



MIDDLE BUCKS MEMORANDUM

TO: Middle Bucks Area Vocational Technical School Authority Members

FROM: Dr. Mark Covelle, Administrative Director

DATE: December 15, 2023

SUBJECT: December 21, 2023 – Middle Bucks Area Vocational Technical School Authority Meeting

Attached please find the packet for the December 21, 2023 Middle Bucks Area Vocational Technical School Authority meeting. The meeting will be held in Room 101 at 5:30 pm. If you have any questions or concerns, please feel free to call me.

MC/rj

Attachments

Distribution: Barry L. Pflueger, Jr., Chairperson
David Ely
Charles Kleinschmidt
Hon. Bernie O'Neill
Greg Rodgers
Christopher Mahoney, Esquire

cc: Warren Anders
Robert Riegel

MIDDLE BUCKS AVTS AUTHORITY

December 21, 2023 – 5:30 p.m.

Room 101

MEETING AGENDA

1. Approval of October 26, 2023 Minutes. (Attachment 1)
2. Review of Cash Activity – Authority & Bond Accounts (Attachment 2)
3. A motion to approve payment of invoices/bills (Attachment 3)
4. Welding Lab Renovation Project Status – Bids Received (Attachment 4)
5. Culinary Arts – Refrigerator/Freezer Update
6. North Plaza Concrete Update
7. HVAC Units Update
8. Discuss next meeting date
9. Adjournment

MINUTES OF MIDDLE BUCKS AREA
VOCATIONAL TECHNICAL SCHOOL AUTHORITY
MEETING OF October 26, 2023

A duly advertised meeting of the Middle Bucks Area Vocational Technical School Authority was called to order at 5:37 P.M. on Thursday, October 26, 2023, by Chairman Barry L. Pflueger, Jr. In addition to Mr. Pflueger, Jr., the following persons were present at the meeting: Authority Members Honorable Bernie O'Neill, Charles Kleinschmidt, and David Ely. Also present at the meeting were Dr. Mark Covelle, Administrative Director; Bob Riegel, Interim Business Manager; Warren Anders, Facility Supervisor; and Christopher S. Mahoney for the Solicitor.

A brief executive session was held from 5:37 p.m. to 5:48 p.m. to discuss an employment issue. The regular meeting commenced at 5:48 p.m.

After discussion, and upon motion made by Mr. Ely, seconded by Mr. Kleinschmidt and carried, all Members present voting aye, the Minutes of the April 20, 2023 meeting were approved.

Mr. Riegel reviewed the cash activity of the Authority for the period through September 30, 2023.

Copies of the bills submitted to the Authority for payment were circulated to the Authority Members for review prior to the meeting. The bills presented constituted bills to be paid from the U.S. Bank Bond Administration Expense Fund, Series 2020. Upon motion made by Mr. O'Neill, seconded by Mr. Ely and carried, all Members present voting aye, the bills for legal services and

publication were approved for payment. A true and correct copy of a list of the bills being authorized to be paid is attached hereto, made a part hereof and marked Exhibit "A."

Mr. Anders discussed the welding lab expansion project with the Authority. After reconfiguring the project, the cost exceeded the initial bid specifications. The project was placed back out for bid and three bids were received. They are currently being reviewed to verify and qualify the lowest responsible bidder. Once reviewed, it will be submitted to the Authority for approval.

The rooftop HVAC units are nearing the end of their life as previously mentioned to the Authority. Bid specifications are being prepared to seek replacement.

Mr. Anders provided the Authority with an overall update on building maintenance. Main power electrical conduits were inspected and confirmed safe. The staff spent significant time stripping the floor of years of coating build up. The floors look new without having to actually replace them.

Mr. Anders updated the Authority on the roof. The roof sections were all replaced and work complete. The school has made a few warranty claims with the contractor, which have been repaired. There was a roof leak resulting from a blocked roof drain, for which an insurance claim was submitted. Some flooring and ceiling tiles had to be replaced. The school inquired of the insurance company about pre-emptive maintenance, but the insurance will only pay for subsequent damage.

The school is utilizing a new computer program for the tracking of repairs, issues, and maintenance in the building. It permits reports to be run so that Mr. Anders can keep track of what types of maintenance issues are arising more frequently, what repairs are needed, and what areas of the building need attention. It also allows the uploading of manuals, specifications, and warranty information so it can be more easily found and/or submitted as part of a warranty claim.

The North Plaza concrete project has shown some cracks in the steps. The contractor has alleged they are surface cracks, but the school disagrees. An engineer is being hired by the school to investigate and provide a report. The cracks appeared during the warranty period and would be covered. Mr. Anders and his staff were very diligent in not using salt to deice the steps during last winter to preserve the warranty for items such as this. Mr. Anders will keep the Authority apprised.

Dr. Covelle advised the Board that the prior auditor's three-year agreement had expired and they did not submit a bid to continue the work. MBIT has only been able to obtain a bid on the work from one entity, Barbacane, Thornton & Company, for one year at a rate of \$6,500.00 despite approaching numerous firms. On Motion by Mr. O'Neill, seconded by Mr. Ely, and all members present voting aye, the Authority would retain this auditing firm for one year at a rate of \$6,500.00 with 10% retainer to be paid promptly, on the condition that the Authority look for new potential auditors for the next cycle to see if the price can be reduced.

Dr. Covelle updated the Authority on the Annual Independent Local Auditors' Report which was provided to the members in draft at the prior meeting. The audit was since finalized and sent to the Board in advance of the meeting. It had not changed from the prior draft. On Motion by Mr. Kleinschmidt, seconded by Mr. Ely, all members present voting aye, a motion to receive and file the audit was approved.

The next meeting will be scheduled likely in about 4-5 weeks as there will be a need to approve a welding lab bid, but to be determined based on that need and schedules.

There being no further business to come before the Authority the regular meeting was duly adjourned at 6:28 P.M. on motion by Mr. O'Neill, seconded by Mr. Ely, and all members present voting aye.

Christopher S. Mahoney, Esq.
Solicitor

			Local FNBN	US Bank 2020 Bond 6000	US Bank 2020 Admin. Exp 6001	US Bank 2020 Settlement 6002	Combined Total
Cash balance September 30, 2023			\$ 1,774.46	\$ 5,912.78	\$ 4,106.18	\$ 464.90	\$ 12,258.32
Transfers -							\$ -
					\$ (432.67)	\$ 432.67	
Receipts:							
	<u>Investment income</u>						
	October			\$ 21.89	\$ 17.51	\$ 1.98	\$ 41.38
	November			\$ 26.33	\$ 18.08	\$ 2.13	\$ 46.54
	Total Receipts		\$ -	\$ 48.22	\$ 35.59	\$ 4.11	\$ 87.92
Transfers							\$ -
Distributions							\$ -
	<u>Admin. Expense Fund</u>						
	Advertising - Meeting				\$ 49.93		\$ 49.93
	Legal/Distributions				\$ 360.00		\$ 360.00
	Audit fee				\$ 650.00		\$ 650.00
	Total Disbursements		\$ -	\$ -	\$ 1,059.93	\$ -	\$ 1,059.93
Cash balance November 30, 2023			\$ 1,774.46	\$ 5,961.00	\$ 2,649.17	\$ 901.68	\$ 11,286.31
	<u>Transfer to be made by Trustee/Board</u>						
	Bond Fund to Admin Expense			\$ (5,961.00)	\$ 5,961.00		
	<u>To Be Paid upon approval and in future</u>						\$ -
	Barbacane Thornton & Company (BTCPA)				\$ 2,275.00		\$ 2,275.00
	GateHouse Media (Intelligencer)				\$ 49.93		\$ 49.93
	Stuckert & Yates				\$ 450.00		\$ 450.00
	US Bank				\$ 2,000.00		\$ 2,000.00
			\$ -	\$ (5,961.00)	\$ 4,774.93	\$ -	\$ 4,774.93
Remaining cash after payments			\$ 1,774.46	\$ 0.00	\$ 5,292.25	\$ 464.90	\$ 7,483.39

MIDDLE BUCKS AVTS AUTHORITY					
INVOICES TO BE APPROVED FOR PAYMENT					
December 21, 2023					
US BANK BOND ADMIN EXP FUND 2020					
<u>PAYEE</u>	<u>REF #</u>	<u>DESCRIPTION</u>	<u>SERIES</u>	<u>BOND ACCOUNT</u>	<u>AMOUNT</u>
Barbacane Thornton & Company	2324004	Progress billing for audit of the financial statements MBAVTSA fye 6/30/2023	2020	US Bank 2020 Admin. Exp 6001	\$ 2,275.00
GateHouse Media Pennsylvania Holdings	2324005	Adverting December 21, 2023 meeting in the Intelligencer	2020	US Bank 2020 Admin. Exp 6001	\$ 49.93
Stuckert & Yates	2324006	Invoice 27825 dated 11/09/2023 for meeting on Oct. 26, 2023 & draft minutes	2020	US Bank 2020 Admin. Exp 6001	\$ 450.00
US Bank	2324007	Trustee fee July 1, 2023 - June 30, 2024	2020	US Bank 2020 Admin. Exp 6001	\$ 2,000.00
					\$ 4,774.93



Middle Bucks Area Vo-Tech School Authority
2740 York Road
Jamison, PA 18929

Date: 10/31/2023
Invoice: 50176
Client ID: 32062
SubID:

REQ # 2324004

Professional Services for the period ending 10/31/2023

PO# 23240577

Standard schedule progress billing for the audit of the
financial statements of Middle Bucks Area Vo-Tech
School Authority for the year ended June 30, 2023.

89,2620.330.000.00.000

Invoice Total: \$1,625.00

Statement of Open Accounts Receivable

<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Credit</u>	<u>Remaining</u>
49994	09/30/2023	Invoice	\$650.00		\$650.00
50176	10/31/2023	Invoice	\$1,625.00		<u>\$1,625.00</u>
				Current Balance	<u>\$2,275.00</u>

WE MOVED! Our new address is
503 Carr Road, Suite 100, Wilmington, DE 19809-2863.
Please update your records.

GO GREEN! WE ACCEPT ELECTRONIC PAYMENTS!
Minimize touch points and visit www.btcpa.com/pay-now to pay by ACH or credit card.

Thank you for the opportunity to be of service to you and your organization.

503 Carr Road | Suite 100 | Wilmington, DE 19809-2863
302.478.8940 | www.btcpa.com

AUTHORITY
AUDIT INVOICE



Middle Bucks Area Vo-Tech School Authority
2740 York Road
Jamison, PA 18929

Reg # 2324004

Date: 9/30/2023
Invoice: 49994
Client ID: 32062
SubID:

Professional Services for the period ending 9/30/2023

Standard schedule progress billing for the audit of the
financial statements of Middle Bucks Area Vo-Tech School Authority
for the year ended June 30, 2023.

INVOICED
11-4-23

Invoice Total: \$650.00

Statement of Open Accounts Receivable

<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Credit</u>	<u>Remaining</u>
49994	09/30/2023	Invoice	\$650.00		<u>\$650.00</u>
		Current Balance			<u>\$650.00</u>

89. 2620.330.000.00.000

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503 Carr Road | Suite 100 | Wilmington, DE 19809-2863
302.478.8940 | www.btcpa.com

Jackiewicz, Roberta C.

From: Gannett Legals Public Notices 7 <ganlegpubnotices7@gannett.com>
Sent: Tuesday, November 28, 2023 4:38 PM
To: Jackiewicz, Roberta C.
Subject: RE: 9572221 Acct# 1-075522005 Legal Notice Advertising Intelligencer - MBAVTS Authority Meeting on 12/21/23 - Ad to run 12/1/23
Attachments: 9572221.pdf

Hello Roberta,

Please find your order confirmation and proof of ad attached.

Your ad is set to run in THE INTELL on 12/1 for \$49.93.
This has our order number 9572221.

Req # 2324005
89,2620.540.000.00.000

The cost includes an affidavit that will be mailed to you 7-10 business days after the last day of the ad printing.
Please reply by end of day today with any changes for the ad.

Your notice is scheduled to run, per your request, and will publish unless you advise otherwise.

In the future, if you would like to utilize our online self-serve ad portal to place your legal notices, please visit your local publication's online classifieds legal section. There, you can conveniently submit and immediately preview your notices anytime, 24/7.

Thank you!

Mindy Kardane
Public Notice Representative



Office: 833-790-0905

** Please always include Acct # & Name of Publication requested*

*To sign up for the convenience of having your invoice **emailed** to you, contact abgspecial@gannett.com. Once enrolled, you can make online payments and view e-tearsheets.*

From: Jackiewicz, Roberta C. <rjackiewicz@mbit.org>
Sent: Tuesday, November 28, 2023 2:12 PM
To: Intell Legals <legals@theintell.com>
Subject: 9572221 Acct# 1-075522005 Legal Notice Advertising Intelligencer - MBAVTS Authority Meeting on 12/21/23 - Ad to run 12/1/23

Good afternoon,

Attached please find a legal notice we would like to publish in the Intelligencer on Friday, December 1, 2023. Please let me know the cost of the legal notice and proof of publication.

Thank you,

STUCKERT & YATES

2 North State Street
Newtown, PA 18940
Phone: (215) 968-4700
www.stuckertyates.com

INVOICE

Invoice # 27825
Date: 11/09/2023
Due On: 12/09/2023

Middle Bucks Area Vocational Technical School Authority
2740 York Road
Jamison, PA 18929

97401-CSM

Reg # 2324006

Meeting Invoice

Date	Services Rendered	Hours	Total
10/26/2023	Meeting on October 26, 2023.	0.90	\$270.00
10/30/2023	Draft minutes.	0.60	\$180.00
Subtotal			\$450.00
Total			\$450.00

89,2350.330.000.00.000

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
27825	12/09/2023	\$450.00	\$0.00	\$450.00
Outstanding Balance				\$450.00
Total Amount Outstanding				\$450.00

Please make all amounts payable to: Stuckert and Yates

Please pay within 30 days.

**Welding Shop Renovation
Bid Results Summary**

10/9/23

11:00 Am

Company Name	Corporate Seal (Yes or No)	Non- Collusion Affidavit (Yes or No)	Bid Bond (Yes or No)	Base Bid Amount
CMG of Easton	Yes	Yes	Yes	\$1,663,975
UH RIG Construction ^{Inc.}	Yes	Yes	Yes	\$2,190,000
Speedwell Construction	no	Yes	No	\$1,955,210