

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Administrative Conference Room
Wednesday, February 8, 2012, 6:00 p.m.**



MINUTES

I. Agenda

A. Call to Order— Willard Dellicker called the meeting to order at 6:01.

B. Roll Call

Roll Call	PR	Willard Dellicker	PR	Greg Sanders
Pr/Ab	PR	Todd Hernandez		
	PR	Ronald Morrison		

Also present: J. Holman, L. Schellhamer, L. Frisbie, M. Wright, R. Kripplebauer, N. Zellner

C. Approval of Agenda—The agenda was approved as presented.

Moved: G. Sanders

Seconded: R. Morrison

Vote: 4 Aye, 0 Nay

II. Routine Items

A. Approval of Finance Committee Minutes- January—The Minutes were approved as presented.

Moved: T. Hernandez

Seconded: R. Morrison

Vote: 4 Aye, 0 Nay

B. Contracts

- **CLIU 21- professional development workshops** –The three workshops will be funded through Title II.

Chris Ford entered the meeting at 6:06.

Joe Reiter entered the meeting at 6:07

C. Monthly Financial Reports

L. Frisbie noted real estate collection for 2011 was officially closed out and turned over to Portnoff. The collection rate for 2011 was 95.89%. Real estate transfer taxes are slightly behind. The State is still on schedule with payments. EIT is ahead by approximately \$80,000. Berkheimer will not start collecting 2012 tax until after the first quarter.

The Tax collection Committee will meet February 16 for clarification and details on the Allentown zone for the hockey arena. Board members commented on whether the process was similar to a TIF. W. Dellicker noted a significant increase in supplies. L. Frisbie explained the process of ordering through LCTI Distribution Center. Teachers now space out their ordering throughout the year.

D. 2011-2012 Budget Transfers

L. Schellhamer noted these are the first transfers for this fiscal year. She and L. Frisbie reviewed and explained some of the major transfers. W. Dellicker commented on the empty warehouse near Weisenberg and any affect on the District's real estate tax collected.

III. Discussion of Items for Board Action February 8, 2012

A. Presentation by Scott Shearer & Jason Brockman from PFM regarding the bond refinancing.

Scott Shearer will attend the meeting to explain the plan to the full Board and answer questions. The Committee agreed Scott should give a recap at tonight's meeting.

IV. Discussion of Items for Board Action February 15, 2012

A. 2012-2013 Insurance Quotes-William Flynn Corporation

Board approval is needed to allow the Broker to solicit bids for the following school year. L. Frisbie noted last year's packages showed a decrease in premiums except in the area of Workers Comp. R. Morrison recommended looking into other brokers. W. Dellicker commented on the good working relationship with the present broker. L. Frisbie commented on the past experience and high level of service provided by the firm. T. Hernandez commented on the value of customer service and suggested comparing with LCTI and the IU. L. Frisbie will speak with others regarding services and report back to the Committee. The Committee agreed to recommend for Board approval to solicit quotes.

B. Exonerations

L. Frisbie reviewed the real estate tax exonerations.

V. Informational Updates

LeRoy Sorensen entered the meeting at 6:34.

A. Board presentations- LCCC, LCTI and IU Budgets

L. Frisbie asked for input on inviting representatives to come to present to the full Board. All agreed to having a representative attend upcoming Board meetings. L. Frisbie and Dr. Wright gave a brief summary of each budget needing Board approval. The Committee discussed enrollment at LCTI

B. CSIU Joint Purchasing- Fuel Bid

The District has participated in the Joint Purchasing group for the past two years. Once we join, we are committed to participate. Joint purchasing will solicit bids for diesel and heating oil. The District has the opportunity to choose fluctuating or fixed rates. Fluctuating was chosen for the last two years. L. Frisbie noted a contact at Allentown School District was very helpful with recommendations for making a decision. Questions were raised on fuel consumption and what happens if we don't use the amount we are committed to buying.

The Committee discussed participation and creation of a procedure for making the decision on fluctuating or fixed rates. L. Frisbie noted with fluctuating rates, we pay the price on the day of delivery. W. Dellicker commented we were successful for the last two years using fluctuating.

C. Update on delinquent tax issue

L. Frisbie reported on an individual circumstances of a taxpayer who has scheduled an appointment with Dr. Wright. A change in property ownership took place after tax bills went to the printers and the taxpayer did not receive the bill. The issue was turned over to Portnoff for collection. The property owner was sent a letter of delinquency and feels they should not have to pay the penalty or the collection fee.

D. Security Services-Constables

The District is looking into using the services of the local constables for some security needs (call-outs and supplemental to Graham). The Committee discussed the required level of insurance and were comfortable moving forward with contract details.

E. Otis Elevator Contract

The contract is up for renewal. R. Kripplebauer has contacted the company regarding cost containment. There were some concerns regarding software and a provision to raise rates. R. Kripplebauer has asked for a cap on annual rate increases. The contract will be presented for Board approval.

F. UniFirst Contract (mechanic uniforms)

The Transportation Department sought a new vendor to provide uniforms and laundry services for the two mechanics. The Committee discussed concerns with escalating charges. UniFirst is not willing to make the changes to the agreement.

VI. Other Reports

W. Dellicker recommended moving the items under Old Business and New Business to the Regular Board Meeting Agenda to follow this meeting, but still allow time for public comment. All agreed.

A. Old Business

- **Audit Fees and Gorman's experience with the district**

B. New Business

- **Food Service Interfund Payable**

C. Courtesy of the floor for public comment—no comments

VII. Adjournment

Upon motion by T. Hernandez, seconded by L. Sorensen, the meeting was adjourned at 7:21 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary