

FINANCE COMMITTEE

MINUTES

September 29, 2014

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Ms. Mary Anne Paris, Chairperson
Ms. Donna Zariczny

COMMITTEE MEMBERS ABSENT:

Mr. John Anderson

OTHERS PRESENT:

Mr. Arthur Stewart	Dr. William Clark	Mr. Brian Collopy
Mr. Tom Knapp	Ms. Ruth Nelson	Ms. Ruth Huck
Mr. Jack Werner	Ms. Amy Stewart	Ms. Melissa McLean
Ms. Marcy Morgan	Mr. Gary Weber	Mr. Rick Gignac
Mr. Michael Zamborik	Mr. Jim Grosch	Mr. Matt Jones
Mr. Paul Mangione	Mr. Mike Kiehl	Mr. Josh Cotton (Times Observer)
Ms. Sue Turner	Nr. Norbert Kennerknecht	

1. Opening Activities

1.1 Call to Order

Meeting called to order at 9:03 p.m. by Ms. Mary Anne Paris, Chairperson. Mr. Michael Zamborik was sitting in for Mr. John Anderson in his absence.

1.2 Public Comment

None

2. New Business

2.1 Tax Collector Resolution

- **Discussion:**

Exonerate tax collectors and move to delinquent. Exonerate a small amount of per capita. Ms. Zariczny asked how these numbers compare to previous year. Mr. Grosch answered last year was 1.8 million dollars; this year is 1.6 million dollars

- **Motion I:** That the Board of School Directors exonerates the following Tax Collectors in the amounts as listed on real estate property returned for non-payment to the County Commissioners as certified by said collectors for the year 2013 to be approved by the Solicitor.

Motion II: That the Board of School Directors exonerates in the several amounts listed for per capita taxes uncollected for the years 2007 and 2008.

- **Action:** Forward Motion to October Board Meeting

2.2 Tax Collector Resolution

- **Discussion:**
Adopt real estate tax collectors for current year – appoint them; attachment
- **Motion:** That the Board of Directors adopts the resolution to appoint Tax Collectors
- **Action:** Forward Motion to October Board Meeting

2.3 Repository Sale I

- **Discussion:**
Normal sale to put a property back on the tax roll
- **Motion:** This is the normal process for a purchase request for property that is not on the tax rolls due to non-payment of taxes.
- **Recommendation:** That the Board of School Directors approves the repository sale per the attached document for tax parcel #WN-892-167000-000
- **Action:** Forward Motion to October Board Meeting

3. Old Business

None

4. Informational Items

4.1 Financial Reports

Contact Mr. Grosch if there are any questions or concerns with any of the reports.

4.2 Dedicated Fund Balance

- **Discussion**
 - Ms. Stewart stated that we need to get out of the gate on how we are going to use the fund balance.
 - Led with Server Farm and WAN contract because those are hard dates and big expenditures, other things need to work around those;
 - Wireless: Get the footprint done and then add density
 - Current Urgent Needs: Phones going in all over the place; we're short on switches – we need switches in closets and we need to get wireless going.
 - Ms. Stewart wanted to know if the committee would like to see projects or see individual motions to purchase necessary material.
 - 2012-13 we dedicated \$500,000 toward technology; 2013-14 was \$350,000 (wireless and replacement) and \$720,000 (server farm)
 - Dr. Clark: we need to utilize the funds that have been set aside in a way that meets the needs of the District and the goals, but there isn't a past practice in place; process and procedure
 - Ms. Zariczny had some concerns over the server farm. Replacement is June 2016, are you going to leave it at the school that it resides at

until then, even after the schools closure January 2015? Ms. Stewart stated that the preference is to leave it. Ms. Zariczny then asked if the equipment is capable of being functional until 2016. Ms. Steward stated that things are coming out of warranty however we do not have failures at this time.

- Dr. Clark stated that at director's we will discuss the must do that can be accomplished right now under a short window.
- Mr. Grosch ended the discussion; we have to do a short, medium and long-term plan that speaks to everyone's point. We need to look at the 5 year plan and have a rational and reasonable time period to spend these funds. Mr. Weber commented that what textbooks will be needed will be depending on technology.

4.3 Summer Feed Program 2014

Information

- Served 9,018 meals
- Breakfast was a new program this year
- This was the 3rd year of the program
- Profit was \$7,000 – Money will stay in food service balance; can be used to purchase equipment

4.4 Life Insurance Renewal

Information

- Due Date November 1
- Mr. Grosch has program through current carrier and is looking at a new program that could save the district between \$15,000 and \$20,000 dollars over 3 years.
- Will be placed under **OTHER** on the agenda for the October Board Meeting.

5. Other

5.1 Tax Waiver

- **Discussion:** Blighted property in Clarendon Borough; they would like us to waive fee. Borough is going to demolish a blighted property and would like us to forgive back taxes.
- **Motion:** That, pursuant to the August 29, 2014 request from Clarendon Borough, the Board of School Directors waives its claims for unpaid property taxes, penalties, interest, and other fees (estimated to be \$897.51) associated with the blighted property that is located at 8 Railroad Street in Clarendon, PA, identified in the tax assessment records of Warren County as WN-868-9429, and currently owned by Clarendon Borough. Said waiver is contingent upon the demolition of the property by Clarendon Borough on or before August 31, 2015, and is not a waiver of any taxes that may be owed to the District on a prospective basis relative to the property.
- **Action:** Forward motion to October Board Meeting.

5.2 Delta Dental Business Assoc. Agreement

- **Discussion:** Is covered entity under HIPPA. Changes have to be in place by October; will bring in compliance with new regulations.
- **Motion:** That the Board of School Directors approves the Business Associate Agreements with Delta Dental retroactive to September 5, 2014, as presented.
- **Action:** Forward Motion to October Board meeting.

6. Closing Activities

6.1 Next Meeting Date – Monday, October 27, 2014 following PACCA

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 9:47 p.m.