

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
December 14, 2021  
Administration Center Board Room and Via Zoom  
7:30 PM  
Minutes**

- I. The Chairperson, Rebecca Bear, called the Finance Committee meeting to order at 7:33 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. **Board Committee Members Present:** George Andrews, Rebecca Bear, Wayne Rohner and Richard Schlameuss (arrived at 8:00 p.m.).

**Board Non-Committee Members Present:** Debbie Kulick, (attended virtually).

**School Personnel Present:** Brian Baddick, Marialena Casciatta, Matt Hirsch, Diane Kelly, Edwin Malave, Frederick P. Mill, Craig Neiman, William Riker, Patricia Rosado, William Vitulli and Steve Zall.

- III. **Community Members Present:** Larry Dymond
- IV. **Approval of Agenda and Minutes**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the agenda for December 14, 2021 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 Wayne Rohner and carried unanimously, 3-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the minutes of the November 8, 2021 meeting. Motion was seconded by Rebecca Bear and carried unanimously, 3-0.

V. **Items for Discussion:**

- a. PandaDocs eSignature Tool, quote - \$20,950.00, 75% funded by Access

Mrs. Maria Casciotta said she is here tonight to request funding for PandaDoc, which is an eSignature tool. We are currently using the free version kit. When the Pandemic hit, we were tasked with obtaining signatures virtually of our special education paperwork, our 504 plans, GIEPs and IEPs. It is very important to obtain all signatures on all of our paperwork; therefore, the district became aware of PandDocs as well as other e-signature tools. The one that was easy to use, learn and other districts were using it was PandaDocs. We jumped on

board with that one but there are several limitations to the free version. By purchasing PandaDocs, we have the ability to have a district account that an administrator can go in and oversee all the different buildings. The documents can be separated by buildings. We can maintain documents forever. With the free version, every individual has to have an individual account but there cannot be any oversight by an administrator. I cannot get into any of our teachers' accounts or school counselors' accounts in order to monitor them. Your access to the documents expire. With the paid version, it does not. The paid version is also HIPPA compliant. There is unlimited storage for the district as well as the ease of developing your own templates than can be prepopulated in certain areas to save time. The reason why we did not obtain three quotes as you see in the supporting document, is because we have had three other vendors for a total of four companies that came forward. We looked at them, in collaboration with the IU, who was going to do a consortium of sorts. PandDocs was the best to suit our needs as well as we figure our staff was already using it, our parents already know how to use it and it has been successful. Our administrators know how to use it; therefore, if we went to use something new, there would definitely be a learning curve. There would be extra costs in training and also in salaries should we have to do our training after hours as well as substitute pay during the day. Mr. Andrews said he uses DocuSign. Mrs. Casciotta said they looked into DocuSign as a group. I was not in the preliminary meeting for DocuSign but the cost was a little higher for us. PandaDocs works for us. They are giving us as you see 16 months at a fair rate. Mrs. Bear asked will they be using this tool for kindergarten when they do their virtual meetings. Mrs. Casciotta said since it can be funded by different accounts, it can be used for regular education as well. The preliminary use is with 504s, IEPs, GIEPs and early intervention students coming into the district, because we do have a limit of how many documents we can use. If we go over the limit, it will cost an additional \$1 per document. Mr. Andrews asked if the limit is 18,000 documents. Mrs. Casciotta said yes that is the limit the district came up with. It would be \$1 for any additional document. The nice thing about having this contract is that it is for only 16 months. It can help us regulate how many documents we are using during that time. If we have to adjust the total number of documents, we can for an additional cost. Mrs. Bear asked where do they store the documents once they are signed. You said you don't have access to them for a certain period of time. Mrs. Casciotta said that is only with the free version. In the paid version, I will be able to go in and see all the documents that are stored in a cloud. I will then be able to download them and store them within my files. Everything will have to be printed and put into our hard copy files. Mrs. Bear asked if they will have unlimited timeframe with the paid PandaDocs. Mrs. Casciotta said that she can access documents today and in 18 months with the pay version. With the current version, I've experienced, since I am not a case manager and did not write the document, that I cannot access it to download it into my computer months from now. With the paid version, I will always have access to all documents. Mr. Andrews asked if the program only allows for 200 users. Mrs. Casciotta said that 200 should be more than enough for what they need at this time. Mr. Andrews said if you get more users will it cost more.

Mrs. Casciotta said they gave us the amount of the users so if we went over 200 it would not be a problem. We are paying per document not user. The per user agreement is so that we know that we have enough licenses for everyone that will have access to it.

b. Touchpoint Time Clock Replacement, quote - \$80,558.31

Mr. Craig Neiman said what you have in front of you is a proposal to replace the district-wide time clocks that our hourly employees use to punch in and out of every day that tracks their workday. The time clock we have currently works very well on that the data flows into our time management software that is used in the Business Office. Unfortunately, we are at a place where the current devices are coming to their end of their useful life cycle. We are actually experiencing some hardware issues at this point. In talking with the vendor, the fact that these devices run 24 hours a day, seven days a week, it is kind of typical that we are experiencing these issues at this point. We know that there are some of the devices that the screens are actually flickering. We are having some technical issues where the devices are requiring more and more maintenance from our ITEC Department in order to keep them up a running. We are also seeing some time collection errors that are impacting the Business Office, i.e. having to do some manual reconciliation of folks' timesheets. The proposal tonight is again from Touch Point. This is the sole provider for the time and attendance software that we use on the back end. It is designed to work seamlessly into our software. I think this is a nice product. The last several weeks the Business Office and the ITEC team has had a Demo model out here by the outside of the Board room. We've been trialing the model. The ITEC team and the Business office folks are satisfied with what we have seen. The proposal is for 21 time clocks. We actually need only 20 but we would like to have one spare in case one goes down. If one goes down, we can quickly back up things and get the replacement up a running, which would cause problems if we don't have the spare. Mr. Bear asked if the time clocks are biometrical i.e. use of fingerprinting, etc. Mr. Neiman said it includes biometric and that is one of the issues they are currently having in that it is not working. We need to have all options because not all employees swipe with a card. Mr. Andrews asked if Mr. Neiman knows how long ago were the time clocks purchased. Mr. Neiman said they are about four years old. Mr. Andrews said this is a short time to be replacing them. Mr. Neiman said they previously received some refurbished models. The current contract mentions that it is only a five-year expectancy. Included in the contract, is white glove service, which is highly recommended for the first three years. The ITEC Team is in support of having this service as well because that will give them a contact at the company in case they have any issues. It is the industry standard for the time clocks to last about five years due to software upgrades and things like that. Five years of life for any type of technology is pretty much standard. Mrs. Bear asked if there is any backup like with the internet in case of a storm or any other issue. Mr. Neiman said they have other processes in place. Mr. Andrews said this all sounds like they have some type of racket going on. Mr. Neiman said he and Mr. Borosh

went back to the vendor to have a conversation because this was not the opening price. Mr. Rohner asked if this purchase is included in the current budget. Mr. Neiman said it is not and that is why he is recommending the purchase to come out of the Capital Reserve because it is something we replace every five years. It was news to me when I came into the district that we need to replace these every so often. Mr. Rohner asked if they would be using the Capita Reserve for this product. Mr. Neiman said this is one item of many items that we will need to be placed in the Capital Reserve. I will be speaking more about Capital Reserves and regular recurring purchases at a later time.

- c. Two 30 passenger Special Education buses, quote - \$121,508.00, funded by Access
- Mr. Brian Baddick said the Special Education Department is looking to purchase two 30 passenger buses through the ACCESS Program. Let me give you some background of why we are looking to do this. We have been using the IU to transport students outside of the district and county. The IU has now informed us that they are no longer able to fulfill our requests so we are pulling back some of the transportation for those students that go outside of the district or county such as Carbon County, Lehigh County, Lackawanna County, Luzerne County, etc. Currently we are utilizing the two vans that we purchased three years ago. These vans were purchased for the Work-based Learning Program. We need to get the vans back to where they are designed to go, for the students of the Work-based learning Program. The two 30 passenger buses are going to be used for the students that need to go out of the district/county. The reason we want to purchase gas buses is due to the distance that the buses will travel. They are not similar to the district's propane buses. We have to have some sensibility to be able to gas up at any station due to the distance that they have to travel. This is the current need right now. The item is not budgeted will be purchased from the ACCESS Program. We are shifting some other items from the budget so we can fulfill the current need. What is happening is that when we get students that transfer from another district/state, they have a program need. Therefore, we as a district are obligated to find that program if we do not have it within the district. The IU has declined to provide this transportation that they have provided in the past. We are obligated to get those students to their program at any cost. He along with Matt Krauss and Damaris Robins looked at some specs and went through a couple of different vendors. Some responded while others did not. You were provided the specs that came in. You have before you the company that we are recommending. Bright Bill Bodyworks was the lowest proposal that we selected. Mr. Andrews asked how far is the range that you will drive per day. Mr. Baddick said we have some students that travel to Carbon County, which is almost an hour and a half distance one way. We have other students going to Lehigh County and others to Lackawanna or Luzerne County. We are finding that not all placements are going to be in our back yard. Since we do not have the student's program in our district, we have to go further out. The IU is not committing to provide the transportation for this distance.

We also have students going across the border to New Jersey. Mr. Andrews asked if the propane buses will be able to handle the distance because if we go out now to buy gas, we will have to pay the open market prices at a local gas station. We removed the gas tanks from the J. T. Lambert area this past summer and we paid thousands of dollars to remove them. Mr. Baddick said we have two vans that we bought three years ago and those vans are fueled up with gas not propane. When we are on the road and we have to get the buses fueled up, there is limited propane available but there are many gas stations. I can't have special needs students stranded. It's a safety issue. Mr. Andrews said we should not have a problem with finding propane for 250 miles away. I could see if it is a four-hour ride one way. Mr. Rohner asked if the buses are used every day. Mr. Baddick said yes, they are. Mr. Andrews asked what is the price if we get the buses in propane versus gas. Mr. Baddick said he did not get a quote on propane buses. Mr. Andrews asked if the quote came from the same bus company that we purchase the propane buses from. Mr. Baddick said he believes so. Mr. Andrews said Bright Bill knows what type of propane buses we would need. Mr. Rohner asked what is the plan with using propane buses. Mrs. Bear asked are we going back to gas or are we going to continue with propane buses. Mr. Rohner asked why would I support going to gas when we went to propane because it was a better deal. Is that the case today? Mr. Neiman said our locked-in propane prices are very good. Mr. Rohner said so I regret removing my gas tanks. Mr. Baddick said I can table this but I would prefer not to. If we need to get prices for propane buses, then I can go back to look for that. Mr. Rohner asked what is the maximum distance right now that students go. Mr. Baddick said students go to the Lehigh Area. It's beyond 50 miles one way. We have students going from the North campus to the Lehigh Area right now. That is the longest distance we currently have. Mr. Andrews said that distance is not far that we cannot get propane buses. Mr. Rohner asked if Lehigh is in Carbon County. Mr. Baddick said that is correct. Mr. Andrews asked how long would it take Mr. Baddick to get a quote for propane buses. Mr. Baddick said he can get the quote tomorrow. Mr. Rohner said there will be community members asking what are we doing. Are we going to propane or gas? We spent money in removing gas tanks and now we want to buy gas buses. We are going to get beat up if we do this. That is why I would be interested in the price for propane buses since we are set up for propane. Mrs. Bear asked how many students will be riding in the 30 passenger buses. Dr. Riker said we never know because it depends on the number of students. It can range from one to a dozen students riding on the bus. Mr. Andrews asked if we are using all of the small buses that we have. Dr. Riker said to his knowledge we are. Mr. Andrews asked if we are using the big buses. Dr. Riker said we are not. Mr. Andrews asked why can we not use the big buses on the local runs and the small ones with long-distance students. Dr. Riker said the answer is no because we do not have drivers. Mr. Andrews said buying these buses will require having drivers, too. We will still have the issue if we buy two buses due to lack of drivers. Can we use the

72 passenger buses locally and 30 passenger buses for special education students? Why do we need to buy any buses? Mr. Baddick said we are beginning to realize that the IU cannot transport anymore. Mr. Andrews said he understands that but why do we need to buy buses? Mr. Baddick said some of the students require some special accommodations, i.e. chair lifts, seat belts, etc. Mr. Andrews asked do we have buses with these items in them. Mr. Baddick said we have some but they are already signed up for particular students. Mrs. Bear said some of the smaller buses have seat belts and others do not. Mr. Baddick said we are looking at buses that can accommodate more of the needs of the students. That is why we are not looking at bigger buses but rather buses that can accommodate our students. Mr. Andrews said since it will be paid by ACCESS, this is a moot point. Mrs. Bear said there will still be other expenses that will be incurred by the district such as for gas. Mr. Andrews said another expense can be for the maintenance of the buses. Mrs. Bear asked if all expenses for special education can be covered by ACCESS. Mr. Baddick said ACCESS covers every expense from a-z and not just the cost for the vehicle. Mrs. Bear asked if we are billing the gas to ACCESS. Mr. Baddick said we are. We have to ensure billing is correct. Mrs. Bear asked if we buy these buses, will they go to work-base sites. Mrs. Baddick said we can use the vans and buses for all purposes. The buses are designed for long-range travel and vans for short-term travel but right now vans are being used for long-range travel in order to transport the students that the IU is no longer transporting. Dr. Riker said I believe the IU charges about \$2.72 cents per student per mile to provide transportation. Mr. Dymond said the cost is \$2.76 per student per mile. Mrs. Bear said this will in the long run save the district money. Dr. Riker said if we are transporting students, it would save the district money. The plan is to bring more transportation back to the district. Mrs. Bear said the IU probably charges the district from the moment they leave the IU. Mr. Baddick said the long-range plan you will hear more from him is to bring transportation back into the district. Right now, it is due to IU not fulfilling this request. We want to become more independent with transportation by pulling it back from the IU because it is a very big bill. Mr. Rohner asked if you are looking at buying two 30 seat buses today, what do you predict you will need in the future. Mr. Baddick said we are looking at that right now but cannot give you definite numbers. I can only go by our enrollment right now. We are looking to gradually pull back the local runs. Right now we have some needs outside of the district. We are also looking to transport students in our local areas like to Stroudsburg, Pocono Mountain and Pleasant Valley. We have to do a projection for next year. As we do the ACCESS budget, we have to create a plan. Mrs. Bear asked how many runs are you asking for. Mr. Rohner said my question is if we are buying more buses why gas and not propane. Why did we get rid of the gas tanks and why are we not using propane? Mr. Neiman said this is a conversation that has not been had yet. Mr. Schlameuss asked did we get rid of our gas fueling? The cost of replacing the fueling could have been expensive. Mr. Andrews said it cost about \$100,000 to

remove the tanks. Dr. Riker said we paid that much because we had a leak not because we are moving away from gas. Dr. Riker asked Mr. Hirsch if we still have a tank. Mr. Hirsch said that we have a 10,000 diesel tank at the North campus. Mr. Rohner asked if we are looking to purchase diesel buses. Mr. Baddick said the buses he would like to purchase are unleaded gas v-8 buses. Dr. Riker said the direction from the Committee is for Mr. Baddick to get propane prices on these buses. If we can get a comparable price to bring back to the Committee. If the Committee is agreeable for Mr. Baddick to get it tomorrow to get it on the agenda for Monday's meeting. Mr. Schlameuss said another consideration is what is the leeway for receiving the buses. If we are looking for next fall we may be ok. Mr. Baddick said we are in need of them right now. With the gas buses it would take approximately eight weeks for them to come in but do not know about the propane buses. Mr. Andrews said to check on the price and leeway time. Mr. Rohner said we should look for propane because we are set up for that. Dr. Riker said all of our other vehicles run on gas, such as the maintenance trucks, police trucks, etc. we have not gone all propane. It's a valid question but we still have gas and diesel as well as propane vehicles. Mr. Baddick said I will get the propane quote and provide it to Mr. Neiman tomorrow. Dr. Riker said to get the price and lee time for bus delivery. A motion will be placed on the agenda for the Board to decide which one they would prefer gas or propane.

- d. Zelenkofske Axelrod LLC, professional auditing services optional contract extension - 2021-22 at \$22,615.00 and 2022-23 at \$23,060.00

Mr. Neiman said that he provided to the Committee members the original proposal from our external auditors dated May 15, 2019. As you can see, we entered into a three-year contract with them around that time. The proposal included two optional years, our current year 2021-22 and next year 2022-23. The administration is recommending that we continue to partner with them as our external auditors. The feedback from the Business Office is that they have been a good firm for us to work with. I can say in my ten months in the district, they have been very easy to access. If we have a question about a transaction, they have been available via phone and they call us back pretty much within the hour. It was a positive experience going through the audit with them this past year. We would like to continue to partner with them for our external audit.

- e. Series of 2022 Dual - Track Refunding Update

Mr. Neiman said he provided a timeline just as a reminder of last month's Finance Committee meeting where PFM was here to present the options for the bond refinancing. We did receive the responses actually on Friday. PFM is reviewing those responses for the dual track path that we are still going down through. They will be at our Board meeting on Monday, December 20<sup>th</sup> to present those results to

the full Board. They did not have all of the information they needed to pull together in time for this evening. Just as a reminder, PFM will be at the Board meeting and will include a motion as part of the Board agenda in order to move forward with all of the results of the refinancing. Mrs. Bear asked if we know if it will be a bond proposal or a bank loan. Mr. Neiman said we do not know at this time. They will go over all the steps and their recommendation at Monday's Board meeting.

f. 5 Year Capital Plan Presentation and Funding Discussion

Mr. Neiman he left a paper presentation in front of each Board member and will be sharing it with the public via his computer tonight. I thought this is a good time of the year to talk through capital planning and how we think about capital planning. I always think it is prior to going into our general fund operating budget cycle. It's important to look at some long range capital needs and understand how it fits into our overall budgeting equation.

Page 2 – Capital Improvement Plan

- District-wide plan to identify facility infrastructure and system repairs required for upkeep
- Establishes priorities
- Reflects current economic conditions
- Working document
- High level needs by category rather than a project by project review
- Discussion to begin financing / funding strategy

Page 3 – Infrastructure & Existing Systems Investments – Capital Renewal

- Average Annual Investment = \$3.7 million

Page 4 – Capital Reserve Trend

- Transfer from General Fund – blue bar
- Expenditures – red bar
- Balance as of June 30 is \$20 million

Page 5- Capital Projects Completed over the last 3 years

- HSS Stage Floor Replacements
- JTL Stage Floor Replacements
- HSS Batting Cages
- Camera System Upgrade (ESE)
- Camera System Upgrade
- Resica Gutter and Roof Replacement
- Resica Carpet Replacement
- JTL Carpet Replacement
- ATC Replacement HSN/LIS
- JM Hill Hand wash Sink Cafeteria



- |  |   |
|--|---|
| (North Campus)                                   | - Smithfield Playground                 |
| - SMI PA System Replacement                      | - HSN Water Heater                      |
| - Resica Exterior Door                           | - HSN/LIS Roof Replacement              |
| - HSS Exterior Stadium Door                      | - JTL Pod HVAC                          |
| - HSS Javelin Runway Resurfacing                 | - Bushkill Carpet Replacement           |
| - HSN Wrestling Room (Wall Pads, Mats & Install) | - Lehman Carpet Replacement             |
|  | - Camera System Upgrades (South Campus) |
- \$15 million invested in upgrades over the last 3 years!

Page 6 – Five-Year Capital Forecast

- Average Annual Investment = \$5.8 million
- Excludes ESSER Funded Projects

Page 7 – Five-Year Capital Forecast by Category

- Vehicles -orange
- Site Improvement - green
- Building Improvement - blue
- Athletics - purple
- Excludes ESSER Funded Projects

Page 8 – Five-Year Capital Forecast Excluding Vehicles

- Average Annual Investment - \$3.0 million
- Excludes ESSER Funded Projects

Page 9 – Five-Year Capital Forecast – Vehicles Only

- Total Vehicle Investment of \$13.9 million
- Excludes ESSER Funded Projects

Page 10 – ESSERS Funded Projects

Due to the availability and allowable use of ESSER funds, the following projects are not included in the five-year capital forecast. Funding will flow through the General Fund rather than the Capital Reserve Fund.

Summer 2022

- Bushkill ES, HVAC Controls Upgrade - \$3,000,000
- HS North, Flooring Replacement - \$600,000
- Smithfield ES, Flooring Replacement - \$250,000
- HSN, Natatorium Refurbishment - \$729,500

### Summer 2023

- HSN/Lehman IS, Rooftop HVAC Unit Replacement - \$4,000,000
- Resica ES, Univents Replacement - \$1,500,000

### Page 11 – Capital Financing Options

- Grant / ACCESS Support – Apply for grant / ACCESS funds when available to supplement capital planning needs
- Pay as You Go – Fund Capital projects using annual budgetary surplus through a transfer to capital reserve
- Budgetary Commitment – Include a specific budget priority to transfer to capital reserve annually
- Debt Borrowing – issue bond or bank debt to fund projects up front with payback over time
- Annual budget increase for debt service.

### Page 12 – Project Funding Discussion

- Fiscal 2020-21 \$10 million transfer replenished the Capital Reserve Fund
- Capital Reserve Fund in good standing at the moment
- Need to determine long-term funding strategy going forward  
Capital Reserve balance of June 20, 2021 = \$19 million  
5-year Capital investment forecast = \$29 million
- Bus Fleet replacement financing no longer in base General Fund Budget  
Recommend moving bus fleet/vehicle funding to Capital Reserve Fund  
Reduces fluctuations in General Fund Budgeting process  
Eliminates fiscal year –end cut off/delivery timing issues
- Recommend 2022-23 General Fund Budgetary commitment of \$2 million  
Specific budget priority with the intention to transfer to the Capital Reserve at the conclusion of the Audit.

Mr. Neiman said he basically wanted to talk through the concept of budgeting. The bus replacement will be here very soon. We will have to have those conversations. I want to have everything in an organized fashion at budget time. Mrs. Bear said it makes sense. Mr. Schlameuss said there is talk with the President about a bunch of money being out there for school buses to go electric. It is a pretty new thing. I'm not sure how much is the investment or if we want to go into that. It would most likely require us to upgrade the electric infrastructure, charging stations and things like that. There might be money available through the grant for districts to buy and install these vehicles. I don't know if we would have to go to Penn Dot or PDE. It is very early yet to start requesting money. This will at least give us the option to get maybe some grant money. There's a lot of possibilities out there. Dr. Riker said I think that is good and obviously we can pay

attention to it. We made a similar decision when we were able to get grant monies to convert to propane. We had a lot of money provided to us to make that transition. I'm really happy with this plan that Craig put together because it is something I know I've talked about a lot in that we do not have a line item in our budget committing funds to our capital reserve. The vehicle piece comes up all the time and regardless of what vehicles we need, you know you have \$2 million in there that could be dedicated towards those purchases so you are not every looking to remove it from the general operating budget. You won't have to say I don't want to spend the money and not purchase the vehicle that year and put it off to another year. This will at least give us the ability to get it. The \$2 million obviously closes that projected \$19 million and \$29 million that is forecasted over the next five years. He said Mr. Neiman is budgeting \$10 additional million that is going to allow you to do all those capital projects that are projected out there for the next five years without having to borrow money. As we all know, in 2030 we will be out of debt so anything you could do to prevent debt between now and then is going to be outstanding for this district. Mr. Andrews said and interest rates are going to go up. Mr. Schlameuss said that he agrees with this plan and we are in a good position. Mr. Neiman said we will speak more about this plan during the budget cycle. Dr. Riker said that Mr. Neiman did an outstanding job with this plan.

g. Act 1 - Resolution to not exceed the 2022-23 adjusted index of 4.8%

Mr. Neiman said it is that time of year again. What you have in front of you is the annual resolution. The adjusted index increased to 4.8%. The maximum that the school district can raise taxes is 4.8% without applying exceptions to the State. I recommend that the Board approve the resolution that we do not intend to raise taxes higher than 4.8%. Mrs. Bear said it does not mean that we will raise taxes to that percentage. It just means that we can. Mr. Rohner said if we raise it 4.8%, the community will be in an uproar.

h. Finance Committee Meeting Dates for 2022

Mrs. Bear said the dates are all on the second Monday of each month. Mr. Schlameuss said except when there is a holiday. Dr. Riker said July and September dates fall on a Tuesday. Mrs. Bear said she will join via zoom in July because she will be away due to her son going away to college.

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

a. D'Huy Engineering Invoices

- i. High School North Roof Replacement Forensic Investigation – Invoice #53946 \$907.51
- ii. High School North Sanitary Liner Replacement – Invoice #53947 \$2,850.00
- iii. High School South Pool Repairs – Invoice #53948 \$874.57

- iv. High School North and Lehman Intermediate Window Replacement – Invoice #53949 \$2,331.42
  - v. Lehman Intermediate and Bushkill Elementary Flooring Replacement – Invoice #53950 \$1,833.67
  - vi. High School North and Smithfield Elementary Flooring Replacement – Invoice #53951 \$4,725.00
  - vii. High School North Natatorium Roof Replacement – Invoice #53952 \$5,106.50
  - viii. High School South Turf Field Replacement – Invoice #53953 \$4,900.00
  - ix. High School North Liner Replacement – Invoice #54140 \$8,609.65
  - x. High School South Pool Repairs – Invoice #54141 \$291.53
  - xi. JM Hill Vestibule – Invoice #54142 \$128.71
  - xii. High School North and Smithfield Elementary Flooring Replacement – Invoice #54143 \$14,175.00
  - xiii. High School North Natatorium Roof Replacement – Invoice #54144 \$15,319.50
  - xiv. High School South Turf Replacement – Invoice #54145 \$19,600.00
  - xv. High School North Natatorium HVAC Replacement – Invoice #54146 \$5,250.00
- b. Applications for Payment
- i. High School North and Lehman Intermediate Window Replacement – D&M Construction – Application #6 \$55,898.10
  - ii. High School North Liner Replacement – Atlantic Lining – Application #3 \$206,846.54
  - iii. Resica and Middle Smithfield Elementary Water Filtration – Leon Clapper – Application #2 \$39,843.00
  - iv. J.M. Hill Elementary Vestibule – Bognet, Inc. – Application #5 \$42,120.00

c. Current Project List

Mrs. Bear thanked Mr. Neiman for adding the additional line indicating how much is left in the project.

Mrs. Bear asked how are the vestibule project doing up North. She said I know we are waiting for parts. Dr. Riker said they discussed this at the Property/Facilities Committee that they are waiting for parts for the vestibule projects. Other items like the parts for the windows are in and they hope to start on Monday and work over the holiday. The district is not doing anything else until all parts are in. Mrs. Bear said she feels bad for the parents that are being inconvenienced.

- d. Bushkill Elementary HVAC System Renovation and Upgrade, Trane, quote - \$2,949,659.00, to be funded by ESSERS
- e. New 2022 Dodge 5500 4x4 Bucket Truck, Altec Industries, quote - \$173,918.00  
Mr. Andrews said that the truck was placed on hold for now. Dr. Riker said they pushed this item to the Finance Committee because it was not budgeted. The is the lowest quote

that was received for the bucket truck. The question was whether it was going to be paid out of the capital reserve. The Property/Facilities Committee was going to delay it but instead forwarded to the Finance Committee to make the decision. Mr. Andrews said his understanding was that the truck would probably make it through the remainder of the year and then it would be budgeted for next year. Dr. Riker said according to what Mr. Hirsch said the bucket truck has over 190,000 miles and is really in need of replacing. The truck was not new when it was purchased. It was already six or seven years old so its run its life cycle. It could probably make it through the rest of this year. After listening to Mr. Neiman's presentation, we prefer not to purchase this vehicle from the General Operating budget. Moving forward, we prefer to purchase it through the Capital Reserve budget; therefore, it would not matter if we purchased it now or next year. Mr. Andrews said the question we had was is it the best recommended chassis to buy. Mr. Hirsch said it is they are purchasing the best recommended chassis. Mr. Rohner asked if it is 48 or 41. Mr. Hirsch said it is 48. Mr. Schlameuss asked if they have the bucket truck available or will they have to build it. Mr. Hirsch said it is on order and will be available in about two months. Mr. Schlameuss said he does not mind purchasing the truck through the capital reserve. Dr. Riker said that is the way we want to go from now on by purchasing the vehicles through the capital reserve. Mrs. Bear said and it will take about three months before they can have it delivered anyway. Mr. Rohner said if we wait the price may go up. Mrs. Bear asked if the district can get any money back for the old truck. Mr. Schlameuss said there is a site called Municibid. Mr. Hirsch said they will place the truck on this site. Mrs. Bear said even if we get back about \$5,000 it would be worth it.

- f. High School South Pool Filters, Strand Pool Supply, ~~invoice #2452 for \$4,250.08 and invoice #3458 for \$8,134.08.~~

Dr. Riker said the pool filters invoice that was moved forward from the Property/Facilities Committee was the invoice #3458 for \$8,134.08. This quote will replace all of the filters as opposed to the other quote that would only replace three of them. Mrs. Bear said we will cross out the other invoice and not move it forward for payment.

**VII. Recommendations from Curriculum & Instruction (to be forwarded to EPR committee)**

- a. Vista Higher Learning - ELL New Student Curriculum Tools, quote - \$6,063.49 - Title III supported.

Dr. Bill Vitulli said this is a simple request for the ELL students. The ESL teachers have been searching for a new curriculum to provide the new students to the district. The old one is no longer in print. They have been searching since last year. They did a lot of research and are excited to utilize this one. This tool will be paid through the Title III Grant. They are having a difficult time finding items to spend the grant on.

**VIII. Public Participation - Limited to Items of Discussion**

A. Mr. Larry Dymond said that the bucket truck should be a quote for the next chassis because it makes a difference. He said 550 is light and will put a strain on the truck. The lighter chassis will swing back a forth. Mr. Rohner said if Mr. Dymond is giving us his blessing to spend more money. Mr. Dymond said he is recommending it due to it being a safety issue. Mr. Rohner asked if the district can look into this request. Mr. Hirsch said, we can, but it will require our employees to have a CDL license and they don't have one.

**IX. Advisory Recommendations for Consideration by the Board of Education**

1.

**RECOMMENDATION BY THE COMMITTEE:**

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

- a. The quote from PandaDocs for a 16-month subscription to an e-signature signing tool, in the amount of \$20,950.00.
- b. The quote from Touchpoint for the Districtwide replacement of time clocks, in the amount of \$80,558.31.
- c. Two 30 passenger gasoline or propane Special Education buses, funded by Access, if a quote for propane buses is not received, it will be brought back in January.
- d. To accept a two-year optional contract extension with Zelenkofske Axelrod LLC for professional auditing services, in the amount of \$22,615.00 for FY2021-22 and \$23,060.00 for FY2022-23.
- e. To certify that the District will not seek exceptions to the Act 1 Index and will not raise taxes in an amount that exceeds the Act 1 Index (4.8%) for the 2022-23 fiscal year. This does not mean that the Board will raise taxes.

2.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the following 2022 Finance Committee meeting dates. Motion was seconded by George Andrews and carried unanimously, 4-0.

January	10,	2022	--	5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
February	14,	2022	--	5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
March	14,	2022	--	5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom

April	11, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
May	09, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
June	13, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
July	12, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
August	08, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
September	13, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
October	10, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
November	14, 2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom

All meetings will also be streamed live on YouTube.

3.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Wayne Rohner to recommend that the Board consider for approval the following D’Huy Engineering Invoices. Motion was seconded by George Andrews and carried unanimously, 4-0.

- a. D’Huy Engineering Invoices
  - i. High School North Roof Replacement Forensic Investigation – Invoice #53946 \$907.51
  - ii. High School North Sanitary Liner Replacement – Invoice #53947 \$2,850.00
  - iii. High School South Pool Repairs – Invoice #53948 \$874.57
  - iv. High School North and Lehman Intermediate Window Replacement – Invoice #53949 \$2,331.42
  - v. Lehman Intermediate and Bushkill Elementary Flooring Replacement – Invoice #53950 \$1,833.67
  - vi. High School North and Smithfield Elementary Flooring Replacement – Invoice #53951 \$4,725.00
  - vii. High School North Natatorium Roof Replacement – Invoice #53952 \$5,106.50
  - viii. High School South Turf Field Replacement – Invoice #53953 \$4,900.00
  - ix. High School North Liner Replacement – Invoice #54140 \$8,609.65
  - x. High School South Pool Repairs – Invoice #54141 \$291.53
  - xi. JM Hill Vestibule – Invoice #54142 \$128.71

- xii. High School North and Smithfield Elementary Flooring Replacement – Invoice #54143 \$14,175.00
- xiii. High School North Natatorium Roof Replacement – Invoice #54144 \$15,319.50
- xiv. High School South Turf Replacement – Invoice #54145 \$19,600.00
- xv. High School North Natatorium HVAC Replacement – Invoice #54146 \$5,250.00

4.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the following Property/Facilities Committee meeting items. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

- a. Applications for Payment
  - i. High School North and Lehman Intermediate Window Replacement – D&M Construction – Application #6 \$55,898.10
  - ii. High School North Liner Replacement – Atlantic Lining – Application #3 \$206,846.54
  - iii. Resica and Middle Smithfield Elementary Water Filtration – Leon Clapper – Application #2 \$39,843.00
  - iv. J.M. Hill Elementary Vestibule – Bognet, Inc. – Application #5 \$42,120.00
- b. Bushkill Elementary HVAC System Renovation and Upgrade, Trane, quote - \$2,949,659.00, to be funded by ESSERS
- c. New 2022 Dodge 5500 4x4 Bucket Truck, Altec Industries, quote - \$173,918.00
- d. High School South Pool Filters, Strand Pool Supply, invoice #3458 for \$8,134.08.

5.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from Vista Higher Learning for ELL New Student Curriculum Tools, in the amount of \$6,063.49. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.



- X. Next Meeting - January 10, 2022 at 5:30 p.m. in the Administration Center Board Room and via Zoom.**

**RECOMMENDATION BY THE COMMITTEE:**

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

- XI. Adjournment: 8:52 p.m.**

Respectfully submitted,  
Patricia L. Rosado  
Board Secretary