

# Borough of Columbia

## Finance Committee Meeting Minutes

Monday, May 23, 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), Cle Berntheizel (Vice Chair), Mary Barninger (Member)

*Borough Officials/Staff Present:*

Borough Manager Greg Sahd, Finance Supervisor Georgianna Schreck, Public Works Director Ron Miller, Councilor Pam Williams, Mayor Leo Lutz

*Citizens Present:*

Frank Doutrich, Sharon Lintner, Joe Lintner.

*Citizens Comments:*

None.

*Minutes Approval:*

Barninger moved to approve the April 25, 2016 Finance Committee meeting minutes as presented, Berntheizel second, approved unanimously.

*April 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. Noted that police overtime for the first 4 months of the year reported as 52% of the budget plan of \$100,000. 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 April 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. Barninger moved to approve the April 2016 Finance Report as presented, Berntheizel second, approved unanimously. **Action Item: April 2016 Finance Report will be forwarded to Council for consideration of approval at the June 13, 2015 Council meeting.**

*Budget Change Requests:* None.

*Highway Department Capital Budget Request Items for 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 \$8,500, and Vactron Vacuum Excavator and vehicle crane mount (Vermeer Sales/Truck Mounts Unlimited) for \$38,700, for a total investment of \$86,405. Quotes received for items were presented as being at or below estimates and are current quotes. Request includes sale/auction of current truck/plow due to past success in receiving higher bids than trade-in value. Via the following votes, each item was approved: 2-1 for Work Truck, and 3-0 for remaining items. **Action Item: Motion to consider borough funding in the amount of \$8500 for Thermoplastic Handliner (M-B Companies), \$38,700 for Vactron Vacuum Excavator and vehicle crane mount (Vermeer Sales/Truck Mounts Unlimited), and \$35,300 for 2016 Chevrolet Work Truck and plow attachment (Apple Automotive), as presented, will be forwarded to Council for consideration of approval at the June 13, 2016 Council meeting.**

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## *IT/Computer Support Upgrade Request*

Dave Barnes/Lee Vogel presented and reviewed proposal from EZComputerSolutions for IT/Computer Support for Columbia Borough and Police. Options presented for Help Desk Plan and On Site Plan. After discussion, committee supported Help Desk option which 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, with enhanced onboarding service to resolve any current system issues. Request made by Borough Finance Director Schreck and Police Chief Brommer due to ongoing issues with slow response time from current provider Summit Technology. During discussion it was clarified that current issues with wireless internet on site were based solely on Summit not scheduling activation of service in a timely manner, but that this will be resolved in the next few days. Also reviewed were similar service proposals received from Candoris and Central PA Technologies; these proposals were rejected by committee due to pricing and/or personnel capabilities. From discussion, Barninger moved to approve funding Help Desk option, including one-time onboarding for 45 Devices (3 Servers, 28 Workstations, 14 Laptops) @ \$50/device = \$2250 plus monthly fee of \$2250 for ongoing service, with enhanced onboarding service, as presented, Berntheizel second, approved unanimously. **Action Item: Motion to consider borough funding EZComputerSolutions Help Desk option, including one-time onboarding for 45 Devices (3 Servers, 28 Workstations, 14 Laptops) @ \$50/device = \$2250 plus monthly fee of \$2250 for ongoing service, with enhanced onboarding service, will be forwarded to Council for consideration of approval at the June 13, 2016 Council meeting.**

## *Purchase of laptops for council use:*

Discussion continued regarding purchase of laptops for council meetings use. Borough Manager Sahd presented information from provider Apple Store for iPads at a cost of \$294 per unit and from Hewlett-Packard for HP Pavilions at a cost of \$294 per unit with 10 units to be purchased and maintained for use at borough hall meetings. During discussion, it was presented by EZComputerSolutions reps that they could put together a competitive proposal for these as well and service could be included as part of or addition to their proposed IT service plan. Committee members elected to table this item until the June 2016 Finance committee meeting to allow for this proposal.

## *Upgrade/condition assessment of current borough hall sound system:*

Discussion continued regarding upgrades/condition assessment of current borough hall sound system. Bids received from WeeBee Audio/Video for \$15,276 (sound and video systems, extended warranty) and Clair Solutions for \$31,546. After discussion, Barninger moved to approve funding WeeBee Audio/Video upgrades request as presented, Berntheizel second, approved unanimously. **Action Item: Motion to consider borough funding in the amount of \$15,276 for WeeBee Audio/Video sound and video systems with extended warranty, will be forwarded to Council for consideration of approval at the June 13, 2016 Council meeting.**

## *Continued Business:*

Discussion was initiated regarding 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. Additional information including distribution of the Authority's charter were presented for review. Discussion will be continued to June Finance committee meeting to allow members time to review provided documents with the intent to provide a decision for path forward for future continuation of the MA.

## *New Business:*

Councilman Berntheizel initiated discussion regarding undesired condition of landscaping at borough islands entrance to 462 bridge, River Park rain gardens, and bus stop/town square/town clock area, the need to properly maintain these areas that have been donated or provided via grants to the borough, and borough reliance on volunteers to maintain these. To expedite care/remedy of these areas, committee authorized Berntheizel to obtain landscaping services bids for this and to provide these to Borough Manager Sahd for immediate action based on best available qualified bid.

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Reminder presented to committee members that Pennsylvania Auditor General's office has initiated the Police Pension audit for 2014. Updates will be provided once audit has been completed and closeout meeting held.

Borough Manager Sahd initiated discussion regarding actual legal advertising costs using Lancaster Newspaper and potential cost savings using Central Pennsylvania Business Journal. Presented documentation providing that the borough could have saved \$21,718 (or roughly 50%) from 2012-2015. Committee concerns presented regarding realized availability to public if change was made, and requested that a survey be created and presented publicly (online, borough website, Merchandiser, etc.) to be communicated to citizens and responded to.

Meeting adjourned at 8:22 pm on a motion by Barninger, second by Berntheizel, passed unanimously.

Respectfully submitted,  
Kelly Murphy, Finance Committee Chair