

**LEMOYNE BOROUGH COUNCIL  
FINANCE COMMITTEE  
JULY 22, 2008**

1. Call to Order...The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday July 22, 2008, at 6:37 P.M., 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, Wayne Mountz and Susan West.

Also present was Howard Dougherty, John O'Neill, John Paden and Kathy Turns.

3. Review of the 2008 Year to Date Revenues and Expenditures Compared to Budget...

Mr. Paden, Mr. O'Neill and Mr. Dougherty reviewed the budget regarding revenues to expenditures.

Mr. Dougherty said reviewed the following information for the first half of the 2008 budget:

Fund	Revenues Received	%	Expenditures	%
General	\$1,260,258.99	48.47	\$1,419,522.48	54.62
Sewer	\$837,290.79	51.56	\$560,653.76	34.55
Sewer	\$24,288.11	42.0	\$22,752.30	39.42

4. 2008 Budget Process...

Mr. Dougherty handed out the proposed budget development schedule. After some changes in dates Miss Hegedus asked the schedule be presented at the August council meeting.

Mr. Dougherty said he would also give a handout of the process for the development of the budget at the council meeting.

5. Bank Statements and Reconciliations...

Mr. Dougherty said Ms. Turns said she will have the checking account reconciliations and payroll withholding account reconciliations completed through July 2008 for the August 26, 2008 finance committee meeting.

6. Procedures Manual...

Miss Hegedus said the administration needs a procedure manual so if a person gets ill or is absent the procedure would guide other employees to complete the necessary functions.

Mrs. West recommended the employees in the office be cross trained.

7. Sewer Receivables...

Mr. Dougherty discussed the procedures for collecting receivables that was discussed last month and he recommends the following:

- < Any account in over due by ninety days, in excess of \$500, will be sent a letter giving them ninety days to respond. If there is no response within thirty days a lien will be placed on the property and it will be turned over for collection.
- < The first cycle of letters will be sent after the closing of the penalty period on the quarterly billing.

8. Copper Ridge...

Mr. Dougherty said at last months meeting there were questions on the recreation fees for Copper Ridge development. He said the ordinance that was developed requires each developer to pay a fee for each unit and in the case of a development pay a fee for each unit or provide a recreation facility for the development. The funds can only be used for development of new park property, not for repairs to existing parks.

9. Date of Next Meeting...August 26, 2008 at 6:30 P.M.

10. Adjournment: 8:40 P.M. There being no further business Miss Hegedus declared the meeting adjourned.

Respectfully submitted,

BY \_\_\_\_\_

Howard E. Dougherty, CMC  
Borough Secretary