



Finance Committee Meeting Minutes Monday, July 23, 2018

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

Meeting called to order by Chairman Kelly Murphy at 6:11 pm.

Committee Members Present:

Kelly Murphy (Chair), Cle Berntheizel (Vice Chair), John Novak (Member)

Borough Officials/Staff Present:

Borough Manager Rebecca Denlinger, Councilor Marilyn Kress Hartman

Citizens Present:

Sharon Lintner, Joe Lintner, Frank Doutrich, Brian Long, Miriam Soto (LHOP Director)

Citizens Comments:

No non-agenda items directed to the committee. Comments/questions addressed during discussion of specific items.

Minutes Approval:

Berntheizel moved to approve the June 25, 2018 Finance Committee meeting minutes as presented, Novak second, approved unanimously.

June 2018 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, Highway Capital Fund, Bond Capital Fund, and Wastewater Fund) and Tax Collector's Report were presented for review; specific items were questioned and explanations were provided by staff. Certain questions were directed and answered during the meeting or addressed via email from Borough Finance Director Schreck, who also provided that the borough has completed responses to the IRS audit of Borough conducted for the \$12,000,000 General Obligation Bonds, and are awaiting final response from the auditors. Check Register was presented for review; specific items were questioned and explanations were provided by staff, with a specific request to provide a separate line item for any costs associated to the Front Street property to better assemble/track costs for the building and a summary of costs to date associated to the memorial islands project. Escrow Information, Open Invoices, Cash Flow Chart, and Monthly Revenues/Expenses were presented as information only for review. Update on current financial status of borough bond issue investment with Red Tree provided and reviewed with a balance remaining of \$5,882,477. Permit Lists updated for June 2018 were provided as information only for review of permits issued for work performed on properties which could affect the assessed value. Also presented were the Wastewater Septage Billing Report, the outstanding Wastewater liens, and the Wastewater Aging Report. Novak moved to approve the June 2018 Finance Reports as presented, Berntheizel second, approved unanimously. **Action Item: June 2018 Finance Reports will be forwarded to Council for consideration of approval at the August 13, 2018 Council meeting.**

Finance Committee Meeting Minutes

07/23/2018

Budget Change Requests:

None.

Continued Business:

Discussion will be continued regarding CBF D President Fritz's request to consider covering all of the expenses for every day operations of the CBF D such that the department could then focus its fund raising efforts solely on equipment replacement would be presented for consideration starting in 2019. CBF D has determined a committee to continue discussions with the borough, and a date in early September is being worked on for a meeting with them.

Committee advised of the continuing need to negotiate the Comcast agreement renewal with the borough. Borough previously notified Comcast of our intention not to renew under present terms. Will be seeking advice from borough solicitor on next steps and possible use of Cohen Law Group to represent the borough in cable franchise renewal negotiations as was previously done by council. Current agreement in force expires September 11, 2019.

Committee reviewed an update on the current blighted property list, the status of Land Bank property acquisitions, and current program financial status. 208-210 Locust St., 511 Cherry Street, and 494 Manor St. projects are in process. The unreserved fund balance of approximately \$84,500 remains in Columbia's portion of the Land Bank, with \$200,000 in reserved fund balance.

New Business:

LHOP Director Miriam Soto presented a request to the committee a request to open to the entire community the home improvement element of the CHIHL program in place. The Historic North End corridor (Including 2nd, 3rd, and 4th Streets from Cedar St. to Chestnut St.) was initially identified as the target area for program initiation to stimulate interest in a defined, concentrated area, but has seen limited interest to date. Currently 3 properties have been approved for home improvement program, one is in review process, and several inquiries outside of the target area have been received, with 3 applications submitted already. By doing so, intent is to provide the benefit to widest area possible. After discussion, committee members agreed unanimously with the request and directed Borough Manager and staff to initiate the change.

Committee received a request and supporting documentation for a request by Police Chief Brommer to purchase one license plate reader for the department. A quote was provided from Leonardo Selex ES, Inc. at a cost of \$14,355 installed. The quote received is for a two camera unit installed on an SUV with permanent drilled mounts, including ELSAG Systems installation, EOC license to connect with the county server, and first year warranty. This purchase was previously identified and approved in the Capital Fund budget as one of the police department's capital projects for 2018. Committee discussed the request and its intended use; committee agreed with the need and funding source for the purchase, but since certain questions were unable to be answered since the Chief was unable to attend the meeting, the request was tabled for consideration to the next meeting with questions directed to the Chief via email. **UPDATE: Requested background information was received from Chief Brommer along with a request to forward to Council for consideration of approval at the August 13, 2018 Council meeting, which was granted by Finance Chair.**

Borough Manager Denlinger continued previous council discussion regarding borough commitment in a proposed new round of Keystone Opportunity Zone (KOZ) properties to encourage development of properties. Borough has identified 5 sites in the borough for inclusion of submission of a regional submission of which we are part of. Deadline for program is October 1, 2018. Intent is to move to council for approval. If approved, then CBSD and Lancaster County tax authorities will be approached for their separate approvals as well. Program we are supporting keeps taxation status of properties at current levels with no increase on taxes on site improvements for 10 years (as part of KOZ program). *(Continued on next page.)*

Finance Committee Meeting Minutes

07/23/2018

After discussion, Novak moved to approve participation of Columbia Borough in the expanded Keystone Opportunity Zone (KOZ) program for the properties previously identified by council, Berntheizel second, approved unanimously. **Action Item: Consideration of approval for participation of Columbia Borough in the expanded Keystone Opportunity Zone (KOZ) program for the properties previously identified by council will be forwarded to Council for consideration of approval at the August 13, 2018 Council meeting.**

Meeting adjourned at 7:38 pm on a motion by Novak, second by Berntheizel, approved unanimously.

Respectfully submitted,
Kelly Murphy, Finance Committee Chair