

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

November 24, 2009 - 6:30pm

1. **Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, November 24, 2009, at 6:36 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, and Susan West, Committee Member.

Wayne Mountz was not present.

Also present were John Judson, council member, Robert Ihlein, Borough Manager/Treasurer, Kathy Morrow, Borough Secretary/Finance Secretary.

Other people in attendance were Dennis McGee, Stacy Gromlich, and Roi Baptiste.

2. **Manager updates**

Mr. Ihlein stated that he has given everyone the General Fund Revenues and Expenses. There are no major changes to speak of. The preliminary Budget was prepared with the most up to date information available to us.

Ms. Hegedus suggested that the Finance Committee consider changing the time of the meetings next year. She asked Mr. Ihlein to add it to the agenda for the Reorganization meeting in January.

Mr. Ihlein stated that Council approved the Preliminary Budget. It has also been advertised and a copy is in the office for viewing. We have not received any questions in the office.

Mrs. West asked about the Borough Engineer Budget. Mr. Ihlein explained the amount allocated in the 2010 budget.

3. **Old Business**

- A. Lamar's electric charges: Mrs. West suggested that the new council put the electric reimbursement for that particular billboard in their contract when it's up.
- B. Mr. Ihlein received 7 proposals for the Auditing service contract. The finance committee decided to interview the three lowest bidders, Zelenkofske Axelrod, Hamilton & Musser, and Reinsel Kuntz Leshner. Mrs. Morrow will set up meetings for Tuesday afternoon.
- C. Mr. Ihlein stated that we had our update a few months ago and everything is going fine. We are still learning about the enhancements that we got. The only issue that he has is that we have no written manual. We don't have any other training sessions set up yet.

- D. Ms. Hegedus stated that we need a new procedure for sending census data to the West Shore Tax Bureau on a quarterly basis. They will accept any information that we have, even sewer billing reports. She wants this procedure added to the checklist. Mr. Ihlein stated that we recently sent a county report to the West Shore Tax Bureau. Ms. Hegedus said that he should contact Mr. Timko to see what information they need and how often. A routine procedure is needed in order to help the tax bureau keep their records current for tax collection.
- E. Ms. Hegedus asked if we could check into paying bills online. Mrs. Morrow asked if we could work on this at the beginning of 2010 after she is finished with year end projects. These payments should only come out of the General Fund, with transfers being made just as they are now for the checks.

4. Review and approval of Monthly:

Mrs. Morrow stated that the Bank Reconciliations are complete for October, there are no Stale Dated Checks, GL Account reconciliations and the checklist are up to date.

5. Sewer

- A. Receipts – Ms. Hegedus stated that the sewer receivables should be applied to the customer accounts before the bank deposits are done. There needs to be a procedure in place to verify the deposits that are made and the payment postings in Freedom Systems are the same. She would like an update on this next month.
- B. Collection Procedure – Mr. Ihlein has looked at the accounts with the large delinquencies. Ms. Hegedus stated that we need to create a procedure to follow for collection of delinquent sewer bills. The water company needs to be contacted about water shut offs. Mr. Ihlein stated that this is on the agenda for the Council Meeting. We have liens on some of the properties already. Mrs. West suggested again that we should look at an amnesty program. We can set something up to reduce the penalties that people owe if they pay the actual sewer and refuse bills. Dr. Judson suggested opening a window of time for the outstanding bills to be paid and we will waive the penalty amount. Ms. Hegedus asked Mr. Ihlein to do the following before the next Finance Committee Meeting:
 - 1. Contact the two individuals with the highest delinquencies
 - 2. The agreement with PAWC to shut off water for non-payment of sewer bills should be added to the agenda for the December council meeting.
 - 3. A couple of months ago Freedom Systems wrote a program that corrected many account balances. The remainder of the accounts need to be corrected and a plan/date to accomplish is required. Ms. Hegedus stated that residential customers who are delinquent should pay current bill quarterly plus 150.00 every month. If they pay as stated for 6 months we will drop ½ of the penalty accumulated in that 6 month time frame . We will need to prepare an agreement that will be signed by the individual.

- C. Sewer Billing Class Changes – This will be addressed in January of 2010. The committee hasn't agreed on the charges yet. Ms. Hegedus said that we are out of Tapping Fee money and next year we will need to get loans for our first project.
- 6. Review of month to date Statement of Revenue and Expenditures**
This review was done earlier in tonight's meeting.
- 7. Parked until 2010**
Elimination of \$5 Occupation and \$5 Per Capita Tax: Ms. Hegedus has parked this until February of 2010. She feels that this money could be rolled into another tax and save on postage and printing expenses, etc.
- 8. Personnel issue**
Mrs. West suggested that Mr. Paden receive a bonus for the Codes work that he has done since Ron Frank left. Dr. Judson and Ms. Hegedus stated that this would be discussed in an executive session prior to the council meeting next Thursday.
- 9. Next meeting...** December 22, 2009 at 6:30pm.
- 10. Adjournment...**8:15pm There being no further business, Ms. Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Morrow
Borough Secretary