



## Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

February 3, 2026, DO Boardroom, 5:00 pm

General Services and Finance

Committee Minutes

### GENERAL SERVICES COMMITTEE

General Services Committee Chair: **JP Santos**

General Services Committee Members: **Jack Kahl, Megan Schaeffer, Jordan Weaver;**

**Board President, Rachel Moyer**

Bonnie Kantner also attended.

Call to Order and Welcome

Mr. Santos called the meeting to order at 5:00 pm.

#### Discussion Items

- Auction opportunity, Follow Up
  - Mr. Frantz provided an update on the auction.
  - The committee reviewed a plan to auction surplus/obsolete items (sand blasters, aerators, leaf blowers, inverter custodial machines, old backboards, mower decks, snow blowers, weed eaters, sprayers, and a 40-foot mobile trailer behind Fort Zeller).
  - Items have been centralized at the district garage; images will be uploaded for an online auction.
  - Items will be sold to the highest bidder; the auctioneer handles payment and loading. The buyer is responsible for moving the trailer.
- Middle School Boiler Quote Review
  - Four quotes received for middle school boiler replacement: TNT Lanco (Reading, PA) – \$289,000 (recommended, lowest quote).
  - Plan to replace the existing cast-iron boilers with high-efficiency units (96–98%) similar to those at the high school.
  - TNT Lanco estimates 4–5 weeks to obtain boilers and 1–1.5 weeks to get at least one new boiler operational.
  - The current mobile boiler is in service and performing well.

- Insurance (CM Regent) approved two claims (~\$60,000 per boiler) and will cover mobile boiler rental and setup costs.
- The committee voiced no objections to proceeding with TNT Lanco; the administration requested permission to move forward.
- Middle School Gym Bleachers
  - Mrs. Schaeffer raised concerns about cracked and missing seats on the middle school gym bleachers; a large section is incomplete due to prior "robbing" of parts.
  - Administration reported an existing quote from Made in USA for additional repairs/replacements and plans to move forward.
  - Old mahogany high school bleacher seats are no longer available; retrofitting them to current custom-molded seats would be cost-prohibitive.
- Committee Assignments & Policy
  - Mr. Kahl requested moving Megan from General Services to Curriculum and adding Mr. Kramer to General Services to better match skills. The board president noted that the current policy for standing committees does not permit the president to reassign members mid-year; a prior solicitor's opinion confirmed this. Members discussed the need to align committee assignments with strengths while respecting policy; Mrs. Schaeffer's concerns about limited technical expertise on facilities items were noted.
  - The topic will be referred to the Policy Committee for possible future policy revisions; no changes were made at this meeting.
  - The committee expressed appreciation to Mr. Frantz for his work on boiler quotes, insurance claims, and recordkeeping.

#### Public Comment:

- Howard Kramer urged board members to serve on committees that match their experience, especially for facilities projects. The committee thanked the commenter for expertise and reiterated that assignment changes must be addressed via policy, not within General Services.

#### Next Finance Committee Meeting:

- March 3, 2026

#### Adjournment

- Mr. Santos adjourned the meeting at 5:19 pm.

#### Future General Services Committee Meetings:

April 8, 2026  
May 5, 2026

August 4, 2026  
September 9, 2026

June 9, 2026

October 6, 2026  
November 3, 2026**FINANCE COMMITTEE**Finance Committee Chair: **Ray Ondrusek**Finance Committee Members: **Howard Kramer, JP Santos, Megan Schaeffer; Board President, Rachel Moyer**

Bonnie Kantner and Jordan Weaver also attended.

Call to Order and Welcome

Mr. Ondrusek called the meeting to order at 5:22 pm.

## Discussion Items

- 2025-2026 Budget Transfers
  - The committee reviewed 2025–26 budget transfers previously uploaded to Schoology. Transfers primarily move expenditures between accounts within departments to keep spending within budget and will be forwarded to the February Board meeting for required approval.
- New Investment Account for 2025 Bond Refinance Debt Service Reductions
  - Mrs. Mathias reviewed a proposal to open a new investment account with First Citizens to deposit approximately \$2 million in annual savings from the 2025 bond refinance, earning an estimated 3.79%, and to silo these funds for future capital expenses and debt service needs.
- Healthworks Clinic Update
  - Mrs. Mathias provided an update that Penn Medicine HealthWorks will open a clinic in Lebanon without requiring district start-up funding; a participation contract (with per-enrolled-employee fees, optional for staff, and an emphasis on convenient, preventative primary care coordinated with existing providers) will be reviewed by administration and the solicitor before being brought to the board
- 2026 Parameters Resolution – Refunding of all or a portion of the 2018 and 2019 General Obligation Bonds
  - Mrs. Mathias and bond counsel reviewed the 2026 Parameters Resolution authorizing the refunding of portions of the 2018 and 2019 bonds when market conditions permit, with final execution left to the designated officers' discretion, subject to achieving acceptable savings levels.
- 2026-2027 Preliminary Budget Presentation
  - Mrs. Mathias presented the 2026–2027 preliminary budget, which assumes use of the full 4.2% Act 1 index, flat staffing (no new positions), and continued reductions in building/department budgets, resulting in a

- projected ~\$2.5 million deficit. Major cost drivers identified were cyber charter tuition (+~19.8%), medical/dental/vision, and planned annual
- \$250,000 increases to debt service to build capacity for the Lebanon County CTC project. Staffing is held steady from last year, with no new positions added. Salary increases are approximately 2.4%, which is lower than the contractual increase rate.
  - o The board reviewed five-year trends in fund balance, assessed values, and state subsidies, with particular emphasis on the district's minimal adequacy funding (one of the few districts receiving only \$50,000) and the resulting heavy reliance on local revenue (~70%). Members discussed that last year's \$2.6 million in reductions have already "flattened" budgets and that further cuts will be more difficult without affecting programs, class size, or services.
  - o The committee agreed that this will require a multi-year strategy, combining revenue enhancement (e.g., tax rate at index, future Act 1 planning, monitoring assessment growth, and transfer tax) and further expenditure review. Administration will work with the full leadership team and outside financial advisors (PFM) to bring back options to narrow the gap before the proposed and final budget adoption.
  - o Administration will now pursue a multi-year strategy of revenue review and expenditure reductions to close the gap before final adoption.

#### Public Comment:

Jordan Weaver suggested that some of the money be placed in a money market account. Mrs. Mathias shared that a money market was investigated, but the rates were not favorable. Mr. Ondrusek clarified that the savings from restructuring were earmarked for future renovation projects.

#### Next Finance Committee Meeting:

- March 3, 2026

#### Adjournment

- Mr. Ondrusek adjourned the meeting at 7:12 pm.

#### Future Finance Committee Meetings:

April 8, 2026  
 May 5, 2026  
 June 9, 2026

August 4, 2026  
 September 9, 2026  
 October 6, 2026  
 November 3, 2026