should come out of a Business Office Account or a Board Account. Mr. Schlameuss suggested that payment of this invoice come out of a Board Account.
- e. Capital Projects payment tracking – Discussion  
Mr. Tom McIntyre said he provided the Committee members with an update on the current capital projects. The handout includes financial information of where the district stands on the major projects. Mr. Andrews asked if any projects that are completed are dropped off the list. Mr. McIntyre said they are dropped but will not if the Board suggests otherwise. Mr. Schlameuss suggested that they are dropped off the list but in the future, the district should provide the Board members with a summary of all projects.
- f. Purchasing Manual – Discussion –  
Mr. Tom McIntyre said that he made changes which the Committee suggested last month to the Purchasing Manual and would like to place it on the Board agenda for approval. Mr. Dymond asked if the manual can be revised at any time. Mr. McIntyre said it could be. Mr. Dymond said he sees no changes at this time but other Board members may have them. Mr. Andrews asked if the manual speaks about the invoices being attached to the checks. Mr. McIntyre said this suggestion/procedure will be part of the auditor’s report and the Board will then need to decide what they would like to implement. As of now, the district is following the auditor’s suggestion. Mr. Dymond asked if there is anything in the Purchasing Manual from the auditor. Mr. McIntyre said there is nothing in the manual from the auditors because their Forensic Audit did not have anything to do with the Purchasing Manual. Mr. Schlameuss suggested that the Purchasing Manual be forwarded to the entire Board for approval. He also suggested that the manual be called Procurement due to Federal guidelines.

**VI. Recommendations by the Property & Facilities Committee**

- a. JT Lambert Stage Replacement Invoice – Division 09 - \$36,400.00
- b. Baseball Batting Cage Proposal – JGB Sports Batting Cages - \$26,585.07
- c. Payment of D’Huy Engineering Invoices
  - i. Invoice #49976 for HS North Roof Replacement - \$25,000.20
  - ii. Invoice #49980 for Trane Controls Oversight - \$3,938.25
  - iii. Invoice #49977 for HS North Roof Replacement - \$1,577.48
  - iv. Invoice #49978 for Resica Roof Replacement - \$4,674.01
  - v. Invoice #49979 for HS North Surveillance Cameras Installation - \$479.83
  - vi. Invoice #49982 for HS South Surveillance Camera Installation - \$1,163.99
  - vii. Invoice #49981 for HS North/Lehman Water Heater Replacement - \$599.99
- d. Northeast Masonry Application #2 for JM Hill Sidewalk Replacement - \$6,608.50
- e. Northeast Masonry Application #3 for JM Hill Sidewalk Replacement - \$5,417.00
- f. Guyette Communications Application #6 for North Campus Surveillance Camera Installation - \$82,605.40
- g. CRCS Inc. Application #2 for South Campus Surveillance Camera Installation - \$66,365.35
- h. Jottan Inc. Application #4 for HS North Roof Replacement - \$430,171.08

- i. C&D Waterproofing Application #5 for Resica Roof Replacement - \$78,601.50
- j. Trane Application #5 for HS North/Lehman ATC Controls - \$424,072.99

Mr. Schlameuss said that the above-mentioned information was recommended for Board approval by the Property/Facilities Committee meeting. Mr. Dymond said they were all approved by the committee except for the water heater replacement, which he does not recall seeing. Dr. Riker said c. vii, is an invoice from D'Huy Engineering and should be \$559.99 according to the invoice. Mr. McIntyre asked the Finance Committee members if they would like to continue receiving the backup documents of the Property/Facilities Committee items. Mr. Schlameuss said it is not necessary since they received all back-up documentation that are placed on the Property/Facilities agenda. He would only like to see any new item.

**VII. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION**

- A. Mr. Schlameuss said he was informed that individuals from the district are meeting with St. Luke's regarding the wrestling room. He said the district should ensure that they are obtaining competitive bids before collaborating with anyone. Mr. Andrews said that Mr. Baddick is working with a Mental Health Group for the district. Mr. Baddick said St. Luke's does not provide Mental Health School Base. However, they are searching for space at the North campus for this program. Mr. Andrews and Mr. Schlameuss said that all spaces should be looked at wisely. Mr. Schlameuss said any discussion about the weight room needs to go through the proper channels such as through bids or an RFP. The trainers, which were talked about previously, construction of the wrestling room and the space needed, are all different projects. Dr. Riker asked if the Property/Facilities Committee members spoke about the Athletic Trainers as well as the wrestling room. Mr. Andrews said they did not. Mr. Gullstrand asked who from the Property/Facilities Committee asked to meet with St. Luke's. Dr. Riker said St. Luke's reached out to the district and asked to meet with the Property/Facilities Committee. Mr. Gullstrand said all details should be shared with all hospitals. Mr. Dymond said the conversation they had with St. Luke's was general and broad. Mr. Andrews said the conversation was preliminary. Mr. Schlameuss said this topic needs to be open to the public for competitiveness.

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

**RECOMMENDATION BY THE COMMITTEE:**

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

- 1. The hiring of two new floating 4 hour cafeteria worker positions
- 2. The BerkOne Option B Proposal for the printing and mailing of the annual Homestead/Farmstead applications as required by Act 1 of 2006 in the amount of \$.3014 per application.
- 3. The Hamilton & Musser, PC Invoice #1162480-IN for the Forensic Audit in the amount of \$15,000.00.
- 4. A District Procurement Manual as presented.

IX. **NEXT MEETING** – November 11, 2019 at 5:30 pm

**RECOMMENDATION BY THE COMMITTEE:**

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

X. **ADJOURNMENT: 6:20 p.m.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary