



Finance Committee Meeting Minutes Wednesday, December 19, 2018

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

Meeting called to order by Chairman Kelly Murphy at 5:00 pm. Noted the date and time change due to the Christmas holiday and that the meeting precedes a HARB Meeting scheduled for 7:00 pm.

Committee Members Present:

Kelly Murphy (Chair), John Novak (Member), Marilyn Kress Hartman (Alternate)

Borough Officials/Staff Present:

Assistant Borough Manager Georgianna Schreck and Borough Finance Director Kyle Watts. Reported that Borough Manager Rebecca Denlinger will not be present due to attending the CBSD meeting.

Citizens Present:

Sharon Lintner, Joe Lintner, Frank Doutrich, Norman Meiskey, Dale Weibley, Nate Bunty

Citizens Comments:

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

Minutes Approval:

Novak moved to approve the November 26, 2018 Finance Committee meeting minutes as presented, Kress Hartman second, approved unanimously.

November 2018 Finance Report:

Treasurer's Report was presented for review with no comments of note provided by any in attendance. Committee member Novak remarked that while the electronic version of the Finance reports were distributed to members on time for review, hard copies of the same were not available for review until the morning of this meeting and as such he was not able to review these as thoroughly or in as timely a manner and requested opportunity to provide additional review comments to staff and committee members. Over the past few months, committee members and staff have been meeting to revise/condense/improve reporting of finance information to council and public for review in a format of balance sheet, income statement, expenditures for each fund. Newly formatted Budget Performance Reports for the General Fund, Non-Bond Capital Fund 18 (and Wells Fargo investment portfolio statement), Bond Capital Fund 30 (and Red Tree investment portfolio statements), State Liquid Fuels Fund 35, and Economic Development Revolving Loan Fund 40 (and Community First Fund Activity Report) were presented for review and discussed. Mr. Meiskey discussed the effects of the CFF loan program on the 2019 budget, as well as additional questions regarding the reports which were responded to by Assistant Borough Manager Schreck and Finance Director Watts. The Tax Collector's Report, Escrows, Open Invoices, and Aging Reports, and Codes/Sewer Liens Report were presented for review; certain questions were directed and answered during the meeting or addressed via email from Finance Director Watts. It was also reported that there are some overlaps within the new reports structures which are being addressed, again with the goal of simplifying the reports for review and removing reports of an informational only nature which require lesser periodic review periods.

Finance Committee Meeting Minutes

12/19/2018

November 2018 Finance Report (cont'd):

Kress Hartman moved to approve the October 2018 Finance Reports as presented, Novak second, approved by 2-1 vote with Novak dissenting. **Action Item: November 2018 Finance Reports will be forwarded to Council for consideration of approval at the January 8, 2019 Council meeting.**

Continued Business:

Committee Chair read a statement from Borough Manager providing the committee with an update on the progress of the borough's Keystone Opportunity Extended Zone (KOEZ) application. Columbia's application for KOEZ designation is now complete and in the hands of the Program Manager at DCED. Both the Lancaster County Commissioners (on Wednesday morning) and the Columbia Borough School Board (on Tuesday Evening) passed their revised KOEZ resolution/ordinances. These votes and approvals followed the Borough's approval of our revised Ordinance on December 10, 2018. Columbia's KOEZ application was submitted including eight downtown parcels totaling 1.92 acres. The Payment in Lieu of Tax (PILOT) Agreements have been executed for each of the taxable properties – making this a revenue neutral program for the three taxing jurisdictions. Should the Commonwealth enact the KOEZ designation for Columbia, the program will go into effect on January 1, 2019 and remain in effect for a 10-year period, ending on December 31, 2028. Discussion including the Assistant Borough Manager Schreck of the total completion of PILOTs on all taxable properties and the confusion of the what properties were included. Discussion continued, and committee member Novak questioned if a PILOT was included from the borough for the 400 Locust Street property. Assistant Manager Schreck replied that the borough does in fact pay taxes on this property and it is her understanding that the borough has not provided a PILOT for the KOEZ application. Therefore, a request is being sent to the Borough Manager to follow up on this issue since CBSD and the County had agreed/signed off on the KOEZ with an understanding that all taxable properties listed/submitted had signed off on a PILOT. Since it appears that this may not be done, then the borough can verify whether we did provide a PILOT, or of not, rectify this by providing a PILOT for 400 Locust Street property.

Committee Chair read a statement from Borough Manager providing the committee with an update on the progress of the borough's Multimodal Transportation Fund (MTF) grant application for the Columbia Streetscape Program. Borough Manager attended the state's Commonwealth Financing Authority meeting; unfortunately for at least the second month in a row, they cancelled the monthly meeting, so no action will be taken at this time. We will be reaching out to our legislators to get a better understanding of their approval process and to determine if they believe a decision will be made on the MTF grant awards at their next CFA meeting (scheduled for the end of January 2019).

A draft 2019 Fee Schedule that includes final review of the 2018 resolution and incorporates requested changes as provided from review by committee members, Borough Manager, Planning/Zoning Manager, Codes Manager, and Police Chief. Committee member Novak reintroduced the possibility of instituting a hotel room tax into the fee schedule; committee requested staff to discuss this question with the solicitor to see whether this can be introduced in the borough. After discussion, Novak moved to consider directing the Borough Manager to have the solicitor provide a copy of a resolution incorporating the 2019 Fee Schedule with changes as presented for full council approval, Kress Hartman second, approved unanimously. **Action Item: Consider approval of a resolution to enact the 2019 Fee Schedule will be forwarded to Council for consideration of approval at the January 8, 2019 Council meeting.**

Discussion was held regarding Columbia Borough Cable Television Ordinance/Franchise Agreement renewal with Comcast which expires September 2019) based on notification of our intent not to renew under present terms. Borough solicitor has been collaborating with Cohen Law Group to advise the borough on next steps in cable franchise renewal negotiations and an initial response was received from Comcast.

Finance Committee Meeting Minutes

12/19/2018

Continued Business (cont'd):

From their discussion and negotiation, our solicitor has provided a first draft of a potential agreement (with a term of 5 years) for review by committee members and all council, and staff. Discussion will continue on this at 2019 council meetings and work sessions.

Committee reviewed an update through 11-30-18 on the current blighted property list, the status of Land Bank property acquisitions, and current program financial status. 304 Cherry Street, 208-210 Locust St., and 494 Manor St. projects continue in process. Funds were expended for purchase and associated expenses for properties at, 551 Avenue H and 554 Walnut Street. Columbia's Land Bank provides an unreserved fund balance of \$18,108, with \$200,000 in reserved funds. Also reported were project loans in the amount of \$112,273 and funds in the amount of \$136,708 committed to projects in process. An update was reviewed for the blighted property list.

New Business:

Committee was presented with a draft Columbia Borough Purchasing Policies and Procedures that will be introduced in 2019. Initial discussion was held between committee members and staff present. Discussion will continue on this at 2019 council meetings and work sessions to allow for comments/review by solicitor, all council, and staff.

Meeting adjourned at 6:51 pm on a motion by Novak, second by Kress Hartman, approved unanimously.

Respectfully submitted,

Kelly Murphy, Finance Committee Chair