

Plum Borough School District

Finance Committee Meeting Minutes For November 2015

(Meeting #4 – 2015-16)

Plum Borough School District Finance Committee Meeting Minutes November 2015

Meeting Date: November 17, 2015
Location: Plum Senior High School Cafeteria Conference Room
Purpose: Discuss District Financial Matters for the Month of September 2015
In Attendance:

- **Committee Members:** Mrs. Stepnick, Chairperson (via telephone); Mr. Dowdell and Mr. Zucco, Committee Members
- **Board Members:** Mrs. White, Mr. McGough, Mr. Colella and Mrs. Gallagher
- **Administrative Representatives:** Mr. Marraccini, Dr. Glasspool, Dr. Rossi, and Mr. Brewer
- **Solicitor:** Mr. Price, Andrews & Price LLC

I. Chairperson calls meeting to order. Meeting was called to order at 8:14 PM.

II. Citizens Comments:

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

III. Invited Guests: None

IV. Agenda Action Item Discussions:

1. **Treasurer's Report:** Approve Treasurers' Report for the Month of October 2015. Report will be sent electronically to board members prior to the meeting for their review.

Committee Recommendation: Move to Public Meeting Agenda

2. **Budgetary Transfers for October 2015:** None at this time. Mr. Marraccini indicated he would follow any prior to the public board meeting scheduled for November 24, 2015.

V. Informational Review Items:

1. Committee reviewed Real Estate Tax Collector's Reports for the months of October 2015 prepared by Mr. Schlegel, as presented.
2. Committee reviewed Keystone Collection Group's Current and Delinquent Earned Income Tax (EIT) and Local Service Tax (LST) Collections Report for the month of October 2015, as presented.
3. Review Monthly Revenues and Expenditures Comparison Graphs for the month of October, 2015 as presented. Revenue graph shows the local collections remain steady, but due to the State's budget impasse, the District has not received any subsidies for Basic Education, Special Education, Transportation, Social Security and Pension reimbursement. District did receive its Homestead/Farmstead gaming money (\$1,653,000) as this is separate from the State budget. Mr. Marraccini added it was notified this afternoon that on January 4, 2016 PDE will release in excess of \$4.8 million to the District for 2015-16 funds due, *if the budget has been passed*.
4. Committee discussed the renewal of the Concession Stand Agreement with Plum Council PTA for High School field concession stand. Board members were in favor of the renewal. Mr. Price will draft a new agreement accordingly.

5. Discuss Plum Water Authority's Water and Sewage service billing changes. The Plum Borough Water Authority has informed the District it will no longer bill a flat fee for water and sewage which cost approximately \$61,500 per year, and will bill based on actual meter reading usage, which is estimated to cost the district \$95,500 per year. Changes are effective January 1, 2016. This does not include the flood prevention tax assessed to every invoice, every month, estimated at \$6,540. The split year change results in an average annual cost of \$85,000 for 2015-16. (2620-424 account).
6. Homestead / Farmstead mailings will be sent to Plum taxpayers soon. Qualified property owners must apply by March 1, 2016 for the 2016 property assessment reduction. If applied previously, no additional application is necessary. There are no age or income limitations, only that the qualified property must be the primary residence. *Please note this program is a topic of discussion under the State Budget Impasse settlement and may be eliminated and substituted in another property tax reduction format. Copy of Notice attached.*
7. Committee and Board Members were sent an electronic copy of the Preliminary Projected 2016-17 General Fund (10) Revenues and Expenditures and given a hard printed copy at the meeting. When discussing the Revenues, it was noted the 2015-16 State Budget is at an impasse and made projecting state subsidies difficult, so the budgeted 2015-16 amounts were used. Mr. Marraccini indicated the only labor contract that expires in June 2016 is the one for the Custodial / Maintenance Staff. All other contracts provide the increases for 2016-17. Mr. Colella suggested that the board members take time to review and digest the information and present their questions, comments, suggestions at the December 9, 2015 Budget Workshop.

The Board requested what the projected cash balance of the general fund (10) was at June 30, 2015. Mr. Marraccini prepared in conjunction with the independent auditor two reports.

- Exhibit A – General Fund (10) Cash Balance at June 30, 2015. See Attachment
- Exhibit B – Post War Capital Reserve Fund (31) Balance at June 30, 2015. See Attachment

V. New Business Roundtable Discussion.

VI. Next scheduled Finance Committee Meetings:

- December 1, 2015 – Budget Workshop – HS Cafeteria Board Room – 6:00 PM
- December 9, 2015 – Finance Committee Meeting - HS Cafeteria Board Room – following committee meetings which start at 6:00 PM

VII. Motion to Adjourn. Committee adjourned at 9:14 PM. Mr. Price announced the Board would be meeting in Executive Session to discuss matters of personnel, real estate and contracts.

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