



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

MARK E. STIVERS
Borough Manager

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

October 10, 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 Budget Work Session Minutes for September 21, 2023
 - b. Consider approval of the Borough Council Budget Meeting Minutes for September 26, 2023
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Columbia Market House Report for September 2023
 - b. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of the Public Works and Property Report for September 2023
 - c. Safety/Marketing – Todd Burgard
 - I) Acknowledge receipt of the Public Safety Reports for September 2023: Penn State Health Life Lion, Columbia Borough Police Department and Columbia Borough Fire Department (August & September)
 - II) Acknowledge receipt of the EMOC Report for September 2023
 - III) Acknowledge receipt of the Codes Compliance Report and Condemnation Report for September 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. HARB APPROVALS
 - I) Consider the Certificate of Appropriateness (COA) Roman Empire Holdings, LLC to provide all new hanging signs for the commercial tenants Representative Miller’s office, Let’s Roll E Bike Rentals, and for the main building located at 132 Locust Street.
- b. Consider Ordinance 941 to amend the Borough’s Code of Ordinances, Chapter 186 - Streets and Sidewalks by adding a new article VII, “Sidewalk Café”
- c. Consider Ordinance 947 to amend the Borough’s Code of Ordinances, Chapter 207, Article XVI, Handicap Parking
- d. Consider appointment of Jessica Fieldhouse as the Borough Zoning Officer
- e. Authorization to pay bills

12. Introduction New Business:

- a. Consider a request by Aaron Marines, Esq. attorney for the former owners of Riverview Terrace, to reconsider the LERTA application for 132 Locust Street.
- b. Consider authorization to hire Ryan Sexton as a part-time Crossing Guard

13. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Borough Engineer
- c. Secretary/Treasurer
- d. Boards, Commissions and Committees
 - I) Upcoming Meetings: HARB (10.11.2023) Parks & Rec (10.12.2023) Planning Commission (10.17.2023) Budget (10.19.2023) Shade Tree Commission 10.23.2023)
 - II) Approved Minutes: Planning Commission

14. Borough Council Comments

- a. Council Members

15. Announcement of Next Meeting. At 7:00 PM on October 19, 2023, Council will hold a budget workshop. The next regular meeting will be on October 24, 2023.

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 – BUDGET WORK SESSION

September 21, 2023 | 7:00 PM
Paul W. Myers Council Chamber

MINUTES

- 1. Council President Zink called the meeting to order at 7:05 p.m.

Councilpersons present: Zink, Kauffman, Burgard, Lintner, Fisher and Stahl. Councilperson Price was absent. Mayor Lutz was present. Council President Zink acknowledged 3 Borough Council candidates were present-Brad Chambers, Nathan Roach, and Aimie Kellers

Staff Present: Chief Brommer, Borough Manager Stivers, Facilities Manager Affeld, Public Works Manager Graham, Market Manager Vera, Finance Manager Bennett and Code Compliance Manager Diffenderfer

- 2. A moment of silence led by Council President Zink
- 3. There was the Pledge to the Flag
- 4. Announcement of Executive and Information Session(s)
 - a. There were none.
- 5. Additions, deletions, and reorganization of agenda
 - a. Motion to approve Agenda

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

- 6. Citizen Comments
There were no citizen comments.
- 7. Mayor Lutz/Chief Brommer
There was no report from Mayor Lutz or Chief Brommer.

- 8. Workshop Items:
 - a. 2024 General Fund Budget - Council President Zink stated this was the first discussion by Borough Council on the 2024 Budget, starting with the General Fund. Borough Manager Stivers explained there would not be formal action taken at tonight’s meeting, only a review and discussion without going line by line. After all budget reviews were finished, there would be advertisement in November and approval in December. Council President Zink pointed out there were some key budget numbers not available until mid-October.

Borough Manager Stivers presented the organizational chart with staffing numbers being reviewed. He stated they were trying to get to a balance of what the Borough could afford and what the Borough needed. The remainder of the presentation was boards and commissions, Columbia by the numbers, streets sidewalks and alleys, public and private parks, property assessment data, allocation of tax dollars, local tax burden graph, financial fund overview, 2024 draft revenue pie-chart and total expenses for the general fund pie-chart. At the conclusion of this presentation Borough Manager Stivers turned the discussion over to Council President Zink.

Council President Zink discussed a possible fee for mechanical devices with regards to the PA Skills machines but wasn't sure if this could be done. Mayor Lutz stated elected officials were looking into this issue.

Council President Zink started the review with revenue items and asked everyone to keep in mind that 2023 actuals were at about 57% for the year. One change noted was the split of ordinance violation fees to line items for police and code compliance. Council President Zink commented on the lower budget number for deed transfer taxes. There was discussion on the WWTP line items still listed in the budget.

Councilperson Fisher asked about the line item for special tax. Borough Manager Stivers stated that could be used, for example, for a fire tax or street lighting tax.

Frank Doutrich asked about the line item for RET uncollectable. Council President Zink explained that about 5% of the real estate taxes would not be collected, so that was the line item representing that number.

Councilperson Lintner asked about live-scan revenue. Councilperson Burgard and Chief Brommer explained.

Councilperson Burgard asked about the Front Street property lease line item. Borough Manager Stivers stated that once the WWTP was sold then the sale of the Front Street property would be next, so that line item captures lease payments until the property was sold.

Councilperson Lintner asked about the difference between Borough rental revenue and rental registration. Finance Manager Bennett explained what Borough rental revenue would be and rental registration was for the rental properties in the Borough. Councilperson Kauffman stated the fees collected for Code Compliance do not cover the expenses for that department. Council President Zink explained that was the only department that the revenue covered the expenses.

Councilperson Lintner asked about miscellaneous revenue and refund of prior year expenses. Finance Manager Bennett explained both line items.

Council President Zink asked for further questions or comments. Since there were none, the discussion moved to expenses.

Brad Chambers asked about the line item for IT contracted services. Borough Manager Stivers explained the contracted service was to maintain the computer servers and phone system. Aimie Kellers asked about the selection and use of the different programs. Borough Manager Stivers explained there was a lot of networking between municipalities and townships on various programs with regards to cost and how well they worked.

Councilperson Fisher asked about the line item for solicitor fees. Borough Manager Stivers stated there would probably be an adjustment to this line item due to a possible increase in the hourly rate for the Borough Solicitor. Finance Manager Bennett added there was a request for rates for the Borough Engineer and Solicitor with that information forthcoming. Councilperson Lintner asked how often these rates were reviewed. Finance Manager Bennett stated at least once a year during the budget process.

Councilperson Lintner asked about consulting services. Finance Manager Bennett explained that Councilperson Burgard asked to keep this line item in the event services were needed. Council President Zink added that was good to keep in the budget in the event of an emergency.

Councilperson Lintner asked about the fee for accounting and auditing. Finance Manager Bennett thought their contract might be multi-year; she would look at the contract to see if there may be a change that would warrant a change to the line item.

Council President Zink informed all present that the line item for printing/advertising and communication would have some of the funds shifted to market for advertising.

Nathan Roach asked about the line item for tools and supplies and if that was for repairs to the buildings and he also asked about gas for vehicles. Finance Manager Bennett stated Nathan was correct regarding the tools and supplies. She also explained the gas for vehicles was split out in order to track between departments.

Councilperson Lintner stated that with the line item for HARB contracted services, there should be some type of flyer for new homeowners regarding the historic district. Borough Manager Stivers stated that he and Zoning and Planning Manager Cino would be working on some type of flyer to mail to residents in the district.

Brad Chambers asked about advertising for the Market House. Council President Zink explained that account was moved for the 2024 budget.

Nathan Roach asked about the lease for Borough vehicles. Borough Manager Stivers explained the lease program started in 2022 with Enterprise and has resulted in cost savings for the Borough.

Council President Zink talked about the appropriation for the Animal Shelter and would rather that money go to the Columbia Public Library. There was a discussion about the CCAT program. Councilperson Lintner added the appropriation could be lower but wanted to keep some funding because there was a need for this program. Councilperson Burgard added this program addressed health and safety issues and was manned by enthusiastic volunteers. Councilperson Lintner added this was a great community service. Borough Manager Stivers suggested all the community organizations come before Council to provide information.

Councilperson Fisher requested a line item of \$5,000.00 to boost upward mobility and to develop a mobility action plan. She read information about the action plan for Borough Council. Borough Manager Stivers suggested Councilperson Fisher get all the information to him so he could pass on to Council.

Frank Doutrich asked if organizations give their budgets to Borough Council. Borough Manager Stivers stated they would be requesting that information.

Council President Zink asked about the line item requesting 2 sergeants for the Police Department. Chief Brommer stated the interview process was currently underway and would come back to Council requesting 2 additional sergeants. Finance Manager Bennett clarified that 4 sergeants were being requested. Chief Brommer stated that was correct.

Council President Zink informed all present that the uniformed contract was currently being negotiated so some line item numbers may not be accurate. She also pointed out an additional full-time inspector for Code Compliance has been requested.

Councilperson Stahl asked about the Borough investing in digital signs. Borough Manager Stivers and Finance Manager Bennett talked about a sign package that would include “welcome signs” and possibly a digital sign at the River Park.

Frank Doutrich asked about advertising for the Market House. Council President Zink stated that was now in a different line item.

Council President Zink asked if there were further questions regarding the 2024 General Fund Budget. There were no further questions.

9. Borough Council Comments

a. Council Members

Councilperson Lintner thanked the Borough Council candidates who attended tonight’s meeting.

Councilperson Stahl thanked Borough Manager Stivers and Finance Manager Bennett for putting together tonight's presentation.

Council President Zink also thanked Borough Manager Stivers and Finance Manager Bennett.

10. Announcement of Next Meeting. At 7:00 p.m. on September 26, 2023, Council will hold a regularly scheduled meeting.

11. Motion to adjourn at 8:40 p.m.

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

MOTIONED AND APPROVED this 10th day of October, 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

September 26, 2023 | 7:00 PM
Paul W. Myers Council Chambers

MINUTES

1. Council President Zink called the meeting to order at 7:03 PM.

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

Staff Present: Borough Manager Stivers, Facility Service Coordinator Affeld, Finance Manager Bennett and Planning & Zoning Manager Cino. Solicitor Gabel was also present.

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

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

6. Citizen Comments Non-Agenda Items Only

Ben Otterbein

Addressed Council with concerns on the condition of the property at 801 Walnut Street. There were several concerns addressed including sidewalk work started without a permit and not finished, off street parking with a depressed curb installed on the 8th Street side of the property, stormwater management in the area and conversion of the property from a single family dwelling to a multi-unit rental property. He noted he has been in contact with Manager Cino and Manager Stivers to discuss the issues. Pictures he provided of the property were displayed on the television screens. Mr. Otterbein stated many of these issues have been ongoing for months and asked why an owner who has already proved not to be a good steward of the community would be granted permits and be allowed to continue business in the Borough. Council President Zink responded explaining the Borough cannot stop someone from buying property. Stated that she also has concerns with the sidewalk and depressed curb. Detailed the process for gaining permission to convert a single family home to a multi-unit dwelling and stated that the Borough will follow the current project to make sure a conversion, without permission, is not happening. If such a conversion is found the owner will be required to remove the conversion. Mr. Otterbein asked at what point does a property owner with several violations lose their right to operate? Solicitor Gabel responded with the legal guidelines the Borough must follow. President Zink added the property is currently not registered as a rental and there is no rental license to revoke. Mr. Otterbein asked why the project did not go through the Planning Commission and why the neighboring property owners were not notified. Manager Stivers responded that the project did not rise to the threshold that requires a site plan for the project. He also noted there was a small stormwater management plan submitted that was reviewed by the Borough Engineer. He stated that he personally reviewed the site plans submitted for the property and there is only one kitchen and several bathrooms which makes it a single family dwelling. Mr. Otterbein stated again that the entire project and the removal of the curb was done without any opportunity for the neighboring property owners to voice their concerns. Manager Stivers noted the project did not require notification of the neighboring property owners. Mayor Lutz explained property owners do have certain rights, but the Borough will continue to monitor the project to ensure that all requirements are followed.

Frank Doutrich

Asked for clarification on the land at the Borough Farm being turned into reserve. Manager Stiver responded that the subdivision plan has been approved by the Planning Commission. When the Solicitor is done with the deed work

the lot will be put up for sale through auction. Discussed the Police DROP program. Manager Stivers and President Zink responded. Asked what the Borough’s policy is for how the Police Department handles illegal/undocumented people. Mayor Lutz responded that those issues are referred to federal agencies. He also noted that an illegal/undocumented person would likely only be identified if they were breaking a law or seeking shelter through a homeless program.

7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for August 22, 2023.

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

- b. Motion to approve the Borough Council Work Session Minutes for September 5, 2023.

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

- c. Motion to approve the Borough Council Meeting Minutes for September 12, 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) Acknowledge receipt of the Finance Report - August 2023
- b. Safety/Marketing – Todd Burgard
 - l) Acknowledge Police Report – August 2023
 Councilperson Lintner asked for clarification on the monthly offenses listed in the report. Mayor Lutz explained the report only includes incidents where arrests were made.
- c. Legislation – Acknowledge Legislative Priority List for September 2023

9. Presentations

10. Mayor Lutz/Chief Brommer

Mayor Lutz noted today was Chief Brommer’s birthday. He discussed a recent complaint and Police incident concerning a neighborhood dog issue that resulted in several arrests and citations. It was noted the property has been condemned.

11. Public Meeting – Adoption of the Borough’s New Comprehensive Plan – Columbia2040

Council President Zink closed the regular meeting at 7:30 pm and opened the public meeting to adopt the Borough’s new comprehensive plan.

Planning & Zoning Manager Cino reviewed the plan being considered. She thanked the Ad Hoc Committee, Borough Council, Jessica Fieldhouse, from CS Davidson, the Planning Commission and Councilperson Fisher, chairperson of the Ad Hoc Committee, for all of their help and support.

Mayor Lutz asked if there will be hard copies available. Manager Cino responded there will be a hard copy available at the Borough Office. He also asked if the plan includes an executive summary. Manager Cino responded she will have one put together. Mayor Lutz thanked everyone involved in what was a lengthy and laborious process.

Frank Doutrich

Asked for clarification on how far into the future the plan includes. Manager Cino responded 15-20 years. He asked if there would be a paper copy available. Manager Cino responded there will be a copy available for review at the Borough Office.

Councilperson Fisher added the biggest change in the proposed plan is an incremental plan that should be clear to anyone who reads it. Manager Stivers discussed how the plan focuses on the importance of a neighborhood concept and how, going forward, the plan will help direct policy for the Borough.

Councilperson Fisher formally asked that a request be made to CS Davidson to provide an executive summary. Manager Stivers stated he will make that request.

Council President Zink closed the public hearing at 7:42 pm and reopened the regular meeting.

12. Action Items

- a. Motion to adopt Resolution 2023-26, Columbia2040, the Borough’s new comprehensive plan.

Motion by:	Second by:	Voice Vote:
B. Fisher	E. Kauffman	All Favored – Motion Carried

- b. Motion to approve the 2024 Minimum Municipal Obligation totaling \$490,091.00-\$399,535.00 to the Uniform (Police) Pension Plan and \$90,556.00 to the Non-Uniform (Non -Police) Pension Plan.

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

President Zink and Manager Bennett provided detail on the motion.

- c. Motion to authorize 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.

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

Manager Stivers provided detail of the proposed changes. Councilperson Burgard asked for clarification on item C1 and why items A B C D E were struck. Manager Stivers responded they are meant to be included and will be corrected.

- d. Motion to authorize staff to pay bills.

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

13. New Business

- a. Motion to approve the DROP (Deferred Retirement Options Plan) application for Officer Dan Bell.

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

- b. Motion to approve the DROP (Deferred Retirement Options Plan) application for Sergeant Adam Miller.

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

Councilperson Fisher asked, once an officer enters the DROP, how long they are required to stay. Mayor Lutz and President Zink responded they have three years, but they can choose to leave before the end of the three years.

Councilperson Burgard thanked both officers for their service to the Borough.

Councilperson Lintner noted some personal interaction she had with Officer Bell and thanked him for his service. She also asked if officers that enter the DROP have a minimum time they are required to stay with the Borough. Manager Stiver provided the agreement requires a minimum of one year with a maximum of three years.

Mayor Lutz discussed the benefits the DROP program provides to the Borough.

Frank Doutrich

Asked for clarification on the Borough’s pension contribution requirement once an officer enters the DROP. President Zink explained the Borough is not required to contribute once they enter the DROP.

14. Staff Reports, Comments, and Announcements

- a. Solicitor
Detailed ordinances that will be advertised and noted collection efforts will be discussed at the second October meeting.
- b. Secretary/Treasurer
Manager Stivers discussed recent rain and encouraged residents to clean storm drains in their area. Announced work on the US 30 barrier will begin next week from 9:00 pm to 6:00 am.
- c. Boards, Commissions and Committees

15. Borough Council Comments

- a. Council Members

Councilperson Kauffman discussed the Merchants Association of Columbia’s success. Noted Sahd Salvage Recycling’s commitment to the community.

Councilperson Burgard discussed his recent ride along with Penn State Health and commended their staff for their compassion and professionalism.

President Zink discussed TextMyGov and provided phone numbers and when to use them. She noted the recent DCNR grant application award to the Janson Foundation to renew the Janson Park playground.

16. Announcement of next meeting. At 7:00 pm on October 3, 2023, Council will hold a work session.

17. Motion to adjourn the meeting to an executive session to discuss a personnel matter at 8:05 pm.

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

MOTIONED AND APPROVED this 10th day of October 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 Market House

September 2023 Report

September Events- Private and Public

Steve Harter/Mary Clancy Rehearsal Dinner	Friday, September 1,2023
Diana Liggett Rehearsal Dinner	Friday, September 8.2023
Women of the Moose Craft Show	Saturday, September 16, 2023
Fourth Friday Sip & Shop Wine Event	Friday, September 22, 2023
Mac N Cheese Festival	Saturday, September 23, 2023
Jason Shields Birthday Party	Sunday, September 24, 2023
Knit Night at the Market	Tuesday, September 26, 2023
Columbia Republican Fundraiser	Friday, September 29, 2023
Kimberly Hine Birthday Party	Saturday, September 30, 2023

Future Booked Private Event(s): 23

Future Booked Public Event(s): October 2023

Jodi Holder Baby Shower	Sunday, October 1, 2023
Shank Shoppe Wreath Making Class	Tuesday, October 3, 2023
Rachel Leanza Graduation Party	Friday, October 6, 2023
Debra McAroy Retirement	Saturday, October 7, 2023
Emily Springer Bridal Shower	Sunday, October 8, 2023
Gohn/Ivanov Wedding	Friday October 13, 2023
Seidle/Witmer Wedding	Sunday, October 15, 2023
CHS Class of 2003 Reunion	Saturday, October 21,2023
Amy Gehly Baby Shower	Sunday, October 22, 2023

Vendor(s): Manor Farms has left the market due to workforce and profitability.

(Note: Jane's Flower Shoppe will take over that area and add perishables)



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 September 2023**

○ **Reminder: Curb-Side Yard Waste Pick Up/Leaf Collection**

Last day for Yard Waste Pick Up Monday, November 6
Leaf Collection begins Monday, October 16

○ **South Second Street CDBG (Union to Perry St)**

Reamstown Excavating mobilized and started work on Thursday, September 7th. Once the demolition of curb started it was discovered that ten UGI gas services were too shallow to install the new curbing. UGI was able to have crews lower and install new services for the ten locations, which has caused a delay for removal and installation of new curb and sidewalk. At this point, Reamstown Excavating has completed the removal and installation of new curb and most of the sidewalk on the east side of Second Street and is currently working on removal and installation of curb and sidewalk on the west side of the street

○ **Columbia Hometown Heroes**

Borough Crews continue to assist with the installation of banners on streetlight and utility poles throughout the Borough. Thus far, 504 banners have been installed with approximately 45 more to be installed from the latest order

○ **2023 Proposed Paving by Borough Crews**

Borough crews completed the paving on South Tenth Street from Houston Street to Ridge Avenue. Crews also have been working on patch locations and will begin paving preparation for paving the 1200 block of Ave W

○ **Safety Training**

Three Public Works employees recently completed a confined space, trenching, ladder and personal protective equipment training class

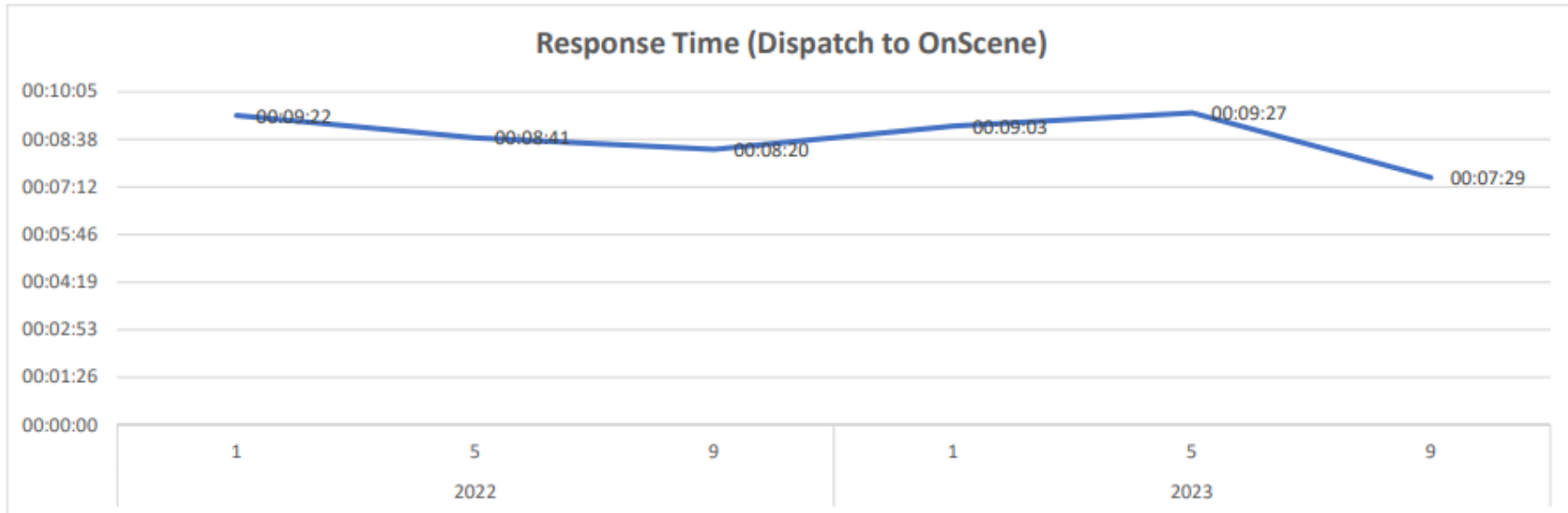
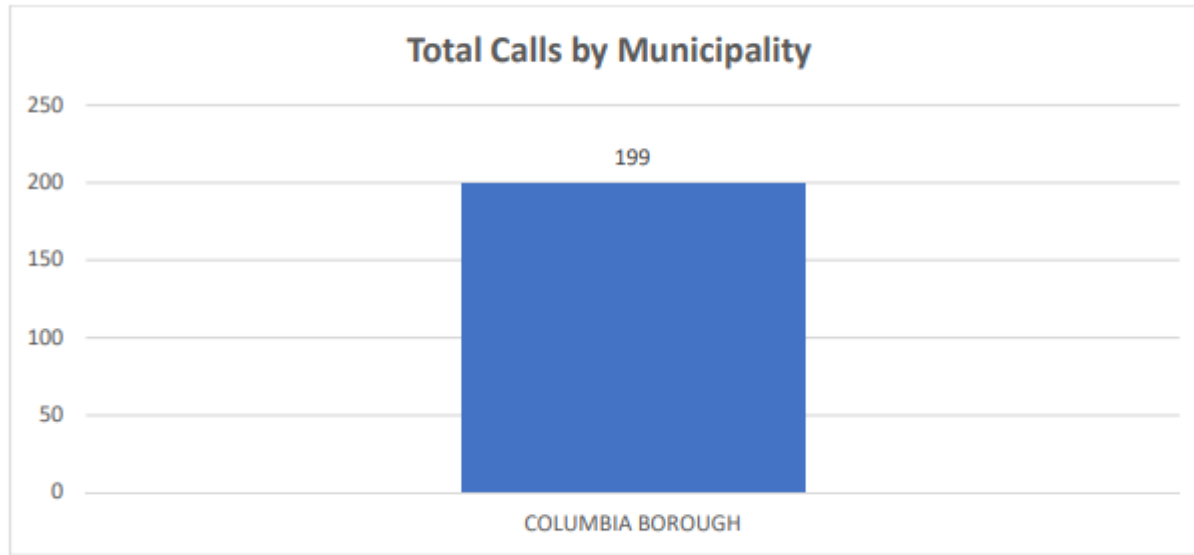
○ **Borough Yard Waste Recycling Facility and Curb-Side Yard Waste Pick Up**

Contracted municipalities dropped off 249.33 Tons of yard waste in September and Crews picked up 14.61 Tons of yard waste in September. No Compost was purchased in September.

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.



Penn State Health Life Lion, LLC September 2023



COLUMBIA BOROUGH POLICE DEPARTMENT										SEPTEMBER			2023	
REPORT OF MONTHLY OFFENSES														
CLASSIFICATION OF OFFENSES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2022
													TYTD	TLYTD
Murder & Nonnegligent Manslaughter	0	1	0	0	0	0	0	1	0				2	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0				0	0
Rape by Force	0	0	0	0	0	0	0	1	0				1	1
Rape Attempt (Assault)	0	0	0	1	0	0	0	0	0				1	0
Robbery (Firearm/Knife or Cutting Inst.)	0	0	0	1	0	0	0	0	0				1	0
Robbery (Other Dangerous Weapon)	0	0	0	0	0	0	0	0	0				0	0
Robbery (Strong Armed/Hands,Feet,Etc)	0	0	0	0	1	1	0	1	0				3	1
Assault (Firearm)	0	2	1	1	0	0	0	1	0				5	0
Assault (Knife/Cutting Instrument)	0	0	0	0	0	0	0	0	0				0	0
Assault (Other Dangerous Weapon)	0	0	0	2	0	0	0	0	0				2	1
Assault (Hands,Fists,Feet, Etc.)	3	1	0	1	2	2	2	3	2				16	8
Assault (Other Not Aggravated)	5	7	9	9	9	8	10	5	6				68	44
Burglary (Forced Entry)	1	1	1	0	2	1	2	2	0				10	3
Burglary (Unlawful Entry/No Force)	1	0	1	2	1	1	1	0	1				8	4
Burglary (Attempted Forced Entry)	2	1	0	1	0	0	0	0	0				4	2
Theft (\$50 & Over)	5	12	12	5	7	15	11	11	10				88	62
Theft (Under \$50)	2	4	5	1	3	7	2	4	5				33	21
Auto Theft	2	4	0	1	1	1	1	1	1				12	12
Arson	0	0	0	0	0	0	0	0	0				0	2
Forgery & Counterfeiting	0	0	0	0	0	0	0	0	1				1	2
Fraud	8	2	7	8	6	7	6	8	7				59	40
Embezzlement	0	0	0	0	0	0	0	0	0				0	0
Stolen Property (Rec., Possess., Etc.)	0	0	0	0	0	0	0	0	0				0	0
Vandalism/Criminal Mischief	7	5	14	6	10	11	14	14	6				87	38
Weapons (Carrying/Possess. Etc.)	0	1	2	2	1	0	0	1	1				8	1
Prostitution & Commercial Vice	0	0	0	0	0	0	0	0	0				0	0
Sex Offenses (Except Rape/Prostitution)	4	3	3	5	6	1	2	3	6				33	23
Narcotic Drug Laws (Drug Abuse Viol.)	3	3	0	3	5	3	0	3	3				23	15
Gambling	0	0	0	0	0	0	0	0	0				0	0
Offenses Against Family & Children	3	0	6	0	4	8	4	2	2				29	12
Driving Under The Influence	0	1	2	2	1	1	2	0	0				9	6
Liquor Laws	1	0	0	0	0	0	0	0	0				1	0
Drunkenness	0	3	2	1	3	3	3	0	4				19	13
Disorderly Conduct	4	5	3	5	1	2	3	2	3				28	15
Vagrancy	1	1	0	1	0	0	0	0	0				3	2
All Other (Except Traffic)	38	34	39	58	51	46	71	65	43				402	469
TOTAL MONTHLY OFFENSES	90	91	107	116	114	118	134	128	101				999	797

COLUMBIA BORO POLICE DEPARTMENT MONTHLY REPORT TO BORO COUNCIL											SEPTEMBER 2023		YTD	LYTD
ACTIVITIES	January	February	March	April	May	June	July	August	September	October	November	December	2023	2022
Monthly U.C.R. Count	90	91	107	117	114	118	134	128	101				1000	795
Adult Criminal Arrests	12	8	17	20	17	21	21	15	14				145	119
Juvenile Criminal Arrests	1	2	1	2	2	6	1	2	0				17	29
Juvenile Summary Arrests	0	0	2	6	4	1	0	2	1				16	29
Prisoners Detained In Boro Lockup	5	10	6	6	9	5	1	6	8				56	42
TRUCK INSPECTIONS:	0	9	8	5	8	3	0	11	5				49	45
TRUCK VIOLATIONS:	0	14	17	16	19	0	0	11	12				89	71
Reportable Accidents Inv.	11	6	2	13	9	14	11	8	11				85	76
Non-Reportable Accidents Inv.	14	19	20	18	17	19	11	16	16				150	108
Traffic Arrests/Citations	40	58	39	40	30	33	43	44	31				358	349
Abandoned Veh Removed From Sts	5	5	3	5	5	7	6	4	5				45	40
District Magistrate Fines	\$6,901.88	\$11,017.92	\$7,919.64	\$5,088.42	\$7,492.42	\$7,684.33	\$6,926.08	\$8,289.60	\$9,444.56				\$70,764.85	\$66,046.87
Parking Ticket Fines	\$3,565.00	\$3,661.00	\$11,825.00	\$12,485.00	\$10,425.00	\$14,530.00	\$12,865.00	\$13,860.00	\$12,230.00				\$95,446.00	\$102,626.00
Accident Report Revenue	\$30.00	\$0.00	\$15.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$45.00				\$150.00	\$105.00
LexisNexis Accident Report Revenue	\$105.00	\$75.00	\$90.00	\$45.00	\$165.00	\$390.00	\$105.00	\$30.00	\$45.00				\$1,050.00	\$2,010.00
Bicycle License Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00				\$2.00	\$7.00
No Parking Sign Fees	\$140.00	\$126.00	\$164.00	\$392.00	\$132.00	\$204.00	\$244.00	\$564.00	\$320.00				\$2,286.00	\$6,174.00
Contractor Parking Sign Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$0.00	\$0.00	\$0.00				\$8.00	\$0.00
Boot Removal Fees	\$105.00	\$455.00	\$35.00	\$35.00	\$105.00	\$175.00	\$175.00	\$175.00	\$315.00				\$1,575.00	\$2,240.00
PA. State Police/County Fines/Fees	\$0.00	\$234.49	\$983.94	\$225.96	\$438.12	\$253.26	\$94.98	\$5.00	\$595.60				\$2,831.35	\$3,665.84
LANC. CNTY. CLERK OF COURTS FEES	\$0.00	\$873.94	\$0.00	\$398.12	\$253.26	\$58.31	\$0.00	\$0.00	\$0.00				\$1,583.63	\$2,808.80
Meter Violations	242	225	174	171	144	112	112	88	135				1,403	1,793
Parking Outside Lines	0	0	0	0	0	0	0	1	0				1	1
Double Parking	0	0	0	0	1	0	1	2	0				4	15
Parking On Left Side of Street	3	2	2	0	2	5	4	3	1				22	19
Continuous Parking 48 Hours	18	17	20	14	10	11	6	19	11				126	113
No Parking Zone/Bus Stop	10	19	16	8	11	26	12	11	22				135	150
Street Sweeping	0	0	764	747	719	845	904	880	736				5,595	5,657
Parking within 20 ft Crosswalk	19	40	34	13	25	20	23	26	0				200	104
Parking within 15 ft Fire Hydrant	3	3	7	0	5	4	8	8	3				41	23
Parking in Front of Driveway	1	1	3	1	1	1	0	1	0				9	16
Handicap Area	5	5	7	3	1	0	5	2	3				31	47
Other	2	0	1	0	6	7	6	3	5				30	91
Restitution	\$0.00	\$110.00	\$100.00	\$45.34	\$40.00	\$0.00	\$20.00	\$0.00	\$33.34				\$348.68	\$610.84
Dog Fees	\$0.00	\$0.00	\$100.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$200.00				\$400.00	\$250.00
Livescan Revenue	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.22	\$0.00				\$107.22	\$0.00



Columbia Borough Fire Department

726 Manor Street

P O Box 426

Columbia, PA 17512-0426

MONTHLY FIRE CHIEF'S REPORT

AUGUST 2023

Incident response statistics and additional Fire Department Activities for the month of August 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 September 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	10					69	130	144	112
200	1	0	0	1	0	1	0	0					3	6	21	4
300	14	17	13	17	17	13	20	18					129	188	196	178
400	6	3	5	6	5	4	7	8					44	57	58	51
500	13	9	6	11	7	9	8	11					74	171	152	140
600	3	11	8	8	11	9	5	10					65	93	46	45
700	8	10	7	13	11	7	19	6					81	121	106	128
800	0	0	0	1	1	0	0	0					2	1	1	0
900	0	1	0	1	0	1	2	3					8	13	2	3
Totals:	54	63	44	70	59	49	70	66	0	0	0	0	475	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.

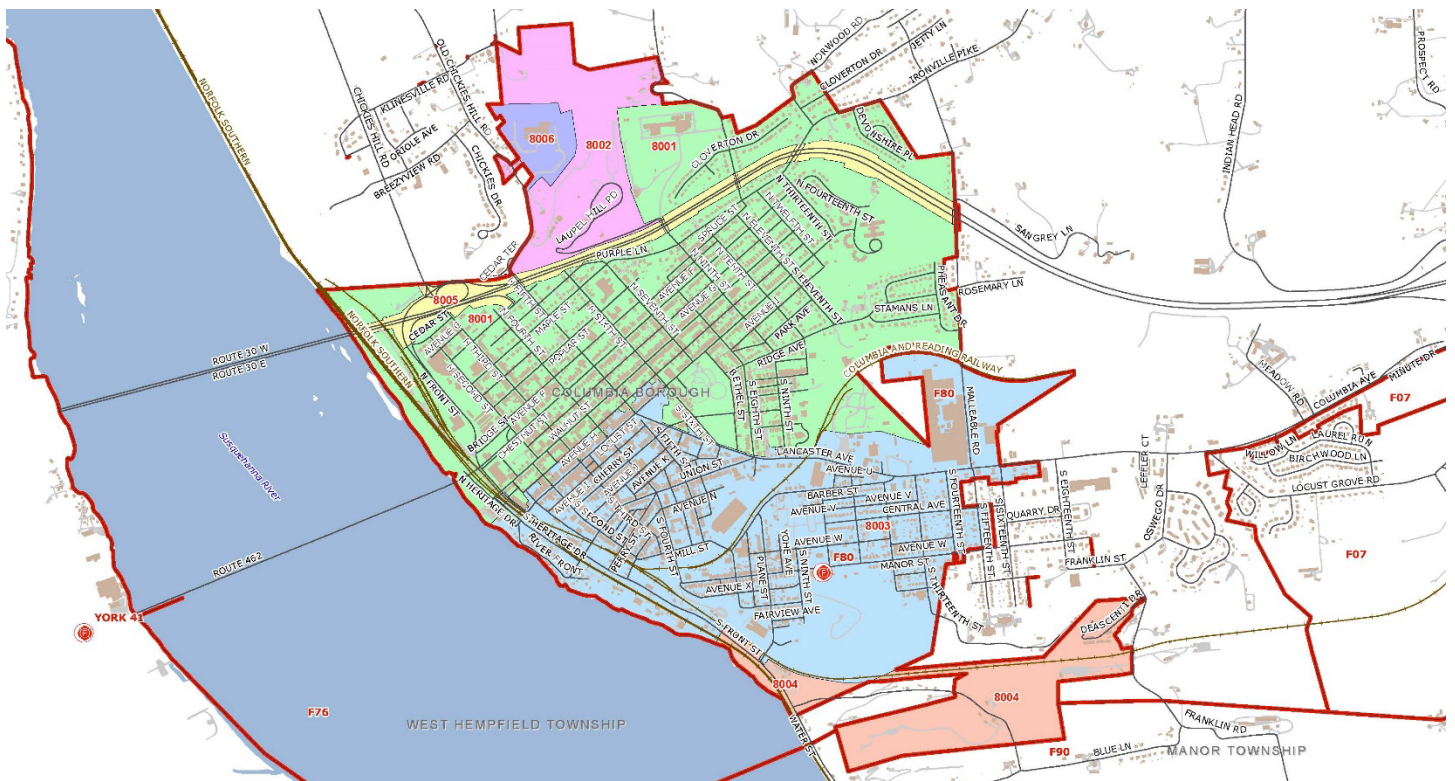
AUGUST INCIDENTS:

- **66** dispatched fire incidents with **330** volunteer man-hours.
- **15** classes were attended for **37** volunteer man-hours.
- **Thursday and Friday** were our busiest days with **12** incidents.
- Incidents by shifts and our average number of volunteers:
 - 07:00am – 02:59pm **26** incidents.
 - 03:00pm – 10:59pm **30** incidents.
 - 11:00pm – 06:59am **10** incidents.
 - All Shifts **66** incidents.
- **Rescue** was our most dispatched incident type with **18**.

**367 VOLUNTEER HOURS WERE SPENT IN THE MONTH OF
AUGUST FOR OUR COMMUNITY!
13 VOLUNTEER MAN HOURS PER DAY!**

Total Calls by District

District	2023-08-01	Total
Blue Rock - Washington Boro	2	2
Columbia Borough Fire Department Box 80-01	11	11
Columbia Borough Fire Department Box 80-03	19	19
Columbia Borough Fire Department Box 80-05	2	2
Craley Fire Department	1	1
East Prospect Fire Department	1	1
Fire Department Mount Joy	1	1
Jacobus Fire Department	1	1
Marietta Fire Department	2	2
Maytown-East Donegal Twp Fire Department	4	4
Mountville Fire Department	2	2
Rohrerstown Fire Department	5	5
West Hempfield Twp Fire Department	9	9
Wrightsville Fire Department	3	3
York Area United Fire	1	1
York City Fire Department	2	2
Total	66	66





Columbia Borough Fire Department

726 Manor Street

P O Box 426

Columbia, PA 17512-0426

MONTHLY FIRE CHIEF'S REPORT

SEPTEMBER 2023

Incident response statistics and additional Fire Department Activities for the month of September 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 October 2, 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	10	11				80	130	144	112
200	1	0	0	1	0	1	0	0	0				3	6	21	4
300	14	17	13	17	17	13	20	18	17				146	188	196	178
400	6	3	5	6	5	4	7	8	6				50	57	58	51
500	13	9	6	11	7	9	8	11	12				86	171	152	140
600	3	11	8	8	11	9	5	10	14				79	93	46	45
700	8	10	7	13	11	7	19	6	16				97	121	106	128
800	0	0	0	1	1	0	0	0	0				2	1	1	0
900	0	1	0	1	0	1	2	3	0				8	13	2	3
Totals:	54	63	44	70	59	49	70	66	76	0	0	0	551	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.
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900	Special Incidents including citizen complaints, special types and miscellaneous incidents.

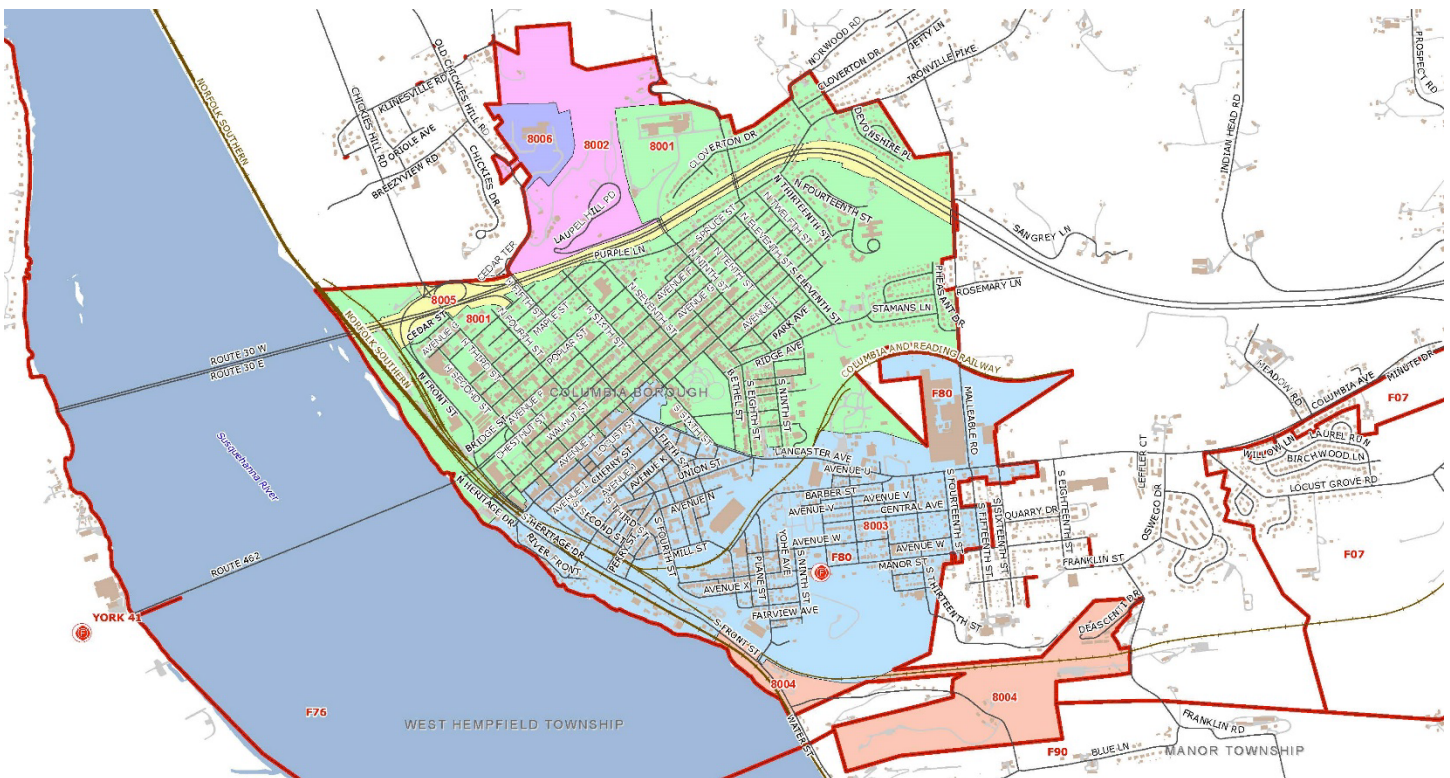
AUGUST INCIDENTS:

- **76** dispatched fire incidents with **448** volunteer man-hours.
- **23** classes were attended for **143** volunteer man-hours.
- **Friday** was our busiest days with **14** incidents.
- Incidents by shifts and our average number of volunteers:
 - 07:00am – 02:59pm **30** incidents.
 - 03:00pm – 10:59pm **32** incidents.
 - 11:00pm – 06:59am **14** incidents.
 - All Shifts **76** incidents.
- **Rescue** was our most dispatched incident type with **17**.

**591 VOLUNTEER HOURS WERE SPENT IN THE MONTH OF
AUGUST FOR OUR COMMUNITY!
20 VOLUNTEER MAN HOURS PER DAY!**

Total Calls by District

District	2023-09-01	Total
Bainbridge Fire Department	1	1
Blue Rock - Highville	2	2
Blue Rock - Millersville	1	1
Blue Rock - Washington Boro	3	3
Columbia Borough Fire Department Box 80-01	14	14
Columbia Borough Fire Department Box 80-03	18	18
Columbia Borough Fire Department Box 80-05	2	2
Columbia Borough Fire Department Box 80-06	1	1
Craley Fire Department	1	1
East Prospect Fire Department	2	2
Fire Department Mount Joy	5	5
Marietta Fire Department	2	2
Maytown-East Donegal Twp Fire Department	4	4
Mountville Fire Department	2	2
Rheems Fire Department	1	1
Rohrerstown Fire Department	1	1
West Hempfield Twp Fire Department	13	13
Wrightsville Fire Department	2	2
York Township Fire Department	1	1
Total	76	76





LANCASTER COUNTY, PENNSYLVANIA

Report for September 2023

Borough Council Meeting
October 10, 2023

Emergency Services

- The quarterly EMA meeting will be held on Thursday, October 5 at 3 pm in the Council meeting room. The meeting was moved to accommodate several disciplines that were unavailable on the scheduled date.
- 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.
- Additional campus tours at CBSD were set up for police, fire, EMS, & EMA for Wednesday, October 4 for those available.

COVID-19

- Beginning to hear some chatter that the restrictions may resurface this fall/winter. If I hear any credible chatter from PEMA or LEMA, I'll pass that along.

Miscellaneous Information

- Attended a planning meeting for the Mardi Gras Parade on Thursday, September 28th.
- Attended 10 hours of various webinars for preparedness.
- Due to an unforeseen medical issue, my availability was limited in September also. This issue is resolving and I'm planning to resume my normal schedule in October.

Acronyms

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



LANCASTER COUNTY, PENNSYLVANIA

Report for September 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)

Condemnation Status as of 10.10.2023

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	Blight Program	2.1.2021	N/A
174 S EIGHTH ST	Sanitation	Vacant / selling	9.22.2023	12.22.2023
290 S FIFTH ST	Unsafe Structure	Vacant	9.14.2023	12.14.2023
30 N SEVENTH ST	Multiple	sold at Sheriff Sale 9.27.2023	11.17.2022	N/A
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

Code Department Report * September 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	39	0	0	0	679
Safety	0	0	0	0	0	0	0	0	0	0	0	0	0
Condemnation	3	0	1	1	1	0	2	1	1	0	0	0	10
New Tenant	6	15	20	12	19	21	16	16	12	0	0	0	137
	99	67	163	104	106	111	93	95	52	0	0	0	890
QT Violations													
Vehicle-\$25	1	0	0	5	8	12	5	7	6	0	0	0	44
Accumulation of Trash-\$25	42	28	48	39	30	46	50	32	25	0	0	0	340
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	25	0	0	0	417
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	3	0	0	0	16
Missing Bldg ID-\$25	2	0	1	3	1	4	1	5	2	0	0	0	19
Pool Sanitation-\$25	3	0	0	0	0	3	5	2	1	0	0	0	14
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	2	0	0	0	8
Trash Storage-\$25	17	17	17	11	16	9	4	0	12	0	0	0	103
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	1	0	0	0	37
	95	58	71	122	139	155	163	150	77	0	0	0	1030
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	33	0	0	0	252
Condemnations	0	0	0	2	1	0	0	0	2	0	0	0	5
Disruptive Conducts	8	4	4	1	4	3	1	0	1	0	0	0	26
Notice of Violations	12	16	9	12	17	31	21	31	21	0	0	0	170
	33	34	29	44	52	73	71	79	57	0	0	0	472

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 10/10/23

DEPARTMENT: Community Development

TITLE: HARB Certificate of Appropriateness (COA) Application for 132 Locust Street

SUMMARY: Consideration of Certificate of Appropriateness (COA) from the applicant Roman Empire Holdings, LLC to provide all new hanging signs for the commercial tenants Representative Miller's office, Let's Roll E Bike Rentals, and for the main building located at 132 Locust Street.

BACKGROUND AND JUSTIFICATION: On September 13th the HARB provided a recommendation for Borough Council to approve the COA for the property located at 132 Locust Street to provide new commercial business and building signage.

MOTION: To consider approval of the Certificate of Appropriateness (COA) from the applicant Roman Empire Holdings, LLC to provide new commercial signage and signage for the main building for the property located at 132 Locust Street.

ATTACHMENT(S):

COA Application – 132 Locust Street



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

MARK E. STIVERS
Borough Manager

DATE: September 13, 2023

TO: HARB

RE: COA for 132 Locust Street Columbia, PA
17512 /
Permit No. 230214

FROM: Sharon Cino, P&Z Mgr.

VIA: Mark E. Stivers, AICP Borough Mgr.

TITLE: Consideration of a Certificate of Appropriateness (COA) to install
commercial and building signage

OWNER/APPLICANT:
Roman Empire Holdings, LLC
State College, PA

CONTRACTOR: Carpers Signs
Mount Joy, PA

Account Number: 1107262900000

PROJECT DESCRIPTION: The applicant is applying for a certificate of
appropriateness to install commercial and building signage

PROPERTY DESCRIPTION: 132 Locust Street has recently been constructed to include a
new mixed-use development with (33) residential apartment units and commercial
spaces.





SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: (9)

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

STAFF RECOMMENDATION: Staff recommend approval of the COA for this permit application.



Borough of Columbia
ZONING /HARB REVIEW

RECEIVED

AUG 04 2023

BY: _____

August 1, 2023

Date of Application

Check List: Your completed application should include:

- HARB Letter of Intent (LOI)
Plot Plan Drawings
Elevation Drawings
Photographs
Brochure or Catalog Cut
Material Sample
Other (specify):

PLEASE PRINT OR WRITE LEGIBLY

1. Owner's Name: Roman Empire Holdings LLC

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

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

Street Address: 220 Regent Court, Suite E-1

Mailing Address (if different):

City: State College State: PA Zip: 16801

Phone (daytime): 814-206-8000 Email: wynwoodhouse@gmail.com

2. Street Address of Property to be Reviewed (if different): 132 Locust St. Columbia, PA 17512

3. Contractor's Name: Carper's Signs

Street Address: 594 Union School Rd

Mailing Address (if different):

City: Mount Joy State: PA Zip: 17552

Phone (daytime): 717-653-1552 Email: carpersign@comcast.net

4. Architect/Engineer (if applicable): n/a
Street Address:

Mailing Address (if different):

City: State: Zip:

Phone (daytime): Email:

5. Property Use (Check all that apply):

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

Particular Building Type:

- single, detached
duplex
row
apartment building
warehouse
other:

Property Data (if unknown, leave blank)

1. Date building constructed: Nov 1, 2022

2. Date of additions/alterations:

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

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

- proposed, two commercial tenant signs and two
- building signs

7. **Costs** \$4800

Estimate the total cost of the alteration(s):

8. **Date of Review**

Date of meeting at which application will be reviewed:

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

9. Signature of Owner:

Date:

Aug 1, 2023

10. Signature of Zoning Official:

Date:

Applicant was given:

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

Official Use Only

Date of site visit: _____

Property Description (building inventory data sheet)

Historic Function: _____ Particular Type: _____ Current Function: _____

Architectural Style: _____

Exterior Materials: _____

Structural System: _____ Foundation: _____

Bays: _____ Stories: _____

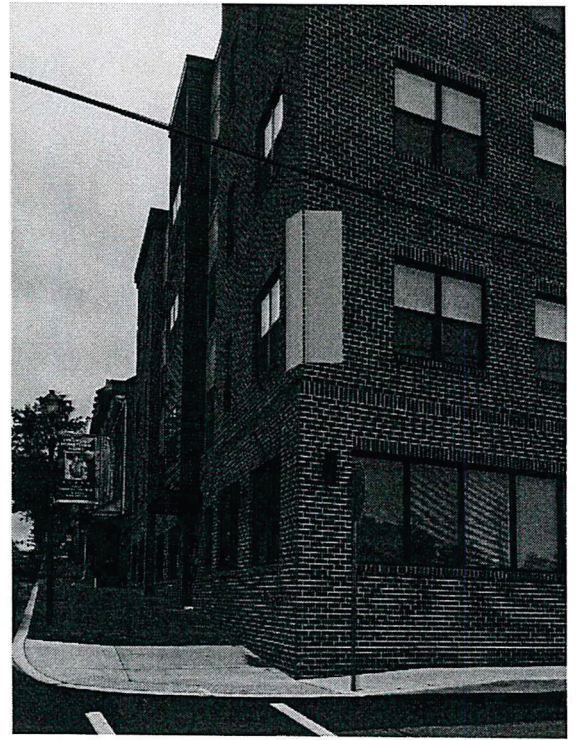
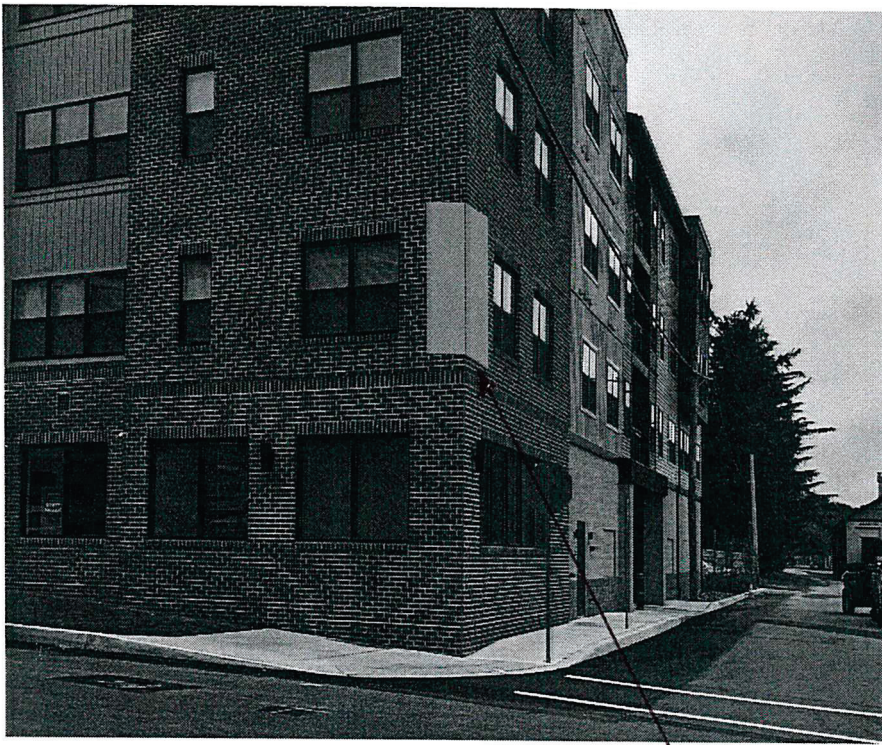
Roof Pitch: _____ Roof Materials: _____ Roof/Wall Junction: _____

Dormers: _____ Chimney: _____

Porch: _____ Porch Support: _____

General Condition: _____ Integrity: _____

Field Notes:



Sign Location

2' w x 8' H



Sign Location

EACH SIGN 46" H x 32" W INCLUDING BRACKETS

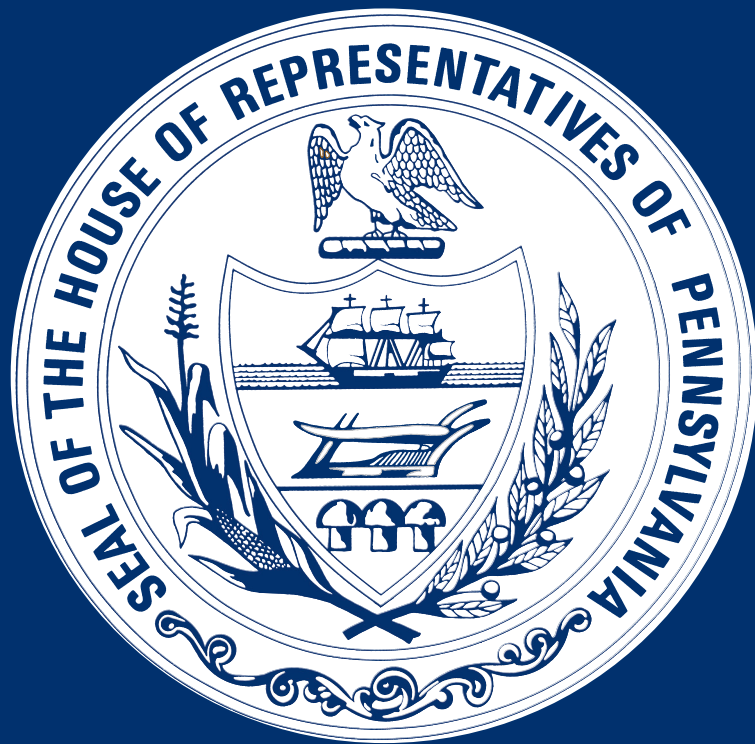
Riverview
TERRACE



Riverview
TERRACE

Brett Miller

State Representative



41st Legislative District



LET'S ROLL

C O L U M B I A , P A

SALES RENTALS SERVICE

**EXECUTIVE BRIEF
REGULAR MEETING**

AGENDA DATE: October 10, 2023

DEPARTMENT: Community Development

TITLE: Consider the final adoption of ordinance 941 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 was recommended by the Planning Commission on July 18th, reviewed during the borough council workshop on September 5th, and authorized to be advertised during the September 26th borough council meeting.

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

MOTION: Move to adopt Ordinance 941, amending Chapter 186- Streets and Sidewalks by adding Article VII, entitled “Sidewalk Café” in accordance with Attachment A.

FISCAL IMPACT ANALYSIS

A. Fiscal Impact:
None.

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

ATTACHMENT(S):

- Final Ordinance and Attachment A

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 other 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
- (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) The sidewalk café area shall not increase the permitted seating capacity of the restaurant.
- 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 Ordinance 947 amending the Borough's Code of Ordinances, Chapter 207, Article XVI, Handicapped Parking.

BACKGROUND AND JUSTIFICATION: The proposed ordinance has been prepared by legal counsel and was reviewed during the September 5th Borough Council work session and authorized for advertising at the September 12, 2023 regular Council meeting.

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. 947

**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

Range of Checking Accts: First to Last Range of Check Dates: 10/10/23 to 10/10/23
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					
42179	10/10/23	ART Art Printing					717
23-01055	1	"No Parking Signs"/PD	625.00	01-410-200	Expenditure		89 1
				Police Equipment & Supplies			
42180	10/10/23	BMOYE005 B Moyer Radio Communications,					717
23-01028	1	Radio repairs	180.83	01-410-327	Expenditure		35 1
				Maintenance & Repair of Radios			
42181	10/10/23	CINTA005 Cintas Corporation #59H					717
23-01022	1	Highway Uniform #4168991065	98.47	01-430-238	Expenditure		18 1
				Highway Uniform Cleaning			
23-01053	1	Highway Uniform #4169698247	98.47	01-430-238	Expenditure		85 1
				Highway Uniform Cleaning			
			196.94				
42182	10/10/23	COLUM005 Columbia Motor Parts					717
23-01027	1	Air & Oil Filter HDA14	134.77	01-430-375	Expenditure		32 1
				Maintenance & Repairs of Equipment			
23-01027	2	Heat Shrink	8.80	01-430-375	Expenditure		33 1
				Maintenance & Repairs of Equipment			
23-01027	3	Milling Head - Skid Loader	11.84	01-430-375	Expenditure		34 1
				Maintenance & Repairs of Equipment			
23-01035	1	Vehicle Maint/PD#10	16.36	01-410-376	Expenditure		42 1
				Maintenance & Repair, Police Vehicles			
			171.77				
42183	10/10/23	COLUM090 Columbia Fireman's Relief Asso					717
23-01037	1	2023 Fire Relief ACT 205	50,107.48	01-411-540	Expenditure		44 1
				CBVFD - Fireman's Relief Fund			
42184	10/10/23	COLUM140 Columbia Animal Hospital					717
23-00959	1	8/1/23 Chihuahua mix/Tan	250.00	01-410-228	Expenditure		1 1
				Animal Control & Shelter Fees			
23-00959	2	8/11/23 Chihuahua Smooth/Black	250.00	01-410-228	Expenditure		2 1
				Animal Control & Shelter Fees			
23-00959	3	8/14/23 Pitbull	150.00	01-410-228	Expenditure		3 1
				Animal Control & Shelter Fees			
23-00959	4	8/14/23 Chihuahua mix/brown &	50.00	01-410-228	Expenditure		4 1
				Animal Control & Shelter Fees			
23-00959	5	8/14/23 Chihuahua mix/white &	50.00	01-410-228	Expenditure		5 1
				Animal Control & Shelter Fees			
23-00959	6	8/23/23 Shih Tzu Black & white	50.00	01-410-228	Expenditure		6 1
				Animal Control & Shelter Fees			
23-00959	7	9/1/23 Pitbull Black & white	200.00	01-410-228	Expenditure		7 1
				Animal Control & Shelter Fees			
23-00959	8	9/5/23 Pekingese Black & whit	250.00	01-410-228	Expenditure		8 1
				Animal Control & Shelter Fees			
			1,250.00				

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						
42185	10/10/23	DEERC005 DEER COUNTRY FARM & LAWN INC					717		
23-01019	1	HDV27 Air & Oil Filters	172.29	01-430-375	Expenditure		13		1
				Maintenance & Repairs of Equipment					
42186	10/10/23	DIXIE005 Dixie Land Energy					717		
23-01023	1	Gas 87% 258.3 gals @ 2.9027	749.77	01-430-231	Expenditure		19		1
				Fuel, Vehicles					
23-01023	2	Federal Lust Tax	0.26	01-430-231	Expenditure		20		1
				Fuel, Vehicles					
23-01023	3	Federal Oil Spill Recovery	0.50	01-430-231	Expenditure		21		1
				Fuel, Vehicles					
23-01023	4	Federal Superfund Recovery Fee	0.91	01-430-231	Expenditure		22		1
				Fuel, Vehicles					
23-01023	5	Diesel 231.3 gals @ 3.6832	851.92	01-430-231	Expenditure		23		1
				Fuel, Vehicles					
23-01023	6	Federal Lust tax	0.23	01-430-231	Expenditure		24		1
				Fuel, Vehicles					
23-01023	7	Federal Oil Spill Recovery	0.50	01-430-231	Expenditure		25		1
				Fuel, Vehicles					
23-01023	8	Federal Superfund Recovery Fee	0.89	01-430-231	Expenditure		26		1
				Fuel, Vehicles					
			1,604.98						
42187	10/10/23	DRESS005 Airgas USA LLC					717		
23-01021	1	Hard Surface Welding Rods	174.70	01-430-200	Expenditure		14		1
				Operating Supplies					
23-01021	2	Airgas Hazmat Charge; Shipping	38.95	01-430-200	Expenditure		15		1
				Operating Supplies					
23-01021	3	Mig Welding Wire; Welding Rods	110.77	01-430-200	Expenditure		16		1
				Operating Supplies					
23-01021	4	Airgas Hazmat Charge	22.00	01-430-200	Expenditure		17		1
				Operating Supplies					
			346.42						
42188	10/10/23	ECKER005 Eckert Seamans Cherin & Mellot					717		
23-01047	1	labor mgmt meeting prep	130.00	01-404-315	Expenditure		65		1
				Labor Counsel					
23-01047	2	labor mgmt meeting conf	650.00	01-404-315	Expenditure		66		1
				Labor Counsel					
23-01047	3	corresp w/m stivers	78.00	01-404-315	Expenditure		67		1
				Labor Counsel					
23-01047	4	rev statement re theresa	52.00	01-404-315	Expenditure		68		1
				Labor Counsel					
23-01047	5	mtg prep police barganing	364.00	01-404-315	Expenditure		69		1
				Labor Counsel					
23-01047	6	rev statement employee inciden	78.00	01-404-315	Expenditure		70		1
				Labor Counsel					
23-01047	7	call w/ m. stivers	104.00	01-404-315	Expenditure		71		1
				Labor Counsel					
			1,456.00						

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						
42189	10/10/23	ECOTE005 ECOTECH CARPET CLEAN					717		
23-01043	1	standard level carpet cleaning	380.00	01-409-370	Expenditure		59		1
					Maintenance & Repair of Building				
23-01043	2	carpet protector	185.00	01-409-370	Expenditure		60		1
					Maintenance & Repair of Building				
			565.00						
42190	10/10/23	ECSMI005 ECS Mid Atlantic, LLC					717		
23-01045	1	mcginness innovation park	1,440.00	18-450-001	Expenditure		62		1
					McGinness Airport Development Project				
42191	10/10/23	EDMUN005 Edmunds GovTech					717		
23-01044	1	Accounts Receivable converstio	1,500.00	01-402-317	Expenditure		61		1
					Contracted Services				
42192	10/10/23	GORMA005 Gorman Distributors, Inc					717		
23-01054	1	trash liners 20-30 gal black	57.20	01-409-226	Expenditure		86		1
					Cleaning Supplies				
23-01054	2	bath tissue 2 ply	59.59	01-409-226	Expenditure		87		1
					Cleaning Supplies				
23-01054	3	delivery charge	2.00	01-409-226	Expenditure		88		1
					Cleaning Supplies				
			118.79						
42193	10/10/23	GTDIS005 GT Discount Auto Parts					717		
23-01030	1	Vehicle Repairs/PD#4	150.25	01-410-376	Expenditure		37		1
					Maintenance & Repair, Police Vehicles				
23-01052	1	Flex-Hose Clamp Tool	69.00	01-430-375	Expenditure		78		1
					Maintenance & Repairs of Equipment				
23-01052	2	CREDIT Return clamp tool	69.00	01-430-375	Expenditure		79		1
					Maintenance & Repairs of Equipment				
23-01052	3	Oil Filter '22 Ford F350	7.38	01-430-375	Expenditure		80		1
					Maintenance & Repairs of Equipment				
23-01052	4	Grease Cartidges	46.80	01-430-375	Expenditure		81		1
					Maintenance & Repairs of Equipment				
23-01052	5	Hitch Pin	97.00	01-430-375	Expenditure		82		1
					Maintenance & Repairs of Equipment				
23-01052	6	5W30 Wolf's Head	44.76	01-430-375	Expenditure		83		1
					Maintenance & Repairs of Equipment				
23-01052	7	Air Filter Johnston St Sweeper	113.04	01-430-375	Expenditure		84		1
					Maintenance & Repairs of Equipment				
			459.23						
42194	10/10/23	HERSH015 Hershey Equipment Co					717		
23-01018	1	HDV13 Replace brake chamber	98.45	01-430-375	Expenditure		11		1
					Maintenance & Repairs of Equipment				
23-01018	2	HDV13 Labor	112.50	01-430-375	Expenditure		12		1
					Maintenance & Repairs of Equipment				
			210.95						

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						
42195	10/10/23	HOUING Redevelopment Authority of the							717
23-01015	1	170 S 5th St -fee	750.00	01-413-317	Expenditure			10	1
				Contracted Services - Remedial					
42196	10/10/23	LANCA010 Lancaster County Solid Waste M							717
23-01012	1	Dump Trash #1000523060	76.50	01-409-365	Expenditure			9	1
				Trash Disposal Services					
42197	10/10/23	LANCA025 Lancaster Avenue Garage & Tire							717
23-01031	1	Vehicle Repairs/ PD#10	51.00	01-410-376	Expenditure			38	1
				Maintenance & Repair, Police Vehicles					
23-01046	1	state inspection 2021 chevy tk	31.00	01-413-376	Expenditure			63	1
				Maintenance of Vehicles					
23-01046	2	emiss inspection 2021 chevy tk	20.00	01-413-376	Expenditure			64	1
				Maintenance of Vehicles					
			102.00						
42198	10/10/23	LANCA070 Lancaster County Treasurer							717
23-01025	1	September 2023 County Tax	4,439.44	01-200-201	G/L			28	1
				Lanc Co RE Tax Payable					
42199	10/10/23	LNPME005 LNP Media Group, Inc							717
23-01050	1	ad #4591403	382.04	01-402-420	Expenditure			76	1
				Dues & Publications					
42200	10/10/23	MEAD0005 Meadow Valley Electric Inc							717
23-01039	1	labor	236.70	01-444-373	Expenditure			46	1
				Market House, Maintenance of Building					
23-01039	2	battery powered lift	138.00	01-444-373	Expenditure			47	1
				Market House, Maintenance of Building					
23-01039	3	misc consumables	20.00	01-444-373	Expenditure			48	1
				Market House, Maintenance of Building					
23-01039	4	zone 1 dispatch fee	75.00	01-444-373	Expenditure			49	1
				Market House, Maintenance of Building					
			469.70						
42201	10/10/23	MONAR005 Monarch Products Company, Inc							717
23-01051	1	Storm Drain Inlet Top	615.00	01-430-143	Expenditure			77	1
				Storm Water Supplies					
42202	10/10/23	MONIT005 Monitronics							717
23-01049	1	install access control system	812.96	01-402-317	Expenditure			74	1
				Contracted Services					
23-01049	2	standard agreement 9/14-12/31	39.23	01-402-317	Expenditure			75	1
				Contracted Services					
			852.19						
42203	10/10/23	MRMWO005 MRM Workers' Comp Fund							717
23-01042	1	workers comp premium	60.33	01-402-195	Expenditure			52	1
				Employee Workers Compensation Insurance					
23-01042	2	workers comp premium	14.26	01-409-195	Expenditure			53	1
				Employee Workers Compensation Insurance					

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						
42203	MRM	workers' Comp Fund	Continued						
23-01042	3	workers comp premium	9,411.51	01-410-195	Expenditure		54	1	
				Employee Workers Compensation Insurance					
23-01042	4	workers comp premium	29.74	01-413-195	Expenditure		55	1	
				Employee Workers Compensation Insurance					
23-01042	5	workers comp premium	28.52	01-414-195	Expenditure		56	1	
				Employee Workers Compensation Insurance					
23-01042	6	workers comp premium	5,030.22	01-430-195	Expenditure		57	1	
				Employee Workers Compensation Insurance					
23-01042	7	workers comp premium	14.26	01-444-195	Expenditure		58	1	
				Employee Workers Comp Insurance					
			14,588.84						
42204	10/10/23	NATAL005 Natalie Smith							717
23-01038	1	REFUND APPEAL- 299 S 5th-Smith	25.00	01-380-001	Revenue		45	1	
				Miscellaneous Revenue					
42205	10/10/23	PATRIOT Patriot Towing & Transport							717
23-01034	1	CB-21-04323 & CB-21-06261	851.25	01-410-317	Expenditure		41	1	
				Contracted Services					
42206	10/10/23	PENNS065 Pennsylvania Chiefs of Police							717
23-01033	1	Membership Renew/thru 12/31/23	150.00	01-410-200	Expenditure		40	1	
				Police Equipment & Supplies					
42207	10/10/23	PENNW005 Penn Waste, Inc.							717
23-01048	1	10/1-1031 308 locust & mh	666.67	01-409-365	Expenditure		72	1	
				Trash Disposal Services					
23-01048	2	10/1-1031 41 walnut cola cross	284.02	01-454-377	Expenditure		73	1	
				Columbia Crossings, Contracted Services					
			950.69						
42208	10/10/23	PORTE005 PORTER LEE CORP							717
23-01032	1	Annual Software Suppt/BEAST	1,290.00	01-410-377	Expenditure		39	1	
				Maintenance & Repair, Police Equipment					
42209	10/10/23	PRINC005 Principal Life Insurance Compa							717
23-01036	1	MMO 2023 Police Pension	604,942.00	01-410-197	Expenditure		43	1	
				Employee Pension Contributions (Uniform)					
42210	10/10/23	PRINC005 Principal Life Insurance Compa							717
23-01057	1	S Cino/pension contribution	4,013.68	01-414-197	Expenditure		91	1	
				Employee Pension Contributions					
42211	10/10/23	PROCO005 Procor Pest Control							717
23-01040	1	cola crossing 41 walnut st	145.00	01-454-377	Expenditure		50	1	
				Columbia Crossings, Contracted Services					
42212	10/10/23	PSAB0005 PSAB							717
23-01056	1	training sub 1/1/24-12/31/24	450.00	01-402-300	Expenditure		90	1	
				Conference & Training					

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 Continued							
42213	10/10/23	PUBLI005 Public Safety Assessments, LLC					717
23-01029	1	Psychological Eval/Blatt	425.00	01-410-200	Expenditure		36 1
				Police Equipment & Supplies			
42214	10/10/23	RSHOL005 R S Hollinger & Son, Inc					717
23-01026	1	10w30 Engine Oil	12.98	01-430-200	Expenditure		29 1
				Operating Supplies			
23-01026	2	Oil Filter Zero Turn Mower	9.99	01-430-200	Expenditure		30 1
				Operating Supplies			
23-01026	3	Blades Zero Turn Mower	88.47	01-430-200	Expenditure		31 1
				Operating Supplies			
			111.44				
42215	10/10/23	SAWAY S.A. Way					717
23-01024	1	Vacuum to expose Gas Services	1,375.00	18-480-800	Expenditure		27 1
				2nd St Perry St & Union St/CDBG			
42216	10/10/23	TOTAL Total Exterminating Services					717
23-01041	1	15 s 3rd st monthly service	75.00	01-444-317	Expenditure		51 1
				Market House, Contracted Services			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	38	0	697,485.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	38	0	697,485.45	0.00

35 LIQUID FUELS PLGIT LIQUID FUELS							
615	10/10/23	GEMMI005 DE Gemmill					718
23-01020	1	Double - Yellow Line Painting	5,543.19	35-439-085	Expenditure		18 1
				Current Year Street Paving Projects			
616	10/10/23	HIGHW005 Highway Materials					718
23-01013	1	#64285 South 10th Street	452.40	35-439-085	Expenditure		1 1
				Current Year Street Paving Projects			
23-01013	2	#64289 South 10th Street	451.27	35-439-085	Expenditure		2 1
				Current Year Street Paving Projects			
23-01013	3	#64318 South 10th Street	543.88	35-439-085	Expenditure		3 1
				Current Year Street Paving Projects			
23-01013	4	#64329 South 10th Street	543.88	35-439-085	Expenditure		4 1
				Current Year Street Paving Projects			
23-01013	5	#64338 South 10th Street	541.84	35-439-085	Expenditure		5 1
				Current Year Street Paving Projects			
23-01014	1	#64347 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		6 1
				Current Year Street Paving Projects			
23-01014	2	#64348 S 10th St 15.99 ton	1,085.72	35-439-085	Expenditure		7 1
				Current Year Street Paving Projects			
23-01014	3	#64349 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		8 1
				Current Year Street Paving Projects			
23-01014	4	#64353 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		9 1
				Current Year Street Paving Projects			
23-01014	5	#64355 S 10th St 15.98 ton	1,085.04	35-439-085	Expenditure		10 1
				Current Year Street Paving Projects			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS							
		PLGIT LIQUID FUELS							
		Continued							
616		Highway Materials							
		Continued							
23-01014	6	#64357 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		11	1	
				Current Year Street Paving Projects					
23-01014	7	#64361 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		12	1	
				Current Year Street Paving Projects					
23-01014	8	#64366 S 10th St 15.98 ton	1,085.04	35-439-085	Expenditure		13	1	
				Current Year Street Paving Projects					
23-01014	9	#64370 S 10th St 17.98 ton	1,220.84	35-439-085	Expenditure		14	1	
				Current Year Street Paving Projects					
23-01014	10	#64373 S 10th St 18.00 ton	1,222.20	35-439-085	Expenditure		15	1	
				Current Year Street Paving Projects					
23-01014	11	#64378 S 10th St 17.99 ton	1,221.52	35-439-085	Expenditure		16	1	
				Current Year Street Paving Projects					
23-01014	12	#64380 S 10th St 7.99 ton	542.52	35-439-085	Expenditure		17	1	
				Current Year Street Paving Projects					
			16,103.75						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	21,646.94	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	21,646.94	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	40	0	719,132.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	40	0	719,132.39	0.00

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	3-01	690,206.01	25.00	4,439.44	694,670.45
CAPITAL FUND	3-18	2,815.00	0.00	0.00	2,815.00
HIGHWAY AID FUND	3-35	21,646.94	0.00	0.00	21,646.94
Total of All Funds:		<u>714,667.95</u>	<u>25.00</u>	<u>4,439.44</u>	<u>719,132.39</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	690,206.01	25.00	4,439.44	694,670.45
CAPITAL FUND	18	2,815.00	0.00	0.00	2,815.00
HIGHWAY AID FUND	35	21,646.94	0.00	0.00	21,646.94
Total of All Funds:		<u>714,667.95</u>	<u>25.00</u>	<u>4,439.44</u>	<u>719,132.39</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	3-01	690,206.01	0.00	0.00	0.00	690,206.01
CAPITAL FUND	3-18	2,815.00	0.00	0.00	0.00	2,815.00
HIGHWAY AID FUND	3-35	21,646.94	0.00	0.00	0.00	21,646.94
Total of All Funds:		714,667.95	0.00	0.00	0.00	714,667.95

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 10/10/23

DEPARTMENT: Police

TITLE: Hiring of Ryan Sexton as Part-time Crossing Guard

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

MOTION: To consider approval hiring Ryan Sexton 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.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Operating Expense (F01)	\$2,890	\$3,400	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
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):

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MINUTES
COLUMBIA BOROUGH PLANNING COMMISSION
August 15, 2023

MEMBERS IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

Heather Zink, Borough Council President
Eric Kauffman, Borough Council
Mark Stivers, Borough Manager
Derek Rinaldo, CS Davidson, Borough Engineer
Deb LaClair, Administrative Assistant

GUESTS IN ATTENDANCE:

Attorney Claudia Shank, McNeese, Wallace & Nurick LLC – 445 Linden Street
Devon Wagner, Oaktree Outdoor Advertising LP – 445 Linden Street
Don Murphy, Cimarron Construction – 445 Linden Street

CALL TO ORDER:

Chairperson Wickenheiser called this regular meeting of the Columbia Borough Planning Commission to order on Tuesday, August 15, 2023, at 7:00 p.m.

Justin Evans and Annette White were absent from this meeting.

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

APPROVAL OF MINUTES:

Tiffani Lynn motioned to approve the Regular Planning Commission meeting minutes from July 18, 2023, and Marilyn Kress Hartman seconded. All favored this motion.

ZONING HEARING(S):

There were no zoning hearings for review.

ENGINEER'S REVIEW(S):

254 Blue Lane – Derek Rinaldo, Borough Engineer, stated the Borough submitted a minor sub-division plan for the 254 Blue Lane property. He explained this was reviewed by LCPC, there were no waivers requested and complies with the Zoning Ordinance. The acreage to be sub-divided was located to the east side of Blue Lane and would be put up for sale once the process was complete.

Kelly Murphy motioned to approve the minor sub-division plan for the Borough of Columbia located at 254 Blue Lane and Tiffani Lynn seconded. All favored this motion.

DEMOLITION APPLICATION(S):

There were no demolition items.

ACTION ITEMS:

445 Linden Street – Mary Wickenheiser stated there has been a zoning amendment request received to place an off-premises sign on the property located at 445 Linden Street. Attorney Claudia Shank, McNees Wallace & Nurick LLC, handed out exhibits to the Commission and stated she was representing Oaktree Outdoor Advertising LP, to place a billboard on the site located at 445 Linden Street. She stated the billboard sign area would be 672 square feet and 4 foot tall. There was discussion with the Borough regarding this billboard as a gateway entrance sign but there were some limitations per the Zoning Ordinance, which was why there was a request for an amendment. Attorney Shank clarified that the amendment would only affect Route 30 and the current requirements would remain for Lancaster Avenue. She added the billboard could be used for public service messages. Mary Wickenheiser clarified the property owner and discussed existing billboards along the Route 30 corridor in Columbia. Devon Wagner, Oaktree Outdoor Advertising LP, gave a brief background on the company and stated this site was chosen because Route 30 was the gateway through Lancaster County. He informed the Commission that not only would this be advertising for businesses but would also be used for public announcements and emergency management services. Devon showed a rendering of the area and the placement of the billboard, which would have a changing message every 7-8 seconds. Mary Wickenheiser expressed her concerns with driver distraction in a tight merge area driving east on Route 30. Devon stated PennDot regulations allow changing billboards to be placed in the proximity to off/on ramps and there have been studies done that show digital billboards do not cause accidents. Mark Stivers, Borough Manager, pointed out where the driver would catch sight of the billboard. Devon added there was approximately 300-500 feet for message reading.

Don Murphy talked about the existing sign located on the parcel that would be removed and the fact that the new sign would be smaller and would provide public service messages.

Mary added the comprehensive plan addresses the gateway entrances to Columbia. Brad Lynn stated the discussion hit all his bullet points and he had no problem with this amendment as long as all regulations were met. Nathan Roach also had concerns with where the driver would see the billboard and the traffic merge area. Mary explained the amendment to the Zoning Ordinance would prevent the applicant from appearing before the Zoning Hearing Board. Attorney Shank stated that was correct. Mary asked about the potential for additional signs. Devon stated there were no plans for additional signs. Derek Rinaldo stated there are requirements to stay away from the PennDot right of way including encroachments and overhangs. Devon stated that was correct. Tiffani Lynn asked how much local information would be used on the billboard messages. Devon explained the pricing. Don Murphy added placing a message was very affordable. Devon also added there was a tremendous amount of non-profits that use this type of messaging. Kelly Murphy asked if local events could be added as well. Don stated the Merchants Association would act as the go between to get local events on the billboard. Marilyn Kress Hartman stated she liked the idea but also had concerns with the sign being seen after exiting the underpass. Mary asked what would happen next if this amendment was approved. Attorney Shank stated the use would be by-right and only a permit would be required. Derek stated the size and

frequency with which the sign would change messages was already permissible. Nathan asked why the change in location from the other sign. Devon stated to address the setback requirements. Mary Wickenheiser expressed concerns that no changes be made to the Zoning Ordinance until the comprehensive plan was adopted. She also wanted to wait to see the LCPC comments on this amendment. Councilperson Kauffman asked why there was a recommendation to change the ordinance and not go to the Zoning Hearing Board. Mark stated the applicant was given a choice. Attorney Shank explained why they chose not to go before the Zoning Hearing Board. Mary asked that this issue be tabled until the October 17th Planning Commission meeting.

Tiffani Lynn motioned to table the Zoning Ordinance amendment with regards to 445 Linden Street until the October 17th Planning Commission meeting. Motion failed due to a lack of a second.

Brad Lynn stated he was not against fast tracking this amendment.

There was further discussion about the potential to install additional signs and the timeline for Zoning Ordinance changes. The Borough Solicitor previously reviewed this application.

Tiffani Lynn motioned to table the Zoning Ordinance amendment with regards to 445 Linden Street until the October 17th Planning Commission meeting and Kelly Murphy seconded. All favored this motion except Brad Lynn who voted no. Motion carried.

170 South Fifth Street – Mary Wickenheiser stated the blighted property application was in the planning meeting packets and would go before the vacant property board. Council President Zink gave background information on this property.

Tiffani Lynn motioned to begin the blighting process for the property located at 170 South Fifth Street and Kelly Murphy seconded. All favored this motion.

313 North Second Street - Mary Wickenheiser stated the blighted property application was in the planning meeting packets and would go before the vacant property board. Council President Zink gave background information on this property.

Tiffani Lynn motioned to begin the blighting process for the property located at 313 North Second Street and Kelly Murphy seconded. All favored this motion.

DISCUSSION ITEMS:

Curb and Sidewalk Ordinance - Mary Wickenheiser asked Derek Rinaldo to explain this ordinance. Derek stated this ordinance addresses curb and sidewalk and the responsibility for payment. There was an update to the curb and sidewalk map as well. There was discussion regarding trees planted during street projects and now the trees were destroying the sidewalks. Derek explained the Shade Tree Commission was working on a tree inventory. Nathan Roach asked that any charges to citizens be made clear. Derek stated they would explore multiple avenues for pricing. Derek talked about the timeline for adoption of this ordinance.

OLD BUSINESS:

There were no items under old business.

NEW BUSINESS:

Mary Wickenheiser stated the comprehensive plan would be coming before the LCPC on September 11th.

Mary stated the next meeting of the Planning Commission would be held on September 19th.

PUBLIC COMMENTS AND QUESTIONS:

There were no public comments.

ADJOURNMENT:

Kelly Murphy motioned to adjourn this meeting of the Columbia Borough Planning Commission at 9:02 p.m. and Tiffani Lynn seconded. All favored this motion.

Respectfully submitted,



Brad Lynn, Secretary

