

Plum Borough School District
Finance Committee Meeting Minutes
October 2011

Date: Tuesday, October 11, 2011

Location: High School Cafeteria Conference Room

Committee Members Present: Mr. Drake, Chairperson; Mr. Matthews, Committee Member

Board Members Present: Mr. Colella, Mrs. McGuirk, Mrs. White, Mr. Dowdell, Mr. McGough, and Mr. McMasters

Administrative Representatives: Mr. Marraccini, Dr. Naccarati, and Dr. Glasspool

Solicitor: Mr. Price, Andrews & Price

I. Call Meeting to Order. Mr. Drake called the meeting to order at 6:37 PM

II. Citizens Comments:

- A. On agenda items. Mrs. Donna Jablonowski requested permission to speak later during the discussion of Item V.4. Permission granted.
- B. On non-agenda items. None

III. Agenda Action Item Discussions:

- 1. Approve Treasurers' Report for the month of October 2011. The attendees were provided with a printed copy of the Treasurer's Report for the Month of September at the meeting, due to the fact that the district's email system was not operational. Members will email any question they may have after reviewing the report.

Committee Recommendation: Move to Public Agenda

- 2. Budget Transfers for the Month of October 2011. There were no transfers for the month.

- 3. Approve sale and/or disposal of unusable or obsolete high school classroom technology machinery and equipment as presented. The committee was presented with a list of obsolete and/or unusable classroom shop equipment which included automotive testing and repair equipment, parts washing machine, floor jack, arc welder, wood lathes and engine stands and hoist. It was noted that this equipment will be made available for sale, if not sold equipment will be properly disposed. District will use Craig's List to sell the equipment.

Committee Recommendation: Move to Public Agenda

IV. Informational Discussion Items:

- 1. Real Estate Tax Collector's Report for the month of September 2011. Mr. Schlegel's report for the month of September 2011 was presented in printed copy for review and discussion. The report shows that 88% of the budgeted real estate and per capita tax revenues collected during the first three months of the fiscal year.



2. Earned Income Tax Collector's Report for the month of September 2011. Mrs. Pedrosky's report for the month of September 2011 was presented for review and discussion. Mr. Marraccini prepared a historical graph to reflect that the earned income tax revenues that were lagging in previous months is now higher than any collections in the past three years for the first quarter of the fiscal year. Data pertaining to the Wage Attachments and Payment Plan was reviewed. There are 876 tax plan for \$310,000 of delinquent earned income taxes being collected under these two arrangement plans, much due to the poor economy.
3. Monthly Revenues and Expenditures Comparison Graphs for the month of September 2011. The Committee was presented with the to-date financial information for revenues and expenditures. To date, \$28,983,856 revenues were collected compared to expenditures of \$9,660,231.
4. 2011-12 Substitutes Hourly Wage discussion. This item is a carry-over from the September Finance Committee meeting. Committee review substitute fill rates for the first 27 school days. Central Administration recommended increases in the substitute custodial and food service workers hourly wage rate.

Committee Recommendation: Move to Public Agenda

Citizen's Comments:

- a. Donna Jablonowski, Facilities Department Administrative Assistant, commented on the lack of substitutes and the increased amount of custodial call-offs.
 - b. Cindy Lott, Custodian, opposed giving increases to substitute custodians and reduce in the number of custodians caused by attrition.
5. Discuss funding of assets annual depreciation request by Mr. Drake. Discussion occurred regarding the type of major capital assets that will be tracked for advanced replacement cost funding. Mr. Marraccini will provide a schedule of assets for next meeting.
 6. \$5,000,000 was transferred from District's S&T Bank General Fund Checking (Fund 10) to RBC Wealth Management Investments (PSDLAF). Mr. Marraccini informed the committee that \$5,000,000 was transferred to maximize investment returns. This was because of the large real estate tax collections over the past months.
 7. New Pivik Elementary Water Meter information. Mr. Drake was presented with information he requested regarding the cost of the main water meter being installed at the New Pivik Elementary Building. The Plum Borough Water Authority charged the District \$8,974 for the meter and installation. The list price of the meter is \$10,500, as verified by Sensus Company of Uniontown. This is a cost to the New Pivik Project.
 8. State Auditors to perform audit for 2006-07, 2007-08, 2008-09 and 2009-10. Mr. Marraccini informed the committee that we have been notified that starting on Monday, October 17, 2011 the state auditor will perform a four year audit over the next four to six weeks.
 9. Unofficial Statement of Revenues and Expenditures (Profit & Loss Statement) for FYE June 30, 2011. The committee was presented with an unofficial preliminary report the details the **2010-11 Actual Revenues were \$53,814,601 and Actual Expenditures were \$53,837,447** or a difference of only (\$22,845) (expenditures exceeding revenues).



V. New Business.

VI. Next scheduled Finance Committee Meeting: November 15, 2011

VII. Motion to adjourn. Meeting adjourned at 7:32 PM

Meeting Minutes Prepared by:

**Eugene J. Marraccini
Director of Business Affairs**