



## FINANCE COMMITTEE MINUTES

Thursday, April 28, 2022, 9:00 A.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 9:05 AM on Thursday, April 28, 2022.

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

County personnel present included John Franek, Julie Lutz, and Travis Walker.

### 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, March 31, 2022.

**Action:** *On a motion by Treasurer Kennedy, seconded by Controller Moser, the Committee voted unanimously to approve the minutes of Thursday, March 31, 2022.*

### V. OLD BUSINESS

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

Controller Moser reported that they are currently in contract negotiations with Plant Moran as a result of the ERP project Request for Proposal for consulting services. He expects to have a draft of their full contract today.

#### B. Proposed County borrowing update.

Margaret Gray handed out a General Obligation Bonds Preliminary Timeline report. She reported that the process is moving along. The next step in the timeline will be on Tuesday, May 3, with the Board of Commissioners' agenda item to authorize the release for the Underwriter Request for Proposal based on PFM's recommendation.

**FINANCE COMMITTEE MINUTES  
THURSDAY, APRIL 28, 2022  
PAGE 2**

**VI. NEW BUSINESS**

**A. Financial reports for March – Julie Lutz.**

Julie Lutz, on behalf of Joni MacIntyre, reviewed the March reports including expenditures, revenues, and overtime. The General Fund expenditures for the first quarter were in line with the budget at 22.5%. She pointed out the Department 191 (Miscellaneous) was higher due to AMI expenses, attorney fees, and the Fire Training allocation. In Other Funds expenditures, Adult Services is at almost 90% due to advance payment for ERAP to SAM, and Transportation is a little high at almost 33% due to fuel and utilities expenses. General Fund revenues are a little lower but taxes will come in April and the number is expected to pick up. Other Funds revenues are in line, but CYS revenue always lags behind. For the Overtime report, five departments are higher than normal. Margaret added that first quarter overtime at the Prison was due to vacancies.

**VII. DISCUSSION ITEMS**

There were no discussion items.

**VIII. ANNOUNCEMENTS**

The next Finance Committee meeting is scheduled for Thursday, May 26, 2022, at 9:00 AM in Room 146 of the Willowbank Office Building.

**IX. ADJOURNMENT**

On a motion by Treasurer Kennedy, seconded by Margaret Gray, the Committee voted unanimously to adjourn the meeting at 9:14.

ATTEST

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John Franek, Jr.  
Administrator