

Plum Borough School District

August 21, 2012 Finance Committee Meeting Minutes

(Finance Meeting #2/ 2012-13)

Plum Borough School District Finance Committee Meeting Minutes August 2012

MEETING DATE: Tuesday, August 21, 2012

LOCATION: High School Cafeteria Conference Room

PRESENT:

- **Committee Members:** Mr. Dowdell, Chairperson; Mr. Zucco, Committee Members
- **Board Members:** Mr. Colella, Mrs. White, Mr. McMasters, Mr. Tommarello, and Mr. Drake
- **Administrative Representatives:** Mr. Marraccini, Dr. Glasspool, Dr. Rossi, and Mr. Brewer
- **Solicitor:** Mr. Price, Andrews & Price

I. Call Meeting to Order. Mr. Dowdell called the meeting to order at 8:11 PM

II. Citizens Comments:

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

III. Presentation: Mr. Joseph Muscatello, Boenning & Scattergood, Inc., and Mr. Cliff Pastel, Eckert Seamans. Both presented information regarding the potential savings generated by the refinancing of outstanding bonds and borrowings approximately \$10 million of new monies to be used for renovations. Refinancing is estimated to save the District approximately \$4.6 million and new borrowings will cost between \$400,000 and \$440,000, depending on decision to capitalize interest during construction.

IV. Agenda Action Item Discussions:

- 1. Treasurer's Report:** Approve Treasurers' Report for the month of July 2012. Committee reviewed the report.

Committee Recommendation: Move to Public Agenda

- 2. Budget Transfers:** Additional 2011-12 budget transfer not available at time of meeting.

- 3. Recommend approval of the Harris School Solutions (formerly ProSoft) software maintenance and support agreement.** Agreement is for the period from July 1, 2012 to June 30, 2017 (5 years) and reflects the multi-year discounts. Harris School will breakout the modules from the student package and will provide a revised agreement.

Committee Recommendation: Move to Public Agenda upon receipt of new agreement.

- 4. Recommend approval of amended Agreement with Eric Ryan Corporation (ERC).** This reflects a reduction in cost to the District because of reduction in cost for telecommunication billings from \$200 per month to \$100 per month. Cost to monitor utilities remains unchanged.

5. **Recommend approval of the purchase of three (3) used buses from W.L. Roenigh Company in the amount of \$53,700.00.**

Committee Recommendation: Move to Public Agenda

6. **Approve the daily and hourly rates of pay for substitutes and non-bargaining unit employees for the 2012-13 school year.**

Committee Recommendation: Move to Public Agenda

7. **Approve new Resolution for a free structure associated with the collection of Delinquent Earned Income Taxes (EIT) (2011 and prior).**

Committee Recommendation: Move to Public Agenda

V. Informational Discussion Items:

1. **Discuss Real Estate Tax Collector's Report for the months of July 2012.** The Committee reviewed Mr. Schlegel's monthly report. This is the first report for the new school year. Mr. Marraccini noted that an additional \$4,462,832 was received in August thus far.
2. **A. Discuss Plum Borough Earned Income Tax Collector's Reports for the month of July 2012.** Mrs. Pedrosky's EIT report illustrated prior year delinquent tax collections, details of potential prior year collections and payment plan details.

B. Discuss Keystone Collection Group's Earned Income Tax Collections Report for the month of July 2012. Keystone became the new tax collector pursuant to Act 32 on January 1, 2012. The report includes July 2012 and YTD data for the period from 1/1/12 to 7/31/12.
3. **Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of July 2012.** The Committee reviewed the Revenues and Expenditures YTD comparison information. These reflect the first month of the new fiscal year 2012-13.
4. **Approval of new Resolution for a new free structure associated with the collection of Delinquent Earned Income Taxes (EIT) in cooperation with the Borough of Plum.** Mr. Price will prepare the Resolution and item will be moved to the Action Items section.
5. **Discuss approval to share in cost of closing the Income Tax Office housed at the Borough Building.** Borough projects District's cost to be between \$8,000 and \$9,000. This is a follow-up from the recent Intergovernmental meeting with the Borough regarding costs to close the Earned Income Office. Committee is requested a detailed list of related expenditures from the Borough. Borough will be contacted for the list.
6. **Discuss daily and hourly rates of pay for substitutes and non-bargaining unit employees for the 2012-13 school year.** Annually the Board reviews these rates for the new fiscal year. The Committee approved increasing the Substitute Food Service Workers hourly rate from \$7.50 to \$8.00 and requested that Kelly Educational Services advise the district as to the competitiveness of its rate for other substitutes.

VI. New Business Roundtable. None

VII. Next scheduled Finance Committee Meeting: September 18, 2012

VIII. Motion to adjourn. Committee adjourned at 9:37 PM

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