

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Board Room
Wednesday, May 1, 2013, 6:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 6:00 PM by Willard Dellicker.

1.02 Roll Call

PR/AB

AB	Camille Bartlett	AB	Todd Hernandez	PR	Greg Sanders
PR	Willard Dellicker	PR	Ronald Morrison	PR	LeRoy Sorensen
AB	Christopher Ford	PR	Joseph Reiter	PR	Darryl Schafer

Also Present: Phil Toll, LuAnn Schellhamer, Leslie Frisbie, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

W. Dellicker noted item 3.05 would be discussed during Executive Session at 7PM. The agenda was approved as amended.

Moved: G. Sanders Seconded: R. Morrison Vote: 6 Aye, 0 Nay

1.04 Public Comment

The Chairman will offer Courtesy of the Floor for Public Comment. Phil Toll commented on the American Red Cross Shelter Agreement and concerns regarding the district's ability to recoup overtime costs, insurance liability, security costs. He also commented on a maintenance agreement for the smart boards.

1.05 Approval of Minutes for March 16, 2013

Moved: R. Morrison Seconded: D. Schafer Vote: 6 Aye, 0 Nay

2. Routine Items

2.01 Contracts—none

2.02 Reports

1. Budget Report
2. Revenues Report
3. Treasurer's Report

Fund 10 General Fund

Fund 22 Capital Reserve Fund

Fund 31 2009 Note

Fund 33 2008A General Obligations Bond (GOB)

Fund 50 Food Service Fund

4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie noted EIT collections are up. R. Morrison asked if there would be any more fuel oil and diesel deliveries. L. Frisbie noted the tanks would be topped off.

3. Discussion
Items for Board
Action

3.01 2013-2014 Proposed Final Budget

The 2013-2014 Proposed Final Budget was presented at the April 17, 2013 Board Meeting. Continued discussion at Finance Committee.

L. Frisbie entertained questions from Board members regarding last month's budget presentation. W. Dellicker commended M. Wright and L. Frisbie for the budget guide that was emailed to employees and noted it was an excellent informational tool. M.

Wright plans to send the budget guide to parents through email to share with the community.

3.02 Recommendation to disband the Cheerleading Booster Club and transfer available funds to a Cheerleading Student Activity Account at the request of the Booster Club.

Committee members agreed to move the item ahead for Board approval.

3.03 Homestead/Farmstead

L. Frisbie does not have the information from the state, but expects to have it by May 15th for formal Board approval of the resolution. She does not expect any increase to the reduction.

3.04 Discussion on proposed real estate assessment appeal settlement for parcel number 542976193228-1

The county is negotiating on the District's behalf. All agreed to move forward for Board approval to accept the settlement negotiated by the County. G. Sanders asked how many settlements are still outstanding.

3.05 Update on pending real estate tax sale issue.

The issue will be discussed at Executive Session for legal issues after the Finance meeting.

3.06 Discussion regarding appointment of a tax collector for Lynn Township effective January 1, 2014.

Linda Tyson has decided not to run in the upcoming election. The District must report to DCED by June 1, 2013. If no one runs, the District must appoint a tax collector. The tax collector for Weisenberg Township offered his services. L. Frisbie contacted the other two townships to see if they were interested. The tax collector for Lowhill Township is interested. The collector for Heidelberg Township is not. It was the recommendation of the committee to appoint one of the two who were interested. Discussion followed on determining which one.

3.07 Recommendation to accept the Shelter Agreement with American Red Cross to utilize district facilities as mass care shelters if necessary

The standard agreement was reviewed by the Solicitor. J. Holman noted the cost to the District is reduced by asking for volunteers for the shelter from District employees. The Committee discussed possible costs to the District for operating a shelter. . The Committee would like to ask the new broker about insurance limits. L. Frisbie noted Willis (new insurance broker) would be at the June Finance meeting if there were questions on liability. The agreement will not proceed at this time.

3.08 Recommendation to accept Gorman & Associates P.C. as District auditor for 2012-2013 school year in the amount of \$22,250 (including single audit fee) and additional services at a rate of \$72 per hour.

Gorman is holding the rates from last year. All agreed to move forward for Board approval.

3.09 Recommendation to use New Tripoli Bank as District Depository for the 2013-2014 school year

This is required annually by School Code. All agreed to move forward for Board approval.

3.10 Recommendation to accept the agreement with Xerox for 4 Smart Boards for the High School for \$19,633.59. The boards will be paid from the EITC monies received from the Foundation. Contract details are under review.

Four smart boards will be permanently attached to the wall. These models have the projector attached to the board. J. Holman discussed the maintenance agreements with Xerox. All agreed to move forward for Board approval.

Todd Hernandez entered the meeting at 6:23 PM.

4. Informational Updates

4.01 Update on recommendation for the district to have formal written procedures for IRS Post Issuance Compliance

Bond counsel recommends the District have procedures in place related to bond issuance. It is not yet mandated by the IRS. The Committee is comfortable continuing without formal written procedures until mandated.

5. Other

5.01 Old Business

None

5.02 New Business

L. Frisbie reported fuel bids came in this afternoon. Bids were favorable for firm pricing. L. Frisbie recommended fluctuating pricing. Discussion followed on locking in at a price or continuing with fluctuating. Phil Toll noted the market took a hit today and commented on how this would affect pricing. All agreed to fluctuating and gave approval for L. Frisbie to proceed with accepting the bid with fluctuating pricing.

5.03 Public Comment

The Chairman will offer Courtesy of the Floor for Public Comment. There were no more comments.

6. Adjournment

Upon motion by D. Schafer, Seconded by J. Reiter, the meeting was adjourned at 6:48 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary