



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

## COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

July 25, 2023 | 7:00 PM

### FINAL AGENDA

*NOTE: This meeting will be recorded and will be posted on the [Borough's YouTube Channel](#) following 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 June 27, 2023
    - b. Consider approval of the Borough Council Meeting Minutes for July 6, 2023
    - c. Consider approval of the Borough Council Meeting Minutes for July 11, 2023
  8. Presentation & Acceptance of Reports
    - a. Finance – Heather Zink
      - I) Acknowledge Finance Report – June 2023
      - II) Review Property Lien report
    - b. Personnel – Joanne Price
      - I) Acknowledge resignation of CSA Rich Drum
  9. Presentations
  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)
11. Action Items
    - a. HARB Action Items
      - I) Consider the COA for 18 S Fourth Street for interior and exterior renovations to include an apartment above, new dormer, egress window, roof /window replacement.
      - II) Consider the COA for 20 S Fourth Street for interior and exterior renovations of an existing office to a single-family residence.



- III) Consider the COA for 22 S Fourth Street for interior and exterior renovations of an existing office to a single-family residence.
- IV) Consider the COA for 318 Poplar Street for interior and exterior renovations to include a repair to the porch, cornice, front door, exterior brick, roof /window replacement.

b. Authorization to pay bills

12. New Business:

- a. Consider authorizing staff to purchase two additional software modules for the Edmunds software for a total of \$4,750.
- b. Consider approval of a Special Event Request for St. Paul's Baptist Church to use Makle Park on Saturday, August 19, 2023 (rain date Sunday, August 20, 2023) from 7am-9pm (event time 10am-7pm) for a Back 2 School BBQ.
- c. Consider Resolution 2023-23 to approve the proposed extension of the premises onto the public sidewalk adjacent to 224 Locust Street – Starview Brews.

13. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Secretary/Treasurer
- c. Boards, Commissions and Committees
  - I) Approved Minutes: Planning Commission and Civil Service

14. Borough Council Comments

- a. Council Members

15. Announcement of Next Meeting. At 7:00 PM on August 3, 2023, Council will hold a work session

16. Adjournment to Executive Session to discuss pending litigation

**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**

June 27, 2023 | 7:00 PM  
Paul W. Myers Council Chambers

**MINUTES**

- 1. Council President Zink called the meeting to order at 7:00 PM.

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

**Councilpersons absent:** Price

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

- 2. A moment of silence was observed.
- 3. Councilperson Stahl 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	P. Stahl	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 June 13, 2023 with a change to 12a and 11b.

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

Councilperson Lintner discussed a letter presented by the Columbia Borough School Board President at the June 13<sup>th</sup> meeting and asked that it be included as part of the minutes. It was agreed it will be added to the minutes. Councilperson Fisher discussed agenda item #10. She also requested a correction to item #12, requesting Council receives a copy of the Comprehensive Plan 2040 updated with any changes.

- 8. Presentation & Acceptance of Reports

- a. Finance-Heather Zink
  - l) Acknowledged Finance Report – May 2023

- 9. Presentations

- 10. Mayor Lutz/Chief Brommer

Mayor Lutz thanked Borough Manager Stivers for his “TextMyGov” posting about fireworks in the Borough. He reviewed the regulations in the Borough governing fireworks in the Borough. He also noted an increase in electric skateboard and scooters in the downtown area which is an ordinance violation.

Chief Brommer read a letter form the Columbia Lions Club for the Police Department’s cooperation and participation in their recent “Thunder on the River Car Show.” Mayor Lutz

thanked the Public Works Department and the Lions Club for their help in beautifying the downtown area prior to the car show. Chief Brommer also thanked the Borough’s Emergency Management team, Penn State Life Lion and the Columbia Fire Police for their help managing the event. Council President Zink thanked the Public Works Department for their cleanup efforts after the event.

Frank Doutrich

Asked how many candidates applied for the police officer position listed in the Civil Service Commission minutes. Mayor Lutz responded that 7 candidates took the test. Chief Brommer further explained they started out with 30 applicants and 8 took the test. The results are still being calculated. Frank asked for an explanation on the 457 plan listed in the benefits package. Chief Brommer explained it is a retirement plan funded by the employee not the Borough.

11. Action Items

- a. Motion to repeal Resolution 2023-21 banning fireworks in the Borough.

Motion by:	Second by:	Voice Vote:
E. Kauffman	T. Burgard	All Favored – Motion Carried

Council President Zink reviewed the information provided in the Council packet.

- b. Motion to authorize to pay bills.

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

12. New Business:

- a. Motion to approve Special Event Request for Barry and Terry McCarty to host a block party in the 900 block of Chestnut Street on 7/22/2023 from 4:00pm – 10:00pm (times include set up and tear down) contingent upon receipt of the required Certificate of Insurance naming Columbia Borough as an additional insured.

Motion by:	Second by:	Voice Vote:
T. Burgard	E. Kauffman	All Favored – Motion Carried

Councilperson Burgard asked for clarification on the cost estimate listed on the application. Borough Manager Stivers explained the information is currently being used as a tracking tool but is not charged to the applicant.

- b. Motion to approve Resolution 2023-22 Authorizing the sale by auction of used Borough vehicles.

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

Council President Zink explained the auction process used as part of the Borough’s vehicle lease agreement with Enterprise. Councilperson Burgard asked how someone would participate in the auction process. Solicitor Gabel detailed the legal requirement to advertise the auction which will provide the details of the auction.

Frank Doutrich

Asked why the vehicles are sold through auction. Borough Manager Stivers explained the process is part of the Borough’s agreement with Enterprise. Solicitor Gabel provided additional details.



### 13. Staff Reports, Comments, and Announcements

#### a. Solicitor

Announced he will provide a lien update at the second voting meeting in July.

#### b. Secretary/Treasurer

Borough Manager Stivers provided an overview of the information provided at a recent meeting regarding safety and emergency response protocols during work times on the 462 and Route 30 bridge projects. He thanked everyone involved in recent special events held in the Borough. He asked the public to sign up for TextMyGov to receive Borough information and updates.

#### c. Boards, Commissions and Committees

### 14. Borough Council Comments

#### a. Council Members

Councilperson Burgard wished everyone a good 4<sup>th</sup> of July and asked everyone to be careful when using fireworks. Councilperson Fisher announced Grace Julian notified her that the Edible Classroom program was approved for funding through the United Way and with the funds they will continue to expand their program. They do need to raise \$25,000.00 matching funds and will be fundraising to meet this goal.

Councilperson Lintner asked Chief Brommer for information on a Second Chance PA Program that Manor Township participates in. She researched the program and found Columbia Borough listed as a participant. Chief Brommer detailed the program process started by Blueprints for Addiction.

Councilperson Stahl encouraged the public to sign up for TextMyGov to receive up to date information. There was a discussion on beer vats that traveled through the Borough today.

Council President Zink announced the cancelation of live feed of public meetings. The meetings will be recorded and available on the Borough's YouTube channel the day after the meeting. There is a link on the Borough's website to the YouTube page. The Borough needs 1,000 YouTube subscribers to be able to live stream to YouTube and they currently have 9.

#### Brad Chambers

Asked for information on equipment used to record meetings. Borough Manager Stivers provided information on the research currently being done to upgrade the current equipment.

#### Frank Doutrich

Asked if Council members have researched other municipalities and how they live stream meetings. Council President Zink explained the current equipment was purchased several years ago and was very expensive. There are limited funds and Council feels those funds would be better spent on projects other than audio and visual issues. Borough Manager Stivers explained in detail the current process and explained it relies on a WiFi signal that is not very dependable. He detailed options being considered to bypass the dependence on WiFi. Frank asked if they would go back to live streaming once the issues are resolved. Council President Zink responded yes. It was noted that not every board has a member of the admin staff present at their meeting so not every meeting is livestreamed/recorded.

Brad Chambers

Discussed the current process being used to live stream meetings. Borough Manager Stivers offered to review the current process with him in detail at a later date.

Councilperson Kauffman suggested the change and which committees stream/record meetings be clearly noted and communicated to the public.

15. Announcement of next meeting.

At 7:00pm on July 6, 2023, Council will hold a work session.

Council President Zink announced a curb and sidewalk ordinance, and an Airbnb ordinance will be discussed at this meeting. She asked Public Works Manager Graham to provide specific information and requirements to ensure that any curb and sidewalk replacement is ADA compliant. Councilperson Burgard asked that street trees also be part of the curb and sidewalk discussion. He also discussed proposing a “Sidewalk Saturday” program for residents to clean up the front of their property. Council President Zink reminded residents that it is illegal to blow grass clippings into the roadway. Councilperson Fisher asked for follow up on a request at a previous meeting that quick tickets and invoices be mailed to both the property owner and the property manager. Borough Manager Stivers responded that invoices and quick tickets now go to both.

16. Motion to adjourn the meeting at 07:48 pm.

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

**MOTIONED AND APPROVED** this 25<sup>th</sup> day of July 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:**

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Heather Zink, Council President

**ATTEST:**

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Mark E. Stivers, Secretary/Treasurer

**COLUMBIA BOROUGH COUNCIL – WORK SESSION**  
Paul W. Myers Council Chamber, 308 Locust Street, Columbia  
July 6, 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:** Corporal Souders, Public Works Manager Graham and Engineer Rinaldo.

1. A moment of silent reflection led by Council President Zink.
2. Corporal Souders led the Pledge to the Flag
3. Announcement of Executive and Information Session(s) - None
4. Additions, deletions, and reorganization of agenda
  - a. Motion to approve Agenda

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
E. Kauffman	P. Stahl	All Favored – Motion Carried

5. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)

Mary Wickenheiser asked if 462 will be milled and overlaid. She reported that a similar project in Lancaster on Columbia Avenue has been completed and we are still waiting for completion to our project. Zink responded that UGI utilizes different contractors. Mary was on the river the night of Wrightsville’s fireworks and was very disappointed at the number of illegal fireworks being set off at the river park. The river park was a mess and thanked the Public Works Department for the clean-up. She stated that county dispatch was contacted and to her knowledge, nothing was done. She is in possession of video, if anyone is interested in viewing it.

6. Mayor Lutz/Chief Brommer - The mayor mentioned a conversation he had with Borough Manager Stivers and Chief Brommer in reference to working with Wrightsville and maybe Marietta to coordinate a fireworks event together. It would be great for the community. It would bring people into the Borough to support businesses and decrease illegal fireworks at the river park since the space would be occupied by proper personnel managing the fireworks.

Corporal Souders was present at the meeting to represent Chief Brommer in his absence. He stated that he was the shift supervisor over the 3<sup>rd</sup> and 4<sup>th</sup> of July. He does not know the specific locations but can report that there were 27 fireworks complaints (19 officer initiated), 14 citations issued and 4 warnings. That is a substantial increase from previous years. The weekend before the holiday, activity resulted in approximately 10 fireworks complaints.

7. Workshop Items:

- a. Follow-up discussion on Chapter 186 – Curbs and Sidewalks - Councilperson Kauffman initiated the conversation. His opinion is the current ordinance is not fair because it results in some property owners responsible for paying for curb and sidewalk while others get them for free because their property is located in areas that qualify for specific grants/funds. He is particularly upset that the current situation benefits rental property owners. He proposes a system that dictates that the borough pays for specific specs for all property owners and anything outside of those specifications are the responsibility of the homeowner regardless if the project is paid for with sourced funds. The Mayor stated that only about 25% of the Borough falls outside qualifying factors for grants/funds so he thinks the borough taking financial responsibility for curb and sidewalk is feasible and might just result in less projects being completed in a year because projects would need to be more spaced out to ensure they fall within budget. There is a concern that pushing any costs to homeowners in CDGB, Community Development Block Grant Programs, qualifying areas will make securing funds more difficult.

Council President Zink shared concerns for taking on those costs and if a new ordinance is passed, it must be very specific and define exactly what the Borough will take care of and what the homeowner is responsible for. She wants it to be clear that the Borough will cover specific costs when it is in conjunction with street work and homeowners are responsible for the regular maintenance of the sidewalk. Specific requirements need to be defined on when a sidewalk needs to be replaced as a maintenance issue and what the homeowner is responsible for so enforcement by the Borough is manageable.

Engineer Rinaldo shared information on how other municipalities handle curb and sidewalks and shared suggestions on how Council can approach different scenarios in respect to different projects. He reminded Council that a map was drawn in 2005 showing sidewalk/curb requirements and suggests Council revisit the map. There are other issues that need to be addressed when looking at areas in the Borough that do not have curb/sidewalk, stormwater being one of them also including details like beauty strips and tree wells. It was agreed that Engineer Rinaldo will write a rough draft of updated ordinance and then Council will look at the map. Rinaldo recommends keeping verbiage on finance options and grant funds and defining design standards.

Councilperson Lintner voiced concern on the amount of mobility scooters that utilize the street and she wonders if it is an issue with sidewalks not being accessible and/or safe. Councilperson Stahl recognized the need to make ADA upgrades and sees the appeal of making all sidewalks/curbs uniform but has concerns about the costs. Councilperson Burgard's opinion is that areas that benefit from grants are off the table and the only decision that needs to be made is how to address those projects that fall outside grant funds. He favors a preferred contractors program and does not think the Borough can take on the costs of all curb and sidewalk. Council President Zink asked Councilperson Fisher where sidewalks fall in the Comp Plan. The Plan mentions the need for

movability within the Borough and having everything you need within a 15-minute walk but does not mention specific requirements. There was more discussion on a preferred contractors program that would assist those homeowners that are required to pay for curb/sidewalk. A program would significantly reduce costs. Amy Evans, Shade Tree Commission, added that a contractors program would also assist residents with the cost of maintaining shade trees. Many residents hesitate to have a shade tree because of the consequential costs associated the maintenance. Shade trees benefit the community and are attractive when securing grants/funds.

The consensus was the council would like to adopt a complete street policy and define the circumstances when and what the borough will pay for in regards to curb and sidewalk. Engineer Rinaldo will work on draft and present to Council.

- b. Discussion on Street Trees - Bill Kloidt, Amy Evans and Julie Lehmer were there from the Columbia Borough Shade Tree Commission. Councilperson Kauffman initiated the conversation. He asked if there are specific trees that can be recommended that best suit the tree wells. Amy stated that there is a list of trees available. Amy stated that all trees can pose issues because of circumstances like the tree well, root growth, water runoff and soil type. She added that specie diversity is important to a healthy canopy. Julie added that a majority of the street trees are younger and few legacy trees still exist. Street trees are managed through a permit process. Bill Kloidt mentioned that there was a discussion about the Borough absorbing the costs of shade trees. There needs to be a serious discussion including budget numbers and how the Borough would approach taking the care/costs on.
- c. Discussion on Short-Term Rentals - Councilperson Fisher asked if the current ordinance came about from the work the Columbia Borough Planning Commission did in 2019. Mary Wickenheiser responded, yes. Councilperson Kauffman is in favor of short-term rentals and thinks they are 100% positive. Councilperson Lintner referenced an LNP article about East Petersburg and the pros and cons of short-term rentals in that Borough. The consensus was that the map that dictates where short-term rentals are permitted needs to be reviewed. Mayor Lutz stated that short term rentals could be made permissible by special exception and that would address the location issues and not limit them to specific areas. It was also stated that parking requirements need to be addressed and changes to the requirement would be beneficial too. Council President Zink would like to see a limit set to how many can exist in a specific area. Mary Wickenheiser reviewed Lancaster City's ordinance and thinks the Borough lines up with a lot of the same requirements. Councilperson Kauffman will mark up the current ordinance, give to Borough Manager and Zoning Manager to review and present changes to Council for future discussion.
- d. Discussion on developing a "Sidewalk Saturdays" neighborhood program - Councilperson Burgard initiated conversation. He handed out an outline of his idea, included at end of these minutes. Councilperson Kauffman thinks a lot of the activities mentioned fall under the Comp Plan. Mayor Lutz mentioned a conversation he had with the Borough Manager about a community wide yard

sale. Councilperson Kauffman favors neighborhood yard sales. There was a discussion on how involved the Borough should be and what should be community led. Will revisit at a future meeting.

8. Borough Council Comments  
a. Council Members

Councilperson Lintner had a resident reach out to her about weed spraying. No information available. She also stated that CCAT recently had two adult cats go through the TNR program and took three kittens off the streets.

Mayor Lutz asked Corporal Souders if he had anything to comment on. He stated he found the short-term rental conversation interesting. Council President Zink asked if the police were seeing issues with them and he responded no.

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

10. Motion to adjourn at 10.03 PM.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Price	S. Lintner	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 25<sup>th</sup> day of July, 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:**

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Mark E. Stivers, Secretary/Treasurer

# SIDEWALK SATURDAYS

## GOALS

- Encourage neighbors sharing life together
- Bring awareness to the importance of being outdoors
- Community-wide OUR Town activity
- Clean sidewalks and gutters
- Reduce littering
- Pride in home
- Neighborhood watch

## IDEAS

- Every other Saturday throughout the year
- 7 AM to 9 AM and 7 PM to 9PM
- Promote sidewalk sweeping
- Have special events sprinkled throughout the year
  - Chalk-drawing Day
  - Plant a flower Day
  - Share a Story Day
  - Play a Board Game Day
- Beautification/improvement/participation awards per Ward or neighborhood
- Encourage people to visit sidewalks other than their own
- Name contests for sidewalks, e.g., Friends of Fourth St., Gallery Row, etc.

## HOW IMPLEMENTED

- Parks & Rec
- Simple resolution
- Community-lead committee, i.e., CCAT

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

July 11, 2023 | 7:00 PM  
Paul W. Myers Council Chambers

**MINUTES**

1. Council President Zink called the meeting to order at 7:00 PM.

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

**Staff Present:** Borough Manager Stivers, Public Works Manager Graham, Market Manager Vera, Code Compliance Manager Diffenderfer, Facility Services Coordinator Affeld and Chief Brommer. Solicitor Gabel and Engineer Rinaldo were also present

2. Pastor John Leaman from Holy Trinity Catholic Church led the Invocation

3. Code Compliance Manager Diffenderfer led the Pledge to the Flag

4. Announcement of Executive and Information Session(s) - None

5. Additions, deletions, and reorganization of agenda

a. Consider approval of amended Agenda removing agenda item 7.a

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

6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)

7. Presentation and Acceptance of Reports

a. Community Development – Eric Kauffman

I) Acknowledged receipt of the Zoning and Planning Report for June 2023

II) Acknowledged receipt of the Columbia Market House Report for June 2023

Market Manager Vera highlighted several market house rentals including hosting Lancaster Association of Boroughs, McGraw Hill and possibly the ExtraGive. He also confirmed a \$2,000 grant received for Zion Hill Cemetery.

President Zink asked if the CLG grant mentioned in the Zoning and Planning Report has a match. Manager Stivers responded no.

b. Public Works & Property – Peter Stahl

I) Acknowledged receipt of the Public Works and Property Report for June 2023

Councilperson Stahl communicated that the PennDOT project on 462 will be milled and overlaid at affected areas, a \$350,000 recycling grant was awarded to the Borough for the purchase of a waste grinder and he thanked the Public Works Department for the recent canine rescue.

c. Safety/Communications – Todd Burgard

I) Acknowledged receipt of the Public Safety Reports for June 2023: Columbia Borough Police Department and Penn State Health Life Lion

II) Acknowledged receipt of the Code Compliance Report for June 2023

III) Acknowledged receipt of the EMOC Report for June 2023



Councilperson Burgard stated the Fire Department Report is forthcoming and the new EOC trailer will be debuted to the public at National Night Out.

- 8. Presentations - None
- 9. Mayor Lutz/Chief Brommer

Mayor Lutz recently attended a Columbia Land Bank meeting. As a result of the condemnation report, several more properties were brought to the attention of the Land Bank. Chief Brommer announced the most recent officer new hire completed academy.

10. Action Items:

- a. Motion to authorize payment of bills

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

Councilperson Lintner questioned TextMyGov expenditure. Manager Stivers explained the expense.

11. Introduction New Business:

- a. Motion to consider authorizing Borough staff to purchase portable radios using the police radio contract

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

Mayor Lutz emphasized the importance of complete communication between the Borough staff and other outlets like York County during an emergency or significant project. Also, the radios would enable staff to have direct contact with the police.

- b. Motion to consider approval of an Event Request for Ashley Tabernacle C.O.G.I.C. to close South 5<sup>th</sup> Street from Avenue K to Union Street to Avenue N (allowing Union Street open for traffic in both directions) a block party/yard sale/health booth/food garden on Saturday, July 29, 2023, from 10am-5pm (event is 11am-4pm), contingent upon receipt of the required Certificate of Insurance

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

Pastor Wayne Scott from Ashley Tabernacle Church thanked the Borough Manager, Mayor and Police Chief for working with him and the other community leaders on the event. He explained why events like this are important to the community. Mayor advised a rain date to be set. Rain date just needed to be communicated to staff. No need to complete another request.

12. Staff Reports, Comments, and Announcements

- a. Solicitor working on content for upcoming executive session
- b. Borough Engineer informed council that a public meeting will be held at the August 3, 2023, Borough Council Work Session for the 100/200 block for Walnut Street
- c. Secretary/Treasurer - No comment
- d. Boards, Commissions and Committees
  - i) Upcoming Meetings: HARB (7.12.2023), Parks and Rec Meeting **Cancelled** (7.13.2023), Planning Commission (7.18.2023), **Budget (7.20.2023) Cancelled**, Shade Tree Commission (7.24.2023)

13. Borough Council Comments

- a. Council Members

Councilperson Burgard commented on the good conversation and importance of communication that took place at the meeting tonight and reminded the public to sign up for TextMyGov.

Councilperson Kauffman thanked the public for following the fireworks ordinance.

Councilperson Lintner asked why the budget meeting was cancelled. President Zink stated that quarterly reviews were occurring with previous council and no longer recommended. Councilperson Lintner announced the next CCAT meeting 7.12.2023.

Council President Zink informed Council of an upcoming PSAB webinar on complete streets. She spoke to the auditor in reference to state budget consultant and it was decided that it would not be needed or beneficial because the finance director is now completing the actions a consultant would recommend. If Council wants to pursue a consultant, she is open to discussion. She wants to present the Edmonds AR module to the Council at a future meeting in the 3<sup>rd</sup>/4<sup>th</sup> quarter of this year. Councilperson Lintner thanked President Zink for the information. President Zink encouraged Council to think about their budget priorities.

- 14. Announcement of Next Meeting. At 7:00 PM on July 25, 2023, Council will hold a regular meeting
- 15. Motion to adjourn to at 8:02 PM

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Price	P. Stahl	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 25<sup>th</sup> day of July 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:**

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Heather Zink, Council President

**ATTEST:**

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Mark E. Stivers, Secretary/Treasurer

Account Range: 01-301-001 to 35-395-001 Include Zero Activity Accounts: No  
Current Date Range: 01/01/23 to 06/30/23 Year To Date As Of: 06/30/23

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-301-001	Transfer from Fund Balance	1,057,079.00	38,200.00	0.00	0.00
01-301-100	Property Taxes - Current Year	3,436,126.00	0.00	3,149,337.01	91.65
01-301-101	RET - Current Year, Uncollectable (5%)	171,806.00-	0.00	0.00	0.00
01-301-200	Property Taxes - Prior Year (Postmarked)	2,000.00	0.00	0.00	0.00
01-301-300	Property Taxes - Delinquent (LCTCB)	130,310.00	0.00	89,772.79	68.89
01-301-400	Property Taxes - KOZ Properties	2,395.00	0.00	4,533.54	189.29
01-310-100	Deed Transfer Tax (DTT) - 0.5%	268,386.00	0.00	103,037.52	38.39
01-310-210	Earned Income Tax (EIT) - 0.5%	1,126,410.00	0.00	597,300.61	53.03
01-310-430	Local Services Tax (LST) - \$52 per annum	143,207.00	0.00	63,648.83	44.45
01-321-310	Misc License (Pawn, Antique, Tattoo,.)	1,647.00	0.00	1,200.00	72.86
01-321-610	Peddler's License	218.00	0.00	110.00	50.46
01-321-800	Cable TV Franchise	141,664.00	0.00	141,441.83	99.84
01-321-900	Cell Tower (Verizon)	11,807.00	0.00	10,640.84	90.12
01-331-109	State Police & County Fines	7,374.00	0.00	3,690.56	50.05
01-331-112	Ordinance Violations-DJ-POLICE	73,276.00	0.00	44,193.25	60.31
01-331-115	Ordinance Violations-DJ-CODES	12,361.00	0.00	2,422.26	19.60
01-331-300	Parking Fines	144,954.00	0.00	64,841.00	44.73
01-341-100	Interest Income	3,000.00	0.00	12,095.65	403.19
01-342-200	137 S Front, Lease Proceeds	76,000.00	0.00	36,200.02	47.63

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-342-201	137 S Front, Tenant Exp Reimbursements	24,638.00	0.00	20,176.99	81.89
01-342-202	420,430,434,440 S Front St Lease	12,060.00	0.00	4,240.00	35.16
01-342-203	420,430,434,440 S Front St, Reimburse	15,000.00	0.00	0.00	0.00
01-342-204	Market House-Stand Rentals	52,500.00	0.00	23,050.40	43.91
01-342-205	Market House - All Events	34,000.00	0.00	9,500.00	27.94
01-342-206	Market House - Community Kitchen	19,000.00	0.00	5,045.00	26.55
01-351-001	Act 205 Pension Subsidy	290,105.00	0.00	0.00	0.00
01-354-040	904 Recycling Grant Income	9,656.00	0.00	0.00	0.00
01-355-080	Alcoholic Beverage Sales Licenses	3,500.00	0.00	3,150.00	90.00
01-355-990	Firemen's Relief Fund PA Subsidy	49,902.00	0.00	0.00	0.00
01-357-030	Police Department Grants	3,000.00	0.00	0.00	0.00
01-361-200	Tax Certifications & Copies	14,820.00	0.00	8,247.72	55.65
01-361-310	Subdivision/Land Development Fees	0.00	0.00	500.00	0.00
01-361-330	Building & Zoning Permits	99,962.00	0.00	35,814.83	35.83
01-361-340	Zoning Hearings	5,430.00	0.00	1,177.50	21.69
01-361-350	Municipal SW Maintenance Fund	0.00	1,500.00	1,526.50	101.77
01-361-510	Sale of Materials & Equipment	5,000.00	0.00	3,634.25	72.69
01-361-620	County Tax Collection Commission Revenue	4,095.00	0.00	2,384.06	58.22
01-362-100	Police Dept Misc Services & Refunds	25,323.00	0.00	460.97	1.82
01-362-110	Sale of Accident Reports	2,138.00	0.00	840.00	39.29

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-140	Crossing Guard Wage Reimbursement (CBSD)	21,942.00	0.00	4,058.34	18.50
01-362-150	SRO Officer Reimbursement (CBSD)	0.00	0.00	17,718.04	0.00
01-362-160	Lanc. County Task Force, Reimbursement	82,400.00	0.00	63,544.69	77.12
01-362-170	LiveScan Revenue	7,000.00	0.00	50.00	0.71
01-362-180	Community Safety Officer (CBSD) NEW	49,000.00	0.00	0.00	0.00
01-362-200	Animal Control & Shelter Reimbursement	555.00	0.00	150.00	27.03
01-362-210	Alarm Use Permit	0.00	500.00	830.00	166.00
01-362-400	Code Dept Misc Services & Refunds	500.00	0.00	200.00	40.00
01-362-401	Rental Registration	86,000.00	0.00	3,500.00	4.07
01-362-402	Borough Rental & Event Revenue	15,750.00	0.00	6,080.00	38.60
01-362-423	Quick Ticket Revenue	31,988.00	0.00	17,725.00	55.41
01-362-424	Rental Inspections Revenue	36,345.00	0.00	41,525.00	114.25
01-362-425	Fire Inspections Revenue	5,640.00	0.00	6,000.00	106.38
01-362-426	Home Inspections Revenue	0.00	0.00	100.00	0.00
01-362-427	New Tenant Walkthrough Inspections	2,212.00	0.00	3,275.00	148.06
01-362-428	Voluntary Home Inspections Rev	500.00	0.00	0.00	0.00
01-362-450	Certificate of Occupancy	300.00	0.00	100.00	33.33
01-362-460	Lien Recovery	17,475.00	0.00	3,098.26	17.73
01-362-470	Condemnation Revenue	2,000.00	0.00	6,500.00	325.00
01-362-480	Appeals Revenue	500.00	0.00	25.00	5.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-363-100	Street Opening Permits	30,000.00	0.00	13,777.40	45.92
01-363-210	Meter Receipts	56,631.00	0.00	42,075.86	74.30
01-363-220	Contractor Parking Permits	10,314.00	0.00	5,948.00	57.67
01-363-400	Yard Waste Revenue	113,619.00	0.00	53,441.10	47.04
01-363-500	Highway Dept Misc Services & Refunds	500.00	0.00	20.00	4.00
01-372-400	Electric Generation Revenue (LCSWMA)	50,016.00	0.00	25,008.00	50.00
01-380-001	Miscellaneous Revenue	5,000.00	0.00	1,401.11	28.02
01-380-002	Insurance Rebates, Refunds, & Reimburmnt	101,000.00	0.00	89,036.47	88.15
01-380-005	Police Misc Revenue (TRUIST Donations)	500.00	0.00	0.00	0.00
01-380-006	NonDepartmentalized Services & Refunds	500.00	0.00	0.00	0.00
01-380-007	Spring Cleanup Revenue	0.00	0.00	610.00	0.00
01-380-150	WWTP Sewage Revenue (A/R & Lien)	250.00	0.00	1,378.96	551.58
01-387-001	Contributions - Private Sources	500.00	0.00	0.00	0.00
01-387-002	Contributions - In Lieu of (ALL)	25,500.00	0.00	7,000.00	27.45
01-387-005	Employee Health Insurance Share (NonPol)	39,393.00	0.00	13,289.23	33.74
01-387-006	Employee Health Insurance Share (Pol)	64,285.00	0.00	22,330.63	34.74
01-389-001	IRS/Treasury Refunds	0.00	0.00	1,294.53	0.00
01-391-100	Sales of General Fixed Assets	0.00	0.00	123,536.70	0.00
01-392-021	Transfer from ARPA Funds REVENUE REPLEN	300,000.00	0.00	0.00	0.00
01-395-001	Refund of Prior Yr Expenditure	500.00	0.00	3,542.86	708.57

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
Anticipated Total		7,790,441.00	38,200.00	4,825,151.73	61.63
Unanticipated Total		504,711.00	2,000.00	197,232.38	0.00
<b>Fund Total</b>		<b>8,295,152.00</b>	<b>40,200.00</b>	<b>5,022,384.11</b>	<b>57.89</b>
18-301-001	Transfer from Fund Balance	1,201,622.00	0.00	0.00	0.00
18-341-100	Interest Income	7,000.00	0.00	70,070.71	1,001.01
18-354-076	N ParkSvc-Columbia River Park PIII Grant	30,000.00	0.00	0.00	0.00
18-354-077	2nd St-Perry St to Union/CDBG	200,000.00	0.00	0.00	0.00
18-354-079	Makle Park Grant - (DCNR)	478,393.00	0.00	0.00	0.00
18-354-080	Makle Park Grant- (TMOBILE)	50,000.00	0.00	0.00	0.00
18-354-100	DEP Recycling Grant	350,000.00	0.00	0.00	0.00
Anticipated Total		1,208,622.00	0.00	70,070.71	5.80
Unanticipated Total		1,108,393.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>2,317,015.00</b>	<b>0.00</b>	<b>70,070.71</b>	<b>3.02</b>
21-341-100	Interest Income	250.00	0.00	6,829.82	2,731.93
21-351-101	Transfer to Fund Balance	875,810.00	0.00	0.00	0.00
Anticipated Total		0.00	0.00	0.00	0.00
Unanticipated Total		876,060.00	0.00	6,829.82	0.00
<b>Fund Total</b>		<b>876,060.00</b>	<b>0.00</b>	<b>6,829.82</b>	<b>0.00</b>
30-341-100	Interest	0.00	0.00	3,541.97	0.00
30-354-010	RACP - Market House Grant Phase I	1,338,000.00	0.00	0.00	0.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
30-354-016	RACP -Market House Grant Phase II	412,000.00	0.00	0.00	0.00
30-354-076	LCPC - SmartGrowth Trans. Grant, Walnut St	867,100.00	0.00	0.00	0.00
Anticipated Total		1,338,000.00	0.00	3,541.97	0.26
Unanticipated Total		1,279,100.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>2,617,100.00</b>	<b>0.00</b>	<b>3,541.97</b>	<b>0.14</b>
35-301-001	Transfer from Fund Balance	169,746.00	0.00	0.00	0.00
35-341-100	Interest Income	6,000.00	0.00	24,460.32	407.67
35-354-030	Highway Liquid Fuels	253,125.00	0.00	257,634.77	101.78
35-354-031	Turnback Program	5,720.00	0.00	5,720.00	100.00
35-354-074	CDBG - Perry and Union (2nd St)	200,000.00	0.00	0.00	0.00
Anticipated Total		434,591.00	0.00	287,815.09	66.23
Unanticipated Total		200,000.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>634,591.00</b>	<b>0.00</b>	<b>287,815.09</b>	<b>45.35</b>
<b>Final Total</b>		<b>14,739,918.00</b>	<b>40,200.00</b>	<b>5,390,641.70</b>	<b>35.09</b>



Range of Accounts: 01-400-000 to 35-492-183 Include Cap Accounts: Yes As Of: 06/30/23  
Skip Zero Activity: Yes

NOTE: This report includes ONLY activity originally Budgeted/Charged to Budget Year 3.  
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 3 have been EXCLUDED.

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-400-000	ELECTED OFFICIALS CONTROL ACCOUNT:							
01-400-112	Compensation to Council	8,400.00	0.00	0.00	4,200.00	0.00	4,200.00	50
01-400-113	Compensation to Mayor	1,200.00	0.00	0.00	600.00	0.00	600.00	50
01-400-300	Conference & Training	2,000.00	0.00	0.00	610.00	0.00	1,390.00	30
01-400-400	Council Other Expenses	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	12,100.00	0.00	0.00	5,410.00	0.00	6,690.00	45
01-401-000	ADMINISTRATION CONTROL ACCOUNT A:							
01-401-121	Borough Manager Salary	98,358.00	0.00	0.00	51,873.20	0.00	46,484.80	53
01-401-337	Borough Manager, Mileage Reimbursement	500.00	0.00	0.00	107.50	0.00	392.50	22
Control: 000	Total	98,858.00	0.00	0.00	51,980.70	0.00	46,877.30	53
01-402-000	ADMINISTRATION CONTROL ACCOUNT B:							
01-402-120	Finance Manager Salary	68,964.00	0.00	0.00	36,623.62	0.00	32,340.38	53
01-402-121	Accountant	52,982.00	0.00	0.00	27,288.82	0.00	25,693.18	52
01-402-140	Clerical Salary	49,061.00	0.00	0.00	25,333.66	0.00	23,727.34	52
01-402-141	Clerical Salary Overtime	3,000.00	0.00	0.00	841.80	0.00	2,158.20	28
01-402-192	Employee FICA	24,307.00	0.00	0.00	11,264.98	0.00	13,042.02	46
01-402-194	Employee Unemployment Compensation Tax	1,414.00	0.00	0.00	1,183.05	0.00	230.95	84
01-402-195	Employee Workers Compensation Insurance	2,596.00	0.00	0.00	1,180.08	0.00	1,415.92	45
01-402-196	Employee Insurance Coverage Premiums	87,666.00	0.00	30.00	46,844.84	0.00	40,791.16	53
01-402-197	Employee Pension Contributions	22,843.00	0.00	0.00	0.00	0.00	22,843.00	0
01-402-210	Office Equipment & Supplies	14,000.00	0.00	0.00	3,312.23	0.00	10,687.77	24
01-402-300	Conference & Training	5,000.00	0.00	0.00	693.00	0.00	4,307.00	14
01-402-302	Consulting Services	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
01-402-310	Borough Code Maintenance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-402-311	Accounting & Auditing Services	42,230.00	0.00	0.00	0.00	0.00	42,230.00	0
01-402-312	IT Contracted Services	75,000.00	0.00	0.00	51,397.34	0.00	23,602.66	69
01-402-316	Pension Services	19,066.00	0.00	0.00	16,750.00	0.00	2,316.00	88
01-402-317	Contracted Services	15,000.00	0.00	0.00	21,866.26	0.00	6,866.26	146
01-402-318	Payroll Processing Fees	1,800.00	0.00	0.00	1,057.73	0.00	742.27	59
01-402-325	Postage	8,000.00	0.00	0.00	5,396.09	0.00	2,603.91	67
01-402-330	Grant Writing Services	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
01-402-340	Printing & Advertising	15,000.00	0.00	0.00	15,975.09	0.00	975.09	106
01-402-350	General Communications	4,000.00	0.00	0.00	550.00	0.00	3,450.00	14

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-402-360	Bank Service Charges	1,000.00	0.00	0.00	2,123.56	0.00	1,123.56	212
01-402-374	Maint. & Rental Office Equipment	2,500.00	0.00	0.00	804.05	0.00	1,695.95	32
01-402-420	Dues & Publications	5,000.00	0.00	0.00	3,849.17	0.00	1,150.83	77
01-402-421	CS Datum Annual Subscriptions	2,400.00	0.00	0.00	0.00	0.00	2,400.00	0
Control: 000	Total	556,829.00	0.00	30.00	274,335.37	0.00	282,463.63	49
01-403-000	TAX COLLECTIONS CONTROL ACCOUNT:							
01-403-115	LCTCB Collection Fee - EIT 1.7% LST 1.5%	21,297.00	0.00	0.00	11,111.40	0.00	10,185.60	52
01-403-215	Deed Transfer Tax Collection Fee - 2.0%	3,500.00	0.00	0.00	2,079.56	0.00	1,420.44	59
Control: 000	Total	24,797.00	0.00	0.00	13,190.96	0.00	11,606.04	53
01-404-000	SOLICITOR/LEGAL CONTROL ACCOUNT:							
01-404-314	Solicitor Fees	102,600.00	0.00	0.00	73,686.62	0.00	28,913.38	72
01-404-315	Labor Counsel	40,000.00	0.00	0.00	1,456.00	0.00	38,544.00	4
01-404-316	Arbitration Services	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
Control: 000	Total	144,100.00	0.00	0.00	75,142.62	0.00	68,957.38	52
01-408-000	ENGINEERING CONTROL ACCOUNT:							
01-408-101	Engineering Services	90,000.00	0.00	0.00	45,305.65	0.00	44,694.35	50
Control: 000	Total	90,000.00	0.00	0.00	45,305.65	0.00	44,694.35	50
01-409-000	BUILDING & PROPERTY CONTROL ACCOUNT:							
01-409-120	Property Management Salaries	63,672.00	0.00	0.00	32,634.40	0.00	31,037.60	51
01-409-122	Property Management - Janitorial PT	20,262.00	0.00	0.00	4,688.91	0.00	15,573.09	23
01-409-192	Employee FICA	6,567.00	0.00	0.00	2,922.28	0.00	3,644.72	44
01-409-194	Employee Unemployment Compensation Tax	2,392.00	0.00	0.00	360.12	0.00	2,031.88	15
01-409-195	Employee Workers Compensation Insurance	600.00	0.00	0.00	44.76	0.00	555.24	7
01-409-196	Employee Insurance Coverage Premiums	4,335.00	0.00	0.00	2,109.92	0.00	2,225.08	49
01-409-197	Employee Pension Contributions	4,485.00	0.00	0.00	0.00	0.00	4,485.00	0
01-409-226	Cleaning Supplies	3,500.00	0.00	0.00	1,647.93	0.00	1,852.07	47
01-409-239	Clothing Allowance (Janitorial)	800.00	0.00	0.00	0.00	0.00	800.00	0
01-409-321	308 Locust St., Phone - Cell & Landline	6,000.00	0.00	0.00	4,188.59	0.00	1,811.41	70
01-409-352	Insurance Premium Expenses	119,840.00	0.00	0.00	1,986.00	0.00	117,854.00	2
01-409-361	Electrical Usage	12,000.00	0.00	0.00	4,752.22	0.00	7,247.78	40
01-409-362	308 Locust St., Natural Gas Usage	5,000.00	0.00	0.00	3,816.82	0.00	1,183.18	76
01-409-364	137 S Front, Rebillable Prop Expenses	25,000.00	0.00	0.00	19,514.73	0.00	5,485.27	78
01-409-365	Trash Disposal Services	11,000.00	0.00	0.00	4,301.23	0.00	6,698.77	39
01-409-366	Water & Sewer Usage	2,195.00	0.00	0.00	1,385.27	0.00	809.73	63
01-409-370	Maintenance & Repair of Building	12,000.00	0.00	0.00	14,338.24	0.00	2,338.24	119
01-409-374	Maintenance & Repair of Equipment	5,000.00	0.00	0.00	4,815.42	0.00	184.58	96

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-409-376	137 S Front, Boro Property Expenses	20,000.00	0.00	0.00	1,560.31	0.00	18,439.69	8
01-409-430	Property Tax Expenses	35,000.00	0.00	0.00	21,335.33	0.00	13,664.67	61
Control: 000	Total	359,648.00	0.00	0.00	126,402.48	0.00	233,245.52	35
01-410-000	POLICE CONTROL ACCOUNT:							
01-410-120	Chief of Police Salary	107,698.00	0.00	0.00	132,605.99	0.00	24,907.99	123
01-410-130	Sergeants Salaries	292,823.00	0.00	0.00	152,787.07	0.00	140,035.93	52
01-410-131	Police Officer Salaries	1,111,342.00	0.00	0.00	574,723.41	0.00	536,618.59	52
01-410-132	Part-Time Police Officer Salaries	32,448.00	0.00	0.00	19,572.00	0.00	12,876.00	60
01-410-133	School Crossing Guard Salaries	41,594.00	0.00	0.00	26,757.50	0.00	14,836.50	64
01-410-134	Officer in Charge (OIC)	15,000.00	0.00	0.00	9,111.12	0.00	5,888.88	61
01-410-136	Enforcement Officer Salaries	59,290.00	0.00	0.00	17,081.96	0.00	42,208.04	29
01-410-137	Administrative Assistant Salary	49,061.00	0.00	0.00	25,333.61	0.00	23,727.39	52
01-410-140	Administrative Coordinator Salary	53,217.00	0.00	0.00	27,748.54	0.00	25,468.46	52
01-410-141	Community Service Aide Salaries	80,954.00	0.00	0.00	35,900.24	0.00	45,053.76	44
01-410-142	Community Service Aide Salaries Overtime	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
01-410-143	Corporal Salaries	187,674.00	0.00	0.00	111,680.14	0.00	75,993.86	60
01-410-144	Community Safety Officer	64,672.00	0.00	0.00	19,682.40	0.00	44,989.60	30
01-410-174	Conference & Training	40,000.00	0.00	0.00	13,442.66	0.00	26,557.34	34
01-410-179	Longevity Bonuses	29,500.00	0.00	0.00	0.00	0.00	29,500.00	0
01-410-180	Police Degree Bonuses	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0
01-410-183	Police Department Overtime	100,000.00	0.00	0.00	24,353.36	0.00	75,646.64	24
01-410-192	Employee FICA	53,955.00	0.00	0.00	26,896.09	0.00	27,058.91	50
01-410-194	Employee Unemployment Compensation Tax	18,263.00	0.00	0.00	8,823.11	0.00	9,439.89	48
01-410-195	Employee Workers Compensation Insurance	105,528.00	0.00	0.00	52,766.58	0.00	52,761.42	50
01-410-196	Employee Insurance Coverage Premiums	572,835.00	0.00	135.00	281,154.07	0.00	291,545.93	49
01-410-197	Employee Pension Contributions (Uniform)	604,942.00	0.00	0.00	0.00	0.00	604,942.00	0
01-410-198	Employee Pension Contributions	10,400.00	0.00	0.00	0.00	0.00	10,400.00	0
01-410-200	Police Equipment & Supplies	25,000.00	0.00	589.30	14,625.34	9.46	9,785.36	61
01-410-201	Police Ammo	5,000.00	0.00	0.00	3,286.08	0.00	1,713.92	66
01-410-204	Officer Equipment Allowance	6,600.00	0.00	0.00	2,156.88	0.00	4,443.12	33
01-410-228	Animal Control & Shelter Fees	2,000.00	0.00	0.00	250.00	0.00	1,750.00	12
01-410-229	LiveScan Fees	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0
01-410-231	Fuel, Vehicles	24,000.00	0.00	0.00	5,373.83	0.00	18,626.17	22
01-410-238	Police Uniforms and Dry Cleaning	18,000.00	0.00	0.00	7,494.74	0.00	10,505.26	42
01-410-239	Enforcement Officers Clothing Allowance	1,000.00	0.00	0.00	216.96	0.00	783.04	22
01-410-317	Contracted Services	30,000.00	0.00	0.00	23,313.51	0.00	6,686.49	78
01-410-318	Payroll Processing Fees	4,000.00	0.00	0.00	3,441.11	0.00	558.89	86
01-410-319	PD Accreditation Consultant	36,000.00	0.00	0.00	0.00	0.00	36,000.00	0
01-410-321	Police, Phone - Cell, Landline & GPS	10,000.00	0.00	0.00	5,692.87	0.00	4,307.13	57

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-410-327	Maintenance & Repair of Radios	4,000.00	0.00	0.00	1,021.82	0.00	2,978.18	26
01-410-328	Maint, Repair, & Rents for Camera System	15,000.00	0.00	0.00	1,587.48	0.00	13,412.52	11
01-410-351	Police Property Liability Insurance	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0
01-410-375	Maintenance & Repair, Parking Meters	2,400.00	0.00	0.00	1,316.45	0.00	1,083.55	55
01-410-376	Maintenance & Repair, Police Vehicles	4,000.00	0.00	0.00	9,396.51	0.00	5,396.51	235
01-410-377	Maintenance & Repair, Police Equipment	20,000.00	0.00	0.00	3,193.04	0.00	16,806.96	16
01-410-384	Equipment Rental	3,000.00	0.00	0.00	963.96	0.00	2,036.04	32
01-410-471	Enterprise Lease Expenses 2023 -POLICE	75,858.00	0.00	0.00	25,502.37	0.00	50,355.63	34
01-410-530	Lanc. County Drug Task Force, Member Fee	10,400.00	0.00	0.00	10,207.00	0.00	193.00	98
01-410-610	Maintenance & Repair of Building	4,000.00	0.00	0.00	4,875.75	0.00	875.75	122
Control: 000	Total	3,995,954.00	0.00	724.30	1,684,335.55	9.46	2,310,894.15	42
01-411-000	FIRE CONTROL ACCOUNT:							
01-411-363	Fire Hydrant, Water Supply	44,802.00	0.00	0.00	20,520.88	0.00	24,281.12	46
01-411-381	CBVFD - Workers Comp. Ins	41,328.00	0.00	0.00	12,495.00	1,785.00	28,833.00	30
01-411-500	CBVFD - Fire Co Contributions (Beg.2021)	111,000.00	0.00	0.00	1,299.50	0.00	109,700.50	1
01-411-501	CBVFD - Vol. Fire Fighter Tax Rebate	4,500.00	0.00	0.00	4,366.49	0.00	133.51	97
01-411-540	CBVFD - Fireman's Relief Fund	49,902.00	0.00	0.00	0.00	0.00	49,902.00	0
Control: 000	Total	251,532.00	0.00	0.00	38,681.87	1,785.00	212,850.13	15
01-413-000	CODE COMPLIANCE CONTROL ACCOUNT:							
01-413-123	Code Compliance Manager	56,645.00	0.00	0.00	32,707.70	0.00	23,937.30	58
01-413-140	Clerical salary	49,061.00	0.00	0.00	18,006.08	0.00	31,054.92	37
01-413-141	Clerical Salary Overtime	2,000.00	0.00	0.00	583.85	0.00	1,416.15	29
01-413-142	Code Compliance Officer (Union)	23,716.00	0.00	0.00	11,667.00	0.00	12,049.00	49
01-413-192	Employee FICA	13,104.00	0.00	0.00	6,688.88	0.00	6,415.12	51
01-413-194	Employee Unemployment Compensation Tax	2,600.00	0.00	0.00	1,221.83	0.00	1,378.17	47
01-413-195	Employee Workers Compensation Insurance	400.00	0.00	0.00	179.04	0.00	220.96	45
01-413-196	Employee Insurance Coverage Premiums	76,593.00	0.00	30.00	34,226.17	0.00	42,336.83	45
01-413-197	Employee Pension Contributions	10,773.00	0.00	0.00	0.00	0.00	10,773.00	0
01-413-220	Operating Supplies	5,000.00	0.00	0.00	2,201.73	0.00	2,798.27	44
01-413-231	Fuel, Vehicles	2,000.00	0.00	0.00	888.38	0.00	1,111.62	44
01-413-238	Clothing Allowance (Code Enf)	1,200.00	0.00	0.00	239.99	0.00	960.01	20
01-413-300	Conference & Training	5,000.00	0.00	0.00	1,005.20	0.00	3,994.80	20
01-413-315	Property Inspector F/T	46,190.00	0.00	0.00	25,949.43	0.00	20,240.57	56
01-413-317	Contracted Services - Remedial	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-413-318	Payroll Processing Fee	500.00	0.00	0.00	341.06	0.00	158.94	68
01-413-321	Code, Phone - Cell, Landline & GPS	2,000.00	0.00	0.00	738.62	0.00	1,261.38	37
01-413-340	Printing	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-413-376	Maintenance of Vehicles	1,000.00	0.00	0.00	68.95	0.00	931.05	7

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-413-420	Dues & Subscriptions	500.00	0.00	0.00	0.00	0.00	500.00	0
01-413-425	Fire Inspection Services	5,000.00	0.00	0.00	2,975.00	0.00	2,025.00	60
01-413-471	Enterprise Lease Costs 2023 - CODES	23,452.00	0.00	0.00	1,983.54	0.00	21,468.46	8
01-413-500	Appeal Reimbursements/Refunds	100.00	0.00	0.00	0.00	0.00	100.00	0
01-413-540	TNR	6,600.00	0.00	0.00	6,600.00	0.00	0.00	100
Control: 000	Total	340,434.00	0.00	30.00	148,272.45	0.00	192,131.55	44
01-414-000	PLANNING & ZONING CONTROL ACCOUNT:							
01-414-122	Zoning and Planning Manager Salary	68,985.00	0.00	0.00	34,921.41	0.00	34,063.59	51
01-414-140	Clerical Salary	49,061.00	0.00	0.00	25,334.23	0.00	23,726.77	52
01-414-141	Clerical Salary Overtime	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0
01-414-192	Employee FICA	8,347.00	0.00	0.00	4,764.90	0.00	3,582.10	57
01-414-194	Employee Unemployment Compensation Tax	1,050.00	0.00	0.00	589.34	0.00	460.66	56
01-414-195	Employee Workers Compensation Insurance	300.00	0.00	0.00	89.52	0.00	210.48	30
01-414-196	Employee Insurance Coverage Premiums	29,773.00	0.00	6.00	15,218.61	0.00	14,548.39	51
01-414-197	Employee Pension Contributions	8,333.00	0.00	0.00	0.00	0.00	8,333.00	0
01-414-220	Operating Supplies	3,000.00	0.00	0.00	22.10	0.00	2,977.90	1
01-414-231	Gasoline, Vehicles	350.00	0.00	0.00	0.00	0.00	350.00	0
01-414-300	Conference & Training	2,000.00	0.00	0.00	812.00	0.00	1,188.00	41
01-414-313	Official Borough Mapping	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
01-414-318	Payroll Processing Fees	250.00	0.00	0.00	173.52	0.00	76.48	69
01-414-321	Zoning, Phone - Cell	800.00	0.00	0.00	252.60	0.00	547.40	32
01-414-376	Maintenance of Vehicles	200.00	0.00	0.00	0.00	0.00	200.00	0
01-414-420	Dues & Subscriptions	1,000.00	0.00	0.00	783.92	0.00	216.08	78
01-414-550	CLG Matching Mini Grant	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
Control: 000	Total	204,649.00	0.00	6.00	82,962.15	0.00	121,680.85	41
01-415-000	EMERGENCY MANAGEMENT CONTROL ACCOUNT:							
01-415-220	Operating Supplies - PPE/Stock Items	1,500.00	0.00	0.00	272.72	0.00	1,227.28	18
01-415-340	Disaster Planning Material	500.00	0.00	0.00	234.00	0.00	266.00	47
01-415-500	EOC Supplies-per 2022 LC ARPA GRANT	40,200.00	0.00	0.00	27,947.72	0.00	12,252.28	70
01-415-700	Emergency Management, Phone - Cell	1,000.00	0.00	0.00	505.20	0.00	494.80	51
01-423-001	Human Services - Community	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	43,700.00	0.00	0.00	28,959.64	0.00	14,740.36	66
01-426-000	RECYCLING ACTIVITIES CONTROL ACCOUNT:							
01-426-101	Recycling Marketing/Education	500.00	0.00	0.00	0.00	0.00	500.00	0
01-426-102	Recycling Maintenance of Equip. & Bldgs	12,000.00	0.00	0.00	10,556.92	0.00	1,443.08	88
01-426-103	904 Collection Expenses	2,000.00	0.00	0.00	1,517.95	0.00	482.05	76
01-426-140	Recycling - Staff Salary	54,717.00	0.00	0.00	27,559.20	0.00	27,157.80	50

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-426-231	Recycling - Diesel	6,000.00	0.00	0.00	1,092.90	0.00	4,907.10	18
01-426-362	Recycling - Utilities	2,000.00	0.00	0.00	422.85	0.00	1,577.15	21
Control: 000	Total	77,217.00	0.00	0.00	41,149.82	0.00	36,067.18	53
01-429-000	WASTEWATER ACTIVITIES CONTROL ACCOUNT:							
01-429-188	WWTP, Contracted Services	500.00	0.00	0.00	1,529.97	0.00	1,029.97	306
01-429-260	WWTP, Maintenance of Equipment	750.00	0.00	0.00	100.00	0.00	650.00	13
01-429-321	WWTP, Phone - Cell & Landline	1,500.00	0.00	0.00	431.70	0.00	1,068.30	29
01-429-361	WWTP, Electrical Usage	1,750.00	0.00	0.00	1,242.27	0.00	507.73	71
01-429-362	WWTP, Natural Gas Usage	2,750.00	0.00	0.00	3,204.68	0.00	454.68	117
01-429-365	WWTP, Biosolids Management	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-429-366	WWTP, Water Usage	1,800.00	0.00	0.00	2,505.41	0.00	705.41	139
01-429-367	WWTP, Grit/Material Disposal	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0
01-429-373	WWTP, Building & Property Maintenance	2,000.00	0.00	0.00	103.48	0.00	1,896.52	5
Control: 000	Total	14,550.00	0.00	0.00	9,117.51	0.00	5,432.49	63
01-430-000	HIGHWAY/PUBLIC WORKS CONTROL ACCOUNT:							
01-430-122	Public Works Manager Salary	81,947.00	0.00	0.00	41,776.00	0.00	40,171.00	51
01-430-140	Highway Personnel Salaries	335,000.00	0.00	0.00	130,827.27	0.00	204,172.73	39
01-430-141	Clerical Salary	49,061.00	0.00	0.00	25,333.60	0.00	23,727.40	52
01-430-142	Street Sweeper Debris Disposal	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-430-143	Storm Water Supplies	5,000.00	0.00	0.00	369.23	0.00	4,630.77	7
01-430-144	Highway Employee License Bonus	4,000.00	0.00	0.00	3,200.00	0.00	800.00	80
01-430-165	Employee Certification & Testing	1,200.00	0.00	0.00	202.00	0.00	998.00	17
01-430-183	Employee Salaries Overtime	19,000.00	0.00	0.00	2,885.38	0.00	16,114.62	15
01-430-192	Employee FICA	40,000.00	0.00	0.00	17,154.87	0.00	22,845.13	43
01-430-194	Employee Unemployment Compensation Tax	3,500.00	0.00	0.00	2,452.47	0.00	1,047.53	70
01-430-195	Employee Workers Compensation Insurance	63,690.00	0.00	0.00	28,949.22	0.00	34,740.78	45
01-430-196	Employee Insurance Coverage Premiums	197,861.00	0.00	36.00	77,720.56	0.00	120,104.44	39
01-430-197	Employee Pension Contributions	32,621.00	0.00	0.00	0.00	0.00	32,621.00	0
01-430-200	Operating Supplies	15,000.00	0.00	0.00	3,296.06	0.00	11,703.94	22
01-430-231	Fuel, Vehicles	50,000.00	0.00	235.21	23,295.09	0.00	26,469.70	47
01-430-238	Highway Uniform Cleaning	5,141.00	0.00	83.54	2,181.22	0.00	2,876.24	44
01-430-239	Employee Clothing Allowance	2,700.00	0.00	79.99	256.37	0.00	2,363.64	12
01-430-245	Highway Supplies	15,000.00	0.00	0.00	2,068.37	0.00	12,931.63	14
01-430-300	Conference & Training	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-430-317	Contracted Services	4,000.00	0.00	0.00	1,386.78	0.00	2,613.22	35
01-430-318	Payroll Processing Fees	1,000.00	0.00	0.00	722.16	0.00	277.84	72
01-430-321	Highway, Phone - Cell & Landline & GPS	8,000.00	0.00	0.00	3,384.06	0.00	4,615.94	42
01-430-361	Highway Building Electrical Usage	4,348.00	0.00	0.00	514.69	0.00	3,833.31	12

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-430-363	Highway, Natural Gas Usage	8,435.00	0.00	0.00	4,955.48	0.00	3,479.52	59
01-430-366	Highway Building Water Usage	2,000.00	0.00	0.00	127.09	0.00	1,872.91	6
01-430-373	Maintenance & Repair of Building	4,000.00	0.00	0.00	1,497.92	0.00	2,502.08	37
01-430-375	Maintenance & Repairs of Equipment	38,500.00	0.00	0.00	11,953.30	0.00	26,546.70	31
01-430-471	Enterprise Lease Costs 2023 - P.W.	69,640.00	0.00	0.00	27,194.85	0.00	42,445.15	39
01-431-246	Adopt-A-Block Supplies	5,000.00	0.00	0.00	2,086.63	0.00	2,913.37	42
Control: 000	Total	1,069,144.00	0.00	434.74	415,790.67	0.00	652,918.59	39
01-433-000	TRAFFIC & STREET LIGHTS CONTROL ACCOUNT:							
01-433-260	Street Signs	6,000.00	0.00	0.00	2,586.00	0.00	3,414.00	43
01-433-374	Traffic Lights, Maintenance	16,000.00	0.00	0.00	2,000.00	0.00	14,000.00	12
01-434-375	Street Lighting, Maintenance	1,500.00	0.00	0.00	335.46	0.00	1,164.54	22
Control: 000	Total	23,500.00	0.00	0.00	4,921.46	0.00	18,578.54	21
01-444-000	MARKET HOUSE CONTROL ACCOUNT:							
01-444-120	Market Manager Salary	53,560.00	0.00	0.00	27,580.00	0.00	25,980.00	51
01-444-192	Employee FICA	4,106.00	0.00	0.00	2,175.40	0.00	1,930.60	53
01-444-194	Employee UC Tax	500.00	0.00	0.00	293.83	0.00	206.17	59
01-444-195	Employee Workers Comp Insurance	200.00	0.00	0.00	44.76	0.00	155.24	22
01-444-196	Employee Insurance Coverage	11,507.00	0.00	3.00	7,225.53	0.00	4,278.47	63
01-444-197	Employee Pension Contributions	3,749.00	0.00	0.00	0.00	0.00	3,749.00	0
01-444-226	Supplies	9,010.00	0.00	0.00	434.17	0.00	8,575.83	5
01-444-317	Market House, Contracted Services	10,000.00	0.00	0.00	9,913.98	0.00	86.02	99
01-444-318	Payroll Processing Fees	120.00	0.00	0.00	56.18	0.00	63.82	47
01-444-321	Market House, Phone & Internet	3,000.00	0.00	0.00	1,800.75	0.00	1,199.25	60
01-444-361	Market House, Electrical Usage	9,000.00	0.00	0.00	5,726.89	0.00	3,273.11	64
01-444-362	Market House, Natural Gas Usage	10,400.00	0.00	0.00	11,317.73	0.00	917.73	109
01-444-366	Market House, Water & Sewer Usage	4,000.00	0.00	0.00	2,248.21	0.00	1,751.79	56
01-444-373	Market House, Maintenance of Building	12,000.00	0.00	0.00	3,356.49	0.00	8,643.51	28
01-444-430	Market House, Property Tax Expense	9,010.00	0.00	0.00	0.00	0.00	9,010.00	0
Control: 000	Total	140,162.00	0.00	3.00	72,173.92	0.00	67,985.08	52
01-450-000	BOARDS & COMMITTEES CONTROL ACCOUNT:							
01-450-101	HARB - Agenda & Minutes Contracted Svcs	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-450-301	Parks & Recreation - Operational	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-450-401	Community Programs - Operational	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-450-601	Zoning Hearing Board - Stenographer	6,000.00	0.00	0.00	3,113.27	0.00	2,886.73	52
01-450-701	Civil Service Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0
01-450-801	Columbia River Front Advisory Committee	500.00	0.00	0.00	0.00	0.00	500.00	0
01-450-901	Planning Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Control: 000	Total	15,500.00	0.00	0.00	3,113.27	0.00	12,386.73	20
01-452-000	CONTRIBUTIONS CONTROL ACCOUNT:							
01-452-505	Columbia Historic Preservation Society	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0
01-452-541	Mount Bethel Cemetery	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-452-544	Columbia Public Library	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-452-545	Columbia United Veterans Council	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0
01-454-000	PARKS & COL. CROSSING CONTROL ACCOUNT:							
01-454-372	Columbia Crossings, Natural Gas Usage	3,000.00	0.00	0.00	2,758.07	0.00	241.93	92
01-454-373	Columbia Crossings, Land Sale Inst(OCPG)	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-454-374	Columbia Crossings, Electrical Usage	3,500.00	0.00	0.00	1,278.54	0.00	2,221.46	37
01-454-375	Columbia Crossings, Water & Sewer Usage	2,000.00	0.00	0.00	1,158.34	0.00	841.66	58
01-454-376	Columbia Crossings, Phone	3,783.00	0.00	0.00	1,681.22	0.00	2,101.78	44
01-454-377	Columbia Crossings, Contracted Services	6,000.00	0.00	0.00	2,820.19	0.00	3,179.81	47
01-454-378	Columbia Crossings, Building/Prop Maint.	5,000.00	0.00	0.00	3,048.94	0.00	1,951.06	61
01-454-379	Columbia Crossing, Contracted Mgmt Fees	114,863.00	0.00	0.00	57,431.50	0.00	57,431.50	50
01-454-451	Maintenance of Parks - Makle Park	2,060.00	0.00	0.00	1,327.09	0.00	732.91	64
01-454-452	Maintenance of Parks - River Park	3,773.00	0.00	0.00	1,985.73	0.00	1,787.27	53
01-454-453	Maintenance of Parks - Locust Park	6,180.00	0.00	0.00	2,126.76	0.00	4,053.24	34
01-454-454	Maintenance of Parks - Veterans Memorial	2,060.00	0.00	0.00	709.76	0.00	1,350.24	34
01-454-455	Maintenance of Parks - Rotary Park	2,575.00	0.00	0.00	676.50	0.00	1,898.50	26
01-454-456	Maintenance of Parks - Mount Bethel	500.00	0.00	0.00	0.00	0.00	500.00	0
01-454-457	Maintenance of Parks - Town Square	2,060.00	0.00	0.00	36.48	0.00	2,023.52	2
01-454-458	Maintenance of Parks - Zion Hill	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	162,854.00	0.00	0.00	77,039.12	0.00	85,814.88	47
01-471-000	CONTROL ACCOUNT DEBT SERVICE PRIN							
01-471-217	Principal - FULTON bond refi 2021	547,476.00	0.00	0.00	475,000.00	0.00	72,476.00	87
Control: 000	Total	547,476.00	0.00	0.00	475,000.00	0.00	72,476.00	87
01-472-000	CONTROL ACCOUNT DEBT SERVICE - INTEREST							
01-472-217	Interest- FULTON bond refi 2021	143,848.00	0.00	0.00	72,268.43	0.00	71,579.57	50
Control: 000	Total	143,848.00	0.00	0.00	72,268.43	0.00	71,579.57	50
01-491-000	OTHER EXPENSES CONTROL ACCOUNT:							
01-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	25.00	0.00	475.00	5
Control: 000	Total	500.00	0.00	0.00	25.00	0.00	475.00	5



Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Fund: 01	GENERAL FUND BBT Budgeted Total	8,335,352.00	0.00	1,228.04	3,745,578.64	1,794.46	4,588,545.32	45
Fund: 01	GENERAL FUND BBT Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 01	GENERAL FUND BBT Total	8,335,352.00	0.00	1,228.04	3,745,578.64	1,794.46	4,588,545.32	45
18-410-000	POLICE:							
18-410-759	PD Community Camera System	40,000.00	0.00	0.00	13,803.90	0.00	26,196.10	35
Control: 000	Total	40,000.00	0.00	0.00	13,803.90	0.00	26,196.10	35
18-430-000	HIGHWAY MAINT GENERAL SERVICES:							
18-430-755	Grinder Replacement	508,000.00	0.00	0.00	0.00	0.00	508,000.00	0
18-438-001	walnut St Improve./Smart Growth	50,000.00	0.00	0.00	53,921.74	0.00	3,921.74	108
Control: 000	Total	558,000.00	0.00	0.00	53,921.74	0.00	504,078.26	10
18-444-000	MARKETS:							
18-450-001	McGinness Airport Development Project	500,000.00	0.00	0.00	452,369.82	0.00	47,630.18	90
18-450-002	McGinness Project -2023	2,000,000.00	0.00	0.00	14,970.38	0.00	1,985,029.62	1
18-454-100	Park Improvements/Upgrades	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0
18-465-001	Columbia River Park - Phase 3	20,000.00	0.00	0.00	9,932.44	0.00	10,067.56	50
18-465-002	Makle Park Improvements	606,015.00	0.00	0.00	0.00	0.00	606,015.00	0
Control: 000	Total	3,156,015.00	0.00	0.00	477,272.64	0.00	2,678,742.36	15
18-475-000	FISCAL AGENT FEES:							
18-480-400	4th Street Bridge Improvements	63,000.00	0.00	0.00	410.36	0.00	62,589.64	1
18-480-700	800 Block of Chestnut Street	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0
18-480-800	2nd St Perry St & Union St/CDBG	300,000.00	0.00	0.00	500.00	0.00	299,500.00	0
Fund: 18	CAPITAL FUND Budgeted Total	4,317,015.00	0.00	0.00	545,908.64	0.00	3,771,106.36	13
Fund: 18	CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 18	CAPITAL FUND Total	4,317,015.00	0.00	0.00	545,908.64	0.00	3,771,106.36	13
21-463-670	River Front Storm System Improvements	136,000.00	0.00	0.00	3,804.77	0.00	132,195.23	3
21-463-671	Shawnee/Mill St Drainage/Improvements	53,000.00	0.00	0.00	3,424.78	0.00	49,575.22	6
21-463-672	APPROVED ARPA Fund Exp - per guidelines	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0
21-463-673	158 River Front Storm System Improve	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0
21-463-674	Dual Band Radios - Public Safety	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0
21-463-675	EOC - Lancaster County ARPA Match	12,060.00	0.00	0.00	138.31	0.00	11,921.69	1
21-492-001	Revenue Loss/Covid-19 Financial Impact	300,000.00	0.00	0.00	0.00	0.00	300,000.00	0
Control: 000	Total	1,439,060.00	0.00	0.00	8,278.22	0.00	1,430,781.78	1

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Fund: 21	American Rescure Plan FUND Budgeted Total	876,060.00	0.00	0.00	7,367.86	0.00	868,692.14	1
Fund: 21	American Rescure Plan FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 21	American Rescure Plan FUND Total	876,060.00	0.00	0.00	7,367.86	0.00	868,692.14	1
30-000-000	Bond Capital Expense							
30-400-000	BOND CAPITAL PROJECTS CONTROL ACCOUNT:							
30-401-001	Transfer to Fund Balance Reserves	850,000.00	0.00	0.00	0.00	0.00	850,000.00	0
30-438-001	Walnut Street Improvements/Smart Growth	867,100.00	0.00	0.00	0.00	0.00	867,100.00	0
30-444-375	Market House Improvements (RACP PhaseI)	0.00	0.00	0.00	307.75	0.00	307.75	0
30-444-376	Economic Development Improv (RACP P2)	899,500.00	0.00	0.00	0.00	0.00	899,500.00	0
30-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	2,617,100.00	0.00	0.00	307.75	0.00	2,616,792.25	0
Fund: 30	BOND CAPITAL FUND Budgeted Total	2,617,100.00	0.00	0.00	307.75	0.00	2,616,792.25	0
Fund: 30	BOND CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 30	BOND CAPITAL FUND Total	2,617,100.00	0.00	0.00	307.75	0.00	2,616,792.25	0
35-430-000	HIGHWAY MAINTENANCE:							
35-432-200	Snow & Ice Removal	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0
35-433-001	Traffic Control Devices	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0
35-434-001	Street Lighting - Electrical Usage	102,591.00	0.00	0.00	50,014.64	0.00	52,576.36	49
35-434-002	Traffic Lights - Electrical Usage	9,500.00	0.00	0.00	3,160.20	0.00	6,339.80	33
35-438-245	Highway Supplies/Aggregates	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
35-438-246	Highway Supplies/Other	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
35-438-247	Highway Equipment Maintenance	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0
35-439-085	Current Year Street Paving Projects	175,000.00	0.00	0.00	33,725.21	0.00	141,274.79	19
35-454-074	CDBG - Perry and Union (2nd St)	300,000.00	0.00	0.00	691.83	0.00	299,308.17	0
Control: 000	Total	634,591.00	0.00	0.00	87,591.88	0.00	546,999.12	14
Fund: 35	HIGHWAY AID FUND Budgeted Total	634,591.00	0.00	0.00	87,591.88	0.00	546,999.12	14
Fund: 35	HIGHWAY AID FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 35	HIGHWAY AID FUND Total	634,591.00	0.00	0.00	87,591.88	0.00	546,999.12	14
Final Budgeted		16,780,118.00	0.00	1,228.04	4,386,754.77	1,794.46	12,392,135.19	26
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		16,780,118.00	0.00	1,228.04	4,386,754.77	1,794.46	12,392,135.19	26

## Status Report

TO: Columbia Borough

FROM: CGA Law Firm  
By Evan M. Gabel, Esquire

DATE: July 25, 2023

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**1. Gerald B. Maurer, 518 North Third Street – Sewer Liens  
No. CI-05-06691, No. CI-05-11151 & No. CI-07-06812**

The lien information is as follows:

No. CI-05-06691 was filed on August 2, 2005 for sewer billings from December 31, 2004 to April 30, 2005 in the amount of \$51.97

No. CI-05-11151 was filed on December 15, 2005 for sewer charges in the amount of \$52.33 (no documents available for printing from Lancaster County Prothonotary site)

No. CI-07-06812 was filed on July 13, 2007 for sewer billings from February 2007 to April 2007 in the amount of \$204.51

There has been no updates on this account since a payoff sheet was provided to the Borough on September 29, 2022. Mr. Maurer has not contacted our office again.

**2. Amy R. Englehart, 327 Poplar Street - Sidewalk Repair Lien  
No. CI-02-08868 (filed for \$521.25) & No. CI-22-06478**

We have not had any recent contact from Ms. Englehart since we provided a payoff to her on March 9, 2023. The total given was \$2,192.24. This includes all fees, costs, interest and legal fees associated with both cases.

**3. James J. Berntheizel, Jr., 1447 Ironville Pike – Sewer Liens  
No. CI-04-09931, No. CI-06-03787, No. CI-06-07119, No. CI-07-02720, No. CI-07-09362 &  
No. CI-08-02751, these 6 liens merged via Writ of Scire Facias to No. CI-13-09561; and No.  
CI-16-03364**

The lien information is as follows:

No. CI-04-09931 was filed on October 21, 2004 for the sewer billings from December 2003 to August 2004 in the amount of \$180.87

No. CI-06-03787 was filed on April 24, 2006 for the sewer billings from September 2005 to January 2006 in the amount of \$138.00

No. CI-06-07119 was filed on July 25, 2006 for the sewer billings from February 2006 to April 2006 in the amount of \$79.60

No. CI-07-02720 was filed on March 25, 2007 for sewer billings from October 2006 to January 2007 in the amount of \$69.43

No. CI-07-09362 was filed on September 20, 2007 for the sewer billings from January 2007 to July 2007 in the amount of \$172.79

No. CI-08-02751 was filed on March 10, 2008 for the sewer billings from July 2007 to January 2008 in the amount of \$188.37

The Writ of Scire Facias merging these liens was filed to No. CI-13-09561 on October 8, 2013. Judgment was entered in this case for \$2,947.10 on December 4, 2013 with an Agreement attached as Exhibit "A" regarding payments to be made.

No. CI-16-03364 was filed on April 18, 2016 for the sewer billings from April 2014 to July 2015 in the amount of \$162.20

The reminder letter has been prepared and will be mailed this week.

**4. Cindy A. Weaver, 1083 Cloverton Drive – Sewer Liens**

**No. CI-05-05669, No. CI-05-11158, No. CI-06-08995 & No. CI-07-09439**

The lien information is as follows:

No. CI-05-05669 was filed on June 30, 2005 for the sewer billings from January 2005 to March 2005 in the amount of \$57.45.

No. CI-05-11158 was filed on December 15, 2005 for the sewer billings from June 2005 to August 2005 in the amount of \$67.89.

No. CI-06-08995 was filed on September 12, 2006 for the sewer billings from March 2006 to June 2006 in the amount of \$67.51

No. CI-07-09439 was filed on September 20, 2007 for the sewer billings from January 2007 to July 2007 in the amount of \$157.20

The reminder letter has been prepared and will be mailed this week.

**5. P. Douglas Dicely & Tracey Dicely, 148 Church Street – Code Violation Liens**

**No. CI-05-07219 & No. CI-05-10327**

A Municipal Lien was filed on August 17, 2005 for plumbing/heating abatement charges in the amount of \$495.00. A Municipal Lien was filed on November 21, 2005 for code compliance property upgrades in the amount of \$1,239.50. The property was exposed to Judicial Tax Sale and did not sell. It was then sold by the Lancaster County Tax Claim Bureau to 92321 Madison, LLC from the Repository of Unsold Properties by Deed recorded on December 22, 2022.

**6. Lance S. Crowl & Cynthia A. Crowl, 562 Walnut Street – Sewer Lien**

**No. CI-05-08626**

A Municipal Lien was filed on September 28, 2005 for the sewer billings from March 2005 to June 2005 in the amount of \$114.28. We sent a reminder letter on May 9, 2023.

**7. Samuel J. Shopf & Jean M. Shopf, 724 Walnut Street – Mowing Lien**

**No. CI-05-10337**

A Municipal Lien was filed on November 21, 2005 for grass cutting fees in the amount of \$59.50. The property was sold by the Jean M. Shopf Estate to Bridget Siegrist, Camilla Rutherford and Mary Beth Harper on June 15, 2009. We sent a letter to the new owners on May 9, 2023 for the amounts due. On May 25, 2023, we were advised to contact the husband of Mary Beth Harper, who is deceased. We contacted him on May 26, 2023. He indicated he only wanted to speak to the Borough manager or codes person. He also indicated he may get a lawyer. We advised the Borough of his response.

**8. Lisa A. Kashner, 206 South Eighth Street – Sewer Liens  
No. CI-07-02249, No. CI-10-09412 & No. CI-16-03916**

The lien information is as follows:

No. CI-07-02249 was filed on March 6, 2007 for the sewer billings from August 2006 to December 2006 in the amount of \$152.32

No. CI-10-09412 was filed on August 11, 2010 for the sewer billings from February 2006 to May 2006 in the amount of \$74.99

No. CI-16-03916 was filed on May 2, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$104.23

We sent a reminder letter on June 15, 2023 for the amounts due. We also satisfied the 2006 lien filed to No. CI-06-01308 on June 27, 2023 per instructions received from the Borough.

**9. Kevin L. Rhoads, 1202 Ironville Pike – Sewer Lien  
No. CI-06-02255**

A Municipal Lien was filed on March 8, 2006 for the sewer billings from August 2005 to December 2005 in the amount of \$77.67. The Deed for this property has his name spelled as “Kevin L. Rhodes”. We sent a reminder letter on June 15, 2023 for the amounts due.

**10. J. Richard Noll & Letitia E. Noll, 1115 Lancaster Avenue – Sewer Liens/Sidewalk Lien  
No. CI-06-03811, No. CI-06-08086 & No. CI-07-09412**

The lien information is as follows:

No. CI-06-03811 was filed on April 24, 2006 for the sewer billings from June 2005 to January 2006 in the amount of \$206.54

No. CI-06-08086 was filed on August 21, 2006 for sidewalk installation/repairs in the amount of \$15,099.47

No. CI-07-9412 was filed on September 20, 2007 for the sewer billings from November 2006 to July 2007 in the amount of \$157.35

We sent the pre-execution letter to the Nolls on April 14, 2023. The grand total owed for this property is \$32,244.31. This includes the sewer fees, sidewalk fees, interest, costs and legal fees.

**11. J. Richard Noll & Letitia E. Noll, 1120 Lancaster Avenue – Sewer Lien/Sidewalk Lien  
No. CI-06-03809, No. CI-06-08090 & No. 07-10274**

The lien information is as follows:

No. CI-06-03809 was filed on April 24, 2006 for the sewer billings from June 2005 to January 2006 in the amount of \$116.33

No. CI-06-08090 was filed on August 21, 2006 for sidewalk installation/repairs in the amount of \$2,602.85

No. CI-07-10274 was filed on October 12, 2007 for the sewer billings from November 2006 to July 2007 in the amount of \$130.64

We sent the pre-execution letter to the Nolls on April 14, 2023. The grand total owed for this property is \$7,167.51. This includes sewer fees, sidewalk fees, interest, costs and legal fees.

**12. Robert W. Snyder & Gale L. Snyder, 1104 Lancaster Avenue – Sidewalk Lien  
No. CI-06-08108**

A Municipal Lien was filed on August 21, 2006 for sidewalk repairs in the amount of \$922.25. It is our understanding that the sidewalk replacement was paid, but they refused to pay the lien filing fees. We will be sending a reminder letter for the filing and satisfaction fees.

**13. Robert W. Snyder & Gale L. Snyder, 1106 Lancaster Avenue – Sidewalk Lien  
No. CI-06-08110**

A Municipal Lien was filed on August 21, 2006 for sidewalk repairs in the amount of \$1,723.45. It is our understanding that the sidewalk replacement was paid, but they refused to pay the lien filing fees. We will be sending a reminder letter for the filing and satisfaction fees.

**14. Robert P. Seibert & Ann M. Seibert, 30 South Tenth Street – Sewer Liens  
No. CI-06-08987, No. CI-06-11476, No. CI-07-02817 & No. CI-07-05722**

The lien information is as follows:

No. CI-06-08987 was filed on September 12 2006 for the sewer billings from April 2006 to June 2006 in the amount of \$52.41

No. CI-06-11476 was filed on November 21, 2006 for the sewer billings from July 2006 to September 2006 in the amount of \$98.65

No. CI-07-02817 was filed on March 26, 2007 for the sewer billings from September 2006 to January 2007 in the amount of \$178.28

No. CI-07-05722 was filed on June 13, 2007 for the sewer billings from January 2007 to March 2007 in the amount of \$124.46

We were advised that the Borough was notified by its prior solicitor that these liens are on an adjacent vacant lot and not the lot that the house sits on. We will research the property information again before sending a letter.

**15. Gregory C. Edmond, 246 South Fifth Street – Sewer Lien  
No. CI-06-09037**

A Municipal Lien was filed on September 12, 2006 for the sewer billings from March 2006 to May 2006 in the amount of \$85.09. Mr. Edmond sold this property to Shalondra J. Hartman on July 8, 2021.

**16. Wilbert E. Yowler & Diane L. Rettew, 641 Union Street – Sidewalk Lien  
No. CI-06-10315**

A Municipal Lien was filed on October 12, 2006 for sidewalk repairs in the amount of \$943.05.

**17. Byron J. Germer & Angela R. Germer, 216 Maple Street – Sewer Liens  
No. CI-07-02774, No. CI-07-05022, No. CI-07-010262 & No. CI-08-02754; these 4 liens merged via Writ of Scire Facias to No. CI-14-09304**

The lien information is as follows:

No. CI-07-02774 was filed on March 26, 2007 for the sewer billings from August 2006 to January 2007 in the amount of \$114.18

No. CI-07-05022 was filed on May 30, 2007 for the sewer billings from January 2007 to March 2007 in the amount of \$118.09

No. CI-07-10262 was filed on October 7, 2007 for the sewer billings from April 2007 to July 2007 in the amount of \$111.38

No. CI-08-02754 was filed on March 10, 2008 for sewer billings from July 2007 to January 2008 in the amount of \$146.58

The Writ of Scire Facias merging these liens was filed to No. CI-14-09304 on October 8, 2014. Judgment was entered in this case for \$1,288.25 on December 10, 2014.

**18. Douglas W. Nogel & Barbara D. Bish, 240 Union Street – Property Maintenance Lien No. CI-07-02805**

A Municipal Lien was filed on March 26, 2007 for trash removal from the property in the amount of \$507.25. A new Deed was recorded on December 29, 2020 removing Douglas W. Nogel as an owner.

**19. Jennifer P. Livelsberger, a/k/a Jennie P. Livelsberger, 459 Manor Street – Sewer Liens No. CI-07-05713 & No. CI-07-12135**

The lien information is as follows:

No. CI-07-05713 was filed on June 13, 2007 for the sewer billings from October 2006 to April 2007 in the amount of \$98.87

No. CI-07-12135 was filed on December 4, 2007 for the sewer billings from April 2007 to September 2007 in the amount of \$153.82

**20. Ida M. Dunn, 229 South Fifth Street – Sewer Lien No. CI-07-05753**

A Municipal Lien was filed on June 14, 2007 for the sewer billings from January 2007 to April 2007 in the amount of \$171.10.

**21. David H. Bryant, Jr. & Krista A. Bryant, 740 Walnut Street – Sewer Liens No. CI-07-09279 & No. CI-08-02829**

The lien information is as follows:

No. CI-07-09279 was filed on September 19, 2007 for the sewer billings from March 2007 to July 2007 in the amount of \$113.51

No. CI-08-02829 was filed on March 12, 2008 for the sewer billings from October 2007 to January 2008 in the amount of \$255.04

The Borough received payment in the amount of \$1,077.33. This included sewer fees, interest, costs and legal fees. We were instructed to satisfy the liens. We satisfied the liens on June 30, 2023.

**22. James R. Settle & Sarah M. Settle, 470 Manor Street Rear – Sewer Liens No. CI-07-09431 & No. CI-16-04650**

The lien information is as follows:

No. CI-07-09431 was filed against James R. Settle and Sarah M. Settle on September 20, 2007 for the sewer billings from February 2007 to July 2007 in the amount of \$157.75

No. CI-16-04650 was filed on May 23, 2016 against Sarah M. Settle for the sewer billings from March 2015 to July 2015 in the amount of \$128.80

The property was transferred to Sarah M. Settle only on January 3, 2006.

**23. Terrence L. Proctor, 713 Locust Street – Sewer Lien  
No. CI-08-02834**

A Municipal Lien was filed on March 12, 2008 for the sewer billings from July 2007 to January 2008 in the amount of \$177.44.

**24. Daniel B. Young, 638 Walnut Street – Sewer Lien  
No. CI-16-03346**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$137.01.

**25. Amanda L. Wolfe, 134 North Eleventh Street – Sewer Lien  
No. CI-16-03347**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$121.59.

**26. Scott Allan Shaub, 250 North Second Street – Sewer Lien  
No. CI-16-03356**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$126.91.

**27. Leticia A. Ort & Kimberly A. Ort, 1081 Cloverton Drive – Sewer Lien  
No. CI-16-03357**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from January 2015 to July 2015 in the amount of \$103.66. The property was transferred to Leticia A. Ort only on September 26, 2017.

**28. Vicki L. Larkie, 329 Walnut Street – Sewer Lien  
No. CI-16-03358**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$200.83.

**29. James L. Howe & Christine M. Howe, 1066 Cloverton Drive – Sewer Lien  
No. CI-16-03359**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$122.94.

**30. Michael E. Bessick & Mary Ann Bessick, 450 Cherry Street – Sewer Lien  
No. CI-16-03371**

A Municipal Lien was filed on April 18, 2016 for the sewer billings from January 2015 to July 2015 in the amount of \$204.34.

**31. John P. Britcher, 24 North Fifth Street – Sewer Lien  
No. CI-16-03910**

A Municipal Lien was filed on May 2, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$99.59.



**32. Patricia A. Torbert, 913 Spruce Street – Sewer Lien  
No. CI-16-03920**

A Municipal Lien was filed on May 2, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$100.31. The property was sold to Marie Jose Charles on November 21, 2019.

**33. Justin M. Sullivan & Danielle K. Sullivan, 268 South Eighth Street – Sewer Lien  
No. CI-16-03922**

A Municipal Lien was filed on May 2, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$234.55. The property was transferred to Justin M. Sullivan only on June 11, 2020.

**34. Christene E. Misciagna, 1045 Spruce Street – Sewer Lien  
No. CI-16-03919**

A Municipal Lien was filed on May 2, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$178.62.

Ms. Misciagna contacted our office in February regarding the lien. She indicated she never received anything. We sent information to her on February 23, 2023 that included the letter sent to her, the signed return receipt card and the lien sheet. We also sent a copy of the lien filed against her. She was going to make two payments toward the total due. We were going to send a follow-up letter to her in March because she had not paid. We discovered that she is in a Chapter 13 bankruptcy case since September 26, 2018. The Borough is listed as a creditor. The file has been given to our Bankruptcy Department for review.

**35. Stephen Barninger & Lynn A. Barninger, 1060 Ridge Avenue – Sewer Lien  
No. CI-16-04641**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$112.16.

We received instructions to satisfy the lien as payment in full was received. We satisfied the lien on May 12, 2023.

**36. Ronald W. Fritz, Jr. & Michelle M. Fritz, 944-948 Barber Street – Sewer Lien  
No. CI-16-04642**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$150.36.

**37. Amy L. Shue, 742 Plane Street – Sewer Lien  
No. CI-16-04648**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from February 2015 to July 2015 in the amount of \$395.09.

**38. Edwin P. Daughenbaugh, Jr., 728 Furnace Avenue – Sewer Lien  
No. CI-16-04649**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$140.32.

**39. Ronald W. Fritz, Jr. & Michelle M. Fritz, 434 Manor Street – Sewer Lien  
No. CI-16-04654**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$238.63.

**40. Todd D. Eisenhour, 428 Manor Street – Sewer Lien  
No. CI-16-04655**

A Municipal Lien was filed on May 23, 2016 for the sewer billings from March 2015 to July 2015 in the amount of \$246.38.

**Total for Lien Amounts as filed: \$29,769.66**

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) for 18 S Fourth Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Proverb Realty, LLC to provide interior and exterior renovations with one apartment unit above. This will include a new dormer, egress window, window and roof replacement.

**BACKGROUND AND JUSTIFICATION:** On July 12<sup>th</sup>, 2023, the HARB provided a recommendation for Borough Council to approve the COA for interior and exterior renovations at the property located at 18 S. Fourth Street.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty for interior and exterior renovations at the property located at 18 S Fourth Street.

**ATTACHMENT(S):**

COA Application – 18 S Fourth Street

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) for 18 S Fourth Street

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**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty for interior and exterior renovations at the property located at 18 S Fourth Street.

**ATTACHMENT(S):**

COA Application – 18 S Fourth Street



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

AGENDA DATE: July 12, 2023

TO: Historic Architecture Review Board  
RE: HARB COA for 18 S Fourth Street  
Permit No.230133/Account No.1102922400000  
FROM: Sharon Cino, Planning & Zoning Manager  
VIA: Mark E Stivers, AICP, Borough Manager

TITLE: Consideration of a Certificate of Appropriateness (COA) for interior and exterior renovation. Existing commercial use to remain on first floor, addition of one apartment unit above with a new dormer, egress window and replacement of roof and all windows.

OWNER/APPLICANT: Proverb Realty LLC  
Benuel (Toby) Fisher  
1299 Kinderhook Rd  
Columbia, PA 17512

Architect: GC HOUSER ARCHITECTS, LLC  
Engineer: SHARPE ENGINEERING

PROJECT DESCRIPTION: Interior and exterior renovation of commercial building. Existing commercial use to remain on the first floor and adding one residential unit above with a new dormer, egress window, replacement of roof and all windows.

PROPERTY DESCRIPTION: The property was established circa 1860. The historic style is Vernacular. The existing commercial building is a 2 ½ story 3 bay frame building with gabled roof and eyebrow windows. A projecting Victorian store window remains on the first floor.

SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: 9

(9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**STAFF RECOMMENDATION:** Staff recommend approval of the COA for interior and exterior renovation of the property located at 18 S Fourth Street.









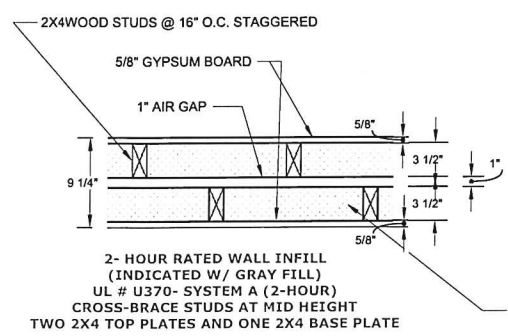
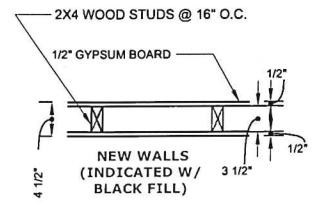
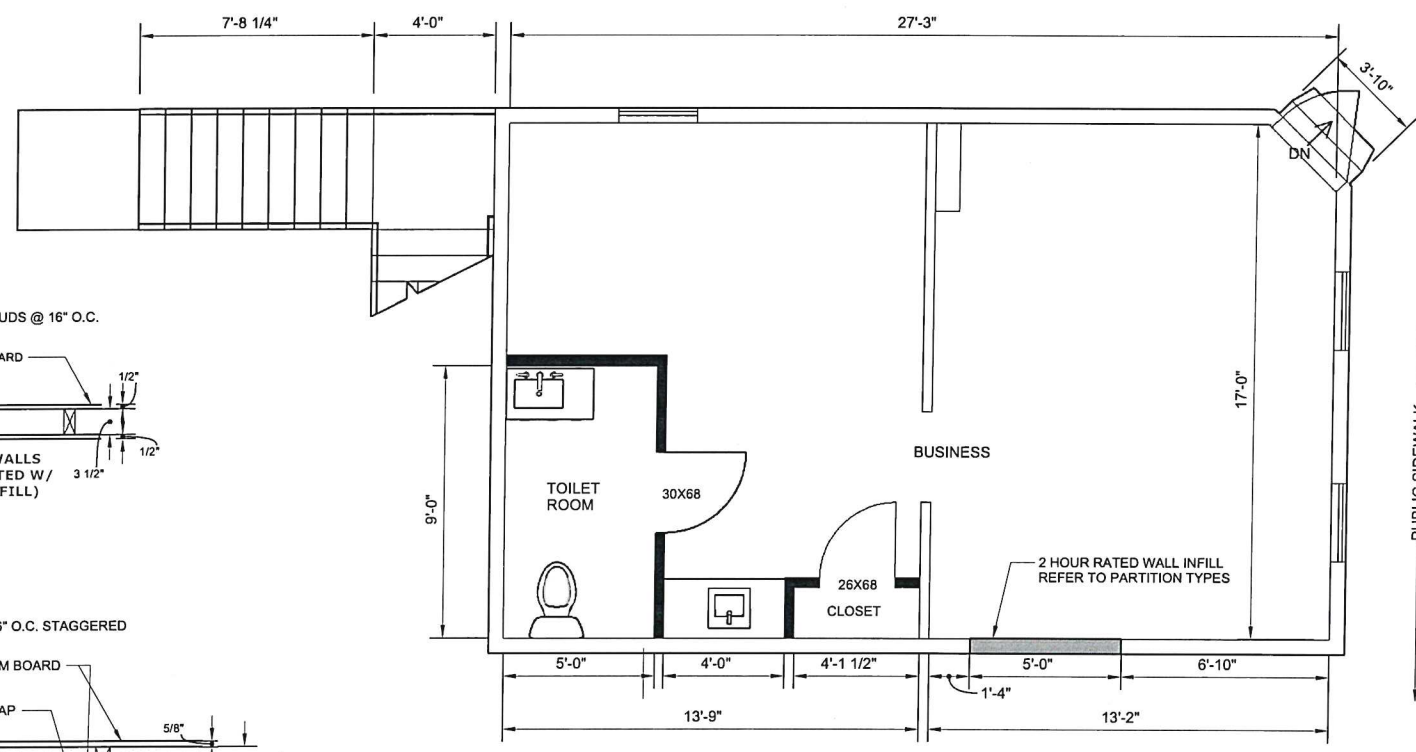


PROVERB REALTY  
18 S. 4TH ST.  
COLUMBIA PA 17512

PROJECT  
MIXED USE DWELLING  
PROJECT NO.  
245.170

ISSUE  
5-23-23  
DRAWN BY  
B.F.

ACCESS TO PUBLIC WAY



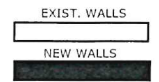
SPRAY APPLIED CELLULOSE MATERIAL

**NOTES:**

1. PROVIDE 5/8" TYPE X GYPSUM BOARD ON CEILING THROUGHOUT FIRST FLOOR TO ESTABLISH FIRE RESISTANCE RATING.
2. REFER TO ENLARGED TOILET ROOM PLAN AND ACCESSIBLE DETAILS.



PLAN NORTH



**A** :: PARTITION TYPES  
002

**A** :: 1ST FLOOR  
002 scale: 3/8" = 1'



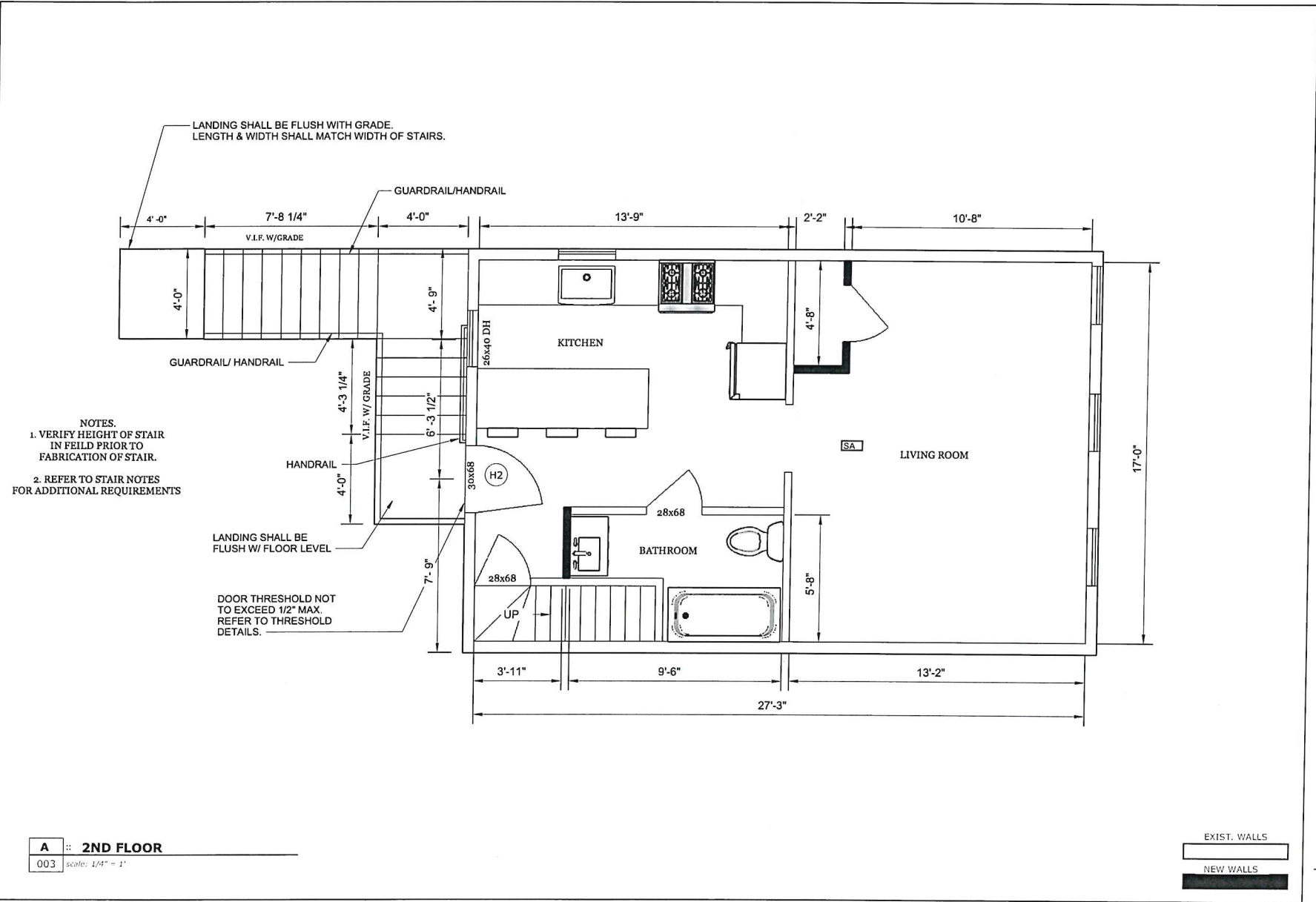


PROVERB REALTY  
 18 S 4TH ST  
 COLUMBIA PA 17512

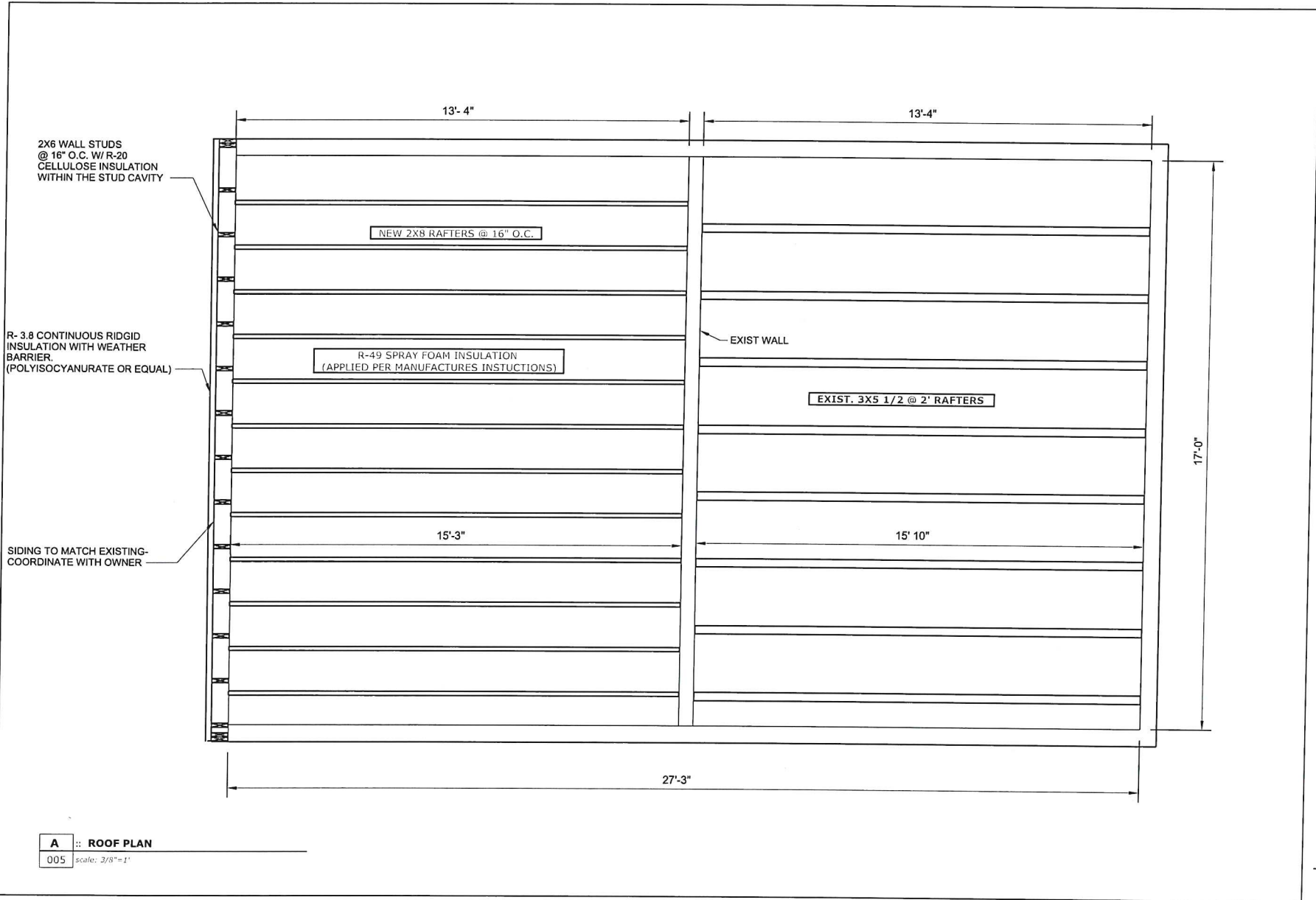
PROJECT MIXED USE DWELLING

ISSUE 5-23-23  
 DRAWN BY B.F.

PROJECT NO. 245.170





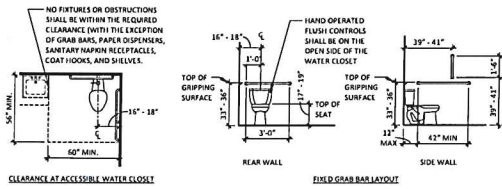


PROVERB REALTY  
18 S 4TH ST  
COLUMBIA PA 17512

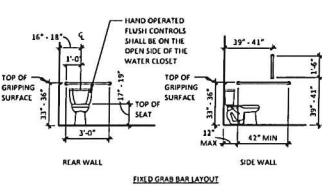
PROJECT  
MIXED USE DWELLING  
PROJECT NO.  
245.170

ISSUE  
5-23-23  
DRAWN BY  
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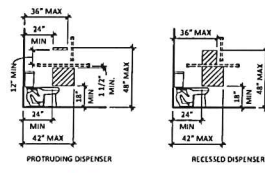




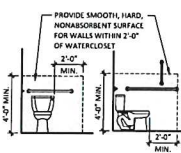
CLEARANCE AT ACCESSIBLE WATER CLOSET



FIXED GRAB BAR LAYOUT

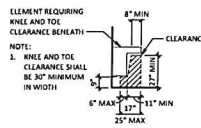


TOILET PAPER DISPENSER OUTLET LOCATIONS

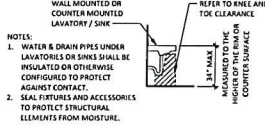


SURROUNDING MATERIALS AT WATER CLOSETS

NOTES:  
1. WHERE NONABSORBENT SURFACE IS NOT FLUSH WITH SURROUNDING WALL MATERIALS, EXTEND AS REQUIRED TO PROVIDE EVEN MOUNTING SURFACE FOR GRAB BARS, ETC.  
2. SEAL FITURES AND ACCESSORIES TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.



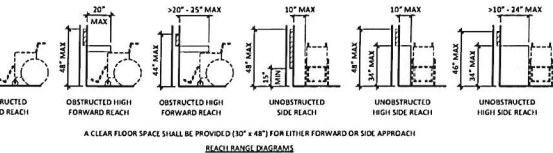
KNEE AND TOE CLEARANCE AT ELEMENT



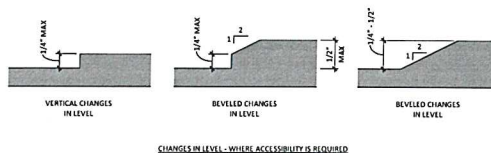
ACCESSIBLE LAVATORIES AND SINKS

NOTES:  
1. WATER OR DRAIN PIPES UNDER LAVATORIES OR SINKS SHALL BE INSULATED OR OTHERWISE CONFIGURED TO PREVENT CONTACT.  
2. SEAL FITURES AND ACCESSORIES TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

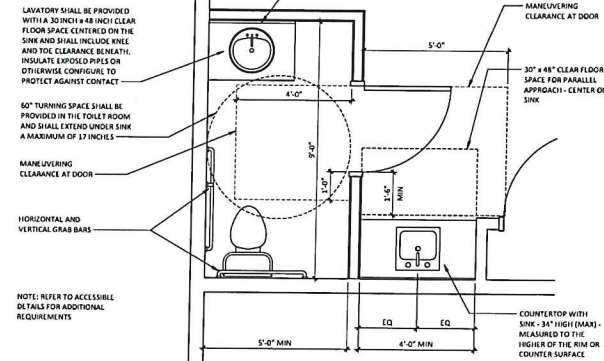
- GENERAL NOTES:
- PROVIDE BLOCKING IN WALLS AS REQUIRED FOR MOUNTING FIXTURES AND ACCESSORIES.
  - GRAB BARS WITH A CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF 1 3/4\"/>



1 TYPICAL ACCESSIBLE DETAILS / CLEARANCES / NOTES  
A007 1/2" = 1'-0"



CHANGES IN LEVEL - WHERE ACCESSIBILITY IS REQUIRED



2 ACCESSIBLE TOILET ROOM PLAN  
A007 1/2" = 1'-0"

DOCUMENT DISCLAIMER:  
THIS DOCUMENT CONTAINS INFORMATION AND REVISIONS THAT ARE THE PROPERTY OF GC HOUSER ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. NO PART OF THIS DOCUMENT SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF GC HOUSER ARCHITECTS.

DATE	DESCRIPTION

DATE	PROJECT NO.	SCALE
05.23.2023	2023016	AS NOTED
PROJECT PHASE	PERMIT/CONSTRUCTION SET	

A007



UL Product iQ®

BXUVU370 - Fire-resistance Ratings - ANSI/UL 263



Design/Systems/Construction/Assembly Usage Disclaimer

- Authorities Having Jurisdiction should be consulted in all cases as to the particular requirements covering the installation and use of UL Certified products, equipment, systems, devices, and materials.
- Authorities Having Jurisdiction should be consulted before construction.
- Fire resistance assemblies and products are developed by the design submitter and have been investigated by UL for compliance with applicable requirements. The published information cannot address every construction nuance encountered in the field.
- Where field issues arise, it is recommended the first contact for assistance be the technical service staff provided by the product manufacturer noted for the design. Users of fire resistance assemblies are advised to consult the general Guide Information for each product category and each group of assemblies. The Guide Information includes specifics concerning alternate materials and alternate methods of construction.
- Only products which bear UL's Mark are considered Certified.

Fire-resistance Ratings - ANSI/UL 263

BXUV - Fire Resistance Ratings - ANSI/UL 263 Certified for United States  
 BXUV7 - Fire Resistance Ratings - CAN/ULC 5101 Certified for Canada

See General Information for Fire Resistance Ratings - ANSI/UL 263 Certified for United States  
 Does Not Contain and Allowable Variance

See General Information for Fire Resistance Ratings - CAN/ULC 5101 Certified for Canada  
 Does Not Contain and Allowable Variance

Design No. U370

August 31, 2022

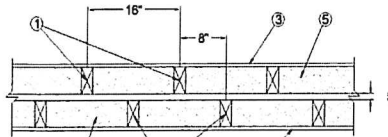
**System A**  
 Bearing wall rating — 1-1/2, 2 Hr or 3 Hr (See Items 3 and 5)  
 Load Restriction For 2 Hr Rating, 3 Hr Rating — See Items 3 and 5

**System B**  
 Bearing wall rating — 2 Hr  
 Load Restriction For 2 Hr Rating — See Items 3 and 5  
 Finish Rating — 31 Minimum

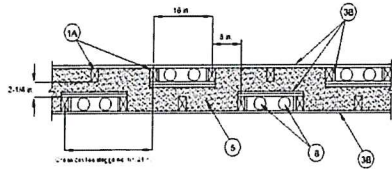
This design was evaluated using a load design method other than the Limit States Design Method (e.g., Working Stress Design Method). For jurisdictions employing the Limit States Design Method, such as Canada, a load restriction factor shall be used — See Guide 3322 or 3322T.

\* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

System A



System B



1. Wood Studs —

Double row of nominal 2 x 4 in. studs, spaced 16 in. OC and cross braced at mid-height. Opposite rows spaced 1 in. apart, staggered 8 in. OC and joined at the top and bottom with bearing plates.

System A

Feedback

**System B**  
 Double row of nominal 2 x 4 in. studs, spaced 16 in. OC and cross braced at mid-height, except in the chase cavity. Opposite rows spaced 2-1/4 in. apart, staggered 8 in. OC and joined at the top and bottom with bearing plates.

2. Bearing Plates — Not Shown — Nominal 2 x 4 in. Two layers on top and one layer on bottom for each row of studs.

3. Gypsum Board —

System A (For 1-1/2 and 2 Hr Ratings)

4 1/2 in. gypsum board applied horizontally backed by 2 x 4 in. wood framing or vertically and nailed to studs and bearing plates 7 in. OC with 64 current coated nails, 1-7/8 in. long @20 in. stud diameter and 1/4 in. diameter head. When gypsum board is applied vertically, joints to be centered over studs. When gypsum board is applied horizontally, vertical butt joints to be centered over the studs and horizontal joints to be located 2 x 4 in. wood framing. In an alternate, 5/8 in. single head gyp stud, 1-7/8 in. long may be substituted for the 64 current coated nails. The thickness and number of layers and percent of design load for the 1-1/2 hr and 2 hr ratings are as follows.

Wallboard Protection on Each Side of Wall

Rating	No. of Layers B. Thickness of Panel	% of Design Load
1-1/2 Hr	1 layer, 5/8 in. thick	100
2 Hr	1 layer, 5/8 in. thick	75

AMERICAN GYPSUM CO. — Type AC-C

CENTIMATED GYPSUM INC. — Type C

CENTIMATED GYPSUM INC. — Type GFC-CA

GEORGIA-PACIFIC GYPSUM (L.L.C.) — Type GC-C

NATIONAL GYPSUM CO. — Type C, 457-C

NATIONAL GYPSUM CO. — Type C, 457-C

UNITED STATES GYPSUM CO. — Type C, U.S. (Finish Rating Not Determined)

USE ROMAL DRYWALL ST2 LLC — Type C

System A (For 3 Hr Rating)

4 R wdg gypsum board applied vertically, with the first layer of gypsum board attached with 64 current coated nails spaced 16 in. OC, and the second layer of gypsum board attached with 64 nails spaced 7 in. OC. The 64 nail layer vertical joints are to be spaced at a maximum of 24 in.

Wallboard Protection on Each Side of Wall

Rating	No. of Layers B. Thickness of Panel	% of Design Load
3 Hr	2 layers, 5/8 in. thick	75

CENTIMATED GYPSUM INC. — Type C

CENTIMATED GYPSUM INC. — Type GFC-CA

NATIONAL GYPSUM CO. — Type C, 457-C

UNITED STATES GYPSUM CO. — Type C

USE ROMAL DRYWALL ST2 LLC — Type C

System B (For 2 Hr Rating)

To form chase cavities, two layers of 5/8 in. thick gypsum board, with tapered edges removed, applied vertically to the interior face of wood studs between the 2-1/4 in. spacing as specified in Item 1(a). The base layer of wallboard attached with 1-7/8 in. long 1/16 in. dia. head 3/16 in. stud dia. with spaced 7 in. OC to wood studs and bearing plates. The face layer of gypsum board attached with 1-7/8 in. long 1/16 in. dia. head 3/16 in. stud dia. with spaced 7 in. OC to wood studs and bearing plates with 3-1/2 in. offset from base layer. 3-1/2 in. wide strips attached to the side of the studs along the perimeter of the chase cavities. Strips were secured to the wood studs with 1-7/8 in. long nails spaced a maximum 16 in. OC. Maximum 2 chase cavities per 12 ft. span on each face of the wall, chase cavities spaced a minimum 24 in. from each other and staggered a minimum 24 in. from chase cavities located on the opposite side. To enclose assembly, one layer of 1/2 in. wdg, 5/8 in. thick gypsum board applied vertically to the interior face of wood studs. Gypsum board attached with 1-7/8 in. long 1/16 in. dia. head, 3/16 in. stud dia. nails spaced 7 in. OC with screws spaced 16 in. from board edge, to wood studs and bearing plates. Load restricted to 75% of the design load. Finish Rating is 31 minimum.

CENTIMATED GYPSUM INC. — Type C

CENTIMATED GYPSUM INC. — Type GFC-CA

NATIONAL GYPSUM CO. — Type C, 457-C

UNITED STATES GYPSUM CO. — Type C, U.S. (Finish Rating Not Determined)

USE ROMAL DRYWALL ST2 LLC — Type C

USE ROMAL DRYWALL ST2 LLC — Type C

4. Joints and Fastener Heads — Not Shown — Gypsum board joints taped and both joints and fastener heads covered with joint compound.

5. Fibers, Sprays<sup>1</sup> —

System A

Apply applied calcium material. The fiber is applied with water to completely fill the enclosed 8 in. cavity in accordance with the application instructions supplied with the product. The nominal dry density and percent of design load for the 1-1/2 hr, 2 hr, and 3 hr ratings are as follows.

Rating	Dry Density	% of Design Load
1-1/2 Hr	2.85-3.65 lb/ft <sup>3</sup>	100
2 Hr	3.35-4.42 lb/ft <sup>3</sup>	75
3 Hr	3.89-4.94 lb/ft <sup>3</sup>	75

Apply fiber Glass/Resin Amphibian LLC — F70 (Fire Load Material)

System B

Apply applied calcium material. The fiber is applied with water to completely fill the enclosed 8 in. cavity in accordance with the application instructions supplied with the product. The nominal dry density and percent of design load for the 2 hr rating are as follows:

Rating	Dry Density	% of Design Load
2 Hr	3.14-4.19 lb/ft <sup>3</sup>	75

Apply fiber Glass/Resin Amphibian LLC — F70 (Fire Load Material)

6. Mesh Sheeting — Not Shown — Any thin, woven or non-woven fibrous meshing material attached with staples to the outer face of one row of studs to facilitate the installation of the sprayed fiber from the opposite side.

System A

Apply fiber Glass/Resin Amphibian LLC — F70 (Fire Load Material)

7. Oriented Strand Board or OSB —

System B

Maximum two 2 in. diameter Schedule 40 PVC pipes. The PVC pipes may be connected to a maximum quantity of 2 PVC tees. The PVC pipes and tees must not penetrate the wood studs or gypsum wallboard.

\* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively. Last Updated on 02/22/2021

The appearance of a company's name or product in this database does not in itself assure that products as identified have been manufactured under UL Solutions' Follow-Up Service. Only those products bearing the UL Mark should be considered to be Certified and covered under UL Solutions' Follow-Up Service. Always look for the Mark on the product.

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<b>A</b>	<b>BXUV.370 FIRE RATINGS</b>
009	



PROVERB REALTY  
 18 S 4TH ST  
 COLUMBIA PA 17512

PROJECT  
 MIXED USE DWELLING  
 PROJECT NO.  
 2445,170

ISSUE  
 5-23-23  
 DRAWN BY  
 B.F.







BOROUGH OF COLUMBIA
BUILDING/ZONING PERMIT APPLICATION

Permit #
Cost of permit:

PRINT LEGIBLY AND COMPLETE THIS FORM IN ITS ENTIRETY

DATE: 5-31-23
ADDRESS WHERE WORK IS TO BE DONE: 18 S 4th St Columbia PA
PARCEL NUMBER: 110-29224-0-0000
BRIEF DESCRIPTION OF WORK: Maintain existing commercial on the 1st floor. Add residential unit on 2nd & 3rd floor. Add new drywall, flooring, cabinets, roof, windows, plumbing. electrical, on residential unit. Add dormer in 3rd floor rear. Add proper fire separation. add rear entrance to residential unit. Add bathroom in commercial unit.

CONTRACTOR NAME: PHONE:

PROPERTY OWNER: Proverb Realty

MAILING ADDRESS: 1299 Kinderhook Rd

PHONE: AFTER HOURS PHONE:

EMAIL ADDRESS: Ben@proverb-realty.com

ATTACH DRAWING OF PROPOSED WORK
ATTACH CERTIFICATE OF LIABILITY INSURANCE W/BOROUGH NAMED AS ADDITIONAL INSURED
PA ONE CALL (800.242.1776) NOTIFICATION OF UNDERGROUND SERVICE: Yes No

Located in the Historic District? Yes No HARB Application Completed?
Market value of work proposed?

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a certificate of occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of this permit and any work done beyond the scope of this permit is cause for a civil action complaint. The minimum penalty as prescribed by the municipal planning code of PA is \$500.00

SIGNATURE OF PROPERTY OWNER: DATE:

SIGNATURE OF ZONING OFFICER: Sharon Cino DATE: 7/10/2023

SIGNATURE OF BUILDING/PERMIT OFFICER: DATE:

APPLICATION STATUS: APPROVED DENIED

REASON FOR DENIAL

Please note: drawings may be required for the following projects: sheds, fences, additions, porches, roof construction, decks, swimming pools, retaining walls, commercial projects. a third-party review, including inspections, may be required for some projects. The Borough of Columbia reserves the right to require additional information. First \$1,000.00 of project costs \$25.00 and each additional \$1,000.00 is \$5.00. Additional fee for 3rd party review. Permit fees doubled for work performed without permit.



# Application for Window Replacement

5-31-23

Date of Application

**Check List:** Items required to complete your application:

- Manufacturers brochure
- Exterior Photographs
- Building drawing or photo specifying location of window(s) to be replaced
- New window specifications

Property owners are encouraged, whenever possible, to retain and repair original architectural features such as windows. If windows cannot be repaired, they should be replaced with in-kind materials (e.g. wood for wood). If this is not possible, the new replacement windows *should match the style, size, shape and appearance of the original windows*. These characteristics help to determine a building's personality and appearance.

1. Owner's Name: Proverb Realty - Ben Fisher

If applicant is not the equitable owner of the property, indicate:

- Owner's Agent/Representative
- Other \_\_\_\_\_

Street Address: 1299 Kinderhook RD

Mailing Address (if different): \_\_\_\_\_

City: Columbia State: PA Zip: 17512

Phone (daytime): 610-823-9423

2. Street Address of Property to be Altered (if different): 18 S. 4th St Columbia PA 17512

3. Contractor's Name: Pathway Real Estate

Street Address: 225 Hill RD

City: New Holland State: PA Zip: 17557

Phone (daytime): 717-808-4879

**Required information on existing windows and the proposed replacement windows**

4. Scope of Alteration

Number and Location: How many windows will be replaced? 10

Where are they located on the building? On the front, side or rear of the house? Front + Side

On the first, second or third floor? On the attic dormer? 1st - 2nd - 3rd

Explain whether the replacement windows will be installed within the existing framing, or alteration of the size of the window opening(s) or rough framing will be necessary.

- ( ) Sash replacement: New sash only will be installed within the existing frame
- ( ) Pocket replacement: New window unit -- with sash and new frame -- will be inserted within the existing frame
- () Complete replacement: Entire window will be removed and new window unit installed in rough opening

5. Window Components

What part of the existing windows do you intend to replace:

- Sash only
- Sash and frame
- Sills
- Surrounding window trim or casing

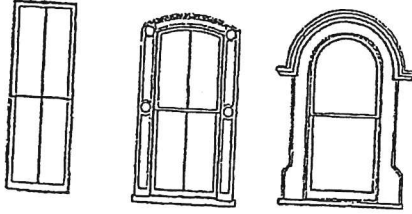
Attach a manufacturers brochure or cut sheet with component specifications for the replacement windows

*Applicant, complete back*

6. Window Shape

What shape or form are the existing windows?

- Flat-headed
- Arched
- Half-round
- Other (sketch or describe)



Attach manufacturers photo or drawing showing the shape or form of the replacement windows.

7. Number and arrangement of glass panes

What is the configuration of the panes on the existing windows?

- 6 over 6
  - 2 over 2
  - 1 over 1
  - Other (sketch or describe)
- 

All Replacement windows to match existing.  
~~Replace all windows~~

Attach manufacturers photo or drawing showing the arrangement of panes on the replacement windows.

8. Photographic Record

For the Borough's archives, submit color photographs of each window to be replaced. These photos will provide a historical record of your building's original features prior to removal.

9. Salvage

Would you be willing to save the wood windows that are removed from your building and store them on-site in a dry location (such as an attic, basement or garage)?  YES  NO

*Retaining the windows with the building will allow future property owners to repair or replicate the wood windows and reinstall them on the building.*

If you do not have storage space, would you be willing to donate the removed windows to an architectural salvage warehouse?  YES  NO

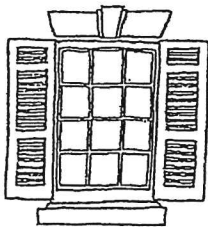
10. Signature of applicant:  Date: 5-31-23  
# # # # #

11. Determination of Building Official:

- HARB review required
- No HARB review necessary; permit issued \_\_\_\_\_

12. Signature of Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

# GUIDELINES for the Replacement of Windows



Windows provide light and ventilation to a building. Windows also help to define a structure's architectural style through details such as the size, style, rhythm and proportion of the windows. A building may have windows that are all the same size, or have a variety of types and sizes that give emphasis to certain parts of the building. Windows on the front façade may be more decorative than more utilitarian windows that might appear on side or rear elevations.

Windows are extremely vulnerable to weather because of their exposed location and moving parts, and need to be maintained. To preserve wood windows -- and the historic character and value of your property -- it is recommended that original windows be retained and repaired. (Ask for a copy of the Borough's free brochure "Caring for Wood Windows.")

**If original windows are replaced, the following guidelines should be followed to avoid changing the physical and visual characteristics of the windows and the overall appearance of a property:**

## SIZE

- Avoid altering the existing size of the window opening. Do not decrease or enlarge the opening to accommodate a different size window.
- Do not install replacement sash that does not fit the window opening or frame (requiring infill material at the top or bottom of the frame).
- Do not replace historic windows with modern features such as wide picture windows.

## SHAPE and OPERATION

- Avoid changing the overall shape of the window frame (whether flat-headed, arched or half-round).
- Avoid changing the operation or movement of the original sash (whether double-hung or casement, for example).

## ARRANGEMENT of PANES

- Replacement windows should replicate historic windows in the number and arrangement of panes (whether one-over-one, six-over-six, six-over-one, etc.) and approximate muntin profile.

*If your proposed window replacement deviates from these guidelines, review of your proposal by the HARB may be required.*

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application for 20 S Fourth Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Proverb Realty, LLC to provide interior /exterior renovations to an existing office building and provide a single-family residence.

**BACKGROUND AND JUSTIFICATION:** On July 12th the HARB provided a recommendation for Borough Council to approve the COA for the property located at 20 S Fourth Street for interior and exterior renovations of an existing office building to a single-family residence.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty, LLC to provide interior /exterior renovations at the property located at 20 S Fourth Street.

**ATTACHMENT(S):**

COA Application – 20 S Fourth Street



# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application for 20 S Fourth Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Proverb Realty, LLC to provide interior /exterior renovations to an existing office building and provide a single-family residence.

**BACKGROUND AND JUSTIFICATION:** On July 12th the HARB provided a recommendation for Borough Council to approve the COA for the property located at 20 S Fourth Street for interior and exterior renovations of an existing office building to a single-family residence.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty, LLC to provide interior /exterior renovations at the property located at 20 S Fourth Street.

**ATTACHMENT(S):**

COA Application – 20 S Fourth Street



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

AGENDA DATE: July 12, 2023

TO: Historic Architecture Review Board  
RE: HARB COA for 20 S Fourth Street  
Permit No.230134/Account No.1103050900000  
FROM: Sharon Cino, Planning & Zoning Manager  
VIA: Mark E Stivers, AICP, Borough Manager

TITLE: Consideration of a Certificate of Appropriateness (COA) for interior and exterior renovation of an office building into a single-family dwelling. Addition of new dormer, replacement of roof and all windows.

OWNER/APPLICANT: Proverb Realty LLC  
Benuel (Toby) Fisher  
1299 Kinderhook Rd  
Columbia, PA 17512

Architect: GC HOUSER ARCHITECTS, LLC  
Engineer: SHARPE ENGINEERING

PROJECT DESCRIPTION: Interior and exterior renovation of an office building into a single-family dwelling. Exterior renovation to include a new dormer, replacement of roof and all windows.

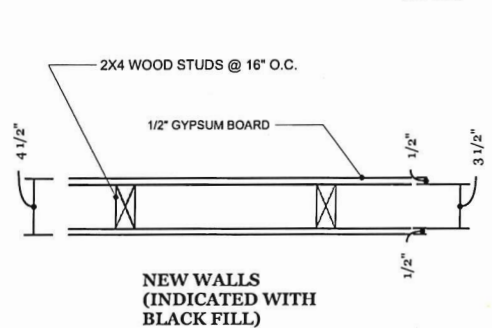
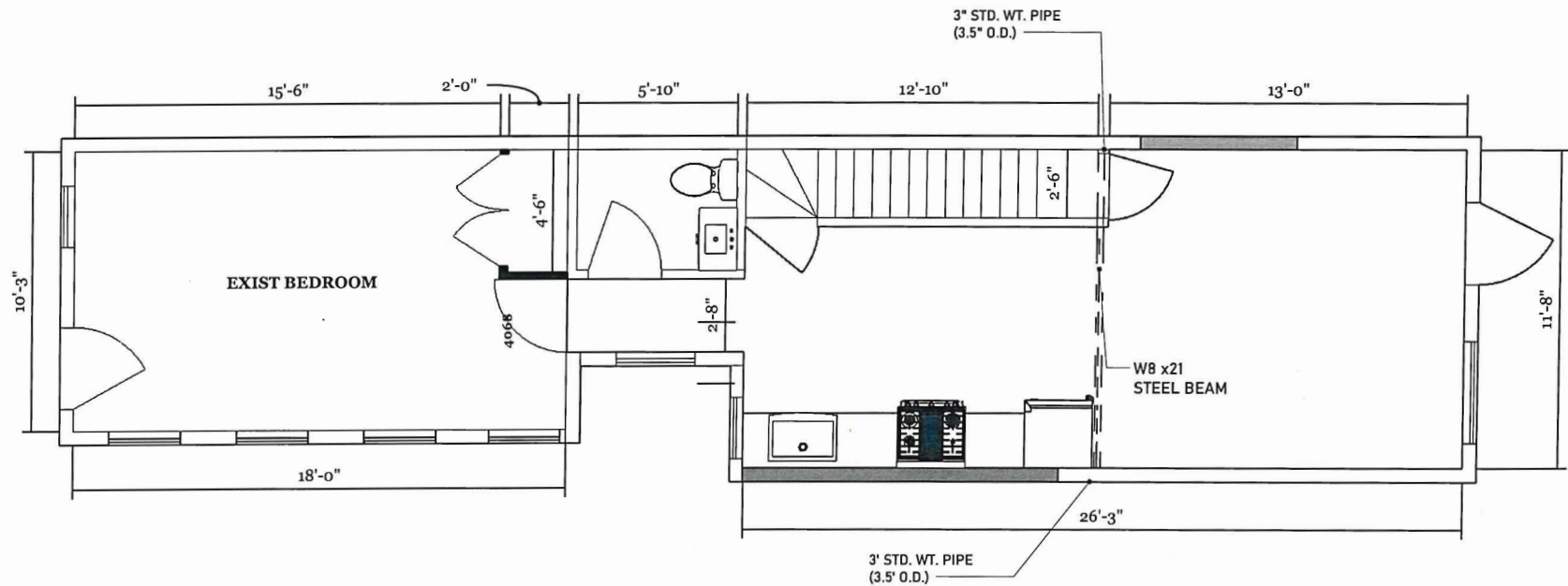
PROPERTY DESCRIPTION: The property was established circa 1860. The historic style is Vernacular. The existing building is a 2 ½ story 3 bay frame building with gabled roof and eyebrow windows.

SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: 9

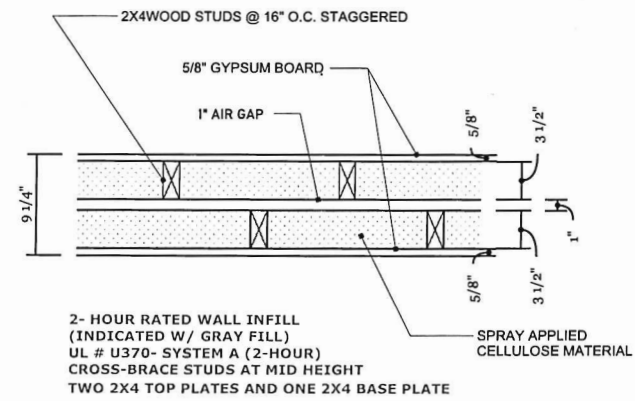
- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**STAFF RECOMMENDATION:** Staff recommend approval of the COA for interior and exterior renovation of the office building into a single-family dwelling located at 20 S Fourth Street.





**NEW WALLS  
(INDICATED WITH  
BLACK FILL)**



**A :: 1ST FLOOR**  
001 scale: 1/4" = 1'

20 S FOURTH ST COLUMBIA PA

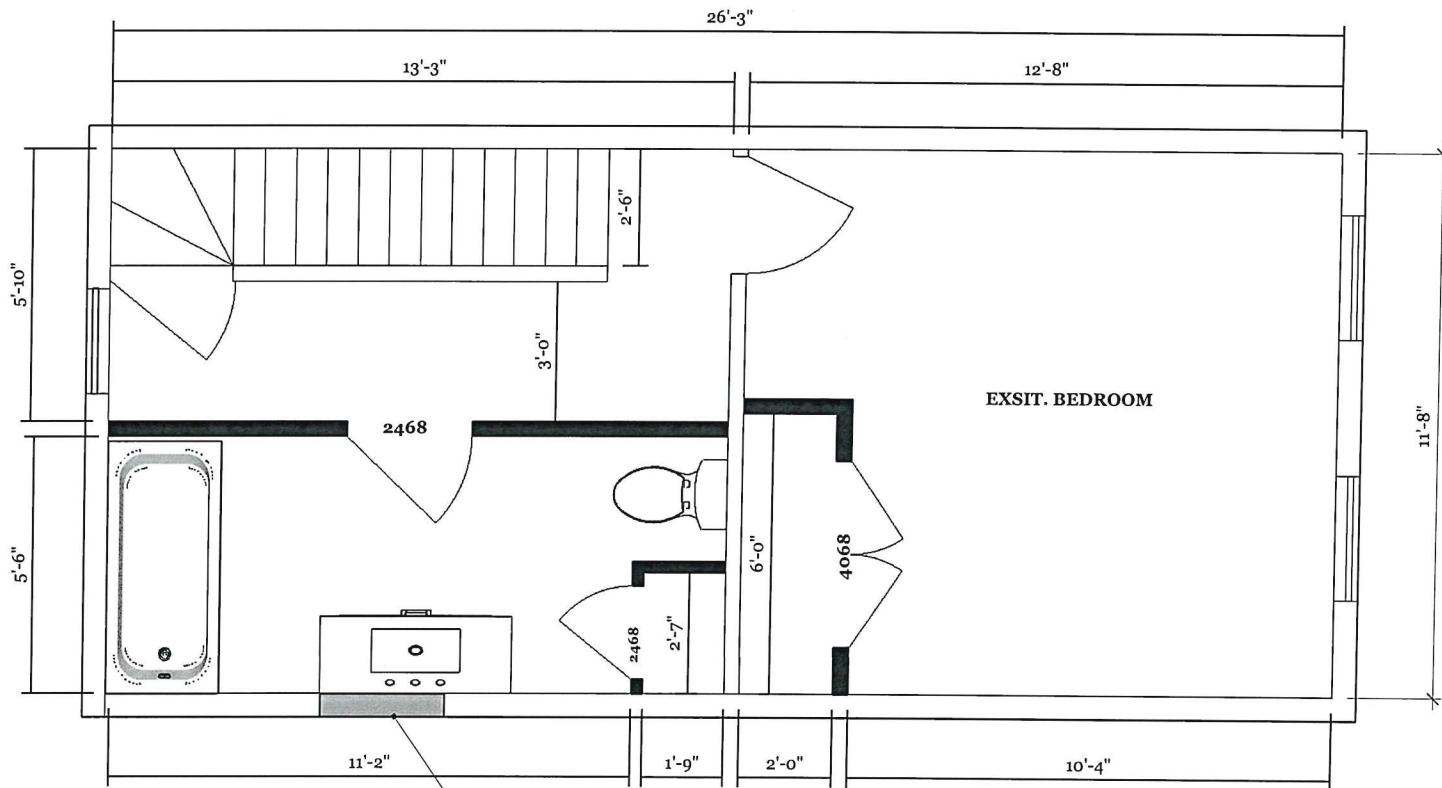


FLOOR PLANS

REVISIONS

MM/DD/YY	REMARKS
1	
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A 01



**A** :: 2ND FLOOR  
 002 scale: 3/8" = 1'

EXIST. WALLS  
 EXIST. OPENINGS TO BE FILLED  
 NEW WALLS

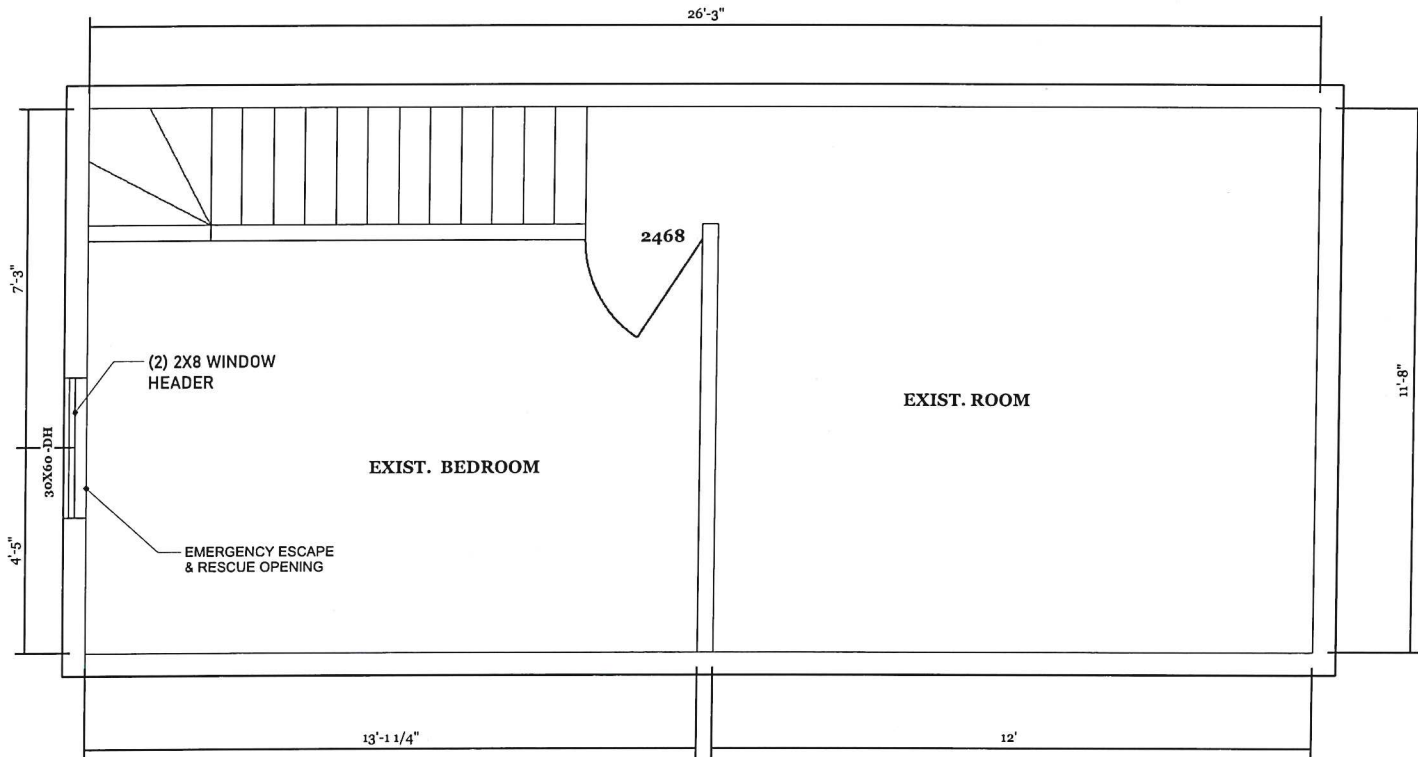


FLOOR PLANS

REVISIONS	
MM/DD/YY	REMARKS
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3	...
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5	...

**A** 02





EXIST. WALLS

NEW WALLS

**A** :: 3RD FLOOR

003 scale: 3/8" = 1'

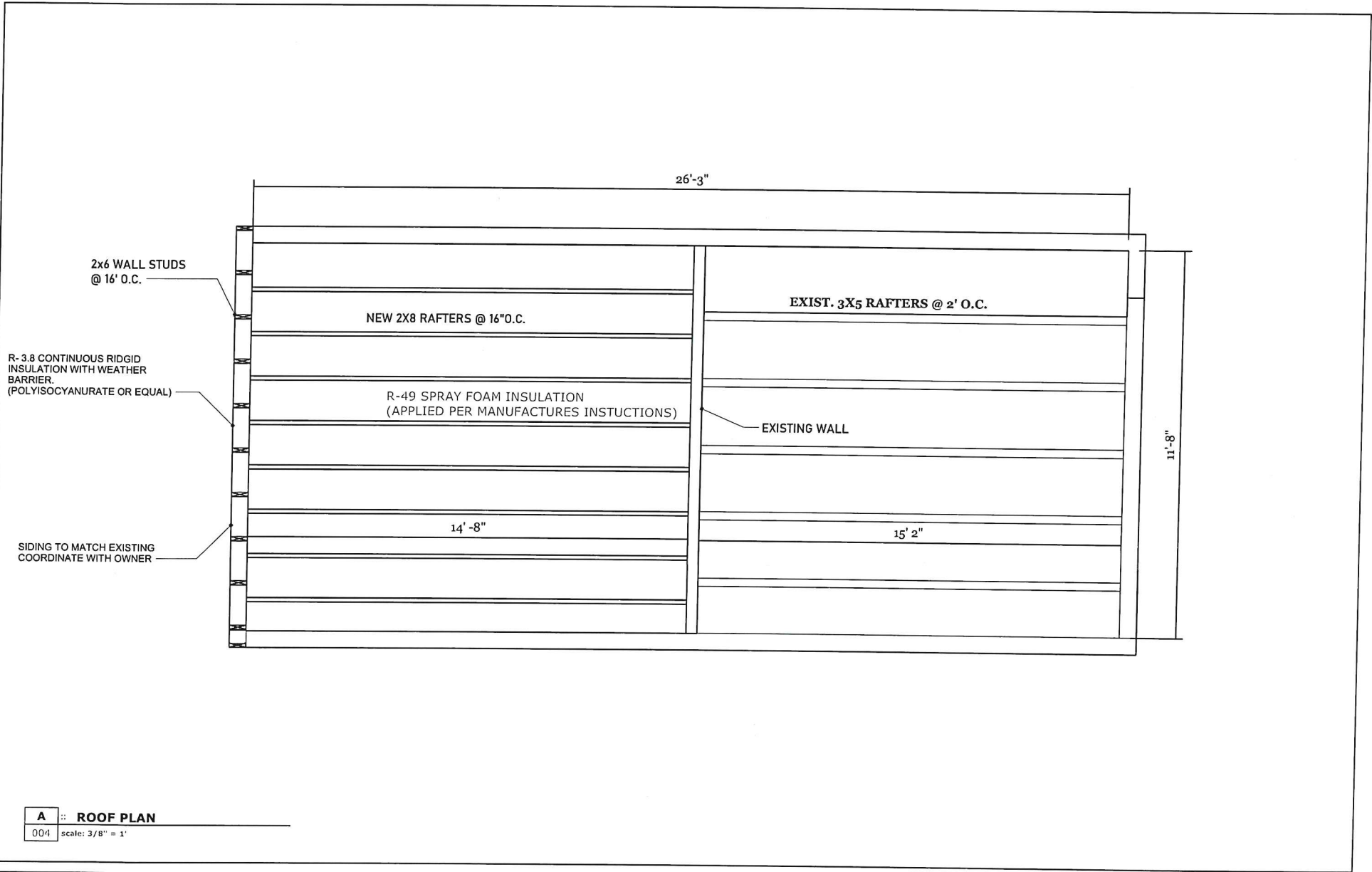


FLOOR PLANS

REVISIONS

	MM/DD/YY	REMARKS
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4	--/--/--	...
5	--/--/--	...

A 03



**A** :: ROOF PLAN  
 004 scale: 3/8" = 1'

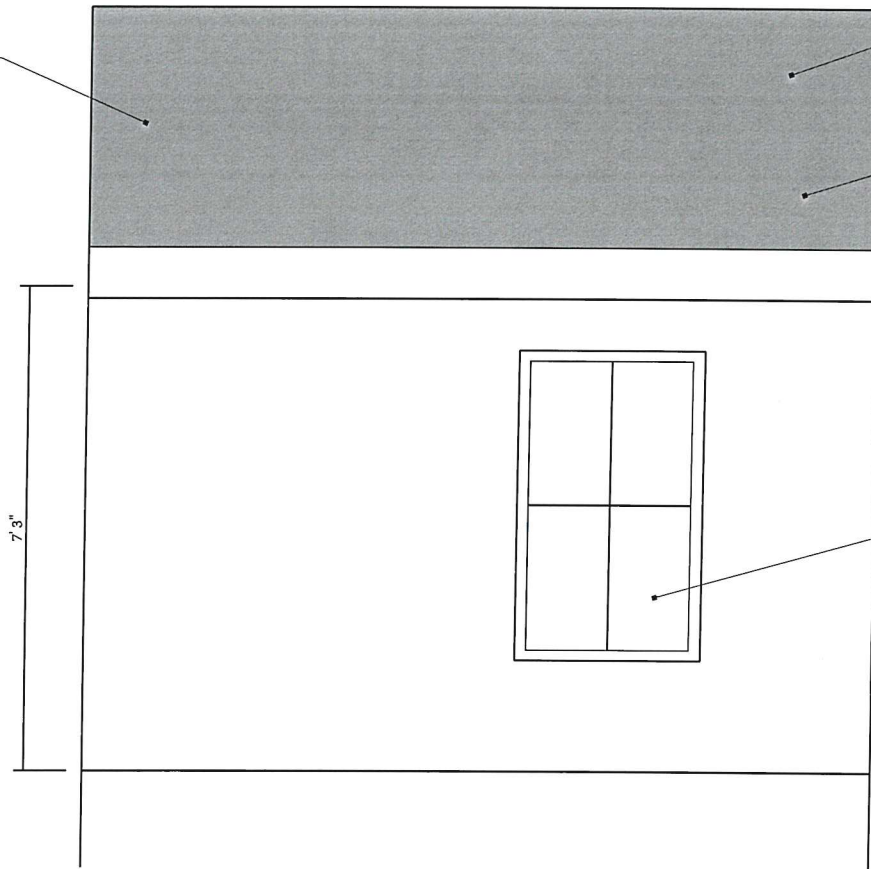


FLOOR PLANS

REVISIONS	
MM/DD/YY	REMARKS
1	...
2	...
3	...
4	...
5	...

A 04

REAR ROOF PITCH  
TO BE 3/12



ICE & WATER SHEILD UNDERLAYMENT  
W/ GAF ASPHALT SHINGLES

7/16" OSB SHEATHING

EMERGENCY ESCAPE  
& RESCUE OPENING

**A** :: REAR ELEVATION

005 SCALE: 1/2" = 1'



FLOOR PLANS

REVISIONS

	MM/DD/YY	REMARKS
1	...	...
2	...	...
3	...	...
4	...	...
5	...	...

A 05



BOROUGH OF COLUMBIA
BUILDING/ZONING PERMIT APPLICATION

Permit #
Cost of permit:

PRINT LEGIBLY AND COMPLETE THIS FORM IN ITS ENTIRETY

DATE: 5-31-23
ADDRESS WHERE WORK IS TO BE DONE: 20 S 4th St Columbia PA
PARCEL NUMBER: 110-29224-0-0000
BRIEF DESCRIPTION OF WORK: Convert from office to single family. Add new kitchen, paint, windows, roof, some electrical, Some new plumbing, add new bathroom on 2nd floor. Add dormer in 3rd floor rear. Add proper fire separation between adjacent house.
CONTRACTOR NAME: PHONE:
PROPERTY OWNER: Proverb Realty
MAILING ADDRESS: 1299 Kinderhook Rd
PHONE: AFTER HOURS PHONE:
EMAIL ADDRESS: Ben@proverb-realty.com
ATTACH DRAWING OF PROPOSED WORK
ATTACH CERTIFICATE OF LIABILITY INSURANCE W/BOROUGH NAMED AS ADDITIONAL INSURED
PA ONE CALL (800.242.1776) NOTIFICATION OF UNDERGROUND SERVICE: Yes No
Located in the Historic District? Yes No HARB Application Completed?
Market value of work proposed?
I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a certificate of occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of this permit and any work done beyond the scope of this permit is cause for a civil action complaint. The minimum penalty as prescribed by the municipal planning code of PA is \$500.00
SIGNATURE OF PROPERTY OWNER: DATE:
SIGNATURE OF ZONING OFFICER: Sharon Cino DATE: 7/10/2023
SIGNATURE OF BUILDING/PERMIT OFFICER: DATE:
APPLICATION STATUS: APPROVED DENIED
REASON FOR DENIAL
Please note: drawings may be required for the following projects: sheds, fences, additions, porches, roof construction, decks, swimming pools, retaining walls, commercial projects. a third- party review, including inspections, may be required for some projects. The Borough of Columbia reserves the right to require additional information. First \$1,000.00 of project costs \$25.00 and each additional \$1,000.00 is \$5.00. Additional fee for 3rd party review. Permit fees doubled for work performed without permit.



# Application for Window Replacement

5-31-27

Date of Application

**Check List:** Items required to complete your application:

- Manufacturers brochure
- Exterior Photographs
- Building drawing or photo specifying location of window(s) to be replaced
- New window specifications

Property owners are encouraged, whenever possible, to retain and repair original architectural features such as windows. If windows cannot be repaired, they should be replaced with in-kind materials (e.g. wood for wood). If this is not possible, the new replacement windows *should match the style, size, shape and appearance of the original windows*. These characteristics help to determine a building's personality and appearance.

1. Owner's Name: Proverb Realty - Ben Fisher

If applicant is not the equitable owner of the property, indicate:

- Owner's Agent/Representative
- Other \_\_\_\_\_

Street Address: 1299 Kinderhook RD

Mailing Address (if different): \_\_\_\_\_

City: Columbia State: PA Zip: 17512

Phone (daytime): 610-823-9423

2. Street Address of Property to be Altered (if different): 20 S. 4th St. Columbia PA

3. Contractor's Name: Pathway - Real Estate

Street Address: 225 Hill RD

City: New Holland State: PA Zip: 17557

Phone (daytime): 717-808-4829

**Required information on existing windows and the proposed replacement windows**

4. Scope of Alteration

Number and Location: How many windows will be replaced? 6

Where are they located on the building? On the front, side or rear of the house? Front + Rear

On the first, second or third floor? On the attic dormer? 1st + 2nd floor

Explain whether the replacement windows will be installed within the existing framing, or alteration of the size of the window opening(s) or rough framing will be necessary.

- ( ) Sash replacement: New sash only will be installed within the existing frame
- ( ) Pocket replacement: New window unit -- with sash and new frame -- will be inserted within the existing frame
- (x) Complete replacement: Entire window will be removed and new window unit installed in rough opening

5. Window Components

What part of the existing windows do you intend to replace:

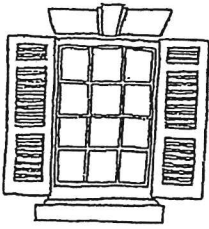
- Sash only
- Sash and frame
- Sills
- Surrounding window trim or casing

Attach a manufacturers brochure or cut sheet with component specifications for the replacement windows

☞ Applicant, complete back



# GUIDELINES for the Replacement of Windows



Windows provide light and ventilation to a building. Windows also help to define a structure's architectural style through details such as the size, style, rhythm and proportion of the windows. A building may have windows that are all the same size, or have a variety of types and sizes that give emphasis to certain parts of the building. Windows on the front façade may be more decorative than more utilitarian windows that might appear on side or rear elevations.

Windows are extremely vulnerable to weather because of their exposed location and moving parts, and need to be maintained. To preserve wood windows -- and the historic character and value of your property -- it is recommended that original windows be retained and repaired. (Ask for a copy of the Borough's free brochure "Caring for Wood Windows.")

**If original windows are replaced, the following guidelines should be followed to avoid changing the physical and visual characteristics of the windows and the overall appearance of a property:**

## SIZE

- Avoid altering the existing size of the window opening. Do not decrease or enlarge the opening to accommodate a different size window.
- Do not install replacement sash that does not fit the window opening or frame (requiring infill material at the top or bottom of the frame).
- Do not replace historic windows with modern features such as wide picture windows.

## SHAPE and OPERATION

- Avoid changing the overall shape of the window frame (whether flat-headed, arched or half-round).
- Avoid changing the operation or movement of the original sash (whether double-hung or casement, for example).

## ARRANGEMENT of PANES

- Replacement windows should replicate historic windows in the number and arrangement of panes (whether one-over-one, six-over-six, six-over-one, etc.) and approximate muntin profile.

*If your proposed window replacement deviates from these guidelines, review of your proposal by the HARB may be required.*

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application for 22 South Fourth Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Proverb Realty, LLC to provide interior /exterior renovations to an existing office building and provide a single-family residence.

**BACKGROUND AND JUSTIFICATION:** On July 12<sup>th</sup>, 2023, the HARB provided a recommendation for Borough Council to approve the COA for interior and exterior renovations of an existing office building to a single-family residence at the property located at 22 South Fourth Street.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty, LLC for interior and exterior renovations at the property located at 22 South Fourth Street.

**ATTACHMENT(S):**

COA Application – 22 South Fourth Street



# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application for 22 South Fourth Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Proverb Realty, LLC to provide interior /exterior renovations to an existing office building and provide a single-family residence.

**BACKGROUND AND JUSTIFICATION:** On July 12<sup>th</sup>, 2023, the HARB provided a recommendation for Borough Council to approve the COA for interior and exterior renovations of an existing office building to a single-family residence at the property located at 22 South Fourth Street.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Proverb Realty, LLC for interior and exterior renovations at the property located at 22 South Fourth Street.

**ATTACHMENT(S):**

COA Application – 22 South Fourth Street



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

AGENDA DATE: July 12, 2023

TO: Historic Architecture Review Board  
RE: HARB COA for 22 S Fourth Street  
Permit No.230135/Account No.110316000000  
FROM: Sharon Cino, Planning & Zoning Manager  
VIA: Mark E Stivers, AICP, Borough Manager

TITLE: Consideration of a Certificate of Appropriateness (COA) for interior and exterior renovation of an office building into a single-family dwelling. Addition of new dormer, replacement of roof and all windows.

OWNER/APPLICANT: Proverb Realty LLC  
Benuel (Toby) Fisher  
1299 Kinderhook Rd  
Columbia, PA 17512

Architect: GC HOUSER ARCHITECTS, LLC  
Engineer: SHARPE ENGINEERING

PROJECT DESCRIPTION: Interior and exterior renovation of an office building into a single-family dwelling. Exterior renovation to include a new dormer, replacement of roof and all windows.

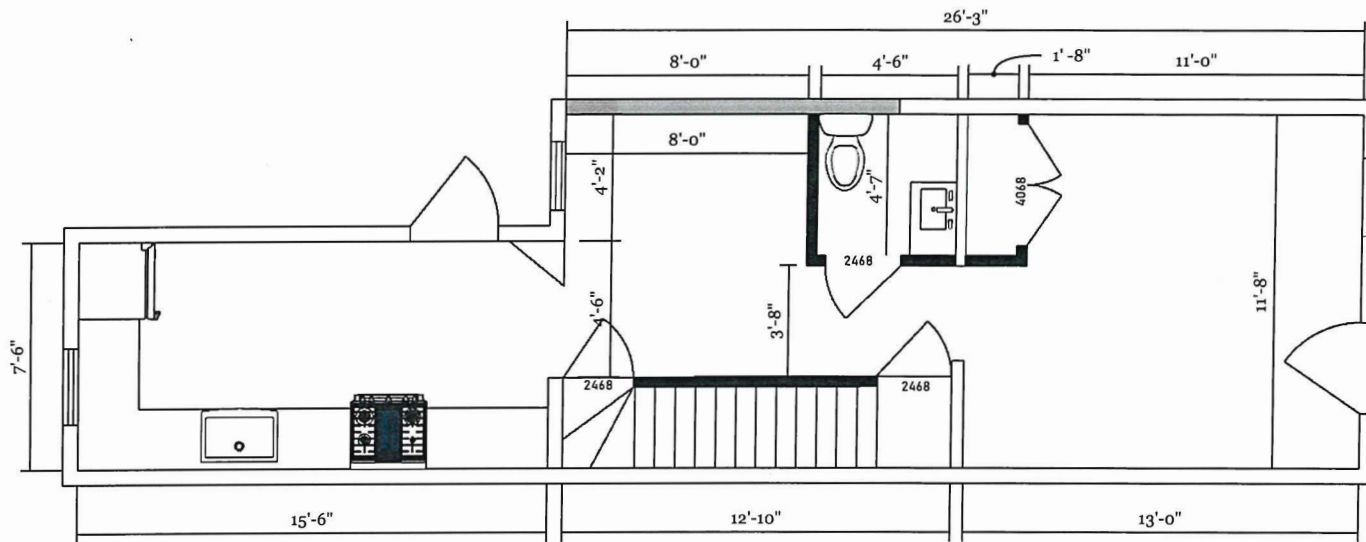
PROPERTY DESCRIPTION: The property was established circa 1860. The historic style is Vernacular. The existing building is a 2 ½ story 3 bay frame building with gabled roof and eyebrow windows.

SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: 9

(9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**STAFF RECOMMENDATION:** Staff recommend approval of the COA for interior and exterior renovation of the office building into a single-family dwelling located at 22 S Fourth Street.





**E** :: 1ST FLOOR  
 001 scale: 1/4" = 1'

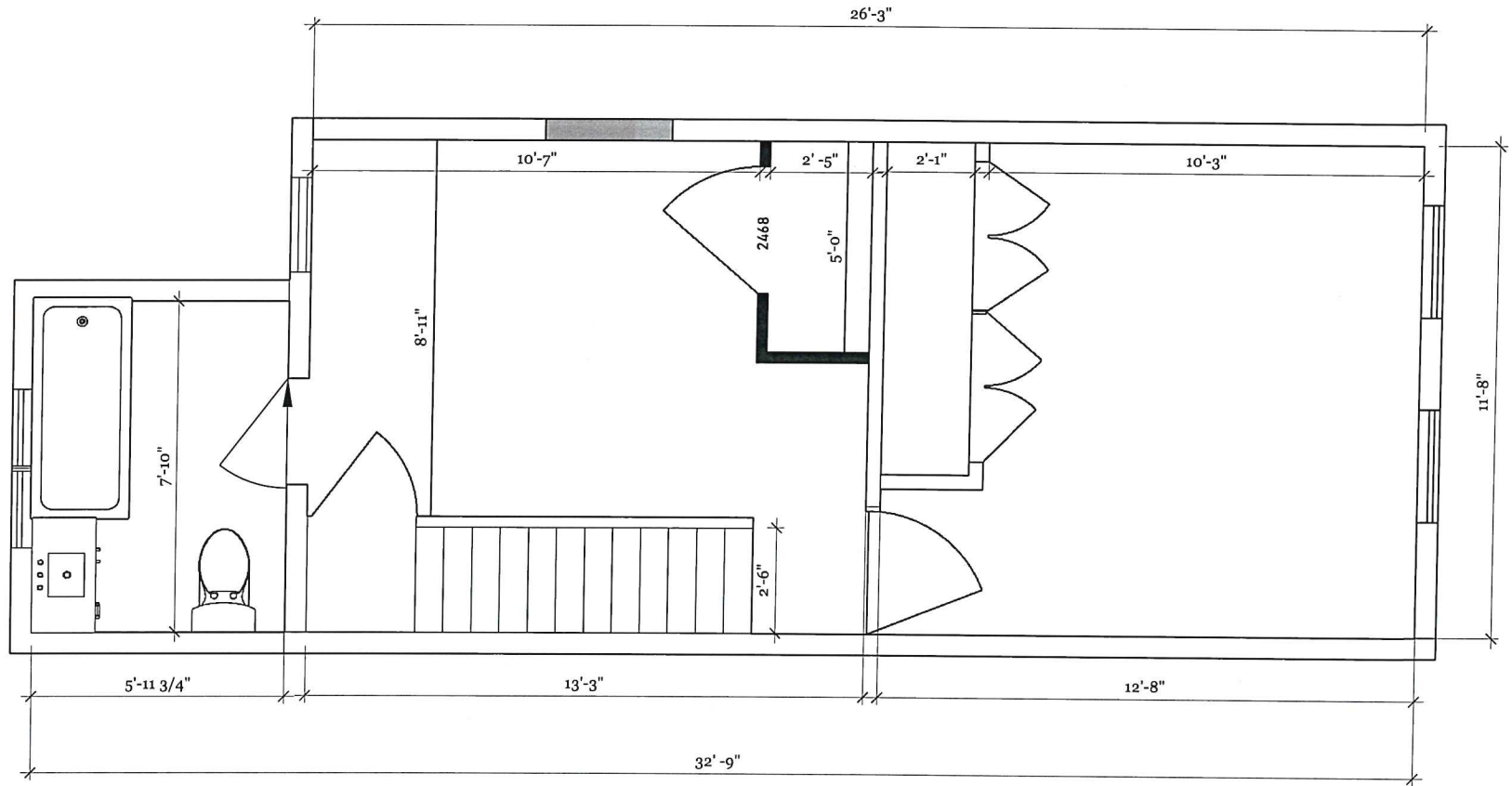
EXIST. WALLS  
 EXIST. OPENINGS TO BE FILLED  
 NEW WALLS

22 S FOURTH ST COLUMBIA PA

FLOOR PLAN

REVISIONS	
MM/DD/YY	REMARKS
1	
2	
3	
4	
5	

A 01



**D :: 2ND FLOOR**  
001 scale: 3/8" = 1'

EXIST. OPENINGS TO BE FILLED

EXIST. WALLS

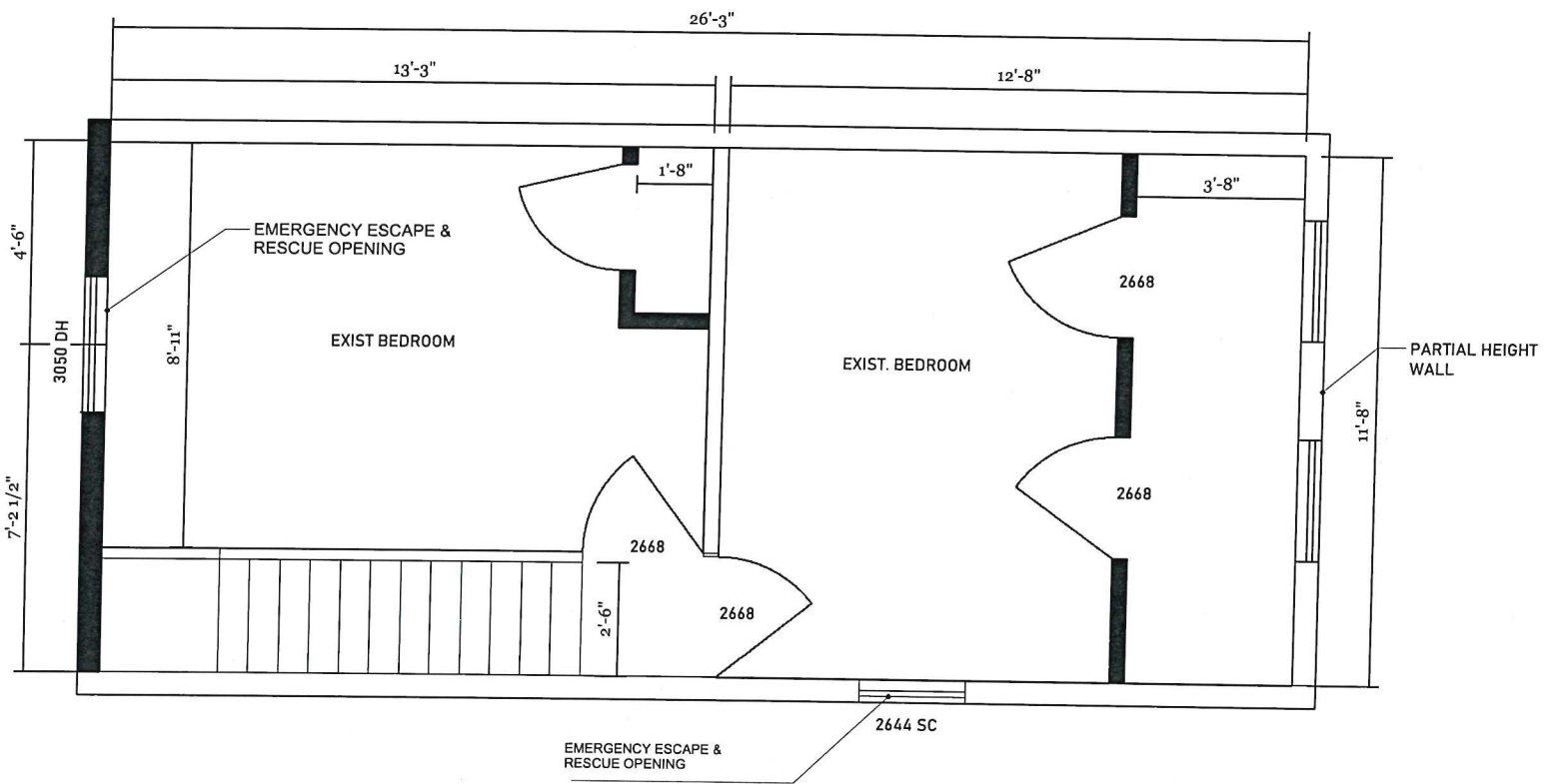
NEW WALLS

FLOOR PLAN

REVISIONS

MM/DD/YY	REMARKS
1	--/--/--
2	--/--/--
3	--/--/--
4	--/--/--
5	--/--/--

A 02



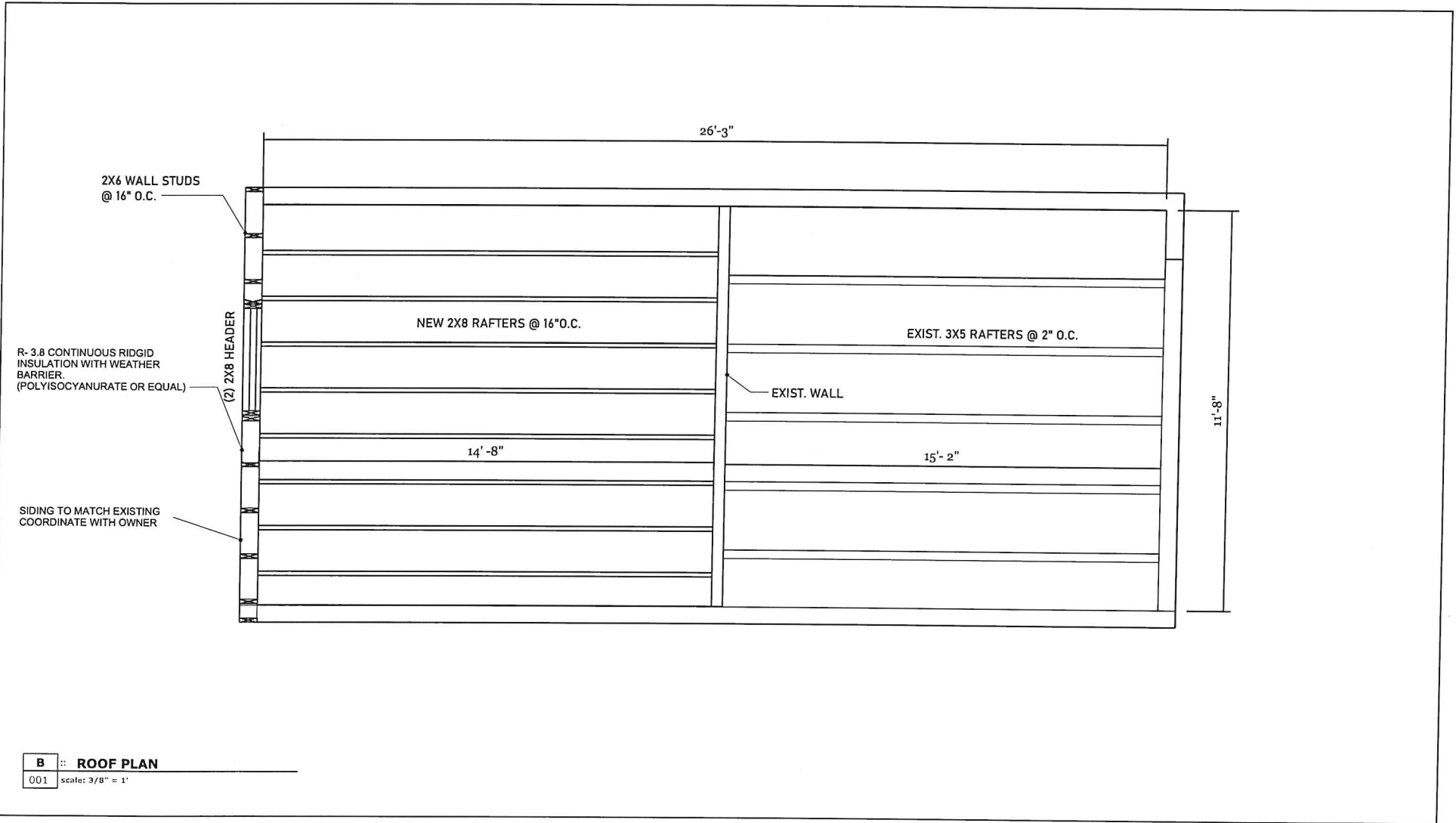
**C :: 3RD FLOOR**  
 001 scale: 3/8" = 1'

EXIST. WALLS  
 NEW WALLS

FLOOR PLAN

REVISIONS	
MM/DD/YY	REMARKS
1	...
2	...
3	...
4	...
5	...

A 03



**B :: ROOF PLAN**  
 001 scale: 3/8" = 1'

FLOOR PLAN

REVISIONS	
MM/DD/YY	REMARKS
1	--/--/--
2	--/--/--
3	--/--/--
4	--/--/--
5	--/--/--

A 04

REAR ROOF PITCH  
TO BE 3/12

TIGERPAW UNDERLAYMENT W/  
GAF ARCHITECTURAL SHINGLES

7/16" OSB ROOF SHEATHING

EMERGENCY ESCAPE  
& RESCUE OPENING

7'-3"

**J** :: REAR ELEVATION

001 scale: 1/2" = 1'

FLOOR PLAN

REVISIONS

MM/DD/YY	REMARKS
1 --/--/--	...
2 --/--/--	...
3 --/--/--	...
4 --/--/--	...
5 --/--/--	...

A 05













BOROUGH OF COLUMBIA
BUILDING/ZONING PERMIT APPLICATION

Permit #

Cost of permit:

PRINT LEGIBLY AND COMPLETE THIS FORM IN ITS ENTIRETY

DATE: 5-31-23

ADDRESS WHERE WORK IS TO BE DONE: 22 S 4th St Columbia PA

PARCEL NUMBER: 110-31600-0-0000

BRIEF DESCRIPTION OF WORK: Convert from office to single family. Add new kitchen, paint, windows, roof, some electrical, Some new plumbing. Add dormer in 3rd floor rear.

Add proper fire separation between adjacent house. Add egress window along the side in 3rd floor

CONTRACTOR NAME: PHONE:

PROPERTY OWNER: Proverb Realty

MAILING ADDRESS: 1299 Kinderhook Rd

PHONE: AFTER HOURS PHONE:

EMAIL ADDRESS: Ben@proverb-realty.com

- ATTACH DRAWING OF PROPOSED WORK
ATTACH CERTIFICATE OF LIABILITY INSURANCE W/BOROUGH NAMED AS ADDITIONAL INSURED
PA ONE CALL (800.242.1776) NOTIFICATION OF UNDERGROUND SERVICE: Yes No

Located in the Historic District? Yes No HARB Application Completed?
Market value of work proposed?

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a certificate of occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of this permit and any work done beyond the scope of this permit is cause for a civil action complaint. The minimum penalty as prescribed by the municipal planning code of PA is \$500.00

SIGNATURE OF PROPERTY OWNER: DATE:

SIGNATURE OF ZONING OFFICER: Sharon Cino DATE: 7/10/2023

SIGNATURE OF BUILDING/PERMIT OFFICER: DATE:

APPLICATION STATUS: APPROVED DENIED

REASON FOR DENIAL

Please note: drawings may be required for the following projects: sheds, fences, additions, porches, roof construction, decks, swimming pools, retaining walls, commercial projects. a third-party review, including inspections, may be required for some projects. The Borough of Columbia reserves the right to require additional information. First \$1,000.00 of project costs \$25.00 and each additional \$1,000.00 is \$5.00. Additional fee for 3rd party review. Permit fees doubled for work performed without permit.



Borough of Columbia

# Application for Window Replacement

5-31-23

Date of Application

**Check List:** Items required to complete your application:

- Manufacturers brochure
- Exterior Photographs
- Building drawing or photo specifying location of window(s) to be replaced
- New window specifications

Property owners are encouraged, whenever possible, to retain and repair original architectural features such as windows. If windows cannot be repaired, they should be replaced with in-kind materials (e.g. wood for wood). If this is not possible, the new replacement windows *should match the style, size, shape and appearance of the original windows*. These characteristics help to determine a building's personality and appearance.

1. Owner's Name: Proverb Realty - Ben Fisher  
 If applicant is not the equitable owner of the property, indicate:  
 Owner's Agent/Representative       Other \_\_\_\_\_

Street Address: 1299 Kinderhook RD  
 Mailing Address (if different): \_\_\_\_\_  
 City: Columbia State: PA Zip: 17512  
 Phone (daytime): 610-223-9423

2. Street Address of Property to be Altered (if different): 22 S. 4th St Columbia PA

3. Contractor's Name: Pathway Real Estate  
 Street Address: 225 Hill RD  
 City: New Holland State: PA Zip: 17557  
 Phone (daytime): 717-808-4829

### Required information on existing windows and the proposed replacement windows

4. **Scope of Alteration**  
 Number and Location: How many windows will be replaced? 7  
 Where are they located on the building? On the front, side or rear of the house? Front + Rear

On the first, second or third floor? On the attic dormer? 1st 2nd - 3rd

Explain whether the replacement windows will be installed within the existing framing, or alteration of the size of the window opening(s) or rough framing will be necessary.

- ( ) Sash replacement: New sash only will be installed within the existing frame
- ( ) Pocket replacement: New window unit -- with sash and new frame -- will be inserted within the existing frame
- () Complete replacement: Entire window will be removed and new window unit installed in rough opening

### 5. **Window Components**

What part of the existing windows do you intend to replace:

- Sash only
- Sash and frame
- Sills
- Surrounding window trim or casing

Attach a manufacturers brochure or cut sheet with component specifications for the replacement windows

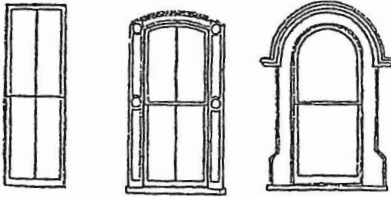
Applicant, complete back



6. **Window Shape**

What shape or form are the existing windows?

Flat-headed    Arched    Half-round    Other (sketch or describe)

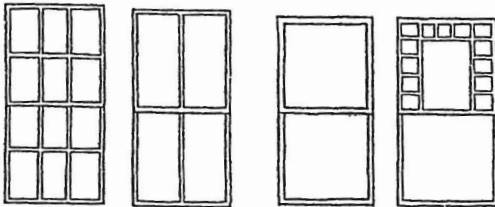


Attach manufacturers photo or drawing showing the shape or form of the replacement windows.

7. **Number and arrangement of glass panes**

What is the configuration of the panes on the existing windows?

6 over 6    2 over 2    1 over 1    Other (sketch or describe)



All replacement windows to match existing.

Attach manufacturers photo or drawing showing the arrangement of panes on the replacement windows.

8. **Photographic Record**

For the Borough's archives, submit color photographs of each window to be replaced. These photos will provide a historical record of your building's original features prior to removal.

9. **Salvage**

Would you be willing to save the wood windows that are removed from your building and store them on-site in a dry location (such as an attic, basement or garage)?  YES     NO

*Retaining the windows with the building will allow future property owners to repair or replicate the wood windows and reinstall them on the building.*

If you do not have storage space, would you be willing to donate the removed windows to an architectural salvage warehouse?  YES     NO

10. Signature of applicant: RL [Signature] Date: 5-31-23

# # # # #

11. **Determination of Building Official:**

HARB review required     No HARB review necessary; permit issued \_\_\_\_\_

12. Signature of Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

# GUIDELINES for the Replacement of Windows



Windows provide light and ventilation to a building. Windows also help to define a structure's architectural style through details such as the size, style, rhythm and proportion of the windows. A building may have windows that are all the same size, or have a variety of types and sizes that give emphasis to certain parts of the building. Windows on the front façade may be more decorative than more utilitarian windows that might appear on side or rear elevations.

Windows are extremely vulnerable to weather because of their exposed location and moving parts, and need to be maintained. To preserve wood windows -- and the historic character and value of your property -- it is recommended that original windows be retained and repaired. (Ask for a copy of the Borough's free brochure "Caring for Wood Windows.")

**If original windows are replaced, the following guidelines should be followed to avoid changing the physical and visual characteristics of the windows and the overall appearance of a property:**

## SIZE

- Avoid altering the existing size of the window opening. Do not decrease or enlarge the opening to accommodate a different size window.
- Do not install replacement sash that does not fit the window opening or frame (requiring infill material at the top or bottom of the frame).
- Do not replace historic windows with modern features such as wide picture windows.

## SHAPE and OPERATION

- Avoid changing the overall shape of the window frame (whether flat-headed, arched or half-round).
- Avoid changing the operation or movement of the original sash (whether double-hung or casement, for example).

## ARRANGEMENT of PANES

- Replacement windows should replicate historic windows in the number and arrangement of panes (whether one-over-one, six-over-six, six-over-one, etc.) and approximate muntin profile.

*If your proposed window replacement deviates from these guidelines, review of your proposal by the HARB may be required.*

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application 318 Poplar Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Lancaster County Housing and Redevelopment Authority for interior and exterior renovations at the property located at 318 Poplar Street.

**BACKGROUND AND JUSTIFICATION:** On July 12<sup>th</sup>, 2023, the HARB provided a recommendation for Borough Council to approve the COA for interior and exterior renovations to include a repair/replacement of the front porch, cornice, door, roof and windows at 318 Poplar Street.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Lancaster County Housing and Redevelopment Authority for interior and exterior renovations at the property located at 318 Poplar Street.

**ATTACHMENT(S):**

COA Application – 318 Poplar Street

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 07/25/23

**DEPARTMENT:** Community Development

**TITLE:** HARB Certificate of Appropriateness (COA) Application 318 Poplar Street

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Lancaster County Housing and Redevelopment Authority for interior and exterior renovations at the property located at 318 Poplar Street.

**BACKGROUND AND JUSTIFICATION:** On July 12<sup>th</sup>, 2023, the HARB provided a recommendation for Borough Council to approve the COA for interior and exterior renovations to include a repair/replacement of the front porch, cornice, door, roof and windows at 318 Poplar Street.

**MOTION:** To consider approval of the Certificate of Appropriateness (COA) from the applicant Lancaster County Housing and Redevelopment Authority for interior and exterior renovations at the property located at 318 Poplar Street.

**ATTACHMENT(S):**

COA Application – 318 Poplar Street



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

AGENDA DATE:              July 12, 2023

TO:                              Historic Architecture Review Board  
RE:                              HARB COA for 318 Poplar Street  
                                    Permit No.230173/Account No. 1100456300000

FROM:                         Sharon Cino, Planning & Zoning Manager  
VIA:                             Mark E Stivers, AICP, Borough Manager

TITLE:                         Consideration of a Certificate of Appropriateness (COA) for interior  
                                    and exterior renovations.

OWNER/APPLICANT:      Lancaster County Land Bank Authority  
                                    Contact: Sean Krumpe  
                                    28 Penn Square, Suite 200  
                                    Lancaster, PA 17603

Contractor:                 Cimarron Construction, LLC

PROJECT DESCRIPTION: Interior and exterior renovations of a residential property including a replacement of the shingle roof, windows, replacement door, exterior brick repair, and a repair to the cornice and porch.

PROPERTY DESCRIPTION: The property was established circa 1880. The historic style is Victorian Romanesque Vernacular. This residential property is 2 story double house, 2 bay brick with central pedimented dormer ornamented with cropped brackets with a scrolled base within a straight mansard roof. The deep wooden cornice is bracketed at regular intervals with ribbed brackets. The fenestration includes a symmetrical segmental arched 2/2 windows, transomed door, porch and a divided wide first story window with scrollwork within the space of the arch.

SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: 9

- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**STAFF RECOMMENDATION:** Staff recommend approval of the COA for interior and exterior renovation of the property located at 318 Poplar Street.

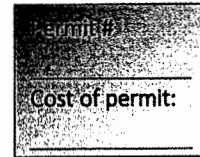






BOROUGH OF COLUMBIA
BUILDING/ZONING PERMIT APPLICATION

PRINT LEGIBLY AND COMPLETE THIS FORM IN ITS ENTIRETY



DATE: JUNE 29, 2023
ADDRESS WHERE WORK IS TO BE DONE: 318 POPLAR STREET
PARCEL NUMBER: 110-04563-0-0000
BRIEF DESCRIPTION OF WORK: INTERIOR RENOVATIONS, EXTERIOR REPAIRS TO BRICK AND PORCH

CONTRACTOR NAME: CIMARRON CONSTRUCTION LLC PHONE: 717-278-7979

PROPERTY OWNER: LANCASTER COUNTY LAND BANK AUTHORITY

MAILING ADDRESS: 28 PENN SQUARE, SUITE 200, LANCASTER, PA 17603

PHONE: 717 394 0793 x232 AFTER HOURS PHONE:

EMAIL ADDRESS: DON@CIMARRONINVESTMENTS.COM

ATTACH DRAWING OF PROPOSED WORK
ATTACH CERTIFICATE OF LIABILITY INSURANCE W/BOROUGH NAMED AS ADDITIONAL INSURED
PA ONE CALL (800.242.1776) NOTIFICATION OF UNDERGROUND SERVICE: Yes No

Located in the Historic District? Yes No HARB Application Completed?
Market value of work proposed? 153,550.00

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a certificate of occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of this permit and any work done beyond the scope of this permit is cause for a civil action complaint. The minimum penalty as prescribed by the municipal planning code of PA is \$500.00

SIGNATURE OF PROPERTY OWNER: Sean Krump DATE: 6/29/2023

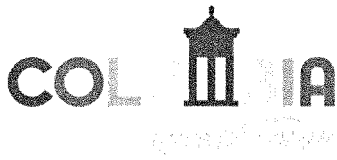
SIGNATURE OF ZONING OFFICER: DATE:

SIGNATURE OF BUILDING/PERMIT OFFICER: DATE:

APPLICATION STATUS: APPROVED DENIED

REASON FOR DENIAL

Please note: drawings may be required for the following projects: sheds, fences, additions, porches, roof construction, decks, swimming pools, retaining walls, commercial projects. a third-party review, including inspections, may be required for some projects. The Borough of Columbia reserves the right to require additional information. First \$1,000.00 of project costs \$25.00 and each additional \$1,000.00 is \$5.00. Additional fee for 3rd party review. Permit fees doubled for work performed without permit.



# Borough of Columbia ZONING /HARB REVIEW

6/29/2023

Date of Application

**Check List:** Your completed application should include:

- |  |  |
|--|--|
| <input type="checkbox"/> HARB Letter of Intent (LOI) | <input type="checkbox"/> Brochure or Catalog Cut |
| <input type="checkbox"/> Plot Plan Drawings          | <input type="checkbox"/> Material Sample         |
| <input type="checkbox"/> Elevation Drawings          | <input type="checkbox"/> Other (specify):        |
| <input type="checkbox"/> Photographs                 |  |

**PLEASE PRINT OR WRITE LEGIBLY**

1. Owner's Name: Lancaster County Land Bank Authority

If applicant is not the equitable owner of the property, indicate:

- Owner's Agent/Representative       Other \_\_\_\_\_
- Letter Submitted by Property Owner, authorizing Agent/Representative to act: \_\_\_\_\_

Street Address: 28 Penn Square, Suite 200

Mailing Address (if different): \_\_\_\_\_

City: Lancaster State: PA Zip: 17603

Phone (daytime): 717 394 0793 x232 Email: skrumpe@lchra.com

2. Street Address of Property to be Reviewed (if different): 318 Poplar Street

3. Contractor's Name: Cimarron Construction LLC

Street Address: 430 Walnut Street

Mailing Address (if different): \_\_\_\_\_

City: Columbia State: PA Zip: 17512

Phone (daytime): 717 278 7979 Email: don@cimarroninvestments.com

4. Architect/Engineer (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Email: \_\_\_\_\_

5. Property Use (Check all that apply):

- Single Family Residence
- Multi-Family Residence
- Office
- Commercial/Retail
- Industrial
- Institutional
- Vacant

Particular Building Type:

- single, detached
- duplex
- row
- apartment building
- warehouse
- other: \_\_\_\_\_

Property Data (if unknown, leave blank)

1. Date building constructed:

1900

2. Date of additions/alterations:

6. **Proposed Alteration(s), Demolition or New Construction (list each item separately):**

Example: 1. replace existing front door with wood four-panel door  
2. install storm door

- In kind window replacement and cornice repair

- In kind porch repair

- Replacement of front door

7. **Costs**

Estimate the total cost of the alteration(s): ~\$30,000

8. **Date of Review**

Date of meeting at which application will be reviewed:

7/12/2023

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a Certificate of Occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of the work permit, and any work beyond the scope of the work permit is cause for a Civil Action Complaint. The minimum penalty as prescribed by the Pennsylvania Municipalities Planning Code is \$500.00.

9. Signature of Owner: Sean Hrumpe

Date: 6/29/2023

10. Signature of Zoning Official: Sharon Cino

Date: 7/10/2023

Applicant was given:

- Pink Placard (to be prominently displayed by applicant on the property where the alterations are proposed)
- Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

**Official Use Only**

Date of site visit: \_\_\_\_\_

**Property Description (building inventory data sheet)**

Historic Function: \_\_\_\_\_ Particular Type: \_\_\_\_\_ Current Function: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Exterior Materials: \_\_\_\_\_

Structural System: \_\_\_\_\_ Foundation: \_\_\_\_\_

Bays: \_\_\_\_\_ Stories: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_ Roof Materials: \_\_\_\_\_ Roof/Wall Junction: \_\_\_\_\_

Dormers: \_\_\_\_\_ Chimney: \_\_\_\_\_

Porch: \_\_\_\_\_ Porch Support: \_\_\_\_\_

General Condition: \_\_\_\_\_ Integrity: \_\_\_\_\_

Sphere

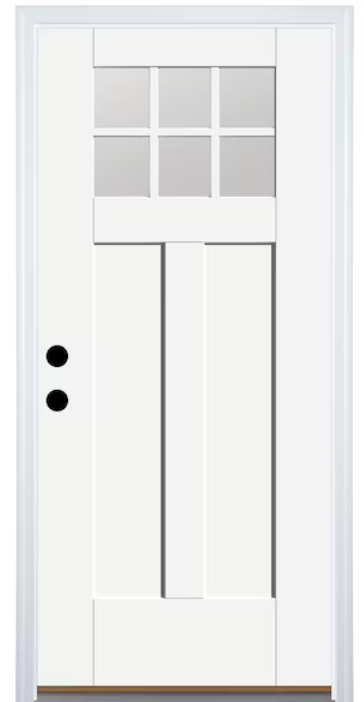




318 Poplar Street  
Proposed Front Door



- Therma-Tru® Benchmark® fiberglass doors won't warp or rot like wood, nor will they dent or rust like steel
- Smooth Surface Collection adds a sleek look to the entry with a smooth surface perfect for paint
- Shaker-style Craftsman-lite door features flush-glazed Low-E glass built into the door for a seamless appearance with simulated divided lites



Range of Checking Accts: First to Last      Range of Check Dates: 07/25/23 to 07/25/23  
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					
41951	07/25/23	CARMIC Car-Mic Truck Accessories					701
23-00746	1	Step Bars for Hwy#2 Ford F350	350.00	01-430-375	Expenditure		12 1
				Maintenance & Repairs of Equipment			
41952	07/25/23	CINTA005 Cintas Corporation #59H					701
23-00741	1	Highway Uniform #4161272319	83.54	01-430-238	Expenditure		3 1
				Highway Uniform cleaning			
41953	07/25/23	CSDAV005 CS Davidson Inc					701
23-00763	1	river park phase III cds	147.11	18-465-001	Expenditure		35 1
				Columbia River Park - Phase 3			
41954	07/25/23	DESKT005 Desktop Solutions					701
23-00765	1	printing & finishing	2,821.33	01-402-350	Expenditure		36 1
				General Communications			
23-00765	2	design & layout	780.00	01-402-350	Expenditure		37 1
				General Communications			
			<u>3,601.33</u>				
41955	07/25/23	ECKER005 Eckert Seamans Cherin & Mellot					701
23-00757	1	prep & attend meeting	546.00	01-404-315	Expenditure		15 1
				Labor Counsel			
23-00757	2	prep for speech	234.00	01-404-315	Expenditure		16 1
				Labor Counsel			
23-00757	3	meeting w leadership team	364.00	01-404-315	Expenditure		17 1
				Labor Counsel			
23-00757	4	meeting with client & seiu	390.00	01-404-315	Expenditure		18 1
				Labor Counsel			
			<u>1,534.00</u>				
41956	07/25/23	ECSMI005 ECS Mid Atlantic, LLC					701
23-00760	1	2nd Q 23	1,079.00	18-450-001	Expenditure		27 1
				McGinness Airport Development Project			
41957	07/25/23	ELAGR005 ELA Group Inc					701
23-00759	1	construction documents	4,260.00	18-450-002	Expenditure		23 1
				McGinness Project -2023			
23-00759	2	preliminary subdivision	190.00	18-450-002	Expenditure		24 1
				McGinness Project -2023			
23-00759	3	mileage	22.75	18-450-002	Expenditure		25 1
				McGinness Project -2023			
23-00759	4	st enviro/historical permits	95.00	18-450-002	Expenditure		26 1
				McGinness Project -2023			
			<u>4,567.75</u>				
41958	07/25/23	EMHER005 EM Herr Ace Hardware					701
23-00744	1	Boat Ramp Camera-GFI Outlet	25.99	01-454-452	Expenditure		10 1
				Maintenance of Parks - River Park			



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						
41959	07/25/23	GORMA005 Gorman Distributors, Inc							701
23-00758	1	trash liners 60 gallon black	30.48	01-444-226	Expenditure		19		1
				Supplies					
23-00758	2	paper towel y-notch white	58.03	01-444-226	Expenditure		20		1
				Supplies					
23-00758	3	paper towel plenty 11/16	17.74	01-444-226	Expenditure		21		1
				Supplies					
23-00758	4	delivery charge	2.00	01-444-226	Expenditure		22		1
				Supplies					
			<u>108.25</u>						
41960	07/25/23	LABS0005 NMS LABS							701
23-00749	1	DUID/DRE Blood Panel/Parke	263.00	01-410-200	Expenditure		14		1
				Police Equipment & Supplies					
41961	07/25/23	PENNS010 Pennsylvania One Call System,							701
23-00742	1	supplemental text messages	5.00	01-430-321	Expenditure		4		1
				Highway, Phone - Cell & Landline & GPS					
23-00742	3	email delivery charge	1.78	01-430-321	Expenditure		5		1
				Highway, Phone - Cell & Landline & GPS					
23-00742	4	monthly activity fee	62.30	01-430-321	Expenditure		6		1
				Highway, Phone - Cell & Landline & GPS					
23-00742	5	Karl supplemental messages	5.20	01-430-321	Expenditure		7		1
				Highway, Phone - Cell & Landline & GPS					
23-00742	7	supplemental voice messages	11.10	01-430-321	Expenditure		8		1
				Highway, Phone - Cell & Landline & GPS					
			<u>85.38</u>						
41962	07/25/23	SNYDE015 Snyder Brothers INC							701
23-00762	1	5 n front st	19.10	01-429-362	Expenditure		29		1
				WWTP, Natural Gas Usage					
23-00762	2	308 locust st	24.74	01-409-362	Expenditure		30		1
				308 Locust St., Natural Gas Usage					
23-00762	3	3rd & market ave	215.05	01-444-362	Expenditure		31		1
				Market House, Natural Gas Usage					
23-00762	4	5 front st	173.84	01-429-362	Expenditure		32		1
				WWTP, Natural Gas Usage					
23-00762	5	137 s front st	104.68	01-409-364	Expenditure		33		1
				137 S Front, Rebillable Prop Expenses					
23-00762	6	431 s front st	3.16	01-430-363	Expenditure		34		1
				Highway, Natural Gas Usage					
			<u>540.57</u>						
41963	07/25/23	TACTI005 Tactical wear							701
23-00748	1	500 Shoulder Patch	1,065.00	01-410-238	Expenditure		13		1
				Police Uniforms and Dry Cleaning					
41964	07/25/23	TOTAL Total Exterminating Services							701
23-00761	1	15 s 3rd st market house	65.00	01-444-317	Expenditure		28		1
				Market House, Contracted Services					



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									
41965	07/25/23	WALTE005 Walters Portable Toilets					701		
23-00736	1	Rotary Park H/C Portapot	126.00	01-454-455	Expenditure		1	1	
				Maintenance of Parks - Rotary Park					
23-00736	2	Makle Park H/C Portapot	126.00	01-454-451	Expenditure		2	1	
				Maintenance of Parks - Makle Park					
			<u>252.00</u>						
41966	07/25/23	YORGE005 Yorgeys Fine Cleaning					701		
23-00743	1	Drycleaning 6/5-6/30/23	62.35	01-410-238	Expenditure		9	1	
				Police Uniforms and Dry Cleaning					
23-00745	1	Dry Cleaning 5/1-5/31/23	70.50	01-410-238	Expenditure		11	1	
				Police Uniforms and Dry Cleaning					
			<u>132.85</u>						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>			
	Checks:		16	0	13,900.77	0.00			
	Direct Deposit:		0	0	0.00	0.00			
	Total:		<u>16</u>	<u>0</u>	<u>13,900.77</u>	<u>0.00</u>			
35 LIQUID FUELS PLGIT LIQUID FUELS									
606	07/25/23	PPLEL005 PPL Electric Utilities Corp					702		
23-00764	1	3rd & chest traffic light 7978	33.73	35-434-002	Expenditure		1	1	
				Traffic Lights - Electrical Usage					
23-00764	2	4th & locust traffic 1947	81.20	35-434-002	Expenditure		2	1	
				Traffic Lights - Electrical Usage					
23-00764	3	s 3rd & locust traffic 1374	82.79	35-434-002	Expenditure		3	1	
				Traffic Lights - Electrical Usage					
23-00764	4	3rd & linden traffic 5177	33.77	35-434-002	Expenditure		4	1	
				Traffic Lights - Electrical Usage					
23-00764	5	s 4th st & locust traffic 1949	35.27	35-434-002	Expenditure		5	1	
				Traffic Lights - Electrical Usage					
23-00764	6	cherry & lanc ave traffic 3872	37.15	35-434-002	Expenditure		6	1	
				Traffic Lights - Electrical Usage					
23-00764	7	9th & locust traffic 7951	24.89	35-434-002	Expenditure		7	1	
				Traffic Lights - Electrical Usage					
23-00764	8	5th & chestnut st lite 4468	27.81	35-434-001	Expenditure		8	1	
				Street Lighting - Electrical Usage					
23-00764	9	129 walut st st lite 5941	84.23	35-434-001	Expenditure		9	1	
				Street Lighting - Electrical Usage					
23-00764	10	400 blk s front st lite 1366	138.62	35-434-001	Expenditure		10	1	
				Street Lighting - Electrical Usage					
23-00764	11	1000 blk walnut st rear 2002	13.75	35-434-001	Expenditure		11	1	
				Street Lighting - Electrical Usage					
23-00764	12	rt 30 @ 441 2nd meter 1880	45.46	35-434-001	Expenditure		12	1	
				Street Lighting - Electrical Usage					
23-00764	13	market & locust st lite 1376	30.37	35-434-001	Expenditure		13	1	
				Street Lighting - Electrical Usage					
23-00764	14	locust st lite 6902	52.52	35-434-001	Expenditure		14	1	
				Street Lighting - Electrical Usage					
23-00764	15	ironville pk st lite 6901	24.95	35-434-001	Expenditure		15	1	
				Street Lighting - Electrical Usage					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
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35		LIQUID FUELS		Continued					
		606 PPL Electric Utilities Corp		Continued					
23-00764	16	n 9th & walnut st lite 6916	25.42	35-434-001	Expenditure			16	1
				Street Lighting - Electrical Usage					
			<u>771.93</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>1</u>	<u>0</u>	771.93	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>771.93</u>	<u>0.00</u>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>17</u>	<u>0</u>	14,672.70	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	0.00	0.00
Total:	<u>17</u>	<u>0</u>	<u>14,672.70</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	3-01	8,106.91	0.00	0.00	8,106.91
CAPITAL FUND	3-18	5,793.86	0.00	0.00	5,793.86
HIGHWAY AID FUND	3-35	771.93	0.00	0.00	771.93
Total of All Funds:		<u>14,672.70</u>	<u>0.00</u>	<u>0.00</u>	<u>14,672.70</u>

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Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	8,106.91	0.00	0.00	8,106.91
CAPITAL FUND	18	5,793.86	0.00	0.00	5,793.86
HIGHWAY AID FUND	35	771.93	0.00	0.00	771.93
Total of All Funds:		<u>14,672.70</u>	<u>0.00</u>	<u>0.00</u>	<u>14,672.70</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	3-01	8,106.91	0.00	0.00	0.00	8,106.91
CAPITAL FUND	3-18	5,793.86	0.00	0.00	0.00	5,793.86
HIGHWAY AID FUND	3-35	771.93	0.00	0.00	0.00	771.93
Total of All Funds:		<u>14,672.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,672.70</u>

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE** July 25, 2023

**DEPARTMENT:** Finance

**TITLE:** Authorization to purchase additional modules for the Edmunds Finance software. The new modules will include both the Account Receivable module and the Online Payment module.

**BACKGROUND AND JUSTIFICATION:** We are currently using a Microsoft Access database program that was developed for the Borough by a former staff member. This program has worked for the Borough but lacks integration with Edmunds. This results in double data entry for each invoice that is paid. We also have not been able to properly update the MS Access program. The A/R module license costs **\$3,000** for the first 3 years.

Finance staff is also seeking approval to purchase the online bill payment module. This will allow residents to pay certain invoices online. We are not ready to implement this at this time but will continue to work forward to get ready for this method of paying invoices online. The license for the online bill payment module costs **\$1,750** for the first three years.

**MOTION:** Authorize staff to purchase two additional modules for the Edmunds software at a cost of \$4,750.

### FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Operating Expense (F01)	\$4,7500	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	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
<b>Net Fiscal Impact</b>	<b>\$4,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY23 Budget	Current Balance	Agenda Expenditure	Balance
01-402-312	IT Contracted Services	\$75,000	\$23,602	\$4,750	

**ATTACHMENT(S):**

- Edmunds A/R & WIPP Proposal





## Sales Proposal prepared for Columbia Borough, PA

Prepared by: Patrick McGee, Business Development Representative

Proposal Date: 05/19/2023

Expiration Date: 09/30/2023

Software Services - Subscription	Amount
AR & Business Licensing - 3 Year	\$3,000.00
WIPP - AR - 3 Year	\$1,750.00
<b>Annual Fees:</b>	<b>\$4,750.00</b>

**Total Year 1 Investment:**

**\$4,750.00**

### Software Services -Subscriptions

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

**Smart Phone Apps** – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

**Security** – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee’s security profile. The security is module and task specific.

**Integration** – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.

**Reporting** – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

**PDF Forms** - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

**Attachments** - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.



## Payment Terms

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

**Please return executed Sales Orders  
via DocuSign or Email to:**

**Edmunds GovTech**

[SalesOrders@EdmundsGovTech.com](mailto:SalesOrders@EdmundsGovTech.com)

P: 888.336.6999 | F: 609.645.3111

[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)

Columbia Borough

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Tammy Bennett

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Date

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** July 25, 2023

**DEPARTMENT:** Police

**TITLE:** Special Event Request – St. Paul Baptist Church Back 2 School BBQ

**BACKGROUND AND JUSTIFICATION:** St. Paul Baptist Church is requesting to use Makle Park for a Back 2 School BBQ. The event will include kid’s games, a “Back to School” giveaway, free food, and a 3 on 3 basketball game for kids. The certificate of insurance has been submitted for this event.

**MOTION:** Consider approval of an Event Request for St. Paul’s Baptist Church to use Makle Park on Saturday, August 19, 2023 (rain date Sunday, August 20, 2023) from 7am-9pm (event time 10am-7pm) for a Back 2 School BBQ, including kid’s games, a “Back to School” giveaway, a free cookout, and a 3 on 3 basketball game.

### FISCAL IMPACT ANALYSIS

The estimated cost to the Borough for this event is \$23.00 (2 public works employees to set up barricades)

**Notes:** A \$25.00 Event Request Fee and a \$10.00 Late submission fee will be charged.

There is a port-o-pot at Makle Park

### ATTACHMENT(S):

- Event Request





RECEIVED



JUL 11 2023

LEO S. LUTZ Mayor

EVAN M. GABEL Solicitor

HEATHER ZINK Borough Council President

MARK E. STIVERS Borough Manager

SPECIAL EVENT PERMIT APPLICATION

Non-Profit: [X] Yes [ ] No

Date Request Submitted: 6/23/23

Organization Name: SAINT PAUL BAPTIST CHURCH\*

Representative Name: Sandy Duncan

Address: 299 S. 5th St, Columbia Phone #: 717/684-7911 Email: duncan7532003@yahoo.com

Name of Event: BACK 2 SCHOOL BBQ

Describe Event Activities: KID'S GAMES, BACK TO SCHOOL GIVEAWAY, FREE COOKOUT, KIDS 3 ON 3

Event Date(s): AUG 19, 23 / (Rain Date) AUG 20, 2023 Time of Event: 10A-7P Times (Including Setup/Tear Down): 7AM - 9PM

Anticipated Attendance: 250+ 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)

MARKLE PARK

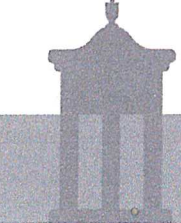
If using Borough Street(s) (i.e.- 3rd St from Locust to Chestnut): \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and

5TH / UNION 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.
- Clean-up and removal of all trash produced at an event is the responsibility of the event host.
- A Certificate of Insurance must be submitted with the application...
- Two Certificates of Insurance are required for events involving a state-owned road...

\* Coordinating this Event with Kurt Edmond. 244 S. Fifth St, Columbia 717-201-9154



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: Sandra Dunean Sandra Dunean  
(Name - PLEASE PRINT) (Signature)

**APPROVAL SIGNATURES**

Borough Manager \_\_\_\_\_ Mark Stivers, Borough Manager Date \_\_\_\_\_

Police Chief \_\_\_\_\_ Chief Jack Brommer Date \_\_\_\_\_

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** July 25, 2023

**DEPARTMENT:** Community Development

**TITLE:** Resolution 2023-23 for extension of the liquor license onto the public sidewalk adjacent to 224 Locust Street for Dakota Brewery, LLC a.k.a. Starview Brews

**BACKGROUND AND JUSTIFICATION:** On July 7, 2023 a letter was provided by the PA Liquor Control Board (PLCB) for Dakota Brewery, LLC a.k.a. Starview Brew to request approval from the Borough for extension of the liquor license premises onto the public sidewalk adjacent to 224 Locust Street.

**MOTION:** Consider Resolution 2023-23 to approve the proposed extension of the premises onto the public sidewalk adjacent to 224 Locust Street.

### FISCAL IMPACT ANALYSIS

None.

### ATTACHMENT(S):

- Resolution 2023-23
- Letter from PLCB

**BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA**

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**RESOLUTION NO. 2023 - 23**

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**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER, PENNSYLVANIA APPROVING THE PROPOSED EXTENSION OF PREMISES INTO THE PUBLIC SIDEWALK ADJACENT TO 224 LOCUST STREET, COLUMBIA, PENNSYLVANIA, FOR DAKOTA BREWERY, LLC, LID NO. 93033**

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**WHEREAS**, Dakota Brewery, LLC (“Starview Brews”) has made application to the Pennsylvania Liquor Control Board (the “PLCB”) for an extension of their licensed premises; and

**WHEREAS**, the Application for Extension of Premises submitted by Starview Brews proposes to extend the licensed premises into the public right-of-way and sidewalk adjacent to the property owned by Starview Brews at 224 Locust Street, Columbia, PA; and

**WHEREAS**, pursuant to 40 Pa. Code §7.21(c), Starview Brews is required to obtain and file with the PLCB written approval from the Borough of Columbia (the “Borough”) for any extension of the licensed premises into an abutting and adjacent sidewalk; and

**WHEREAS**, the Borough desires to approve the proposed extension of premises pursuant to the terms and conditions contained herein.

**NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED** and enacted by the Council of the Borough of Columbia, Lancaster, Pennsylvania, as follows:

**SECTION 1.**

**APPROVAL OF EXTENSION OF PREMISES.**

The Borough hereby approves the extension of premises and the right of Starview Brews to occupy an area of the sidewalk adjacent to the building owned by Starview Brews that is 5 feet in width and 16 feet in length, subject to final approval of the entire Application for Extension of Premises by the PLCB.



SECTION 2.

**AMERICANS WITH DISABILITIES ACT (“ADA”) COMPLIANCE.**

Starview Brews shall ensure that the remaining sidewalk adjacent to their property is in compliance with all ADA requirements, including, but not limited to, maintaining a four (4) foot wide, unobstructed pathway.

SECTION 3.

**INSURANCE.**

Starview Brews shall at all times in which it is operating in the proposed extended premises maintain commercial general liability insurance with limits of liability insurance minimum in the amount of \$100,000 per individual and \$300,000 per occurrence naming the Columbia Borough as an additional insured.

SECTION 4.

**SEVERABILITY.**

In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not effect or impair any of the remaining provisions, sections, sentences, clauses or parts of this Resolution; it being the intent of Columbia Borough that the remainder of the Resolution shall be and shall remain in full force and effect.

**ADOPTED AND RESOLVED**, by the Borough of Columbia in lawful session duly assembled on the 25th day of July 2023.

**ATTEST:**

**COLUMBIA BOROUGH COUNCIL**

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Mark E. Stivers  
Secretary/Treasurer

---

Heather Zink  
Council President



July 7, 2023

DAKOTA BREWERY LLC  
224 LOCUST ST  
COLUMBIA PA 17512

RE: LID No. 93033  
License No. G38898  
File/Job No. 1091719

Dear Licensee:

As per our review of the application for Temporary Outdoor Extension of Premises for Brewery License No. G38898, the following items are required to move forward with your application:

1. The report indicated at the time of the investigation, that approval from the Borough of Columbia to license the sidewalk was not available.
  - a. Please submit a copy of the Sidewalk Café Permit once it is available to this office at [ra-lblicensing@pa.gov](mailto:ra-lblicensing@pa.gov). Please reference LID 93033, License No. G38898, and File/Job No. 1091719 in the subject line.

Upon compliance with this letter, further consideration will be given to the application. If the requested items or a response are not received within 30 days of this letter, the application may be considered for cancellation.

Thank you for your prompt attention and please contact the Licensing Information Center at the telephone number listed below with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank W. Miller', is written in a cursive style.

Frank W. Miller, Chief  
Licensing Evaluation Division

Refer to: Licensing Information Center  
717.783.8250

MINUTES  
COLUMBIA BOROUGH PLANNING COMMISSION  
May 18, 2023

**MEMBERS IN ATTENDANCE:**

Mary Wickenheiser, Chairperson  
Tiffani Lynn, Vice-Chairperson  
Brad Lynn, Secretary  
Justin Evans  
Marilyn Kress Hartman  
Kelly Murphy  
Annette White

**AD HOC COMMITTEE MEMBERS IN ATTENDANCE:**

Barb Fisher, Chairperson  
Don Murphy  
Bill Kloidt  
Chris Vera  
Jamie Widener

**STAFF IN ATTENDANCE:**

Heather Zink, Borough Council President  
Eric Kauffman, Borough Council  
Mark Stivers, Borough Manager  
Derek Rinaldo, CS Davidson, Borough Engineer  
Jess Fieldhouse, CS Davidson  
Sharon Cino, Planning and Zoning Manager  
Deb LaClair, Administrative Assistant

**GUESTS IN ATTENDANCE:**

Nathan Roach, Planning Commission Alternate

**CALL TO ORDER:**

Chairperson Wickenheiser called this regular meeting of the Columbia Borough Planning Commission to order on Tuesday, May 18, 2023, at 7:00 p.m.

There was a moment of silence and the pledge to the flag.

**APPROVAL OF MINUTES:**

Kelly Murphy motioned to approve the Regular Planning Commission meeting minutes from April 18, 2023, and Tiffani Lynn seconded. All favored this motion.

**ZONING HEARING(S):**

There were no zoning hearings for review.

**ENGINEER'S REVIEW(S):**

There were no reviews from the Borough Engineer.

**DEMOLITION APPLICATION(S):**

There were no demolition items.

**ACTION ITEMS:**

Mary Wickenheiser stated that this portion of the meeting would be a joint meeting with the Comprehensive Plan Ad Hoc Committee. Mary thanked Barb Fisher for leading the Committee during this process.

Sharon Cino presented a short program on the Comp Plan and introduced the Committee members present.

Mary stated members of the Planning Commission have received a copy of the plan either electronically or a hard copy for review. She opened the discussion with questions.

Jess Fieldhouse also added that any typo's should be forwarded to Sharon with the object for tonight being discussion on content.

Jamie Widener referred to Chapter 8, raising concerns about increasing housing prices, which could be detrimental to those starting out or on a fixed income. Jess suggested the wording be changed to offer a diverse range of housing at differing costs.

Bill Kloidt stated he emailed Sharon with some changes. He also congratulated everyone involved with the Comp Plan. Bill suggested the Shade Tree Commission be recognized under acknowledgements. He asked about the need to address short-term rentals. Mary stated short-term rentals would be addressed by the Zoning Ordinance. Jess added that Chapter 9 refers to short-term rentals and how that would be addressed by changes to the Zoning Ordinance.

Don Murphy stated the plan covers everything discussed at the Ad Hoc meetings. He added this was a plan everyone could be proud of because it contains objectives that would be easily implementable.

Chris Vera recognized the hard work everyone did over the last few years on this plan.

Annette White also talked about the amount of work by the committee and commented on the great format of the plan.

Barb Fisher suggested a list of anacronyms be included in the plan.

Tiffani Lynn congratulated the committee. She questioned the section in Tier 1, Page 35, regarding conversions by-right. Jess stated she would reread that section to ensure the difference between new construction and existing buildings were clear with regards to conversions by-right.

Justin Evans commented that this was a robust comp plan projecting a positive tone.

Brad Lynn thanked Barb Fisher and the Ad Hoc Committee for their work and stated he was excited for the future of Columbia.

Kelly Murphy also thanked the committee for presenting a well-written plan with doable projects. He added that housing was always challenging with trying to meet the needs of all citizens while protecting property owners.

Marilyn Kress Hartman suggested educational tools for those people who want to have rentals in Columbia. Jess thought that was addressed but if not, it could be added with the possibility of tying the rental license to educational requirements.

Mary Wickenheiser talked about the process of moving the comp plan approvals forward. She added there were comments from the Lancaster County Planning Commission and asked if there were any issues with these comments. Jess stated there were no issues.

Councilperson Kauffman thanked everyone involved.

Tiffani Lynn thanked the public for their input.

Don Murphy motioned to recommend the Columbia Borough Planning Commission make a recommendation to Borough Council to forward the Columbia2040 Comprehensive Plan, with corrections and modifications as noted, to the Lancaster County Planning Commission for review and comment and Barb Fisher seconded. All favored this motion.

Tiffani Lynn motioned to recommend that Borough Council forward the Columbia2040 Comprehensive Plan to the Lancaster County Planning Commission for their formal review and comment prior to adoption and Justin Evans seconded. All favored this motion.

Barb Fisher thanked the Ad Hoc Committee and Jess and CS Davidson for their work.

**DISCUSSION ITEMS:**

There were no discussion items.

**OLD BUSINESS:**

There were no items under old business.

**NEW BUSINESS:**

There were no items under new business.

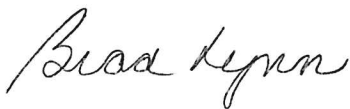
**PUBLIC COMMENTS AND QUESTIONS:**

There were no public comments.

**ADJOURNMENT:**

Justin Evans motioned to adjourn this meeting of the Columbia Borough Planning Commission at 7:45 p.m. and Annette White seconded. All favored this motion.

Respectfully submitted,



Brad Lynn, Secretary 



MINUTES  
COLUMBIA BOROUGH PLANNING COMMISSION  
June 20, 2023

**MEMBERS IN ATTENDANCE:**

Mary Wickenheiser, Chairperson  
Tiffani Lynn, Vice-Chairperson  
Brad Lynn, Secretary  
Marilyn Kress Hartman  
Kelly Murphy  
Nathan Roach, Alternate  
Annette White

**STAFF IN ATTENDANCE:**

Mayor Leo Lutz  
Sharon Cino, Planning and Zoning Manager  
Deb LaClair, Administrative Assistant

**GUESTS IN ATTENDANCE:**

Nelson Shertzer, Mount Joy Holdings – 332-336 Locust Street

**CALL TO ORDER:**

Chairperson Wickenheiser called this regular meeting of the Columbia Borough Planning Commission to order on Tuesday, June 20, 2023, at 7:00 p.m.

There was a moment of silence and the pledge to the flag.

Mayor Leo Lutz provided the swearing-in of Nathan Roach as an alternate to the Columbia Borough Planning Commission.

Justin Evans was absent from this meeting due to a work commitment.

**APPROVAL OF MINUTES:**

Tiffani Lynn motioned to approve the Regular Planning Commission meeting minutes from the May 18, 2023, joint meeting with the Ad Hoc Committee and Annette White seconded. All favored this motion.

**ZONING HEARING(S):**

There were no zoning hearings for review.

**ENGINEER'S REVIEW(S):**

332 – 336 Locust Street – Lot-Add-On Plan – Nelson Shertzer, Mount Joy Holdings, explained the project was outdoor café seating for the café next door. The 2 lots would be combined as one property. Mary Wickenheiser stated they did receive Borough Engineer comments and Lancaster County Planning Commission comments. Sharon Cino stated the engineer comments were mostly administrative in nature, so the Borough Engineer recommended a conditional approval for this project.

Nelson Shertzer provided a brief history of the condemned building, which he purchased and recently demolished to create seating for the café. He explained there would be a 6-foot fence installed around the area along with custom gates. The only access to the outdoor area would be through the café between the hours of 7:00 a.m. and 2:00 p.m. with the exception being for special events. Nelson asked for a waiver of a lighting plan submittal since the café was only open during daylight hours. Nelson explained the decorative lighting that would be on a timer. Mary asked about security lighting. Nelson stated none would be installed at this time due to the installation of the fencing.

There was discussion regarding landscaping.

Marilyn Kress Hartman asked if their trash was picked up on Locust Street. Nelson stated yes.

The Planning Commission members present commented positively about the requested waiver and the project in general.

Tiffani Lynn motioned to approve the lot-add-on plan for 332-336 Locust Street with the condition all comments on the Borough Engineer letter and comments from Lancaster County Planning Commission were satisfied and Brad Lynn seconded. All favored this motion.

Kelly Murphy motioned to approve the requested waiver from submitting a lighting plan due to the fact the outdoor seating would be utilized during daylight hours and there would be lighting on the gate with the condition that Chief Brommer review the plan for security purposes and Tiffani Lynn seconded. All favored this motion.

**DEMOLITION APPLICATION(S):**

There were no demolition items.

**ACTION ITEMS:**

There were no action items.

**DISCUSSION ITEMS:**

Sharon presented the land bank updated. She stated little has changed since last month.

**OLD BUSINESS:**

There were no items under old business.

**NEW BUSINESS:**

Sharon talked about a proposal from CLG Law Firm for right-of-way management ordinance services. Sharon added this could potentially allow the Borough to charge for work done in the right-of-way. Mary suggested the Borough Solicitor review this proposal and they table any action on this until the July meeting.

Mary updated the Commission on the stormwater plan with regards to the watershed plan that was discussed at a recent Borough Council meeting.

Mary also talked about the potential purchase of property located on Ridge Avenue to relocate the Highway Department.

Mary announced the Comprehensive Plan would be forwarded to Manor Township, West Hempfield Township, and the Columbia Borough School District for review.

Mary added that the Mill Street parking lot project for Columbia Catholic Housing would be reviewed at the July meeting.



**PUBLIC COMMENTS AND QUESTIONS:**

There were no public comments.

**ADJOURNMENT:**

Kelly Murphy motioned to adjourn this meeting of the Columbia Borough Planning Commission at 7:41 p.m. and Brad Lynn seconded. All favored this motion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brad Lynn", with a long horizontal flourish extending to the right.

Brad Lynn, Secretary

**Columbia Borough Civil Service Commission**

**Meeting Minutes**

**June 13, 2023**

James Ciccocioppi called the meeting to order at 1:00pm.

**Roll Call:**

Committee Members in Attendance

James Ciccocioppi, Chair

John Meshey, Vice- Chair

Tom Ziegler - Alternate

Committee Members Absent

James Anspach, Secretary

Fran FitzGerald – Alternate

**Others Present**

Police Chief Jack Brommer

Officer Brent Keyser

Pam Arnold, PD Administrative Assistant

Motion to approve the May 9, 2023, Civil Service Commission Minutes.

**Motion:** John Meshey

**Second:** Tom Ziegler

**Voice Vote:** All Favored

Motion to approve putting the minutes from the non-public Civil Service Commission Information Session on 6/8/23 onto the Borough's Website with the Regular Civil Service Commission Minutes.

**Motion:** Tom Ziegler

**Second:** John Meshey

**Voice Vote:** All Favored

**Old Business**

Chief Brommer stated that Jack Kopp will graduate from the Police Academy on 7/14/23. He also said since Kopp is coming to the end of his training, he has some free time and has started transitioning to training with the Police Department. Kopp did a ride-along last week with Officer Souders and will continue to train as time allows.

Chief Brommer said that new-hire, Rebecca Blatt will be taking the Physical Agility Test this weekend and will start at the Police Academy on 7/5/23.

Chief Brommer noted that Borough Council will vote tonight to approve/disapprove the purchase of new Dual Band Radios which will give Officers the ability to communicate with York and Lancaster Counties.

Officer Brent Keyser told Commission Members that the hook-up the Body Camera System to the server tomorrow, Wednesday, June 14, 2023, and training will most likely take place on Wednesday, Thursday, and Friday of this week.

Chief Brommer reminded Commission Members that the Sergeant's Exam will take place on Thursday, August 24, 2023. He noted that all interested parties have been assigned study books to prepare for the exam.

Chairman, James Ciccocioppi, asked if it would be possible to add, up to ten points, to the Corporal's scores due to their having already taken the Corporal Test and their efforts as Corporals with the Police Department. Chief Brommer said it is too late at this point since the process for Sergeant testing has already started. He said maybe this can be considered in the future.

Chief Brommer stated that he was impressed at how everyone worked together toward a successful Police Exam this past Saturday. He was a bit discouraged that only eight candidates out of thirty had taken the test.

Chief Brommer noted that the test documents were mailed to the requested address, on Monday, June 12, 2023, via UPS.

Chief Brommer and Commission Members discussed having future candidates pay a fee to apply to test, with the possibility of being refunded the fee once they have taken the test.

### **New Business**

Chief Brommer expressed concern that Harrisburg Area Community College may not be able to assist with the physical agility testing for the applicants who took the written exam last weekend. He said he will continue to look for other options. He will check with the two local Police Academies to see if they can assist.

Commission Members discussed the possibility of changing some of the Civil Service regulations to allow more freedom when testing in house.

### **Committee Member Comments**

John Meshey: Everything went well with the police exam last weekend. Maybe some of the verbal instructions could be condensed for the next test. He said it was a good move to have Officers present during the testing to show support.

Officer Brent Keyser: Everything went well during the police exam last weekend.

Jim Ciccocioppi: Everything went well during the police exam last weekend.

Chief Brommer: Everything went well during the police exam last weekend. Chief Brommer said that a letter of thanks will be drafted and asked if Chairman Ciccocioppi would be willing to sign it. Ciccocioppi agreed.

Motion to adjourn the meeting at 1:44pm.

Motion: Tom Ziegler 2nd: John Meshey Voice Vote: All Favored

Approved by: James Ciccocioppi on 7/11/23  
James Ciccocioppi Date  
Chair