



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

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

September 12, 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 August 8, 2023
 - b. Consider approval of the Borough Council Meeting Minutes for August 22, 2023
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Zoning and Planning Report for August 2023
 - II) Acknowledge receipt of the Columbia Market House Report for August 2023
 - b. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of the Public Works and Property Report for August 2023
 - c. Safety/Communications – Todd Burgard
 - I) Acknowledge receipt of the Public Safety Reports for August 2023: Columbia Borough Police Department, Penn State Health Life Lion and Columbia Borough Fire Department (July)
 - II) Acknowledge receipt of the Codes Compliance Report for August 2023
 - III) Acknowledge receipt of the EMOC Report for August 2023



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). **All discussions on agenda items that go over 15 minutes will be tabled to the next available work session.**

11. Action Items:
 - a. Authorization to pay bills
 - b. Consider authorizing staff to advertise Ordinance No. 941 to amend the Borough's Code of Ordinances, Chapter 186, Streets and Sidewalks by adding a new Article VII – Sidewalk Café
 - c. Consider authorizing staff to advertise an Ordinance to amend Chapter 207 to update regulations related to Handicap Parking
 - d. Consider parameters on the use of a PR firm
12. Introduction New Business:
 - a. Consider the request from the Merchants Association of Columbia for free parking on Saturdays between November 25, 2023 and February 17, 2024.
 - b. Consider authorization to hire Chad Binderup as a full-time Community Service Aide
 - c. Consider authorization to hire Daniel Imler as a part-time patrol officer
13. Staff Reports, Comments, and Announcements
 - a. Solicitor
 - b. Borough Engineer
 - c. Secretary/Treasurer
 - d. Boards, Commissions and Committees
 - I) Upcoming Meetings: HARB (9.13.2023) Parks & Rec (9.14.2023)
Planning (9.19.2023) Shade Tree Commission (9.25.2023)
 - II) Approved Minutes: LASA, Planning Commission,
14. Borough Council Comments
 - a. Council Members
15. Announcement of Next Meeting. At 7:00 PM on September 26, **2023**, Council will hold a regular meeting
16. Adjournment

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

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

August 8, 2023 | 7:00 PM
 Paul W. Myers Council Chambers

MINUTES

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

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

Staff Present: Borough Manager Stivers, Codes Manager Diffenderfer, Market Manager Vera and Public Works Manager Graham. Solicitor Gabel and Engineer Rinaldo were also present.

2. An invocation was provided by Rev. James Snyder of St. Ann’s Retirement Community.
3. Councilperson Fisher led the pledge to the flag.
4. Announcement of Executive and Information Session (s) None.
5. Additions, deletions, and reorganization of agenda.
 - a. Motion to approve the agenda as published.

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

6. Citizen Comments Non-Agenda Items Only

Brenda Hess

Asked for help addressing trash and disruptive issues in her neighborhood on the 800 block of Houston Street. Discussed trash issues at 824 Houston Street that was recently vacated. Discussed interactions she had with police that responded to issues in the neighborhood. Noted the number of times police have been called to the area for the same issues. Discussed repeated damage to her property specifically her hedges.

Mayor Lutz responded that he has been in contact with residents in the neighborhood and is trying to work with them to address the issues. Asked Mrs. Hess to meet with Chief Brommer to discuss the issues. She agreed.

Frank Doutrich

Apologized to Chief Brommer for missing a meeting. Addressed inconsistencies in how council meetings are conducted. Clarified information from a previous meeting concerning The Turkey Hill Experience. Discussed Councilperson Lintner’s and Council President Zink’s volunteer participation in the Habitat for Humanity Project in the Borough.

Brad Chambers

Discussed the 2040 Comprehensive Plan and the McGinness project. Discussed the financial impact of the McGinness project falling on the taxpayers. Asked, due to cost escalation of materials since the beginning of the project, if there have been any adjustments made to the projected cost of the project. Manager Stivers provided detailed information on the work that continues on the project. Mr. Chambers asked for clarification on lead testing done at the site. Manager Stivers provided detail on lead testing on the house that is now demolished, and lead found in the ground testing. Mayor Lutz discussed the financing for the project. Manager Stivers provided detail on the grants and loans that are funding the project and stated the sale of each parcel will be applied to the outstanding loans and noted the loan is a 0% loan. Councilperson Lintner noted the loan is for \$5 million. Solicitor Gabel also added the loans for the project are not due until the parcels are sold. Councilperson Lintner asked for clarification on whether the proposed units will be leased or sold. Manager Stivers provided the plan is for the units to be sold. She also asked for additional information on the lead testing done at the site. Manager Stivers responded with detail on testing done by ECS Mid Atlantic, LLC. B. Chambers asked if the borough has projections on what the

project will bring in financially once completed. Manager Stivers explained estimates were required as part of the application process for the state funding received for the project.

7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for July 25, 2023.

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

8. Presentation & Acceptance of Reports

- a. Community Development – Eric Kauffman

- I) Acknowledged receipt of the Zoning and Planning Report for July 2023
- II) Acknowledged receipt of the Columbia Market House Report for July 2023
 Manager Vera thanked the Police Departments that responded to the incident on 3rd and Cherry Street last Saturday.

Mayor Lutz suggested Manager Vera schedule a meeting with ESO J. Barninger to create an emergency plan for the Market House. Chief Brommer also offered active shooter training.

Councilperson Lintner noted there is a match for the grant application for funding to resurvey the Historic District. Manager Stivers provided it is a \$2,500 match.

President Zink encouraged Council to participate/volunteer in the Habitat for Humanity projects in the Borough.

Frank Doutrich
 Discussed meeting protocol.

- b. Public Works & Property – Peter Stahl

- I) Acknowledged receipt of the Public Works & Property Report for July 2023

Noted the mill and overlay portion of the UGI gas main replacement project has been pushed back from July 10th to August 7th. President Zink noted the South 2nd St. CDBG project is now set to begin on September 1st.

- c. Safety/Communications – Todd Burgard

- I) Acknowledged receipt of the following Public Safety Reports for July 2023: Columbia Borough Police Department, Penn State Health Life Lion and Columbia Borough Fire Department (June 2023)
- II) Acknowledged receipt of the Codes Compliance Report for July 2023
- III) Acknowledged receipt of the EMOC Report for July 2023

Councilperson Burgard discussed the new mobile EOC trailer and its debut at the National Night Out event.

Adam Marden, of Penn State Health Life Lion, discussed coverage changes to their response areas due to a new organization taking over a part of Mt. Joy Township and Donegal Township. Discussed proposals they submitted to cover Penn Township, Manheim Borough, and a portion of Rapho Township. They were selected and will be covering these areas starting January 1, 2024. Discussed a recent meeting he attended concerning the 462 Bridge and noted the discussion is ongoing.

Frank Doutrich

Asked Councilperson Burgard if he attends the nonpublic safety meetings. President Zink clarified it is not a safety meeting it is an emergency management meeting. Councilperson Burgard responded he was not present at the last meeting. Mr. Doutrich asked if ways to deter drug trafficking in the Borough has been a topic discussed at these meetings. Councilperson Burgard responded that he does not recall this topic being discussed. Mr. Doutrich asked at what meeting this topic would be discussed. Councilperson Burgard responded that it would be a topic for a Borough Council meeting.

9. Presentations

10. Mayor Lutz/Chief Brommer

Mayor Lutz declined to make comments on any ongoing police investigations. Discussed neighborhood problems being addressed in the Borough that are also a problem all over the country. Discussed police staffing and cameras used by the Columbia Borough Police Department. Noted many residents have cameras that are nonoperational. Stated those cameras could assist the Police Department if they were operational. Discussed issues being addressed through the Code Enforcement and Police Departments. Noted that fear keeps many residents and victims from meeting with the Police and Codes Department to report and resolve issues. Thanked the neighboring municipalities that assisted the Columbia Borough Police Department with recent incidents.

Council President Zink noted the “3 strikes and you’re out” rule for rental properties and encouraged residents to report issues.

11. Action Items

- a. Motion to authorize staff to pay bills

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

- b. Motion to approve a full public security release being held for 132 Locust Street project in the amount of \$97,300.50 pending approval from the Shade Tree Commission.

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

President Zink provided detail on the motion. Engineer Rinaldo noted an issue with the street trees for the project and asked that the vote include pending approval of the Shade Tree Commission.

- c. Motion to reduce the public security being held for the Locust Street Apartments Project located at 315 Locust Street in the amount of \$6,560.00 to provide a remaining security balance of \$8,585.00.

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

- d. Motion to hire Breah Whitworth as a part-time (10-20 hours per week) Crossing Guard for the Columbia Borough Police Department beginning at the non-Uniform 2022 Contract rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.

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

12. Introduction New Business:

- a. Motion to approve special event request for Cumulus Media/96.1/SOX Radio to host their annual Santa D’s Toy Challenge in the “jug handle” at the entrance to the PA 462 Columbia/Wrightsville Bridge from Monday,

December 4, 2023 through Friday, December 8, 2023, (set up and tear down to include 12/2/23 and 12/9/23). This approval is contingent upon receipt of the required Certificate of Insurance.

Motion by:	Second by:	Voice Vote:
S. Lintner	T. Burgard	All Favored – Motion Carried

Councilperson Fisher asked if the condition of the bridge is an issue for the event. Borough Manager Stivers responded that the concern is with overweight vehicles on the bridge which should not be an issue with this event.

13. Staff Reports, Comments, and Announcements

a. Solicitor

Solicitor Gabel announced the purchase of the Ridge Avenue property should come to Council for a vote at their next meeting.

b. Borough Engineer

Councilperson Lintner asked for clarification on parking for residents involved with the Walnut Street project. Engineer Rinaldo responded and noted there are several properties in the area with private off street parking. Mayor Lutz noted there is a public parking lot in the vicinity of the project.

Engineer Rinaldo detailed a curb and sidewalk replacement grant program offered by Lancaster County for residents that qualify. Borough Manager Stivers added detail to the discussion.

Brad Chambers

Asked for clarification on who owns the sidewalk. Solicitor Gabel explained the homeowner does not own the sidewalk but is responsible for the upkeep of the sidewalk. Engineer Rinaldo added to the conversation.

Frank Doutrich

Asked for clarification on the recent curb installed on Blunston Street by the Public Works Department. Borough Manager Stivers provided information.

c. Secretary/Treasurer

Borough Manager Stivers announced the sale of the old wastewater treatment plant should be scheduled for mid-September. Discussed documents still stored in the building and noted some historical information he found. Noted a vote for destruction of records for a portion of these documents will come to Council for a vote. Noted, as a follow up to the last meeting, he met with Pastor Powers to discuss the homeless issue in Columbia. Work will continue on this very difficult and challenging issue. Mayor Lutz noted meetings scheduled at the County level to address the issue. Discussed proposed work on the Columbia/Wrightsville Bridge and efforts being taken to keep the communities safe and informed. Announced Brightspeed, a new internet company, is doing work in the Borough. A meeting is scheduled with the government service representative of the company to discuss concerns with their work. Encouraged anyone with issue to contact the Borough.

d. Boards, Commissions and Committees

- I) Upcoming Meetings: HARB **Cancelled** (8.9.2023) Parks & Rec (8.10.2023) Planning (8.15.2023)
- II) Approved Minutes:

14. Borough Council Comments

a. Council Members

President Zink noted she requested Planning and Zoning Manager Cino and Planning Commission Chairperson Wickenheiser to start the process to blight two condemned properties, one on South 5th Street and one on North 3rd Street The request was in effort to get the properties to the vacant property reinvestment board for cleanup.

Councilperson Lintner announce a CCAT meeting Wednesday, August 9th, 2023 at 5:30 pm at borough hall.

President Zink noted Councilperson Fisher and Councilperson Price volunteered at a recent community event held on South 5th St. Also noted Councilperson Price manned a market stand last Saturday due to an unexpected vendor absence.

15. Announcement of next meeting. At 7:00 p.m. on August 22, 2023, Council will hold a regular meeting

16. Motion to adjourn the meeting at 8:16 pm.

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

MOTIONED AND APPROVED this 12th day of September 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Heather Zink, Council President

ATTEST:

Mark E. Stivers, Secretary/Treasurer

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

August 22, 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, Price, Stahl, and Zink. Mayor Lutz was also present.

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

2. A moment of silence was observed.
3. Councilperson Kauffman led the pledge to the flag.
4. Announcement of Executive and Information Session (s) None.
5. Additions, deletions, and reorganization of agenda.

- a. Motion to approve the agenda as published.

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

6. Citizen Comments Non-Agenda Items Only

Frank Doutrich

Discussed his previous request for information regarding the recent police incident on Cherry Street. Discussed how information was provided to the press in previous years. Discussed upcoming sale of Borough vehicles. President Zink provided information on the sale process. Manager Stivers and Solicitor Gabel also provided detail on the process the Borough is required to follow per their lease agreement with Enterprise Fleet Management. Discussed the audit presented at a previous meeting.

7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for August 3, 2023.

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

8. Presentation & Acceptance of Reports

- a. Finance – Heather Zink
 - l) Acknowledged Finance Report – July 2023
 President Zink noted the ACH report for June and July are part of the finance packet.

Frank Doutrich

Questioned the overspending of the budgeted amount for the police chief salary. President Zink responded that it is contractual for management to have the right to cash out unused vacation time which the chief did which resulted in going over budget. It was noted the same option is available for union employees. Questioned the overspending of the contracted services budget. Manager Stivers agreed to look into the issue and get back to him.

- b. Legislation – Sharon Lintner
 - l) Acknowledge Legislative Priority List for August 2023
 Councilperson Lintner requested that the revision of the handicap parking ordinance be added to the list. President Zink noted the zero lot line issue will also be added to the list.

9. Presentations

10. Mayor Lutz/Chief Brommer

Mayor Lutz announced Emergency Management Coordinator Barninger recently had surgery and had some complications that put him back in the hospital and asked for prayers for his recovery. Noted the House passed a bill addressing the following issues: blighted properties, fire work ordinance, land bank, and a bill to address teacher police and nurse shortages. Chief Brommer reported on the first day of public school and the success of some alternate traffic patterns being used at the High School and Park School. It was noted that the school district has not hired an SRO.

11. Action Items

- a. Motion to authorize staff to enter into an agreement of sale for the purchase of about 0.31 acres of land to be dedicated to the Borough to be used as an access drive for Ridge Avenue properties.

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

Manager Stivers provided detail on the motion. Mayor Lutz expressed the value he sees in the purchase. Councilperson Kauffman and President Zink also added to the discussion

Frank Doutrich

Asked for clarification on the status of the bridge access to the property. Councilperson Kauffman responded. Asked for clarification on other options for access to the property. Manager Stivers provided other options that did not come to fruition. Asked for clarification on the cost to purchase the land for access. Manager Stivers responded with detailed information.

- b. Motion to approve Resolution 2023-24 authorizing staff to represent the Borough to purchase land located at 1100, 1110, and 1120 Ridge Avenue for \$1,350,000 plus necessary closing costs.

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

Councilperson Kauffman asked for clarification on the funding for this project. Manager Stivers explained that reserve funds will be used, and those funds will be replenished by the sale of Borough property. President Zink asked for clarification on the benefit of using the “deed in lieu of condemnation” process for this purchase. Solicitor Gabel explained this was part of the negotiation discussions to purchase the property and offered the most benefit to the Borough. Councilperson Stahl discussed the history of the project and voiced his support of the purchase. President Zink also voiced her support of the purchase. Mayor Lutz discussed meeting with DCED to see if there are funds available to offset the cost of improving the site.

Frank Doutrich

Discussed the sale of the wastewater treatment plant. Discussed the cost of transforming the Ridge Avenue property to a public works facility. Asked for clarification on a sale date for the wastewater treatment plant. Solicitor Gabel responded with detail. Mr. Doutrich asked for clarification on the sale of 137 S Front Street. Manager Stivers provided detail.

Councilperson Lintner asked how long it is anticipated for the Ridge Avenue property to be up and running. Manager Stivers and Manager Graham agreed approximately 2 years. Manager Stivers provided detail on the design process for the project. Councilperson Lintner also for clarification on the 565 requirement for the purchase/sale of the wastewater treatment plant. Manager Stivers provided detail on the plan to sell both the wastewater treatment plant and the old highway shed and how the purchaser will utilize both properties.

- c. Motion to authorize staff to pay bills.

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

12. New Business

- a. Motion to approve Resolution 2023-25 authorizing the destruction of public records.

Motion by:	Second by:	Voice Vote:
E. Kauffman	P. Stahl	6 (Yes) 0 (No) Councilperson Burgard stepped out of the room – Motion Carried

Manager Stivers provided detail on the items being destroyed which include records from the previous solicitor.

- b. Motion to authorize staff to enter into a contract with Sidium Solutions for IT/Network management for both the Borough and Borough Police Department.

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

Manager Stivers and Chief Brommer provided detail on the process of choosing this candidate and research done on other municipalities that currently use this company. Manager Stivers detailed the proposal being considered. Councilperson Kauffman asked when the contract with the current company expires. Manager Stivers responded at the end of February 2024, but they have agreed to terminate our contract at the end October 2023 with no penalty. Councilperson Lintner asked how this company’s cost compares to our current company. Manager Stivers provided detail on what he considers to be a comparable cost. Councilperson Kauffman asked if this company could assist with our issues with streaming meetings. Manager Stivers detailed work currently being done to find a solution to the issue with a different vendor. There was a discussion on the actual cost of the contract. Chief Brommer detailed ongoing IT issues the Police Department is having and that these issues have been discussed with the proposed new company with a plan to resolve the issues. Manager Stivers noted there have been issues with the current IT company, but they have been nothing but professional during this transition. Solicitor Gabel detailed the cancelation clause in both the current contract and the proposed contract. Councilperson Kauffman asked for clarification on the contract and the process of resolving current issues. Manager Stivers and Chief Brommer provided detail on the proposed process.

- c. Motion to approve for the Police Department to host an auction on Saturday, September 9, 2023, beginning at 9:00 am, using Sadie Lane (which will be closed during the auction), with the understanding that the proceeds from items sold by the Police Department will benefit the Police Bike Patrol Fund and the proceeds from items sold by other departments will benefit those departments.

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

Councilperson Kauffman asked for clarification on the choice of holding the event on a Saturday which is a market day. Chief Brommer responded that he discussed the issue with Manager Vera, and he is comfortable with the decision. President Zink discussed the fact that the event was advertised on social media prior to Council’s approval. Chief Brommer responded it was an oversight and was not meant to disrespect Council’s authority. Council discussed setting a permanent date and placing the auction on the Borough calendar as an annual event. Chief Brommer and Manager Stivers discussed a bike repair shop opening in the Borough.

13. Staff Reports, Comments, and Announcements

a. Solicitor

Solicitor Gabel noted settlement on the Ridge Avenue Property will be scheduled prior to August 30th. Updated Council on continued work on ordinance updates.

b. Secretary/Treasurer

Discussed the August 17th meeting with a representative from Senator Aument’s office & Representative Miller to discuss the civil service process. Discussed the recent explosion in Pittsburgh and discussed ways to support the communities affected. Noted discussions are ongoing with work on the 462 Bridge. Noted the milling and restoration of Lancaster Avenue should be completed in the upcoming weeks. Manager Graham confirmed, weather permitting, the work should be done by the end of the week.

c. Boards, Commissions and Committees

- I) Upcoming Meetings: Zoning Hearing Meeting CANCELLED, River Park Advisory and Revitalization Committee (8.24.2023) Shade Tree Commission (8.23.2023)
- II) Approved Minutes: Civil Service, LASA

14. Borough Council Comments

a. Council Members

Councilperson Burgard noted his 4-hour ride along with Penn State Health and thanked their staff for the opportunity. Discussed the inconsistency with citizens comment procedure followed at Borough Council meetings and proposed some adjustments to the process. Mayor Lutz added his view on the process and the proposed changes.

Councilperson Fisher announced Park & Recreation will have movie this Friday at 4th and Locust and the Edible Classroom will be at the event at 6:30 pm.

Councilperson Kauffman encouraged people to sign up for TextMyGov and the Borough’s YouTube channel.

Councilperson Lintner asked who is in charge of providing information through TextMyGov and noted there was a 24- hour delay on reporting a recent Police incident. Chief Brommer explained there was a staffing issue on the Saturday the incident occurred that caused the delay. Mayor Lutz provided his view on the priorities of the police staff related to police incidents. Councilperson Burgard suggested the safety committee have a meeting to discuss protocol and expectations for reporting incidents through TextMyGov.

Councilperson Stahl added his view on the TextMyGov discussion. Encouraged people to like and subscribe to the Borough’s YouTube channel and stated the Borough needs 1,000 subscribers to be able to live stream meetings from YouTube.

President Zink discussed the meeting concerning changes to the civil service requirements for the Borough. Noted fall training opportunities for Council through the PSAB.

15. Announcement of next meeting. At 7:00 p.m. on September 5, 2023, Council will hold a work session. Discussion will include the Parks & Rec Advisory Board and one or two pieces of legislation.

16. Motion to adjourn the meeting at 8:33 p.m.

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

MOTIONED AND APPROVED this 12th day of September 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Heather Zink, Council President

ATTEST:

Mark E. Stivers, Secretary/Treasurer

To: Eric Kaufman Chairperson, Community Development
 From: Sharon Cino, Planning and Zoning Manager
 Re: Planning /Zoning Monthly Report – August 2023

PERMITS ISSUED = 43 TOTAL = 43		
	FIRE PIT	4
	DUMPSTER/POD	8
	ZHB REQUEST	0
	REPAIR/RENOVATION PROJECTS (HARB ADMIN APPROVAL)	4
	SHADE TREE	2
	ZONING DETERMINATION	0
	ROAD OPENING PERMIT	1

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

PLANNING/ PLANNING COMMISSION (PC)

On August 15th a meeting was held to approve the Blue Lane subdivision plan. A proposed petition by Oaktree Outdoor Advertising to amend the Borough’s zoning code was tabled to the October 17th meeting.

COMMUNITY DEVELOPMENT PROJECT UPDATES:

Columbia Habitat for Humanity Townhomes –Under construction.

332 and 336 Locust Street –LD plan recorded. The outdoor seating area has been completed.

FY2023 CLG Grant - Resurvey the Historic District –The funding release from PA SHPO was approved on August 2nd. A project kick-off meeting and review of the RFP was held on August 17th. The RFP has been published and sent out to a list of PA SHPO-approved firms. RFPs are due by September 29th.

Columbia2040 Comprehensive Plan–The plan is scheduled to be reviewed for final approval by the LCPC on September 11th. The public hearing and adoption of the final plan by the borough council is scheduled for September 26th. The final draft has been posted to the Borough’s website and can be accessed through the link below:

https://www.columbiapa.net/community/columbia_2040/index.php.

2022-2023 Annual Stormwater Management Report – In progress

Sharon Cino
 Planning and Zoning Manager – Community Development



Columbia Market House

August 2023 Report

August Events- Private and Public

McGraw-Hill Educational Seminar	Thursday, August 3, 2023
Erin Taylor (Lancaster, PA) Birthday Party	Saturday, August 12, 2023
Julie Swartz (York, PA) Birthday Party	Sunday, August 13, 2023
Fourth Friday Frank Sinatra Impersonator	Friday, August 25, 2023
Lauren Shaibly (Wrightsville, PA) Birthday Party	Saturday, August 26, 2023
Wrightsville Assembly of God	Tuesdays, August 8, 25, 22, 29

Future Booked Private Event(s): 23

Future Booked Public Event(s):

Columbia Moose Lodge Craft Show	Saturday, September 16, 2023
Fourth Friday Shop & Wine Event	Friday, September 22, 2023
MAC & Cheese Festival	Saturday, September 23, 2023
Knit Night at the Market	Tuesday, September 26, 2023

New Vendor: On the Bun Bread Company (starting Saturday, September 16, 2023)

Facebook Regional Follower(s):

Columbia, PA	1,143	Mount Joy, PA	201
Lancaster, PA	837	Marietta, PA	186
Mountville, PA	330	Landisville, PA	144
York, PA	263	Elizabethtown, PA	142
Wrightsville, PA	205	Hallam, PA	110



LEO S. LUTZ Mayor
HEATHER ZINK Borough Council President

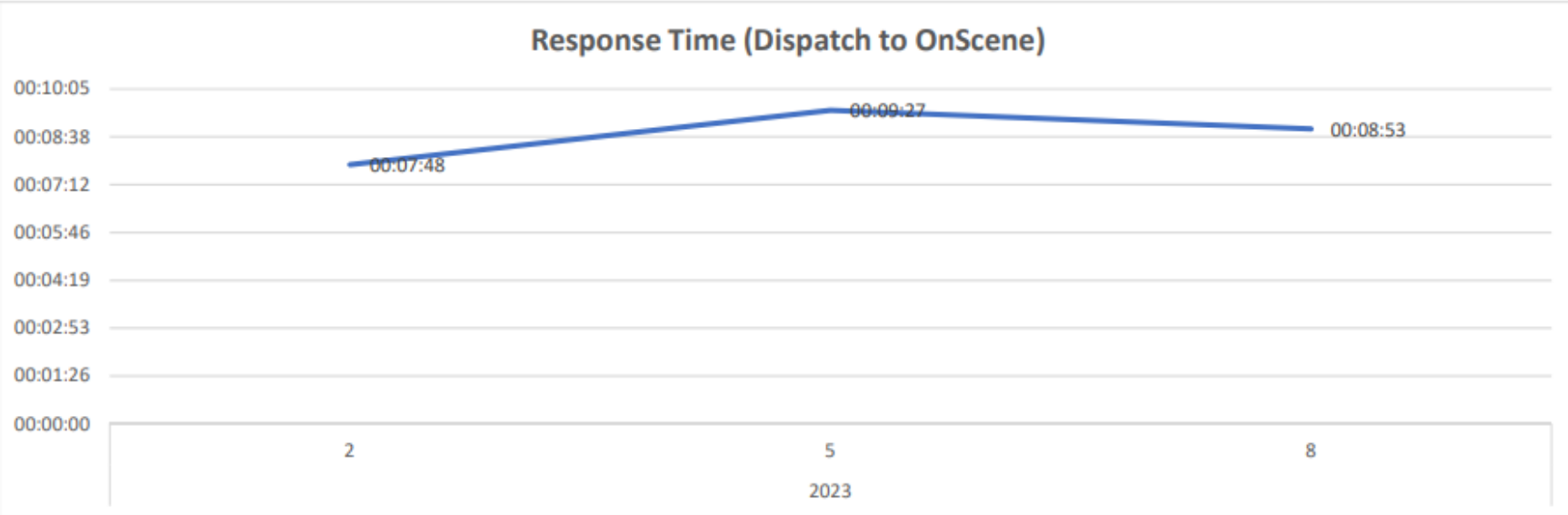
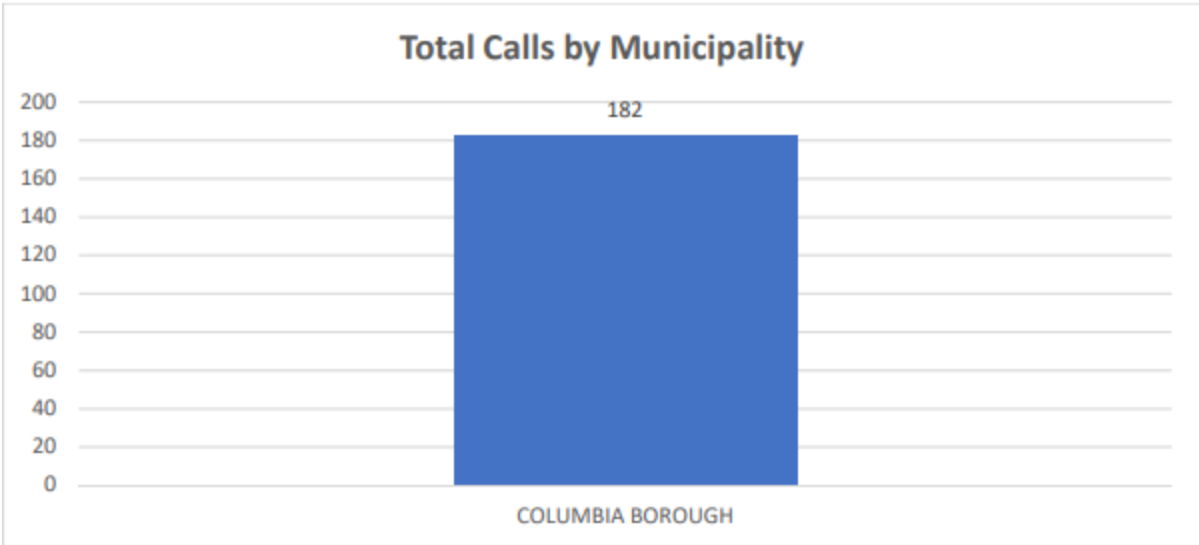
EVAN M. GABEL Solicitor
MARK E. STIVERS Borough Manager

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

- **South Second Street CDBG (Union to Perry St)**
Reamstown Excavating, the Contractor for this project will mobilize on Thursday, September 7th
The scope of work for this project includes new curb, sidewalks, ADA ramps, mill and overlay the street
- **Storm Drain Inlet Painting**
Columbia Boy Scout Troop 35 member Derick Kinser painted and stenciled the storm drain inlets, focusing on the downtown area for a project to obtain Eagle scout rank. Derick along with several helpers painted 95 inlets on Saturday and Sunday, August 25th & 26th
- **2023 Proposed Paving by Borough Crews**
Borough Crews will begin preparations for paving South Tenth Street from Houston Street to Ridge Avenue the week of September 11th
- **Curb-Side Yard Waste Pick Up**
Crews picked up 18.13 Tons of yard waste in August. Also, the recycling facility is open the 2nd and 4th Saturday of the month from 8am-12pm for resident drop off. The facility will be open the 4th Saturday of the month lasting through October 28, 2023.
- **Curb-Side Yard Waste Pick Up/Leaf Collection**
Last day for Yard Waste Pick Up Monday, November 6
Leaf Collection begins Monday, October 16
- **Borough Yard Waste Recycling Facility**
Contracted municipalities dropped off 299.53 Tons of yard waste in August.
150 Cu Yds of Compost was purchased by Contractors in August
- **Crosswalk Painting**
Borough crews continue working on updating crosswalk lines with thermoplastic material throughout the Borough
- **Double Yellow Line Painting**
DE Gemmill Inc. repainted the double yellow lines throughout the Borough



Penn State Health Life Lion, LLC
August 2023





Columbia Borough Fire Department

726 Manor Street

P O Box 426

Columbia, PA 17512-0426

MONTHLY FIRE CHIEF'S REPORT

JULY 2023

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

Scott K. Ryno, Fire Chief

Prepared by J. Michael Zercher, Assistant Chief

Information released by the CBFDD for informational purposes to the Columbia Borough Manager and Columbia Council members on August 7, 2023.

INCIDENT RESPONSE STATISTICS (TOTALS):

Incident Type *	January	February	March	April	May	June	July	August	September	October	November	December	2023 Year To Date Totals	2022 Totals	2021 Totals	2020 Totals
100	9	12	5	12	7	5	9						59	130	144	112
200	1	0	0	1	0	1	0						3	6	21	4
300	14	17	13	17	17	13	20						111	188	196	178
400	6	3	5	6	5	4	7						36	57	58	51
500	13	9	6	11	7	9	8						63	171	152	140
600	3	11	8	8	11	9	5						55	93	46	45
700	8	10	7	13	11	7	19						75	121	106	128
800	0	0	0	1	1	0	0						2	1	1	0
900	0	1	0	1	0	1	2						5	13	2	3
Totals:	54	63	44	70	59	49	70	0	0	0	0	0	409	780	726	661
2022	89	69	65	65	90	54	61	59	47	56	63	62				
2021	56	49	59	70	57	42	47	82	69	74	59	62				
2020	49	59	49	43	52	55	76	65	47	59	57	50				

KEY - Incident Type *

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

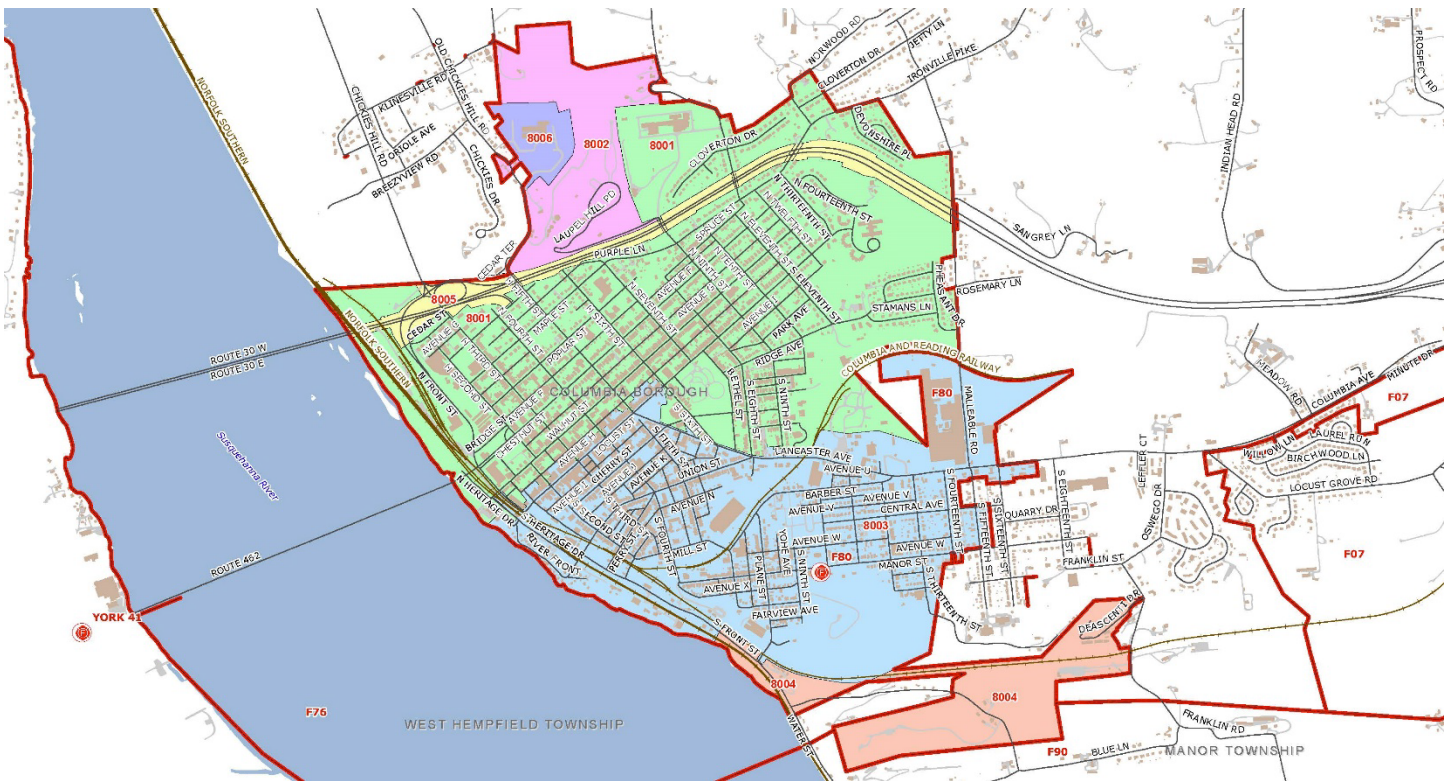
JULY INCIDENTS:

- **70** dispatched fire incidents with **320** volunteer man-hours.
- **30** classes were attended for **109** volunteer man-hours.
- **Thursday** were our busiest days with **12** incidents.
- Incidents by shifts and our average number of volunteers:
 - 07:00am – 02:59pm **29** incidents.
 - 03:00pm – 10:59pm **31** incidents.
 - 11:00pm – 06:59am **8** incidents.
 - All Shifts **70** incidents.
- **Rescue** was our most dispatched incident type with **20**.

**429 VOLUNTEER HOURS WERE SPENT IN THE MONTH OF
 JULY FOR OUR COMMUNITY!
 14 VOLUNTEER MAN HOURS PER DAY!**

Total Calls by District

District	July
Mountville Fire Department	8
Blue Rock - Washington Boro	1
Columbia Borough Fire Department Box 80-01	22
East Prospect Fire Department	1
Columbia Borough Fire Department Box 80-03	15
Wrightsville Fire Department	1
West Hempfield Twp Fire Department	9
Bainbridge Fire Department	1
Fire Department Mount Joy	2
Rohrerstown Fire Department	1
Blue Rock - West Lancaster	1
Blue Rock - Millersville	1
Columbia Borough Fire Department Box 80-05	2
Maytown-East Donegal Twp Fire Department	3
Craley Fire Department	1
York Area United Fire	1
Total	70



Code Department Report * August 2023

Year to Date	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Inspections													
Fire/Re-Inspection	16	0	29	10	0	0	0	9	0	0	0	0	64
Rental/Re-Inspection	74	52	113	81	86	90	75	69	0	0	0	0	640
Safety	0	0	0	0	0	0	0	0	0	0	0	0	0
Condemnation	3	0	1	1	1	0	2	1	0	0	0	0	9
New Tenant	6	15	20	12	19	21	16	16	0	0	0	0	125
	99	67	163	104	106	111	93	95	0	0	0	0	838
QT Violations													
Vehicle-\$25	1	0	0	5	8	12	5	7	0	0	0	0	38
Accumulation of Trash-\$25	42	28	48	39	30	46	50	32	0	0	0	0	315
Animal Waste-\$25	2	0	2	1	1	0	0	3	0	0	0	0	9
Sidewalk Snow-\$25	0	0	0	0	0	0	0	0	0	0	0	0	0
Grass & Weeds-\$25	1	0	0	61	80	75	90	85	0	0	0	0	392
Grass Clippings-\$25	0	0	0	1	1	0	1	3	0	0	0	0	6
Illegal Burning-\$25	1	0	0	1	1	5	2	3	0	0	0	0	13
Missing Bldg ID-\$25	2	0	1	3	1	4	1	5	0	0	0	0	17
Pool Sanitation-\$25	3	0	0	0	0	3	5	2	0	0	0	0	13
Smoke Detector-\$25	0	0	0	0	0	0	0	0	0	0	0	0	0
Stagnant Water-\$25	0	0	0	0	0	0	3	3	0	0	0	0	6
Trash Storage-\$25	17	17	17	11	16	9	4	0	0	0	0	0	91
Change of Occupancy-\$500	1	0	1	0	0	1	0	0	0	0	0	0	3
NC Vehicle-\$500	0	0	0	0	0	0	0	0	0	0	0	0	0
NC Knox Box-\$500	0	0	0	0	0	0	0	0	0	0	0	0	0
NC Lead Safe-\$500	0	1	0	0	0	0	0	2	0	0	0	0	3
NC NOV-\$500	1	3	1	0	1	0	2	3	0	0	0	0	11
NC Unreg. Rental-\$500	24	9	1	0	0	0	0	2	0	0	0	0	36
	95	58	71	122	139	155	163	150	0	0	0	0	953
Misc Violations													
Appeals	2	7	3	1	2	1	0	3	0	0	0	0	19
Complaints	11	7	13	28	28	38	49	45	0	0	0	0	219
Disruptive Conducts	8	4	4	1	4	3	1	0	0	0	0	0	25
Notice of Violations	12	16	9	12	17	31	21	31	0	0	0	0	149
	33	34	29	42	51	73	71	79	0	0	0	0	412

Condemnation Status as of 9.6.2023				
ADDRESS	REASON	STATUS	DATE OF CONDEMNATION	DUE DATE OF COMPLIANCE
1081 CLOVERTON DR	Illegal Rental	Vacant	5.24.2023	6.26.2023
128 S FIFTH ST	Fire	In progress	1.4.2022	12.1.2022
130 S FIFTH ST	Vacant/Abandoned	In progress	9.2.2022	3.2.2023
1328 MANOR ST	Fire	In progress	4.18.2023	7.18.2023
1330 MANOR ST	Fire	In progress	4.18.2023	7.18.2023
170 S FIFTH ST	Fire		2.1.2021	N/A
30 N SEVENTH ST	Multiple	Sheriff Sale 9.27.2023	11.17.2022	N/A
313 N SECOND ST	Utility shut-off	In progress	6.22.2017	6.25.2017
52 S EIGHTH ST	Vacant/Abandoned	In progress	6.20.2022	12.10.2022
521 LOCUST ST	Fire	In progress	5.1.2022	LCRHA 1.1.2023
523 LOCUST ST	Fire	In progress	5.1.2022	1.1.2023
525 LOCUST ST	Fire	In progress	5.1.2022	1.1.2023
612 FRANKLIN ST	Multiple	In progress	12.2.2022	Land Bank 1.6.2023
921 SPRUCE ST	Sanitation	In progress	2.17.2021	2.17.2022



LANCASTER COUNTY, PENNSYLVANIA

Report for August 2023

Borough Council Meeting
September 12, 2023

Emergency Services

- The quarterly EMA meeting will be held on Wednesday, September 21 at 3 pm in the Council meeting room.
- Sending out weather updates as weather events occur to those potentially affected by them (police, fire, EMS, highway department, codes, schools, elderly housing, etc.).
- The Community Assessment for Public Health Emergency Response (CASPER) program surveys were delayed due to personnel changes at LEMA. I'm awaiting a return call to reschedule.
- Campus tours at CBSD were set up for police, fire, EMS, & EMA on Monday, August 21 for those available. Another tour is being set up for those whose schedule wouldn't allow for daytime attendance.

COVID-19

- No update.

Miscellaneous Information

- The EOC mobile unit was on display at the NNO on Tuesday, August 1.
 - Mark Stivers, Chief Brommer, Jim Ciccocioppi, Jake Graham, Wilson Affled, and I are evaluating and tweaking layout of the trailer.
- Attended the bi-monthly LEPC meeting with LEMA on Thursday, August 3.
- Attended a 1-hour Route #462 Microsoft Teams meeting regarding some significant changes regarding the safety of the bridge structure on Thursday, August 3.
- Attended 5 hours of various webinars for preparedness.
- Due to an unforeseen medical issue, my availability was limited in August. I'm hoping that this issue is resolving and that I'll be able to resume my normal schedule in September.

Acronyms

- LEMA – Lancaster County Emergency Management Agency
- PEMA – Pennsylvania Emergency Management Agency



LANCASTER COUNTY, PENNSYLVANIA

Report for August 2023

- EMC – Emergency Management Coordinator
- LCPSTC – Lancaster County Public Safety Training Center
- IAP – Incident Action Plan
- EOC – Emergency Operations Center
- CBSD – Columbia Borough School District
- EMA – Emergency Management Agency
- EMS – Emergency Medical Services
- OLA – Our Lady of the Angels
- NNO – National Night Out
- ARPA – American Rescue Plan Act
- LEPC – Local Emergency Planning Committee

Respectfully,

Jay Barninger, CESCO

Emergency Management Coordinator (EMC)

Range of Checking Accts: First to Last Range of Check Dates: 09/12/23 to 09/12/23
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					
42080	09/12/23	108EM005 10-8 Emergency Vehicle SVC					711
23-00932	1	Install V500 Body Camera	210.00	01-410-376	Expenditure		68 1
				Maintenance & Repair, Police Vehicles			
42081	09/12/23	APPTE005 App-Techs Corporation					711
23-00889	1	Maint. to Camera	3,585.04	01-410-328	Expenditure		9 1
				Maint, Repair, & Rents for Camera System			
42082	09/12/23	BMOYE005 B Moyer Radio Communications,					711
23-00918	1	Radio Repairs	382.97	01-410-327	Expenditure		41 1
				Maintenance & Repair of Radios			
42083	09/12/23	BOBCA005 Bobcat					711
23-00905	1	HDA24 Bobcat S650 Skid Loader	339.67	01-430-375	Expenditure		28 1
				Maintenance & Repairs of Equipment			
42084	09/12/23	CAPIT020 Capital Electric					711
23-00933	1	ocotron lamp	115.14	01-454-378	Expenditure		69 1
				Columbia Crossings, Building/Prop Maint.			
42085	09/12/23	CGALA005 CGA Law Firm, PC					711
23-00945	1	starview brews emails	166.50	01-404-314	Expenditure		109 1
				Solicitor Fees			
23-00945	2	305 & 315 locust st emails	259.00	01-404-314	Expenditure		110 1
				Solicitor Fees			
23-00945	3	prep for council meeting	832.50	01-404-314	Expenditure		111 1
				Solicitor Fees			
23-00945	4	riverview terrace /lerta app	795.50	01-404-314	Expenditure		112 1
				Solicitor Fees			
23-00945	5	emails re police complaint	148.00	01-404-314	Expenditure		113 1
				Solicitor Fees			
23-00945	6	emails re lerta request	777.00	01-404-314	Expenditure		114 1
				Solicitor Fees			
23-00945	7	emails re lien req for tax sal	222.00	01-404-314	Expenditure		115 1
				Solicitor Fees			
23-00945	8	w/d awakened prop matter	296.00	01-404-314	Expenditure		116 1
				Solicitor Fees			
23-00945	9	emails re it cont cancellation	259.00	01-404-314	Expenditure		117 1
				Solicitor Fees			
23-00945	10	emails re police complaint	277.50	01-404-314	Expenditure		118 1
				Solicitor Fees			
23-00945	11	emails re 305 & 315 locust st	166.50	01-404-314	Expenditure		119 1
				Solicitor Fees			
23-00945	12	email re lease from norfolk so	203.50	01-404-314	Expenditure		120 1
				Solicitor Fees			
23-00945	13	emails re police complaint	333.00	01-404-314	Expenditure		121 1
				Solicitor Fees			
23-00945	14	emails re police cmlaint	277.50	01-404-314	Expenditure		122 1
				Solicitor Fees			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42085	CGA Law Firm, PC		Continued						
23-00945	15	email re starview brews	148.00	01-404-314	Expenditure		123	1	
				Solicitor Fees					
23-00945	16	prep status rpt for 7/25 mtg	56.00	01-404-314	Expenditure		124	1	
				Solicitor Fees					
23-00945	17	email re office of open record	111.00	01-404-314	Expenditure		125	1	
				Solicitor Fees					
23-00945	18	status report	224.00	01-404-314	Expenditure		126	1	
				Solicitor Fees					
23-00945	19	finalizing lien report	259.00	01-404-314	Expenditure		127	1	
				Solicitor Fees					
23-00945	20	emails re ridge ave prop	388.50	01-404-314	Expenditure		128	1	
				Solicitor Fees					
23-00945	21	emails re 430 s front st	203.50	01-404-314	Expenditure		129	1	
				Solicitor Fees					
23-00945	22	prep & att council mtg	906.50	01-404-314	Expenditure		130	1	
				Solicitor Fees					
23-00945	23	mtg w/client re 305&315 locust	259.00	01-404-314	Expenditure		131	1	
				Solicitor Fees					
23-00945	24	mgt w/ client re lerta myers	222.00	01-404-314	Expenditure		132	1	
				Solicitor Fees					
23-00945	25	emails re ridge ave prop	351.50	01-404-314	Expenditure		133	1	
				Solicitor Fees					
23-00945	26	mtg w/ client re 231&233 s 4th	314.50	01-404-314	Expenditure		134	1	
				Solicitor Fees					
23-00945	27	rev norfolk southern lease	314.50	01-404-314	Expenditure		135	1	
				Solicitor Fees					
23-00945	28	rev emails re ridge ave prop	333.00	01-404-314	Expenditure		136	1	
				Solicitor Fees					
23-00945	29	rev emails re ridge ave prop	629.00	01-404-314	Expenditure		137	1	
				Solicitor Fees					
23-00945	30	rev emails re 832 blunston st	240.50	01-404-314	Expenditure		138	1	
				Solicitor Fees					
23-00945	31	rev emails re 305 & 315 locust	148.00	01-404-314	Expenditure		139	1	
				Solicitor Fees					
23-00945	32	final revisions firework indem	296.00	01-404-314	Expenditure		140	1	
				Solicitor Fees					
23-00945	33	mtg w/client ref ridge ave pro	111.00	01-404-314	Expenditure		141	1	
				Solicitor Fees					
23-00945	34	emails re police complaint	203.50	01-404-314	Expenditure		142	1	
				Solicitor Fees					
			10,732.50						
42086	09/12/23	CINTA005 Cintas Corporation #59H						711	
23-00902	1	Highway Uniform #4165463159	98.47	01-430-238	Expenditure		18	1	
				Highway Uniform Cleaning					
23-00920	1	Highway Uniform #4166180896	98.47	01-430-238	Expenditure		43	1	
				Highway Uniform Cleaning					
			196.94						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42087	09/12/23	CLEVE005 CLEVELAND BROTHERS EQUIPMENT							711
23-00906	1	Filters-Service CAT Loader	522.40	01-430-375	Expenditure			29	1
				Maintenance & Repairs of Equipment					
23-00906	2	Filters-Service CAT Loader	84.12	01-430-375	Expenditure			30	1
				Maintenance & Repairs of Equipment					
23-00906	3	CREDIT returned extra filter	26.30	01-430-375	Expenditure			31	1
				Maintenance & Repairs of Equipment					
			<u>580.22</u>						
42088	09/12/23	COLHIST Columbia Historic Contribution - 2023	7,500.00	01-452-505	Expenditure			159	711 1
				Columbia Historic Preservation Society					
42089	09/12/23	COLUM005 Columbia Motor Parts							711
23-00919	1	Antifreeze/PD#2	23.36	01-410-376	Expenditure			42	1
				Maintenance & Repair, Police Vehicles					
23-00928	1	Fuel Filter	18.48	01-430-375	Expenditure			58	1
				Maintenance & Repairs of Equipment					
			<u>41.84</u>						
42090	09/12/23	COLUM065 Columbia Public Library Contributions - 2023	5,000.00	01-452-544	Expenditure			162	711 1
				Columbia Public Library					
42091	09/12/23	COLUM070 Columbia United Veterans Council Contributions 2023	500.00	01-452-545	Expenditure			161	711 1
				Columbia United Veterans Council					
42092	09/12/23	CSDAV005 CS Davidson Inc general services	1,914.09	01-408-101	Expenditure			149	711 1
				Engineering Services					
23-00950	2	2020 racp grant	237.15	30-444-376	Expenditure			150	1
				Economic Development Improv (RACP P2)					
23-00950	3	blue ln land subdivision	358.13	01-408-101	Expenditure			151	1
				Engineering Services					
23-00950	4	mcginness airport development	4,553.75	18-450-002	Expenditure			152	1
				McGinness Project -2023					
23-00950	5	100-200 blk wanut st st scape	13,643.75	18-438-001	Expenditure			153	1
				Walnut St Improve./Smart Growth					
23-00950	6	2nd st phase II cdbg improveme	142.92	18-480-800	Expenditure			154	1
				2nd St Perry St & Union St/CDBG					
23-00950	7	boro st row inventory	1,495.46	01-408-101	Expenditure			155	1
				Engineering Services					
23-00950	8	200 blk union st cdbg improvem	142.91	18-480-800	Expenditure			156	1
				2nd St Perry St & Union St/CDBG					
23-00950	9	riverfront storm sewer replace	142.92	18-463-673	Expenditure			157	1
				158 River Front Storm System-placeholder					
23-00950	10	meeting attenndance	130.00	01-408-101	Expenditure			158	1
				Engineering Services					
			<u>22,761.08</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42093	09/12/23	DIXIE005 Dixie Land Energy							711
23-00886	1	Gas 87% 164.6 gals @ 3.1223	513.93	01-430-231 Fuel, Vehicles	Expenditure			3	1
23-00886	2	Federal Lust Tax	0.16	01-430-231 Fuel, Vehicles	Expenditure			4	1
23-00886	3	Federal Oil Spill Recovery	0.32	01-430-231 Fuel, Vehicles	Expenditure			5	1
23-00886	4	Federal Superfund Recovery Fee	0.58	01-430-231 Fuel, Vehicles	Expenditure			6	1
23-00903	1	Gas 87% - 217.3 gals @ 2.9992	651.73	01-430-231 Fuel, Vehicles	Expenditure			19	1
23-00903	2	Federal Lust Tax	0.22	01-430-231 Fuel, Vehicles	Expenditure			20	1
23-00903	3	Federal Oil Spill Recovery	0.42	01-430-231 Fuel, Vehicles	Expenditure			21	1
23-00903	4	Federal Superfund Recovery Fee	0.76	01-430-231 Fuel, Vehicles	Expenditure			22	1
23-00903	5	Diesel 343.20 gals @ 3.5413	1,215.37	01-426-231 Recycling - Diesel	Expenditure			23	1
23-00903	6	Federal Lust tax	0.34	01-426-231 Recycling - Diesel	Expenditure			24	1
23-00903	7	Federal Oil Spill Recovery	0.74	01-426-231 Recycling - Diesel	Expenditure			25	1
23-00903	8	Federal Superfund Recovery Fee	1.31	01-426-231 Recycling - Diesel	Expenditure			26	1
23-00921	1	Gas 87% 114.9 gals @ 3.0614	351.75	01-430-231 Fuel, Vehicles	Expenditure			44	1
23-00921	2	Federal Lust Tax	0.11	01-430-231 Fuel, Vehicles	Expenditure			45	1
23-00921	3	Federal Oil Spill Recovery	0.22	01-430-231 Fuel, Vehicles	Expenditure			46	1
23-00921	4	Federal Superfund Recovery Fee	0.40	01-430-231 Fuel, Vehicles	Expenditure			47	1
23-00921	5	Diesel 201.10 gals @ 3.6974	743.55	01-430-231 Fuel, Vehicles	Expenditure			48	1
23-00921	6	Federal Lust tax	0.20	01-430-231 Fuel, Vehicles	Expenditure			49	1
23-00921	7	Federal Oil Spill Recovery	0.43	01-430-231 Fuel, Vehicles	Expenditure			50	1
23-00921	8	Federal Superfund Recovery Fee	0.77	01-430-231 Fuel, Vehicles	Expenditure			51	1
			3,483.31						
42094	09/12/23	DONAL015 Donald Miller							711
23-00926	1	REFUND - QT105551 Appeal	25.00	01-380-001 Miscellaneous Revenue	Revenue			56	1
42095	09/12/23	DUTCH005 Dutch Valley Auto Works							711
23-00885	1	Accident Repairs/PD#10	2,834.98	01-410-376 Maintenance & Repair, Police Vehicles	Expenditure			2	1

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						
42096	09/12/23	ECKER005 Eckert Seamans Cherin & Mellot					711		
23-00944	1	prep for & call police cba	338.00	01-404-315	Expenditure		103		1
				Labor Counsel					
23-00944	2	draft side agreement police	546.00	01-404-315	Expenditure		104		1
				Labor Counsel					
23-00944	3	rev corresp employee complaint	78.00	01-404-315	Expenditure		105		1
				Labor Counsel					
23-00944	4	rev grievance & email guidance	104.00	01-404-315	Expenditure		106		1
				Labor Counsel					
23-00944	5	rev corresp & investigate rpt	130.00	01-404-315	Expenditure		107		1
				Labor Counsel					
23-00944	6	work on labor issues	52.00	01-404-315	Expenditure		108		1
				Labor Counsel					
			1,248.00						
42097	09/12/23	ENGLE025 Engle Printing & Publ Co INC					711		
23-00891	1	MH Advertising center spread	190.00	01-402-340	Expenditure		12		1
				Printing & Advertising					
42098	09/12/23	FRICK005 Fricke Hardware & Rental					711		
23-00901	1	#150450 Bolt cutter	66.26	01-413-220	Expenditure		17		1
				Operating Supplies					
42099	09/12/23	GORMA005 Gorman Distributors, Inc					711		
23-00942	1	bounty paper towels	33.48	01-444-226	Expenditure		92		1
				Supplies					
23-00942	2	paper towel rolls	29.28	01-444-226	Expenditure		93		1
				Supplies					
23-00942	3	2 ply bath tissue	59.59	01-444-226	Expenditure		94		1
				Supplies					
23-00942	4	10x13 c fold paper towels	31.84	01-444-226	Expenditure		95		1
				Supplies					
23-00942	5	foil sheets interfolded 12/10	28.06	01-444-226	Expenditure		96		1
				Supplies					
23-00942	6	foil wrap 18x500 heavy duty	47.16	01-444-226	Expenditure		97		1
				Supplies					
23-00942	7	spic & span	58.17	01-444-226	Expenditure		98		1
				Supplies					
23-00942	8	spray bottle 32oz/3 pack	7.49	01-444-226	Expenditure		99		1
				Supplies					
23-00942	9	dawn manual pot & pan 1 gallon	20.37	01-444-226	Expenditure		100		1
				Supplies					
			315.44						
42100	09/12/23	GTDIS005 GT Discount Auto Parts					711		
23-00930	1	Flex-Hose Clamp Tool	69.00	01-430-375	Expenditure		62		1
				Maintenance & Repairs of Equipment					
23-00930	2	CREDIT Return clamp tool	69.00	01-430-375	Expenditure		63		1
				Maintenance & Repairs of Equipment					
23-00930	3	Diesel Engine Fluid	88.14	01-430-375	Expenditure		64		1
				Maintenance & Repairs of Equipment					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01		GENERAL FUND							
		GENERAL FUND							
		Continued							
42100	GT	Discount Auto Parts							
23-00930	4	Brake Kleen red	65.40	01-430-375	Expenditure		65	1	
				Maintenance & Repairs of Equipment					
23-00930	5	Gum Cutter	47.88	01-430-375	Expenditure		66	1	
				Maintenance & Repairs of Equipment					
			201.42						
42101	09/12/23	HERSH015 Hershey Equipment Co							711
23-00914	1	HDV27 PA State Inspection	11.00	01-430-375	Expenditure		35	1	
				Maintenance & Repairs of Equipment					
23-00914	2	HDV27 Labor/Inspection	75.00	01-430-375	Expenditure		36	1	
				Maintenance & Repairs of Equipment					
			86.00						
42102	09/12/23	HIGHW005 Highway Materials							711
23-00900	1	#63264 Various Patchwork	340.86	01-430-245	Expenditure		15	1	
				Highway Supplies					
23-00900	2	#63266 Various Patchwork	104.57	01-430-245	Expenditure		16	1	
				Highway Supplies					
			445.43						
42103	09/12/23	JAMES005 James R Wolpert							711
23-00923	1	Park. Meter Maint/8/1-8/31/23	200.00	01-410-375	Expenditure		53	1	
				Maintenance & Repair, Parking Meters					
42104	09/12/23	KEY Keystone Plumbing Heating and							711
23-00887	1	Maintenace 430 S Front St	325.00	01-430-373	Expenditure		7	1	
				Maintenance & Repair of Building					
42105	09/12/23	LANCA010 Lancaster County Solid Waste M							711
23-00915	1	Dump Trash #3000414542	145.35	01-409-365	Expenditure		37	1	
				Trash Disposal Services					
42106	09/12/23	LANCA025 Lancaster Avenue Garage & Tire							711
23-00922	1	State Insp/Emissions/PD#6	51.00	01-410-376	Expenditure		52	1	
				Maintenance & Repair, Police Vehicles					
42107	09/12/23	LANCA070 Lancaster County Treasurer							711
23-00924	1	County Tax Portion August 2023	4,236.10	01-200-201	G/L		54	1	
				Lanc Co RE Tax Payable					
42108	09/12/23	LANCA145 Lancaster County Magazine							711
23-00934	1	1/4 pg nov/dec edition	596.00	01-402-340	Expenditure		70	1	
				Printing & Advertising					
42109	09/12/23	LNPME005 LNP Media Group, Inc							711
23-00925	1	Ad for Police Officer	287.32	01-402-340	Expenditure		55	1	
				Printing & Advertising					
23-00949	1	rfp historic district 8/30/23	134.04	01-402-340	Expenditure		148	1	
				Printing & Advertising					
			421.36						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42110	09/12/23	MCCARTHY McCarthy Tire Service					711		
23-00916	1	HDV27 Two Front Tires	916.58	01-430-375	Expenditure		38		1
				Maintenance & Repairs of Equipment					
42111	09/12/23	MEAD0005 Meadow Valley Electric Inc					711		
23-00940	1	receptacle install/eoc trailer	499.08	01-415-500	Expenditure		90		1
				EOC Supplies-per 2022 LC ARPA GRANT					
42112	09/12/23	MOUNT015 Mount Bethel Cemetery Co					711		
23-00952	1	Contribution 2023	5,000.00	01-452-541	Expenditure		160		1
				Mount Bethel Cemetery					
42113	09/12/23	MUNIC005 MUNICIPAL FINANCE PARTNERS, IN					711		
23-00937	1	POLICE PENSION FEES	2,500.00	01-410-317	Expenditure		74		1
				Contracted Services					
23-00937	2	POLICE PENSION FEES	2,400.00	01-410-317	Expenditure		75		1
				Contracted Services					
			4,900.00						
42114	09/12/23	NORAS005 Nora Stark					711		
23-00927	1	REFUND-QT105830 Appeal/411S Fr	25.00	01-380-001	Revenue		57		1
				Miscellaneous Revenue					
42115	09/12/23	NORF0005 Norfolk Southern Railway Co					711		
23-00939	1	9/1/23-10/31/23 land lease	900.00	18-480-800	Expenditure		89		1
				2nd St Perry St & Union St/CDBG					
42116	09/12/23	OLDC0005 Old Columbia Public Grounds Co					711		
23-00935	1	2023 annual payment	5,000.00	01-454-373	Expenditure		71		1
				Columbia Crossings, Land Sale Inst(OCPG)					
42117	09/12/23	PENNW005 Penn Waste, Inc.					711		
23-00943	1	308 locust/market house 9/1-30	691.37	01-409-365	Expenditure		101		1
				Trash Disposal Services					
23-00943	2	41 walnut st 9/1/23-9/30/23	287.23	01-454-377	Expenditure		102		1
				Columbia Crossings, Contracted Services					
			978.60						
42118	09/12/23	QUALI010 Quality Digital Office Solutio					711		
23-00892	1	police 7/20/23-8/19/23	134.63	01-410-317	Expenditure		13		1
				Contracted Services					
23-00892	2	admin 7/20/23-8/19/23	381.39	01-402-317	Expenditure		14		1
				Contracted Services					
			516.02						
42119	09/12/23	RSHOL005 R S Hollinger & Son, Inc					711		
23-00929	1	Echo hedge trimmer blades	96.98	01-430-200	Expenditure		59		1
				Operating Supplies					
23-00929	2	Sharpen 12" & 18" chains	86.00	01-430-200	Expenditure		60		1
				Operating Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01		GENERAL FUND		Continued					
42119		R S Hollinger & Son, Inc		Continued					
23-00929		3 Hedge trimmer attachment	18.99	01-430-200	Expenditure		61		1
				Operating Supplies					
			<u>201.97</u>						
42120	09/12/23	RUEEN005 Rue Environmental LLC							711
23-00936		1 project manager	63.50	18-450-001	Expenditure		72		1
				McGinness Airport Development Project					
23-00936		2 project archaeologist/historia	2,959.25	18-450-001	Expenditure		73		1
				McGinness Airport Development Project					
			<u>3,022.75</u>						
42121	09/12/23	RYNOP005 RYNO PUBLIC SAFETY SOLUTIONS							711
23-00938		1 401 poplar st-fire pit	12.50	01-413-425	Expenditure		76		1
				Fire Inspection Services					
23-00938		2 120 n 8th st-fire pit	12.50	01-413-425	Expenditure		77		1
				Fire Inspection Services					
23-00938		3 417 poplar st-fire pit	12.50	01-413-425	Expenditure		78		1
				Fire Inspection Services					
23-00938		4 220 pheasant dr-fire pit	12.50	01-413-425	Expenditure		79		1
				Fire Inspection Services					
23-00938		5 327 locust st-reinspection	12.50	01-413-425	Expenditure		80		1
				Fire Inspection Services					
23-00938		6 1115 lanc ave-reinspection	12.50	01-413-425	Expenditure		81		1
				Fire Inspection Services					
23-00938		7 318 cherry st-reinspection	12.50	01-413-425	Expenditure		82		1
				Fire Inspection Services					
23-00938		8 659 plane st-reinspection	12.50	01-413-425	Expenditure		83		1
				Fire Inspection Services					
23-00938		9 220 locust st-reinspection	12.50	01-413-425	Expenditure		84		1
				Fire Inspection Services					
23-00938		10 336 chestnut st-reinspection	12.50	01-413-425	Expenditure		85		1
				Fire Inspection Services					
23-00938		11 173 s 4th st-reinspection	12.50	01-413-425	Expenditure		86		1
				Fire Inspection Services					
23-00938		12 890 lanc ave-reinspection	12.50	01-413-425	Expenditure		87		1
				Fire Inspection Services					
23-00938		13 235 locust st-reinspection	12.50	01-413-425	Expenditure		88		1
				Fire Inspection Services					
			<u>162.50</u>						
42122	09/12/23	SIGNA005 Signal Service Inc							711
23-00917		1 Service School Signal Lights	130.00	01-433-374	Expenditure		39		1
				Traffic Lights, Maintenance					
23-00917		2 Service School Signal Lights	90.00	01-433-374	Expenditure		40		1
				Traffic Lights, Maintenance					
			<u>220.00</u>						
42123	09/12/23	SUPER005 Super Shoe Stores							711
23-00884		1 Park Enf Equip Allow/B. Crum	76.49	01-410-239	Expenditure		1		1
				Enforcement Officers Clothing Allowance					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42123	Super Shoe Stores	Continued							
23-00904	1	J Misal Public Works	227.97	01-430-239	Expenditure		27	1	
				Employee Clothing Allowance					
			<u>304.46</u>						
42124	09/12/23	TACTI005 Tactical wear						711	
23-00911	1	Body Armor/Andrew Snyder	1,352.55	01-410-238	Expenditure		32	1	
				Police Uniforms and Dry Cleaning					
23-00912	1	Armorskin Base Shirt/Bryan K	109.98	01-410-238	Expenditure		33	1	
				Police Uniforms and Dry Cleaning					
23-00913	1	Armorskin Base Shirt/Dave S	62.94	01-410-238	Expenditure		34	1	
				Police Uniforms and Dry Cleaning					
			<u>1,525.47</u>						
42125	09/12/23	TOTAL Total Exterminating Services						711	
23-00890	1	15 s 3rd st 8/18/23	75.00	01-444-317	Expenditure		10	1	
				Market House, Contracted Services					
23-00890	2	s 3rd st 8/21/23	65.00	01-444-317	Expenditure		11	1	
				Market House, Contracted Services					
			<u>140.00</u>						
42126	09/12/23	VLTRA005 V L Tracey Sales						711	
23-00948	1	Bath tissue	70.94	01-430-200	Expenditure		143	1	
				Operating Supplies					
23-00948	2	12X600 Roll Towels, bleached	52.01	01-430-200	Expenditure		144	1	
				Operating Supplies					
23-00948	3	GoJo Pumice Hand Cleaner	109.95	01-430-200	Expenditure		145	1	
				Operating Supplies					
23-00948	4	Pro Wasp & Hornet	90.00	01-430-200	Expenditure		146	1	
				Operating Supplies					
23-00948	5	Orange Solvent	289.32	01-430-200	Expenditure		147	1	
				Operating Supplies					
			<u>612.22</u>						
42127	09/12/23	WIZAR005 Wizard Lock & Safe Co						711	
23-00941	1	308 locust st	95.00	01-409-370	Expenditure		91	1	
				Maintenance & Repair of Building					
42128	09/12/23	YCGIN005 YCG, INC						711	
23-00888	1	Calibrate ENRADD EJU-91	186.75	01-410-377	Expenditure		8	1	
				Maintenance & Repair, Police Equipment					
42129	09/12/23	YORGE005 Yorgeys Fine Cleaning						711	
23-00931	1	Drycleaning 8/14-8/31/23	94.25	01-410-238	Expenditure		67	1	
				Police Uniforms and Dry Cleaning					

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	50	0	92,116.70	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	50	0	92,116.70	0.00

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
35		LIQUID FUELS PLGIT LIQUID FUELS					
611	09/12/23	PPELE005 PPL Electric Utilities Corp					712
23-00946	1	130 n 2nd st st light	44.11	35-434-001	Expenditure		1 1
				Street Lighting - Electrical Usage			
23-00947	1	15th & lanc ave traffic light	33.70	35-434-002	Expenditure		2 1
				Traffic Lights - Electrical Usage			
23-00947	2	lanc ave traffic light	36.45	35-434-002	Expenditure		3 1
				Traffic Lights - Electrical Usage			
23-00947	3	5th st park traffic light	34.07	35-434-002	Expenditure		4 1
				Traffic Lights - Electrical Usage			
23-00947	4	walnut st traffic light	47.43	35-434-002	Expenditure		5 1
				Traffic Lights - Electrical Usage			
23-00947	5	col boro st lights	7,654.95	35-434-001	Expenditure		6 1
				Street Lighting - Electrical Usage			
23-00947	6	malleable rd st lights	33.48	35-434-001	Expenditure		7 1
				Street Lighting - Electrical Usage			
			<u>7,884.19</u>				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>1</u>	<u>0</u>	<u>7,884.19</u>	<u>0.00</u>
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>1</u>	<u>0</u>	<u>7,884.19</u>	<u>0.00</u>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>51</u>	<u>0</u>	<u>100,000.89</u>	<u>0.00</u>
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>51</u>	<u>0</u>	<u>100,000.89</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	3-01	65,044.45	50.00	4,236.10	69,330.55
CAPITAL FUND	3-18	22,549.00	0.00	0.00	22,549.00
BOND CAPITAL FUND	3-30	237.15	0.00	0.00	237.15
HIGHWAY AID FUND	3-35	7,884.19	0.00	0.00	7,884.19
Total of All Funds:		<u>95,714.79</u>	<u>50.00</u>	<u>4,236.10</u>	<u>100,000.89</u>

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	65,044.45	50.00	4,236.10	69,330.55
CAPITAL FUND	18	22,549.00	0.00	0.00	22,549.00
BOND CAPITAL FUND	30	237.15	0.00	0.00	237.15
HIGHWAY AID FUND	35	7,884.19	0.00	0.00	7,884.19
Total of All Funds:		<u>95,714.79</u>	<u>50.00</u>	<u>4,236.10</u>	<u>100,000.89</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	3-01	65,044.45	0.00	0.00	0.00	65,044.45
CAPITAL FUND	3-18	22,549.00	0.00	0.00	0.00	22,549.00
BOND CAPITAL FUND	3-30	237.15	0.00	0.00	0.00	237.15
HIGHWAY AID FUND	3-35	7,884.19	0.00	0.00	0.00	7,884.19
Total of All Funds:		95,714.79	0.00	0.00	0.00	95,714.79

EXECUTIVE BRIEF
REGULAR MEETING

AGENDA DATE: 9.12.2023

DEPARTMENT: Community Development

TITLE: Consider authorizing staff to advertise an ordinance to amend the Borough's Code of Ordinances, Chapter 186 -Streets and Sidewalks by adding a new article VII, "Sidewalk Café" in accordance with Attachment A.

BACKGROUND AND JUSTIFICATION: The proposed ordinance has been reviewed during the September 5th borough council workshop, by legal counsel and recommended by the Planning Commission on July 18th.

The purpose of this amendment is to bring the sidewalk café expired resolution into compliance with a new ordinance.

MOTION: Move to approve/disapprove staff to advertise the ordinance.

FISCAL IMPACT ANALYSIS

A. Fiscal Impact:
None.

B. Legal Review: This ordinance was reviewed by Solicitor Gabel.

ATTACHMENT(S):

- Ordinance and Attachment A

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

ORDINANCE NO. 941 - 2023

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 186, STREETS AND SIDEWALKS BY ADDING A NEW ARTICLE VII, "SIDEWALK CAFÉ" TO PROVIDE THE REGULATION AND ENFORCEMENT OF SIDEWALK CAFES WITHIN THE PUBLIC RIGHT OF WAY FOR THE PURPOSE OF PROMOTING AND ENCOURAGING THE OPTION OF OUTDOOR DINING; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY PENNSYLVANIA LAW.

WHEREAS, the Borough Council of the Borough of Columbia finds it periodically necessary to amend its Code of Ordinances in order to update regulations and procedures to implement municipal goals and objectives; and;

WHEREAS, Borough Council desires to govern sidewalk cafes that are located within the public right-of-way and public places within Columbia Borough for use as outdoor food and beverage consumption; and;

WHEREAS, Columbia Borough Council finds the adoption of this ordinance through its police powers will protect the public health, safety, and welfare of the residents of Columbia Borough; and;

NOW, therefore, be it hereby enacted and ordained by the Council of the Borough of Columbia, Lancaster County, Pennsylvania, and it is hereby enacted and ordained by authority of the same:

SECTION 1. Amend. Amending the Borough's Code of Ordinances, Chapter 186 – Streets and Sidewalks by adding Article VII, "Sidewalk Café" in accordance with **Attachment A.**

SECTION 2. Severability. The provisions of this Ordinance shall be severable and, if any of the provisions of this Ordinance are hereby repealed insofar as some affect this Ordinance.

SECTION 3. Repealer. All Ordinances or parts of the Ordinance conflicting with any of the provisions of this Ordinance are hereby repealed insofar as some affect his Ordinance.

SECTION 4. Effective Date. Upon the effective date of this ordinance, the proper officials of the Borough of Columbia are ordained that the provisions of this Ordinance shall become and be made a part of the Borough of Columbia’s Code of Ordinances.

This Ordinance shall become effective immediately as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this _____ day of _____ 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,
President of Borough Council

ATTEST:

Mark E. Stivers, AICP
Borough Manager/Secretary

Examined and approved this _____ day of _____, 2023.

Leo S. Lutz, Mayor

Attachment A

A. Article VII - Sidewalk Café

(1) SECTION 1. Purpose. The purpose of this ordinance is to establish a process to allow for the option of establishing outdoor dining within the public right-of-way through the issuance of a Sidewalk Café permit; to establish other areas on public streets, rights-of-way, and public places within Columbia Borough for use as outdoor food and beverage consumption; and to assure that Sidewalk Cafés are used and operated in manners consistent with this ordinance and the rules and laws of the Borough of Columbia.

B. SECTION 2. Definitions.

(1) Areas Reserved for Consumption of Food and Beverage (“Public Dining Places”). Areas designated to them by this Section unless the context indicates a different meaning.

(2) Restaurant. Those food service establishments that are defined as restaurants in Section 220-19, “Definitions” of the Borough Code of Columbia Borough.

(3) Sidewalk Area. That portion of the Borough Street right-of-way is reserved for sidewalks, which areas are defined in the Borough Plan.

(4) Sidewalk Café. An outdoor dining area operated by a restaurant located on a sidewalk or other designated public place and containing removable tables, chairs, plants, and related appurtenances, which is not located on or does not encroach upon the pedestrian walkway. It shall be open to the air, except that it may have a canopy. It may but is not required to abut its sponsoring restaurant. To ensure compliance with this Ordinance, obtaining a Sidewalk Café Permit is required.

(5) Street Right-of-Way. The entire right-of-way of a public highway, public alley, or public road, including the designated sidewalk areas.

(6) Sidewalk Cafe Permit. A permit issued hereunder for the use of a sidewalk area and/or street right-of-way for a sidewalk café.

C. SECTION 3. Permit application requirements. All Persons who desire to establish a Sidewalk Café within a right-of-way shall file a permit application with the Borough’s Zoning Officer. To be considered a complete application, such an application must include all of the following:

(1) A drawing with adequate detail to depict the location of the following:

(a) The street right-of-way

(b) The width and location of the sidewalk. A minimum 4-foot-wide ADA-accessible pathway on the sidewalk must be maintained at all times.

(c) The location of the proposed sidewalk café

- (d) The number and positioning of chairs and tables
 - (e) The type and location of the proposed barrier
 - (2) A completed Hold Harmless Release Form
 - (3) Proof of PA Liquor Control Board application, if applicable
 - (4) Commercial general liability insurance with limits of liability
 - (5) Insurance minimum in the amount of \$100,000 per individual and \$300,000 per occurrence naming Columbia Borough as the additional insured.
- D. **SECTION 4. Sidewalk café operation requirements.**
- (1) Table service of food or beverage of any kind shall only be provided in a Sidewalk Café in accordance with the applicable regulations of the Pennsylvania Liquor Control Board and laws of the Commonwealth of Pennsylvania and the Borough of Columbia.
 - (2) As outlined in this Ordinance, persons operating a Sidewalk Café must strictly adhere to the following operation requirements:
 - (a) Patrons may consume food and beverages purchased from a Sidewalk Café permit holder at designated tables in locations approved as part of the Sidewalk Cafe permit application.
 - (b) The tables with the amount of seating approved must be located in the locations approved as outlined in the Sidewalk Café permit application.
 - (c) Other than for purposes of ingress and egress to seating in the Sidewalk Café, no extended long periods of standing are allowed in the Sidewalk Café. The number of people in the Sidewalk Café is limited to the number of available seats and all people in the Sidewalk Café must be seated while consuming food or beverage.
- E. **SECTION 5. Violations.**
- (1) The holder of a Permit is subject to penalty as hereinafter provided should that holder violate any term of this Ordinance.
 - (2) Any person utilizing a Sidewalk Café or Public Dining Areas contrary to or in violation of the Ordinance is guilty of a violation of this Ordinance and subject to the penalties set forth herein.
 - (3) Whoever violates any provision of this Ordinance shall, upon conviction thereof in a summary proceeding, be fined not less than Fifty (\$50.00) Dollars and not more than One Thousand (\$1,000) Dollars for each offense, to be collected as other fines and costs are by law collectible or imprisoned for not more than ninety (90) days, or both. Each day during which a violation occurs shall constitute a separate offense.
 - (4) Any person holding a Permit who is convicted of a violation of any of the provisions of this Ordinance shall have his/her/its Permit revoked for one (1) full year.
 - (5) This Ordinance and the foregoing penalties shall not be construed to limit or deny the

right of Columbia Borough or any person to such equitable or other remedies as may be otherwise available with or without process of law. The Borough is authorized to seek injunctive relief to enforce any provisions of this Ordinance.

F. SECTION 6. Consideration of Application and Issuance of Permit.

- (1) Within (10) business days of receiving an application, the Borough shall determine and notify the Applicant in writing whether the application is incomplete. If the application is incomplete, the Borough shall provide written notice to the Applicant specifically identifying the missing information. All deadlines contained in this section shall restart upon the submission of a complete application.
- (2) An application for a Sidewalk Café Permit shall be approved or denied by the Borough within (30) days of the receipt of a completed application.
- (3) The Applicant may cure the deficiencies and resubmit a revised application within (30) days.
- (4) The Borough shall review the revised application only to the extent that it addresses the deficiencies outlined in the denial previously issued by the Borough to the Applicant. The Borough will approve or deny the revised application within (30) days of resubmittal by the Applicant.
- (5) Any application resubmitted by an Applicant that addresses or changes other sections shall afford the Borough an additional ten (10) days to review the resubmittal.
- (6) If the application meets all requirements of this Article, the Borough's Zoning Officer shall issue a permit to authorize the issuance of a Sidewalk Café permit.

G. SECTION 7. Design Standards for Sidewalk Café.

- (1) A Sidewalk Café may be permanently located within the sidewalk area using a raised deck platform, fence, walls, or other structures.
- (2) The sidewalk café boundaries may be delineated by the use of temporary barriers such as balustrades, cordons, railings, and removable bollard sleeves.
- (3) Sidewalk cafes shall not create any physical or visual obstruction to pedestrian or vehicular traffic, create safety hazards to pedestrians and/or motorists, or otherwise inconvenience public use of the right-of-way. This shall include compliance with the ADA.
- (4) Barriers should be provided with sturdy, durable materials that can be removed with no negative effects on the sidewalk.

H. SECTION 8. Indemnification.

- (1) Release Form Sidewalk Café. Applicants must indemnify and hold harmless the Borough of Columbia and its agents from and against any liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and causes of action

arising from the Restaurant conducting its business at said property. The obligation exists whether injury or property damage occurs on the permitted premises.

- (2) The Following Release Form will be provided to and must be executed by all applicants.

I. **SECTION 9. Open Container Laws and Alcohol.**

- (1) This Ordinance shall not affect the requirements of all persons to comply with any open container laws of the Commonwealth of Pennsylvania.
- (2) The provisions of Chapter 77 – Alcoholic Beverages, Article 1 – Open Containers, of the Borough Code of Columbia Borough, shall not apply to the consumption of alcohol in Sidewalk Cafés operating under a Sidewalk Café Permit or to the consumption of alcohol in Public Dining Areas.
- (3) By Pennsylvania law and the Sidewalk Café Ordinance, holders of Sidewalk Café Permits shall comply at all times with the requirements of the Pennsylvania Liquor Control Board related to the service of alcoholic beverages.

J. **SECTION 10. Enforcement.**

- (1) Police Officers and all Code Compliance Officials of Columbia Borough are authorized to enforce the provisions of this Ordinance.

K. **SECTION 11. Violations.**

- (1) The holder of a Permit is subject to penalty as hereinafter provided should that holder violate any term of this Ordinance.
- (2) Any person utilizing a Sidewalk Café or Public Dining Areas contrary to or in violation of the Ordinance is guilty of a violation of this Ordinance and subject to the penalties set forth herein.
- (3) Whoever violates any provision of this Ordinance shall, upon conviction thereof in a summary proceeding, be fined not less than Fifty (\$50.00) Dollars and not more than One Thousand (\$1,000) Dollars for each offense, to be collected as other fines and costs are by law collectible or imprisoned for not more than ninety (90) days, or both. Each day during which a violation occurs shall constitute a separate offense.
- (4) Any person holding a Permit who is convicted of a violation of any of the provisions of this Ordinance shall have his/her/its Permit revoked for one (1) full year.
- (5) This Ordinance and the foregoing penalties shall not be construed to limit or deny the right of Columbia Borough or any person to such equitable or other remedies as may be otherwise available with or without process of law. The Borough is authorized to seek injunctive relief to enforce any provisions of this Ordinance.

L. **SECTION 12. Severability.**

- (1) In the event any provision, section, sentence, clause, or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any of the remaining

provisions, sections, sentences, clauses, or parts of this Ordinance; it being the intent of Columbia Borough that the remainder of the Ordinance shall be and shall remain in full force and effect.

EXECUTIVE BRIEF
REGULAR MEETING

AGENDA DATE: 9.12.2023

DEPARTMENT: Community Development

TITLE: Consider authorizing staff to advertise an ordinance to amend the Borough's Code of Ordinances, Chapter 207, Article XVI, Handicapped.

BACKGROUND AND JUSTIFICATION: The proposed ordinance has been prepared by legal counsel and reviewed during the September 5th Borough Council work session.

The purpose of this amendment is to provide for the use of the handicapped parking spaces in residential areas by the people who applied for and received the space in their neighborhood.

MOTION: Move to approve/disapprove staff to advertise the ordinance.

FISCAL IMPACT ANALYSIS

A. Fiscal Impact:
None.

B. Legal Review: This ordinance was reviewed by Solicitor Gabel.

ATTACHMENT(S):

- Ordinance

**COLUMBIA BOROUGH
LANCASTER COUNTY, PENNSYLVANIA**

ORDINANCE NO.

AN ORDINANCE OF COLUMBIA BOROUGH AMENDING CHAPTER 207, ARTICLE XVI, HANDICAPPED PARKING

WHEREAS, Title 75, Section 3354 of the Consolidated Statutes of Pennsylvania was amended by the Pennsylvania Legislature on April 22, 2019, in part allowing local authorities to limit access to a handicapped parking space to a specific vehicle, license plate, or other method of designation.

WHEREAS, the Borough desires to update the Chapter 207, Article XVI as a result of the amendments to 75 Pa.C.S.A. §3354;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED as follows:

SECTION 1. The following language shall be added as Section 207-91:

§207-91. Designation of Parking Space.

If a handicapped parking space is approved pursuant to this Chapter, the Borough may, at the request of the Applicant, designate the approved handicapped parking space for a specific vehicle, specific license plate, specific placard number, or some other category of designation, to be determined by the Borough.

SECTION 2. Chapter 207, Article XVI of the Columbia Borough Code, shall be amended to re-number the sections sequentially.

SECTION 3. Severability. Should any section or provision of this Ordinance be declared by the Courts to be unconstitutional or invalid, such decisions shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4. Repealer. Any ordinance or part thereof conflicting with the provisions of this Ordinance is hereby repealed to the extent of such conflict.

SECTION 5. Effective date. This Ordinance shall be effective five (5) days after its enactment.

ENACTED AND ORDAINED into an Ordinance this ____ day of _____
2023, by the Council of the Borough of Columbia, in lawful session duly assembled.

ATTEST:

COLUMBIA BOROUGH COUNCIL

Secretary

By: _____
President

Approved this ____ day of _____ 2023.

By: _____
Mayor

Services Agreement: Columbia Borough

Scope of Services:

- On-call 24/7 crisis communications
- Public relations services
- Media (traditional/social) monitoring (updates provided as needed)
- Communications support
- Messaging development
- Copywriting
- Media training and support
- Complete access to total agency services across marketing, advertising, creative services and consulting services

Communications Rates:

- President/CEO/SVP: \$360
- VP: \$270
- Director (PR, Digital): \$230
- Account Director: \$210
- Full Stack Developer: \$210
- Front-End Developer: \$175
- Specialized Coder: \$220
- Sr. Media Relations Manager: \$205
- Senior Project Manager: \$190
- Project Manager: \$175
- Coordinator: \$150
- Art Director: \$205
- Senior Graphic Designer: \$175
- Graphic Designer: \$160
- Digital Marketing Strategist: \$175
- Digital Media Marketing Specialist: \$160
- Admin: \$115
- Intern: \$75

Billing Process

Billed for time accrued on an hourly basis. Time tracked and provided in timesheets upon request. Billed in .25 increments at hourly rate. Our services are billed as either monthly retainer, project or hourly services as noted. As work is completed, updated billing plans will be provided. Timesheets available upon request.



Gavin™ services agreement terms.

- 1) For all clients not on retainer, project work is invoiced 50% upon start date and the remaining 50% through scheduled payments (to be outlined in the service agreement) with the final payment due at project completion unless otherwise noted.
- 2) The client assumes responsibility for all approved purchases, including media and hard costs. This agreement/contract authorizes Gavin Communications, LLC to purchase media on the client's behalf.
- 3) Any project work beyond the scope defined in this proposal will require a budget estimate from Gavin and incremental spend from the client upon receiving budget estimate approval in writing.
- 4) Client shall be responsible for approving all creative work and produced materials. Client shall be responsible for all fees and costs related to use of such approved creative, and shall indemnify Gavin Communications, LLC for same.
- 5) Travel time (as in travel associated with a project) is billed at the standard hourly rate during business hours.
- 6) Mileage is billed at .62 cents per mile as submitted by staff. Mileage for all work related to your account is billed on a monthly basis.
- 7) Travel costs (i.e., hotel, airfare, car rentals, etc.) are billed at cost plus 5% for pass through charges.
- 8) All media buys will be billed 30-days in advance of buy.
- 9) An industry average agency fee is applied to all media buy of 17.65% on net and 15% on gross.
- 10) An industry standard agency fee of 20% is applied to all hard costs such as printing, photography, and other pass-through purchases, including wholesale and retail prices. Wholesale pricing is secured whenever possible.
- 11) Monthly retainers are invoiced on (or about) the 1st or 15th of each month (determined by client start date); projects may be invoiced in advance. Hourly services are billed as used.
- 12) Any discounted rates or price concessions given to the client are null and void upon client being out of terms of payment. All pricing reverts to standard agency rates at that time.
- 13) Any contract retainers require a 90-day written certified notification for contracted services cancellation. Client is still responsible for all approved hard costs and agency commissions/fees for the duration of the contract.
- 14) A 25% cancellation fee on the total services remaining in the contract is charged if a services agreement is cancelled before the completion of work.
- 15) Costs are based on an estimated number of hours to complete each project/retainer (as noted). Should a project/retainer scope change, overages will require client approval. Additional service hours are billed at Gavin's 2023 rates which are defined by title/level of employee.
- 16) Rush projects (projects that require an expedited turnaround within 10 business days) are billed based on a rush rate card to be shared prior to project kicking-off.
- 17) Account minimum retainers are billed monthly as noted.
- 18) All accounts must be paid in full and in good standing to receive the retainer rate. Failure to pay within terms will result in loss of the retainer rate and paying the full rate for all services.
- 19) New projects may not begin until past due accounts are paid in full.
- 20) Crisis communications services are billed by the hour based on Gavin's 2023 crisis communication rate card.
- 21) Gavin Communications, LLC owns all work until payment is received in full.
- 22) All invoices are net thirty days, unless otherwise noted in the service agreement. Gavin Communications' preferred method of payment is ACH. Gavin will accept payment by check, credit card and wire.
 - a) Client is responsible for all fees associated with returned checks and domestic/international wires. A 3% transaction fee will apply to all credit card payments.
- 23) Contract will renew every thirty days if no written client communication of non-renewal is given. Work will continue under the terms of this agreement and be billed at the hourly rate.

a boutique brand communications agency.

page 2



- 24) Industry, segment or product exclusivity is only offered under the following conditions:
 - a) Regional brands/clients are offered market exclusivity for a 100-mile radius or a defined geographic region when Gavin is contracted under an active 12-month retainer meeting a minimum services agreement for agency services of \$150,000 per year. Excludes media buys and or hard costs.
 - b) National brands/clients are offered market exclusivity for their product category, as defined by the product's offering, when Gavin is contracted under an active 12-month retainer meeting a minimum services agreement for agency services of \$500,000 per year. Excludes media buys and or hard costs.
 - c) Clients out of terms of payment are not offered market exclusivity.
 - d) Client exclusivity for website or digital work is not offered and is excluded from all exclusivity agreements.
- 25) Gavin is entitled to recover all costs and fees, including attorney fees, in the event the client breaches the contract or fails to remit payment when due. Additionally, any past due amounts should accrue interest at the lower of (i) 1.5% per month or (ii) maximum amount allowable by Pennsylvania law.
- 26) Website hosting and standard web care packages automatically renew January 1st of each year. 30 days advanced written notice is required to cancel. Gavin does not offer any refunds or credits for cancellations that occur after 30 days of the renewal date.
- 27) In the course of our web hosting and maintenance service, automatic product or platform updates may cause issues with website stability, format, or functionality that fall outside of the standard maintenance service. When these issues are detected or reported, Gavin will attempt to roll back updates to restore functionality and will provide up to 2 hours of developer time annually to do so. The client will be provided with a service update and resolution options for any issues discovered that will be billed by the hour upon approval.
- 28) Client websites launched by Gavin meet all AA conformance standards based on WCAG to launch in compliance with Americans with Disabilities Act (ADA). Client acknowledges that ADA compliance requires ongoing maintenance to ensure continued ADA compliance. Gavin is not responsible for changes made to websites that result in non-compliance with ADA
- 29) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the conflict of laws principles of Pennsylvania. The parties hereby consent to the exclusive jurisdiction of the Court of Common Pleas of York County, Pennsylvania and the United States District Court for the Middle District of Pennsylvania, in any and all actions or proceedings arising hereunder or pursuant hereto. The parties agree that Gavin Communications, LLC has the right to recover all costs and fees, including reasonable attorneys' fees, with regards to enforcing its rights under the terms of this Agreement.
- 30) Client is responsible for all sales tax.
- 31) End User License Agreement
 - a) Client is responsible for license renewals that expire. Only one year of license fees are included in project estimates and will be billed to the client if under Gavin's oversight. Otherwise, client is responsible for all renewal management.
 - b) The Client agrees to adhere to the End User License Agreement (EULA) for all copyright material or other intellectual property used on the project that is purchased on the Client's behalf or otherwise used by or on Client's behalf during our engagement. This includes, but is not limited to, stock photography, theme template files, plugins and fonts. If the project requires licensing agreement(s) with third party vendors the Client shall be responsible for obtaining and preserving all such licensing requirements (including payment thereof) and to ensure compliance with any licensing requirements upon delivery of the: (i) project, (ii) any completed portion of the project, or (iii) any uncompleted portion of the project if the engagement between Client and Gavin

a boutique brand communications agency.

page 3



- Communications is terminated. Gavin Communications, LLC shall, upon written request of Client, provide copies of each third-party vendor's end user license agreement.
- c) Client owns, or has exclusively licensed or otherwise has the right to use all intellectual property it has provided to Gavin Communications, LLC to use in the project, and in each case: (i) without restrictions currently applied under any agreement, including, without limitation, a coexistence agreement or a settlement agreement; (ii) free and clear of any liens in existence as of the date hereof, and (iii) not currently subject to termination by any third party.
 - d) Client is responsible for license renewals that expire. Only one year of license fees are included in project estimates and will be billed to the client if under Gavin's oversight. Otherwise, client is responsible for all renewal management.
 - e) Client shall not transfer or assign the project or any portion of the project to another party without the prior written consent of Gavin Communications, LLC. Client shall exclusively use project, or any portion of the project, within the guidelines set by Gavin for the project and for no other purpose. Client further agrees not to revise or manipulate any portion of the project without the express written consent of Gavin Communications, LLC.
 - f) Client shall to defend, indemnify and hold harmless Gavin, its suppliers, licensors, owners, employees, agents, representatives, successors and assigns, from and against liabilities, costs, damages and expenses (including settlement costs and reasonable attorneys' fees) arising from any claims from anybody that result from or relate to: (i) Client's product or services; (ii) Client's use of the copyright material provided by Client to Gavin Communications, LLC; (iii) or Client's breach of any representation, warranty or obligation under this EULA.
 - g) The laws of the Commonwealth of Pennsylvania shall govern the construction of this EULA and Client agrees to be subject to personal jurisdiction in the Commonwealth of Pennsylvania for the purposes of enforcing the provisions of this EULA.

The above services agreement terms have been reviewed and are hereby accepted. I represent that I have authority to bind the entity named below to the terms of this services agreement.

Legal Company Name: _____

Authorized Client Name: _____

Authorized Client Signature: _____ Date: _____

a boutique brand communications agency.

From: [Don Murphy](#)
To: [Jack Brommer](#); [Mark Stivers](#)
Cc: [Daisy Pagan](#)
Subject: Holiday Parking
Date: Friday, September 1, 2023 2:47:19 PM

Hello-

On behalf of the Merchant's Association, we would like to request once more Free Saturday Parking from 11/25/2023 through 2/17/2024 (V-Day). Please let me know if we need to fill out any paperwork for the request.

Thank you,

Don Murphy

President

don@cimarroninvestments.com



Cimarron Investments, LLC

Cimarron Management Co., LLC

Cimarron Construction, LLC

Murphy Acquisition Group, LLC

430 Walnut Street, Suite 301

Columbia, PA 17512 USA

P: (717) 278-7979

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 09/12/2023

DEPARTMENT: Police

TITLE: Authorization to hire Chad Binderup as a full-time Community Service Aide

BACKGROUND AND JUSTIFICATION: Community Service Aide Rich Drum has resigned effective October 27, 2023. The Community Service Aide provides support to police officers by completing reports, managing citizen traffic in the lobby, answering phones, and fingerprinting citizens and arrestees. The CSA is further responsible for processing parking tickets, managing warrants, dispatching police officers and parking enforcement officers, as well as other tasks. The role of the Community Service Aide is an essential function of the Police Department.

Chad Binderup has the necessary training and experience as a former Lancaster City Police Officer and military service.

MOTION: Move to approve the conditional hiring of Chad Binderup contingent upon the passage of a thorough background and employee testing.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact: (Does not Include Impact of Benefits)

Fiscal Years	2023	2024	2025	2026	2027
Operating Expense (F01)	\$15,884	\$49,067	\$50,544	\$52,062	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
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY23 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review:

ATTACHMENT(S):

-

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 09/12/2023

DEPARTMENT: Police

TITLE: Authorization to hire Daniel Imler as a part-time patrol officer

BACKGROUND AND JUSTIFICATION: Currently, there are 17 full-time police officers and 2 part-time officers within the Department. Daniel Imler is a qualified applicant who has almost two years of experience as a full-time police officer and possesses military experience. The addition of a part-time officer will help to provide much-needed coverage for the Department schedule. Maintaining an adequate complement of officers helps to reduce officer workload, assists with proactive patrols, and supports the answering of calls to service in a timely manner. The hiring of an additional part-time officer will also assist with coverage on the weekends and weekday evenings.

MOTION: Move to approve the conditional hiring of Officer Daniel Imler contingent upon the passage of a thorough background and employee testing.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Operating Expense (F01)	\$3,000	\$10,000	\$15,000	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
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY23 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review:

ATTACHMENT(S):

LANCASTER AREA SEWER AUTHORITY**MINUTES OF REGULAR MEETING****July 27, 2023**

The Regular Board Meeting of the Lancaster Area Sewer Authority was held on July 27, 2023, at 130 Centerville Road, Lancaster, Pennsylvania.

The following Board members were present in person: Barry Smith, Nick Sahd, Tom Huber, Derrick Millhouse, Ed Fisher, and Barry Kauffman. Board member Bill Laudien was present via Zoom. Others present in person were Mike Schober of ARRO Consulting, Jeff Grow of RK&K, and Mark A. Smith and Dan Desmond of Barley Snyder. Kevin Stouffer of Smith Elliott Kerns & Company, and Ed Barboe, Matt Crow and Mark Bottin of Hazen and Sawyer were present via Zoom. LASA staff present in person included Kristin Green, Mike Lehman, Mike Kyle, Scot Fertich, Don DeClementi, Brian Wilcox, and Donna Nichols.

Mr. Smith, Chairman of the Board, called the meeting to order at 7:30 a.m.

Mr. Smith called for public comments and there were none.

Mr. Smith asked for approval of the minutes of the regular meeting of June 22, 2023. Mr. Sahd moved to approve the minutes of the meeting of June 22, 2023, and the disposition of the recordings of the meeting of June 22, 2023, in accordance with the Resolution passed April 27, 2023. Mr. Kauffman seconded the motion, and the Board unanimously approved.

Mr. Lehman, Financial Director introduced Kevin Stouffer with Smith Elliott Kerns & Company, LLC who presented a summary of the audited financial statements for fiscal years ending March 31, 2023 and 2022. Mr. Stouffer indicated that they have issued an unmodified opinion that the financial statements are fairly presented in all material respects.

At 7:41 a.m. Mr. Smith announced there would be a break for an Executive session regarding an employee benefit matter.

The Executive session ended at 8:04 a.m., at which time Mr. Smith called the regular meeting back to order.

Mr. Smith asked for acceptance of the financial reports. Mr. Huber moved to accept the fiscal year 2022-2023 annual financial reports. Mr. Sahd seconded the motion, the Board unanimously approved.

Mr. Kyle, Executive Director of the Authority recommended adoption of Resolution #23-07-001, authorizing retirement plan changes. Mr. Millhouse made a motion to adopt Resolution #23-07-001, authorizing retirement plan changes and all necessary and appropriate related actions. Mr. Fisher seconded the motion, the Board unanimously approved.

Mr. Kyle recommended award of the contract to purchase TKN analysis equipment from Avantor delivered by VWR. Mr. Sahd moved to award the contract to purchase TKN analysis equipment from Avantor delivered by VWR, through the Commonwealth of Pennsylvania State Contract established with NASPO ValuePoint, at a total cost of \$51,378.53. Mr. Huber seconded the motion, the Board unanimously approved.

Mr. Kyle recommended award of the contract to purchase and install a Duperon screen for LASA's Columbia pump station. Mr. Kauffman moved to award the contract for the purchase and installation of Duperon screen for LASA's Columbia pump station, to Kappe Associates, Inc. through COSTARS, at a total cost of \$134,400.00. Mr. Sahd seconded the motion, the Board unanimously approved.

Mr. Kyle recommended approval of an agreement with Furmanto Foods, Inc. to sell up to 5,000 phosphorus credits per year from LASA's main treatment plant. Mr. Sahd moved to approve the agreement to sell up to 5,000 phosphorus credits per year from LASA's main treatment plant at a price of \$3.00 per credit for 2023, \$3.25 per credit for 2024, and \$3.50 per credit for 2025. Mr. Millhouse seconded the motion, the Board unanimously approved.

Mr. Smith reported the adoption of the 2023 LASA Strategic Plan has been deferred.

Mr. Smith moved to the Finance Committee report. Mr. Huber's report was presented in the form of a motion. The following invoices have been reviewed and submitted for approval including Operating Expenses for July 2023 in the amount of \$1,096,436.79; Revenue Fund Requisition #790 in the amount of \$1,050,000.00; Bond Redemption & Improvement Fund Requisitions/Invoices #2139-1A through 2139-6O in the amount of \$596,430.57; Capital Asset Replacement Fund Requisitions/Invoices #244-1A through #244-12T in the amount of \$403,932.19, for a grand total in payments of \$2,050,362.76. Mr. Sahd seconded the motion, the Board unanimously approved.

Mr. Smith moved to the Operations Committee and deferred to Mr. Kyle's report.

Mr. Smith asked if there was anything to report from the Public Relations Committee. Mr. Kauffman reported that they did not meet but suggested everyone review page 21 of the report under LASA public relations to see noteworthy PR items.

Mr. Smith asked if there was anything to report from the Pension Committee. Mr. Lehman reported that as of July 26, 2023, the total market value of the LASA pension fund was \$12.2 Million with an estimated actuarial accrued liability of \$15.7 Million, while funding stands at 77.8% of the estimated actuarial accrued liability. Mr. Lehman announced there will be an Investment Managers meeting following the September Board meeting.

Mr. Smith asked if there was anything to report from the Personnel Committee and there was none.

Mr. Smith moved to the Executive Director's Report. Mr. Kyle discussed the increase in PA One Calls and how they are internally handled.

Mr. Smith called for Other Business and there was none.

Mr. Smith called for Old Business and there was none.

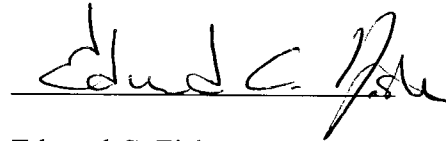
Mr. Smith moved to the Chairman of the Authority report and there was none.

At 8:27 a.m. Mr. Smith announced there would be a break for a second Executive Session regarding personnel matters.

The Executive Session ended at 9:35 a.m., at which time Mr. Smith called the regular meeting back to order.

Mr. Smith announced that the next regular Board meeting is August 24, 2023, at 7:30 a.m. at 130 Centerville Road, Lancaster, PA 17603 or via Zoom.

Mr. Smith called for a motion to adjourn. Mr. Millhouse moved to adjourn, Mr. Fisher seconded the motion, the Board unanimously approved, and the meeting was adjourned at 9:35 a.m.

A handwritten signature in black ink, appearing to read "Edward C. Fisher", written over a horizontal line.

Edward C. Fisher, Secretary

MINUTES
COLUMBIA BOROUGH PLANNING COMMISSION
July 18, 2023

MEMBERS IN ATTENDANCE:

Mary Wickenheiser, Chairperson
Tiffani Lynn, Vice-Chairperson
Brad Lynn, Secretary
Justin Evans
Annette White

STAFF IN ATTENDANCE:

Sharon Cino, Planning and Zoning Manager
Deb LaClair, Administrative Assistant

GUESTS IN ATTENDANCE:

None

CALL TO ORDER:

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

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

Marilyn Kress Hartman, Kelly Murphy and Nathan Roach were absent from this meeting.

APPROVAL OF MINUTES:

Brad Lynn motioned to approve the regular Planning Commission meeting minutes from June 20, 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 engineer reviews.

DEMOLITION APPLICATION(S):

There were no demolition items.

ACTION ITEMS:

Sidewalk Café Ordinance – Sharon Cino stated the Planning Commission received a copy of the ordinance for review and recommendation to forward to Borough Council for advertisement. She added this ordinance would replace the former ordinance enacted during Covid-19. Mary Wickenheiser asked for comments. There was review and discussion of each page regarding typographical errors and

July 18, 2023

Columbia, PA
Page 2 of 2

the rewording of some sections of the ordinance for clarity. Sharon would forward all corrections and comments to the Borough Solicitor.

Tiffani Lynn motioned to recommend the Sidewalk Café Ordinance move forward to Borough Council for advertisement with corrections and clarifications and Justin Evans seconded. All favored this motion.

DISCUSSION ITEMS:

Sharon presented the land bank updated report. She stated 154 and 156 South Fifth Street demolition was started, HARB approved work to be done at 318 Poplar Street, and a permit was issued for work to be done on 521 Locust Street.

OLD BUSINESS:

Mary Wickenheiser talked about a proposal from CLG Law Firm for right-of-way management ordinance services, which was discussed at last month's meeting. Mary stated after the discussion at last month's meeting and review by all members, she thought this was a service the Borough did not need at this time. The Commission members agreed.

Brad Lynn motioned to recommend to Council that they reject the proposal for right-of-way management ordinance services by CLG Law Firm and Tiffani Lynn seconded. All favored this motion.

NEW BUSINESS:

Mary Wickenheiser reported she attended the Borough Council Work Session held on July 6th where the Curb and Sidewalk Ordinance and the Short-Term Rental Ordinance was discussed. Mary added the short-term rental located on Chestnut Street was still operating while the owner goes through the appeal process.

PUBLIC COMMENTS AND QUESTIONS:

There were no public comments.

ADJOURNMENT:

Justin Evans motioned to adjourn this meeting of the Columbia Borough Planning Commission at 7:47 p.m. and Tiffani Lynn seconded. All favored this motion.

Respectfully submitted,



Brad Lynn, Secretary

