

**Business Office Update  
Board Meeting  
January 25, 2021**

**House Lease Contract Extension**

- Earlier this school year, the board asked Dr. Lind to contact the tenant leasing the house adjacent to Millburn Elementary School to determine if there was interest in extending the lease for one additional year. Adding an additional year to the existing lease will not result in exceeding the statutory five-year limitation on school district contracts.
- We are recommending that the Board approve extending the house lease through June 30, 2022.

**Red Apple License Agreement**

- Red Apple has licensed space at Millburn Elementary School for several years. We are recommending that the Board extend the licensing agreement through June 30, 2022.

**Air Purifiers**

- As I reported at the last meeting, the district purchased 10 Healthmate 400 Air Purifiers at a cost of \$505.75 plus shipping (39 each). These are medical grade air purifiers that weigh 53 pounds each. The replaceable air filters are designed to last approximately 5 years under normal use.
- We are recommending that the Board approve the purchase of additional air purifiers in an amount not to exceed \$12,000. This would allow us to purchase up to 22 additional units. These units can be paid for using the new allocation of funds for the “Elementary and Secondary School Emergency Relief Grant.” While the state hasn’t sent us an exact allocation, we will receive \$190,000 to \$200,000 from this grant.

**Millburn Elementary Water System – 2000 Addition**

- On Thursday, January 14, 2021, we started noticing a reduction in pressure in the water system that serves the newest addition at Millburn Elementary School during a repair of the chlorination system.
- On Friday, January 15, 2021, Water Well Solutions was on-site and determined that the compressor that keeps the water tank pressurized was failing and determined that there was a problem with either the check valve in the well or we had a break or breaks in the supply line from the well to the water system in the building.
- On Monday, January 18, 2021, Water Well Solutions brought a rig to Millburn Elementary and pulled the pump from our deep well to determine if the problem was the check valve. Unfortunately, the check valve was working which left a break or breaks in the supply line as the problem. At that time, I contacted the Lake County Health Department using their emergency line.
- On Tuesday, January 19, 2021, we began using the protocols for a boil order because of the suspected supply line break. We already had the water fountains turned off due to the pandemic, so the only adjustment we had to make was to have staff and students use hand sanitizer after washing their hands. That evening, one of the custodial staff members found the boiler room with about ½ inch of water over 50% of the floor. Water was entering the boiler room at the base of the wall adjacent to where the water supply line enters the boiler room.
- On Wednesday, January 20, 2021, the students began using the restroom facilities in the older sections of the building that are served by another well. Unfortunately, the well is not adequate to provide water to the entire building.

- On Thursday, January 21, 2021, a crew consisting of staff from Water Well Solutions (well company) and Mid America Energy Services, Inc. (pipe drilling company) were on-site and removed the concrete and soil around the supply line to a depth of about five feet in an attempt to see if the supply line pipe could be temporarily repaired. Unfortunately, they were not able to locate a break in the line. Often breaks will be in one location and then travel down outside of the pipe to another location where the water can find an opening.
- Late on the afternoon of January 21, Dr. Lind and I had a conversation with three people from the health department regarding next steps. It was determined that the health department would send out a staff member to take water samples to determine the status of the water in the water supply tank.
- Terry Miller and I reviewed the plans for the 2000 addition and forwarded electronic copies of the plumbing, electrical, water supply, foundation, and civil plans to Mid America Energy Services and Water Well Solutions.
- I received a proposal from Mid America Energy Services to run a new supply line underground using a boring technique to minimize the amount of digging necessary. This proposal is \$28,500 and the work is estimated to take approximately 4 days. There will be additional charges from Water Well Solutions with the total for both companies anticipated to be in the \$50,000 to \$60,000 range. I put \$65,000 on the Emergency Resolution to cover unanticipated problems.
- On Saturday, January 23, 2021, I received the results of the water tests at 3 locations in the building. All samples were negative for E. coli bacteria. The possibility of E. coli bacteria was a concern to the health department because a broken water line can allow bacteria to enter the water system. I talked with Arnie Rapa from the Health department. Water Well Solutions is coordinating bringing in a tanker truck to fill the water supply tank that will allow us to use the restrooms while the work is being completed. Even though the test results were negative, we will continue to use the boil order protocol to be on the safe side. The students will use hand sanitizer after washing their hands with soap and water. I'm anticipating that we will need 2-3 tanker trucks of water at a cost of \$1500 - \$2000 each. We will be getting the water from Lindenhurst and they will be billing us separately for the water.
- The utility location services will complete their work by Tuesday, January 26, 2021.
- The work to run the new line is anticipated to begin on Wednesday, January 27, 2021 and is estimated to take four days to complete.

#### **Treasurer's Report**

- The Treasurer's Report for December and January will be presented at the February Board meeting.

#### **New Copier Installed**

- The copier that was approved by the Board was installed on January 12, 2021 at Millburn Elementary School. We were able to get an upgraded machine for the same cost. The new machine has all the features of the model shared with the Board. However, the copier copies at 90 copies per minute instead of 75 copies per minute.

### Property Tax Collection

- We received another property tax collection on January 14, 2021. The county is anticipating that we will receive one more property tax distribution. Based on our approved levy of \$15,554,041.60, we still have \$295,286.55 to collect. We need to collect another \$139,746.13 to achieve the 99% tax collection that we received in 2020.
- This is the first year that the county provided the option of paying property taxes in 4 equal payments. By moving to 4 payments, it delayed the last taxpayer payment until November where the last payment had previously been due in September.

	2019pay2020	% of levy		2018pay2019	% of levy
Levy	\$ 15,554,041.60		Levy	\$ 14,772,349.73	
Date	Amt Rec'd	% of Levy	Date	Amt Rec'd	% of Levy
5/21/2020	\$ 1,079,172.82	6.94%	6/6/2019	\$ 1,614,366.61	10.93%
6/4/2020	\$ 3,598,179.56	23.13%	6/14/2019	\$ 3,391,628.01	22.96%
6/23/20	\$ 2,258,983.21	14.52%	6/27/2019	\$ 2,304,192.51	15.60%
7/2/2020	\$ 447,471.88	2.88%	7/18/2019	\$ 251,323.31	1.70%
7/24/2020	\$ 225,773.40	1.45%	8/15/2019	\$ 200,635.36	1.36%
8/20/20	\$ 475,190.73	3.06%	9/5/2019	\$ 1,192,933.50	8.08%
9/03/20	\$ 1,187,779.38	7.64%	9/12/2019	\$ 3,502,424.82	23.71%
9/17/20	\$ 3,763,209.02	24.19%	9/26/2019	\$ 1,836,054.99	12.43%
10/15/20	\$ 1,622,367.49	10.43%	10/16/2019	\$ 119,488.82	0.81%
11/16/20	\$ 306,371.17	1.97%	11/14/2019	\$ 106,385.67	0.72%
12/4/20	\$ 168,714.71	1.08%	12/5/2019	\$ 83,424.00	0.56%
1/14/21	\$ 125,541.68	0.81%	2/10/2020	\$ 21,064.05	0.14%
			3/4/2020	\$ 120.68	0.00%
Rec'd to Date	\$ 15,258,755.05	98.10%		\$ 14,624,042.33	99.00%