

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

December 22, 2009 - 6:30pm

1. **Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, December 22, 2009, at 6:35 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.
Wayne Mountz and Susan West Committee Members were not present.

Also present were John Judson, Council Member, Stacy Gromlich, Council Member, Dennis McGee Council Member Elect, Robert Ihlein, Borough Manager/Treasurer, Kathy Morrow, Borough Secretary/Finance Secretary.

2. **Manager updates**

Mr. Ihlein stated that the Council has selected Reinsel Kuntz Leshner to audit and prepare financial reports for Fiscal Years 2009, 2010, and 2011. One of the Auditors will be meeting with staff next week.

Mr. Ihlein stated that there is no formal training scheduled with Freedom Systems at this time. Something will probably be set up for the spring of 2010. Staff is participating in their Webinars when possible and contacting them on a regular basis about issues that need fixing or explanations.

Mr. Ihlein has contacted the West Shore Tax Bureau concerning monthly reports sent to us from the County. We are hoping to be able to cross reference this information to the Borough tax roles.

The monthly allocation for the 2010 Budget has been completed for the General Fund. Mr. Ihlein will be working on the Sewer and Swimming Pool Fund also.

3. **Sewer**

- A. Receipts – Mr. Ihlein stated that Mrs. Stanley is almost current with the posting of the payments. The due date was December 15th, and there are still a few payments coming in.
- B. Reconciling Bank Deposits and Payment Entries –
There is a report that Gretchen runs and matches up with the deposits. The only problem with it is that it doesn't split out sewer and refuse. Freedom Systems is working to modify the report to show both amounts to verify the separate deposits.

- C. Collections – Mr. Ihlein has attempted to contact the 15 customers with the highest delinquencies by letter or phone call. Most of these individuals are hoping to set up some sort of payment plan so they can become current. He has developed a payment agreement form to be used. Mr. Ihlein stated that the Sewer and Finance Committees still need to discuss procedures for those who do not follow the agreements or do not cooperate at all. Ms. Hegedus suggested that we provide a list of agencies that may be able to help those in need.
- D. Sewer/Refuse Customer Account Issues – Mr. Ihlein stated that there are about 50 accounts that need manual adjustments made. He and Mrs. Morrow had worked on one particular account which required much time to resolve. They will continue to work on these.
- 4. Review of month to date Statement of Revenue and Expenditures**
Ms. Hegedus asked if the monthly reconciliations were complete for November. Mrs. Morrow stated that they were. She also requested that the \$140,000 for the Highway Truck be transferred from the Capital Reserve account to the General Fund. She asked if there were adjusting entries that could be done before year end. Mrs. Morrow will look at last years entries to see if anything can be done at this time. Those in attendance reviewed the Statement of Revenues and Expenditures for the month of November.
- 5. Next meeting...** Tentatively January 26th, 2010 at 6:30pm.
- 6. Adjournment...**7:40pm There being no further business, Ms. Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Morrow
Borough Secretary