

BOROUGH OF LEMOYNE

"The little town that has it all!"

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

May 12, 2010 - 6:00pm

- 1. Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Wednesday, May 12, 2010, at 6:04 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 Lynda Stark, Council Member, Robert Ihlein, Borough Manager/Treasurer and Kathy Morrow, Borough Secretary/Finance Secretary. Dr. Judson arrived at 6:20 pm.

Borough resident Roi Baptiste was also present.

2. Old Business

1. Cashiering System – Mr. Ihlein stated that he is still working with Freedom Systems to get the best price possible. The committee agreed that he could move forward with the new system up to \$2,800.00.
2. Municipay Credit Card Processing System – Mr. Ihlein stated that the cashiering system has to be installed before the credit card processing system can be set up. Hopefully, we will be set up within a few months.
3. Banking – Mr. Ihlein asked that this RFP for be postponed until later in the summer. The committee agreed.
4. Pool Fund- A transfer of \$25,000.00 was made from the General Fund to the Pool Operating Fund to cover the 2009 operating losses and provide for some initial 2010 operating expenses.
5. Purchase Cards – Mr. Ihlein stated that we are still comparing a few different Purchase Cards. Mr. Paden and Mr. O’Neill are checking with their vendors to see who accepts American Express.
6. Delinquent Collections – Mr. Ihlein stated that he has received a contract proposal from Penn Credit Corporation. This is considered a “Clean Up Program”. Virtually, all of the fees will come out of the penalties that have been assessed to these accounts. The accounts that are more than one year old will be turned over for collection first. A warning letter will be sent to the delinquent account

BOROUGH OF LEMOYNE

“The little town that has it all!”

holders. Ms. Hegedus asked how this process will be handled internally. We will need to set up a procedure for this process. Mr. Ihlein requested that we ask council for approval on the agreement in June, and then we can proceed from there with policies and procedures. The committee agreed.

3. New Business

1. Pool – Mr. Ihlein stated that the Pool Desk Attendant will have a laptop and a cash drawer (possibly the one from the office after the cashiering system is installed). This person will be responsible for tracking all memberships and walk in fees along with a count of these visits.
2. Monthly Checklist – Mr. Ihlein gave everyone a copy of the checklist with items discussed at last month’s meeting added. He asked for clarification on what GL activity should be reviewed. Ms. Hegedus stated that the more significant activity should be reviewed by the manager. Manual journal entries should be reviewed by the manager on a monthly basis.
Mr. Ihlein stated that the items on the checklist were reviewed for the month.
3. Resolution for Borough Manager to make UB account adjustments – Mr. Ihlein stated that this resolution was discussed by the auditors last month. Ms. Hegedus stated that an end of the month report should be run and approved by a council member. She also would like the 4th paragraph on the Resolution to state “Borough Council will permit the Borough Manager to write off certain penalty amounts in accordance with the borough payment procedure”.
4. Bidding out electricity purchases – Mr. Ihlein and Mr. O’Neill have been speaking with different vendors for electricity prices.

6. **Next meeting...** June 9, 2010 at 6:00pm.

7. **Adjournment...**6:58pm There being no further business, Ms. Paul declared the meeting adjourned.

Prepared By:
Kathryn Morrow
Borough Secretary