

Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, May 27, 2026 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Mr. Andrew Welk	Purpose of Meeting:	Committee Meeting
Chairman:	Mr. Andrew Welk	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. Philip Eby, Mr. Jerry Steinman Dr. Scott Long, Mr. Mike Moeller, Mr. Jeremy Wiker, Ms. Kelly Decker, Ms. Rachel Hetzel, Mr. Tim Klein, 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 None		
Financial Reports - Treasurer’s Reports: General Fund - April Began \$153,601.38; Ended \$446,517.93 Money Market Account - April Began \$7,309,824.03; Ended \$6,127,263.82 Cafeteria Fund - April Began \$264,859.47; Ended \$273,220.89 Capital Reserve 2001 - April Began \$947,308.80; Ended \$950,053.77 Capital Reserve 2018 - April Began \$1,820,517.32; Ended \$1,825,689.25 Production & Activity Accounts - April - Brownstown- Began \$61,629.79; Ended \$61,200.95 - Mount Joy- Began \$73,689.39; Ended \$68,477.39 - Willow Street - Began \$96,764.90; Ended \$81,183.24 - Bill Payment: Summary - Total Payments \$1,760,095.13 - General Fund - Bill Payment List - April 2001 Capital - Bill Payment List -April - Nothing to Report 2018 Capital - Bill Payment List - April - Nothing to Report Internal Service Fund Report - Health - April Exp \$414,797.21; Rev \$209,526.51; Ttl \$1,014,362.34 Internal Service Fund Report - Unemployment - April Exp \$636.89; Rev \$0.00’ Ttl \$53,312.04 13 Month Rolling Treasurer’s Report Balances - April Financial Comparison Report			
Permission to Purchase/Bid/RFP, Award Bids/RFPs - Permission to Purchase: Go2Tech Switches and Access Points - Ms. Hetzel, because we are in a maintenance year for IT purposes, we are gradually building up replacement equipment, so we will spread out the cost from years where we have large purchases such as servers.			

- [Trane BAS](#)
- [Trane Mechanical SA](#)
- [Heim Preventative Maintenance](#)
 - Mr. Klein, these 3 are yearly Preventive Maintenance contracts. These are renewals.
- [About All Floors](#)
 - Mr. Wiker, these are for the HSC. Mr. Klein, this will not complete the flooring; one more area needs flooring. But that final area needs some renovations, including reconfiguring walls, before we address the flooring. Mr. Eby, are all of these covered under the General Fund? Mr. Wiker, yes
- Permission to Award Bids/RFP:
 - [Feasibility Study](#)
 - Mr. Wiker - We interviewed 3 different firms, and the vast majority of the committee agreed that Crabtree is the firm that will work best for the needs of the CTC. Dr. Long - Crabtree led with a good approach, and most of the experiences of local districts have been positive. The committee believes their fee is manageable at around \$47K. Another firm considered was \$119K with potential discounts if they are selected as architects. Mr. Welk spoke positively of Crabtree and their work at Lampeter - Strasburg. Mr. Steinman - The Feasibility study for a CTC is much different from the districts. Did Crabtree address those differences? Dr. Long, yes, they have worked with other CTC's and local schools. Their list of CTCs was the most extensive among the firm who submitted proposals. Discussion on the variations in cost between all the firms that responded.
- Permission to Bid:
 - [Small Box Truck](#)
 - Mr. Wiker, this is a smaller box truck than we currently have. You do not need a CDL to drive. We have this scheduled with timing for the next meeting to obtain permission to purchase. Mr. Klein, this will replace the large box truck that we will ask to sell if we are able to get a smaller truck.

Seeking Approval

- Approve to Dispose
 - [Maintenance Aerial Lift 12'](#)
 - [Brownstown items](#)
 - Mr. Wiker reviewed the disposal list
- [Authorized Official Resolution-Public School Facility Improvement Grant](#)
 - Mr. Moeller, we had an updated quote for more funds. They anticipate approvals and awards this fall.
- [Public Safety Center Renewal](#)
 - Mr. Wiker, this is a two-year auto-renewal. We are working through some IT issues and some other discussions to improve this partnership. Dr. Long, we had a positive meeting and look forward to continuing to work together to support our students. Ms. Hetzel, we are hoping to resolve the IT issues by the middle of summer.
- [Fraser Copier Management Agreement](#)
 - Mr. Wiker, this is extending our current copier agreement to printers. This is to add 17 printers to our current contracts. It could save us money in the long run. Ms. Hetzel, this price helps us get ink, toner, and repairs. Explained average prices for toner, ink, etc. The ultimate goal is to remove printers from classrooms and replace them with centralized printers that instructors can access, not using outdated equipment. Mr. Eby, do we owe the printers? Ms. Hetzel, we

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do own these current printers, but with the outdated equipment, the cost and repair, Mr. Steinman, is that price locked in for 5 years? Ms. Hetzel, Yes.

Approve Finance Committee Report – Vote

Informational Items

- [Brownstown Field Lease One-Year Extension](#)
 - Mr. Wiker - Farmer is willing to do 1 more year, then we will do an RFP
- [Facility Rental - Association of Millers](#)
- [Canteen Vending Agreement](#)
 - Mr. Wiker, this is to help HSC provide better meal choices for our students and staff. Healthy choices and convenience.
- [Aetna Stop Loss Renewal](#)
 - Mr. Wiker – This is through the EHCC consortium. It was a bad year for the group, so we exceeded our rate cap. We will have a 40% increase, equaling an increase of approximately \$35K.
- [Auto Insurance Renewal](#)
- [Updated Inter District Agreements - NBL Program - 16 sending schools](#)
 - Ms. Decker, this allows us to claim those meals at the CTC instead of at the districts.
- [Diesel Direct Letter of Consent - IU Bulk Fuel Purchasing](#)
 - Mr. Wiker - IU Bulk. World Fuel was brought out by Diesel Direct
- [ABC Training Contract](#)
 - Training on heavy equipment by one of our secondary instructors
- [Saxton & Stump Renewal](#)
- [Lancaster SAP Renewal](#)
 - Counseling
- [Go2Tech Renewals](#)
 - Security bundle and service agreements
- Financial Aid Renewal Agreements
 - [Lehigh County](#)
 - [Clearfield County](#)
 - [Franklin County](#)
 - [Schuylkill County](#)
 - [York County](#) - This one is a lot less. They are working to do their financial aid in-house. We are still working with them, but they will be doing more of the work.

Mr. Wiker – A few items to update:

- We spoke about Spyglass a couple of months ago. They examined our internet, phone, and IT contracts and invoices, and they came back with a clean bill of health. A special thank you to Ms. Hetzel for her great work on getting us the best possible pricing.
- Healthworks was approved last month, and as of today, we have 41 people signed up! We are holding the Health Sciences informational meeting this afternoon.
- Preview of Executive Session for tomorrow night: We examined the wage budget, compared to where we currently project 2026-27. We have approximately \$88K additional room in the budget. We have had ongoing discussions about some issues we would like to address. Some areas include low starting rates and ranges for some positions, an objective issue with our retention rates compared to starting wages, and a few other things we would like to adjust. We are looking to raise wages to be competitive with the market and also focus on retention. We are asking for approval to explore where we can make a good impact on wages with this \$88K, coming back to the Committee and the JOC in



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June for approval of a proposal to be implemented July 1st. Mr. Steinman, is this similar to the IT position? Mr. Wiker, that was a correction to the employee's job description. The updated job description landed in a higher range, which led to a salary increase for the employee.

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Adjourned at 2:40 PM by Mr. Welk

Next regularly scheduled meeting: Wednesday, June 24, 2026