

## FINANCE COMMITTEE

### MINUTES

May 28, 2019

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

#### **COMMITTEE MEMBERS PRESENT:**

Ms. Elizabeth Huffman  
Mr. Joseph Colosimo  
Mr. Arthur Stewart, Chairperson (arrived at 7:01pm)

#### **COMMITTEE MEMBERS ABSENT:**

None

#### **OTHERS PRESENT:**

Mr. Jeffrey Labesky	Mr. Eric Mineweaser	Ms. Misty Weber
Ms. Donna Zariczny	Ms. Sue Turner	Ms. Jennifer Hobbs
Ms. Marcy Morgan	Mr. Roger Tubbs	Ms. Shelly Wagner
Mr. Paul Mangione	Mr. Rick Gignac	Mr. Jeff Flickner
Ms. Mary Passinger	Mr. Brian Reynolds	Ms. Lynn Shultz
Mr. Michael Zamborik	Ms. Marcia Madigan	Ms. Lisa Smith
Dr. Norbert Kennerknecht	Mr. Glenn Smith	Ms. Pam Striker
Ms. Ruth Huck	Ms. Amy Stimmell	Ms. Heather Stover
Ms. Melissa McLean	Mr. Joshua Vincent	Mr. Mark Napolitan
Ms. Amy Stewart	Ms. Amy Beers	Ms. Louise Tharp – WCEA Representative
Mr. Jim Grosch	Ms. Kim Yourchisin	Mr. Brian Ferry – WTO Representative
Mr. Gary Weber	Ms. Ericka Alm	0 Members of the Public

## **1. Opening Activities**

### **1.1 Call to Order**

Ms. Elizabeth Huffman called meeting to order at 6:44 p.m.

### **1.2 Public Comment**

None

## **2. Old Business**

### **2.1 Other**

**Discussion:** None

## **3. New Business**

### **3.1 Letter of Engagement – Felix & Gloekler, P.C. –Audit for the year ended 2019**

**Discussion:** No increase from last year.

**Motion:** That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Felix & Gloekler, P.C. for the year-end and single audit for the fiscal year ended June 30, 2019.

**Action:** Forward to Board Meeting.

### **3.2 Letter of Engagement – Stapleford & Byham, LLC**

**Discussion:** A \$10 an hour rate increase from last year.

**Motion:** That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Stapleford & Byham, LLC.

**Action:** Forward to Board Meeting.

### **3.3 Letter of Engagement – Fanelli Willett Law Offices**

**Discussion:** No increase in rates.

**Motion:** That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Fanelli Willett Law Offices.

**Action:** Forward to Board Meeting.

### **3.4 APX4000 Portable Motorola Radios**

**Discussion:** This will put a radio in each school that will communicate with each other and 911.

**Motion:** That the Board of School Directors approves the purchase of nine (9) APX4000 Portable Motorola Radios with all the necessary encryption, technology, and programming to communicate with Law Enforcement and Emergency Responders within Warren County. This is one radio for each school. The total cost is \$28,378.13. The District was awarded \$24,993.00 from the Pennsylvania Department of Education targeted safety grant to offset the cost to the District.

**Action:** Forward to Special Board Meeting.

### **3.5 Food Service Equipment Grant**

**Discussion:** 02.3100.000.21.06.000/610 - Beaty; 02.3100.000.21.05.000/762 - Youngsville;  
02.3100.000.11.10.000/610 - Warren Area Elementary Center

These are competitive grants that we were awarded.

**Motion:** That the Board of School Directors approves the purchase of a 4 Door Reach-In Refrigerator for Warren Area Elementary School in the amount of \$3,898.00, a Crate Milk Cooler for Beaty Warren Middle School in the amount of \$3,170.00, and a Convection Gas Steamer for Youngsville High School in the amount of \$16,210.00. Food Service Equipment Grants will cover the cost of these purchases.

**Action:** Forward to Special Board Meeting.

### **3.6 Deputy Tax Collector Appointment – Bear Lake – FIN Mr. Arthur Stewart**

**Discussion:** The Board was asked to get a backup approved.

**Motion:** That the Board of School Directors approves the elected Tax Collector's appointment of Judith Little as Deputy Tax Collector for Bear Lake Borough to serve only in the event of the incapacitation of the elected Tax Collector, with said approval being contingent upon the approval of the applicable surety/bonding company and the proper deputizing in writing by the elected Tax Collector.

**Action:** Forward to Special Board Meeting.

#### 4. Informational Items

##### 4.1 Commercial Package Insurance Renewal

**Discussion:** The quotes were received late on Friday and will be brought to the June 10<sup>th</sup> Board meeting.

##### 4.2 Workers Compensation Insurance Renewal

**Discussion:** Our experience MOD is 3<sup>rd</sup> highest in the state. The workers comp premium is going up. Administration is working on some options to try to reduce this. Forward motion to Board Meeting on either June 10<sup>th</sup> or June 24<sup>th</sup>.

##### 4.3 Grant Report

**Discussion:** Contact Mr. Matt Jones if there are any questions or concerns with the report.

##### 4.4 Financial Data

**Discussion:** This is the information that Board Member Mr. Stewart has asked for the District to put out for the Board to review. Please review the information and let Administration know if more is needed.

##### 4.5 Trailing Twelve Month (TTM) Burn Rate Analysis

**Discussion:** Shows that thru April we are at a 98.91% burn rate.

##### 4.6 Budget Discussion

**Discussion:** The net change is a \$9,000 increase from the last interaction.

**Sandbox Discussion:** There are some savings coming from retiree medical with approximately 36 individuals over the last two years dropping our medical. The reduction equates to approximately \$400,000. A note of caution, approximately 34 individuals could be eligible for medical benefits in 5 years; in 10 years, there are approximately 72 people. We need to plan for the future.

**Sandbox Column H & I** – Includes everything from the proposed final budget including 1 mill increase, savings of \$400,000 and a \$9,000 increase due to adjustments. Roofs would be coming out of committed fund balance and transferred from General Fund to Capital Reserve.

Administration is not recommending the 1.826 mill increase but is also not recommending a 0 mill increase. Administration would recommend a half mill increase.

Administration would like to reiterate that numbers are not finalized and that the half mill increase was a logical place to start. June 30<sup>th</sup> is the last possible day that the budget can be approved, however this would require another Special Meeting.

Mr. Stewart asked if anyone else would be interested in a 0 mill increase with no tax increase. After hearing affirmatively, this will be brought to the June 24<sup>th</sup> Special Board Meeting.

##### 4.7 Budget Timeline

**Discussion:** General discussion on the Final Budget that is to be approved on June 24<sup>th</sup> was had and that Administration would bring a 0 mill increase with no additional expense cuts to the Board.

#### **4.8 Allegheny National Forest News Release**

**Discussion:** Item was placed at the Boards request, the Allegheny National Forest have proposed projects. Mr. Stewart commented personally on the project for 666. You cannot use these campsites without vehicular access. The individuals using those sites frequent Sheffield businesses, which is in connection to the school district. Mr. Stewart volunteered to draft a collective comment from the School Board.

#### **4.9 Financial Reports**

**Discussion:** Contact Mr. Jim Grosch if there are any questions or concerns with any of the reports.

#### **4.10 Other**

**Discussion:** None

### **5. Other**

#### **5.1 Other**

**Discussion:** None

### **6. Closing Activities**

#### **6.1 Next Meeting Date**

Monday, June 24, 2019 – Following PPF

#### **6.2 Executive Session**

None

#### **6.3 Adjournment**

Meeting adjourned at 8:03p.m.