

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

April 28, 2009

1. **Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, April 28, 2009, at 6:34 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, Committee Member, and Wayne Mountz, Committee Member. 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 March 2009 and that Mr. Barnes signed them today.
 - 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 are reconciled.
3. **Month End check list**
Mr. Ihlein reviewed the periodic checklist. Ms. Hegedus asked to add the Police Department rent along with dues dates for all. Mr. Ihlein requested that the MMO pension report be added.
4. **Historical Finance Report**
Ms. Hegedus stated that the report that was emailed to the committee was report that she'd like to receive at the council meeting instead of the Finance Report. It gives the council more historical information. Mr. Ihlein stated that he and Ms. Turns would work together to prepare this report for the next council meeting.
5. **Fund Changes**
 - a. **Swimming Pool Construction Capital reserve Fund**
Ms. Turns stated that a Swimming Pool Capital Reserve General Ledger Number exists. Ms. Hegedus would like the amount of money that was approved at the last council meeting be transferred there from the General Fund Capital Reserve account.

b. Move of Revitalization accounts in General Fund to Revitalization Fund

Ms. Hegedus requested that the lump sum showing in the General Fund Revitalization account be transferred to a general ledger account in the Revitalization Fund. This will have to be accounted for during the 2010 Budget planning process.

Mr. Ihlein stated that we should develop an investment policy. Ms. Hegedus agreed and stated that we could possibly discuss that at the next meeting. Also, we should discuss whether we should pay off the Sovereign Loan with the Norfolk Southern payment.

6. Freedom System training update

Mr. Ihlein stated that a representative of Freedom Systems spent 5 hours in the Borough Office today. The software system is a powerful tool; the staff just hasn't used everything available. Some of the modules have not yet been purchased by the borough. Service Requests, Land Management, and Code Compliance are modules that would be very helpful to us. Freedom Systems is going to give us a quote on those products. Mr. Ihlein stated that this could all be integrated with the current software programs. This would tie geographical information to the financial information. This could be an upgrade for 2010.

Ms. Hegedus would like us to hold off on this until someone meets with Upper Allen. They are currently using a program through the county.

Freedom Systems is to submit a cost proposal to install a point of purchase unit at the counter so we could use a cash receiving module also just like at the supermarket.

We are all running different versions of Prism and they are not the latest version. Ms. Hegedus said that it would be ideal for everyone to have the latest version.

Mr. Ihlein asked if there is an annual service contract. Ms. Turns stated that she believes that there is. We should review the contract to see if these updates are included along with service phone calls to them.

Mrs. West stated that Mr. Frank doesn't have Freedom Systems on his computer in his office. This would be nice to have for code enforcement reporting.

Mr. Ihlein recommended that a demonstration be made to council prior to requesting the purchase of the new modules.

7. Forecast Preparation

Mr. Ihlein stated that the Freedom System representative showed him a cash flow analysis report that would probably be what Ms. Hegedus is looking for.

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

Due to time constraints the review was cancelled.

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

Ms. Hegedus stated that the necessity of these taxes should be assessed. Possibly they can be rolled into other taxes. This will be tabled until the next Finance Committee Meeting.

10. Sewer Collections

a. Review of outstanding balances by class

No review was done at this time.

b. Collection procedure

Ms. Hegedus asked Mr. Ihlein to put this task towards the top of his to do list. We need to set a new procedure as the lien solution does not seem to be working. We may possibly need to hire a collection agency.

11. Sewer billing class changes

Ms. Hegedus stated that the commercial accounts with multiple units will be changed to \$150.00 plus consumption. Currently, each unit is charged \$150.00. We are currently running bills for commercial customers based on usage in October – December 2008. The change will hopefully take place in the next billing cycle.

12. Next meeting... May 26, 2009 at 6:30pm

13. Adjournment...7:25pm There being no further business, Ms. Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Turns
Borough Secretary