

**Plum Borough  
School District**

**Finance Committee  
Meeting Minutes  
for  
August 20, 2013**

**Plum Borough School District  
Finance Committee Meeting Minutes  
August 2013**

**MEETING DATE:** August 20, 2013

**LOCATION:** Plum Senior High School Cafeteria Conference Room

**PRESENT:**

- **Committee Members:** Mr. Zucco, Committee Member (Acting Chair)
- **Board Members:** Mr. Colella, Mrs. White, Mr. McGough, and Mr. Drake
- **Administrative Representatives:** Mr. Marraccini, Dr. Glasspool, and Dr. Rossi
- **Solicitor:** Mr. Price, Solicitor, Andrews & Price LLC
- **Invited Guests:** None

**I. Call Meeting to Order.** Mr. Zucco called the meeting to order at 6:17 PM.

**II. Citizens Comments:**

- A. On agenda items: None
- B. On non-agenda items. None

**III. Agenda Action Item Discussions:**

**1. Treasurer's Report:** Committee was presented with an electronic copy of the Treasurer's Report for the month of July 2013 prior to the meeting for their review.

***Committee Recommendation: Move to Public Agenda***

**2. Budget Transfers:** Mr. Marraccini indicated that budget transfers were under review and will be sent to the board, if any, before the public meeting.

**3. Kelly Services Pricing Agreement for 2013-14.** Discuss Kelly's pricing proposal for Educational Services for the 2013-14 school year. Mr. Marraccini presented the board with a copy of Kelly's proposal. Their rate remains unchanged. Mr. Drake requested this agreement include the fact that Kelly Educational Services is responsible for all payroll related taxes and expenses, such as employer's share of Social security and Medicare taxes, Workers' Compensation and Unemployment taxes.

***Committee Recommendation: Move to Public Agenda***

**4. 2013 Property Tax Assessment Appeal Settlements:**

**A. Recommend acceptance of real estate tax assessment appeal settlement proposals for Parcel No. 1095-J-356.** Administration recommends acceptance of assessment value as presented by Andrews & Price LLC. Mr. Price reviewed the proposal and recommended discussion be continued in Executive Session following the Finance Committee Meeting and to leave this item on as an action item.

***Committee Recommendation: Move to Public Agenda***

**B. Recommend acceptance of real estate tax assessment appeal settlement proposals for Parcel No. 532-D-285.** This item was not on original agenda and was added after Executive Session discussion.

***Recommendation: Move to Public Agenda***

## V. Informational Discussion Items:

- 1. Discuss Real Estate Tax Collector's Report for the months of July 2013.** Property taxes, interim collections and per capital revenues represents the first month's collections for the 2013-14 fiscal year and too early to apply comparative data.
- 2. A. Discuss Plum Borough Delinquent Earned Income Tax Collector's Reports for the month of July 2013.** Delinquent EIT collections for July 2013 are substantially less than prior years and that the budget amounts for 2012-13 will not be achieved. Mr. Marraccini noted when he contacted Mrs. Pedrosky to discuss delinquent collections and was told he would have to talk to the Plum Borough Manager first.

It was noted that the agreement with the Borough to collect these taxes will cease at the end of December 2013. Mr. Marraccini indicated he has already had discussions with Keystone Collections Group regarding the collection of the delinquent EIT after December 31, 2013. Committee requested that Keystone Collections Group representatives and the Borough Manager be invited to the September 2013 Finance Committee Meeting.

**B. Discuss the Keystone Collection Group's Earned Income Tax Collection Report through July 31, 2013.** Mr. Marraccini indicated that the July and August collections will be accrued to the 2012-13 fiscal year, as required.

- 3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of July 2013.** Mr. Marraccini reminded the Committee members that the salaries paid to the teachers in July and August 2013 are accrued back to the 2012-13 fiscal years as the teachers earned their annual 2012-13 through the last day of school.
- 4. 2013 Millage Chart of School Districts and Municipalities in Allegheny County.** The County released the 2012 and 2013 millage rates for all school districts and municipalities in the County. Plum's school district millage rate was lowered from 22.2 to 18.758 and Plum Borough's Municipality rate remained unchanged at 4.30 mills.
- 5. Update insurance claims for baseball field fence and Center Elementary storm water damage.** Mr. Marraccini indicated that he has contacted the softball contractor that installing all of the fencing for the new softball and modification to the baseball fence. Contractor will segregate the allocated to the baseball field and provide that amount so that Mr. Marraccini can provide it to the insurance company. Additionally he reported the Center Elementary School Building gym storm water damage project is complete and was successful. The floor tiles were laid over last weekend and the district's staff is sealing and waxing the tile. Everything looks great. The insurance company indicated that will be recovery to the District, which will be determined went the project is complete and all invoices and costs are submitted. Mr. Marraccini indicated he will prepare the cost of tile inventory used so that the district can recover that cost as well.

## **VI. New Business Roundtable Discussion:**

1. Mr. Colella requested that the threshold for listing major expenditures on the monthly Treasurer's Report be lowered from \$100,000 to \$50,000 starting next month.
2. Mrs. White inquired as to which PlanCon "Part" has been submitted for the New Pivik Building. Mr. Marraccini indicated Part I is complete and Mr. Ackerman is working on Part J. Mrs. White asked Central Administration to provide the final cost to building the New Pivik, in an abbreviated form. Mr. Marraccini indicated he will provide an electronic summary of the project.
3. Committee had general discussion regarding tutoring services for students.
4. Mr. Colella suggested Administration research selling of advertisement at the stadium and on buses. Mr. Price indicated that First Amendment Rights may come into play.
5. Mr. Marraccini informed the board members the AIU locked in diesel fuel pricing for 2013-14 at \$3.05 per gallon. This represents an amount that is \$22,110 less than budgeted.
6. Mr. Marraccini reported that the seven used buses which the District purchased are in excellent condition and are ready for the first day of school. Additionally, he indicated that he is seeking quotes for asphalt repairs for the transportation center parking lot which need to be made before the start of school.
7. Updates were discussed regarding on the three (3) Request For Proposals (RFP's) the District is seeking for Broker of Insurance Services, Financial Management Services for Bond Issue Construction Funds, and for general Banking Services.

## **VII. Next scheduled Finance Committee Meetings: August 20, 2013**

## **VIII. Motion to adjourn.** Committee adjourned at 7:25 P.M.

Minutes prepared by:  
Eugene J. Marraccini  
Director of Business Affairs