



Eastern Lebanon County School District
180 ELCO Drive, Myerstown, PA 17067
June 9, 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**

Call to Order and Welcome

- Mrs. Moyer called the meeting to order at 5:00 pm.

Discussion Items

- Brightly Software Annual Contract
 - The committee reviewed and accepted an updated annual contract with Brightly Software for Inventory Direct, work orders, event management, and athletics integration, priced at \$1,547.85, which remains unchanged from the prior fiscal year.
- Waste Management, three-year contract
 - The committee discussed a proposed three-year agreement with Waste Management, noting that the upcoming year's fee would increase by 4.5% from \$26,488 to \$27,706.32.
- Fort Zeller, Security Film, Safety Grant
 - The committee reviewed a proposal to purchase and install safety and security film at Fort Zeller over the summer, to be fully funded through Mrs. Shoemaker's safety grant with no cost to the district.
- Turf, Track, and Court, a three-year contract for required GMax testing
 - The committee considered a three-year contract with Turf, Track, and Court to perform mandatory annual GMax impact testing on the stadium turf field at a locked-in fee of \$900 per year, providing documentation for safety and liability purposes.

- High School Student Furniture Quote Review
 - The committee discussed the need to replace aging, integrated desks and chairs at the high school, noting that many are difficult for students to use and that the building had already resorted to borrowing 25 units just to get through the prior year. Administration obtained quotes indicating that 972 desks and chairs would fully replace the current furniture, and recommended starting with an initial order of 60 sets, followed by 240 sets per year for four years to reach that total while spreading costs over time. They explored the possibility of a long-term locked-in rate. Still, they were told that, due to volatility in plastic and metal costs and existing rebates, vendors would not guarantee pricing over multiple years.
- The Committee moved all items forward for full Board consideration.

Public Comment:

- Mr. Ondrusek asked about the history and volatility of waste management costs for school districts, noting that residential costs have not increased sharply.
- Mr. Frantz noted that commercial rates can rise sharply (10–13% in some cases) and that there are few reliable vendors in the market, making it prudent to lock in a reasonable multi-year rate when possible. Commenters also shared that while service from Waste Management has been generally good—despite occasional driver or pickup issues—annual increases are common in the industry, so the proposed 4.5% fixed annual increase over three years was viewed as a cautious, defensible approach.

Next Finance Committee Meeting:

- August 4, 2026

Adjournment

- Mrs. Moyer adjourned the meeting at 5:11 pm.

Future General Services Committee Meetings:

September 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**

Joya Morrissey, Bonnie Kantner, Jordan Weaver, and Jack Kahl were also present.

Call to Order and Welcome

- Mr. Ondrusek called the meeting to order at 5:23 pm.

Discussion Items

- **Adult Breakfast Price Increase**
 - Mr. Ludwig explained that the adult breakfast price must be set based on the federal reimbursement rate, and that his earlier recommendation of \$3.00 is now below the updated severe needs reimbursement rate of \$3.04. He recommended increasing the adult breakfast price to \$3.25 for next year to ensure compliance and provide a small buffer for future changes. He also noted that adult full-breakfast sales are very limited (only 64 were sold last year), but the price must still be adjusted to meet the required formula. This item will move forward to the agenda.
- **2026-2027 Final Budget Resolution**
 - The committee reviewed the 2026–2027 Final Budget Resolution, which includes an expenditure budget of \$58,809,516 and a proposed 4.2% real estate tax increase, resulting in a new millage rate of 19.6437. The committee agreed to move the final budget resolution forward for board approval.
- **2026-2027 Homestead/Farmstead Resolution**
 - The committee reviewed the Homestead/Farmstead Resolution, noting that the district will receive \$808,677.70 from the state to be passed directly back to eligible taxpayers as property tax relief. For 2025–2026, approved Homestead/Farmstead properties will receive a \$146.98 reduction on their tax bills, representing an assessed value reduction of \$7,482, with the total allocation calculated to match the state funds provided exactly.
- **Fund Balance Resolution**
 - The committee reviewed the annual Fund Balance Resolution, which designates portions of the district’s ending fund balance for specific purposes, including capital projects. Elaine noted that \$2 million of deferred debt service this year is included in the \$3 million capital designation, and that by the end of next year, at least \$4 million will be set aside in the capital reserve.
- **Clean and Green Tax Refund**
 - The committee was informed of a Clean and Green assessment error dating back to 2013–2014, in which a property’s approved Clean and

Green application was never properly entered, resulting in it being taxed at a higher assessed value. Correcting the error would entitle the property owner to a refund of approximately \$39,675 over 13 years. However, the county indicated that errors and omissions insurance may limit the district's responsibility to roughly \$20,007 over the most recent six years. Elaine stated she will work with the solicitor and county to structure any required refund over four to five years so that the district does not bear the full cost in a single budget year.

- Contract Renewals
 - Frontline Renewal
 - The committee reviewed the renewal of the district's Frontline contract, with a total cost of \$38,959.01 for 2026–2027, covering both the HR and financial/analytics components. This amount reflects the combined total of two invoices.
 - Special Education Contract Renewals
 - The committee reviewed the annual special education contract renewals, totaling approximately \$1.48 million for 2026–2027, which is only about \$3,000 higher than the prior year's total of \$1.477 million. Mrs. Mathias noted that costs are billed per service rather than per student, and that while the number of students served decreased from 19 to 18, overall expenditures remain driven by the specific services required.
 - Sweet Stevens and Saxton Stump Contract Renewals
 - The committee reviewed proposed rate schedules and contract continuations for Sweet Stevens and Saxton & Stump, noting that Sweet Stevens' hourly rates are increasing by \$10 per category. In contrast, some Saxton & Stump rates remain flat or even decrease. Elaine highlighted that, despite these adjustments, the district's overall legal expenditures have dropped significantly—from about \$120,299 in 2023–2024 to \$32,029 in 2024–2025 and \$9,117 year-to-date—indicating that the renewed contracts remain competitively priced and cost-effective.
 - 2026-2027 Alera (formerly Zinn's) Annual Liability Insurance Renewal
 - The committee reviewed the district's annual insurance renewal with Alera Group (formerly Zinn), noting this is year two of a three-year market cycle, so broad remarketing to carriers will occur next February. Mrs. Mathias explained that although several recent claims (middle school boiler and gym floor, high school cafeteria floor) make this a less favorable year for rate shopping, the district's workers' compensation costs decreased due to an improved

experience modifier and reduced payroll. At the same time, overall property and liability premiums increased about 5.6%, driven largely by the added value from the high school renovation and a firm insurance market.

- Pollution Insurance Quote
 - The committee discussed a quote for pollution liability insurance covering mold, mildew, and fuel tank leak incidents, with a premium of \$6,320 per year and a \$25,000 per-occurrence deductible. Jim and others noted that the district has no history of significant mold problems, maintains newer or well-maintained facilities, and that the high deductible means the district would still bear substantial upfront costs, leading the group to question whether the coverage is cost-effective at this time. The consensus was to hold off on the purchase for now, while recognizing that it could be revisited in the future as risk factors or facility conditions change.

Public Comment:

- Mr. Kahl expressed concern about the tanks at Fort Zeller and Jackson. Mr. Ondrusek stated that if Hafer installed them, he has no concerns about their structural integrity.
- Brian Fischer asked whether the workers' compensation experience mod is driven by payroll or by the severity and frequency of claims, and Mrs. Mathias clarified that it is claims-based.
- Mrs. Kantner asked whether the proposed pollution insurance would cover only cleanup/remediation or also broader liability exposure and regulatory actions (e.g., DEP/EPA), prompting a request to review the policy language more closely.

Next Finance Committee Meeting:

- August 4, 2026

Adjournment

- Mr. Ondrusek adjourned the meeting at 5:57 pm.

Future Finance Committee Meetings:

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