

# Borough of Columbia

## Finance Committee Meeting Minutes

Monday, October 24, 2016

*Note: Minutes developed from notes taken and recollection of meeting comments.*

Meeting called to order by Chairman Kelly Murphy at 6:00 pm.

*Committee Members Present:*

Kelly Murphy (Chair), John Novak (Vice Chair), Cleon Berntheizel

*Borough Officials/Staff Present:*

Borough Manager Greg Sahd, Finance Supervisor Georgianna Schreck, Public Works Director Ron Miller, Wastewater Manager John Bender

*Citizens/Guests Present:*

Dave Nikoloff, Joe Hackett, Jason Wert

*Citizens Comments:*

None.

*Minutes Approval:*

Berntheizel moved to approve the September 26, 2016 Finance Committee meeting minutes as presented, Novak second, approved unanimously. **Directive will be sent to borough staff to post the approved minutes online at the borough's website.**

*September 2016 Finance Report:*

Treasurer's Report was presented for review with no comments of note provided by any in attendance. Budget Performance Reports (General Fund, Capital Fund, Liquid Fuels Fund, Wastewater Fund, and Municipal Fund) were presented for review; specific items were questioned and explanations were provided by staff. Check Register was presented for review; specific items were questioned and explanations were provided by staff. Escrow Information, Open Invoices, Cash Flow Chart, and Monthly Revenues/Expenses were presented as information only for review with no comments of note provided by any in attendance. Permit Lists (shared with Lancaster County and Columbia School District) updated for September 2016 were provided as information only for review of permits issued for work performed on properties which could affect the assessed value. Berntheizel moved to approve the September 2016 Finance Report as presented, Novak second, approved unanimously. **Action Item: September 2016 Finance Report will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

*Budget Change Requests:*

Budget Change Request #4 for 2016 was presented for review with no comments of note provided by any in attendance. Change request covers line items adjustments for the General Fund with no change to the 2016 budget total. Novak moved to approve Budget Change Request #4 for 2016 as presented, Berntheizel second, approved unanimously. **Action Item: Budget Change Request #4 for 2016 will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

*Continued Business:*

Update provided as to the timeline of events regarding Columbia Borough Council's public action to approve articles of dissolution of the Borough of Columbia Municipal Authority's corporate charter with the Commonwealth of Pennsylvania. Process should be completed approximately May 2017.

# Finance Committee Meeting Minutes

10/24/2016

## *New Business:*

Dave Nikoloff and Joe Hackett of AIM Advisors and Jason Wert of project partner RETTEW Associates provided a presentation regarding possible adaptive reuse of the current Columbia Borough wastewater treatment facility into a natural gas production facility and user endpoint facility for vehicles. The project proposed will study the existing facility and potential options for conversion of the facility into a revenue generating asset. They have identified anaerobic digestion as a revenue generating potential alternative as opposed to the demolition of the existing facilities. The project will have two primary focuses (1) identifying potential feed stock sources who would subsequently enter into agreements to provide the feed stock for specified periods of time, and (2) identify consumers of the vehicle fuel bi-products produced through the anaerobic digestion process. Total proposed fees for the study phase are provided as \$75,800. After discussion, Berntheizel moved to approve consideration to contract with AIM Advisors and project partner RETTEW Associates at a cost of \$75,800 for the study to determine the feasibility of adaptive reuse of the current Columbia Borough wastewater treatment facility into a natural gas production facility and user endpoint facility for vehicles, Novak second, approved unanimously. **Action Item: Request to approve consideration to contract with AIM Advisors and project partner RETTEW Associates at a cost of \$75,800 for a study to determine the feasibility of adaptive reuse of the current Columbia Borough wastewater treatment facility into a natural gas production facility and user endpoint facility for vehicles will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

Conversation was initiated by Safety Chair Novak regarding the possibility to donate, via a transfer of title, a 2004 Chevy Silverado truck (VIN #1GCHK24U94E324594), 74,398 miles, with a "Western" V plow (serial #W000048) for the exclusive use and utilization of the Cbfd as they deem necessary and to provide a means of plowing and clearing their property. The vehicle and plow is an older unit that was intended to be surplus by the borough. After discussion, Novak moved to donate a 2004 Chevy Silverado truck (VIN# 1GCHK24U94E324594) with plow attachment from Columbia Borough to Columbia Borough Fire Dept. (Cbfd), Berntheizel second, approved unanimously. **Action Item: Request to donate a 2004 Chevy Silverado truck (VIN# 1GCHK24U94E324594) with Western V plow (serial #W000048) attachment from Columbia Borough to Cbfd will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

Information was provided to committee members regarding capital equipment request from Public Works department for purchase of an off road vehicle and utility attachments. Lowest price provided was from Messick's Equipment as follows: \$15,653 for Kubota 24 hp diesel utility vehicle, \$4855 for plow blade and attachments, and \$3464 for salt spreader, noting all prices are after PA state contract discount. Equipment to be utilized for maintenance projects in borough parks and along trails, and for downtown events cleanup. Berntheizel moved to purchase from Messick's a Kubota 24 hp diesel utility vehicle and attachments as presented for a total of \$23,972, Novak second, approved unanimously. **Action Item: Request to purchase from Messick's Equipment a Kubota 24 hp diesel utility vehicle and attachments as presented for a total of \$23,972 will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

Committee members reviewed a police dept. request for purchase of five WatchGuard 4RE/Vista in-car cameras at a final cost of \$34,615 using funds reserved in the 2016 Capital Fund. This quote assumes the following: five 4RE units with panoramic camera, back seat camera, wireless microphone, cabin microphone, GPS, crash detection, and onsite vehicle installation. Also a new tower server with 7.8TB of usable storage, 1 access point for building, and complete onsite server setup and training for administration and end users. Novak moved to purchase five WatchGuard 4RE/Vista in-car cameras at a final installed cost of \$34,615 using funds reserved in the 2016 Capital Fund, Berntheizel second, approved unanimously. **Action Item: Request to purchase five WatchGuard 4RE/Vista in-car cameras at a final installed cost of \$34,615 using funds reserved in the 2016 Capital Fund will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

# Finance Committee Meeting Minutes

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## *New Business (cont'd):*

At the October 10 council meeting, Robert Baird Associates presented a proposal for a borough bond project, including discussion on the Borough's public investment costs. Finance committee and borough staff have been researching/compiling a list of possible large projects throughout the borough, with the guidance of keeping total projects cost below the \$10 million ceiling identified by Baird which would allow the bonds to be Bank Qualified. The list was then prioritized to identify those with greatest impact to the repair of borough and for economic development. This list will be sent to all council members as part of the package for consideration of approval. Berntheizel moved to consider approval for a proposal for a borough bond project with Robert Baird Associates with total debt financing proceeds below the \$10 million ceiling identified, Novak second, approved unanimously. **Action Item: Request to approve consideration of a proposal for a borough bond project with Robert Baird Associates at a cost below the \$10 million ceiling identified will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

From previous discussions at council budget meetings, the borough has been requested by CBFDD to consider increasing its yearly donation to as much as \$450,000 to offset rising costs, debt service, and desire to eliminate volunteer fund raising activities. To alleviate some of the debt load and to allow easier sale or other use of the building, discussion was held to consider borough taking ownership of building from CBFDD via assuming the payments for the \$1,000,007 loan balance still owed from their USDA loan. Information received from USDA is that this is possible at the current rate of 4.35% or consider refinancing balance through them at current lower rate of around 2.3%. After discussion, Berntheizel moved to approve a proposal to assume ownership of the 137 South Front Street fire department building via assumption of the CBFDD USDA loan or other financing method, pending solicitor's review and approval. Novak second, approved unanimously. **Action Item: Request to approve, pending solicitor review and approval, proposal to assume ownership of the 137 South Front Street fire department building via assumption of the CBFDD USDA loan or other financing method will be forwarded to Council for consideration of approval at the November 14, 2016 Council meeting.**

Consideration and discussion was given to the 2017 Fee Schedule. Current items and fees were reviewed and additional items for consideration will be forwarded to Legislation committee.

Reminder to the public that the last scheduled public meeting for the process of drafting a proposed 2017 borough budget will be held Wednesday, November 2 beginning at 6:00 pm.

Meeting adjourned at 8:47 pm on a motion by Berntheizel, second by Novak, passed unanimously.

Respectfully submitted,  
Kelly Murphy, Finance Committee Chair