

BOROUGH OF LEMOYNE

"The little town that has it all!"

LEMOYNE BOROUGH COUNCIL

FINANCE COMMITTEE MINUTES

January 12, 2011

1. Call to Order and Roll Call

The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Wednesday, January 12, 2011, at 6:06 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Pamela Reed presiding.

Present at roll call was Pamela Reed, Chairperson, and Stacy Gromlich, Member.

Also present were Lynda Stark (arrived at 6:15 pm), Robert Ihlein and Kathy Morrow.

Lori Hegedus, Member was not present.

2. Public Comments

There were no public comments.

3. Old Business

- a. Monthly Budget Reports & Bank Balance Report – There were no comments about these reports.
- b. Purchase Cards – Mr. Ihlein is currently working on internal policies and procedures for the purchase cards. His goal is to have the draft document to this committee for review at the February meeting.
- c. Account Receivable/Delinquent Collections – Mr. Ihlein stated that delinquent letters were mailed out in early December. A number of people came in and paid off their account in order to have the penalties waived. We will offer this incentive through January. We will send out "30 day notice" letters to those who did not respond at all to the first letters. This mailing will hopefully go out by the end of January. The final step will be turning them over to the collection agency.
- d. Fee Schedule – The fee schedule is now completed with the pool party fees.

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- e. Refuse Billing – Mr. Ihlein noted that Penn Waste will send out their first bill in early March for the 2nd quarter 2011. We will send out the 1st quarter bill by the beginning of February.

The committee and Mrs. Stark discussed policies concerning blighted property owners.

4. New Business

- a. Moving money from the Pool Construction Fund to the General Fund Capital Reserve Fund – Mr. Ihlein stated that the balance in the Swimming Pool checking account is about \$58,000. Since construction is complete and all invoices have been paid we can move money from the construction fund back to the General Fund Capital Reserve Fund. The committee agreed to move \$5,000 to the Swimming Pool Operating Fund and the rest of the balance will go to the GF Capital Reserve Fund.

- b. W-2 Forms will be issued by month end.

7. **Next meeting Wednesday**, February 9, 2011 at 6:00 pm.

8. **Adjournment**...6:40 pm There being no further business, Mrs. Reed declared the meeting adjourned.

Prepared By:
Kathryn Morrow
Borough Secretary