



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

## COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

November 28, 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 October 19, 2023
  - b. Consider approval of the Borough Council Work Session Minutes for November 9, 2023
  - c. Consider approval of the Borough Council Regular Meeting Minutes for November 14, 2023
8. Presentation & Acceptance of Reports
  - a. Finance – Heather Zink
    - l) Acknowledge Finance Report – October 2023
  - b. Legislation – Sharon Lintner
    - l) Acknowledge the Legislative Priority Report for November 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.*
11. Action Items
  - a. HARB Action Item
    - l) Consider the Certificate of Appropriateness for 144 Locust Street for the front porch roof and railing material changes as identified in the application.
  - b. Consider authorizing staff to advertise the proposed 2024 budget and make it available to the public for review

- c. Consider proposal from Rue Environmental for \$13,522.50 for Phase 1.b Archaeology Study for the McGinness Innovation Park and recreation area
  - d. Consider proposal from TCW-GAV for \$21,000 to upgrade the A/V system in Council Chambers
  - e. Authorization to pay bills
12. New Business:
- a. Consider the Special Event Application from Columbia Movers & Shakers to place luminaries (battery operated candles in paper bags) on the sidewalk in the 200, 300, and 400 blocks of Locust Street, from 5:00pm on Thursday, December 12, 2023, until 7:00AM on Friday, December 22, 2023.
  - b. Consider the Special Event application for the 2024 Thunder on the River Car Show on June 15, 2024
  - c. Consider the Special Event application for the 2024 Annual Mardi Gras Halloween Parade on Thursday October 24, 2024, from 5:30PM to 9:30PM. This approval is contingent upon receipt of the required Certificate of Insurance.
13. Staff Reports, Comments, and Announcements
- a. Solicitor
  - b. Secretary/Treasurer
  - c. Boards, Commissions and Committees
    - I) Approved Minutes- Civil Service for October 10, 2023
14. Borough Council Comments
- a. Council Members
15. Announcement of Next Meeting. At 7:00 PM on December 5, 2023, Council will hold a work session
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 – 2024 BUDGET WORK SESSION**

October 19, 2023 | 7:00 PM  
Paul W. Myers Council Chambers

**MINUTES**

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

**Councilpersons present:** Burgard, Fisher, Kauffman, Lintner, Price, Stahl, and Zink.

**Absent:** Mayor Lutz

**Staff Present:** Borough Manager Stivers, Finance Manager Bennett, Facility Service Coordinator Affeld, Police Chief Brommer, Market Manager Vera, Public Works Manager Graham, and Code Compliance Manager Diffenderfer.

Council President Zink noted the following Borough Council candidates seated at the table:

Brad Chambers, Aimie Kellers, and Nathan Roach

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

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

- 6. Citizen Comments Non-Agenda Items Only (None)

- 7. Mayor Lutz/Chief Brommer

- 8. Workshop Items

- a. Presentation from Mt. Bethel Cemetery  
Kevin Kraft, Sr. addressed Council on behalf of the Cemetery Board. He thanked Council for their \$5,000 2023 donation. He provided historical background on the cemetery. He detailed the costs of maintaining the cemetery property. Detailed fund raising events held to raise funds to cover costs. Discussed plans being finalized to offer a pet cemetery.
- b. Presentation from United Veterans Council  
Kevin Kraft, Sr. addressed Council on behalf of the United Veterans Council. He explained that the funds they receive are used to support the Memorial Day Parade. He detailed the efforts and challenges in organizing the parade. Several Council members offered suggestions on band participants for the parade. It was noted that the local veteran’s associations donate funding for the parade.
- c. Presentation from Columbia Cat Action Team  
Alan Landsman addressed Council on behalf of the team. He compiled the financial data requested by Council and will electronically send it to Manager Stivers. Provided background information on the organization and statistical information on the services provided and the cost and expenses required to support their services. Borough Council and Manager Stivers led a discussion on fund raising efforts and volunteerism in the organization and areas that their services cover. A. Landsman responded with detail on the status of their current volunteers and their efforts to recruit new members. It was noted, due to volunteer restraints, the team currently services only Columbia Borough.

Frank Doutrich

Voiced his support in the organization covering areas outside of Columbia Borough. Asked for the amount allocated in the budget for this organization. Manager Stivers responded \$6,600 was budgeted last year with the same amount currently being allocated in the 2024 budget. F. Doutrich asked for clarification on the expenses for the organization. Manager Stivers and Manager Bennett responded expenses were covered by the allocated funds in the budget.

d. Presentation from Columbia Public Library

Steve Shirk, President of the Board of Directors of the library addressed Council and provided extensive information on programs offered to the community. Provided statistics on the number of books borrowed from the library, new books purchased, number of new card holders and number of patrons using services. It was noted the 10 public computers offered are in very high demand. The demand is so high a time limit has been imposed on users in an effort to provide the service to as many patrons as possible. Budget information was provided, and several private and governmental funding sources as well as fundraising efforts were identified. The Borough's donation of \$25,000 (\$5,000 for the past 5 years) to support a capital campaign fund was noted. Information on funding request of other libraries to their municipalities was noted. The donation request for the 2024 budget is \$15,000. Information was shared on work being done to add a referendum question to the 2025 county ballot to approve a 1/3 mill county library tax. Council President Zink noted her support of the library and noted literacy numbers and how they affect graduation rates. Manager Stivers provided additional statistical information.

Frank Doutrich

Noted S. Shirk is a 32 year veteran of the Columbia Borough Police Department. Asked if there is a fee to borrow a book from the library. S. Shirk responded there is only a fee if it is returned late. Asked how much a mill of taxation generates for Columbia Borough. President Zink responded approximately \$440,000.00.

e. Presentation from Columbia Historic Preservation Society

Chris Vera, President of the Society, addressed Council and thanked them for previous donations. Detailed work that the Society has done to preserve Columbia's history at the museum. Discussed the cost of climate control in the museum to preserve its contents. Detailed their efforts to digitize historical data and provide research opportunities. Provided visitor and volunteer data for the museum. Provided information on proposed fundraising events. Reviewed the budget provided to Council. Detailed extensive work his researches do to find Columbia history. Manager Stivers noted grant funds being used to designate buildings and add them to the historical registry.

f. Review of Fund 18 – Capital Fund

Finance Manager Bennett reviewed the information provided to Council. Noted the interest rates have gone up and the Borough's return on its money has increased substantially. Discussed grant funding that the Borough Engineer has applied for to fund the new public works building and the stormwater work at river park. Manager Stivers added information on the grant for the new public works building. President Zink also added to the discussion. She asked for clarification on the amount listed for the McGinness bios funding. Manager Bennett and Manager Stivers responded with funding details. Manager Bennett reviewed information provided in the budget for replacement of outdated AEDs for the police department. It was noted the budgeted expenditures are less than the projected income.

Nathan Roach

Asked for clarification on the 2<sup>nd</sup> & Perry Street project that was crossed out. Manager Stives explained it is a 2023 project that will be completed and not carried into the 2024 budget.

Brad Chambers

Asked if there was ever a consideration for CC tv to be used by the Police Department. Chief Brommer responded with statistical information on the cameras used in the Borough. Manager Stivers lead a discussion on the possibility of connecting police cameras to broad ban fiberoptic lines to improve the connectivity of the cameras and the security of the Borough.

g. Review of Fund 21 - ARPA Fund

Manager Stivers and Manager Bennett discussed the spending requirements for these funds. Discussed proposed projects to be funded by this budget line item and noted these funds will be used to balance the general fund. Manager Bennett provided interest income information on the investment of these funds which will be used to fund additional projects. It was noted that if the funds are not totally expended by 2025 the unspent funds will roll into the general fund.

h. Review of Fund 30 – Bond Capital Fund

Manager Bennett provided detail on the complexity of this fund. Manager Stivers provided detailed information provided to the state detailing the use of these funds. Manager Stivers noted the ongoing support and guidance from Sandra at CS Davidson.

i. Review of Fund 35 – Liquid Fuels Fund

Manager Bennett noted the strict spending and documenting parameters for these funds which require an annual state audit. The projects listed in the 2024 budget funded by this line item were reviewed. Manager Stivers reviewed how the funds awarded to each municipality are calculated and noted if the funds are not spent and documented per the parameters the Borough will be required to return the funds to the state.

j. Discussion on the 3E Program and funding

Councilperson Fisher addressed Council requesting an increase in funding from last year's budgeted amount. Provided detail on the goals of the program and how their funds are spent. Provided a visual presentation on poverty statistics in Columbia Borough. Councilperson Lintner asked for clarification on how the money will be spent. Councilperson Fisher detailed her view of possible needs that will be addressed with the funds. Council President Zink discussed the lack of community participation in the program and asked how this issue is going to be addressed. Councilperson Fisher noted she will be attending the upcoming job fair at the Market House to provide information on the program. Councilperson Burgard led a discussion on how the funds would be authorized for disbursement. Borough Manager Stivers explained the \$5,000 would be a line item in the budget and the funds would be available as the plan unfolds and the funds are needed. Councilperson Fisher stated she feels the burden of homelessness has been placed on the churches in our community and explained her view. Councilperson Kauffman voiced his disagreement with that statement. Council President Zink stated she feels the single biggest obstacle to economic development in Columbia Borough is the school district. Until we improve the educational outcome, at the schools, we are not going to improve the issue. She referenced statistics for the literacy rate at a third grade level. Councilperson Lintner asked for further clarification on how the funds requested would be authorized for disbursement. Manager Bennett responded with detail.

Brad Chambers

Asked Councilperson Fisher how the program would assist people in the homeownership process. Councilperson Fisher explained the proposed research will identify and address the needs of people seeking homeownership.

Aimie Kellers

Asked for clarification on Councilperson Fisher's vote on the Habitat for Humanity proposal for the 400 Locust Street lot offering single family housing. Councilperson Fisher explained her thoughts on her vote on that project.

Nathan Roach

Noted he did not feel that solid answers were provided on how the requested funds would be spent. Councilperson Fisher responded she feels the funds will be used to narrow down the data that is needed and to determine where to start and to develop metrics that may require paid outside help. Referenced a program just started in Lancaster that may also work for Columbia.

Frank Doutrich

Asked if the program has been done in other areas. Councilperson Fisher responded with statistical data that has been gathered in larger municipalities and how that information can be applied to a smaller area like Columbia Borough.

- 9. Borough Council Comments
  - a. Council Members

10. Announcement of next meeting. At 7:00 pm on October 24, 2023, Council will hold a regularly scheduled meeting.

11. Motion to adjourn the meeting at 9:29 pm.

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

**MOTIONED AND APPROVED** this 28<sup>th</sup> day of November 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

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

**By:**

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Heather Zink, Council President

**ATTEST:**

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Mark E. Stivers, Secretary/Treasurer

**COLUMBIA BOROUGH COUNCIL – WORK SESSION**

November 9, 2023 | 7:00 PM  
Paul W. Myers Council Chamber

**MINUTES**

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

**Councilpersons present:** Zink, Kauffman (arrived 7:24 p.m.), Burgard, Lintner, Fisher, Price and Stahl. Mayor Lutz was absent

**Staff Present:** Borough Manager Stivers, Code Compliance Manager Diffenderfer, Public Works Manager Graham, Facilities Manager Affeld, Chief Brommer and Borough Solicitor Gabel

- 1. A Moment of Silence led by Council President Zink
- 2. Councilperson Lintner led The Pledge to the Flag
- 3. Announcement of Executive and Information Session(s)- None
- 4. Additions, deletions, and reorganization of agenda
  - a. Motion to approve agenda

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

- 5. Citizen Comments

Mary Wickenheiser- She stated that it was a good idea not to ticket for street sweeping/leaf pick-up on Election Day but thinks they should have still run without ticketing because now there will be twice as many leaves next Tuesday. She pointed out the handicap parking spot at 610 Chestnut Street and the fact the spot is not utilized. Manager Stivers will have staff look into it.

- 6. Chief Brommer- None

- 7. Workshop Items:

- a. Presentation by Big Brothers Big Sisters regarding the “Bigs in Blue” mentoring program- Amy Rote, CEO/President Big Brothers Big Sisters was present and with Chief Brommer presented details on program. Big is Blue is a one- on -one mentoring program that connects youth with law enforcement. The program takes place in school setting. Eighteen police departments and one state department are currently participating. A case worker works with the school, officer, and parent to support the elementary grade student. Borough Manager Stivers stated he thinks program is fantastic and has seen similar programs have success. Council President Zink stated she looks forward to seeing what the program does in the future.

- b. Discussion on an Ordinance to amend the Zoning Ordinance related to Off- Premise signs- Claudia N. Shank, Attorney, McNees Wallace & Nurick LLC and Devon Wagner, President, Oaktree Outdoor Advertising, were present to discuss request for an amendment to the Zoning Ordinance for the placement of an off-premises sign at 445 Linden Street. The owner, Don Murphy, was also present. Mr. Wagner gave a background of the company and described potential uses and purpose of sign including working with the State on Amber Alerts and other safety concerns. Attorney Shank reviewed the plan to install a digital billboard on Linden Street overlooking Route 30. A change to the ordinance would be for Highway Commercial and tied to limited access highways. The Columbia Borough Planning Commission recommended the petition to amend the Zoning Ordinance and Lancaster County Planning recommended approval. It was explained that Borough Council must approve and then matter will go to PennDOT for approval. President Zink stated the item will be placed on the November 14, 2023 Borough Council Meeting Agenda to be advertised.
- c. Review and discussion on the DRAFT 2024 Budget for ALL funds- Manager Stivers stated he would like to focus on the requests from organizations. President Zink pointed out the recently received numbers for benefits, staff and organization requests. The only outstanding item is the police salaries that depends on negotiations still taking place. Councilperson Kauffman thinks Council should agree on total distribution amount and then designate to individual organizations. The library will receive \$15,000, Columbia Historic Preservation Society will receive \$5000, Mt. Bethel Cemetery will receive \$5000, Veterans will receive \$1000 and CATT will receive \$4000. It was decided 3E's Task Force will not receive funds. The disbursement takes place October and it was suggested to consider earlier payout so organizations can operate with funds. Stivers stated Council can dictate when in year money is distributed. It was recommended organizations keep Council updated. CCAT can approach Council later in 2024 and seek additional funds.

Frank Doutrich asked how much is in the reserve. Manager Stivers stated he did not know exact amount. Stivers responded that ARPA funds were used to balance budget in 2023 and one more year's worth of balancing money is still available for 2024. Doutrich asked about the new inspector position. Asked how the Borough is going to pay for new position. Stivers answered general fund. Stivers commented that the Codes Department fee income covers the total cost of its staff. Doutrich stated he does not agree that the registration fee should be the same regardless of the amount of units in one property and cost should depend on amount of units. Frank asked what new inspector will inspect.

Councilperson Lintner asked about the fee schedule. Stivers responded the resolution will be passed in December and advertised on appropriate meeting agenda. Council President asked Council if scheduled budget meeting is needed.



With the current meeting schedule, the budget will be advertised and placed on the December agenda and the scheduled budget meeting on November 16, 2023 will be cancelled.

- d. Discussion regarding HARB Administrative Approvals, Enforcement, and to consider changes to the Chapter 130 regarding paint and vinyl- Councilperson Lintner led the discussion. She pointed out the significant increase in administrative approvals. She wants all appropriate items to go to HARB. There are questions on roofing permits specifically. She does not think violations are deterring inappropriate work and instead become part of permanent landscape. She pointed out violations throughout the Historic District and her concern with lack of enforcing code. She would like to see a consultant as part of HARB again and an ordinance change to not allow vinyl. Manager Stivers stated there is a goal to resurvey historic district and develop style guidelines for type/style house for a database. Solicitor Gabel suggested recording something with the Recorder of Deeds so when a title search is completed, the historic status is listed. HARB has money to work on literature to educate public. Mary Wickenheiser stated she was on Council when historic ordinance passed and since then the Borough has lost consultant Suzanne Stalling, a huge loss to HARB. She also thinks that permits should be on display again.

Frank Doutrich asked about roof permits and specifics on how ordinance defines roof replacement/repair and when need permit. Solicitor Gabel responded that falls under The Uniform Construction Code. Doutrich stated people need to be held accountable. Manager Stivers spoke to HARB board and Zoning Officer Fieldhouse and they both agreed to look at code and making improvements to process. Councilperson Fisher asked for a copy of presentation. Manager Stivers will email it to Council.

#### 8. Borough Council Comments

##### a. Council Members

Burgard thanked chief and staff for timely communication over weekend. He encouraged public to subscribe to TextMyGov, Facebook and Crimewatch.

Zink reminded public this is the last week for yard waste pick-up. Borough Farm is open second Saturday of each month. Manager Stivers announced offices closed tomorrow.

9. Announcement of Next Meeting. At 7:00 PM on November 14, 2023, Council will hold a regularly scheduled meeting.

10. Motion to adjourn at 9:01 p.m.

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

**MOTIONED AND APPROVED** this 28<sup>th</sup> day of November, 2023 by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

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

**By:**

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Heather Zink, Council President

**ATTEST:**

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Mark E. Stivers, Secretary/Treasurer

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

November 14, 2023 | 7:00 PM  
Paul W. Myers Council Chambers

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

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

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

2. Invocation led by John Leaman from Holy Trinity Catholic Church

3. Councilperson Price 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 of Agenda with the removal of 12.f and addition of agenda item 11.d  
“Authorization to pay bills”

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

6. Citizen Comments-None

7. Minutes for Approval

- a. Consider approval of the Borough Council Regular Meeting Minutes for October 24, 2023

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

8. Presentation and Acceptance of Reports

- a. Community Development – Eric Kauffman

- I) Acknowledge receipt of the Planning and Zoning Report for October 2023

- II) Acknowledge receipt of the Columbia Market House Report for October 2023

- b. Public Works & Property – Peter Stahl

- I) Acknowledge receipt of the Public Works and Property Report for October 2023

- c. Safety/Marketing – Todd Burgard

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

- II) Acknowledge receipt of the EMOC Report for October 2023

- III) Acknowledge receipt of the Codes Compliance Report and Condemnation Report for October 2023

9. Presentations-None

10. Mayor Lutz/Chief Brommer- None

11. Action Items:

- a. Motion to authorize the advertisement of an Ordinance Amending the Code of Ordinances - Chapter 220 -Zoning-, Section 220-56 - Off-Premises Signs

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

- b. Motion to Change order #3 for ECS for additional soil characterization at the McGinness Innovation Park

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

- c. Motion to approve Special Event application from the annual Santa Parade on November 25<sup>th</sup> contingent upon receipt of insurance certificate and permitting fees

Motion by:	Second by:	Voice Vote:
J. Price	T. Burgard	All Favored – Motion Carried

- d. Motion to authorize payment of bills

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

## 12. Introduction New Business:

- a. Motion to approve the promotion of Corporal Holly Arndt to the rank of Sergeant

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

- b. Motion to approve the promotion of Corporal Dave Souders to the rank of Sergeant

Motion by:	Second by:	Voice Vote:
T. Burgard	J. Price	All Favored – Motion Carried

- c. Motion to approve the promotion of Officer Andrew Snyder to the rank of Corporal

Motion by:	Second by:	Voice Vote:
T. Burgard	J. Price	All Favored – Motion Carried

- d. Motion to approve the promotion of Officer Brent Keyser to the rank of Corporal

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

Police Chief Brommer thanked Tom Ziegler from the Civil Service Board, who was present, for his and the Civil Service Board's work at overseeing the new hire and promotion processes. Several senior officers are retiring and promotions are a proactive step to prepare the department for the future. President Zink reminded Council that at the last budget meeting the positions were confirmed in the budget. The promotions will be effective December 27, 2023.

- e. Motion to approve Resolution 2023-31 to appoint Todd Canfield to the Parks and Recreation Advisory Board

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

f. Consider proposal from TCW-GAV for \$21,000 to upgrade the A/V system in Council Chambers- The project includes hardwiring the camera and updating a number of the microphones. Borough Manager Stivers and Facilities Manager Affeld went to Lancaster County’s and Manheim Township’s offices to review similar systems. They were impressed. Councilperson Lintner made a request for additional quotes. Councilperson Kauffman asked where money will come from to pay for project. Manager Stivers responded ARPA Funds.

F. Doutrich asked why coming up now to address. Manager Stivers responded the last update was initiated before he was hired. There have been technical issues and with more and more meetings performed virtually, a more adequate system is needed. The consensus was to place on December 28, 2023 agenda. Manager Stivers will confirm quote.

g. Motion to authorize the Chief of Police to hire Josy Leshar as Part-time Crossing Guard

Motion by:	Second by:	Voice Vote:
E. Kauffman	S. Lintner	All Favored – Motion Carried

h. Discussion and update on the Walnut Street beautification project- Engineer Rinaldo led the discussion. He updated progress and revisions made since last public meeting. He listened to concerns and the need for budget cost reductions. He proposes eliminating the center green island and keep the rest of the project the same. There were concerns with access and the island accommodating tree roots. The island would squeeze parking and travel lanes. They would still be acceptable but very tight. The new plan is to keep current curb alignment and have a 9ft bike lane and 3 ft hatch area. With the corridor gone, the trees would be placed on sidewalk. The Shade Tree Commission will assist in selecting appropriate tree species. With trees on the sidewalk, the amount of street lights could possibly be reduced resulting in additional savings. Councilperson Kauffman asked about safety and what will prevent cars from parking in bike lane. Rinaldo responded signage and color pavement markings will be sufficient. President Zink asked how often markings need to be painted. Rinaldo responded three to five years, maybe less. Councilperson Lintner asked start date. Rinaldo responded PennDOT gave a Let Date/Bid Date of June 2025. F. Doutrich confirmed one way west bound. He asked if wires will be buried. Answer is no.

i. Discussion on potential PR firms - Councilperson Burgard led the discussion. He would like Council to approve a PR professional or a list of professionals that the Borough Manager can utilize in the case of an emergency that extends beyond the scope of staff expertise. Burgard reviewed several qualities that he finds important in an agency. He reached out to 10-12 agencies and presented Council with five names to pick from. After discussion it was decided that the Borough Manager can utilize PR professional. Manager Stivers will reach out and establish a relationship with agency.

13. Staff Reports, Comments, and Announcements

- a. Solicitor- Working on zoning advertisement and upcoming hearing.
- b. Borough Engineer- Announced final walk through for the Second Street CDBG project. He and Manager Stivers attended a meeting about the PennDOT 462 Bridge Project and with information received think the River Park Phase project needs to be put on hold until bridge done.
- c. Secretary/Treasurer- Announced holiday lights will be done in time for parade. He is talking to Wrightsville and Marietta about a combined fireworks display for July 4<sup>th</sup> holiday. Wrightsville is

interested. Council agreed on an \$8,000.00 line item in the 2024 budget for this event. The Blue Lane subdivision is completed and getting prepared for sale. Lastly, The Shade Tree planted twenty-three trees in the Borough, including two in the Borough employee parking lot

d. Boards, Commissions and Committees

- I) Upcoming Meetings: Planning Commission Shade Tree Commission
- II) Approved Minutes: LASA

14. Borough Council Comments

a. Council Members

Councilperson Burgard encouraged public to sign up for TextMyGov. Councilperson Kauffman announced the code inspections are almost completely caught up. Councilperson Lintner encouraged Council members to tour the homeless shelter. President Zink announced reappointments will happen in December and she and Mark are working on the reorganization meeting.

15. Announcement of Next Meeting. At 7:00 PM on November 28, 2023, Council will hold a regular meeting.

16. Motion to adjourn the meeting to an executive session to discuss a personnel matter at 8:42 pm.

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

**MOTIONED AND APPROVED** this 28<sup>h</sup> day of November 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

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

**By:**

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Heather Zink, Council President

**ATTEST:**

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Mark E. Stivers, Secretary/Treasurer

Account Range: 01-301-001 to 35-395-001 Include Zero Activity Accounts: No  
Current Date Range: 01/01/23 to 10/31/23 Year To Date As Of: 10/31/23

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-301-001	Transfer from Fund Balance	1,057,079.00	38,200.00	0.00	0.00
01-301-100	Property Taxes - Current Year	3,436,126.00	0.00	3,263,674.47	94.98
01-301-101	RET - Current Year, Uncollectable (5%)	171,806.00-	0.00	0.00	0.00
01-301-200	Property Taxes - Prior Year (Postmarked)	2,000.00	0.00	0.00	0.00
01-301-300	Property Taxes - Delinquent (LCTCB)	130,310.00	0.00	151,880.44	116.55
01-301-400	Property Taxes - K0Z Properties	2,395.00	0.00	10,525.21	439.47
01-310-100	Deed Transfer Tax (DTT) - 0.5%	268,386.00	0.00	212,037.87	79.00
01-310-210	Earned Income Tax (EIT) - 0.5%	1,126,410.00	0.00	943,699.42	83.78
01-310-430	Local Services Tax (LST) - \$52 per annum	143,207.00	0.00	101,440.21	70.83
01-321-310	Misc License (Pawn, Antique, Tattoo,.)	1,647.00	0.00	1,874.00	113.78
01-321-610	Peddler's License	218.00	0.00	235.00	107.80
01-321-800	Cable TV Franchise	141,664.00	0.00	141,441.83	99.84
01-321-900	Cell Tower (Verizon)	11,807.00	0.00	15,248.33	129.15
01-331-109	State Police & County Fines	7,374.00	0.00	5,050.71	68.49
01-331-112	Ordinance Violations-DJ-POLICE	73,276.00	0.00	72,436.39	98.85
01-331-115	Ordinance Violations-DJ-CODES	12,361.00	0.00	6,523.69	52.78
01-331-300	Parking Fines	144,954.00	0.00	121,031.00	83.50
01-341-100	Interest Income	3,000.00	0.00	21,278.83	709.29
01-342-200	137 S Front, Lease Proceeds	76,000.00	0.00	54,979.04	72.34

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-342-201	137 S Front, Tenant Exp Reimbursements	24,638.00	0.00	21,460.86	87.10
01-342-202	420,430,434,440 S Front St Lease	12,060.00	0.00	12,487.14	103.54
01-342-203	420,430,434,440 S Front St, Reimburse	15,000.00	0.00	0.00	0.00
01-342-204	Market House-Stand Rentals	52,500.00	0.00	38,419.20	73.18
01-342-205	Market House - All Events	34,000.00	0.00	16,725.00	49.19
01-342-206	Market House - Community Kitchen	19,000.00	0.00	8,540.00	44.95
01-351-001	Act 205 Pension Subsidy	290,105.00	0.00	338,017.51	116.52
01-354-040	904 Recycling Grant Income	9,656.00	0.00	9,391.53	97.26
01-355-010	State Public Utility Realty Tax	0.00	0.00	4,276.74	0.00
01-355-080	Alcoholic Beverage Sales Licenses	3,500.00	0.00	3,150.00	90.00
01-355-990	Firemen's Relief Fund PA Subsidy	49,902.00	0.00	50,107.48	100.41
01-357-030	Police Department Grants	3,000.00	0.00	39,891.50	1,329.72
01-361-200	Tax Certifications & Copies	14,820.00	0.00	10,197.72	68.81
01-361-310	Subdivision/Land Development Fees	0.00	0.00	1,000.00	0.00
01-361-330	Building & Zoning Permits	99,962.00	0.00	51,538.27	51.56
01-361-340	Zoning Hearings	5,430.00	0.00	2,027.50	37.34
01-361-350	Municipal SW Maintenance Fund	0.00	1,500.00	1,734.50	115.63
01-361-510	Sale of Materials & Equipment	5,000.00	0.00	13,402.70	268.05
01-361-620	County Tax Collection Commission Revenue	4,095.00	0.00	2,741.06	66.94
01-362-100	Police Dept Misc Services & Refunds	25,323.00	0.00	18,194.58	71.85



Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-110	Sale of Accident Reports	2,138.00	0.00	2,055.00	96.12
01-362-140	Crossing Guard Wage Reimbursement (CBSD)	21,942.00	0.00	15,837.09	72.18
01-362-150	SRO Officer Reimbursement (CBSD)	0.00	0.00	0.00	0.00
01-362-160	Lanc. County Task Force, Reimbursement	82,400.00	0.00	88,738.73	107.69
01-362-170	LiveScan Revenue	7,000.00	0.00	50.00	0.71
01-362-180	Community Safety Officer (CBSD) NEW	49,000.00	0.00	17,718.04	36.16
01-362-200	Animal Control & Shelter Reimbursement	555.00	0.00	400.00	72.07
01-362-210	Alarm Use Permit	0.00	500.00	1,030.00	206.00
01-362-400	Code Dept Misc Services & Refunds	500.00	0.00	200.00	40.00
01-362-401	Rental Registration	86,000.00	0.00	80,800.00	93.95
01-362-402	Borough Rental & Event Revenue	15,750.00	0.00	13,750.00	87.30
01-362-423	Quick Ticket Revenue	31,988.00	0.00	31,125.00	97.30
01-362-424	Rental Inspections Revenue	36,345.00	0.00	61,600.00	169.49
01-362-425	Fire Inspections Revenue	5,640.00	0.00	7,075.00	125.44
01-362-426	Home Inspections Revenue	0.00	0.00	100.00	0.00
01-362-427	New Tenant Walkthrough Inspections	2,212.00	0.00	5,175.00	233.95
01-362-428	Voluntary Home Inspections Rev	500.00	0.00	0.00	0.00
01-362-450	Certificate of Occupancy	300.00	0.00	100.00	33.33
01-362-460	Lien Recovery	17,475.00	0.00	3,098.26	17.73
01-362-470	Condemnation Revenue	2,000.00	0.00	7,800.00	390.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-480	Appeals Revenue	500.00	0.00	25.00	5.00
01-363-100	Street Opening Permits	30,000.00	0.00	26,013.51	86.71
01-363-210	Meter Receipts	56,631.00	0.00	67,204.05	118.67
01-363-220	Contractor Parking Permits	10,314.00	0.00	10,172.00	98.62
01-363-400	Yard Waste Revenue	113,619.00	0.00	95,507.25	84.06
01-363-500	Highway Dept Misc Services & Refunds	500.00	0.00	845.93	169.19
01-372-400	Electric Generation Revenue (LCSWMA)	50,016.00	0.00	37,512.00	75.00
01-380-001	Miscellaneous Revenue	5,000.00	0.00	6,412.07	128.24
01-380-002	Insurance Rebates, Refunds, & Reimbursement	101,000.00	0.00	131,711.49	130.41
01-380-005	Police Misc Revenue (TRUIST Donations)	500.00	0.00	5,725.00	1,145.00
01-380-006	NonDepartmentalized Services & Refunds	500.00	0.00	0.00	0.00
01-380-007	Spring Cleanup Revenue	0.00	0.00	610.00	0.00
01-380-150	WWTP Sewage Revenue (A/R & Lien)	250.00	0.00	4,922.96	1,969.18
01-387-001	Contributions - Private Sources	500.00	0.00	0.00	0.00
01-387-002	Contributions - In Lieu of (ALL)	25,500.00	0.00	12,000.00	47.06
01-387-005	Employee Health Insurance Share (NonPol)	39,393.00	0.00	20,493.38	52.02
01-387-006	Employee Health Insurance Share (Pol)	64,285.00	0.00	37,465.55	58.28
01-389-001	IRS/Treasury Refunds	0.00	0.00	1,294.53	0.00
01-391-100	Sales of General Fixed Assets	0.00	0.00	123,536.70	0.00
01-392-021	Transfer from ARPA Funds REVENUE REPLEN	300,000.00	0.00	0.00	0.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-395-001	Refund of Prior Yr Expenditure	500.00	0.00	3,949.34	789.87
Anticipated Total		7,790,441.00	38,200.00	6,432,955.09	82.17
Unanticipated Total		504,711.00	2,000.00	255,757.52	0.00
Fund Total		8,295,152.00	40,200.00	6,688,712.61	77.18
18-301-001	Transfer from Fund Balance	1,201,622.00	0.00	0.00	0.00
18-341-100	Interest Income	7,000.00	0.00	120,171.81	1,716.74
18-354-076	N ParkSvc-Columbia River Park PIII Grant	30,000.00	0.00	0.00	0.00
18-354-077	2nd St-Perry St to Union/CDBG	200,000.00	0.00	0.00	0.00
18-354-078	MCGinness BIOS Funding	2,000,000.00	0.00	0.00	0.00
18-354-079	Makle Park Grant - (DCNR)	478,393.00	0.00	0.00	0.00
18-354-080	Makle Park Grant- (TMOBILE)	50,000.00	0.00	0.00	0.00
18-354-100	DEP Recycling Grant	350,000.00	0.00	0.00	0.00
Anticipated Total		1,208,622.00	0.00	120,171.81	9.94
Unanticipated Total		3,108,393.00	0.00	0.00	0.00
Fund Total		4,317,015.00	0.00	120,171.81	2.78
21-341-100	Interest Income	250.00	0.00	11,263.50	4,505.40
21-351-101	Transfer to Fund Balance	875,810.00	0.00	0.00	0.00
Anticipated Total		0.00	0.00	0.00	0.00
Unanticipated Total		876,060.00	0.00	11,263.50	0.00
Fund Total		876,060.00	0.00	11,263.50	0.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
30-341-100	Interest	0.00	0.00	5,961.90	0.00
30-354-010	RACP - Market House Grant Phase I	1,338,000.00	0.00	0.00	0.00
30-354-016	RACP -Market House Grant Phase II	412,000.00	0.00	0.00	0.00
30-354-076	LCPC - SmartGrowth Trans. Grant, WalnutSt	867,100.00	0.00	0.00	0.00
Anticipated Total		1,338,000.00	0.00	5,961.90	0.45
Unanticipated Total		1,279,100.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>2,617,100.00</b>	<b>0.00</b>	<b>5,961.90</b>	<b>0.23</b>
35-301-001	Transfer from Fund Balance	169,746.00	0.00	0.00	0.00
35-341-100	Interest Income	6,000.00	0.00	44,433.53	740.56
35-354-030	Highway Liquid Fuels	253,125.00	0.00	257,634.77	101.78
35-354-031	Turnback Program	5,720.00	0.00	5,720.00	100.00
35-354-074	CDBG - Perry and Union (2nd St)	200,000.00	0.00	0.00	0.00
Anticipated Total		434,591.00	0.00	307,788.30	70.82
Unanticipated Total		200,000.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>634,591.00</b>	<b>0.00</b>	<b>307,788.30</b>	<b>48.50</b>
<b>Final Total</b>		<b>16,739,918.00</b>	<b>40,200.00</b>	<b>7,133,898.12</b>	<b>40.92</b>

Range of Accounts: 01-400-000 to 35-492-183 Include Cap Accounts: Yes As Of: 10/31/23  
Skip Zero Activity: Yes

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

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-400-000	ELECTED OFFICIALS CONTROL ACCOUNT:							
01-400-112	Compensation to Council	8,400.00	0.00	0.00	7,000.00	0.00	1,400.00	83
01-400-113	Compensation to Mayor	1,200.00	0.00	0.00	1,000.00	0.00	200.00	83
01-400-300	Conference & Training	2,000.00	0.00	0.00	610.00	0.00	1,390.00	30
01-400-400	Council Other Expenses	500.00	0.00	0.00	80.00	0.00	420.00	16
Control : 000	Total	12,100.00	0.00	0.00	8,690.00	0.00	3,410.00	72
01-401-000	ADMINISTRATION CONTROL ACCOUNT A:							
01-401-121	Borough Manager Salary	98,358.00	0.00	0.00	88,759.40	0.00	9,598.60	90
01-401-337	Borough Manager, Mileage Reimbursement	500.00	0.00	0.00	110.35	0.00	389.65	22
Control : 000	Total	98,858.00	0.00	0.00	88,869.75	0.00	9,988.25	90
01-402-000	ADMINISTRATION CONTROL ACCOUNT B:							
01-402-120	Finance Manager Salary	68,964.00	0.00	0.00	64,022.05	0.00	4,941.95	93
01-402-121	Accountant	52,982.00	0.00	0.00	43,602.37	0.00	9,379.63	82
01-402-140	Clerical Salary	49,061.00	0.00	0.00	40,431.27	0.00	8,629.73	82
01-402-141	Clerical Salary Overtime	3,000.00	0.00	0.00	1,875.60	0.00	1,124.40	63
01-402-192	Employee FICA	24,307.00	0.00	0.00	18,795.59	0.00	5,511.41	77
01-402-194	Employee Unemployment Compensation Tax	1,414.00	0.00	0.00	1,302.36	0.00	111.64	92
01-402-195	Employee Workers Compensation Insurance	2,596.00	0.00	0.00	1,694.10	0.00	901.90	65
01-402-196	Employee Insurance Coverage Premiums	87,666.00	0.00	0.00	77,327.78	0.00	10,338.22	88
01-402-197	Employee Pension Contributions	22,843.00	0.00	0.00	0.00	0.00	22,843.00	0
01-402-210	Office Equipment & Supplies	14,000.00	0.00	0.00	5,609.27	0.00	8,390.73	40
01-402-300	Conference & Training	5,000.00	0.00	0.00	1,658.00	0.00	3,342.00	33
01-402-302	Consulting Services	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
01-402-310	Borough Code Maintenance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-402-311	Accounting & Auditing Services	42,230.00	0.00	0.00	16,750.00	0.00	25,480.00	40
01-402-312	IT Contracted Services	75,000.00	0.00	0.00	66,557.36	0.00	8,442.64	89
01-402-316	Pension Services	19,066.00	0.00	0.00	22,000.00	0.00	2,934.00	115
01-402-317	Contracted Services	15,000.00	0.00	79.00	32,871.51	79.00	17,950.51	220
01-402-318	Payroll Processing Fees	1,800.00	0.00	0.00	1,413.20	0.00	386.80	79
01-402-325	Postage	8,000.00	0.00	0.00	9,049.71	0.00	1,049.71	113
01-402-330	Grant Writing Services	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
01-402-340	Printing & Advertising	15,000.00	0.00	264.84	19,091.62	0.00	4,356.46	129
01-402-350	General Communications	4,000.00	0.00	0.00	10,131.33	0.00	6,131.33	253

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-402-360	Bank Service Charges	1,000.00	0.00	0.00	3,160.85	0.00	2,160.85-	316
01-402-374	Maint. & Rental Office Equipment	2,500.00	0.00	0.00	1,463.37	0.00	1,036.63	59
01-402-420	Dues & Publications	5,000.00	0.00	0.00	5,073.01	0.00	73.01-	101
01-402-421	CS Datum Annual Subscriptions	2,400.00	0.00	0.00	2,400.00	0.00	0.00	100
Control : 000	Total	556,829.00	0.00	343.84	446,280.35	79.00-	110,204.81	80
01-403-000	TAX COLLECTIONS CONTROL ACCOUNT:							
01-403-115	LCTCB Collection Fee - EIT 1.7% LST 1.5%	21,297.00	0.00	0.00	17,567.07	0.00	3,729.93	82
01-403-215	Deed Transfer Tax Collection Fee - 2.0%	3,500.00	0.00	0.00	4,259.56	0.00	759.56-	122
Control : 000	Total	24,797.00	0.00	0.00	21,826.63	0.00	2,970.37	88
01-404-000	SOLICITOR/LEGAL CONTROL ACCOUNT:							
01-404-314	Solicitor Fees	102,600.00	0.00	0.00	99,456.32	0.00	3,143.68	97
01-404-315	Labor Counsel	40,000.00	0.00	0.00	11,752.00	0.00	28,248.00	29
01-404-316	Arbitration Services	1,500.00	0.00	0.00	450.00	0.00	1,050.00	30
Control : 000	Total	144,100.00	0.00	0.00	111,658.32	0.00	32,441.68	77
01-408-000	ENGINEERING CONTROL ACCOUNT:							
01-408-101	Engineering Services	90,000.00	0.00	0.00	65,945.85	0.00	24,054.15	73
Control : 000	Total	90,000.00	0.00	0.00	65,945.85	0.00	24,054.15	73
01-409-000	BUILDING & PROPERTY CONTROL ACCOUNT:							
01-409-120	Property Management Salaries	63,672.00	0.00	0.00	57,734.60	0.00	5,937.40	91
01-409-122	Property Management - Janitorial PT	20,262.00	0.00	0.00	10,488.61	0.00	9,773.39	52
01-409-192	Employee FICA	6,567.00	0.00	0.00	5,339.73	0.00	1,227.27	81
01-409-194	Employee Unemployment Compensation Tax	2,392.00	0.00	0.00	660.67	0.00	1,731.33	28
01-409-195	Employee Workers Compensation Insurance	600.00	0.00	0.00	88.20	0.00	511.80	15
01-409-196	Employee Insurance Coverage Premiums	4,335.00	0.00	0.00	3,515.44	0.00	819.56	81
01-409-197	Employee Pension Contributions	4,485.00	0.00	0.00	0.00	0.00	4,485.00	0
01-409-226	Cleaning Supplies	3,500.00	0.00	0.00	2,476.50	0.00	1,023.50	71
01-409-239	Clothing Allowance (Janitorial)	800.00	0.00	0.00	743.01	0.00	56.99	93
01-409-321	308 Locust St., Phone - Cell & Landline	6,000.00	0.00	0.00	7,099.29	0.00	1,099.29-	118
01-409-352	Insurance Premium Expenses	119,840.00	0.00	0.00	1,986.00	0.00	117,854.00	2
01-409-361	Electrical Usage	12,000.00	0.00	0.00	8,911.20	0.00	3,088.80	74
01-409-362	308 Locust St., Natural Gas Usage	5,000.00	0.00	0.00	4,070.89	0.00	929.11	81
01-409-364	137 S Front, Rebillable Prop Expenses	25,000.00	0.00	0.00	25,761.30	0.00	761.30-	103
01-409-365	Trash Disposal Services	11,000.00	0.00	49.40	7,426.11	0.00	3,524.49	68
01-409-366	Water & Sewer Usage	2,195.00	0.00	0.00	2,539.66	0.00	344.66-	116
01-409-370	Maintenance & Repair of Building	12,000.00	0.00	0.00	14,340.58	0.00	2,340.58-	120
01-409-374	Maintenance & Repair of Equipment	5,000.00	0.00	0.00	5,143.93	0.00	143.93-	103

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-409-376	137 S Front, Boro Property Expenses	20,000.00	0.00	0.00	2,460.31	0.00	17,539.69	12
01-409-430	Property Tax Expenses	35,000.00	0.00	0.00	70,338.75	0.00	35,338.75	201
Control: 000	Total	359,648.00	0.00	49.40	231,124.78	0.00	128,473.82	64
01-410-000	POLICE CONTROL ACCOUNT:							
01-410-120	Chief of Police Salary	107,698.00	0.00	0.00	165,745.19	0.00	58,047.19	154
01-410-130	Sergeants Salaries	292,823.00	0.00	0.00	214,264.99	0.00	78,558.01	73
01-410-131	Police Officer Salaries	1,111,342.00	0.00	0.00	918,260.16	0.00	193,081.84	83
01-410-132	Part-Time Police Officer Salaries	32,448.00	0.00	0.00	27,008.00	0.00	5,440.00	83
01-410-133	School Crossing Guard Salaries	41,594.00	0.00	0.00	40,029.95	0.00	1,564.05	96
01-410-134	Officer in Charge (OIC)	15,000.00	0.00	0.00	15,598.19	0.00	598.19	104
01-410-136	Enforcement Officer Salaries	59,290.00	0.00	0.00	28,833.46	0.00	30,456.54	49
01-410-137	Administrative Assistant Salary	49,061.00	0.00	0.00	38,921.45	0.00	10,139.55	79
01-410-140	Administrative Coordinator Salary	53,217.00	0.00	0.00	42,616.92	0.00	10,600.08	80
01-410-141	Community Service Aide Salaries	80,954.00	0.00	0.00	58,966.16	0.00	21,987.84	73
01-410-142	Community Service Aide Salaries Overtime	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
01-410-143	Corporal Salaries	187,674.00	0.00	0.00	175,879.77	0.00	11,794.23	94
01-410-144	Community Safety Officer	64,672.00	0.00	0.00	19,682.40	0.00	44,989.60	30
01-410-174	Conference & Training	40,000.00	0.00	0.00	15,429.88	0.00	24,570.12	39
01-410-179	Longevity Bonuses	29,500.00	0.00	0.00	13,750.00	0.00	15,750.00	47
01-410-180	Police Degree Bonuses	4,500.00	0.00	0.00	2,125.00	0.00	2,375.00	47
01-410-183	Police Department Overtime	100,000.00	0.00	0.00	40,167.92	0.00	59,832.08	40
01-410-192	Employee FICA	53,955.00	0.00	0.00	40,906.55	0.00	13,048.45	76
01-410-194	Employee Unemployment Compensation Tax	18,263.00	0.00	0.00	11,057.25	0.00	7,205.75	61
01-410-195	Employee Workers Compensation Insurance	105,528.00	0.00	0.00	89,178.46	0.00	16,349.54	85
01-410-196	Employee Insurance Coverage Premiums	572,835.00	0.00	0.00	458,959.73	0.00	113,875.27	80
01-410-197	Employee Pension Contributions (Uniform)	604,942.00	0.00	0.00	604,942.00	0.00	0.00	100
01-410-198	Employee Pension Contributions	10,400.00	0.00	0.00	0.00	0.00	10,400.00	0
01-410-200	Police Equipment & Supplies	25,000.00	0.00	2,206.65	28,263.98	9.46	5,470.63	122
01-410-201	Police Ammo	5,000.00	0.00	0.00	4,855.98	0.00	144.02	97
01-410-204	Officer Equipment Allowance	6,600.00	0.00	0.00	2,539.11	0.00	4,060.89	38
01-410-228	Animal Control & Shelter Fees	2,000.00	0.00	0.00	1,850.00	0.00	150.00	92
01-410-229	LiveScan Fees	7,000.00	0.00	0.00	3,044.00	0.00	3,956.00	43
01-410-231	Fuel, Vehicles	24,000.00	0.00	0.00	15,296.00	0.00	8,704.00	64
01-410-238	Police Uniforms and Dry Cleaning	18,000.00	0.00	20.00	13,664.66	0.00	4,315.34	76
01-410-239	Enforcement Officers Clothing Allowance	1,000.00	0.00	0.00	575.14	0.00	424.86	58
01-410-317	Contracted Services	30,000.00	0.00	5,485.64	37,297.43	79.00	12,783.07	143
01-410-318	Payroll Processing Fees	4,000.00	0.00	0.00	4,871.86	0.00	871.86	122
01-410-319	PD Accreditation Consultant	36,000.00	0.00	0.00	0.00	0.00	36,000.00	0
01-410-321	Police, Phone - Cell, Landline & GPS	10,000.00	0.00	0.00	9,467.98	0.00	532.02	95

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-410-327	Maintenance & Repair of Radios	4,000.00	0.00	0.00	1,854.61	0.00	2,145.39	46
01-410-328	Maint, Repair, & Rents for Camera System	15,000.00	0.00	0.00	15,572.52	0.00	572.52	104
01-410-351	Police Property Liability Insurance	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0
01-410-375	Maintenance & Repair, Parking Meters	2,400.00	0.00	200.00	2,116.45	0.00	83.55	97
01-410-376	Maintenance & Repair, Police Vehicles	4,000.00	0.00	110.95	15,954.14	0.00	12,065.09	402
01-410-377	Maintenance & Repair, Police Equipment	20,000.00	0.00	186.75	7,323.76	0.00	12,489.49	38
01-410-384	Equipment Rental	3,000.00	0.00	0.00	1,606.60	0.00	1,393.40	54
01-410-471	Enterprise Lease Expenses 2023 -POLICE	75,858.00	0.00	0.00	41,717.72	0.00	34,140.28	55
01-410-530	Lanc. County Drug Task Force, Member Fee	10,400.00	0.00	0.00	10,207.00	0.00	193.00	98
01-410-610	Maintenance & Repair of Building	4,000.00	0.00	0.00	7,795.75	0.00	3,795.75	195
Control : 000	Total	3,995,954.00	0.00	8,209.99	3,248,198.12	69.54	739,545.89	81
01-411-000	FIRE CONTROL ACCOUNT:							
01-411-363	Fire Hydrant, Water Supply	44,802.00	0.00	0.00	40,869.38	0.00	3,932.62	91
01-411-381	CBVFD - Workers Comp. Ins	41,328.00	0.00	0.00	17,850.00	0.00	23,478.00	43
01-411-500	CBVFD - Fire Co Contributions (Beg. 2021)	111,000.00	0.00	0.00	112,299.50	0.00	1,299.50	101
01-411-501	CBVFD - Vol. Fire Fighter Tax Rebate	4,500.00	0.00	0.00	4,366.49	0.00	133.51	97
01-411-540	CBVFD - Fireman's Relief Fund	49,902.00	0.00	0.00	50,107.48	0.00	205.48	100
Control : 000	Total	251,532.00	0.00	0.00	225,492.85	0.00	26,039.15	90
01-413-000	CODE COMPLIANCE CONTROL ACCOUNT:							
01-413-123	Code Compliance Manager	56,645.00	0.00	0.00	55,642.98	0.00	1,002.02	98
01-413-140	Clerical Salary	49,061.00	0.00	0.00	18,006.08	0.00	31,054.92	37
01-413-141	Clerical Salary Overtime	2,000.00	0.00	0.00	583.85	0.00	1,416.15	29
01-413-142	Code Compliance Officer (Union)	23,716.00	0.00	0.00	18,184.00	0.00	5,532.00	77
01-413-192	Employee FICA	13,104.00	0.00	0.00	10,073.87	0.00	3,030.13	77
01-413-194	Employee Unemployment Compensation Tax	2,600.00	0.00	0.00	1,418.18	0.00	1,181.82	55
01-413-195	Employee Workers Compensation Insurance	400.00	0.00	0.00	298.20	0.00	101.80	75
01-413-196	Employee Insurance Coverage Premiums	76,593.00	0.00	0.00	52,268.45	0.00	24,324.55	68
01-413-197	Employee Pension Contributions	10,773.00	0.00	0.00	0.00	0.00	10,773.00	0
01-413-220	Operating Supplies	5,000.00	0.00	0.00	696.05	0.00	4,303.95	14
01-413-231	Fuel, Vehicles	2,000.00	0.00	0.00	2,042.17	0.00	42.17	102
01-413-238	Clothing Allowance (Code Enf)	1,200.00	0.00	0.00	239.99	0.00	960.01	20
01-413-300	Conference & Training	5,000.00	0.00	0.00	1,204.20	0.00	3,795.80	24
01-413-315	Property Inspector F/T	46,190.00	0.00	0.00	41,949.43	0.00	4,240.57	91
01-413-317	Contracted Services - Remedial	5,000.00	0.00	0.00	769.50	0.00	4,230.50	15
01-413-318	Payroll Processing Fee	500.00	0.00	0.00	454.96	0.00	45.04	91
01-413-321	Code, Phone - Cell, Landline & GPS	2,000.00	0.00	0.00	1,195.36	0.00	804.64	60
01-413-340	Printing	2,000.00	0.00	0.00	1,638.72	0.00	361.28	82
01-413-376	Maintenance of Vehicles	1,000.00	0.00	0.00	204.82	0.00	795.18	20



Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-413-420	Dues & Subscriptions	500.00	0.00	0.00	500.00	0.00	0.00	100
01-413-425	Fire Inspection Services	5,000.00	0.00	0.00	3,287.50	0.00	1,712.50	66
01-413-471	Enterprise Lease Costs 2023 - CODES	23,452.00	0.00	0.00	7,295.79	0.00	16,156.21	31
01-413-500	Appeal Reimbursements/Refunds	100.00	0.00	0.00	0.00	0.00	100.00	0
01-413-540	TNR	6,600.00	0.00	0.00	6,600.00	0.00	0.00	100
Control : 000	Total	340,434.00	0.00	0.00	224,554.10	0.00	115,879.90	66
01-414-000	PLANNING & ZONING CONTROL ACCOUNT:							
01-414-122	Zoning and Planning Manager Salary	68,985.00	0.00	0.00	53,496.61	0.00	15,488.39	78
01-414-140	Clerical Salary	49,061.00	0.00	0.00	41,847.28	0.00	7,213.72	85
01-414-141	Clerical Salary Overtime	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0
01-414-192	Employee FICA	8,347.00	0.00	0.00	7,823.70	0.00	523.30	94
01-414-194	Employee Unemployment Compensation Tax	1,050.00	0.00	0.00	640.93	0.00	409.07	61
01-414-195	Employee Workers Compensation Insurance	300.00	0.00	0.00	176.40	0.00	123.60	59
01-414-196	Employee Insurance Coverage Premiums	29,773.00	0.00	0.00	23,110.25	0.00	6,662.75	78
01-414-197	Employee Pension Contributions	8,333.00	0.00	0.00	4,013.68	0.00	4,319.32	48
01-414-220	Operating Supplies	3,000.00	0.00	0.00	411.45	0.00	2,588.55	14
01-414-231	Fuel, Vehicles	350.00	0.00	0.00	0.00	0.00	350.00	0
01-414-300	Conference & Training	2,000.00	0.00	0.00	837.00	0.00	1,163.00	42
01-414-313	Official Borough Mapping	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
01-414-318	Payroll Processing Fees	250.00	0.00	0.00	245.46	0.00	4.54	98
01-414-321	Zoning, Phone - Cell	800.00	0.00	0.00	421.05	0.00	378.95	53
01-414-376	Maintenance of Vehicles	200.00	0.00	0.00	0.00	0.00	200.00	0
01-414-420	Dues & Subscriptions	1,000.00	0.00	0.00	783.92	0.00	216.08	78
01-414-550	CLG Matching Mini Grant	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
Control : 000	Total	204,649.00	0.00	0.00	133,807.73	0.00	70,841.27	65
01-415-000	EMERGENCY MANAGEMENT CONTROL ACCOUNT:							
01-415-220	Operating Supplies - PPE/Stock Items	1,500.00	0.00	0.00	272.72	0.00	1,227.28	18
01-415-340	Disaster Planning Material	500.00	0.00	0.00	234.00	0.00	266.00	47
01-415-500	EOC Supplies-per 2022 LC ARPA GRANT	40,200.00	0.00	0.00	36,627.17	0.00	3,572.83	91
01-415-700	Emergency Management, Phone - Cell	1,000.00	0.00	0.00	842.10	0.00	157.90	84
01-423-001	Human Services - Community	500.00	0.00	0.00	0.00	0.00	500.00	0
Control : 000	Total	43,700.00	0.00	0.00	37,975.99	0.00	5,724.01	87
01-426-000	RECYCLING ACTIVITIES CONTROL ACCOUNT:							
01-426-101	Recycling Marketing/Education	500.00	0.00	0.00	0.00	0.00	500.00	0
01-426-102	Recycling Maintenance of Equip. & Bldgs	12,000.00	0.00	0.00	12,185.93	0.00	185.93	102
01-426-103	904 Collection Expenses	2,000.00	0.00	0.00	2,197.95	0.00	197.95	110
01-426-140	Recycling - Staff Salary	54,717.00	0.00	0.00	44,026.40	0.00	10,690.60	80

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-426-231	Recycling - Diesel	6,000.00	0.00	0.00	3,486.75	0.00	2,513.25	58
01-426-362	Recycling - Utilities	2,000.00	0.00	0.00	679.43	0.00	1,320.57	34
Control : 000	Total	77,217.00	0.00	0.00	62,576.46	0.00	14,640.54	81
01-429-000	WASTEWATER ACTIVITIES CONTROL ACCOUNT:							
01-429-188	WWTP, Contracted Services	500.00	0.00	0.00	2,280.18	0.00	1,780.18	456
01-429-260	WWTP, Maintenance of Equipment	750.00	0.00	0.00	100.00	0.00	650.00	13
01-429-321	WWTP, Phone - Cell & Landline	1,500.00	0.00	0.00	719.50	0.00	780.50	48
01-429-361	WWTP, Electrical Usage	1,750.00	0.00	0.00	1,959.06	0.00	209.06	112
01-429-362	WWTP, Natural Gas Usage	2,750.00	0.00	0.00	4,196.05	0.00	1,446.05	153
01-429-365	WWTP, Biosolids Management	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-429-366	WWTP, Water Usage	1,800.00	0.00	0.00	4,538.52	0.00	2,738.52	252
01-429-367	WWTP, Grit/Material Disposal	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0
01-429-373	WWTP, Building & Property Maintenance	2,000.00	0.00	0.00	402.00	0.00	1,598.00	20
Control : 000	Total	14,550.00	0.00	0.00	14,195.31	0.00	354.69	98
01-430-000	HIGHWAY/PUBLIC WORKS CONTROL ACCOUNT:							
01-430-122	Public Works Manager Salary	81,947.00	0.00	0.00	72,323.87	0.00	9,623.13	88
01-430-140	Highway Personnel Salaries	335,000.00	0.00	0.00	202,813.65	0.00	132,186.35	61
01-430-141	Clerical Salary	49,061.00	0.00	0.00	40,431.20	0.00	8,629.80	82
01-430-142	Street Sweeper Debris Disposal	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-430-143	Storm Water Supplies	5,000.00	0.00	0.00	1,653.90	0.00	3,346.10	33
01-430-144	Highway Employee License Bonus	4,000.00	0.00	0.00	3,200.00	0.00	800.00	80
01-430-165	Employee Certification & Testing	1,200.00	0.00	0.00	787.00	0.00	413.00	66
01-430-183	Employee Salaries Overtime	19,000.00	0.00	0.00	4,500.86	0.00	14,499.14	24
01-430-192	Employee FICA	40,000.00	0.00	0.00	27,150.44	0.00	12,849.56	68
01-430-194	Employee Unemployment Compensation Tax	3,500.00	0.00	0.00	2,633.61	0.00	866.39	75
01-430-195	Employee Workers Compensation Insurance	63,690.00	0.00	0.00	48,659.40	0.00	15,030.60	76
01-430-196	Employee Insurance Coverage Premiums	197,861.00	0.00	0.00	130,880.00	0.00	66,981.00	66
01-430-197	Employee Pension Contributions	32,621.00	0.00	0.00	0.00	0.00	32,621.00	0
01-430-200	Operating Supplies	15,000.00	0.00	0.00	6,823.97	0.00	8,176.03	45
01-430-231	Fuel, Vehicles	50,000.00	0.00	3,232.42	30,485.87	0.00	16,281.71	67
01-430-238	Highway Uniform Cleaning	5,141.00	0.00	98.47	3,787.60	0.00	1,254.93	76
01-430-239	Employee Clothing Allowance	2,700.00	0.00	171.98	794.69	0.00	1,733.33	36
01-430-245	Highway Supplies	15,000.00	0.00	0.00	6,388.34	0.00	8,611.66	43
01-430-300	Conference & Training	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-430-317	Contracted Services	4,000.00	0.00	0.00	2,956.16	0.00	1,043.84	74
01-430-318	Payroll Processing Fees	1,000.00	0.00	0.00	834.28	0.00	165.72	83
01-430-321	Highway, Phone - Cell & Landline & GPS	8,000.00	0.00	0.00	5,966.30	0.00	2,033.70	75
01-430-361	Highway Building Electrical Usage	4,348.00	0.00	0.00	1,011.27	0.00	3,336.73	23

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-430-363	Highway, Natural Gas Usage	8,435.00	0.00	0.00	5,071.76	0.00	3,363.24	60
01-430-366	Highway Building Water Usage	2,000.00	0.00	0.00	216.43	0.00	1,783.57	11
01-430-373	Maintenance & Repair of Building	4,000.00	0.00	275.00	1,976.06	0.00	1,748.94	56
01-430-375	Maintenance & Repairs of Equipment	38,500.00	0.00	2,355.08	18,708.04	0.00	17,436.88	55
01-430-471	Enterprise Lease Costs 2023 - P.W.	69,640.00	0.00	0.00	64,721.47	0.00	4,918.53	93
01-430-710	Property Purchase-1100-1110-1120 Ridge A	1,389,235.23	0.00	0.00	1,389,235.23	0.00	0.00	100
01-431-246	Adopt-A-Block Supplies	5,000.00	0.00	0.00	2,086.63	0.00	2,913.37	42
Control : 000	Total	2,458,379.23	0.00	6,132.95	2,076,098.03	0.00	376,148.25	85
01-433-000	TRAFFIC & STREET LIGHTS CONTROL ACCOUNT:							
01-433-260	Street Signs	6,000.00	0.00	1,493.75	2,730.00	0.00	1,776.25	70
01-433-374	Traffic Lights, Maintenance	16,000.00	0.00	6,894.00	4,900.51	0.00	4,205.49	74
01-434-375	Street Lighting, Maintenance	1,500.00	0.00	0.00	335.46	0.00	1,164.54	22
Control : 000	Total	23,500.00	0.00	8,387.75	7,965.97	0.00	7,146.28	70
01-444-000	MARKET HOUSE CONTROL ACCOUNT:							
01-444-120	Market Manager Salary	53,560.00	0.00	0.00	44,060.00	0.00	9,500.00	82
01-444-192	Employee FICA	4,106.00	0.00	0.00	3,493.60	0.00	612.40	85
01-444-194	Employee UC Tax	500.00	0.00	0.00	317.25	0.00	182.75	63
01-444-195	Employee Workers Comp Insurance	200.00	0.00	0.00	88.20	0.00	111.80	44
01-444-196	Employee Insurance Coverage	11,507.00	0.00	0.00	12,274.89	0.00	767.89-	107
01-444-197	Employee Pension Contributions	3,749.00	0.00	0.00	0.00	0.00	3,749.00	0
01-444-226	Supplies	9,010.00	0.00	0.00	1,532.02	0.00	7,477.98	17
01-444-317	Market House, Contracted Services	10,000.00	0.00	0.00	14,002.97	0.00	4,002.97-	140
01-444-318	Payroll Processing Fees	120.00	0.00	0.00	94.15	0.00	25.85	78
01-444-321	Market House, Phone & Internet	3,000.00	0.00	0.00	3,046.63	0.00	46.63-	102
01-444-361	Market House, Electrical Usage	9,000.00	0.00	0.00	11,912.96	0.00	2,912.96-	132
01-444-362	Market House, Natural Gas Usage	10,400.00	0.00	0.00	12,130.07	0.00	1,730.07-	117
01-444-366	Market House, Water & Sewer Usage	4,000.00	0.00	0.00	4,124.16	0.00	124.16-	103
01-444-373	Market House, Maintenance of Building	12,000.00	0.00	0.00	5,961.10	0.00	6,038.90	50
01-444-430	Market House, Property Tax Expense	9,010.00	0.00	0.00	0.00	0.00	9,010.00	0
Control : 000	Total	140,162.00	0.00	0.00	113,038.00	0.00	27,124.00	81
01-450-000	BOARDS & COMMITTEES CONTROL ACCOUNT:							
01-450-101	HARB - Agenda & Minutes Contracted Svcs	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-450-301	Parks & Recreation - Operational	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-450-401	Community Programs - Operational	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
01-450-601	Zoning Hearing Board - Stenographer	6,000.00	0.00	0.00	3,132.27	0.00	2,867.73	52
01-450-701	Civil Service Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0
01-450-801	Columbia River Front Advisory Committee	500.00	0.00	0.00	0.00	0.00	500.00	0

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-450-901	Planning Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0
Control : 000	Total	15,500.00	0.00	0.00	3,132.27	0.00	12,367.73	20
01-452-000	CONTRIBUTIONS CONTROL ACCOUNT:							
01-452-505	Columbia Historic Preservation Society	7,500.00	0.00	0.00	7,500.00	0.00	0.00	100
01-452-541	Mount Bethel Cemetery	5,000.00	0.00	0.00	5,000.00	0.00	0.00	100
01-452-544	Columbia Public Library	5,000.00	0.00	0.00	5,000.00	0.00	0.00	100
01-452-545	Columbia United Veterans Council	500.00	0.00	0.00	500.00	0.00	0.00	100
Control : 000	Total	18,000.00	0.00	0.00	18,000.00	0.00	0.00	100
01-454-000	PARKS & COL. CROSSING CONTROL ACCOUNT:							
01-454-372	Columbia Crossings, Natural Gas Usage	3,000.00	0.00	0.00	2,758.07	0.00	241.93	92
01-454-373	Columbia Crossings, Land Sale Inst(OCPG)	5,000.00	0.00	0.00	5,000.00	0.00	0.00	100
01-454-374	Columbia Crossings, Electrical Usage	3,500.00	0.00	0.00	2,589.12	0.00	910.88	74
01-454-375	Columbia Crossings, Water & Sewer Usage	2,000.00	0.00	0.00	2,017.98	0.00	17.98	101
01-454-376	Columbia Crossings, Phone	3,783.00	0.00	0.00	2,922.90	0.00	860.10	77
01-454-377	Columbia Crossings, Contracted Services	6,000.00	0.00	0.00	4,654.48	0.00	1,345.52	78
01-454-378	Columbia Crossings, Building/Prop Maint.	5,000.00	0.00	0.00	7,338.00	0.00	2,338.00	147
01-454-379	Columbia Crossing, Contracted Mgmt Fees	114,863.00	0.00	0.00	114,863.00	0.00	0.00	100
01-454-451	Maintenance of Parks - Makle Park	2,060.00	0.00	0.00	2,595.83	0.00	535.83	126
01-454-452	Maintenance of Parks - River Park	3,773.00	0.00	0.00	2,560.02	0.00	1,212.98	68
01-454-453	Maintenance of Parks - Locust Park	6,180.00	0.00	0.00	3,456.76	0.00	2,723.24	56
01-454-454	Maintenance of Parks - Veterans Memorial	2,060.00	0.00	0.00	1,227.80	0.00	832.20	60
01-454-455	Maintenance of Parks - Rotary Park	2,575.00	0.00	0.00	928.50	0.00	1,646.50	36
01-454-456	Maintenance of Parks - Mount Bethel	500.00	0.00	0.00	0.00	0.00	500.00	0
01-454-457	Maintenance of Parks - Town Square	2,060.00	0.00	0.00	119.25	0.00	1,940.75	6
01-454-458	Maintenance of Parks - Zion Hill	500.00	0.00	0.00	0.00	0.00	500.00	0
Control : 000	Total	162,854.00	0.00	0.00	153,031.71	0.00	9,822.29	94
01-471-000	CONTROL ACCOUNT DEBT SERVICE PRIN							
01-471-217	Principal - FULTON bond refi 2021	547,476.00	0.00	0.00	475,000.00	0.00	72,476.00	87
Control : 000	Total	547,476.00	0.00	0.00	475,000.00	0.00	72,476.00	87
01-472-000	CONTROL ACCOUNT DEBT SERVICE - INTEREST							
01-472-217	Interest- FULTON bond refi 2021	143,848.00	0.00	0.00	72,268.43	0.00	71,579.57	50
Control : 000	Total	143,848.00	0.00	0.00	72,268.43	0.00	71,579.57	50
01-491-000	OTHER EXPENSES CONTROL ACCOUNT:							
01-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	25.00	0.00	475.00	5
Control : 000	Total	500.00	0.00	0.00	25.00	0.00	475.00	5

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Fund: 01	GENERAL FUND BBT Budgeted Total	9,724,587.23	0.00	23,123.93	7,839,755.65	148.54-	1,861,707.65	81
Fund: 01	GENERAL FUND BBT Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 01	GENERAL FUND BBT Total	9,724,587.23	0.00	23,123.93	7,839,755.65	148.54-	1,861,707.65	81
18-410-000	POLICE:							
18-410-759	PD Community Camera System	40,000.00	0.00	7,070.77	13,803.90	0.00	19,125.33	52
Control: 000	Total	40,000.00	0.00	7,070.77	13,803.90	0.00	19,125.33	52
18-430-000	HI GHWAY MAINT GENERAL SERVICES:							
18-430-755	Grinder Replacement	508,000.00	0.00	0.00	0.00	0.00	508,000.00	0
18-438-001	Walnut St Improve./Smart Growth	50,000.00	0.00	0.00	107,019.72	0.00	57,019.72-	214
Control: 000	Total	558,000.00	0.00	0.00	107,019.72	0.00	450,980.28	19
18-444-000	MARKETS:							
18-450-001	McGi nness Ai rport Devel opement Project	500,000.00	0.00	0.00	484,360.46	0.00	15,639.54	97
18-450-002	McGi nness Project -2023	2,000,000.00	0.00	0.00	37,642.71	0.00	1,962,357.29	2
18-454-100	Park Improvements/Upgrades	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0
18-463-673	158 Ri ver Front Storm System-pl acehol der	0.00	0.00	0.00	142.92	0.00	142.92-	0
18-465-001	Columbi a Ri ver Park - Phase 3	20,000.00	0.00	0.00	17,526.78	0.00	2,473.22	88
18-465-002	Makle Park Improvements	606,015.00	0.00	0.00	0.00	0.00	606,015.00	0
Control: 000	Total	3,156,015.00	0.00	0.00	539,672.87	0.00	2,616,342.13	17
18-475-000	FISCAL AGENT FEES:							
18-480-400	4th Street Bridge Improvements	63,000.00	0.00	0.00	6,321.65	0.00	56,678.35	10
18-480-700	800 Block of Chestnut Street	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0
18-480-800	2nd St Perry St & Uni on St/CDBG	300,000.00	0.00	0.00	3,060.83	0.00	296,939.17	1
Fund: 18	CAPITAL FUND Budgeted Total	4,317,015.00	0.00	7,070.77	669,878.97	0.00	3,640,065.26	16
Fund: 18	CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 18	CAPITAL FUND Total	4,317,015.00	0.00	7,070.77	669,878.97	0.00	3,640,065.26	16
21-463-670	Ri ver Front Storm System Improvements	136,000.00	0.00	0.00	3,804.77	0.00	132,195.23	3
21-463-671	Shawnee/Mi ll St Drainage/Improvements	53,000.00	0.00	0.00	3,424.78	0.00	49,575.22	6
21-463-672	APPROVED ARPA Fund Exp - per guidel ines	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0
21-463-673	158 Ri ver Front Storm System Improve	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0
21-463-674	Dual Band Radios - Public Safety	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0
21-463-675	EOC - Lancaster County ARPA Match	12,060.00	0.00	0.00	138.31	0.00	11,921.69	1
21-492-001	Revenue Loss/Covi d-19 Financi al Impact	300,000.00	0.00	0.00	0.00	0.00	300,000.00	0
Control: 000	Total	1,439,060.00	0.00	0.00	16,750.34	0.00	1,422,309.66	1

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Fund: 21	American Rescure Plan FUND Budgeted Total	876,060.00	0.00	0.00	7,367.86	0.00	868,692.14	1
Fund: 21	American Rescure Plan FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 21	American Rescure Plan FUND Total	876,060.00	0.00	0.00	7,367.86	0.00	868,692.14	1
30-000-000	Bond Capital Expense							
30-400-000	BOND CAPITAL PROJECTS CONTROL ACCOUNT:							
30-401-001	Transfer to Fund Balance Reserves	850,000.00	0.00	0.00	0.00	0.00	850,000.00	0
30-438-001	Walnut Street Improvements/Smart Growth	867,100.00	0.00	0.00	0.00	0.00	867,100.00	0
30-444-375	Market House Improvements (RACP Phasel)	0.00	0.00	0.00	861.10	0.00	861.10	0
30-444-376	Economic Development Improv (RACP P2)	899,500.00	0.00	0.00	632.40	0.00	898,867.60	0
30-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	2,617,100.00	0.00	0.00	1,493.50	0.00	2,615,606.50	0
Fund: 30	BOND CAPITAL FUND Budgeted Total	2,617,100.00	0.00	0.00	1,493.50	0.00	2,615,606.50	0
Fund: 30	BOND CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 30	BOND CAPITAL FUND Total	2,617,100.00	0.00	0.00	1,493.50	0.00	2,615,606.50	0
35-430-000	HI GHWAY MAINTENANCE:							
35-432-200	Snow & Ice Removal	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0
35-433-001	Traffic Control Devices	12,000.00	0.00	4,550.00	0.00	0.00	7,450.00	38
35-434-001	Street Lighting - Electrical Usage	102,591.00	0.00	0.00	82,545.81	0.00	20,045.19	80
35-434-002	Traffic Lights - Electrical Usage	9,500.00	0.00	0.00	5,101.83	0.00	4,398.17	54
35-438-245	Hi ghway Supplies/Aggregates	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
35-438-246	Hi ghway Supplies/Other	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
35-438-247	Hi ghway Equipment Maintenance	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0
35-439-085	Current Year Street Paving Projects	175,000.00	0.00	4,572.39	57,350.70	0.00	113,076.91	35
35-454-074	CDBG - Perry and Union (2nd St)	300,000.00	0.00	0.00	5,895.17	0.00	294,104.83	2
Control: 000	Total	634,591.00	0.00	9,122.39	150,893.51	0.00	474,575.10	25
Fund: 35	HI GHWAY AID FUND Budgeted Total	634,591.00	0.00	9,122.39	150,893.51	0.00	474,575.10	25
Fund: 35	HI GHWAY AID FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 35	HI GHWAY AID FUND Total	634,591.00	0.00	9,122.39	150,893.51	0.00	474,575.10	25
Final Budgeted		18,169,353.23	0.00	39,317.09	8,669,389.49	148.54-	9,460,646.65	48
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		18,169,353.23	0.00	39,317.09	8,669,389.49	148.54-	9,460,646.65	48

Account Number	Account Description	Account Type	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - ADMIN	0	24.39	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - POLICE	0	154.15	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - CODES	0	12.19	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - ZONING	0	8.13	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - PW	0	32.52	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/06/23	Expenditure	ADP Payroll Fees - MRKT HOUSE	0	4.06	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL s front st 300359947	0	178.60	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 429 s front st 300416106	0	144.91	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL11 front st security camera 300251879	0	32.52	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 308 locust st 300269611	0	1,011.45	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 137 S FRONT ST 300610070	0	259.47	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 254 BLUE LN GATE 300254898	0	27.90	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL BLUE LN wr 62638 300405497	0	37.13	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 1020 manor st 300302571	0	18.78	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL ave l cameras 300409051	0	27.17	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 11 s 3rd market house 301279238	0	1,557.95	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/10/23	Expenditure	PPL 700 franklin st 300351184	0	22.52	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	ADP-monthly fees local taxes	0	55.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	53.14	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	17.61	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	335.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	24.52	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	21.05	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	68.93	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/13/23	Expenditure	PA UC Fund	0	9.16	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - ADMIN	0	48.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - POLICE	0	151.99	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - CODES	0	12.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - ZONING	0	4.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - PW	0	32.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/19/23	Expenditure	ADP Payroll Fees - MRKT HOUSE	0	4.00	TBENNETT
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone boro	0	173.72	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone police	0	298.09	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone codes	0	114.38	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone public works	0	84.36	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone ema	0	84.36	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone planning mng	0	42.18	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	VERIZON cell phone market mng	0	42.18	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LEAF 14396799 copier rental admin	0	160.81	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LEAF 14412397 copier rental police	0	160.66	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	FP FINANCE 34722402 postage meter	0	85.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 137A front st 10122 123122 045237	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 41 walnut st 10122 123122 048634	0	113.40	LGERFIN

Account Number	Account Description	Account Type	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 1020 manor st 10122 123122 047973	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 137 front st 10122 123122 044913	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 15 s 3rd st 10122 123122 045653	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 400 locust 10122 123122 043330	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 308 locust 10122 123122 051741	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	LASA 700 franklin 10122 123122 048244	0	108.00	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 157 hydrants 98000100	0	10,174.25	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 480 Locust st 00002079	0	20.15	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER fire service/sprinkler 440 s front 98001	0	431.16	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER fire service/sprinkler 15 s 3rd 98017900	0	431.16	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 15 s 3rd 13017100	0	190.53	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 137 s front st 12001501	0	168.62	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 420 s front st 12000610	0	127.67	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 430 s front st 12000600	0	161.32	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 41 walnut st 06006410	0	137.35	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 308 locust st 06002900	0	164.97	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 431 s front st 00007607	0	22.34	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 137 s front st 12001500	0	54.80	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COL WATER 700 franklin st 00007185	0	20.15	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 440 s front st 8993112890103570	0	71.95	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 41 walnut st 8993112890112282	0	310.55	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 420 s front st 8993112890103588	0	104.48	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 308 locust st adnl bsns 8993112890154821	0	149.39	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 431 s front st 8993112890108447	0	306.88	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 15 s 3rd st 8993112890155828	0	274.77	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	COMCAST 308 locust st 8993112890107043	0	325.19	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI col wwtp 411006753577	0	33.13	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI 137 s front st 411000209568	0	33.54	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI 15 s 3rd st 411000981927	0	28.76	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI 308 locust st 411000713759	0	28.36	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI columbia market 411001631141	0	29.15	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI 431 s front st 411001174845	0	28.36	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI 15 s 3rd st restaurant 411012916192	0	104.13	LGERFIN
01-100-104	Cash In Bank - Reg	Asset	10/31/23	Expenditure	UGI S Front St WWTP 411000642404	0	28.36	LGERFIN



## Active Legislation Priority List

Originated	Category	Code Section	Purpose	Due Date	Lead	Status
Borough	Code Amendments	Chapter 112	Roles of the Code Official (See also Amendment to Chapter 166)	August	Paula	In process
Borough	Code Amendments	Chapter 145	Market House Amendments	2024	Chris V/Mark	Not started
Borough	Code Amendments	Chapter 166	Rental Properties (See also Amendment to Chapter 112)	August	Paula	In process
Borough	Code Amendments	Chapter 186	Streets/Curbs/Sidewalks	September	Derek/Jake/Mark	Council workshop - need follow up
Borough	Code Amendments	Chapter 186 Art VII	Sidewalk Cafés	September	Sharon	Adopted 10/10/2023
Borough	Code Amendments	Chapter 198	Food Truck ordinance	Winter	Mark	Not started
Borough	Code Amendments	Chapter 207.7-19	Update Parking	Winter	Evan/Jake/Mark/	Not started
Borough	Code Amendments	Chapter 220	Rezoning of N Second Street properties	Waiting on Comp Plan Adoption	Staff	on hold for Comp Plan
Borough	Code Amendments	Chapter 220	Short Term Rentals	Fall	Staff	In process
Borough	Code Amendments	Chapter 220	Text amendment related to the 2019 Rezonings	Waiting on Comp Plan Adoption	Staff	on hold for comp plan
Borough	Code Amendments	Chapter 220	Downtown Business district text amendment	Waiting on Comp Plan Adoption	Staff	on hold for comp plan
Borough	Code Amendments	Chapter 220	Text amendments related to the MIP Project including use table and dimensional changes	July/August	Staff	in process
Private	Code Amendment	Chapter 220	Signs - Billboards	July/August	Staff	Pending Action 12/12/2023
Borough	Code Amendments	Chapter 24	Fire Department/Fire Chief	2024	Mark	Not started
Borough	Code Amendments	Chapter 74 Art II	Knox Box Regulations	August/September	Paula	Ready for Council
Borough	Code Amendments	Chapter 90	Park and Open Space Rules	July/August	Evan/Mark	
Borough	Ordinance Amendment	Ordinances 840 and 841	Residential LERTA Commercial LERTA	HOLD	Mark/Evan	On Hold
Borough	Code Amendments	Various	Special Events Ordinance	Fall	Pam A/Chief/Mark	In process
Borough	Code Amendments	Chapter 220	Text amendment related to Side yard maintenance easements	Fall 2023	Evan/Mark	On HOLD looking for other options
Borough	Code Amendments	Chapter 207.11	Text amendment to update the Handicap parking regulations	Fall 2023	Evan/Mark	Approved for advertising
Borough	Code Amendments	Various	Update Code to remove references to Committees	2024	Mark/Evan	Not started
Borough	Plans/Reports		Comprehensive Plan	26-Sep-23	Sharon/Mark	Adopted 9/26/2023

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** November 28, 2023

**DEPARTMENT:** Planning/Zoning/Historic

**TITLE:** 144 Locust Street – Certificate of Appropriateness

### BACKGROUND AND JUSTIFICATION:

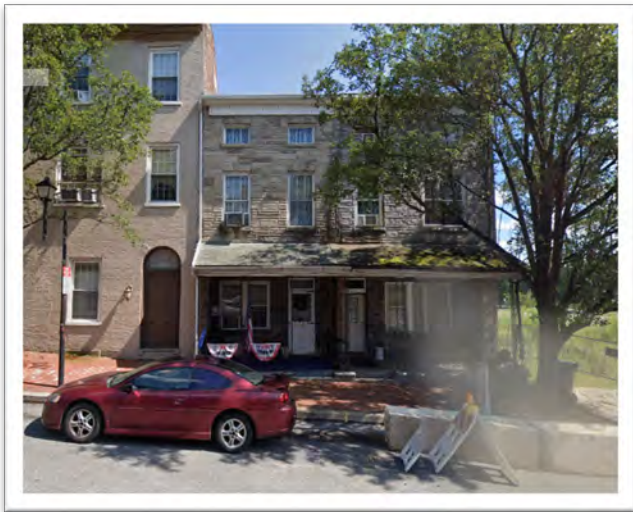


Figure 1- 144 Locust Street, Google Maps Street View

The applicant, Red Canna LLC, is in the midst of renovating and updating the unit at 144 Locust Street.

As such, a permit application was submitted to replace windows in August of 2023. The permit was given a HARB Administrative Approval to replace the existing wood windows with vinyl replacement windows.

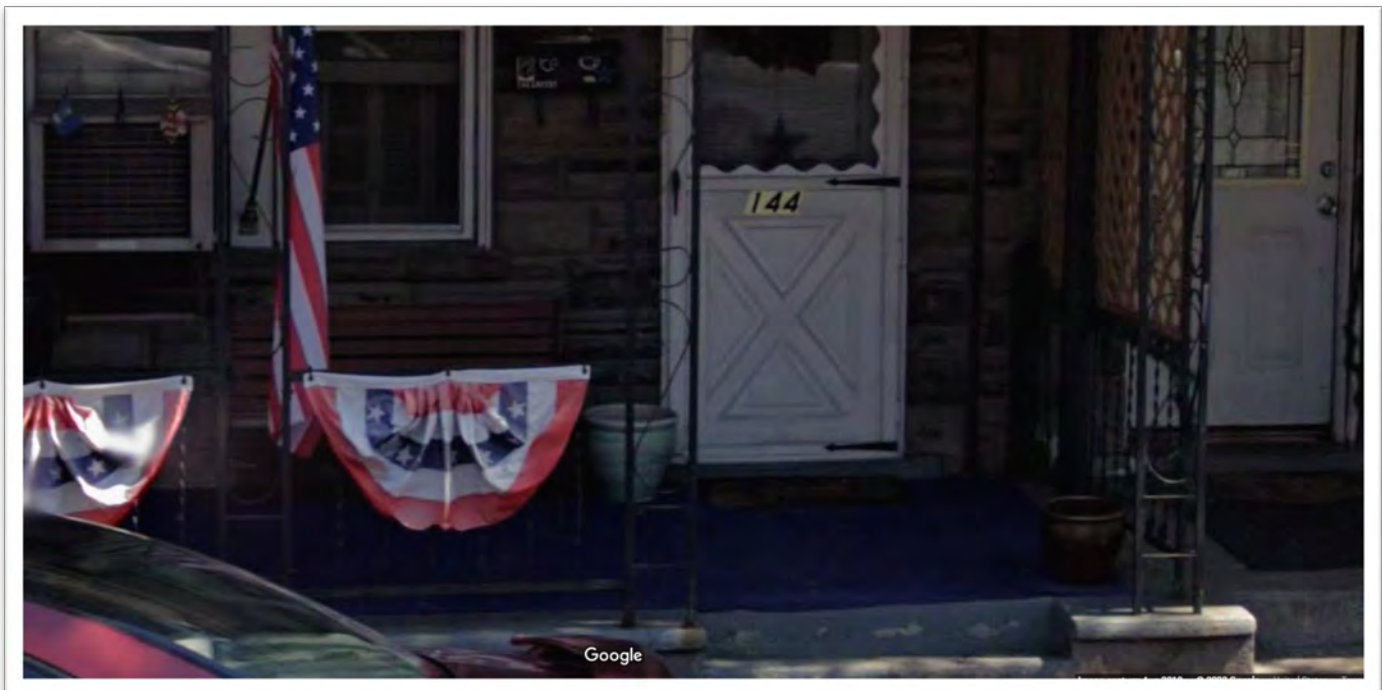


Figure 2- Google Maps Street View of front porch prior to modification.

Upon inspection, it was found that the existing metal railing had been removed and replaced with a wood railing and large gauge wire mesh, as shown in the October 2023 photos below:



*Figure 3- New Porch Railing Materials, October 2023 Columbia Borough Staff.*



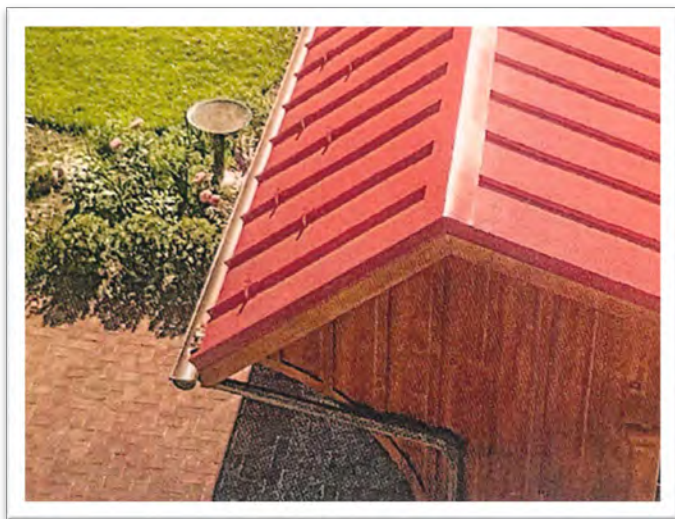
*Figure 5- Alt. View Front Porch Railing Material Changes, October 2023, Columbia Borough Staff*



*Figure 4- View from Across the Street, October 2023, Columbia Borough Staff*

The applicant was sent a notice of violation and directed to submit an application to the HARB for their review and recommendation to Borough Council regarding the material changes to the front porch railing.

Two subsequent applications were then submitted in the beginning of October, one to update plumbing and mechanical systems and the other to change the front porch roof and railing materials. The application also included painting the façade the color “magic black” and replace the existing asphalt shingle front porch roof with a 24-gauge “Bright Red” standing seam metal roof, such as shown in the photo below.



*Figure 6 Standing Seam Metal Roof, example provided by applicant.*

The plumbing and mechanical permit was approved, while the exterior porch material changes were placed on HARB’s October Agenda.

The October HARB meeting was cancelled due to a lack of quorum and placed on the November HARB Agenda. In the interim, staff provided administrative approval to allow the applicant to paint the façade of the structure. Please see the attached zoning officer determination for additional information regarding this approval.

**Staff Analysis:**

At issue is the role of a contributing structure versus a non-contributing structure with the Historic District. The Borough’s 1980 Historic Property Survey provided the following review of 144 Locust Street:

“Federal to Greek Revival. 144 Locust Street is half of a double house, brick, 2 ½ stories, two bay each. Originally Federal with Greek Revival overtones, they have been radically altered, with few original details remaining. The façade is now faced with PermaStone, the first story has a full porch with rolled steel columns and balustrade.

The sequence of fenestration is, left to right, double 1/1 window, door minus transom but with pseudo-colonial storm door, repeat door, repeat window. The second story 6/6 windows are headed by perm-stone segmented flat arches with keystones. The tripartite eyebrow windows in the attic are treated in a similar fashion. The cornice is a simple one over a deep flat frieze. A tin roof remains. Chimney placement is now on the right side.”

In general, a local historic district is made up of individual properties. The individual properties within that district are classified and/or listed as either contributing or non-contributing:

- A contributing classification means the property adds to the historic association and/or

architectural importance for which the district is significant. It must have been present during the district's historic period of significance and must physically retain a majority of the architectural characteristics representing that era.

- A non-contributing classification means the property is either later than the period of significance, has been altered in a major way such that the original form and/or materials and features are no longer present, or the building has deteriorated beyond reasonable repair.

As discussed above, the Borough's Historic Property Building Survey states that the structure at 144 Locust Street has been radically altered with few original details remaining. Furthermore, the survey did not provide a designation of "Condition Integrity" or "Significance" as it did for nearly every other structure surveyed in the district. Staff is unsure of why this is.

The HARB must decide if the proposed alterations are appropriate for a non-contributing structure in the HARB District and provide a recommendation to the Borough Council regarding the appropriateness of the proposed material changes in the Historic District.

At the November 8<sup>th</sup> HARB Meeting the board approved, in a 3/2 vote, the requested material changes without condition. The primary reason stated was the non-contributing property description provided in the 1980 Historic Property Survey.

**MOTION:** Approve/Deny Certificate of Appropriateness for the Front Porch Roof and Railing material changes as identified in the application.

**ATTACHMENT(S):**

- HARB Board Review Materials, including Z.O. Determination.



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

AGENDA DATE: November 3, 2023

TO: Historic Architecture Review Board

RE: HARB COA for 144 Locust Street  
Permit No.23-287/Account No.  
1103133000000

FROM: Jessica Fieldhouse, Zoning Officer

TITLE: Consideration of a Certificate of Appropriateness (COA) for exterior renovations and material changes to the porch roof and railing.

OWNER/APPLICANT: Red Canna, LLC  
423 Wetherburn Drive  
Lancaster, PA 17601

Contractor: GCS  
Willow Street, PA

**PROJECT DESCRIPTION:** Material changes to porch roof and railing. Existing shingle roof is proposed to be replaced with a corrugated metal roof and the existing wrought iron porch railing replaced with wood railings and wire mesh.

**PROPERTY DESCRIPTION:** Federal to Greek Revival. 144 Locust Street is half of a double house, brick, 2 ½ stories, two bay each. Originally Federal with Greek Revival overtones, they have been radically altered, with few original details remaining. The façade is now faced with PermaStone, the first story has a full porch with rolled steel columns and balustrade.

The sequence of fenestration is, left to right, double 1/1 window, door minus transom but with pseudo-colonial storm door, repeat door, repeat window. The second story 6/6 windows are headed by perm-stone segmented flat arches with keystones. The tripartite eyebrow windows in the attic are treated in a similar fashion. The cornice is a simple one over a deep flat frieze. A tin roof remains. Chimney placement is now on the right side.

*The above taken from the Historic Property Building Survey.*

SECRETARY OF THE INTERIOR STANDARDS THAT APPLY: 9

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

PROJECT BACKGROUND

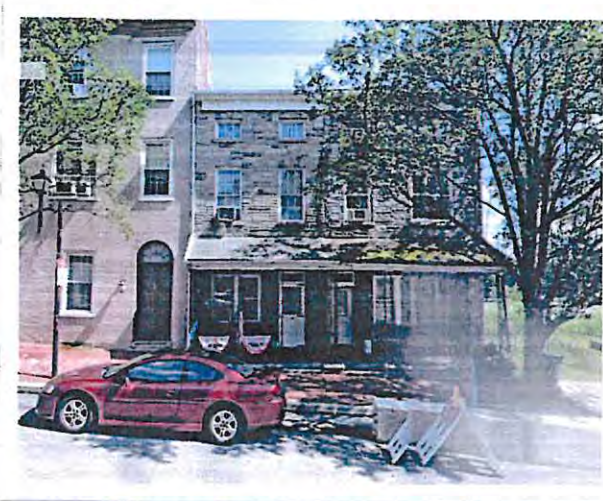
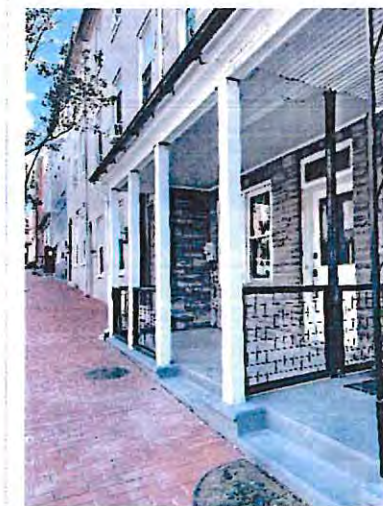
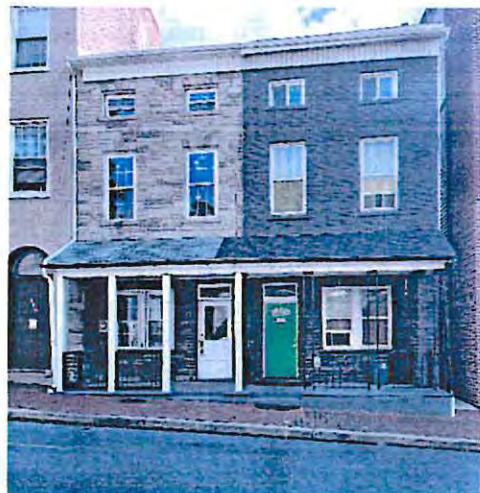


Figure 1- 144 Locust Street, Google Maps Street View

The applicant, Red Canna LLC, is in the midst of renovating and updating the unit at 144 Locust Street.

As such, a permit application was submitted to replace windows in August of 2023. The permit was given a HARB Administrative Approval to replace the existing wood windows with vinyl replacement windows.

Upon inspection, it was found that the existing wrought iron railing had been removed and replaced with a wood railing and large gauge wire mesh, as shown in the October 2023 photos shown below:



The applicant was sent a notice of violation and told to submit an application to the HARB.

Two subsequent applications were submitted in the beginning of October to update plumbing and mechanical systems and to change the porch roof and railing materials.

The plumbing and mechanical permit was approved, while the exterior porch material changes are before the HARB for discussion and a recommendation to the Borough Council.

In addition to the porch railing materials, the applicant is proposing to paint the façade the color “magic black” and replace the existing asphalt shingles with a 24 gauge “Bright Red” corrugated metal roof, like the roof shown in the photo below:



The application was placed on the October HARB Agenda, however, the meeting was cancelled due to member absences and a lack of quorum and placed on the Board’s November Agenda.

Additionally, due to the oncoming change in weather the applicant was given permission to paint the façade in advance of the November

HARB meeting. Please see the attached Zoning Officer Determination for additional information.

#### **STAFF ANALYSIS:**

At issue is the role of a contributing structure versus a non-contributing structure.

In general, a local historic district is made up of individual properties. The individual properties within that district are classified and/or listed as either contributing or non-contributing:

- A contributing classification means the property adds to the historic



association and/or architectural importance for which the district is significant. It must have been present during the district's historic period of significance and must physically retain a majority of the architectural characteristics representing that era.

- A non-contributing classification means the property is either later than the period of significance, has been altered in a major way such that the original form and/or materials and features are no longer present, or the building has deteriorated beyond reasonable repair.

As discussed above, the Borough's Historic Property Building Survey states that the structure at 144 Locust Street has been radically altered with few original details remaining, a non-contributing structure.

The HARB must decide if the proposed alterations are appropriate for a non-contributing structure in the HARB District.

- **END STAFF ANALYSIS**



Borough of Columbia
ZONING /HARB REVIEW

23-287

9-18-23

Date of Application

Check List: Your completed application should include:
- [ ] HARB Letter of Intent (LOI)
- [ ] Plot Plan Drawings
- [ ] Elevation Drawings
- [ ] Photographs
- [ ] Disclosure or Utility Cut
- [ ] Material Sample
- [ ] Other (specify):

PLEASE PRINT OR WRITE LEGIBLY

1. Owner's Name: Red Canna 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: 144 Locust St. Columbia Pa
Mailing Address (if different): 423 Wetherburn Drive
City: Lancaster State: Pa Zip: 17601
Phone (daytime): 717-538-2629 Email: lawad@diamantoniteam.com

2. Street Address of Property to be Reviewed (if different): 144 Locust St Columbia Pa

3. Contractor's Name: GCS
Street Address:
Mailing Address (if different):
City: Willow Street State: Pa Zip:
Phone (daytime): 717-420-6288 Email: gcs@lancasterpa@gmail.com

4. Architect/Engineer (if applicable):
Street Address:
Mailing Address (if different):
City: State: Zip:
Phone (daytime): Email:

5. Property Use (Check all that apply):
[X] Single Family Residence
[ ] Multi-Family Residence
[ ] Office
[ ] Commercial Retail
[ ] Industrial
[ ] Institutional
[ ] Vacant
Particular Building Type:
[ ] single, detached
[X] duplex
[ ] row
[ ] apartment building
[ ] warehouse
[ ] other
Property Data (if unknown, leave blank)
1. Date building constructed:
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

new windows (white w grids) PERMIT 23-221 WAS ISSUED FOR WINDOWS  
new metal roof on porch area  
paint formstone black magic with white trim PER M.S. FORMSTONE NOT HISTORIC  
new posts and hogwire railings

7. Costs

Estimate the total cost of the alteration(s): renovation total over \$150,000

8. Date of Review

Date of meeting at which application will be reviewed: 10-11-23

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: Laura Diamentoni Date: 9-18-23

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: \_\_\_\_\_



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

October 17, 2023

Red Canna, LLC.  
144 Locust Street  
Columbia, PA

Re: Notice of Violation - Historic District  
144 Locust Street, Columbia  
S. 130-21 Enumeration of Standards; and,  
S. 130-22 (8). Design Guidelines

Dear Property Owner:

This written communication is regarding modifications made to the structure located at 144 Locust Street, Columbia Borough. The Borough issued permit#230273 for improvements related to window replacements, plumbing work, HVAC work, electrical work, and bathroom remodeling.

At a recent inspection, Borough staff noted that the wrought iron railings were removed and replaced with wood and wire fencing. The Borough's Historic District specifically states that:

- Section 130-21 Enumeration of Standards. (6) - Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Section 130-22 Design Guidelines. (8) - Relationship of architectural details: preserving character-defining features of buildings, such as architectural details, including but not limited to cornices, lintels, arches, quoins, balustrades and ironwork, chimneys, etc.

The above-noted permit did not include the removal and replacement of the wrought iron porch railing. Chapter 130: Historic District of the Borough's codified ordinances require that historic features be repaired rather than replaced. Furthermore, if, because of significant deterioration the feature must be replaced, then the replacement materials should be substantially similar to the old design.

The wood and hog wire railing that replaced the wrought iron porch railing does not meet the above Historic District Requirements and must be replaced with a railing that is substantially

similar or seek approval for the design change from the Historic Architectural Review Board (HARB).

Please contact our office at 717-684-2467 within thirty (30) days to discuss mitigation of the violation.

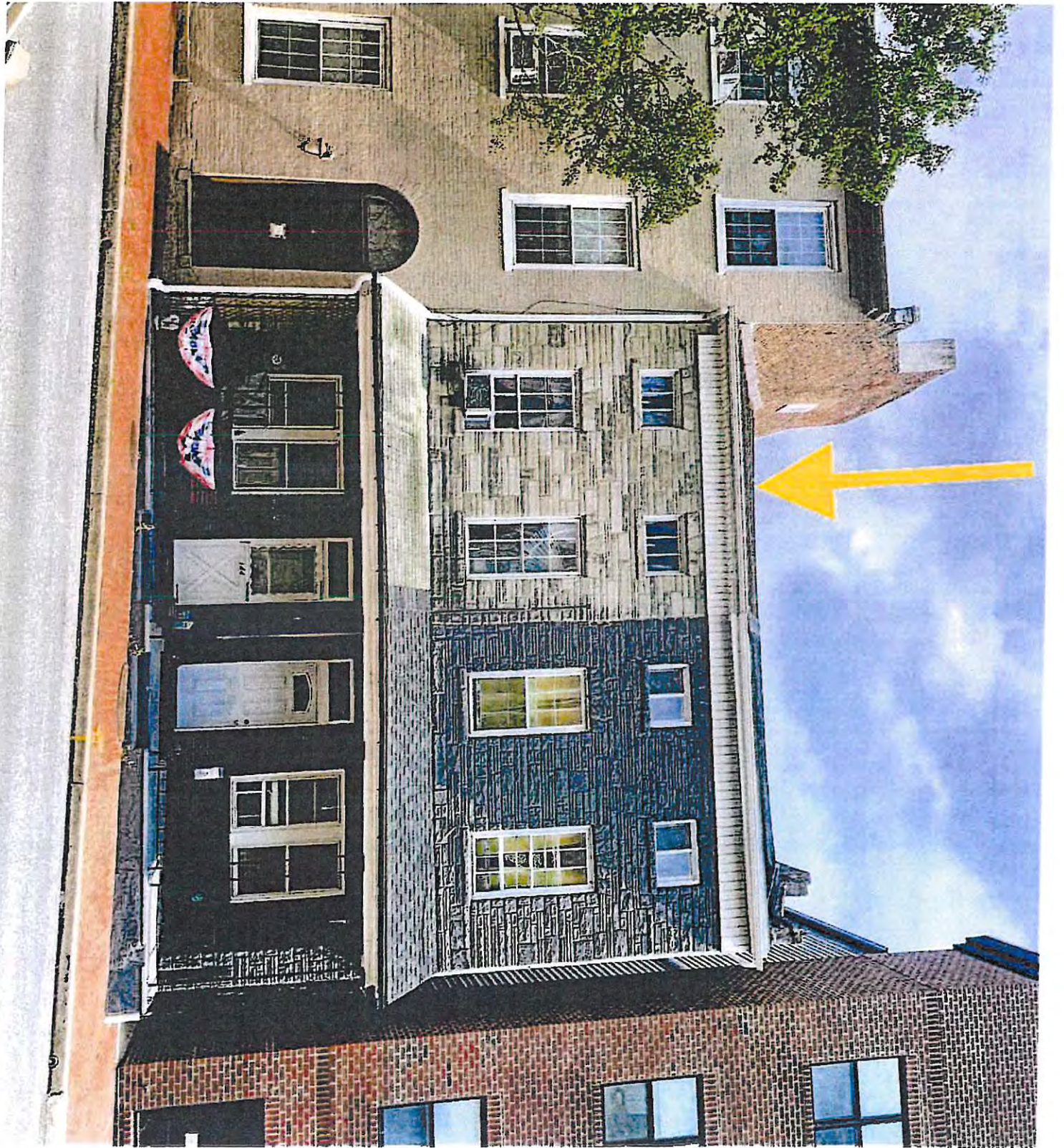
Respectfully,

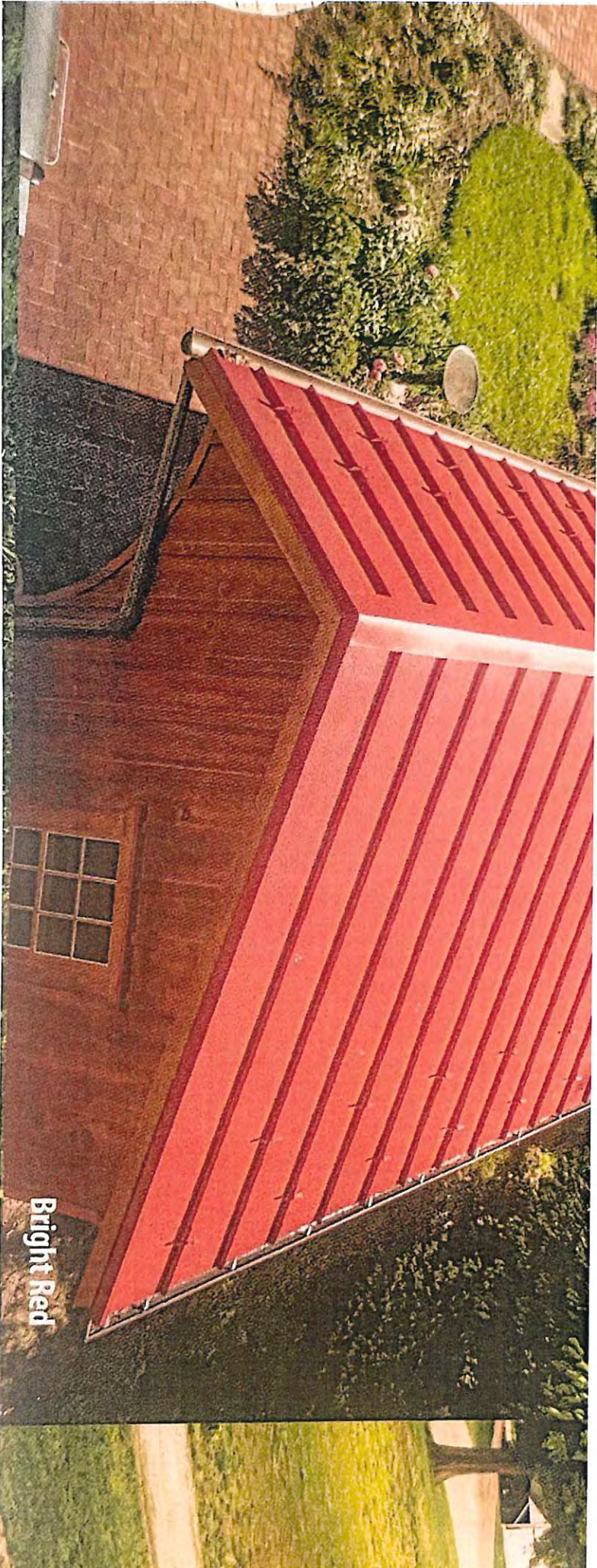


Jessica M. Fieldhouse, Zoning Officer

Cc: File

144 Locust St Columbia front



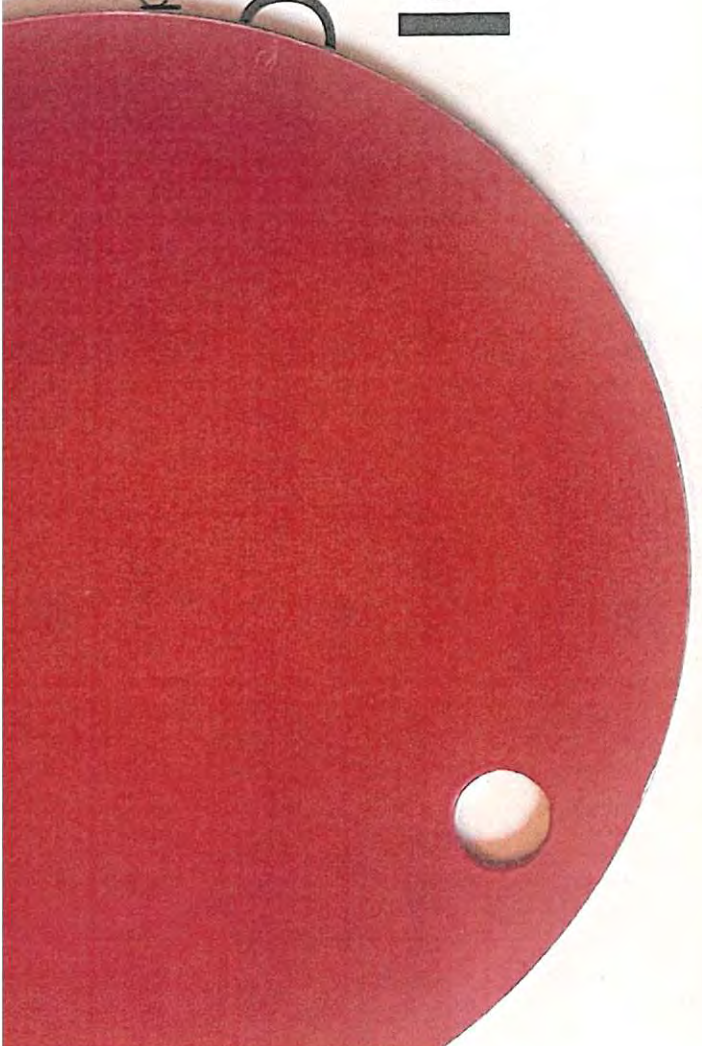


Bright Red

# ABS Seam Panel

## 24 Gauge AZ500

Also available 24 gauge Bright White and



1A1

C3

6991

k Magic



ABSeam

**Bright Red**

24 gauge

A.B. Martin Roofing Supply

Ephrata, PA

Newville, PA

717-445-6885

717-776-5951



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

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**RESOLUTION NO. 2023-**

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**A RESOLUTION OF THE BOROUGH OF COLUMBIA AUTHORIZING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING THE YEAR 2024**

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

**RESOLVED**, that for the expenses of fiscal year 2024, the following amounts are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2024 for the specific purposes set forth on the following pages. Said sums are set forth and detailed on the pages and such pages are incorporated herein by reference.

**RESOLVED AND ADOPTED** this \_\_\_\_\_ by the Columbia Borough Council.

**ATTEST:**

**Columbia Borough Council**

\_\_\_\_\_  
Mark E Stivers  
Borough Manager and Secretary/Treasurer

\_\_\_\_\_  
Heather Zink  
Borough Council President



**Borough of Columbia**

Annual Budget 2024  
Resolution 2022-  
EXHIBIT A

	Budget 2024	% change over 2023
<b>Revenues</b>		
<b>General Fund (01)</b>	<b>\$ 8,632,790</b>	<b>4.13%</b>
301-Real Property Taxes	\$ 4,718,428	
310-Local Tax Act 511	\$ 1,577,948	
320-Licenses & Permits	\$ 155,844	
330- Fines & Forfeits	\$ 239,674	
340-Interest, Rent & Royalties	\$ 237,684	
350-Intergovernmental Revenues	\$ 408,952	
361-Charges for Services & Materials	\$ 98,284	
362-Public Safety	\$ 394,648	
363-Highways & Streets	\$ 232,572	
370--390-Miscellaneous Revenue & Rebates	\$ 568,756	
<b>Capital Fund (18)</b>	<b>\$ 3,969,575</b>	<b>-8.05%</b>
<b>American Rescue Fund (21)</b>	<b>\$ 639,000</b>	<b>-27.06%</b>
<b>Fund (30)</b>	<b>\$ 3,095,600</b>	<b>18.28%</b>
<b>Liquid Fuels Fund (35)</b>	<b>\$ 831,075</b>	<b>30.96%</b>
<b>Total Revenues</b>	<b>\$ 17,168,040</b>	
<b>Expenditures</b>		
<b>General Fund (01)</b>	<b>\$ 8,632,790</b>	<b>4.13%</b>
400-General Government-Elected Officials	\$ 12,100	
401-402-General Government - Admin	\$ 686,873	
403-General Government - Tax Collection	\$ 26,872	
404-General Government - Solicitor/Legal Services	\$ 152,308	
408-General Government - Engineering Services	\$ 124,800	
409-General Government- Buildings & Properties	\$ 443,029	
410-Public Safety -Police	\$ 4,159,543	
411-Public Safety - Fire	\$ 256,353	
413-Public Safety - Code Compliance	\$ 354,767	
414-Public Safety- Planning & Zoning	\$ 185,729	
415-Public Safety - Emergency Management	\$ 6,075	
426-Public Works-Recycling Collection & Disposal	\$ 79,804	
429-Public Works - WW Collection/Disposal	\$ 14,550	
430-Public Works-Highway	\$ 1,106,511	
433-Public Works-Traffic Control & Street Lights	\$ 25,000	
444-Market House	\$ 154,580	
450-Boards & Committees	\$ 15,500	
452-Contributions & Community Investment	\$ 30,000	
454-Culture- Parks	\$ 168,575	
457-Recreation Community	\$ 8,000	
471-Debt Services	\$ 621,321	
491-492- Other Financing Uses	\$ 500	
<b>Capital Fund (18)</b>	<b>\$ 3,969,575</b>	<b>-8.05%</b>
<b>American Rescue Fund (21)</b>	<b>\$ 639,000</b>	<b>-27.06%</b>
<b>Fund (30)</b>	<b>\$ 3,095,600</b>	<b>18.28%</b>
<b>Liquid Fuels Fund (35)</b>	<b>\$ 831,075</b>	<b>30.96%</b>
<b>Total Expenditures</b>	<b>\$ 17,168,040</b>	

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** November 28, 2023

**DEPARTMENT:** Administration

**TITLE:** Proposal by Rue Environmental for Phase I.b Archaeological Study of McGinness Innovation Park

**BACKGROUND AND JUSTIFICATION:** Rue Environmental has presented the Borough with proposal for Phase 1.b additional historic documentation as required by PA SHPO. The previous Phase 1.a study led to the recommendation to complete a Phase 1.b archaeological survey for portions of the project area. Fieldwork will include excavation of shovel test pits (STPs) at 15-m intervals, as well as additional STPs around STPs that yield artifacts.

The proposed total cost for all four tasks is \$13,522.50.

**MOTION:** Consider authorizing staff to execute the agreement with Rue Environmental to complete the Phase 1.b archaeological study for the McGinness Innovation Park.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	\$13,522.50	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$13,522.50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY23 Budget</b>	<b>Current Balance</b>	<b>Agenda Expenditure</b>	<b>Balance</b>
18-450-002	McGinness Project – 2023	2,000,000		\$13,522.50	

C. Legal Review:

**ATTACHMENT(S):**

- Rue Environmental Proposal Phase 1.b



**TECHNICAL PROPOSAL  
PHASE IB ARCHAEOLOGY  
MCGINNESS INNOVATION PARK PROJECT  
LANCASTER COUNTY, PENNSYLVANIA**

**Submitted to: Columbia Borough  
Submitted by: Rue Environmental LLC  
Contact Person: David Rue, Ph.D.  
November 8, 2023  
Rue Project No. 983**

A previous Phase Ia study led to the recommendation to complete a Phase Ib archaeological survey for portions of the project area. The project includes re-use of an area used formerly as a quarry and an airport. The Phase Ia study recommended subsurface testing on 7.4 acres as well as documentation via photos and minimal testing in a 3.36-acre area with quarry remains. Within the 7.4 acres where subsurface testing was recommended, geomorphological studies were recommended for a 2.4-acre area with the potential for relatively deep buried cultural resources. After the geomorphologist completed a surface reconnaissance, it was clarified that the area in question will be used for open recreation with limited soil disturbance. Thus, shovel testing is proposed for the total 7.4 acres. In the area with surface quarry remains, it is assumed that a maximum of 10 STPs will be required.

The background research, fieldwork, and report preparation will follow current Pennsylvania State Historic. Fieldwork will include excavation of shovel test pits (STPs) at 15-m intervals, as well as additional STPs around STPs that yield artifacts. We estimate that 135 STPs will be required. A report or negative report form will be prepared and submitted to the client for review. Any need archaeological site forms will be prepared and submitted to the SHPO.

Fieldwork could commence within 20 days of notice to proceed. It will be completed by a two-person crew in 8 days.

**Costs: \$13,522.50**

**Cost Proposal, Phase IB Archaeology, McGinness**  
**Project Columbia Borough, Lancaster County, PA**  
Rue Environmental Project No. 983, November 8, 2023

**LABOR RATES: COST BY ASSIGNMENT AND TASK**

Personnel	Rate	Subtask (Hours)					Total Hours	Total Labor
		1	2	3	4	5		
Project Manager	\$127.00	2	0	0	0	2	4	\$ 508.00
Project Archaeologist	\$89.00	0	0	0	6	18	24	\$ 2,136.00
Field Director	\$60.00	0	0	64	8	2	74	\$ 4,440.00
Field Technician	\$41.00	0	0	64	0	0	64	\$ 2,624.00
Rpt Prep Specialist	\$68.00	0	0	0	0	2	2	\$ 136.00
GIS/ Graphics	\$89.00	0	0	0	0	8	8	\$ 712.00
<b>TOTAL</b>		<b>2</b>	<b>0</b>	<b>128</b>	<b>14</b>	<b>32</b>	<b>176</b>	<b>\$ 10,556.00</b>

**Subtask Codes:**

- |                           |                       |
|---------------------------|-----------------------|
| (1) Project Coordination  | (4) Analysis/Curation |
| (2) Background Research   | (5) Reporting/Forms   |
| (3) Archaeology Fieldwork |                       |

**NON-LABOR DIRECT COSTS**

Item	Rate	Subtask (Units)					Total Units	Total Non-Labor Cost
		1	2	3	4	5		
Car Mileage/100 miles	\$ 65.50	0	0	5	0	0	5	\$ 327.50
Lodging	\$ 100.00	0	0	12	0	0	12	\$ 1,200.00
Subsistence	\$ 45.00	0	0	15	0	0	15	\$ 675.00
Curation Fee Per Box	\$ 350.00	0	0	0	2	0	2	\$ 700.00
Xerox/100 copies	\$ 8.00	0	0	0	0	8	8	\$ 64.00
Subtotal of All Non-Labor								<b>\$ 2,966.50</b>
<b>TOTAL COST</b>								<b>\$ 13,522.50</b>

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 11/14/2023

**DEPARTMENT:** Administration

**TITLE:** Quote from TCW-GAV to upgrade the Audio/Visual equipment in the Council Room

**BACKGROUND AND JUSTIFICATION:** In talking to other municipalities to see what systems they have, two companies stood out as quality firms that have done similar installations at municipal facilities. SAGE Technology Solutions and TCW-Glick Audio & Video. Staff met with both firms and discussed the needs in the Council chamber. Both firms submitted proposals for consideration. Both firms are proposing a similar solution that includes a new digital controller, new gooseneck mics similar to the ones that Council Members use, and a simple connection to a laptop to run the system. SAGE proposal was \$37,484 and the GAV proposal was \$21,000. After talking to and going to see the installation at several locations, Staff felt confident that GAV will provide a quality and appropriate product and service to meet our needs. TCW-GAV is a COSTARS approved company.

TCW-GAV confirmed that they will honor this quote (expires 11/10/2023).

**MOTION:** Motion to authorize the Borough Manager to contract with TCW-GAV to install new A/V equipment in the Council Room.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
<b>Capital Expense ARPA (F21)</b>	<b>\$21,000</b>	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

This is an unbudgeted item. The cost for this improvement will be taken from the ARPA funds the Borough received.

**ATTACHMENT(S):**

- SAGE Quote
- TCW-GAV Quote

Prepared for:  
 Columbia Borough  
 308 Locust Street  
 Columbia, PA 17512 U.S.A.

Contact: Mark Stivers

Description: Meeting Room AV and VC Upgrades

**Quantity Description**

**Equipment**

- 1 Total Control DSP with 600W 70V And Low-Z Amplifier
- 1 Total Control 10" Touch Screen
- 1 Total Control System Controller
- 1 AVer Full-HD USB3.0 PTZ Camera w/ 18x Zoom (12x Optical) RTSP/RTMP, IP, PoE+, RS232
- 2 JBL 8 Input, 2 Output, Preamp Mixer with VOX Ducking
- 1 AVPro Edge 18Gbps True 4K60 (4:4:4) 4x2 Matrix & Auto Switch/AVR Bypass
- 1 AVPro Edge 4K HDMI via HDBaseT 70m Extender Kit w/Bi-Directional Power
- 1.00 Portable Monitor for Laptop, 15.6 Inch FHD 1080P IPS
- 1 Netgear 8-Port Gigabit Ethernet Unmanaged PoE Switch with 8 x PoE+ @ 123W
- 1 TP-Link Archer C7 Dual Band AC1750 Gigabit Router
- 1 Focusrite Scarlett Solo 2x2 USB Audio Interface (3rd Generation)
- 7 Sense Condenser Gooseneck Microphone
- 7 Sense Universal XLR Desktop Microphone Base
- 1.00 Dell D3100 Docking Station

**Equipment Subtotal \$14,890.00**

**Materials**

- 2.00 Small Device Mount
- 1 Fixed Rack Shelf 1U
- 4 Metal Rack Blank Panel 2U (Black)
- 1 Vaddio USB 3.0 Optical Cable Type B to A Extender 20M
- 1 15M Fiber Optic HDMI Cable
- 400 Cat 6 550MHz Unshielded BLACK
- 2 1M Locking HDMI Cable - High Speed with Ethernet

# Quote

No.: **35574**

Date: **8/2/2023**

Quantity	Description
15	Binary 3P XLR Female to Male 2 ft
1	Binary USB 3.0 A (Male) to B (Male) 2m (6.5 ft)
1	1/4" to RCA MM Cable - 5 foot
1.00	Mini HDMI to HDMI, 6FT Cable
2.00	Stero RCA to Bare Wire 6'
1.00	XLR to 1/4" 25FT
1	Tripplite Super7 Surge Protector
1.00	Misc. Install Materials
<b>Materials Subtotal</b>	
	<b>\$1,910.00</b>

<b>Labor</b>	
1.00	GAV - Project Labor
<b>Labor Subtotal</b>	
	<b>\$4,200.00</b>

**COSTARS Contract #034-E22-177**

**Subtotal:**                       
**\$21,000.00**

**Total Amount:**                       
                      
**\$21,000.00**

Comments: COSTARS Contract #034-E22-177

**Quoted by:** Mark Heisey, mheisey@tcw-gav.com

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_





Borough of Columbia

## Council Chambers AV System Proposal

Presented To: Mark Stivers

Wednesday, August 23, 2023

PAM-230602

Pete Mateševac  
Sage Technology Solutions, Inc.  
1040 West Main Street  
Mount Joy, PA 17552  
717-892-4415 Direct  
[pmateševac@sagetech.com](mailto:pmateševac@sagetech.com)

## A. Background & Intent

The Borough of Columbia desires to add audio and video equipment to their Council Chambers to allow for presentations, conferencing and public meetings. Sage Technology Solutions conducted thorough on-site analysis and met with Mark Stivers to discover the needs and intent of the project. Sage understands the requirements for this system and is providing this proposal with the following design and performance criteria using a best practices design philosophy.

1. Ease of use operation for all users through simple interaction with a touch panel that is tailored to their usage
2. A digital signal processor (DSP) will allow for all microphones to be mixed and processed at the appropriate levels while minimizing feedback
3. A PTZ camera will allow for flexible camera usage that can zoom in on individual presenters or allow for viewing of the whole room depending on needs
4. The control system will allow for full control of microphones, video displays, streaming and camera
5. A remote HDMI cable connection will allow for video presentations without the need for cables crossing the floor
6. This system will allow for video to be captured from the room to those joining through applications like Microsoft Teams, Zoom or WebEx
7. A streaming encoder will allow for meetings to be recorded and viewed live on the internet
8. The existing rack, amplifier, speakers and video displays are relatively new and will be reused.

Equipment cut sheets and equipment details can be provided upon request. This proposal has been prepared using COSTARS-034 contract pricing for equipment. Prevailing wage labor rates are used for site installation.

The details and scope of work are contained herein.

## B. Scope of Work

**Sage will provide the following for the installed sound system:**

1. Installation of digital signal processor in place of existing mixer
2. Installation of PTZ camera
3. Installation of new microphones
4. Installation of control panel and control system
5. Installation of new equipment in existing rack containing the control processor, streaming processor and DSP
6. Installation of remote HDMI connection
7. Custom programming of the sound system DSP unit and control panels
8. Testing, tuning and optimization of the sound system

9. Verification of proper operation
10. As-built drawings at the end of the project as record of installation
11. Training the users on the proper operation of the system – one session

## C. Equipment List

			<b>HEADEND</b>
1	QSC	CORE 110f	AEC Processors, Unified Core w/ (8) Mic/Line Input (8) Flex In or Outputs (8) Outputs 128x128 Network I/O (2) LAN RJ45 (1) POTS RJ11 VoIP (16) GPI (16) GPO - 1RU (Reuse existing 12 channel Origin A1250 amplifier) (Reuse existing handheld mic as spare/additional mic)
			<b>VIDEO SWITCHGEAR</b>
1	AVPro	AC-CX62-AUHD	6x2 ConferX Auto Switching Matrix w/ HDBaseT Inputs and Outputs. Microphone, Volume and Line Level Audio
			<b>POWER</b>
1	Middle Atlantic	PD-915R-PL	Power Panel Less Switch w/Surge & Spike Filter (8) Rear (1) Front Outlet 15A Rackmount - 1RU
1	Cyber Power	OR500LCDRM1U	UPS, LCD 500VA 300W SNMP/HTTP 9.25" Deep - 1RU
			<b>RACK</b>
			(RE-USE EXISTING 21U RACK)
			<b>REMOTE HDMI INPUT</b>
1	AVPro	AVPOAC-CXWP-KVM-KIT	AC-CXWP-KVM-KIT HDMI Wall Plate Extender Kit with KVM Control
			<b>MICROPHONES</b>
12	Shure	MX418D/C	Microphone, Gooseneck 18" Cardioid Desk Top w/ Switch, LED & Attached XLR-M Cable - 10ft
			<b>REMOTE TVS</b>
1	AVPro	AC-EX70-444-RNE	HDBaseT (CAT6) RECEIVER ONLY. ICT 18G, 70m 4K (100m HD) Slim Extender with I-Pass, Bi-Directional Power, RS232, IR - ICT for full HDR/HDMI Pass-Through. Full HDR, 4K60 4:4:4.
			<b>CONTROL</b>
1	Crestron	VC-4-PC-3	Computer with Crestron Virtual Control Server Software
1	Crestron	USB-OFFLINE	Offline Licensing USB Dongle for Crestron Virtual Control
1	Crestron	TS-1070-B-S	10.1 in. Tabletop Touch Screen, Black Smooth
1	Crestron	RMK-IFE-1U	IFE Rack Mount Kit
1	Crestron	CEN-IO-COM-102	Wired Ethernet Module with 2 COM Ports
0	Crestron	CEN-IO-RY-104	Wired Ethernet Module with 4 Relay Ports
1	Global Cache	IP2CC-P	IP to Contact Closure with PoE
1	Crestron	CRESCEN-IO-IR-104	Wired Ethernet Module with 4 IR Ports
			<b>STREAMING</b>
1	DataVideo	DTVONVS-33	Single stream H.264 video encoder and recorder with HD-SDI and HDMI inputs. Records onto an SD card. Selectable bit-rate for streaming and recording.
			<b>CAMERA</b>
1	Marshall Electronics	CV-PTZ-WM	Wall Mount for CV730/630/620/612 cams - Black - New Wall Mount -
1	Marshall Electronics	CV620-BI	20x PTZ Camera with IP, 3GSDI, and HDMI (Black)
1	Decimator Design	MD-HX	HDMI/SDI Cross Converter with Scaling and Rate Conversion

## D. Customer Responsibilities

The Borough of Columbia will provide the following, under the terms of this proposal.

1. Electrical work (i.e. 120 VAC) to provide power or modify power (if required). This work must be done by a licensed electrician. One dedicated 20-amp circuit is needed at the equipment rack.
2. Unlimited access to the facility for installation during normal business hours and without interruption for the duration of the project.

## E. Excluded from this proposal

Sage is excluding the following under the terms of this proposal.

1. Installation or use of audio, video, or control products outside of the council chambers
2. Repair or replacement of any equipment designated for reuse that should prove defective or otherwise unsuitable for reuse (ie: existing amplifier, speakers, televisions, etc).

## F. Warranty, Service, and Technical Support

Our desire at Sage Technology Solutions is to build long-term relationships that testify to our commitment to service and support long after the initial installation. This support extends beyond equipment functionality and service to everyday usage. Our staff trainer will make sure that your personnel are comfortable with the features of their new system and that they will gain efficiency from their valuable new tool.

Sage will provide operation materials and related technical documentation for all major system components.

Sage will provide a **one-year on-site equipment and labor warranty** to repair defects in material and workmanship. This warranty does not cover theft, misuse, abuse, acts of God, etc.

## G. Terms and Conditions

These Terms and Conditions (the “Terms”) between Sage Technology Solutions, Inc. (Sage) are expressly incorporated into Sage Technology Solutions, Inc proposal. (the “Proposal”) to Customer. Customer’s signature on the Proposal is evidence of acceptance of and agreement to the Terms.

### TERMS

1. All orders and contracts are subject to credit approval by Sage Technology Solutions, Inc.
2. All invoices are Net 30 with approved credit.
3. Credit card payments are subject to 2.5% fee above the quoted price.
4. Sage requires a customer purchase order AND signed acceptance of this quote/proposal before proceeding with the order/work.
5. Payment:

- a. Customer agrees to monthly progress payments as work is completed and materials are delivered.
  - b. Deposit required is 30% of proposed amount unless otherwise specified in contract document and is due upon acceptance of this proposal.
  - c. Customer agrees that if payment is not made as specified herein, customer will pay interest at 1.5% per month plus collection costs and attorney fees, whether suit is filed or not, to collect any delinquent amount, unless Sage is at fault in a dispute. Litigation shall be in Lancaster County Pennsylvania.
6. Sage does not accept the risk of customer's receipt of payments from any source. In no event will payments to Sage Technology Solutions, Inc. be based upon, or subject to, Customer's receipt of payment from a third party.
  7. Cancellation of materials ordered but not received is subject to an administrative fee. Cancellation of materials received by Sage on Customers behalf will result in a 25% restocking fee. All labor provided prior to cancellation will be invoiced immediately and due upon receipt of invoice.

## CONDITIONS

1. All prices subject to manufacturer's price increases due to Tariffs, GPO contract expiration dates and any manufacturer's COVID surcharges, due to supply chain shortages or delays. Material is FOB
2. All systems carry a one-year parts and labor warranty after installation. Manufacturer's warranty on equipment will supersede SAGE warranty when extending past one year. All manufacturers' warranties will be passed through to the customer.
3. Sage Technology Solutions, Inc. proposal/quote does not include sales tax. If customer is tax exempt, customer must provide the necessary identification number next to their acceptance of this proposal, along with a file copy of the state Tax Exempt form. If customer is not tax exempt, sales tax will be added to the invoice from Sage
4. Neither party will be liable for breach-of-contract damages that the breaching party could not reasonably have foreseen on entry into this agreement.
5. Material delivered to site is included. If customer cannot accept delivery to the job site, customer agrees to pay for materials received and stored at Sage. A storage fee may be charged for equipment that is stored on Sage's premises prior to installation at the customer location if site readiness is delayed past scheduled installation.
6. Equipment supply chains have created extended back orders on many products. Sage may suggest alternative products or adjust model numbers based on availability. If changes are needed, Sage will communicate these changes and any cost implications with the customer for approval.
7. Sage standard job start-up is 8-10 weeks from receipt of purchase order or signed quotation/agreement unless specified otherwise in the proposal. Manufacturer shipping and product availability may impact start time.
8. Customer shall be solely responsible for site readiness of the installation of products covered hereby including, without limitation, the obtaining of all bonds, permits, licenses or certificates required for installation or the use of such products. All work is to be completed in a workmanlike manner according to standard practices.

9. Any alteration or deviation from the specifications of the statement of work involving additional costs will be executed only upon a written change order(s) and will become an additional charge over and above the estimate.
10. Sage Technology Solutions shall not be responsible for delays in performance or additional costs of performance caused by war, accidents, embargoes, fires, lockouts, strikes, walk-outs; acts of God, unusual delays in the transportation or acquisition of materials, equipment, and supplies; appropriation or requisition of materials, supplies, equipment, or facilities by any governmental authority; any act or negligence of the owner, general contractor, architect, or other subcontractors, or any of their respective employees; epidemics or pandemics, including governmental orders or supply chain disruptions resulting therefrom; or by any other cause beyond our control.
11. Customer is to carry fire, tornado, and all other necessary insurance.
12. The Proposal is subject to revision and confirmation by Sage Technology Solutions, Inc. in writing if not accepted within 30 days after the date of the Proposal. Correction of clerical errors in the Proposal prior to acceptance does not modify the terms of the Proposal and does not constitute an updated or new Proposal, or counteroffer to the Proposal.

Confidentiality: The information presented herein is Sage Technology Solutions, Inc. Confidential Information and shall only be disclosed to those employees who have a need to know of its contents, shall not be disclosed to third parties or outside of customer's organization, and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal for the contemplated business arrangement with Sage Technology Solutions Inc. without the express written consent of Sage Technology Solutions, Inc.

## H. Systems Pricing

System pricing includes a complete turn-key system consisting of the above scope of work, equipment, design and engineering, installation, lift rentals, commissioning, shipping, and training.

- Council Chamber AV System **TOTAL \$ 37,484.00** Accepted: \_\_\_\_\_

## I. Acceptance & Notice to Proceed

We welcome a meeting with you to revise and finalize the proposal as needed. If additional information is desired, we welcome providing further clarification.

This quotation is valid thirty (30) days from date of proposal. All prices subject to manufacturer's price increases due to Tariffs, GPO contract expiration dates and any manufacturer's supply chain surcharges, shortages, or delays. New equipment additions to existing systems may require existing software upgrades at additional cost depending on the hardware version supplied by the manufacturer when shipped. All systems carry a one-year parts and labor warranty after installation. Manufacturer's warranty on equipment will supersede SAGE warranty if greater than one year.

If you wish to proceed with the work as outlined, please sign and date the acceptance of proposal and email it to [pmatasevac@sagetechs.com](mailto:pmatasevac@sagetechs.com). Thank you for the opportunity to provide this proposal.

Sincerely,



Pete Matesevac  
Sage Technology Solutions, Inc.  
Direct: 717.892.4415  
Email: [pmatasevac@sagetechs.com](mailto:pmatasevac@sagetechs.com)

### Accepted Items in Proposal

Prices, specifications, and conditions are satisfactory and are hereby accepted as checked above. Sage is authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
P.O. Number

Range of Checking Accts: First to Last Range of Check Dates: 11/28/23 to 11/28/23  
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					
42314	11/28/23	AXIS005 AXIS Insurance Company					724
23-01213	1	Gap Insurance-ADMIN	922.36	01-402-196	Expenditure		128 1
				Employee Insurance Coverage	Premiums		
23-01213	2	Gap Insurance-POLICE	6,116.23	01-410-196	Expenditure		129 1
				Employee Insurance Coverage	Premiums		
23-01213	3	Gap Insurance-CODES	597.80	01-413-196	Expenditure		130 1
				Employee Insurance Coverage	Premiums		
23-01213	4	Gap Insurance-PW HWY	1,496.51	01-430-196	Expenditure		131 1
				Employee Insurance Coverage	Premiums		
23-01213	5	Gap Insurance-MRK HOUSE	115.45	01-444-196	Expenditure		132 1
				Employee Insurance Coverage			
23-01213	6	Gap Insurance-ZONING	99.21	01-414-196	Expenditure		133 1
				Employee Insurance Coverage	Premiums		
			<u>9,347.56</u>				
42315	11/28/23	CARDM005 ELAN					724
23-01207	1	MSFT-eoc computer software	13.25	01-415-500	Expenditure		68 1
				EOC Supplies-per 2022 LC ARPA GRANT			
23-01207	2	LNP-monthly script	15.95	01-402-420	Expenditure		69 1
				Dues & Publications			
23-01207	3	SIDIUM-it services *new*	5,047.62	01-402-312	Expenditure		70 1
				IT Contracted Services			
23-01207	4	SIDIUM-it services *new*	1,013.22	01-402-312	Expenditure		71 1
				IT Contracted Services			
23-01207	5	PSAB p diffenderfer training	25.00	01-413-300	Expenditure		72 1
				Conference & Training			
23-01207	6	PSAB - training	100.00	01-430-300	Expenditure		73 1
				Conference & Training			
23-01207	7	WEIS-council boat tour -food	144.95	01-400-400	Expenditure		74 1
				Council Other Expenses			
23-01207	8	HILTON- B Mgr training lodge	305.10	01-402-300	Expenditure		75 1
				Conference & Training			
23-01207	9	QUILL-toner/paper/labels/env	716.53	01-402-210	Expenditure		76 1
				Office Equipment & Supplies			
23-01207	10	MAC-membership	150.00	01-402-420	Expenditure		77 1
				Dues & Publications			
23-01207	11	KNOX BOX - supplies	519.00	01-413-220	Expenditure		78 1
				Operating Supplies			
23-01207	12	FIRE INSPECT-8th edition	105.86	01-413-220	Expenditure		79 1
				Operating Supplies			
23-01207	13	VISTAPRINT-market house	99.08	01-444-226	Expenditure		80 1
				Supplies			
23-01207	14	SIDIUM-it services *new*	4,651.80	01-402-312	Expenditure		81 1
				IT Contracted Services			
23-01207	15	DEP WASTE MGMT-licenses	400.00	01-409-365	Expenditure		82 1
				Trash Disposal Services			
23-01207	16	LOWES-door wilson office	256.00	01-409-370	Expenditure		83 1
				Maintenance & Repair of Building			



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND		Continued					
42315	ELAN			Continued					
23-01207	17	WINTERS-hitch lock eoc	50.49	01-415-500	Expenditure		84	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
23-01207	18	WIZARD LOCKS-keys, tags eoc	79.56	01-415-500	Expenditure		85	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
23-01207	19	AMZ-scissor jack eoc	56.66	01-415-500	Expenditure		86	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
23-01207	20	AMZ-wall anchors	19.98	01-409-370	Expenditure		87	1	
				Maintenance & Repair of Building					
23-01207	21	AMZ-shredder	33.99	01-402-210	Expenditure		88	1	
				Office Equipment & Supplies					
23-01207	22	LOWES-oakboard	17.31	01-409-370	Expenditure		89	1	
				Maintenance & Repair of Building					
23-01207	23	LOWES-stains/boards/caulk	83.49	01-454-378	Expenditure		90	1	
				Columbia Crossings, Building/Prop Maint.					
23-01207	24	WIZARD LOCKS-keys eoc	14.45	01-415-500	Expenditure		91	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
23-01207	25	AMZ-jack adapter/socket eoc	24.50	01-415-500	Expenditure		92	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
23-01207	26	AMZ-lock sets ri ge ave	56.54	01-430-200	Expenditure		93	1	
				Operating Supplies					
23-01207	27	AMZ-first aide supplies	46.77	01-402-210	Expenditure		94	1	
				Office Equipment & Supplies					
23-01207	28	BATTERIES+-battery BU	33.79	01-414-220	Expenditure		95	1	
				Operating Supplies					
23-01207	29	AMZ-first aide supplies	29.98	01-402-210	Expenditure		96	1	
				Office Equipment & Supplies					
23-01207	30	SMITHS-interview refreshments	42.40	01-410-200	Expenditure		97	1	
				Police Equipment & Supplies					
23-01207	31	AMZ-water proof seat covers	35.67	01-410-376	Expenditure		98	1	
				Maintenance & Repair, Police Vehicles					
23-01207	32	AMZ-batteries	49.18	01-410-201	Expenditure		99	1	
				Police Ammo					
23-01207	33	AMZ-cups/cables/paper plates	62.23	01-410-200	Expenditure		100	1	
				Police Equipment & Supplies					
23-01207	34	AMZ-cleaning solvent	15.98	01-410-201	Expenditure		101	1	
				Police Ammo					
23-01207	35	REST SERVSAFE-training food	15.00	01-410-174	Expenditure		102	1	
				Conference & Training					
23-01207	36	POLICE RECORDS-training	279.00	01-410-174	Expenditure		103	1	
				Conference & Training					
23-01207	37	POLICE RECORDS-training	179.00	01-410-174	Expenditure		104	1	
				Conference & Training					
23-01207	38	AMZ-candy 4 parade	129.35	01-410-200	Expenditure		105	1	
				Police Equipment & Supplies					
23-01207	39	PROMO NOW-jr police badges	370.07	01-410-200	Expenditure		106	1	
				Police Equipment & Supplies					
23-01207	40	AMZ-ink cartridges, zip ties	54.35	01-410-200	Expenditure		107	1	
				Police Equipment & Supplies					
23-01207	41	AMZ-crossing guard vests	16.50	01-410-200	Expenditure		108	1	
				Police Equipment & Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
42315	ELAN	Continued							
23-01207	42	AMZ-1st aide supplies	15.99	01-410-200	Expenditure		109	1	
				Police Equipment & Supplies					
23-01207	43	AMZ-crossing guard stops	101.88	01-410-200	Expenditure		110	1	
				Police Equipment & Supplies					
23-01207	44	AMZ-desk calendars 2024	77.97	01-410-200	Expenditure		111	1	
				Police Equipment & Supplies					
23-01207	45	AMZ-env/cups/memo pads/meds	57.59	01-410-200	Expenditure		112	1	
				Police Equipment & Supplies					
23-01207	46	ADOBE-script monthly Minimal	21.19	01-410-200	Expenditure		113	1	
				Police Equipment & Supplies					
23-01207	47	ADOBE-script monthly Brommer	21.19	01-410-200	Expenditure		114	1	
				Police Equipment & Supplies					
23-01207	48	AMZ-prime monthly script	15.89	01-410-200	Expenditure		115	1	
				Police Equipment & Supplies					
23-01207	49	AMZ-pouches/zip ties	35.41	01-410-200	Expenditure		116	1	
				Police Equipment & Supplies					
			15,706.71						
42316	11/28/23	CHAPM005 Chapman Ford, LLC							724
23-01210	1	Clear Code - Emissions System	107.39	01-430-375	Expenditure		119	1	
				Maintenance & Repairs of Equipment					
42317	11/28/23	CHARL025 Charles T. Robinson, Jr.							724
23-01194	1	handicap app refund	90.00	01-321-310	Revenue		39	1	
				Misc License (Pawn, Antique, Tattoo, .)					
42318	11/28/23	CINTA005 Cintas Corporation #59H							724
23-01182	1	Hi ghway Uni form #4173274808	98.47	01-430-238	Expenditure		4	1	
				Hi ghway Uni form Cleanig					
23-01182	2	Hi ghway Uni form #4173864158	98.47	01-430-238	Expenditure		5	1	
				Hi ghway Uni form Cleanig					
23-01208	1	Hi ghway Uni form #4174527680	98.47	01-430-238	Expenditure		117	1	
				Hi ghway Uni form Cleanig					
			295.41						
42319	11/28/23	COLUM005 Columbia Motor Parts							724
23-01179	1	Wnshied Wash/PD Vehi cles	28.08	01-410-376	Expenditure		1	1	
				Maintenance & Repair, Pol ice Vehi cles					
42320	11/28/23	COMCA005 Comcast - Cable							724
23-01216	1	Monthl y Servi ce #9577	82.00	01-430-321	Expenditure		141	1	
				Hi ghway, Phone - Cell & Landl ine & GPS					
42321	11/28/23	CSDAV005 CS Davidson Inc							724
23-01190	1	200 blk uni on cdbg salaries	1,606.20	18-480-800	Expenditure		32	1	
				2nd St Perry St & Uni on St/CDBG					
23-01190	2	200 blk uni on cdbg expenses	101.60	18-480-800	Expenditure		33	1	
				2nd St Perry St & Uni on St/CDBG					
23-01190	3	2nd st phase II cdbg salaries	2,061.97	18-480-800	Expenditure		34	1	
				2nd St Perry St & Uni on St/CDBG					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
42321	CS Davidson Inc	Continued							
23-01190	4	2nd st phase II cdbg expenses	91.79	18-480-800	Expenditure			35	1
				2nd St Perry St & Union St/CDBG					
			<u>3,861.56</u>						
42322	11/28/23	DIXIE005 Dixie Land Energy						724	
23-01185	1	Gas 87% 290.7 gals @ 2.6480	769.77	01-430-231	Expenditure			12	1
				Fuel, Vehicles					
23-01185	2	Federal Lust Tax	0.29	01-430-231	Expenditure			13	1
				Fuel, Vehicles					
23-01185	3	Federal Oil Spill Recovery	0.56	01-430-231	Expenditure			14	1
				Fuel, Vehicles					
23-01185	4	Federal Superfund Recovery Fee	1.02	01-430-231	Expenditure			15	1
				Fuel, Vehicles					
23-01185	5	Diesel 347.9 gals @ 3.4705	1,207.39	01-426-231	Expenditure			16	1
				Recycling - Diesel					
23-01185	6	Federal Lust tax	0.35	01-426-231	Expenditure			17	1
				Recycling - Diesel					
23-01185	7	Federal Oil Spill Recovery	0.75	01-426-231	Expenditure			18	1
				Recycling - Diesel					
23-01185	8	Federal Superfund Recovery Fee	1.33	01-426-231	Expenditure			19	1
				Recycling - Diesel					
23-01199	1	Gas 87% 164.2 gals @ 2.6639	437.41	01-430-231	Expenditure			52	1
				Fuel, Vehicles					
23-01199	2	Federal Lust Tax	0.16	01-430-231	Expenditure			53	1
				Fuel, Vehicles					
23-01199	3	Federal Oil Spill Recovery	0.32	01-430-231	Expenditure			54	1
				Fuel, Vehicles					
23-01199	4	Federal Superfund Recovery Fee	0.58	01-430-231	Expenditure			55	1
				Fuel, Vehicles					
23-01199	5	Diesel 140.6 gals @ 3.4063	478.93	01-430-231	Expenditure			56	1
				Fuel, Vehicles					
23-01199	6	Federal Lust tax	0.14	01-430-231	Expenditure			57	1
				Fuel, Vehicles					
23-01199	7	Federal Oil Spill Recovery	0.30	01-430-231	Expenditure			58	1
				Fuel, Vehicles					
23-01199	8	Federal Superfund Recovery Fee	0.54	01-430-231	Expenditure			59	1
				Fuel, Vehicles					
23-01199	9	Lanc Cnty Fuel Additive	1.76	01-430-231	Expenditure			60	1
				Fuel, Vehicles					
			<u>2,901.60</u>						
42323	11/28/23	DONNE010 RR Donnelley						724	
23-01180	1	Non-Traffic Citations (400)	84.70	01-410-200	Expenditure			2	1
				Police Equipment & Supplies					
42324	11/28/23	DYNAT010 DYNATECH CONTROLS						724	
23-01189	1	Labor	250.00	01-444-317	Expenditure			31	1
				Market House, Contracted Services					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND		Continued					
42325	11/28/23	ECKER005 Eckert Seamans Cherin & Mellot							724
23-01196	1	police contract prep for meeti	598.00	01-404-315	Expendi ture		41		1
				Labor Counsel					
23-01196	2	police contract crossing guard	78.00	01-404-315	Expendi ture		42		1
				Labor Counsel					
23-01196	3	police contract revisions	286.00	01-404-315	Expendi ture		43		1
				Labor Counsel					
23-01196	4	police contract revisions	130.00	01-404-315	Expendi ture		44		1
				Labor Counsel					
			<u>1,092.00</u>						
42326	11/28/23	EMHER005 EM Herr Ace Hardware							724
23-01211	1	Light Bulbs for Christmas Tree	36.00	01-454-453	Expendi ture		120		1
				Maintenance of Parks - Locust Park					
42327	11/28/23	ENTER005 Enterprise Fleet Management							724
23-01187	1	Fleet Lease Payment-POLICE	3,954.08	01-410-471	Expendi ture		21		1
				Enterprise Lease Expenses 2023 -POLICE					
23-01187	2	Fleet Lease Payment-CODES	1,608.32	01-413-471	Expendi ture		22		1
				Enterprise Lease Costs 2023 - CODES					
23-01187	3	Fleet Lease Payment-P.W.	3,501.83	01-430-471	Expendi ture		23		1
				Enterprise Lease Costs 2023 - P.W.					
			<u>9,064.23</u>						
42328	11/28/23	FULTON Ful ton Financial Advisors							724
23-01203	1	BOND Interest Payment	70,000.00	01-472-217	Expendi ture		63		1
				Interest- FULTON bond refi 2021					
42329	11/28/23	FYTER005 Graham's Fyr - Fyter. LLC							724
23-01181	1	Fire Extinguisher Maint/PD	63.50	01-410-377	Expendi ture		3		1
				Maintenance & Repair, Pol ice Equipment					
42330	11/28/23	GEMMI 005 DE Gemmi II							724
23-01183	1	CHPS	38.00	01-431-246	Expendi ture		6		1
				Adopt-A-Block Suppl ies					
23-01183	2	STATE FARM	38.00	01-431-246	Expendi ture		7		1
				Adopt-A-Block Suppl ies					
23-01183	3	ACS-ENGINEERED SOLUTIONS	38.00	01-431-246	Expendi ture		8		1
				Adopt-A-Block Suppl ies					
23-01183	4	12 x 12 ADOPT-A-BLOCK SIGN	150.00	01-431-246	Expendi ture		9		1
				Adopt-A-Block Suppl ies					
			<u>264.00</u>						
42331	11/28/23	GORMA005 Gorman Di stri butors, Inc							724
23-01188	1	dispenser towels	125.52	01-444-226	Expendi ture		24		1
				Suppl ies					
23-01188	2	gloves large 100 count	6.04	01-444-226	Expendi ture		25		1
				Suppl ies					
23-01188	3	mop heads	6.12	01-444-226	Expendi ture		26		1
				Suppl ies					
23-01188	4	paper towel 11/6 sheets	35.48	01-409-226	Expendi ture		27		1
				Cleani ng Suppl ies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
42331	Gorman Distributors, Inc	Continued							
23-01188	5	trash liners 33 gal clear	49.16	01-409-226	Expenditure			28	1
				Cleaning Supplies					
23-01188	6	Iysol toilet bowl cleaner	47.24	01-409-226	Expenditure			29	1
				Cleaning Supplies					
23-01188	7	delivery charge	2.00	01-409-226	Expenditure			30	1
				Cleaning Supplies					
			<u>271.56</u>						
42332	11/28/23	HIGHW005 Highway Materials							724
23-01200	1	#65633 Various Patchwork	202.34	01-430-245	Expenditure			61	1
				Highway Supplies					
42333	11/28/23	INSUR005 Insurance Services United							724
23-01186	1	3rd year premium invoice	637.00	01-409-352	Expenditure			20	1
				Insurance Premium Expenses					
42334	11/28/23	INTER045 Intergovernmental Insurance Co							724
23-01214	1	Health Ins- AMDIN	2,940.76	01-402-196	Expenditure			134	1
				Employee Insurance Coverage Premiums					
23-01214	2	Health Ins- POLICE	32,619.64	01-410-196	Expenditure			135	1
				Employee Insurance Coverage Premiums					
23-01214	3	Health Ins- CODES	3,405.14	01-413-196	Expenditure			136	1
				Employee Insurance Coverage Premiums					
23-01214	4	Health Ins- PW HWY	9,983.23	01-430-196	Expenditure			137	1
				Employee Insurance Coverage Premiums					
23-01214	5	Health Ins- MRKT HOUSE	735.19	01-444-196	Expenditure			138	1
				Employee Insurance Coverage					
23-01214	6	Health Ins- ZONING	735.19	01-414-196	Expenditure			139	1
				Employee Insurance Coverage Premiums					
			<u>50,419.15</u>						
42335	11/28/23	LANCA015 Lancaster General Health							724
23-01206	1	Pre-employment test R Sexton	76.00	01-410-317	Expenditure			67	1
				Contracted Services					
42336	11/28/23	LNPME005 LNP Media Group, Inc							724
23-01195	1	sunday news zoning officer	392.88	01-402-340	Expenditure			40	1
				Printing & Advertising					
23-01204	1	AD-Makle Park Project	431.64	01-402-340	Expenditure			64	1
				Printing & Advertising					
			<u>824.52</u>						
42337	11/28/23	MJR SEI-Stephenson Equipment Co							724
23-01209	1	Discharge Hose - Leaf Machine	938.88	01-430-375	Expenditure			118	1
				Maintenance & Repairs of Equipment					
42338	11/28/23	MONIT005 Monitronics							724
23-01192	1	request add 2 codes	25.00	01-454-378	Expenditure			37	1
				Columbia Crossings, Building/Prop Maint.					

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			
42339	11/28/23	OLDC0005 Old Columbia Public Grounds Co					724
23-01193	1	Oct 3-10-17-24-31	610.00	01-454-453	Expenditure		38 1
				Maintenance of Parks - Locust Park			
42340	11/28/23	PIRMA005 PIRMA					724
23-01217	1	Insurance Premium 2024 Policy	134,521.00	01-409-352	Expenditure		142 1
				Insurance Premium Expenses			
42341	11/28/23	PUREW005 Pure Water Technology					724
23-01205	1	Water Cooler Lease	79.00	01-402-317	Expenditure		65 1
				Contracted Services			
23-01205	2	Water Cooler Lease	79.00	01-410-317	Expenditure		66 1
				Contracted Services			
			158.00				
42342	11/28/23	RYNOPO05 RYNO PUBLIC SAFETY SOLUTIONS					724
23-01202	1	AED Unit - 420 & 431 S Front	3,768.90	01-430-200	Expenditure		62 1
				Operating Supplies			
42343	11/28/23	SLAYM010 Slaymaker Rentals & Supply Inc					724
23-01218	1	Rent 86' lift hang lights	1,011.38	01-454-453	Expenditure		143 1
				Maintenance of Parks - Locust Park			
42344	11/28/23	STAND005 Standard Insurance Company LFE					724
23-01212	1	GTL/STD/LTD/ADD-Insur-ADMIN	435.27	01-402-196	Expenditure		121 1
				Employee Insurance Coverage Premiums			
23-01212	2	GTL/STD/LTD/ADD-Insur-PROPERTY	111.74	01-409-196	Expenditure		122 1
				Employee Insurance Coverage Premiums			
23-01212	3	GTL/STD/LTD/ADD-Insur-POLICE	1,965.10	01-410-196	Expenditure		123 1
				Employee Insurance Coverage Premiums			
23-01212	4	GTL/STD/LTD/ADD-Insur-CODES	212.98	01-413-196	Expenditure		124 1
				Employee Insurance Coverage Premiums			
23-01212	5	GTL/STD/LTD/ADD-Insur-ZONING	99.91	01-414-196	Expenditure		125 1
				Employee Insurance Coverage Premiums			
23-01212	6	GTL/STD/LTD/ADD-Insur-PW/HW	833.86	01-430-196	Expenditure		126 1
				Employee Insurance Coverage Premiums			
23-01212	7	GTL/STD/LTD/ADD-Insur-MRKT HOU	103.55	01-444-196	Expenditure		127 1
				Employee Insurance Coverage			
			3,762.41				
42345	11/28/23	STAND010 Standard Insurance Company DNT					724
23-01215	1	Dental -ADMIN	107.06	01-402-196	Expenditure		140 1
				Employee Insurance Coverage Premiums			
42346	11/28/23	SUPER005 Super Shoe Stores					724
23-01184	1	P Garner Public Works	218.63	01-430-239	Expenditure		10 1
				Employee Clothing Allowance			
23-01184	2	C Wallick Public Works	368.97	01-430-239	Expenditure		11 1
				Employee Clothing Allowance			
			587.60				

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							
42347	11/28/23	SUSQU075 Susquehanna Door Service Inc					724
23-01191	1	planned maint agreement	1,260.00	01-454-377	Expenditure		36 1
				Columbia Crossings, Contracted Services			
42348	11/28/23	VISI0005 Vision Benefits of America					724
23-01198	1	Vision Ins -ADMIN	28.76	01-402-196	Expenditure		45 1
				Employee Insurance Coverage Premiums			
23-01198	2	Vision Ins -POLICE	261.96	01-410-196	Expenditure		46 1
				Employee Insurance Coverage Premiums			
23-01198	3	Vision Ins -PROPERTY	7.18	01-409-196	Expenditure		47 1
				Employee Insurance Coverage Premiums			
23-01198	4	Vision Ins -CODES	26.63	01-413-196	Expenditure		48 1
				Employee Insurance Coverage Premiums			
23-01198	5	Vision Ins -ZONING	14.36	01-414-196	Expenditure		49 1
				Employee Insurance Coverage Premiums			
23-01198	6	Vision Ins -PW/HW	92.08	01-430-196	Expenditure		50 1
				Employee Insurance Coverage Premiums			
23-01198	7	Vision Ins -MRKT HOUSE	7.18	01-444-196	Expenditure		51 1
				Employee Insurance Coverage			
			438.15				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	35	0	312,893.69	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	35	0	312,893.69	0.00

35 LIQUID FUELS PLGIT LIQUID FUELS							
625	11/28/23	EASTERN Eastern Salt Company Inc					725
23-01201	1	Ticket #24-100266 rock salt	1,807.52	35-432-200	Expenditure		13 1
				Snow & Ice Removal			
23-01201	2	Ticket #23-100268 rock salt	1,910.22	35-432-200	Expenditure		14 1
				Snow & Ice Removal			
			3,717.74				
626	11/28/23	PPLEL005 PPL Electric Utilities Corp					725
23-01197	1	rt 30 @ rt 441	48.24	35-434-001	Expenditure		1 1
				Street Lighting - Electrical Usage			
23-01197	2	locust st lite	55.24	35-434-001	Expenditure		2 1
				Street Lighting - Electrical Usage			
23-01197	3	1027 walnut st rear	14.06	35-434-001	Expenditure		3 1
				Street Lighting - Electrical Usage			
23-01197	4	ironville pike	24.93	35-434-001	Expenditure		4 1
				Street Lighting - Electrical Usage			
23-01197	5	5th & chestnut	28.12	35-434-001	Expenditure		5 1
				Street Lighting - Electrical Usage			
23-01197	6	n 9th & walnut	25.19	35-434-001	Expenditure		6 1
				Street Lighting - Electrical Usage			
23-01197	7	9th & locust traffice lite	24.73	35-434-002	Expenditure		7 1
				Traffic Lights - Electrical Usage			
23-01197	8	cherry & lanc ave	35.83	35-434-002	Expenditure		8 1
				Traffic Lights - Electrical Usage			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
35		LIQUID FUELS							
		PLGIT LIQUID FUELS							
		626 PPL Electric Utilities Corp							
23-01197	9	15th & Lanc ave	33.48	35-434-002	Expenditure			9	1
				Traffic Lights - Electrical Usage					
23-01197	10	s 4th & locust	34.66	35-434-002	Expenditure			10	1
				Traffic Lights - Electrical Usage					
23-01197	11	3rd & linden	33.23	35-434-002	Expenditure			11	1
				Traffic Lights - Electrical Usage					
23-01197	12	Lanc ave	36.63	35-434-002	Expenditure			12	1
				Traffic Lights - Electrical Usage					
			<u>394.34</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	4,112.08	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	4,112.08	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	0	317,005.77	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	0	317,005.77	0.00



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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	3-01	308,942.13	90.00	0.00	309,032.13
CAPITAL FUND	3-18	3,861.56	0.00	0.00	3,861.56
HIGHWAY AID FUND	3-35	4,112.08	0.00	0.00	4,112.08
Total Of All Funds:		<u>316,915.77</u>	<u>90.00</u>	<u>0.00</u>	<u>317,005.77</u>

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Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	308,942.13	90.00	0.00	309,032.13
CAPITAL FUND	18	3,861.56	0.00	0.00	3,861.56
HIGHWAY AID FUND	35	4,112.08	0.00	0.00	4,112.08
Total Of All Funds:		<u>316,915.77</u>	<u>90.00</u>	<u>0.00</u>	<u>317,005.77</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	3-01	308,942.13	0.00	0.00	0.00	308,942.13
CAPITAL FUND	3-18	3,861.56	0.00	0.00	0.00	3,861.56
HIGHWAY AID FUND	3-35	4,112.08	0.00	0.00	0.00	4,112.08
Total Of All Funds:		<u>316,915.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>316,915.77</u>

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 11/28/23

**DEPARTMENT:** Police Department

**TITLE:** Special Event – Luminaries of Locust

## **BACKGROUND AND JUSTIFICATION:**

Columbia Movers & Shakers have requested to place luminaries (battery operated candles in paper bags) on Locust Street. They will be charging \$3.00 per bag, or two bags for \$5.00. The proceeds will go toward supplies.

## **MOTION:**

Consider approval for Columbia Movers & Shakers to sell luminaries, to be placed in the 200, 300, and 400 blocks of Locust Street, from 5:00pm on Thursday, 12/21/23 until 7:00am on Friday, 12/22/23.

## **FISCAL IMPACT ANALYSIS – N/A**

## **ATTACHMENT(S):**

- Event Request

## **NOTES:**

- \$25.00 Event Request Fee has been paid.
- \$10.00 Late Submission Fee has been paid.

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

RESPONSIBLE ORGANIZATION OFFICIAL: Rebecca Wright  
(Name - PLEASE PRINT)

Rebecca Wright  
(Signature)

APPROVAL SIGNATURES  
Kim E. Morrow

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

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



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

**SPECIAL EVENT PERMIT APPLICATION**

Non-Profit:  Yes  No Date Request Submitted: 11/10/23

Organization Name: Columbia Movers & Shakers Society Representative Name: Rebecca Wright

Address: 40 N. 3rd St, 2nd Floor, Columbia Phone #: 717-517-2442 Email: lvna15911591@gmail.com

Name of Event: Luminaries on Locust Street

Describe Event Activities: Place luminary bags on edge of sidewalk towards the street to light up Locust St for the winter solstice

Event Date(s)	Time of Event	Times (Including Setup/Tear Down)
<u>Dec 21, 2023</u> / (Rain Date) <input checked="" type="checkbox"/>	<u>5:00pm - 7am</u> <u>Dec 22</u>	<u>same</u>

Anticipated Attendance: ? Are you charging a fee to participate? yes to buy memorial luminaries. If so, how much? 3-5

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

If using Borough Street(s) (i.e.- 3<sup>rd</sup> St from Locust to Chestnut): Locust from 2nd to 5th and curb edge of sidewalk only

Equipment/Personnel Required:  Police Services  Custodian  Highway Personnel  
 Safety Cones  Fire Police Services  Other NONE

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

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 11/28/23

**DEPARTMENT:** Police Department

**TITLE:** Special Event – Thunder on the River Car Show on 6/15/24

**SUMMARY:** Annual Car Show in the Columbia Downtown. This year's event is scheduled for June 15, 2024, 6am-3:30pm (the event is 10:00am-2:00pm).

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

**MOTION:** To consider approval for the Columbia Lions Club to host their annual Thunder on the River Car Show on Saturday, June 15, 2024, from 10am till 2:00pm (Set-up 6am-10am and tear-down 2:00pm-3:30pm) using the following Borough locations:

1. 000 thru 500 blocks of Locust Street
2. 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> streets from Avenue H to Avenue I
3. 6<sup>th</sup> Street from Locust to Park School lot
4. Use of the Borough's Parking Lot at Locust and Front Streets
5. Use of Borough Restrooms during the event.

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

**NOTE:**

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

**ATTACHMENT(S):** Event Application and



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

## SPECIAL EVENT PERMIT APPLICATION

Non-Profit:  Yes  No      Date Request Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Describe Event Activities: \_\_\_\_\_

<u>Event Date(s)</u>	<u>Time of Event</u>	<u>Times (Including Setup/Tear Down)</u>
_____/ (Rain Date) _____	_____	_____

Anticipated Attendance: \_\_\_\_\_ Are you charging a fee to participate?  If so, how much? \_\_\_\_\_

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

\_\_\_\_\_

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

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

**Please Note:**

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





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

RESPONSIBLE ORGANIZATION OFFICIAL: \_\_\_\_\_  
(Name – PLEASE PRINT) (Signature)

**APPROVAL SIGNATURES**

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

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

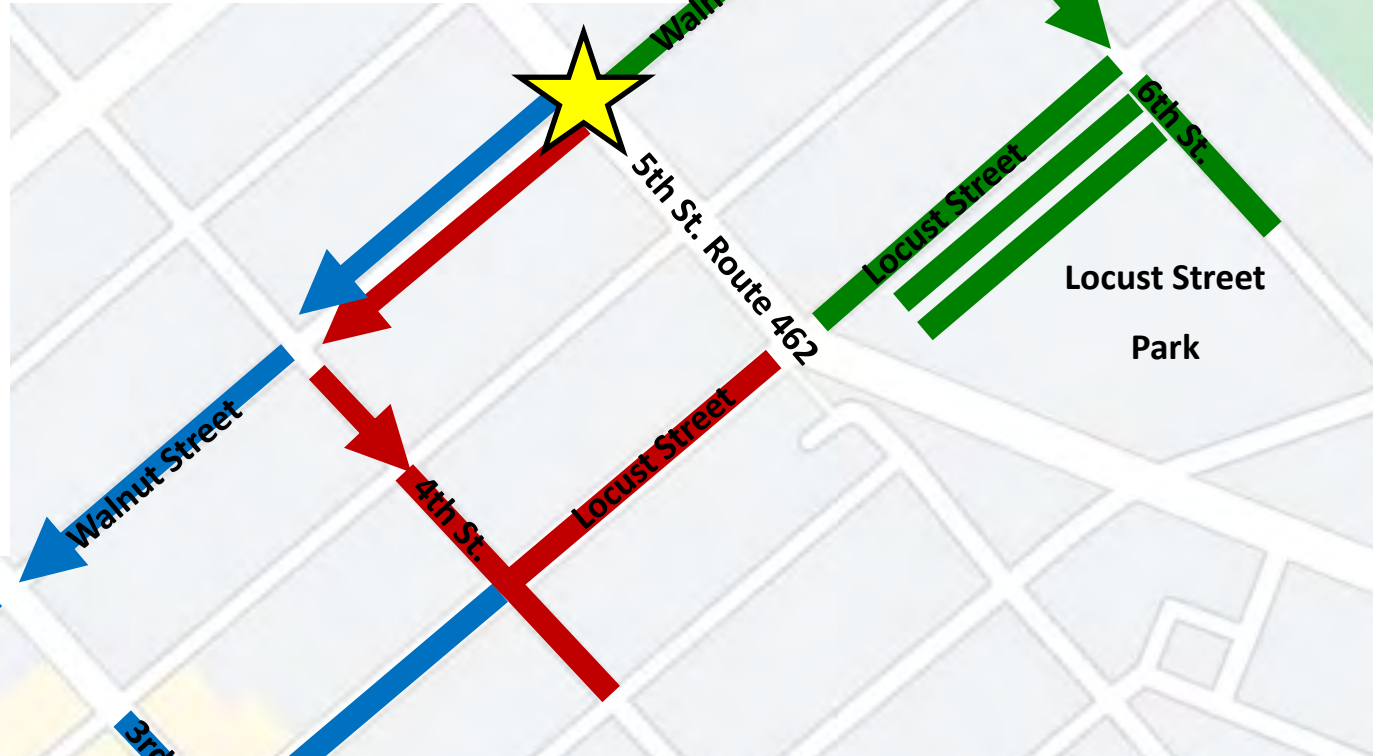
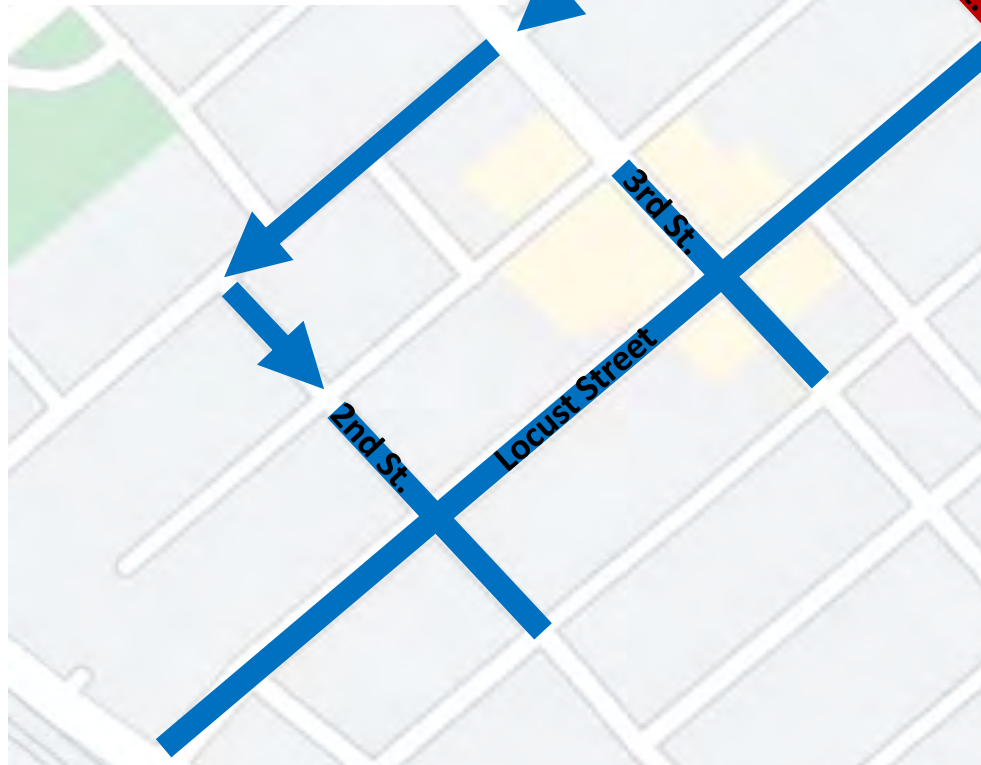
**All vehicles enter at 5th and Walnut**

**Use address 501 Walnut St.**

→ Enter via 6th Street if you would like to park in the GREEN area. Includes Locust St. Park.

→ Enter via 4th Street if you would like to park in the RED area

→ Enter via 2nd Street if you would like to park in the BLUE area



- **NO SAME DAY REGISTRATIONS**
- **No vehicles will be permitted to enter before 7 a.m.**
- **We reserve the right to direct participants to another show entrance as deemed necessary to ensure the safe, efficient parking of vehicles and if Locust Street Park is closed due to weather.**
- **Motorcycles use Red parking entrance and will be parked on 4th Street.**

## Directions

### *From the West (York area)*

- Rt. 30 East to Columbia/Marietta Rt. 441 exit
- Turn left onto Linden Street
- At stop sign, turn right onto Fifth Street
- Follow Fifth Street to intersection at Walnut Street
- Turn left to park in the GREEN area or right to park in the RED or BLUE areas
- Volunteers in Orange shirts will direct you to your parking spot

### *From the East (Lancaster area) – Option 1*

- Rt. 30 West to Columbia/Marietta Rt. 441 exit
- Turn left onto Rt. 441/3rd Street
- At the second traffic light, turn left onto Chestnut Street (Rt. 462 East)
- Chestnut Street becomes Fifth Street at the curve (still Rt. 462 East)
- Follow Fifth Street to intersection at Walnut Street
- Turn left to park in the GREEN area or right to park in the RED or BLUE areas
- Volunteers in Orange shirts will direct you to your parking spot

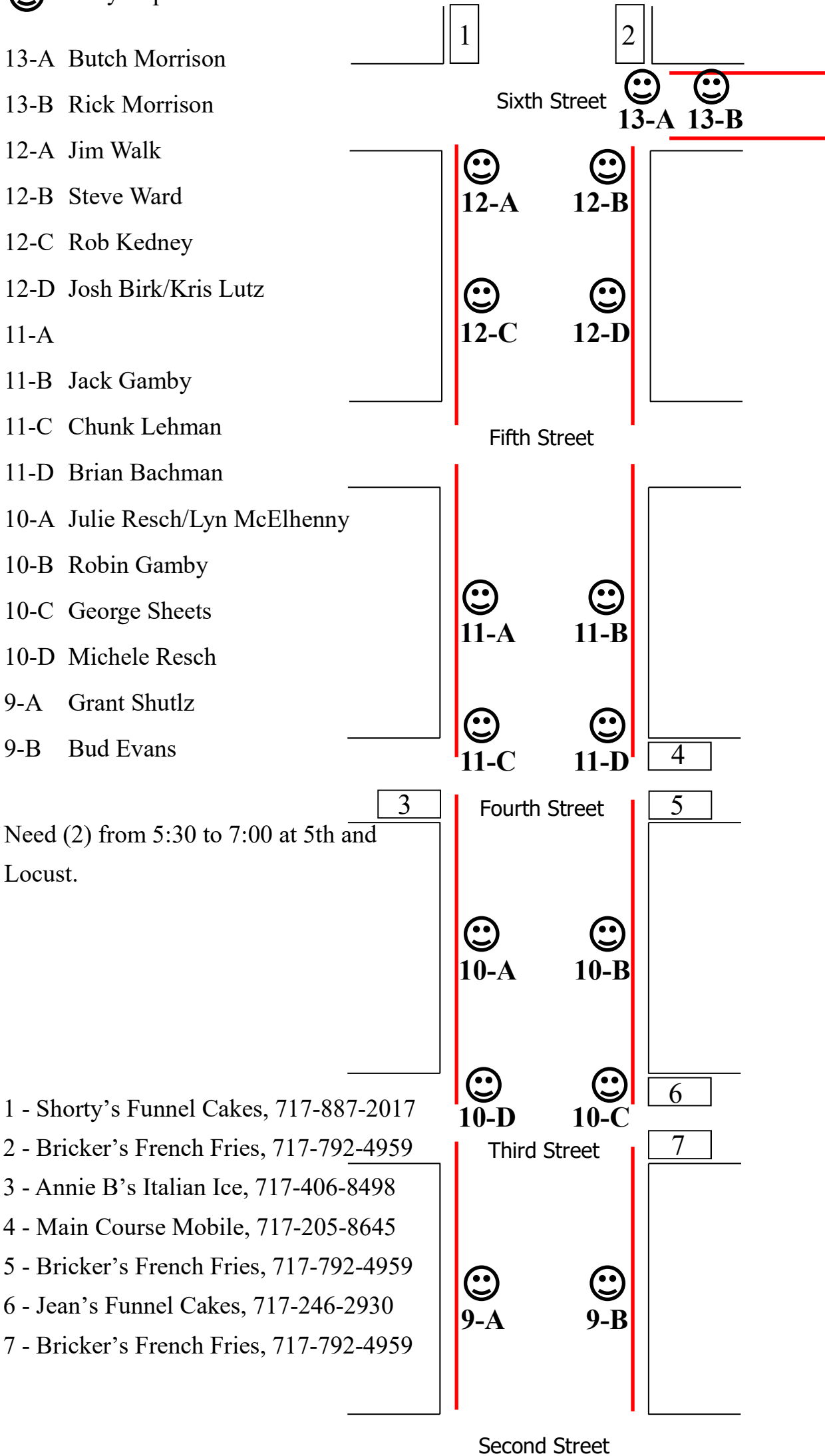
### *From the East (Lancaster area) – Option 2*

- Rt. 30 West to Prospect Road exit
- Turn left onto Prospect Road
- At the second light, turn right onto Rt. 462 West
- Follow Rt. 462 West 2.5 miles to Walnut Street
- Turn right to park in the GREEN area or left to park in the RED or BLUE areas
- Volunteers in Orange shirts will direct you to your parking spot

*\*\*Watch for directional signs. No vehicles will be parked before 7:00 a.m. No one will be permitted to leave the show before 2:00 p.m. When leaving the show, look for volunteers in orange shirts who will direct you to the nearest exit.*

RED LINE = Rope Line and Barrels

☺ Safety Captains



## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 11/28/23

**DEPARTMENT:** Police Department

**TITLE:** Special Event – 2024 Columbia Lions Club Mardi Gras Halloween Parade

**SUMMARY:** Annual Mardi Gras Halloween Parade which draws approximately 6,500 people to the streets of the downtown.

**BACKGROUND AND JUSTIFICATION:** The Columbia Lions Club has been successfully hosting the annual Mardi Gras Halloween Parade for many years.

**MOTION:** To consider approval for the Columbia Lions Club to host their annual Mardi Gras Halloween Parade on Thursday, October 24, 2024 (rain-date - None) from 5:30pm-9:30pm (parade begins at 7:00pm) using the traditional parade route as outlined on the Facilities Use Request. This approval is contingent upon receipt of the required Certificate of Insurance.

**NOTES:**

The Lion's Club has requested Police Services, Use of Public Works Employees, Fire Police Services and Street Barriers as used during past years.

The Lion's Club will request permission to use downtown church parking lots for designated parking as they did for the 2021 parade.

The approximate cost to the Borough for this event is between \$2,400 and \$2,700.

**ATTACHMENT(S):** Special Event Permit Application



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

## SPECIAL EVENT PERMIT APPLICATION

Non-Profit:  Yes  No      Date Request Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Describe Event Activities: \_\_\_\_\_

<u>Event Date(s)</u>	<u>Time of Event</u>	<u>Times (Including Setup/Tear Down)</u>
_____/_____/_____ (Rain Date)	_____	_____

Anticipated Attendance: \_\_\_\_\_ Are you charging a fee to participate?  If so, how much? \_\_\_\_\_

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

\_\_\_\_\_

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

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

**Please Note:**

- The Borough has the right to assign additional security and other personnel as needed. Your organization may be subject to fees for these services as well as other fees incurred by the Borough. (Please refer to the current Columbia Borough Fee Schedule which is available on our website ([www.columbiapa.net](http://www.columbiapa.net))).
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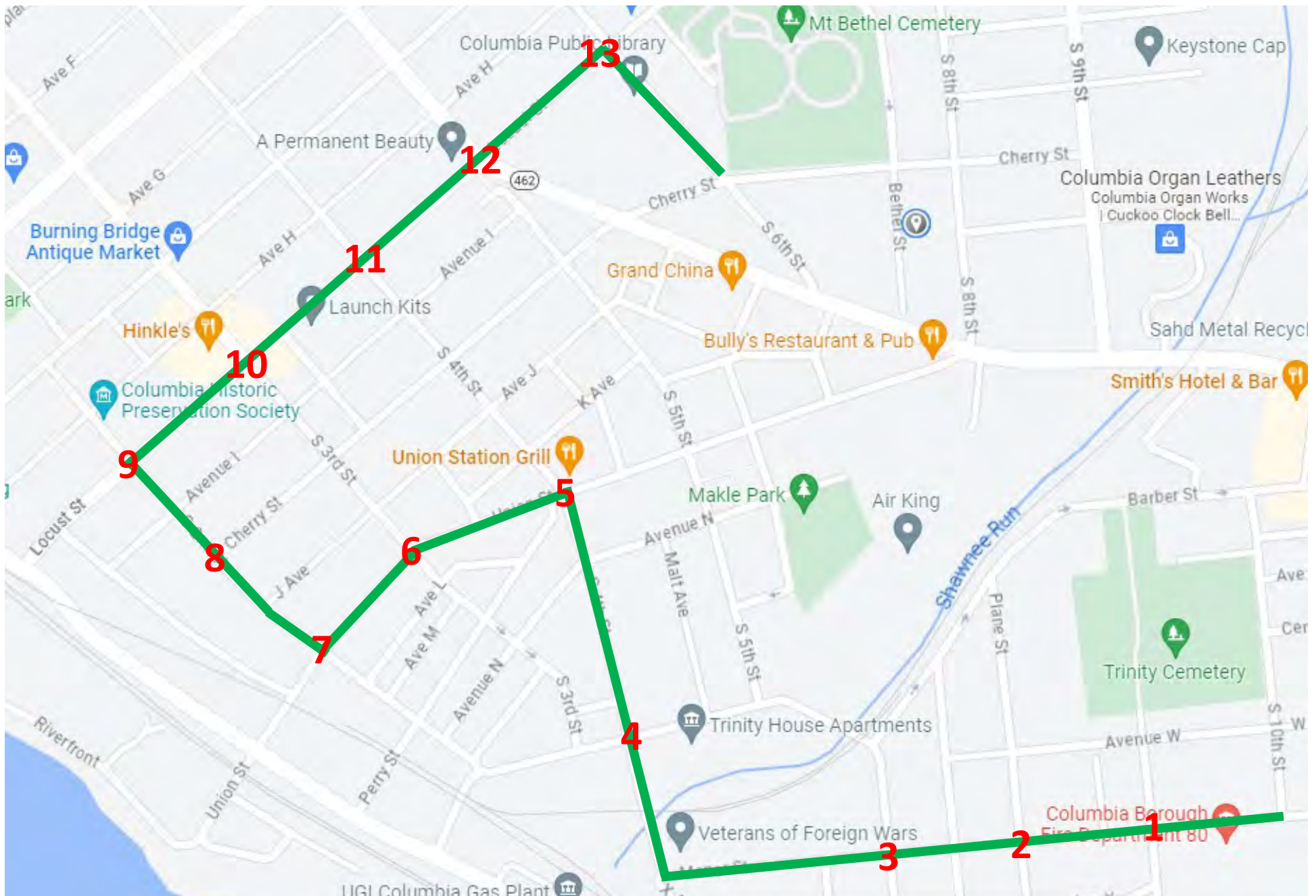
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RESPONSIBLE ORGANIZATION OFFICIAL: \_\_\_\_\_  
(Name – PLEASE PRINT) (Signature)

**APPROVAL SIGNATURES**

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

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



**1—9th & Manor (2)**

Porreca, Shultz

**2—Plane & Manor (2)**

Dinkel, Barninger

**3-Florence & Manor (2)**

Williams, Schmitt

**4-4th & Mill (2)**

5-4th & Union (2)

**6-3rd & Union (2)**

7-2nd & Union (2)

8-2nd & Cherry (2)

9-2nd & Locust (4)

**10-3rd & Locust (4)**

11-4th & Locust (4)

12-5th & Locust (4)

13-6th & Locust (4)



**COLUMBIA BOROUGH CIVIL SERVICE COMMISSION  
MEETING MINUTES  
OCTOBER 10, 2023**

James Ciccocioppi called the meeting to order at 13:02.

**Roll Call:**

Committee Members in Attendance

James Ciccocioppi, Chair  
John Meshey, Vice Chair  
James Anspach, Secretary  
Tom Ziegler, Alternate

Committee Members Absent

Fran FitzGerald, Alternate

Others Present

Police Chief Jack Brommer  
Pam Arnold, PD Administrative Assistant

**Motion:** To Approve September 12, 2023, Civil Service Minutes.

**Motion:** John Meshey

**Second:** Tom Ziegler

**Voice Vote:** All Favored

**OLD BUSINESS**

Chief Brommer stated that the Dual Band Radios have been ordered and are expected to arrive any day.

Chief Brommer said that all candidates for sergeant passed the written exam. He also said that the oral interviews took place on Thursday, October 5, 2023, and that everyone did well. He also noted that one candidate for Patrol Officer interviewed on October 5, 2023, but unfortunately did not score well. Chief Brommer expressed his gratitude to the Board and said that everyone did an excellent job.

Commission Members tallied the scores for the Sergeant Oral Interviews. Results will be announced by the end of October.

**NEW BUSINESS**

Chief Brommer told Commission Members that Rebecca Blatt passed the physical agility test on 10/2/23 and will begin training at the Police Academy in January.

**COMMITTEE MEMBER COMMENTS**

No Comments

**Next Meeting:** Tuesday, November 14, 2023, beginning at 13:00.

Motion to adjourn the meeting at 14:05pm.

**Motion:** John Meshey

**Second:** Tom Ziegler

**Voice Vote:** All Favored

Approved by:  11-14-23  
James Ciccocioppi Date  
Chair