



## FINANCE COMMITTEE MINUTES

Thursday, March 31, 2022, 1:00 P.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Belleville, PA 16823

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### I. CALL TO ORDER

Chair of the Committee, Commissioner Mark Higgins called the Finance Committee meeting to order at 1:02 PM on Thursday, March 31, 2022.

In attendance were Commissioner Mark Higgins, Commissioner Michael Pipe, Administrator Margaret Gray, Chief Financial Officer Joni MacIntyre, Controller Jason Moser, Deputy Controller Terri Fisher, Treasurer Colleen Kennedy, and Contract/Procurement Analyst Lisa Kerns.

County personnel present included Julie Lutz, Travis Walker, and Kristen Simkins.

Guests present included Ed Zack of Susquehanna Accounting and Consulting Solutions, Inc. and Mark Warner and Natalie Schwarz of Plante Moran (via Zoom).

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

### IV. MEETING MINUTES

The Committee will consider approving the minutes from the Finance Committee meeting held on Thursday, February 24, 2022.

**Action:** *On a motion by Margaret Gray, seconded by Controller Moser, the Committee voted unanimously to approve the minutes of February 24, 2022.*

### V. OLD BUSINESS

#### A. ERP/Finance system update.

Controller Moser reported that he received one vendor submission in response to the ERP project Request for Proposal for consulting services, which was from the firm Plante Moran. They will be present their proposal later during the meeting. Controller Moser remarked that their base cost was in line with the expected cost.

#### B. Proposed County borrowing.

Margaret Gray provided an update on the financing of the Centre Crest renovation project. They continue to work with bond counsel Eckert Seamans and also with PFM who is running different scenarios of bond structures. Margaret said they are getting

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closer to narrowing down the choices and amounts of funding. Commissioner Higgins added that there are additional components such as the possibility of financing the costs of renovating part of the Willowbank Building and the retaining wall at the Courthouse.

**VI. NEW BUSINESS**

- A. Financial reports for February – Joni MacIntyre/Susquehanna Accounting & Consulting Solutions, Inc.

Joni MacIntyre reviewed the February reports including expenditures, revenues, overtime and other funds. She remarked there was nothing of concern as we are only two months into the year at this point, at 16.67%. Revenue is obviously low, with taxes not yet coming in. Joni added that the report next month will also include the original budgeted amounts to provide a comparison with the revised budget amounts.

- B. ERP project consultant presentation – Plante Moran.

Controller Moser introduced Mark Warner, Partner at Plante Moran, who provided a presentation outlining their consultant proposal. He described a sample timeline of the project for Phase 1 and 2 over the next 24 months, with an estimated 600 hours, and fee proposal of \$177,000. Controller Moser questioned the optional implementation services available for Phase 3. Natalie Schwarz, Project Manager at Plante Moran, joined in on the presentation and described their project approach and methodologies including understanding, identifying, and determining the County's needs and requirements, in addition to assistance with ERP vendor evaluation and contracting prior to ERP implementation.

Margaret Gray asked if they have worked with any counties in Pennsylvania. Although they have not, Mark Warner said they have experience over the last several years helping 20-25 Central Square customers migrate. Commissioner Pipe asked if being the first Pennsylvania county would be an issue for ERP transition. Mark Warner replied that he does not envision a negative impact due to the various standards built into the majority of ERP systems. Commissioner Pipe asked how much cost is built into addressing any learning curve which may occur and expressed concern that the cost might be reflective of extra time needed due to a learning curve. Mark Warner indicated that portion has not been quantified.

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**VII. DISCUSSION ITEMS**

The Committee discussed the Plante Moran consulting services proposal and presentation, and it was decided to move forward with the firm. On a motion by Commissioner Pipe, seconded by Joni MacIntyre, the Committee voted unanimously to move forward and recommend that the Board of Commissioners enter into contract negotiations with Plante Moran.

**VIII. ANNOUNCEMENTS**

The next Finance Committee meeting is scheduled for Thursday, April 28, 2022, at 9:00 AM in Room 146 of the Willowbank Office Building.

**IX. ADJOURNMENT**

On a motion by Controller Moser, seconded by Deputy Controller Fisher, the Committee voted unanimously to adjourn the meeting at 2:07 PM.

ATTEST

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Margaret N. Gray  
Administrator