

FINANCE COMMITTEE

MINUTES

March 26, 2012

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

John Grant
Mary Anne Paris
Donna Zariczny

COMMITTEE MEMBER ABSENSE

Nancy McDanel

OTHERS PRESENT:

Brandon Hufnagel, Superintendent
Arthur Stewart, Board President
Donna Zariczny, Board Vice-President
Jack Werner, Board Member
Paul Yourchisin, Board Member
Michael Zamborik, Board Member
Tom Knapp, Board Member
Diane Martin, Director
Jim Grosch, Director
Mike Kiehl, Administrator
Brian Collopy, Administrator
Melissa McLean, Recording Secretary
Josh Cotton (WTO)
Jacob Gorton, Student Rep.
Kellie Lindstrom, Student Rep.
Matthew Ernisse, Student Rep.

1. Opening Activities

1.01 Call to Order – The meeting was called to order by John Grant at 8:26 p.m.
Donna Zariczny filled in for Nancy McDanel

1.02 Public Comment - None

2. New Business

2.1 Act 25 of 2011 Real Property Tax Installment Resolution

Discussion: Act 25 of 2011 (which amended Act 1 of 2006) mandates that, prior to June 30, 2012, all school districts pass a Resolution that permits small businesses (defined as a business with no more than 50 employees) to pay real property taxes in installments. Previously, the District was only required to permit qualified homestead/farmstead properties to pay in installments, but Act 25 extends this to small businesses. Because of the labor intensive process of determining which businesses have less than 50 employees, districts across the state have been affording this option to all taxpayers. This resolution has been crafted to allow all taxpayers the option of using the installment plan for paying property taxes.

Action: The committee voted unanimously to send this to the April 9, 2012 board meeting for approval.

Motion: That the Board of School Directors approves the resolution allowing all property owners to make their real property tax payments in installments within the given parameters as outlined in the resolution

Attachments: wcsd installment resolution 2012

2.2 Pitney Bowes Renewal

Discussion: This is a renegotiated and renewal of the postage meter & processing machine at Central Office. This machine is used for many of our student mailings that are mailed throughout the year as well as other central office required mailings. The lease terms are for 48 months and at a monthly rate of \$438.05. The total amount of this contract over the 48 month term is \$21,026.40.

Funding for this machine lease comes from the Buildings and Grounds Maintenance Contracts account. The current lease that is now expiring was for \$701.00 per month. We were able to negotiate with Pitney Bowes and get a State of PA contract rate and reduce the monthly payment to \$438.05 or a reduction of \$262.95 per month while reducing the terms of our contract from 60 months to 48 months. The total yearly savings amounts to \$3,155.40.

Action: The committee voted unanimously to send this to the April 9, 2012 board meeting for approval.

Motion: That the Board of School Directors approves the contract with Pitney Bowes for a Monthly lease amount of \$438.05, billed quarterly, for a term of 48 months commencing on June 30, 2012.

Attachments:

- 2.2 WCSO item 21
- Executive Summary
- 2012 2013 Gaggle e-Rate Proposal
- 2012-2013 Gaggle Features

2.3 Sugar Grove Elementary School Boundary Slide

Discussion: It is proposed to adjust the Sugar Grove Elementary School boundaries to move 25% to 30% of the students to Russell Elementary School. Mr. Knapp stated that several parents are wondering if this is just a way to start to eliminate SGES and then next year send the rest of the students to Youngsville. Mr. Hufnagel explained that if those students were left in the building, the district would have to increase class size to 30+ students. Several people from the audience voiced concern as to the length of the bus rides the students would incur and also if what's best for the children has come into play. Mrs. Zariczny pointed out that there has been no talk on this board of closing that building or EMHS.

Action: The committee voted unanimously to send this to the April 9, 2012 board meeting for approval.

Motion: That the Board of School Directors directs administration to pursue the Sugar Grove Elementary School boundary slide option.

3.0 Old Business

4.0 Informational Item

4.1 Financial Reports

Discussion: Presented for review.

Attachments:

- 4.1 Capital Project Reserve 3.26.12
- Capital Projects
- Electric Report – December 2011
- Gas Report – December 2011
- WEC Self Funding - February 2011
- Treasurer's Report 3.26.12

4.2 Budget Transfers and Adjustments

Discussion: Mr. Grosch requested that this agenda item be put under consent agenda for the April 9, 2012 Board meeting in case he receives any budget transfers before this date.

4.3 Tax and Revenue Anticipation Note (TRAN)

Discussion: Mr. Grosch stated that the staff is looking at forecast and cash flow analysis and strongly anticipates that the district will need a TRAN this year. His goal is to have an analysis finished before the board meeting so a recommendation can be made. At that time, he would request approval to proceed with a TRAN.

5. Other

6. Closing Activities

6.01 Next Meeting Date April 30, 2012

6.02 Executive Session – Adjourned to executive session for PACCA

6.03 Adjournment – 8:47pm

Respectfully Submitted
John Grant, Chairperson
Mary Anne Paris
Donna Zariczny