

Borough of Columbia

Finance Committee Meeting Minutes

Monday, April 25, 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), Mary Barninger (Member), Sherry Welsh (Alternate)

Borough Officials/Staff Present:

Borough Manager Greg Sahd, Finance Supervisor Georgianna Schreck, Codes Manager Jeff Helm, Councillors Barry Ford and Pam Williams

Citizens Present:

Cindy Bigler, Mike Martinelli, Bryan Keyser, Mary Wickenheiser, Sharon Lintner, Joe Lintner.

Citizens Comments:

Cindy Bigler presented documentation in support of her appeal of a \$600 invoice from the Borough's engineer regarding condemnation of their property at 421-423 Avenue G. Evidence presented during discussion was reports from Bigler's Engineer Sanchez, Borough Engineer Nelson, 3rd party Engineer Fichtner, and responses from Codes Manager Helm. After discussion, Barninger moved to approve forwarding this request to full council for consideration, Murphy second, approved 2-1, Welsh dissenting.

Action Item: Request to consider Bigler's request to appeal the \$597.28 inspection fee of their property at 421-423 Avenue G will be forwarded to Council for consideration of approval at the May 9, 2015 Council meeting.

Frank Doutrich questioned whether the borough would consider an annual permit fee to be applied for users of the River Park, particularly for boat launching, as is done in other states.

Minutes Approval:

Barninger moved to approve the March 28, 2016 Finance Committee meeting minutes as presented, Welsh second, approved unanimously.

March 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, specifically noting the information as provided from both our previous accounting software system and the information from the newly instituted software. Noted that police overtime for the first 3 months of the year reported as 44% of the budget plan of \$100,000; Transfer of bond funds to LASA as part of our agreement with them was completed and is reflected in the March 2016 reports. 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 March 2016 were provided as information only for review of permits issued for work performed on properties which could affect the assessed value; no comments of note were provided by any in attendance. Welsh moved to approve the March 2016 Finance Report as presented, Barninger second, approved unanimously. **Action Item: March 2016 Finance Report will be forwarded to Council for consideration of approval at the May 9, 2015 Council meeting.**

Budget Change Requests: None.

Finance Committee Meeting Minutes

4/25/2016

Columbia QRS Gas Card Reinstatement Request

Committee reviewed Columbia QRS request for reinstatement on borough's gas card. Discussion was held regarding past collection issues and methodology used, via sager/Swisher, to obtain payments. Past practices used are still in play. Therefore, after discussion the Finance committee voted unanimously to deny request for reinstatement.

Columbia QRS/Consolidated Fire Fireworks Donation Request:

Reviewed a request received from Steve Henry of QRS/Consolidated Fire for consideration of a contribution towards the fireworks that they are having again this year as part of July 4 celebration activities. Noted that no specific amount was requested. From discussion, Murphy moved to approve funding \$500 for the request as presented, Welsh second, approved unanimously. **Action Item: Motion to consider borough funding in the amount of \$500 for the QRS/Consolidated Fire fireworks program as presented, noting that funds be drawn from the Community Reinvestment line item, will be forwarded to Council for consideration of approval at the May 9, 2016 Council meeting.**

Columbia Fire Company Escrow Account Request:

Reviewed a request received from Columbia Fire Company Board of Directors for consideration of distribution of \$95,000 from their Fire Escrow Account (line item 01.250.200). Funds are requested to purchase a 2011 Ford F550 replacement squad vehicle to replace the current 1993 vehicle and for additional pagers. Subsequent communication with Fire Chief Ryno presented that the funds will be utilized to purchase a new Squad Vehicle (\$80,000) and then equip that vehicle with shelving, mounting, etc. (\$10,000) and purchase 10 new alerting or paging devices for personnel (\$5,000). Current escrow balance is \$154,201.19. After discussion, Murphy moved to approve funding \$95,000 request as presented, Barninger second, approved unanimously. **Action Item: Motion to consider distribution of \$95,000 in funds from the Fire Escrow Account (line item 01.250.200) to the Columbia Fire Company for a replacement squad vehicle purchase and outfitting and additional personnel paging devices, will be forwarded to Council for consideration of approval at the May 9, 2016 Council meeting.**

Continued Business:

Discussion continued regarding purchase of laptops for council meetings use and upgrades/condition assessment of current borough hall sound system. Borough Manager Sahd presented information from lowest cost provider Apple Store for iPads at a cost of \$294 per unit with 10 units to be purchased and maintained at borough hall for use at council meetings. Sound system is still under review and update reported back to committee at May meeting for possible action.

Due to issues associated with the sale of LASA, GATSB changes being implemented this year, reports requested from our actuary, and a single audit being performed again, the 2015 fiscal year audit will be presented directly to council for eventual approval at the May 9, 2016 Council meeting.

New Business:

Received and reviewed proposal from EZComputerSolutions for IT/Computer Support for Columbia Borough and Police Help Desk Plan. Includes one-time Onboarding for our 45 Devices (3 Servers, 28 Workstations, 14 Laptops) @ \$50/device = \$2250 plus monthly fee of \$2250 for ongoing service. Request made by Borough Finance Director Schreck and Police Chief Brommer due to ongoing issues with slow response time from current provider Summit Technology. Question raised by councilors concerning choice of new provider and additional bids sought as well as determination of whether this provider has capability to resolve current issues with wireless internet at police server/software use. Use of new provider would increase current cost to borough by about \$400 per year. Request made for additional research on questions raised and having representative from EZComputerSolutions be present to present proposal. Request continued to May Finance committee meeting.

Finance Supervisor Schreck informed committee that the Loluk property, 242 N. Second St, was recently sold at auction and that borough's recovery of liens placed on the property will amount to \$175.

Finance Committee Meeting Minutes

4/25/2016

Received and reviewed quotes for certain items in the Highway Capital budget for 2016. Quotes presented for 2016 Chevrolet Work Truck and plow attachment (PA CoStars contract with Apple Automotive) for \$35,300, Thermoplastic Handliner (M-B Companies) for \$12,430, and Vactron Vacuum Excavator and vehicle crane mount (Vermeer Sales/Truck Mounts Unlimited) for \$38,675, for a total investment of \$86,405. Quotes received for items were presented as being below original estimates and are current quotes. Discussion centered on actual requests versus those perceived as 2016 requested items. Request includes desire to sell/auction the truck trade-in outright through government bid due to past success in receiving higher bids than trade-in value. Request continued to May Finance committee meeting so that Public Works Director Miller could be present to present and answer questions.

Discussion was initiated regarding the continued need for a Municipal Authority to oversee operation of the waste water treatment facility since it is more of a contracted service provided to LASA per our agreement of sale with them. Discussion included the use of the Authority for other purposes and a review of the Authority's charter. Discussion continued to May Finance committee meeting.

Meeting adjourned at 8:12 pm on a motion by Barninger, second by Welsh, passed unanimously.

Respectfully submitted,
Kelly Murphy, Finance Committee Chair