

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**MINUTES**  
**of the FINANCE / PERSONNEL Committee Meeting**  
**June 27, 2022**

**Finance / Personnel Committee Members Present:**

Betsy Ruch, Chair  
Scott Overland

**Finance / Personnel Committee Members Absent:**

Caitlyn Carminito

**Board Members Present:**

Susan Turner

**Administrators Present:**

Dr. Alan D. Fegley – Superintendent  
Dr. Jeremy Melber – Director of Finance  
Sylvia Rockwood – Director of Human Resources  
Ken Gibson – Director of Operations & Technology

**Others Present:**

Lisa Longo  
John Mraz  
Emily Shanley

**Call Board Finance / Personnel Committee Meeting to Order**

The Finance Committee meeting was held in person and was called to order at 5:30 p.m. by Mrs. Betsy Ruch, Chairperson.

**A. APPROVAL OF MINUTES**

**1. APPROVAL OF THE MAY 23, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES**

The committee approved the minutes as presented.

**B. APPROVAL ITEMS**

**PERSONNEL**

**1. PERSONNEL REPORT – JUNE 2022**

- a) Resignations
- b) Approval of Salaries
- c) Professional Contracts
- d) Appointments
- e) Leave Request
- f) Informational Items

**1. FMLA – Family Medical Leave of Absence**

Mrs. Ruch detailed the personnel listing items and noted they are set for approval this evening.

## FINANCE

### BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – MAY 2022  
Check # 3126 (5/6/2022) – Check # 3285 (5/27/2022)  
ACH # 212201797 (5/6/2022) – ACH # 212201976 (5/27/2022)  
The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – MAY 2022  
The committee agreed to recommend approval to the full Board.

### BUSINESS OFFICE ITEMS

#### **\*POTENTIAL VOTING ITEM AT JUNE 27, 2022 MEETING**

1. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 743 STARR STREET, PARCEL ID #15-14-0287.0000 FOR AN ASSESSMENT OF \$1,350,0000 (INCREASE OF \$400,360.)  
The committee agreed to recommend approval to the full Board.
2. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 640 NUTT ROAD, PARCEL ID #15-08-0080.0000 FOR AN ASSESSMENT OF \$2,160,000 (INCREASE OF \$831,320.)  
The committee agreed to recommend approval to the full Board.
3. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 5 SCHUYLKILL ROAD, PARCEL ID #26-03-0110.0200 FOR AN ASSESSMENT OF \$2,137,500 (INCREASE OF \$1,227,590.)  
The committee agreed to recommend approval to the full Board.
4. APPROVAL OF THE DISTRICT’S PROPERTY AND LIABILITY INSURANCES FOR THE 2022-2023 FISCAL YEAR AS FOLLOWS:

Insurance	Company	2022-23 Premium	Premium Increase
Package Policy	Utica Mutual	\$130,864	3.9%
Business Auto	Utica Mutual	\$14,287	0%
School Board Legal	AIG	\$40,719	6.38%
Cyber Liability	CHUBB	\$23,243	30.2%
Commercial Umbrella	Utica Mutual	\$15,862	6.04%
Student Accident	Fairfax Financial	\$16,490	0%
	Total:	\$241,465	6.08%

The committee agreed to recommend approval to the full Board.

## C. DISCUSSION ITEMS:

### **Personnel**

None

### **Business Office**

1. RECOMMENDATION FOR APPROVAL AT BOARD MEETING FOR MUNICIPAL ADVISOR STARTING JULY 1, 2022.

Mr. Overland provided details on the municipal advisor interviews that occurred. He explained that a deeper dive by the committee showed PFM had a potential to increase their fee based on the amount of the bond being issued but never received a firm number from them. The district would see a \$12,500 decrease from current charges if the district goes with Concord Public Finance.

Admin / committee recommendation to go with Concord Public Finance as municipal advisor.

2. COVID-GRANTS UPDATE

Dr. Melber provided an update on the Covid ESSER and ARP grants amounts that have been spend and un-spent to date. He showed what the money has been spent on and that as of May 31<sup>st</sup> 49% of the grants received has been spent, with grant deadlines being September 30, 2024. Members had questions on specifics of what some of the purchases were for.

**D. INFORMATION ITEMS**

**Personnel**

None

**Business Office**

1. MONTHLY BANK STATEMENTS

- a. Meridian Bank – May 2022
- b. Peoples Security – May 2022
- c. Phoenixville Federal
  - Student Activities – May 2022
  - Phoenixville Summer – May 2022
- d. PLGIT – May 2022
- e. PSDLAF – General Fund – May 2022
- f. PNC Bank – Easy Procure – May 2022
- g. TD Wealth – May 2022
- h. Univest Bank – CD & Money Market – May 2022
- i. WSFS
  - Capital Reserve – May 2022
  - Construction – May 2022
  - Food Services – May 2022
  - General Fund – May 2022
  - Money Market – May 2022
  - Payroll – May 2022
- j. Credit Cards

**E. RECOGNITION OF VISITORS**

John Mraz spoke about the Treasurers report formatting and had questions on subtotals and how the report and check register tie together. He also questioned the sale of district property and how that money will be accounted for as revenue. He also made comments about the grant funding presentation and how he was surprised more was not spent and wondered how that compared to other districts.

Lisa Longo discussed the grant presentation and future allocation dealing with HVAC projects, as well as asking if all HVAC filters in the district have been converted to MRV-13 filters. She also discussed issues with crowding at the High School and issues with the size and amount of bathrooms for students. She questioned whether outdoor spaces and projects could be done through grant funding. She referred to the Auditor General report dealing with internal controls and that the district's business manager should not have been named Treasurer to keep proper internal controls. She also mentioned in the past that the RFP process for services was done through public presentations.

**F. NEXT MEETING** – August 22, 2022 – 5:30 PM

**Adjournment**

The meeting adjourned at 6:13PM.

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Mrs. Betsy Ruch, Chairperson

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The minutes of the June 27, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the August 22, 2022 Board Finance-Personnel Committee meeting. The June 27, 2022 minutes were prepared by Dr. Jeremy Melber, Director of Finance, Lenore Filipovic – Executive Assistant to the Superintendent & Cabinet, and Sharon Oleski, Executive Assistant to the Cabinet.