

**Plum Borough  
School District**

**Finance Committee  
Meeting Minutes  
for  
September 17, 2013**

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

**MEETING DATE:** September 17, 2013

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

**PRESENT:**

- **Committee Members:** Mr. Dowdell, Committee Chairperson  
Mr. Zucco & Mr. St. Ledger; Committee Members
- **Board Members:** Mr. Colella, Mrs. White, Mr. McGough, and Mr. Drake
- **Administrative Representatives:** Mr. Marraccini, Dr. Glasspool, Dr. Rossi and Mr. Brewer
- **Solicitor:** Mr. Price and Mr. Giglio; Solicitors, Firm of Andrews & Price LLC
- **Invited Guests:** Keystone Collections Group Representatives

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**I. Call Meeting to Order.** Mr. Dowdell called the meeting to order at 6:28 PM. This meeting immediately followed the Transportation Committee meeting.

**II. Citizens Comments:**

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

**III. Invited Guest Presentation:** Mrs. Harr, VP of Client Relations and Ms. Ireland from the Keystone Collections Group addressed the Committee regarding the collections of Delinquent Earned Income Taxes (EIT) for the 2011 calendar year and prior. The Committee will address with the Borough using Keystone for the collection of both the Borough and District on October 1, 2013 at the Intergovernmental Meeting.

***Committee Recommendation: Hold until after meeting with the Borough***

**Agenda Action Item Discussions:**

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

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

**2. Ratify acceptance of equipment donation.** Administration recommends ratification approval of the acceptance of equipment donated to Block Junior High School Technology Education Department by 4<sup>th</sup> River Aquaponics LLC, 2580 Smallman Street, Pittsburgh, PA on August 13, 2013. List of the equipment attached. Values exceed \$25.00. Dr. Glasspool and Dr. Rossi explained that they visited Oblock and viewed the equipment.

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

**3. Request to create of new student activity account.** Mr. Nicholas Oto is requesting the creation of a new student activity for the Plum Track and Field Team. The request indicated the activity will be used to raise funds and use the funds for track event medals, refreshments and evaluation equipment. Mr. will be an unpaid sponsor for this activity account.

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

**4. Ratify approval for the purchase of three (3) new buses from Blue Bird Bus Sales of Pittsburgh.** Administration recommends the ratification for the purchased of one (1) new 2013 and two (2) new 2014 forty-eight (48) passenger school buses from Blue Bird Bus Sales of Pittsburgh in the total amount of \$246,518. Additionally, the District received a parts credit in the amount of \$2,888.00. Prices were piggy-backed from another school district recent purchase process. G.O.B. Funds were used for the purchase of the buses. No trade-in involved in these purchases. I was noted that these buses brings the total on bus purchases for the new year to ten (3 new and 7 used).

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

**5. Ratify approval for the disposal of four (4) unusable and obsolete school buses for scrap value.** Administration recommends ratification of the disposal of four (4) unusable and obsolete buses that were striped for parts and sold for scrap metal value to Hloznic's Auto Salvage Company on August 29, 2013 for \$5,183.00. A copy of the transaction receipt and check were attached.

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

**6. Approve Construction Invoices (G.O.B.).** Administrative recommends approval of construction invoices for the month of September received after the Facilities Committee Meeting, as attached. Mr. Drake commented that buses used to transport the Adlai Stevenson students to AS@P will be charged to the GOB's.

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

**7. Advertisement for the solicitation of Broker of Insurance Services Request for Proposals (RFP).** This item was moved from Informational to Action Section. Committee authorized Administration to solicit RFP's for the Broker of Insurance Services starting with the 2014-15 school year for an initial term of three years with two optional years. Draft copy of RFP was provided and approved as presented by Committee. Deadline for RFP's is October 15, 2013 and will be presented at the October 22, 2013 Finance Committee Meeting.

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

**V. Informational Discussion Items:**

**1. Discuss Real Estate Tax Collector's Report for the months of August 2013.** Property taxes, interim collections and per capital revenues represents the first two month's collections for the 2013-14 fiscal year and that \$9,438,115 was collected in August.

**2. Discuss Plum Borough Delinquent and Current Earned Income Tax Collector's Reports for the month of August 2013.**

**A. Delinquent EIT:** Delinquent EIT collections for August 2013 are substantially less than prior years and that the budget amounts for 2012-13 will not be achieved. Mr. Marraccini noted that the August collections are about 1/3 of the previous year's collection to date. This issue will be discussed at the next Intergovernmental Meeting with the Borough scheduled for October 1, 2013.

**B. Current EIT:** Mr. Marraccini indicated that the July and August collections will be accrued to the 2012-13 fiscal year, as required. The actual collections collected by the Keystone Collections Group for the year appear to be on target with the budgeted. Mr. Marraccini noted that the budgeted current EIT collections were \$3,450,000.

**3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of August 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. It was noted that the revenues collected exceeds the expenditures by almost \$14,000,000 through the end of August, mainly due to the current real estate collections.

**4. Unofficial Act 1 Index Estimate for 2014-15.** PASBO announced the unofficial Act 1 Index for 2014-15 is anticipated to be 2.1%, up from 1.7%. (18.758 mills X .021 = .394 mills) The Index percentage is the maximum amount of increase in the millage allowed under Act 1. The Official Index is expected to be release soon.

**5. RFP updates.** The Board directed Central Administration to prepare Request for Proposals (RFP) for the following services:

**A. Insurance Brokerage Services** - A Draft copy of RFP was presented for the Committee's review. It was noted that the Gleason Agency, a division of the A.J. Gallaher Group is the current Broker of Record and that they have provide excellent service to the District, especially in the Risk Management area. Mr. Delaney of the agency attends every Safety Committee Meeting and provides a detailed risk management report that lists any deficiencies and recommendation which are corrected by the District. The RFP will be advertised and the deadline to submit an RFP is October 15, 2013. Committee recommended moving this item to the Action Section of the September Public Agenda.

**B. Independent Auditing Services** – Draft copy in progress – incomplete at this time.

**C. Banking and Investment Services** – To be completed for October Finance Committee Meeting. Mr. Marraccini noted he has met with representatives of S&T bank to discuss their fees and is awaiting a draw schedule for the new project which is needed to solicit proposals for the investing of the GOB funds.

**VI. New Business Roundtable Discussions. None**

**VII. Next scheduled Finance Committee Meetings:** Tuesday, October 22, 2013

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

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