

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

November 25, 2008

1. Call to Order... The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, November 25, 2008, at 6:35 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa with Lori Hegedus presiding.
2. Roll Call...Present at roll call was Lori Hegedus, Chairperson and Wayne Mountz, Committee Member. Susan West, Committee Member, was absent.  
Also present was Kathy Turns, Dr. John Judson, and Shireen Farr.
3. Update of Sewer Receivables balances and Collection Procedure... Lori stated that she has worked in the borough office Monday and Tuesday making calls to those delinquent for more than 120 days. We need to put a collection process into effect. We may possibly go with a collection company to help us with this. Kathy will be contacting Equifax to see what the criteria are in order for us to report to them. Wayne and Lori will be making calls to delinquent accounts, and then Gretchen will be taking this task on. Possibly, we will use the manager's office to make the calls.
4. Review of bank statements and general ledger account reconciliations for payroll liability accounts for month of October... Kathy Turns stated that all of the checking accounts are reconciled through October 2008. There is a difference in the payroll liability accounts, but she believes that is due to a journal entry that was made per Freedom Systems.
5. Reduce number of bank accounts...Lori stated that we should reduce the number of checking accounts that we have:
  - a. Close Centennial Account, Hometown Days, Lemoyne Memorial Fund, Christmas Decoration account, and roll all into the Special Events account.
  - b. Issue a check for \$500.00 out of the Lemoyne from the Heart Account and roll the rest of the funds into the Special Events. Close the Lemoyne from the Heart Account.Lori Hegedus motioned, Wayne Mountz second motion for this reduction in checking accounts. Wayne and Lori will call M&T, PNC, and Fulton to get pricing on governmental accounts. Kathy agreed to email them with the average number of checks that we write out per month.
6. Review list of stale dated checks... Kathy stated that there are no stale dated checks at this time.
7. Update of PPL "Phase In Option" for 2010 rate increase...Kathy reported that she had contacted PPL about the phase in option and she distributed a spreadsheet to the committee members. The committee discussed the option and opted against using this option.
8. Update on Procedure Manual and cross training...Kathy stated that she understands the importance of these and will begin working on them as soon as time permits.
9. Lamar...Lori stated that this will be discussed at the next finance committee meeting.
10. New Business...Lori mentioned that Lemoyne will be issuing the \$52.00 Local Services tax starting in 2009. This will be going towards contributions to the Police and Fire Departments. This will need to be placed on the December 2008 Council Meeting Agenda for publication.
11. Next Meeting...December 23, 2008 at 6:30pm.
12. Adjournment...8:05pm. There being no further business, Miss Hegedus declared the meeting adjourned.