



Finance Committee Meeting Minutes
April 5, 2016
7:30 p.m.
Rosemary Heflin Council Chambers

I. Roll Call

A Meeting of the Bellevue Borough Finance Committee was called to order at 7:30 P.M., by Councilperson Woshner.

In attendance were Councilperson Woshner (Chair), Menosky, Fodi, DAS Borczyk, Treasurer Scioscia and Financial Clerk Moss as a guest.

II. Public Contribution (5 minutes per person)

Financial Clerk Moss discussed PAMS letters received by Borough residents and contact with PAMS.

John Maxwell of 531 Forest Avenue approached the Committee about settlement of his delinquent account. Mr. Maxwell lived in California and did not realize that he was obligated to pay EIT. He would like to offer settlement of principal (\$ 1,900) and PAMS Fees if the Borough would forgive the interest and penalty.

Mark Kunkle, 221 Spring Street, informed the Committee that he had received 3 notices and was informed that PAMS had lost his W-2 for 2010.

All individuals were informed that the Borough would be meeting with the ownership of PAMS to resolve this issue.

III. Reports – None.

IV. Old Business

i. Codification

Finance Clerk Moss informed the Committee that she was forwarding Ordinances form 2014 and 2015 to the publishing company and we should expect invoicing for the inclusion of these items.

ii. Point of Sale Software/Hardware Purchase before Pool Pass Sales

Councilperson Woshner made a Motion to authorize the Point of Sale Software/Hardware purchase, as requested by Finance Clerk Moss, before 2016 Pool Pass sales begin. The Motion was seconded by Councilperson Fodi.

iii. Meeting Agenda Software

Distribution of reports via paper, email, website, Sharepoint.

Finance Clerk Moss notified the Committee that the search continues for an appropriately priced Meeting Agenda Software. Councilperson Woshner suggested that a survey be conducted to assess the specific needs of Bellevue Borough users.

iv. Update of ADP Implementation

Finance Clerk Moss informed the Committee that the ADP Payroll System is functional and producing payrolls. She is currently working on the timekeeping tools and the upcoming needs for the pool season will be the next system creation.

v. Update of TASC Healthcare Debit Card Program Blackout

Finance Clerk Moss informed the Committee that the blackout period for the TASC Benefits card was over and all cards were back on-line for employee usage. There were a few issues that stretched past the period, but, they were resolved with the individual employee.

vi. Salary Ordinance No. 15-14 – Current revisions

DAS Borczyk informed the Committee that a revised Ordinance would be included on the agenda of the Pre-Council Meeting of April 12, 2016.

vii. Review Code Officer Compensation

DAS Borczyk informed the Committee that a revised Resolution, which identified the certifications as “bonus” items would be submitted for the Pre-Council Meeting of April 12, 2016. DAS Borczyk had met with the employee involved.

V. New Business

i. PAMS Delinquent Earned Income Tax Collection Issues

Subject was discussed at length during Public Comments section of the meeting.

ii. Audit Preliminary Results/Recommendations GASB 45 Actuarial Report for Post-Employment Benefits Accounts Payable signatures and procedures.

Issues on the above subject, as identified by Hosack, Specht, would be discussed at the Pre-Council Meeting of April 12, 2016.

VI. Public Comment – None.

VII. Adjournment

Councilperson Fodi made a Motion to adjourn the meeting at 10:00 P.M. The Motion was seconded by Councilperson Menosky and the meeting was adjourned.