

Borough of Columbia

Finance Committee Meeting Minutes

Monday, November 28, 2016

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

Meeting called to order by Chairman Kelly Murphy at 7:15 pm at the conclusion of the public meeting regarding AIM proposal for study of adaptive reuse of the wastewater treatment facility.

Committee Members Present:

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

Borough Officials/Staff Present:

Borough Finance Supervisor Georgianna Schreck, Councilors Pam Williams and Fran FitzGerald

Citizens Present:

Sharon Lintner, Joe Lintner, Brian Long, Frank Doutrich, Mary Wickenheiser

Citizens Comments:

None.

Minutes Approval:

Berntheizel moved to approve the October 24, 2016 Finance Committee meeting minutes as presented, Novak second, approved unanimously.

October 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 October 2016 were provided as information only for review of permits issued for work performed on properties which could affect the assessed value. Novak moved to approve the October 2016 Finance Report as presented, Berntheizel second, approved unanimously. **Action Item: October 2016 Finance Report will be forwarded to Council for consideration of approval at the December 12, 2016 Council meeting.**

Budget Change Requests:

Budget Change Request #5 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, Capital Fund, and Wastewater Fund, with no change to the 2016 budget total. Berntheizel moved to approve Budget Change Request #5 for 2016 as presented, Novak second, approved unanimously. **Action Item: Budget Change Request #5 for 2016 will be forwarded to Council for consideration of approval at the December 12, 2016 Council meeting.**

Continued Business:

Borough Finance Supervisor Schreck reminded council of previous conversation for request to consider borough purchase and installation of gasoline tank with card reader system to be used for borough owned vehicles. Would provide substantial savings cost as is already seen with diesel fueling system already in place for borough vehicles and equipment. Fueling operation would be installed on borough's Highway Department property on Front Street. Committee continued discussion to the December 27, 2016 Finance committee meeting so that costs/quotes could be obtained for purchase and installation of the necessary equipment and concrete pad.

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New Business:

Reviewed request received from Power Packs for waiver by the borough of the yearly \$75 Health Inspection fee at the 221 Union Street, Columbia address (part of St. Peter's School property) that they will now be using for food preparation. After discussion, Novak moved to approve the request from Power Packs for waiver by the borough of the yearly \$75 Health Inspection fee, Berntheizel second, approved unanimously. **Action Item: Request from Power Packs for waiver by the borough of the yearly \$75 Health Inspection fee will be forwarded to Council for consideration of approval at the December 12, 2016 Council meeting.**

Reviewed request received from Our Lady of the Angels School regarding consideration of a donation request from the borough for their general 2017 fund raising efforts. After discussion, committee declined the request due to consideration that the request was not for a specific need.

Meeting adjourned at 7:51 pm on a motion by Novak, second by Berntheizel, passed unanimously.

Respectfully submitted,
Kelly Murphy, Finance Committee Chair