

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

March 10, 2010 - 6:30pm

- 1. Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Wednesday, March 10, 2010, at 6:06 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Pamela Paul presiding.

Roll Call...Present at roll call was Pamela Paul, Chairperson, Lori Hegedus and Stacy Gromlich, Members

Also present were Robert Ihlein, Borough Manager/Treasurer and Kathy Morrow, Borough Secretary/Finance Secretary.

Council member Lynda Stark and borough resident Roi Baptiste was also present.

- 2. Updates from Borough Manager**

Mr. Ihlein discussed a survey that he received concerning the collection of the Boroughs Local Services Tax. The Committee agreed to have the Cumberland County Tax Collection Committee collect the LST taxes.

Mr. Ihlein distributed the corrected monthly budget and expense reports. The report has been corrected by Freedom Systems as of yesterday. The committee reviewed and discussed various revenue and expense items.

At this time we don't have any training scheduled with Freedom Systems. A few weeks ago, Mr. Ihlein, Mrs. Stanley, and Mrs. Morrow had a teleconference with Freedom systems concerning sewer payments and posting.

The new auditors were in the office for two weeks and just finished up on Friday. They need to be complete by the end of March in order to get DCED reports out on time.

Mr. Ihlein stated that per capita tax data was sent out to the West Shore Tax Bureau for updating their files. Ms. Hegedus suggested that the Utility Billing reports be sent to them on a regular basis.

- 3.** Mrs. Morrow stated that the bank reconciliations are complete for February, and that there are no stale dated checks. She would like to speak with the auditors concerning the Payroll Expense accounts, and the Pool Reserve/Pool Operating accounts. The month end checklist will be reviewed and approved monthly.
- 4.** Mr. Ihlein noted that he has begun writing procedures as time permits. Ms. Hegedus suggested writing tasks down as they are completed. Mr. Baptiste stated that the Federal Government has procedure writing guidelines on the web if we need them.

5. Sewer

Mr. Ihlein stated that Mrs. Stanley has been using the new receipts procedures and is quite impressed on how efficient the process has become. It is working very well. He hasn't been able to work on collections at this point. He will discuss this with the sewer committee. He still feels that we should have a collection agency involved. We don't have the internal staff to be able to work on the collection process. Ms. Hegedus would rather we use Freedom Systems for collections.

Mrs. Morrow is currently gathering information about Water shut offs for delinquent customers.

Ms. Hegedus asked what would be our goal for being able to accept credit/debit cards for payments. The committee agreed that the 3rd quarter of 2010 is an attainable goal. Metro Bank will be contacted about this service.

6. Taxes

Ms. Hegedus stated that we would like to eliminate the \$5 Occupation and Per Capita Taxes. Perhaps at the end of 2010 or 2011 we should look into raising the income tax and eliminate these nuisance taxes.

Mr. Ihlein stated that the tax collector, Faith Nicola, told him that there were problems with the county sending out the real estate tax bills. Hopefully, they will be mailed soon. The due date will be adjusted to account for the late mailing.

The Liquid Fuel CD was closed and placed in the money market account.

Mr. Ihlein and Mrs. Morrow have a meeting with our Metro Bank representative on Monday afternoon.

7. Next meeting... April 14, 2010 at 6:00pm.

8. Adjournment...7:07pm There being no further business, Ms. Paul declared the meeting adjourned.

Submitted By:

Kathryn Morrow
Borough Secretary