

Borough of Columbia

Finance Committee Meeting Minutes

Monday, August 22, 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), John Novak (Vice Chair), Pam Williams

Borough Officials/Staff Present:

Borough Manager Greg Sahd, Councilors Dr. Sherry Welsh, Steph Weisser, and Fran FitzGerald, Mayor Leo Lutz

Citizens Present:

Sharon Lintner, Frank Doutrich

Citizens Comments:

Frank Doutrich inquired as to whether the borough still had outstanding sewer liens on borough properties and what the total amount outstanding in sewer bills was. Borough Manager Sahd offered that the information was not on hand for the meeting but would be provided to Mr. Doutrich via email. Response provided next day that amount is \$21,483.03 and that the Borough has entered liens on the respective properties involved.

Minutes Approval:

Novak moved to approve the July 25, 2016 Finance Committee meeting minutes as presented, Williams second, approved unanimously.

July 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. 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 July 2016 were provided as information only for review of permits issued for work performed on properties which could affect the assessed value. Mayor Lutz requested that additional information be added to Capital Fund items indicating the cycle year for items purchased via leases or grant monies be provided in the budget reported; committee members agreed with this request. Williams moved to approve the July 2016 Finance Report as presented, Novak second, approved unanimously. **Action Item: July 2016 Finance Report will be forwarded to Council for consideration of approval at the September 12, 2016 Council meeting.**

Budget Change Requests:

Budget Change Request #2 for 2016 was presented for review with no comments of note provided by any in attendance. Change request covers line items adjustments mostly dealing with contractually negotiated pay raises within the General Fund with no change to the 2016 budget total. Novak moved to approve Budget Change Request #2 for 2016 as presented, Williams second, approved unanimously. **Action Item: Budget Change Request #2 for 2016 will be forwarded to Council for consideration of approval at the September 12, 2016 Council meeting.**

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Continued Business:

Commented that official notification was provided to Borough of Columbia Municipal Authority of council's August 8, 2016 public action to approve articles of dissolution of the Borough of Columbia Municipal Authority's corporate charter with the Commonwealth of Pennsylvania. Municipal Authority has notified the borough of its intention to provide a letter of reply to the action. Next action steps are for borough's solicitor to draft appropriate resolution and ordinance or the dissolution process for council adoption.

New Business:

Review of letter received from R & R Associates regarding late fees assessed for 341/349 Chestnut Street rental units. 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. R & R Associates paid the fees late along with the assessed penalties, and requested via letter that the borough refund all late fees as this was an oversight on their part. After discussion, committee declined the request in support of our established ordinances and fee schedule.

Information was provided to committee members regarding calculation of Columbia Borough Police Pension Plan's 2017 Minimum Municipal Obligation (MMO). Information has been received from Chuck Friedlander, Borough's Actuary, that the 2016 State Aid Unit Value was recently increased by 11.6% from 2015 amount, which will result in an approximate benefit to the borough of \$32,000.

From previous discussions at council Personnel meetings, the borough will be pursuing a professional services contract for Community and Economic Development Professional Services. Committee members performed a review of proposal received from Rebecca Denlinger, Rising Tide Collaborative LLC, regarding Community and Economic Development Professional Services to be provided on behalf of Columbia Borough. After discussion, Williams moved to approve proposal received from Rebecca Denlinger, Rising Tide Collaborative LLC, regarding Community and Economic Development Professional Services to be provided on behalf of Columbia Borough as presented, pending solicitor's review and approval. Novak second, approved unanimously. **Action Item: Request to approve, pending solicitor comment and approval, proposal received from Rebecca Denlinger, Rising Tide Collaborative LLC, regarding Community and Economic Development Professional Services to be provided on behalf of Columbia Borough will be forwarded to Council for consideration of approval at the September 12, 2016 Council meeting.**

Reminder to the public that the first scheduled public meeting for the process of drafting proposed 2017 borough budget will be held Wednesday, September 7 beginning at 6:00 pm; department managers will attend the meeting.

Mayor Lutz ;provided that due to increased amount of damage, graffiti, and trash at borough's parks, he has met with certain local entities and the school district regarding an adopt-a-park program to help oversee and maintain proper condition of these parks.

Meeting adjourned at 7:10 pm on a motion by Williams, second by Novak, passed unanimously.

Respectfully submitted,

Kelly Murphy, Finance Committee Chair