

Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, October 22, 2025 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Mr. Andrew Welk	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Emily Zimmerman	Recording Secretary:	Ms. Amy Reis
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC's management of its financial resources. This includes, but is not limited to, LCCTC's financial planning, purchasing, and capital management processes.		
Attendees			
Mr. Andrew Welk, Mr. Chip Gearhart Mr. Jeremy Wiker, Ms. Kelly Decker, Mr. Tim Klein, Ms. Rachel Hetzel, Mr. Michael Katch, Mr. Mike Moeller, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Mr. Andrew Welk			
Previous Meeting Minutes Mr. Welk	Previous month's meeting minutes and open action items		
Financial Reports			
<ul style="list-style-type: none"> ● Treasurer's Reports: <ul style="list-style-type: none"> ○ General Fund - September = Began \$(85,371.25); Ended \$543,688.78 ○ Money Market Account - September = Began \$4,317,266.81; Ended \$5,908,111.53 ○ Cafeteria Fund - September = Began \$203,491.91; Ended \$215,215.15 ○ Capital Reserve 2001 - September = Began \$1,054,671.89; Ended \$1,004,171.25 ○ Capital Reserve 2018 - September = Began \$1,865,838.75; Ended \$1,859,960.84 ○ Production & Activity Accounts - September <ul style="list-style-type: none"> ■ BT = Began \$49,620.68; Ended \$44,320.46 ■ MJ = Began \$85,101.14; Ended \$88,411.17 ■ WS = Began \$90,327.65; Ended \$87,737.83 ○ Bill Payment: Summary <ul style="list-style-type: none"> ■ GF= \$1,890,022.59 ■ CF= \$42,272.36 ■ Internal Service/Health Insurance = \$397,501.32 ■ Internal Service/Unemployment = \$0.00 ■ Activity Funds = \$215.77 ■ 2001 Capitol = \$12,173.63 ■ 2018 Capitol = \$54,080.44 ■ Grand Total = \$2,396,266.11 ○ General Fund - Bill Payment List - September ○ 2001 Capital - Bill Payment List - September ○ 2018 Capital - Bill Payment List - September ● Internal Service Fund Report - September <ul style="list-style-type: none"> ○ Health = Rev \$228,742.47; Exp \$(397,501.32) = Bal \$1,082,150.14 ○ Unemployment = Began \$59,702.76; Exp \$(299.40) = Bal \$58,580.06 ● 13 Month Rolling Treasurer's Report Balances – September 			

Permission to Purchase/Bid/RFP, Award Bids/RFPs

- [Permission to Purchase](#)
 - Mr. Wiker - These are all maintenance. Mr. Klein - The Trane is a Service Agreement that was supposed to be in July, but they had staff turnover which delayed get this. They have still been coming to do the services. We just need to sign the agreement.

Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or RFPS, award successful bids that are currently in process, and execute financial contracts in the absence of a November JOC meeting. The details of any and all such actions taken will be reported to the JOC in December.
- [Updated Salary Schedules 2025-26](#)
 - Mr. Wiker explained changes from the Assistant to the Practical Nursing Director position. Employees qualified for this position cannot step into the PN Director position when there is a vacancy, permanently or temporarily. We moved the position back to level four under administration to help with continuity. This is where it used to be. Mr. Welk, will there need to be a policy or HR change? Mr. Wiker, in Personnel Committee they will be approving the re-establishment of this position.
- [Physician of Record Agreement](#) - Mr. Wiker, we needed to update this as we didn't have it for 2025-26 SY.
- [CSG and LCCTC - Outreach Specialist MOU](#) - Mr. Wiker, this is our annual agreement.
- [Brownstown Snow Removal Agreement](#) - Mr. Wiker, this is our final snow removal agreement. Mr. Matt Martin noticed that the salting charge quoted was extremely high. He contacted Hoover Excavating to negotiate the price and they lowered it.
- CH&N Change [Orders—Stormwater Project](#)—Mr. Wiker—There are three change orders. Change orders #2 and #3 are increases because of underground rock that was encountered. Change order #4 is actually a credit of \$11,914.11. This is because they didn't use as much seeding as expected. The entire cost of the project finished at only \$9,500.00 over bid. They did finish the project on October 9th. Mr. Katch thanked all the people involved.
- [Leacock Paving Change Order #1](#)—Mr. Wiker – we needed a change order because we didn't give them the correct measurements of what needed to be paved. This change order is for the additional work needed.
- [Permission to dispose of IT items](#) = Ms. Hetzel, this is our once-a-year clean out. It is broken or antiquated equipment. They sent us a certification that all equipment had been wiped and cleaned. Mr. Welk, does the equipment get donated or resold? Ms. Hetzel, no, they are broken down, recycled plastics, and hard drives are destroyed.
- [Items to be auctioned](#)
- [Keller Auction proposal](#): Mr. Wiker explained why we should get an auction company back into auctioning our items. Mr. Klein - we used Keller in the past. They will do ALL the steps from beginning to end of the auction. We would only need to be available to help load during pick up. The fee is 30% of the total auction. Mr. Welk—Vouched for Keller Auctions as an outstanding company.

Approve Finance Committee Report – Vote

Informational Items



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- [MOU with Octorara Area School District students to take CDL classes](#) - Mr. Wiker - They want to send students to get CDL certification. They are responsible for their transportation. We have offered discounted tuition at 50%.
- Discussion on Trane / Diversified Mechanical proposal for Boiler Replacement / Heat Exchanger - Mr. Wiker- discussed replacement versus waiting for a few years. Replacement for Mount Joy is quoted at \$615K. Mr. Klein has reached out to other contractors for quotes. The water in Mount Joy is too hard and eats through the heat exchangers on the hot water heaters. This will be expensive whatever we decide. The heat exchangers are approximately \$30K and have been lasting approximately one year. If replacement is chosen this project would done in the spring (of next year or a subsequent year). We would wait until after we need heat but before the summer when we have other facilities projects and contractors are busy with more lucrative projects. This has been on the 5-year plan, but keeps getting bumped. We need to decide whether to keep frequent repairs or spend the money now. Mr. Welk, do we have to bid this one out? Mr. Wiker, CoStars does the bidding for us. Mr. Klein, please remember that this is just for one building; Willow Street and Brownstown will need to be done eventually as well. I would have started with Willow Street Campus, which is the oldest, but Mount Joy is having issues, and the boilers affect cooking, heat, etc. This is a vast project as these old boilers are antiquated and need new fittings, wiring, piping, specialty equipment to move them, etc. Mr. Gearhart, I am sure you have looked into filters. Mr. Klein, we produce water on demand. Changing these filters might only buy us a few months or a year. Mr. Wiker and Mr. Klein will be looking into different options and prices and will try to make all our options clear.

Adjourned at 2:43 PM by Mr. Andrew Welk

Next regularly scheduled meeting: Friday, December 5, 2025