

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

June 23, 2009 - 6:30pm

1. **Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, May 26, 2009, at 6:35 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Lori Hegedus presiding.

Roll Call... Present at roll call was Lori Hegedus, Chairperson, Susan West, Member, and Wayne Mountz, Member who arrived at 6:50pm.
Also present were Robert Ihlein, Borough Manager and Kathy Turns, Finance Secretary.
2. **Review and approval of monthly:**
 - a. **Bank reconciliations**
Ms. Turns stated that all accounts are reconciled through May 2009 and approved by Mr. Ihlein.
 - b. **Stale dated checks**
Ms. Turns stated that there are currently no stale dated checks.
 - c. **GL account reconciliations for payroll tax & withholding**
Ms. Turns stated that the payroll liability and withholding accounts have balances that are due to two voided payroll checks last month.
 - d. **Month End check list**
Mr. Ihlein has reviewed the periodic checklist. Items are being added as recalled.
4. **Fund Changes**
 - a. **Swimming Pool Construction Capital Reserve Fund**
Ms. Turns stated that the transfer has been made.
 - b. **Move of Revitalization accounts in general Fund to Revitalization Fund**
Ms. Turns stated that she will move amounts in 01455452 and 01414320 to the Revitalization Fund. Also, the budget amounts need to be adjusted.
5. **Sewer**
 - a. **Receipts**
 1. New procedure due to recent staff changes
 2. Balancing deposit to amounts entered in Freedom Systems
Mr. Ihlein stated that we are trying to implement a new system for posting payments to the employee accounts. We are hoping that the new cashiering system will help streamline this procedure.

b. Monthly Reports

1. Reports required two work days prior to meeting

Ms. Hegedus said that she had not received any sewer/refuse reports prior to the meeting.

c. Collection Procedure

Mr. Ihlein stated that nothing further has been done about collection procedures.

d. Sewer billing class changes – update and timeline of change

Mr. Ihlein will be meeting with Mr. O’Neill on Monday 6/29/09 to draft the letters. He hopes to have the letters out to those individuals by July 15th.

6. A/P – Paying bills twice a month

Mr. Ihlein presented the committee with a new Accounts Payable – Monthly Payment of Bills Procedure.

Mrs. West asked if we had considered paying bills online. Mrs. Farr felt that paying bills online is not something that we should look into at this time. There are approval issues with the process.

Motion to adopt the Account Payable – Monthly Payment of Bills Procedure as of July 1, 2009 by Ms. Hegedus, seconded by Mrs. West. Motion carried with 3 ayes, and 0 nays.

Mr. Ihlein will report on this new procedure at the next council meeting.

7. Freedom System Update

Mr. Ihlein stated that he hopes to have the 8.1 update before the end of June. Mrs. West would like a copy of the updates approved at the last council meeting.

8. Review of month to date Statement of Revenue and Expenditures

The monthly statement of Revenue and Expenditures was reviewed with clarifications about some of the line items. There will be some follow-up calls concerning tax revenue and some minor expenses.

9. Forecast preparation

Ms. Hegedus asked that Mr. Ihlein have this for the August meeting.

10. Elimination of \$5 occupation and \$5 Per Capita Tax

This item will be held for discussion at the September 2009 meeting.

12. Miscellaneous

Mr. Ihlein distributed a listing of his on-going projects and other items of interest to the Finance Committee.

Mr. Ihlein has met with 5 different insurance companies concerning our Property and Casualty policy and the Worker's Compensation Policy. We have requested that they give us their proposals by July 15, 2009.

He has received a request from the Lemoyne Municipal Authority for a payment of \$400,000.

Motion to pay the Lemoyne Municipal Authority \$400,000.00 out of the Tapping Fee Fund on June 30, 2009 by Ms. Hegedus, seconded by Mr. Mountz. Motion carried with 3 aye and 0 nay votes.

We have received a memo from Cumberland County Assessment Office regarding the 2010 reassessment. Mrs. Farr asked that this be addressed to council.

13. Next meeting... July 28, 2009 at 6:30pm

14. Adjournment...8:11pm There being no further business, Ms. Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Turns
Borough Secretary