



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

MARK E. STIVERS
Borough Manager

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

April 11, 2023 | 7:00 PM

FINAL AGENDA

This meeting will be live streamed to the Borough's Facebook page as a convenience and is not meant to replace in-person participation in the meeting.

1. Call to Order and Roll Call
2. Invocation/Moment of Silence
3. Pledge to the Flag
4. Announcement of Executive and Information Session(s)
5. Additions, deletions, and reorganization of agenda
 - a. Consider approval of Agenda
6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)

Civility and Decorum: Borough officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, foul language, personal insults, threats, and attacks or any conduct that disrupts the flow of business is out of order.

7. Minutes for Approval
 - a. Consider approval of the Borough Council Meeting Minutes for March 28, 2023
 - b. Consider approval of the Borough Council Work Session for April 4, 2023
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Zoning and Planning Report for – March 2023
 - b. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of Public Works and Property Report –March 2023
 - c. Safety/Communications – Todd Burgard
 - I) Acknowledge receipt of the Public Safety Reports for March 2023: Columbia Borough Police Department, Penn State Health Life Lion and Columbia Borough Fire Department for March 2023.
 - II) Acknowledge receipt of the Codes Compliance Report
 - III) Acknowledge receipt of the EMOC Report for March 2023
 - d. Personnel- Joanne Price
 - I) Acknowledge resignation from Sgt. James P. Jacobs Jr.
 - II) Acknowledge resignation from SRO Joel Hopta



9. Presentations

- a. Recognition of Officer Bryan Keyser and Officer Nate Miller for saving the life of a resident

10. Mayor Lutz/Chief Brommer

For public comment on items on the agenda, there will be a 3-minute time limit per person per topic). **All discussions on agenda items that go over 15 minutes will be tabled to the next available work session.**

11. Action Items:

- a. Consider the DROP (Deferred Retirement Option Plan) application for Chief Jack Brommer
- b. Consider authorization to pay bills
- c. Consider approval of the revised 2023 Fee Schedule to include Special Event Fees for For-Profit businesses per the attached document "Special Event Fee Schedule Changes

12. Introduction New Business:

- a. Consider authorization of staff to hire Jay Barninger for position of part-time crossing guard
- b. Consider acceptance of filing a Notice of Intervention for the property located at 732 Chestnut Street
- c. Consider approval for the Columbia Lions Club to host their annual Thunder on the River Car Show on Saturday, June 17, 2023, from 10am till 2:00pm (Set-up 6am-10am and tear-down 2:00pm-3:30pm)

13. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Borough Engineer
- c. Secretary/Treasurer
- d. Boards, Commissions and Committees
 - I) Upcoming Meetings: HARB (4.12.2023) Parks & Recreation Committee (4.13.2023) Planning Commission (4.18.2023) Shade Tree Commission (4.24.2023)

14. Borough Council Comments

- a. Council Members

15. Announcement of Next Meeting. At 7:00 PM on **April 25, 2023**, Council will hold a regular meeting

16. Adjournment

If you are a person with a disability wishing to attend this meeting and require accommodation to participate in the meeting, please contact the Columbia Borough Office at (717) 684-2467 at least 24 hours prior to the meeting.

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

March 28, 2023 | 7:00 PM
Paul W. Myers Council Chambers

MINUTES

1. Council President Zink called the meeting to order at 7:01 PM.

Councilpersons present: Burgard, Fisher, Kauffman, Lintner, Price, Stahl, and Zink. Mayor Lutz was also present.

Staff Present: Borough Manager Stivers, Market Manager Vera, Chief Brommer, Facility Service Coordinator Affeld, Public Works Manager Graham and Finance Manager Bennett. Solicitor Gabel was also present.

2. A moment of silence was observed.
3. Councilperson Burgard led the pledge to the flag.
4. Announcement of Executive and Information Session (s) None.
5. Additions, deletions, and reorganization of agenda.
 - a. Motion to approve the agenda as published.

Motion by:	Second by:	Voice Vote:
E. Kauffman	J. Price	All Favored – Motion Carried

6. Citizen Comments Non-Agenda Items Only (None)
7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for March 14, 2023.

Motion by:	Second by:	Voice Vote:
E. Kauffman	P. Stahl	All Favored – Motion Carried

8. Presentation & Acceptance of Reports

- a. Community Development-Eric Kauffman

- l) Report on the Columbia Market House
Market Manager Vera briefed Council on a job fair held in the Market House yesterday. Briefed Council on upcoming events. Provided update on vendors and attendance at events. Councilperson Kauffman commented on the job fair and the companies that participated. There was discussion on planning an additional job fair in the fall.

- b. Finance-Heather Zink

- l) Acknowledge Finance Report for February 2023
President Zink reviewed the information provided and added revenue may look slightly lower than expected but the bulk of property taxes have not been received. Commented that expenditures are where they should be for this time of year.

9. Presentations

10. Mayor Lutz/Chief Brommer

Mayor Lutz discussed plans with Pastor Wayne Scott and his daughter, Ashley, from Tabernacle Church, to find a location for a community garden. He also provided information on funding he secured for the project. There was also a discussion on the continuation and expansion of gardening projects throughout Columbia Borough School District. President Zink discussed using Borough compost for the community garden projects.

Chief Brommer announced the Borough’s spring cleanup on Friday, April 21st 8am – 12 noon. Large item tags will go on sale April 3rd and can be purchased at the Borough Office.

11. Action Items:

- a. Motion to accept the bid from Highway Materials, Inc. for paving materials for 2023 paving projects by Borough crews.

Motion by:	Second by:	Voice Vote:
P. Stahl	E. Kauffman	All Favored – Motion Carried

- b. Motion to authorize staff to pay bills.

Motion by:	Second by:	Voice Vote:
E. Kauffman	P. Stahl	All Favored – Motion Carried

Councilperson Lintner questioned the expenditure listed for Gavin Communication. She read a council motion and vote from May 2022 that she felt stated Council no longer wanted this vendor used for this type of service. President Zink stated she was not pleased and disappointed with the service provided for the invoice in question and requested a different vendor be selected before there is an additional need for this type of service. Manager Stivers provided an explanation on why this vendor was used and received clarification on the task of finding a replacement firm for this service. Mayor Lutz explained his view on why the vendor was used and encouraged finding a replacement vendor. Councilperson Lintner asked if there was someone on staff capable of writing a press release. Mayor Lutz detailed the press release procedure. Chief Brommer provided additional details on the issue and agreed the cost does not reflect the service provided. Councilperson Burgard provided details on the issue and his view of the cost versus the product provided. Councilperson Kauffman also discussed the issue. President Zink asked if communication issues could be handled by Emergency Coordinator Barninger. Manager Stivers provided detail on the duties of the Emergency Coordinator that currently do not encompass this task.

Brad Chambers

Reviewed the discussion on the communication invoice and questioned the expenditure. Council President Zink and Councilperson Burgard responded with information on the issue explaining that staff was able to spend the funds without Council’s approval because it was within the required \$10,000 spending threshold.

12. New Business

- a. Motion to adopt Resolution No. 2023-15 to authorize alternates to serve on the Columbia Borough Planning Commission.

Motion by:	Second by:	Voice Vote:
S. Lintner	J. Price	All Favored – Motion Carried

Councilperson Kauffman provided background information on the motion and the need for alternates for the commission. President Zink provided information on the process needed to appoint alternates to the commission. Mayor Lutz detailed issues and costs involved with canceling a meeting for lack of a quorum.

- b. Motion to adopt Resolution No. 2023-16 to authorize the Borough to enter into the settlement agreements with Teva, Allergen, Walgreens, Walmart, and CVS and agree to the terms of the Pennsylvania opioid misuse and addiction abatement trust.

Motion by:	Second by:	Voice Vote:
T. Burgard	P. Stahl	All Favored – Motion Carried

Council President Zink noted this is the second round of an ongoing opioid lawsuit. Borough Manager Stivers and Chief Brommer provided additional information on the motion.

- c. Motion to adopt Resolution No. 2023-17 to appoint Heather Zink as voting delegate and Joanne Price as alternate for the PSAB Annual Conference.

Motion by:	Second by:	Voice Vote:
E. Kauffman	P. Stahl	All Favored – Motion Carried

President Zink and Borough Manager Stivers provided details on the duties of the delegates. President Zink noted she will be receiving her Certified Borough Official Award plaque for completing the education requirement for the certification.

13. Staff Reports Comments and Announcements.

- a. Solicitor

Solicitor Gabel provided an update on the sale of Borough property.

- b. Secretary/Treasurer

Borough Manager Stivers discussed LSA Funds allotted to the National Watch and Clock Museum for an HVAC project. Welcomed Representative Miller to the Borough and encouraged people to stop at the new office which is open 5 days a week. Discussed the PA 462 project and provided information he received from PennDOT on the project. Discussed the TextMYGov project and encouraged people to sign up for the service. Announced he will be attending a meeting tomorrow with representatives from the Netherlands and provided detail on the meeting.

- c. Boards, Commissions and Committees

- l) Approved Minutes-Shade Tree Commission, LASA

14. Borough Council comments

- a. Council Members

Councilperson Fisher stated Luther Care is looking for a location in the Borough for their daycare program.

President Zink discussed her attendance at the opening of Representative Miller’s new office. Also noted a covid vaccine clinic in the Market House this Saturday. Announced there are no polling place changes for the upcoming election.

15. Announcement of next meeting: At 7:00pm on April 4, 2023, Council will hold a work session.

16. Motion to adjourn at 8:02 pm to an executive session to discuss a potential land purchase as well as an employee/employment situation.

Motion by:	Second by:	Voice Vote:
E. Kauffman	P. Stahl	All Favored – Motion Carried

MOTIONED AND APPROVED this 11th day of April 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Heather Zink, Council President

ATTEST:

Mark E. Stivers, Secretary/Treasurer

COLUMBIA BOROUGH COUNCIL - Workshop

Paul W. Myers Council Chamber, 308 Locust Street, Columbia

April 4, 2023 | 7:00 PM

MINUTES

1. Council President Zink called the meeting to order at 7:00pm.
Councilpersons present: Zink, Kauffman, Price, Lintner, Burgard, Fisher and Stahl.
Mayor Lutz was present.
Staff Present: Borough Manager Stivers, Codes Manager Diffenderfer, Public Works Manager Graham, Facilities Manager Affeld and Solicitor Gabel.
2. A moment of silent reflection led by President Zink.
3. Jake Graham led the Pledge to the Flag
4. Announcement of Executive and Information Session(s)- March 28, 2023 Executive Meeting to discuss Real Estate Acquisition and Personnel.
5. Additions, deletions, and reorganization of agenda
 - a. Motion to Reorganize agenda adding Trent Davis of Servants.

Motion by:	Second by:	Voice Vote:
E. Kauffman	J. Price	All Favored – Motion Carried

6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)
Brad Chambers expressed his concerns and made inquiries regarding past decisions made by Borough Council utilizing Gavin as PR.
Mayor Lutz and several Council members responded.
7. Trent Davis / Servants
Mr. Davis explained that the organization does home repair and maintenance services for low-income older adults, single parents, and disabled homeowners. You can reach the Servants Program @ 717-378-0336 or on their website www.servants.org. The program is always looking for volunteers. They will be holding a workcamp April 26-28, 2023.
8. Mayor Lutz / Chief Brommer
Mayor Lutz reiterated the Servants Program & thanked Mr. Davis for attending.
9. Workshop Items:
 - a. Discussion on Handicap Parking in the Borough
A discussion was had regarding the current ordinance pertaining to handicap parking and concerns and questions of residents in the Borough. One of the major concerns raised was residents paying for a handicap spot, however anyone with a placard may use that spot. It was suggested that the placard be assigned only to the applicant. Council gave Solicitor Gabel directive to review and amend.

10. Borough Council Comments

a. Council Members

Councilperson Burgard gave a reminder of TextMyGov.

Councilperson Fisher stated communication was given to her that the Comprehensive Plan draft is being presented to the ADHOC Committee and Planning Committee.

Councilperson Kauffman reminded the public that Spring Clean-up is April 21, 2023 and everyone is welcome to come volunteer. Tags for Large Appliance pickup are now available at the Borough office for pickup on April 21, 2023.

Councilperson Stahl stated that a resident pointed out how nice his alleyway looks and what a great job Jake and his team are doing.

Council President Zink shared that the yearly audit is complete but is not yet signed certified because there was a problem with Edmunds. As soon as that is resolved the audit will be certified, She will meet with the auditors to schedule them to present the findings at a future meeting.

11. Announcement of Next Meeting. At 7:00 PM on April 11, 2023, Council will hold a regularly scheduled meeting.

12. Motion to adjourn at 7:52 PM.

Motion by:	Second by:	Voice Vote:
J. Price	P. Stahl	All Favored – Motion Carried

MOTIONED AND APPROVED this 11th day of April, 2023 by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Heather Zink, Council President

ATTEST:

Mark E. Stivers, Secretary/Treasurer

To: Eric Kaufman Chairperson, Columbia Economic Development
 From: Sharon Cino, PZ Manager, Community Development
 Re: Planning /Zoning Report – March 2023

ZONING HEARING BOARD (ZHB) – No applications were submitted to ZHB.

<u>ZONING PERMITS</u> ISSUED = 19 TOTAL = 19		
	FIRE PIT	0
	DUMPSTER/POD	6
	ZHB REQUEST	0
	REPAIR/RENOVATION PROJECTS (HARB ADMIN APPROVAL)	5
	SHADE TREE	0
	ZONING DETERMINATION	1
	ROAD OPENING PERMIT	2

PLANNING/ PLANNING COMMISSION (PC)

On March 21, the PC made a motion to recommend approval to amend the sign ordinance. This will be scheduled for council final adoption on April 25th.

COMMUNITY DEVELOPMENT PROJECT UPDATES:

Columbia Habitat for Humanity Townhomes – Land Development plan has been recorded. A building permit has been submitted and is currently under building plan review.

Riverview Terrace - 132 Locust Street mixed-use development to include (33) residential apartment units with nearly 3,000 sq. ft. of ground level commercial retail. Now open.

315 Flats– to include (37) residential apartment units with (2) commercial retail spaces totaling 1,964 square feet. Now open.

332 Locust Street –On October 25th BC provided final approval for demolition of the building. A building permit has been issued for demolition. Awaiting a LD submittal to PC to combine two lots.

CLG Application – An executed and signed copy of the Master Grant agreement has been received. Staff held a meeting with the PA SHPO staff on March 30th to discuss the submittal of the 2023 CLG project grant application.

Columbia 2040 – Implementable Comprehensive Plan– Staff met with CS Davidson in March to finalize the final plan maps, exhibits, and appendices. A joint meeting with the Ad Hoc Committee and PC will be held on May 18th.

Sharon Cino
 Planning and Zoning Manager – Community Development

To: Peter Stahl, Public Works/Property Chairperson, Columbia Borough Council
From: Jake Graham, Columbia Borough Public Works Department
RE: **Public Works Department Report for March 2023**

○ **2023 Proposed Paving Projects by Borough Crews**

Borough crews will begin working on patch repairs throughout the Borough. Also, scheduling is underway to begin preparations of scheduled streets to be paved that have no utility conflicts

Mifflin Street (900 block)	Locust Street (1100 block)
South Tenth Street (Houston to Ridge)	Blunston Street (900 block)
Chestnut Street (1200 block)	Poplar Street (600 block)
Avenue W (1200 block)	Walnut Street (1000 block)
Chestnut Street (800 block)	

○ **UGI Gas Main Replacement**

Kinsley Construction, the Contractor for this project has completed all service connections to the new main. There will still be a few roadway excavations in order to retire the old gas main. This work is expected to be completed within the next week. Trench restoration on Barber Street, South Twelfth Street and Grinnell Avenue are now scheduled for the week of April 10th

○ **Storm Drain and Inlets**

Crews continue making repairs to inlet basins along with cleaning the basins using the Borough's vacuum truck

○ **Street Sweeping**

Began Monday, March 6, 2023. The first four weeks of street sweeping netted 18.67 Tons of debris that have been removed from Borough Streets. However, this does not represent the numerous small truck loads of debris collected by Public Works Personnel throughout the winter months

○ **Curb-Side Yard Waste Pick Up**

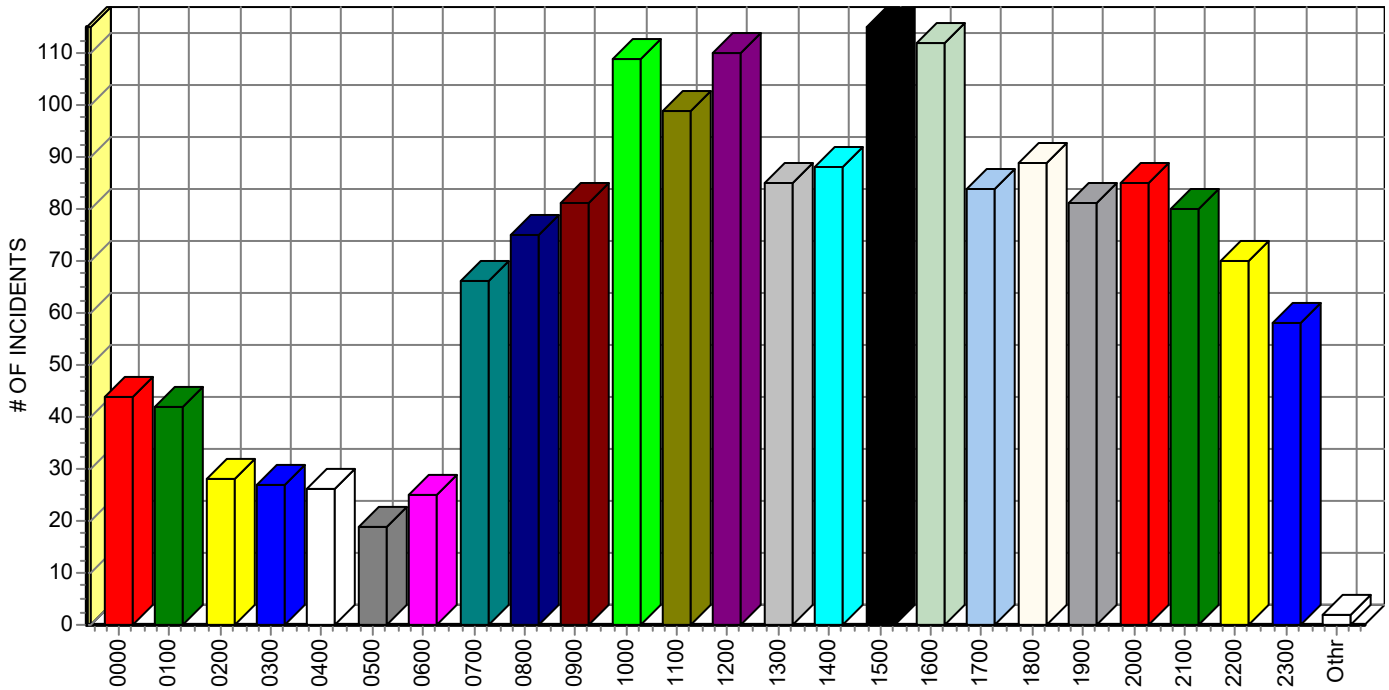
Borough Crews started collection on Monday, April 3, 2023 and continue every Monday through November 6, 2023, which will be the last day of pick up for the season, throughout the Borough. Crews picked up 7 Tons of yard waste the first day of pick up. Also, the recycling facility is open the 2nd and 4th Saturday of the month from 8am-12pm for resident drop off. The facility will be open the 4th Saturday of the month lasting through October 28, 2023

○ **Borough Yard Waste Recycling Facility**

Contracted municipalities dropped off 6.21 Tons in February and 19.80 Tons of yard waste in March. 195 cubic yards of Compost were purchased by Contractors in March

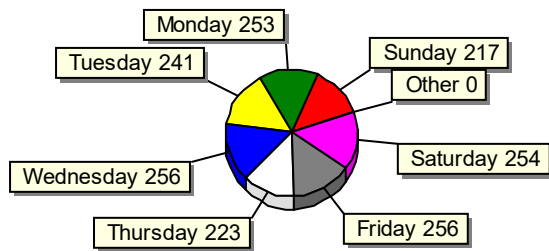


Incident Frequency by Hour of the Day (Using DATE RECD)



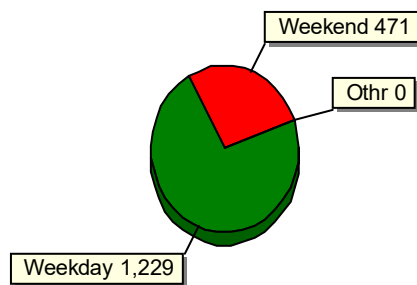
0000 44	0100 42	0200 28	0300 27	0400 26	0500 19	0600 25	0700 66	0800 75
0900 81	1000 109	1100 99	1200 110	1300 85	1400 88	1500 115	1600 112	1700 84
1800 89	1900 81	2000 85	2100 80	2200 70	2300 58	Othr 2		

By Day of Week



Sunday 12.76 %	Monday 14.88 %
Tuesday 14.18 %	Wednesday 15.06 %
Thursday 13.12 %	Friday 15.06 %
Saturday 14.94 %	Other 0 %

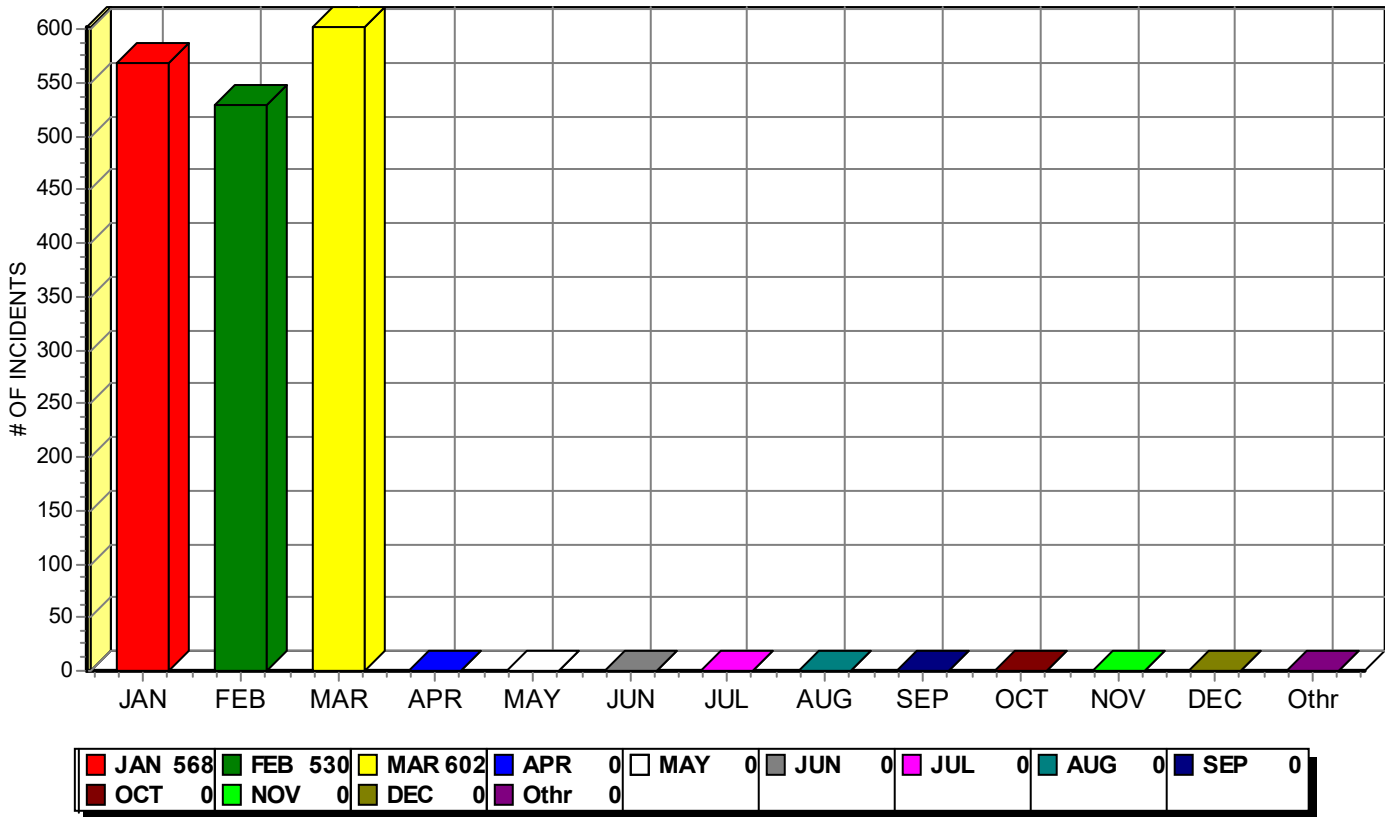
Weekday vs Weekend



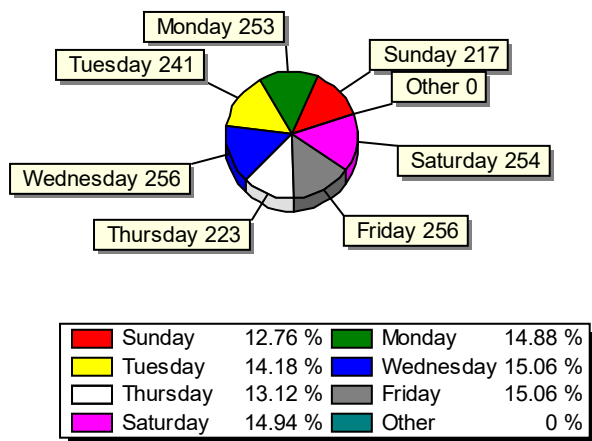
Weekend 27.71 %	Weekday 72.29 %
Othr 0 %	

Search Criteria: (DATE_RECD >= TO_DATE('1/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('3/31/2023','MM/DD/YYYY'))

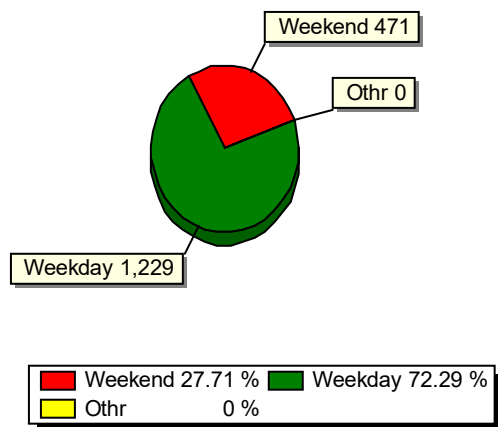
Incident Frequency by Month (Using DATE RECD)



By Day of Week



Weekday vs Weekend



Search Criteria: (DATE_RECD >= TO_DATE('1/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('3/31/2023','MM/DD/YYYY'))



Columbia Borough Police Department

DAILY INCIDENT COUNTS

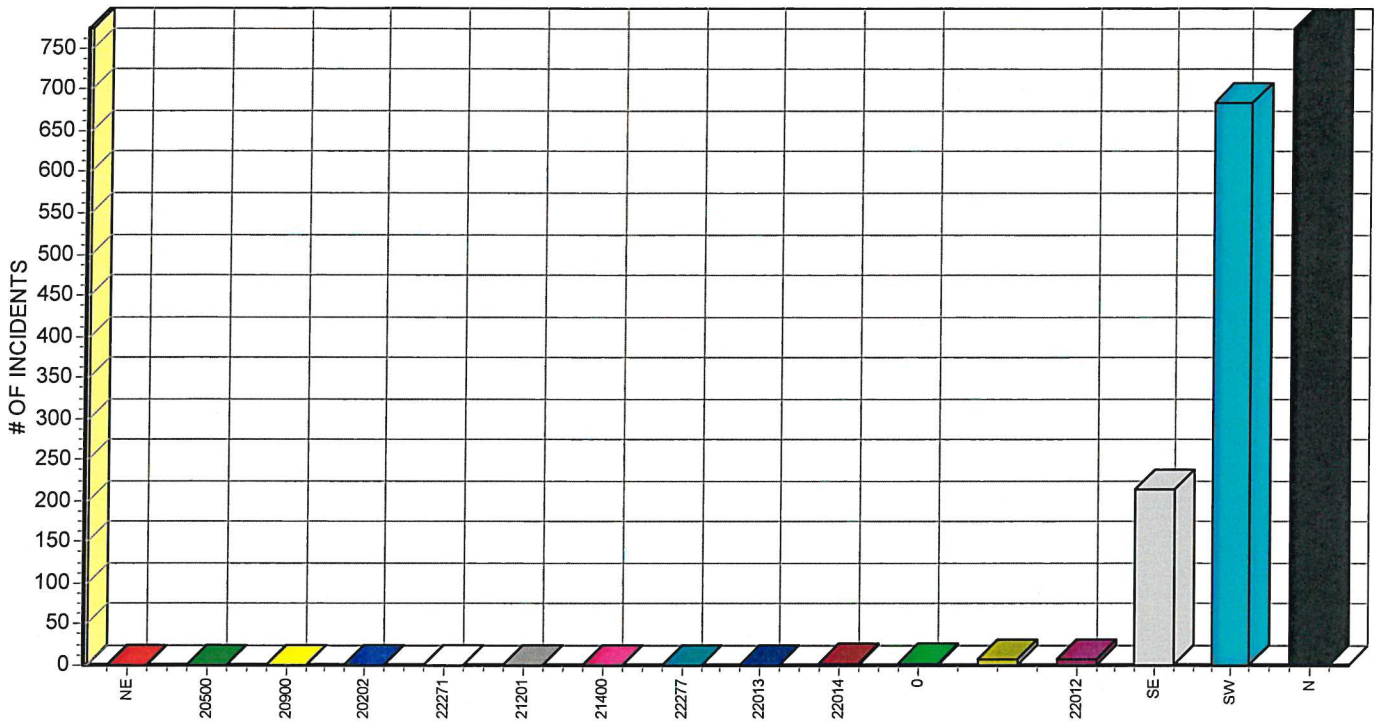
3/1/2023 to 3/31/2023



Day of Month Responses	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
9-1-1 HANG UP	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	4
ALARM (ALL TYPES)	1	0	0	0	1	0	1	1	0	0	0	0	1	2	1	1	0	3	1	1	0	0	0	0	1	1	0	0	0	0	0	16
ANIMAL ATTACK	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
ANIMAL COMPLAINT	0	0	0	0	0	1	0	1	1	0	2	3	1	0	1	2	1	1	1	2	2	0	4	0	0	1	0	0	0	0	0	24
ASSIST CALL	0	1	0	4	4	2	1	0	2	0	3	0	1	1	1	1	1	1	1	2	1	1	1	2	1	0	0	0	1	0	2	35
ASSAULT	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	4
BURGLARY	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
CHECK ON WELFARE	2	0	0	1	1	0	1	0	2	2	1	1	0	0	2	1	1	0	0	0	0	1	2	1	0	0	1	1	0	2	0	23
VANDALISM	0	1	1	2	0	0	1	0	1	0	0	0	0	0	0	0	1	0	0	1	0	1	1	1	1	0	1	1	0	1	1	16
CURFEW VIOLATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
DISORDERLY CONDUCT	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
DISTURBANCE	1	0	1	4	1	3	2	3	1	1	2	0	3	2	3	1	1	4	1	1	5	3	4	2	6	0	3	1	5	4	4	72
DOMESTIC DISTURBANCE	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2
DRUG OFFENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
INTOXICATED PERSON	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2
DRIVING UNDER THE INFLUENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
ASSIST EMS	0	0	0	0	0	0	1	0	1	0	1	0	0	0	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	6
CHILD FAMILY OFFENSE	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	0	1	7
FRAUD	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	7
HARASSMENT	1	0	0	2	0	0	1	1	3	0	1	0	0	0	1	2	0	0	1	0	0	1	0	2	0	0	2	1	1	0	2	22
INFORMATION	4	1	2	2	0	0	1	1	1	4	2	1	0	0	1	1	0	4	0	1	1	1	2	4	5	0	0	3	2	0	2	46
PSYCHIATRIC EMOTIONAL	0	1	1	1	0	1	1	0	0	1	1	0	1	2	0	0	0	0	0	0	1	1	0	0	0	1	0	0	1	0	0	14
MISSING PERSON	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1	1	2	0	0	0	0	0	0	0	6
MOTOR VEHICLE ACCIDENT	1	0	1	0	0	0	1	0	0	3	1	0	0	1	1	2	0	0	4	1	4	0	0	1	0	1	1	0	0	2	0	25
ORIDANCE VIOLATION	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	0	0	0	6
PERSON STOP	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3

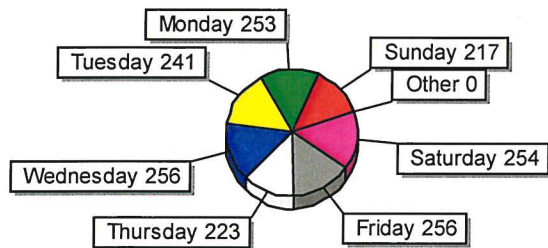
PFA VIOLATION	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	4
FOUND PROPERTY	0	0	0	1	1	1	0	0	0	0	0	0	1	0	0	0	2	1	0	0	0	0	1	0	0	0	0	0	0	0	1	2	11	
LOST PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	
SEX OFFENSE	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	3	
SHOTS FIRED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
SUSPICIOUS ACTIVITY	0	0	1	0	1	1	1	2	0	0	1	2	0	0	1	0	2	0	0	1	1	1	1	1	1	0	2	0	2	0	2	24		
TERRORISTIC THREATS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
THEFT	0	1	0	1	0	1	2	1	0	0	0	0	1	2	1	1	1	0	0	0	0	1	1	1	1	0	0	0	0	0	1	17		
RETAIL THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2		
THEFT FROM VEHICLE	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2		
THREATS COMPLAINT	0	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4		
TRAFFIC COMPLAINT	0	2	3	1	1	0	1	0	2	3	5	4	1	7	0	0	3	6	4	2	3	0	2	2	1	2	3	3	2	3	4	70		
PARKING ENFORCEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1		
TRAFFIC STOP	6	2	4	2	1	4	3	2	2	3	3	4	3	0	5	4	6	4	1	4	5	1	1	0	2	0	1	1	1	5	0	80		
TRESPASSING	0	1	0	0	0	0	0	0	2	0	0	2	0	0	0	1	0	0	0	0	1	1	0	0	0	1	0	1	0	0	0	10		
DRIVING WITHOUT CONSENT	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2		
UNKNOWN TYPE-POLICE	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	3		
VEHICLE REPOSESSION	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	5		
WARRANT SERVICE	0	0	1	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	3	0	0	0	1	0	0	0	0	9			
WEAPONS OFFENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2		
TOTAL RESPONSES FOR EACH DAY	16	11	18	23	14	17	20	18	20	19	25	20	18	19	19	21	22	27	16	20	28	22	26	22	21	10	15	14	17	20	24	602		

Incident Frequency by DISTRICT (Top 16 of 16 Shown) (Using DATE RECD)



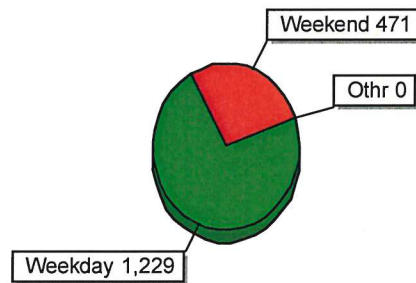
NE	1	20500	1	20900	1	20202	1	22271	1	21201	1	21400	1	22277	1
22013	1	22014	2	0	2	8		22012	8	SE	214	SW	683	N	774

By Day of Week



Sunday	12.76 %	Monday	14.88 %
Tuesday	14.18 %	Wednesday	15.06 %
Thursday	13.12 %	Friday	15.06 %
Saturday	14.94 %	Other	0 %

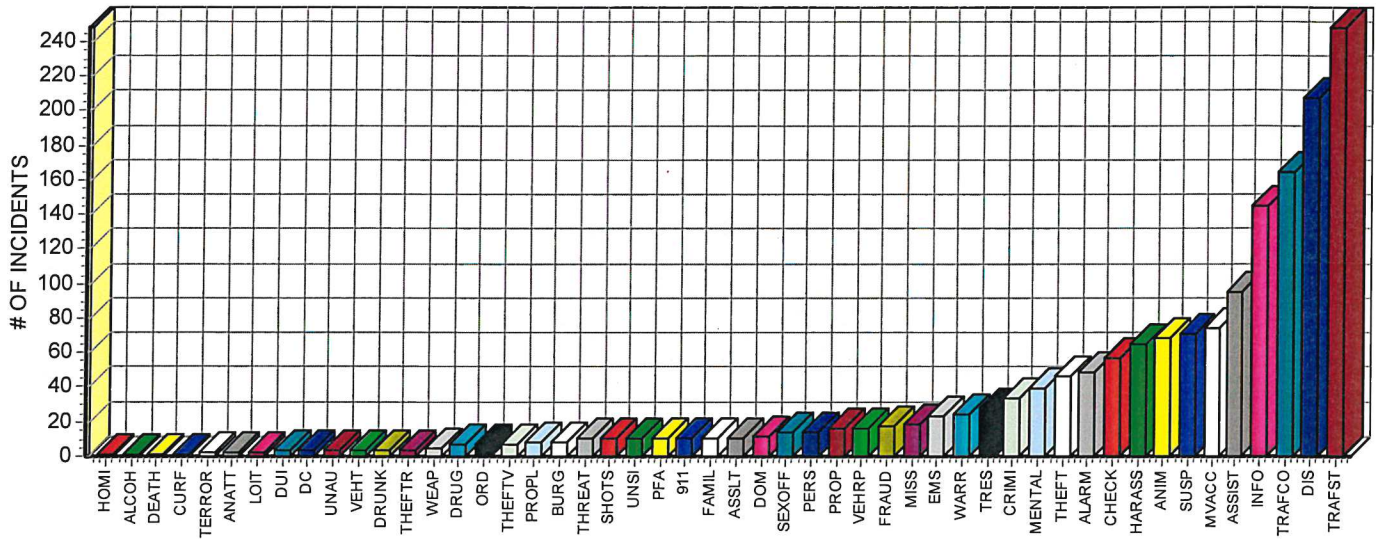
Weekday vs Weekend



Weekend	27.71 %	Weekday	72.29 %
Othr	0 %		

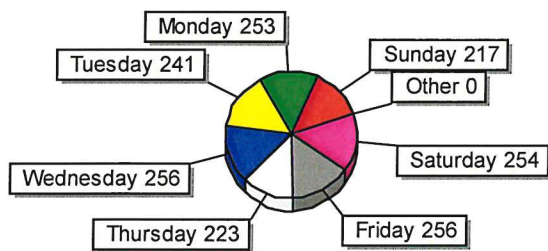
Search Criteria: (DATE_RECD >= TO_DATE('1/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('3/31/2023','MM/DD/YYYY'))

Incident Frequency by TYPE (Top 50 of 53 Shown) (Using DATE RECD)



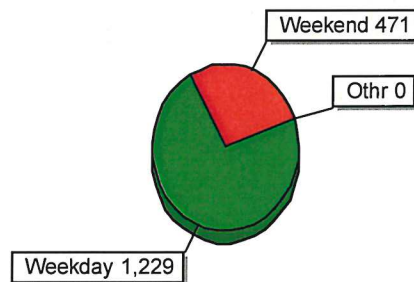
HOMI	1	ALCOH	3	DEATH	4	CURF	7	TERROR	11	ANATT	11	LOIT	11
DUI	14	DC	16	UNAU	16	VEHT	16	DRUNK	17	THEFTR	18	WEAP	23
DRUG	28	ORD	34	THEFTV	34	PROPL	39	BURG	46	THREAT	46	SHOTS	49
UNSI	57	PFA	57	911	57	FAMIL	74	ASSLT	74	DOM	95	SEXOFF	111
PERS	111	VEHRP	111	FRAUD	145	MISS	145	EMS	145	WARR	145	TRES	145
TRES	145	CRIMI	145	MENTAL	145	THEFT	145	ALARM	145	CHECK	145	HARASS	145
ANIM	145	SUSP	145	MVACC	145	ASSIST	145	INFO	145	TRAFST	248	DIS	208

By Day of Week



Sunday	12.76 %	Monday	14.88 %
Tuesday	14.18 %	Wednesday	15.06 %
Thursday	13.12 %	Friday	15.06 %
Saturday	14.94 %	Other	0 %

Weekday vs Weekend

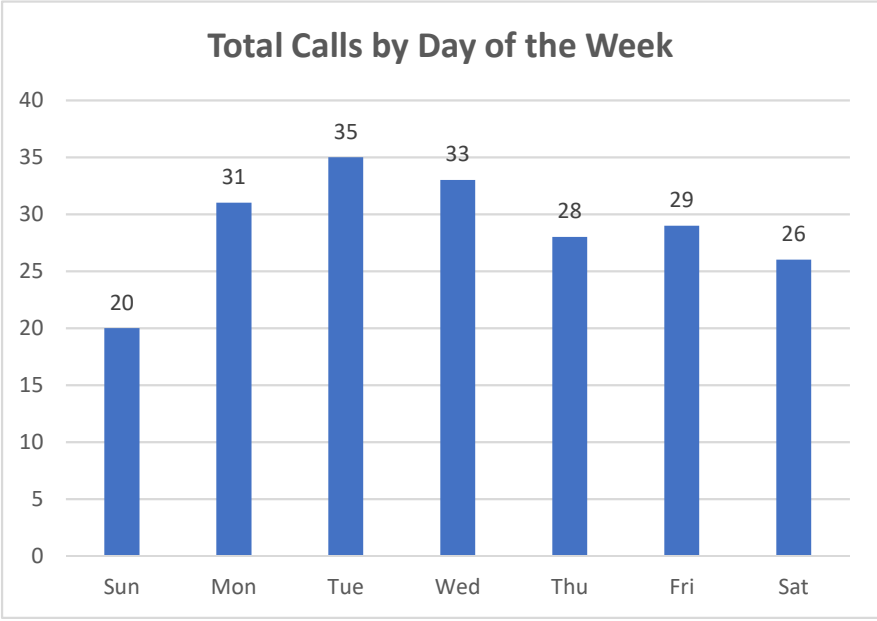
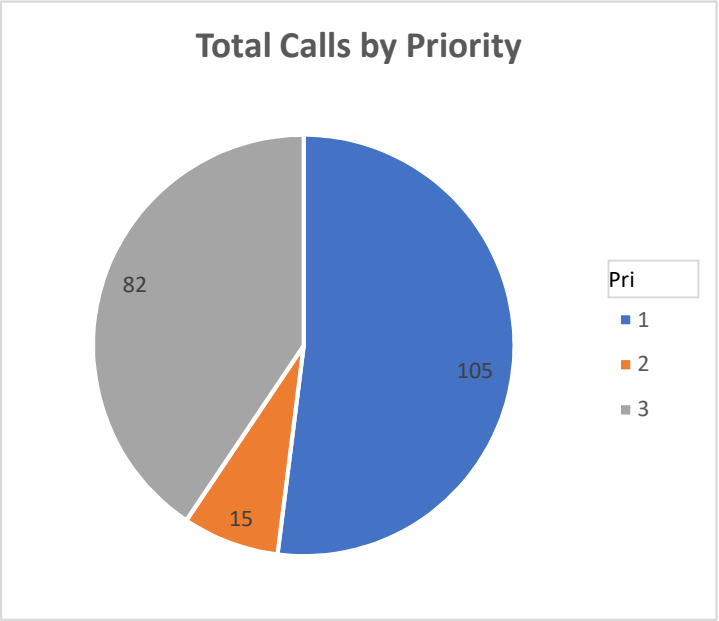
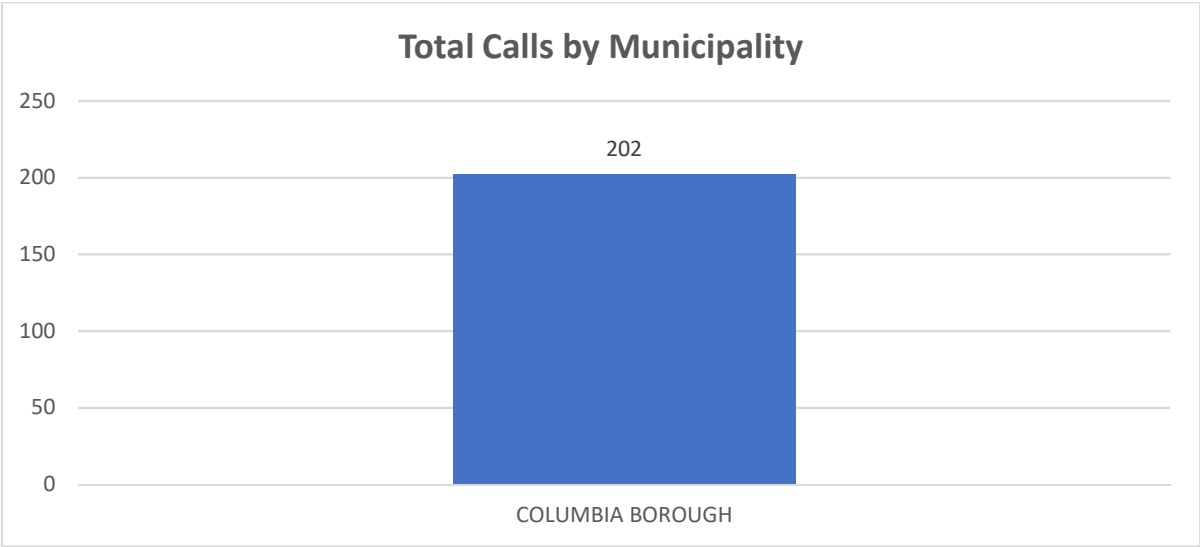


Weekend	27.71 %	Weekday	72.29 %
Othr	0 %		

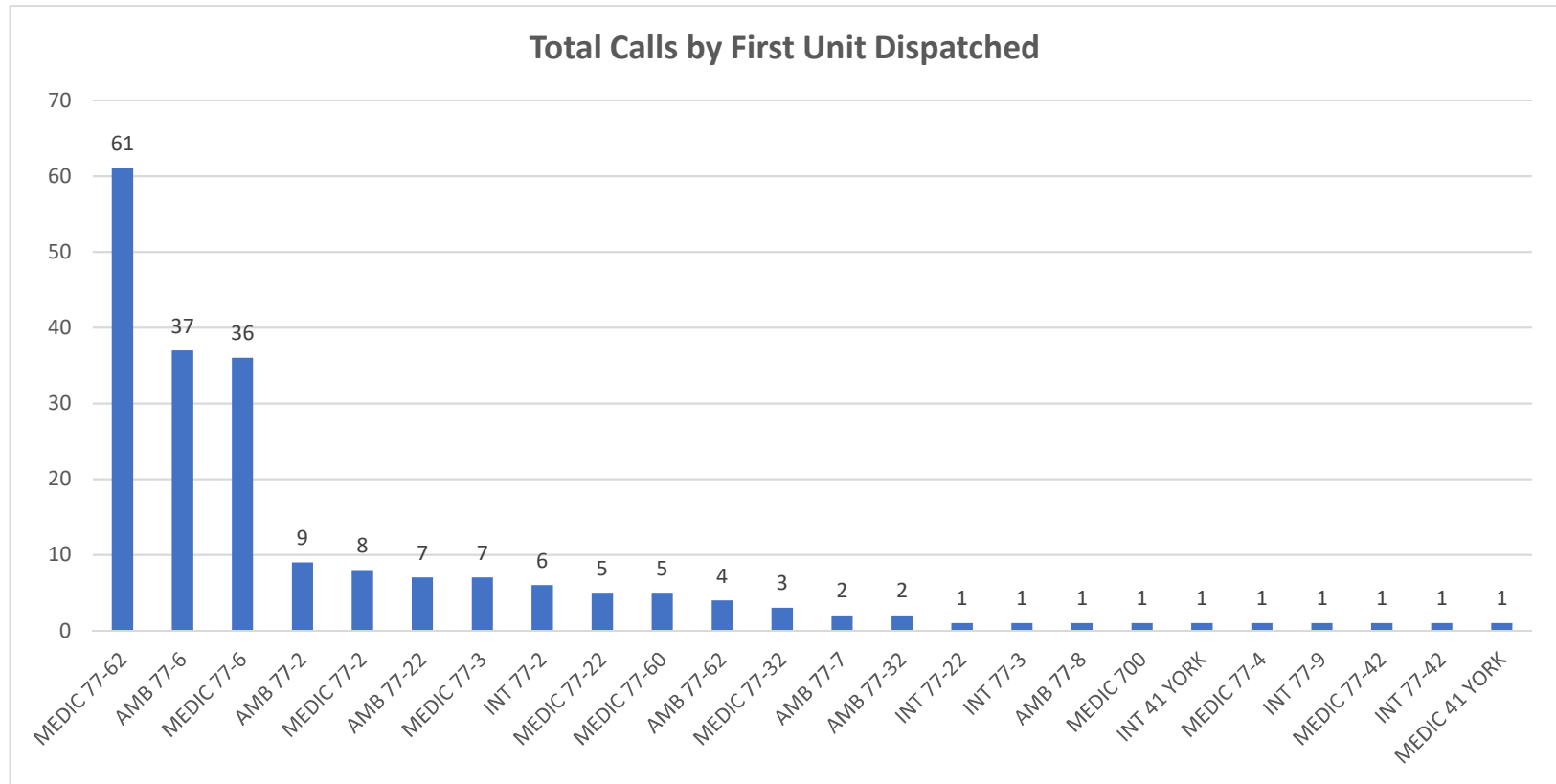
Search Criteria: (DATE_RECD >= TO_DATE('1/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('3/31/2023','MM/DD/YYYY'))

COLUMBIA BOROUGH POLICE DEPARTMENT											MARCH		2023	
REPORT OF MONTHLY OFFENSES														
CLASSIFICATION OF OFFENSES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2022
													TYTD	TLYTD
Murder & Nonnegligent Manslaughter	0	1	0										1	0
Negligent Manslaughter	0	0	0										0	0
Rape by Force	0	0	0										0	1
Rape Attempt (Assault)	0	0	0										0	0
Robbery (Firearm/Knife or Cutting Inst.)	0	0	0										0	0
Robbery (Other Dangerous Weapon)	0	0	0										0	0
Robbery (Strong Armed/Hands,Feet,Etc)	0	0	0										0	0
Assault (Firearm)	0	2	1										3	0
Assault (Knife/Cutting Instrument)	0	0	0										0	0
Assault (Other Dangerous Weapon)	0	0	0										0	0
Assault (Hands,Fists,Feet, Etc.)	3	1	0										4	1
Assault (Other Not Aggravated)	5	7	9										21	17
Burglary (Forced Entry)	1	1	1										3	1
Burglary (Unlawful Entry/No Force)	1	0	1										2	1
Burglary (Attempted Forced Entry)	2	1	0										3	0
Theft (\$50 & Over)	5	12	12										29	8
Theft (Under \$50)	2	4	5										11	3
Auto Theft	2	4	0										6	4
Arson	0	0	0										0	0
Forgery & Counterfeiting	0	0	0										0	0
Fraud	8	2	7										17	18
Embezzlement	0	0	0										0	0
Stolen Property (Rec., Possess., Etc.)	0	0	0										0	0
Vandalism/Criminal Mischief	7	5	14										26	5
Weapons (Carrying/Possess. Etc.)	0	1	2										3	0
Prostitution & Commercial Vice	0	0	0										0	0
Sex Offenses (Except Rape/Prostitution)	4	3	3										10	5
Narcotic Drug Laws (Drug Abuse Viol.)	3	3	0										6	3
Gambling	0	0	0										0	0
Offenses Against Family & Children	3	0	6										9	1
Driving Under The Influence	0	1	2										3	1
Liquor Laws	1	0	0										1	0
Drunkenness	0	3	2										5	0
Disorderly Conduct	4	5	3										12	3
Vagrancy	1	1	0										2	0
All Other (Except Traffic)	38	34	39										111	72
TOTAL MONTHLY OFFENSES	90	91	107										181	144

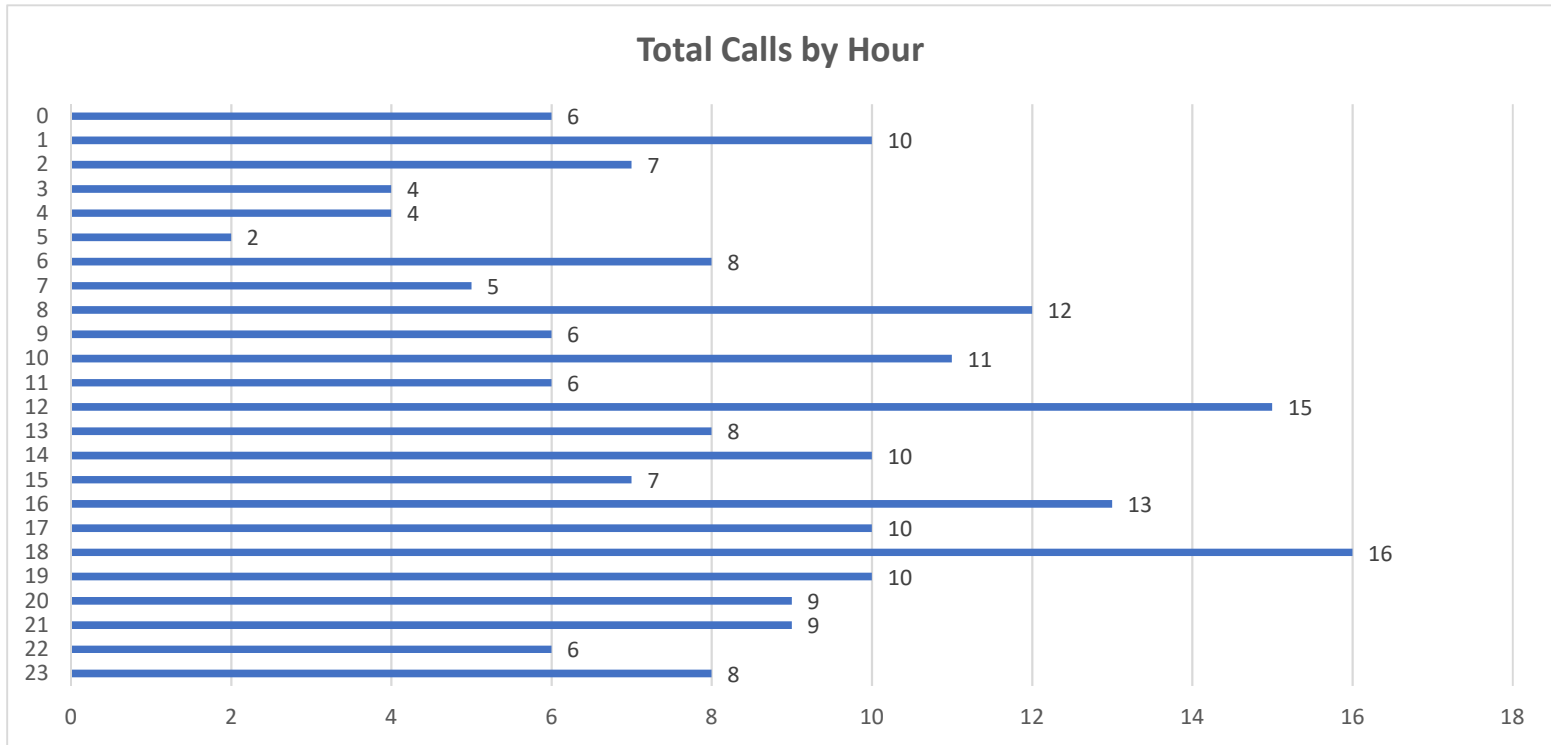
Penn State Health Life Lion, LLC
March 2023



Penn State Health Life Lion, LLC March 2023

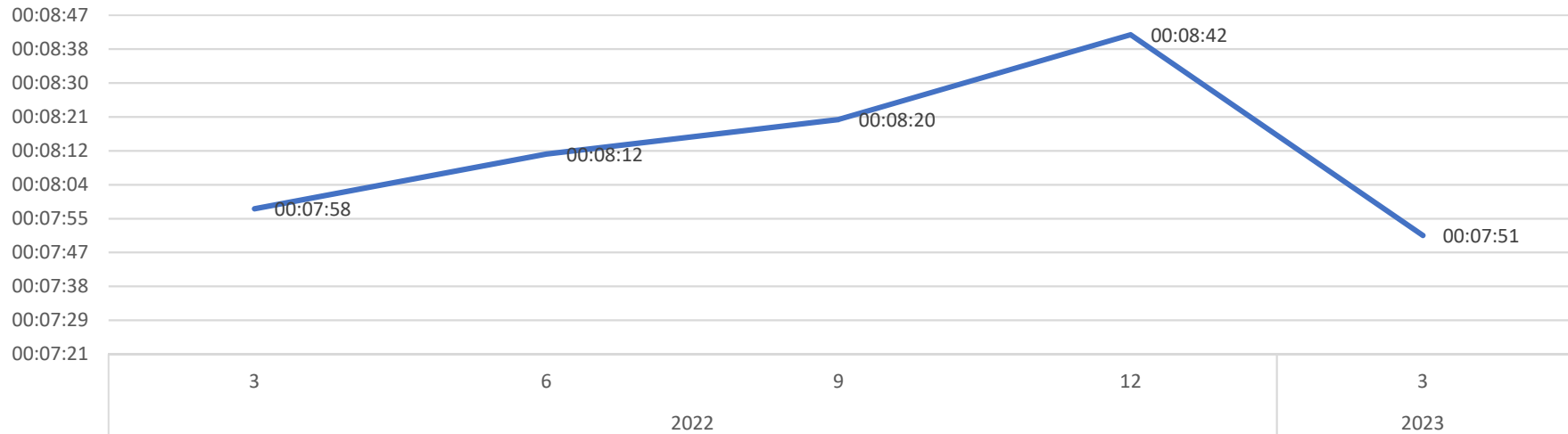


Penn State Health Life Lion, LLC
March 2023



Penn State Health Life Lion, LLC March 2022 - March 2023

Response Time (Dispatch to OnScene)





Columbia Borough Fire Department

726 Manor Street

P O Box 426

Columbia, PA 17512-0426

MONTHLY FIRE CHIEF'S REPORT

MARCH 2023

Incident response statistics and additional Fire Department Activities for the month of March 2023 along with Year-to-Date information.

Scott K. Ryno, Fire Chief

Prepared by J. Michael Zercher, Assistant Chief

Information released by the CBFDD for informational purposes to the Columbia Borough Manager and Columbia Council members on April 6, 2023.

INCIDENT RESPONSE STATISTICS (TOTALS):

Incident Type *	January	February	March	April	May	June	July	August	September	October	November	December	2023 Year To Date Totals	2022 Totals	2021 Totals	2020 Totals
100	9	12	5										26	130	144	112
200	1	0	0										1	6	21	4
300	14	17	13										44	188	196	178
400	6	3	4										13	57	58	51
500	13	9	6										28	171	152	140
600	3	11	8										22	93	46	45
700	8	10	7										25	121	106	128
800	0	0	0										0	1	1	0
900	0	1	0										1	13	2	3
Totals:	54	63	43	0	0	0	0	0	0	0	0	0	160	780	726	661
2022	89	69	65	65	90	54	61	59	47	56	63	62				
2021	56	49	59	70	57	42	47	82	69	74	59	62				
2020	49	59	49	43	52	55	76	65	47	59	57	50				

KEY - Incident Type *

100	Fire Incidents including structures, mobile properties, vegetation and rubbish.
200	Over pressurized Incidents (No Fire) including boiler, pipelines, and process vessels.
300	Rescue/EMS Incidents including vehicle accidents, water rescue, searches, and industrial rescues.
400	Hazardous Materials Incidents including combustibile spills, radioactive & biological, and electrical issues.
500	Service Incidents including water removal, smoke/odor issue, animal issue, and public service.
600	Good Intent Incidents including unknown type of alarms, controlled burns, steam mistaken for smoke.
700	False Alarm Incidents including unintentional fire alarms.
800	False Alarm Incidents including malicious alarms, bomb scares.
900	Special Incidents including citizen complaints, special types and miscellaneous incidents.

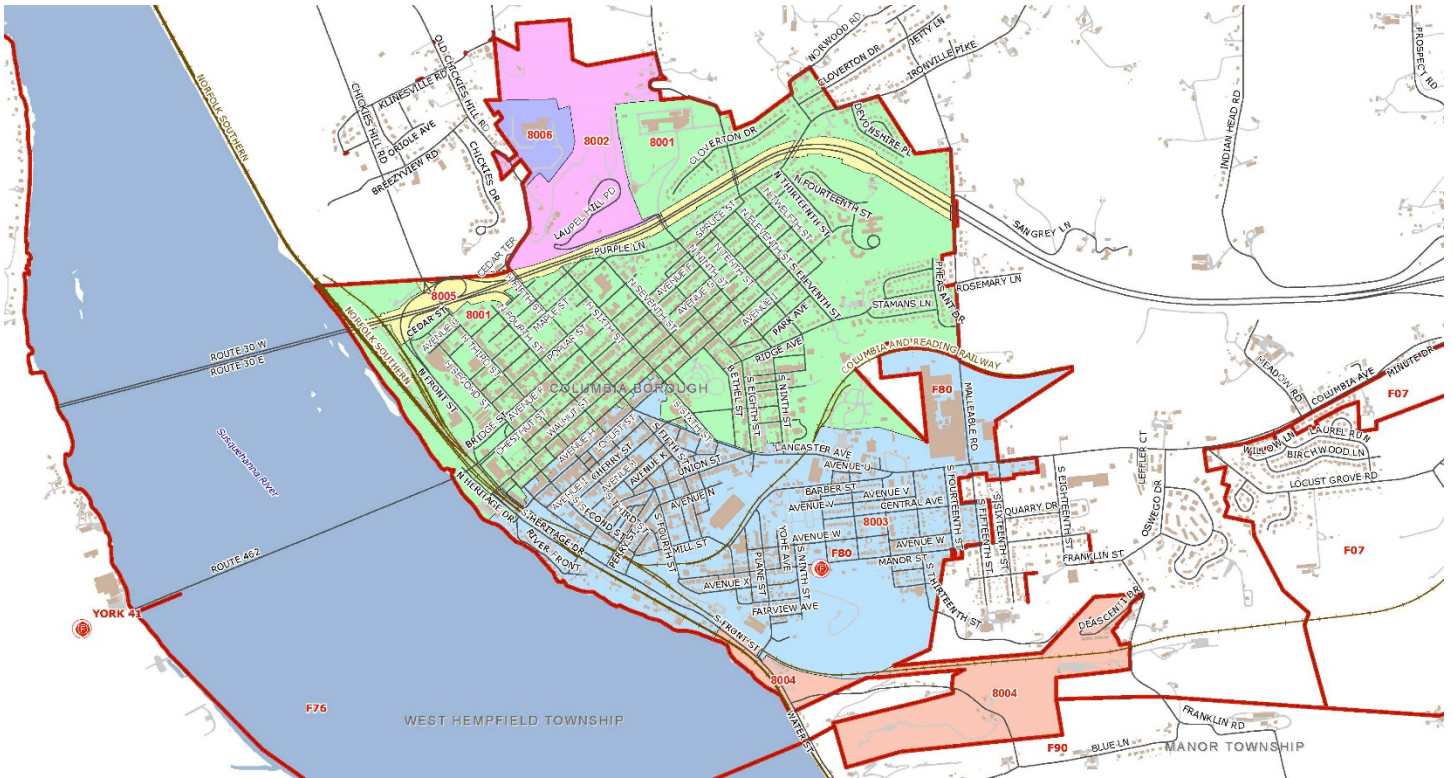
FEBRUARY INCIDENTS:

- **43** dispatched fire incidents with **510** volunteer man-hours.
- **108** classes were attended for **294.** volunteer man-hours.
- **Saturday and Wednesday** were our busiest days with **10** incidents.
- Incidents by shifts and our average number of volunteers:
 - 07:00am – 02:59pm **24** incidents.
 - 03:00pm – 10:59pm **13** incidents.
 - 11:00pm – 06:59am **7** incidents.
 - All Shifts **43** incidents.
- **Rescue** was our most dispatched incident type with **13**.

**1346 VOLUNTEER HOURS WERE SPENT IN THE MONTH OF
FEBRUARY FOR OUR COMMUNITY!
44 VOLUNTEER MAN HOURS PER DAY!**

Total Calls by District

District	March
Fire Department Mount Joy	1
Columbia Borough Fire Department Box 80-03	13
Mountville Fire Department	3
Columbia Borough Fire Department Box 80-01	7
West Hempfield Twp Fire Department	5
Craley Fire Department	2
Wrightsville Fire Department	3
Blue Rock - Washington Boro	1
Maytown-East Donegal Twp Fire Department	2
Bainbridge Fire Department	1
Rheems Fire Department	1
York Area United Fire	2
Marietta Fire Department	2
Total	43



Alarm Date between 2023-01-01 and 2023-04-01

Personnel Name	Jan	Feb	March	Total	Pct
Ryno, Scott	38	48	27	113	70.63%
Cox, James	34	42	29	105	65.63%
Hershey, Denny	31	38	33	102	63.75%
Zercher, Mike	35	37	17	89	55.63%
Arnold, Michael	28	41	10	79	49.38%
Brownsberger, Floyd	21	31	21	73	45.63%
Goodman, Jordan	24	29	16	69	43.13%
Meisenbach, James	29	27	13	69	43.13%
Stock, Michael	16	34	18	68	42.50%
Keyser, Kevin	21	31	14	66	41.25%
Falcon, Ken	16	29	14	59	36.88%
Hershey, David	26	25	6	57	35.63%
Rinkus, Robert	18	23	13	54	33.75%
Fritz, Mark	18	25	8	51	31.88%
Greenya, Alfred	16	24	9	49	30.63%
Warfel, Robert	23	16	10	49	30.63%
Jarvis, Jordan	16	26	6	48	30.00%
Fisher, Jason	8	27	12	47	29.38%
Hinkle, Ryan	27	17	3	47	29.38%
Misal, Justin	13	23	7	43	26.88%
Keyser, Bryan	11	21	7	39	24.38%
Fritz, Keith	10	18	9	37	23.13%
Fritz, Kyle	14	16	7	37	23.13%
Reece, Zach	5	21	11	37	23.13%
Fritz, Krystal	16	17	3	36	22.50%
Riggs, Jonathan	11	13	7	31	19.38%
Annas, Stephen	9	9	10	28	17.50%
Meyers, William	4	15	9	28	17.50%
Wickenheiser, Seth	9	15	2	26	16.25%
Rhoads, Jordan	3	15	7	25	15.63%
Reifsnyder, Robert	6	12	5	23	14.38%
Falcon, Brady	7	11	1	19	11.88%
Schoelkoph, Jr., Lester	6	6	7	19	11.88%
Morrison, Hunter	8	9	0	17	10.63%
Hershey, Derrick	4	11	0	15	9.38%
Shaeffer, John	3	11	0	14	8.75%
Mosteller, Jared	3	9	0	12	7.50%
Barninger, Jared	5	2	4	11	6.88%
Conrad, Christopher	6	3	2	11	6.88%
Hoffman, Myles	1	8	2	11	6.88%
Wine, Adrian	4	5	2	11	6.88%
Schmitt, Eugene	2	7	1	10	6.25%
Manley, Ronald	1	6	2	9	5.63%
Peters, Austin	1	6	0	7	4.38%
Broome, John	1	4	1	6	3.75%
Keyser, Brent	0	6	0	6	3.75%
Montgomery, Sean	3	2	1	6	3.75%
Bicevskis, Zachary	0	0	5	5	3.13%
Gomez, Lorenzo	0	2	3	5	3.13%
Splain, Michael	2	1	2	5	3.13%

Anderson, Jr., Ricky	0	3	1	4	2.50%
Fritz, Leslie	0	3	1	4	2.50%
Boyles, Todd	1	1	1	3	1.88%
Finegan, Mickenzie	1	1	0	2	1.25%
Finegan, Timothy	1	1	0	2	1.25%
Miles, Paul	1	0	1	2	1.25%
Wiseman, Garry	0	2	0	2	1.25%
Annas, Stephen	1	0	0	1	0.63%
Cochran, Spencer	0	1	0	1	0.63%
COX, JAMES	1	0	0	1	0.63%
Fritz, Lauren	0	1	0	1	0.63%
MOSTELLER, LACIE	0	1	0	1	0.63%

Provider Credit Hours

Provider Name	Total Hours	Total Classes
Annas, Stephen	23.00	7
Arnold, Michael	5.00	3
Bicevskis, Zachary	5.00	3
Brownsberger, Floyd	4.00	1
Cox, James	42.00	8
Falcon, Brady	5.00	3
Finegan, Mickenzie	7.00	4
Finegan, Timothy	7.00	4
Fisher, Jason	39.00	10
Fritz, Krystal	5.00	3
Fritz, Kyle	2.00	1
Fritz, Leslie	2.00	1
Fritz, Mark	4.00	2
Gambler, Sawyer	4.00	2
Gomez, Lorenzo	2.00	1
Goodman, Jordan	7.00	4
Greenya, Alfred	4.00	1
Hershey, Denny	1.00	1
Hershey, Derrick	1.00	1
Hoffman, Myles	7.00	4
Keyser, Brent	2.00	1
Keyser, Bryan	17.00	6
Manley, Ronald	4.00	1
Meisenbach, James	5.00	3
Meyers, William	18.00	4
Misal, Justin	5.00	3
Mosteller, Jared	7.00	4
Reece, Zach	21.00	6
Riggs, Jonathan	16.00	3
Rinkus, Robert	3.00	2
Ryno, Scott	5.00	3
Stock, Michael	6.00	3
Wickenheiser, Seth	7.00	4
Zook, Alex	2.00	1
	294.00	108.00

Columbia Emergency Management Agency

Report for March 2023

Borough Council Meeting
April 10, 2023

Emergency Services

- The next quarterly EMA meeting will be held on Thursday, June 22 at 3 pm in council chambers.
- Sending out weather updates as weather events occur to those potentially affected by them (police, fire, EMS, highway department, codes, schools, elderly housing, etc.).
- Met with LEMA on March 7 regarding the Community Assessment for Public Health Emergency Response (CASPER) program. This is set to be performed in the borough. It is an epidemiologic technique designed to provide public health leaders and emergency managers with household-based information about a community, that is quick, reliable, and flexible. We're looking at Saturday, May 13 to perform the surveys. A campaign to get the word out is being planned.
- The EOC was activated for Ukraine Prayer Vigil for the Columbia Area Ministerium of Churches that was held on March 27, held at Holy Trinity Catholic Church.

COVID-19

- No update.

Miscellaneous Information

- Work continues the EOC mobile unit. This is from the ARPA funding that was approved by the county commissioners. The intention of this request is to acquire some of the equipment that may someday be used in a permanent facility to serve the needs of the borough and neighboring municipalities.
 - Mark Stivers, Chief Brommer, Jim Ciccocioppi, Jake Graham, Wilson Affled, and I are working on the planning and layout of the trailer.
- Attended the borough safety committee meeting on Wednesday, March 22
- Attended a planning meeting on Thursday, March 23 for the Ukraine Prayer Vigil for the Columbia Area Ministerium of Churches.
- Attended a faith-based security & resilience webinar hosted by PA office of the DHS on Planning of outdoor events.
- Attended 5 hours of miscellaneous webinars for preparedness.

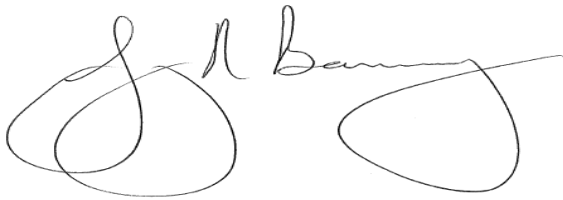
Acronyms

- LEMA – Lancaster County Emergency Management Agency
- PEMA – Pennsylvania Emergency Management Agency
- EMC – Emergency Management Coordinator
- LCPSTC – Lancaster County Public Safety Training Center
- IAP – Incident Action Plan
- EOC – Emergency Operations Center
- CBSD – Columbia Borough School District

Columbia Emergency Management Agency Report for March 2023

- EMA – Emergency Management Agency
- EMS – Emergency Medical Services
- OLA – Our Lady of the Angels
- ARPA – American Rescue Plan Act
- LEPC – Local Emergency Planning Committee

Respectfully,

A handwritten signature in black ink, appearing to read "Jay Barninger". The signature is fluid and cursive, with a large loop at the beginning and a long horizontal stroke extending to the right.

Jay Barninger, CESCO

Emergency Management Coordinator (EMC)



Columbia Borough Police Department

POLICE SERVICE 1-800-957-2677
OFFICE MON.-FRI. 717-684-7735
308 LOCUST STREET, COLUMBIA, PA 17512
FAX 717-684-6008
Chief Jack Brommer

RETIREMENT

April 2, 2023

Chief Brommer, Mayor Lutz and Columbia Borough Council,

I, Sgt James Jacobs am officially submitting my intentions to retire from the Columbia Borough Police Department after 25 years of service. My last day of employment will be May 30, 2023. I began my career on May 18, 1998 at the HACC Police Academy. I am respectfully requesting Council consideration and approval. Thank you for the opportunity of employment.

Sincerely,

Sgt James P Jacobs Jr 62404

Range of Checking Accts: First to Last Range of Check Dates: 04/11/23 to 04/11/23
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
01 GENERAL FUND GENERAL FUND							
41628	04/11/23	AGRIC005 Agricultural Analytical Svs La					674
23-00334	1	Compost Sample Quarterly Test	340.00	01-426-103 904 Collection Expenses	Expenditure		41 1
41629	04/11/23	ANSWE005 ID Answers					674
23-00324	1	Personalized PD ID Cards	220.00	01-410-200 Police Equipment & Supplies	Expenditure		25 1
23-00330	1	Custom ID Badges	30.00	01-410-200 Police Equipment & Supplies	Expenditure		37 1
			250.00				
41630	04/11/23	BTSP0005 B&T Sportswear					674
23-00314	1	T-shirts for Spring Cleanup	563.15	01-431-246 Adopt-A-Block Supplies	Expenditure		4 1
23-00344	1	Branded Items PENS	218.72	01-402-340 Printing & Advertising	Expenditure		60 1
23-00344	2	Branded Items MUGS	460.78	01-402-340 Printing & Advertising	Expenditure		61 1
			1,242.65				
41631	04/11/23	CINTA005 Cintas Corporation #59H					674
23-00319	1	Highway Uniform #4149375148	87.97	01-430-238 Highway Uniform Cleaning	Expenditure		5 1
23-00319	2	Highway Uniform #4150097937	87.97	01-430-238 Highway Uniform Cleaning	Expenditure		6 1
23-00333	1	Highway Uniform #4150776801	87.97	01-430-238 Highway Uniform Cleaning	Expenditure		40 1
			263.91				
41632	04/11/23	COLUM005 Columbia Motor Parts					674
23-00331	2	Air Filter for Grinder	248.65	01-426-102 Recycling Maintenance of Equip. & Bldgs	Expenditure		38 1
41633	04/11/23	COLUM150 Columbia Borough					674
23-00355	1	Parcel 110-19477-0-0000	25.67	01-409-430 Property Tax Expenses	Expenditure		83 1
23-00355	2	Parcel 110-02300-0-0000	2,217.69	01-409-430 Property Tax Expenses	Expenditure		84 1
23-00355	3	Parcel 110-939321-0-0000	406.33	01-409-430 Property Tax Expenses	Expenditure		85 1
23-00355	4	Parcel 110-67558-0-0000	9,832.01	01-409-430 Property Tax Expenses	Expenditure		86 1
23-00355	5	Parcel 110-28473-0-0000	1,322.70	01-409-430 Property Tax Expenses	Expenditure		87 1
23-00355	6	Parcel 110-44952-0-0000	2.14	01-409-430 Property Tax Expenses	Expenditure		88 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
41633	Columbia Borough	Continued							
23-00355	7	Parcel 110-83129-0-0000	106.93	01-409-430	Expenditure		89	1	
				Property Tax Expenses					
			<u>13,913.47</u>						
41634	04/11/23	CSDAV005 CS Davidson Inc							674
23-00346	1	Engineering-Meeting Attendance	130.00	01-408-101	Expenditure		63	1	
				Engineering Services					
23-00346	2	Engineering- general services	1,627.86	01-408-101	Expenditure		64	1	
				Engineering Services					
23-00346	3	Engineering- MJCG DEMO	836.94	18-450-001	Expenditure		65	1	
				McGinness Airport Development Project					
23-00346	4	Engineering- MJCG DEMO	13,709.43	18-450-001	Expenditure		66	1	
				McGinness Airport Development Project					
23-00346	5	Engineering- 921 Lancaster Ave	35.73	01-250-300	G/L		67	1	
				Escrow, Development					
23-00346	6	Engineering- Habitat4Humanity	658.85	01-250-300	G/L		68	1	
				Escrow, Development					
			<u>16,998.81</u>						
41635	04/11/23	DIXIE005 Dixie Land Energy							674
23-00321	1	Gas 87% - 292.5 gals @ 2.7248	797.00	01-430-231	Expenditure		8	1	
				Fuel, Vehicles					
23-00321	2	Federal Lust Tax	0.29	01-430-231	Expenditure		9	1	
				Fuel, Vehicles					
23-00321	3	Federal Oil Spill Recovery	0.56	01-430-231	Expenditure		10	1	
				Fuel, Vehicles					
23-00321	4	Federal Superfund Recovery Fee	1.03	01-430-231	Expenditure		11	1	
				Fuel, Vehicles					
23-00321	5	Diesel 197.4 gals @ 3.2393	639.44	01-430-231	Expenditure		12	1	
				Fuel, Vehicles					
23-00321	6	Federal Lust tax	0.20	01-430-231	Expenditure		13	1	
				Fuel, Vehicles					
23-00321	7	Federal Oil Spill Recovery	0.42	01-430-231	Expenditure		14	1	
				Fuel, Vehicles					
23-00321	8	Federal Superfund Recovery Fee	0.76	01-430-231	Expenditure		15	1	
				Fuel, Vehicles					
23-00322	1	Gas 87% - 260.7 gals @ 2.6289	685.35	01-430-231	Expenditure		16	1	
				Fuel, Vehicles					
23-00322	2	Federal Lust Tax	0.26	01-430-231	Expenditure		17	1	
				Fuel, Vehicles					
23-00322	3	Federal Oil Spill Recovery	0.50	01-430-231	Expenditure		18	1	
				Fuel, Vehicles					
23-00322	4	Federal Superfund Recovery Fee	0.92	01-430-231	Expenditure		19	1	
				Fuel, Vehicles					
23-00322	5	Diesel 115.0 gals @ 3.1408	361.19	01-430-231	Expenditure		20	1	
				Fuel, Vehicles					
23-00322	6	Federal Lust tax	0.12	01-430-231	Expenditure		21	1	
				Fuel, Vehicles					
23-00322	7	Federal Oil Spill Recovery	0.25	01-430-231	Expenditure		22	1	
				Fuel, Vehicles					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
41635	Dixie Land	Energy							
23-00322	8	Federal Superfund Recovery Fee	0.44	01-430-231	Expenditure		23	1	
				Fuel, Vehicles					
23-00329	1	Gas 87% - 269.4gals @ 2.6911	724.98	01-430-231	Expenditure		29	1	
				Fuel, Vehicles					
23-00329	2	Federal Lust Tax	0.27	01-430-231	Expenditure		30	1	
				Fuel, Vehicles					
23-00329	3	Federal Oil Spill Recovery	0.52	01-430-231	Expenditure		31	1	
				Fuel, Vehicles					
23-00329	4	Federal Superfund Recovery Fee	0.95	01-430-231	Expenditure		32	1	
				Fuel, Vehicles					
23-00329	5	Diesel 140.5 gals @ 3.1550	443.28	01-430-231	Expenditure		33	1	
				Fuel, Vehicles					
23-00329	6	Federal Lust tax	0.14	01-430-231	Expenditure		34	1	
				Fuel, Vehicles					
23-00329	7	Federal Oil Spill Recovery	0.30	01-430-231	Expenditure		35	1	
				Fuel, Vehicles					
23-00329	8	Federal Superfund Recovery Fee	0.54	01-430-231	Expenditure		36	1	
				Fuel, Vehicles					
			3,659.71						
41636	04/11/23	EASTH005 EAST HEMPFIELD TOWNSHIP							674
23-00303	1	Regional Crash Team/2023	70.17	01-410-200	Expenditure		1	1	
				Police Equipment & Supplies					
41637	04/11/23	ELAGR005 ELA Group Inc							674
23-00348	1	McGinness	595.00	18-450-001	Expenditure		76	1	
				McGinness Airport Development Project					
41638	04/11/23	EMHER005 EM Herr Ace Hardware							674
23-00335	1	Air impact tool	79.99	01-430-200	Expenditure		42	1	
				Operating Supplies					
41639	04/11/23	EXECU005 Executive Image Solutions							674
23-00356	1	IT Services-workstation	1,298.43	01-402-312	Expenditure		90	1	
				IT Contracted Services					
23-00356	2	IT Service-viewsonic 24"	442.94	01-402-312	Expenditure		91	1	
				IT Contracted Services					
23-00356	3	IT Service-monthly contract	6,752.32	01-402-312	Expenditure		92	1	
				IT Contracted Services					
			8,493.69						
41640	04/11/23	FRICK005 Fricke Hardware & Rental							674
23-00328	1	Duct Tape (2) Red	27.98	01-413-220	Expenditure		28	1	
				Operating Supplies					
23-00341	1	1/4 x 4 conc scr	57.99	01-409-370	Expenditure		51	1	
				Maintenance & Repair of Building					
23-00341	2	1 1/4 x 15 gray nail ss	10.99	01-409-370	Expenditure		52	1	
				Maintenance & Repair of Building					
23-00341	3	Center punch; snip straight cu	31.98	01-409-374	Expenditure		53	1	
				Maintenance & Repair of Equipment					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
41640	Fricke	Hardware & Rental	Continued						
23-00342	1	Marking Paint	49.95	01-430-200	Expenditure		54	1	
				Operating Supplies					
23-00342	2	Wire wheel for grinder	22.99	01-430-200	Expenditure		55	1	
				Operating Supplies					
23-00342	3	Fasteners	12.48	01-430-200	Expenditure		56	1	
				Operating Supplies					
23-00342	4	Fasteners	3.05	01-430-200	Expenditure		57	1	
				Operating Supplies					
23-00342	5	Fittings for Vac Unit	10.28	01-430-375	Expenditure		58	1	
				Maintenance & Repairs of Equipment					
			227.69						
41641	04/11/23	FYTER005 Graham's Fyr - Fyter. LLC							674
23-00350	1	Crossings Ext Inspection	39.50	01-454-378	Expenditure		78	1	
				Columbia Crossings, Building/Prop Maint.					
41642	04/11/23	HERSH015 Hershey Equipment Co							674
23-00339	1	HDV26 PA State Inspection	9.00	01-430-375	Expenditure		48	1	
				Maintenance & Repairs of Equipment					
23-00339	2	HDV26 Labor/Inspection	75.00	01-430-375	Expenditure		49	1	
				Maintenance & Repairs of Equipment					
			84.00						
41643	04/11/23	JUSTI005 Justin Misal							674
23-00327	1	Misal CDL License	72.00	01-430-165	Expenditure		27	1	
				Employee Certification & Testing					
41644	04/11/23	KLEEN005 16th Street Corp.							674
23-00361	1	EOC Propane Tank	130.00	01-415-500	Expenditure		104	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
41645	04/11/23	LANCA010 Lancaster County Solid Waste M							674
23-00338	1	Dump Trash #3000401524	221.35	01-409-365	Expenditure		47	1	
				Trash Disposal Services					
41646	04/11/23	LANCA070 Lancaster County Treasurer							674
23-00343	1	County Tax Portion March 2023	141,845.99	01-200-201	G/L		59	1	
				Lanc Co RE Tax Payable					
41647	04/11/23	LANCA145 Lancaster County Magazine							674
23-00357	1	Market House Advertising	596.00	01-402-340	Expenditure		93	1	
				Printing & Advertising					
41648	04/11/23	MESSI005 Messicks							674
23-00337	1	Filters for Kubota Zero Turn M	59.30	01-430-375	Expenditure		45	1	
				Maintenance & Repairs of Equipment					
23-00337	2	Filters for Kubota Tractor	49.94	01-426-102	Expenditure		46	1	
				Recycling Maintenance of Equip. & Bldgs					
			109.24						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
41649	04/11/23	MJR SEI-Stephenson Equipment		COMJR					674
23-00340	1	Gutter Brooms	879.23	01-430-375	Expenditure			50	1
				Maintenance & Repairs of Equipment					
41650	04/11/23	MRMWO005 MRM Workers' Comp Fund							674
23-00347	1	Work Comp-ADMIN	196.68	01-402-195	Expenditure			69	1
				Employee Workers Compensation Insurance					
23-00347	2	Work Comp-PROPERTY	7.46	01-409-195	Expenditure			70	1
				Employee Workers Compensation Insurance					
23-00347	3	Work Comp-POLICE	8,794.43	01-410-195	Expenditure			71	1
				Employee Workers Compensation Insurance					
23-00347	4	Work Comp-CODES	29.84	01-413-195	Expenditure			72	1
				Employee Workers Compensation Insurance					
23-00347	5	Work Comp-ZONING	14.92	01-414-195	Expenditure			73	1
				Employee Workers Compensation Insurance					
23-00347	6	Work Comp-PW HWY	4,824.87	01-430-195	Expenditure			74	1
				Employee Workers Compensation Insurance					
23-00347	7	Work Comp-MRKT HOUSE	7.46	01-444-195	Expenditure			75	1
				Employee Workers Comp Insurance					
			13,875.66						
41651	04/11/23	MUSSE005 Musser Supply, Inc							674
23-00336	1	80# Sakrete TypeS;Concrete Mix	70.29	01-430-143	Expenditure			43	1
				Storm Water Supplies					
23-00336	2	80# Sakrete TypeS;Concrete Mix	70.29	01-430-143	Expenditure			44	1
				Storm Water Supplies					
			140.58						
41652	04/11/23	PSAB0005 PSAB							674
23-00359	1	Annual Conference PSAB- ZINK	250.00	01-400-300	Expenditure			101	1
				Conference & Training					
23-00359	2	Annual Conference PSAB-PRICE	250.00	01-400-300	Expenditure			102	1
				Conference & Training					
23-00359	3	Annual Conference PSAB-STIVERS	250.00	01-402-300	Expenditure			103	1
				Conference & Training					
			750.00						
41653	04/11/23	QUAL Quality Machine Repair LLC							674
23-00326	1	Broom Attachment	177.88	01-430-375	Expenditure			26	1
				Maintenance & Repairs of Equipment					
41654	04/11/23	RIVER015 River Valley Disposal							674
23-00352	1	Trash removal-04/01-04/30	275.75	01-454-377	Expenditure			79	1
				Columbia Crossings, Contracted Services					
23-00352	2	fuel charge	8.27	01-454-377	Expenditure			80	1
				Columbia Crossings, Contracted Services					
23-00352	3	trash removal-04/01-04/30	647.25	01-409-365	Expenditure			81	1
				Trash Disposal Services					
23-00352	4	fuel charge	19.42	01-409-365	Expenditure			82	1
				Trash Disposal Services					
			950.69						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01 GENERAL FUND GENERAL FUND Continued									
41655	04/11/23	RSHOL005 R S Hollinger & Son, Inc					674		
23-00332	1	Oil Mix, Autocut-weedeaters	102.01	01-430-200	Expenditure		39		1
				Operating Supplies					
41656	04/11/23	SHANK005 Shank Door					674		
23-00349	1	Evidence Bldg-door cost bal	1,854.70	01-409-374	Expenditure		77		1
				Maintenance & Repair of Equipment					
41657	04/11/23	SNYDE015 Snyder Brothers INC					674		
23-00358	1	137 s front st - natural gas	1,243.92	01-409-364	Expenditure		94		1
				137 S Front, Rebillable Prop Expenses					
23-00358	2	5 front st - natural gas	23.31	01-429-362	Expenditure		95		1
				WWTP, Natural Gas Usage					
23-00358	3	308 locust st - natural gas	578.46	01-409-362	Expenditure		96		1
				308 Locust St., Natural Gas Usage					
23-00358	4	308R locust st - natural gas	0.77	01-409-362	Expenditure		97		1
				308 Locust St., Natural Gas Usage					
23-00358	5	431 s front st - natural gas	200.31	01-430-363	Expenditure		98		1
				Highway, Natural Gas Usage					
23-00358	6	Market House - natural gas	1,601.15	01-444-362	Expenditure		99		1
				Market House, Natural Gas Usage					
23-00358	7	5 front st - natural gas	459.43	01-429-362	Expenditure		100		1
				WWTP, Natural Gas Usage					
			<u>4,107.35</u>						
41658	04/11/23	SUPER005 Super Shoe Stores					674		
23-00320	1	P Garner Public Works	156.56	01-430-239	Expenditure		7		1
				Employee Clothing Allowance					
41659	04/11/23	XELER Xelerate Auto Appearance					674		
23-00323	1	Rhino Liner HDV21A	850.00	01-430-375	Expenditure		24		1
				Maintenance & Repairs of Equipment					
41660	04/11/23	YORGE005 Yorgeys Fine Cleaning					674		
23-00312	1	Dry Cleaning Fees	94.45	01-410-238	Expenditure		2		1
				Police Uniforms and Dry Cleaning					
23-00313	1	Dry Cleaning PD	89.80	01-410-238	Expenditure		3		1
				Police Uniforms and Dry Cleaning					
			<u>184.25</u>						
41661	04/11/23	YORKC005 York County SPCA					674		
23-00345	1	TNR - MARCH 2023	640.00	01-413-540	Expenditure		62		1
				TNR					

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	34	0	214,150.73	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	34	0	214,150.73	0.00

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS PLGIT LIQUID FUELS							
591	04/11/23	PPLEL010 PPL Electric Utilities Corp							675
23-00353	1	St Lights-Malleable Rd	33.76	35-434-001	Expenditure			1	1
				Street Lighting - Electrical Usage					
23-00353	2	St Lights-Borough Wide	7,711.59	35-434-001	Expenditure			2	1
				Street Lighting - Electrical Usage					
23-00354	1	Traffic Lights-5th St Park	36.02	35-434-002	Expenditure			3	1
				Traffic Lights - Electrical Usage					
			<u>7,781.37</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>1</u>	<u>0</u>	<u>7,781.37</u>	<u>0.00</u>
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>1</u>	<u>0</u>	<u>7,781.37</u>	<u>0.00</u>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>35</u>	<u>0</u>	<u>221,932.10</u>	<u>0.00</u>
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>35</u>	<u>0</u>	<u>221,932.10</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	3-01	56,468.79	0.00	142,540.57	199,009.36
CAPITAL FUND	3-18	15,141.37	0.00	0.00	15,141.37
HIGHWAY AID FUND	3-35	7,781.37	0.00	0.00	7,781.37
Total of All Funds:		<u>79,391.53</u>	<u>0.00</u>	<u>142,540.57</u>	<u>221,932.10</u>

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	56,468.79	0.00	142,540.57	199,009.36
CAPITAL FUND	18	15,141.37	0.00	0.00	15,141.37
HIGHWAY AID FUND	35	7,781.37	0.00	0.00	7,781.37
Total of All Funds:		<u>79,391.53</u>	<u>0.00</u>	<u>142,540.57</u>	<u>221,932.10</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	3-01	56,468.79	0.00	0.00	0.00	56,468.79
CAPITAL FUND	3-18	15,141.37	0.00	0.00	0.00	15,141.37
HIGHWAY AID FUND	3-35	7,781.37	0.00	0.00	0.00	7,781.37
Total of All Funds:		79,391.53	0.00	0.00	0.00	79,391.53

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 3/28/23

DEPARTMENT: Police

TITLE: Special Event Fee Schedule

BACKGROUND AND JUSTIFICATION: The 2023 Fee Schedule currently states, “Fees to be determined based on set personnel and equipment costs”. The Borough has been absorbing costs for special events for many years. Recently there have been a growing number of for-profit businesses, both Columbia and non-Columbia based, requesting to use Borough Property for events. The Borough cannot continue to bear the burden of event costs, therefore necessitating the need to include a fee.

MOTION: To consider approval of the revised 2023 Fee Schedule to include Special Event Fees for For-Profit businesses per the attached document “Special Event Fee Schedule Changes”.

Move to approve/disapprove [state draft action]

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	FY22 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review:

ATTACHMENT(S):

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SPECIAL EVENT FEE SCHEDULE CHANGES

Code Section	Type of Fee	Amount of Fee
	Special Event Application Fee	
	Non-Profit	\$25.00
	For-Profit/Columbia based business	\$50.00
	For-Profit/Non-Columbia based business	\$250.00
	Special Event Application Late Submission Fee	
	If submitted more than 60 day in advance	\$0.00
	If submitted within 59 days of event date	\$10.00
	Excess Trash Clean-up	\$50.00
	Public Works Employee working an event	
	Non-Profit	\$0.00/hr each
	For-Profit Columbia Based Business	\$35.00/hr each
	For-Profit Non-Columbia Based Business	\$59.00/hr each
	Police Officer working an event	
	Non-Profit	\$0.00/hr each
	For-Profit Columbia Based Business	\$50.00/hr each
	For-Profit Non-Columbia Based Business	\$73.00/hr each
	Damage to Borough Property	Actual Borough Expense
	Trash Dumping Fee (event over 500 ppl)	
	Non-Profit	\$50.00
	For-Profit Columbia Based Business	\$50.00
	For-Profit Non-Columbia Based Business	\$100.00
	Civil Penalties for not following Special Event Policies and Procedures	
	1st Offense	\$200.00
	2nd Offense	\$400.00 and Banned
		from having events

ATTACHMENT A
ADOPTED FEE SCHEDULE FOR FY 2023
Borough of Columbia
Lancaster County, Pennsylvania

Code Section	Type of Fee	Amount of Fee
POLICE DEPARTMENT FEES		
ALARMS		
74-5A(2)	Alarm Business Annual Permit	\$25
74-7B(2)	Alarm User Annual Permit	\$10
74-9A(2)(a)	Interim Alarm User Permit	\$100
74-9A(2)	Special Interim Alarm User Permit	\$25
74-10A	Appeal Fee Revocation of Alarm User Permit	\$50
74-9(C(1)	1st False Alarm Fee	No Fee
74-9(C(1)	2nd False Alarm Fee	No Fee
74-9(C(1)	3rd False Alarm Fee	No Fee
74-9(C(1)	4th False Alarm Fee	\$150
74-9(C(1)	5th & Subsequent False Alarm Fees	\$250
POLICE & PUBLIC WORK EVENT FEES		
<p>Any business, organization or entity requiring police and/or public work department services for an event shall be required to reimburse the Borough of Columbia for the cost of those services. An event shall be approved in advance by the Borough with the Chief of Police determining the necessary resources. Resources would include but are not limited to personnel, equipment, and supplies.</p>		Fees To Be Determined based on set personnel and equipment costs
OTHER POLICE FEES		
	Breathalyzer Testing	\$100
	Non Criminal Finger Printing Fee	\$25
BICYCLE REGISTRATION		
86-4	Bicycle Registration Fee	\$1
86-8	Bicycle Registration Restoration Fee	\$1
PAWNBROKER / ANTIQUE DEALER / SECOND HAND DEALER		
	License Issuance Fee (October 1st-September 30th)	\$25.00 per Year
	Re-Issuance Fee	\$5
	Business Re-location Fee (For Removal)	\$5
	Decision Appeal Fee	\$50
PETS		
82-6,7,8,9	Any Dog Detained by Borough	\$50
82-6,7,8,9	A. Boarding and Care	\$50.00 per day per dog
82-6,7,8,9	B. Euthanasia	\$40.00 per dog
82-6,7,8,9	C. Cremation	\$50.00 per dog
82-6,7,8,9	D. Medical/Surgical Fees	Actual Expenses
PARKING VIOLATION FEES		
207-19	Parking Meter Violation	\$20

Code Section	Type of Fee	Amount of Fee
207-19	Parking Outside Lines	\$20
207-19	Double Parking	\$20
207-19	Parking on Left Side of Street	\$20
207-19	Continuous Parking for 48 Hours or More	\$20
207-19	No Parking Zone	\$20
207-19	Parking at Bus Stop	\$20
207-19	Street Sweeping Violation	\$20
207-19	Parking Within 20 Feet of Crosswalk at an Intersection	\$15
207-19	Parking Within 15 Feet of a Fire Hydrant	\$15
207-19	Parking in Front of a Driveway	\$15
207-19	Handicap Area Violation	\$30
207-19	Parking Violation at Columbia Crossings	\$25
CODE COMPLIANCE FEES		
CODE INSPECTIONS		
	Condemnation and Inspection Fee - No Fault	\$250
112-6F(2)	Condemnation and Inspection Fee	\$1,000
112-6C(3)	Fire/Safety Inspection -Commercial and Industrial	\$100
	Re-Inspection for Fire/Safety	\$25
112-6	Voluntary Home Safety Inspection	\$25
	Rental Inspection - Single Unit	\$100
	Rental Inspection - 2 or more Units	\$100 + \$25 per each additional unit
	Change of Occupancy Inspection	\$25
	Re-Inspection Fee Per Visit/No Show Fee	\$50
RENTAL REGISTRATION FEES (Includes Short-Term Rentals)		
	Residential Rental Registration	
	A. Administration Fee - New Rental	\$100
	B. Administration Fee - Yearly Re-Registration Due Date September 30	\$100
	C. Non-compliance unregistered rental fine	\$500
CODE VIOLATION - QUICK TICKET FEES		
1-19	First offense	\$25
1-19	Second offense for same violation	\$50
1-19	Third or more offense for same violation	\$100
1-19	Non-Compliant/Abandoned Vehicle	\$500
1-19	Non-Compliant / Knox Box	\$500
1-19	Non-Compliant / Lead Safe Report	\$500
1-19	Non-Compliant / Notice of Violation	\$500
1-19	Non-Compliant / Unregistered Rental	\$500
1-19	Non-Compliant / Failure to report change of occupancy	\$500
1-20 (g)	Quick Ticket Appeal Fee	\$25
CODE ABATEMENT FEES		
1-20.E	IFC 907.2.11.2 - Smoke Detectors Abatement Fee	\$200 + cost of smoke detector
1-20.E	IFC 307.1 - Illegal Burning Abatement Fee	\$200
1-20.E	IPMC 302.4 - Grass and Weeds Abatement Fee	\$100 plus cost of service
1-20.E	IPMC 302.8 Abandoned hazardous Vehicle Abatement Fee	\$180

Code Section	Type of Fee	Amount of Fee
1-20.E	IPMC 302.5 Infestation of Rodents Abatement Fee	\$100
1-20.E	IPMC 302.1 Sewage in Basement/sidewalk Abatement fee	\$200
181-12 &181-17	Trash Storage and Collection Removal	\$50
186-49	Remove ice/snow from sidewalk by Borough	\$50
DELINQUENT BOROUGH FEES (Resolution 2021-14)		
	Research and obtain current deed and mailing address for owner(s) of property in an effort to commence collection efforts against such owner(s)	\$60
	Collection letter to a single owner of a property.	\$120 Plus all postage fees
	Collection Letter for multiple owners	\$50.00 for each additional owner
	10 Day Notice Letter	\$60.00 per Notice
	Drafting and Filing of municipal lien	\$350 plus filing costs
	Notice letter to owner(s) regarding receipt of permission to execute by the Borough	\$100
	Title Search	\$285
	Preparation of Execution Documents	\$900
	Attorney attendance at Sheriff's Sale	\$300
	Satisfaction of Municipal Claim	\$125
	Payoff Letter	\$150
	Demand Letter	\$100
	Notice letter demanding owner(s) to make good on check – per letter and costs for postage	\$75.00 plus postage
	Attorneys' fee to file Criminal Complaint for non-sufficient funds check	\$100
	Attorneys' fees to provided owner(s) with a replacement copy of Praeipce to Remove after case has been settled	\$50
	Other Legal Services	Standard hourly rates plus expenses
ADMINISTRATIVE FEES		
SPECIAL EVENT FEES		
	<u>Special Event Application Fee</u>	
	<u>Non-Profit</u>	<u>\$25.00</u>
	<u>For-Profit/Columbia based business</u>	<u>\$50.00</u>
	<u>For-Profit/Non-Columbia based business</u>	<u>\$250.00</u>
	<u>Special Event Application Late Submission Fee</u>	
	<u>If submitted more than 60 day in advance</u>	<u>\$0.00</u>
	<u>If submitted within 59 days of event date</u>	<u>\$10.00</u>
	<u>Excess Trash Clean-up</u>	<u>\$50.00</u>
	<u>Public Works Employee working an event</u>	
	<u>Non-Profit</u>	<u>\$0.00/hr each</u>
	<u>For-Profit Columbia Based Business</u>	<u>\$35.00/hr each</u>
	<u>For-Profit Non-Columbia Based Business</u>	<u>\$59.00/hr each</u>
	<u>Police Officer working an event</u>	

Code Section	Type of Fee	Amount of Fee
	<u>Non-Profit</u>	<u>\$0.00/hr each</u>
	<u>For-Profit Columbia Based Business</u>	<u>\$50.00/hr each</u>
	<u>For-Profit Non-Columbia Based Business</u>	<u>\$73.00/hr each</u>
	<u>Damage to Borough Property</u>	<u>Actual Borough Expense</u>
	<u>Trash Dumping Fee (event over 500 ppl)</u>	
	<u>Non-Profit</u>	<u>\$50.00</u>
	<u>For-Profit Columbia Based Business</u>	<u>\$50.00</u>
	<u>For-Profit Non-Columbia Based Business</u>	<u>\$100.00</u>
	<u>Civil Penalties for not following Special Event Policies and Procedures</u>	
	<u>1st Offense</u>	<u>\$200.00</u>
	<u>2nd Offense</u>	<u>\$400.00 and banned from having future events</u>
BYOB FEES		
	Annual BYOB Establishment Application Fee (Non-refundable)	\$25
	Annual Administration Fee:	
	1 to 100 Patron Capacity	\$100
	101 to 200 Patron Capacity	\$150
	201 Patron Capacity and up	\$200
	Annual Temporary BYOB Event Application Fee (Non-refundable) (An application fee will be assessed only once during a calendar year for a temporary permit, regardless of the number of temporary permits obtained during the year, provided that the applicant and location of the temporary club are the same)	\$25
	BYOB Temporary Event Fee (good for 1 day - in addition to \$25 Application Fee)	\$10
	Appeal Fee (Disapproval/Suspension or Termination of Permit)	\$50
BODY ART		
	Annual Body Art Establishment License Fee (Late fee - 5% Penalty)	\$100
126-A. XI	Annual Body Art Professional - License Fee (Late fee - 5% Penalty)	\$25
IN-OFFICE SERVICE FEES		
	Recycle Bins (Several sizes currently ranging in price from \$10.00-\$15.00)	Actual cost to Borough
	Copies	
	A. Black and White	\$.25/ea
	B. Color	\$.50/ea
	C. Certified & Duplicate Tax Fees	\$15.00/ea

Code Section	Type of Fee	Amount of Fee
	D. DVD/CD Copies	\$1.50/ea
	Postage Fees (Right to Know Request)	Actual cost to Borough
	Certification Fee (Right to Know Request)	\$5
	Conversion to Paper (Right to Know request)	\$.25 per page
	Facsimile	\$1.00/page
	Comprehensive Plan	\$50.00 plus \$5.00 S/H
	Zoning Ordinance	\$50.00 plus \$5.00 S/H
	Subdivision & Land Development Ordinance	\$50.00 plus \$5.00 S/H
	Zoning Maps Full Size	\$10
	Street Maps	\$10
	Certified Mail	As per USPS Fee Schedule
	Kraft Bags	\$.75 ea, 3 for \$2.00 or Actual Cost to Borough
	No Parking Signs	\$4.00 per day per meter or spot
	Sewer Certification Letter	\$15
	Facilities Use Application Fee	\$25
	Non-Profit Facilities Use Application Fee	Free
	Park Pavilion Rental (River Park Green Roof Pavilion & Makle Park Pavilion)	\$25
	Returned Payment Fee	\$30 or Fee charged by Bank whichever is greater
	Parking Permit - Avenue H Municipal Parking Lot	
	If paid monthly by the first of the month	\$30.00 per month
	If paid 6 months in advance	\$25.00 per month
	Address Change/New Address fee	\$10
JUNKYARD FEES		
138-3B	Junkyard Permit Application	\$25
138-3C	Junkyard Annual License	\$25
PLANNING ZONING HISTORIC FEES		
LAND DEVELOPMENT FEES		
184-35	Stormwater Management Fee	\$1.00/sq ft of new impervious
190-16	Sketch Plan/Lot add on or revised subdivision Administrative Fee (non-refunded)	\$300
190-16	Sketch Plan Escrow	\$2,000
190-16	Subdivision or Land Development (Preliminary or Final Administration Fee (non-refundable)	\$500
190-16	Major Subdivision or Land Development and all Commercial Properties (preliminary or final) escrow fee (3 or more lots)	\$7,000
190-16	Minor Subdivision or Land Development (preliminary or final) escrow fee (less than 3 lots)	\$5,000
190-16	Modification/Time Extension	\$100.00 per request
190-16	Legal and Engineering Reviews/Invoices by Outside Consultants	Actual Cost
190-16	Other Professional Reviews/Invoices	Actual Cost

Code Section	Type of Fee	Amount of Fee
220-7	Zoning Determination Letter (simple)	\$25
220-7	Zoning Determination Letter (complex)	\$100
220-7	Zoning Permit Fee	\$25
	HARB COA Application Fee	\$25
HEARING FEES		
	Conditional Use	\$800
	Rezoning or Ordinance Amendment	\$800
	Road/Street Vacation	\$500
	Zoning Hearing Board Application - Residential	\$400 plus 1/2 of stenographer's fee per meeting
	Zoning Hearing Board - Commercial	\$700 plus 1/2 of stenographer's fee per meeting
BUILDING PERMIT FEES		
DEMOLITION PERMIT FEES		
105-9 (A),(1)	Not exceeding 3,000 square feet	\$100
105-9 (A),(1)	Not exceeding 10,000 square feet	\$200
105-9 (A),(1)	Not exceeding 20,000 square feet	\$400
105-9 (A),(1)	Not exceeding 50,000 square feet	\$500
105-9 (A),(1)	Not exceeding 100,000 square feet	\$1,000
105-9 (A),(1)	Greater than 100,000 square feet	\$1,000 + \$50 for each 1,000 square feet over 100,000 square feet
DEMOLITION RESTORATION DEPOSIT		
105-4 (A),(1)	Not exceeding 3,000 square feet	\$1,000
105-4 (A),(2)	Not exceeding 10,000 square feet	\$1,500
105-4 (A),(3)	Not exceeding 20,000 square feet	\$2,000
105-4 (A),(4)	Not exceeding 50,000 square feet	\$3,000
105-4 (A),(5)	Not exceeding 100,000 square feet	\$4,000
105-4 (A),(6)	Greater than 100,000 square feet	\$4,000 + \$1,000 for each additional 100,000 square feet over 100,000 square feet
105-4 (A),(1)	PA UCC Appeal Board Fee (excludes Property Maintenance Code Violation Letters) per the Lancaster InterMunicipal Committee	\$600
BUILDING PERMIT FEES		
220-7	First \$1,000.00	\$25
220-7	Each Additional \$1,000.00	\$5
116-1&2	Solicitor Review	\$100.00/hr.
	Dumpster / POD Permit (located on the street)	10.00/day
	Permit fee (for work begun without a required building permit)	Double the permit fee
PUBLIC WORKS DEPARTMENT FEES		
	Yard Waste Hauler Fee	\$35/ton
	Compost/Mulch - Residents - Loaded by resident	No Fee

Code Section	Type of Fee	Amount of Fee
	Compost/Mulch - Residents - Loaded by Borough Staff	\$7.00 per scoop
	Compost/Mulch - Commercial Vendors	\$10.00 per cubic yard
SEWAGE CHARGES AND FEES		
173-5E	Private On-lot Sewage Disposal System Permit	
	A. Application (non-refundable)	\$60
	B. Site System Inspection	\$60
	C. Soil Profile	\$90
	D. Percolation Test	\$200
	E. Design Review/Permit Issuance	\$100
	F. Final Inspection	\$90
	G. Complaint Investigation	\$60.00/hr.
	H. Court Preparation or Appearance at Hearing	\$60.00/hr.
	I. Miscellaneous Inspections or Meeting	\$60.00/hr.
	J. Subdivision Plan Review	\$60
	K. Interim Inspection	\$60
173-55B	Waste Water Discharge Permit	\$500
STREET AND SIDEWALK FEES		
202-15&16	Street Tree Permit for the installation, removal or trimming of a street tree	\$10
198-7	Transient Soliciting/Peddler's License (Admin fee \$25, Background Check \$10)	\$35
207-21D	Parking Meters	\$.25 per 1/2 hour
207-30	Contractor's Parking Permit	\$4.00 per day per meter or spot
207-74	Booting Fee	\$35
186-11	Small Wireless Facilities and Use of Public Right-of-Way Application	\$500
186-11	More than five co-located Small Wireless Facilities	\$500 plus \$100 for anything beyond five
186-11	Annual Right-Of-Way Fee	\$270
186-11	New or replacement of utility pole	\$1,000
STREET EXCAVATION FEES		
186-10A&B	A. Minimum fee to accompany all street openings	\$100
	B. A trench fee will be charged for all trenches with no max or min limitations	\$1.00 per lineal ft
	C. A degradation Fee will be charged for all street openings or excavations on a sliding scale, based upon the number of years after a street has been paved. The minimum charge will be for two sq. yds (SY) rounded to the next whole square yard	<ul style="list-style-type: none"> • 1st Year - \$80/SY • 2nd Year - \$70/SY • 3rd Year - \$60/SY • 4th Year - \$50/SY • 5th Year - \$40/SY • 6th - 10th Year - \$30/SY • 10th - 15th Year - \$20/SY • Over 15 Years - \$10/SY
	Flood Plain Project Construction Review	Actual Cost by Engineer
186-8,10,23	Flowable Fill Inspection Fee	\$25
	Penalty for no permit issued when working on job	\$25

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 03/28/2023

DEPARTMENT: Police Department

TITLE: Hiring of Jay Barninger as Part-time Crossing Guard

SUMMARY: The Columbia Borough Police Department recommends hiring of Jay Barninger for the position of part-time Crossing Guard.

BACKGROUND AND JUSTIFICATION: The Columbia Borough Police Department has multiple crossing guard vacancies. There has been a shortage of qualified candidates requiring Police Officers to cover vacancies. The cost of the crossing guard is shared by the Columbia Borough School District and Columbia Borough.

MOTION: To consider approval to hire Jay Barninger as a part-time Crossing Guard for the Columbia Borough Police Department beginning at the Non-Uniform 2023 Contract rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.

ATTACHMENT(S):

- Redacted Application for Employment – Jay Barninger

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023				
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$2,500	0	0		
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

D. Legal Review:

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: April 11, 2023

DEPARTMENT: Community Development

TITLE: Appeal – 732 Chestnut Street

BACKGROUND AND JUSTIFICATION: On February 22nd the ZHB denied a use variance for a Short-Term Rental for the property located at 732 Chestnut Street. On March 27th the property owner’s attorney filed an appeal with the Pennsylvania Commonwealth Court of Common Pleas. Attorney Josele Clearly has prepared an index of items to file with the County Court. Attorney Gabel’s office will be filing a Notice of Intervention (NOI) on behalf of the Borough. Section 1004-A of the MPC allows the Borough to become a party by filing a NOI (30) days after the date of filing the appeal.

MOTION: Move to accept the filing of the Notice of Intervention by attorney Gable’s office on behalf of the Borough for the property located at 732 Chestnut Street

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	FY23 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review: Completed.

ATTACHMENT(S):

- Appeal application

THE LAW OFFICES OF
ESTD **GKH** 1977
GIBBEL KRAYBILL & HESS LLP
ATTORNEYS & COUNSELORS AT LAW

RECEIVED

March 24, 2023

MAR 27 2023

Via First Class Mail

Stephen McDonald, Esq.
CGA Law Firm
135 North George Street
York, PA 17401

Re: Awakened Properties, LLC v. Columbia Borough Zoning Hearing Board

Dear Mr. McDonald:

Please find enclosed a copy of a Notice of Appeal regarding the above-mentioned matter. The originals have been electronically filed with the Court.

Thank you.

Very truly yours,



Sheila V. O'Rourke, Esq.
sorourke@gkh.com

SVO/hjg

Encl.

Cc: ✓ Columbia Borough Zoning Hearing Board (via first class mail, w/ encl.)
Columbia Borough (via first class mail, w/ encl.)

Supreme Court of Pennsylvania

Court of Common Pleas Civil Cover Sheet

LANCASTER

County

For Prothonotary Use Only:

Docket No:

TIME STAMP

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

Commencement of Action:

- Complaint
 Writ of Summons
 Petition
 Land Use Appeal
 Transfer from Another Jurisdiction
 Declaration of Taking

Lead Plaintiff's Name:
Awakened Properties, LLC

Lead Defendant's Name:
Columbia Borough Zoning Hearing Board

Are money damages requested? Yes No Dollar Amount Requested: within arbitration limits outside arbitration limits (check one)

Is this a Class Action Suit? Yes No Is this an MDJ Appeal? Yes No

Name of Plaintiff/Appellant's Attorney: Sheila V. O'Rourke, Esq.

Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

SECTION B

Nature of the Case: Place an "X" to the left of the ONE case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

TORT (do not include Mass Tort)

- Intentional
 Malicious Prosecution
 Motor Vehicle
 Nuisance
 Premises Liability
 Product Liability (does not include mass tort)
 Slander/Libel/ Defamation
 Other: _____

MASS TORT

- Asbestos
 Tobacco
 Toxic Tort - DES
 Toxic Tort - Implant
 Toxic Waste
 Other: _____

PROFESSIONAL LIABILITY

- Dental
 Legal
 Medical
 Other Professional: _____

CONTRACT (do not include Judgments)

- Buyer Plaintiff
 Debt Collection: Credit Card
 Debt Collection: Other _____
 Employment Dispute: Discrimination
 Employment Dispute: Other _____
 Other: _____

REAL PROPERTY

- Ejectment
 Eminent Domain/Condemnation
 Ground Rent
 Landlord/Tenant Dispute
 Mortgage Foreclosure: Residential
 Mortgage Foreclosure: Commercial
 Partition
 Quiet Title
 Other: _____

CIVIL APPEALS

- Administrative Agencies
 Board of Assessment
 Board of Elections
 Dept. of Transportation
 Statutory Appeal: Other _____

- Zoning Board
 Other: _____

MISCELLANEOUS

- Common Law/Statutory Arbitration
 Declaratory Judgment
 Mandamus
 Non-Domestic Relations Restraining Order
 Quo Warranto
 Replevin
 Other: _____

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
**PROTHONOTARY
CIVIL COVER SHEET**

PLEASE LIST NAMES AND ADDRESSES OF ADDITIONAL PARTIES ON A SEPARATE SHEET.

ALL PARTY INFORMATION IS REQUIRED INCLUDING ZIP CODES. ALL PARTY INFORMATION MUST MATCH THE PLEADING. PLEASE DO NOT STAPLE THE COVER SHEET TO THE PLEADING. IF AN EVENT NEEDS TO BE SCHEDULED, A CAO SCHEDULING COVER SHEET MUST ALSO BE ATTACHED.

For Prothonotary Use Only:

DOCKET No: CI -

TYPE OF ACTION: Land Use Appeal

PARTY INFORMATION

PLAINTIFF'S NAME: Awakened Properties LLC

DEFENDANT'S NAME: Columbia Borough Zoning Hearing Board

ADDRESS: 1022 Whitemarsh Drive
If confidential, use 2nd sheet
Lancaster, PA 17601

ADDRESS: 308 Locust Street
Columbia, PA 17512

MUNICIPALITY: Manheim

MUNICIPALITY: Columbia

TWP/BOROUGH: Township

TWP/BOROUGH: Borough

DOB: _____ TELEPHONE #: _____
(mm/dd/yyyy) (#####)

DOB: _____ TELEPHONE #: _____
(mm/dd/yyyy) (#####)

FILING ATTORNEY / FILING PARTY INFORMATION

FIRM/OFFICE: Gibbel Kraybill & Hess LLP

FILING ATTORNEY/PARTY: Sheila V. O'Rourke, Esq. AOPC: (Attorney ID) #: 313842

ADDRESS: 2933 Lititz Pike PO Box 5349 CITY: Lancaster STATE: PA ZIP CODE: 17606

TELEPHONE #: (717) 291-1700 EMAIL: sorourke@gkh.com
(#####)

TAX LIEN INFORMATION

MUNICIPALITY: _____ MAP REFERENCE: _____

DEED BOOK: _____ DEED PAGE: _____ DEED DATE: _____

SALE PRICE: _____ TAX YEAR: _____ TAX LIEN AMOUNT: _____

PROPERTY DESCRIPTION:

PFA/SVPO/PFI INFORMATION

HEARING DATE: _____ SOCIAL SECURITY #: (Defendant – Last 4 digits) _____

POLICE DEPARTMENT: _____

PREVIOUS PETITIONS: YES NO If 'YES', File Date: _____

**IN THE COURT OF COMMON PLEAS
OF LANCASTER COUNTY, PENNSYLVANIA**

AWAKENED PROPERTIES, LLC	:	
	:	
Appellants	:	
	:	NO.
v.	:	
	:	
COLUMBIA BOROUGH ZONING HEARING BOARD,	:	LAND USE APPEAL
Appellee	:	

NOTICE OF APPEAL

NOW COMES Appellant, Awakened Properties, LLC, by and through its attorney, Gibbel Kraybill & Hess LLP, and files this Land Use Appeal pursuant to Section 11001-A, *et seq.*, of the Municipalities Planning Code, as amended (“MPC”), from the Decision of the Zoning Hearing Board of Columbia Borough, Lancaster County, Pennsylvania, and in support thereof states the following:

1. Appellant, Awakened Properties, LLC (“Appellant”), is a limited liability company with an address of 1022 Whitemarsh Drive, Lancaster, Pennsylvania 17601.
2. The local agency is Columbia Borough Zoning Hearing Board (the “Board”), having its principal place of business at 308 Locust Street, Columbia, Pennsylvania 17512.
3. Columbia Borough (“Borough”) appeared and participated in the proceedings as a party and was represented by Stephen McDonald, Esquire, CGA Law Firm, 135 North George Street, York, Pennsylvania 17401.
4. The property at issue is located at 732 Chestnut Street, Columbia, Borough, Lancaster County, Pennsylvania (the “Property”).

5. The Property contains approximately 0.09 acre and is located in the Borough's Medium Density Residential (MDR) District and Historic District.

6. The Property is improved with a single-family detached dwelling.

7. The dwelling is a Victorian style dwelling built in 1900.

8. Appellant purchased the Property in 2022.

9. When Appellant purchased the Property, the home was lacking in maintenance and upkeep.

10. Appellant meticulously renovated and refurbished the dwelling to preserve the historic details and features.

11. After internal renovations were complete, Appellant began using the Property for a short-term rental unit.

12. The chronology of this matter is as follows:

a. On November 7, 2022, the Zoning Officer issued Appellant an Enforcement Notice, alleging that a short-term rental use is not permitted in the MDR District.

b. On December 5, 2022, Appellant filed with the Zoning Hearing Board an Appeal from the Enforcement Notice and an Application for a use variance to authorize a short-term rental on the Property.

c. The Board held a hearing on Appellant's Application on January 25, 2023.

d. The Zoning Board issued a written decision (the "Decision") with findings of fact and conclusions of law on February 24, 2023, in which it denied Appellant's Appeal and Application. A copy of the Decision is attached hereto as Exhibit "A".

13. The legal and factual grounds upon which this Appeal relies are as follows:

a. The Board committed an error of law and abused its discretion by not

granting a use variance for Appellant to operate a short-term rental at the Property where Applicant met all of the requirements for a variance.

b. The Board committed an error of law and abused its discretion by failing to properly interpret and apply the criteria for a variance, including the requirement that a property exhibit unique physical circumstances.

c. The Board committed an error of law and abused its discretion by denying a use variance for Appellant's short-term rental even though it had granted a use variance for a substantially similar application for a short-term rental in a decision dated July 31, 2022 (Case No. 22-183).

d. The Board committed an error of law and abused its discretion by interpreting and applying the Zoning Ordinance in an arbitrary manner.

e. The Board committed an error of law and abused its discretion by rendering a decision and findings that were not supported by substantial evidence.

f. The Board committed an error of law and abused its discretion by denying Appellant the requested relief to use the Property as proposed.

g. Appellant reserves the right to identify additional issues upon receipt and review of the transcript.


14. Appellant has requested the transcript of the proceeding.

WHEREFORE, for the reasons set forth above, it is respectfully requested that your Honorable Court reverse the decision of the Zoning Hearing Board of Columbia Borough dated February 24, 2023.

Respectfully submitted,

GIBBEL KRAYBILL & HESS LLP

Date: March 24, 2023

By: 

Sheila V. O'Rourke, Esquire
Sup. Ct. Atty. I.D. # 313842
Attorney for Appellant
2933 Lititz Pike
P.O. Box 5349
Lancaster, PA 17606
(717) 291-1700

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.



Signature of Attorney

March 24, 2023

Date

EXHIBIT A

BEFORE THE ZONING HEARING BOARD
OF THE BOROUGH OF COLUMBIA

IN RE: :
: :
APPEAL AND APPLICATION OF : Case No. 23-001
: :
AWAKENED PROPERTIES, LLC :

DECISION

I. FINDINGS OF FACT.

1. Appellant and Applicant is Awakened Properties, LLC, 1022 Whitemarsh Drive, Lancaster, Pennsylvania 17601 (“Appellant”).
2. The property which is the subject of this application is 732 Chestnut Street, Columbia Borough, Lancaster County, Pennsylvania (the “Property”).
3. Appellant is the record owner of the Property.
4. The Property is located in the Medium Density Residential (MDR) District as shown on the Official Zoning Map of the Borough of Columbia.
5. Notice of the hearing scheduled on the within application was duly advertised and posted in accordance with the provisions of the Pennsylvania Municipalities Planning Code (“MPC”) and the Columbia Borough Zoning Ordinance of 1999, codified as Chapter 220 of the Code of Ordinances of the Borough of Columbia (the “Zoning Ordinance”).
6. A public hearing was held before the Zoning Hearing Board of the Borough of Columbia (the “Board”) on the application on January 25, 2023.
7. Appellant was represented at the hearing by its principal, Daniel Zecher, and its counsel, Sheila O'Rourke, Esquire.
8. Columbia Borough (the “Borough”) appeared at the hearing through its Solicitor, Stephen McDonald, Esquire, and Sharon Cino, Planning and Zoning Manager.
9. The Columbia Borough Planning Commission appeared through its Chair, Mary Wickenheiser.
10. The Property is a lot on the south side of Chestnut Street which is developed with a single family detached dwelling (the "Structure"). Exhibits A-1, A-2, A-3.

11. Appellant is in the business of purchasing distressed and/or dated homes, repairing such homes, and then either selling, renting, or converting the homes into short-term rentals.
12. Mr. Zecher is involved in another entity which has previously appeared before the Board.
13. Appellant purchased the Property in 2022.
14. Appellant obtained a permit for work on the Property from the Borough before Appellant determined to use the Property as a short-term rental.
15. Appellant did not contact the Borough to determine whether a short-term rental was a permitted use before commencing a short-term rental operation on the Property.
16. Appellant acknowledges that it has operated a short-term rental on the Property since October of 2022.
17. Appellant continues to operate a short-term rental on the Property, booking occupants through Airbnb and VRBO.
18. Appellant presented an excerpt from a website as Exhibit A-6 listing reviews by occupants of the short-term rental with dates from October 2022 through January of 2023.
19. The Borough Zoning Officer issued an Enforcement Notice dated November 7, 2022, informing Appellant that it was a violation of the Zoning Ordinance to operate a short-term rental on the Property (the "Enforcement Notice").
20. Appellant filed an appeal from the Enforcement Notice and an application for a use variance to authorize a short-term rental on the Property on December 5, 2022, which contained a narrative consisting of 25 numbered paragraphs (the "Narrative")
21. The Narrative does not acknowledge that Appellant had been operating a short term rental on the Property.
22. The Narrative does not contain any grounds to support the request that the Enforcement Notice be dismissed or allege any error by the Zoning Officer in the issuance of the Enforcement Notice.
23. Mr. Zecher testified that Appellant appealed the Enforcement Notice in order to continue operating the short-term rental in violation of the Zoning Ordinance on advice of counsel.
24. The Structure contains four bedrooms.
25. Appellant proposes to continue to lease the Structure as a single short-term rental which may be occupied by up to eight persons.

26. The rear of the Property abuts Avenue G.

27. There are off-street parking spaces on the Property accessed from Avenue G. Exhibits A-1, A-3.

28. There is a gravel area for off-street parking at the rear of the Property. Exhibit A-3.

29. Mr. Zecher presented confusing testimony on the number of off-street parking spaces on the Property, at one point testifying that there could be three cars parked side by side on the Property, and at another stating that he did not know the width of the Property.

30. The 20 foot width of the Property is plainly indicated on Appellant's Exhibit A-1.

31. Appellant acknowledged that the Property is located within the Borough's Historic District.

32. The Borough has established the Borough of Columbia Historic District and has enacted the Borough of Columbia Historic District Ordinance pursuant to the Act of June 13, 1961, P.L. 282, No. 167, as amended, 53 P.S. §8001 et seq., which is codified as Chapter 130 of the Borough Code of Ordinances.

33. The Historic District Ordinance incorporates the Historic District Map which, pursuant to such statute, was reviewed by the Pennsylvania Historic and Museum Commission.

34. Chestnut Street between Front Street and Ninth Street is located within the Borough Historic District as shown on the Historic District Map.

35. The Narrative states that "a use variance is warranted ... based on the unique physical characteristics of the Property, including a dwelling dating to 1900 that required extensive rehabilitation and renovation."

36. Appellant presented no testimony concerning any unique features of the Property which would set it apart from other properties with dwellings within the Historic District.

37. Appellant presented no evidence that the Structure was deteriorated; Mr. Zecher testified that the Structure was "dated" and "ready for renovation".

38. The before and after photographs of the interior of the Structure submitted as Exhibit A-4 do not demonstrate any structural deficiencies or hazardous conditions.

39. Although Appellant testified that if a use variance was granted Appellant would operate the short-term rental in accordance with Section 220-30.A(48) of the Zoning Ordinance, Appellant acknowledged that it does not currently comply with all requirements of that Section but continues to operate the short-term rental.

40. The Certificate of Occupancy repeatedly referenced by Appellant could not have been a Certificate of Occupancy authorizing a short-term rental because Mr. Zecher testified that Appellant made the application for a permit for the renovations to the Structure before Appellant determined to use the Structure as a short-term rental.

41. Appellant presented no testimony that the Structure could not be used as a residential dwelling.

42. Appellant acknowledged that Appellant could lease the Property on a long-term basis but did not desire to do so.

43. Appellant did list the Property for sale for “a handful of weeks” but then determined to use the Property as a short-term rental.

44. Appellant operates other short-term rentals in Lancaster County and as a business model desires to increase the number of short-term rentals it operates to 20.

45. Appellant characterized the short-term rental as a residual use.

46. Appellant presented four form letters signed by four business entities supporting its application as Exhibit A-7.

47. One of the businesses which submitted the form letter provides cleaning services for Appellant’s properties, and two of the businesses which submitted the form letter rent from Appellant.

48. Appellant presented as Exhibit A-9 an excerpt from the Borough Zoning Map clearly indicating that the Property was not within the zoning district in which short-term rentals are permitted but asserting that the Property was less than 0.3 mile from the boundary of the zoning district within which a short-term rental is permitted.

49. Appellant at the hearing and in the narrative that in Appellant’s belief a short-term rental unit on the Property was maintaining the structure as single family dwelling (Narrative ¶19) and would not create any issues and, therefore, should be permitted.

50. Appellant presented as Exhibit A-8 a decision of the Board at Case No. 22-183 in which the Board granted a use variance to allow a short-term rental to support its application.

51. The property which was the subject of the decision presented as Exhibit A-8 was in a different zoning district, had previous contained a nonresidential use, was of a different size, was provided with five off-street parking spaces, and was not in operation in violation of the Zoning Ordinance at the time the Board conducted the hearing.

52. Michael Fry, 742 Chestnut Street, testified concerning existing on-street parking problems in the neighborhood and that Avenue G is narrow and difficult to enter and exit.

II. CONCLUSIONS OF LAW

1. A short term rental is not a permitted use within the Medium Density Residential (MDR) District. Zoning Ordinance §220-25, Table of Permitted Uses by District.

2. The Zoning Officer properly interpreted the Zoning Ordinance and properly issued the Enforcement Notice.

3. A dwelling is “a building used as non-transient living quarters”. Zoning Ordinance §220-19.

4. A dwelling unit is a “single habitable living unit occupied by only one family”. Zoning Ordinance §220-19.

5. A short-term rental unit is not a dwelling as that term is defined in the Zoning Ordinance and is not occupied by one family. See also *Slice of Life, LLC v. Hamilton Township Zoning Hearing Board*, 207 A.3d 886 (Pa. 2019).

6. Appellant requires a use variance to establish a short-term rental use on the Property.

7. “The burden on an applicant seeking zoning variance is heavy, and variances should be granted sparingly and only under exceptional circumstances.” *Fairview Township v. Fairview Township Zoning Hearing Board*, 233 A.3d 958, 963 (Pa. Cmwlth. 2020) (en banc).

8. An applicant seeking variances must demonstrate unnecessary hardship unique to the subject property as distinguished from hardship arising from the impact of the zoning regulations on the entire district or on the owner of the land. *Fowler v. City of Bethlehem Zoning Hearing Board*, 187 A.3d 287 (Pa. Cmwlth. 2018).

9. The Board may take notice of ordinances of the Borough. 42 Pa. C.S. §6107.

10. The presence of the Property within the Borough Historic District and the extent of the Historic District shown on the Historic District Map demonstrate that the age and architectural features of the Structure are not unique to the Property.

11. Variances “are granted on a case-by-case basis and then only when the applicant proves that the ordinance imposes upon him a unique hardship and that the approval of the variance will not have an adverse impact on the health, safety and welfare of the general public.” *Pietropaolo v. Zoning Hearing Board of Lower Merion Township*, 979 A.2d 969, 982 (Pa. Cmwlth. 2009).

12. “Our Supreme Court has summarized that, in the context of use variances, “unnecessary hardship is established by evidence that: (1) the physical features of the property are such that it cannot be used for a permitted purpose; **or** (2) the property can be conformed for a permitted use only at a prohibitive expense; **or** (3) the property has no value for any purpose permitted by the zoning ordinance.” *In Re: Appeal of Frank Garcia*, No. 134 C.D. 2020, 2022 WL 1463814, at *8 (Pa. Cmwlth. 2022) (emphasis in original; citations omitted).

13. The inability to “maximize the development potential of the property” is not grounds for the granting of dimensional or use variances. *Singer v. Philadelphia Zoning Board of Adjustment*, 29 A.3d 144, 150 (Pa. Cmwlth. 2011).

14. Even if a hardship exists, an applicant must demonstrate that the requested variance is the minimum variance necessary to afford relief. *Somers v. Stroud Township Zoning Hearing Board*, 913 A.2d 306 (Pa. Cmwlth. 2006).

15. A zoning hearing board cannot grant a variance without evidence of unnecessary hardship. See e.g. *Dunn v. Middletown Township Zoning Hearing Board*, 143 A.3d 494, 501 (Pa. Cmwlth. 2016).

16. Appellant did not present evidence that the Property was subject to unnecessary hardship.

17. Commonwealth Court reaffirmed the “strong policy against assisting landowners who violate a zoning ordinance, whether negligently or intentionally”. *Plum Borough v. Koromvokis*, 2021 WL 5286734 (Pa. Cmwlth. 2021) (n.8) quoting *Appletree Land Development v. Zoning Hearing Board of York Township*, 834 A.2d 1214, 1218 (Pa. Cmwlth. 2003). Commonwealth Court further stated, “In other words, the aphorism ‘it is better to ask for forgiveness than for permission’ does not apply in the realm of zoning law.” *Plum Borough v. Koromvokis*, supra.

18. “A zoning board is not a legislative body, and it lacks authority to modify or amend the terms of a zoning ordinance. Zoning boards must not impose their concept of what the zoning ordinance should be, but rather their function is only to enforce the zoning ordinance in accordance with applicable law.” *MarkWest Liberty Midstream and Resources, LLC v. Cecil Township Zoning Hearing Board*, 184 A.3d 1048, 1060 (Pa. Cmwlth. 2018), quoting *Greth Development Group, Inc. v. Zoning Hearing Board of Lower Heidelberg Township*, 918 A.3d 181, 187 (Pa. Cmwlth. 2007).

19. The arguments of Appellant that its proposed short-term rental will not be detrimental

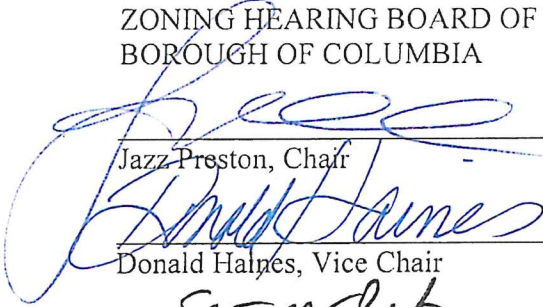
and a district within which short-term rentals are permitted is 0.3 mile (over 1,500 feet) from the Property is essentially a request that the Board change the Zoning Ordinance to allow short-term rental in a zoning district where Council legislatively did not allow short-term rentals.

20. It is a legislative function of Council, not of the Board or of Appellant, to determine which uses should be permitted within which districts and where to draw district boundaries.

III. ADJUDICATION

Based upon the foregoing findings of fact and conclusions of law, the Zoning Hearing Board of the Borough of Columbia hereby denies the appeal of Awakened Properties, LLC from the Zoning Ordinance Enforcement Notice dated November 7, 2022, concerning the property identified as 732 Chestnut Street, Columbia, Pennsylvania, and affirms the Enforcement Notice in all respects. The Board further denies the application for a variance from the requirements of Section 220-25, Table of Permitted Uses, to enable the conversion of the single family dwelling at 732 Chestnut Street, Columbia, Pennsylvania, into a short-term rental.

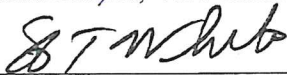
ZONING HEARING BOARD OF THE
BOROUGH OF COLUMBIA



Jazz Preston, Chair




Donald Haines, Vice Chair



Steven White

David Brumbaugh



Terry Ann Doutrich

Dated and filed February 24, 2023, after hearing held on January 25, 2023.

The undersigned certifies that a copy of this Decision was served upon all parties on or prior to February 24, 2023.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that I have this 24th day of March, 2023, served the foregoing document upon the person and in the manner indicated below.

Service by first class mail, addressed as follows:

Columbia Borough Zoning Hearing Board
308 Locust Street
Columbia, PA 17512

Columbia Borough
308 Locust Street
Columbia, PA 17512

Stephen McDonald, Esquire
CGA Law Firm
135 North George Street
York, PA 17401

GIBBEL KRAYBILL & HESS LLP

By: _____



Sheila V. O'Rourke
Sup. Ct. Atty. I.D. # 313842
Attorneys for Appellant
2933 Lititz Pike
P.O. Box 5349
Lancaster, PA 17606
(717) 291-1700

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 3/28/2023

DEPARTMENT: Police Department

TITLE: Special Event – Thunder on the River Car Show on 6/17/23

SUMMARY: Annual Car Show in the Columbia Downtown. This year's event is scheduled for June 17, 2023, beginning at 10:00am and ending at 2:00pm.

BACKGROUND AND JUSTIFICATION: The Columbia Lions Club has been hosting the annual Thunder on the River Car show for several years. This event usually has an attendance of approximately 1500 people, several hundred cars for viewing and food vendors.

MOTION: To consider approval for the Columbia Lions Club to host their annual Thunder on the River Car Show on Saturday, June 17, 2023, from 10am till 2:00pm (Set-up 6am-10am and tear-down 2:00pm-3:30pm) using the following Borough locations:

1. 100 thru 500 blocks of Locust Street
2. 2nd, 3rd, and 4th streets from Avenue H to Avenue I
3. 6th Street from Locust to Park School
4. Use of the Borough's Parking Lot at Locust and Front Streets
5. Use of Borough Restrooms during the event.

This approval is contingent upon receipt of the required Certificate of Insurance.

NOTE:

1. The Lions Club will rent two port-o-pots (one to be placed at 4th and Locust Streets and the other at 2nd and Locust Streets. They also have arrangements with the Foresters for use of their restrooms and will contact the Market House Manager to request use of the Market House restrooms.
2. The approximate cost to the Borough for this event is between \$4,500 and \$5,000.

ATTACHMENT(S): Event Application and

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:



LEO S. LUTZ Mayor
 HEATHER ZINK Borough Council President
 EVAN M. GABEL Solicitor
 MARK E. STIVERS Borough Manager

SPECIAL EVENT PERMIT APPLICATION

Non-Profit: Yes No

Date Request Submitted: 1/13/2023

Organization Name: Columbia Lions Club Representative Name: Paul Resch

Address: PO Box 569 Columbia, PA 17512 Phone #: 7174490056 Email: paulresch@comcast.net

Name of Event: Thunder on the River Car Show

Describe Event Activities: Car show

Event Date(s)	Time of Event	Times (Including Setup/Tear Down)
<u>6/17/2023</u> / (Rain Date) _____	<u>10:00</u>	<u>6:00a to 3:30p</u>

Anticipated Attendance: 5000 Are you charging a fee to participate? No If so, how much? _____

Site Requested: (Please see Special Event Policies and Procedures for a list of available sites)

Locust Street (100-500), 2nd St., 3rd St., 4th St. (Ave H to I); 6th St. (Locust to Park School)

If using Borough Street(s) (i.e.- 3rd St from Locust to Chestnut): _____ from _____ to _____ **and**
 _____ from _____ to _____ **and** _____ from _____ to _____

Equipment/Personnel Required: Police Services Custodian Highway Personnel
 Safety Cones Fire Police Services Other _____

Please Note:

- The Borough has the right to assign additional security and other personnel as needed. Your organization may be subject to fees for these services as well as other fees incurred by the Borough. (Please refer to the current Columbia Borough Fee Schedule which is available on our website (www.columbiapa.net)).
- Clean-up and removal of all trash produced at an event is the responsibility of the event host. Failure to remove all trash could result in additional fees as well as a fine of up to \$500.00.
- A Certificate of Insurance must be submitted with the application and must be submitted to the Columbia Borough Police Department at least 60 days prior to the event date. Minimum coverage of \$500,000.00 for bodily injury and \$500,000.00 for property damage (must show Columbia Borough as additional insured).
- Two Certificates of Insurance are required for events involving a state-owned road (one showing Columbia Borough as an additional insured and a second showing PennDot as an additional insured). The Facilities Use Application and Insurance Certificate must be submitted at least 60 days prior to the event date.

I hereby certify hereby certify that I have read, understand, and agree to adhere to this policy of Columbia Borough concerning Use of Facilities. Further, my organization forever releases Columbia Borough, Mayor, Council Members, Columbia Borough Officials, their doctors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned dates(s) for which the application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Borough and any of its agents, servants, or employees and further will hold harmless and indemnify the said, Mayor, Council Members, and Borough Officials from any expenses, judgments or decrees recovered against them as a result of said use of these facilities. The provisions of this Application and this paragraph extend to the applicant's successors, assigns, heirs, and personal representatives

RESPONSIBLE ORGANIZATION OFFICIAL: Paul Resch
(Name – PLEASE PRINT)

Paul Resch
(Signature)

APPROVAL SIGNATURES

Borough Manager _____ Mark Stivers, Borough Manager Date _____

Police Chief _____ Chief Jack Brommer Date _____