

Plum Borough School District

Finance Committee Meeting Agenda For January 2014

(Meeting #7 – 2013-14)

**Plum Borough School District
Finance Committee Meeting Agenda
January 2014**

MEETING DATE: Tuesday, January 21, 2014

TIME: Following Food Service Committee which starts at 6:00 PM

LOCATION: High School Cafeteria Conference Room

COMMITTEE MEMBERS: Mr. McGough, Chair; Mr. Dowdell and Mrs. Stepnick, Committee Members

ADMINISTRATIVE REPRESENTATIVES: Mr. Marraccini, Dr. Glasspool, Dr. Rossi and Mr. Brewer

SOLICITOR: Mr. Price of Andrews and Price

I. Chairperson Calls Meeting To Order.

II. Citizens Comments:

- A. On agenda items.
- B. On non-agenda items.

III. Invited Guests: None

IV. Agenda Action Item Discussions:

- 1. Treasurer's Report:** Approve Treasurers' Report for the Month of December 2013. Report was electronically sent to board members prior to the meeting for their review.
- 2. Budget Transfer Request:** None at this time.
- 3. Construction Invoices:** Recommend approval of New Holiday Park Elementary Project construction in voices received after Facilities Committee Meeting.
- 4. Administration recommends waiving of any penalty & interest for late paying of real estate property taxes due to no fault of taxpayer, pursuant to Policy 606.1 for owner of property 735-C-201.** Owner met all requirements for waiving of penalty and interest in accordance with Policy 606.1. Solicitor reviewed circumstances and details and concurs property owner was not at fault. See Attachment # 1
- 5. Recommend approval of M.O.U. for sharing attending students' contact information with Forbes Road Career and Technology Center.** See Attachment #2
- 6. Recommend approval for Assignment of Agreement(s) from Equitable Energy to UGI Energy Services LLC.** Equitable Energy request the District's consent to assign District natural gas accounts to UGI Energy. See Attachment #3
- 7. Administration recommends renewal of the A. J. Gallagher Company (Gleason Division) as Broker of Record for Insurance Services effective July 1, 2014.** Mr. Marraccini will present.
- 8. Administration recommends authorization to solicit investment service quotations for the investing of the New Holiday Park Construction Project proceeds for the duration of the project based on the draw schedule.** Russo Construction Services and Administration has completed the Draw Schedule for the New Holiday Park Project and is seeking approval to solicit earning quotations to maximize interest income on Fund 30 from qualified banking and financial institutions. See Attachment #4

IV. Informational Discussion Items:

- 1. Discuss Current Real Estate Tax Collector's Report for the month of December 2013 (6111).** See Attachment #5
- 2. Discuss Delinquent and Current Earned Income Tax (EIT) collections for December 2013:**
 - A. Delinquent EIT Collections (6461):** Discuss Plum Borough Delinquent Earned Income Tax Collector's Reports for the month of December 2013. See Attachment #6
 - B. Current EIT Collections (6151):** Discuss the Keystone Collection Group's Earned Income Tax Collection Report through from January 1 to December 31, 2013. See Attachment #7
- 3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of December 2013.** See Attachment #8
- 4. RFP updates.** The Board directed Central Administration to prepare Request for Proposals (RFP) for the following services:
 - 1. Insurance Brokerage Services** – Recommendation made in action item section.
 - 2. Independent Auditing Services** – In progress.
 - 3. Banking and Investment Services** – District received the draw schedule information for the contractors provided from Mr. Russo. Mr. Marraccini provided other non-construction costs associated will schedules. This item was addressed in the action item section.
- 5. Invitation to the 126th Annual Allegheny County School Board Directors Convention.** See Attachment # 9
- 6. Discuss 2014-15 Preliminary General Fund Budget (Fund 10) Revenues and Expenditures.** An electronic copy of the Preliminary GF Budget prepared by Central Administration was send to the Board on January 16, 2014 for their review. The proposed budget will be discussed at meeting.

V. New Business Roundtable.

VI. Next scheduled Finance Committee Meeting: February 18, 2014

VII. Motion to adjourn.