

COLONIAL SCHOOL DISTRICT

PLYMOUTH MEETING PA

Meeting Minutes

January 11, 2012

Finance and Audit Committee Chairperson, Kathleen Oxberry, called the meeting to order at 8:50 A.M. on Wednesday January 11, 2012 in the Superintendent's Conference Room located in the Colonial Elementary School at 230 Flouertown Road, Plymouth Meeting PA.

**Finance Committee Members Present:** Kathleen Oxberry, Susan Moore, Mel Brodsky

**Other Board Members Present:** Alan Tabachnick, Bernie Brady, Beth Suchsland, Christina Frangiosa

**Others Present:** Dr. Mary Ellen Gorodetzer, Superintendent, and Robert Salanik Financial Consultant

**Public Present:** None

Mrs. Oxberry asked for any public comments on the agenda, there were none. She then asked Mr. Salanik to proceed with the items on the agenda.

Mr. Salanik reviewed the financial items that will be included on the January 19, 2012 board agenda for approval. These items include the final reading of board policy 620, three assessment appeal settlements, the preliminary budget adoption, the approval of the Montgomery County IU budget, and authorization to file for Act 1 exceptions.

**Preliminary Budget:**

Mr. Salanik provided budgets for review by the committee that will serve as the documents to be adopted as the 2012-13 Preliminary Budget. This budget includes the use of \$5,008,745 in Fund Balance, Revenues of \$94,465,270, requiring a 4 % tax increase, and expenditures in the amount \$ 99,474,015, a 5.89% increase over current year expenses. Mr. Salanik reminded the committee that the purpose of this preliminary budget is to establish a basis for budget discussions and that the school board is not confined to any of the figures included in this document. The administration has scheduled a series of budget discussions with the staff and will present a series of budget revisions at the March Finance Committee meeting. A detailed budget presentation will be made to the public at the March school board meeting.

Last month the committee approved a request from the Montgomery County Redevelopment Authority to waive the payment of a tax bill. The committee approved this request, however due to the timing of the approval, this tax bill was paid. Effective January 1, 2012 this parcel is tax exempt.

Also last month the committee reviewed a recommendation to have a third party, Portnoff Associates, collect our delinquent real estate taxes for 2011. The recommendation was based on the low collection rate by the Montgomery County Tax Claim Bureau. Effective January 1, 2012 the tax claim bureau will be managed by Northeast Revenue Services. This company is also collecting delinquent real estate taxes in Luzerne County and has a record of strong collection rates. Mr. Salanik met with this group and recommended that they be given the opportunity to collect our 2011 delinquents. They will transfer district collections on a weekly basis and also issue monthly reminder notices to the tax delinquents. Mr. Salanik did check with the business office of the Hazeltown Area SD and they have been pleased with the services provided by Northeast Revenue Services. If they do not meet our expectations the district will have the option to use Portnoff in the future.

Real Estate Assessment Appeals:

1. The committee approved the recommendation to use the following appraisers, based on three quotes received for each property
  - a. Mack Cali appeal – Ludwig Corp
  - b. Plymouth Meeting Crescent Hotel appeal –Coyle Lynch and Co.
2. A list of 5 owner initiated tax assessment appeals was shared with the committee
3. The committee reviewed a settlement proposal for a property at 4000 Chemical Rd.

Mr. Salanik updated the committee on the evaluation of the district banking services and will have a proposal for the committee to discuss at the next meeting.

Mr. Salanik presented a resolution that will be presented for school board approval which authorizes the Commonwealth of Pennsylvania to share their state tax withholding information with Berkheimer Associates, upon approval by the district Business Administrator. This is the same resolution that was approved last year. The difference is the Business Administrator position is referenced instead of an individual.

Mrs. Oxberry adjourned the meeting at 9:45 A.M.

Respectfully Submitted,

Robert Salanik  
Financial Consultant