



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

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

JANUARY 23, 2024 | 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) - None
5. Additions, deletions, and reorganization of agenda
 - a. Consider approval of Agenda
6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)
***Civility and Decorum:** Borough officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, foul language, personal insults, threats, and attacks or any conduct that disrupts the flow of business is out of order.*
7. Minutes for Approval
 - a. Consider approval of the Borough Council Meeting Minutes for January 9, 2024
8. Presentation & Acceptance of Reports
 - a. Finance – Heather Zink
 - I) Acknowledge Finance Report – December 2023
 - II) Acknowledge the 2023 Q4 Lien Report
9. Presentations
10. Mayor Lutz/Chief Brommer

For public comments on items on the agenda, there will be a 3-minute time limit per person per topic.
11. Action Items
 - a. Authorization to pay bills
12. New Business:
 - a. Accept the resignation of Hope Byers from the Parks and Recreation Advisory Board.
 - b. Consider Resolution 2024-08 appointing Megan Salvatore to the Parks and Recreation Advisory Board.
 - c. Consider authorizing staff to contract with Landmarks SGA, LLC to complete the re-survey of the Columbia Historic District.
 - d. Consider authorizing staff to contract with Commonwealth Code Inspection Services to provide a part-time zoning officer.
 - e. Consider Proposal from Cohen Law Group to prepare a Right-Of-Way management ordinance that would be consistent with several municipalities within the LIMC (Lancaster Intermunicipal Committee) region.
 - f. Consider the Special Event application for Ashley Tabernacle for the annual River Baptism ceremony.



- g. Consider authorizing staff to sell borough owned land located on the east side of Blue Lane and at 740 South Twelfth Street at a public auction.
- h. Consider authorizing staff to change trash haulers for Borough properties from Penn Waste to Gamby's Disposal Service.

13. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Secretary/Treasurer
- c. Boards, Commissions and Committees
 - l) Minutes approved: Parks and Rec Advisory Board

14. Borough Council Comments

- a. Council Members

15. Announcement of Next Meeting. At 7:00 PM on February 6, 2024 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 – REGULAR MEETING

January 9, 2024 | 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, Murphy, Price, Stahl, and Zink. Mayor Lutz was also present

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

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

Motion by:	Second by:	Voice Vote:
K. Murphy	J. Price	All Favored – Motion Carried

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

7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for December 28, 2023 with the noted correction on the vote for agenda item 11a.

Motion by:	Second by:	Voice Vote:
J. Price	B. Fisher	All Favored – Motion Carried

- b. Motion to approve the Borough Council Reorganization Meeting Minutes for January 2, 2024.

Motion by:	Second by:	Voice Vote:
P. Stahl	K. Murphy	All Favored – Motion Carried

8. Presentation & Acceptance of Reports

- a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Columbia Market House Report for December 2023
- b. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of the Public Works & Property Report for December 2023
Councilperson Stahl noted Christmas tree drop off at the Borough Farm or the Columbia Borough Fire Station Saturday, January 13, 2024.
President Zink thanked the Public Works Department for their efficient work with the recent snow/weather event.
- c. Safety/Marketing – Todd Burgard
 - I) Acknowledge receipt of the Public Safety Reports for December 2023: Columbia Borough Police Department and Columbia Borough Fire Department
 - II) Acknowledge receipt of the EMOC Reports for December 2023
 - III) Acknowledge receipt of the Codes Compliance Report and Condemnation Report for December 2023
Councilperson Burgard commended staff on their actions during the recent Police incident in the Borough and thanked them for the TextMyGov posting to keep residents informed.

9. Presentations

10. Mayor Lutz/Chief Brommer

- a. Proclamation No. 24-01 – A proclamation celebrating the Reverend Dr. Martin Luther King, Jr. holiday in the Borough of Columbia.

Mayor Lutz read the proclamation into the record.

Discussed the recent Police incident in the Borough and noted the orderly, efficient fashion in which the incident was handled. He expressed his thanks to all agencies involved.

Noted 2024 is his 23rd year as Mayor. Addressed disruptive conduct in rental properties in the Borough. Expressed his concern on the number of rentals in the Borough and the high turnover of tenants. Discussed addressing ways to address chronic problem properties.

Solicitor Gabel discussed the challenges in evicting tenants and creating and enforcing a nuisance ordinance.

Mayor Lutz questioned why properties owned by an LLC are not considered a business. President Zink and Solicitor Gabel responded the state does not recognize an LLC as a business. Manager Stivers also added to the discussion.

Chief Brommer thanked the residents who were cooperative during the recent Police incident. Thanked all of the agencies involved. Discussed the debriefing meeting he attended. He also announced the Police department received their new portable radios and are working on getting them programmed.

11. Action Items

- a. Motion to approve Resolution-2024-05 Regarding protocols and rules of decorum for public meetings.

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

President Zink noted changes made to the Resolution.

- b. Motion to approve Resolution 2024-06 Regarding protocols for elected officials conducting Borough business.

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

- c. Motion to approve Resolution 2024-07 Authorizing the destruction of Borough records.

Motion by:	Second by:	Voice Vote:
P. Stahl	K. Murphy	All Favored – Motion Carried

- d. Motion to authorize staff to pay bills.

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

Councilperson Stahl asked for clarification on a bill for work done at the Wastewater Treatment Plant. Manager Stivers and Manager Affeld provided detail on the project.

12. Introduction New Business

- a. Motion to approve contract change order No. 2 (final) to balance and close out the Second Street Phase II CDBG Improvements project.

Motion by:	Second by:	Voice Vote:
P. Stahl	K. Murphy	All Favored – Motion Carried

Engineer Rinaldo provided detail on the motion.

13. Staff Reports, Comments, and Announcements

- a. Solicitor
Updated Council on the sale of the subdivided Blue Lane property and the 4th quarter lien report. Noted there was no action on the Lancaster Avenue lien properties
- b. Borough Engineer
Announced the award of \$233,727 grant funds from the CFA Small Water Sewer for the replacement of the storm sewer pipe at the riverfront that runs from the railroad to the river and discussed details of the project. The project is scheduled to start this year. Also provided an update on the submission of the subdivision plan for the McGinness project.
- c. Secretary/Treasurer
Manager Stivers announced funding changes for the PA 462 Bridge project that pushes the project bid date out to 2026. Noted when the work starts the bridge will be closed for 5 years and the project will also impact the riverfront area. President Zink and Mayor Lutz added to the discussion. Manager Stivers noted increased traffic off Route 30 onto Linden Street caused by the bridge closure is being addressed by PennDOT and continues to be discussed.
Announced the documents were signed for the grant award for the Makle Park revitalization.
Noted the number of people subscribed for TextMyGov notifications has doubled but work continues to recruit new subscribers.
- d. Boards, Commissions and Committees
 - l) Upcoming Meetings: HARB (1.10.2024 CANCELLED) Parks & Rec (1.11.2024) Planning Commission (1.16.2024) Shade Tree Commission (1.22.2024) CCAT (1.10.2024)

14. Borough Council Comments

- a. Council Members
Councilperson Price announced Rick Fisher and Market Manager Vera will be raising funds to do restoration work in the dungeons under the market house. Bonnie Link will be the lead on the fundraising. Rick Fisher will provide Council with a presentation on the project in the near future.
President Zink discussed a grant awarded to Lancaster County Planning Department for stormwater management.

15. Announcement of next meeting. At 7:00 pm on Tuesday, January 23, 2024 Council will hold a regular Council meeting.

16. Motion to adjourn the meeting to an executive session to discuss a personnel matter at 7:56 pm.

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

MOTIONED AND APPROVED this 23rd day of January 2024, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Heather Zink, Council President

ATTEST:

Mark E. Stivers, Secretary/Treasurer

Range of Accounts: 01-400-000 to 35-492-183 Include Cap Accounts: Yes As Of: 12/31/23
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	8,400.00	0.00	0.00	100
01-400-113	Compensation to Mayor	1,200.00	0.00	0.00	1,200.00	0.00	0.00	100
01-400-300	Conference & Training	2,000.00	0.00	0.00	680.00	0.00	1,320.00	34
01-400-400	Council Other Expenses	500.00	0.00	0.00	224.95	0.00	275.05	45
Control: 000	Total	12,100.00	0.00	0.00	10,504.95	0.00	1,595.05	87
01-401-000	ADMINISTRATION CONTROL ACCOUNT A:							
01-401-121	Borough Manager Salary	98,358.00	0.00	0.00	107,675.40	0.00	9,317.40	109
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	107,785.75	0.00	8,927.75	109
01-402-000	ADMINISTRATION CONTROL ACCOUNT B:							
01-402-120	Finance Manager Salary	68,964.00	0.00	0.00	77,290.09	0.00	8,326.09	112
01-402-121	Accountant	52,982.00	0.00	0.00	53,790.37	0.00	808.37	102
01-402-140	Clerical Salary	49,061.00	0.00	0.00	49,867.28	0.00	806.28	102
01-402-141	Clerical Salary Overtime	3,000.00	0.00	0.00	2,572.66	0.00	427.34	86
01-402-192	Employee FICA	24,307.00	0.00	0.00	22,899.14	0.00	1,407.86	94
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	1,814.76	0.00	781.24	70
01-402-196	Employee Insurance Coverage Premiums	87,666.00	0.00	0.00	89,325.33	0.00	1,659.33	102
01-402-197	Employee Pension Contributions	22,843.00	0.00	0.00	20,409.30	0.00	2,433.70	89
01-402-210	Office Equipment & Supplies	14,000.00	0.00	0.00	8,238.27	0.00	5,761.73	59
01-402-300	Conference & Training	5,000.00	0.00	0.00	2,159.72	0.00	2,840.28	43
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	1,195.00	0.00	3,805.00	24
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	100,728.99	0.00	25,728.99	134
01-402-316	Pension Services	19,066.00	0.00	0.00	27,500.00	0.00	8,434.00	144
01-402-317	Contracted Services	15,000.00	0.00	79.00	35,131.70	36.00	20,210.70	235
01-402-318	Payroll Processing Fees	1,800.00	0.00	0.00	1,590.24	0.00	209.76	88
01-402-325	Postage	8,000.00	0.00	0.00	12,219.71	0.00	4,219.71	153
01-402-330	Grant Writing Services	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
01-402-340	Printing & Advertising	15,000.00	0.00	0.00	21,739.93	0.00	6,739.93	145
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	3,764.09	0.00	2,764.09-	376
01-402-374	Maint. & Rental Office Equipment	2,500.00	0.00	0.00	1,784.99	0.00	715.01	71
01-402-420	Dues & Publications	5,000.00	0.00	0.00	6,879.91	0.00	1,879.91-	138
01-402-421	CS Datum Annual Subscriptions	2,400.00	0.00	0.00	4,250.00	0.00	1,850.00-	177
Control: 000	Total	556,829.00	0.00	79.00	573,335.17	36.00	16,585.17-	103
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	17,949.02	0.00	3,347.98	84
01-403-215	Deed Transfer Tax Collection Fee - 2.0%	3,500.00	0.00	0.00	5,067.50	0.00	1,567.50-	145
Control: 000	Total	24,797.00	0.00	0.00	23,016.52	0.00	1,780.48	93
01-404-000	SOLICITOR/LEGAL CONTROL ACCOUNT:							
01-404-314	Solicitor Fees	102,600.00	0.00	0.00	140,268.38	0.00	37,668.38-	137
01-404-315	Labor Counsel	40,000.00	0.00	0.00	13,208.00	0.00	26,792.00	33
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	153,926.38	0.00	9,826.38-	107
01-408-000	ENGINEERING CONTROL ACCOUNT:							
01-408-101	Engineering Services	90,000.00	0.00	0.00	102,327.62	0.00	12,327.62-	114
Control: 000	Total	90,000.00	0.00	0.00	102,327.62	0.00	12,327.62-	114
01-409-000	BUILDING & PROPERTY CONTROL ACCOUNT:							
01-409-120	Property Management Salaries	63,672.00	0.00	0.00	69,978.60	0.00	6,306.60-	110
01-409-122	Property Management - Janitorial PT	20,262.00	0.00	0.00	14,223.95	0.00	6,038.05	70
01-409-192	Employee FICA	6,567.00	0.00	0.00	6,588.96	0.00	21.96-	100
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	116.72	0.00	483.28	19
01-409-196	Employee Insurance Coverage Premiums	4,335.00	0.00	0.00	4,275.58	0.00	59.42	99
01-409-197	Employee Pension Contributions	4,485.00	0.00	0.00	4,920.20	0.00	435.20-	110
01-409-226	Cleaning Supplies	3,500.00	0.00	0.00	2,930.14	0.00	569.86	84
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	8,557.45	0.00	2,557.45-	143
01-409-352	Insurance Premium Expenses	119,840.00	0.00	0.00	147,639.00	0.00	27,799.00-	123
01-409-361	Electrical Usage	12,000.00	0.00	0.00	10,816.46	0.00	1,183.54	90
01-409-362	308 Locust St., Natural Gas Usage	5,000.00	0.00	0.00	4,248.57	0.00	751.43	85
01-409-364	137 S Front, Rebillable Prop Expenses	25,000.00	0.00	0.00	28,521.37	0.00	3,521.37-	114
01-409-365	Trash Disposal Services	11,000.00	0.00	0.00	9,276.30	0.00	1,723.70	84
01-409-366	Water & Sewer Usage	2,195.00	0.00	0.00	2,912.20	0.00	717.20-	133
01-409-370	Maintenance & Repair of Building	12,000.00	0.00	0.00	14,774.01	0.00	2,774.01-	123
01-409-374	Maintenance & Repair of Equipment	5,000.00	0.00	0.00	5,161.91	0.00	161.91-	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	0.00	409,144.16	0.00	49,496.16	114
01-410-000	POLICE CONTROL ACCOUNT:							
01-410-120	Chief of Police Salary	107,698.00	0.00	0.00	186,457.19	0.00	78,759.19	173
01-410-130	Sergeants Salaries	292,823.00	0.00	0.00	268,163.89	0.00	24,659.11	92
01-410-131	Police Officer Salaries	1,111,342.00	0.00	0.00	1,117,983.97	0.00	6,641.97	101
01-410-132	Part-Time Police Officer Salaries	32,448.00	0.00	0.00	28,464.00	0.00	3,984.00	88
01-410-133	School Crossing Guard Salaries	41,594.00	0.00	0.00	48,485.95	0.00	6,891.95	117
01-410-134	Officer in Charge (OIC)	15,000.00	0.00	0.00	20,330.00	0.00	5,330.00	136
01-410-136	Enforcement Officer Salaries	59,290.00	0.00	0.00	36,205.46	0.00	23,084.54	61
01-410-137	Administrative Assistant Salary	49,061.00	0.00	0.00	48,357.47	0.00	703.53	99
01-410-140	Administrative Coordinator Salary	53,217.00	0.00	0.00	53,136.70	0.00	80.30	100
01-410-141	Community Service Aide Salaries	80,954.00	0.00	0.00	66,537.96	0.00	14,416.04	82
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	213,791.90	0.00	26,117.90	114
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	15,902.88	0.00	24,097.12	40
01-410-179	Longevity Bonuses	29,500.00	0.00	0.00	27,500.00	0.00	2,000.00	93
01-410-180	Police Degree Bonuses	4,500.00	0.00	0.00	4,250.00	0.00	250.00	94
01-410-183	Police Department Overtime	100,000.00	0.00	0.00	54,156.68	0.00	45,843.32	54
01-410-192	Employee FICA	53,955.00	0.00	0.00	49,538.96	0.00	4,416.04	92
01-410-194	Employee Unemployment Compensation Tax	18,263.00	0.00	0.00	11,059.89	0.00	7,203.11	61
01-410-195	Employee Workers Compensation Insurance	105,528.00	0.00	0.00	121,456.48	0.00	15,928.48	115
01-410-196	Employee Insurance Coverage Premiums	572,835.00	0.00	0.00	547,310.48	0.00	25,524.52	96
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	9,984.71	0.00	415.29	96
01-410-200	Police Equipment & Supplies	25,000.00	0.00	0.00	32,620.34	0.00	7,620.34	130
01-410-201	Police Ammo	5,000.00	0.00	0.00	4,921.14	0.00	78.86	98
01-410-204	Officer Equipment Allowance	6,600.00	0.00	0.00	5,209.04	0.00	1,390.96	79
01-410-228	Animal Control & Shelter Fees	2,000.00	0.00	0.00	2,875.00	0.00	875.00	144
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	22,392.06	0.00	1,607.94	93
01-410-238	Police Uniforms and Dry Cleaning	18,000.00	0.00	0.00	15,033.88	0.00	2,966.12	84
01-410-239	Enforcement Officers Clothing Allowance	1,000.00	0.00	0.00	1,045.12	0.00	45.12	105
01-410-317	Contracted Services	30,000.00	0.00	79.00	43,044.96	36.00	13,123.96	144
01-410-318	Payroll Processing Fees	4,000.00	0.00	0.00	5,466.10	0.00	1,466.10	137
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	12,001.38	0.00	2,001.38	120

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	0.00	2,516.45	0.00	116.45	105
01-410-376	Maintenance & Repair, Police Vehicles	4,000.00	0.00	0.00	17,631.71	0.00	13,631.71	441
01-410-377	Maintenance & Repair, Police Equipment	20,000.00	0.00	0.00	7,610.76	0.00	12,389.24	38
01-410-384	Equipment Rental	3,000.00	0.00	0.00	1,941.94	0.00	1,058.06	65
01-410-471	Enterprise Lease Expenses 2023 -POLICE	75,858.00	0.00	0.00	49,625.88	0.00	26,232.12	65
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	11,053.11	0.00	7,053.11	276
Control: 000	Total	3,995,954.00	0.00	79.00	3,819,365.97	36.00	176,509.03	96
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	40,910.00	0.00	418.00	99
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	248,552.85	0.00	2,979.15	99
01-413-000	CODE COMPLIANCE CONTROL ACCOUNT:							
01-413-123	Code Compliance Manager	56,645.00	0.00	0.00	67,650.98	0.00	11,005.98	119
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	22,649.00	0.00	1,067.00	96
01-413-192	Employee FICA	13,104.00	0.00	0.00	12,049.37	0.00	1,054.63	92
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	357.68	0.00	42.32	89
01-413-196	Employee Insurance Coverage Premiums	76,593.00	0.00	0.00	61,361.65	0.00	15,231.35	80
01-413-197	Employee Pension Contributions	10,773.00	0.00	0.00	8,371.97	0.00	2,401.03	78
01-413-220	Operating Supplies	5,000.00	0.00	0.00	1,320.91	0.00	3,679.09	26
01-413-231	Fuel, Vehicles	2,000.00	0.00	0.00	2,539.10	0.00	539.10	127
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	1,229.20	0.00	3,770.80	25
01-413-315	Property Inspector F/T	46,190.00	0.00	0.00	51,949.43	0.00	5,759.43	112
01-413-317	Contracted Services - Remedial	5,000.00	0.00	0.00	1,769.50	0.00	3,230.50	35
01-413-318	Payroll Processing Fee	500.00	0.00	0.00	503.94	0.00	3.94	101
01-413-321	Code, Phone - Cell, Landline & GPS	2,000.00	0.00	0.00	1,424.32	0.00	575.68	71
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	3,400.00	0.00	1,600.00	68
01-413-471	Enterprise Lease Costs 2023 - CODES	23,452.00	0.00	0.00	9,769.04	0.00	13,682.96	42
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	275,537.73	0.00	64,896.27	81
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	51,283.30	0.00	2,222.30	105
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	8,570.19	0.00	223.19	103
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	233.44	0.00	66.56	78
01-414-196	Employee Insurance Coverage Premiums	29,773.00	0.00	0.00	25,565.89	0.00	4,207.11	86
01-414-197	Employee Pension Contributions	8,333.00	0.00	0.00	7,603.47	0.00	729.53	91
01-414-220	Operating Supplies	3,000.00	0.00	0.00	506.89	0.00	2,493.11	17
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	261.78	0.00	11.78	105
01-414-321	Zoning, Phone - Cell	800.00	0.00	0.00	505.49	0.00	294.51	63
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	1,518.24	0.00	518.24	152
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	151,023.23	0.00	53,625.77	74
01-415-000	EMERGENCY MANAGEMENT CONTROL ACCOUNT:							
01-415-220	Operating Supplies - PPE/Stock Items	1,500.00	0.00	0.00	3,260.05	0.00	1,760.05	217
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	36,877.07	0.00	3,322.93	92
01-415-700	Emergency Management, Phone - Cell	1,000.00	0.00	0.00	1,067.64	0.00	67.64	107
01-423-001	Human Services - Community	500.00	0.00	0.00	90.00	0.00	410.00	18
Control: 000	Total	43,700.00	0.00	0.00	41,528.76	0.00	2,171.24	95
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	54,318.40	0.00	398.60	99

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	5,896.31	0.00	103.69	98
01-426-362	Recycling - Utilities	2,000.00	0.00	0.00	810.49	0.00	1,189.51	41
Control: 000	Total	77,217.00	0.00	0.00	75,409.08	0.00	1,807.92	98
01-429-000	WASTEWATER ACTIVITIES CONTROL ACCOUNT:							
01-429-188	WWTP, Contracted Services	500.00	0.00	0.00	3,030.39	0.00	2,530.39	606
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	863.40	0.00	636.60	58
01-429-361	WWTP, Electrical Usage	1,750.00	0.00	0.00	2,417.48	0.00	667.48	138
01-429-362	WWTP, Natural Gas Usage	2,750.00	0.00	0.00	4,345.83	0.00	1,595.83	158
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	5,107.33	0.00	3,307.33	284
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	16,266.43	0.00	1,716.43	112
01-430-000	HIGHWAY/PUBLIC WORKS CONTROL ACCOUNT:							
01-430-122	Public Works Manager Salary	81,947.00	0.00	0.00	88,083.87	0.00	6,136.87	107
01-430-140	Highway Personnel Salaries	335,000.00	0.00	0.00	253,800.15	0.00	81,199.85	76
01-430-141	Clerical Salary	49,061.00	0.00	0.00	49,867.21	0.00	806.21	102
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	7,029.74	0.00	11,970.26	37
01-430-192	Employee FICA	40,000.00	0.00	0.00	34,527.56	0.00	5,472.44	86
01-430-194	Employee Unemployment Compensation Tax	3,500.00	0.00	0.00	2,640.12	0.00	859.88	75
01-430-195	Employee Workers Compensation Insurance	63,690.00	0.00	0.00	58,719.84	0.00	4,970.16	92
01-430-196	Employee Insurance Coverage Premiums	197,861.00	0.00	0.00	157,922.42	0.00	39,938.58	80
01-430-197	Employee Pension Contributions	32,621.00	0.00	0.00	31,745.48	0.00	875.52	97
01-430-200	Operating Supplies	15,000.00	0.00	0.00	14,634.45	0.00	365.55	98
01-430-231	Fuel, Vehicles	50,000.00	0.00	235.21	33,586.83	0.00	16,177.96	68
01-430-238	Highway Uniform Cleaning	5,141.00	0.00	0.00	4,673.83	0.00	467.17	91
01-430-239	Employee Clothing Allowance	2,700.00	0.00	0.00	2,255.28	0.00	444.72	84
01-430-245	Highway Supplies	15,000.00	0.00	0.00	7,509.59	0.00	7,490.41	50
01-430-300	Conference & Training	2,000.00	0.00	0.00	100.00	0.00	1,900.00	5
01-430-317	Contracted Services	4,000.00	0.00	0.00	3,574.04	0.00	425.96	89
01-430-318	Payroll Processing Fees	1,000.00	0.00	0.00	964.90	0.00	35.10	96
01-430-321	Highway, Phone - Cell & Landline & GPS	8,000.00	0.00	0.00	7,247.05	0.00	752.95	91
01-430-361	Highway Building Electrical Usage	4,348.00	0.00	0.00	1,241.46	0.00	3,106.54	29

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	5,129.17	0.00	3,305.83	61
01-430-366	Highway Building Water Usage	2,000.00	0.00	0.00	261.12	0.00	1,738.88	13
01-430-373	Maintenance & Repair of Building	4,000.00	0.00	0.00	19,536.06	0.00	15,536.06	488
01-430-375	Maintenance & Repairs of Equipment	38,500.00	0.00	0.00	33,812.63	0.00	4,687.37	88
01-430-471	Enterprise Lease Costs 2023 - P.W.	69,640.00	0.00	0.00	71,400.72	0.00	1,760.72	103
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	2,350.63	0.00	2,649.37	47
Control: 000	Total	2,458,379.23	0.00	235.21	2,287,490.28	0.00	170,653.74	93
01-433-000	TRAFFIC & STREET LIGHTS CONTROL ACCOUNT:							
01-433-260	Street Signs	6,000.00	0.00	0.00	4,658.75	0.00	1,341.25	78
01-433-374	Traffic Lights, Maintenance	16,000.00	0.00	0.00	11,794.51	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	0.00	16,788.72	0.00	6,711.28	71
01-444-000	MARKET HOUSE CONTROL ACCOUNT:							
01-444-120	Market Manager Salary	53,560.00	0.00	0.00	54,360.00	0.00	800.00	101
01-444-192	Employee FICA	4,106.00	0.00	0.00	4,308.18	0.00	202.18	105
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	116.72	0.00	83.28	58
01-444-196	Employee Insurance Coverage	11,507.00	0.00	0.00	14,851.18	0.00	3,344.18	129
01-444-197	Employee Pension Contributions	3,749.00	0.00	0.00	3,806.18	0.00	57.18	102
01-444-226	Supplies	9,010.00	0.00	0.00	8,201.96	0.00	808.04	91
01-444-317	Market House, Contracted Services	10,000.00	0.00	0.00	16,984.22	140.00	6,984.22	170
01-444-318	Payroll Processing Fees	120.00	0.00	0.00	110.47	0.00	9.53	92
01-444-321	Market House, Phone & Internet	3,000.00	0.00	0.00	3,681.73	0.00	681.73	123
01-444-361	Market House, Electrical Usage	9,000.00	0.00	0.00	14,403.26	0.00	5,403.26	160
01-444-362	Market House, Natural Gas Usage	10,400.00	0.00	0.00	12,795.86	0.00	2,395.86	123
01-444-366	Market House, Water & Sewer Usage	4,000.00	0.00	0.00	4,512.64	0.00	512.64	113
01-444-373	Market House, Maintenance of Building	12,000.00	0.00	0.00	6,209.10	0.00	5,790.90	52
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	144,658.75	140.00	4,496.75	103
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	3,171.89	0.00	328.11	91
01-454-375	Columbia Crossings, Water & Sewer Usage	2,000.00	0.00	0.00	2,307.37	0.00	307.37	115
01-454-376	Columbia Crossings, Phone	3,783.00	0.00	0.00	3,544.64	0.00	238.36	94
01-454-377	Columbia Crossings, Contracted Services	6,000.00	0.00	0.00	6,612.52	130.00	612.52	110
01-454-378	Columbia Crossings, Building/Prop Maint.	5,000.00	0.00	0.00	7,990.69	0.00	2,990.69	160
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	2,794.78	0.00	734.78	136
01-454-452	Maintenance of Parks - River Park	3,773.00	0.00	0.00	2,567.01	0.00	1,205.99	68
01-454-453	Maintenance of Parks - Locust Park	6,180.00	0.00	0.00	5,646.93	0.00	533.07	91
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	139.40	0.00	1,920.60	7
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	159,552.60	130.00	3,301.40	98
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	142,268.43	0.00	1,579.57	99
Control: 000	Total	143,848.00	0.00	0.00	142,268.43	0.00	1,579.57	99
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	393.21	9,254,640.65	342.00	469,553.37	95
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	393.21	9,254,640.65	342.00	469,553.37	95
18-410-000	POLICE:							
18-410-755	PD Body Worn Cameras (BWC ProgramG)	0.00	0.00	0.00	5,001.64	0.00	5,001.64	0
18-410-759	PD Community Camera System	40,000.00	0.00	0.00	25,370.17	0.00	14,629.83	63
Control: 000	Total	40,000.00	0.00	0.00	30,371.81	0.00	9,628.19	76
18-430-000	HIGHWAY MAINT GENERAL SERVICES:							
18-430-755	Grinder Replacement	508,000.00	0.00	0.00	0.00	0.00	508,000.00	0
18-438-001	walnut St Improve./Smart Growth	50,000.00	0.00	0.00	116,183.51	0.00	66,183.51	232
Control: 000	Total	558,000.00	0.00	0.00	116,183.51	0.00	441,816.49	21
18-444-000	MARKETS:							
18-450-001	McGinness Airport Development Project	500,000.00	0.00	0.00	486,054.47	0.00	13,945.53	97
18-450-002	McGinness Project -2023	2,000,000.00	0.00	0.00	54,281.13	0.00	1,945,718.87	3
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 River Front Storm System-placeholder	0.00	0.00	0.00	142.92	0.00	142.92	0
18-465-001	Columbia River Park - Phase 3	20,000.00	0.00	0.00	23,867.97	0.00	3,867.97	119
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	564,346.49	0.00	2,591,668.51	18
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 & Union St/CDBG	300,000.00	0.00	0.00	95,461.49	0.00	204,538.51	32
Fund: 18	CAPITAL FUND Budgeted Total	4,317,015.00	0.00	0.00	812,684.95	0.00	3,504,330.05	19
Fund: 18	CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 18	CAPITAL FUND Total	4,317,015.00	0.00	0.00	812,684.95	0.00	3,504,330.05	19
21-463-670	River Front Storm System Improvements	136,000.00	0.00	0.00	3,804.77	0.00	132,195.23	3
21-463-671	Shawnee/Mill St Drainage/Improvements	53,000.00	0.00	0.00	3,679.78	0.00	49,320.22	7
21-463-672	APPROVED ARPA Fund Exp - per guidelines	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0
21-463-673	158 River Front Storm System Improve	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0
21-463-674	Dual Band Radios - Public Safety	125,000.00	0.00	0.00	90,963.75	0.00	34,036.25	73
21-463-675	EOC - Lancaster County ARPA Match	12,060.00	0.00	0.00	138.31	0.00	11,921.69	1
21-492-001	Revenue Loss/Covid-19 Financial Impact	300,000.00	0.00	0.00	0.00	0.00	300,000.00	0
Control: 000	Total	1,439,060.00	0.00	0.00	200,369.75	0.00	1,238,690.25	14

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	98,586.61	0.00	777,473.39	11
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	98,586.61	0.00	777,473.39	11
30-000-000	Bond Capital Expense							
30-400-000	BOND CAPITAL PROJECTS CONTROL ACCOUNT:							
30-401-001	Transfer to Fund Balance Reserves	850,000.00	0.00	0.00	0.00	0.00	850,000.00	0
30-438-001	Walnut Street Improvements/Smart Growth	867,100.00	0.00	0.00	0.00	0.00	867,100.00	0
30-444-375	Market House Improvements (RACP PhaseI)	0.00	0.00	0.00	1,294.33	0.00	1,294.33	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	1,926.73	0.00	2,615,173.27	0
Fund: 30	BOND CAPITAL FUND Budgeted Total	2,617,100.00	0.00	0.00	1,926.73	0.00	2,615,173.27	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	1,926.73	0.00	2,615,173.27	0
35-430-000	HIGHWAY MAINTENANCE:							
35-432-200	Snow & Ice Removal	19,000.00	0.00	0.00	5,766.08	0.00	13,233.92	30
35-433-001	Traffic Control Devices	12,000.00	0.00	0.00	4,550.00	0.00	7,450.00	38
35-434-001	Street Lighting - Electrical Usage	102,591.00	0.00	0.00	99,520.70	0.00	3,070.30	97
35-434-002	Traffic Lights - Electrical Usage	9,500.00	0.00	0.00	6,157.51	0.00	3,342.49	65
35-438-245	Highway Supplies/Aggregates	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
35-438-246	Highway Supplies/Other	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
35-438-247	Highway Equipment Maintenance	7,500.00	0.00	0.00	4,894.82	0.00	2,605.18	65
35-439-085	Current Year Street Paving Projects	175,000.00	0.00	0.00	61,923.09	0.00	113,076.91	35
35-454-074	CDBG - Perry and Union (2nd St)	300,000.00	0.00	0.00	9,847.75	0.00	290,152.25	3
Control: 000	Total	634,591.00	0.00	0.00	192,659.95	0.00	441,931.05	30
Fund: 35	HIGHWAY AID FUND Budgeted Total	634,591.00	0.00	0.00	192,659.95	0.00	441,931.05	30
Fund: 35	HIGHWAY AID FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 35	HIGHWAY AID FUND Total	634,591.00	0.00	0.00	192,659.95	0.00	441,931.05	30
Final Budgeted		18,169,353.23	0.00	393.21	10,360,498.89	342.00	7,808,461.13	57
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		18,169,353.23	0.00	393.21	10,360,498.89	342.00	7,808,461.13	57

Account Range: 01-301-001 to 35-395-001 Include Zero Activity Accounts: No
Current Date Range: 01/01/23 to 12/31/23 Year To Date As Of: 12/31/23

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	3,282,189.97	95.52
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	153,000.22	117.41
01-301-400	Property Taxes - KOZ 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	252,434.80	94.06
01-310-210	Earned Income Tax (EIT) - 0.5%	1,126,410.00	0.00	1,200,282.89	106.56
01-310-430	Local Services Tax (LST) - \$52 per annum	143,207.00	0.00	126,903.46	88.62
01-321-310	Misc License (Pawn, Antique, Tattoo,.)	1,647.00	0.00	3,679.00	223.38
01-321-610	Peddler's License	218.00	0.00	260.00	119.27
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	18,379.79	155.67
01-331-109	State Police & County Fines	7,374.00	0.00	8,846.84	119.97
01-331-112	Ordinance Violations-DJ-POLICE	73,276.00	0.00	84,483.82	115.30
01-331-115	Ordinance Violations-DJ-CODES	12,361.00	0.00	7,236.49	58.54
01-331-300	Parking Fines	144,954.00	0.00	144,908.00	99.97
01-341-100	Interest Income	3,000.00	0.00	23,945.86	798.20
01-342-200	137 S Front, Lease Proceeds	76,000.00	0.00	66,732.38	87.81

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-342-201	137 S Front, Tenant Exp Reimbursements	24,638.00	0.00	23,336.55	94.72
01-342-202	420,430,434,440 S Front St Lease	12,060.00	0.00	13,548.14	112.34
01-342-203	420,430,434,440 S Front St, Reiumburse	15,000.00	0.00	0.00	0.00
01-342-204	Market House-Stand Rentals	52,500.00	0.00	43,492.73	82.84
01-342-205	Market House - All Events	34,000.00	0.00	20,797.16	61.17
01-342-206	Market House - Community Kitchen	19,000.00	0.00	9,665.00	50.87
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	3,200.00	91.43
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	10,707.72	72.25
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	56,935.90	56.96
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	13,434.70	268.69
01-361-620	County Tax Collection Commission Revenue	4,095.00	0.00	2,769.56	67.63
01-362-100	Police Dept Misc Services & Refunds	25,323.00	0.00	18,299.87	72.27

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-110	Sale of Accident Reports	2,138.00	0.00	2,655.00	124.18
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	114,557.22	139.03
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	1,380.00	276.00
01-362-300	Bike Patrol Unit, Bike Sale	0.00	0.00	191.00	0.00
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	84,000.00	97.67
01-362-402	Borough Rental & Event Revenue	15,750.00	0.00	18,585.00	118.00
01-362-423	Quick Ticket Revenue	31,988.00	0.00	35,650.00	111.45
01-362-424	Rental Inspections Revenue	36,345.00	0.00	66,150.00	182.01
01-362-425	Fire Inspections Revenue	5,640.00	0.00	7,300.00	129.43
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	6,025.00	272.38
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

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-470	Condemnation Revenue	2,000.00	0.00	8,800.00	440.00
01-362-480	Appeals Revenue	500.00	0.00	25.00	5.00
01-363-100	Street Opening Permits	30,000.00	0.00	28,558.51	95.20
01-363-210	Meter Receipts	56,631.00	0.00	76,642.15	135.34
01-363-220	Contractor Parking Permits	10,314.00	0.00	10,572.00	102.50
01-363-400	Yard Waste Revenue	113,619.00	0.00	127,406.95	112.14
01-363-500	Highway Dept Misc Services & Refunds	500.00	0.00	1,719.85	343.97
01-372-400	Electric Generation Revenue (LCSWMA)	50,016.00	0.00	45,848.00	91.67
01-380-001	Miscellaneous Revenue	5,000.00	0.00	6,915.95	138.32
01-380-002	Insurance Rebates, Refunds, & Reimburmnt	101,000.00	0.00	132,257.49	130.95
01-380-005	Police Misc Revenue (TRUIST Donations)	500.00	0.00	6,325.00	1,265.00
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	5,950.96	2,380.38
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	24,860.28	63.11
01-387-006	Employee Health Insurance Share (Pol)	64,285.00	0.00	46,017.34	71.58
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

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-392-021	Transfer from ARPA Funds REVENUE REPLEN	300,000.00	0.00	0.00	0.00
01-395-001	Refund of Prior Yr Expenditure	500.00	0.00	3,949.34	789.87
Anticipated Total		7,790,441.00	38,200.00	6,953,754.61	88.82
Unanticipated Total		504,711.00	2,000.00	271,416.70	0.00
Fund Total		8,295,152.00	40,200.00	7,225,171.31	83.42
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	137,150.56	1,959.29
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	137,150.56	11.35
Unanticipated Total		3,108,393.00	0.00	0.00	0.00
Fund Total		4,317,015.00	0.00	137,150.56	3.18
21-341-100	Interest Income	250.00	0.00	12,921.85	5,168.74
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	12,921.85	0.00

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
Fund Total		876,060.00	0.00	12,921.85	0.00
30-341-100	Interest	0.00	0.00	7,165.93	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, Walnut St	867,100.00	0.00	0.00	0.00
Anticipated Total		1,338,000.00	0.00	7,165.93	0.54
Unanticipated Total		1,279,100.00	0.00	0.00	0.00
Fund Total		2,617,100.00	0.00	7,165.93	0.27
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	54,114.24	901.90
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	317,469.01	73.05
Unanticipated Total		200,000.00	0.00	0.00	0.00
Fund Total		634,591.00	0.00	317,469.01	50.03
Final Total		16,739,918.00	40,200.00	7,699,878.66	44.19

Status Report

TO: Columbia Borough

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

DATE: January 23, 2024

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

The lien information is as follows:

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

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

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

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

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

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

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

The lien information is as follows:

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

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

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

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

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

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

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

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

The reminder letter was sent on July 24, 2023. We have not heard from him.

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

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

The lien information is as follows:

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

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

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

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

The reminder letter was sent on July 24, 2023. We received a note from Cindy Weaver on August 3, 2023 regarding payments she would be making. She stated she sent \$310.00 to the Borough and would be dividing the balance of \$532.00 into two payments as she could not pay in full. She was to make a payment in August and September. We do not know if these payments were received by the Borough.

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

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

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

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

No. CI-05-08626

A Municipal Lien was filed on September 28, 2005 for the sewer billings from March 2005 to June 2005 in the amount of \$114.28. We have not received a response to the reminder letter sent in May.

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

No. CI-05-10337

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

wanted to speak to the Borough manager or codes person. He also indicated he may get a lawyer. We advised the Borough of his response. We have no additional update on this matter.

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

The lien information is as follows:

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

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

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

We have not received a response to the reminder letter sent in June 2023.

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

A Municipal Lien was filed on March 8, 2006 for the sewer billings from August 2005 to December 2005 in the amount of \$77.67. The Deed for this property has his name spelled as “Kevin L. Rhodes”. We have not received a response to the reminder letter sent in June.

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

These liens were merged via Writ of Scire Facias to CI-24-00292

The lien information is as follows:

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

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

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

The Writ of Scire Facias was filed on January 12, 2024. We received the acceptance information on January 17, 2024. It will be given to the Sheriff of Lancaster County for service.

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

These liens were merged via Writ of Scire Facias to CI-24-00337

The lien information is as follows:

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

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

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

The Writ of Scire Facias was filed on January 17, 2024. It will be given to the Sheriff of Lancaster County for service.

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

A Municipal Lien was filed on August 21, 2006 for sidewalk repairs in the amount of \$922.25. It is our understanding that the sidewalk replacement was paid, but they refused to pay the lien filing fees. We sent a reminder letter on September 25, 2023 for the filing and satisfaction fees. To date, we have not heard from them.

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

A Municipal Lien was filed on August 21, 2006 for sidewalk repairs in the amount of \$1,723.45. It is our understanding that the sidewalk replacement was paid, but they refused to pay the lien filing fees. We sent a reminder letter on September 25, 2023 for the filing and satisfaction fees. To date, we have not heard from them.

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

The lien information is as follows:

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

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

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

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

We sent a reminder letter on May 9, 2023. We have not heard from them.

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

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

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

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

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

The lien information is as follows:

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

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

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

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

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

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

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

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

The lien information is as follows:

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

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

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

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

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

The lien information is as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ms. Misciagna received a discharge in the Chapter 13 bankruptcy case on November 16, 2023. The case was closed on January 12, 2024.

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

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

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

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

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

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

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

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

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

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

Total for Lien Amounts as filed: \$29,288.95

Account Number	Account Description	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-ADMIN	0	48.14	TBENNETT
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-POLICE	0	148.38	TBENNETT
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-CODES	0	12.04	TBENNETT
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-ZONING	0	4.01	TBENNETT
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-MRKT HOUSE	0	4.01	TBENNETT
01-100-104	Cash In Bank - Reg	12/08/23	Expenditure	ADP Payroll processing fees-PW	0	32.10	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-ADMIN	0	24.66	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP local payroll processing fees	0	55.00	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-POLICE	0	147.42	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-CODES	0	12.33	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-ZONING	0	4.11	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-PW	0	32.88	TBENNETT
01-100-104	Cash In Bank - Reg	12/22/23	Expenditure	ADP Payroll processing fees-MRKT HOUSE	0	4.11	TBENNETT
01-100-104	Cash In Bank - Reg	12/23/23	Expenditure	ADP-Sick Pay/P Arnold and S Mimmall- TAXES	0	288.49	TBENNETT
01-100-104	Cash In Bank - Reg	12/23/23	Expenditure	ADP Sick Pay/C Wallick and R Warfel-TAXES	0	713.15	TBENNETT
01-100-104	Cash In Bank - Reg	12/23/23	Expenditure	ADP-Sick Pay/P Arnold and S Mimmall- TAXES	0	2.64	TBENNETT
01-100-104	Cash In Bank - Reg	12/23/23	Expenditure	ADP Sick Pay/C Wallick and R Warfel-TAXES	0	6.51	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-ADMIN	0	20,409.30	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-PROPERTY	0	4,920.20	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-POLICE/nonuni	0	9,984.71	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-CODES	0	8,371.97	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-ZONING	0	3,589.79	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-PW HWY	0	31,745.48	TBENNETT
01-100-104	Cash In Bank - Reg	12/29/23	Expenditure	PRINCIPAL NonUniform Pension 2023-MARKET HOUSE	0	3,806.18	TBENNETT
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	FP FINANCE 34722402 postage meter	0	85.00	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	LEAF 14396799 copier rental admin	0	160.81	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	LEAF 14412397 copier rental police	0	14.02	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone boro	0	173.88	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone police	0	298.33	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone codes	0	114.48	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone public works	0	84.44	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone ema	0	134.43	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone planning mng	0	42.22	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	VERIZON cell phone market mng	0	42.22	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL s front st 300359947	0	275.99	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 429 s front st 300416106	0	94.63	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL11 front st security camera 300251879	0	34.26	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 550 ave n makel park 300412194	0	55.50	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 308 locust st 300269611	0	835.39	LGERFIN

Account Number	Account Description	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 21 WALNUT ST 300417646	0	239.99	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 137 S FRONT ST 300610070	0	500.13	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 254 BLUE LN GATE 300254898	0	31.65	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL BLUE LN wr 62638 300405497	0	36.65	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 1020 manor st 300302571	0	19.08	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL ave l cameras 300409051	0	27.47	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 11 s 3rd market house 301279238	0	1,030.07	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	PPL 700 franklin st 300351184	0	41.41	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 41 walnut st 8993112890112282	0	310.87	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 308 locust st 8993112890026029	0	405.81	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 420 s front st 8993112890103588	0	105.55	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 308 locust st adnl bsns 8993112890154821	0	149.39	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 431 s front st 8993112890108447	0	307.39	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 15 s 3rd st 8993112890155828	0	275.33	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COMCAST 308 locust st 8993112890107043	0	324.88	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI col wwtp 411006753577	0	37.22	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI 137 s front st 411000209568	0	193.64	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI 15 s 3rd st 411000981927	0	29.09	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI 308 locust st 411000713759	0	80.56	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI columbia market 411001631141	0	305.89	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI 431 s front st 411001174845	0	28.70	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	UGI S Front St WWTP 411000642404	0	41.25	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 15 s 3rd 13017100	0	190.64	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 137 s front st 12001501	0	176.02	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 420 s front st 12000610	0	127.76	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 430 s front st 12000600	0	161.40	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 41 walnut st 06006410	0	144.74	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 308 locust st 06002900	0	165.79	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 431 s front st 00007607	0	22.35	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 137 s front st 12001500	0	54.83	LGERFIN
01-100-104	Cash In Bank - Reg	12/31/23	Expenditure	COL WATER 700 franklin st 00007185	0	20.16	LGERFIN

Range of Checking Accts: First to Last Range of Check Dates: 01/10/24 to 01/23/24
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							
DEADLINE COUNTY WAS 01.11.2024							
42480	01/11/24	LANCA070 Lancaster County Treasurer					735
24-00062	1	2023 County 12.1 thru 12.31	6,667.87	01-200-201	G/L		1 1
				Lanc Co RE Tax Payable			
24-00062	2	2023 County 01.01 thru 01.09	3,947.51	01-200-201	G/L		2 1
				Lanc Co RE Tax Payable			
			10,615.38				
42481	01/23/24	108EM005 10-8 Emergency Vehicle SVC					736
24-00059	1	Antenna setup	1,052.63	01-410-376	Expenditure		23 1
				Maintenance & Repair, Police Vehicles			
24-00060	1	Cabsolutions printer head rest	541.80	01-410-376	Expenditure		24 1
				Maintenance & Repair, Police Vehicles			
			1,594.43				
42482	01/23/24	AGRIC005 Agricultural Analytical Svs La					736
24-00077	1	Compost Sample Quarterly Test	340.00	01-426-103	Expenditure		85 1
				904 Collection Expenses			
42483	01/23/24	APPTE005 App-Techs Corporation					736
24-00050	1	Surveillance System Install	3,325.35	01-410-328	Expenditure		5 1
				Maint, Repair, & Rents for Camera System			
24-00084	1	Server Maintenance/Cameras	478.59	01-410-328	Expenditure		104 1
				Maint, Repair, & Rents for Camera System			
			3,803.94				
42484	01/23/24	BATT WR Battery Warehouse					736
24-00082	1	Batteries International Dump	509.97	01-430-375	Expenditure		103 1
				Maintenance & Repairs of Equipment			
42485	01/23/24	CARDM005 ELAN					736
24-00102	1	eventective market house	175.50	01-444-317	Expenditure		163 1
				Market House, Contracted Services			
24-00102	2	psab training m stivers	25.00	01-402-300	Expenditure		164 1
				Conference & Training			
24-00102	3	msft-eoc computer software	13.25	01-402-312	Expenditure		165 1
				IT Contracted Services			
24-00102	4	sidium monthly it services	4,990.26	01-402-312	Expenditure		166 1
				IT Contracted Services			
24-00102	5	stauffers s linter send off	73.09	01-400-400	Expenditure		167 1
				Council Other Expenses			
24-00102	6	amz ink cartidges finance	302.99	01-402-210	Expenditure		168 1
				Office Equipment & Supplies			
24-00102	7	edc mark meeting	75.00	01-402-300	Expenditure		169 1
				Conference & Training			
24-00102	8	sidium monthly it services	19.20	01-402-312	Expenditure		170 1
				IT Contracted Services			
24-00102	9	amz 2023 tax forms office supp	160.41	01-402-210	Expenditure		171 1
				Office Equipment & Supplies			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND		Continued					
42485	ELAN			Continued					
24-00102	10	1np monthly subscription	15.95	01-402-420	Expenditure		172	1	
				Dues & Publications					
24-00102	11	amz brochure holders zoning	198.23	01-414-220	Expenditure		173	1	
				Operating Supplies					
24-00102	12	lowes plywood trim 1/4 round	57.55	01-414-220	Expenditure		174	1	
				Operating Supplies					
24-00102	13	lowes wood for shelving	51.98	01-409-370	Expenditure		175	1	
				Maintenance & Repair of Building					
24-00102	14	lowes plywood & corner molding	65.47	01-402-210	Expenditure		176	1	
				Office Equipment & Supplies					
24-00102	15	lowes mcg sign supplies	125.68	18-450-001	Expenditure		177	1	
				McGinness Airport Development Project					
24-00102	16	lowes mcg sign supplies	96.14	18-450-001	Expenditure		178	1	
				McGinness Airport Development Project					
24-00102	17	quill ink cartridges	167.61	01-430-200	Expenditure		179	1	
				Operating Supplies					
24-00102	18	amz laminating letter size pou	58.79	01-410-200	Expenditure		180	1	
				Police Equipment & Supplies					
24-00102	19	walmart supplies	39.21	01-410-200	Expenditure		181	1	
				Police Equipment & Supplies					
24-00102	20	axon battery pack spare batter	279.20	01-410-200	Expenditure		182	1	
				Police Equipment & Supplies					
24-00102	21	amz laminating sheets	33.69	01-410-200	Expenditure		183	1	
				Police Equipment & Supplies					
24-00102	22	amz office supplies	93.82	01-410-200	Expenditure		184	1	
				Police Equipment & Supplies					
24-00102	23	amz ink cartridges	39.96	01-410-200	Expenditure		185	1	
				Police Equipment & Supplies					
24-00102	24	pennstate traning h arndt	814.00	01-410-174	Expenditure		186	1	
				Conference & Training					
24-00102	25	amz computer battery	39.99	01-410-200	Expenditure		187	1	
				Police Equipment & Supplies					
24-00102	26	adobe new subscription mimnall	21.19	01-410-200	Expenditure		188	1	
				Police Equipment & Supplies					
24-00102	27	amz prime monthly sub police	15.89	01-410-200	Expenditure		189	1	
				Police Equipment & Supplies					
24-00102	28	adobe monthly sub brommer	21.19	01-410-200	Expenditure		190	1	
				Police Equipment & Supplies					
			8,070.24						
42486	01/23/24	CINTA005 Cintas Corporation #59H							736
24-00057	1	Uniform Cleaning Service	98.47	01-430-238	Expenditure		21	1	
				Highway Uniform Cleaning					
42487	01/23/24	COLUM140 Columbia Animal Hospital							736
24-00047	1	1/2/24 Lab Puppy (blk & white)	250.00	01-410-228	Expenditure		2	1	
				Animal Control & Shelter Fees					
24-00048	1	collie (black & white)	250.00	01-410-228	Expenditure		3	1	
				Animal Control & Shelter Fees					
			500.00						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42488	01/23/24	CSDAV005 CS Davidson Inc							736
24-00085	1	habitat for humanity salaries	412.27	01-250-300 Escrow, Development	G/L		105	1	
24-00085	2	habitat for humanity expenses	67.61	01-250-300 Escrow, Development	G/L		106	1	
24-00085	3	trinity house parking salaries	443.65	01-250-300 Escrow, Development	G/L		107	1	
24-00085	4	general services salaries	1,423.37	01-408-101 Engineering Services	Expenditure		108	1	
24-00085	5	general services expenses	64.86	01-408-101 Engineering Services	Expenditure		109	1	
24-00085	6	boro st row inventory salaries	3,179.05	01-408-101 Engineering Services	Expenditure		110	1	
24-00085	7	462 bridge salaries	155.00	01-408-101 Engineering Services	Expenditure		111	1	
24-00085	8	462 bridge expenses	18.73	01-408-101 Engineering Services	Expenditure		112	1	
24-00085	9	ridge ave pb building salaries	717.65	01-408-101 Engineering Services	Expenditure		113	1	
24-00085	10	ridge ave pb building expenses	110.00	01-408-101 Engineering Services	Expenditure		114	1	
24-00085	11	ridge ave sub divison salaries	1,414.38	01-408-101 Engineering Services	Expenditure		115	1	
24-00085	12	ms4 npdes permitting salaries	430.28	01-408-101 Engineering Services	Expenditure		116	1	
24-00085	13	meeting attendance 11/14/23	65.00	01-408-101 Engineering Services	Expenditure		117	1	
24-00085	14	meeting attendance 12/12/23	65.00	01-408-101 Engineering Services	Expenditure		118	1	
24-00085	15	2023 local share app salaries	116.25	01-408-101 Engineering Services	Expenditure		119	1	
24-00085	16	100-200 blk walnut salaries	4,530.97	30-438-001 Walnut Street Improvements/Smart Growth	Expenditure		120	1	
24-00085	17	800 blk chest improv salaries	193.75	18-480-700 800 Block of Chestnut Street	Expenditure		121	1	
24-00085	18	mcginness develp salaries	4,603.50	18-450-002 McGinness Project -2024	Expenditure		122	1	
24-00085	19	mcginness develp expenses	21.62	18-450-002 McGinness Project -2024	Expenditure		123	1	
24-00085	20	2nd st phase II cdbg salaries	601.76	01-408-101 Engineering Services	Expenditure		124	1	
24-00085	21	2nd st phase II cdbg expenses	17.29	01-408-101 Engineering Services	Expenditure		125	1	
			<u>18,651.99</u>						
42489	01/23/24	DIXIE005 Dixie Land Energy							736
24-00055	1	Gas 87% 184.8 gals @ 2.4379	450.52	01-430-231 Fuel, Vehicles	Expenditure		9	1	
24-00055	2	Federal Lust tax	0.18	01-430-231 Fuel, Vehicles	Expenditure		10	1	
24-00055	3	Federal Oil Spill Recovery	0.36	01-430-231 Fuel, Vehicles	Expenditure		11	1	

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42489	Dixie Land Energy	Continued							
24-00055	4	Federal Superfund Recovery Fee	0.65	01-430-231 Fuel, Vehicles	Expenditure		12	1	
24-00055	5	Diesel 39.2 gals @ 2.9913	117.26	01-430-231 Fuel, Vehicles	Expenditure		13	1	
24-00055	6	Federal Lust Tax	0.04	01-430-231 Fuel, Vehicles	Expenditure		14	1	
24-00055	7	Federal Oil Spill Recovery	0.08	01-430-231 Fuel, Vehicles	Expenditure		15	1	
24-00055	8	Federal Superfund Recovery Fee	0.15	01-430-231 Fuel, Vehicles	Expenditure		16	1	
24-00055	9	Lancaster County Fuel Additive	0.78	01-430-231 Fuel, Vehicles	Expenditure		17	1	
24-00061	1	Gas 87% 243.50 gals @ 2.4430	594.87	01-430-231 Fuel, Vehicles	Expenditure		25	1	
24-00061	2	Federal Lust tax	0.24	01-430-231 Fuel, Vehicles	Expenditure		26	1	
24-00061	3	Federal Oil Spill Recovery	0.47	01-430-231 Fuel, Vehicles	Expenditure		27	1	
24-00061	4	Federal Superfund Recovery Fee	0.89	01-430-231 Fuel, Vehicles	Expenditure		28	1	
24-00061	5	Diesel 227.0 gals @ 3.0408	690.26	01-430-231 Fuel, Vehicles	Expenditure		29	1	
24-00061	6	Federal Lust Tax	0.23	01-430-231 Fuel, Vehicles	Expenditure		30	1	
24-00061	7	Federal Oil Spill Recovery	0.49	01-430-231 Fuel, Vehicles	Expenditure		31	1	
24-00061	8	Federal Superfund Recovery Fee	0.90	01-430-231 Fuel, Vehicles	Expenditure		32	1	
24-00061	9	Lancaster County Fuel Additive	4.54	01-430-231 Fuel, Vehicles	Expenditure		33	1	
24-00078	1	Gas 87% 202.6 gals @ 2.4584	498.07	01-430-231 Fuel, Vehicles	Expenditure		86	1	
24-00078	2	Federal Lust tax	0.20	01-430-231 Fuel, Vehicles	Expenditure		87	1	
24-00078	3	Federal Oil Spill Recovery	0.39	01-430-231 Fuel, Vehicles	Expenditure		88	1	
24-00078	4	Federal Superfund Recovery Fee	0.74	01-430-231 Fuel, Vehicles	Expenditure		89	1	
24-00078	5	Diesel 79.4 gals @ 3.1108	247.00	01-430-231 Fuel, Vehicles	Expenditure		90	1	
24-00078	6	Federal Lust Tax	0.08	01-430-231 Fuel, Vehicles	Expenditure		91	1	
24-00078	7	Federal Oil Spill Recovery	0.17	01-430-231 Fuel, Vehicles	Expenditure		92	1	
24-00078	8	Federal Superfund Recovery Fee	0.32	01-430-231 Fuel, Vehicles	Expenditure		93	1	
24-00078	9	Lancaster County Fuel Additive	1.59	01-430-231 Fuel, Vehicles	Expenditure		94	1	
			2,611.47						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42490	01/23/24	ECKER005 Eckert Seamans Cherin & Mellot					736		
24-00074	1	police arbitration	936.00	01-404-315 Labor Counsel	Expenditure		67		1
24-00074	2	police cba	156.00	01-404-315 Labor Counsel	Expenditure		68		1
24-00074	3	police cba	312.00	01-404-315 Labor Counsel	Expenditure		69		1
24-00074	4	disputes & arbitration docs	520.00	01-404-315 Labor Counsel	Expenditure		70		1
24-00074	5	act 111 arbitration	78.00	01-404-315 Labor Counsel	Expenditure		71		1
24-00074	6	disputes & arbitration prep	442.00	01-404-315 Labor Counsel	Expenditure		72		1
24-00074	7	RTK requests re police contrac	340.00	01-404-315 Labor Counsel	Expenditure		73		1
24-00074	8	RTK request received mt joy	34.00	01-404-315 Labor Counsel	Expenditure		74		1
24-00074	9	RTK request received e-town	34.00	01-404-315 Labor Counsel	Expenditure		75		1
24-00074	10	RTK request received SRPD	51.00	01-404-315 Labor Counsel	Expenditure		76		1
24-00074	11	RTK request received millersvi	51.00	01-404-315 Labor Counsel	Expenditure		77		1
			2,954.00						
42491	01/23/24	ECON0010 Economic Development Company					736		
24-00097	1	2024 membership dues/supporter	500.00	01-402-420 Dues & Publications	Expenditure		151		1
42492	01/23/24	ECSMI005 ECS Mid Atlantic, LLC					736		
24-00100	1	groundwater sample analysis	700.00	18-450-001 McGinness Airport Development Project	Expenditure		155		1
24-00100	2	act 2 reporting	1,000.00	18-450-001 McGinness Airport Development Project	Expenditure		156		1
24-00100	3	ground water sampling 4th qrt	1,079.00	18-450-001 McGinness Airport Development Project	Expenditure		157		1
24-00100	4	rap report 3rd qrt	1,200.00	18-450-001 McGinness Airport Development Project	Expenditure		158		1
24-00100	5	ground water sampling	122.00	18-450-001 McGinness Airport Development Project	Expenditure		159		1
24-00100	6	additional reporting	760.00	18-450-001 McGinness Airport Development Project	Expenditure		160		1
			4,861.00						
42493	01/23/24	ELAGR005 ELA Group Inc					736		
24-00080	1	base mapping meck	420.00	18-450-002 McGinness Project -2024	Expenditure		97		1
24-00080	2	construction documents best	217.50	18-450-002 McGinness Project -2024	Expenditure		98		1
24-00080	3	construction documents jackson	2,422.50	18-450-002 McGinness Project -2024	Expenditure		99		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
42493	ELA Group Inc	Continued							
24-00080	4	construction documents meck	120.00	18-450-002	Expenditure		100	1	
				McGinness Project -2024					
24-00080	5	construction documents musser	280.00	18-450-002	Expenditure		101	1	
				McGinness Project -2024					
			3,460.00						
42494	01/23/24	ENTER005 Enterprise FM Trust							736
24-00075	1	police	5,223.85	01-410-471	Expenditure		78	1	
				Enterprise Lease Expenses 2023 -POLICE					
24-00075	2	codes	864.93	01-413-471	Expenditure		79	1	
				Enterprise Lease Costs 2024 - CODES					
24-00075	3	pw/hwy	991.82	01-430-471	Expenditure		80	1	
				Enterprise Lease Costs 2024 - P.W.					
24-00075	4	pw/hwy	1,447.88	01-430-471	Expenditure		81	1	
				Enterprise Lease Costs 2024 - P.W.					
24-00075	5	pw/hwy	737.72	01-430-471	Expenditure		82	1	
				Enterprise Lease Costs 2024 - P.W.					
			9,266.20						
42495	01/23/24	FREYL005 Frey Lutz Corp							736
24-00070	1	cola crossing ice maker repair	405.00	01-454-378	Expenditure		54	1	
				Columbia Crossings, Building/Prop Maint.					
24-00070	2	truck charge	15.00	01-454-378	Expenditure		55	1	
				Columbia Crossings, Building/Prop Maint.					
			420.00						
42496	01/23/24	FRICK005 Fricke Hardware & Rental							736
24-00071	1	4 pin tmble padlock	0.99	01-410-200	Expenditure		56	1	
				Police Equipment & Supplies					
42497	01/23/24	GENER010 General Code							736
24-00096	1	code analysis	1,380.00	01-402-310	Expenditure		147	1	
				Borough Code Maintenance					
24-00096	2	composition	461.00	01-402-310	Expenditure		148	1	
				Borough Code Maintenance					
24-00096	3	duplication,finish & handling	214.00	01-402-310	Expenditure		149	1	
				Borough Code Maintenance					
24-00096	4	shipping & handling	15.00	01-402-310	Expenditure		150	1	
				Borough Code Maintenance					
			2,070.00						
42498	01/23/24	INSUR005 Insurance Services United							736
24-00067	1	2/4/24-2/14/25	1,337.00	01-409-352	Expenditure		50	1	
				Insurance Premium Expenses					
42499	01/23/24	INTER040 International Association of							736
24-00049	1	Membership 1/1-12/31/24 Bromme	190.00	01-410-200	Expenditure		4	1	
				Police Equipment & Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42500	01/23/24	JAMES025 James E. Leaman							736
24-00103	1	wine about winter event 012624	400.00	01-444-317	Expenditure		191		1
				Market House, Contracted Services					
42501	01/23/24	LANCA015 Lancaster General Health							736
24-00072	1	r warfel hc rapid 5 panel	35.00	01-430-317	Expenditure		57		1
				Contracted Services					
24-00072	2	j misal hc #7 nida	55.00	01-430-317	Expenditure		58		1
				Contracted Services					
24-00072	3	r warfel hc drug #7 nida	55.00	01-430-317	Expenditure		59		1
				Contracted Services					
24-00072	4	l graham hc drug #7 nida	55.00	01-430-317	Expenditure		60		1
				Contracted Services					
24-00072	5	l graham breath alcohol screen	30.00	01-430-317	Expenditure		61		1
				Contracted Services					
24-00072	6	h burkholder pre emp routine	55.00	01-410-317	Expenditure		62		1
				Contracted Services					
24-00072	7	h burkholder drug scr 5 panel	35.00	01-410-317	Expenditure		63		1
				Contracted Services					
			320.00						
42502	01/23/24	LANCA030 Lancaster Trophy House							736
24-00073	1	b fisher	13.00	01-402-210	Expenditure		64		1
				Office Equipment & Supplies					
24-00073	2	t canfield	13.00	01-402-210	Expenditure		65		1
				Office Equipment & Supplies					
24-00073	3	shipping	5.75	01-402-210	Expenditure		66		1
				Office Equipment & Supplies					
			31.75						
42503	01/23/24	LANCA090 LANCASTER CO CHIEF'S OF POLICE							736
24-00063	1	Chief Jack Brommer	150.00	01-410-200	Expenditure		34		1
				Police Equipment & Supplies					
42504	01/23/24	LANCA120 Lancaster County Public Safety							736
24-00051	1	2023 Firing Range Usage	323.00	01-410-174	Expenditure		6		1
				Conference & Training					
42505	01/23/24	LCBA0005 Lancaster Co. Boroughs' Assoc.							736
24-00094	1	annual dues 2024	153.11	01-402-420	Expenditure		142		1
				Dues & Publications					
24-00094	2	lcba dinner 1242024 zink	20.00	01-400-400	Expenditure		143		1
				Council Other Expenses					
24-00094	3	lcba dinner 1242024 mayor lutz	20.00	01-400-400	Expenditure		144		1
				Council Other Expenses					
24-00094	4	lcba dinner 1242024 stivers	20.00	01-402-420	Expenditure		145		1
				Dues & Publications					
			213.11						
42506	01/23/24	LIMC0005 LANCASTER INTER-MUNICIPAL COMM							736
24-00095	1	2024 dues	250.00	01-402-420	Expenditure		146		1
				Dues & Publications					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42507	01/23/24	LNPME005 LNP Media Group, Inc					736		
24-00086	1	Parking Enforcement Officer Ad	237.49	01-402-340	Expenditure		126		1
				Printing & Advertising					
42508	01/23/24	MCCARTHY McCarthy Tire Service					736		
24-00081	1	Tire Replacement	214.95	01-430-375	Expenditure		102		1
				Maintenance & Repairs of Equipment					
42509	01/23/24	PADEP025 Pa Dept of Agriculture					736		
24-00076	1	Weighmaster License Renewal	60.00	01-430-165	Expenditure		83		1
				Employee Certification & Testing					
24-00076	2	Weighmaster License Renewal	60.00	01-430-165	Expenditure		84		1
				Employee Certification & Testing					
			120.00						
42510	01/23/24	PENNS010 Pennsylvania One Call System,					736		
24-00056	1	Supplemental text messages	2.00	01-430-321	Expenditure		18		1
				Highway, Phone - Cell & Landline & GPS					
24-00056	2	Email delivery charge	0.76	01-430-321	Expenditure		19		1
				Highway, Phone - Cell & Landline & GPS					
24-00056	3	Monthly activity fee	27.36	01-430-321	Expenditure		20		1
				Highway, Phone - Cell & Landline & GPS					
			30.12						
42511	01/23/24	PENNS105 Pennsylvania Recreation and Pa					736		
24-00088	1	b fisher	20.00	01-402-420	Expenditure		127		1
				Dues & Publications					
24-00088	2	a germer	20.00	01-402-420	Expenditure		128		1
				Dues & Publications					
24-00088	3	e andrews	20.00	01-402-420	Expenditure		129		1
				Dues & Publications					
24-00088	4	t canfield	20.00	01-402-420	Expenditure		130		1
				Dues & Publications					
			80.00						
42512	01/23/24	PENNW005 Penn Waste, Inc.					736		
24-00068	1	1/1/24-1/31/24	284.02	01-454-377	Expenditure		51		1
				Columbia Crossings, Contracted Services					
24-00068	2	1/1/24-1/31/24	666.67	01-409-365	Expenditure		52		1
				Trash Disposal Services					
			950.69						
42513	01/23/24	PSAB0005 PSAB					736		
24-00101	1	2024 membership directory	40.00	01-402-420	Expenditure		161		1
				Dues & Publications					
24-00101	2	3 magazine subscriptions	30.00	01-402-420	Expenditure		162		1
				Dues & Publications					
			70.00						
42514	01/23/24	PSABU005 PSAB UC Plan					736		
24-00090	1	Q4 2023 PA UC-PROPERTY	25.02	01-409-194	Expenditure		133		1
				Employee Unemployment Compensation Tax					

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01	GENERAL FUND	GENERAL FUND	Continued						
42514	PSAB UC Plan	Continued							
24-00090	2	Q4 2023 PA UC-POLICE	452.73	01-410-194	Expenditure		134	1	
			477.75	Employee Unemployment Compensation Tax					
42515	01/23/24	PUREW005 Pure Water Technology							736
24-00089	1	admin	79.00	01-402-317	Expenditure		131	1	
				Contracted Services					
24-00089	2	police	79.00	01-410-317	Expenditure		132	1	
			158.00	Contracted Services					
42516	01/23/24	RESSL005 Ressler Propane							736
24-00052	1	430 S Front St Gas #F1685893	721.47	01-430-363	Expenditure		7	1	
				Highway, Natural Gas Usage					
42517	01/23/24	ROBER015 Robert C. Gifford							736
24-00098	1	late cancellation	2,500.00	01-404-315	Expenditure		152	1	
				Labor Counsel					
42518	01/23/24	SIDIU005 Sidium Solutions Inc							736
24-00079	1	1 year time based retention	1,525.00	01-402-312	Expenditure		95	1	
				IT Contracted Services					
24-00079	2	datto networking ap840	22.34	01-402-312	Expenditure		96	1	
			1,547.34	IT Contracted Services					
42519	01/23/24	SLAYM010 Slaymaker Rentals & Supply Inc							736
24-00054	1	Johnston Rec Air Street Sweepe	34.90	01-430-375	Expenditure		8	1	
				Maintenance & Repairs of Equipment					
42520	01/23/24	SOLAN005 Solanco Engineering Associates							736
24-00099	1	504 kinderhood rd previous seo	112.50	01-414-220	Expenditure		153	1	
				Operating Supplies					
24-00099	2	milage	34.06	01-414-220	Expenditure		154	1	
			146.56	Operating Supplies					
42521	01/23/24	STAND005 Standard Insurance Company LFE							736
24-00066	1	INS-LIFE/STD/LTD/ADD-ADMIN	435.27	01-402-196	Expenditure		43	1	
				Employee Insurance Coverage Premiums					
24-00066	2	INS-LIFE/STD/LTD/ADD-PROPERTY	111.74	01-409-196	Expenditure		44	1	
				Employee Insurance Coverage Premiums					
24-00066	3	INS-LIFE/STD/LTD/ADD-POLICE	2,305.78	01-410-196	Expenditure		45	1	
				Employee Insurance Coverage Premiums					
24-00066	4	INS-LIFE/STD/LTD/ADD-CODES	212.98	01-413-196	Expenditure		46	1	
				Employee Insurance Coverage Premiums					
24-00066	5	INS-LIFE/STD/LTD/ADD-ZONING	99.91	01-414-196	Expenditure		47	1	
				Employee Insurance Coverage Premiums					
24-00066	6	INS-LIFE/STD/LTD/ADD-PW HW	833.86	01-430-196	Expenditure		48	1	
				Employee Insurance Coverage Premiums					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01 GENERAL FUND GENERAL FUND Continued									
42521		Standard Insurance Company LFE Continued							
24-00066	7	INS-LIFE/STD/LTD/ADD-MRKT HOUS	103.55	01-444-196	Expenditure		49		1
				Employee Insurance Coverage					
			4,103.09						
42522 01/23/24 STAND010 Standard Insurance Company DNT 736									
24-00093	1	Dental Ins-ADMIN	280.08	01-402-196	Expenditure		135		1
				Employee Insurance Coverage Premiums					
24-00093	2	Dental Ins-PROPERTY	60.12	01-409-196	Expenditure		136		1
				Employee Insurance Coverage Premiums					
24-00093	3	Dental Ins-POLICE	2,886.20	01-410-196	Expenditure		137		1
				Employee Insurance Coverage Premiums					
24-00093	4	Dental Ins-CODES	273.60	01-413-196	Expenditure		138		1
				Employee Insurance Coverage Premiums					
24-00093	5	Dental Ins-ZONING	6.48	01-414-196	Expenditure		139		1
				Employee Insurance Coverage Premiums					
24-00093	6	Dental Ins-PW HWY	735.12	01-430-196	Expenditure		140		1
				Employee Insurance Coverage Premiums					
24-00093	7	Dental Ins-MRKT HOUSE	60.12	01-444-196	Expenditure		141		1
				Employee Insurance Coverage					
			4,301.72						
42523 01/23/24 STATE020 State Workers' Insurance Fund 736									
24-00069	1	cvfd workers comp	2,055.00	01-411-381	Expenditure		53		1
				CBVFD - Workers Comp. Ins					
42524 01/23/24 TACTI005 Tactical wear 736									
24-00064	1	Vest - 4 Officers	5,608.00	01-410-238	Expenditure		35		1
				Police Uniforms and Dry Cleaning					
42525 01/23/24 VISIO005 Vision Benefits of America 736									
24-00065	1	Vision Ins -ADMIN	28.76	01-402-196	Expenditure		36		1
				Employee Insurance Coverage Premiums					
24-00065	2	Vision Ins -PROPERTY	7.18	01-409-196	Expenditure		37		1
				Employee Insurance Coverage Premiums					
24-00065	3	Vision Ins -POLICE	305.12	01-410-196	Expenditure		38		1
				Employee Insurance Coverage Premiums					
24-00065	4	Vision Ins -CODES	26.63	01-413-196	Expenditure		39		1
				Employee Insurance Coverage Premiums					
24-00065	5	Vision Ins -ZONING	14.36	01-414-196	Expenditure		40		1
				Employee Insurance Coverage Premiums					
24-00065	6	Vision Ins -PW HW	92.08	01-430-196	Expenditure		41		1
				Employee Insurance Coverage Premiums					
24-00065	7	Vision Ins -MRKT HOUSE	7.18	01-444-196	Expenditure		42		1
				Employee Insurance Coverage					
			481.31						
42526 01/23/24 YCGIN005 YCG, INC 736									
24-00058	1	Annual Maintenance - 2024	1,090.50	01-410-377	Expenditure		22		1
				Maintenance & Repair, Police Equipment					

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					
42527	01/23/24	YORGE005 Yorgeys Fine Cleaning					736	
24-00046	1	Dry cleaning 12/11/23-12/29/23	128.55	01-410-238	Expenditure		1 1	
				Police Uniforms and Dry Cleaning				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	48	0	98,600.38	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	48	0	98,600.38	0.00

21	ARPA FUND	ARPA FUNDS					
1020	01/23/24	CSDAV005 CS Davidson Inc					737
24-00087	1	riverfront storm sewer replacm	271.25	21-463-670	Expenditure		1 1
				River Front Storm System Improvements			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	271.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	271.25	0.00

35	LIQUID FUELS	PLGIT LIQUID FUELS					
633	01/23/24	CSDAV005 CS Davidson Inc					738
24-00092	1	200 Blk Union St/CDBG	1,147.78	35-454-075	Expenditure		16 1
				CDBG-200 Block of Union St Improve (F18)			

634	01/23/24	PPLEL005 PPL Electric Utilities Corp				01/23/24 VOID	0
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635	01/23/24	PPLEL005 PPL Electric Utilities Corp					738
24-00083	4	malleable rd 11/28-12/29	35.59	35-434-001	Expenditure		1 1
				Street Lighting - Electrical Usage			
24-00083	5	5th & chestnut 12/5-1/8/24	28.41	35-434-001	Expenditure		2 1
				Street Lighting - Electrical Usage			
24-00083	6	129 walnut st 12/4-1/5/24	119.84	35-434-001	Expenditure		3 1
				Street Lighting - Electrical Usage			
24-00083	7	market & locust 12/4-1/5/24	32.68	35-434-001	Expenditure		4 1
				Street Lighting - Electrical Usage			
24-00083	8	400 s front 12/4-1/5/24	215.04	35-434-001	Expenditure		5 1
				Street Lighting - Electrical Usage			
24-00083	9	rt 30 @ 441 w 12/5-1/8/24	53.54	35-434-001	Expenditure		6 1
				Street Lighting - Electrical Usage			
24-00083	10	boro st lights 11/28/12/29	8,039.72	35-434-001	Expenditure		7 1
				Street Lighting - Electrical Usage			
24-00083	11	130 n 2nd st 12/4-1/5/24	48.28	35-434-001	Expenditure		8 1
				Street Lighting - Electrical Usage			
24-00083	12	walnut st 11/30-1/3/24	40.85	35-434-002	Expenditure		9 1
				Traffic Lights - Electrical Usage			
24-00083	13	5th st park 11/30-1/3/24	40.66	35-434-002	Expenditure		10 1
				Traffic Lights - Electrical Usage			
24-00083	14	s 4th & locust 12/5-1/8/24	36.69	35-434-002	Expenditure		11 1
				Traffic Lights - Electrical Usage			
24-00083	15	locust & 4th 12/4-1/5/24	140.61	35-434-002	Expenditure		12 1
				Traffic Lights - Electrical Usage			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS PLGIT LIQUID FUELS		Continued					
635		PPL Electric Utilities Corp		Continued					
24-00083	16	3rd & linden 12/5-1/8/24	34.73	35-434-002	Expenditure			13	1
				Traffic Lights - Electrical	Usage				
24-00083	17	s 3rd & locust 12/4-1/5/24	136.26	35-434-002	Expenditure			14	1
				Traffic Lights - Electrical	Usage				
24-00083	18	3rd & chestnut 12/4-1/5/24	34.14	35-434-002	Expenditure			15	1
				Traffic Lights - Electrical	Usage				
			9,037.04						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	1	10,184.82	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	1	10,184.82	0.00

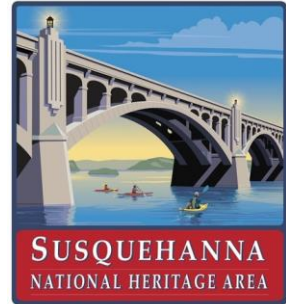
Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	51	1	109,056.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	51	1	109,056.45	0.00

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	69,168.81	0.00	11,538.91	80,707.72
CAPITAL FUND	4-18	13,361.69	0.00	0.00	13,361.69
American Rescure Plan FUND	4-21	271.25	0.00	0.00	271.25
BOND CAPITAL FUND	4-30	4,530.97	0.00	0.00	4,530.97
HIGHWAY AID FUND	4-35	10,184.82	0.00	0.00	10,184.82
Total of All Funds:		97,517.54	0.00	11,538.91	109,056.45

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	69,168.81	0.00	11,538.91	80,707.72
CAPITAL FUND	18	13,361.69	0.00	0.00	13,361.69
American Rescure Plan FUND	21	271.25	0.00	0.00	271.25
BOND CAPITAL FUND	30	4,530.97	0.00	0.00	4,530.97
HIGHWAY AID FUND	35	10,184.82	0.00	0.00	10,184.82
Total of All Funds:		<u>97,517.54</u>	<u>0.00</u>	<u>11,538.91</u>	<u>109,056.45</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	69,168.81	0.00	0.00	0.00	69,168.81
CAPITAL FUND	4-18	13,361.69	0.00	0.00	0.00	13,361.69
American Rescure Plan FUND	4-21	271.25	0.00	0.00	0.00	271.25
BOND CAPITAL FUND	4-30	4,530.97	0.00	0.00	0.00	4,530.97
HIGHWAY AID FUND	4-35	10,184.82	0.00	0.00	0.00	10,184.82
Total of All Funds:		97,517.54	0.00	0.00	0.00	97,517.54

January 19, 2023



1706 Long Level Road
Wrightsville, PA 17368
717.252.0229
www.susquehannaheritage.org

Dear Borough of Columbia,

Please accept this letter as a resignation from the Columbia Parks & Recreation Committee/Board. Susquehanna National Heritage Area will still attend the meetings as outlined in our Professional Service Agreement with the Borough of Columbia. Megan Salvatore has accepted the position of Visitor Services Manager at Columbia Crossing and will be in regular attendance.

Sincerely,

A handwritten signature in black ink that reads "Hope Byers". The signature is written in a cursive, flowing style.

Hope Byers

Vice President of Visitor Engagement
Susquehanna National Heritage Area

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 08

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA APPOINTING MEGAN SALVATORE TO THE COLUMBIA BOROUGH PARKS AND RECREATION ADVISORY BOARD

WHEREAS, Columbia Borough has established a Parks and Recreation Advisory Board for purposes of assisting the Borough with decisions with regard to operating the Borough of Columbia's parks and recreation places, all in conformity with the authority granted to Borough Council to operate such parks and places under Pennsylvania law.; and

WHEREAS, Borough Council has the authority to appoint members to this Commission; and

WHEREAS, in accordance with Chapter 47 of the Code of Ordinances of the Borough of Columbia, the Commission shall consist of no more than seven members; and

WHEREAS, The Borough of Columbia has a contract with Susquehanna National Heritage Area (SNHA) to manage the Columbia Crossings facility at the Columbia River Park; and

WHEREAS, the Borough Council desires to have a staff member from SNHA on the Parks and Recreation Advisory Board

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Columbia hereby appoints Megan Salvatore to the Parks and Recreation Advisory Board to replace Hope Byers for a four-year term beginning on January 23, 2024 and concluding on December 31, 2027.

ADOPTED AND RESOLVED, this 23rd day of January 2024 by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

ATTEST:

Columbia Borough Council

Mark E. Stivers
Borough Manager and Secretary/Treasurer

Heather M. Zink
Borough Council President

EXECUTIVE BRIEF

REGULAR MEETING

AGENDA DATE: January 23, 2024

DEPARTMENT: Planning/Zoning/Historic

TITLE: Consultant Selection – Historic Property Survey

BACKGROUND AND JUSTIFICATION:

The Borough was awarded a \$20,000 CLG (Certified Local Government) Grant from the Pennsylvania Historic and Museum Commission (PHMC) to conduct a Historic Property Survey of the Borough's Historic District. The grant required a 25% local match of \$5,000 for a total of \$25,000.00 available for starting the historic district survey. Please see the attached grant information.

An RFP was published by the Borough in September sollicitating proposals from qualified consultants to conduct the Historic Property Survey. Three (3) firms responded to the request:

- Navarro & Wright - \$98,500.00
- Richard Grubb & Associates (RGA) - \$77,986.00
- Landmarks SGA, LLC - \$39,790.00

Staff followed up with the low bidder's references.

- Uptown Somerset Historic District Multi-Building Adaptive Reuse – Steve Spochart – Redevelopment Housing Authority of Somerset County, PA – “I have known Sean Garrigan at Landmark for the last 17 years while I have been at the Authority. We are currently working with Landmark and SGA on a CLG Renovation Grant. We have a great relationship, both Landmark and SGA are client focused and possess a high level of historic preservation technical expertise. I would have no qualms at all working with them again. They have been critical in saving historic buildings in the downtown.”
- Huntington ACF Brownfields Innovation Zone – Highlawn Brownfields Area-Wide Plan - Cathy Burns, MPA, City of Ranson, Huntington, West Virginia – “I will provide an excellent referral! We use them quite a bit with excellent work, deliverables, and outcomes”.
- Mt Lebanon Main Street Design Guidelines - Eric Milliron, Mt Lebanon Partnership – “They were fantastic to work with and we were very pleased with the process and product that was delivered, which was model signage, and design guidelines. A very positive and enriching experience. Also, I love Columbia! I grew up in Hershey, PA and Columbia is a great place!”

Landmark SGA, LLC, do not appear to have direct experience with conducting a Historic District Survey. However, given the high quality of the references given regarding similar work and technical experience, staff is more than comfortable working with Landmark SGA, LLC on this Historic District Survey, especially given the project quote, which is nearly half of the quotes provided by Navaro and Wright and RGA.

We only budgeted \$5,000 for this item in 2024. However, if we use some of the ARPA funds to close this gap, we can complete the survey in one year and apply for a CLG grant for 2024 to develop educational materials for the Historic District.

MOTION: Award of the Columbia Borough Historic Property Survey Project to Landmark SGA, LLC, per their written RFP response.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$5,000	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	\$14,700	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	\$20,000	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$39,700	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01.414.550		5,000		\$19,700	(\$14,700)

C. Legal Review: RFP process was reviewed by Borough Attorney

ATTACHMENT(S):

- CLG Grant Information
- Landmark SGA, LLC RFP Response
- Richard Grubb & Associates RFP Response
- Navarro & Wright RFP Response



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FUNDING RELEASE

Grantee Name:	Bor. of Columbia			
Vendor Number:	138920			
Master Contract Number:	CLG2020_050			
Project Name:	Columbia Historic Resources Survey			
Funding Release Amount:	\$20,000			
Funding Release Number:	001			
Funding Release FFY:	2023			
Funding Release Period:	June 6, 2023-September 1, 2025			
Fund Commitment Number:	4100095015			
Internal Order Number:	S36230610200			
Workplan Date:	5/18/2023	<input checked="" type="checkbox"/>	New	<input type="checkbox"/> Amended

The Pennsylvania Historical & Museum Commission hereby makes available to the Grantee the Current Funding Release Amount specified above, subject to the condition that it shall be used by the Grantee to carry out the activities specified in the Work Plan and Budget attached hereto and incorporated herein.

Approved by the Commonwealth of Pennsylvania acting through the Pennsylvania Historical & Museum Commission, State Historic Preservation Office:

Andrea Lowery _____ 6/30/2023
Executive Director and State Historic Preservation Officer Date

Approved as to Form and Legality

Amber Sizemore _____ 7/24/23
Office of Chief Counsel, Pennsylvania Historical & Museum Commission Date

Approved as to fiscal responsibility, budgetary appropriateness, and availability of funds

Comptroller Date



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FUNDING RELEASE

Grantee Name:	Bor. of Columbia			
Vendor Number:	138920			
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Fund Commitment Number:	4100095015			
Internal Order Number:	S36230610200			
Workplan Date:	5/18/2023	<input checked="" type="checkbox"/>	New	<input type="checkbox"/> Amended

PROJECT SUMMARY

The Borough of Columbia will survey resources within their local designated historic district. The survey will be performed by a qualified party who meets the Secretary of the Interior’s Professional Qualification Standards, and will follow all PA SHPO guidance for gathering, formatting, and sharing data. All data gathered for this project will be shared with PA SHPO in a format that can be added to PA-SHARE.

PROJECT TASKS

No.	Task Description	Deliverables
1.	Kick off meeting with PA SHPO with community coordinator and survey coordinator	Meeting notes
2.	The Borough will develop a scope of work that will be used to solicit proposals, quotes, or bids from prospective consultants. The Borough will establish or identify a selection committee. The Borough will provide the scope of work to PA SHPO for review and approval prior to distribution to prospective consultants. RFP must include an estimated number of properties to survey, and a requirement to have consultant provide a draft public engagement plan within response.	Scope of Work, RFP, scoring sheets, municipal resolution
3.	Consultant selection to include selection committee, review of proposals, Council approval and contracting	Executed contract with consultant



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FUNDING RELEASE

Grantee Name:	Bor. of Columbia			
Vendor Number:	138920			
Master Contract Number:	CLG2020_050			
Project Name:	Columbia Historic Resources Survey			
Funding Release Amount:	\$20,000			
Funding Release Number:	001			
Funding Release FFY:	2023			
Funding Release Period:	June 6, 2023-September 1, 2025			
Fund Commitment Number:	4100095015			
Internal Order Number:	S36230610200			
Workplan Date:	5/18/2023	<input checked="" type="checkbox"/>	New	<input type="checkbox"/> Amended

4.	Kick off meeting with PA SHPO and project consultant. Ongoing consultant management to include arranging meetings and internal accounting procedures	Meeting comments and notes
5.	Public engagement planning to include identification of stakeholders, meeting schedules, additional engagement mechanisms as identified in the public engagement plan, venues, and agendas	Meeting agendas and contact lists, public engagement plan
6.	Survey Plan – the consultant will prepare a written survey plan that will describe the area and estimated number of properties to be surveyed, data fields to be collected, fieldwork plan, and data collection and management tools and methods. Data fields must include the minimum record required for PA-SHARE. The plan will identify which properties on the borough inventory already have records in PA-SHARE. The survey plan will be submitted to the PA SHPO for review and approval prior to fieldwork. If Surveyor is to be used, training will be provided by PA SHPO for Borough staff and consultant as required.	Survey plan and data collection instruments
7.	Fieldwork – the consultant will conduct in-person fieldwork of all properties identified in the survey plan and collect agreed upon data and at least one (1) digital photograph of each property.	Field data and digital photographs
8.	Data management and submission – all property- level data, including digital photographs will be gathered, organized, and transmitted to PA SHPO using an online submission method that will be provided by PA SHPO. If using Surveyor, properties with existing PA-SHARE records and resource numbers will be updated. The consultant will submit new records for all properties that do not have existing resource numbers and do not appear in	Submission of data via specified method



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FUNDING RELEASE

Grantee Name:	Bor. of Columbia			
Vendor Number:	138920			
Master Contract Number:	CLG2020_050			
Project Name:	Columbia Historic Resources Survey			
Funding Release Amount:	\$20,000			
Funding Release Number:	001			
Funding Release FFY:	2023			
Funding Release Period:	June 6, 2023-September 1, 2025			
Fund Commitment Number:	4100095015			
Internal Order Number:	S36230610200			
Workplan Date:	5/18/2023	<input checked="" type="checkbox"/>	New	<input type="checkbox"/> Amended

	PA-SHARE. The PA SHPO will provide training and technical assistance as necessary.	
7.	Mapping – the consultant will provide parcel-level GIS mapping files in a digital format to PA SHPO. The property data will include identification fields that allow the data for each property to be correlated to the parcel maps.	GIS files
8.	Survey Report – the consultant will produce a written summary report of the project that describes, at a minimum, the area surveyed, the total number of properties surveyed, the fieldwork methodology, and summary of results. The survey report will be submitted to PA SHPO along with the resource data and mapping.	Survey report
9.	Bimonthly (every other month) conference calls with community preservation coordinator. These will be set up in advance for the duration of the project, by PA SHPO, and conducted via Microsoft Teams.	Call notes
10.	The final project report shall include a narrative summary of the work completed, assessment of the relative successes and challenges of the project, and recommendations for future work related to the project and/or municipality. Project summary report, final project deliverables including invoices due on or before September 30, 2026.	Final report, submitted as PDF



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FUNDING RELEASE

Table with grant details: Grantee Name (Bor. of Columbia), Vendor Number (138920), Master Contract Number (CLG2020_050), Project Name (Columbia Historic Resources Survey), Funding Release Amount (\$20,000), Funding Release Number (001), Funding Release FFY (2023), Funding Release Period (June 6, 2023-September 1, 2025), Fund Commitment Number (4100095015), Internal Order Number (S36230610200), Workplan Date (5/18/2023), and checkboxes for New (checked) and Amended (unchecked).

DELIVERABLES AND REQUIREMENTS

- All project deliverables and work products will be delivered to PA SHPO electronically in an appropriate format (i.e. Word, PDF, JPG, GIS Shapefile) as specified in the reporting and reimbursement instructions.
Survey data must be in a format that can be added to PA-SHARE, and at a minimum must be conducted electronically.
All final published documents will include a statement acknowledging the funding provided by the National Park Service and PA SHPO in a manner specified by PA SHPO.
Deliverables expected as part of this project include outline of the public engagement strategy, GIS mapping, field data, photographs, shapefiles and public website data, survey summary report, and final project report.

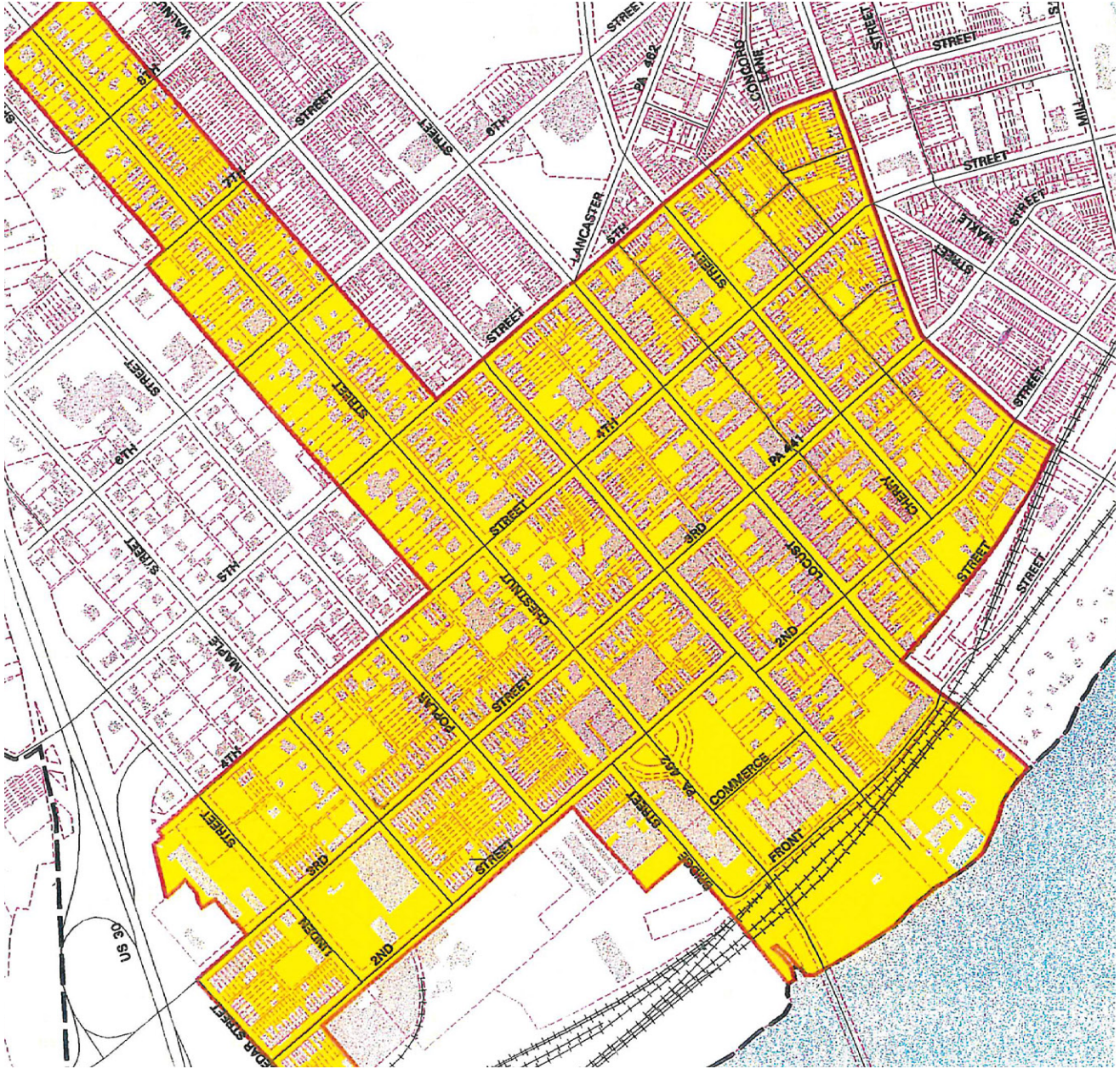
PROJECT BUDGET

Summary table: Federal portion: \$20,000; Non-Federal match: \$2,000 (10% match); TOTAL

Expense Category table: Administration (\$2000), Survey and GIS (\$20,000)

Historic District Cultural Resource Survey

Submitted to the Borough of Columbia



September 29, 2023

Submitted by

LM LANDMARKS SGA, LLC
Architecture | Historic Preservation | Adaptive Reuse

Submitted by



Contents

- 01** Technical Work Plan and Timeline
- 06** Qualifications of Team Members
- 15** Client Reference List
- 17** Examples of Similar Work
- 28** Cost Proposal

9/29/2023

Mark E. Stivers, AICP, Borough Manager
Columbia Borough
308 Locust Street
Columbia, PA 17512
mstivers@columbiapa.net
717.684.2467

RE: Columbia Borough Historic District Survey – Request for Proposal Response

Dear Mr. Stivers:

Landmarks SGA, LLC (Landmarks) is pleased to submit our proposal for the Historic District Survey project within the Borough of Columbia. This project represents an exciting opportunity to assist the borough with updating the cultural resource database as it relates to the historic district. Our team has all of the professional and technical skills required to meet your needs for this unique project.

Landmarks is a firm specializing in the practice of historic preservation and adaptive reuse of historic structures. The principals of the firm have decades of experience working on historic structures of all types, especially public buildings. The firm has extensive experience undertaking conditions assessments, Historic Structure Reports (HSRs), historic nomination reports, historic district nominations, Section 106 reviews, and historic tax credit applications. In addition to architects experienced in historic structure rehabilitation and adaptive reuse, our team also includes landscape architects, planners, and technicians on staff with vast experience with GIS mapping, database collections, design guidelines, zoning code language, land development ordinances, comprehensive plans, and plans for Main Street business districts.

We welcome the opportunity to work on this important project for the Columbia Borough and its Historic District. Please feel free to contact me if you require any additional information or clarifications to this proposal.

Sincerely,



Jessica M. Stuck, AIA, CCS, CDT, LEED AP BD+C
Principal / Architecture Practice Leader

Technical Work Plan and Timeline

01



Project Approach

PROJECT UNDERSTANDING

Based on our review of the Request for Proposal released by the Borough of Columbia on August 29, 2023, the following is our understanding of the project. The objective of the project is to complete an updated identification level historic district survey within the Borough of Columbia – which builds upon previous efforts in 1981 and 2013.

The Borough of Columbia is located in the far west-central portion of Lancaster County, Pennsylvania on the east bank of the Susquehanna River. Initially surveyed by Dr. John Taylor in 1825, the first name of the settlement established in this area in 1730 was Wrights' Ferry. The settlements' location along the river and future canal, rail, and highways, led way to its prominence as a transshipment hub. Because of the wealth in the area, much of the architecture within the borough is historically significant; including commercial and residential typologies. The Columbia Borough Historic District was established in 1983 with approximately 950 structures that included about 1/3 of the borough. The district illustrates two centuries of the town's growth and development as a key transportation and industrial center in south central Pennsylvania, although many of the industrial buildings have not survived.

This project will be an important step in providing the Borough with an updated and more complete inventory of the historic building stock that is consolidated into one location- PA-SHARE. The results of this work may also recommend areas with sufficient integrity to warrant future evaluation level surveys, which may spur renewed interest in the Historic District. All of the work will comply with PA-SHPO guidance on historic resource surveys and the Secretary of the Interior's Standards for Archaeology and Historic Preservation, including the Standards for Identification Level Surveys.

Over the course of the project, our team will provide the following:

- Consistent project coordination with Borough Staff through e-mail, phone calls, and scheduled in-person and virtual project review/development meetings.
- Consultation with PA SHPO on survey methodology, use of relevant forms, database, and general expectations.
- Research of existing data and previous surveys
- Survey fieldwork, mapping, and data clean-up
- Submission of completed data for the updated survey of historic resources, using the most current version of PA-SHARE data submission methods.
- A final report to include a project narrative summary report of the work completed, an assessment of the successes and challenges of the project, findings, and recommendations for future work related to the survey project.
- A physical paper copy of survey data and GIS digital shapefiles or geodatabase version of the historic district survey.

PROJECT APPROACH

Our approach to this project is one that we have refined with our experience assessing, researching, and documenting historic districts, buildings and sites over the decades. The approach capitalizes on the technical experience of the team while incorporating close collaboration with the Columbia Borough and key stakeholders to provide the most successful outcome.

Prior to the commencement of work, a kick-off meeting will be held with Columbia Borough Staff and PA SHPO's Community Coordinator in order to establish the final project schedule, communication protocols, survey methods, provide data needs and protocols, and to establish a contact list of key stakeholders.

Task 1: Background Research

The Landmarks team will collect data and information necessary to understand the existing conditions and past work done in the borough and survey area. This task will be necessary to understand the development and cultural history of Columbia, what has shaped the borough and its architecture as it currently exists today, and the previous survey work performed.

- **Training:** Our team is familiar with and has utilized PA-SHARE, but if requested by PA-SHPO, the Landmarks Team will attend training on how to use PA-SHARE or other PHMC training, as necessary.
- **Data Collection:** The Landmarks team will review the existing background information provided by the Borough and available resources within the Columbia community. A narrative memorandum will be provided after the review that outlines developmental history and major cultural milestones relevant to the Borough. The documents/resources to be reviewed during this task will include, but are not limited to:
 - ◇ Current and historic maps and aerial photographs (including newspaper clippings and Sanborn Fire Insurance Maps)
 - ◇ 1981 Columbia Historic District Survey
 - ◇ 1983 National Register of Historic Places – Columbia Historic District nomination
 - ◇ 1995 Historical Property Survey
 - ◇ Lancaster Planning Commission Historic Resources Inventory (HRI) database and mapping completed in 2013-2014
 - ◇ Database entries currently in PA-SHARE system
 - ◇ Additional information on developmental or cultural history available from local historical societies or the borough
- **Public Meeting:** After completing the preliminary research, the project team will be available to meet with the Columbia Borough staff and other identified stakeholders to review the background research and scope of the project. We will use this opportunity to provide an overview of the project, a brief review of the survey, and interactively engage with stakeholders. Feedback from the public meeting may identify or provide additional information on potential properties or resources that may be included in the Historic District Survey.
- **Meetings:** Throughout the course of this task, the project team will participate in conference calls with Borough staff to provide an update on progress.

Task 2: Field Survey

Landmarks will perform a field survey of the Columbia Historic District according to the standards of an Identification Level Survey. In consultation with Columbia Borough and PA SHPO, we will determine the most efficient and informative survey method for this project and the fields to be collected and prepare the survey instrument. The project team has access to handheld devices and apps, such as Survey 1-2-3, for collecting digital records and photographs in the field.

- **Borough Tour:** The Landmarks team will tour the borough with staff and other identified stakeholders. This tour will allow the team to gain institutional insight beyond what can be collected through archival research.
- **Field Survey:** The field survey will most likely begin with two full day windshield surveys by 2-3 team members to get a lay of the land and survey the buildings. Based on this survey and the previous Background Research task, we will identify the location of potentially eligible resources that might require a more intensive survey. The survey plan will be consistent with PA SHPO's Guidelines for Architectural Investigations in Pennsylvania. During the field survey, the team will either update or establish new entries for all 1,535 properties in the Historic District with the following information:
 - ◇ Street address/location
 - ◇ Tax parcel number
 - ◇ Historic name/current name
 - ◇ Resource Type
 - ◇ Historic Function
 - ◇ Material
 - ◇ Year built
 - ◇ Style
 - ◇ Contributing/Non-Contributing status (or recommendation, if not previously surveyed or mischaracterized)
 - ◇ At least one photograph of the main (primary) elevation.
- **Meetings:** The project team will participate in conference calls with Borough staff to provide an update on progress.

Task 3: Mapping/Database

This task will be primarily about mapping and updating the database of the survey information collected during the field survey. We will work with the project team to identify and implement the best method(s) for linking the inventory data to local and state databases, including incorporation into the Borough or County's GIS system and PA-SHARE, whether that be a CSV, sheet file, or another format.

- **Compilation of Database:** A database of identified above-ground historic resources including Geographical information, sketches, photographs, and other information as required to document the resources. This will build off of previous databases and either correct or add to existing records or establish new resource records.
- **Meetings:** The project team will participate in conference calls with Borough staff to provide an update on progress.

Task 4: Final Report

This task will synthesize the information and documentation collected as part of the previous tasks into one report. This will include an introduction, brief background of history for the Historic District, the inventories goals and objectives, methodology, successes, challenges, and recommendations.

- **Final Report:** The Project Team will compile a final report that includes all documentary research, memorandums, and databases into one location. The report will also document the teams' findings and recommendations for additional resources that have sufficient integrity to warrant a more intensive future survey. A physical copy of survey data and link to GIS digital shapefiles or geodatabase version of the historic district survey will also be provided as an appendix to the report. A draft report will be provided and any feedback provided by Borough staff will be incorporated into the Final Report.
- **Public Meeting:** After completing the report, the project team will be available to meet with the Columbia Borough and other identified stakeholders to present the findings. This presentation will provide the Borough with a final opportunity to review the report and discuss any impact the conclusions and recommendations of the report may have.



Project Timeline

Our team has developed a workplan informed by our experience assessing, researching, and documenting historic districts, buildings and sites over the decades. We believe that 6 months is adequate for research, resource documentation, and the development of a final report with recommendations. The schedule includes progress meetings and opportunities for feedback from Columbia Borough throughout the process. If the project starts in earnest in November 2023, we anticipate completing the work no later than April 31, 2024, well in advance of the October 30, 2024 deadline indicated in the RFP.

There are several variables that may lengthen this duration that can include: responsiveness to requests for data, availability of access to the building, calendar conflicts that affect the scheduling of meetings, site visits, and review periods that are longer than anticipated. If there are impacts to the schedule and final delivery date, we will communicate any schedule changes as they may arise.

Tasks		Months					
		1	2	3	4	5	6
TASK 1 - DISCOVERY							
1	Kick-Off Meeting	◆					
2	Training (if required)	■					
1	Data Collection	■	■				
2	Research Memorandum		■				
3	Public Meeting			◆			
4	Meetings with Borough	◆	◆				
TASK 2 - FIELD SURVEY							
5	Borough Tour			■			
6	Field Survey			■			
7	Meetings with Borough			◆			
TASK 3 - MAPPING/DATABASE							
9	Compilation of Database			■	■	■	
10	Meetings with Borough				◆	◆	
TASK 4 - FINAL REPORT							
11	Final Report to Borough					■	■
12	Final Report Public Meeting						◆

◆ Meeting

Qualifications of Team Members

02



Project Team

For the Historic District Survey of Columbia Borough project, we have assembled a team with significant experience researching, documenting, and mapping historic buildings.

Principal-In-Charge: Jessica Stuck, AIA, CCS, CDT, LEED AP BD+C will serve as Principal-in-Charge oversee all aspects of the work outlined in our Project Approach. As an historian and an architect, Jessica has significant experience with heritage projects involving existing or historic buildings and has in-depth knowledge of the National Register Criterion and all state and local preservation entities.

Project Planner: Phillip Wu, AICP, LEED AP BD+C will be the Project Manager and serve as the day-to-day contact for the Borough of Columbia. He is a planner focused on the revitalization of small towns and cities, with an emphasis on traditional main streets and historic districts. Phil has significant experience with architectural inventories, design guidelines, zoning codes, land development ordinances, and comprehensive plans.

GIS Specialist: Owen Baylosis is a project planner who will serve as the GIS specialist on this project. Owen's experience with geospatial technology, including ESRI ArcGIS, Open Street Map, QGIS, and other similar programs has allowed them to successfully manage databases for community-wide planning and assessment projects. Owen will lead GIS mapping and database management for resource documentation on this project.

Preservation Specialist/QA/QC: Sean Garrigan, AICP, is preservation specialist, with a Certificate in Historic Preservation and a Certification in Material Conservation from ICCROM in Rome, Italy. His background includes previously working for the National Park Service and he has worked as a specialist on architectural history and determining historical significance on dozens of projects, including performing Section 106 reviews for public and private clients, preparing nomination plans, and preparing federal and state historical rehabilitation tax credit applications. Sean will serve as the Preservation Specialist for the project and provide Quality Assurance/Quality Control for all deliverables.

Graphic Designer: Brooke Burnette is a graphic designer with a specialty in editorial design. She is skilled at developing report packages for communities that are not only unique and custom, but also are graphically easy to use and share with stakeholders. Brooke will assist with developing any materials to be shared on this project, including the final report.



Organizational Chart

Borough of Columbia



Phillip Wu
Project Manager



Jessica Stuck
Principal-in-Charge

SUPPORT STAFF



Sean Garrigan
QA/QC & Preservation Specialist



Brooke Burnette
Graphic Designer



Owen Baylosis
GIS Specialist



Firm Profile

Landmarks SGA, LLC is a wholly-owned affiliated company of Stromberg/Garrigan & Associates which was established with the specific goal of providing professional architectural services focused on new design, adaptive reuse and the preservation of historically significant structures. The vast majority of the firm's work has focused on urban revitalization, sensitive infill architecture, and the adaptive reuse of existing structures. A major focus of the firm's work is performing building condition assessments, historic structure reports (HSRs) and upgrading existing structures for conformance with current building, fire and ADA codes and requirements. The firm is licensed to practice architecture by the Commonwealth of Pennsylvania. The firm's work and its principals have received numerous awards for its historical preservation work, including projects which have received awards from the Preservation PA. The firm is based in Pittsburgh, PA with a regional offices in Jenkintown, PA (metro-Philadelphia) and Somerset, PA.

Landmarks SGA is comprised of professional architects, landscape architects, urban designers, civil engineers, and preservation specialists who employ a comprehensive and multi-disciplinary approach to projects with the goal of providing the highest level of creativity in order to maximize a project's full community potential. Our planning approach encourages communities to identify all of their assets and identifies methods to best leverage those assets to achieve viable economic redevelopment and physical enhancement results.





Firm Services

Landmarks SGA, LLC was founded with the specific goal of providing innovative professional architectural services focused on ground-up design, adaptive reuse, and the conservation/preservation of aged and historically significant structures. The breadth of the firm's work covers urban revitalization, infill architecture, and contextually sensitive modern architecture for culturally significant sites, in a wide range of settings, from metropolitan to rural.

Programming & Feasibility

We work with our clients to determine programmatic needs to establish a basis of design and develop schematic design alternatives. Our work in this realm supports our clients' abilities to (re)evaluate actual needs, capital and operational costs, phasing, and financing.

Architectural/Interior Design

Landmarks SGA's team of architects and supporting professions provides the comprehensive ability to advance our new building designs from schematic design through construction documentation, construction administration, and building delivery and commissioning. Our professional team includes specializations within architectural/interior design, as well as landscape architecture, civil, and structural engineering.

Adaptive Reuse

A major focus of our firm is the practice of giving buildings and places, built with a former purpose, new uses and meaning. We approach each project with a set of principles that strives to achieve a highly functional, modern building, while speaking to the assets and values of the previous use and how they informed previous design realizations. This notion of layering fabric and time can create a greater appreciation of architecture's cultural value over time while supporting today's lifestyles.

Condition Assessment

Our firm's unique multi-disciplinary team can fully assess buildings and structures of all ages, construction types, and scales. Our comprehensive assessments can serve as a basis to determine the ability to save threatened structures, form the basis for adaptive design, establish conservation and management procedures, and form deferred maintenance capital improvement plans.

Community & Stakeholder Outreach

Our team brings a wealth of experience in communications planning, community outreach, public involvement, stakeholder engagement, organizing and conducting public meetings, message development, brand promotion, crisis communications, government relations and advocacy, media relations, funding, and project promotion. Some of the public education, outreach, and participation activities we will provide as part of the project to keep citizens and stakeholders informed and involved.

Conservation & Preservation

Landmarks SGA was founded with an emphasis on expanding cultural appreciation for buildings, structures, and places of the past, while providing societal value and meaning for today and the future. The firm's staff has international training and experience in the conservation and preservation of culturally and historically significant sites and have led award winning restoration and rehabilitation projects. The firm specializes in research, establishing period of significance, historic structure reports, landmark nomination reports, historic tax credits, and historic resource preservation management plans.

Construction Administration

The ability to fully realize design visions relies on the skills to work with contractors and trades. This is true both for ground-up construction and rehabilitation or restoring historic building fabric. Working in collaboration with construction trades, including in the capacity of design-build, allows us to achieve extremely high-quality and award winning projects that express a continuity of design from conceptualization to realization to full utilization.





JESSICA STUCK

AIA, CCS, CDT, LEED AP BD+C

Principal-in-Charge



Jessica began her career in upstate New York focusing on the historic preservation of landmark buildings. Since moving to Pittsburgh in 2014, Jessica has maintained her focus on preservation, restoration, and adaptive reuse of existing buildings in higher education, culture and civil markets. Her portfolio includes the study and rehabilitation of the iconic Rotunda at the University of Virginia, the Vanderbilt Mansion exterior, the Allegheny County Courthouse, and the Arlington National Cemetery Amphitheatre. Jessica takes pride in her studious attention to detail that helps deliver quality projects throughout design and construction.

EDUCATION

Bachelor of Science in Architecture

Kent State University, 2012

Bachelor of Arts in History

Kent State University, 2012

Master of Architecture

Kent State University, 2013

REGISTRATIONS

Registered Architect PA

(RA409845)

Registered Architect OH

(1516506)

Registered Architect WV (5683)

LEED AP BD+C Credential April

2021

CSI Construction Documents

Technologist (CDT) June 2015

CSI Certified Construction

Specifier (CCS)

July 2021

AIA PA Emerging Professional's

Committee (EPiC) Mentorship

Director (2021 – Present)

EcoDistricts Accredited

Professional June 2020

PROJECTS

- **Mt. Lebanon Uptown Design Guidelines, Mt. Lebanon, PA**
- **Beaver County Vicary Mansion Conditions Assessment, Freedom, PA**
- **Old Economy Village Maintenance Building Roof Replacement, Ambridge, PA**
- **Glades Centre Renovation, Somerset, PA**
- **Historic Brinker Building Construction Documents Somerset, PA**
- **Bicentennial House Renovation/Rehabilitation, Keystone Preservation Planning Grant Funded, Ambridge Historic District Economic Development Corporation, Ambridge, PA**
- **21c Nashville Museum Hotel Federal Historic Tax Credit Rehabilitation, 21c Museum Hotels, LLC, Nashville, Tennessee***
- **Commonwealth Apartments Federal Historic Tax Credit Rehabilitation, Pitt Commonwealth Owner, LLC, Pittsburgh, PA***
- **Heinz Hall Renovation, Pittsburgh Symphony Orchestra, Pittsburgh, PA***
- **Braddock Educational and Training Center Building Assessment, Braddock, PA***
- **Arlington National Cemetery Memorial Amphitheater Restoration, USACE, Arlington, VA***
- **Vanderbilt Mansion Exterior Rehabilitation, National Parks Service, Hyde Park, NY***
- **Roxian Theatre Renovation, McKees Rocks CDC, McKees Rocks, PA***
- **Old Economy Village Upgrades, DGS/PHMC Capital Project, Ambridge, PA***
- **Allegheny County Courthouse Facilities Plan & Roof Replacement, National Register of Historic Places Listed, Pittsburgh, PA***
- **Beth Shalom Façade and Building Envelope Study, Congregation Beth Shalom, Pittsburgh, PA***

*Denotes work completed with another firm.

PROFESSIONAL DEVELOPMENT

AIA Pittsburgh Leadership Institute for Emerging Professionals Inaugural Class (2016-2017)

AIA Pittsburgh Chapter Member

Construction Specifications Institute Member

Society of Architectural Historians Member



PHILLIP WU

Project Manager



EDUCATION

Bachelor of Arts, Environmental Studies Washington University in St. Louis, 2010

REGISTRATIONS & PROFESSIONAL DEVELOPMENT

Certified Planner – American Institute of Certified Planners (AICP), APA ID #270790

LEED Accredited Professional, Building Design and Construction – Green Building Certification Inc., GBCI #0010696869

Phil is a Project Planner at SGA, leading the planning components of several of SGA's urban design and landscape architecture projects. With experience working in the public, private, and nonprofit sectors, Phil understands the diverse perspectives of stakeholders involved in planning projects and is skilled at listening to and building consensus among stakeholder groups. Phil came to SGA from the City of Pittsburgh Department of City Planning, where he was the neighborhood planner for seven of Pittsburgh's East End neighborhoods and coordinated the City's program for developer-to-neighborhood community outreach. Prior to his role at the City, Phil spent five years as a planner at a Pittsburgh-based private landscape architecture and planning firm, where he worked on a variety of projects ranging from comprehensive plans and zoning ordinances to sign guidelines, parking studies, housing plans, and economic development analyses. In his capacity as a planner, Phil has worked with a diverse base of clients, including dozens of local governments in Pennsylvania, multiple nonprofit organizations, several real estate and land use attorneys, the Pennsylvania Department of Conservation and Natural Resources (DCNR), the National Park Service, and one of the largest private landowners in Columbus, Ohio. Before becoming a planner, Phil worked for several Pittsburgh-area nonprofits in the community economic development and sustainability fields.

PROJECTS

- **Uptown Mt. Lebanon Main Street Design Guidelines – Mt. Lebanon, PA**
- **Carnegie Borough Zoning Ordinance Updates, Carnegie, PA***
- **Lisbon Village Downtown Zoning Updates, Lisbon, OH***
- **Robinson Township Zoning Ordinance, Robinson Township, Allegheny County, PA***
- **Sewickley C-1 District Parking Model Updates - 2015***
- **Sewickley Zoning Ordinance: Updates to Signage Regulations - 2017-2018***
- **Aleppo Sewickley Glen Osborne (ASO) Joint Comprehensive Plan Updates - 2018-2019 Beverly Road Parking Study, Mt. Lebanon, PA***
- **Preservation Priority Rating System for Condemned Buildings (2020) – City of Pittsburgh Department of Permits, Licenses, and Inspections (PLI)***
- **Meadville Mixed-Use Districts Form-Based Code (2020) – City of Meadville, Pennsylvania***
- **Sewickley Borough Sign Regulations (2018) – Borough of Sewickley, Pennsylvania***
- **Hanover Borough Historic District Overlay Ordinance (2017) – Borough of Hanover, Pennsylvania***
- **Expert Witness Report Regarding Wireless Communication Facilities in Doylestown's Historic District (2017) – Buchanan Ingersoll & Rooney, PC***

*Denotes work completed with another firm.



SEAN GARRIGAN RLA, AICP

Preservation Specialist/QAQC



Mr. Garrigan has provided professional planning, urban design, highest and best use analysis, development feasibility assessment, site master planning, and consulting services to numerous public and private clients throughout the U.S. His expertise is primarily focused upon redevelopment projects within urban environments, with an emphasis on the reuse of abandoned, under-utilized, and environmentally impaired “brownfield” properties. Experience includes overseeing intensive multi-day community design charrettes, developing site and area-wide master plans and preparing regulatory policies and ordinances to support the cohesive implementation of multi-phase developments. He has extensive experience in preparing form-based codes, LID and integrated stormwater/BMP ordinances, urban design guidelines and subdivision and land development ordinances. He is also experienced with preparing real estate highest and best use studies, developing public finance strategies, and overseeing TIF models for major urban redevelopment projects.

EDUCATION

B.S., Environmental Design
Delaware Valley College, 1992

**Master of Landscape Architecture
&
Regional Planning**
University of Pennsylvania, 1995

Certificate in Historic Preservation
University of Pennsylvania, 1995

**Certificate in Architectural
Conservation, Intl. Center for the
Conservation of Cultural Property**
Rome, Italy, 1993

REGISTRATIONS & PROFESSIONAL DEVELOPMENT

AICP: No. 17163

R.L.A.: Pennsylvania - No. LA002677

C.L.A.: New Jersey - No.
21AS00093900

Member - American Institute of
Certified Planners

PROJECTS

- **Carlisle Urban Redevelopment Area/U.S. EPA Brownfields Area-Wide Planning Project, Carlisle, PA.**
- **HUD Sustainable Communities Smart-Code, U.S. EPA Brownfields Area-Wide Planning, and U.S. DOT TIGER2 Fairfax Boulevard Green Corridor Project, Charles Town and Ranson, WV**
- **Monaca Riverwards Zoning Review in support of the U.S. EPA Ohio River Area-Wide Brownfields Planning Project, Monaca, Midland, Aliquippa and Coraopolis, PA**
- **Allen Township Comprehensive Parks and Green Plan/Smart Growth Zoning Evaluation/Model Ordinance Development, Allen Township Board of Supervisors, Northampton County, PA.**
- **Philadelphia Industrial Districts Zoning Evaluation Lower Frankford Creek Watershed Brownfields Area-Wide Plan, Philadelphia, PA**
- **New Hanover Town Center District Master Plan and Zoning Ordinance Preparation/Municipal Planning Support Services, New Hanover Township, Montgomery County, PA**
- **Swarthmore-Nether Providence Multi-Municipal Plan – Zoning Consistency Evaluation, Delaware County, PA**
- **Bridgeport Borough Economic Development Revitalization Plan, Montgomery County, PA, Borough of Bridgeport Board of Commissioners**
- **City Avenue Special Services District Urban Design Plan and Ordinance Review, City of Philadelphia and Lower Merion Township, Philadelphia and Montgomery Counties, PA**
- **Plan GoShamokin Downtown Revitalization Plan, Downtown Zoning District Ordinance Update, SEDA-COG, City of Shamokin, Northumberland County, PA**



EDUCATION

Bachelor of Science, Geography
Old Dominion University, 2023

REGISTRATIONS & PROFESSIONAL DEVELOPMENT

Certificate in Geographic Information Systems
Old Dominion University, 2023

Virginia Tech Landscape Architecture Studio, 2017-2021



EDUCATION

Bachelor of Fine Art in Graphic Design, Minor in Fine Art
York College of Pennsylvania, 2022

PROFESSIONAL DEVELOPMENT

AIGA Member
January 2021-present

OWEN BAYLOIS

GIS Specialist



Owen Baylois is a Project Planner at SGA with a specialty in Geographic Information Systems. They have worked in a myriad of different areas over the years ranging from landscape architecture, national parks research, and geospatial technology. After previously studying Landscape Architecture at Virginia Tech, Owen transferred to Old Dominion University to focus their efforts on developing their GIS skills. Much of their work involves large-scale data management, analysis, and map production. Additionally, they assist with writing, community research, and urban design.

PROJECTS

- **St. Paul's Blue Greenway Park, Norfolk, VA**
- **Economic Redevelopment Planning Assistance Project, Downriver, Michigan**
- **CVPDC – Brownfields Community Wide Assessment, Appomattox, Virginia**
- **Community Capacity Building Program, SEDA-COG Region, Pennsylvania**
- **Post-Blight Removal Plan, Westmoreland County, Pennsylvania**
- **Virginia Beach Police Department - Fourth Precinct, Virginia Beach, Virginia***
- **Lynnhaven Parkway Street Typologies, Virginia Beach, VA***

*Denotes work completed with another firm.

BROOKE BURNETTE

Graphic Designer



Ms. Burnette is a Graphic Designer with a specialty in editorial design. Since joining SGA, she has produced several final report packages for brownfield redevelopment projects, completed a logo redesign, new branding standards, and countless graphically pleasing marketing materials. She is a graduate from York College where she developed a passion for graphic consistency, hierarchy, and typography. Ms. Burnette is a member of the American Institute of Graphic Arts (AIGA).

PROJECTS

- **Mt. Lebanon Uptown Design Guidelines, Mt. Lebanon, PA**
- **Illumination Station Park, Shamokin, PA**
- **Somerset County Area-Wide Brownfields Reuse Plan, Somerset, PA**
- **Greenville Area Brownfields Redevelopment Plan, Greenville, PA**
- **Darlington Brick Yard Site Reuse Plan, Beaver County, PA**
- **Frog, Switch and Manufacturing Site Reuse Plan, Carlisle, PA**
- **Beltline District Revitalization Plan, Fairmont, WV**
- **North Reserve – Scott Street Complete Transportation Future, Missoula, MT**
- **Clinton Community Park Reuse Plan, Clinton, MT**
- **Attleboro Dye Works Site Market Analysis and Reuse Plan, Seekonk, MA**

Client Reference List

04



References

HUNTINGTON ACF BROWNFIELDS INNOVATION ZONE - HIGHLAWN BROWNFIELDS AREA-WIDE PLAN

Client: City of Ranson, Huntington, WV

Contact Person: Cathy Burns, MPA

Email: BurnsC@huntingtonwv.gov

Phone: 304.696.5540 ext. 2026

HISTORIC CHARLES WASHINGTON HALL MARKET REHABILITATION AND ADAPTIVE REUSE

Client: City of Ranson (Joint Funding Manager for Charles Town and Ranson)

Contact Person: Andy Blake, Esq.

Email: ablake@cityofransonwv.net

Phone: 304.724.3872

REDEVELOPMENT HOUSING AUTHORITY OF SOMERSET COUNTY, PA

Client: Redevelopment Authority of Somerset County

Contact Person: Steve Spochart

Email: sspochart@somersetredevelopment.org

Phone: 814.443.2780

MT LEBANON MAIN STREET DESIGN GUIDELINES

Client: Mt. Lebanon Partnership

Contact Person: Eric Milliron

Email: emilliron@mtlebanon.org

Phone: 412.343.3412

CARLISLE DOWNTOWN URBAN REDEVELOPMENT PLANNING, ZONING, & DESIGN GUIDELINES

Client: Cumberland County Housing and Redevelopment Authorities

Contact Person: Debra Figueroa, Former Assistant Borough Manager - Carlisle, PA

Email: debra.figueroa@strategiesdc.com

Phone: 202.261.9881

Examples of Similar Work

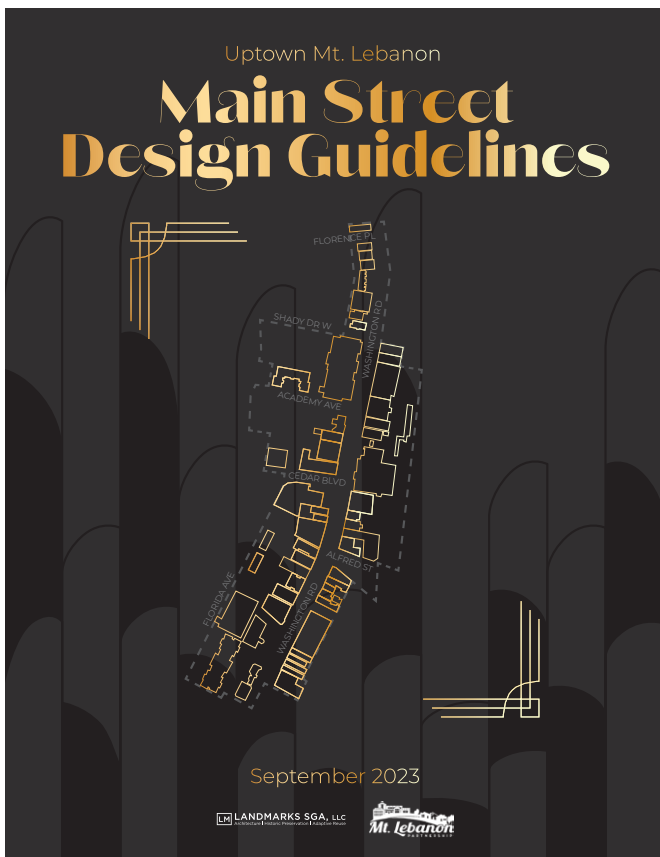
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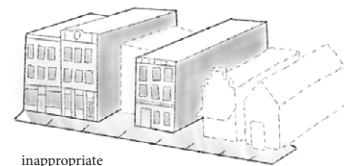
Mt. Lebanon Historic Main Street Design Guidelines

The objective of the Design Guidelines project is to assist the Mt. Lebanon Partnership, the main street economic development organization in the municipality of Mt. Lebanon, with the development of Design Guidelines for the municipality's historic Uptown District, which serves as a central business district for Pittsburgh's South Hills suburbs and comprises a portion of the Mt. Lebanon National Historic District.

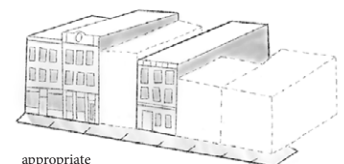
Mt. Lebanon is an example of one of the first and most significant automobile-oriented suburbs in Western Pennsylvania and was also home to a major streetcar loop for a line that originated from Downtown Pittsburgh. Centered on Washington Road, Uptown Mt. Lebanon is home to numerous historic structures, primarily from the early-to-mid-twentieth century. As part of the project scope of work, Landmarks SGA meticulously documented the styles, characteristics, and conditions of the buildings in the Uptown commercial corridor, both contributing and non-contributing. Landmarks SGA is also working with the Mt. Lebanon Partnership to coordinate two public meetings to engage business and property owners in the corridor on crafting the Design Guidelines and informing them about façade and building improvement grant opportunities. Finally, Landmarks SGA staff will be producing a Design Guidelines document and accompanying resources for the Partnership, including recommendations for a new sign ordinance and educational materials.



Developing Design Guidelines for the Uptown District is an important step in providing property owners with knowledge of the appropriate treatment of historic buildings and the potential financial benefits of conforming with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The Design Guidelines will also be important for future implementation to provide a framework for consistent reviews of future projects, whether they are renovations of existing buildings or new construction/infill projects. In providing recommendations for massing and scale, materials, colors, windows, doors, storefronts, and signage, the Design Guidelines will be formatted to be straightforward and easily understandable to the average business or property owner.



inappropriate



appropriate



Carlisle Downtown Urban Redevelopment Planning, Zoning & Design Guidelines

Landmarks was retained as to oversee all aspects of community planning and design for the northern quadrant redevelopment area of downtown. A major part of the effort was the revitalization of North Hanover, the main north-south commercial corridor through the town and the Carlisle National Historic District. The district includes 1,011 contributing buildings dating from the late 18th century to the late 19th century. The project focused on updating the mixed-use zoning district ordinance with a series of design guidelines that reinforced the primary physical characteristics of the district. The intention of the guidelines was to support the sensitive adaptive reuse of existing buildings and context-sensitive infill development so new development supported the historic district; not detract. The design guidelines range from traditional zoning elements such as building orientation, scale, massing, and overall urban design, to façade, roof, and window types, as well as the articulation of new facades, etc.



North Hanover Street Corridor - West Side Building Facades



North Hanover Street Corridor - East Side Building Facades



Pennsylvania Ave Downtown Corridor Gateway Revitalization Project

Landmarks SGA served as the prime planning consultant to the Borough of Monaca, along with its community partners, the City of Aliquippa, the Borough of Coraopolis, the Borough of Midland, and the Ohio River Trail Council (ORTC) in the development of a comprehensive redevelopment strategy as part of a U.S. EPA Brownfields Area-Wide (AWP) planning effort for the Ohio River Brownfields Corridor. The Borough of Monaca and its partner communities joined together to undertake a grass-roots effort to re-think the future of their communities as a way to overcome the loss of a major portion of our manufacturing/industrial base and the post-industrial brownfields legacy that remains from that loss. SGA is also serving as the prime consultant on the Ohio River Communities Coalition Assessment Grant project (\$600K) focused on performing environmental assessment for dozens of sites in the Ohio River Communities studied in the Area-Wide Plan.

Landmarks SGA provided a comprehensive strategy to increase access to and along the river corridor and the revitalization of the numerous blighted parcels, many of which are perceived brownfields. The goal of the EPA's AWP planning grant project was the development an area-wide plan for the brownfields in these older industrial-based communities in order to inform the assessment, cleanup and subsequent reuse efforts of dozens of riverfront brownfields sites ranging from former steel mills and larger industrial manufacturing facilities to small sites such as auto-repair and fueling station uses. The efforts included identifying potential future uses for brownfields properties, creating a set of area-wide, community revitalization strategies that will help ensure successful assessment, cleanup and reuse of the brownfield site(s), developing strategies for facilitating the reuse of existing and new green infrastructure, and the integration of the Ohio River Trail through site, were applicable. The project also emphasized solutions to improve and enhance the environmental health of the Ohio River.





Uptown Somerset Historic District Multi-Building Adaptive Reuse

Landmarks provides architectural planning and design service for the redevelopment of multiple buildings focused on a four-square block area surrounding the town's central square, known as the "diamond." The firm has been involved with eleven buildings in the Uptown district, including several that have been fully rehabilitated and occupied, several that are in the final design phases and slated to start construction, and a few in the schematic feasibility study stage. Principals of Landmarks have been involved with the Main Street organization for more than three decades. All of the projects are guided by the Secretary of Interior Standards for Rehabilitation and many have secured state and federal historic rehabilitation tax credits. Highlighted projects include:

Historic Somerset Trust Building & Annex: C. 1912 buildings fully rehabilitated for private offices utilizing state and federal tax credits. Winner of a Preservation PA Project Excellence Award

C. Henry Cook Enrichment Center: C. 1872 funeral home that was foreclosed upon and sat vacant for several years. Rehabilitated as a community meeting venue with private offices. Winner of a Preservation PA Project Excellence Award

Uptown Works: Design work focused on code compliance for adaptive reuse of c. 1890s building as a new co-working space on the Diamond.

The Brinker Block: Three critical buildings fronting on the diamond that sat vacant for more than a decade. Currently in final design phase and slated for construction as ground floor retail and upper floor market rate rental housing. Funded partially through state funding and state tax credit program; slated for construction this fall.

Glades Center: Adaptive reuse of a c. 1920s five-story hotel as private offices and housing. The project is currently in final design for Phase I focused on building infrastructure and office space.





Shamokin Area Implementation Plan - A Plan for Economic Revitalization

Shamokin is once booming post-industrial city located in Northumberland County that has struggled to maintain economic vitality since the decline of the mining and textile industries. The community of Shamokin craves to revitalize itself with fresh initiatives that enable community members to restore the lively nature by harnessing new opportunities, not just harkening to those of the past. Shamokin has recently seen an influx in tourism through the introduction of the Anthracite Outdoor Adventure Area Authority (AOAA) which leased approximately 7,500 acres of former coal lands in the Shamokin area for the purposes of actively managing a family-friendly motorized and non-motorized recreation facility, as well as other major nearby tourism destinations, establishes the City as a legitimate and unique destination for regional recreation that attracts well over 1.3 million visitors per year to the combined destinations. Utilizing the renewed resources provides an advantageous opportunity for Shamokin as it embarks on economic and community revitalization efforts.

SGA led an effort to determine economic development strategies and thoughtful design initiatives to accomplish meaningful transformation. Shamokin is an inherently pedestrian friendly environment, and recommendations build upon the idea of getting people out of cars and walking around to patronize businesses, public spaces, and socialize with others. The plan focuses on a combination of public/civic realm investments in infrastructure and public spaces combined with programs and resources that can be tapped to partner with the private sector to stimulate building rehabilitation and business expansion. This layered approach to economic development emphasizing “placemaking” fosters the greatest potential for creating jobs, reducing crime, enhancing community pride, and elevating the overall quality-of-life for all of Shamokin’s residents.

For More Information: <http://goshamokin.com/shamokin-revitalization-plan>



Client/Location: Borough of Charleroi, Washington County, PA



Charleroi PHMC Funded National Historic District Preservation Plan

Landmarks was retained as a part of the team to develop a Comprehensive Preservation Plan that focused on inventorying historic resources, defining historic significance, identifying endangered properties, and creating supporting guidelines, policies, and regulations to protect and enhance the district. The project included an Action Plan and Resource Roadmap identifying preservation priorities and potential sources of funding for public and private projects/partnerships to implement the plan.





Henry F. Schell House Restoration

Awards

2020 Preservation
Pennsylvania
Construction Project
Award - Small Project
Rehabilitation

Built shortly after the Somerset Fire of 1872 by Henry Ferdinand Schell, an attorney who also went on to found a local bank, the Schell house served as the home of the prominent Schell family for two decades before being sold to another prominent member Somerset's community, John A. Berkey. In the mid-1980s the Schell house was converted into a nursing home and was later connected to the larger nursing home which was built to the rear of the building in 1994. In 2011 Somerset Trust Company converted the 1994 wing into its Operations Center.

As part of a federal Historic Tax Credit Project Somerset Trust Company completed a full exterior restoration of the Schell House in 2014, for which Landmarks SGA was retained. The exterior of the house was repainted in a historically appropriate color scheme with the brick being repainted to a color more closely matching the original. Window sashes and sills were repaired and replaced around the building and the front doors were replaced with historically appropriate design. The exterior metal fire stair was removed from the side of the building and the decorative porte-cochere and rear porch woodwork was restored. The front porch framing was supplemented with new wood members and the decking replaced. A large amount of the original decorative woodwork was salvageable and was restored and repainted. The building's slate roof was also replaced with a matching synthetic material.

In early 2018 Somerset Trust finished the interior rehabilitation of the Schell House, since rededicated as the G. Henry Cook Enrichment Center. The interior rehabilitation was extensive but many unique and original features of the house were able to be saved and restored. The parquet wood floors on the first floor were restored along with the wood wainscoting in the former Dining Room. Several original doors were found in the attic of the building. These were restored and also used as models for doors which need to be replaced. Period appropriate colors, wallpaper, and chandeliers were selected to compliment the historic home. This project was completed following the Department of Interior Standards.



Client/Location: Somerset Trust Company/Connellsville, PA



Historic P&LE Railroad Station Rehabilitation & Adaptive Reuse Design

When the P&LE and the Western Maryland Railroads linked up in Connellsville, they decided to construct a new union station in 1912 to serve passengers, many of whom commuted into Pittsburgh. The one-story station has a rock-faced coursed ashlar sandstone base upon which rise walls of red brick that complement the warm red tones of the sandstone that is also used in the window sills, lintels, and steps. Landmarks SGA has performed a condition assessment and has addressed all PHMC federal Historic Preservation Tax Credit activities. The firm completed all architectural design work and is overseeing all aspects of the historic rehabilitation and adaptive reuse following Department of the Interior Secretary Standards. Once the station closed to passenger traffic in 1939, it was used almost continuously as offices or retail. Landmarks SGA was retained to adaptively re-purpose the site as a bank and trust branch and restore the historic train station structure and contributing site elements. The project, including all interior restoration work, was completed in 2021.





Historic Charles Washington Hall Historic Rehabilitation & Adaptive Reuse

Awards

West Virginia AIA Honor Award for Excellence in Preservation

Preservation Alliance of West Virginia Downtown Preservation Award

Landmarks SGA was retained as the lead planning, design/ project architect and preservation consultant, for the comprehensive restoration of Historic Charles Washington Hall. The structure is an 1874 market house and meeting hall located at the core of Charles Town's historic district. The site was dedicated in 1786 by Charles Washington, brother of George Washington and founder of Charles Town. The project consists of the design, engineering, permitting and construction documentation required to construct a regional Commuter Transit Center at Charles Washington Hall, along with a regional visitor's center and the restoration of the historic second floor theatre.

This project included a historic analysis to identify character-defining features (historic items, most of which cannot be removed from the design) and to set parameters for meeting the *Secretary of the Interior's Standards*. This phase of the project included an initial assessment of the conditions of character-defining features, a Treatment Plan in keeping with the *Secretary of the Interior's Standards for Rehabilitation*, and a summary in the form of a Preservation Strategy. Landmarks SGA was responsible for preparing the historic research,

presentation plans and specifications along with supporting documentation, as required for a Section 106 review. The project included extensive restoration of the original 1875 windows and the accommodation of interior glazing to meet energy code requirements and performance goals. The project was funded by a \$4 million USDA development loan guarantee and utilized federal historic preservation tax credits.





Huntington H-BIZ Plan- Former American Car & Foundry Site Redevelopment Project

Landmarks SGA is providing architectural and adaptive reuse design services as a part of a team of consultants hired by the City of Huntington to develop a comprehensive strategy for the redevelopment of the Huntington Brownfields Innovation Zone (The H-BIZ Plan). The H-BIZ Plan advances the city's overall comprehensive planning strategy which focuses on entrepreneurship, job creation, strategic neighborhood reinvestment, and redefining the city as a destination for arts, culture, and vibrant quality-of-life. The H-BIZ Plan was an important component of the City's successful \$3M America's Best Communities Award in 2017.

The primary redevelopment project is the 43-acre former ACF railcar manufacturing facility located adjacent to Marshall University. The site was in continuous operation for 130 years, officially ceasing activities in 2018. The city purchased the facility in 2020 and has received several million dollars in state and federal funding to support its environmental clean-up and redevelopment. Landmarks undertook the Section 106 review of historical and archaeological resources and coordinated with the WVSHPO on establishment of a Memorandum of

Agreement, required as result of adverse impacts from building demolition necessitated as a part of environmental remediation activities. The coordination also included determining a pathway to utilized federal and state historic rehabilitation tax credits for the adaptive reuse of the historic industrial structures. The redevelopment plan includes creative adaptive reuse, mostly notably for the former Underframe Assembly/Weld Building, which dates to c. 1880. Landmarks assessed the exiting condition of the structure and developed schematic adaptive reuse plans for the building as a mixed-use food, events, and entertainment venue. The firm is currently supporting the city in the preparation of a developer RFP to be issued this fall, for several areas of the overall site including the redevelopment of the buildings.



Cost Proposal

06



Project Cost

The Landmarks SGA team is pleased to submit the following fee for the Historic District Survey for the Columbia Borough. All work items defined in the Scope of Work are included in this lump sum fee of **\$39,790**.

The fee above includes reimbursable expenses such as reproduction by vendors, postage, and mileage for travel, which are billed at cost plus a ten percent (10%) markup.

Landmarks SGA invoices on a monthly basis based on hours expended and work performed.

Individual Name	Individual Title	Task				Total Hours	Hourly Billing Rates	Proposed Fee by Individual
		1 - Background Research	2 - Field Survey	3 - Mapping/ Database	4 - Final Report			
Landmarks SGA - Architecture								
Jessica Stuck	Senior Architect II	8	24	4	12	48	\$180.00	\$8,640.00
Sean Garrigan	Principal	2	2	2	4	10	\$225.00	\$2,250.00
Phillip Wu	Project Planner III	12	24	16	12	64	\$135.00	\$8,640.00
Owen Baylosis	Project Planner I	20	20	120	8	168	\$95.00	\$15,960.00
Brooke Burnette	Graphic Designer	4	4	4	24	36	\$75.00	\$2,700.00
Architectural Total Hours Per Phase		8	24	4	12	48		\$38,190.00
Reproduction/Printing Expenses:								\$400.00
Travel Expenses (Mileage, etc)								\$1,200.00
Total Not-To-Exceed Amount:								\$39,790.00

Hourly Rates

The above fee is based on the current (2023) hourly rates indicated below. Additional services not included herein will be invoiced at our current hourly rates.

Landmarks SGA (Architecture)

Jessica Stuck (Senior Architect II)	\$180
Sean Garrigan (Principal)	\$225
Phillip Wu (Project Planner III)	\$135
Owen Baylosis (Project Planner I)	\$95
Brooke Burnette (Graphic Designer)	\$75



RICHARD GRUBB & ASSOCIATES
Historic Architecture • Archaeology • Historical Research

259 Prospect Plains Road | Building D | Cranbury, New Jersey 08512 | 609-655-0692 | www.rgaincorporated.com

September 29, 2023

Mark E Stivers, AICP
Borough Manager
Columbia Borough
308 Locust Street
Columbia, Pennsylvania 17512-1121

Re: Cultural Resource Survey Proposal, Columbia Borough, Lancaster County, Pennsylvania

Dear Mr. Stivers:

Richard Grubb & Associates, Inc. (RGA) is pleased submit this proposal to conduct a cultural resource survey of the Columbia National Register Historic District. The historic district was listed in the National Register in 1983. In 2002, the Borough adopted an Act-167 Historic District ordinance to review the appropriateness of proposed changes to properties within the historic district. In 2013–14, Lancaster County Planning Commission (now Department) conducted a survey of historic resources within the district, resulting in the creation of individual survey forms and GIS mapping. Beginning in 2023, Columbia Borough, to be fully compliant with Pennsylvania State Historic Preservation Office (PA SHPO) standards, intends to update the 2013–14 survey. The update will consist of a physical survey, photography, GIS mapping, and individual data sets for approximately 1535 properties, and a project summary report. This information will be uploaded directly into the PA-SHARE, Pennsylvania’s cultural resource data portal. Columbia will use this information to augment the administration, review process, recommendation, and final decisions regarding the appropriateness of changes to resources within the historic district. RGA believes the size and scope this project, in addition to its results, will and should set the standard for survey projects throughout Pennsylvania.

RGA is exceptionally qualified to undertake this project. We have surveyed thousands of cultural resources in communities like Columbia throughout Pennsylvania and beyond, and we are highly experienced in working with the PA SHPO and PA-SHARE. We look forward applying this experience—and enthusiasm for our work—in Columbia, and working with you, your staff, and property owners over the next year on this important historic resource protection effort.

RGA is extremely grateful for the opportunity to submit this proposal. Should you have any questions or require additional information, please feel free to contact Robert Wise at rwise@rgaincorporated.com, 610-585-3598 (Cell), or 484-202-8187 (Chester County Office).

Very truly yours,

A handwritten signature in blue ink that reads "Alice Domm". The signature is fluid and cursive, with a large, stylized initial "A" and "D".

Alice Domm
Chief Executive Officer/President

AD:rjw

Attachments:

- A. Proposal
- B. Statement of Corporate Qualifications
- C. Resumes of Key Project Staff
- D. Relevant Projects
- E. Representative Project Example

Attachment A: Proposal

Technical Work Plan, Project Approach, and Schedule

RGA understands the project goal and purpose, scope of work, timetable, and finished product expectations. The following provides a detailed work plan, approach, and projected schedule.

1. Project Award (October 13, 2023)

RGA assumes the project will begin immediately after it is awarded.

2. Kick-off Meeting (Late October/Early November 2023)

At the onset of the project, our project team will meet with borough staff. Due to our familiarity with the Borough, our experience with similar projects, and time and cost considerations, we recommend conducting a virtual meeting via Zoom or Teams. RGA recognizes the importance of “kick-off” meetings for any major project. In addition to covering the project’s technical components, including a timetable, kick-off meetings provide time to introduce all participants and allow discussion of specific project expectations and nuances which may not be addressed in the Request for Proposals (RFP). For example, we hope to learn about the Borough’s main areas of concern, where additional property information would be helpful, and whatever else is needed to truly make the survey an integral part of the planning and preservation process in Columbia. RGA assumes the Borough will provide any additional information or baseline data pertaining to the project that will be helpful to our team (preferably provided before the meeting). RGA will provide a detailed agenda in advance of the meeting.

3. PA SHPO Consultation Late October/Early November 2023

RGA held a meeting with PA SHPO staff members to discuss this project, and specifically the best means of updating the 2013–14 survey results into PA-SHARE. Given the scope, RGA will continue to consult PA SHPO at the beginning of, and throughout, the project to ensure an efficient transfer of data—from field survey, to survey form, to PA-SHARE. PA SHPO staff informed us that just 105 properties within the historic district are currently in the PA-SHARE database, meaning data sets for over 1430 properties must be created. RGA consults with PA SHPO staff on various preservation planning matters on an almost daily basis and has an excellent and long-term working relationship.

RGA will utilize PA SHPO’s *Guidelines for Recording Buildings in Pennsylvania* (issued May 2022) for guidance, to ensure the survey addresses the needs and expectations of Columbia Borough.

4. Background Research (November 2023)

RGA will conduct background research on Columbia, with an emphasis on the history and architecture of the historic district, prior to beginning fieldwork. This will include an examination of the Columbia National

Register Historic District nomination and any additional information provided by the Borough. Of course, RGA will also examine the data sets and existing survey information a compiled by the Lancaster County Planning Commission. Our project team will familiarize themselves with the community, so it can “hit the ground running” once the field survey begins.

Research Assumptions:

- Columbia Borough will provide or make available for use all tax parcel data, including addresses and shape files to electronically populate the Survey 123 data sets prior to the field survey.
- Columbia Borough will provide all other information about the historic district and other pertinent information prior to the field survey.

5. Development of Individual Resource Survey Records
(November 2023–October 2023)

RGA will conduct all the necessary tasks to update the 2013–14 data sets for each property in the Historic District using the most up-to-date standards for survey as established by the PA SHPO and resulting in the most efficient transfer of data to PA-SHARE. The data sets will also be the individual historic resource survey forms for each property and delivered in paper and electronic format to the Borough at the end of the project. This begins with an accurate database of all properties.

- a. **Surveyor Set-Up (November–December 2023):** RGA will utilize the PA SHPO’s Surveyor system, which is used to collect and assemble field survey data and mapping, and ultimately, to upload that data to the PA-SHARE portal. Actual data collection will be based on the Survey 123 mobile app product, modified and available by Surveyor for historic resource surveys. A critical part of this process will involve downloading property information, such as the tax parcel number and addresses, as well as pertinent information from the Lancaster County survey, onto the Survey 123. This will be a time-consuming process as this information cannot be transferred directly onto Surveyor, according to PA SHPO staff. Once this information is downloaded, the field survey can begin. RGA will download information into approximately 1450 data sets (or forms); approximately 100 additional resources have been previously uploaded to PA-SHARE.

Surveyor Set-Up Assumption:

- **Our proposal assumes RGA will offload information from the Lancaster County survey onto Excel, create a CSV file, and then upload this data into Survey 123. We have discussed this with the county. At the very least, it will be essential to provide the address, tax parcel number, and resource number for each property in Excel for uploading. If this becomes impracticable or cannot be provided by the county, we will likely have to adjust the budget to manually transfer data into Survey 123, depending on the amount of additional work. Our goal, of course, is to avoid manual transfer of this data.**

- b. **Project Report and Pre-Field Survey Meeting (Mid-December 2023):** RGA will conduct a pre-field survey meeting in mid-late December to review progress and finalize all materials and plans needed for the field survey. The field survey team members (in addition to Mr. Hinshaw) will be present at that meeting. The field survey is a vital and very public part of the process and all aspects of the process will be discussed. RGA will provide a detailed agenda in advance of this meeting.
- c. **Field Survey (January–June 2024):** A comprehensive survey will be conducted after Surveyor is populated with the property information discussed above in Part a. The survey team will conduct the survey from the public right-of-way. Team members will utilize the Surveyor mobile Survey 123 system to record property data and take digital photographs on their mobile devices. RGA recognizes that when in the field, our team members represent the Borough and this project. Team members will be dressed appropriately and will notify borough officials before entering the field. The survey will be completed on a parallel, street-by-street basis.

Field Survey Recommendations and Notes:

- **Notification:** We recommend that the Borough provide notification to property owners before the survey and provide the RGA survey team with a copy of the notification that can be given to property owners if requested. Property owners generally feel comfortable when they understand what is taking place. RGA can provide samples of similar letters from various municipalities if requested. Our survey team professionals generally will not knock on doors to alert the property owner unless there is a need to enter the property.
- **Assistance:** RGA will gladly accept the assistance of Borough citizens or HARB members who may wish to contribute their knowledge of the borough's history and architecture during the project's survey or research components. Local knowledge is always welcomed and helpful in producing the most accurate survey product. Citizens can more easily answer questions or assuage property owner concerns that can occur when a survey team photographs their properties.
- **Digital Photography:** RGA understands the necessity of good photography. In the certificate of appropriate process, photographs (and all other collected information) is used by the applicant, the HARB, Borough administration, and the Borough Council. Our field survey team are trained to take optimal photographs for survey projects. Every photograph should accurately convey the general, as well as the defining, architectural characteristics of each resource. Additional photographs are taken of the principal resource where necessary, and of secondary resources. Every photograph will be checked and edited if necessary before uploading.
- **Field Survey Approach:** RGA will provide a projected survey schedule at the pre-field survey meeting. In addition, RGA will notify the Borough Manager the specific dates the survey team will be in the field the week prior to any field survey work. As

mentioned, team members will dress accordingly, carry proper ID, business cards, and (as recommended) a copy of the notification, which can be handed out to property owners. While it is assumed most work will be completed from the sidewalk while walking, the RGA team will usually have a company vehicle, clearly marked with RGA signage.

- d. **Physical Description (January–June 2024):** Based on the field survey, RGA will complete the property information required by the PA-SHPO for each property. The goal will be to convey an accurate baseline description of each historic resource in the field. To that end, RGA will utilize and generally follow PA SHPO’s *Guidelines for Recording Buildings in Pennsylvania* (issued May 2022) for guidance.
- **Mapping (June–July 2024):** Based on the RFP, mapping information can be accessed through the Lancaster County Planning Commission’s (LCPC) website. RGA understands the importance of mapping for the PA-SHARE component. Our in-house GIS department staff will work closely with LCPC and PA SHPO officials to ensure accuracy. Accurate mapping is a major component of identification level data submissions via PA-SHARE.
- d. **Data Set (Form) Production (January–June 2024):** PA SHPO’s Surveyor tool enables on-site photography and field data gathering via Survey 123 and the mobile app. Surveyor also enables the survey team to review all information, make corrections, or add additional content that may not have been observed or fully entered in the field and provides project managers the opportunity to review all work before submittal to the PA SHPO via PA-SHARE. This enables the survey team to “keep moving” in the field and use both field survey observation and photo review (when needed) to accurately describe each historic resource. To reduce errors and keep memories fresh, RGA proposes to break up the field survey over the span of several months, enabling the team to complete the form production on all properties previously surveyed in the office, before heading back out in the field to survey the next batch of properties. Any issues found with a property can thus be corrected when the team returns to the historic district to complete the next phase of the survey. Upon completion of the forms, and once reviewed by the project managers, the information will be uploaded into PA-SHARE.

Data Set (Form) Production Recommendation:

- **Borough/PA-SHARE Review:** Due to the large number of resources and the schedule, RGA recommends that prior to uploading the first batch of resources to PA-SHARE, we submit random samples of forms to the Borough and PA SHPO for review to ensure that each form meets the Borough’s expectations and needs, and PA SHPO requirements. Random form reviews can be done throughout the project.
- e. **Project Update Meeting (May or June 2024):** RGA requests a meeting near the end of the field survey and form production period to review all activities to date and discuss the final report. This will ensure the project team and Borough agree on the content of the report and other elements necessary to conclude the project.

6. Final Report (August–September 2024)

Once all data has been submitted to PA SHPO via PA-SHARE, RGA will complete a summary report. Per the RFP, it will include “an assessment of the successes and challenges of the project, findings, and recommendations for future work related to the survey project.” To provide the most accurate and useful report, RGA’s project team, and particularly those conducting the field survey, will make notes on a continual basis throughout the project. The notes will be the basis for the report. The text may be supplemented by tables, figures and photographs, where appropriate or necessary. As noted above, RGA will work closely with the Borough, including hosting a project meeting to discuss the report at or near the end for the field survey component, to help ensure that the document helps achieve project goals. RGA will submit an edited version of the draft to the Borough for review before it is finalized.

7. Data Copies (September–October 2024)

RGA will provide a physical (paper) copy of all data sets, mapping products and the final report, and the GIS digital shape files or geodatabase version of the historic district survey to the Borough at the conclusion of all work elements. RGA will consult with the Borough to determine the best means of organizing the paper copy, as it will be thousands of pages in length.

8. Project Completion (by October 30 2024)

RGA will ensure the project is completed by October 30, 2024 assuming timely review of work elements by Columbia Borough.

RG A/Project Team

1. Richard Grubb & Associates, Inc. (RGA)

RGA was established in 1988 as a full-service cultural resource management firm, and has since grown to become one of the largest independent archaeological and historic preservation consulting companies in the Eastern United States. RGA's goal is to assist public and private clients through the process of complying with federal, state, county, and municipal cultural resource and historic preservation regulations, and to provide the finest architectural and archeological planning and research products for all clients.

RGA is also one of the most experienced cultural resource consulting firms in Eastern Pennsylvania. Our services include completion of cultural resources surveys, National Register of Historic Places (NRHP) nominations, cultural resource planning, and archeological services. RGA is headquartered in Cranbury, New Jersey, with major offices in Pennsylvania, North Carolina and Tennessee. Our services include:

- Historic Resource Surveys and Inventories
- National Register/National Historic Landmark Nominations
- Historic Resource Impact Studies
- Historic Preservation Plans
- Historic Structure Reports
- Archeological Surveys and Analysis
- Section 106 Compliance / State and Local Compliance
- Historical Commission / HARB Ordinances and Consultation
- Public Documents and Interpretive Material
- Municipal Consulting Services

RGA is registered as a Small Business Enterprise under multiple NAICS codes, including 541720, with the State of New Jersey, Department of the Treasury, under the Small Business Set-Aside Act and Minority and Women Certification Program. RGA is certified as a Women Business Enterprise (WBE) under this same New Jersey agency. The firm is also certified as a WBE with New York State Division of Minority and Women's Business Development, the New York City Department of Small Business Services, and the Port Authority of New York & New Jersey. RGA is registered as a Disadvantaged Business Enterprise (DBE) through the Pennsylvania, New York, New Jersey, Delaware, Connecticut, Massachusetts, Rhode Island, and Florida Unified Certification Programs.

See RGA Statement of Qualifications, Attachment B.

2. Project Team

RGA recognizes the importance of utilizing the most experienced and knowledgeable staff members to conduct surveys, make recommendations, and prepare supporting documents and reports. All RGA research and field personnel who will be assigned to this project are full-time, professional architectural historians meeting the Secretary of the Interior's Professional Qualification Standards for Architectural Historians (48 FR 44716 and 36 CFR Part 610). Our managers have a full understanding of and experience in completing

survey projects of this magnitude. We also have a full understanding of the NRHP, specifically the program's eligibility criteria and integrity standards, which are major components of the survey analysis. We are fully experienced in using PA-SHARE, and work closely on a continuous basis with PA SHPO staff on a variety of projects throughout the state.

The team assigned to this project—Robert Wise, Principal Senior Architectural Historian, and Seth Hinshaw, Senior Historian—are based in RGA's Chester Springs, Pennsylvania office. Having worked together since 2000, Messrs. Wise and Hinshaw have successfully prepared over 30 National Register nominations and conducted approximately 30 municipal-wide or major historic resource surveys. For the present project in Columbia Borough, Mr. Wise and Mr. Hinshaw will work closely together with all other RGA project team members and manage all project components. Mr. Wise will provide overall guidance; Mr. Hinshaw will manage all aspects of the project and be responsible for the work content. RGA's project team includes graphics design individuals, GIS technicians, and copy editors.

- **Robert J. Wise, Jr., MSHP, MMBA, Principal Senior Architectural Historian (Project Director)**

Robert Wise will provide project oversight. Bob joined RGA as a Principal Senior Historic Preservation Planner in 2015. Professionally active in historic preservation for over 30 years, he provides historic resource protection planning and cultural resource management services to a variety of public and private entities.

From 1993 to 1997, Bob was Senior Planner, Historic Preservation at the Brandywine Conservancy's Environmental Management Center in Chadds Ford, Pennsylvania. A major accomplishment was drafting the Historic Preservation section of the Center's *Environmental Management Handbook*, a local planning tool used throughout Southeast Pennsylvania. An early member of the Brandywine Battlefield Task Force, Bob helped develop and coordinate the Brandywine Battlefield Conservation Easement Initiative: a two-county, five-municipality program to identify and protect critical battlefield sites. This led to a multi-million-dollar program (and a U.S. Congressional Act) to purchase development rights and easements on the most critical parcels on that battlefield.

From 1997 to 2015, Bob served as Principal of Wise Preservation Planning LLC, a firm specializing in NHRP nominations, cultural resource surveys, historic structure reports, and municipal preservation consulting. Under his direction, and relevant to the Columbia project, Wise Preservation successfully conducted over two dozen comprehensive and intensive-level surveys, documenting thousands of historic resources and historic districts for NRHP nominations and/or Act-167 ordinances. Similar projects were undertaken in Bangor Borough (Northampton Co.), Oxford Borough (Chester County), Beaver Borough (Beaver County), Schwenksville Borough (Montgomery County), Haddon Heights Borough (Camden County, New Jersey), and Princeton Municipality (Mercer County, New Jersey). In addition, Bob managed the Erie County Historic Resource Survey in 2013–14, spanning 37 municipalities, including the City of Erie, 25 historic districts, and tens of thousands of resources.

Mr. Wise served on the Tredyffrin Township (Chester County) HARB for ten years, and as Chair for approximately five years. He currently chairs the West Vincent Township (Chester County) Historical Commission. He is a founding board member of the Chester County Historic Preservation Network, a county-wide organization supporting HARBS and Historical Commissions, which he later chaired. He is a founding

and current board member of the Tredyffrin Historic Preservation Trust and the Stuart Tank Association in Berwick, Pennsylvania.

- **Seth B. Hinshaw, MA, MSHP, Senior Historian (Project Manager)**

Seth Hinshaw, Senior Historian, will manage the project. Seth has been providing professional historic resource protection planning and cultural resource management to local governments, land planners, developers, attorneys, engineers, and individuals throughout the Mid-Atlantic region since 2000. A major part of Wise Preservation Planning, Seth contributed to every project the firm undertook. In 2015, Seth joined RGA as a Senior Historian. Relevant to the Columbia project, his work has included 21 comprehensive or intensive-level historic resource surveys having thousands of properties and scores of historic districts, and over 21 successful National Register/National Historic Landmark nominations. Most recently, Seth managed the comprehensive historic resource surveys of East Nantmeal and Upper Uwchlan Townships, both in Chester County. He is also concluding major updates to the Hopewell Furnace National Historic Site (Chester and Berks County), and the 108-mile Delaware and Hudson Canal National Historic Landmark, spanning New York and Pennsylvania.

Seth's additional experience includes historical research and writing, architectural surveys, historic resource surveys, historic structure reports, National Register nominations, Historic American Buildings Survey (HABS)/Historic American Engineering Report (HAER) recordation, conservation easement inspections, municipal planning and land development review. Among other achievements, he has written academic articles on the topic of historic religious architecture, particularly in colonial North America. In 2019, Seth published *A Field Guide to American Residential Doors*, an important manual for historic American architecture. Seth manages a website on historic architecture and hosts a YouTube program dealing with a variety of historic preservation topics. Seth served on the Chester County Historic Preservation Network and the Downingtown Borough (Chester County) Historical Commission. Seth currently serves on the Pottstown (Montgomery County) HARB.

See Resumes of Key Project Staff, Attachment C.

3. Relevant Project Experience

RGA fully supports the Borough of Columbia's efforts to update its historic district survey and map. Our professional architectural historians have completed several relevant projects throughout Pennsylvania, New Jersey and elsewhere, including recent municipal-wide, comprehensive surveys in Upper Uwchlan and East Nantmeal Townships, Pennsylvania, and Cranbury Township, New Jersey. Each lays the groundwork for historic resource protection, preservation planning, community involvement, and investment and revitalization within those communities.

For a project of this size and complexity, expertise is only as good as the experience and skills necessary to properly manage and present the project components, while delivering the final product on time, on target, and on budget. Moreover, RGA fully understands this project must support the Borough's ongoing efforts to protect historic resources and settings within the Columbia Historic District, and become compliant with PA SHPO standards. RGA has the size, organization, experience, technical expertise, and quality control

procedures to meet all project obligations and expectations. The following is a project list which are relevant to the Columbia Historic District resource survey update:

a. Municipal and County-wide Historic Resource Surveys

RGA has conducted reconnaissance, comprehensive and intensive-level historic resource surveys for scores of municipalities and counties in several states. Tens of thousands of resources have been identified, surveyed, photographed, evaluated, researched and documented using the latest survey techniques under strict state and federal standards. We have evaluated and mapped potential historic districts in nearly every survey. Our team assigned to this project has completed a great many projects like the one proposed for Columbia, in all types of municipalities.

The following survey projects underscore RGA's capabilities over the last 20 years, and its ability to complete the Columbia project. Robert Wise and Seth Hinshaw, who together completed the majority of these projects, will manage all aspects of the Columbia effort. Note: several of these projects were undertaken by Messrs. Wise and Hinshaw's former company, Wise Preservation Planning LLC.

- Morristown County Survey, NJ (2023)
- Cranbury Township Survey, NJ (2023)
- Upper Uwchlan Township, PA (200 properties, 2022)
- East Nantmeal Township, PA (370 properties, 2021)
- Haverford Township, PA (75 properties, 2021)
- City of Syracuse, NY (approximately 200 properties and historic districts, 2019)
- Concord Township, PA (210 properties, 2017–2019)
- City of Cristiansted, St. Croix, USVI (approximately 250 properties, 2018)
- Cranbury Historic District, NJ (approximately 200 properties, 2017; 2021)
- Beaver Borough, PA (200 properties, borough preservation plan, 2017)
- London Grove Township, PA (approx. 500 properties, 2003/2016)
- East Pikeland Township, PA (review of resources and revised Act-167 ordinance, 2016)
- Erie County, PA (over 31,000 properties, 25 historic districts, 2014)
- Schuylkill Township, PA (800 properties, 2014)
- Haddon Heights Borough, NJ (960 properties, 2012–2013)
- Schwenksville Borough, PA (220 properties, 2012)
- Kennett Township, PA (350 properties, 2011)
- Pennsbury Township, PA (211 properties, 2009)
- West Marlborough Township, PA (202 properties, 2009)
- Upper Uwchlan Township, PA (131 properties 2001/2007)
- East Bradford Township, PA (368 properties, 2005)
- Upper Providence Township, PA (558 properties, 2004)
- Franklin Township, PA (177 properties, Kimblesville HD/HARB 1995/2004)
- Radnor Township, PA (200+ properties, 2003)

b. Historic District: Local Districts/Pennsylvania Historic Resource Survey Form/ National Register Historic District Nominations

RGA is a leader in preparing National Register and National Historic Landmark nominations, with Robert Wise and Seth Hinshaw alone having successfully prepared over 30 nominations with over 3,000 historic resources. These projects begin with the successful application for a Determination of Eligibility (DOE); once obtained, NRHP process can begin. The nominations range from individual resources to larger municipal nominations having several hundred properties or more. Examples listed here provide insight into our experience and capabilities in completing large projects in municipalities similar to Columbia and the Columbia National Register (and municipal) Historic District.

- Perkasio Town Center, Borough of Perkasio, PA (DOE; waiting to begin NRHP Nomination).
- Perkasio Park Camp Meeting, Borough of Perkasio, PA (DOE and NRHP Nomination, 2014–2016).
- Witherspoon-Jackson Historic Preservation District and Survey, Princeton, NJ (local historic district evaluation and recommendation for municipal district, 390 properties, 2015–2016).
- Bangor Historic District, Borough of Bangor, PA (DOE and NRHP Nomination, 1,200 properties, listed 2014).
- Eagles Mere Historic District and Boundary Increase, Eagles Mere Borough, PA (DOE / NRHP Nomination/ Boundary Increase, 330 properties (DOE 1992/NRHP 1996/Enlarged 2013).
- Oxford National Register Historic District, Oxford Borough, PA (NRHP 2012, 750 properties, Act-167 Historic District, beginning 2015).

See Representative Projects, Attachment D.

See Representative Project Example, Attachment E.

4. References

The following references are for some of RGA's most recent survey/historic district projects:

- **East Nantmeal Township Historic Resource Survey**
Maureen Nonan
Chair, East Nantmeal Township Historical commission
(610) 469-3152
manoon1950@aol.com

This project, which concluded in 2022, comprised the field survey and documentation of approximately 300 properties for submission to the PA SHPO, recommending classifications of all resources, and developing boundaries and recommendations for new historic districts. The information will be used as baseline documentation for the East Nantmeal Township's Historic Resource Protection Zoning Overlay.

- **Upper Uwchlan Township Historic Resource Survey Update**

Vivian McCardell

Chair, Upper Uwchlan Township Historical Commission

vsmccardell@icloud.com

This project is part of RGA's ongoing historic preservation consulting services to Upper Uwchlan Township. In addition to the survey, and as the township's historic preservation consultant, RGA is helping to develop the historic preservation component of the township's comprehensive plan, architectural design guidelines, and community planning in the village of Eagle and the Byers Station Historic District; Robert Wise drafted the National Register nomination for the historic district.

- **Cranbury Historic District Survey, Cranbury, New Jersey**

Robin Tillou

Administrative Officer/Secretary, Cranbury Historic Preservation Commission

(609) 664-3122

rtillou@cranbury-nj.com

Completed in 2023, this project was part of a multi-phase effort that spanned six years. Its goal was to survey historic resources in the Cranbury and the Cranbury Station Hamlet Historic Districts to be used as baseline documentation for design review by the Cranbury Historic Preservation Commission. Phase III focused on expanding the boundary of the Cranbury Historic District to more closely align with its NRHP-listed boundary.

- **Morris County Multi-Phase Historic Sites Survey**

Rich Rockwell

646-408-6072

rrockwell@bloomfieldtwpnj.com

For several years, RGA has been conducting a historic sites survey for Morris County, New Jersey. This multi-phase project, involving several municipalities, surveyed over 85 Streetscapes, 30 Historic Districts, and several hundred individual historic resources. All resources have been documented on the NJ SHPO's CRGIS database system.

- **Witherspoon-Jackson: Historic District Study (Wise Preservation Planning)**

Elizabeth H. Kim, P.L.A., Historic Preservation Officer

Municipality of Princeton

609-921-7077

EKim@princetonnj.gov

Concluding in 2016, this project involved the survey of approximately 350 historic resources, uploading findings onto the New Jersey's cultural resources database portal, defining historic district boundaries, and recommending Witherspoon-Jackson as a local historic district, to be protected by the municipality's historic resource protection ordinance. The district was officially adopted by Princeton upon recommendation of its Historic Preservation Commission in 2016.

5. Cost Proposal

RGA is prepared to update the current historic resource survey and deliver all products described in this proposal for \$77,986.00, including expenses. This assumes the Borough and/or the Lancaster County Planning Department provides the necessary data to electronically upload it into PA SHPO's Surveyor Survey 123 data sets for each property within the historic district. (Approximately 100 of these resources are currently in PA-SHARE.) Should it be necessary to upload all or a major part of this information manually, RGA will recalculate the cost and submit a revised proposal.

Attachment B:
Statement of Corporate Qualifications



CORPORATE STATEMENT OF QUALIFICATIONS

Richard Grubb & Associates, Inc. (RGA), established in 1988 as a full-service cultural resource management firm, is one of the largest independent archaeological and historic preservation consulting companies in the Eastern United States. The firm has a reputation for excellence among a diverse clientele, as well as the federal and state agencies that review its products. RGA's primary role is to assist public and private clients through the process of complying with federal, state, county, and municipal cultural resource and historic preservation regulations. The company operates regionally from its corporate headquarters in Cranbury, New Jersey and has managed cultural resources investigations throughout the United States from that office. Branch offices in Philadelphia and Chester Springs, Pennsylvania; Wake Forest, North Carolina; and Nashville, Tennessee support the company's geographically broad service area.

RGA is registered as a Small Business Enterprise under multiple NAICS codes, including 541720, with the State of New Jersey, Department of the Treasury, under the Small Business Set-Aside Act and Minority and Women Certification Program. RGA is certified as a Women Business Enterprise (WBE) under this same New Jersey agency. The firm is also certified as either a Minority Business Enterprise (MBE) or a WBE with the New York State Division of Minority and Women's Business Development, the New York City Department of Small Business Services, the Port Authority of NY & NJ, the State of Delaware Office of Supplier Diversity, the Pennsylvania Department of General Services, the Maryland Department of Transportation's Office of Minority Business Enterprise, the Commonwealth of Massachusetts Supplier Diversity Office, the City of Philadelphia, the Governor's Office of Diversity Business Enterprise for the State of Tennessee, and the Metropolitan Government of Nashville and Davidson County. RGA is registered as a Disadvantaged Business Enterprise (DBE) through the New Jersey, New York, Pennsylvania, Delaware, Maryland, Connecticut, Massachusetts, Rhode Island, North Carolina, Tennessee, and Florida Unified Certification Programs.

RGA has extensive experience consulting with governing agencies that oversee and implement cultural resource review. RGA understands Federal requirements, and possesses a proven track record of successfully completing projects for federal and state review. The firm has conducted cultural resources surveys in accordance with Section 106 of the National Historic Preservation Act, as Amended, and NEPA. RGA currently holds a GSA Schedule where Federal agencies can order RGA's services under SIN 541620.

RGA has a current staff size of 70 including Alice Domm, Chief Executive Officer and President; Richard Grubb, Vice President; 24 Principal Investigators for architectural history and history, including two who have earned Professional Associate status with the American Institute for Conservation; 28 Principal Investigators for archaeology, 25 of whom hold the Registered Professional Archaeologist credential, and two of whom have earned PhDs; three geophysical archaeologists; and 15 field directors, material culture specialists, GIS and CADD technicians, and administrative staff. RGA principal investigators and field directors hold current OSHA and Hazwoper training certifications. RGA's Principal Investigators meet or exceed the Secretary of the Interior's Professional Qualifications Standards (36CFR61) in Architectural History, History, and Archaeology.

RGA has completed over 7,400 archaeological, historical, and historic architectural projects and RGA's Principal Investigators have conducted cultural resources surveys in 33 states and U.S. Territories. Principal Investigators for history and architectural history have conducted Reconnaissance- and Intensive-level historic architectural surveys and have identified, surveyed, photographed, evaluated, researched, and documented tens of thousands of resources using the latest survey techniques while meeting strict state and federal standards. The Principal Investigators for archaeology have performed or supervised site assessments and screenings, Phase IA, Phase I, and Phase II archaeological surveys and Phase III data recovery investigations of prehistoric and historic sites. All Principal Investigators routinely undertake assessments of National Register of Historic Places eligibility and effects, assess projects for adherence to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and consult and coordinate with the various State Historic Preservation Offices for the preparation and completion of Memorandum of Agreement stipulations and other mitigation measures. RGA also has a full-scale archaeological laboratory and qualified staff to ensure compliance with 36CFR79, Curation of Federally-Owned and Administered Archaeological Collections.

Attachment C:
Resumes of Key Project Staff



CULTURAL
RESOURCE
CONSULTANTS

RGA

ROBERT J. WISE, JR.

PRINCIPAL SENIOR ARCHITECTURAL HISTORIAN (36 CFR 61)

YEARS OF EXPERIENCE:

With this firm:

2015-Present

With other firms: 22

Wise Preservation

Planning LLC: 15

Brandywine

Conservancy/other: 7

EDUCATION:

MS 1993

University of

Pennsylvania

Historic Preservation

MMBA 1994

The Pennsylvania State

University

Business Administration

BA 1981

Dickinson College

History

PROFESSIONAL

TRAINING:

Cultural Resource

Essentials Planning

Program, PHMC

Harrisburg, PA, 2009

Certificate in Community

Planning, Pennsylvania

Municipal Planning

Education Institute, 2008

PROFESSIONAL

ORGANIZATIONS:

Preservation Pennsylvania

National Trust for

Historic Preservation

Preservation Alliance of

Greater Philadelphia

Professional Experience Summary:

Robert J. Wise, Jr. provides professional historic resource protection planning and cultural resource management to local governments, land planners, developers, attorneys, engineers, and individuals. Mr. Wise's responsibilities include project management and the direction of cultural resource investigations. Project experience includes comprehensive, open space and master plan elements, intensive level surveys, historic research, structures reports and impact studies, National Register and National Historic Landmark nominations, battlefield preservation, historic resource protection ordinances, municipal planning assistance, conservation easement drafting and documentation, grant writing, and site interpretation throughout the Mid-Atlantic region. Mr. Wise exceeds the qualifications set forth in the Secretary of Interior's Standards for an Architectural Historian [36 CFR 61].

Representative Project Experience:

National Register / National Historic Landmark Nominations, Southeastern Pennsylvania (Sponsor: Various Municipalities) Since 1991, drafted or co-drafted 30 National Register and National Historic Landmarks nominations. Before joining RGA, Mr. Wise's own firm was a leading preparer of National Register nominations in Pennsylvania, having documented nearly 3,000 resources. Wise has also been involved in dozens of other National Register projects, including expansions of historic district boundaries, re-evaluations, updating resource inventories, site interpretation, adaptive re-use, and developing historic resource protection language. Projects include National Historic Landmark listings of properties associated with artists N.C. Wyeth and son Andrew Wyeth (Chadds Ford, Pa.) and a determination of eligibility for Frank Lloyd Wright's "Suntop" Homes (Ardmore, Pa.).

Beaver Preservation Plan & Design Guidelines, Borough of Beaver, Beaver County, PA (Sponsor: PA Historic Preservation Office) In partnership with Frens & Frens Restoration Architects (West Chester, PA), managing a multi-component historic preservation project. Project spurs from a Memorandum of Agreement with the Shell company and the PA SHPO in relation to the construction of a new ethylene cracking plan, which resulted in an adverse effect on the Beaver National Register Historic District. Project components include a reconnaissance-level survey of over 200 resources that may be added to the historic district, a community-wide survey, the creation of architectural design guidelines, a preservation plan, the production of an informational brochure to address preservation issues and encourage the protection of historic properties.

Cranbury Historic District, Cranbury Township, Middlesex County, NJ (Sponsor: Cranbury Township Historic Preservation Commission) Project Manager for Phase One of a planned two-phase historic resource survey update of the National Register-listed Cranbury Historic District. The survey examined 109 properties, mainly residences constructed between 1820 and 1920, located in the northern half of the historic district. The survey included recommendations for extending the boundaries of the historic district and its period of significance. All work was completed in accordance with the New Jersey Historic Preservation Office's Guidelines for Architectural Survey.



CULTURAL
RESOURCE
CONSULTANTS

RGA

SETH B. HINSHAW

SENIOR ARCHITECTURAL HISTORIAN (36 CFR 61)

YEARS OF EXPERIENCE:

With this firm:

2015-Present

With other firms: 14

Wise Preservation

Planning LLC: 14

EDUCATION:

MS 2001

University of

Pennsylvania,

Historic Preservation

MA 1991

University of North

Carolina-Greensboro

History

BA 1988

University of North

Carolina-Greensboro

American History

PROFESSIONAL

TRAINING:

Cultural Resource

Essentials Planning

Program, PHMC

Harrisburg, PA, 2009

Certificate in Community

Planning, Pennsylvania

Municipal Planning

Education Institute, 2008

PROFESSIONAL

ORGANIZATIONS:

Friends Historical

Association, Board

Member

Chester County Historic

Preservation Network,

Board Member

Professional Experience Summary:

Seth B. Hinshaw provides professional historic resource protection planning and cultural resource management to local governments, land planners, developers, attorneys, engineers, and individuals throughout the Mid-Atlantic region. Mr. Hinshaw's experience includes historical research and writing, historic resource surveys, historic structure reports, National Register nominations, and subdivision/land development review. Mr. Hinshaw exceeds the qualifications set forth in the Secretary of Interior's Standards for an Historian and Architectural Historian [36 CFR 61].

Representative Project Experience:

Erie County Historic Resource Survey, Erie County, PA (Sponsor: Preservation Erie)

[Affiliation: Wise Preservation Planning, LLC] Co-managed comprehensive architectural survey of 31,470 pre-1940 resources in preparation for a county-wide preservation plan. Project involved 37 municipalities and the City of Erie, Pennsylvania's 4th largest city. All resources were classified by architectural significance (National Register criteria) with specific recommendations for 543 listed or potential National Register-eligible properties. All survey information was recorded using the Pennsylvania Historical and Museum Commission (PHMC) Access Database and mapped. The survey evaluated 25 National Register-listed, -eligible and potential historic districts. The resulting documentation was also placed on a CMS type website developed specifically by Mr. Hinshaw for Preservation Erie (www.eriebuildings.info).

Bangor National Register Historic District, Borough of Bangor, Northampton County, PA (Sponsor: Borough of Bangor) [Affiliation: Wise Preservation Planning, LLC]

Successfully co-managed the determination of eligibility and National Register nomination of an 1,265-resource Historic District comprising Bangor's extensive commercial district, surrounding historic neighborhoods, and industrial sites. Managed the research component and assisted in all other aspects of the nomination, including field survey, GIS-map generation, and text preparation. Presented the district's architecture and history in an extensive PowerPoint presentation at end of project.

Witherspoon-Jackson Historic District, Municipality of Princeton, NJ (Sponsor: Municipality of Princeton) [Affiliation: Wise Preservation Planning, LLC]

Senior Preservation Planner for the intensive-level historic architectural survey of the Witherspoon-Jackson Historic District, a predominately African-American neighborhood near downtown Princeton. The resulting information guided the Princeton Historic Preservation Commission with determining if the Witherspoon-Jackson community should be locally designated as a historic district. Project tasks included the survey of nearly 400 resources, the mapping of the district boundaries, and the drafting of a historic narrative of the area. All resulting information, including resource histories and architectural descriptions, was incorporated into a new website created by Mr. Hinshaw as part of the project for the municipality. The Municipality of Princeton subsequently approved the historic district designation.

Attachment D.
Relevant Projects



CULTURAL
RESOURCE
CONSULTANTS

RGA

HISTORIC PRESERVATION CONSULTING SERVICES
OXFORD HISTORIC DISTRICT
BOROUGH OF OXFORD, CHESTER COUNTY, PENNSYLVANIA

CLIENT:

Borough of Oxford

CLIENT CONTACT:

David Sweet (Oxford Borough
Municipal Planner)
610-436-6585

PROJECT SPONSOR:

Borough of Oxford

REVIEW AGENCY:

Pennsylvania Historical and
Museum Commission

DURATION:

2007-Present

PROJECT STAFF:

Robert Wise
Project Manager
Seth Hinshaw
Senior Preservation Planner



For over a decade, Robert Wise and Seth Hinshaw of Wise Preservation Planning LLC, which recently merged with RGA, has been providing historic preservation consulting services to the Borough of Oxford. In 2005-2007, the firm prepared the successful Determination of Eligibility and National Register of Historic Places nomination of the Oxford Historic District containing one of the largest concentrations of Victorian architecture in Chester County. The district, which includes 519 contributing resources is located at the intersection of the colonial road connecting Philadelphia and Baltimore, an old Indian road (today's Route 10), and the Philadelphia and Baltimore Central Railroad.

Most recently, Messrs. Wise and Hinshaw assisted the Borough planner with drafting an Act 167 ordinance and the establishment of a Historic Architectural Review Board (HARB). As part of this, the firm conducted training sessions with the newly appointed HARB. Through the establishment of its historic district, the ordinance and HARB, and in conjunction with its active Main Street program, the Borough hopes to continue to revitalize this centuries old farming community and transportation hub.



CULTURAL
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NATIONAL REGISTER OF HISTORIC PLACES NOMINATION
BANGOR HISTORIC DISTRICT
BOROUGH OF BANGOR, NORTHAMPTON COUNTY, PENNSYLVANIA

CLIENT:

Borough of Bangor

CLIENT CONTACT:

Sharon Davis
c/o Borough of Bangor
610-759-2200

PROJECT SPONSOR:

Borough of Bangor

REVIEW AGENCY:

Pennsylvania Historical and
Museum Commission

DURATION:

2012-2014

PROJECT STAFF:

Robert Wise
Project Manager
Seth Hinshaw
Senior Preservation Planner



Wise Preservation Planning LLC, which recently merged with RGA, prepared the successful Determination of Eligibility and National Register of Historic Places nomination of the Bangor Historic District. The District is locally significant under National Register Criterion A for its association with the slate industry, reflecting the full economic and cultural impact of the industry on Pennsylvania's "Slate Belt" region. The district was listed in 2014.

The Bangor Historic District contains over 1,000 contributing resources, including 890 residences, 57 commercial and 29 government buildings, three bridges, two burial grounds and the North Bangor Slate Quarry. During the second half of the nineteenth-century Bangor emerged as the largest and most significant slate community in the Slate Belt. Bangor's prominence and resulting architecture was a direct result of the prosperity brought about from the slate industry. When the industry began to decline after World War I, the borough became a center of textile and clothing manufacturing, drawing on the existing labor pools.

With its fine central business district, the Borough of Bangor uses the listing in association with its Main Street program and as a major anchor in the Slate Belt heritage region, to promote business and tourism.



CULTURAL
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CONSULTANTS

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ERIE COUNTY HISTORIC SITES SURVEY
ALL 38 MUNICIPALITIES, INCLUDING THE CITY OF ERIE
ERIE COUNTY, PENNSYLVANIA

CLIENT:

Preservation Erie

CLIENT CONTACT:

Melinda Meyer, President
814-403-1772

PROJECT SPONSORS:

Erie County Gaming Revenue
Authority;
Perry 200 Bicentennial
Committee;
Preservation Erie

REVIEW AGENCY:

Pennsylvania Historical and
Museum Commission

DURATION:

2013-2015

PROJECT STAFF:

Robert Wise
Project Manager
Seth Hinshaw
Senior Preservation Planner
Kay Ann Warner
Under Graduate Intern



Robert Wise and Seth Hinshaw of Wise Preservation Planning LLC, which recently merged with RGA, Inc., completed a county-wide historic survey of Erie County, Pennsylvania. Its purpose was to update surveys completed in the 1980s and provide baseline information for a proposed Erie County Preservation Plan. The project, which began as an effort to identify and document resources and districts listed on or eligible for the National Register, ultimately resulted in the county-wide survey of over 31,000 properties, including the City of Erie, a Great Lakes port city with a population of over 100,000.

The project identified, documented, mapped and classified 31,470 properties located in the county's 38 municipalities. Twenty-five historic districts were evaluated and the establishment of two new ones was recommended. The county's 3,500 most significant resources were entered into the state's Cultural Resources Geographical Information Systems (CRGIS) database. Of these, 543 are listed on or eligible for the National Register with an additional 397 properties found to potentially be eligible. To manage the magnitude of findings, Mr. Hinshaw created (in-house) a website (www.eriebuildings.info), which became one of Pennsylvania's largest repositories of historic resource and district information. The website is designed to educate the public, while encouraging historic entities and individuals to contribute new data.



CULTURAL
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RGA

HISTORIC SITES SURVEY
WITHERSPOON-JACKSON HISTORIC PRESERVATION DISTRICT
MUNICIPALITY OF PRINCETON, MERCER COUNTY, NEW JERSEY

CLIENT:

Municipality of Princeton

CLIENT CONTACT:

Elizabeth Kim
609-921-7077

PROJECT SPONSOR:

Municipality of Princeton

REVIEW AGENCY:

Princeton Historic Preservation
Commission

DURATION:

2015

PROJECT STAFF:

Robert Wise
Project Manager
Seth Hinshaw
Senior Preservation Planner



In 2016, a landmark event occurred in the Municipality of Princeton: the Princeton Municipal Council voted unanimously to designate the Witherspoon-Jackson neighborhood, a predominately African-American neighborhood near downtown Princeton, a Historic Preservation District. The designation will help protect some 300 historic resources and their settings within the district and guide new development that will inevitably occur in this rapidly changing area.

Robert Wise and Seth Hinshaw of Wise Preservation Planning LLC, which recently merged with RGA, prepared documentation, conducted a comprehensive survey, and provided extensive recommendations for the implementation of a local historic district. The result was a groundswell of support by its residents, many of whom had experienced the effects of “Jim Crow” and other forms of racial discrimination in years past. Project tasks included the identification of the District’s boundaries, preparation of individual descriptions of nearly 400 resources, and the development of a website – www.princetonbuildings.info – to post the survey results and historic information. The website has been an immediate success. It was also designed to accommodate additional information as Princeton conducts periodic resource surveys or updates information on its 20 historic districts.



CULTURAL
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CONSULTANTS

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HISTORIC SITES SURVEY UPDATE – PHASE ONE
CRANBURY HISTORIC DISTRICT
CRANBURY TOWNSHIP, MIDDLESEX COUNTY, NEW JERSEY

CLIENT:

Township of Cranbury
Historic Preservation
Commission

CLIENT CONTACT:

Robin Tillou
609-664-3122

PROJECT SPONSOR:

Township of Cranbury
Historic Preservation
Commission

REVIEW AGENCY:

NJ Historic Preservation Office

DURATION:

2017, 2023

PROJECT STAFF:

Robert Wise
Lynn Alpert
Principal Sr. Architectural Historians
Seth Hinshaw
Senior Historian
Kristen Herrick
Architectural Historian



In 2017 and 2023, RGA completed two separate historic resource survey updates of the National Register-listed Cranbury Historic District. Conducted on behalf of the Cranbury Township Historic Preservation Commission, the surveys examined 165 properties in total. Most of the properties surveyed were residences constructed between 1820 and 1920, located in the northern half of the historic district. The surveys identified seven Key Contributing properties out of 98 Contributing properties in the District. The survey included recommendations for extending the boundaries of the historic district and its period of significance.

Utilizing the survey methodology found in the New Jersey Historic Preservation Office's (NJHPO) Guidelines for Architectural Survey, the information gathered from the architectural survey was compiled onto new individual state Historic Resource Survey Forms as part of an Access cultural resource database created by the NJHPO. All properties were also indicated as shape files on a Geographic Information System (GIS)-based historic district map, created by RGA.





CULTURAL
RESOURCE
CONSULTANTS

RGA

HADDON HEIGHTS BOROUGH HISTORIC RESOURCES SURVEY
BOROUGH OF HADDON HEIGHTS, CAMDEN COUNTY, NEW JERSEY

CLIENT:

Haddon Heights Borough
Council

CLIENT CONTACT:

Kathy Lange
856-547-7164

PROJECT SPONSORS:

Haddon Heights Borough;
State of New Jersey

REVIEW AGENCY:

NJ Historic Preservation Office

DURATION:

2012-2013

PROJECT STAFF:

Robert Wise
Project Manager
Seth Hinshaw
Senior Preservation Planner
James Garrison
Preservation Architect



Wise Preservation Planning LLC, which recently merged with RGA, completed a two year, 1400-resource survey of the residential and Station Avenue commercial areas of Haddon Heights Borough, which historically emerged as a Philadelphia “railroad suburb” and developed between 1890 and 1930. Residential architecture included houses in the Queen Anne, Colonial Revival, American Foursquare, Dutch Colonial Revival, and Craftsman styles. Many were “kit” or “catalog” homes, such as those produced by the thousands across America by such companies as Sears & Roebuck, Montgomery Ward, and (locally) John Wanamaker.

Project elements included an intensive-level architectural survey of individual properties, analysis of historic districts, research, completion of 1,200 survey forms using the New Jersey Historic Preservation Office database, and survey report. During the site visit, staff photographed each building and noted salient architectural features. Each survey form documented the physical description of the building, brief history, and an assessment of significance. As a result of the survey, Wise recommended alterations to the existing commercial historic district along Station Avenue and proposed a new residential historic district that included the bulk of the study area. The survey was completed within an accelerated four-month schedule.



CULTURAL
RESOURCE
CONSULTANTS

RGA

MORRIS COUNTY HISTORIC SITES SURVEY S
BOROUGHES OF CHATHAM, MADISON, AND MOUNT ARLINGTON, CHATHAM AND
MONTVILLE TOWNSHIPS AND TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY

CLIENT:

Morris County Department of
Planning & Public Works,
Division of Planning &
Preservation

CLIENT CONTACT:

Ray Chang
973-829-8120

PROJECT SPONSOR:

Morris County

REVIEW AGENCY:

Morris County Department of
Planning & Public Works,
Division of Planning &
Preservation

DURATION:

2014-Present

PROJECT STAFF:

Lynn Alpert
Principal Sr. Architectural Historian
Chelsea Mansky
Sr. Architectural Historian
Kristen Herrick
Architectural Historian



RGA is continuing its consultative work for Morris County through its multi-phase historic resource surveys. Resources surveyed up to this point include over 85 Streetscapes, more than 30 Historic Districts, and above 330 individual buildings. The surveys are part of a larger update of the previous county-wide survey effort, which was originally completed in 1986. It included updating existing data on previously surveyed properties and expanding the database to include properties listed on or determined eligible for the National Register that were not previously surveyed.

Each municipality was surveyed individually, and buildings were photographed using digital equipment. Properties lying within National Register-listed or eligible districts and streetscapes were identified as Key Contributing, Contributing, or Noncontributing. Historical research was conducted on all new properties to determine their significance and eligibility for the National Register. Data collected during the historic resource survey was entered into the county's Cultural Resource Inventory database and included GIS location information, architectural description, history, significance, recommendations regarding National Register eligibility, and current photographs. The data is available to the public through the county's website. RGA also prepared Municipal Overviews for each surveyed community, summarizing the survey methodology and results.

Attachment E:
Representative Project Example

PHASE I INTENSIVE-LEVEL ARCHITECTURAL SURVEY PROJECT REPORT



BOROUGH OF HADDON HEIGHTS
Project Study Area between Kings Highway, High
Street, Glover, Eleventh and West Atlantic Avenues,
Camden County, New Jersey

PREPARED FOR:

Borough of Haddon Heights

PREPARED BY:

Wise Preservation Planning LLC
(now part of Richard Grubb & Associates, Inc.)

September 2012

Examples of New Jersey Historic Resource Survey Forms are found at the end of the report.



RICHARD
GRUBB &
ASSOCIATES



Intensive-Level Architectural Survey Project Report Borough of Haddon Heights

**(Project Study Area between Kings Highway, High Street,
Glover, Eleventh and West Atlantic Avenues)**

Camden County, New Jersey

**Report prepared by Wise Preservation Planning LLC
Chester Springs, Pa.**

Robert J. Wise Jr., President

Seth B. Hinshaw, Senior Preservation Planner

James Garrison R.A. (consultant team member)

Jane E. Dorchester, Architectural Historian (consultant team member)

Submitted to the Borough of Haddon Heights

New Jersey Department of Environmental Protection Grant Identifier HE11-001

September 30, 2012

1. Acknowledgements



This survey of historic sites in the Borough of Haddon Heights, Camden County, New Jersey, was made possible by a Certified Local Government grant as administered by the New Jersey Historic Preservation Office. The following individuals contributed to the completion of the survey: the members of the Haddon Heights Borough Historic Preservation Commission, especially Bob Hunter, local historian; staff of the New Jersey Historic Preservation Office; staff of Wise Preservation Planning LLC: Robert J. Wise Jr., President, and Seth Hinshaw, Senior Preservation Planner; and Wise Preservation Planning LLC team members: James Garrison, R.A. and Jane E. Dorchester, Architectural Historian.

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Preservation Office. The contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior. This program receives federal financial assistance for the identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or handicap in its federally assisted programs. If you believe that you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity National Park Service, 1849 C Street, NW, Washington D.C. 20240.



2. Abstract / Summary

This report presents the findings and recommendations of an Intensive-Level Architectural Survey of a portion of the Borough of Haddon Heights, Camden County, New Jersey and updates a previous historic resource survey completed in 1986. The project consisted of an intensive-level architectural survey of 553 properties containing resources within a Study Area established by the Haddon Heights Borough Historic Preservation Commission. The Study Area is an 18-block area in the north central part of the Borough of Haddon Heights in an area bounded by Kings Highway to the north, West Atlantic Avenue to the east, High Street and Lippincott Lane to the south, and Glover, North Park and Tenth Avenues to the west. It consists mainly of a residential neighborhood with the majority of resources constructed between 1890 and 1931, the initial development period of the borough. Figure 5 (page 31) is a tax parcel map of the Borough indicating the Study Area, surveyed properties, and property classification.

Haddon Heights Borough retained Wise Preservation Planning LLC (Wise), a full service historic preservation planning firm located in Chester Springs, Pa., as project consultant. Given its size and the extremely short timeframe for completing the project, Wise added two preservation professionals, including one registered architect, to the project team. The team utilized survey methodology found in the *Guidelines for Architectural Survey*, published by the New Jersey Historic Preservation Office (NJHPO). For each property, the project included: a visual examination; digital photography; a concise, professional, architectural description of each resource surveyed; a brief property history; and a statement of eligibility for individual listing to the National or New Jersey Historic Registers. This information was compiled onto - or added to existing - individual state resource survey forms on the state's Access Database system. Wise also examined the existing historic districts and the potential for establishing an additional historic district in the Study Area.

Per Haddon Height's request, paper copies of the survey forms, extra photographs and this study were produced in color in a bound paper format and on DVD. Bound copies of the Survey were submitted to the Haddon Heights Historic Preservation Commission (which will also be available for public use during business hours at the Borough building). One copy was submitted to the New Jersey Historic Preservation Office in Trenton, and one copy was kept for reference by the consultant.

The Survey produced the following findings and recommendations:

1. A total of 553 properties were documented. Of these:
 - a. 434 properties in the Study Area were identified as contributing properties, classified as such by their primary resource; and,
 - b. 119 properties in the Study Area were identified as noncontributing properties, classified by their primary resource. Of the noncontributing properties, 43 properties were identified as noncontributing due to architectural integrity issues;

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and 76 properties were identified as noncontributing because they were constructed after the period of significance (1890-1931) as established for a potential historic district within the Study Area as part of the survey project.

- c. 33 properties are located in the Station Avenue Commercial Historic District, a local historic district;
 - d. 16 properties are located in the Station Avenue Business National Register Historic District (listed on the National Register of Historic Places on November 13, 1989 and lying entirely within the above mentioned Station Avenue Commercial Historic District); 15 of those properties contribute to the National Register Historic District;
 - e. 1 property is currently listed individually on the National Register of Historic Places: the Hinchman-Lippincott House (listed February 17, 1995);
 - f. 1 property was declared eligible for the National Register in 1999: the Haddon Heights Post Office. It is also a contributing resource in the Station Avenue Commercial Historic District (the local district);
 - g. 15 individual properties were determined to be potentially eligible for the National Register of Historic Places; and,
 - h. Within the 553 properties surveyed, there were approximately 550 primary resources (residence, retail building, church building, etc.) and approximately 150 secondary resources (mainly garages). Note: three properties are vacant, thus the difference between the 550 and 553. For the purposes of this survey, vacant lots are considered to be noncontributing.
2. The Survey found the majority of the Study Area to be potentially eligible for the National Register as a residential historic district, and recommends pursuing a National Register district there. The historic district would also include additional properties west of the Study Area that are briefly addressed in this report (specific data is beyond the scope of this Survey).
 3. The Survey provided three options for creating a local historic district:
 - a. Option #1, the most comprehensive and recommended option, is a local historic district consisting of the entire Study Area, excluding the Station Avenue Commercial Historic District, but adding several properties immediately west of the Study Area. Ultimately this option would enable the borough to plan for and protect its historic resources through its Historic Landmarks Ordinance, which is a project goal.

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- b. Local Historic District Option #2 basically utilizes the district boundaries suggested in establishing a National Register Historic District in the Study Area and areas to the west (see 2 above). The difference between the two options is that it would slightly reduce the size of the district by removing several noncontributing resources. While this might help give credibility to the district, it would reduce the borough's ability to review and regulate, by means of its Historic Landmarks Ordinance, certain areas within the Study Area, and particularly the commercial properties along Kings Highway.
 - c. Local Historic District Option #3 is similar to Option #1 but does not include resources outside of the Study Area. The advantage of this district is that the borough could act on it – and expand its Historic District Boundaries – immediately after the September 30, 2012 conclusion of this project. Areas west of the Study Area could be added in the future. The consultant believes Option #1 to be the most comprehensive approach but does not discount a potentially quicker but incremental approach to historic resource protection.
4. The consultant recommends that the boundary of the Station Avenue Business National Register Historic District be extended slightly to include three additional properties, two of which (the Haddon Heights Post Office and the Haddon Arms Apartments) would contribute to the historic significance of that district.
5. The consultant and its project team were impressed by the condition and quality of the historic resources within the Study Area. Though most had undergone changes that included synthetic cladding and replacement windows, the overall integrity of this large, mainly residential area is intact, and thus recommends creating a National Register and/or local Historic District (see 2 and 3 above) or pursuing individual National Register listings for the 16 properties identified in the report as eligible or potentially eligible for the National Register.
6. The consultant recommends the borough review its Historic Landmarks Ordinance and administration thereof to ensure it is prepared to effectively and efficiently handle the increased amount of applications should one of the above local historic district options be established. To that end the borough should institute an ongoing educational program aimed at residents to promote historic preservation as well as the creation of architectural design guidelines to assist all parties (property owners, applicants, architects, borough officials, administrators, and Historic Preservation Commission members) involved in the design and review process.

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5. Introduction

The Borough of Haddon Heights is a 1.574-square mile municipality in Camden County, New Jersey. It is bounded on the west by the Borough of Mount Ephraim, on the north by the Borough of Audubon, on the east by the Borough of Haddonfield, and on the south by the Boroughs of Bellmawr and Barrington. Haddon Heights appears on the Camden, NJ USGS Quad Map. The borough has a rich and varied architectural heritage. First settled very late in the 18th century, the borough's architectural fabric includes resources constructed over four centuries. However, most of the historic housing stock was constructed during the years 1890-1931 (although residential construction continued after that time in the southwestern portion of the borough). Historic preservation efforts in the mid-1970s resulted in the first resource protection ordinance and the identification of historic districts. Demolition of a historic resource along White Horse Pike in the mid-1980s rejuvenated historic preservation efforts in Haddon Heights, resulting in a new survey of historic resources in 1986 and added resource protection. Between 1988 and 1999, several properties were listed on the New Jersey and National Registers or were determined eligible for the National Register. This Survey, which documented historic resources in the center of the borough, is a culmination of historic preservation efforts in Haddon Heights, while specifically updating the 1986 survey.

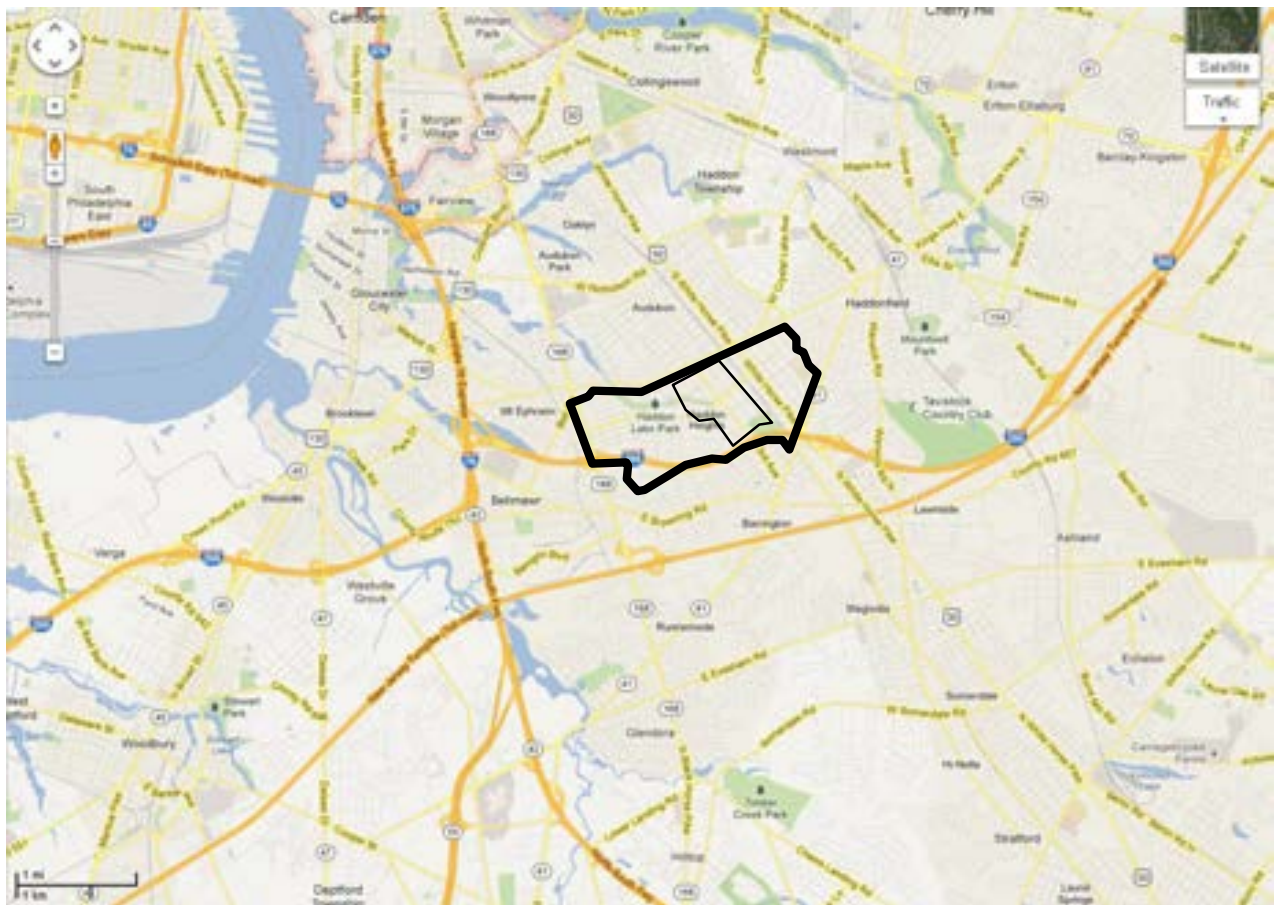


Figure 1. Detail of the vicinity of Haddon Heights, adapted from Google Maps. The outlines indicate the Borough of Haddon Heights; the smaller area within is the study area.

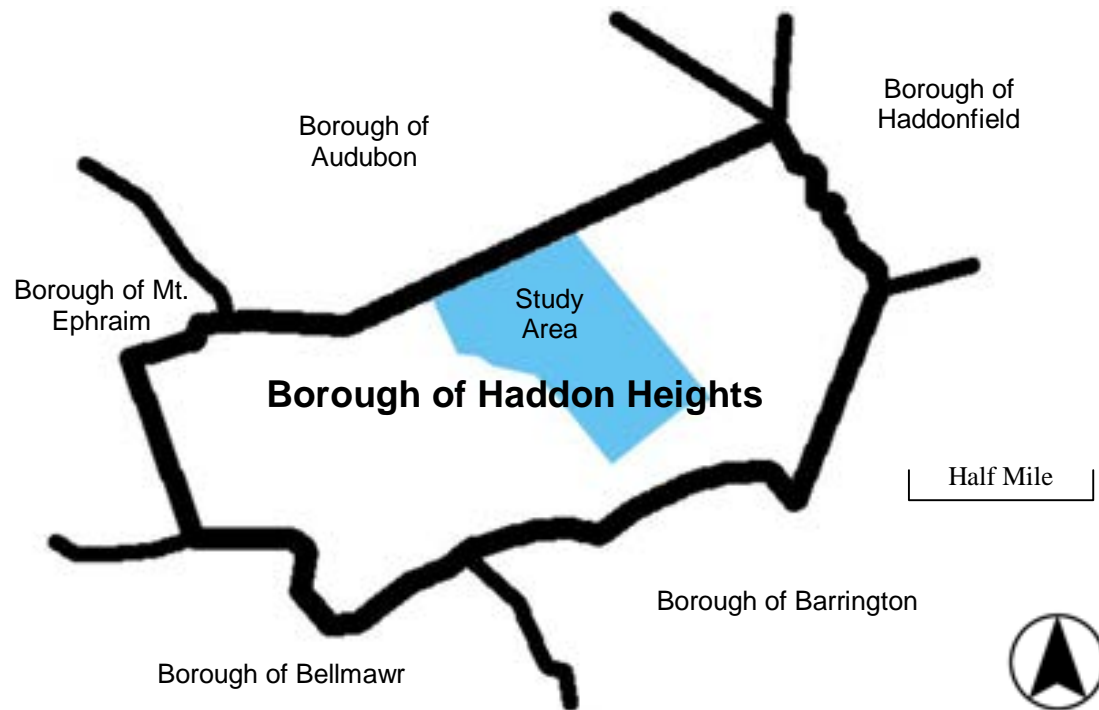


Figure 2. Outline map of Haddon Heights, showing the extent of the Study Area (in blue) and adjacent municipalities.

5a. Historic Preservation in Haddon Heights

The initial steps of historic preservation in Haddon Heights began in the 1970s. In preparation for the national Bicentennial, Haddon Heights established two local historic districts in 1974: a residential district along White Horse Pike and a commercial district along Station Avenue.¹ The ordinance establishing these districts was administered by the borough's Planning Board. Events in 1984 spurred the next phase of preservation activity. In 1984, an application was filed to demolish an American Foursquare house on White Horse Pike, northeast of the Study Area. A Historic District Advisory Committee was appointed while the demolition permit process proceeded through official channels. Its members had not been officially inaugurated by the time the Haddon Heights Planning Board approved the demolition permit in July 1984. With the demolition permit issued, local opponents of the project formed the "Heights Heritage League" to advance the cause of historic preservation in Haddon Heights. Borough resident Kathryn Lange headed the Heights Heritage League, which began to work with the Borough Council to take a look at managing change to historic resources in the borough.²

¹ Inga Saffron, "Haddon Heights Considers a Tougher Preservation Law," printed in the *Philadelphia Inquirer*, 9/8/1986.

² Jane M. Von Bergen, "Preservation Controversy Lingers over Haddon Heights Efforts," printed in the *Philadelphia Inquirer*, 4/28/1985.

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In 1986, the Haddon Heights Borough Council took action. After the Crestmont Federal Savings and Loan filed a permit to demolish two houses on White Horse Pike for a new bank, the Council approved a survey of historic resources to identify buildings eligible for the state and National Registers and to provide a basis for the designation of local landmarks. The survey was funded by federal and state grant money and was intended to document every historic resource 50 years of age and older. The consultant was Research & Archaeological Management, Inc., Cultural Resource Consultants; the documentation component was undertaken by Kathryn Lange and Ann Marie Cammarota. The survey documented 601 historic resources. Approximately half of the properties were documented on early survey forms designed by the Office of New Jersey Heritage, which included fields for property identification, construction date, style, exterior materials, brief architectural description, and brief history. The other portion of the historic properties was documented on "Streetscape Survey Forms." These "streetscape" forms provided an overview of historic resources on a block-by-block basis. They included a description of the entire block and a listing (no real description) of the historic properties on that block. Survey products included a three ring binder of these survey forms (black and white photocopy of the original) and a survey report that included a methodology statement, a history of the borough, and an introduction to the architecture of the borough.³

In late 1986, with the survey complete, a new historic preservation ordinance was adopted by the Borough Council. The new ordinance, based on the survey, established a Historic District Review Committee (now called the Historic Preservation Review Commission) that would review building and demolition permits. The Planning Board was granted new authority to review and potentially deny demolition permit applications.⁴ Haddon Heights Borough was certified as a Certified Local Government (CLG) on 9/30/1986, one of the earliest in New Jersey. The ordinance was amended in 1992 when the list of landmark properties was updated. It currently lists (§450-106) the Haddon Heights Commercial Historic District and nine individual properties.

In 1989, the Station Avenue Commercial Historic District was listed on the National Register. The nomination utilized information collected during the 1986 survey. The district was renamed the Station Avenue Business National Register Historic District; it substantially retained the boundaries that had been established in 1974. Some properties on the southwestern end of the locally designated district were not included in the National Register nomination (including Borough Hall at 625 Station Avenue and the Haddon Court Apartments at 701 Station Avenue), with the result that the local district and the National Register listed district have slightly different boundaries.⁵

Establishing the commercial historic district was one of seven projects that took place in the years 1988-1999 regarding the recognition of historic places. The White Horse Residential Historic District (northeast of the Study Area) was listed on the state and National Registers in 1988. In 1990, the following individual resources were listed on the New Jersey Register: the Isaac Glover

³ Inga Saffron, "Recording the Historic Architecture of Haddon Heights," printed in the *Philadelphia Inquirer*, 8/6/1986.

⁴ Inga Saffron, "Haddon Heights Considers a Tougher Preservation Law," printed in the *Philadelphia Inquirer*, 9/8/1986.

⁵ "Haddon Heights Business Historic District," listed on the National Register of Historic Places on 11/13/1989.

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House, the John Thorn Glover House, the Hinchman-Lippincott House, and the Col. Joseph Ellis House. Only the Hinchman-Lippincott House is located inside the Study Area. Three of these four individual properties were later listed on the National Register. The Glover Fulling Mill Site was also listed on the New Jersey Register on 8/14/90 and the National Register on 9/28/90. Residents living along First Avenue asked for a local historic district for houses between Kings and Station, which was granted in the early 1990s. In 1999, the Haddon Heights Post Office was declared eligible for the National Register. No further properties in Haddon Heights have been determined eligible for the National Register or listed on either the New Jersey or National Register.⁶

5b. Background of the 2012 Haddon Heights Intensive-Level Survey / Research Design

In 2012, Haddon Heights was awarded a Certified Local Government (CLG) grant to update the 1986 survey. The CLG grant was for \$24,999 with the borough contributing an additional \$4,000 (\$28,999 total). The New Jersey Historic Preservation Office (HPO) manages the Certified Local Government (CLG) program, which distributes federal funds from the National Park Service.

The information generated from the Intensive-level Architectural Survey was designed to enable the Planning Board, Zoning Board of Adjustment and Historic Preservation Commission (HPC) to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. The information was also designed to assist the Borough of Haddon Heights HPC in making reasonable, consistent and justifiable decisions.

The HPC served as the oversight body for the Survey project. The New Jersey Historic Preservation Office (NJHPO) provided the state resource survey forms designed in an Access database that standardizes historic resource surveys. The survey was conducted using the booklet *Guidelines for Architectural Survey* produced by the NJHPO which encapsulated recent advances in survey methodology. Haddon Heights contracted with Wise Preservation Planning LLC, a historic preservation planning firm located in Chester Springs, Pa., to undertake the survey.

5b1. Expected Results

The Survey was designed to accomplish five general objectives, as outlined in the project Request for Proposal (see appendix 10a, page 70) and in conversations with the Haddon Heights HPC and NJHPO:

1. Update and upgrade the 1986 Survey, specifically in the Study Area: The new Intensive-Level Architectural Survey would update and expand findings provided in the 1986 Survey within the established Study Area by:
 - a. Re-examining a minimum of 500 properties within the Study Area;
 - b. Providing digital color photographs of each historic resource within the Study Area showing the current appearance of each resource (to replace black-and-white

⁶ Information from the NJ-GeoWeb, accessed on 8/22/2012.

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- photocopied photographs available to the borough from the 1986 survey) and providing additional photographs showing different angles of such buildings;
- c. Providing a concise, professionally-written architectural description of each resource by totally revising the 1986 Survey property descriptions, and providing individual descriptions for the scores of properties in 1986 that were listed in "streetscape" descriptions;
 - d. Upgrading, where possible and using existing data, the histories of each resource;
 - e. Providing a statement of eligibility as to the significance of each property in terms of National and State Historic Register criteria, to determine which resources are potentially eligible for the registers (ultimately provided with oversight by the NJHPO).
 - f. Placing all information on upgraded or new survey forms using the state's Access database system.
2. Update and upgrade the 1986 Survey report (this document), including an update of the Borough history based in part on the book *Pavements in the Garden* by Ann Marie T. Cammarota (2001). The book discusses the historic development of Haddon Heights within the context of being a "Railroad Suburb."
 3. Investigate the potential eligibility of a local residential historic district, per the borough's Historic Landmarks Ordinance, within the Study Area (either as a separate historic district or as a Boundary Increase of an adjacent historic district within the borough).
 4. Investigate the potential eligibility of a National Register or New Jersey Register Historic District, within the Study Area (either as a separate historic district or as a Boundary Increase of the adjacent White Horse Pike Residential National Register Historic District within the borough).
 5. Investigate the potential modification of the existing Station Avenue Commercial Historic District, a local historic district per the borough's Historic Landmarks Ordinance.
 6. Investigate the potential modification of the existing Station Avenue Business National Register Historic District, which is entirely located within the local Station Avenue Commercial Historic District.
 7. Ultimately, provide timely and useful information as a basis for expanded and/or more effective historic resource protection in Haddon Heights Borough.



Figure 3. Map of Study Area, showing all properties documented either individually or as part of "streetscape" descriptions 1986 (red) and properties not documented in 1986 (green). All of these properties were examined and documented in the 2012 Survey.

5c. Research Design

Objectives

The Request for Proposal (RFP) lists the following as the objectives of the project:⁷

The information generated from this Intensive-level Architectural Survey will enable our Planning Board, Zoning Board of Adjustment and Historic District Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. It will also assist the Borough of Haddon Heights Historic District Commission in making reasonable, consistent and justifiable decisions.

The survey must be conducted in accordance with the Historic Preservation Office (HPO) *Guidelines for Architectural Survey* (Guidelines). The survey data will be gathered using a database application provided by the HPO and mapping will be based on GIS data. The results of the survey shall be compiled in a report that presents intensive-level research, eligibility finds, and summarizes the overall survey effort.

5d. Methodology

The Intensive-Level Architectural Survey of historic properties in Haddon Heights was a multiple-step task. The Historic Preservation Review Commission (HPC) established the Study Area to include roughly 500 properties southwest of the existing historic districts where, with the exception of a portion of the Station Avenue Commercial Historic District, no historic district currently exists. The Borough reviewed proposals from consultants and on June 19, 2012 chose Wise Preservation Planning LLC (Wise) of Chester Springs, Pa. to conduct the work. Because of grant constraints at the state level, the consultant was given just four months to complete the survey documentation and report; intensive-level survey projects of this magnitude usually take a year to complete. In order to complete the project within the stated parameters, Wise assembled a team of four consultants: Robert J. Wise, Jr., President of Wise Preservation Planning LLC; Seth Hinshaw, Senior Preservation Planner with Wise; James Garrison R.A.; and Jane E. Dorchester, Architectural Historian. All four members of the project team meet Professional Qualification Standards for architectural historians or for historic architects as set forth by the U.S. Secretary of the Interior in 48 FR 44716 and 36 CFR 61.

5d1. Initial Project Meetings

The project began with initial project meetings with the HPC and the NJHPO, where the Study Area was established and various project parameters and expectations were discussed. Both entities provided the consultant team with architectural, historic, and digital information needed to complete the project. These meetings took place in June of 2012. A final project meeting called by

⁷ See RFP Scope of Work Statement in Appendix 10a.

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the consultant also took place on August 30 to update the borough HPC and NJHPO participants and discuss final products.

5d2. Field Survey

After these meetings and reviewing the relevant information, the next major project element was the field survey. The consultant team conducted the field survey on June 19 and July 19. On those two days, the project team visually examined a total of 553 properties within the Study Area. Properties north of Station Avenue were documented on June 19, and properties south of Station Avenue were documented on July 19. A follow-up survey took place on August 30 to examine missed properties or those not adequately surveyed. Photography was often compromised by summertime foliage. (Ideally such surveys should take place when leaves are off the trees; this was a particular complication for the project team in leafy Haddon Heights.) The general approach was to have one photograph of the main elevation of the primary resource on each property, angled views of the primary corners, and at least one photograph of any outbuilding. In some cases, it was not possible to take three photographs of each resource due to the vegetation. Note that examining interiors of resources was not part of the project scope; all examinations were conducted from the public right-of-way (street or sidewalk), which, along with the vegetation, sometimes undermined the ability to provide accurate descriptions of certain elevations. Rear elevations were not examined or described.

Field survey notes, specifically designed for this project, were used by the consultants in the field to collect architectural information on each property. The main purpose of the field notes was to indicate information that can be difficult to determine from photographs, such as the type of roof material and wall cladding and to determine, where possible, whether the windows and doors are original.

The survey and documentation stage of the project proceeded with few problems. All properties were surveyed, and in only one case did the property owner ask that the surveyors not photograph the historic resource.

5d3. Survey Form Information

After the field surveys were completed, each property was documented on separate Access Database survey forms, as provide by the NJHPO. Each form, whether an update of the 1986 Survey forms or new, provide four areas of information, as developed by the consultant team:

1. **Location.** The first area was a brief introduction to the property, including its location, a description of the streetscape in the vicinity, size of the lots, and the location of the sidewalk and property drive. The NJHPO provided the consultant team with a current tax parcel map of the Study Area.
2. **Physical Description.** The second area was the brief yet concise architectural description of the historic resource. Descriptions began with the architectural style of the resource and a brief introduction to the massing of the building and any additions or sections. Next, defining elements of the building that established its architectural character were

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described. A general description of the resource followed, from top to bottom, and beginning with the main façade (the façade or elevation facing the street). The main elevation of the building, including any additions visible on that elevation, was described, followed by a description of the side elevations of the building. At the end of the building description, a brief description of primary outbuildings – usually a garage – was provided. Vegetation sometimes made accurate descriptions impossible for certain elevations or outbuildings.

The descriptions were based on the notes compiled during the field survey, digital photographs taken during the field survey, historic atlases, maps and aerial photographs, as well as images provided by Google Earth and Bing Bird's Eye. Photographs for four properties were taken from Google Maps streetview: 1101 North Park Avenue, 911 North Park Avenue, 1001 Green Street, and 1000 Kings Highway. Often, the descriptions noted how a particular resource was similar to other resources or part of architectural trends found throughout the Study Area.

- History.** The third area of information provided on the state survey forms was a brief history of the property. First, the known or estimated date of construction for the house is listed. With the exception of the Hinchman-Lippincott House (where historic information was readily available), the history of the properties was based on information appearing on the Hopkins Atlas of 1907; Sanborn Maps (detailed property maps first published in 1866 and created for fire insurance purposes) published in the years 1909, 1914, 1922, and 1927 covering Haddon Heights; and historic aerials found at www.historicaerials.com. Such information was augmented by the borough history found in the 1986 Survey report, as well as such publications as *Pavements in the Garden*, by Ann Marie T. Cammarota. Note: Individual property research, such as deed and tax inquiries, was beyond the scope of this project.

The Hopkins and Sanborn Maps are detailed atlases or maps of a type commonly found in the very late 19th century and early 20th century. The Hopkins Atlas is an example of a "railroad atlas" that was commonly produced during this time period, showing property boundaries and a simplified outline of any buildings on the property. Sanborn Maps were "fire insurance atlases" that show the footprint of the building on a tax parcel map as well as various bits of information that could be used to assess the property's degree of risk from fires (building material, building sections, distance from public water source, etc.). The Hopkins and Sanborn Maps show Haddon Heights on multiple plates. The Study Area was shown on two plates of the Hopkins Atlas; on the following page is a reproduction of the Study Area from the Hopkins Atlas.



Figure 4. Detail of the Hopkins Atlas of 1907. It is derived via photographs from two different plates of the original atlas. (Atlases are located in Haddon Heights Library).

4. **Eligibility.** The last area was an eligibility statement. The eligibility statement began with an assessment of whether the resource on a given property would be individually eligible for the National Register of Historic Places and/or the New Jersey Register of Historic Places. This was followed by a statement as to whether the property would be a contributing or noncontributing property in a potential historic district. The latter assessment was based on the property's principal resource. In both cases, the recommendations were supported by survey findings. In a few cases, the property was already listed on the National Register either individually (the Hinchman-Lippincott House) or as part of the Station Avenue Business Historic District. A more extensive assessment was drafted for "key contributing" properties, which are properties containing resources deemed to be individually eligible for the National Register.

National Register Criteria: Per the New Jersey Guidelines, the consultant team assessed the significance of each property surveyed, as mentioned above. The team provided an assessment of the individual eligibility of the property for the New Jersey and National Registers and also commented on whether the property would contribute to a potential historic district in this portion of Haddon Heights. In addition to addressing architectural integrity issues, and per the New Jersey Guidelines, the consultant team used the National Register Criteria to assess eligibility. These Criteria are:

- A) *Property is associated with events that have made a significant contribution to the broad patterns of our history.* This Criterion encompasses either a specific event or a long-term trend (such as an important schoolhouse). In the case of the Study Area, no properties appeared to be individually eligible under this Criterion. The proposed residential historic district however, may be locally significant and thus eligible under Criterion A as a representative example of a late 19th and early 20th century community planned and developed around a suburban commuter (and freight) railroad station.
- B) *Property is associated with the lives of persons significant in our past.* It is possible that some properties in the Study Area are associated with people of significance. Because individual property historic research was not a component of the project, it was difficult to assess the significance of any particular resource under this Criterion. Some resources in Haddon Heights were occupied by middle class professionals who worked in Camden or Philadelphia, and it is likely that some of these individuals were people of significance. It could also be argued that Benjamin Lippincott, who originally developed the borough, could be locally significant under Criterion B.
- C) *Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.* The 11 identified historic resources in the Study Area that are potentially individually eligible for the National Register are eligible under Criterion C. Resources in the Study Area, the vast majority of which are detached houses, include several high

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style buildings and other buildings that reflect architectural styles of the late 19th and early 20th centuries or locally significant as representative examples of certain architecture in Haddon Heights. Those resources, assuming they retain their architectural integrity, were recommended to be individually eligible for the National Register; and are identified later in this report. The potential residential historic district identified in this Survey may also be eligible for the National Register under Criterion C for architecture.

D) Property has yielded, or is likely to yield, information important in prehistory or history. This component of determining National Register significance, which may involve archaeology, was not part of the scope of this project. The survey did not identify any properties where historic or prehistoric resources existed that might be eligible for the National Register under Criterion D.

National Register Criteria Considerations: The National Register lists seven Criteria Considerations to be considered when assessing a property's eligibility. According to the National Register Bulletin 15, "Ordinarily, cemeteries, birthplaces, or graves or historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register." Guidelines are provided that list exceptions to these general parameters.

The Criteria Considerations did not greatly impact the survey in Haddon Heights. Of the seven Criteria Considerations, just two applied to the individual properties or the districts. Two buildings within the Study Area are used for religious purposes: the United Methodist Church (704 Garden Street) and the First Presbyterian Church (28 Seventh Avenue). In both cases, the primary significance of the church buildings is architectural, including their contribution to the historic setting of the area. One property is the location of a historic marker (primarily commemorative): 6 West Atlantic Avenue. None of the three properties listed here appears to be individually eligible for the National Register.

After the survey forms were completed in draft form, they were submitted to Andrea Tingey, Principal Historic Preservation Specialist for the NJHPO in Trenton. Her office reviewed the drafts and sent recommended changes to Wise. These changes were then incorporated into the final state survey forms and entered into the Access database (described below) or otherwise made in the database. The descriptions were also submitted to members of the HPC for review and corrections.

Integrity: As discussed, a key factor in recommending the eligibility of each property to the National or the New Jersey Historic Registers was the resource's architectural integrity. The field survey enabled the consultant team to examine each resource and consider integrity based on National Register definition. According to National Register Bulletin 15, integrity "is the ability of a property to convey its significance." Integrity is defined in the Bulletin as

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the composite of seven aspects. A given property does not need to retain all seven aspects in order to “retain” its integrity but should retain most of them. The seven aspects of integrity are location, design, setting, materials, workmanship, feeling, and association. Simply put, if a particular resource has undergone major alterations, presumably within the last 50 years, that undermine its historic appearance, the property containing the resource would be recommended “noncontributing.” For more information on the seven aspects of integrity and how to apply them for National Register purposes, see National Register Bulletin #15, pages 44-49.⁸

Regarding assessments as to whether a resource is potentially eligible for the New Jersey or National Registers, a three-part test was used. First, the resource had to be at least 50 years old. Second, it had to meet at least one of the National Register Criteria or Criteria Considerations as listed above. Third, it had to meet architectural integrity standards as set forth in the National Register guidelines found in National Register Bulletin 15.⁹ Though all resources change with time, it had to demonstrate such changes, and specifically any made within the last 50 years (where known), did not compromise its original design, form, or architectural detailing. Thus original cladding, windows and porch details, and in some cases the integrity of associated outbuildings, contributed to the recommendation for individual listing to the National Register.

Regarding assessments as to whether a property is contributing or noncontributing to a potential National Register Historic District, two standards had to be met. First, the principal resource on the property had to have been constructed during the proposed district’s “Period of Significance,” per National Register guidelines found in Bulletin 15. For the district proposed in the project Study Area, that period is from 1890-1931. Second, the resource had to meet architectural integrity standards, also as set forth in Bulletin 15. Unlike the more stringent standards for individual listing, properties were contributing if the primary resource maintained its general historic appearance, form and associated details, while contributing to (or not detracting from) the overall historic setting of the district. If a resource had replacement vinyl siding and replacement windows, for example but its overall form, massing and most other major architectural details were intact, it was found to be contributing. A property was deemed to be noncontributing if, for example, its front and/or wrap around porch was removed or inappropriately rebuilt or enclosed, thus replacing or covering its original detailing. Open porches have been always been an integral part of residential building design and the overall historic landscape of Haddon Heights. Such a change would undermine the resource’s ability to convey this historic feeling and thus found to be noncontributing.

Another example of a noncontributing property would be one having a resource with an inappropriate addition(s). Most additions on residential architecture in the Study Area are

⁸ U.S. Department of the Interior, National Park Service, *National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation*, 1990, rev. 1991.

⁹ U.S. Department of the Interior, National Park Service, *National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation*, 1990, rev. 1991.

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attached to the rear; most are designed in such a way, old or new, to not detract from the overall appearance of the resource when viewed from the public right-of-way. As such it the resource would be found contributing. The Survey documented several additions, however, that regardless of location, either overwhelmed the original building or consisted of a design, form and massing that is incompatible with the house or surrounding historic landscape. Properties containing these resources were found to be noncontributing.

Approximately 78% of the properties were found to be contributing within the Study Area. For the proposed historic district, this is a good ratio over noncontributing properties.

5d4. Access Database

The NJHPO provided an Access database populated with records for each property documented in the 1986 survey of Haddon Heights, along with GIS derived location map images for each property. The project team then entered the architectural, historic and eligibility information outlined above into the appropriate fields in the database. This page includes code that inserts the photograph and the location map into the base forms. For those properties deemed individually eligible for the National Register, the "Eligibility Worksheet" was also completed. No other tabs in the Access database were required for this project.

5d5. Survey Report (this document)

The final project element was the completion of the Intensive-Level Architectural Survey Report (this document). The report is based on the *Guidelines for Architectural Survey* published by the New Jersey Historic Preservation Office. Briefly, it contains a description of the project, its methodology, project findings, and recommendations. The history of Haddon Heights provided in the 1986 survey report was supplemented and enhanced by information from *Pavements in the Garden* by Ann Marie T. Cammarota.

6. Setting

The Borough of Haddon Heights is a 1.574-square mile municipality located in the north central portion of Camden County, New Jersey, south of the City of Camden and immediately west of the Borough of Haddonfield. It is bounded on the north by Kings Highway, which doubles as the border with the Borough of Audubon. Black Horse Pike serves as the western boundary of the Borough; the west side of the Pike is the Borough of Mount Ephraim. Little Timber Creek forms the southern boundary; the southern side of the creek is the Borough of Bellmawr and the Borough of Barrington. Interstate 295 runs along much of the path of the creek. The topography of the borough is mostly flat, with a gentle overall drop in elevation to the west. In addition to the Little Timber Creek, the borough is drained by the South Branch of Newton Creek, which flows northwest out of the borough.

Haddon Heights is served by a variety of transportation routes. Interstate 295 is a controlled access highway that runs east/west along the southern boundary of the borough, isolating a small parcel of land from the remainder of the borough. The borough has two collector roads: White Horse Pike / U.S. Route 30, which runs roughly north/south to an exit off I-295; and Black Horse Pike / Route 168, a north/south road forming the western boundary of Haddon Heights and running to another I-295 exit. Among the more important lower capacity highways are Ninth Avenue, also designated as Camden County Road 653, and Sixth Avenue, also designated as Atlantic Avenue / Camden County Road 727 (the latter having a boulevard appearance because the railroad runs through the median). Tertiary streets are laid out parallel or perpendicular to West Atlantic Avenue from First through Tenth Avenues; the streets west of Tenth include a grid system below Prospect Ridge Road that transitions to another grid system along Black Horse Pike. An active railroad line runs roughly north/south through the center of the borough between West and East Atlantic Avenues. The railroad, originally named the Philadelphia & Atlantic City Railroad, is now strictly a CSAO freight line.

The Study Area, selected by the Haddon Heights HPC, is in the north central part of the Borough of Haddon Heights. It was selected in part to provide more thorough documentation of this portion of the Borough, which is mostly excluded from existing historic districts. It is bounded by Kings Highway to the north, West Atlantic Avenue to the east, High Street and Lippincott Lane to the south, and Glover, North Park and Tenth Avenues to the west. The Study Area includes a portion of the Station Avenue Commercial Historic District (and thus the Station Avenue Business National Register Historic District). The Station Avenue Commercial Historic District portion within the Study Area includes all of the district's properties west of West Atlantic Avenue.

The 18-block Study Area is mainly residential. However, in addition to commercial properties along Station Avenue, there are several commercial properties along Kings Highway. There are also a scattering of religious and educational resources throughout the Study Area. The majority of the 550-plus properties here are oriented along the numbered avenues, which run roughly north/south between Kings Highway to the north and High Street and Lippincott Lane to the south. From roughly east to west, these numbered avenues are Seventh, Eighth, Ninth, Tenth and

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Eleventh Avenues. Additional north/south avenues are West Atlantic Avenue to the east and Glover and North Park Avenues to the west. Streets running roughly east/west are Kings Highway, Green Street, Station Avenue, Garden Street, Sycamore Street, High Street, and Lippincott Lane. The center of the Study Area is Eighth and Station Avenues. Most of the streets here intersect at right angles and thus form a relatively perfect street grid pattern; the majority of the lots front the north/south avenues. The deep lots (roughly 200') enable sidewalks to be located approximately 10 feet from the curb. This provides ample room for mature trees between the curb and sidewalks, which can be found throughout the Study Area. The majority of the residences in the Study Area have deep setbacks of approximately 25'- 40' from the street.

For the most part, the boundaries of the Study Area were well thought-out. Kings Highway forms the northern boundary of the borough. To the east, West Atlantic Avenue is a divided street with railroad tracks running through the median. (East Atlantic Avenue is located east of the track.) High Street and Lippincott Lane, forming the southern border of the Study Area, form a suitable division between the more dense concentration of contributing resources to the north (in the Study Area) and noncontributing resources to the south (outside the Study Area). The western border of the Study Area is more difficult to describe, yet it is an ideal boundary. To the northwest, Glover Avenue separates the mainly historic resources within the Study Area from newer resources along Sylvan Avenue. North Park Avenue separates the Study Area from Haddon Lake Park west of North Park Avenue. Finally, Tenth Avenue separates the uniform street grid of the Study Area with an entirely different lot and street orientation west of the avenue. While there are several historic resources in the latter area (an area recommended to be part of the Study Area's residential historic district), the aforementioned historic resources give way to newer resources as one moves west towards Lake Street.

Haddon Heights has historic resources located throughout its boundaries. Within the Study Area, the vast majority of historic resources documented in the survey are single family residences (detached dwellings) along the numbered avenues. Most resources are located on rather spacious town lots, most of which are roughly 50' wide and 200' deep (larger than typical town lots). Be that as it may, the Study Area contains most of the Borough's multi-family dwellings. These resources, all twin dwellings, are located on smaller lots mostly south of Station Avenue between Seventh and West Atlantic Avenues. Within the Station Avenue Commercial Historic District is the 3-story, Haddon Court Apartment building, the only such building in the Study Area. Elsewhere the Historic District consists mainly of commercial resources tightly spaced and immediately adjacent to the sidewalk along Station Avenue. Because this area is already recorded in the Historic District nomination form, this report mainly concentrates on the resources outside of the district.

The majority of the resources within the Study Area, as stated, are detached residences, followed by several twin dwellings. Most were constructed between 1890 and 1931, which is the period of significance this report recommends for the establishment of a residential historic district. The oldest residences are located between West Atlantic and Ninth Avenues. Here one finds a mixture of Queen Anne style and American Foursquare type residences, many of which may have been mail order buildings, although that has not been confirmed. Several Craftsman style residences, constructed in the 1920s, are found along the northern parts of Ninth, Tenth, and Eleventh

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Avenues. As stated, several twin residences are found south of Station Avenue, between Seventh and West Atlantic Avenues. Many of these, like the older resources, are vernacular in appearance, having no prevailing style. Colonial Revival and Dutch Colonial Revival residences are found throughout the Study Area. A limited number of newer residential resources, constructed after 1931, are found throughout the district with several concentrated on the southern end of the district near High Street. Garages are located behind many residences throughout the Study Area. Several of the garages are quite old but most have been altered. The vast majority of the resources in the Study Area are two or two-and-a-half story frame residences, most of which are two to three bays wide and having front or wrap-around porches. Specific architectural details will be discussed in the Data Summary section below.

While the Study Area retains a high degree of integrity, overall, the individual historic resources in the Study Area retain a moderate degree of integrity. The most common alterations are not insensitive additions and/or alterations (although some examples were identified). Instead, the most common alterations of note were the installation of replacement cladding materials such as asphalt shingles on the roof, composite cladding materials such as machine shingles, aluminum siding, or vinyl siding on the walls and the installation of replacement windows and doors. Other alterations noted but less common include enclosed porches or the removal or rebuilding of porches, alterations to porch elements such as new posts and railings, and to a lesser extent, insensitive additions. (Many residences in the Study Area have rear additions, few of which undermine the general appearance of the resources.)

The Study Area, though mainly residential, does contain other resources. A small number of churches and schools are scattered throughout the Study Area. Municipal buildings (garages etc.) are found near Lippincott Lane and West Atlantic Avenue. The Station Avenue commercial area has been discussed. One area that does differ from the rest of the Study Area is the commercial area along Kings Highway. Here several noncontributing commercial buildings front the road. The buildings constitute the biggest change to the Study Area's otherwise generally uniform residential landscape. Fortunately these buildings and adjacent parking lots are oriented towards Kings Highway in a way that reduces potential impact on the historic resources and their setting in the Study Area.

The Study Area is remarkably intact: there are few areas where demolition has occurred and/or where newer "infill" development has undermined the historic appearance of a given block within the Study Area. Likewise there are few large resources or tracks that undermine its historic setting. Its historic landscape – its straight, wide avenues, sidewalks set back from the curb with mature trees in between, and rather uniform setbacks of residences – is for the most part, highly intact throughout the 18-block Study Area.

7. Historical Overview / Context

The New Jersey Historic Preservation Office has established twelve historic contexts as an aid to evaluating historic resources. The contexts, numbered 1 through 12, include five Pre-Contact contexts (1 through 5) and seven contexts for European settlement (6 through 12). Historic resources in the Study Area overwhelmingly contribute to just one of these contexts: Context 9 - Suburban Development (1840—1940). One historic resource, the Hinchman-Lippincott House, was constructed c. 1699 and contributes to Context 7: Initial Colonial Settlement (1630-1775), but since it is already listed on the National Register of Historic Places and would pre-date the period of significance of a potential residential historic district in the Study Area, that context is not discussed here.

7a. Context 9: Suburban Development (1840—1940).

Note: the following text is based on the historic overview produced for the 1986 Survey. It has been updated and amended to reflect subsequent information, primarily from information found in *Pavements in the Garden* by Ann Marie T. Cammarota. This book specifically details the suburbanization of Haddon Heights as a railroad suburb of Philadelphia and Camden. Internal notes in the 1986 text have been retained. Italics in the text here represent text taken verbatim from the 1986 survey.

7a1. Development of Haddon Heights Borough: Colonial Era

Initial settlement of what is now Haddon Heights occurred in the late 17th century after the organization of the Third or Irish Tenth in 1681. The tract was formed as an area of settlement for Irish settlers from Dublin (Prowell 1886:638). The Hugg family, who came from Ireland, were among the earliest pioneers on the tenth, and they purchased a considerable amount of land (Prowell 1886:704).

The first permanent settlement in the Haddon Heights area was by various families who came from Flushing, New York, in the late 17th and 18th centuries. The first of these settlers was John Hinchman, who bought 1,000 acres from John Hugg in 1699 (Prowell 1886:706) His farmhouse, with later additions, still stands at 1019 North Park Drive. A second structure, popularly known as the Colonel Joseph Ellis house, was also built by Hinchman around that time. Ellis added the main section around 1760, and it is unclear who lived there when Hinchman owned it. The house still stands and is situated at 1009 Sycamore Street.

Other early settlers who established farms in the Haddon Heights area were the Thorne and Glover families, who also came from Flushing, New York (Prowell 1886:706). Two of their farmhouses, commonly known as the John T. Glover House and the Isaac Glover House, are still standing. The former came into the Glover family in 1768, when John Glover acquired it through marriage with John Thorne's daughter. The house, located at 1212 Sylvan Avenue, was built sometime before 1713, in which year it was occupied by John Siddon. Associated with the John T. Glover house is the Glover Fulling Mill, which no longer stands (Prowell 1886:707). When John Glover divided his holdings among his sons, he left the mill to John T. Glover. The mill was built before 1783, when the

Glovers first owned the property. The Isaac Glover house is situated at 1908 New Jersey Avenue (Delaware Valley Regional and Planning Commission 1969:167). Isaac Glover probably built the additions to the original house in the 1790s, but the earliest portion probably dates to the mid-18th century.

The earliest overland routes through what is now Haddon Heights were the Kings Highway and an unnamed road. The Kings Highway, a former Indian trail, ran east-west, and essentially connected Gloucester City with interior regions. Part of this road currently forms the northern boundary of the borough. The unnamed road was laid out in the mid-18th century and ran in a general north-south orientation through the east of what is now Haddon Heights. It probably connected the Camden area with interior regions (Leap 1982: Figure 1).

7a2. Early Republic

After the Revolution the local and regional economy was allowed to develop, and certain settlements, particularly those on important transportation and commercial routes began to emerge. Philadelphia and Camden, on the regional level, and Haddonfield and Mount Ephraim on the local level were examples of this growth. More roads were laid out which connected the port settlements with interior areas. In 1795 the Black Horse Pike was laid out, and in 1801 the White Horse Pike was built. Both roads ran in a general north-south direction and connected the Camden area with interior markets. They became turnpikes in the 1850s. The Black Horse Pike forms the eastern boundary of the borough, and the White Horse Pike passes close to the center of the borough's commercial and shopping district. Another road, Clements Bridge Road, was laid out in 1806. It runs northeast-southwest and forms part of the eastern boundary of the borough.

As the population increased and the interior areas were developed, large farms were subdivided and smaller properties were formed. Consequently, new families began mixing with old. In 1807 Nathaniel Lippincott moved to the Haddon Heights area and bought the Colonel Joseph Ellis House. He purchased holdings of what was once the large Hinchman farm, and established smaller farms for his sons. In the mid-19th century members of the Lippincott family probably built a house near the Kings Highway in the east part of the borough. It still stands, and is situated at 200 Station Avenue.

7a3. Mid 19th Century

Although the Haddon Heights area had experienced some growth in the early 19th century, it was still farmland. It was not until the advent of the railroad in the mid-19th century that the area became more closely tied to the Philadelphia and Camden region. The first step in this process began in 1853, when track for the Camden and Atlantic City Railroad began to be laid. Benjamin Lippincott, who farmed the land at the intersection of the Kings Highway and Long-a-Coming Road, worked with local farmers to create the White Horse Turnpike Company, which improved Long-a-Coming Road and introduced its current name. Two decades later, some directors of the Camden and Atlantic City Railroad became disillusioned with decisions made by the railroad company's Board of Directors and decided to form a rival railroad. In 1876, the Philadelphia and Atlantic City Railway Company was formed, with the track completed from Philadelphia to Atlantic City the following year. The rail was laid west of the White Horse Pike on the Lippincott farm. In 1883, the

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Reading Railroad became majority owner of the Philadelphia and Atlantic City Railway Company and began plans to increase the commuter use of the line. Benjamin A. Lippincott (son of Benjamin Lippincott) purchased the family farm in 1888, and began his plans to create a suburb named "Prospect Ridge" on the farm fields. In 1889, the railroad granted him license to construct a passenger station on his property; it was constructed near the planned Station Avenue. When Charles H. Hillman joined the development team in 1890, he convinced Lippincott to name the proposed suburb "Haddon Heights" to heighten the association with the nearby upscale and flourishing Borough of Haddonfield. The development company took the name the "Haddon Heights Land and Improvement Company" and filed its first plan with the Camden County Registrar's office in 1890. The plan shows a street grid system, with numbered streets running parallel to the White Horse Pike. The lots nearest the train station were a quarter acre.¹⁰

People had begun to move out of the highly populated and crowded industrial cities such as Philadelphia and Camden by the late 19th century. Many city residents moved away from the urban core and settled on previously unoccupied land. Consequently, local landowners in these areas began to develop farmland for residential purposes. The railroad network greatly facilitated this development by allowing people to live away from the cities while remaining within commuting distance. Haddon Heights was ideally situated for the establishment of a commuter community. It had a railroad which connected it with Philadelphia, it was only five miles from that city, and it had the added advantage of being on high ground.

7a4. Emergence of Haddon Heights Borough

Benjamin Lippincott, a local landowner, initiated the development of Haddon Heights... In the early 1890s he sold part of his estate for development. One of the first houses he built was constructed in 1890 on West Atlantic Avenue (Monti 1969:1; Haddon Heights Library 1950; Titzck 1970).

The Haddon Heights Land and Improvement Company was immediately successful. Philadelphia residents and investors began purchasing building lots as soon as the plan was filed. The company required investors to purchase at least two lots on which they would construct a residence of a value of at least \$2,000. The initial phase of the subdivision of the farm was so successful that Hillman purchased many premium lots that he would develop himself (including an area called the Hillman Tract located on West Atlantic Avenue in the vicinity of Green Street). Hillman constructed fine suburban houses in Haddon Heights that included three "modern" features that had not been common previously: running water in the house, indoor bathrooms, and central heating. He assisted clients in obtaining loans with the Haddonfield Building and Loan as well as the Haddonfield National Bank; Hillman was an officer of both banking institutions.¹¹

According to resident Rosemary Fitzgerald, who has been extremely involved in the preservation of Haddonfield, the Lippincott family was Quaker. Like William Penn, he named his streets after trees "to bring glory to God" and not after men. Lippincott also sold land to Catholics, Baptists and Methodists at a time when many suburban developers considered these not the most desired

¹⁰ Ann Marie T. Cammarota, *Pavements in the Garden* (Madison: Fairleigh Dickinson University Press, 2001), pp. 103-104, 106.

¹¹ Cammarota, pp. 106-107.

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religions. The borough also had a synagogue on White Horse Pike until the 1980s when it moved to Cherry Hill.

By 1895 there were houses on 4th through 8th streets, on Green Street and Haddonfield Road, and on Station, Haddon, and West Atlantic avenues. Building lots measuring 100 by 200 feet were advertised by the Lippincott Real Estate Agency, in what was described as the finest location between Camden and Atlantic City. The houses illustrated in these advertisements were not built to attract the wealthy. Rather, they induced a broad range of people, particularly members of the Philadelphia work force, to move to Haddon Heights (Haddon Township Directory 1B95). The early homes were built back from the street, and had large front yards (Directory of the Borough of Haddon Heights 1948:2). Ben Fowler opened the first general store in Haddon Heights in 1897; he sold it to Howard and Sherman Evaul in 1898.¹²

Meanwhile, Benjamin A. Lippincott continued his own development plans. He purchased adjacent farms to extend the development grid further west. He originally sold only vacant lots to individuals and investors, but after 1900 he also sold lots with houses. He constructed a spacious building named the Haddon Heights Inn to provide vacation rooms. He donated land for two churches and a school, each was constructed prior to 1900. He brought electricity to Haddon Heights, making it the first electrified suburb along the Reading Railroad, and provided land to a water works. When Haddon Heights was incorporated as a Borough in 1904, Lippincott was elected the first Mayor.¹³

By 1900 Haddon Heights was becoming a well-defined community. The Haddon Heights Baptist Church and St. Roses Roman Catholic had been built. There were homes on two more streets, East Atlantic and 3rd avenues, and there were at least nine firms operating in the community which were involved in real estate (Directory of Collingswood 1900).

Another important developer in Haddon Heights (particularly in the Study Area) was Frederick Fries. Born in Denmark in 1861, Fries operated carpet mills in various locations in New Jersey before he moved to Haddon Heights in 1896. He immediately began to purchase vacant lots for development, then purchased two tracts of farmland from James Glover roughly bounded by Kings Highway, Green Street, Eighth Avenue, and Eleventh Avenue. In 1903, he founded a company named the "F. Fries Company" to develop his tract of land. When the first borough council was chosen in 1904, Fries was a member and served as chairman of the Finance, Water, and Streets Committees. Later, he was the second mayor of Haddon Heights and first president of the Haddon Heights Building and Loan Association. Fries retired from real estate after a quarter of a century and died in Haddon Heights in 1954.¹⁴

Other developers were also active in Haddon Heights. The Haddon Heights Real Estate Company, formed in 1901, developed lots on Seventh and Eighth Avenues early in the century, then purchased adjacent farms. Its president was Clemens Titzck, one of the founders of the First

¹² Cammarota, pp. 130-131.

¹³ Cammarota, pp. 107-108.

¹⁴ Cammarota, pp. 109-110.

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National Bank of Haddon Heights. The "Home Building and Land Association" was a partnership that purchased land at Eighth and Station. Development was spurred by the installation of the initial sewer system in 1906, which was greatly enhanced and expanded in 1911.¹⁵ Meanwhile, *Young and Diebert built houses on Sycamore Terrace, West High Street, South Park, and 10th Avenue (Heston 1924:382; Directory of the Borough of Haddon Heights 1948:2; New Jersey Scope 1909)*. Commercial buildings along Station Avenue between West Atlantic Avenue and Eighth Avenue were constructed in the 1910s and 1920s.

In this early period Haddon Heights was also a small resort community. Three inns were built to accommodate summer and winter vacationers from Philadelphia and Camden who came to Haddon Heights for sightseeing and recreation, particularly at Crystal Lake (Monti 1969:3; Bicker 1976:3). The resort business in the borough did not last long, partly because of the increased development of Haddon Heights as a residential community.

Inducements to settle in Haddon Heights were found in newspapers, promotional pamphlets, and special publications. Among the attractions listed were its "high altitude, natural drainage, convenient location, transportation facilities, free circulating public library, good stores, churches, and schools, pleasing social life of 1,500 residents...and fully-equipped fire departments" (undated promotional leaflet in collection of Mrs. Josephine Cawthra). By 1909 it was stated that the houses in the borough were owner-occupied and most of the borough residents worked in Philadelphia. The planned aspect of the community was also stressed, in addition to the well-kept lawns and hedges and the many shade trees along the streets (New Jersey Scope 1909).

The Haddon Heights Real Estate Company did a great deal of advertising in this period. They advertised a variety of building lot sizes of 60 by 200 feet, 75 by 200 feet, and 100 by 200 feet, and offered to build a home according to the desires of the homeowner. Their prices ranged from \$3,000 to \$5,000. The Frederick Fries Company was also advertising similar-sized lots at comparable prices (New Jersey Scope 1909; Titzck 1970). In 1909 there were homes on 1st through 10th avenues and on Station, Prospect, Lake, West Atlantic, East Atlantic, North Park, South Park, Highland, and Prospect Ridge avenues. There were also residences on the Kings Highway and Green Street (Haddon Heights Directory 1909).

Benjamin A. Lippincott's vision for a beautiful suburb was altered after he left office as mayor in 1907. At the end of his administration, local taxes were low, and the Borough had no debt. Soon afterwards, the Borough Council floated a bond for the construction of a new Borough Hall (where the library now stands). Borough Hall was one of the first architect-designed buildings in Haddon Heights. It was designed by Thomas Stephen, a Philadelphia architect, to house borough offices, the fire station, an auditorium, and a proposed bank. Borough residents reported at the time that the construction of Borough Hall had the effect of concentrating important decisions in this building. Other changes in the years immediately following Lippincott's retirement from office included the installation of public drinking fountains, fire hydrants, cement sidewalks, macadam streets, and improved telephone wires. As mentioned, the sewer system was enhanced in 1911

¹⁵ Cammarota, pp. 110-111, 133.

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after the Council purchased farmland from the Grover family for a sewerage plant. The building code was altered to allow more twin houses and smaller lots. When Frederick Fries won his bid for re-election, the very disappointed Benjamin A. Lippincott sold his real estate and moved to Pennsylvania.¹⁶

A building boom occurred in the borough between 1909 and 1914, and in this period many of the existing building lots were developed and homes built (Titzck 1970; Haddon Heights Directory 1915). Much of this new construction was done by the companies owned by Fries and Titzck. As previously stated, the growth of Haddon Heights was greatly aided by its first two mayors, Benjamin Lippincott (1904-1908) and Frederick Fries (1908-1913). Both were developers who contributed to the progress of the new municipality through their undertakings in construction and real estate as well as their political activities, and a large part of the borough's development occurred during their tenure (Directory of the Borough of Haddon Heights 1948:3; Cranston 1931:116).

7a5. Post World War I

With the greater mobility afforded by the automobile after World War I, undeveloped tracts in suburban areas were increasingly sought after for building lots.

In the 1920s part of Center Township immediately east of the borough to Black Horse Pike was laid out. Streets were laid out, building lots were established, and houses built. The Eval Realty Company and the Frank R. Good Company were two of the developers in this period. Eval Realty Company advertised houses for sale at less than \$6,000. Congener and Son, Inc., were primarily house builders, but they too had houses for sale and for rent (Official Police Census of the Borough Haddon Heights 1927).

The Borough of Haddon Heights assumed its current boundaries with the annexation of Fairfield Estates in 1925. This mostly undeveloped remnant of Centre Township extended from Bellmawr Avenue to Black Horse Pike. Development in the area was spurred by the completion of the Delaware River Bridge (Ben Franklin Bridge) in 1926, but the arrival of the Depression resulted in many lots in Fairfield Estates not being developed until after World War II. This is important because of the major change in residential construction from the older sections to the northeast and the Fairfield section to the southwest.¹⁷

In 1926 the main street, Station Avenue, was widened because of the increasing number of people using the shopping district. Private vehicles and public transportation both served to bring more people and business to Haddon Heights. In spite of this development, the borough remained protective of its residential status. The early developers such as Lippincott, Fries, and Titzck had designed the community to be residential, and this plan was carefully guarded by the municipal government and borough residents (Cranston 1931:3; Directory of the Borough of Haddon Heights 1948:3).

¹⁶ Cammarota, p. 134-136.

¹⁷ Cammarota, p. 112.

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In 1930, the population of Haddon Heights was almost 5,500, and much of this increase was due to the addition of the Fairfield section to the borough (New Jersey Department of Labor 1984:18; Cranston 1931:120). Haddon Heights has retained much of its original character into the late 20th century and is still largely residential. Its population in 1980 was over 8,000 (New Jersey Department of Labor 1984:18).

Today, Haddon Heights supports a small but thriving business district along Station Avenue that is surrounded by well-maintained residential neighborhoods. Though its population has dipped (as of the 2010 United States Census the borough population was 7,473) it continues to be a much sought-after community in which to live due in no small part to its cohesive historic housing stock. The quality and cohesiveness of its residential areas, which are adjacent to its vibrant and historic commercial district, has enabled Haddon Heights to stand out from the suburban sprawl surrounding it. Commuter trains to Philadelphia no longer run through this community, yet its close proximity to the PATCO High-Speed line in nearby Haddonfield as well as its other attributes, appear to make Haddon Heights well-positioned for the 21st century.

8. Data Summary and Recommendations

8a. Overview

The consultant team surveyed 553 properties, including those located in the Station Avenue Commercial Historic District. The Intensive-Level Architectural Survey included an assessment of the individual eligibility of each property for the New Jersey Register and National Register of Historic Places, an assessment of the Station Avenue Business National Register Historic District and the Station Avenue Commercial Historic District (those portions within the Study Area), and consideration of the establishment of a potential residential historic district (local and National Register) within the Study Area. Regarding the potential historic districts, the Study also considered increasing the boundary(s) of the borough's existing historic districts to include the Study Area or portions within the Study Area.



Figure 5. Tax parcel map of the Study Area, showing properties surveyed with their classifications.

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This section of the report is divided into three parts. The first part (8b-8d) provides an overview of the individual historic resources located in the Study Area. The second part (8e-8f) considers the existing Station Avenue Business Historic District (listed on the National Register) and recommends alterations to its boundary. The local historic district is also addressed. The third part (8g-8k) considers a potential residential historic district (both national and local) and options thereof, encompassing the bulk of the Study Area.

8b. Individual Properties Surveyed

A total of 553 properties were documented in the Survey Area containing approximately 700 resources. Of these:

1. 17 properties are located in the Station Avenue Business National Register Historic District (listed on the National Register of Historic Places on November 13, 1989 and located entirely within the Station Avenue Commercial [local] Historic District). Fifteen properties here are contributing, one property is noncontributing, and one is vacant;
2. 33 properties are located in the Station Avenue Commercial Historic District (a local historic district established in 1974);
3. 1 property is currently listed individually on the National Register of Historic Places: the Hinchman-Lippincott House at 1019 North Park Avenue (listed February 17, 1995); and,
4. 1 property has been declared eligible for the National Register: the Haddon Heights Post Office, located in the local Commercial District and declared eligible in 1999.

<i>Street Address</i>	<i>Block- Lot</i>	<i>Property ID</i>	<i>Status</i>
1019 North Park Ave.	47-11	-446371355	Listed
701 Station Avenue	41-35	-1907318673	Eligible

Figure 6. Table of Historic Resource in the Study Area Listed or Determined Individually Eligible for the National Register

5. 15 properties are potentially individually eligible for the National Register of Historic Places. The consultant confirms the architectural significance of these properties in consultation with the NJHPO. These properties would be “key contributing” resources in a potential residential historic district and are listed in Figure 7 below:

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	Street Address	Block- Lot	Property ID
1	208 Seventh Avenue	51-5	-401040152
2	211 Eighth Avenue	51-16	-906356553
3	14 Ninth Avenue	44-6	717409175
4	20 Ninth Avenue	44-9	-164043159
5	100 Ninth Avenue	45-1	-1639509139
6	102 Ninth Avenue	45-2	1294018810
7	112 Ninth Avenue	45-7	1675848033
8	224 Ninth Avenue	57-10	535388059
9	308 Ninth Avenue	58-5	1671704856
10	24 Tenth Avenue	46-18	-429346184
11	14 Eleventh Avenue	60-7	-542156549
12	1001 North Park Avenue	47-7	-1735978667
13	700 Station Avenue	51-1	-1608024712
14	710 Station Avenue	51-11.01	540104757
15	712 Station Avenue	51-11	-2140852885

Figure 7. Table of Historic Resources in the Study Area Recommended Individually Eligible for the National Register and shown as Key Contributing resources in Figure 6.



Figure 8. Map of Study Area, showing properties recommended individually eligible for the National Register of Historic Places. Numbers correspond to the number in the table above.

8c. Master List of Survey Forms

The following table lists the 553 properties located in the Study Area. The properties are listed alphabetically by street and street number. The “classification” column provides information on the status of the property. The classifications are outlined below.

1. **“NR Listed”**: The only property individually listed on the National Register of Historic Places is the Hinchman-Lippincott House (1019 North Park Avenue);
2. **“Listed – SABHD”**: The properties located in the Station Avenue Business National Register Historic District;
3. **“Local HD”**: Properties located within the local district (the Station Avenue Commercial Historic District) but not in the National Register listed district above are identified as “Local HD.” The Haddon Heights Post Office has been declared eligible for the National Register and is located in the local historic district, so **“DOE”** (Determination of Eligibility) is included in its classification;
4. **“Key Contributing”**: Properties that are recommended individually eligible for the National Register would be “key contributing” resources in a potential residential historic district;
5. **“Contributing”**: Properties that are recommended to be contributing to a potential residential historic district are over 50 years of age and have a moderate to high degree of architectural integrity;
6. **“Noncontributing”**: Properties that are recommended “noncontributing” within the Study Area. This category includes several situations:
 - Properties on which the primary building is less than 50 years of age
 - Properties with historic buildings that have been altered to a point they have lost their architectural integrity
 - Properties containing primary resources constructed after the potential district’s Period of Significance (1890-1931)
 - One property with a primary building less than 50 years of age and an historical marker that commemorates World War I soldiers from Haddon Heights.
7. **“Vacant”**: Properties within the Study Area containing no resources. These three properties were also counted as “noncontributing” in the Survey’s inventory of 553 properties.

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Figure 9. Table with the master list of survey forms.

Block	Lot	Address	Classification	Property ID
27	6	1 SEVENTH AVE	Noncontributing	-1913752324
40	7	8 SEVENTH AVE	Contributing	2004780314
27	15	9 SEVENTH AVE	Contributing	-246234733
40	8	10 SEVENTH AVE	Contributing	828705478
27	16	11 SEVENTH AVE	Contributing	-906966833
27	17	13 SEVENTH AVE	Contributing	282357241
40	9	14 SEVENTH AVE	Contributing	-1959388968
27	18	15 SEVENTH AVE	Contributing	1014842980
27	19	17 SEVENTH AVE	Contributing	-733792363
40	10	18 SEVENTH AVE	Contributing	1879089970
27	20	19 SEVENTH AVE	Contributing	-1432487330
27	21	21 SEVENTH AVE	Contributing	1721966524
40	11	22 SEVENTH AVE	Contributing	-600867827
27	22	23 SEVENTH AVE	Contributing	775255687
40	12	24 SEVENTH AVE	Contributing	1117958897
27	23	25 SEVENTH AVE	Contributing	87213232
40	13	26 SEVENTH AVE	Contributing	-1791255605
40	14	28 SEVENTH AVE	Contributing	1231281452
41	1	100 SEVENTH AVE	Contributing	-1168354045
28	12	101 SEVENTH AVE	Contributing	677094280
41	2	102 SEVENTH AVE	Contributing	-536052662
28	13	103 SEVENTH AVE	Contributing	1783256310
28	14	105 SEVENTH AVE	Contributing	-990875550
41	3	106 SEVENTH AVE	Contributing	1726346047
28	15	107 SEVENTH AVE	Contributing	-1492652311
41	4	108 SEVENTH AVE	Contributing	-1631049851
28	16	109 SEVENTH AVE	Contributing	-2085200876
41	5	110 SEVENTH AVE	Contributing	1371262267
28	17	111 SEVENTH AVE	Contributing	-228689266
41	6	112 SEVENTH AVE	Contributing	-2090106953
41	7	112-1/2 SEVENTH AVE	Contributing	-2090106953
28	17.01	113 SEVENTH AVE	Noncontributing	1347300145
41	8	114 SEVENTH AVE	Contributing	-2144987808
28	18	115 SEVENTH AVE	Contributing	1436345459
41	9	116 SEVENTH AVE	Contributing	904266209
28	19	117 SEVENTH AVE	Contributing	-341385350
41	10	118 SEVENTH AVE	Contributing	-480650833
28	20	119 SEVENTH AVE	Contributing	1195035430
41	11	120 SEVENTH AVE	Contributing	-249659964
28	21	121 SEVENTH AVE	Contributing	205675372
41	12	122 SEVENTH AVE	Contributing	-2066933251
28	22	123 SEVENTH AVE	Contributing	-2101687335
41	13	124 SEVENTH AVE	Contributing	246493712
28	23	125 SEVENTH AVE	Contributing	-65000239
41	14	126 SEVENTH AVE	Contributing	39201170
28	24	127 SEVENTH AVE	Contributing	502989671
41	15	128 SEVENTH AVE	Contributing	1683633013

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Block	Lot	Address	Historic	Property ID
28	25	129 SEVENTH AVE	Contributing	422291134
41	16	130 SEVENTH AVE	Contributing	-633921801
28	26	131 SEVENTH AVE	Contributing	529758776
41	17	132 SEVENTH AVE	Contributing	-587302229
29	11	203 SEVENTH AVE	Vacant	1347312040
51	2	202 SEVENTH AVE	Contributing; Local HD	-521264356
51	3	204 SEVENTH AVE	Contributing	521891811
51	4	206 SEVENTH AVE	Contributing	1506848426
51	5	208 SEVENTH AVE	Key Contributing	-401040152
29	12	209 SEVENTH AVE	Contributing	1769473410
51	6	210 SEVENTH AVE	Contributing	-1645646506
29	13	211 SEVENTH AVE	Contributing	-36969336
51	7	212 SEVENTH AVE	Noncontributing	-1201187859
29	14	213 SEVENTH AVE	Contributing	-508252908
51	8	214 SEVENTH AVE	Contributing	-1689516855
29	15	215 SEVENTH AVE	Contributing	1815311968
51	9	216 SEVENTH AVE	Noncontributing	961147895
29	16	217 SEVENTH AVE	Contributing	1370863738
29	17	219 SEVENTH AVE	Contributing	1099790553
29	18	221 SEVENTH AVE	Contributing	1375669956
29	19	223 SEVENTH AVE	Contributing	1347374820
29	20	225 SEVENTH AVE	Contributing	1347378689
29	21	227 SEVENTH AVE	Contributing	1347385683
29	22	229 SEVENTH AVE	Contributing	838837638
29	23	231 SEVENTH AVE	Contributing	1276251019
29	24	233 SEVENTH AVE	Contributing	1814932766
29	25	235 SEVENTH AVE	Contributing	1702579661
29	26	237 SEVENTH AVE	Contributing	1642864712
29	27	239 SEVENTH AVE	Contributing	-291170561
29	28	241 SEVENTH AVE	Contributing	-801609950
29	29	243 SEVENTH AVE	Contributing	-77666399
48	14	301 SEVENTH AVE	Contributing	437812974
48	15	303 SEVENTH AVE	Contributing	-1581024225
52	2	304 SEVENTH AVE	Noncontributing	823881274
48	16	305 SEVENTH AVE	Contributing	1460981442
52	3	306 SEVENTH AVE	Contributing	-1502668096
48	17	307 SEVENTH AVE	Contributing	769139671
52	4	308 SEVENTH AVE	Contributing	-1113543820
52	5	310 SEVENTH AVE	Contributing	59782081
52	6	312 SEVENTH AVE	Contributing	1212701541
52	7	314 SEVENTH AVE	Contributing	1726653467
52	8	316 SEVENTH AVE	Contributing	1345533754
50	9	321 SEVENTH AVE	Noncontributing	141230737
40	15	9 EIGHTH AVE	Contributing	-1614481532
40	16	11 EIGHTH AVE	Contributing	404658168
40	17	15 EIGHTH AVE	Contributing	24777327
40	18	17 EIGHTH AVE	Contributing	-538343783
42	2	18 EIGHTH AVE	Contributing	1226756403
40	19	19 EIGHTH AVE	Contributing	-1808130330
42	3	20 EIGHTH AVE	Contributing	1493178933

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Block	Lot	Address	Historic	Property ID
40	20	21 EIGHTH AVE	Contributing	1922678635
42	4	22 EIGHTH AVE	Contributing	996671377
40	21	23 EIGHTH AVE	Contributing	1254148048
42	5	24 EIGHTH AVE	Contributing	13646162
40	22	25 EIGHTH AVE	Contributing	624563239
42	6	26 EIGHTH AVE	Contributing	-1339805058
40	23	27 EIGHTH AVE	Noncontributing	1347400674
42	7	28 EIGHTH AVE	Contributing	1074828508
40	24	29 EIGHTH AVE	Contributing	1174894186
42	8	30 EIGHTH AVE	Contributing	329765549
42	9	32 EIGHTH AVE	Contributing	204672163
43	1	100 EIGHTH AVE	Contributing	1059924445
41	19	101 EIGHTH AVE	Contributing	-618182261
43	2	102 EIGHTH AVE	Contributing	-1261477902
41	20	103 EIGHTH AVE	Noncontributing	-977877432
43	3	104 EIGHTH AVE	Contributing	-157354157
41	21	105 EIGHTH AVE	Contributing	-1111830672
43	4	106 EIGHTH AVE	Contributing	1106343628
41	22	107 EIGHTH AVE	Contributing	-1347519805
41	23	107-1/2 EIGHTH AVE	Contributing	487847167
43	5	108 EIGHTH AVE	Contributing	299538873
41	24	109 EIGHTH AVE	Contributing	1161101125
41	25	109-1/2 EIGHTH AVE	Contributing	-1722329476
43	6	110 EIGHTH AVE	Contributing	-689445596
41	26	111 EIGHTH AVE	Contributing	-600500559
43	7	112 EIGHTH AVE	Contributing	1146739343
41	27	113 EIGHTH AVE	Contributing	558205609
43	8	114 EIGHTH AVE	Contributing	-1798510118
41	28	115 EIGHTH AVE	Contributing	1360751355
43	9	116 EIGHTH AVE	Noncontributing	-1281253547
41	29	117 EIGHTH AVE	Contributing	1896691126
41	30	117-1/2 EIGHTH AVE	Noncontributing	-1516254
43	10	118 EIGHTH AVE	Contributing	449395590
41	31	119 EIGHTH AVE	Contributing	904233031
43	10.01	120 EIGHTH AVE	Noncontributing	-1578759272
41	32.01	121 EIGHTH AVE	Noncontributing	1593312030
41	32	127 EIGHTH AVE	Contributing	-1626498099
41	33	129 EIGHTH AVE	Contributing	-1889588524
41	34	131 EIGHTH AVE	Noncontributing	-509701878
54	2	204 EIGHTH AVE	Contributing	1452954541
51	13	205 EIGHTH AVE	Contributing	-262327474
54	3	206 EIGHTH AVE	Contributing	1437396263
51	14	207 EIGHTH AVE	Contributing	-2121205197
54	4	208 EIGHTH AVE	Contributing	2079197291
51	15	209 EIGHTH AVE	Contributing	667800993
54	5	210 EIGHTH AVE	Contributing	859224540
51	16	211 EIGHTH AVE	Key Contributing	-906356553
54	6	212 EIGHTH AVE	Contributing	-1649882257
54	7	214 EIGHTH AVE	Contributing	1065633362

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Block	Lot	Address	Historic	Property ID
51	17	215 EIGHTH AVE	Contributing	-72396768
54	8	216 EIGHTH AVE	Contributing	1311865988
51	18	217 EIGHTH AVE	Contributing	-721040136
51	19.01	217-1/2 EIGHTH AVE	Noncontributing	-1968677914
54	9	218 EIGHTH AVE	Contributing	-1982238575
51	19	219 EIGHTH AVE	Contributing	233488940
54	10	220 EIGHTH AVE	Contributing	-1516564610
51	20	221 EIGHTH AVE	Contributing	237754265
54	11	222 EIGHTH AVE	Contributing	-1047430347
51	21	223 EIGHTH AVE	Contributing	196585917
54	12	224 EIGHTH AVE	Contributing	-400057136
51	22	225 EIGHTH AVE	Contributing	-1878481862
52	9	301 EIGHTH AVE	Noncontributing	384598153
55	1	302 EIGHTH AVE	Contributing	55788516
52	10	303 EIGHTH AVE	Contributing	-1940587113
52	11	305 EIGHTH AVE	Contributing	1422170030
55	2	306 EIGHTH AVE	Contributing	1671857529
52	12	307 EIGHTH AVE	Contributing	-946905633
55	3	308 EIGHTH AVE	Contributing	130727512
52	13	309 EIGHTH AVE	Contributing	168697768
52	14	311 EIGHTH AVE	Contributing	-1751718015
55	4	312 EIGHTH AVE	Noncontributing	-1677808561
52	15	315 EIGHTH AVE	Contributing	-542446317
55	5	316 EIGHTH AVE	Contributing	444998107
52	16	317 EIGHTH AVE	Contributing	-375273707
55	6	318 EIGHTH AVE	Contributing	-1202868714
52	17	319 EIGHTH AVE	Contributing	-512742330
55	7	320 EIGHTH AVE	Contributing	713958250
52	18	321 EIGHTH AVE	Noncontributing	-1182384756
55	8	322 EIGHTH AVE	Contributing	-1682000512
52	19	323 EIGHTH AVE	Contributing	-2037588814
55	9	324 EIGHTH AVE	Contributing	2001565091
52	20	325 EIGHTH AVE	Contributing	-1502474598
55	10	326 EIGHTH AVE	Contributing	1061804596
52	21	327 EIGHTH AVE	Noncontributing	-555443811
55	11.01	328 EIGHTH AVE	Noncontributing	1772317711
55	11	328 EIGHTH AVE REAR	Noncontributing	-846947454
52	22	329 EIGHTH AVE	Noncontributing	1305870722
44	2	6 NINTH AVE	Contributing	1249447899
42	11	7 NINTH AVE	Noncontributing	-884569216
44	3	8 NINTH AVE	Contributing	1737144139
42	12	9 NINTH AVE	Contributing	2092664193
44	4	10 NINTH AVE	Contributing	1875876400
42	13	11 NINTH AVE	Noncontributing	-1153895669
44	5	12 NINTH AVE	Noncontributing	36199854
42	14	13 NINTH AVE	Contributing	717409175
44	6	14 NINTH AVE	Key Contributing	-1990014789
42	15	15 NINTH AVE	Contributing	-1176013940
44	7	16 NINTH AVE	Contributing	-72396768

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Block	Lot	Address	Historic	Property ID
42	16	17 NINTH AVE	Noncontributing	1261672197
44	8	18 NINTH AVE	Contributing	-1120903037
42	17	19 NINTH AVE	Contributing	-1368044832
44	9	20 NINTH AVE	Key Contributing	-164043159
42	18	21 NINTH AVE	Contributing	44878814
44	10	22 NINTH AVE	Contributing	-1270688138
42	19	23 NINTH AVE	Contributing	-2121958515
44	11	24 NINTH AVE	Contributing	-653702649
42	20	25 NINTH AVE	Contributing	-1947355457
44	12	26 NINTH AVE	Contributing	-1980323576
42	21	27 NINTH AVE	Noncontributing	-964749411
44	13	28 NINTH AVE	Contributing	-1816697398
42	22	29 NINTH AVE	Noncontributing	501501244
44	14	30 NINTH AVE	Contributing	1605941652
42	23	31 NINTH AVE	Contributing	-100660766
44	15	32 NINTH AVE	Contributing	-939181455
45	1	100 NINTH AVE	Key Contributing	-1639509139
43	11	101 NINTH AVE	Contributing	-1706908839
45	2	102 NINTH AVE	Key Contributing	1294018810
43	11.01	103 NINTH AVE	Noncontributing	1347567233
45	3	104 NINTH AVE	Noncontributing	1974498385
43	12	105 NINTH AVE	Contributing	-481656075
45	4	106 NINTH AVE	Contributing	-1749903641
43	13	107 NINTH AVE	Contributing	353165240
45	5	108 NINTH AVE	Contributing	1511778540
43	14	109 NINTH AVE	Contributing	-709317466
45	6	110 NINTH AVE	Contributing	317107214
43	15	111 NINTH AVE	Contributing	-828321161
45	7	112 NINTH AVE	Key Contributing	1675848033
43	16	113 NINTH AVE	Contributing	-1711201518
45	8	114 NINTH AVE	Contributing	76495715
43	17	115 NINTH AVE	Contributing	-1993606787
45	9	116 NINTH AVE	Contributing	1007921832
43	18	117 NINTH AVE	Contributing	-291161276
45	10	118 NINTH AVE	Noncontributing	-401375953
45	11	120 NINTH AVE	Contributing	1116391312
45	12	122 NINTH AVE	Contributing	-1799876452
43	19	123 NINTH AVE	Contributing	908382195
45	13	124 NINTH AVE	Contributing	2009413694
43	20	125 NINTH AVE	Contributing	37049899
45	14	126 NINTH AVE	Contributing	674388010
54	15	201 NINTH AVE	Noncontributing	-1664618615
54	16	203 NINTH AVE	Contributing	-719143863
54	17	205 NINTH AVE	Contributing	-1505205656
57	2	206 NINTH AVE	Noncontributing	1139775203
57	2.01	208 NINTH AVE	Noncontributing	1498792022
57	3	210 NINTH AVE	Contributing	1127582437
57	4	212 NINTH AVE	Contributing	-821835532
57	5	214 NINTH AVE	Contributing	-1523715238
54	18	215 NINTH AVE	Contributing	293908182

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Block	Lot	Address	Historic	Property ID
57	6	216 NINTH AVE	Contributing	-788282292
54	19	217 NINTH AVE	Contributing	-497323922
57	7	218 NINTH AVE	Contributing	1739264064
54	20	219 NINTH AVE	Noncontributing	-1224357539
57	8	220 NINTH AVE	Contributing	-1179952319
54	21	221 NINTH AVE	Contributing	-344774590
57	9	222 NINTH AVE	Noncontributing	1721079639
57	10	224 NINTH AVE	Key Contributing	535388059
54	22	225 NINTH AVE	Contributing	1357315999
58	1	300 NINTH AVE	Contributing	647970319
55	12	301 NINTH AVE	Contributing	1814422795
58	2	302 NINTH AVE	Contributing	-1241966222
55	13	303 NINTH AVE	Contributing	-1625884022
58	3	304 NINTH AVE	Contributing	1417634468
58	4	306 NINTH AVE	Contributing	123149133
55	14	307 NINTH AVE	Contributing	-446639161
58	5	308 NINTH AVE	Key Contributing	1671704856
55	15	309 NINTH AVE	Contributing	1513170160
58	6	310 NINTH AVE	Contributing	-1978016506
55	16	311 NINTH AVE	Contributing	-226732898
58	7	312 NINTH AVE	Contributing	-705154759
55	17.01	313 NINTH AVE	Noncontributing	-1535960071
58	8	314 NINTH AVE	Contributing	-1626733572
55	17	315 NINTH AVE	Noncontributing	1342164068
58	9	316 NINTH AVE	Contributing	-1039946027
55	17.02	317 NINTH AVE	Noncontributing	-1711023669
58	10	318 NINTH AVE	Noncontributing	-524857250
55	18	319 NINTH AVE	Noncontributing	-1419982323
58	11	320 NINTH AVE	Noncontributing	-528660088
55	19	321 NINTH AVE	Noncontributing	-1617440449
58	12	322 NINTH AVE	Noncontributing	901768802
55	20	323 NINTH AVE	Noncontributing	-268439583
58	13	324 NINTH AVE	Noncontributing	1408835948
55	21	325 NINTH AVE	Contributing	-432626989
58	14	326 NINTH AVE	Noncontributing	-1381604749
55	22	327 NINTH AVE	Contributing	-1915544015
46	8	4 TENTH AVE	Noncontributing	-1459199706
46	9	6 TENTH AVE	Contributing	-1511306185
46	10	8 TENTH AVE	Contributing	-2120981525
44	21	9 TENTH AVE	Contributing	776570896
46	11	10 TENTH AVE	Contributing	1116520402
44	22	11 TENTH AVE	Noncontributing	-416593199
46	12	12 TENTH AVE	Contributing	-1130712496
44	23	13 TENTH AVE	Contributing	-418124610
46	13	14 TENTH AVE	Contributing	-180008267
44	24	15 TENTH AVE	Contributing	2125680999
46	14	16 TENTH AVE	Contributing	-879374420
44	25	17 TENTH AVE	Noncontributing	-144189156
46	15	18 TENTH AVE	Contributing	-128323857
44	26	19 TENTH AVE	Contributing	-2058333715

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Block	Lot	Address	Historic	Property ID
46	16	20 TENTH AVE	Contributing	1723524302
44	27	21 TENTH AVE	Contributing	855200938
46	17	22 TENTH AVE	Contributing	-1926513306
44	28	23 TENTH AVE	Contributing	1348771299
46	18	24 TENTH AVE	Key Contributing	-429346184
44	29	25 TENTH AVE	Contributing	-783699224
46	19	26 TENTH AVE	Contributing	2075159994
44	30	27 TENTH AVE	Contributing	850453193
46	20	28 TENTH AVE	Contributing	-692113639
44	31	29 TENTH AVE	Contributing	1511551830
46	21	30 TENTH AVE	Contributing	-1927780941
46	21.01	30-1/2 TENTH AVE	Contributing	1347832282
44	32	31 TENTH AVE	Contributing	1969981983
46	22	32 TENTH AVE	Noncontributing	-986072572
44	33	33 TENTH AVE	Contributing	1858019700
46	23	34 TENTH AVE	Contributing	-504971999
44	34	35 TENTH AVE	Contributing	1218910565
46	24	36 TENTH AVE	Contributing	-1935107194
44	35	37 TENTH AVE	Contributing	108016834
46	25	38 TENTH AVE	Contributing	121111968
46	26.01	40 TENTH AVE	Contributing	-253097667
44	36	41 TENTH AVE	Noncontributing	-677408229
46	26	42 TENTH AVE	Noncontributing	1867022165
45	15.01	101 TENTH AVE	Noncontributing	-1102155882
47	2	102 TENTH AVE	Contributing	660944913
45	15	103 TENTH AVE	Noncontributing	-655086848
45	16	105 TENTH AVE	Contributing	1534938346
47	4	106 TENTH AVE	Noncontributing	1282023678
45	17	107 TENTH AVE	Contributing	-1851755262
47	5	108 TENTH AVE	Contributing	-1848901465
45	18	109 TENTH AVE	Contributing	-173098999
45	19	113 TENTH AVE	Contributing	1670013279
45	20	115 TENTH AVE	Contributing	-1533623643
45	21	117 TENTH AVE	Contributing	-794771165
45	22	119 TENTH AVE	Contributing	-1886488652
47	6	120 TENTH AVE	Vacant	271722332
45	23	123 TENTH AVE	Contributing	-215117011
45	24	125 TENTH AVE	Contributing	2027183451
45	25	127 TENTH AVE	Contributing	-209230552
57	15	205 TENTH AVE	Contributing	-100954161
57	16	207 TENTH AVE	Contributing	473064408
57	17	209 TENTH AVE	Noncontributing	1216829077
57	18	211 TENTH AVE	Contributing	-645509690
57	19	213 TENTH AVE	Contributing	-741075406
57	20	215 TENTH AVE	Contributing	1237358618
57	21	217 TENTH AVE	Contributing	-124805895
57	22	219 TENTH AVE	Contributing	489439588
57	23	221 TENTH AVE	Contributing	67246227
57	24	223 TENTH AVE	Contributing	-625421621

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Block	Lot	Address	Historic	Property ID
58	15	301 TENTH AVE	Contributing	-549006911
58	16	303 TENTH AVE	Noncontributing	-1389891113
58	16.01	305 TENTH AVE	Noncontributing	981051357
58	17	307 TENTH AVE	Contributing	-1695046317
58	18	309 TENTH AVE	Contributing	551221177
58	19	311 TENTH AVE	Noncontributing	-687249265
58	20	313 TENTH AVE	Contributing	-648553692
58	21	315 TENTH AVE	Contributing	945020245
58	22.01	317 TENTH AVE	Noncontributing	-1411889678
58	23	321 TENTH AVE	Noncontributing	-967067765
58	24	323 TENTH AVE	Noncontributing	-1329191568
58	25	325 TENTH AVE	Noncontributing	1148662961
58	26	327 TENTH AVE	Noncontributing	-1718925026
60	1	2 ELEVENTH AVE	Noncontributing	532768937
60	2	4 ELEVENTH AVE	Contributing	-163103818
60	3	6 ELEVENTH AVE	Noncontributing	699073279
60	4	8 ELEVENTH AVE	Contributing	-58679084
46	27	9 ELEVENTH AVE	Noncontributing	-687384209
60	5	10 ELEVENTH AVE	Contributing	68861253
46	28	11 ELEVENTH AVE	Noncontributing	-681282940
60	6	12 ELEVENTH AVE	Contributing	1996440354
46	29	13 ELEVENTH AVE	Contributing	680180021
60	7	14 ELEVENTH AVE	Key Contributing	-542156549
46	30	15 ELEVENTH AVE	Contributing	-955765678
60	8	16 ELEVENTH AVE	Contributing	1938040352
46	31	17 ELEVENTH AVE	Noncontributing	1321301611
60	9	18 ELEVENTH AVE	Contributing	-260344927
46	32	19 ELEVENTH AVE	Contributing	1814426320
60	10	20 ELEVENTH AVE	Contributing	-1294599858
46	33	21 ELEVENTH AVE	Contributing	-1093497199
60	11	22 ELEVENTH AVE	Contributing	-82254153
46	34	23 ELEVENTH AVE	Contributing	1180259710
60	12	24 ELEVENTH AVE	Noncontributing	-580323284
46	35	25 ELEVENTH AVE	Noncontributing	167983911
60	13	26 ELEVENTH AVE	Contributing	1768630205
46	36	27 ELEVENTH AVE	Contributing	-260673572
60	14	28 ELEVENTH AVE	Contributing	-875967942
46	37	29 ELEVENTH AVE	Contributing	1481724333
60	15	30 ELEVENTH AVE	Contributing	178825267
46	38	31 ELEVENTH AVE	Noncontributing	1609353578
60	16	32 ELEVENTH AVE	Contributing	-1266457864
46	39	33 ELEVENTH AVE	Contributing	1645519779
60	17	34 ELEVENTH AVE	Contributing	-1409075815
46	40	35 ELEVENTH AVE	Contributing	-1033554520
60	18	36 ELEVENTH AVE	Noncontributing	1207427558
46	41	37 ELEVENTH AVE	Contributing	1006591625
46	42	39 ELEVENTH AVE	Contributing	-1340951530
46	43	41 ELEVENTH AVE	Contributing	-661296161
46	44	43 ELEVENTH AVE	Contributing	770592820

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Block	Lot	Address	Historic	Property ID
48	1	600 GARDEN ST	Contributing	-1789804299
29	30	601 GARDEN ST	Contributing	-500336771
48	2	602 GARDEN ST	Contributing	-419755758
29	31	603 GARDEN ST	Contributing	-912765190
48	3	604 GARDEN ST	Contributing	-1899576277
29	32	605 GARDEN ST	Contributing	-1556447757
48	4	606 GARDEN ST	Contributing	552541584
29	33	607 GARDEN ST	Contributing	1009808824
48	5	608 GARDEN ST	Contributing	848794193
29	34	609 GARDEN ST	Contributing	-196607655
48	6	610 GARDEN ST	Contributing	-782664130
29	35	611 GARDEN ST	Contributing	-81907034
29	36	613 GARDEN ST	Contributing	827329327
29	37	615 GARDEN ST	Contributing	-1243729596
52	1	704 GARDEN AVE	Contributing	239298749
55	1.01	802 GARDEN ST	Noncontributing	-1944248247
60	20	17 GLOVER AVE	Vacant	-1843823372
60	21	35 GLOVER AVE	Contributing	-108025796
41	18	706 GREEN ST	Contributing	-273505381
47	1	1000 GREEN ST	Contributing	-765035891
46	45	1001 GREEN ST	Noncontributing	938660133
47	8	1002 GREEN ST	Contributing	-1336002358
47	9	1004 GREEN ST	Contributing	1746237315
47	10	1006 GREEN ST	Noncontributing	652588040
50	1	600 HIGH ST	Noncontributing	1347906131
49	13	601 HIGH ST	Noncontributing	-89240954
50	2	602 HIGH ST	Contributing	270521705
49	13.03	603 HIGH ST	Noncontributing	1721458418
49	13.02	605 HIGH ST	Noncontributing	-250928719
50	3	606 HIGH ST	Contributing	822754751
49	13.01	607 HIGH ST	Noncontributing	45242061
50	4	608 HIGH ST	Contributing	2090129782
50	5	610 HIGH ST	Contributing	-955878252
49	14	611 HIGH ST	Contributing	165639685
50	6	612 HIGH ST	Contributing	-1466942238
50	7	614 HIGH ST	Contributing	-2037530693
49	15	615 HIGH ST	Noncontributing	545790533
27	2	602 KINGS HWY	Contributing	1440993771
27	3	606 KINGS HWY	Contributing	-345700272
27	4	608 KINGS HWY	Contributing	-1439017455
27	5	610 KINGS HWY	Contributing	1154770686
40	1	700 KINGS HWY	Contributing	928927399
40	2	702 KINGS HWY	Contributing	486399324
40	3	704 KINGS HWY	Contributing	-1199533779
40	4	706 KINGS HWY	Noncontributing	457700074
40	5	708 KINGS HWY	Contributing	409202467
40	6	710 KINGS HWY	Contributing	1814723368
42	1	800 KINGS HWY	Noncontributing	-1059117280

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Block	Lot	Address	Historic	Property ID
42	10	808 KINGS HWY	Contributing	1173924536
42	10.01	812 KINGS HWY	Noncontributing	1347974532
44	1.01	900 KINGS HWY	Noncontributing	41375083
44	16	914-916 KINGS HWY	Noncontributing	-1788690306
44	18	918 KINGS HWY	Noncontributing	2022422701
44	19	920 KINGS HWY	Noncontributing	770492584
44	20	922 KINGS HWY	Noncontributing	1532238559
46	1	1000 KINGS HWY	Noncontributing	807245321
46	2	1002 KINGS HWY	Contributing	524252566
46	3	1004 KINGS HWY	Contributing	2035052383
46	4	1006 KINGS HWY	Contributing	993979828
46	5	1008 KINGS HWY	Contributing	-593526619
46	6	1010 KINGS HWY	Noncontributing	-975316222
46	7	1012 KINGS HWY	Noncontributing	1363364699
45	30	911 N PARK AVE	Contributing	-1392988453
47	7	1001 N PARK AVE	Key Contributing	-1735978667
47	14	1009 N PARK AVE	Contributing	-1933900129
47	13	1011 N PARK AVE	Noncontributing	41048727
47	12	1015 N PARK AVE	Contributing	-1852636172
47	11	1019 N PARK AVE	NR Listed	-446371355
60	22	1101 N PARK AVE	Noncontributing	1347987567
29	1	600 STATION AVE	Listed - SABHD	1121801928
28	27	601 STATION AVE	Listed - SABHD	1725952297
28	28	605 STATION AVE	Listed - SABHD	-669793452
28	29	607 STATION AVE	Listed - SABHD	-377411166
29	5	608 STATION AVE	Local HD	-853380960
28	30	609 STATION AVE	Listed - SABHD	-302592571
29	6	610 STATION AVE	Listed - SABHD	138251297
28	31	611 STATION AVE	Listed - SABHD	-2058864074
29	7	612 STATION AVE	Listed - SABHD	-503887922
28	32	613 STATION AVE	Listed - SABHD	-711205509
29	8	614 STATION AVE	Listed - SABHD	1350218551
28	33	615 STATION AVE	Listed - SABHD	1367261055
29	9	616 STATION AVE	Listed - SABHD	1565846188
28	34	617 STATION AVE	Listed - SABHD	29607997
29	10	618 STATION AVE	Listed - SABHD	-745471814
29	10.01	622 STATION AVE	Listed - SABHD	-2086388557
28	34.01	625 STATION AVE	Noncontributing; Local HD	718455914
51	1	700 STATION AVE	Contributing; Local HD	-1608024712
41	35	701 STATION AVE	DOE; Local HD	-1907318673
41	36	705 STATION AVE	Noncontributing; Local HD	-706632474
51	10	708 STATION AVE	Noncontributing; Local HD	-1037295790
51	11.01	710 STATION AVE	Key Contributing; Local HD	540104757
41	37	711 STATION AVE	Contributing; Local HD	-1525682812
51	11	712 STATION AVE	Key Contributing; Local HD	-2140852885
41	38	713 STATION AVE	Noncontributing; Local HD	1652090009
51	12	714 STATION AVE	Noncontributing; Local HD	-61399600
41	39	715 STATION AVE	Contributing; Local HD	68754833

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Block	Lot	Address	Historic	Property ID
43	21	801 STATION AVE	Contributing	-1740998530
54	1	802 STATION AVE	Contributing	1946706471
43	22	803 STATION AVE	Contributing	-194491684
43	23	805 STATION AVE	Contributing	345428141
54	13	806 STATION AVE	Contributing	-1472324502
43	24	807 STATION AVE	Contributing	-386778461
54	14	808 STATION AVE	Contributing	1292026024
43	25	809 STATION AVE	Contributing	-460141175
54	14.01	810 STATION AVE	Noncontributing	-2018035946
43	26	813 STATION AVE	Contributing	1311929055
45	26	901 STATION AVE	Contributing	-1361933516
57	1	902 STATION AVE	Contributing	-1391251419
45	27	903 STATION AVE	Contributing	-1176456062
57	11	904 STATION AVE	Contributing	-1523808549
45	28	905 STATION AVE	Contributing	-1178831232
57	12	906 STATION AVE	Noncontributing	412603521
45	29	907 STATION AVE	Contributing	383533230
57	13	908 STATION AVE	Noncontributing	743682711
57	14	910 STATION AVE	Contributing	-269873524
49	1	600 SYCAMORE TERR	Contributing	-807098874
48	7	601 SYCAMORE TERR	Contributing	189428338
49	2	602 SYCAMORE TERR	Contributing	-606432497
48	8	603 SYCAMORE TERR	Contributing	22887838
49	3	604 SYCAMORE TERR	Contributing	1066188345
48	9	605 SYCAMORE TERR	Contributing	1998988784
49	4	606 SYCAMORE TERR	Contributing	-1102359644
48	10	607 SYCAMORE TERR	Contributing	63589169
49	5	608 SYCAMORE TERR	Contributing	2070417944
48	11	609 SYCAMORE TERR	Contributing	-714929195
49	6	610 SYCAMORE TERR	Contributing	246392787
48	12	611 SYCAMORE TERR	Contributing	-1050113525
49	7	612 SYCAMORE TERR	Contributing	-321874612
48	13	613 SYCAMORE TERR	Contributing	2013550627
49	8	614 SYCAMORE TERR	Contributing	1139485786
49	9	616 SYCAMORE TERR	Contributing	533809217
49	10	618 SYCAMORE TERR	Contributing	1682000983
49	11	620 SYCAMORE TERR	Contributing	703863150
49	12	622 SYCAMORE TERR	Contributing	-573798819
27	1	6 W ATLANTIC AVENUE	Noncontributing	1348064435
27	7	8 W ATLANTIC AVE	Noncontributing	1394494556
27	9	10 W ATLANTIC AVE	Contributing	535696429
27	10	14 W ATLANTIC AVE	Contributing	1832516074
27	11	16 W ATLANTIC AVE	Noncontributing	1016461414
27	12	20 W ATLANTIC AVE	Contributing	-1304876509
27	13	22 W ATLANTIC AVE	Contributing	-911746520
27	13.01	24 W ATLANTIC AVE	Noncontributing	-1271479883
27	14	26 W ATLANTIC AVE	Noncontributing	42027273
28	1	100 W ATLANTIC AVE	Contributing	1838673046
28	2	102 W ATLANTIC AVE	Contributing	2042845791

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Block	Lot	Address	Historic	Property ID
28	3	106 W ATLANTIC AVE	Contributing	-438878207
28	4	108 W ATLANTIC AVE	Contributing	2029797376
28	5	110 W ATLANTIC AVE	Contributing	-1004570083
28	6	112 W ATLANTIC AVE	Noncontributing	-276467700
28	7	114 W ATLANTIC AVE	Noncontributing	-414696268
28	8	116 W ATLANTIC AVE	Noncontributing	926704549
28	9	120 W ATLANTIC AVE	Contributing	-1017715109
28	10	122 W ATLANTIC AVE	Contributing	1834945047
28	11	124 W ATLANTIC AVE	Contributing	1734590978
28	35	126 W ATLANTIC AVE	Contributing	-2053691858
29	2	202 W ATLANTIC AVE	Noncontributing	1348073909
29	3.01	208 W ATLANTIC -REAR	Noncontributing	-781111984
29	3	210 W ATLANTIC AVE	Noncontributing	-694765657
29	4	222 W ATLANTIC AVE	Noncontributing	1689350122
50	8	514 W ATLANTIC AVE	Noncontributing	-940343048

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8d. Architecture of Historic Resources in the Study Area

Haddon Heights has a variety of residential architecture from the late 19th and early 20th centuries. The most prevalent styles or types found in the Study Area are the American Foursquare, Queen Anne, Colonial Revival, Bungalow/Craftsman, and Dutch Colonial Revival. These five architectural styles or types are briefly described below with photographs of typical examples in the Study Area. Other architectural styles or types noted during the course of the survey, not as prevalent, include Commercial, Cape Cod, Split Level, Ranch, and Tudor Revival.

Style or Type	Number surveyed in Study Area
Vernacular	262
American Foursquare	76
Queen Anne	53
Colonial Revival	49
Bungalow	46
Dutch Colonial Revival	14
Commercial	12
Cape Cod	13
Split Level	8
Ranch	8
Other	9

Figure 10. Table of architectural styles in the Study Area (approximate figures)

In general, the approach by developers and builders working in the Study Area falls into two eras. In the earlier era (c. 1890 to c. 1910), vacant lots were sold either to developers or to the imminent resident, who would then construct the house. A given builder would construct several houses concurrently at various locations throughout the Study Area, with the result that a given house may have a nearly identical twin on a completely different block. Beginning around 1910, however, developers began to construct an entire block of houses at once. This larger scale construction of an entire block was apparent in the southwestern portion of the Study Area, particularly along Tenth and Eleventh Avenues. Here, many houses on the same block share architectural features from massing to specific details such as porches, doors and windows.

8d1. Queen Anne

The Queen Anne style was common in the United States from 1880 to 1910. In fact, just four Queen Anne style houses were constructed in the Study Area after 1910. The style was made possible by the mass production of architectural elements that were incorporated into the design of houses to complicate the roof and wall planes. Architectural elements commonly found on Queen Anne style houses include pavilions, gables, turrets, dormers, octagonal bays, wrap-around porches, and various types of decorations such as gable ornaments, shaped wood shingles, and banisters with spindle-like balusters. Queen Anne style houses in the Study Area reflect the latter stages of the Queen Anne style, in which architectural currents were moving away from the more complicated exteriors (as were common in the 1880s and 1890s).



The house shown above (Photo 1) is 108 West Atlantic Avenue. It has many Queen Anne style elements, including its corner tower, pavilion, wrap-around porch, and decorative wood detailing including the wood shingled walls and the jigsaw brackets on the pavilion.



The house at 107 Seventh Avenue (Photo 2) is another typical example of a Queen Anne style house found in the Study Area. It also exemplifies the smoother lines of the latter stages of the Queen Anne style, as it is a simple gabled mass with a limited number of applied elements. Its elaborations include a cantilevered front octagonal turret, a pedimented dormer, a rectangular cantilevered second floor bay, and a deep front porch.

An interesting architectural element found on some Queen Anne style houses in the Study Area is an ogee-shaped baluster on the front porches. An example on the house at 127 Eighth Avenue is shown here (photo 3). The balusters are called “belly balusters” or sometimes “pregnant balusters.”¹⁸ These balusters may be expensive to maintain; it is possible that many have been replaced over the years with less-expensive straight balusters.



¹⁸ These names were based on an 8/29/12 telephone conversation with an individual at Hoffmeyer’s Mill in Ontario, Canada, and may not have been the name historically used. The mill continues to make these types of balusters.

8d2. American Foursquare

The American Foursquare was a 2½ story building type that was common in the years 1900 to 1930. A typical American Foursquare has a pyramidal roof with hipped dormers (sometimes as many as four), widely overhanging eaves, often just two bays on the main elevation, and usually a front porch. The example shown here, located at 112 Ninth Avenue (Photo 4), has stubby Tuscan columns on its porch that stand on cast stone piers, a common porch motif of the years 1900 to 1920. It also features a cantilevered



octagonal bay on the second floor, a feature borrowed from the Queen Anne style and found throughout the Study Area. Many American Foursquare houses in the Study Area have a second floor stair or landing window on a side elevation, located over a door on grade that opens into the stair tower leading to the basement. The stair or landing “light” is usually just a window, but often, as in the case of 112 Ninth Avenue, a squared, cantilevered bay, varying in size, is found here. Another feature of 112 Ninth Avenue is its front porch, which wraps around the side to a 2-story octagonal bay. The wrap porch and the bay are common features found in the Study Area. In addition, the bay facing the porch includes a door as opposed to a window; the door opens onto the porch.

Because it is usually considered to be a “plan,” rather than a style, the American Foursquare often borrows from other styles or types. Within the Study Area, Queen Anne and Colonial Revival style features are most prevalent. The Study Area has examples of the American Foursquare from its introduction to the end of its popularity, many of which are located along Eighth and Ninth Avenues. Most American Foursquare examples in the Study Area were constructed by the time of the 1914 Sanborn Map, with 10 constructed after that time. The last American Foursquare built in the Study Area is 610 West High Street (constructed c. 1925). American Foursquare houses were often featured in mail order catalogs such as Sears and Aladdin; products from these companies or others may have been in the Study Area.

8d3. Colonial Revival style



The Colonial Revival style was a common architectural style of the years 1880 to 1950, although its period of greatest construction began at the very end of the 19th century. It represented both a second look at the earlier Georgian and Federal architecture of the Atlantic seaboard and a return to the simpler architectural lines and planes of earlier generations.

The example shown here is 127 Tenth Avenue (Photo 5), built c. 1910. It is a 2.5-story gabled mass with simple lines, a semi-engaged chimney, two dormers, and a pedimented gable over the door. It was one of the earlier Colonial Revival style houses in Haddon Heights; by the time of the Hopkins Atlas of 1907, the borough already had 13 Colonial Revival style houses, with 36 constructed after that time. The last Colonial Revival style houses constructed in the Study Area were four houses south of Garden Street built in the mid-1940s.

Another Colonial Revival style residence in the Study Area is located at 808 Kings Highway (right, Photo 6). This house has some characteristic Colonial Revival style features. It is partially symmetrical; the first floor has large windows that occupy the space of two second floor bays, and the entrance is overstated. The house has oversized dormers that feature an usual semi-circular profile, and 1-story wings are located off the ends – both features that one would not normally find in a true Colonial style house.



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8d4. Bungalow/Craftsman Style

In the early 20th century, a new architectural type was introduced to America. These 1 to 1.5-story buildings are variously called Bungalows or Craftsman Style buildings. A major contributor to the



style was Gustav Stickley, who began publishing *The Craftsman* in 1901. Stickley lived in New Jersey between 1911 and 1915. A factor that dramatically increased their popularity was the emergence of mail-order house components. Buyers could examine a catalog of various kits to build a house; the two largest companies offering kit houses were Sears and Montgomery Ward. The Bungalow shown here, built at 26 Tenth Avenue (Photo 7), appears to be a variant of the Sears "Hamilton" model.

Bungalows are concentrated in the western portion of the Study Area. Many of these houses were constructed as a group. For example, the F. Fries Company built all the houses on Eleventh Avenue between 1922 and 1927. These houses are all 1-story Craftsman-type residences. Many of them were constructed with very similar appearances. The house at 15 Eleventh Avenue, shown here (photo 8), is a typical example of the Bungalows on that block. It has a hipped roof, a front porch with thick, tapered square columns, and a cast stone foundation. Alterations to some of the houses along Eleventh Avenue, including additions and enclosing the front porch, have obscured certain important architectural details.



The Study Area had several 1.5-story Craftsman Style houses. One example is found at 9 Tenth Avenue (Photo 9). This house is one of several fine Craftsman Style houses in that area with an asymmetrical gable, a dominant front dormer, and an incised porch.

8d5. Dutch Colonial Revival Style

The term “Dutch Colonial Revival Style” describes two different types of gambrel-roofed houses. Examples of both subsets were built in Haddon Heights and are described below.



The first wave of “Dutch Colonials” dates to the years 1890 to 1920. The only common feature of these houses is the gambrel roof. In some cases, such as the house at 115 Tenth Avenue (Photo 10) shown here, the house is comprised of intersecting gambrel masses that are unknown on true Dutch Colonial houses. This house also incorporates flared eaves, a common Dutch Colonial Revival treatment. This earlier phase of the Dutch Colonial Revival Style was particularly common in the suburbs of Philadelphia.

The second wave of the Dutch Colonial Revival Style are 1.5 or 2-story residences with long monitor dormers on the main and secondary elevations. These Dutch Colonial Revival Style houses date to the years 1920 to 1935. On the end walls, the gambrel is often expressed as a shallow rake that defines the gambrel. The 2-story example shown here, 318 Eighth Avenue (Photo 11), was constructed in 1930 and was one of the last two Dutch Colonial Revival houses constructed in the Study Area. Other key features of these types of houses found in the Study Area include large attached brick chimneys, quarter round attic windows, and Colonial Revival style entrances.



8d6. Other Resource: Garages

Many residential properties throughout the Study Area have garages. These resources, several of which are original to the house, are detached buildings at the rear of the house or property. Most are frame structures with pyramidal or front end-gable roofs with one or two bays; an example (left, Photo 12) is located at 22 Tenth Avenue. Most have had their walls re-clad and original doors replaced by modern overhead doors.

8e. Station Avenue Business National Register Historic District

The Station Avenue Business National Register Historic District was listed on the New Jersey Register on 9/14/1989 and on the National Register on 11/13/1989. The district was listed following the completion of the 1986 Survey, which documented the district's inventory. It encompasses buildings facing onto Station Avenue between White Horse Pike and Seventh Avenue. The western half of the historic district (between West Atlantic Avenue and Seventh Avenue) is located within the Study Area and entirely within the Station Avenue Commercial Historic District (a local historic district) as shown in Figure 11.

Resources in the portion of the historic district included in the Study Area were primarily constructed in the first third of the 20th century. There are 17 properties located in the district, including one vacant property and one noncontributing property. Station Avenue, a primary road running roughly west/east through the borough, connects the numbered avenues to the train station that once gave life to the borough. A large amount of commercial activity in the borough was – and still is – centered on Station Avenue, although additional commercial activity is found along other streets such as Kings Highway, Black Horse Pike, and the White Horse Pike Residential Historic District.

Recommendation: The boundary of the existing historic district in the Study Area was examined. At the time the district boundary was established, it included most commercial resources along Station Avenue. The consultant recommends a Boundary Increase of the Station Avenue Business National Register Historic District by extending the present boundary southwest past Seventh Avenue. The Boundary Increase will add the following three properties, all of which, it should be noted, are located within the Station Avenue Commercial Historic District:

- **Borough Hall (625 Station Avenue)** is located between the Post Office and the Historic District. Borough Hall was constructed in 1965 and would thus be a noncontributing resource. However, it is an important building in the commercial landscape of Haddon Heights. Excluding this resource would also leave a “piece” out of the district boundaries.
- **The Haddon Heights Post Office (701 Station Avenue)** is a Colonial Revival style building that has been determined eligible for the National Register and has been an important part of the local commercial landscape for 75 years.
- **The Haddon Court Apartments** building (right, Photo 13) is located on the south side of Station Avenue, opposite the Post Office. Though residential, this large apartment building also contributes to the commercial landscape of Haddon Heights. The E-shaped building is oriented towards Station Avenue and is of a much larger scale than



other residential resources in the Study Area. Its size, massing and location create, in effect, an entrance to the business district; thus it is recommended to be a contributing resource within the historic district. This building, plus the Post Office and Borough Hall represent the proposed boundary increase of the Station Avenue Business National Register Historic District (See Figure 11).



Figure 11. Map of the Station Avenue Business National Register Historic District which is also within the Station Avenue Commercial Historic District. Area within black line indicates three additional properties recommended to be added to the National Register district boundary. Note: both historic districts extend across West Atlantic Avenue and the railroad tracks to Route 30 (White Horse Pike) all of which is outside of the Study Area.

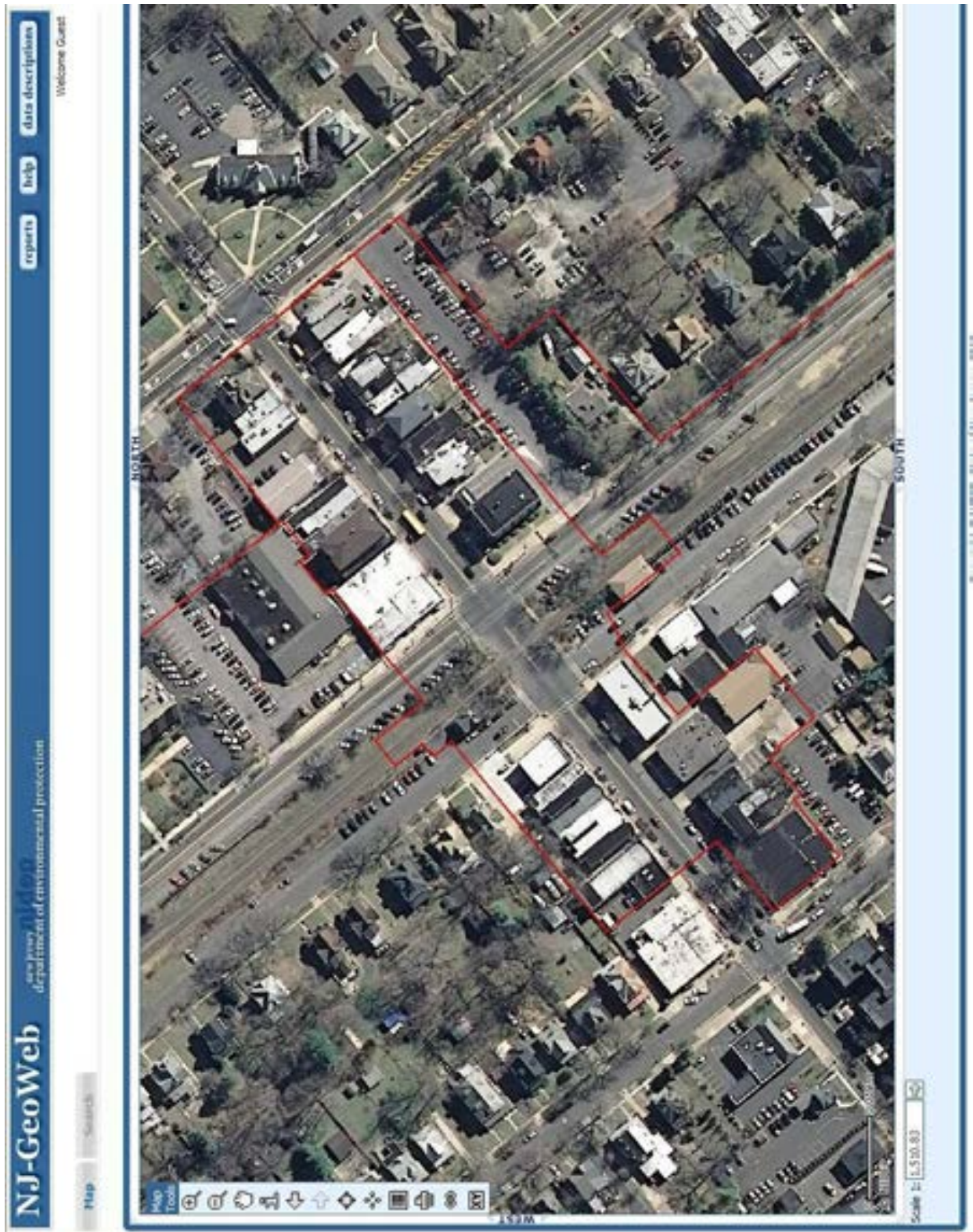


Figure 12. Map of the Station Avenue Business Historic District (listed on the National Register), adapted from the New Jersey GeoWeb website.

8f. Station Avenue Commercial Historic District (local district)

As indicated in Figure 11, the Station Avenue Business Historic District, listed on the National Register, is within the Station Avenue Commercial Historic District, the name of the local district. The local historic district, established in 1974, extends to Eighth Avenue on both sides of Station Avenue and also includes properties on the southwest side of West Atlantic Avenue. It includes the entire Station Avenue Business National Register Historic District plus, and in the Study Area, additional resources on Station Avenue between Seventh and Eighth Avenues. The district contains 33 properties located in the Study Area, of which 23 are contributing.

Note: the local historic district includes the house at 202 Seventh Avenue. This house may have been used for commercial purposes at the time the district was created.

Recommendation: The consultant recommends leaving the district in place, which is consistent with the borough's commercial zoning district map.

8g. Potential Residential Historic District (National Register/New Jersey Register)

The consultant assessed individual resources for inclusion in a potential residential historic district in the Study Area. It encompasses a rather intact, residential community which, for the most part, was developed by those instrumental in the early development of Haddon Heights. From an architectural perspective the Study Area consists of mainly two and two-and-a-half story, frame residences constructed between 1890 and 1931. Most of the resources constructed after this time were mainly “infill” houses, many of which differ noticeably from the earlier residential architecture. In fact, of the 517 properties in this district, 408 would be contributing (this does not include the area west of the Study Area – see below). Thus the Period of Significance for a potential residential historic district here would be 1890-1931. Historic maps, aerial photographs, and the existing inventory of historic resources support this timeframe. Most likely the district should meet National Register Criterion for C for architecture within the context of early 20th century suburban architecture and Criterion A within the context of an early 20th century, planned railroad station suburb. The district would appear to be listed for its local significance for both architecture and community development. It may also meet Criterion B for its direct association with Benjamin A. Lippincott.

Recommendation: The consultant recommends the borough pursue the listing of a National Register Historic District here. To that end, the consultant recommends creating a new historic district, separate from the existing White Horse and Station Avenue Business National Register Historic Districts. Regarding White Horse Historic District, the presence of West and East Atlantic Avenues and the railroad track in between these roads creates a distinct geographical boundary between the existing and proposed districts. The proposed district is also more homogeneous in terms of development and resources: it is mainly a residential area developed between 1890 and 1931; the White Horse Pike Residential Historic District includes the highly commercial White Horse Pike, a major thoroughfare which further separates the residential areas of that district from the proposed district. Regarding the Station Avenue Business National Register Historic District, the proposed district is almost entirely residential, and thus differs from the mainly commercial resources along Station Avenue.

The name of the district could be “Haddon Heights Residential National Register Historic District”, or “Haddon Heights West National Register Historic District”, or other name that the borough selects. The boundary of the proposed residential historic district would basically follow the boundaries of the Study Area, with several major exceptions (see Figure 13 below):

- 1. Northern Boundary (Kings Highway):** The district would essentially follow the northern boundary of the Study Area. Several noncontributing properties that front Kings Highway, mainly between Eighth and Glover Avenues, would not be included. In addition, the boundary would extend westward along Kings Highway outside of the Study Area to include the residential block between Glover and Thornolden Avenues. Note: this area was not surveyed as part of this project; a brief “windshield” survey was conducted to examine architecture here. While the Study

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recommends including this block, it would necessitate retaining several noncontributing resources at the intersection of Glover and Eleventh Avenues so as to maintain a contiguous historic district. The HPC should carefully consider this area.

2. **Station Avenue Business National Register Historic District:** The district, as discussed, would be adjacent to the existing Station Avenue Business National Register Historic District. Assuming that district receives a Boundary Increase as a result of the recommendations in 8e. above, then Borough Hall, the Post Office, and the Haddon Court Apartment building would be part of that Boundary Increase and be excluded from the proposed residential historic district.
3. **Station Avenue Commercial Historic District:** The proposed residential district would overlap the present local commercial district along Station Avenue between Seventh and Eighth Ninth Avenues however it would be adjacent to the remainder of the district, per Figure 11, above.
4. **Eastern Boundary (West Atlantic Avenue):** The district boundary would follow West Atlantic Avenue between Kings Highway to the north and Lippincott Lane to the south. A few small groupings of properties having noncontributing resources along or near West Atlantic Avenue could be excluded from the district boundaries.
5. **Southern Boundary (High Street and Lippincott Lane):** Historic resources along the numbered streets north of High Street (within the Study Area) contribute more to the overall feel of the proposed district than those resources south of the street. However, several resources within the Study Area immediately north of High Street were constructed after period of significance (1931) and thus would not be included in the potential residential historic district.
6. **Western Boundary:** The western boundary of the Study Area is Glover, North Park, and Tenth Avenues. Here the Study recommends expanding the proposed historic district west of the Study Area. An extension between Glover and Thornolden Avenues along Kings Highway has been discussed above. North Park Avenue, which is south of Glover Avenue, is an excellent boundary as it borders Haddon Lake Park to the west. West of Tenth Avenue, however, there are several historic resources constructed during the proposed historic district's 1890-1931 Period of Significance. Documenting resources here was not part of the 2012 project scope, however, after conducting a brief "windshield" survey of the area and reviewing maps and aerial photography, the proposed district boundary would extend westward to include an area roughly bounded by Lake Street to the west, South Park Avenue to the north, and High Street to the south. Additional research and documentation in this area would be required should the borough wish to pursue a National Register Historic District here.

Recommended National Register District

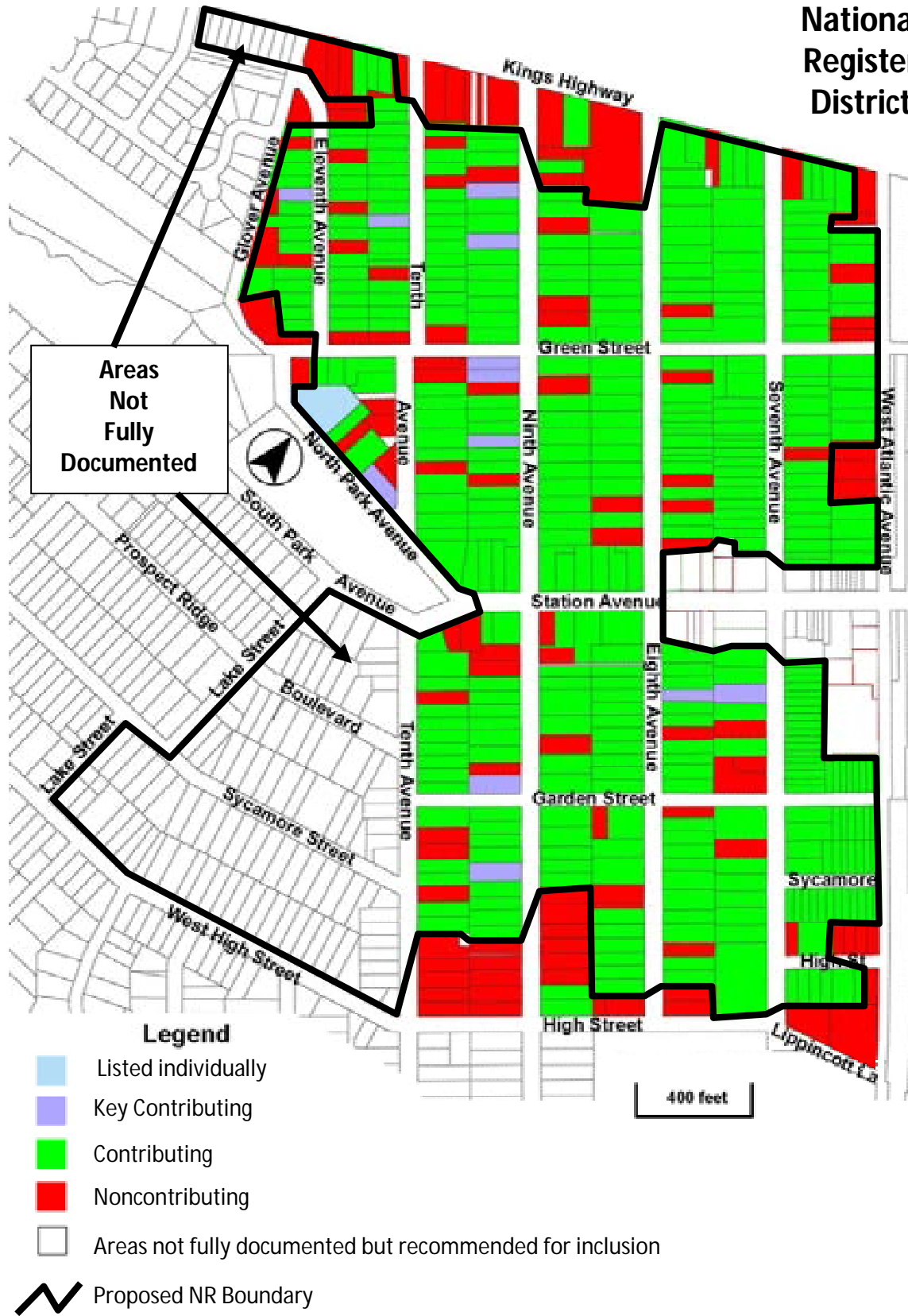


Figure 13. Map of the potential National Register Residential Historic District.

Note: Items 8h-8j below are options regarding the establishment of a local historic district which ultimately will increase the size of the borough's Historic District Boundary and enable greater historic resource protection within the boundary through the borough's Historic Landmarks Ordinance. The borough should carefully consider each option; the consultant believes Option #1 is the most comprehensive in the long run in terms of district size and planning.

8h. Potential Residential Historic District (Local) Option #1: Study Area plus Areas to the West

This option establishes a local historic district per the boundaries of the Study Area plus areas to the west (see 8g, sections 1 and 6 above) while excluding the existing Station Avenue Commercial Historic District. This district (minus the area west of the Study Area) would include 517 properties, of which 408 would be contributing. Ultimately, the consultant believes this is the most comprehensive option to historic resource protection and planning. It establishes a district over the largest and most historic part of Haddon Heights (west of the current local historic districts) and enables the borough, through its Historic Landmarks Ordinance, the greatest number of historic properties to help protect. The district would include the entire Study Area, areas west of the Study Area containing an abundance of historic resources, but exclude the present Station Avenue Commercial (Local) Historic District.

The proposed district would contain over 100 noncontributing properties. Most of these properties are grouped along Kings Highway to the north and High Street to the south. Their inclusion would enable the borough to regulate changes to these properties that could negatively impact the district's adjacent historic resources and landscape. The latter is important because several of the properties along Kings Highway are commercial and could be consolidated for larger redevelopment. Though it would take additional time to document and/or ascertain the exact boundaries west of the Project Area, ultimately the borough would be able to guide changes and protect historic resources in one of the most architecturally and historically significant areas of the borough.

There are disadvantages to this option, however. First, the boundaries would include the large number of noncontributing properties mentioned above. This could give landowners of those properties the ability to argue against their inclusion on the grounds that their properties would not be within a recognized National Register Historic District. While these boundaries need not be the same, this argument could potentially open up political and (possible) legal issues. Second, unless the undocumented areas west of the Study Area are incrementally added at a later date, the overall district would have to wait until the properties are documented in these areas and/or the boundaries are ascertained. Finally, this would be an extremely large district with over 700 more properties. The borough administration and HPC must be prepared to handle a greater volume of review and regulation.

Recommendation: Ultimately, Option #1 provides the largest and most comprehensive approach to resource protection and planning. The HPC should develop a plan to quickly address the area west of the Study Area in order to establish the local historic district as described.



Figure 14. Map of the proposed local Residential Historic District (Option 1). This option includes the entire Study Area (excluding the Station Avenue Commercial Historic District) and historic properties to the west.

8i. Potential Residential Historic District (Local) Option #2: Mainly per National Register/New Jersey Registers

A second option the borough may wish to consider is establishing a local historic district mainly along the recommended boundary of the proposed National Register Historic District as described in section 8g above. The only difference is that the district would exclude the Station Avenue Commercial Historic District (the local district established in 1974 which also fully contains the Station Avenue Business National Register Historic District as established in 1989). The proposed district would include most of the Study Area (468 properties of which 404 would be contributing) and portions of the borough just west of the Study Area. Establishing the local historic district along the lines of the proposed National Register Historic District provides credibility and legitimacy to the local district. It provides justification for land use decisions (historic resource protection regulations and recommendations by the HPC) to property owners who may question those decisions. Such decisions would be based in part on the legitimacy expressed through federal and state recognition of a National Register Historic District.

There may be downsides to this option. The boundaries would exclude approximately half of the noncontributing resources documented in this Study. This would limit local planning and regulation in the Study Area – as enabled via the Historic Landmarks Ordinance – by excluding large tracts containing noncontributing properties primarily in the north (Kings Highway) and south (High Street). Outside of the local historic district, these areas could be redeveloped in a way that may be insensitive to the adjacent district. This could be of particular concern in the larger commercial tracks along Kings Highway, where properties could also be consolidated for larger commercial development.

Recommendation: As stated in the project grant proposal and Request for Proposal, the Survey Project's main goal is to be a local planning tool. Option #2 would delete some areas and properties from local landmark regulation. Thus, the Study recommends Local Historic District Option #1 (see 8h above) to provide the most complete, comprehensive, and effective planning vis-à-vis historic resource protection within the Study Area and portions west of the Study Area. Legal, political and administration ramifications should be considered when selecting any of these options.



Figure 15. Map of the proposed local Residential Historic District (Option #2). This option is similar to the National Register District proposed in 8g above. It includes portions of the Study Area not included in the Station Avenue Commercial Historic District and includes historic properties to the west.

8j. Potential Residential Historic District (Local) Option #3: Per Study Area only

The third option is the establishment of a local historic district that includes the entirety of the Study Area with the exception of properties located within the Station Avenue Commercial Historic District (the existing local district). It also excludes areas west of the Study Area. Based on the survey, this district would include 517 properties, of which 408 are contributing. Aside from the current Station Avenue Commercial Historic District, to which it would be adjacent, this option would follow the Study Area boundaries of Kings Highway to the north, West Atlantic Avenue to the east, High Street and Lippincott Lane to the south, and Glover, North Park, and Tenth Avenues to the west.

There are two significant advantages to this option. First, as of September 30, 2012, it will be officially recognized, so to speak, by the NJHPO as a Study Area whereby each property within has been documented. The borough could take immediate action. It is a large area and though perhaps incomplete in terms of the National or New Jersey Registers, it does contain a large quantity of significant historic resources in the Borough of Haddon Heights. Thus it can be adopted by the borough as an incremental area worthy of historic resource protection through and by amending the borough's Historic Landmarks Ordinance. The second advantage is, as an incremental area of resource documentation and protection, it would not have to stand alone as a local historic district: it could be added to the existing local residential historic district east of the Study Area. Either way, a residential historic district within the Study Area only would be "good to go" so to speak, at the conclusion of this project on September 30, 2012. Areas to the west of the Study Area, as addressed earlier, could be added on an incremental basis as the result of future survey projects.

There are disadvantages to Option #3. First, there may be less of an incentive for the borough to expand preservation efforts west of the Study Area/Historic District, which ultimately could result in the loss of historic resources there. The other disadvantages (or at least considerations) are in addressed in Option #1 above, where basically a historic district drawn along the Project Study boundaries would include several noncontributing resources which could result in legal, political and/or administrative problems. (An alternative, of course, would be limiting the size of the district within the Study Area (*only*) to that of the proposed National boundary found in Option #1.)

Recommendation: The HPC should carefully consider this option, weigh the advantages and disadvantages, and timing. Are there pressing needs to address resource protection and planning issues within the Study Area? If so, and if a major loss of historic fabric is feared, then the HPC should seriously consider establishing a local historic district along the Study Area boundaries. Also, is the HPC happy to implement historic resource protection on a geographically incremental basis? (Obviously a local historic district per the Study Area could be expanded to the west at a later date.) From the consultant team's standpoint, it did not observe overarching or an abundance of changes to historic resources and the historic landscape within the Study Area that would necessitate implementing this option. The Study Area size, importance and potentially short timeframe of establishing a historic district here makes this an attractive option, however.



Figure 16. Map of the proposed local Residential Historic District (Option #3). This option includes the entire Study Area (only) and opts out the Station Avenue Commercial Historic District.

8k. Historic Landmarks Ordinance

Regardless of the local historic district option (or combination thereof) the HPC chooses to undertake, ultimately it will involve adding a large amount of mainly residential properties to the borough's Historic District Boundary with the potential to dramatically increase the workload of the HPC and borough administration. This could confuse, inconvenience, and upset property owners within the local historic district.

Recommendations:

1. **Education:** After completing this project on September 30, 2012, and opting a plan, the HPC and borough officials should develop a public education program to fully inform local property owners about the borough's historic preservation activities and goals. Specifically, the program would discuss the Survey, the Study Area's history and architecture, the proposed historic district option, the HPC, the resource protection ordinance, and of course, what it could mean to property owners. Education should be an ongoing endeavor, particularly given the potential size of the Historic District Boundary.
2. **Resource Protection Ordinance and Administration:** The HPC, borough administrators and officials should review its current resource protection ordinance and administration thereof to ensure it can be properly administered while addressing concerns of the property owners. A question must be asked, for example, that given the large number of mainly residential properties that would be added to the current Historic District Boundary, does the ordinance language fully and clearly inform property owners of the procedures, expectations and responsibilities? If not, the ordinance should be amended to more effectively address resource protection issues and concerns from all parties. Likewise, the borough must be prepared, through its HPO, governing body and borough employees, to administer the added workload of the expanded Historic District Boundary.
3. **Design Guidelines:** The borough should develop historic resource protection guidelines to assist all parties in the design, review and administration process.

9. Annotated Bibliography

Research & Archaeological Management, Inc. *Haddon Heights Historic Sites Inventory*, 1986. This is the final product of the 1986 survey, which includes the inventory, report, survey forms, and recommendations. This material formed the basis for the current Intensive-Level Architectural Survey (2012).

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Grow, Lawrence. *On the 8:02: An Informal History of Commuting by Rail in America*. New York City: Mayflower Books, Inc., 1979.

Guter, Robert P. and Janet W. Foster, *Building by the Book: Pattern Book Architecture in New Jersey*. New Brunswick NJ: Rutgers University Press, 1992.

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Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places. Washington DC: Department of the Interior, 2002.

Homes in a Box: Modern Homes From Sears Roebuck. Atglen PA: Schiffer Publishing Ltd., 1998. This book is primarily comprised of reprints of historic advertisements for various models of kit houses advertised by Sears.

Hunter, Robert J. ed. *An Historic Guide Through Haddon Heights*. Borough of Haddon Heights, 1992. Although primarily an architectural guidebook, this publication provides historic information about the development of Haddon Heights.

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10. Appendices

10a. Request for Proposal (RFP) Scope of Work Statement, page 70

10b. Borough Ordinance, page 75

10c. Company Overview, page 83

10d. Consultant Resumes, page 84

10e. Selected Newspaper Articles regarding Historic Preservation in Haddon Heights, page 95

10a. Request for Proposal (RFP) Scope of Work Statement

[Note: the following is the entirety of the Request for Proposals that was issued by the Borough of Haddon Heights.]

REQUEST FOR PROPOSAL

The Borough of Haddon Heights is seeking the services of a qualified architectural/preservation Consultant to provide services detailed in this Request for Proposal (RFP).

Proposals must be submitted by Friday, **May 25, 2012 at 2:00pm**, prevailing time and will be reviewed by the Borough, who may elect to conduct discussions with responsible consultants who submit proposals determined to be eligible for award, at a date determined by the Borough.

If you have any questions regarding the project, please contact Michelle Ferari at (856) 546-2581 or via e-mail at zoning@haddonheightsboro.org. Written addenda will be issued as necessary in response to questions. (Oral responses will not be binding.)

This project is been made possible, in most part, through a grant provided by the CLG Historic Preservation Fund offered by the New Jersey Historic Preservation Office (HPO) with funds from the National Park Service. Due to Federal regulations, all work must be completed and all expenditures must be made by the end of the Federal Fiscal Year on September 30, 2012. This schedule is very tight but there is no possibility of extension. Failure to deliver acceptable work product as set forth in this RFP will jeopardize the deadline for expending the Federal funds of the project, and may result in a breach of contract/forfeiture of payment.

The consultant shall be an Architectural Historian qualified in accordance with the National Park Service Professional Qualification Standards, to produce an Intensive Level Architectural Survey of a minimum of 500 historic resources. (Note: For the purposes of this document 'resource' shall mean all that portion of real property which is historically related and can be evaluated pursuant to the National Register Criteria and in accordance with National Register guidance. This may or may not correspond to tax parcels or buildings. In other words a resource may just be a house, or it may be a house and an associated garage. Likewise it may be a parking lot, which lays across multiple tax parcels.) Surveyed resources are to be documented individually.

The information generated from this Intensive-level Architectural Survey will enable our Planning Board, Zoning Board of Adjustment and Historic District Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. It will also assist the Borough of Haddon Heights Historic District Commission in making reasonable, consistent and justifiable decisions.

The survey must be conducted in accordance with the Historic Preservation Office (HPO) *Guidelines for Architectural Survey* (Guidelines). The survey data will be gathered using a database application provided by the HPO and mapping will be based on GIS data. The results of the survey shall be compiled in a report that presents intensive-level research, eligibility finds, and summarizes the overall survey effort.

The following products shall be produced as part of the survey effort:

1. Intensive Level Survey Documentation

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The consultant shall conduct an Intensive Level Survey for the Borough of Haddon Heights consisting of:

Survey Forms

- Preparation of HPO approved forms for a minimum of 500 historic resources. All forms will be submitted to the HPO in electronic and hard copy. The electronic copy will be submitted as a Microsoft Access 2003 database as provided by HPO. The hard copy inventory forms will be generated from the database and printed in color.
- Preparation of attachments and eligibility worksheets for those properties identified as potentially individually eligible
- Assessment of "key-contributing" (i.e. individually eligible), "contributing" and "noncontributing" status for all properties surveyed as part of historic district(s).

Photography

- Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this is the photograph shall appear on the Base Survey Form for subject property).
- Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property.
- Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200 by 1800 (approximately 4" by 6" at 300dpi).

GIS Mapping:

- GIS Mapping will be based existing parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data.
- Digital submissions will include separate ArcView shapefiles in the data structure provided by the HPO:
- Historic District boundaries (polygons). Where the Historic District boundary coincides with municipal boundary, the Historic District Boundary must overlay the municipal boundary exactly.
- Property locations (points): Geospatial metadata sufficient to satisfy- the metadata reporting requirements of the NJDEP Mapping and Digital Data Standards (2006) available online at <http://www.nj.gov/dep/gis/standard.htm>.
- All digital data shall be submitted on CD-ROM in the formats referenced above.
- The GIS data shall serve as the basis for creating the 2" x 3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms, provided by the HPO.

II. Intensive Level Survey Report

The consultant shall prepare an Intensive Level Survey Report in accordance with Section 3.5 of the *Guidelines for Architectural Surveys*. The report will be comprised of at least 30 pages of typewritten text. (12 point font in a single spaced format), not including survey forms, maps, photos and illustrations. The final report will be submitted to the HPO and to Borough of Haddon Heights in electronic and hard copy. The electronic copy will be submitted on CD-ROM as a Microsoft Word document.

Deliverables:

The consultant shall provide three (3) hard copies of all survey products. The Borough of Haddon Heights shall receive two (2) hard copies of all survey products defined above. The HPO shall receive one (1) complete hard copy set of the completed survey products in accordance with the grant Schedule below.

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

Schedule:

5/11/2012: Borough advertises for a qualified professional or firm to perform the survey work.

5/25/2012: Proposals due.

6/5/2012: Borough Council awards project.

6/15/2012: Grantee's Consultant shall submit a survey methodology including a list of properties to be surveyed in an Excel spreadsheet (indexed by: property name, street address, and block & lot) for HPO approval before proceeding.

7/1/2012: Grantee's Consultant shall submit first 250 completed survey forms for HPO review and comment.

8/1/2012: Consultant shall submit draft report for HPO review and comment. HPO will respond within 14 calendar days.

9/15/2012: Consultant shall submit 100% complete, final work products as defined above.

Professional Qualification Standards

The Consultant must submit documentation (such as a resume and references) meeting the following requirements that are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform the Intensive Level Survey:

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

The Borough reserves the right to disqualify proposers based on experience and/or references.

Selection Criteria

All proposals will be reviewed to determine if they are responsive. A committee, using the criteria set forth herein, will then evaluate responsive proposals.

35% Proposer's Understanding of the Project and Schedule

40% Experience and Qualifications

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

25% Cost

Proposer's Understanding of the Project: Proposals will be evaluated against the questions set forth below:

Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?

Has the proposer demonstrated a schedule and methodology to complete the project on time?

Has the proposer demonstrated that they understand the deliverables the Borough and HPO expects them to provide?

Has the proposer identified adequate staffing to complete the project on or before deadlines?

Does the proposal depict a logical approach to fulfilling the requirements of the RFP?

Is the proposer familiar with the Borough of Haddon Heights and its historic resources?

Experience and Qualification: Proposals will be evaluated against the questions set forth below:

Do the individuals assigned to the project have experience on similar projects?

Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?

How extensive is the applicable education and experience of the personnel designated to work on the project?

Has the proposer demonstrated experience in completing similar projects?

How successful is the general history of the proposer regarding timely and successful completion of the projects?

Cost: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposal will be determined through the method set for the below:
 $(\text{lowest cost proposal}) \times (\text{max points}) / (\text{amount of proposal being rated}) = \text{points awarded}$

Proposal Submission:

Sealed proposals will be received until 2:00 pm, prevailing time, on Friday, 25 May 2012 by the Borough of Haddon Heights addressed to:

Joan D. Moreland, Interim Borough Clerk
Municipal Building, Second Floor
625 Station Avenue
Haddon Heights, NJ 08035
(856) 547-7164

The consultant/proposer shall submit one (1) original hard copy of the proposal clearly marked "ORIGINAL" and four (4) exact copies of the proposal marked "Copy".

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All proposals must be made on the standard Proposal form and must be enclosed with all required documents in a sealed opaque envelope bearing the name and address of the consulting firm and the name of the proposal on the outside.

10b. Haddon Heights Historic Landmarks Ordinance

Article XXI. Historic Landmarks

§ 450-100. Purpose.

The purposes of this article are to:

- A. Encourage the continued use of historic resources and facilitate their appropriate reuse.
- B. Safeguard the heritage of the Borough of Haddon Heights by preserving resources within the Borough which reflect elements of its cultural, social, economic and architectural history.
- C. Maintain and develop an appropriate and harmonious setting for the historic and architecturally significant buildings, structures, sites, objects or districts within Haddon Heights.
- D. Stabilize and improve property values and discourage the unnecessary demolition of historic resources.
- E. Foster civic beauty.
- F. Promote appreciation of the Haddon Heights Commercial Historic District and other designated historic districts for the education, pleasure and welfare of the citizens of the Borough and its visitors.
- G. Spur beautification and private reinvestment.
- H. Manage change by preventing alteration or new construction not in keeping with the historic landmark or the historic district.
- I. Discourage the unnecessary demolition of historic resources.
- J. Recognize the importance of all buildings in historic districts and of individual historic landmarks located outside of a district by urging property owners and tenants to maintain their properties in keeping with the requirements and standards of this chapter.
- K. Encourage the proper maintenance and preservation of historic settings and landscapes.
- L. Encourage appropriate alterations of historic landmarks and buildings in historic districts.
- M. Enhance the visual and aesthetic character, diversity, continuity and interest of the Borough.
- N. Promote the conservation of historic sites and districts and invite voluntary compliance.

§ 450-101. Applicability.

The following regulations shall apply to all landmarks designated in § 450-106 and to any other historic resources which are designated in accordance with the procedures outlined in § 450-105. These historic designations shall be in addition to the use districts or the districts which shall also be designated by the Official Zoning Map and Articles of the Land Development Ordinance for such areas.

§ 450-102. Permitted uses.

All uses permitted for an historic landmark or for structures within an historic district shall be those designated by the Official Zoning Map. Such uses shall not be altered by further designation as an historic district.

§ 450-103. Area and height regulations.

The maximum building height, minimum lot size, maximum coverage, etc., shall be as provided in the Land Development Ordinance for the respective zones, except that the Zoning Board may waive such regulations where necessary to preserve historic characteristics.

§ 450-104. Historic Preservation Review Commission.

- A. There is hereby created in and for the Borough of Haddon Heights a Commission to be known as the "Historic Preservation Review Commission," referred to in this chapter as the "Commission." This Commission shall advise the Planning Board and the Zoning Board on the effect of development applications on designated historic landmarks or improvements within an historic district. In addition, the Commission shall review all building permit applications which affect designated historic landmarks or improvements within an historic district. The Commission's reviews shall be based on objective criteria and will complement existing land use and construction codes. The controls established, while compatible with both the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and the Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., should be viewed as having an independent basis under N.J.S.A. 40:48-2.

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- B. The Historic Preservation Review Commission shall consist of five members and one alternate who shall serve without compensation.
- C. The Commission positions shall be filled by people who are interested in and qualified to contribute to the preservation of historic buildings, structures, sites, objects and districts.
- (1) The Commission shall represent the following categories:
 - (a) Class A: persons who are knowledgeable in building design and construction or in architectural history.
 - (b) Class B: persons who are knowledgeable or have a demonstrated interest in local history.
 - (c) Class C: persons who are residents of the Borough and who hold no other municipal office, position or employment except for membership on the Planning Board or Zoning Board.
 - (2) There shall be at least one member from each Class A and Class B. These members may reside outside the municipality.
- D. Commission members shall be appointed by the Mayor and shall serve as follows: two members will serve for one year, one member shall serve for two years, one member will serve for three years and one member will serve for four years. The alternate member shall initially serve for a two-year term. If a Commission member is also a Planning Board or Zoning Board member, the term of office as Commission member is the same length as the other position. Vacancies shall be filled in the same manner in which the previous incumbent was appointed, and such vacancy appointment shall be only for the balance of an unexpired term.
- E. The Commission shall adopt internal rules and procedures for the transaction of its business, subject to the following:
- (1) The Commission shall elect from its members a Chairman, Vice Chairman, Secretary and Treasurer.
 - (2) A quorum for the transaction of all business shall be three members.
 - (3) All Commission minutes and records are public records, and all Commission meetings shall comply with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).
 - (4) Commission meetings shall be scheduled at least once every month or as often as required to fulfill its obligations to advise the Planning Board, Zoning Board or Borough Council.
 - (5) No Commission member shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest.
- F. The Historic Preservation Review Commission shall be responsible for:
- (1) Identifying and recording historic buildings, structures, sites, objects or districts and evaluating these resources against the definitions as outlined in Article II of this chapter. The survey material shall be reviewed and, if necessary, updated at least every other year to incorporate any newly acquired historical documentation and to reflect changes to a resource's integrity or condition.
 - (2) Recommending to the Planning Board and the Borough Council sites to be designated as historic landmarks in accordance with the procedures established in § 450-105.
 - (3) Conducting research on and nominating significant resources to the State and National Registers of Historic Places. If the Borough is certified under the state's Certified Local Government (CLG) Program, the Commission shall, in accordance with the state's CLG Guidelines, review and comment on all state and national register nominations for historic resources within the Borough of Haddon Heights.
 - (4) Recommending to the Planning Board guidelines for review to be utilized in determinations of historic landmark status and for review of projects affecting historic landmarks or improvements within historic districts. The Planning Board may recommend modifications of the guidelines and shall make the final decision as to their adoption.
 - (5) Advising the Planning Board and Zoning Board on how development and zoning applications affect historic landmarks in accordance with the procedure established in § 450-108.
 - (6) Reviewing all actions, including those involving building permit applications, which affect the exterior of historic landmarks or improvements within a historic district and to advise the Planning Board on the approval of said requests in accordance with the procedure established in § 450-110.
 - (7) Reviewing all applications for actions affecting the exterior of an historic landmark or an improvement within an historic district and making recommendations to the Planning Board in accordance with the procedures outlined in § 450-109.
 - (8) Assisting other public bodies in aiding the public in understanding historic resource significance and methods of preservation.

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- (9) Advising the Borough Council on the relative merits of proposals involving public lands to restore, preserve and protect historical buildings, places and structures, including the preparation of a long-range plan, thereby securing state, federal and other grants and aid to assist therein and monitoring such projects once underway.
- (10) Securing the voluntary assistance of the public and, within the limits of the budget established by the Borough for the Historic Preservation Review Commission's operation, to retain consultants and experts and incur expenses to assist the Historic Preservation Review Commission in its work.
- (11) Cooperating with local, county, state or national historical societies, governmental bodies and organizations to maximize their contributions to the intent and purposes of this chapter.
- (12) Requesting the Borough Council to seek, on its own motion or otherwise, injunctive relief for violations of this chapter or other actions contrary to the intent and purposes of this chapter.
- (13) Advising and assisting the Planning Board during the preparation of an historic preservation plan element of the Master Plan.
- (14) Preparing and distributing an historic district guideline handbook to be utilized for application reviews and foster appropriate rehabilitation within the historic district.

§ 450-105. *Designation of historic landmarks.*

- A. The Commission shall consider for landmark designation buildings, structures, objects, sites and districts within the Borough which merit landmark designation and protection by meeting the criteria for historic landmark designation as defined in Article II of this chapter.
- B. The Commission shall forward its recommendation to the Planning Board. The Planning Board, upon review and acceptance of the Commission's recommendation, shall, by certified mail:
 - (1) Notify each owner that his property is being considered for historic landmark designation and the reasons therefor.
 - (2) Advise each owner of the significance and consequences of such designation and advise him of his opportunities and rights to challenge or contest such designation.
 - (3) Notify each owner of the public meeting to be held to discuss landmark designation.
- C. The list of potential landmarks, as well as the description, significance, location and map siting of each, shall be subject to review at a Planning Board public hearing. At least 10 days before such a hearing, notice of the hearing shall be published in an official newspaper of the municipality. At the hearing, interested persons shall be entitled to present their opinions prior to the Planning Board voting on its recommendations to the Borough Council.
- D. After the hearing, the Planning Board shall submit its recommendations for sites to be designated to the Borough Council and the Borough Clerk. The Borough Council shall schedule to make a decision on the designations at a publicized public meeting specified on a date not less than 15 nor more than 45 days from the date of publication.
- E. Final determination that landmark status exists shall be made by the Borough Council. Such a final determination by the Borough Council shall create landmark status, and a certificate of designation shall be issued by the Borough Council. Within seven days of the creation of landmark status, the Borough Council shall, by certified mail, notify the owner of the property involved of the determination and advise him of his rights with respect to an appeal of said determination. Such appeal shall be made within 45 days of the determination. Any member of the public may seek to appeal the status directly to the Superior Court by serving notice on the Commission, the Planning Board and the Borough Clerk.
- F. After the Borough Council's review and approval, the Borough Council shall submit the list of designated landmarks and a map to the Borough Clerk for filing. Once adopted, the designation list and map may be amended in the same manner in which it was adopted. Upon adoption, the designation list and map shall also be incorporated by reference into the Municipal Master Plan.
- G. Copies of the designation list and official map, as adopted, shall be made public and distributed to all municipal agencies reviewing development applications and building permits. A certificate of designation shall be served by certified and regular mail upon each owner included in the list, and a true copy thereof shall be filed with the County Clerk for recording in the same manner as a certificate of a lien upon real property.

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§ 450-106. Designated historic landmarks.

- A. There is hereby established in the Borough of Haddon Heights a district to be known as the "Haddon Heights Commercial Historic District," which shall include the Office and Business Districts established in the official Zoning Ordinance. The boundary lines of the Haddon Heights Commercial Historic District, as generally defined by the several streets, shall be the existing rear boundary lot line, as of the date of this article, of the lots bordering on the outside lines of the streets named as boundaries or 200 feet from the outside line of the streets named as boundaries, whichever is the lesser distance.
- B. The following historic resources are hereby designated as historic landmarks:
- (1) Colonel Joseph Ellis House, 1009 Sycamore Street (ca. 1754).
 - (2) John T. Glover House, 1212 Sylvan Avenue (ca. 1734).
 - (3) Hinchman-Hurley House, 1019 North Park Avenue (ca. 1699).
 - (4) C. Glover House, 1908 New Jersey Avenue (ca. 1775).
 - (5) Glover Fulling Mill, presently located at Haddon Heights Department of Public Works and Camden County Park (ca. 1750).
 - (6) Albertson Memorial Fountain, presently located on West High Street at Eighth Avenue.
 - (7) Mary T. Mount House, 101 Black Horse Pike.
 - (8) PSE&G Substation, 611 E. Atlantic Avenue (ca. 1900).
 - (9) Fourth Avenue between Green Street and High Street, excluding the Baptist High School.

[Added 6-16-1992 by Ord. No. 903]

§ 450-107. Actions requiring review by Commission.

- A. All actions that affect the exterior of an historic landmark or an improvement within an historic district shall be reviewed by the Commission. Such review shall be required for but not limited to the following actions:
- (1) Demolition of an historic landmark or of an improvement within an historic district.
 - (2) Relocation of an improvement within an historic district or of an historic landmark.
 - (3) Change in the exterior appearance of an improvement within an historic district or of an historic landmark by addition, alteration or replacement.
 - (4) Site plans or subdivisions affecting an historic landmark or an improvement within an historic district.
 - (5) Any new construction of an improvement in an historic district.
 - (6) Changes in or addition of signs or exterior lighting for an historic landmark or an improvement within an historic district.
 - (7) Zoning variances affecting an historic landmark or an improvement within an historic district.
- B. Approval by the Commission can be handled on an expedited basis when an historic landmark requires immediate and emergency repair to preserve the continued habitability of the landmark and/or the health and safety of its occupants or others. In such cases, the property owner or the Zoning Enforcement Officer shall immediately notify the Chairman of the Historic Preservation Review Commission. The Chairman may call a special emergency meeting of the Commission to review the application on an accelerated basis.
- C. Approval by the Commission is not required for changes to the interior of structures.

§ 450-108. Review of development and zoning applications.

- A. For all applications presented to the Planning Board or Zoning Board which affect an historic landmark or an improvement within an historic district, the property owner shall submit an historic landmark project review application to either the Planning Board or Zoning Board, as appropriate, along with the request for either Board's approval. Such an application shall solely pertain to the proposed site review or zoning request. If building permits are required, these actions will be reviewed separately by the Commission in accordance with the procedures outlined in this article.
- B. The Planning Board or Zoning Board Secretary will forward to the Commission a complete set of all application material as well as the historic landmark project review application. The Commission shall be allowed at least 14 days from the day it receives a complete application to prepare its recommendations to either the Planning Board or Zoning Board. Said recommendations shall be in the form of a written report which is orally conveyed to the appropriate Board through the Commission's delegate at a hearing on the application.

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- C. The Commission's recommendation shall focus on how the proposed undertaking would affect a landmark's historic or architectural significance as outlined in Article II of this chapter. In considering the Commission's recommendations, the Planning Board and Zoning Board shall be guided by the review criteria established in § 450-110 of this article.

§ 450-109. Procedures for the Commission's review of building permits and alterations.

- A. Prior to undertaking any action affecting the exterior of an historic landmark or an improvement within an historic district, the property owner shall complete and submit to the Commission an historic landmark project review application.
- B. If the proposed undertaking requires a building permit, the administrative officer shall notify the applicant that he or she must submit an historic landmark project review application to the Historic Preservation Review Commission. This includes but is not limited to permits for new construction, demolition, alterations, additions, repairs or replacements affecting an historic landmark or an improvement within an historic district.
- C. The Commission shall review the application for technical completeness. Any application found to be incomplete shall be returned to the applicant within 10 days of the receipt of the application.
- D. When an application is found to be technically complete, the Commission shall schedule for the application to be reviewed at the Commission's next regularly scheduled meeting. The applicant shall be notified of the meeting date and shall be allowed an opportunity to speak at the meeting.
- E. The Commission shall recommend to the Planning Board either the approval or denial of the application and shall explain in writing the reasons for its recommendation. The Commission's recommendation shall focus on how the proposed undertaking would affect a landmark's historical or architectural significance.
- F. If an application involves demolition or removal, the Commission's recommendation shall specifically include whether postponement should be considered by the Planning Board. If the Planning Board votes to postpone, the Commission shall undertake such investigation and take such actions as the Planning Board requests.
- G. If the proposed undertaking involves a request for a building permit, the Planning Board shall, upon receipt of the Commission's recommendation but no later than 45 days from the date that a complete application is received by the Commission, issue the appropriate directive to the Zoning Enforcement Officer. If within the forty-five-day period the Planning Board recommends to the Zoning Enforcement Officer against the issuance of a permit or recommends conditions to the permit to be issued, the Zoning Enforcement Officer shall deny issuance of the permit or include the conditions in the permit, as the case may be. Failure to report within the forty-five-day period shall be deemed to constitute a report in favor of issuance of the permit and without the recommendation of conditions to the permit. In considering the Commission's recommendations, the Planning Board shall be guided by the review criteria established in § 450-110 of this article.
- H. If the proposed undertaking does not involve a request for a building permit, the Planning Board shall, upon the receipt of the Commission's recommendation but no later than 45 days from the date that a complete application is received by the Commission, notify the property owner of the Planning Board's decision to approve, deny or postpone the undertaking. In considering the Commission's recommendations, the Planning Board shall be guided by the review criteria established in § 450-110 of this article.

§ 450-110. Criteria for review of applications.

In reviewing an application for its effect on an historic landmark or an improvement within an historic district, the following criteria shall be used by the Historic Preservation Commission, the Planning Board and the Zoning Board. The criteria set forth in § 450-110A relate to all projects affecting an historic landmark or an improvement within an historic district. The criteria set forth in § 450-110B relate to specific types of undertakings and shall be used in addition to the general criteria set forth below.

- A. In regard to all applications affecting an historic landmark or an improvement within an historic district, the following factors shall be considered:
- (1) The impact of the proposed change on the historic and architectural significance of the landmark or the historic district.
 - (2) The landmark's importance to the municipality and the extent to which its historic or architectural interest would be adversely affected to the detriment of the public interest.
 - (3) The use of any structure involved.
 - (4) The extent to which the proposed action would adversely affect the public's view of a landmark or structure within an historic district from a public street.

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- (5) If the application deals with a structure within an historic district, the impact the proposed change would have on the district's architectural or historic significance and the structure's visual compatibility with the buildings, places and structures to which it would be visually related in terms of the visual compatibility factors set forth herein.
- B. In regard to an application for new construction, alterations, additions, repairs or replacements affecting an historic landmark or an improvement within an historic district, the following factors shall be considered:
- (1) Height. The height of the proposed building shall be visually compatible with adjacent buildings.
 - (2) Proportion of the building's front facade. The relationship of the width of the building to the height of the front elevation shall be visually compatible with buildings and places to which it is visually related.
 - (3) Proportion of openings within the facility. The relationship of the width of windows to the height of windows in a building shall be visually compatible with the buildings and places to which it is visually related.
 - (4) Rhythm of solids to voids on facades fronting on public places. The relationship of solids to voids in such facades of a building shall be visually compatible with the buildings and places to which it is visually related.
 - (5) Rhythm of spacing of buildings on streets. The relationship of the building to the open space between it and adjoining buildings shall be visually compatible with the buildings and places to which it is visually related.
 - (6) Relationship of entrance and/or porch projections. The relationship of entrance and porch projections to the street to which it is visually related.
 - (7) Relationship of materials, texture and color. The relationship of materials, texture and color of the facade and roof of a building shall be visually compatible with the predominant materials used in the building to which it is visually related.
 - (8) Roof shape. The roof shape of a building shall be visually compatible with buildings to which it is visually related.
 - (9) Walls of continuity. Appurtenances of a building such as walls, open-type fencing, evergreen and landscape masses shall form cohesive walls of enclosure along a street, to the extent necessary to maintain visual compatibility of the building with the buildings and places to which it is visually related.
 - (10) Scale of building. The size of a building, the mass of a building in relationship to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.
 - (11) Directional expression of front elevation. A building shall be visually compatible with the buildings and places to which it is visually related in its dimensional character, whether this be vertical character, horizontal character or nondirectional character.
 - (12) Exterior features. A structure's related exterior features such as lighting, fences, signs, sidewalks, driveways and parking areas shall be compatible with the features of those structures to which it is visually related and shall be appropriate for the historic period for which the structure is significant.
- C. In regard to an application to demolish an historic landmark or any improvement within an historic district, the following matters shall be considered:
- (1) Its historic, architectural, cultural or scenic significance in relation to the criteria established in Article II.
 - (2) If it is within an historic district, its significance to the district as a contributing or noncontributing structure and the probable impact of its removal on the district.
 - (3) Its potential for use for those purposes currently permitted by the Zoning Ordinance.
 - (4) Its structural condition and the economic feasibility of alternatives to the proposal.
 - (5) Its importance to the municipality and the extent to which its historical or architectural value is such that its removal would be detrimental to the public interest.
 - (6) The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty and expense.
 - (7) The extent to which its retention would promote the general welfare by maintaining and increasing the real estate values, generating business, creating new jobs, attracting tourists, attracting new residents, encouraging study and interest in both American history and the history of Haddon Heights, stimulating interest and study in architecture and design, educating citizens in American culture and heritage or making the municipality a more attractive and desirable place in which to live.
- D. In regard to an application to move any historic landmark or to move any structure within an historic district, the following matters shall be considered:

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- (1) The historic loss to the site of original location and the historic district as a whole.
- (2) The compelling reasons for not retaining the landmark or structure at its present site.
- (3) The compatibility, nature and character of the current and of the proposed surrounding areas as they relate to the protection of interest and values referred to in this chapter.
- (4) If the proposed new location is within a district, visual compatibility factors as set forth in § 450-110B.
- (5) The probability of significant damage to the landmark or structure itself.
- (6) If it is to be removed from Haddon Heights, the proximity of the proposed new location to the Borough, including the accessibility to the residents of the Borough and other citizens.

§ 450-111. Effect of project approval, denial and appeal.

- A. Approval by the Planning Board, Zoning Board or Zoning Enforcement Officer, in accordance with the procedures in §§ 450-108 and 450-109, shall be deemed to be final approval pursuant to this chapter. Such approval shall neither cause nor prevent the filing of any collateral application or other proceeding required by any other municipal ordinance to be made prior to undertaking the action requested concerning the landmark or improvement in an historic district.
- B. Denial of approval shall be deemed to bar the applicant from undertaking the activity which would affect the landmark or improvement in an historic district which was the subject of the denied application.
- C. Denial of approval shall also bar the applicant from proceeding before the Planning Board, Zoning Board or Zoning Enforcement Officer with respect to any applications relating to the landmark or improvement in an historic district which was the subject of the denied application.
- D. The Planning Board may postpone demolition of a landmark for a period of six months. No Borough official shall issue a demolition permit for a landmark without approval from the Planning Board. If the Planning Board determines to postpone demolition, the Planning Board shall promptly request that the Commission initiate such actions as may lead to the preservation of the landmark or improvement.
- E. The granting or denial of approval may be appealed in the same manner as any appeal from any action by the Planning Board.

§ 450-112. Violations; notice to abate; summons; injunctive relief.

- A. If any person shall undertake any activity which affects an historic landmark or any improvement within an historic district without obtaining the Commission's review and the required approval, such person shall be deemed to be in violation of this chapter.
- B. Upon learning of the violation, the Zoning Enforcement Officer shall personally serve upon the owner of the lot whereon the violation is occurring a notice describing the violation in detail and giving the owner 10 days to abate the violation by restoring the landmark or improvement to the condition it was in prior to the violation occurring. If the owner cannot be personally served within the municipality with said notice, a copy shall be posted on the site and a copy sent to the owner at his last known address as it appears on the municipal tax rolls.
- C. In the event that the violation is not abated within 10 days of service or posting onsite, whichever is earlier, the Zoning Enforcement Officer shall cause to be issued a summons and complaint, returnable in the Municipal Court, charging violation of this chapter and specifying the wrongful conduct of the violator.
- D. Any person who is in violation of the requirements of this article shall be liable for the penalties as outlined in this chapter.
- E. If any person is in violation of this chapter, he shall be required to immediately stop the activity, apply for the Commission's review and take any necessary measures to preserve the landmarks affected pending a decision. If the project is denied, he shall immediately restore the landmark to its preactivity status. The Zoning Enforcement Officer is hereby authorized to seek injunctive relief regarding a stop action on restoration in the Superior Court, Chancery Division, not less than 10 days after the delivery of notice. Such injunctive relief shall be in addition to the penalties authorized in this chapter.
- F. In the event that any action which would permanently affect an historic landmark or historic district, or a demolition to remove the landmark is about to occur without approval having been issued, the Zoning Enforcement Officer is empowered to apply to the Superior Court of New Jersey for injunctive relief as is necessary to prevent the demolition of any landmark.

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§ 450-113. Effect on other provisions; when effective.

- A. No duties or powers of the Commission shall supersede or infringe on the powers of other Borough boards or committees.
- B. If any section or provision hereof shall be adjudged invalid, such determination shall not affect the other provisions hereof, which shall remain in full force and effect to the extent severable from such determination.
- C. All ordinances and all provisions thereof inconsistent or conflicting with the provisions of this article are hereby repealed to the extent of such conflict or inconsistency, provided that they are not otherwise required by law.
- D. This article shall take effect upon final adoption after publication thereof in accordance with law.

§ 450-114. Visual relationship of new buildings and structures to nearby historic landmarks and districts.

Any portion of a proposed site plan or subdivision located within 500 feet of an historic landmark or district or determined by the Commission to have a visual impact on the landmark or district shall be required to satisfy the following visual design standards:

- A. Buildings of different architectural styles shall be made compatible by such means as screens, sight breaks and materials.
- B. Attractive landscape transition to adjoining properties shall be provided.
- C. Harmony in texture, lines, scale, materials and masses is required while monotony shall be avoided.
- D. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to its surroundings.
- E. Colors shall be harmonious with the man-made or natural surroundings of the project and shall be typical of colors found on the landmark or within the historic district. Only compatible accents shall be permitted.
- F. The height of proposed structures may vary according to the height of existing structures that have a visual relationship to the proposed structures.
- G. Building materials and components, such as windows, door and eaves, shall have good proportions and relationships to one another and to the surrounding man-made and natural materials.
- H. All projects shall be compatible in scale, height, site planning and color with any officially designated federal, state or local historic site landmark or district.

*§ 450-114.1. Application for permit for repairs and construction.***[Added 7-20-2004 by Ord. No. 1173]**

- A. Any property owners within the Historic District who seek permits to repair or replace roofs and gutters, construct or replace fences or construct signs within the Historic District shall make application to the Historic Preservation Review Commissioner (Commission) in a form and manner to be established by the Commission.
- B. The Commission shall review all such applications in an appropriate manner, and such review does not require a public hearing. The Commission review is limited to aesthetic and placement questions and shall not include the power to grant variances or otherwise allow deviation from any other ordinance requirement.
- C. In the event that the Commission approves any such application, permits for the work shall issue, provided that the application otherwise conforms to the law.
- D. In the event that the Commission disapproves the application, the applicant shall be entitled to appear before the Haddon Heights Planning Board at its next meeting. The Commission shall be entitled to make recommendations concerning the application. The Planning Board shall take into account any such recommendation. The Planning Board shall make the final determination of any such applications.

10c. Wise Preservation Planning LLC - Company Overview



WISE PRESERVATION PLANNING LLC

1480 HILLTOP ROAD, CHESTER SPRINGS, PA. 19425
(484) 202-8187 – WWW.WISEPRES.COM

Wise Preservation Planning LLC (Wise) is a full-service historic preservation planning, research, and architectural analysis firm located in Chester Springs, Pennsylvania. Founded in 1997, Wise offers a high level of cultural resource protection and preservation planning expertise for municipalities, regional entities, developers, planning groups, historical commissions, and private individuals throughout Greater Philadelphia, Pennsylvania and New Jersey. Wise has extensive experience in historic preservation activities. Major project areas include:

- Historic Resource Surveys
- National Register and National Historic Landmark Projects
- Historic Resource Impact Studies
- Historic Structures Reports
- Municipal Planning and Training / Ordinance Drafting
- Facade Easements / Restrictive Covenants
- Transportation Planning Assistance

The consultants on staff meet the qualifications established by the National Park Service for architectural historians, take continuing education training, and are called on to provide training to historical commissions, HARBs, and municipalities.

For more information, see our website www.wisepres.com.

10d. Wise Preservation Planning LLC Consultant Resumes

Robert Wise, page 85

Seth Hinshaw, page 88

James Garrison, page 90

Jane E. Dorchester, page 92



WISE PRESERVATION PLANNING LLC

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ROBERT J. WISE, JR.

President, Wise Preservation Planning LLC, Chester Springs, PA (since 1997)

Principal of firm that provides professional historic resource protection planning and cultural resource management services to local governments, land planners, developers, attorneys, engineers, and individuals. Projects include Comprehensive, Open Space, and Master Plan Elements; Historic Resource Surveys; Historic Structures Reports; Historic Resource Impact Studies; National Register Nominations; Battlefield Preservation; Historic Resource Protection Ordinances; Municipal Planning Assistance Subdivision/Land Development Review; Conservation Easement Drafting and Documentation; Grant Writing; Research; Site Interpretation throughout Eastern Pennsylvania, New Jersey, etc.

Professional Qualifications:

- **Meets/exceeds Professional Qualification Standards** for an Architectural Historian as set forth by the U.S. Secretary of the Interior in 48 FR 44716 and 36 CFR 61.
- **Certified by the Pennsylvania Historical and Museum Commission (PHMC)** through its “Cultural Resource Essentials” (CRE) planning program (2009).
- **Certificate in Community Planning** from the Pennsylvania Municipal Planning Education Institute (2008).
- Historic American Building Survey / Historic American Engineering Record documentation training, Bucks Co. Community College (2010)

Special Projects and Accomplishments:

- **Comprehensive, Open Space, Master Plans:** Cultural Resource Protection Elements of Cape May, NJ Master Plan (2003); Upper Uwchlan Open Space Plan (2009), East Brandywine Twp. Comprehensive Plan. (2008).
- **Battlefield Preservation:** Brandywine Battlefield, Pa., Munfordville Civil War Battlefield, KY; Brandywine Battlefield, Pa., Battle of the Clouds.
- **Comprehensive Historic Resource Surveys:** Including Kennett, W. Marlborough, Pennsbury, London Grove, Franklin, Upper Uwchlan, East Bradford, Whitpain, Thornbury (Del. Co.), and Lower Providence Townships. The East Bradford Township Historic Resource Survey was the recipient of 2007 Preservation Award (Preservation Pennsylvania).
- **Historic Resource Impact Studies:** Prepares Studies throughout SE Pa. Most recent Studies include: New Student Housing for Cheyney University (Thornbury Twp.); Valhalla Brandywine (Wallace Twp.); LaRonda Mansion (Lower Merion Twp.); Sheraton Hotel Expansion (E. Whiteland Twp.).
- **Section 106 Studies:** Completes historic resource element of transportation studies: Pa. Route 52 Improvement Project (Kennett Township, 1999); Six Points Intersection Improvements (Montgomery County, 2002); Phillipsburg (NJ) Corridor (2003); Route 73 Improvements (Whitpain Twp., 2004).

Robert J. Wise, Jr. C.V., Page 2

- **National Register of Historic Places:** Successfully prepared 25 National Register nominations with over 2,300 resources, including Oxford (Oxford Borough); Eagles Mere (Eagles Mere Borough, Sullivan Co.); White Horse Village (Willistown Twp); NC Wyeth House and Studio -National Historic Landmark (Chadds Ford Twp.).
- **Preservation Consulting Services:** consults with municipal, professional entities and developers throughout Eastern Pennsylvania on a variety of cultural resource management issues.

Additional Experience

Environmental Management Center, Brandywine Conservancy, Chadds Ford, PA

Senior Planner, Historic Preservation (1993-97). Responsible for managing the Conservancy's diverse historic preservation program, including National Register Nominations, drafting local ordinances, open space and comprehensive plans, façade and conservation easement drafting, historic site surveys, environmental analysis, historic condition reports, preservation consulting, sales.

Special Projects and Accomplishments:

- Brandywine Battlefield Conservation Easement Initiative. Helped set up and coordinate two-county, five-municipality program to identify critical battlefield sites, developed a cost analysis for protecting those sites, and initiated a multi-million dollar program to purchase development rights and conservation easements on those sites. Most critical parcels on that battlefield are now protected;
- Coatesville (PA) Gateway Conservation Project;
- Port Penn (DE) Preservation Project;
- Drafted several façade easements, including Brinton 1704 House, a National Historic Landmark;
- Wrote comprehensive Historic Preservation section in the Conservancy's widely-used Environmental Management Handbook, used by municipalities throughout southeastern Pennsylvania

Education

- **Masters of Science in Historic Preservation, 1993, University of Pennsylvania**, Graduate School of Fine Arts. Recipient of Elizabeth Greene Wiley Award for Outstanding Promise. Academic Emphasis: Preservation Planning/Wharton MBA Real Estate Program
- **Masters in Business Management, 1994, The Pennsylvania State University**, Great Valley, PA, Business Administration
- **Bachelor of Arts, History, 1981 Dickinson College**, Carlisle, PA
Fulltime Internship Program: Harrisburg City Planning Bureau, 1979

Robert J. Wise, Jr. C.V., Page 3

Board Memberships

- President, Chester County Historic Preservation Network (2006-2010)
- Founder and past Chairman, Tredyffrin Historic Preservation Trust Board (since 2001)
- Board member, Vice Chairman, Chairman, Tredyffrin Township (Chester Co.) Historical and Architectural Review Board (1995-2006)
- Member, Brandywine Battlefield Task Force (1993-2003)
- Executive Board Member, Betsy Ross House Center, Philadelphia, PA (1994-1996)
- Board Member, Open Land Conservancy of Chester County, Paoli, PA (1999-2003)
- Board Member, Eagles Mere Conservancy (2001-2007)
- Historic Preservation/Planning Advisor, Protect Eagles Mere Alliance, Eagles Mere, PA (since 2011)
- Member, Historic Preservation Committee, West Vincent Township, Chester Co., PA (since 2011)

Memberships and Affiliations

- American Planning Association
- Preservation Pennsylvania
- Brandywine Conservancy
- National Trust for Historic Preservation
- National Association of Certified Home Inspectors
- Chester Co. Historical Society
- 10,000 Friends of Pennsylvania
- Preservation Alliance of Greater Philadelphia
- Montgomery Co. Historical Society

Note: From time to time some memberships may temporarily lapse.



WISE PRESERVATION PLANNING LLC

1480 HILLTOP ROAD, CHESTER SPRINGS, PA. 19425

(484) 202-8187 – WWW.WISEPRES.COM

SETH B. HINSHAW

Senior Preservation Planner, Wise Preservation Planning LLC, Chester Springs, PA (2001–Present)

Provides professional historic resource protection planning and cultural resource management services to local governments, land planners, developers, attorneys, engineers, and individuals. Projects include Historic Resource Surveys; Historic Resource Impact Studies; Historic Structures Reports; National Register Nominations; Conservation Easement Inspections; Municipal Planning Assistance Subdivision/Land Development Review; Site Interpretation, etc. throughout southeastern Pennsylvania, New Jersey, etc.

Specific specialties include property, genealogical, and municipal research, architectural and historic documentation, on-site analysis of historic resources, professional-quality measured drawings, managing PHMC-produced municipal databases of historic properties, and overall computer management of a variety of historic preservation planning projects.

Professional Qualifications:

- Meets the Professional Qualification Standards for an Architectural Historian as set forth by the Secretary of the Interior in 48 FR 44716 and 36 CFR 61.
- Certified by the Pennsylvania Historical and Museum Commission through its “Cultural Resource Essentials” (CRE) certification program (2009).
- Certificate in Community Planning from the Pennsylvania Municipal Planning Education Institute (2008).

Specific projects:

- **Historic Resource Survey** – Kennett Township, Chester Co., Pa. (2009-2011). Provided project assistance for the 660-property historic resource survey. Specific tasks include organization of the computer database, photography, architectural description, mapping, and inventory. Other survey projects include East Bradford, Upper Uwchlan, West Marlborough, and Pennsbury Townships in Chester Co.; Thornbury and Radnor in Delaware Co. and Lower Providence Twp. in Montgomery Co.
- **Historic Structures Report** – Derrick Casselberry House, Lower Providence Township, Montgomery Co., Pa. Involved extensive property research, architectural analysis. Final product, presented at a public forum, assisted township in developing plans for the property, including restoration options, adaptive reuse, site interpretation, grant options, and property maintenance.

Seth Hinshaw C.V., Page 2

- **National Register nomination** – Oxford Historic District, Oxford Borough, Chester Co., Pa. Researched and drafted nomination of late 19th century Victorian borough to the National Register. Project tasks included site analysis, photography, mapping, physical documentation, historic narrative, and all requirements in producing a document worthy of review by the Pennsylvania Historical and Museum Commission (PHMC) and the National Park Service. The historic district includes 750 historic resources. The Historic District was listed on the National Register in 2006.
- **Agricultural Resource Survey** – London Grove Township, Chester Co., Pa. Provided project assistance for 56-property historic farm survey. Tasks include photography, architectural description, completion of Pa. historic resource survey forms, and digital mapping.
- **Section 106 Studies** – Completed the historic survey element of the Route 22 Improvement Project in Phillipsburg, New Jersey (2001) in conjunction with Hunter Research, Inc., Trenton, NJ.

Other Positions

Downingtown Historical and Parks Commission, Downingtown, Pa. Commission member since 2005, Secretary since 2007. Participates in review of proposed developments in the Borough and the maintenance of the c. 1705 Downingtown Log House. Served on the committee that planned events marking the 150th anniversary of the incorporation of the Borough of Downingtown (2009).

Education

M.S. Historic Preservation, 2001, University of Pennsylvania, Graduate School of Fine Arts.

Academic Notes: Anthony Nicholas Brady Garvan Award for Outstanding Thesis

M.A. History, 1991, University of North Carolina-Greensboro.

Academic emphasis: Colonial American History

Bachelor of Arts, American History, 1988, University of North Carolina-Greensboro

Academic Accomplishments: Phi Beta Kappa, Phi Alpha Theta, University Marshal

Publications

“The Evolution of Chester County Architecture,” article printed in the *Tredyffrin Easttown Historical Society Quarterly* (vol. 43, 2006). Documented trends in residential architecture in Chester County from the late 17th century into the mid-20th century.

“How Colonial is Colonial Religious Architecture?” article printed in the *Tredyffrin Easttown Historical Society Quarterly* (vol. 46, 2009). Demonstrated the connection between the major types of colonial religious architecture along the Atlantic seaboard before the American Revolution and their Old World antecedents.

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

James B. Garrison, RA

Registered in Pennsylvania

1799 Pickering Rd., Phoenixville, PA 19460

(610) 933-1497 (H) (267) 566-6839 (C)

jbgarrison111@verizon.net**Education** Carnegie-Mellon University, B. Arch. with Honors, 1980

Employment 2009-2012 **Frens and Frens Restoration Architects, West Chester, PA**

Key Projects **Green Hall**, Washington University in St. Louis (LEED Gold, 83,000 s.f.)
Restoration of the Cornwall Iron Furnace (PA Hist. Museum Commission)
Maintenance Plans for Non-Profits (Multiple presentations.)
Andrew Wyeth Studio Restoration (Brandywine Conservancy, 2012)

2009 **Independent Practice**
The Episcopal Academy – Rehabilitation and Addn to an 18th C. Farmhouse
La Ronda – Measured Drawings & Photography (20,000 s.f. historic house.)

1997-2009 **RMJM, RMJM Hillier, Hillier Architecture, Philadelphia, PA**
Associate Principal

Key Projects **Brauer Hall**, Washington University in St. Louis (LEED Gold, 150,000 s.f.)
New School of Engineering Master Plan, Washington University in St. Louis
The Episcopal Academy – New 125 acre Campus (2001-2009)
The Lawrenceville School – Rehabilitation of historic Classrm. & Dorm.
New York City SCA – Historic Schools Term Contract (4 proj.) (2000-2005)
Restoration and Addn to the Virginia State Capitol (Palladio Award 2008)
Rittenhouse Regency Hi-rise Condominium Conversion (Adaptive Re-use)
Pennsylvania Farm Show Complex Additions & Restoration (1,000,000 sf)
Ritz-Carlton Philadelphia (Girard Trust Buildings Tax Act Adaptive Re-use)
Philadelphia Univ. – Campus Fiber Optic Network Planning and Installation
New Jersey Statehouse and Annex (Multiple Restoration Projects)
St. Louis Public Library Preservation Plan (Cass Gilbert 1907-12)
Undine Barge Club (National Historic Landmark Restoration)
John Hay Estate and National Wildlife Refuge (Building, site restoration)

1993-1997
& 1980-1983 **Historic Preservation Program-Vitetta Group, Philadelphia, PA**
Project Manager, Project Architect

Key Projects: **Pennsylvania State Capitol** – Multiple Restoration and Planning Projects,
Pennsylvania Capitol Complex Fiber Optic Network (1997)
Academy of Music (Various restoration projects)
Philadelphia City Hall – Master Plan
National Gallery of Art - West Building Skylight, Ext. Envelope Restoration

1990-1993 **Burt Hill Kosar Rittelmann Associates, Philadelphia, PA**
Project Architect/Manager

Key Projects: **Hotel du Pont and Corporate Learning Center** - \$40MM Renovation

1983-1989 **Francis Cauffman Foley Hoffmann, Philadelphia, PA**
Project Architect/Project Manager

Key Projects: **Suburban Station Office Building** - Tax Act Rehabilitation, Hi-Rise Bldg.
Bryn Mawr Presbyterian Church – Ministry Center, Campus Renovations
Historic Landmarks for Living – Adaptive Re-use of Buildings as Housing
Campus Master Planning – McNeil Pharmaceuticals, Ft. Washington, PA
St. Joseph's University – New Chapel and re-use of adj. Wm. Price residence

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

James B. Garrison C.V., Page 2**One Parkway Modernization** – Bell of Pennsylvania HQ Renovation

1978-1979 **Historic American Buildings Survey**, Summer teams in Washington, DC (under John Burns) and Charleston, WV, Hereford Lighthouse, NJ

- Activities**
- Vice Chairman – East Pikeland Historical Commission** (2011-present)
 - President and Chairman Emeritus- Board of Trustees, The Old Eagle School** (1995-2005)
 - Past Member and Chair– Tredyffrin Township Historical Architectural Review Board,**
 - Co-Founder - Tredyffrin Historic Preservation Trust,** (2000-2008)
 - Philadelphia Chapter AIA -** Board of Directors 1990-1991, Chairman Preservation Committee 1989-91, Editorial Board 1985-2005, Bookstore Committee 2008-2009
 - Lower Merion Conservancy -** Research and review noteworthy properties (1993), Lecturer 1993 to present (15 programs), Mapping Projects 1993-94, GIS Updates 2004-onward
 - Lower Merion Township Historical Board -** Service Award (1995), Design Award (2001)
 - Distinguished Service Award -** E. I. du Pont de Nemours and Company (Hotel Project, 1993)
 - National Register of Historic Places** – Nominations for Rohm & Haas Headquarters (Independence Mall), The Old Eagle School, Hillside Farm, Castle Ringstetten, Wyola Farms
 - GIS Mapping** – Historic properties for new preservation ordinances, Tredyffrin & East Pikeland
 - Palladio Award** (2008) Traditional Building, for the New Entrance to the Virginia State Capitol
- Author**
- At Home in the Delaware Valley, The Architecture of R. B. Okie*, Rizzoli International, 2013
 - Wilson Eyre – Architect*, Acanthus Press 2013
 - Excellence That Endures, the First 225 Years at the Episcopal Academy*, Alumni Society 2010
 - Great Houses of Philadelphia*, Acanthus Press 2008
 - Mastering Tradition-The Residential Architecture of John Russell Pope*, Acanthus Press 2004
 - Drawings and photos*, Various publications by The National Trust, MIT Press, Princeton Architectural Press, Acanthus Press, W. W. Norton (1980-2009)
- Speaker**
- 2006 AIA National Convention**, Los Angeles,
 - 2005 AIA Regional Conference**, Miami,
 - 2000 AIA National Convention**, Philadelphia,
 - Traditional Building** – 2006, Washington, DC
 - National Park Service** - National Roofing Conference, Philadelphia, 2000
 - Book Lectures** at the Baltimore Museum of Art, National Building Museum, Institute for Classical Architecture, Newport Preservation Society, Evergreen Museum, Society of Architectural Historians, Philadelphia Atheneum, Tudor Place, local historical societies in PA, NJ, NY and MD.
 - Classroom Lectures** – Bryn Mawr College, Philadelphia University, Temple University

JANE E. DORCHESTER, ARCHITECTURAL HISTORIAN HISTORIC PRESERVATION CONSULTING

EDUCATION

University of Pennsylvania, School of Design, Master of Science, Historic Preservation, 2001; Thesis: *The Evolution of Serpentine Stone as a Building Material in Southeastern Pennsylvania: 1727-1931*.

West Chester University, West Chester, Pa. Bachelor of Arts, Theatre Arts, Cum Laude, 1978

ACHIEVEMENTS

West Chester Downtown Foundation, Board Member 2006-2012; Chairman, Historic Preservation Awards Committee, 2008-2012

Department of General Services, Commonwealth of Pennsylvania, Certified Woman Business Enterprise, 2005-2011

Commonwealth Historic Preservation Plan Convocation, Participant, 1999

Southeastern Pennsylvania District History Day, Junior & Senior Judge, 1998-2012; History Day Fair Co-Coordinator, 2007-2010

Chester County Historic Preservation Network, Member, Steering Committee, 1997-2000

West Chester Borough Historical & Architectural Review Board, Member, Archivist, & Secretary, 1997-1999

Chester County Comprehensive Plan (*Landscapes*) & Community Planning Handbook (*Preserving Our Places*), Reviewer, 1996-1997

Pennsylvania Historical & Museum Commission's National Register Consultants List, Consultant, 1993 to 2009; Certified Consultant, 2009-2012

MEMBERSHIP

The Athenaeum of Philadelphia

Chester County Historical Society

Chester County Historic Preservation Network

Jefferson County (Pa.) Historical Society

National Trust For Historic Preservation

Preservation Alliance For Greater Philadelphia

Preservation Pennsylvania

Society of Architectural Historians, Philadelphia Chapter

Southeastern Chester County Historical Society

PROFESSIONAL EXPERIENCE

Jane E. Dorchester, Architectural Historian, Historic Preservation Consultant West Chester, Pa., Principal, January 2003 to Present

Cultural Resource Consulting Group (CRCG), Highland Park, New Jersey & Philadelphia, Pa. Principal Investigator & Project Manager, 2001 to 2003

Jane E. Dorchester, Historic Research, West Chester, Pa. Principal, 1983 to 2001

PUBLICATIONS / PRESENTATIONS

"Discovering the Significance of Our Past: The National Register of Historic Places and You!" Chester County Historic Preservation Fair Lecture Series, (Yellow Springs, Pa., 2011).

"Serpentine Buildings in Chester County." Chester County Dept. of Parks & Recreation Town Tours & Village Walks Lecture Series (Nottingham, Pa., 2010)

"Gothic Revival, Second Empire, and Queen Anne Architectural Styles [in Chester County]."

Chester County Historic Preservation Network Workshop (Chadds Ford, Pa., 2006)

"Restoring Historic Buildings in Your Borough's Downtown." Panel Discussion with Bonnie

Wilkinson Mark and Dale H. Frens, Pa. State Association of Boroughs (Hershey, Pa., 2005).

JANE E. DORCHESTER, ARCHITECTURAL HISTORIAN HISTORIC PRESERVATION CONSULTING

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PUBLICATIONS / PRESENTATIONS, Continued

“Serpentine Stone Its Use in Polychromatic Architecture in Chester County, Pennsylvania.” *The Chester County Historical Society Antiques Show Catalogue* (West Chester, Pa., 2004)
 Founding Editor, *The Chester County Ledger* (West Chester, Pa., 1997-2000)
 Contributor, *Chester County Day Newspaper* (West Chester, Pa., 1991-2010)
 Contributor, “Villages” Feature, *Sunday Local News* (West Chester, Pa., 1987-1988)

KEY PROJECTS

Historic Site/Resource Inventories and Surveys:

Thornbury Township Historic Resource Inventory, Survey & Comprehensive Plan Update, Thornbury Township, Chester County, 2008-2010
 West Chester Certified Local Historic District Historic Resource Inventory Update, 2007-2008
 East Fallowfield Historic Resource Inventory Update, 2006-2009
 West Chester Historic District Boundary Increase Historic Resource Inventory, for Cultural Resource Consulting Group, for CRCG, 2002-2003
 The Beehive Pa. Historic Resource Survey Form, Thornbury Township, Chester County, for owners, 1999-2000
 Lebanon City Comprehensive Historic Site Survey, with Ray Ott, Planner, 1990
 Middletown Borough Comprehensive Historic Site Survey, Dauphin County, with Ray Ott, Planner, 1989

Section 106 Review Studies & Pennsylvania History Code Mandated Historic Resource Surveys:

Haskell/Bissell/Beverly Rural Historic District Pa. Historic Resource Survey Form/Section 106 Review, Pennsbury Township, Chester County & Chadds Ford Township, Delaware County, with Navarro & Wright Consulting Engineers, 2009-2010
 Humphrey Charcoal Bridge Pa. Historic Resource Survey Form/Section 106 Review, Port Barnett, Pine Creek Township, Jefferson County, for Stell Environmental Enterprises, Inc., 2008-2009
 Telvil Hall Subdivision Pa. Historic Resource Survey Form, East Coventry Township, for Telvil Corp., 2006-2007
 Jordan Manor Subdivision Pa. Historic Resource Survey Form, East Nottingham Township, for E. B. Walsh & Assocs., 2005
 Whiteland Village Historic Resource Impact Study & Phase 1B Identification-Level Section 106 Review Study, West Whiteland Township, for CRCG, 2001-2002
 Jones Farm Pa. Historic Resource Survey Form, East Vincent Township, for Chester Valley Engineers, 1998
 Genesis Office Complex Project Pa. Historic Resource Survey Form, Kennett Square Borough, for Bernardon Haber Holloway Architects & Borough of Kennett Square, 1996-1997
 Moore Hall Subdivision Pa. Historic Resource Survey Form, Schuylkill Township, for Rouse Chamberlin, 1994-1995
 Charlestown Brae Subdivision Pa. Historic Resource Survey Form, Charlestown Township, for Rouse Chamberlin, 1994

Historic Resource (Impact) Studies:

Spring Valley Historic Resource Study, Concord Township, Delaware County, with Ray Ott & Associates, Land Planners, 2008.
 322 Plaza Commercial Development Historic Resource Study, Concord Township, Delaware County, with Ray Ott & Associates, Land Planners, 2006
 Farley Subdivision Historic Resource Impact Study, East Whiteland Township, with Ray Ott & Associates, Land Planners, 2004

JANE E. DORCHESTER, ARCHITECTURAL HISTORIAN HISTORIC PRESERVATION CONSULTING

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KEY PROJECTS, Continued

National Register of Historic Places Nominations:

Chandler Mill Bridge National Register Nomination, Kennett Township, for Chandler Mill Bridge Consortium, 2008-2010; placed on the National Register, 2010

Squire Cheyney Farm National Register Nomination, Thornbury Township, for Thornbury Township, 2008-2010; placed on the National Register, 2010

Hopewell Farm National Register Nomination, Valley Township, for owners, 2005-2010; placed on the National Register, 2010

Hood Octagonal School National Register Nomination, Newtown Twp., Delaware Co., for Dunwoody Village, Inc., 2004-2006; placed on the National Register, 2006

Brinton/King Farmstead Pa. Historic Resource Survey Form & National Register Nomination, Pennsbury Township, with Ray Ott, Planner, 1999-2002; placed on the National Register, 2002

Okehocking Indian Land Grant Historic District National Register Nomination, Willistown Township, for Willistown Township, 1993; placed on the National Register, 1993

South Wayne Historic District Pennsylvania Resource Survey Form & National Register Nomination, Radnor Township, Delaware County, with Ray Ott, Planner, 1989-1991; placed on the National Register, 1991

Amos Palmer House National Register Nomination, Lower Makefield Township, Bucks County, with Ray Ott, Planner, 1988, placed on the National Register, 1988

Historic Structure Reports, & Architectural & Historical Evaluations:

Christian C. Sanderson Museum Building Historical Evaluation, Chadds Ford Township, Delaware County, for Christian C. Sanderson Museum, 2009-2011

Cannonball House Architectural & Historical Evaluation, Lewes, Sussex County, Del. with Frens & Frens Restoration Architects, 2008

Eden Hill Farm Architectural & Historical Evaluation, Dover, Kent County, Del., with Frens & Frens Restoration Architects, 2007-2009

John Bell House Architectural & Historical Evaluation, Dover City, Kent County, Del., with Frens & Frens Restoration Architects, 2007

Richard Thomas Mill Historic Structure Report, West Whiteland Township, with Frens & Frens Restoration Architects, 2006-2007

Felix Darley House Architectural & Historical Evaluation, Brandywine Hundred, New Castle County, Del., with Frens & Frens Restoration Architects, 2005-2007

The Swetland Homestead Historic Structure Report, Wyoming Borough, Luzerne County, with Frens & Frens, Restoration Architects, 1998

HABS-like Photographic and Narrative Documentations:

St. Patrick Catholic Church School Expansion HABS-like Photographic Documentation, Kennett Square Borough, for Archdiocese of Philadelphia and Borough of Kennett Square, 2004

Historic Preservation Ordinances and Plans:

Borough of West Chester, Comprehensive Historic Preservation Plan, with Ray Ott & Associates, Land Planners, 2010-2011, Adopted, 2011

Borough of West Chester, Height Overlay District Ordinance, Standards and Criteria, Co-Chair, Height Overlay District Ordinance Standards and Criteria Ad Hoc Committee, 2006-2007; Adopted, 2007

10e. Newspaper Articles regarding historic preservation in Haddon Heights

"PRESERVATION CONTROVERSY LINGERS OVER HADDON HEIGHTS EFFORTS"

The Philadelphia Inquirer - Sunday, April 28, 1985

Author: Jane M. Von Bergen, *Inquirer* Staff Writer

Back in 1979, after returning from a vacation that included a tour of Main Street USA in Disney World, former Haddon Heights Mayor Joseph McCullough realized that the borough had a treasure on its hands.

"He had seen how they had re-created a Main Street," said Kathryn Lange, president of the newly formed Heights Heritage League, a historical preservation group.

"He saw we had the real thing," she said, recalling why McCullough had decided to create a historical district along the White Horse Pike, from King's Highway to Route 295.

What started out as the stuff of dusty town histories turned into a controversy over the demolition of an old house on the pike. The house has been torn down, but the controversy has been raised again in a suit filed recently in federal court in Camden.

Two real estate agents who tore down the gracious, porch-rimmed home to build an office building at 6 White Horse Pike sued the chairman of the Haddon Heights planning board, accusing him of using the historic designation to delay their request to demolish the house.

The real estate agents, George W. Sayers and Robert J. Starrett, charged in their suit that planning board chairman Anthony R. Giorgio had delayed approval because Giorgio, an architect, had not received the commission to design the building.

The suit also charged that Giorgio and his architectural partner had tried to buy the same property, close to the corner of the White Horse Pike and Kings Highway, but the former owner had rejected their bid in favor of the one from Sayers and Starrett.

The real estate agents are seeking unspecified damages as a result of financial losses they say they suffered because of the board's delay. Also named in the suit are the borough and the other eight members of the planning board.

The two real estate agents first submitted their plans for the office building, now complete but for finishing touches and landscaping, on April 8, 1984, according to their suit.

On July 12, residents turned out for an all-night meeting of the planning board at which Sayers and Starrett received permission to tear down the house and replace it with an office building.

The pair say in their suit that they should have received approval by June 3, not July 12, according to the Municipal Land Use law. And they say that the delay hurt their business.

At the April 19, 1984, planning board meeting, Giorgio said that because the site was in the borough's historic district, the Historic District Advisory Committee should first render its opinion on the plan. The suit said the committee had not been appointed at the time.

According to the board's minutes, the historic committee members were officially sworn in July 19, a week after the July 12 meeting at which the board gave its approval to the project. But, according to minutes from the July 12 meeting, the committee began meeting in April.

The minutes also mention a June 26 meeting of the historic group that was held with the real estate agents and their lawyers.

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

Neither Giorgio, Sayers nor W. Robert Fannon, borough clerk, would comment on the suit, which was filed under the federal "racketeering influenced and corrupt organization" law, which means that if their suit is successful, the real estate agents can collect triple damages.

The July 12 meeting continued until 4 a.m. the next day, when the board made its 6-3 decision to allow the demolition of the house, over the protests of the historic advisory committee and some residents.

"I guess the citizens had a false sense of security," said Lange, the president of Heritage League, which was formed after the July 12 decision. The real estate agents "were the first ones to challenge" the integrity of the historic district, she said.

"But what this has done is to raise the public's consciousness," she said.

When the matter came up for consideration last summer, Lange and others looked into the house's background. Land records showed that the property was originally owned by Benjamin Lippincott, one of the earliest developers of Haddon Heights and the land along the White Horse Pike, then known as Long A-Coming Road.

But she said the group could not determine from the records when the house was built, though they speculate that it was at least 70 years old. Known as an American four-square style home, it sat on busy White Horse Pike, across the street from a supermarket and part of a tree-lined strip dotted with businesses and offices in aristocratic, converted homes.

Also historically designated are the nearby bustling Station Avenue business strip, a cheerful commercial area with a newsstand, a drug store, kids on bikes, an American-classic municipal building, and a busy deli.

The real estate agents said the home had become dilapidated and that it would cost too much to fix. But Giorgio's architectural partner, William Lammey, said at the July 12 meeting that he and Giorgio had planned to convert the home into offices for their architectural firm by using "sweat equity."

"People have the misconception that in order to say that something is historic, you have to say that George Washington slept there," Lange said. "But that's not what the state says" about historic districts.

"The house was a contributing element to the look of the town," she said. "It was part of the streetscape."

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

"RECORDING THE HISTORIC ARCHITECTURE OF HADDON HEIGHTS"

The Philadelphia Inquirer - Wednesday, August 6, 1986

Author: *Inga Saffron, Inquirer Staff Writer*

Clutching clipboards and cameras, the two women walk briskly down Haddon Heights' steamy streets. They stop only occasionally, when something catches their eye. They look. They click. They make notes. They move on, gathering in their arms as much of the borough's history as they can carry.

In the weeks since Kathy Lange and Ann Marie Cammarota began a marathon survey of the borough's old buildings, they have learned that history's changes are wrought not over years but in mere days. So they hurry, scribbling impressions on the run.

"This aluminum siding is new," Lange observed as she stood in front of a house on West Atlantic Avenue. Just a few weeks earlier, she had marked in her notes that the original wood clapboard covered the early 20th-century Colonial Revival-style building.

A few doors away on the same street, Lange and Cammarota again were struck by the dash of time. Stone steps that stood firm from the late 19th century until this summer were being encased in pine.

Small though these alterations were, Lange and Cammarota said they were concerned about their cumulative effect on the physical stock of Haddon Heights' past. "There are some houses so worked over, you can't tell what style they were. Queen Anne, Colonial Revival or what," said Lange.

The Borough Council, also worried about maintaining the town's historic character, decided this year to commission a survey of every structure in Haddon Heights more than 50 years old. The data will be used as a guide for revamping the borough's historic -preservation laws, as well as helping some owners place their homes on the national and state historic registers.

With \$20,000 in state and federal money, the town hired Research & Archaeological Management Inc. as a consultant. The Highland Park firm turned to Lange and Cammarota, both borough residents with strong historical- society ties, to do much of the legwork.

Lange and Cammarota work as if time is running out - and it is. They must submit their raw data by Aug. 15, which allowed them just six weeks to survey more than 300 buildings.

The clock also is ticking for some of the borough's grandest homes, those on White Horse Pike's busy commercial strip. Crestmont Federal Savings & Loan has asked the courts for permission to build a branch where two historic homes now stand. Two summers ago, a four-square Colonial Revival house on the same highway was demolished to make way for a real estate company's offices and another one narrowly missed a meeting with the wreckers.

With those events in mind, Lange and Cammarota set out to record in detail the features that distinguish - or disfigure - the architecture of the borough's oldest structures. They noted size, style, materials, decoration and renovations and made other assorted observations.

"We spend about 15 minutes at each house, depending on the size," said Cammarota. "Of course, if you get a Queen Anne with a lot of extras, you have to note each one." Their reports are based entirely on what they can observe from the sidewalk or learn from researching borough records.

Whatever the weather, Lange and Cammarota plug along from early morning to late afternoon, recording the presence of a slate roof here, a gracefully curved window there. Even while studying houses nearly camouflaged beyond recognition, they sometimes spot an adornment on the roof or an intact wooden porch that survived the modern zeal for backyard privacy.

Many of the homes in Haddon Heights were built after 1885, when the Reading Seashore rail line came through the town, bringing a burgeoning middle class from the cramped city to the wide-open building lots of

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

the suburbs.

These families often picked their houses out of a catalog, called a pattern book, according to Nancy L. Zerbe, who is overseeing the survey for the consulting firm. But although the original designs were mass-produced, these early suburbanites personalized their homes with decorative moldings, stained-glass windows and whimsical turrets and towers.

"What I find amazing about this town is that it developed all around the same time," said Zerbe. Most homes fall into two style categories: Queen Anne, with its abundance of wood trim, and Colonial Revival, with such classical features as Doric columns to support the roof and pediments above the doorways.

Zerbe said the relative uniformity of the houses had given the borough a pleasant residential cohesion. It has a main shopping street, Station Avenue, and clearly defined geographical borders. Kings Highway, Black Horse Pike and Route 295 encircle the borough.

Lange, who is president of the borough Heritage League, said many homes had survived through the poverty of their owners. Because remodeling is expensive, she said, "these old houses are going to benefit from a little benign neglect."

In historic sections where houses have fallen into disrepair, aluminum siding might be looked on as an improvement by the neighbors, said Cammarota.

"Many people don't realize aluminum siding can change the character of a historic house," she said. "Those things that we considered as updating 10 to 15 years ago are considered not in good form today."

Cammarota said the survey is "redefining exactly what is there and what should be preserved." After the work is finished, the consulting firm will submit a book that includes a page of description and a photograph of every historic building in town.

On paper, at least, every home will be preserved forever.

INTENSIVE-LEVEL ARCHITECTURAL SURVEY: PROJECT REPORT

"HADDON HEIGHTS CONSIDERS A TOUGHER PRESERVATION LAW"**The Philadelphia Inquirer** - Monday, September 8, 1986**Author:** *Inga Saffron, Inquirer Staff Writer*

Since Haddon Heights created a historic district a dozen years ago to protect its stock of elegant turn-of-the-century homes, two grand houses along the White Horse Pike have met with the wrecker's ball, and a local bank is hoping to clear away two more.

Along the residential side streets off Station Avenue, Haddon Heights' main downtown shopping street, houses that once were graced with gingerbread trim, whimsical turrets and towers and sturdy clapboard now are sheathed in aluminum siding, their distinguishing features masked.

In an effort to slow the erosion of the borough's past, the Haddon Heights Council is considering a tougher version of its 1974 preservation law, one that would allow the planning board to veto major changes to the exterior of buildings in the designated historic district. The council will hold a public hearing at 7:30 p.m. tomorrow before voting on the legislation.

Councilman Edward F. Fitzgerald said the old preservation law was too vague to do its intended job. The new law, he said, would establish a review procedure to be followed when an owner contemplated anything from new roofing shingles to demolition in the historic district, which includes five blocks of the White Horse Pike, two blocks of Station Avenue and four pre-Revolution houses.

The law gives the borough planning board power to reject any project by blocking the approval of building permits, although owners may appeal the decisions in court. The council also would be able to expand or contract the size of the district through ordinances.

At the same time, Fitzgerald insisted that the new law was "not as restrictive as people think" and attempted to persuade rather than prohibit.

A key component is the Historical District Review Committee, which would offer all borough homeowners advice about maintaining the original characteristics of their buildings.

The committee would send recommendations on homes in the district to the planning board, which would hold hearings on major alterations.

Fitzgerald said the legislation also would enable the borough to qualify for state grants. Haddon Heights already has applied to the state for an \$8,000 grant to hire another part-time zoning code enforcer and to start a program to educate residents about the borough's history.

Haddon Heights has been trying to wrest its historical character from years of neglect and bad repairs. On Station Avenue, borough crews are laying brick sidewalks, and store owners are sprucing up their buildings. The borough has preserved four 18th-century houses, and this summer it conducted an extensive survey of every building that was more than 50 years old.

PROPERTY REPORT

Property ID: **-1735978667**

Property Name: 1001 NORTH PARK AVE **Ownership:** Private
Address: 1001 N PARK AVE **Apartment #:** **ZIP:** 08035

PROPERTY LOCATION(S):

County:	Municipality:	Local Place Name:	USGS Quad:	Block:	Lot:
CAMDEN	Haddon Heights borough		Camden	47	7

Property Photo:



Old HSI Number:

NRIS Number:

HABS/HAER Number:

Description:

This property contains a large, 2-story, frame, Colonial Revival style house. Key architectural features of this large and very well maintained house include the overall massing, original materials including windows and wooden siding, pavilions and eyebrow dormer. The basic building footprint is roughly rectangular with a complex, asphalt shingle covered, hipped roof. The walls throughout are wood shingled and the windows appear to be original. Unfortunately mature foliage around the house makes this house difficult to adequately describe. The main façade faces the intersection of Tenth and N. Park Avenues. The roof features a centered hipped roof dormer with dual 9 light casement windows. A banded brick chimney pierces the roof crest behind the dormer. One of the main features of the façade is a large 3-paneled oriel left of center. It has a pyramidal roof, three 9x1 windows. The windows here and throughout the house have splayed lintels. There are other windows on the 2nd floor of the façade, including a paired windows right of center; most cannot be accurately described due to vegetation. The other main feature on the façade is the porch. It occupies the right 2/3s of the façade and includes a hipped roof supported by Tuscan posts. They sit on a shingled solid wall that acts as a railing for the porch. A set of wide wooden stairs accesses the right side of the porch opposite an entrance. The entrance consists of a single door (multi-paned French type storm door) flanked by two narrow sash windows. To the left of the door are two other 9x1 windows. Fenestration left of the porch (under the pavilion) consists of a stained glass (diamond panes) clerestory type window flanked by two 9x1 windows.

The façade facing Tenth Street includes complicated massing consisting of a main wall plane with what appears to be an enclosed section

Survey Name: Haddon Heights Historic Resource Survey 2012

Property ID:

Page 1

Principal Investigator: Robert J Wise

(Primary Contact)

-1735978667

Organization: Wise Preservation Planning LLC

of the aforementioned front porch, a large, 2-story, hipped section projecting outward past the enclosed porch, and a 3-paneled oriel with a pyramidal hipped roof projecting from the second floor of the large 2-story hipped section. The enclosed porch has a band of 4 9x1 windows. There are 2 9x1 sash windows on the 1st floor of the projecting section. Fenestration on the second floor includes a paired yet narrow 4x4 windows on the main wall plane over the porch, a single 9x1 window on the projecting section, and three 9x1 windows on the oriel. Finally, a very narrow eyebrow dormer is located on the main roof.

The façade facing N. Park Ave. is obscured but it appears to have a stair and porch element, and thus may have been designed as the main entrance overlooking the park.

The façade overlooking the driveway (which originates from N. Park Ave.) has a hipped roof attic dormer and two brick chimneys. The one closer to the SW corner is attached and has a corbelled top. Two squared oriels are located under the hipped roof's overhanging eaves. Each has two sash windows; a 5th such window is centered between the oriels. The first floor is largely taken up by what appears to be a 2-section, hipped roofed enclosed porch with banded windows and a single sash.

This property has two garages or sheds. They appear to be original to the house or constructed around that time. Like the house they have asphalt shingled, front end hipped roofs, molded cornice, and 9x1 original sash windows. The garage (may be a shed) closest to Tenth Avenue has a double hinged main door. The garage closest to North Park Avenue has a roof that extends several feet over the main door (an uncommon feature). The roof is supported by Tuscan columns atop 2' squared brick bases. The door is of the wooden overhead variety.

Setting:

The property is located at the intersection of Tenth Avenue and North Park Avenue. This residence is the largest house on the street. The house overlooks North Park Avenue. The house sits on a flat lot with mature trees. A drive running off N Park Ave. reaches the property's 2 garages behind the house.

Registration and Status Dates:

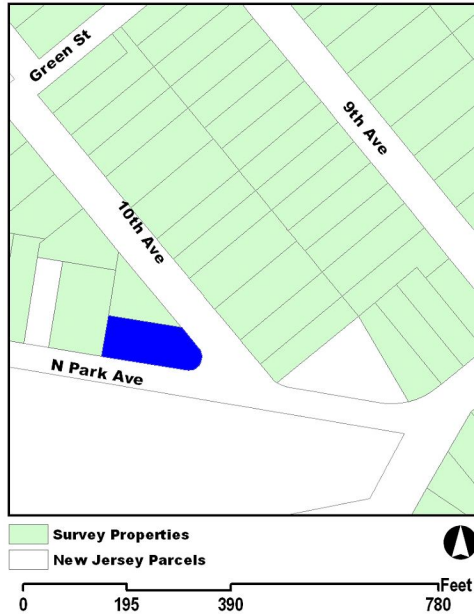
National Historic Landmark?:
National Register:
New Jersey Register:
Determination of Eligibility:
Certification of Eligibility:

SHPO Opinion:
Local Designation:
Other Designation:
Other Designation Date:

Eligibility Worksheet included in present survey?

Is this Property an identifiable farm or former farm?

Location Map:



Site Map:

BIBLIOGRAPHY:

Survey Name: Haddon Heights Historic Resource Survey 2012
Principal Investigator: Robert J Wise
Organization: Wise Preservation Planning LLC

(Primary Contact) **Property ID:** -1735978667

Additional Information:

More Research Needed? (checked=Yes)

INTENSIVE-LEVEL USE ONLY:

Attachments Included:

<input type="checkbox"/> Building	<input type="checkbox"/> Bridge
<input type="checkbox"/> Structure	<input type="checkbox"/> Landscape
<input type="checkbox"/> Object	<input type="checkbox"/> Industry

Historic District ?

District Name: not applicable

Status:

Associated Archeological Site/Deposits?

(known or potential sites. If Yes, please describe briefly)

Conversion Problem? **ConversionNote:** Null

Date form completed: 9/11/2012

Survey Name: Haddon Heights Historic Resource Survey 2012

Principal Investigator: Robert J Wise

Organization: Wise Preservation Planning LLC

Property ID:

Page 3

(Primary Contact)

-1735978667

ELIGIBILITY WORKSHEET - Properties

Property ID -1735978667

History:

This area of Haddon Heights lies in the upper center portion of the borough, bordered by Kings Highway to the north, Station Avenue to the South, West Atlantic Avenue to the west, and Glover and North Park Avenues to the east. Some of the borough's earliest development-era buildings were constructed here, beginning with West Atlantic and Station Avenues. These lots, and those on the east side of 8th Street, which were developed with houses by 1907, were part of B.A. Lippincott's Prospect Ridge Plan. Houses constructed on the east side of 8th Avenue and north of Green Street were developed by the F. Fries Company. Those constructed on lots between Green Street and Station Road, on the west side of 8th and the east side of 9th Avenues, were part of the Haddon Heights Plan No. 2. Construction continued spreading west towards 10th such that by the early 1920s 10th Avenue was largely built out, mainly by the Fries Company. Although there are some older resources along North Park Avenue, including the Hinchman-Hurley House (c. 1699 & 1820), areas including the northern part of 10th Street and west to Glover Avenue were developed largely by the 1930s.

The house on the subject tract was constructed c. 1908. The Hopkins Atlas of 1907 shows a vacant lot in this location, part of the Park Place Plan. The house first appears on the Sanborn Map of 1909.

Statement of Significance:

The house on the subject tract appears to be eligible for the National Register (and the New Jersey State Register) under Criterion C for architecture. It is a large and high style Colonial Revival style residence with many original features.

Eligibility for New Jersey and National Registers: Yes No National Register Criteria: A B C D

Level of Significance: Local State National

Justification of Eligibility/Ineligibility:

High style Colonial Revival residence

Total Number of Attachments: 0

List of Element Names:

Narrative Boundary Description:

Same as block/lot.

Date Form Completed: 9/18/2012

Survey Name: Haddon Heights Historic Resource Survey 2012

Principal Investigator: Robert J Wise

Organization: Wise Preservation Planning LLC

Property ID:

-1735978667

Page 4

(Primary Contact)

BOROUGH OF HADDON HEIGHTS
INTENSIVE-LEVEL ARCHITECTURAL SURVEY PROJECT – ADDITIONAL PHOTOGRAPHS

1001 North Park Avenue



one more second floor window, there is an engaged brick chimney for a basement boiler. Continuing to the right hand end bay, there are two apartment entry doors, each with a window over. The right window opening has a segmental arch over a unit with a higher sill than its neighbor.

The left side facing 605 Station Avenue is an alley façade with window opening grouped under segmental arches and stacked directly in line, larger second floor windows over smaller first floor. The engaged brick boiler chimney for 603 corresponds to the one for 601 on the other side.

The rear façade is completely exposed by virtue of the corner setting. It is painted brick, with a single service door for 603 and a small double one over one window unit to either side of the party wall separating 603 and 601. The overhead utility connections from the street poles are surface mounted to the various service entrances on this façade.

History

This area of Haddon Heights lies in the upper center portion of the borough, bordered by Kings Highway to the north, Station Avenue to the South, West Atlantic Avenue to the west, and Glover and North Park Avenues to the east. Some of the borough's earliest development-era buildings were constructed here, beginning with West Atlantic and Station Avenues. These lots, and those on the east side of 8th Street, which were developed with houses by 1907, were part of B.A. Lippincott's Prospect Ridge Plan. Houses constructed on the east side of 8th Avenue and north of Green Street were developed by the F. Fries Company. Those constructed on lots between Green Street and Station Road, on the west side of 8th and the east side of 9th Avenues, were part of the Haddon Heights Plan No. 2. Construction continued spreading west towards 10th such that by the early 1920s 10th Avenue was largely built out, mainly by the Fries Company. Although there are some older resources along North Park Avenue, including the Hinchman-Hurley House (c. 1699 & 1820), areas including the northern part of 10th Street and west to Glover Avenue were developed largely by the 1930s.

The building on the subject tract was constructed c. 1910 (the 1986 survey provides a date of construction of c. 1920). The property is indicated as part of the B.A. Lippincott "Prospect Ridge" Plan on the Hopkins Atlas of 1907, which shows an earlier frame house on the property. The earlier house also appears on the Sanborn Atlas of 1909. The current building first appears on the Sanborn Atlas of 1914, clearly indicated as a brick building. It appears on the later Sanborn Atlases as well (1922, 1927).

Eligibility

The building is a contributing resource in the Station Avenue Historic District. It does not appear to have the architectural integrity to be individually eligible for the National or New Jersey State Registers of Historic Places.

Setting:

The property is located at the southwestern corner of Station Avenue and West Atlantic Avenue. The two street facades are set back slightly from the building lines, enabling an additional area of brick paving on Station Avenue and a wide concrete paved seating area on Atlantic Avenue. There is one mature street tree on the Station Avenue side and a continuation of the grass buffer between the concrete sidewalk and curb along Atlantic Avenue.

Registration and Status **National Historic Landmark?:**

National Register: 11/13/1989

New Jersey Register: 9/14/1989

Determination of Eligibility:

Certification of Eligibility:

SHPO Opinion:

Local Designation:

Other Designation:

Other Designation Date:

Eligibility Worksheet included in present survey?

Is this Property an identifiable farm or former farm?

Survey Name: Haddon Heights Historic Resource Survey 2012

Surveyor: Jim Garrison

Organization: Wise Preservation Planning LLC

Property ID:

1725952297

(Primary Contact)

Location Map:



Site Map:

BIBLIOGRAPHY:

Additional Information:

0418_28_27

More Research Needed? (checked=Yes)

INTENSIVE-LEVEL USE ONLY:

Attachments Included: 0 Building 0 Bridge
 0 Structure 0 Landscape
 0 Object 0 Industry

Historic District ?

District Name: not applicable

Status:

Associated Archeological Site/Deposits?

(known or potential sites. If Yes, please describe briefly)

Conversion Problem? ConversionNote: 724

Date form completed: 7/9/2012

Survey Name: Haddon Heights Historic Resource Survey 2012

Surveyor: Jim Garrison

Organization: Wise Preservation Planning LLC

Property ID:

Page 3

(Primary Contact)

1725952297

BOROUGH OF HADDON HEIGHTS
INTENSIVE-LEVEL ARCHITECTURAL SURVEY PROJECT – ADDITIONAL PHOTOGRAPHS

601 Station Avenue



PROPERTY REPORT

Property ID: -377411166

Property Name: 607 STATION AVE **Ownership:** Private
Address: 607 STATION AVE **Apartment #:** **ZIP:** 08035

PROPERTY LOCATION(S):

County:	Municipality:	Local Place Name:	USGS Quad:	Block:	Lot:
CAMDEN	Haddon Heights borough		Camden	28	29

Property Photo:



Old HSI Number: 0418-HD2-[025]

NRIS Number:

HABS/HAER Number:

Description:

This building is the left side of the pair, where the entrance to the second floor apartments separates the storefronts for 607 and 605. The original storefront has been completely replaced by glass block on a new brick base that is not a close match to the adjacent ironspot brick. The entry door to the commercial space is a wood panel door with a large arched glass upper panel. This recently installed door is not like any others in the block. The second floor is dominated by an almost full width, five sided, classically detailed bay with two large one over one windows in the center, flanked by angled units of the same size, then short returns perpendicular to the face of the building. The windows are aluminum replacements with a six light snap in grid in the upper sash. The bay itself is painted wood with a flat roof hidden by a shallow denticulated cornice. The bay parapet is slightly lower than the adjacent copings over the brick walls. The bay soffit has two console brackets aligned with the angled corners above. On the right, the orange iron spot brick continues to the bay window of the adjoining building, #605. The hooded apartment entrance in the center is shared with #605 in a wide element with a recessed brick panel at the second floor level.

The left side wall is a party wall with #609 for about one third of the depth of the building before it steps in to form a narrow light well extending to the back. There are four windows on the second level, the first level was not visible in this survey. All of the windows are aluminum. The rearmost bay of the side elevation is one story brick with a frame addition over. The right side is a full length party wall, shared with #605.

Survey Name: Haddon Heights Historic Resource Survey 2012

Surveyor: Jim Garrison

Organization: Wise Preservation Planning LLC

Property ID:

-377411166

Page 1

(Primary Contact)

History

This area of Haddon Heights lies in the upper center portion of the borough, bordered by Kings Highway to the north, Station Avenue to the South, West Atlantic Avenue to the west, and Glover and North Park Avenues to the east. Some of the borough's earliest development-era buildings were constructed here, beginning with West Atlantic and Station Avenues. These lots, and those on the east side of 8th Street, which were developed with houses by 1907, were part of B.A. Lippincott's Prospect Ridge Plan. Houses constructed on the east side of 8th Avenue and north of Green Street were developed by the F. Fries Company. Those constructed on lots between Green Street and Station Road, on the west side of 8th and the east side of 9th Avenues, were part of the Haddon Heights Plan No. 2. Construction continued spreading west towards 10th such that by the early 1920s 10th Avenue was largely built out, mainly by the Fries Company. Although there are some older resources along North Park Avenue, including the Hinchman-Hurley House (c. 1699 & 1820), areas including the northern part of 10th Street and west to Glover Avenue were developed largely by the 1930s.

The building on the subject tract was constructed c. 1920, according to the 1986 survey. The property is indicated as part of the B.A. Lippincott "Prospect Ridge" Plan on the Hopkins Atlas of 1907. The building does not appear on the Hopkins Atlas or the later Sanborn Atlases of 1909 or 1914. It first appears on the Sanborn Atlas of 1922.

Eligibility

The building is a contributing resource in the Station Avenue Historic District. It does not appear to have the architectural integrity to be individually eligible for the National or New Jersey State Registers of Historic Places.

Setting:

The property is the left portion of the right hand pair of a six part, two story commercial block consisting of three pairs of storefronts with apartments above. The buildings abut the property line at the street, and extend most of the depth of the lots. The concrete sidewalk has a brick strip adjacent to the concrete curb. There are no street trees at any part of this commercial block.

Registration and Status Dates: National Historic Landmark?:

National Register: 11/13/1989

SHPO Opinion:

New Jersey Register: 9/14/1989

Local Designation:

Determination of Eligibility:

Other Designation:

Certification of Eligibility:

Other Designation Date:

Eligibility Worksheet included in present survey?

Is this Property an identifiable farm or former farm?

Survey Name: Haddon Heights Historic Resource Survey 2012

Property ID:

Page 2

Surveyor: Jim Garrison

(Primary Contact)

-377411166

Organization: Wise Preservation Planning LLC

Location Map:



Site Map:

BIBLIOGRAPHY:

Additional Information:

0418_28_29

More Research Needed? (checked=Yes)

INTENSIVE-LEVEL USE ONLY:

Attachments Included: 0 Building 0 Bridge
 0 Structure 0 Landscape
 0 Object 0 Industry

Historic District ?

District Name: not applicable

Status:

Associated Archeological Site/Deposits?

(known or potential sites. If Yes, please describe briefly)

Conversion Problem? ConversionNote: 729

Date form completed: 7/9/2012

Survey Name: Haddon Heights Historic Resource Survey 2012

Surveyor: Jim Garrison

Organization: Wise Preservation Planning LLC

Property ID:

Page 3

(Primary Contact)

-37741166

BOROUGH OF HADDON HEIGHTS
INTENSIVE-LEVEL ARCHITECTURAL SURVEY PROJECT – ADDITIONAL PHOTOGRAPHS

607 Station Avenue





REQUEST FOR PROPOSAL PENNSYLVANIA HISTORIC RESOURCE SURVEY COST PROPOSAL

September 29, 2023



PREPARED FOR:

Borough of Columbia, Lancaster County

PREPARED BY:



NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.

151 RENO AVENUE
NEW CUMBERLAND, PA 17070

PHONE: 717.441.2216
FAX: 717.441.2218

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www.navarrowright.com

Request For Proposal for Historic Resources Survey, Columbia Borough

Cost Proposal

N&W will complete the Historic Resource Survey, as outlined in the technical proposal work plan and project approach, for a **Lump Sum** fee of **Ninety-Eight Thousand, Five Hundred Dollars (\$98,500.00)**. This fee includes all labor and direct expenses anticipated to complete the project, as scoped. An invoice will be rendered every thirty (30) calendar days and/or at the completion of the project.

Item	Cost
Coordination with Borough & PHMC	\$8,000
Background Research	\$14,000
Fieldwork	\$50,000
QA/QC of Data	\$11,000
Reporting	\$15,500
Total	\$98,500

Respectfully Submitted,

Paul J. Navarro, PE
President & CEO



REQUEST FOR PROPOSAL PENNSYLVANIA HISTORIC RESOURCE SURVEY TECHNICAL PROPOSAL

September 29, 2023



PREPARED FOR:

Borough of Columbia, Lancaster County

PREPARED BY:



NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.

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September 28, 2023

Columbia Borough
308 Locust Street
Columbia, PA 17512-1121

Attn: Mark E. Stivers, AICP, Borough Manager

RE: **BOROUGH OF COLUMBIA LANCASTER COUNTY, PENNSYLVANIA REQUEST FOR PROPOSALS**

Navarro & Wright Consulting Engineers, Inc. (N&W) is pleased to offer the attached proposal to perform a cultural resource survey of the historic district within the Borough of Columbia, Lancaster County, PA.

Our attached proposal details our team's qualifications, our past experience with cultural resources-related projects as well as our approach to this project. The primary contact/project manager for this contract is:

Kristen E. Janowski, M.A.
Cell: 717.421.6260
kjanowski@navarrowright.com

Ms. Janowski is an Architectural Historian with 18 years of experience in the cultural resources field. She meets the Secretary of the Interior's standards for an architectural historian and has conducted historic resource surveys across the eastern United States, HAER recordations, mitigation efforts, and working with consulting parties on various projects.

Ms. Janowski will make herself available at any point to meet with you, at your convenience, to discuss the contract and our approach.

Kind Regards,

NAVARRO & WRIGHT CONSULTING ENGINEERS, INC.

A handwritten signature in black ink that reads 'Paul J. Navarro'.

Paul J. Navarro, P.E.
President & CEO

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The image features a large white circle on the right side, set against a blue background. The circle has a dark blue shadow on its left side, creating a 3D effect. The text 'WORK PLAN' is positioned to the right of the circle.

WORK PLAN

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Request For Proposal for Historic Resources Survey, Columbia Borough

Technical Work Plan

As a decision for this project is expected in mid-October 2023, the following schedule is based upon this date. N&W anticipates adherence to the following schedule, barring any extreme circumstances or weather-related conditions that interfere with fieldwork.

By the end of November 1, 2023, N&W will meet with Columbia Borough to initiate the survey. N&W also anticipates engaging other local stakeholders such as Columbia's Historic Architectural Review Board (HARB) and Columbia Preservation Society. This meeting will work to acknowledge and finalize the goals of the project and how N&W will meet them.

Next, N&W will contact the Pennsylvania Above Ground Survey (PAGS) Coordinator, Elizabeth Schutlz, of the Pennsylvania Historic and Museum Commission (PHMC), to review the survey process and to ensure the Columbia Historic District survey will meet the most up-to-date requirements of the PHMC. This will include discussing any updates to ESRI's Surveyor or Survey123, the applications the PHMC uses to collect data for PA-SHARE, the statewide cultural resources database and GIS website. N&W anticipates contacting the PHMC by November 30, 2023.

During the contact with stakeholders, N&W will review existing material on the Columbia Historic District, including the National Register of Historic Places nomination submission and the HDA submission, the data in PA-SHARE, and learning the historical context of this district. Data collection begins here, with the notation of the individual resources already listed in PA-SHARE, as well as those individually listed in the NRHP nomination and HDA. Datasets will be compiled to serve as a starting point for the survey. Also, N&W will coordinate and consult with the Borough and the PHMC as to the best way to integrate the existing information on the inventory lists with the new resource records. N&W anticipates this will be completed by December 29, 2023.

N&W anticipates beginning fieldwork at the start of 2024. A plan will be drafted to systematically document the resources within the 22-block district. This will involve a crew of trained surveyors with historic architecture experience and previous survey experience to document each of the existing 1,535 resources within the Columbia Historic District. This will be done using the Survey123 application on either a phone or tablet. The resource will be photographed, mapped, and pertinent information recorded in the application, then saved.

Data from the fieldwork will be uploaded into Surveyor, the sister application for Survey123. This will allow N&W to review the field entries and perform a quality control check. Any additional information will be added at this time. Also, during this step, N&W will integrate existing information for previously recorded documents. N&W anticipates fieldwork to be completed by April 30, 2024, and the individual resources data entry and QA/QC completed by July 31, 2024.

After the fieldwork and its QA/QC is completed, N&W will commence work on the final report. This report will include a narrative of the work completed, an evaluation of the project overall, a summary of the findings from the survey, and recommendations for additional work and preservation planning. N&W anticipates this will be completed by September 30, 2024.

The submission of the resources to PHMC, and the final report with a physical copy of the survey data and GIS digital shapefiles of the survey will be submitted to the Columbia Borough by October 30, 2024.

Tentative Work Schedule

Date Completed By	Task
November 1, 2023	Meet with Columbia Borough & local stakeholders
November 30, 2023	Contact PHMC regarding Survey
December 29, 2023	Review of existing historic district resources
January 15, 2024	Fieldwork begins
January 22, 2024	Internal QA/QC of resources in Survey begins
April 30, 2024	Field work complete
July 31, 2024	QA/QC of resources in Surveyor completed
September 30, 2024	Report completed and draft submitted to Columbia Borough
October 31, 2024	Final report submitted to Columbia Borough



PROJECT APPROACH

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Request For Proposal for Historic Resources Survey, Columbia Borough

Project Approach

Despite efforts to maintain the historic integrity of historic districts, changes will occur over time. Revisiting the district and its resources to provide an up-to-date list of resources and historic district conditions benefits the municipality, residents, and businesses. Columbia's National Register of Historic Places nomination form was drafted in 1980 and certified in 1983. In 1995, a Historic Property Survey was conducted, and then in 2002 the Borough adopted Ordinance No. 695, establishing the historic district and its Historic Architectural Review Board (HARB) to better protect the integrity of the district. Thus, it's been 40 years since the original survey, and 20 years since the Borough acted to protect its resource. A reassessment of the historic district's contributing resources, complete with documentation of their materials, descriptions, dates, and locations using modern technology will benefit the Borough as it plans for the future.

N&W recognizes the scope of this project is massive. With more than 1,500 resources within the 22-block historic district, the need for planning and organization is key to a successful survey. Work begins with meeting with Columbia Borough officials and other local stakeholders to ensure N&W understands their vision and goals for this project. Following this meeting, N&W will consult with the PHMC regarding their survey requirements and expectations. Once these initial consultations are completed, planning for fieldwork can commence.

Knowing the history of the borough and the background of the historic district are key to a successful survey. N&W will review existing documentation found on PA-SHARE and from the Borough and/or local stakeholders. PA-SHARE shows individually documented contributing resources within the historic district, and these will be noted and mapped prior to fieldwork to ensure duplicate entries are not created. N&W will create mapping of the 22 blocks of the district, so that we can track progress and make notations while surveying.

N&W anticipates two to four surveyors collecting data at a time. They will be overseen by Kristen Janowski, the project manager. Each surveyor will be equipped with a tablet or phone with Survey123 software. Survey123 is the application that interfaces with Surveyor, the platform used by the PHMC to

collect data and upload into PA-SHARE. N&W intends to collect the minimum data required by the PHMC, and this includes:

- Location data (County, Municipality, Street Address)
- A map showing location
- Use data (Type, Ownership, Historic Use, Current Use)
- Description (Exterior Materials, Stories and Bays)
- At least one photograph.

To be most efficient, the surveyors may preload data into Survey123. As they move down a block, they will photograph each building, map its location, and gather other required data. These datasets will be uploaded to a database at the end of each day, so that quality control can be conducted by an office-based team.

As the fieldwork occurs, QA/QC will be conducted on the entries. This will allow feedback to the survey team so that they can revisit a resource if necessary, and also ensure the survey is on track. Previously documented resources will be updated.

At the completion of the fieldwork, N&W will write the final report summarizing the work, the resources in the district, an assessment of the successes and challenges of the project, and recommendations for future work. This report will include a listing of the documented resources in the Columbia Historic District. N&W has submitted a timeline with this proposal, but acknowledges events may occur that may require amendments to the timeline. If this occurs, N&W will consult with the Borough to ensure their agreement with the amendments. At the Borough's request, N&W will provide monthly updates on the project.

N&W's Expectation of the Borough

1. N&W requests the Borough inform residents of the survey, as people are wary of others taking photographs of their residences or buildings.
2. N&W requests the Borough to provide GIS shapefiles and data that will aid with mapping for the project, both for fieldwork and to show any recommendations or changes to the district in the final product.
3. N&W requests the Borough or local stakeholders provide N&W with data pertaining to the historic district that may help the survey and final product. This could be information regarding specific buildings or blocks, concerns about resources or areas, or any other information the Borough and local stakeholders deem relevant.

TEAM QUALIFICATIONS

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**HISTORIC RESOURCE SURVEY
BOROUGH OF COLUMBIA
LANCASTER COUNTY, PA**



MARK STIVER, AICP
BOROUGH MANAGER

ROBERT KOLMANSBERGER
QA/QC MANAGER

KRISTEN JANOWSKI, MA
PROJECT MANAGER

PAUL NAVARRO, PE
PRINCIPAL-IN-CHARGE

**HISTORIC
RESOURCES**

Shanna Mulford
Sophie Boyle

**GEOGRAPHIC
INFORMATION SYTEMS**

Timothy Carn, MA, RPA
Shanna Mulford

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KRISTEN JANOWSKI, MA

Cultural Resources Group
Leader / Architectural Historian

EDUCATION

M.A. / Anthropology-Ethnohistory,
University of Missouri-Columbia,
1997

B.A. / Anthropology, Central
Connecticut State University, 1994

EXPERIENCE

Years with N&W:

- 7

Years with other firms:

- 4

Ms. Janowski has over 18 years of experience in cultural resources management and has conducted surveys throughout the eastern United States. The variety of projects she has worked on include transportation, private and public development, telecommunications, and energy pipelines. Her experience includes nominating historic resources to the National Register of Historic Places, HABS/HAER/HALS documentation, evaluating the effects of transportation projects on historic resources, conducting large-scale historic architecture surveys, mitigation projects, and a statewide historic theater survey. As a historian, she has collected oral histories, written historical contexts, and researched underrepresented peoples within geographic areas in Pennsylvania. Her current responsibilities include the development of technical proposals and cost estimates, project management, personnel, and authorship of project documents.

Ms. Janowski has been involved in National Environmental Policy Act (NEPA) compliance issues and consultation under Section 106 of the National Historic Preservation Act of 1966 (NHPA). She meets the standards of the Secretary of the Interior for architectural historian. Ms. Janowski has submitted reports to numerous State Historic Preservation Offices and presented at national conferences.

PROJECT EXPERIENCE

Assessment of Existing Historic Districts, Upper Allen Township, Cumberland County, PA. Assessed four existing historic districts in the township created in the 1970s under the Historic District Act to see if they still merited being called historic districts.

PHMC Baseline Survey, Pike, Wayne & Schuylkill Counties, PA. Conducted a baseline survey in three counties to collect historic structure and archaeological data in those counties. This survey led to more than 1,200 resources being added to PA-SHARE.

Chesapeake Bay Bridge Tier 1 EIS, Maryland. Field reconnaissance over three counties within three separate Corridor of Activities for National Register eligible properties and completion of the Tier 1 EIS report. Also categorized public comments to the report.

Delaware Canal Historic Structures Work, various locations, Department of Cultural and Natural Resources. Assistance with various aspects of Section 106 work for various projects along the Delaware Canal State Park. Work includes Project Initiation with PHMC, Consulting Party Initiation, and Determination of Effects (DOE) Reports.

S.R. 0403 Roadway Improvements, Conemaugh Township, Somerset County, PA, PennDOT District 9-0. Documented six resources, including a cemetery, farm, and former mill.

PROJECT EXPERIENCE

S.R. 0006/S.R. 0187 Intersection Improvement, Wysox Township, Bradford County, PA, PennDOT District 3-0. Documented and assessed our historic resources in the village of Wysox on Pennsylvania HRSF's.

US 220 - Maryland State Line to Narrow Lane, Bedford Co, PA, PennDOT District 9-0. Documented two historic farms on Pennsylvania Historic Resource Survey Forms (HRSFs).

S.R. 0222/S.R. 0324 Intersection Improvements, Lancaster Township, Lancaster County, PA, PennDOT District 8-0. Documented and assessed two properties — the Dirty Ol' Tavern and the Edison Electric Power Plant — on Pennsylvania Historic Resource Survey Forms (HRSF).

Gas Pipeline, Multi-Municipality, Lycoming County, PA. Conducted a historic structures survey for a proposed five-mile pipeline across an agricultural landscape of Lycoming County. This required photographic documentation of numerous historic structures, background research, and completion of PA Historical Resource Survey Forms.

Paxton/Sycamore Street Improvement, Swatara Township, Dauphin County, PA, PennDOT District 8-0. Documented the Paxton Ministry and M&T bank building on a Pennsylvania Historic Resource Survey Form (HRSF).

S.R. 1037, Accomac Road, Hellam Township, York County, PA, PennDOT District 8-0. Documented a former sawmill on a Pennsylvania Historic Resource Survey Form (HRSF).

S.R. 7205 West Loop Road Bridge Replacement, Frankstown Township, Blair County, PennDOT District 9-0. Documented and assessed the David C. Thomas Farm on a Pennsylvania agricultural HRSF.

Shady Lane Water Treatment Plant, East Vincent Township, Chester County, PA. Documented and assessed the Shady Lane Water Treatment Plant on a Pennsylvania HRSF.

North Washington Street Bridge Replacement, City of Wilkes-Barre, Luzerne County, PA, PennDOT District 4-0. Assessed the impact of the bridge replacement over the National Register listed Lehigh Valley Railroad in a Determination of Effects Report.

State Road Development, East Hempfield Township, Lancaster County, PA. Documented and assessed the eligibility of two properties subject to demolition. Photographed a previously documented NRHP-ineligible resource prior to its demolition, and submitted Determination of Effect letters to the PHMC.

Stehli Mill Development, Lancaster City, Lancaster County, PA. Photographic documentation of the Stehli Silk Mill for submission of a Project Review Form for the PA Historical and Museum Commission.

S.R. 7205 West Loop Road Bridge Replacement, Frankstown Township, Blair County, PennDOT District 9-0. Documented and assessed the David C. Thomas Farm on a Pennsylvania agricultural HRSF.



ROBERT KOLMANSBERGER

Director of Environmental Services / Sr. Air Quality and Acoustical Scientist

EDUCATION

B.A. / Geography / Environmental Planning, Bloomsburg University, 1991

EXPERIENCE

Years with Navarro & Wright

- 14

Years with other firms:

- 17

Mr. Kolmansberger has 31 years of experience providing noise and air quality consulting services for all aspects of transportation-related engineering and planning projects, including highway, rail, and airport assessments. Mr. Kolmansberger currently serves as N&W's Director of Environmental Services, providing project and personnel management to a group of 21 full and part-time Environmental, Acoustical, Air Quality, and GIS Scientists/Engineers/Technicians, as well as Ornithologists, Archaeologists, Architectural Historians, and Geomorphologists. In this capacity, Mr. Kolmansberger serves as a project manager for environmental-related projects and is responsible for the daily functioning and productivity of the group, including technical and financial planning, staff and backlog management, marketing and proposal preparation, and the overall implementation of Departmental and Corporate Goals.

PROJECT EXPERIENCE

S.R. 1015 and S.R. 3016 Bridges, Northampton County. This project involves the replacement of two bridges and the corresponding intersections in Washington and Allen Townships in Northampton County. N&W provided environmental, surveys, geotechnical, and drilling services. Mr. Kolmansberger was responsible for environmental project/task management.

S.R. 2024, Section 01B, East Stroudsburg Borough, Monroe County, MPMS #67265. This project involved the replacement of the existing structure over the Erie Lackawanna Railroad. N&W provided public involvement, environmental, surveys, geotechnical, and drilling services. Mr. Kolmansberger was responsible for public involvement and environmental project/task management.

E05142 and E04936, Open End for Various Engineering Services for BOPD, PennDOT Bureau of Design. Project involves assistance with project development and policy related assignments associated with PennDOT's transportation project development process. Specific role included Policy Development, Technical Assistance, and Document Review for air quality and noise-related activities for PennDOT Central Office, Bureau of Design, Environmental Policy and Development Section (EPDS). Serving as Project Manager and Air Quality and Acoustical Scientist for project.

E04204, Open End for Various Engineering Services for BOPD \$0.5M, PennDOT Bureau of Design. Project involves assistance with project development and policy related assignments associated with PennDOT's transportation project development process. Specific role included Policy Development, Technical Assistance, and Document Review for air quality and noise-related activities for PennDOT Central Office, Bureau of Design, Environmental Policy and Development Section (EPDS). Served as Project Manager and Air Quality and Acoustical Scientist for project.

PROJECT EXPERIENCE

S.R. 0222/S.R. 0030 Section 059 Interchange Improvements, Lancaster County, Pennsylvania, PennDOT District 8-0, Preliminary and final design noise analysis and mitigation design for several sections of the project; Noise analysis included TNM 2.5 noise modeling at 173 locations in 15 Noise Sensitive Areas. Five noise barrier systems with a combined length of over 9,600 linear feet were evaluated and recommended for further consideration. The final design phase included a significant public involvement effort with a series of meetings, mailers, and web-based PI forums. Project also included the development of report and acoustical profile for all noise mitigation measures in Section 059. Served as Acoustical Scientist and N&W project manager for the project.

S.R. 0083, Section 078 Eisenhower Interchange Reconstruction Project, Dauphin County, Pennsylvania, PennDOT District 8-0, Preliminary design traffic noise analysis and mitigation design; Noise analysis included TNM 2.5 noise modeling of complex, multi-level interchange and mainline roadway sections. Study included noise modeling of existing and future conditions at 197 locations in 15 Noise Sensitive Areas. Six noise barrier systems with a combined length of over 10,000 linear feet were evaluated, with 5,785 linear feet of barrier recommended for further consideration during the final design phase of the project. Project also included report preparation and NEPA clearance for the project. Served as Project Manager and Acoustical Scientist for the project.

I-78, Section 13M Krumsville Interchange Project, Berks County, PA, PennDOT District 5-0. Project involved final design engineering and implementation of environmental commitments for the reconstruction of approximately 5000 feet of the S.R. 0078 mainline, the reconfiguration of the Krumsville Interchange, and other local roadway improvements. The final design noise analysis included TNM 2.5 noise modeling at six locations representing 10 residential units, including the Wee Cottages, a group of bungalow-style dwellings that have been determined eligible for listing in the National Register of Historic Places. Four separate noise barrier options with a total length of 4,063 linear feet were evaluated. Project also included report preparation and noise-specific public involvement activities to solicit input on the final barrier option to be constructed, as well as aesthetic considerations such as noise barrier color and texture options. Served as Project Manager and Acoustical Scientist for project.

P3 (Public-Private Partnership) Rapid Bridge Replacement Project, Various Locations, PA, PennDOT/Walsh/Granite. N&W is providing utility engineering and coordination support as a subconsultant to the Contractor, Walsh/Granite, for over 370 bridge replacements throughout Pennsylvania. Utility tasks in the first phase include contacting utilities to schedule initial and secondary site meetings, conducting utility site meetings, obtaining 4181 QU and UC forms from utilities, creating Utility Relocation Drawings, composing D-419 forms and 4181 summaries, and maintaining documentation and work progress spreadsheets. Utility tasks for the second phase involve the Utility Relocation Construction work consists of scheduling of Pre-Construction meetings, verification of utility construction work-in-progress and completions, with a follow-up report for each utility at each project site. The third phase is anticipated to involve the same phased utility tasks for the new PennDOT guiderail specifications. Responsibilities included conducting initial and secondary utility coordination site meetings, coordination efforts for D4181 document completion, and maintained documentation and work progress spreadsheets.



TIMOTHY CARN, MA, RPA

Geospatial Services Manager /
Archaeologist

EDUCATION

M.A. / Applied Archaeology,
Indiana University of
Pennsylvania, 2014

B.A. / Anthropology, Juniata
College, 2012

Postbaccalaureate Certificate in
Geographic Information Systems,
Pennsylvania State University,
2016

REGISTRATION

Registered Professional
Archaeologist 29385697, since
2014

EXPERIENCE

Years with N&W:

- 8

Years with other firms:

- 4

Mr. Carn is a Geographer specializing in geospatial information systems (GIS). He has over a decade of experience leveraging GIS and databases for private clients, local governments, state agencies, federal agencies, and academic research. He applies geospatial technologies to environmental, acoustical, air quality, cultural resource management, asset management, and other mapping-related projects. Projects range in scale from highly localized mapping of assets to manipulating statewide datasets like census data. He produces results in a variety of formats including print maps, .pdf maps, interactive online maps using ArcGIS Online, ArcGIS StoryMaps, Google Earth .kmz files, databases, and spreadsheets. Mr. Carn has experience managing enterprise GIS for Navarro & Wright. He leads a staff of GIS professionals in geospatial analysis for contract work. He has application development experience in Python, ArcPy, and ESRI Model Builder. Mr. Carn maintains databases using both ESRI and open-sourced GIS programs, as well as MS Access. He uses SQL to manipulate and analyze data for project specific analysis and insights.

PROJECT EXPERIENCE

PHMC Baseline Survey, Pike, Wayne & Schuylkill Counties, PA. Conducted a baseline survey in three counties to collect historic structure and archaeological data in those counties. This survey led to more than 1,200 resources being added to PA-SHARE. Served as GIS Coordinator responsible for the identification of potential unmapped archaeological sites via the examination of historic mapping and aerial photographs.

S.R. 0403 Roadway Improvements, Conemaugh Township, Somerset County, PA, PennDOT District 9-0. Served as Archaeology Principal Investigator responsible for background research, and GIS analysis. Coordinated the preparation of figures in GIS for the historic structures survey.

US 220 - Maryland State Line to Narrow Lane, Bedford Co, PA, PennDOT District 9-0. Served as GIS Coordinator responsible for preparation of historic structure reporting figures and geospatial data.

AE-3002, Chesapeake Bay Bridge Tier 1 EIS, Maryland. Field reconnaissance over three counties within three separate Corridor of Activities for National Register eligible properties. Served as GIS Analyst and Architectural Field Technician.

AE-3011, Task 12-MHT Point Breeze Phase B. Served as GIS Analyst. Prepared figures for the Historic American Engineering Record (HAER) form for the Point Breeze Power Plant in Dundalk Maryland.

222/30 Interchange, Lancaster, PA. Served as GIS Coordinator. Developed GIS analysis methodology for noise study. Oversaw successful implementation of the methodology.

PROJECT EXPERIENCE

North Washington Street Bridge Replacement, City of Wilkes-Barre, Luzerne County, PA, PennDOT District 4-0. Assessed the impact of the bridge replacement over the National Register listed Lehigh Valley Railroad in a Determination of Effects Report. Served as GIS Coordinator responsible for preparation of historic structure reporting figures and geospatial data.

Statewide Interstate Bridge Tolling Diversion Route Noise Analyses, PennDOT Districts 3-0, 4-0, 5-0, 8-0, and 10-0, various Counties, PA. Served as GIS Coordinator. Managed team of analysts and project-related geospatial data for the land use and traffic noise impact assessment for communities located within the anticipated toll diversion traffic route corridors. Assessments focused on a variety of urban, suburban, and rural travel corridors with widely varying land usage and traffic patterns.

Tradeport Atlantic Multi-Modal Global Logistics Center Web Application Development, MD. Served as Project Manager. Developed an interactive web application displaying locations of over 21,000 unique utilities, structures, roadways, and first response features, along with their associated attributes.

Pennsylvania Turnpike Commission (PTC) Maintenance Facility CFRP & GIS Mapping Updates. Served as GIS Coordinator. Developed a geodatabase of assets and associated data. Collected storm water drainage information at Pennsylvania Turnpike maintenance facilities. Total number of data points was in the thousands. Managed GPS Data, organized project geodatabases, trained technicians, and supervised the creation of a series of 44 maps. Maps were used to illustrate spill response plans for each facility.

York WW Inventory Project, York, PA. Served as GIS Coordinator. Responsible for updating the locations and attributes for over 5,000 unique manholes and gravity main pipes in an existing file geodatabase. Conducted slope analysis of gravity mains to identify incorrectly sloped gravity mains in the network.

Factoryville Borough/Clinton Township Joint Municipal Park Clinton Township, Wyoming County, PA. The project included Phase I Archaeological investigation for the construction of a soccer field, rain garden, gravel parking area, and the creation or improvement of gravel and concrete walking paths. Served as Principal Investigator and Laboratory Director responsible for background research, artifact analysis, GIS analysis, report writing, preparation of artifacts, and documentation for curation.

Greater Pittsburg Area Traffic Volumes Analysis Dataset Merge Automation. Served as GIS Coordinator. Managed team of analysts and project-related geospatial data. Created a custom tool using Python to merge two region-level traffic datasets with features numbering in the tens-of-thousands and no common fields to provide a basis for joining them together. The custom python script joined the two datasets based on variables including feature location, bearing, and path of travel. Customizable variables within the script were also created to adjust the sensitivity of the feature matches so the script could be tuned to provide accurate results for other datasets in the future. In just a few weeks, N&W was able to provide our client with a custom, repeatable, automated solution to join the two datasets, where it would take an estimate of over one thousand hours, if done by hand.



SHANNA MULFORD

Environmental Technician

EDUCATION

M.S. / Biology (Ecology Concentration), Shippensburg University, 2016

B.S. / Environmental Science, Albright College, 2013

EXPERIENCE

Years with Navarro & Wright

- 1

Years with other firms:

- 7

Ms. Mulford is an Environmental Technician with 8 years' experience in providing environmental services to a variety of clients. She is experienced in preparing Phase I ESA and Environmental Reports as well as geospatial/mapping services.

PROJECT EXPERIENCE

Year 2 Baseline Survey 2D- Pike, Schuylkill & Wayne Counties, PA. The project involves a baseline survey of historically underrepresented resources in 3 counties, Pike, Schuylkill & Wayne Counties, Pennsylvania. Assisted with baseline survey fieldwork and data entry.

Upper Allen Historic Districts Assessment, Cumberland County, PA. The project involves the reassessment of 4 historic districts to determine if still NRHP eligible. Assisted in report figure preparation.

Toll Diversion Noise Analysis, Nine proposed tolling bridges, Various Counties, PA. This project involves noise analyses for alternative/diversion routes associated with avoiding proposed tolling on the nine bridges of interest across the state. Served as an Environmental Technician responsible for report graphics and GIS analysis.

TPA GIS Analysis. This project involves interactive web mapping of utility information and aerial photographs for the Tradeport Atlantic facility located in the city of Baltimore, Baltimore County Maryland. Responsibilities include the recording, compiling, and updating of utility location and attribute information for conversion into feature classes for each feature type (point, line, or polygon).

E04772 – WO #2, Cultural Resource Professional Support Services. The project involves the production of roadway repair location maps and adjacent listed, eligible, or unevaluated historic properties or districts for MPMS #s 116882 and 118309 in Bucks, Chester, and Montgomery Counties, Pennsylvania. Responsible for map production.

S.R. 0083, Section 078, Dauphin County, PA, PennDOT District 8-0. The project involves the improvement of traffic flow and safety around the City of Harrisburg by providing upgraded transportation facilities. The northern end of the project begins just south of the S.R 3020 (Union Deposit Road) Interchange and continues south and westward along S.R. 0083 to the S.R. 3013 (29th Street) overpass, south along S.R. 0283 to the S.R. 0441 (Lindle Road) Interchange, and eastward along S.R. 0322 to just east of the Penhar Interchange. Responsible for figure preparation.

PROJECT EXPERIENCE

E03250 – WO#s 4-5, S.R. 0222, Section 059, Lancaster County, PA. The project consists of the S.R. 0222, Section 059, US 222 reconstruction. Assisted with noise modeling of existing and future conditions, noise impact analysis, and was responsible for report figure preparation.

PTC Ref #4-090, MP 308-312, Chester County, PA. This is a Pennsylvania Turnpike Commission Total Reconstruction project from Milepost 308 to Milepost 312 in Chester County, Pennsylvania. Assisted in cultural resources Phase IB Archeological fieldwork and report figure preparation.

DCNR – WO #16, Various Counties, PA. This project will include culvert/bridge replacements within various DCNR Forestry Districts within Pennsylvania. Responsible for figure preparation.

Norfolk Southern Railroad – Bridge LC-74.23, Greene County, PA. The project will involve bridge repairs to the existing structure under the Norfolk Southern Railroad and over an unnamed tributary to South Fork Tenmile Creek. The work will entail the installation of grout-filled synthetic fabric bags along the footings to fill scour holes that have exposed the culvert footings, which will protect from future scour and ensure that the bridge remains serviceable. Assisted with environmental services including wetland and watercourse identification and delineation including GPS point collection.

E03925 – WO #9, S.R. 0590, Section 651, Wayne County, PA. The project will include the replacement of the existing structure over an unnamed tributary to Finn Swamp in Paupack Township, Wayne County. Assisted with environmental services including wetland and watercourse identification and delineation supplement activities including investigation and GPS point collection.

E04264 – S.R. 0081, Section 230, Lackawanna County, PA. This project involves concrete slab replacement and preservation on Interstate 81 Northbound/Southbound from Exit 185 to Exit 186; and on Interstate 84 Eastbound/Westbound from Interstate 81 to Exit 2 in the City of Scranton and Dunmore Borough, Lackawanna County. Responsible for researching, compiling, and organizing information on the potential to encounter carbon monoxide mine voids including former and current mining operations within and adjacent to the project study area into a report, threatened and endangered species agency coordination, and level 1B CEE package document including all supporting forms, investigations, and associated report preparation.

LVTIP, Section 3, Westmoreland County, PA. This is part of the Laurel Valley Transportation Improvement Project (LVTIP) and involves widening of existing roadway and creating new roadway on select offline sections along an approximately 2.5-mile-long corridor, from the S.R. 2023 and S.R. 0130 intersection in Unity Township to the terminus of PennDOT's Route 981 Section V10 improvement project near the Westmoreland County Airpark and Arnold Palmer Airport in Unity Township, Westmoreland County, Pennsylvania. Assisted with noise modeling of existing and future conditions, noise impact analysis, and was responsible for report figure preparation.

S.R. 0083, Section 079 Transportation Project, Dauphin County, PA. The project involves the improvement of traffic flow and safety around the City of Harrisburg by providing upgraded transportation facilities in the City of Harrisburg and Swatara Township, Dauphin County, Pennsylvania. Assisted in project mapping and Phase I ESA report figure preparation.

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REFERENCES

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Request For Proposal for Historic Resources Survey, Columbia Borough

References:

Matthew G. Hyland, Ph.D. | Senior Architectural Historian

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Upper Allen Township

100 Gettysburg Pike
Mechanicsburg, PA 17055
T: 717.766.0756
www.uatwp.org

John P. Ziemblicki, PE | Project Manager

Pickering, Corts & Summerson Consulting Engineers & Surveyors

642 Newtown-Yardley Road, Suite 300
Newtown, PA 18940
JZiemblicki@PCS-Civil.com

Dominic Yannuzzi, PE | Senior Project Manager, Senior Associate

Alfred Benesch and Company

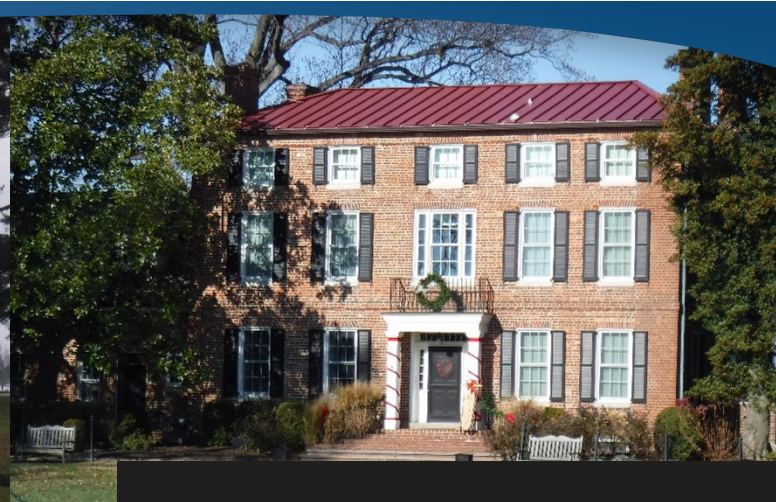
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The image features a large white circle on the right side, set against a blue background. The circle has a dark blue shadow on its left side, creating a 3D effect. The text 'PROJECT PROFILES' is centered within the white circle.

PROJECT PROFILES

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PROJECT OVERVIEW

N&W assisted the Maryland Transportation Authority (MDTA) in preparing a Tier 1 Environmental Impact Statement (EIS) for the Chesapeake Bay Crossing Study in accordance with the National Environmental Policy Act (NEPA). The Tier 1 study area included the entire length of the Chesapeake Bay in Maryland, extending nearly 100 miles from the northern part of the Chesapeake Bay near Havre de Grace, Maryland, south to near Point Lookout, Maryland. N&W performed a cultural resources desktop review and preliminary survey for three of the corridor alternatives for the project.

Using the Maryland Inventory of Historic Properties (MIHP), N&W developed a dataset of previously identified historic structures and archaeological sites within the corridors. Next, N&W performed a desktop review of areas within the corridors with potential for undocumented historic structures and archaeological sites. A field survey was conducted to photograph historic properties in the corridors.

The report summarized a comparison of the numbers and types of cultural resources within each of the corridors and listed the historic properties within each corridor, including their eligibility status and significance criteria. Each corridors' number and types of resources were compared and presented for future corridor and alignment studies. N&W also made recommendations on how cultural resources could be addressed in the second tier of the project when specific alignments would be available.



CHESAPEAKE BAY BRIDGE CROSSING STUDY - TIER 1 NEPA

Havre de Grace, MD
Point Lookout, MD

Client:
Maryland Transportation Authority (MDTA)

- Services:**
- Site-Civil/Landscape Architecture
 - Surveying/ROW Plans
 - Environmental/Cultural Resources
 - Noise Analysis/Air Quality
 - Highway/Bridge
 - Building Structural
 - Geotechnical/Drilling/Lab Testing
 - Construction Inspection/Materials Testing
 - GIS/Asset Management

PHONE: 717.441.2216
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NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.



PROJECT OVERVIEW

The Pennsylvania Historical and Museum Commission (PHMC) conducted a three-year survey across the commonwealth to document underrepresented historic resources. Their last statewide survey was in the 1980s, and the PHMC sought to add to their PA-SHARE database and address a lack of resources affiliated with African American, Asian, Native American and Latinx. Additionally, it sought to document fraternal organizations, industrial complexes, mid-twentieth century resources, as well as locate surficial remains of potential archaeological sites.

The PHMC contracted N&W to survey Pike, Wayne and Schuylkill Counties. N&W conducted background research to learn the history of the areas and identify potential sites prior to fieldwork. The fieldwork included visiting nearly every municipality (nearly 80 in total) in those three counties and documenting resources using Survey 123 by ESRI. The project added nearly 1,800 resources to the PA-SHARE database.



HISTORIC RESOURCES BASELINE SURVEY

Pike, Wayne and Schuylkill Counties, PA

Client:

Pennsylvania Historic and Museum
Commission (PHMC)

Services:

- Site-Civil/Landscape Architecture
- Surveying/ROW Plans
- Environmental/Cultural Resources
- Noise Analysis/Air Quality
- Highway/Bridge
- Building Structural
- Geotechnical/Drilling/Lab Testing
- Construction Inspection/Materials Testing
- GIS/Asset Management

PHONE: 717.441.2216

WWW.NAVARROWRIGHT.COM



NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.



PROJECT OVERVIEW

In the 1970s, residents of Upper Allen Township created four historic districts under the Historic District Act (Act 167 of 1961), which allows commonwealth municipalities to enact local historic preservation ordinances and create the districts to preserve their local treasures. Upper Allen created these four districts as an attempt to preserve the areas from encroaching modern development.

Nearly fifty years later, the township wanted to know if these districts still retained enough historical integrity to be called historic districts, and if yes, did they need boundary revisions. Research into the districts showed little in the justification of why they were created, and some had significant modern development within their boundaries. N&W visited each area and photographed the buildings within the district boundaries Upper Allen provided.

Of the four districts, N&W determined only one retained enough historical character and integrity to continue being designated a historic district. The boundary of the Shepherdstown Historic District was revised to reflect modern changes and a brief historical context was composed. The others three districts were determined to lack historical integrity and significance, and for two, modern intrusions had significantly altered them. N&W recommended the three districts be disbanded. This data was presented at a township meeting, and the findings were accepted by the township council.

LOCAL HISTORIC DISTRICT REASSESSMENT

Upper Allen Township, Cumberland County, PA

Client:
Upper Allen Township

Services:

- Site-Civil/Landscape Architecture
- Surveying/ROW Plans
- Environmental/Cultural Resources
- Noise Analysis/Air Quality
- Highway/Bridge
- Building Structural
- Geotechnical/Drilling/Lab Testing
- Construction Inspection/Materials Testing
- GIS/Asset Management

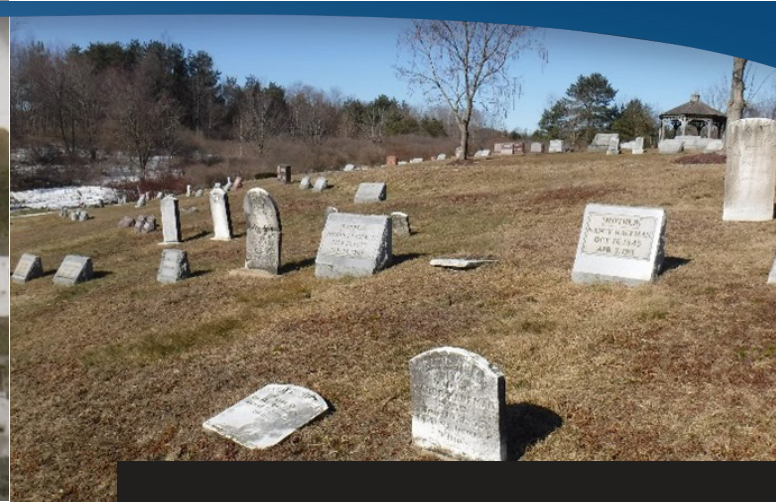
Figure 6: Trout Run Historic District (1975 and 2020 Boundaries) Over a 1971 Aerial Photograph
Upper Allen Historic District Assessment



0 125 250 500 Feet
 Legend
 Historic District (1975)
 Historic District (2020)
 Source: USDA 1971 Cumberland_081371_l_and_3mm_177.tif. FASDA.org. Accessed August 2022.

PHONE: 717.441.2216
 WWW.NAVARROWRIGHT.COM

NAVARRO & WRIGHT
 CONSULTING ENGINEERS, INC.



PROJECT OVERVIEW

Navarro & Wright Consulting Engineers, Inc. (N&W) was contracted to perform historic structures documentation and evaluations of six resources located on S.R. 403, between Davidsville and Johnstown in Conemaugh Township, Somerset County, for a proposed roadway improvement project (E03779). The mix of structures included a former mill, a farm, cemetery, two houses and a dwelling now serving as a commercial building.

Fieldwork included photographing all resources, and when available, oral histories and photographs were collected from residents. A visit to the local historic company revealed more information about the history of the cemetery and of its prominent resident, “Rich” Isaac Kaufman, who was central to the settlement of this area, and at one time owned much of the land where these resources are located.

One Cemetery Form, one Agricultural Historic Resource Survey Form (HRSF), and four HRSFs were completed for the resources. None of them were determined to be eligible for listing in the National Register of Historic Places.



PA 403 – US 219 TO PA 985 Somerset County, PA

Client:

Gibson-Thomas Engineering, Inc.
(PennDOT District 9-0)

Services:

- Site-Civil/Landscape Architecture
- Surveying/ROW Plans
- Environmental/Cultural Resources
- Noise Analysis/Air Quality
- Highway/Bridge
- Building Structural
- Geotechnical/Drilling/Lab Testing
- Construction Inspection/Materials Testing
- GIS/Asset Management

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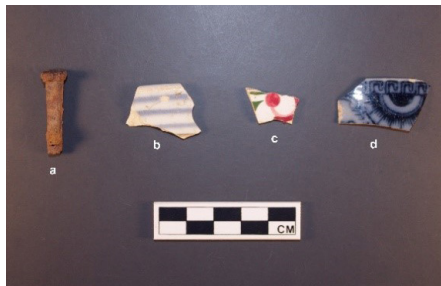
NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.



PROJECT OVERVIEW

Navarro & Wright Consulting Engineers, Inc. (N&W) was contracted to provide cultural resources work for the U.S. 6/S.R. 187 intersection improvement in Wysox Township, Bradford County. The five-point intersection will be reconfigured for better traffic flow, and early plans suggest the properties at the intersection may be impacted. The project is located at Wysox Corners, a village established in the early nineteenth century which now has a national highway (U.S. 6) bisecting it. PennDOT requested Historic Resource Survey Forms (HRSFs) for resources in each of the quadrants of the intersection. These included an Italianate mansion converted into a convenience store, an early nineteenth-century dwelling converted into a motel, a former general store, and early twentieth-century diner and gas station. Three of the resources were determined to lack significance and were recommended not eligible for listing in the National Register of Historic Places (NRHP). The diner and gas station property was recommended eligible under Criterion A as a good example of Commerce/Trade. N&W is now working with the PennDOT and Gannet Fleming to ensure minimum impact to the eligible Pipher's diner and gas station.

The PHMC also requested a survey of the U.S. 6 corridor in this region to assess its National Register eligibility. N&W returned and surveyed a broader area of Wysox Corners, concluding the area did not meet eligibility requirements for national Register listing as a historic district, and the PHMC concurred.



PennDOT also requested an archaeological survey for portions of the survey area. Through background research and pedestrian reconnaissance, N&W determined that 94% of the archaeological APE had been disturbed through prior construction activities. Testing of the remaining six percent located two new archaeological sites: a lithic scatter and a historic domestic scatter site. N&W recommended both sites not eligible for the NRHP.

WYSOX VILLAGE INTERSECTION Bradford County, PA

Client:
Gannett Fleming, Inc. (PennDOT District 3-0)

- Services:**
- Site-Civil/Landscape Architecture
 - Surveying/ROW Plans
 - Environmental/Cultural Resources
 - Noise Analysis/Air Quality
 - Highway/Bridge
 - Building Structural
 - Geotechnical/Drilling/Lab Testing
 - Construction Inspection/Materials Testing
 - GIS/Asset Management

PHONE: 717.441.2216

WWW.NAVARROWRIGHT.COM





PROJECT OVERVIEW

PennDOT intends to improve safety along U.S. 220 from Narrow Lane to the Maryland border in Cumberland Valley Township, Bedford County. Larson Design Group contracted Navarro & Wright Consulting Engineers, Inc. (N&W) to complete agricultural Historic Resource Survey Forms (HRSF's) for two farms along this corridor that PennDOT's Cultural Resources Professional called out for documentation. To complete the forms, N&W's architectural historian visited each farm to photograph the buildings and setting, interview the owners, and then conducted research at the local historical society.

Next, there was a review of federal census records and analysis of historical agricultural data for the farms and municipalities, and finally the completion of the forms. The Rice Farm had outbuildings dating to circa 1830 and it was the former site of a Civil War encampment. This farm was recommended not eligible for listing in the National Register of Historic Places (NRHP).

The Growden Farm dated to circa 1850, and it was a continuously operated farm with over twenty buildings. This farm was recommended eligible for the NRHP under Criterion A as a good example of four Pennsylvania agricultural periods, and also under Criterion C for its architecture as representative of various agricultural buildings and a farm landscape over time.



U.S. 220 NARROW LANE TO MD BORDER

District 9-0, Cumberland Valley Township, Bedford County, PA

Client:
PennDOT District 9-0

- Services:**
- Site-Civil/Landscape Architecture
 - Surveying/ROW Plans
 - Environmental/Cultural Resources
 - Noise Analysis/Air Quality
 - Highway/Bridge
 - Building Structural
 - Geotechnical/Drilling/Lab Testing
 - Construction Inspection/Materials Testing
 - GIS/Asset Management

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NAVARRO & WRIGHT
CONSULTING ENGINEERS, INC.

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Certified MBE/DBE

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: January 23, 2024

DEPARTMENT: Administration

AGENDA TITLE: Authorization to contract with Commonwealth Code Inspection Services to provide a part-time zoning officer

BACKGROUND AND JUSTIFICATION: In order to provide an interim zoning officer until Staff is able to fill this position, Staff met with CCIS to discuss the option of contracting with them to provide this service. The Borough worked with CCIS back in 2020 for the same reason with good success. The hourly rate is \$65. It is estimated that we will need this person for up to 20 hours a week. If approved, the CCIS staff person will report to Paula Diffenderfer, Code Compliance Manager.

MOTION: Authorization for staff to contract with CCIS to provide part-time zoning officer services for the Borough.

FISCAL IMPACT ANALYSIS:

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$62,400	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$62,400	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-414-122	Zoning Officer	\$50,000	\$50,000	\$62,400	(\$12,600)

NOTE: Cost is based on 48 weeks of service for 2024. It is anticipated that we will be able to hire a full-time employee for the Code Compliance Department this year as budgeted and that between the new staff person and current code staff, we will be able to have this position filled in house in 2024.

LEGAL REVIEW: If approved, will have Borough Attorney review agreement.

ATTACHMENT(S):

- CCIS Service Agreement



176 Doe Run Road
Manheim, PA 17545

ZONING AGREEMENT

This Agreement is made this _____ Day of _____, _____ by and between the Borough of Columbia, located in Lancaster County, Pennsylvania (hereinafter Municipality) and Commonwealth Code Inspection Service, Inc. a Pennsylvania business corporation with its main office located at 176 Doe Run Rd. Manheim, Pennsylvania 17545 (hereinafter CCIS).

Whereas, the Municipality adopted Zoning, Floodplain Ordinances, and requires the services of a qualified code enforcement officer/inspector(s) to assist the Municipality in inspection and enforcing these codes.

Whereas, CCIS has qualified inspectors available to perform the required services on an as needed basis in exchange for payment of reasonable fees.

Whereas, the Municipality desires to retain the services of CCIS to provide inspection and Code enforcement services for the Municipality on an as needed basis.

Whereas, the parties have discussed the items of this undertaking and have taken all action required to enter into this Agreement.

Now, therefore, for and in consideration or the mutual covenants hereafter set forth and for other good and valuable consideration, the receipt of which is acknowledged, the parties, intending to be legally bound hereby, agree as follows:

This agreement shall be executed as follows.

This agreement shall be executed and the effective date of services shall be provided by CCIS and payment for services by CCIS shall commence on _____, _____

1. CCIS shall perform the following services for the Municipality:
 - a. Inspect building construction to determine compliance with the Municipality's applicable Zoning, Floodplain Ordinance and the Uniform Construction Code Act 45 of the Code of Ordinances for Middletown Borough.
 - b. Provide assistance in enforcement proceedings and consultation services.
 - c. Maintain data and records regarding inspections and services and if requested and appropriate provide the Municipality with information, documentation and certifications relating to inspection and code enforcement activities:
 - d. Assist in the administration of the above referenced Code and Ordinances as may be required. CCIS will perform all requested inspections or requests from the applicant, beginning on set hours by the Municipality. CCIS would be requesting ten (10) – twenty (20) hours a week for Zoning/ Floodplain enforcement. This agreement does not include the cost of any legal proceedings and or outside administration costs, these hours will be billed separately.

2. All inspection (Complaint) requests shall be initiated by the Municipality to the CCIS office and shall include the permit number (If Applicable). CCIS shall report any failure to request or obtain any required inspection to the Municipality.
3. CCIS shall advise the Municipality, when code inspection has been completed and, the results thereof.
4. CCIS shall provide its inspectors with mobile telephones for the purpose of maintaining contact during normal business hours.
5. CCIS will furnish the Municipality a Certification
6. The Municipality shall name CCIS as its official Code Enforcement Agency to perform the services referenced or implied in this agreement and the respective Ordinances relating hereto;
7. For the service provided by CCIS the Municipality agrees to pay all fees, currently at a rate of Sixty-five dollars (\$65.00) per hour and a seventy-five dollar \$75.00 per district court case/appearance (please note #12). All administrative fees incurred by CCIS outside of the (10-20) hours per week are initiated by the municipality at a rate of sixty-five dollars (\$65.00) per hour (If Applicable). The Municipality agrees to accept a monthly statement containing the following information for the number of hours worked in office and CCIS will also provide all UCC related failed and passed inspections in a timely manner.
8. The fee schedules may be changed from time to time upon agreement of the parties which shall be noted by a written addendum to this Agreement, signed by the parties
9. CCIS will designate in writing, qualified inspectors that the Municipality will contact to perform the services required. CCIS reserves the right to add or substitute persons it so designates.
10. This Agreement shall commence on the date set forth in this agreement and shall remain as long as CCIS has been appointed to this position on an as needed, month to month basis. Such reappointment shall occur annually and shall be in effect for two years and shall be renewed automatically every two years thereafter. This agreement may be terminated by either party upon serving the other party with a written notice of termination at least ninety (90) days before the termination date,
11. This Agreement shall be automatically terminated on the date set forth in such notice.
12. In the event that CCIS must appear in any legal proceedings relevant to this agreement, a charge for such appearance is seventy-five dollars (\$75.00) per hour with a three-hour minimum charge (\$225.00). The charge shall be paid by the municipality.
13. To the fullest extent permitted by law, the CCIS expressly and unconditionally agrees to indemnify, defend, save, and hold the municipality harmless from and against all claims, damages, losses and expenses including, but not limited to reasonable attorney's fees, arising out of or resulting from performance of CCIS's work under this contract, provided that any such claim, damage, loss or expense is attributable to bodily injury or damage to tangible property, but only to the extent caused by the negligent acts or omissions of CCIS, its employees or agents, regardless of whether or not such claim, damage, loss or expense is caused in part by the municipality.

IN WITNESS WHEREOF, the parties *have* hereunto set their hands and seals on the day herein stated.

ATTEST:

Secretary

Municipality

Municipality

Municipality

CCIS Supervisor

Municipality

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: January 23, 2024

DEPARTMENT: Administration

AGENDA TITLE: Proposal from Cohen Law Group to prepare a Right-Of-Way management ordinance that would be consistent with several municipalities within the LIMC region.

BACKGROUND AND JUSTIFICATION: The LIMC has been working with the Cohen Law Group do get a group rate to have Cohen prepare individual ROW ordinances for each municipality that would allow these ordinances to be generally consistent yet individual for each municipality. Currently, : East Lampeter Township, East Petersburg Borough, Manor Township, Millersville Borough, and Mountville Borough have all signed on to work together on these ordinances.

MOTION: Authorize staff to contract with Cohen Law Group to prepare a Right-Of-Way management ordinance

FISCAL IMPACT ANALYSIS:

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$3,840	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$3,840	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-402-302	Consulting Services	\$25,000	\$25,000	\$3,840	\$21,160

LEGAL REVIEW: Reviewed item with Borough Attorney for sufficiency

ATTACHMENT(S):

- Proposal for services by Cohen Law Group



To: Lancaster Inter-Municipal Committee Members

From: Phillip M. Fraga
Michael D. Roberts

Subject: Proposal for Right-of-Way Management Ordinance Services

Date: June 9, 2023

The Cohen Law Group (“CLG”) welcomes this opportunity to present this proposal to assist the interested municipalities in the Lancaster Inter-Municipal Committee (the “LIMC”) with the drafting of a Right-of-Way Management Ordinance (“Ordinance”).

Introduction

The issue of management of utilities and related companies in the public rights-of-way (“ROW”) continues to challenge municipalities in Pennsylvania. While many companies already own facilities in the ROW, many more are looking to locate there.¹ These companies submit requests to install new facilities or expand existing facilities in the ROW. In some cases, they attempt illegally to work in the ROW without obtaining proper permits. Our understanding is that one or more of the LIMC communities experienced such issues with a new company called Brightspeed.

This increase in the number and type of facilities within a cramped area has had a detrimental impact on municipalities. It creates a greater physical burden on the ROW and increases the potential for public safety hazards. It also places an administrative strain on municipalities as they attempt to oversee the installation and maintenance of these facilities, issue permits, perform inspections, require timely repair and restoration, coordinate road changes, and monitor the activities of the companies that manage the facilities and their contractors. As such, municipalities need to take steps to gain greater control over these facilities in the ROW. This can be accomplished through the enactment and implementation of an Ordinance.

¹ They include, but are not limited to, existing and new telecommunications companies, fiber optic cable companies, wireless fiber companies, gas companies, electric companies, and water companies. Wireless facilities in the ROW, including new poles and new antennas on existing poles, also known as “Small Wireless Facilities”, would not be included a ROW ordinance because they are more properly regulated through the Zoning Code.

Scope of Services

The following is the scope of services that the Cohen Law Group will perform if engaged to assist the LIMC municipalities in the preparation of a comprehensive Ordinance.

1. Preliminary Setting of Priorities

The first step in this project will be to schedule a virtual meeting with municipal staff and officials to set priorities for right-of-way management. During the meeting, we will discuss current federal and state law and regulations relating to right-of-way management as well as the benefits and suggested substantive provisions to be included in the Ordinance. We will also solicit the concerns and needs of officials regarding practical right-of-way issues for inclusion in the Ordinance.

2. Drafting of Proposed Ordinance

CLG will draft a proposed Ordinance for each participating municipality that is consistent with applicable federal and state law, provides the municipalities with all of the benefits to which they are entitled, and includes the specific concerns of the municipalities. The Ordinance will include, but not be limited to, construction and maintenance standards, permitting requirements, procedures applicable to new entrants into the ROW, initial and recurring fees to the extent permitted by law, and legal protections. The Ordinance will distinguish between ROW occupants that are certificated by the Pennsylvania Public Utility Commission and those that are not, and will impose distinct requirements on each.

CLG will then submit the proposed Ordinance to the appropriate officials at each municipality for review and comment. After such officials have had the opportunity to review and comment on the proposed Ordinance, we will conduct a follow up conference call to discuss the comments and make final decisions on how to address those comments in the final Ordinance. CLG will incorporate suggested changes to the documents and finalize the Ordinance for consideration by the local governing bodies.

3. Ordinance Approval Process

CLG will then work with the staff and officials of each municipality to prepare for the meetings of the local governing bodies in which the Ordinance will be discussed. This may include a conference call or virtual meeting with key staff members and, if requested, drafting talking points summarizing the reasons for the Ordinance and its key components. It is not expected that CLG attorneys will virtually attend or travel to any of the individual approval meetings. If virtual attendance or travel is requested, it would be at the hourly rates described below.

Professional Background

CLG is a law firm that specializes exclusively in representing local governments in cable, wireless, broadband and ROW management issues. For over 25 years, we have guided our clients through these intricate fields. Our attorneys offer technical expertise, depth of experience and a

tireless commitment to help our clients solve complex issues. As technology advances at an accelerated pace, and federal and state regulations change to adapt to those advances, local governments need to stay informed and be prepared for new challenges and new opportunities.

CLG has represented over 500 local governments in several states in cable, wireless, broadband and ROW management matters. We also work closely with the Pennsylvania statewide municipal associations and other local government organizations. CLG's full array of legal services to municipal clients include the following:

- Drafting cable franchise agreements
- Cable franchise renewal negotiations with cable companies
- Franchise fee audits
- Cable compliance reviews
- Drafting wireless facilities ordinances
- Negotiation with cellular tower and antenna companies
- Wireless facility litigation
- Drafting of right-of-way ordinances
- Right-of-way management and enforcement
- Pole attachment negotiations with cable and telephone companies
- Broadband expansion planning and implementation

As an active member of the National Association of Telecommunications Officers and Advisors (NATOA), CLG stays current with changes in telecommunications law. Our attorneys have also written articles on cable franchising, right-of-way, and wireless matters that have appeared in *Public Management Magazine*, *Pennsylvania Township News*, *Pennsylvania Municipal Reporter*, and *Pennsylvania Borough News*. They are also frequent speakers at regional and national municipal conferences.

Cost of Services

We propose to perform these services on a flat fee basis, because our significant experience in performing these projects lends predictability to our efforts on behalf of the LIMC municipalities. In addition, a flat fee provides "price certainty" to the municipalities. We offer our services to the LIMC municipalities at a discounted rate if 5 or more municipalities participate in the project. We offer these discounts because there are certain economies of scale in representing a multi-municipal group.

Standard Single Municipality Fee = \$4,800

5 or More Municipalities: 20% Discount = \$3,840 per Municipality

The flat fees above include expenses. They also do not include the unlikely possibility of extraordinary services outside the scope of services in this proposal or any significant unforeseeable developments. In the event of such extraordinary developments, CLG will contact the affected municipality(ies) to discuss such developments prior to rendering services related to them. If such services were authorized, CLG would charge a fee of \$300 per hour. As noted

above, it is not expected that CLG attorneys will travel for this project. If travel is requested, travel time will be charged at one-half this rate or \$150 per hour.

Please note that our billing policy is to bill one-half of the fee at the commencement of the project and one-half of the fee at the conclusion of the project. We ask that our bills be paid within 30 days of receipt. If the terms of this engagement are acceptable, please sign this letter and send or email a copy back to me. Thank you for your consideration and we look forward to working with you on this project.

Accepted on Behalf of _____

Signature: _____

Print: _____

Title: _____

Date: _____

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 1/23/24

DEPARTMENT: Police Department

TITLE: Special Event – Ashley Tabernacle, COGIC Annual River Baptism

BACKGROUND AND JUSTIFICATION: Ashley Tabernacle COGIC has been hosting their Annual River Baptism for many years. During this event they use the River Park Boat Launch Area for a few hours to Baptize people. They then have a picnic in the small pavilion.

MOTION: To consider approval for Ashley Tabernacle COGIC to host their annual Baptism using the River Park Boat Launch Area on August 11, 2024, from 3pm-6pm (time including setup/teardown – 9am-7pm) contingent on receipt of the required Certificate of Insurance.

FISCAL IMPACT ANALYSIS

NOTES/ATTACHMENT(S):

- Special Event Permit Application
- There should be little to no cost incurred to the Borough for this event.



SPECIAL EVENT PERMIT APPLICATION

Non-Profit: Yes No

Date Request Submitted: 12/29/2023

Organization Name: Ashley Tabernacle, COGIC Representative Name: Evangelist Jan Perez

Address: 165 S. 5th St Phone #: 475-5252 Email: U2CandUe@yahoo.com

Name of Event: Annual Baptism

Describe Event Activities: members baptized at boat dock into the water

Event Date(s) Time of Event Times (Including Setup/Tear Down)

8/11/2024 (Rain Date) 3pm-6pm 9am/7pm

Anticipated Attendance: 100 Are you charging a fee to participate? No If so, how much? _____

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

Annual site of boat dock

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

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

Please Note:

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

I hereby certify 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: Ashley Tabernacle, COGIC (Name - PLEASE PRINT) Evangelist Jan Perez (Signature)

APPROVAL SIGNATURES:

Borough Manager _____ Mark Stivers, Borough Manager Date _____

Police Chief _____ Chief Jack Brommer Date _____

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: January 23, 2024

DEPARTMENT: Public Works

AGENDA TITLE: To authorize staff to change trash haulers for Borough properties from Penn Waste to Gamby’s Disposal Service

BACKGROUND AND JUSTIFICATION: The Borough has used River Valley (now Penn Waste) for many years. Staff is looking to save money and ensure the same quality of service. So staff contacted Gamby Disposal Service and we found that we can save money switching to this hauler.

MOTION: To authorize staff to change trash haulers for Borough properties from Penn Waste to Gamby’s Disposal Service

FISCAL IMPACT ANALYSIS:

See attached summary sheet.

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$11,218.39	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$11,218.39	0	0	0	0

NOTE: Fiscal impact is based on one month with Penn Waste and 11 months with Gamby.

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-409-365	Trash Disposal Services	\$11,330.00	\$11,330.00	\$11,218.39	\$111.61

ATTACHMENT(S):

- Cost comparison sheet

Trash Collection Service Schedule and Rates (MONTHLY)

MONTHLY 11/1/23 – 11/30/23 UPDATED RATES (PENN WASTE)

MONTHLY 1/10/2024 PROPOSAL GAMBY'S DISPOSAL SERVICE

<u>BOROUGH OFFICE/MARKET HOUSE</u>	<u>11/1/23</u>	<u>1/10/2024</u>
3 yard dumpster - Trash 2 X week (Tuesday & Friday)	\$216.30	\$200.00
2 yard dumpster - Cardboard 1 X week (Tuesday)	\$65.92	\$50.00
2 recycle toters - 1 X week (Tuesday)	\$30.90	*NOT NEEDED

STREET CANS (21 CANS IN DOWNTOWN)

All street cans are 2 X week EXCEPT Stover's is 3 X week	\$353.55	\$325.00
200 block Locust St 3 cans		
300 block Locust St 5 cans		
400 block Locust St 1 can		
500 block Locust St 2 cans		
South 3 rd St (front of Market House 1 can)		
North 3 rd St Locust to Walnut St 5 cans (2 @ Stover's 3 X week Monday, Tuesday & Friday)		
North 4 th St Locust to Walnut St 2 cans		
South 6 th St Library 1 can		
300 block Walnut St Burning Bridge Antiques 1 can		

PARK CANS (ROTARY HAS 1 CAN) AND MAKLE HAS 4 CANS)

Trash cans - 1 X week (Monday)	\$92.70	\$100.00
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RIVER PARK

3 yard dumpster - Trash 2 X week (Friday & Monday)	\$284.02	\$250.00
	= \$1,043.39	= \$925.00

COLUMBIA BOROUGH PARKS & RECREATION ADVISORY BOARD

October 12, 2023 | 6:00 PM

Paul W. Myers Council Chambers

MINUTES

1. Committee Chairperson Garner called the meeting to order at 6:01 PM.

Board Members present: Andrews, Byers, Edmond, Germer, & Garner

Council Members present: Fisher

2. A moment of silence was observed

3. Chairperson Garner led the pledge to the flag

4. Approval of minutes

a. Motion to approve the minutes from the May 11, 2023 and June 8, 2023 meeting.

Motion by:	Second by:	Voice Vote:
S. Garner	E. Andrews	All Favored — Motion Carried

5. Public Comments (None)

6. New Business

a. Locust Street Park (550 Locust Street)

Chairperson Garner led a discussion on how to proceed with the fountain in the park. It was noted that it has been nonfunctional for several years. It was also noted that the ladies of the "Town Gardeners" are looking for help with the upkeep of the park. Chairperson Garner stated an urn type fountain replacement option was presented to the Board which was denied and there have not been any further options presented. Board member Byers will contact Facilities Manager Affeld to discuss replacement or repair of the existing fountain or replacing it with a tree and getting quotes for each option.

7. Old Business

a) Movies in the Park

Chairperson Garner led a discussion on the movies presented this year. It was noted rain caused several of the movies to be cancelled. The decline in attendance of the movies was noted. The Board discussed how other communities present movies.

The Board discussed their frustration with the process of making decisions and the lack of communication with management and Council. Chairperson Garner explained the legal limitations of an appointed Board vs an elected official.

Councilperson Fisher provided information from a discussion held at the last Borough Council Work Session suggesting the creation of a 501 C3 Parks and Recreation Foundation made up of neighborhood stake holders. She encouraged members to come to a Borough Council meeting and voice their concerns.

There was a discussion on the Board's confusion on the number required for a quorum for a meeting, meeting minutes, and communication with Borough Council. Board member Byers suggested the creation of a Makle Park Ad Hoc committee to alleviate the sunshine act requirement and the approval of minutes much like the River Park Advisory Committee.

Chairperson Garner and Board Member Edmond announced their Board terms expire at the end of 2023 and they will not be seeking reappointment, but they would be willing to be on a Makle Park Ad Hoc Committee.

Councilperson Fisher suggested the Board request their addition to the next Borough Council meeting agenda as a presentation item. Board members Edmond and Byers agreed to address Council with a proposal for a Makle Park Ad Hoc Committee.

Board Member Andrews lead a discussion on a trick or treat on the trail event.

Chairperson Garner noted there was a conflict with November's meeting date so it was canceled, and the next meeting will be held December 14, 2023.

b) Remake Makle Fundraiser

There was no discussion under this agenda item

8. Motion to adjourn the meeting at 6:42 pm.

Motion by:	Second by:	Voice Vote:
H. Byers	A. Germer	All Favored — Motion Carried

MOTIONED AND APPROVED this 14th of December 2023, by the Parks and Recreation Advisory

Board of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA



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