

Borough of Columbia

Finance Committee Meeting Minutes

Monday, September 26, 2016

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

Meeting called to order by Chairman Kelly Murphy at 7:12 pm.

Committee Members Present:

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

Borough Officials/Staff Present:

Borough Manager Greg Sahd, Borough Finance Manager Georgianna Schreck, Mayor Leo Lutz

Citizens Present:

Sharon Lintner, Chris Dreisbach, Rebecca Murphy, Dale Weibley

Citizens Comments:

None.

Minutes Approval:

Novak moved to approve the August 22, 2016 Finance Committee meeting minutes as presented, Berntheizel second, approved unanimously.

August 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. Finance Manager Schreck informed the committee that the recent PA Auditor General's audit of the Liquid Fuels Fund found no findings. 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. Finance Manager Schreck informed the committee that committee members that approximately \$4000 in outstanding sewer payments are due the borough and that the intent is to carry these costs over for each property with the expectation that their associated liens will be paid as each property is sold; the committee agreed with this request. Permit Lists (shared with Lancaster County and Columbia School District) updated for August 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 August 2016 Finance Report as presented, Novak second, approved unanimously. **Action Item: August 2016 Finance Report will be forwarded to Council for consideration of approval at the October 10, 2016 Council meeting.**

Budget Change Requests:

Budget Change Request #3 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, Liquid Fuels Fund, Wastewater Fund, and Municipal Fund with no change to the 2016 budget total. Novak moved to approve Budget Change Request #3 for 2016 as presented, Berntheizel second, approved unanimously. **Action Item: Budget Change Request #3 for 2016 will be forwarded to Council for consideration of approval at the October 10, 2016 Council meeting.**

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Continued Business:

Committee members were provided with an update on the process for dissolution of the Borough of Columbia Municipal Authority's corporate charter with the Commonwealth of Pennsylvania. Our solicitor is working the MA solicitor to have files and official records of the Authority transferred to the borough for safe keeping, and is also filing requests for Tax Clearance Certificates from the Department of Labor and the Department of Revenue. This will take approximately (6) months to obtain both clearances, at which point the formal Articles of Dissolution can be filed.

Reviewed letters received from various landlords regarding late fees assessed for their rental units. Rental unit owner Chris Dreisbach questioned what he perceived to be a high amount assessed for his failure to submit rental registration and associated fees to the borough by the required deadline, requesting exoneration for the late fees assessed. Explanation provided that as per borough ordinance and procedure, notices were distributed to all rental unit owners months ago regarding payment of required yearly registration fees. Payment due date clearly identified as June 30, 2016 on notice. Fees associated with the assessed penalties were increased this year due to chronic and excessive number of units that routinely submit the applications late, which requires additional costs to borough staff regarding follow up and notifications. After discussion, committee declined the request in support of our established ordinances and fee schedule.

New Business:

Committee members reviewed a request from Public Works department to use 2016 funds allocated to the stormwater line item for purchase of and installation of a shed next to the new highway building to store newly purchased stormwater equipment in. Bid request provided was from Amric Construction at a cost installed of \$14,580. After discussion, Berntheizel moved to approve the request provided from Amric Construction at a cost of \$14,580 for purchase and installation of a shed next to the new highway building using funds allocated to the stormwater line item, Novak second, approved unanimously **Action Item: Request to approve Amric Construction proposal of \$14,580 for purchase and installation of a shed next to the new highway building using funds allocated to the stormwater line item will be forwarded to Council for consideration of approval at the October 10, 2016 Council meeting.**

Finance Manager Schreck informed the committee that Lancaster County will be initiating charges for blighted properties at a rate of \$750 per property beginning with any new properties registered. Columbia Borough has 26 total properties currently identified.

Finance Manager Schreck informed the committee that borough staff is looking into purchasing a gasoline tank and meter so that we do not use gas stations going forward. This will provide fuel savings as the county's purchase price is currently about a dollar less than gas stations. Fuel provider chosen will provide for and cover costs of pump installation and maintenance.

Reminder to the public that the second scheduled public meeting for the process of drafting a proposed 2017 borough budget will be held Wednesday, October 5 beginning at 6:00 pm.

Meeting adjourned at 8:45 pm on a motion by Berntheizel, second by Novak, passed unanimously.

Respectfully submitted,
Kelly Murphy, Finance Committee Chair