

# Borough of Columbia

## Finance Committee Meeting Minutes

Monday, June 27, 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), Dr. Sherry Welsh (Alternate)

*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:*

Sharon Lintner

*Citizens Comments:*

None.

*Minutes Approval:*

Barninger moved to approve the May 23, 2016 Finance Committee meeting minutes as presented, Welsh second, approved unanimously.

*May 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 5 months of the year reported as 62% 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 May 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 May 2016 Finance Report as presented, Welsh second, approved unanimously. **Action Item: May 2016 Finance Report will be forwarded to Council for consideration of approval at the July 11, 2016 Council meeting.**

*Budget Change Requests:*

Budget Change Request #1 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 Capital Fund, and Municipal Fund with no change to the 2016 budget total. Barninger moved to approve Budget Change Request #1 for 2016 as presented, Welsh second, approved unanimously. **Action Item: Budget Change Request #1 for 2016 will be forwarded to Council for consideration of approval at the July 11, 2016 Council meeting.**

*Continued Business:*

Tabled discussion regarding future 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 July 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.

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## *Continued Business (cont'd):*

Discussion continued regarding purchase of computers for council meetings use. Borough Manager Sahd previously presented information from provider Apple Store for Apple iPads at a cost of \$294 per unit and from Hewlett-Packard for HP Pavilions at a cost of \$319 per unit. In addition, quotes for Dell Latitude from EZComputerSolutions at a cost of \$1265 per unit, and Rugged Book iPad Air2 from Verizon at a cost of \$529 per unit. 10 units to be purchased for use at borough hall meetings. Murphy moved to approve purchase of 10 Hewlett-Packard HP Pavilions at a cost not to exceed \$350 per unit, Welsh second, approved unanimously. **Action Item: Request to purchase 10 Hewlett-Packard HP Pavilions at a cost not to exceed \$350 per unit will be forwarded to Council for consideration of approval at the July 11, 2016 Council meeting.**

Finance Supervisor Schreck updated the committee regarding responses received from Columbia residents via public survey (online, borough website, Merchandiser, etc.) created covering actual legal advertising costs using Lancaster Newspaper and potential cost savings using Central Pennsylvania Business Journal, which could have saved \$21,718 (or roughly 50%) from 2012-2015 as provided by Borough Manager Sahd, Survey completed in response to Committee concerns presented regarding realized availability to public if change was made. Approximately 40 responses received thus far with a 2:1 ratio of responses in favor of continuing using Lancaster Newspaper. **Action Item: Final results of the online survey in response to consideration of switching required legal advertisements from Lancaster Newspaper will be forwarded to Council for consideration at the July 11, 2016 Council meeting.**

## *New Business:*

Lancaster County Controller's Office Audit Report for Columbia Borough Tax Collection Records for 2014 and 2015 tax years was presented for review with no comments of note provided by any in attendance. The scope of work and procedures reviewed during the audit covered ensuring DCED report is completed monthly, accurate commissions were paid to tax collector, monies due to Lancaster County were properly receipted, and ensuring Lancaster County received the correct amount owed, collections were properly paid in correct payment period, and that the correct number of parcels were sent to Tax Claim Bureau. Noted to Committee members that there were no findings, significant deficiencies, or non-compliance noted.

Meeting adjourned at 6:32 pm on a motion by Barninger, second by Welsh, passed unanimously.

Respectfully submitted,  
Kelly Murphy, Finance Committee Chair