

# BOROUGH OF LEMOYNE

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## LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

April 21, 2010 - 6:00pm

- 1. Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Wednesday, April 21, 2010, at 6:01 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.

Borough resident Roi Baptiste was also present.

- 2. Auditor's Report of 2009 Financial Statements**

Mark Zettlemyer and Nick Hoefel reported on the Borough's 2009 DCED Financial Report and their Draft Audit Report. The most significant findings were internal control and segregation of duties. This is common in a municipality of Lemoyne's size.

The following tasks will be added to the checklist:

- a. A council person will review, sign and date the biweekly payroll register.
- b. A council person will review, sign and date the quarterly payroll tax reports.
- c. A council person will review, sign and date the monthly UB adjustment reports.
- d. The manager will randomly review substantial general ledger activity items.
- e. The manager will review due to and due from account balances in general ledger monthly.

- 3. Update from the Borough Manager and Finance Secretary**

The monthly finance reports of revenues and expenditures was reviewed and discussed by the committee.

Mr. Ihlein explained that the office is now ready to have the cashiering system installed. This was approved by council last June, and is included in the 2010 budget.

The committee asked that:

- a. We get a clarification on the quote that Freedom Systems gave us.

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- b. We get a quote from Lawson Computing Solutions.
- c. We get a reference from another municipality that uses this program.
- d. We ask about a discount with Municipay since we are purchasing the cashiering system.

Mrs. Morrow reviewed information that she received on a Master Card Procurement Card Program through BMO Financial Group. This information was sent to us by PLGIT. The Committee asked that we check the rates and benefits on the American Express P Card and have Mr. O'Neill and Mr. Paden ask their regular vendors if they accept American Express. Metro Bank does not offer business credit cards.

Mr. Ihlein explained the funds available for the remaining pool construction and amount in the budget for 2010 operations. He will request that a transfer be made to cover these expenses. Ms. Hegedus stated that she feels that pool revenues will be increasing this year.

Mr. Ihlein and Mrs. Morrow met with our representatives from Metro Bank. They informed them that Lemoyne's accounts were basically no longer profitable for them. We were advised to reduce our services through them and our accounts were converted from Money Markets to regular checking accounts and now earn a lower rate of interest. Ms. Gromlich suggested that we write them a letter of disappointment. Ms. Hegedus stated that we decided to stay with Metro last year because they offered us better rates. We should get information again from PNC, Fulton Bank, Mid Penn, and Citizens Bank.

Mr. Ihlein stated that the bank account reconciliations, checklist, liability accounts have been reviewed.

## 4. Sewer

Mr. Ihlein stated that he hopes that accepting credit cards will help to collect delinquent accounts. He would also like work with a local collection company called Penn Credit in Harrisburg. They do collections for Cumberland County. Basically, their charges will come out of the penalty charges on the accounts. There should be very little expense.

Ms. Hegedus and Mr. Ihlein had a meeting with PAWC concerning changes the residential sewer rates to consumption. Perhaps they will be able to design our sewer rates.

Mr. Ihlein stated that the escrow account for the Katkocin is open with Metro Bank. The account is tied to the property for \$1,000.00 as according to the maintenance agreement.

# BOROUGH OF LEMOYNE

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## 5. Taxes

Mr. Ihlein explained the conversion from estimated tax collection to actual that will be done by the West Shore Tax Bureau.

Ms. Hegedus asked that a procedure be set up to send sewer reports to the West Shore Tax Bureau.

## 6. Next meeting... May 12, 2010 at 6:00pm.

## 7. Adjournment...8:45pm There being no further business, Ms. Paul declared the meeting adjourned.

Prepared By:  
Kathryn Morrow  
Borough Secretary