



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

## COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

March 26, 2024 | 7:00 PM

### FINAL AGENDA

*NOTE: This meeting will be livestreamed on the [Borough's YouTube Channel](#).*

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 February 27, 2024
  - b. Consider approval of the Borough Council meeting minutes for March 12, 2024
8. Presentation & Acceptance of Reports
  - a. Finance – Heather Zink
    - I) Acknowledge Finance Report – February 2024
  - b. Legislation – Kelly Murphy
    - I) Acknowledge March Legislation Report
9. Presentations
  - a. Presentation by Chris Raudabaugh on the filming of My Haunted Manor USA at 131 Locust Street (Art Printing) building
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. HARB COA
    - I) COA for 121 Avenue H for the retroactive approval for the demolition of the front enclosed porch, construction of a front raised porch, and replacement of the siding.
    - II) COA for 131 Locust Street for the installation of signage on the front façade of the building
  - b. Consider authorizing staff to extend an offer of employment to Alex Tinsley for the position of Code Compliance/Zoning Officer.
  - c. Consider authorizing staff to hire Tiffany Toomey as a full-time Administrative Assistant.
  - d. Authorization to pay bills



12. New Business:

- a. Consider authorizing staff to advertise for bid submissions for architectural services for the Ridge Avenue Public works building project.
- b. Consider Resolution 2024 – 14 appointing Bradley Gale to the Borough Planning Commission.
- c. Consider authorizing staff to hire Sandra Richards as Part-time Crossing Guard
- d. Consider authorizing staff and Borough Engineer to submit a letter of intent for the 1000 Block of Walnut Street for the 2024 CDBG Application.
- e. Consider authorizing staff to purchase new computer to upgrade existing aging systems to comply with new security requirements.
- f. Consider authorizing staff to prepare a letter of support for a grant application being submitted by the Alliance for the Chesapeake Bay for a grant through the Pennsylvania Department of Conservation and Natural Resources - Community Conservation Partnership Program.
- g. Consider authorizing staff to prepare a letter of support for a grant application being submitted by Millersville University to improve digital literacy in Columbia.

13. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Secretary/Treasurer
- c. Boards, Commissions and Committees
  - I) Upcoming Meetings: RPARC Thursday 3.28.2024 at 4:00PM
  - II) Approved Board/Committee Minutes:
    - A. Parks and Recreation Board 01.11.2024
    - B. Civil Service Commission 02.05.2024
    - C. HARB 02.15.2024

14. Borough Council Comments

- a. Council Members

15. Announcement of Next Meeting. At 7:00 PM on April 2, 2024, Council will hold a Workshop

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

February 27, 2024 | 7:00 PM  
Paul W. Myers Council Chambers

## MINUTES

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

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

**Councilperson via phone:** Burgard

**Absent:** Mayor Lutz

**Staff Present:** Borough Manager Stivers, Police Chief Brommer, Finance Manager Bennett, and Facility Service Coordinator Affeld. Solicitor Gabel and Engineer Rinaldo were also present.

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

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

6. Citizen Comments Non-Agenda Items Only

7. Minutes for Approval

- a. Motion to approve the Borough Council Meeting Minutes for February 13, 2024.

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

8. Presentation & Acceptance of Reports

- a. Finance – Heather Zink
  - I) Acknowledge Finance Report – January 2024
- b. Legislation – Kelly Murphy
  - I) Acknowledge February Legislation Report  
Councilperson Kauffman led a discussion on the number of unresolved items in the report. Manager Stivers responded he will update the information. President Zink led a discussion on the Borough’s ordinance that pertains to the Volunteer Fire Department. Solicitor Gabel provided detail on the issue and will begin work on updating the ordinance.
- c. Personnel – Joanne Price
  - I) Acknowledge the retirement of Deb LaClair
  - II) Acknowledge the resignation of Theresa O’Donnell  
Manager Stivers provided final dates for each candidate.

9. Presentations

- a. Susquehanna National Heritage Area yearly report and 2024 Budget presentation

Hope Byers, Megan Salvatore and Mark Platts were present. Mark introduced Hope and Megan and announced the promotion of Hope to Vice President of Visitor Engagement for the Susquehanna National

Heritage organization and Megan as her replacement as Visitor Service Manager of Columbia Crossing. Hope provided and reviewed the annual report for 2023 and the 2024 budget. Megan reviewed a list of 2024 priorities. Mark discussed SNHA's recent purchase of the 98 acres Mifflin Farm in Wrightsville. The property is an underground railroad and civil war battle site. He discussed the plans to turn the property into the Susquehanna Discovery Center and Heritage Park to service both York and Lancaster Counties. President Zink asked if SNHA is working on the Cuffs Run issue. Mark and Hope detailed the work being done and options for people to get involved.

10. Mayor Lutz/Chief Brommer

Chief Brommer discussed a recent shooting incident in the Borough. Addressed citizens' concerns on the rise in violence in the Borough. Noted many residents are reluctant to assist the Police and thanked those that came forward with information.

11. Action Items

- a. HARB Certificate of Appropriateness.

- i) Motion to approve COA for 17 South Third Street for the installation of a business sign.

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

The applicant was present to answer questions and provide any additional information. Manager Stivers advised Council of HARB's recommendation that option #1 be used for the sign bracket.

- b. Motion to authorize the Columbia Historic Preservation Society to make improvements to the Market House dungeons.

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

Councilperson Kauffman asked for clarification on who will oversee the work. Manager Stivers responded he will work with the Preservation Society on the project and also noted the Society is raising the funds for the work being done.

- c. Motion to authorize staff to pay bills.

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

12. New Business

- a. Motion to approve Resolution 2024-11 to appoint Michelle Kauffman to the Parks and Recreation Advisory Board.

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

- b. Motion to approve for the Columbia Movers and Shakers Society to host their annual "Luminaries on Locust" event, on Saturday December 21, 2024, from 5pm until Sunday, December 22, 2024, at approximately 6:30am.

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

- c. Motion to approve for the Columbia United Veterans to host the 2024 Columbia Memorial Day Parade on Sunday May 26, 2024, starting at 1:00pm using the traditional parade route.

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

- d. Motion to approve the public security for Columbia Trinity House Parking plan at \$512,359.10.

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

Engineer Rinaldo provided detail on the motion.

- e. Motion to authorize staff to execute a consulting agreement to work with the Historic Preservation Trust of Lancaster County for technical support to COA applications and other work as needed.

Motion by:	Second by:	Voice Vote:
E. Kauffman	K. Murphy	All Favored – Motion Carried

Manager Stivers provided detail on the motion and reviewed the scope of work that will be provided. Councilperson Kauffman noted the cost of \$200 per review. Councilperson Stahl lead a discussion on the need for the service if we have a HARB. Several Council members and Manager Stivers responded with detailed information.

- f. Motion to authorize staff to enter into an agreement with Kline, Kreider, and Good Auctioneers for the sale by auction of public land.

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

Manager Stivers provided detail on the motion.

- g. Motion to authorize staff and the Borough Engineer to advertise for bids for the CDBG Improvement Project located on the 200 block of Union Street.

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

Engineer Rinaldo provided information on the motion.

- h. Motion to authorize staff to hire Tony Shelley for the part-time parking enforcement position at a salary of \$19.00/hour, contingent upon successful completion of a medical exam, drug screening, and background checks.

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

- i. Motion to authorize pay increase for the following staff:

- I) Matt Peak – Property Inspector – 5% increase for passing the fire inspector certification and taking on the role of fire safety inspections.

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

- II) Paula Diffenderfer – Code Compliance Manager – 5% increase for additional responsibilities related to managing the front office and zoning oversight

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

Councilperson Kauffman led a discussion on the motions.

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

- a. Solicitor

Provided an update on liens. Discussed status of sale of the wastewater treatment plant and the updated lease for 137 S Front Street.

b. Secretary/Treasurer

Discussed the upgrades to the audio and visual systems. Noted, once all the kinks are worked out, the meetings will be live streamed to YouTube. Discussed an opportunity to speak at a Brownfield Conference and showcase the McGinness project. Noted signs have been installed at the McGinness site. Provided an update on groundbreaking for the project. Updated Council on the Ridge Avenue Public Works property. Reviewed a meeting with Engineer Rinaldo discussing street lighting for the Walnut Street project. Engineer Rinaldo provided additional information on the meeting. Manager Stivers congratulated MAC on the success of recent events that brought additional people into the downtown area.

c. Boards, Commissions and Committees

l) LASA Minutes for January 25, 2024

14. Borough Council Comments

a. Council Members

Councilperson Kauffman noted a lecture series being offered at the Market House. President Zink discussed the lights currently stored at the current Public Works Facility. Announced streets sweeping will begin March 11, 2024. Announced a 2 day conference she and Chief Brommer will attend presented by the Steinmetz Foundation and CHI addressing community violence. Also discussed the project to construct a wall in the finance department and the process by which the work will be approved. Manager Stiver discussed an alternate access to the town clock. President Zink noted work being done to upgrade the Borough’s technology security.

15. Announcement of next meeting. At 7:00 p.m. on Tuesday, March 5, 2024 Council will hold a workshop.

16. Motion to adjourn at 8:24 pm to an executive session to discuss personnel issues.

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

**MOTIONED AND APPROVED** this 12<sup>th</sup> day of March 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:**

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Mark E. Stivers, Secretary/Treasurer

# COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

March 12, 2024 - 7:00PM  
Paul W. Myers Council Chambers

## MINUTES

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

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

**Councilpersons absent:** Councilperson Price was absent.

**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. Pastor Fred Thomas offered a prayer.
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. None.

Motion to approve the agenda as published.

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

6. Citizen Comments Non-Agenda Items Only
  - a. Sandra Agee of 419 North Fourth Street noted that a camper has been parked across the street from her home for the better part of three years. She asked assistance in getting the camper moved as it obstructs her view of the neighborhood. Mayor Lutz and Chief Brommer acknowledged the issue and noted that the Police Department is working to resolve the issue.
  - b. Elizabeth Andrews, a neighbor to Sandra Agee also discussed the camper issue stating that the camper is causing visibility issues for drivers.
7. Minutes for Approval
  - a. Motion to approve the Borough Council Workshop Minutes for March 5, 2024.

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

8. Presentation & Acceptance of Reports

- a. Community Development – Eric Kauffman
  - I. Acknowledge receipt of the Planning and Zoning Report for February 2024
  - II. Acknowledge receipt of the Columbia Market House Report for February 2024
  
- b. Public Works & Property – Peter Stahl
  - I. Acknowledge receipt of the Public Works and Property Report for February 2024
  
- c. Safety/Marketing – Todd Burgard
  - I. Acknowledge receipt of the Public Safety Reports for February 2024: Columbia Borough Police Department, EMOG Report for February 2024
  - II. Acknowledge receipt of the Codes Compliance Report and Condemnation Report for February 2024

Note: Councilperson Peter Stahl noted that the Borough has received seventeen inches of snow so far this year. He thanked the Public Works Department for doing an excellent job in clearing the snow.

Note: Council President Heather Zink noted that 170 South 5<sup>th</sup> Street, a vacant property, received certification by the Lancaster County Planning Commission today as a blighted property. She said that work has begun at the property.

9. Presentations

- a. Mary Wickenheiser, of the Columbia Borough Planning Commission, presented the 2023 Planning Commission Annual Report. She noted that review/revision of the Comprehensive Plan is complete. She stated that there is currently one request being reviewed by the Planning Commission and that it is for 451 Mill Street which is the Trinity House parking lot expansion. Mary also discussed the Borough property, currently being used by JG Environmental, the Blue Lane subdivision, Ordinance reviews, Zoning changes requested for 740 S. 12<sup>th</sup> Street, rezoning the McGuiness Property, Ordinance 929 which was tabled by Council in June of 2022. Mary noted that the next Planning Commission meeting is scheduled for Tuesday, March 19, 2024, at 7:00pm.

Mayor Lutz thanked the Planning Commission for their hard work to revise the Comprehensive Plan.

10. Mayor Lutz/Chief Brommer



- a. Mayor Lutz noted that the weather is changing, and more people will be outside. He asked everyone to be cautious when driving and to watch for children on bikes.
- b. Mayor Lutz praised Officers for an extremely successful operation at a nuisance property on Monday night. He said that four people were arrested.
- c. Chief Brommer noted that Sergeant Arndt and Sergeant Souders both attended the FBI Training Academy recently. He said that both Sergeants did very well.

11. Action Items

- a. Motion to approve Resolution 2024-12 to authorize staff to destroy public records in accordance with the Records Retention Act of Pennsylvania.

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

- b. Motion to approve Resolution 2024-13 to declare that the Borough of Columbia will fully cooperate and coordinate with any necessary external law enforcement agencies when encountering undocumented individuals.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
E. Kauffman	K. Murphy	All Favored

Councilperson Fisher read a prepared statement regarding her reasons for voting “yes” on this motion.

Mayor Lutz noted that there is a misunderstanding among residents regarding police being able to approach people and ask for identification. He stated that officers may only ask for identification if the person is directly involved in an incident.

There was discussion regarding Lancaster City officials voting to make Lancaster City a “Sanctuary City” and how taking this action could potentially affect Columbia Borough.

- c. Motion to authorize staff to extend an offer of employment for Courtney Cooper for the position of full-time administrative assistant.

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

- d. Motion to authorize staff to advertise an Ordinance to amend Chapter 74-15 of the Code of Ordinance related to required key lock boxes on buildings.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
K. Murphy	E. Kauffman	All Favored

Discussion: Council President Zink and Solicitor Gabel noted that the Ordinance number will remain the same until the amended ordinance come back to Council for approval.

- e. Motion to authorize staff to issue a position statement on behalf of Borough Council regarding the York Energy Storage LLC application to FERC for the Cuffs Run Energy Storage facility.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
K. Murphy	T. Burgard	All Favored

Discussion: Mayor Lutz discussed the proposed storage facility. He said that Lancaster County, and Columbia Borough will not benefit from this facility. Council President Zink said she has been in contact with the Lancaster County Commissioners office and has requested that the Commissioners take a stand against the facility as well.

- f. Motion to authorize staff to pay the bills.

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

12. Introduction of New Business: None

13. Staff Reports, Comments, and Announcements.

- a. Solicitor – Solicitor Gabel Discussed the camper parking issue. He noted that other municipalities have regulations regarding parking such vehicles on the street.
- b. Borough Engineer – Derrick Rinaldo noted that a bid opening will take place on 4/2/24 at 10AM in Council Chambers for the Union Street project.
- c. Secretary/Treasurer – Borough Manager Stivers noted that the new AV system was installed recently and is going well. He thanked everyone for their support and patience. Borough Manager Stivers also expressed thanks to Market Manager Chris Vera for hosting weekly speaker events. He said the Market House was renovated to bring community members together, and that the events have been successful in doing that. Borough Manager Stivers reminded everyone of the “Adopt-a-Block” program in the Borough and asked community members to sign up for a block.
- d. Boards, Commissions and Committees –
  - I. Council President Zink announced the following upcoming meetings:
    - CCAT 3/13/24 at 5:30PM
    - HARB 3/13/24 at 7:00PM
    - Parks and Rec 3/14/24 at 6:00PM
    - Planning Commission 3/19/24 at 7:00PM

- Shade Tree Commission 3/25/24 at 6:00PM

II. Minutes. None

14. Borough Council Comments

a. Council Members

Councilperson Fisher asked for a status on hiring a Zoning Officer. Mark Stivers said the Borough will soon advertise for a Code Compliance/Zoning Officer.

Councilperson Erick Kauffman noted that Bonnie, of “Coffee Corner” in the Market House, does a wonderful job catering Market House events. Council President Zink noted that Spring Cleanup will take place on Friday, April 19, 2024, from 8AM-12PM and encouraged everyone to get out and spruce up their own properties and to participate with the Community Cleanup. Councilperson T. Burgard encouraged anyone who has not already done so, to sign up for “Text-my-Gov.”

15. Council President Zink announced that the next Borough Council Meeting will take place on Tuesday, March 26, 2024, at 7:00pm in Council Chambers.

16. Council President Zink noted that Council will not be adjourned to an executive session this evening as stated on the agenda.

Motion to adjourn the meeting at 8:07pm.

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

MOTIONED AND APPROVED THIS 26<sup>th</sup> day of March 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

Account Range: 01-301-001 to 35-395-001 Include Zero Activity Accounts: No  
Current Date Range: 01/01/24 to 02/29/24 Year To Date As Of: 02/29/24

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-301-001	Transfer from Fund Balance	1,188,082.00	0.00	0.00	0.00
01-301-100	Property Taxes - Current Year	3,522,086.00	0.00	40,816.14	1.16
01-301-101	RET - Current Year, Uncollectable (5%)	176,104.00-	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)	177,168.00	0.00	6,367.61	3.59
01-301-400	Property Taxes - KOZ Properties	5,196.00	0.00	0.00	0.00
01-310-100	Deed Transfer Tax (DTT) - 0.5%	238,959.00	0.00	18,779.40	7.86
01-310-210	Earned Income Tax (EIT) - 0.5%	1,188,100.00	0.00	256,914.62	21.62
01-310-430	Local Services Tax (LST) - \$52 per annum	150,889.00	0.00	29,820.27	19.76
01-321-310	Misc License (Pawn, Antique, Tattoo,.)	2,133.00	0.00	595.00	27.89
01-321-610	Peddler's License	240.00	0.00	0.00	0.00
01-321-800	Cable TV Franchise	141,664.00	0.00	0.00	0.00
01-321-900	Cell Tower (Verizon)	11,807.00	0.00	4,697.19	39.78
01-331-109	State Police & County Fines	5,686.00	0.00	399.05	7.02
01-331-112	Ordinance Violations-DJ-POLICE	84,001.00	0.00	10,569.57	12.58
01-331-115	Ordinance Violations-DJ-CODES	7,838.00	0.00	374.96	4.78
01-331-300	Parking Fines	142,149.00	0.00	9,740.00	6.85
01-341-100	Interest Income	10,000.00	0.00	1,402.30	14.02
01-342-200	137 S Front, Lease Proceeds	79,859.00	0.00	18,033.34	22.58

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-342-201	137 S Front, Tenant Exp Reimbursements	30,265.00	0.00	2,900.07	9.58
01-342-202	420,430,434,440 S Front St Lease	12,060.00	0.00	2,122.00	17.60
01-342-204	Market House-Stand Rentals	52,500.00	0.00	4,933.19	9.40
01-342-205	Market House - All Events	34,000.00	0.00	5,055.00	14.87
01-342-206	Market House - Community Kitchen	19,000.00	0.00	2,426.00	12.77
01-351-001	Act 205 Pension Subsidy	338,018.00	0.00	0.00	0.00
01-354-040	904 Recycling Grant Income	9,656.00	0.00	0.00	0.00
01-355-010	State Public Utility Realty Tax	4,671.00	0.00	0.00	0.00
01-355-080	Alcoholic Beverage Sales Licenses	3,500.00	0.00	0.00	0.00
01-355-990	Firemen's Relief Fund PA Subsidy	50,107.00	0.00	0.00	0.00
01-357-030	Police Department Grants	3,000.00	0.00	0.00	0.00
01-361-200	Tax Certifications & Copies	14,014.00	0.00	915.00	6.53
01-361-310	Subdivision/Land Development Fees	1,500.00	0.00	0.00	0.00
01-361-330	Building & Zoning Permits	65,407.00	0.00	7,819.09	11.95
01-361-340	Zoning Hearings	3,041.00	0.00	700.00	23.02
01-361-350	Municipal SW Maintenance Fund	1,500.00	0.00	288.00	19.20
01-361-510	Sale of Materials & Equipment	8,742.00	0.00	1,671.75	19.12
01-361-620	County Tax Collection Commission Revenue	4,080.00	0.00	11.35	0.28
01-362-100	Police Dept Misc Services & Refunds	27,216.00	0.00	1,082.99	3.98
01-362-110	Sale of Accident Reports	2,295.00	0.00	735.00	32.03

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-362-140	Crossing Guard Wage Reimbursement (CBSD)	23,756.00	0.00	10,092.47	42.48
01-362-160	Lanc. County Task Force, Reimbursement	82,400.00	0.00	0.00	0.00
01-362-170	LiveScan Revenue	7,000.00	0.00	25.00	0.36
01-362-200	Animal Control & Shelter Reimbursement	300.00	0.00	250.00	83.33
01-362-210	Alarm Use Permit	1,485.00	0.00	800.00	53.87
01-362-400	Code Dept Misc Services & Refunds	500.00	0.00	0.00	0.00
01-362-401	Rental Registration	91,200.00	0.00	800.00	0.88
01-362-402	Borough Rental & Event Revenue	15,750.00	0.00	25.00	0.16
01-362-423	Quick Ticket Revenue	37,537.00	0.00	7,525.00	20.05
01-362-424	Rental Inspections Revenue	75,112.00	0.00	4,125.00	5.49
01-362-425	Fire Inspections Revenue	9,338.00	0.00	200.00	2.14
01-362-426	Home Inspections Revenue	100.00	0.00	0.00	0.00
01-362-427	New Tenant Walkthrough Inspections	6,075.00	0.00	875.00	14.40
01-362-450	Certificate of Occupancy	150.00	0.00	0.00	0.00
01-362-460	Lien Recovery	4,646.00	0.00	0.00	0.00
01-362-470	Condemnation Revenue	9,750.00	0.00	1,000.00	10.26
01-362-480	Appeals Revenue	38.00	0.00	0.00	0.00
01-363-100	Street Opening Permits	27,409.00	0.00	3,580.00	13.06
01-363-210	Meter Receipts	82,853.00	0.00	12,099.31	14.60
01-363-220	Contractor Parking Permits	12,912.00	0.00	456.00	3.53

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
01-363-400	Yard Waste Revenue	108,898.00	0.00	14,751.80	13.55
01-363-500	Highway Dept Misc Services & Refunds	500.00	0.00	0.00	0.00
01-372-400	Electric Generation Revenue (LCSWMA)	50,016.00	0.00	8,336.00	16.67
01-380-001	Miscellaneous Revenue	5,000.00	0.00	1,737.59	34.75
01-380-002	Insurance Rebates, Refunds, & Reimburmnt	123,382.00	0.00	15,827.91	12.83
01-380-005	Police Misc Revenue (TRUIST Donations)	500.00	0.00	0.00	0.00
01-380-006	NonDepartmentalized Services & Refunds	500.00	0.00	0.00	0.00
01-380-150	WWTP Sewage Revenue (A/R & Lien)	250.00	0.00	805.05	322.02
01-387-001	Contributions - Private Sources	500.00	0.00	0.00	0.00
01-387-002	Contributions - In Lieu of (ALL)	18,000.00	0.00	11,000.00	61.11
01-387-005	Employee Health Insurance Share (NonPol)	25,261.00	0.00	4,081.20	16.16
01-387-006	Employee Health Insurance Share (Pol)	44,847.00	0.00	9,023.74	20.12
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	0.00	0.00
01-900-000	PO REVERSAL REVENUE ACCOUNT-prior year	0.00	0.00	480.00	0.00
	Anticipated Total	8,162,339.00	0.00	517,907.74	6.35
	Unanticipated Total	470,451.00	0.00	19,157.22	0.00
	<b>Fund Total</b>	<b>8,632,790.00</b>	<b>0.00</b>	<b>537,064.96</b>	<b>6.00</b>
18-301-001	Transfer from Fund Balance	198,725.00-	0.00	0.00	0.00
18-341-100	Interest Income	65,000.00	0.00	17,004.26	26.16

Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
18-354-077	CDBG-200 Block of Union St Improvements	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)	478,300.00	0.00	0.00	0.00
18-354-081	158 River Front Storm Sys/PA SMALL WATER	275,000.00	0.00	0.00	0.00
18-354-082	PA Local Share Grant-Gaming Act4PW BLDG	800,000.00	0.00	0.00	0.00
18-354-100	DEP Recycling Grant	350,000.00	0.00	0.00	0.00
18-395-001	Refund of Prior Yr Expenditure	0.00	0.00	5,001.64	0.00
Anticipated Total		133,725.00-	0.00	22,005.90	16.46-
Unanticipated Total		4,103,300.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>3,969,575.00</b>	<b>0.00</b>	<b>22,005.90</b>	<b>0.55</b>
21-341-100	Interest Income	65,000.00	0.00	1,469.18	2.26
21-351-101	Transfer to Fund Balance	574,000.00	0.00	0.00	0.00
Anticipated Total		0.00	0.00	0.00	0.00
Unanticipated Total		639,000.00	0.00	1,469.18	0.00
<b>Fund Total</b>		<b>639,000.00</b>	<b>0.00</b>	<b>1,469.18</b>	<b>0.00</b>
30-301-001	Transfer from Fund Balance	478,500.00	0.00	0.00	0.00
30-341-100	Interest	0.00	0.00	795.74	0.00
30-354-010	RACP - Market House Grant Phase I	1,311,858.00	0.00	0.00	0.00
30-354-015	RACP - Market House Grant Phase II	438,142.00	0.00	0.00	0.00
30-354-076	LCPC - SmartGrowth Trans. Grant, Walnut St	867,100.00	0.00	0.00	0.00



Account Id	Description	Adopted	Amended	YTD Revenue	% Realized
Anticipated Total		1,790,358.00	0.00	795.74	0.04
Unanticipated Total		1,305,242.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>3,095,600.00</b>	<b>0.00</b>	<b>795.74</b>	<b>0.03</b>
35-301-001	Transfer from Fund Balance	531,345.00	0.00	0.00	0.00
35-341-100	Interest Income	40,000.00	0.00	9,229.29	23.07
35-354-030	Highway Liquid Fuels	254,010.00	0.00	0.00	0.00
35-354-031	Turnback Program	5,720.00	0.00	0.00	0.00
Anticipated Total		831,075.00	0.00	9,229.29	1.11
Unanticipated Total		0.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>831,075.00</b>	<b>0.00</b>	<b>9,229.29</b>	<b>1.11</b>
<b>Final Total</b>		<b>17,168,040.00</b>	<b>0.00</b>	<b>570,565.07</b>	<b>3.20</b>

Range of Accounts: 01-400-000 to 35-492-183 Include Cap Accounts: Yes As Of: 02/29/24  
Skip Zero Activity: Yes

NOTE: This report includes ONLY activity originally Budgeted/Charged to Budget Year 4.  
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 4 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	1,400.00	0.00	7,000.00	17
01-400-113	Compensation to Mayor	1,200.00	0.00	0.00	200.00	0.00	1,000.00	17
01-400-300	Conference & Training	2,000.00	0.00	0.00	150.00	0.00	1,850.00	8
01-400-400	Council Other Expenses	500.00	0.00	20.00-	113.09	0.00	406.91	19
Control: 000	Total	12,100.00	0.00	20.00-	1,863.09	0.00	10,256.91	15
01-401-000	ADMINISTRATION CONTROL ACCOUNT A:							
01-401-121	Borough Manager Salary	101,309.00	0.00	0.00	18,509.81	0.00	82,799.19	18
01-401-337	Borough Manager, Mileage Reimbursement	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	101,809.00	0.00	0.00	18,509.81	0.00	83,299.19	18
01-402-000	ADMINISTRATION CONTROL ACCOUNT B:							
01-402-120	Finance Manager Salary	71,033.00	0.00	0.00	12,984.60	0.00	58,048.40	18
01-402-121	Accountant	54,571.00	0.00	0.00	8,396.80	0.00	46,174.20	15
01-402-140	Clerical Salary	50,533.00	0.00	0.00	7,772.81	0.00	42,760.19	15
01-402-141	Clerical Salary Overtime	3,090.00	0.00	0.00	332.31	0.00	2,757.69	11
01-402-192	Employee FICA	25,036.00	0.00	0.00	3,770.69	0.00	21,265.31	15
01-402-194	Employee Unemployment Compensation Tax	1,414.00	0.00	0.00	500.14	0.00	913.86	35
01-402-195	Employee Workers Compensation Insurance	1,000.00	0.00	0.00	120.66	0.00	879.34	12
01-402-196	Employee Insurance Coverage Premiums	96,562.00	0.00	0.00	13,902.76	0.00	82,659.24	14
01-402-197	Employee Pension Contributions	23,528.00	0.00	0.00	0.00	0.00	23,528.00	0
01-402-210	Office Equipment & Supplies	14,000.00	0.00	0.00	1,770.33	0.00	12,229.67	13
01-402-300	Conference & Training	5,000.00	0.00	0.00	250.00	0.00	4,750.00	5
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	2,070.00	0.00	2,930.00	41
01-402-311	Accounting & Auditing Services	45,000.00	0.00	0.00	8,940.00	0.00	36,060.00	20
01-402-312	IT Contracted Services	77,250.00	0.00	0.00	20,937.44	0.00	56,312.56	27
01-402-316	Pension Services	9,000.00	0.00	0.00	5,125.00	0.00	3,875.00	57
01-402-317	Contracted Services	18,000.00	0.00	0.00	9,380.86	0.00	8,619.14	52
01-402-318	Payroll Processing Fees	2,000.00	0.00	0.00	177.62	0.00	1,822.38	9
01-402-325	Postage	12,000.00	0.00	0.00	2,436.33	0.00	9,563.67	20
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	13,000.00	0.00	0.00	1,143.45	0.00	11,856.55	9
01-402-350	General Communications	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-402-360	Bank Service Charges	3,647.00	0.00	0.00	1,064.04	0.00	2,582.96	29
01-402-374	Maint. & Rental Office Equipment	2,500.00	0.00	0.00	321.62	0.00	2,178.38	13
01-402-420	Dues & Publications	5,000.00	0.00	20.00	1,980.01	0.00	2,999.99	40
01-402-421	CS Datum Annual Subscriptions	2,400.00	0.00	0.00	0.00	0.00	2,400.00	0
01-402-750	Office Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	585,064.00	0.00	20.00	103,377.47	0.00	481,666.53	18
01-403-000	TAX COLLECTIONS CONTROL ACCOUNT:							
01-403-115	LCTCB Collection Fee - EIT 1.7% LST 1.5%	22,093.00	0.00	0.00	4,814.86	0.00	17,278.14	22
01-403-215	Deed Transfer Tax Collection Fee - 2.0%	4,779.00	0.00	0.00	375.59	0.00	4,403.41	8
Control: 000	Total	26,872.00	0.00	0.00	5,190.45	0.00	21,681.55	19
01-404-000	SOLICITOR/LEGAL CONTROL ACCOUNT:							
01-404-314	Solicitor Fees	110,808.00	0.00	0.00	23,337.50	0.00	87,470.50	21
01-404-315	Labor Counsel	40,000.00	0.00	0.00	5,547.00	0.00	34,453.00	14
01-404-316	Arbitration Services	1,500.00	0.00	0.00	5,399.50	0.00	3,899.50	360
Control: 000	Total	152,308.00	0.00	0.00	34,284.00	0.00	118,024.00	23
01-408-000	ENGINEERING CONTROL ACCOUNT:							
01-408-101	Engineering Services	124,800.00	0.00	0.00	19,806.48	0.00	104,993.52	16
Control: 000	Total	124,800.00	0.00	0.00	19,806.48	0.00	104,993.52	16
01-409-000	BUILDING & PROPERTY CONTROL ACCOUNT:							
01-409-120	Property Management Salaries	65,582.00	0.00	0.00	10,089.60	0.00	55,492.40	15
01-409-122	Property Management - Janitorial PT	27,115.00	0.00	0.00	1,934.09	0.00	25,180.91	7
01-409-192	Employee FICA	6,769.00	0.00	0.00	916.67	0.00	5,852.33	14
01-409-194	Employee Unemployment Compensation Tax	2,642.00	0.00	0.00	265.13	0.00	2,376.87	10
01-409-195	Employee Workers Compensation Insurance	200.00	0.00	0.00	28.52	0.00	171.48	14
01-409-196	Employee Insurance Coverage Premiums	4,335.00	0.00	0.00	767.08	0.00	3,567.92	18
01-409-197	Employee Pension Contributions	4,591.00	0.00	0.00	0.00	0.00	4,591.00	0
01-409-226	Cleaning Supplies	3,605.00	0.00	0.00	491.43	0.00	3,113.57	14
01-409-227	Tools and Supplies	3,000.00	0.00	0.00	22.27	0.00	2,977.73	1
01-409-231	Gasoline, Vehicles	600.00	0.00	0.00	34.44	0.00	565.56	6
01-409-239	Clothing Allowance (Janitorial)	800.00	0.00	0.00	0.00	0.00	800.00	0
01-409-321	308 Locust St., Phone - Cell & Landline	6,600.00	0.00	0.00	1,481.59	0.00	5,118.41	22
01-409-352	Insurance Premium Expenses	143,590.00	0.00	0.00	1,337.00	0.00	142,253.00	1
01-409-361	Electrical Usage	12,360.00	0.00	0.00	1,692.76	0.00	10,667.24	14
01-409-362	308 Locust St., Natural Gas Usage	5,150.00	0.00	0.00	1,310.25	0.00	3,839.75	25
01-409-364	137 S Front, Rebillable Prop Expenses	27,500.00	0.00	0.00	5,075.72	0.00	22,424.28	18
01-409-365	Trash Disposal Services	11,330.00	0.00	0.00	666.67	0.00	10,663.33	6

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-409-366	Water & Sewer Usage	2,260.00	0.00	0.00	698.16	0.00	1,561.84	31
01-409-370	Maintenance & Repair of Building	25,000.00	0.00	0.00	96.14	0.00	24,903.86	0
01-409-374	Maintenance & Repair of Equipment	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0
01-409-376	137 S Front, Boro Property Expenses	20,000.00	0.00	0.00	1,328.80	0.00	18,671.20	7
01-409-430	Property Tax Expenses	60,000.00	0.00	0.00	0.00	0.00	60,000.00	0
Control: 000	Total	443,029.00	0.00	0.00	28,236.32	0.00	414,792.68	6
01-410-000	POLICE CONTROL ACCOUNT:							
01-410-120	Chief of Police Salary	110,933.00	0.00	0.00	17,398.40	0.00	93,534.60	16
01-410-130	Sergeants Salaries	409,995.00	0.00	0.00	77,616.00	0.00	332,379.00	19
01-410-131	Police Officer Salaries	1,114,224.00	0.00	0.00	191,877.69	0.00	922,346.31	17
01-410-132	Part-Time Police Officer Salaries	46,800.00	0.00	0.00	2,040.00	0.00	44,760.00	4
01-410-133	School Crossing Guard Salaries	57,000.00	0.00	0.00	5,236.00	0.00	51,764.00	9
01-410-134	Officer in Charge (OIC)	20,000.00	0.00	0.00	1,235.33	0.00	18,764.67	6
01-410-136	Enforcement Officer Salaries	73,270.00	0.00	0.00	4,560.00	0.00	68,710.00	6
01-410-137	Administrative Assistant Salary	50,539.00	0.00	0.00	7,772.80	0.00	42,766.20	15
01-410-138	Administrative Assistant Overtime	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-410-140	Administrative Coordinator Salary	54,823.00	0.00	0.00	8,570.37	0.00	46,252.63	16
01-410-141	Community Service Aide Salaries	104,350.00	0.00	0.00	9,224.05	0.00	95,125.95	9
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	197,059.00	0.00	0.00	44,519.69	0.00	152,539.31	23
01-410-174	Conference & Training	41,200.00	0.00	0.00	10,817.53	0.00	30,382.47	26
01-410-179	Longevity Bonuses	27,500.00	0.00	0.00	0.00	0.00	27,500.00	0
01-410-180	Police Degree Bonuses	9,500.00	0.00	0.00	0.00	0.00	9,500.00	0
01-410-183	Police Department Overtime	70,000.00	0.00	0.00	11,407.48	0.00	58,592.52	16
01-410-192	Employee FICA	57,332.00	0.00	0.00	7,829.69	0.00	49,502.31	14
01-410-194	Employee Unemployment Compensation Tax	18,811.00	0.00	0.00	4,867.99	0.00	13,943.01	26
01-410-195	Employee Workers Compensation Insurance	112,938.00	0.00	0.00	18,823.02	0.00	94,114.98	17
01-410-196	Employee Insurance Coverage Premiums	590,593.00	0.00	0.00	94,247.52	0.00	496,345.48	16
01-410-197	Employee Pension Contributions (Uniform)	623,090.00	0.00	0.00	0.00	0.00	623,090.00	0
01-410-198	Employee Pension Contributions	10,712.00	0.00	0.00	0.00	0.00	10,712.00	0
01-410-200	Police Equipment & Supplies	25,750.00	0.00	0.00	5,117.72	0.00	20,632.28	20
01-410-201	Police Ammo	5,150.00	0.00	0.00	0.00	0.00	5,150.00	0
01-410-202	National Night Out	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0
01-410-204	Officer Equipment Allowance	6,798.00	0.00	0.00	961.49	0.00	5,836.51	14
01-410-228	Animal Control & Shelter Fees	2,060.00	0.00	0.00	500.00	0.00	1,560.00	24
01-410-229	LiveScan Fees	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0
01-410-231	Fuel, Vehicles	24,000.00	0.00	0.00	1,663.95	0.00	22,336.05	7
01-410-238	Police Uniforms and Dry Cleaning	18,000.00	0.00	204.00	6,943.42	0.00	10,852.58	40
01-410-239	Enforcement Officers Clothing Allowance	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-410-316	Pension Fees - Uniformed	11,000.00	0.00	0.00	2,000.00	0.00	9,000.00	18
01-410-317	Contracted Services	30,000.00	0.00	1,237.50	15,548.65	0.00	13,213.85	56
01-410-318	Payroll Processing Fees	6,000.00	0.00	0.00	782.32	0.00	5,217.68	13
01-410-321	Police, Phone - Cell, Landline & GPS	10,300.00	0.00	0.00	1,577.18	0.00	8,722.82	15
01-410-327	Maintenance & Repair of Radios	4,120.00	0.00	0.00	371.38	0.00	3,748.62	9
01-410-328	Maint, Repair, & Rents for Camera System	15,450.00	0.00	0.00	3,803.94	0.00	11,646.06	25
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	2,472.00	0.00	0.00	456.27	0.00	2,015.73	18
01-410-376	Maintenance & Repair, Police Vehicles	4,120.00	0.00	0.00	3,058.64	0.00	1,061.36	74
01-410-377	Maintenance & Repair, Police Equipment	20,600.00	0.00	0.00	1,090.50	0.00	19,509.50	5
01-410-384	Equipment Rental	3,090.00	0.00	0.00	308.70	0.00	2,781.30	10
01-410-471	Enterprise Lease Expenses 2024 -POLICE	83,444.00	0.00	0.00	11,758.00	0.00	71,686.00	14
01-410-530	Lanc. County Drug Task Force, Member Fee	10,400.00	0.00	0.00	0.00	0.00	10,400.00	0
01-410-610	Maintenance & Repair of Building	4,120.00	0.00	0.00	53.95	0.00	4,066.05	1
Control: 000	Total	4,159,543.00	0.00	1,441.50	574,039.67	0.00	3,584,061.83	14
01-411-000	FIRE CONTROL ACCOUNT:							
01-411-363	Fire Hydrant, Water Supply	49,282.00	0.00	0.00	10,174.25	0.00	39,107.75	21
01-411-381	CBVFD - Workers Comp. Ins	41,328.00	0.00	0.00	4,110.00	0.00	37,218.00	10
01-411-500	CBVFD - Fire Co Contributions (Beg.2021)	111,000.00	0.00	0.00	0.00	0.00	111,000.00	0
01-411-501	CBVFD - Vol. Fire Fighter Tax Rebate	4,636.00	0.00	0.00	2,779.41	0.00	1,856.59	60
01-411-540	CBVFD - Fireman's Relief Fund	50,107.00	0.00	0.00	0.00	0.00	50,107.00	0
Control: 000	Total	256,353.00	0.00	0.00	17,063.66	0.00	239,289.34	7
01-413-000	CODE COMPLIANCE CONTROL ACCOUNT:							
01-413-123	Code Compliance Manager	64,295.00	0.00	0.00	13,604.80	0.00	50,690.20	21
01-413-142	Code Compliance Officer (Union)	24,947.00	0.00	0.00	3,420.00	0.00	21,527.00	14
01-413-192	Employee FICA	14,587.00	0.00	0.00	1,744.22	0.00	12,842.78	12
01-413-194	Employee Unemployment Compensation Tax	2,600.00	0.00	0.00	362.82	0.00	2,237.18	14
01-413-195	Employee Workers Compensation Insurance	400.00	0.00	0.00	59.48	0.00	340.52	15
01-413-196	Employee Insurance Coverage Premiums	78,967.00	0.00	0.00	9,283.74	0.00	69,683.26	12
01-413-197	Employee Pension Contributions	11,750.00	0.00	0.00	0.00	0.00	11,750.00	0
01-413-220	Operating Supplies	5,150.00	0.00	0.00	0.00	0.00	5,150.00	0
01-413-231	Fuel, Vehicles	2,060.00	0.00	0.00	117.35	0.00	1,942.65	6
01-413-238	Clothing Allowance (Code Enf)	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0
01-413-300	Conference & Training	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-413-315	Property Inspector F/T	103,560.00	0.00	0.00	8,240.00	0.00	95,320.00	8
01-413-317	Contracted Services - Remedial	5,000.00	0.00	0.00	1,000.00	0.00	4,000.00	20
01-413-318	Payroll Processing Fee	800.00	0.00	0.00	62.41	0.00	737.59	8
01-413-321	Code, Phone - Cell, Landline & GPS	2,000.00	0.00	0.00	228.97	0.00	1,771.03	11

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-413-340	Printing	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-413-376	Maintenance of Vehicles	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-413-420	Dues & Subscriptions	500.00	0.00	0.00	0.00	0.00	500.00	0
01-413-425	Fire Inspection Services	5,500.00	0.00	0.00	50.00	0.00	5,450.00	1
01-413-471	Enterprise Lease Costs 2024 - CODES	23,451.00	0.00	0.00	1,729.86	0.00	21,721.14	7
Control: 000	Total	354,767.00	0.00	0.00	39,903.65	0.00	314,863.35	11
01-414-000	PLANNING & ZONING CONTROL ACCOUNT:							
01-414-122	Zoning and Planning Manager Salary	50,000.00	0.00	0.00	5,035.56	0.00	44,964.44	10
01-414-140	Clerical Salary	50,533.00	0.00	0.00	7,772.80	0.00	42,760.20	15
01-414-141	Clerical Salary Overtime	1,236.00	0.00	0.00	0.00	0.00	1,236.00	0
01-414-192	Employee FICA	7,863.00	0.00	0.00	627.32	0.00	7,235.68	8
01-414-194	Employee Unemployment Compensation Tax	1,050.00	0.00	0.00	126.11	0.00	923.89	12
01-414-195	Employee Workers Compensation Insurance	348.00	0.00	0.00	57.04	0.00	290.96	16
01-414-196	Employee Insurance Coverage Premiums	30,160.00	0.00	0.00	2,491.11	0.00	27,668.89	8
01-414-197	Employee Pension Contributions	7,124.00	0.00	0.00	0.00	0.00	7,124.00	0
01-414-220	Operating Supplies	3,090.00	0.00	0.00	402.34	0.00	2,687.66	13
01-414-300	Conference & Training	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-414-313	Official Borough Mapping/HARB review	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
01-414-318	Payroll Processing Fees	495.00	0.00	0.00	23.12	0.00	471.88	5
01-414-321	Zoning, Phone - Cell	800.00	0.00	0.00	84.44	0.00	715.56	11
01-414-420	Dues & Subscriptions	1,030.00	0.00	0.00	0.00	0.00	1,030.00	0
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	185,729.00	0.00	0.00	16,619.84	0.00	169,109.16	9
01-415-000	EMERGENCY MANAGEMENT CONTROL ACCOUNT:							
01-415-220	Operating Supplies - PPE/Stock Items	1,545.00	0.00	0.00	0.00	0.00	1,545.00	0
01-415-340	Disaster Planning Material	500.00	0.00	0.00	0.00	0.00	500.00	0
01-415-600	EOC Supplies	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
01-415-700	Emergency Management, Phone - Cell	1,030.00	0.00	0.00	178.88	0.00	851.12	17
Control: 000	Total	6,075.00	0.00	0.00	178.88	0.00	5,896.12	3
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	176.52	0.00	11,823.48	1
01-426-103	904 Collection Expenses	3,000.00	0.00	0.00	340.00	0.00	2,660.00	11
01-426-140	Recycling - Staff Salary	57,124.00	0.00	0.00	8,480.00	0.00	48,644.00	15
01-426-231	Recycling - Diesel	6,180.00	0.00	0.00	0.00	0.00	6,180.00	0
01-426-362	Recycling - Utilities	1,000.00	0.00	0.00	143.01	0.00	856.99	14
Control: 000	Total	79,804.00	0.00	0.00	9,139.53	0.00	70,664.47	11

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-429-000	WASTEWATER ACTIVITIES CONTROL ACCOUNT:							
01-429-188	WWTP, Contracted Services	500.00	0.00	0.00	0.00	0.00	500.00	0
01-429-260	WWTP, Maintenance of Equipment	750.00	0.00	0.00	0.00	0.00	750.00	0
01-429-321	WWTP, Phone - Cell & Landline	1,500.00	0.00	0.00	143.90	0.00	1,356.10	10
01-429-361	WWTP, Electrical Usage	1,750.00	0.00	0.00	827.04	0.00	922.96	47
01-429-362	WWTP, Natural Gas Usage	2,750.00	0.00	0.00	2,075.41	0.00	674.59	75
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	1,003.02	0.00	796.98	56
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	2,266.40	0.00	266.40	113
Control: 000	Total	14,550.00	0.00	0.00	6,315.77	0.00	8,234.23	43
01-430-000	HIGHWAY/PUBLIC WORKS CONTROL ACCOUNT:							
01-430-122	Public Works Manager Salary	84,405.00	0.00	0.00	15,420.40	0.00	68,984.60	18
01-430-140	Highway Personnel Salaries	393,868.00	0.00	0.00	41,898.19	0.00	351,969.81	11
01-430-141	Clerical Salary	50,533.00	0.00	0.00	7,772.80	0.00	42,760.20	15
01-430-142	Street Sweeper Debris Disposal	1,545.00	0.00	0.00	0.00	0.00	1,545.00	0
01-430-143	Storm Water Supplies	5,150.00	0.00	0.00	0.00	0.00	5,150.00	0
01-430-144	Highway Employee License Bonus	4,000.00	0.00	0.00	2,400.00	0.00	1,600.00	60
01-430-145	Clerical Overtime	1,030.00	0.00	0.00	0.00	0.00	1,030.00	0
01-430-165	Employee Certification & Testing	1,236.00	0.00	0.00	204.00	0.00	1,032.00	16
01-430-183	Employee Salaries Overtime	19,570.00	0.00	0.00	6,133.45	0.00	13,436.55	31
01-430-192	Employee FICA	40,000.00	0.00	0.00	6,224.42	0.00	33,775.58	16
01-430-194	Employee Unemployment Compensation Tax	3,500.00	0.00	0.00	989.99	0.00	2,510.01	28
01-430-195	Employee Workers Compensation Insurance	64,327.00	0.00	0.00	10,060.44	0.00	54,266.56	16
01-430-196	Employee Insurance Coverage Premiums	158,511.00	0.00	0.00	27,335.51	0.00	131,175.49	17
01-430-197	Employee Pension Contributions	34,068.00	0.00	0.00	0.00	0.00	34,068.00	0
01-430-200	Operating Supplies	15,450.00	0.00	145.04	1,673.17	0.00	13,631.79	12
01-430-231	Fuel, Vehicles	51,500.00	0.00	2,058.76	8,480.53	450.91	40,960.71	20
01-430-238	Highway Uniform Cleaning	5,295.00	0.00	180.60	787.76	0.00	4,326.64	18
01-430-239	Employee Clothing Allowance	2,781.00	0.00	0.00	280.76	0.00	2,500.24	10
01-430-245	Highway Supplies	15,450.00	0.00	0.00	358.02	0.00	15,091.98	2
01-430-300	Conference & Training	2,060.00	0.00	0.00	0.00	0.00	2,060.00	0
01-430-317	Contracted Services	4,000.00	0.00	0.00	230.00	0.00	3,770.00	6
01-430-318	Payroll Processing Fees	1,100.00	0.00	0.00	157.17	0.00	942.83	14
01-430-321	Highway, Phone - Cell & Landline & GPS	8,240.00	0.00	0.00	1,667.38	0.00	6,572.62	20
01-430-361	Highway Building Electrical Usage	4,478.00	0.00	0.00	207.48	0.00	4,270.52	5
01-430-363	Highway, Natural Gas Usage	9,280.00	0.00	0.00	2,236.87	0.00	7,043.13	24
01-430-366	Highway Building Water Usage	2,060.00	0.00	0.00	43.98	0.00	2,016.02	2
01-430-373	Maintenance & Repair of Building	4,120.00	0.00	0.00	89.99	0.00	4,030.01	2

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-430-375	Maintenance & Repairs of Equipment	42,350.00	0.00	0.00	5,143.48	0.00	37,206.52	12
01-430-471	Enterprise Lease Costs 2024 - P.W.	76,604.00	0.00	0.00	6,241.95	0.00	70,362.05	8
Control: 000	Total	1,106,511.00	0.00	2,384.40	146,037.74	450.91	958,088.86	13
01-433-000	TRAFFIC & STREET LIGHTS CONTROL ACCOUNT:							
01-433-260	Street Signs	7,500.00	0.00	0.00	354.00	0.00	7,146.00	5
01-433-374	Traffic Lights, Maintenance	16,000.00	0.00	0.00	0.00	0.00	16,000.00	0
01-434-375	Street Lighting, Maintenance	1,500.00	0.00	0.00	382.47	0.00	1,117.53	26
Control: 000	Total	25,000.00	0.00	0.00	736.47	0.00	24,263.53	3
01-444-000	MARKET HOUSE CONTROL ACCOUNT:							
01-444-120	Market Manager Salary	55,167.00	0.00	0.00	8,301.60	0.00	46,865.40	15
01-444-192	Employee FICA	4,229.00	0.00	0.00	683.80	0.00	3,545.20	16
01-444-194	Employee UC Tax	500.00	0.00	0.00	122.69	0.00	377.31	25
01-444-195	Employee Workers Comp Insurance	200.00	0.00	0.00	28.52	0.00	171.48	14
01-444-196	Employee Insurance Coverage	14,962.00	0.00	0.00	2,632.94	0.00	12,329.06	18
01-444-197	Employee Pension Contributions	3,862.00	0.00	0.00	0.00	0.00	3,862.00	0
01-444-226	Operating Supplies	9,280.00	0.00	0.00	454.64	0.00	8,825.36	5
01-444-317	Market House, Contracted Services	13,000.00	0.00	0.00	725.50	0.00	12,274.50	6
01-444-318	Payroll Processing Fees	200.00	0.00	0.00	19.64	0.00	180.36	10
01-444-321	Market House, Phone & Internet	3,000.00	0.00	0.00	641.39	0.00	2,358.61	21
01-444-340	Market House, Advertising	10,000.00	0.00	0.00	82.67	0.00	9,917.33	1
01-444-361	Market House, Electrical Usage	9,900.00	0.00	0.00	1,916.52	0.00	7,983.48	19
01-444-362	Market House, Natural Gas Usage	13,520.00	0.00	0.00	3,843.61	0.00	9,676.39	28
01-444-366	Market House, Water & Sewer Usage	4,400.00	0.00	0.00	943.30	0.00	3,456.70	21
01-444-373	Market House, Maintenance of Building	12,360.00	0.00	0.00	700.00	0.00	11,660.00	6
Control: 000	Total	154,580.00	0.00	0.00	21,096.82	0.00	133,483.18	14
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	114.00	0.00	5,886.00	2
01-450-701	Civil Service Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0
01-450-801	Columbia River Front Advisory Committee	500.00	0.00	0.00	0.00	0.00	500.00	0
01-450-901	Planning Commission - Operational	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	15,500.00	0.00	0.00	114.00	0.00	15,386.00	1
01-452-000	CONTRIBUTIONS CONTROL ACCOUNT:							
01-452-505	Columbia Historic Preservation Society	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0



Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-452-541	Mount Bethel Cemetery	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-452-544	Columbia Public Library	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
01-452-545	Columbia United Veterans Council	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-452-549	Columbia Cat Action Team	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
Control: 000	Total	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0
01-454-000	PARKS & COL. CROSSING CONTROL ACCOUNT:							
01-454-372	Columbia Crossings, Natural Gas Usage	3,300.00	0.00	0.00	1,374.06	0.00	1,925.94	42
01-454-373	Columbia Crossings, Land Sale Inst(OCPG)	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-454-374	Columbia Crossings, Electrical Usage	3,850.00	0.00	0.00	538.22	0.00	3,311.78	14
01-454-375	Columbia Crossings, Water & Sewer Usage	2,200.00	0.00	0.00	466.65	0.00	1,733.35	21
01-454-376	Columbia Crossings, Phone	4,161.00	0.00	0.00	621.83	0.00	3,539.17	15
01-454-377	Columbia Crossings, Contracted Services	6,000.00	0.00	0.00	618.82	0.00	5,381.18	10
01-454-378	Columbia Crossings, Building/Prop Maint.	5,500.00	0.00	0.00	420.00	0.00	5,080.00	8
01-454-379	Columbia Crossing, Contracted Mgmt Fees	114,863.00	0.00	0.00	0.00	0.00	114,863.00	0
01-454-451	Maintenance of Parks - Makle Park	5,000.00	0.00	0.00	278.89	0.00	4,721.11	6
01-454-452	Maintenance of Parks - River Park	3,886.00	0.00	0.00	11.99	0.00	3,874.01	0
01-454-453	Maintenance of Parks - Locust Park	6,180.00	0.00	0.00	817.54	0.00	5,362.46	13
01-454-454	Maintenance of Parks - Veterans Memorial	3,000.00	0.00	0.00	1,984.63	0.00	1,015.37	66
01-454-455	Maintenance of Parks - Rotary Park	2,575.00	0.00	0.00	0.00	0.00	2,575.00	0
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	0.00	0.00	2,060.00	0
01-454-458	Maintenance of Parks - Zion Hill	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	168,575.00	0.00	0.00	7,132.63	0.00	161,442.37	4
01-457-000	COUNTROL ACCOUNT RECREATION-COMMUNITY							
01-457-200	Fireworks Supplies	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0
Control: 000	Total	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0
01-471-000	CONTROL ACCOUNT DEBT SERVICE PRIN							
01-471-217	Principal - FULTON bond refi 2021	480,000.00	0.00	0.00	0.00	0.00	480,000.00	0
Control: 000	Total	480,000.00	0.00	0.00	0.00	0.00	480,000.00	0
01-472-000	CONTROL ACCOUNT DEBT SERVICE - INTEREST							
01-472-217	Interest- FULTON bond refi 2021	141,321.00	0.00	0.00	0.00	0.00	141,321.00	0
Control: 000	Total	141,321.00	0.00	0.00	0.00	0.00	141,321.00	0
01-491-000	OTHER EXPENSES CONTROL ACCOUNT:							
01-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	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
Fund: 01	GENERAL FUND BBT Budgeted Total	8,632,790.00	0.00	3,825.90	1,049,646.28	450.91	7,579,317.82	12
Fund: 01	GENERAL FUND BBT Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 01	GENERAL FUND BBT Total	8,632,790.00	0.00	3,825.90	1,049,646.28	450.91	7,579,317.82	12
18-410-000	POLICE:							
18-410-760	PD-portable AED's (3 total)	5,700.00	0.00	0.00	0.00	0.00	5,700.00	0
18-410-761	PD - In Car Cameras (2 total)	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0
Control: 000	Total	23,700.00	0.00	0.00	0.00	0.00	23,700.00	0
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
Control: 000	Total	508,000.00	0.00	0.00	0.00	0.00	508,000.00	0
18-444-000	MARKETS:							
18-450-001	McGinness Airport Development Project	300,000.00	0.00	0.00	6,594.56	0.00	293,405.44	2
18-450-002	McGinness Project -2024	2,000,000.00	0.00	0.00	45,237.58	0.00	1,954,762.42	2
18-454-100	Park Improvements/Upgrades	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0
18-465-001	Columbia River Park - Phase 3	10,000.00	0.00	0.00	15,510.61	0.00	5,510.61	155
18-465-002	Makle Park Improvements	597,875.00	0.00	0.00	0.00	0.00	597,875.00	0
Control: 000	Total	2,937,875.00	0.00	0.00	67,342.75	0.00	2,870,532.25	2
18-475-000	FISCAL AGENT FEES:							
18-480-700	800 Block of Chestnut Street	200,000.00	0.00	0.00	1,356.87	0.00	198,643.13	1
18-480-801	200 Block of Union St Improvements	300,000.00	0.00	0.00	4,277.11	0.00	295,722.89	1
Control: 000	Total	500,000.00	0.00	0.00	5,633.98	0.00	494,366.02	1
Fund: 18	CAPITAL FUND Budgeted Total	3,969,575.00	0.00	0.00	72,976.73	0.00	3,896,598.27	2
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	3,969,575.00	0.00	0.00	72,976.73	0.00	3,896,598.27	2
21-463-000	ECONOMIC OPPORTUNITY CONTROL ACCOUNT							
21-463-670	River Front Storm System Improvements	136,000.00	0.00	0.00	1,073.41	0.00	134,926.59	1
21-463-671	Shawnee/Mill St Drainage/Improvements	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0
21-463-674	Dual Band Radios - Public Safety	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0
21-463-676	Council Room AV System	25,000.00	0.00	0.00	10,500.00	0.00	14,500.00	42
Control: 000	Total	339,000.00	0.00	0.00	11,573.41	0.00	327,426.59	3
21-492-000	INTERFUND OPERATING CONTROL ACCOUNT							
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	300,000.00	0.00	0.00	0.00	0.00	300,000.00	0

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
Fund: 21	American Rescure Plan FUND Budgeted Total	639,000.00	0.00	0.00	11,573.41	0.00	627,426.59	2
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	639,000.00	0.00	0.00	11,573.41	0.00	627,426.59	2
30-000-000	Bond Capital Expense							
30-400-000	BOND CAPITAL PROJECTS CONTROL ACCOUNT:							
30-438-001	Walnut Street Improvements/Smart Growth	867,100.00	0.00	0.00	8,887.50	0.00	858,212.50	1
30-444-375	Market House Improvements (RACP PhaseI)	1,338,000.00	0.00	0.00	0.00	0.00	1,338,000.00	0
30-444-376	Economic Development Improv (RACP P2)	890,000.00	0.00	0.00	0.00	0.00	890,000.00	0
30-491-001	Refunds of Prior Year Revenues	500.00	0.00	0.00	0.00	0.00	500.00	0
Control: 000	Total	3,095,600.00	0.00	0.00	8,887.50	0.00	3,086,712.50	0
Fund: 30	BOND CAPITAL FUND Budgeted Total	3,095,600.00	0.00	0.00	8,887.50	0.00	3,086,712.50	0
Fund: 30	BOND CAPITAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 30	BOND CAPITAL FUND Total	3,095,600.00	0.00	0.00	8,887.50	0.00	3,086,712.50	0
35-430-000	HIGHWAY MAINTENANCE:							
35-432-200	Snow & Ice Removal	19,000.00	0.00	0.00	5,873.65	0.00	13,126.35	31
35-433-001	Traffic Control Devices	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0
35-434-001	Street Lighting - Electrical Usage	99,075.00	0.00	0.00	17,460.86	0.00	81,614.14	18
35-434-002	Traffic Lights - Electrical Usage	9,500.00	0.00	0.00	1,124.45	0.00	8,375.55	12
35-438-245	Highway Supplies/Aggregates	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
35-438-246	Highway Supplies/Other	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
35-438-247	Highway Equipment Maintenance	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0
35-438-740	Purchase of Hook Lift Truck	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0
35-439-085	Current Year Street Paving Projects	175,000.00	0.00	0.00	0.00	0.00	175,000.00	0
35-454-075	CDBG-200 Block of Union St Improve (F18)	300,000.00	0.00	0.00	1,147.78	0.00	298,852.22	0
Control: 000	Total	831,075.00	0.00	0.00	25,606.74	0.00	805,468.26	3
Fund: 35	HIGHWAY AID FUND Budgeted Total	831,075.00	0.00	0.00	25,606.74	0.00	805,468.26	3
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	831,075.00	0.00	0.00	25,606.74	0.00	805,468.26	3
Final Budgeted		17,168,040.00	0.00	3,825.90	1,168,690.66	450.91	15,995,523.44	7
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		17,168,040.00	0.00	3,825.90	1,168,690.66	450.91	15,995,523.44	7

Account Number	Account Description	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - ADMIN	0	43.74	TBENNETT
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - POLICE	0	163.17	TBENNETT
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - CODES	0	11.93	TBENNETT
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - ZONING	0	3.98	TBENNETT
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - PW	0	31.81	TBENNETT
01-100-104	Cash In Bank - Reg	02/02/24	Expenditure	ADP Payroll Fees - MRKT HOUSE	0	3.98	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - ADMIN	0	24.32	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - POLICE	0	151.28	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - CODES	0	12.28	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - ZONING	0	4.09	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - PW	0	32.76	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP Payroll Fees - MRKT HOUSE	0	4.09	TBENNETT
01-100-104	Cash In Bank - Reg	02/16/24	Expenditure	ADP-monthly fees local taxes	0	80.00	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - ADMIN-W2 2023	0	44.99	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - POLICE-W2 2023	0	156.85	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - CODES-W2 2023	0	13.92	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - ZONING-W2 2023	0	6.96	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - PW-W2 2023	0	27.84	TBENNETT
01-100-104	Cash In Bank - Reg	02/21/24	Expenditure	ADP Payroll Fees - MRKT HOUSE-W2 2023	0	3.48	TBENNETT
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	Postage Refill	0	2,000.00	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 15 s 3rd 13017100	0	197.95	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 137 s front st 12001501	0	168.71	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 420 s front st 12000610	0	126.06	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 430 s front st 12000600	0	161.40	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 41 walnut st 06006410	0	122.81	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 308 locust st 06002900	0	166.52	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 431 s front st 00007607	0	22.35	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 137 s front st 12001500	0	53.36	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COL WATER 700 franklin st 00007185	0	20.16	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	FP Finance 34722402 postage meter	0	85.00	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI col wwtp 411006753577	0	359.31	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI 137 s front st 411000209568	0	770.11	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI 15 s 3rd st 411000981927	0	29.14	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI 308 locust st 411000713759	0	341.90	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI columbia market 411001631141	0	858.82	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI 431 s front st 411001174845	0	149.04	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI 15 s 3rd st restaurant 411012916192	0	91.70	LGERFIN

Account Number	Account Description	Date	Tran Type	Description	Debit	Credit	User
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	UGI S Front St WWTP 411000642404	0	121.48	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 440 s front st 8993112890103570	0	71.95	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 41 walnut st 8993112890112282	0	310.96	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 308 locust st 8993112890026029	0	409.88	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 420 s front st 8993112890103588	0	108.71	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 308 locust st adnl bsns 8993112890154821	0	164.72	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 431 s front st 8993112890108447	0	654.36	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 15 s 3rd st 8993112890155828	0	278.52	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	COMCAST 308 locust st 8993112890107043	0	331.34	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	LEAF 14396799 copier rental admin	0	160.81	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	LEAF 14412397 copier rental police	0	160.66	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone boro	0	173.88	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone police	0	298.33	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone codes	0	114.49	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone public works	0	84.44	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone ema	0	89.44	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone planning mng	0	42.22	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	VERIZON cell phone market mng	0	42.22	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL s front st 300359947	0	413.99	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 429 s front st 300416106	0	108.42	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL11 front st security camera 300251879	0	36.92	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 550 ave n makel park 300412194	0	33.55	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 308 locust st 300269611	0	831.46	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 21 WALNUT ST 300417646	0	239.21	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 137 S FRONT ST 300610070	0	692.62	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 254 BLUE LN GATE 300254898	0	42.36	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL BLUE LN wr 62638 300405497	0	27.78	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 1020 manor st 300302571	0	26.46	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL ave l cameras 300409051	0	28.41	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 11 s 3rd market house 301279238	0	954.85	LGERFIN
01-100-104	Cash In Bank - Reg	02/29/24	Expenditure	PPL 700 franklin st 300351184	0	84.66	LGERFIN

### Active Legislation Priority List

Priority	Originated	Category	Code Section	Purpose	Due Date	Lead	Status
HIGH	Borough	Code Amendments	Chapter 112	Roles of the Code Official (See also Amendment to Chapter 166	Summer 2024	Paula	In process
HIGH	Borough	Code Amendments	Chapter 166	Rental Properties (See also Amendment to Chapter112)	Summer 2024	Paula	In process
HIGH	Borough	Code Amendments	Chapter 186	Streets/Curbs/Sidewalks	Spring 2024	Derek/Jake/Mark	Council workshop - need follow up
HIGH	Borough	Code Amendments	Chapter 220	Short Term Rentals	Fall 2024	Staff	In process
HIGH	Borough	Code Amendments	Chapter 220	Text amendments related to the MIP Project including use table and dimensional changes	Spring 2024	Staff	in process
HIGH	Borough	Code Amendments	Chapter 74 Art II	Knox Box Regulations	Mar-24	Paula	Ready for Council
HIGH	Borough	Code Amendments	Various	Special Events Ordinance	Fall-2024	Pam A/Chief/Mark	In process
HIGH	Borough	Code Amendments	Chapter 90	Park and Open Space Rules	Apr-24	Evan/Mark	
HIGH	Borough	Code Amendments	Nuisances	Consolidate into one ordinance	Spring 2024	Evan/Mark/Paula	In process
HIGH	Borough	Code Amendments	Chapter 24	Fire Department/Fire Chief	Spring 2024	Mark	Not started
MEDIUM	Borough	Code Amendments	Chapter 198	Food Truck ordinance	Winter 2024	Mark	Not started
MEDIUM	Borough	Code Amendments	Chapter 207.7-19	Update Parking	Winter 2024	Evan/Jake/Mark/Chief/Derek	Not started
MEDIUM	Borough	Code Amendments	Chapter 220	Text amendment related to the 2019 Rezonings	Fall 2024	Staff	on hold for comp plan
MEDIUM	Borough	Code Amendments	Various	Update Code to remove references to Committees	2024	Mark/Evan	Not started
LOW	Borough	Code Amendments	Chapter 145	Market House Amendments	Winter 2024	Chris V/Mark	Not started
LOW	Borough	Code Amendments	Chapter 220	Rezoning of N Second Street properties	Fall 2024	Staff	on hold for Comp Plan
LOW	Borough	Code Amendments	Chapter 220	Downtown Business district text amendment	Fall 2024	Staff	on hold for comp plan
LOW	Borough	Code Amendments	Chapter 130	HARB Amendments	2024	Unassigned	Not Started
HOLD	Borough	Ordinance Amendment	Ordinances 840 and 841	Residential LERTA Commercial LERTA	HOLD	Mark/Evan	On Hold

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Zoning/Planning

**TITLE:** HARB Certificate of Appropriateness (COA) Application for retroactive approval at 121 Avenue H.

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Daniel Scarberry, owner of 121 Avenue H to approve retroactive exterior improvements.

**BACKGROUND AND JUSTIFICATION:** On January 12th an application was received from the owner seeking retroactive approval for the demolition and replacement of front porch and replacement of ineffective siding. On March 13th, the HARB provided a recommendation to Borough Council to approve the COA with the condition that any further improvements required by the Borough ordinance as a rental property, is adhered to.

**MOTION:** To consider approval of a Certificate of Appropriateness (COA) for the applicant, Daniel Scarberry, owner of 121 Avenue H to approve the COA with the condition that any further improvements required by the Borough ordinance as a rental property, is adhered to.

**ATTACHMENT(S):**

- HARB Application



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

## CERTIFICATE OF APPROPRIATENESS

DATE OF HARB MEETING: March 13, 2024  
 DATE OF BOROUGH COUNCIL MEETING: March 26, 2024  
 PROPERTY ADDRESS: 121 Avenue H  
 OWNER/APPLICANT: Daniel Scarberry  
 OWNER’S ADDRESS: 51 Blossom Hill Dr, Lancaster PA 17601  
 PERMIT NUMBER: 240008  
 PROPOSED WORK: Seeking retroactive approval for the demolition of the front enclosed porch, construction of a front raised porch, and replacement of the siding.

**Conditions: HARB recommended approval of the work already completed and motioned to continue improvements required by the Code Department as a rental property.**

In accordance with Section 130-25 (“Decision on Application”) of the Borough of Columbia’s Historic District Ordinance, as revised by Borough Council in December 2006, when the Historical Architectural Review Board (HARB) determines that the work proposed by an applicant is appropriate in accordance with the *Secretary of the Interior’s Standards for Rehabilitation*, the HARB will recommend approval of the proposed work to the Columbia Borough Council.

At the conclusion of the HARB’s deliberation and vote to recommend approval of the proposal, the property owner or applicant must indicate acceptance of the HARB’s recommendation, including any associated conditions or changes to the work as originally proposed.

The applicant shall obtain the required permit from the Borough during regular business hours. Issuance of a permit is subject to the property owner obtaining all other required approvals, meeting relevant regulations and ordinances, and paying any required permit fees.

**With the final approval, the property owner is required to perform the work as described, including any stated conditions. If any project details are revised, building materials change or the stated conditions cannot be met, a follow-up review before the HARB will be required before the project is completed.**

I, the undersigned, understand and accept the HARB’s recommended approval of my submitted proposal, including any associated conditions included in the HARB’s review and formal motion by Columbia Borough Council.

Signature of Applicant: \_\_\_\_\_  
 Daniel Scarberry

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_







Borough of Columbia
ZONING /HARB REVIEW

RECEIVED

JAN 12 2024

BY: \_\_\_\_\_

1/12/24
Date of Application

\$57,50

240008

Check List: Your completed application should include:
HARB Letter of Intent (LOI)
Plot Plan Drawings
Elevation Drawings
Photographs
Brochure or Catalog Cut
Material Sample
Other (specify):

PLEASE PRINT OR WRITE LEGIBLY

1. Owner's Name: DANIEL D. SCARBERRY
If applicant is not the equitable owner of the property, indicate:
Owner's Agent/Representative
Other
Letter Submitted by Property Owner, authorizing Agent/Representative to act:

Street Address: 121 AVENUE H COLUMBIA, PA 17512

Mailing Address (if different): 51 BLOSSOM HILL DR

City: LANCASTER State: PA Zip: 17601

Phone (daytime): 717 951 0158 Email: ddscarberry@gmail.com

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

3. Contractor's Name: N/A

Street Address:

Mailing Address (if different):

City: State: Zip:

Phone (daytime): Email:

4. Architect/Engineer (if applicable): N/A

Street Address:

Mailing Address (if different):

City: State: Zip:

Phone (daytime): Email:

5. Property Use (Check all that apply):

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

Particular Building Type:

- single, detached
duplex
row
apartment building
warehouse
other:

Property Data (if unknown, leave blank)

1. Date building constructed:

UNK

2. Date of additions/alterations:

OCTOBER 2023

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

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

- DEMOLITION OF DILAPITATED FRONT PORCH

- REPLACE FRONT PORCH

- REPLACE INEFFECTIVE SIDING

7. Costs \$ 7,500.00

Estimate the total cost of the alteration(s):

8. Date of Review

Date of meeting at which application will be reviewed:

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

9. Signature of Owner:

*Neil D. Leahy*

Date:

*1/12/24*

10. Signature of Zoning Official:

Date:

Applicant was given:

Pink Placard (to be prominently displayed by applicant on the property where the alterations are proposed)

Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

**Official Use Only**

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

Property Description (building inventory data sheet)

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

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

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

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

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

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

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

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

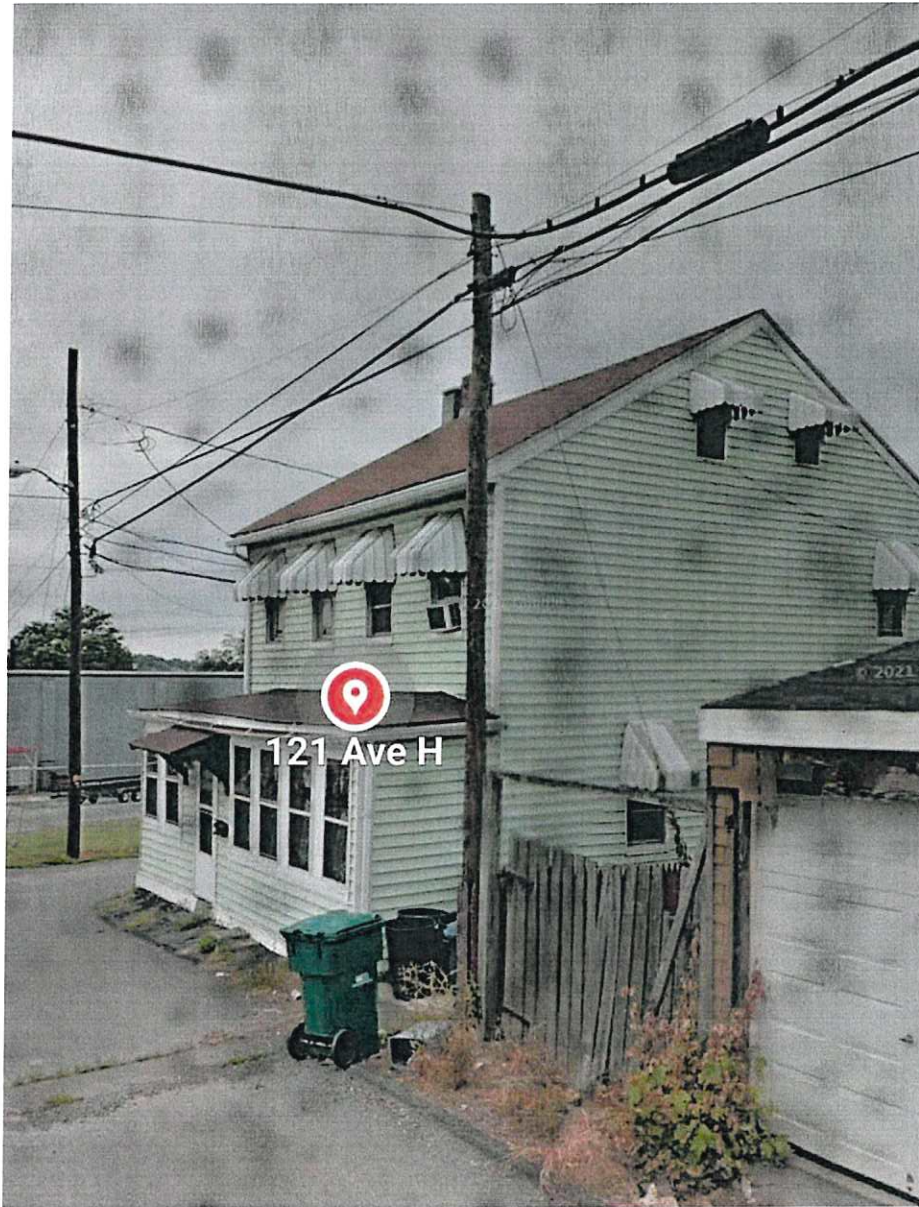
General Condition: \_\_\_\_\_ Integrity: \_\_\_\_\_

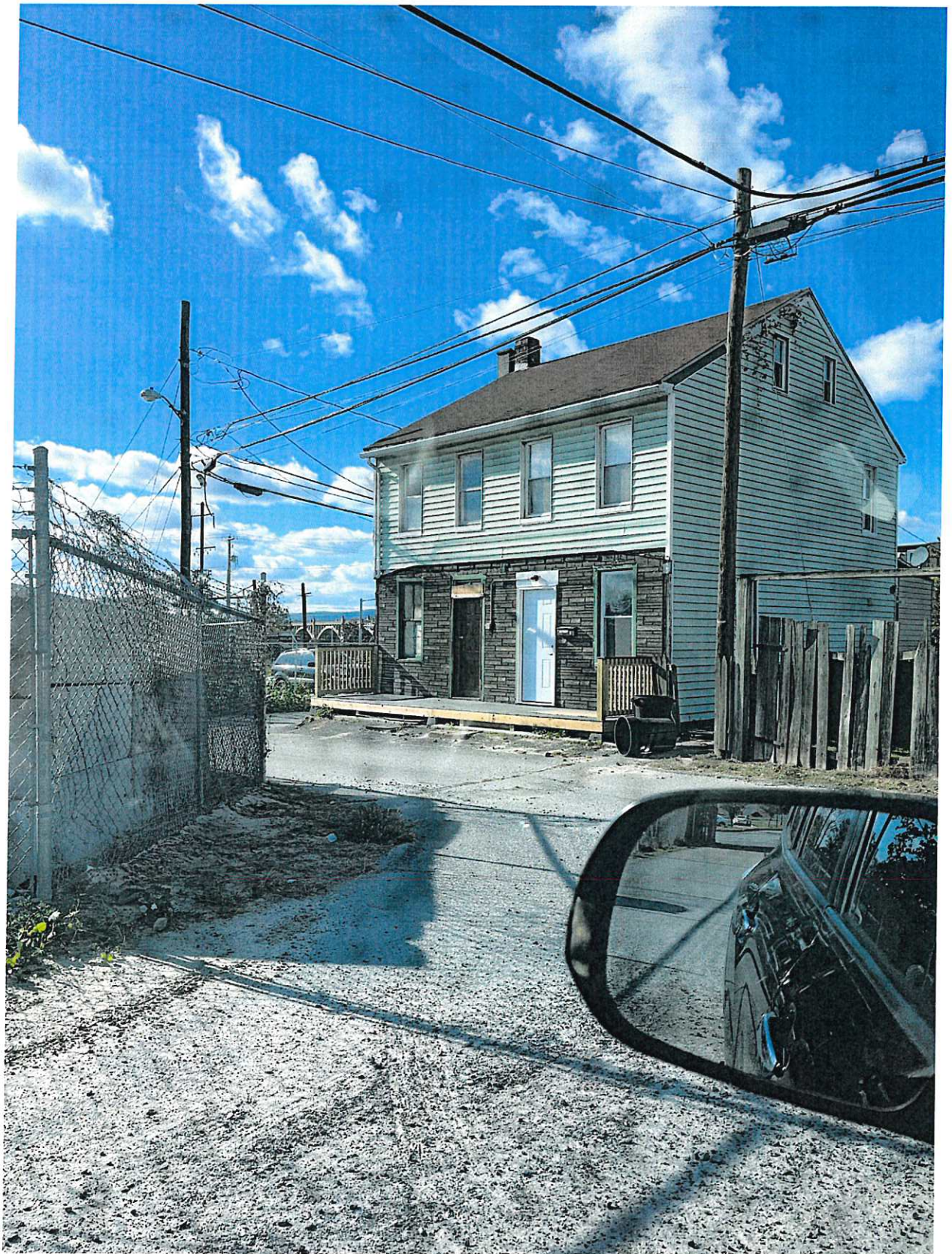
Field Notes:

121 Avenue H – After



121 Avenue H - Before













## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Zoning/Planning

**TITLE:** HARB Certificate of Appropriateness (COA) Commercial Business Sign Application for 131 Locust St.

**SUMMARY:** Consideration of Certificate of Appropriateness (COA) from the applicant, Chris Raudabaugh, owner of Art Printing Company to install signage on barn doors, window and entrance door to Art Printing.

**BACKGROUND AND JUSTIFICATION:** On February 13<sup>th</sup> an application was received from the owner to add Vinyl window signage, an affixed door signage and a mural on the barn doors, all facing the front of the business. On March 13th, the HARB provided a recommendation to Borough Council to approve the COA with the condition that only one of three options which were presented at the meeting and must meet the criteria of the Zoning ordinance for signs.

**MOTION:** To consider approval of a Certificate of Appropriateness (COA) for the applicant, Chris Raudabaugh, owner of Art Printing Company to install signage on barn doors, window, and entrance door to Art Printing with the conditions that the applicant must select one of the three options that were presented at the meeting and must meet the criteria of the Zoning ordinance for signs.

**ATTACHMENT(S):**

- HARB Application



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

## CERTIFICATE OF APPROPRIATENESS

DATE OF HARB MEETING: March 13, 2024  
 DATE OF BOROUGH COUNCIL MEETING: March 26, 2024  
 PROPERTY ADDRESS: 131 Locust St  
 OWNER/APPLICANT: Chris Raudabaugh  
 OWNER’S ADDRESS: 131 Locust St, Columbia PA 17512  
 PERMIT NUMBER: 240014  
 PROPOSED WORK: Seeking approval for signage on barn doors, window, and entrance door to Art Printing.

**Conditions: HARB recommended approval with the conditions that the applicant must select one of the three options that were presented at the meeting and must meet the criteria of the Zoning ordinance for signs.**

In accordance with Section 130-25 (“Decision on Application”) of the Borough of Columbia’s Historic District Ordinance, as revised by Borough Council in December 2006, when the Historical Architectural Review Board (HARB) determines that the work proposed by an applicant is appropriate in accordance with the *Secretary of the Interior’s Standards for Rehabilitation*, the HARB will recommend approval of the proposed work to the Columbia Borough Council.

At the conclusion of the HARB’s deliberation and vote to recommend approval of the proposal, the property owner or applicant must indicate acceptance of the HARB’s recommendation, including any associated conditions or changes to the work as originally proposed.

The applicant shall obtain the required permit from the Borough during regular business hours. Issuance of a permit is subject to the property owner obtaining all other required approvals, meeting relevant regulations and ordinances, and paying any required permit fees.

**With the final approval, the property owner is required to perform the work as described, including any stated conditions. If any project details are revised, building materials change or the stated conditions cannot be met, a follow-up review before the HARB will be required before the project is completed.**

I, the undersigned, understand and accept the HARB’s recommended approval of my submitted proposal, including any associated conditions included in the HARB’s review and formal motion by Columbia Borough Council.

Signature of Applicant: \_\_\_\_\_  
Chris Raudabaugh

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_



Borough of Columbia

# Application for HARB Review

240014

# 25.00

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

- Plot Plan Drawings
- Elevation Drawings
- Photographs
- Brochure or Catalog Cut
- Material Sample
- Other (specify): \_\_\_\_\_

\_\_\_\_\_  
**Date of Application**

RECEIVED

FEB 13 2024

**PLEASE PRINT OR WRITE LEGIBLY**

1. **Owner's Name:** Chris Raudabaugh

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

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

BY: \_\_\_\_\_

Street Address: 131 Locust Street

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

City: Columbia State: PA Zip: 17512

Phone (daytime): 717.286.3653

Email: \_\_\_\_\_

2. **Street Address of Property to be Reviewed** (if different): \_\_\_\_\_

3. **Contractor's Name:** Chris Raudabaugh

Street Address: 131 Locust Street

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

City: Columbia State: PA Zip: 17512

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

Email: \_\_\_\_\_

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

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

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

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

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

5. **Property Use** (Check all that apply):

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


Particular Building Type:

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

**Property Data** (if unknown, leave blank)

1. Date building constructed: 1802

2. Date of additions/alterations: \_\_\_\_\_

Applicant, complete back 

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

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

1. Mural on front of building on "barn doors"

2. Vinyl window signage

3. Affixed door signage

7. **Costs**

Estimate the total cost of the alteration(s):

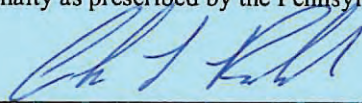
\$ 1000.00

8. **Date of Review**

Date of meeting at which application will be reviewed:

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

9. **Signature of applicant:**



**Date:**

10. **Signature of Building Official:**

**Date:**

Applicant was given:

Pink Placard (to be prominently displayed by applicant on the property where the alterations are proposed)

Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

### Official Use Only

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

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

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

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

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

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

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

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

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

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

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

Field Notes: \_\_\_\_\_

February 13, 2024

**Columbia Historic Architectural Review Board**

HARB Chairmen & Board Members,

I am sending this request letter in addition to my application for HARB review, as an outline of the proposed modifications to the exterior of 131 Locust Street, and an explanation of how these modifications are a stepping stone toward improving our town. My objective is to increase the interest of foot traffic and advertise a significant development in the future of the business within, while retaining and preserving primary features that contribute to the historic character of the building, as a reflection of the borough.

I have been presented with the opportunity, as the owner of 131 Locust Street, to collaborate with a paranormal investigative team from the United Kingdom; My Haunted HQ. They have elected a team within the United States to operate out of my historic building, filming 24/7 footage for a spin-off series specifically covering the historic home of Samuel Miller at the business address included above.

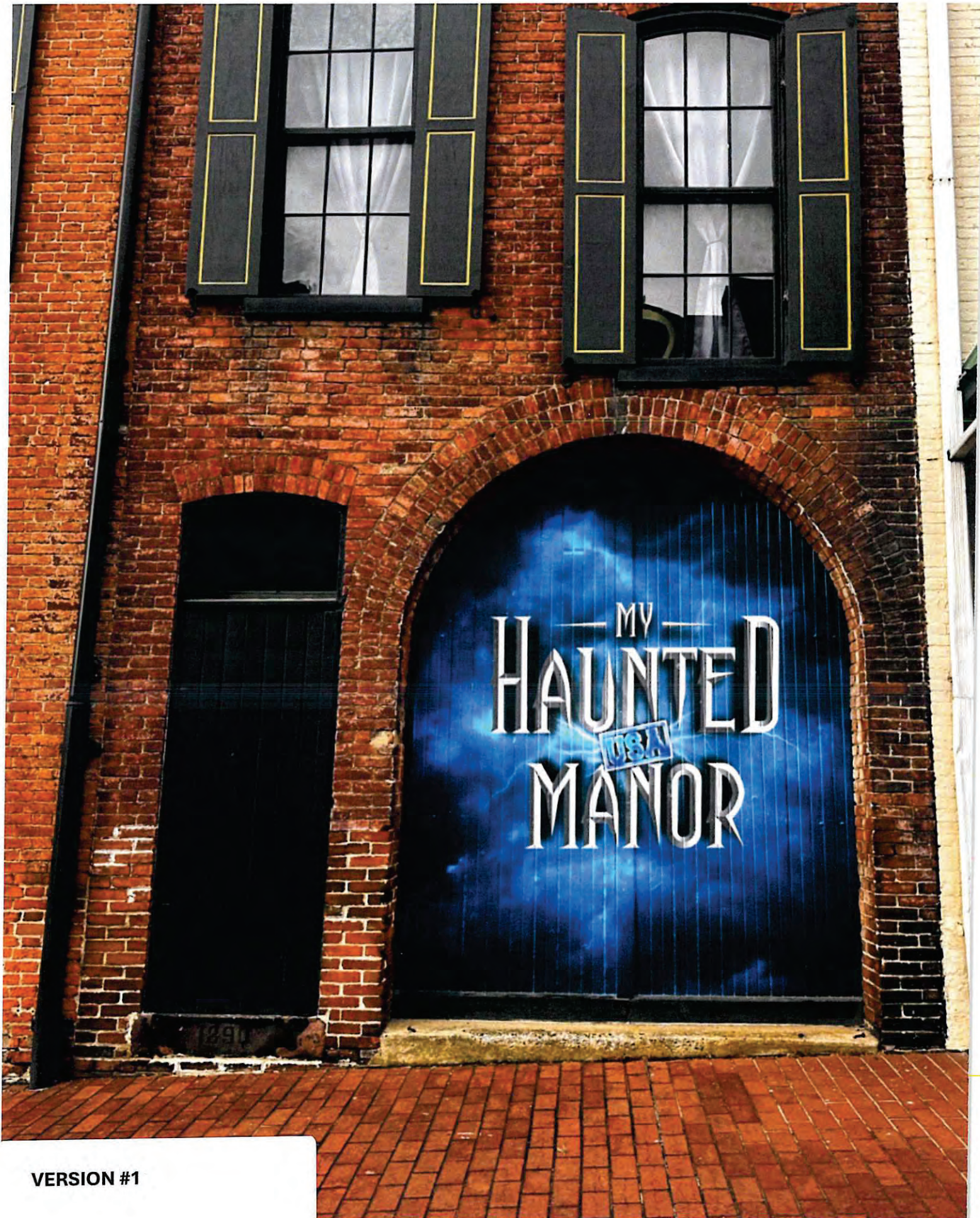
During My Haunted HQ's week-long visit to our quaint river town, after frequenting local hotspots, the community buzzed about the UK team, The Manor, and the upcoming series. With an already established following, My Haunted HQ is guaranteed to entice people to visit, lodge, and spend money in our up-and-coming business district.

I would like to make some minor modifications to the front of 131 Locust Street to help promote the upcoming show and entice the public to visit not only my location, but the town of Columbia in general. These alterations include vinyl window decals, affixed signage on entrance doors, and a large-scale mural on the wooden "barn doors" within the brick archway on the front of the building. Please see attached photos for a visual representation.

Of course, I intend to take all necessary precautions to ensure the utmost care for the façade of the building and historic preservation when making these influential changes to help increase the attraction to our town and historic offerings.

To address any concerns you may have, I am more than willing to meet with you at your convenience to discuss this matter further. Additionally, I am open to negotiating any terms or conditions you may deem necessary for granting permission. Thank you for your consideration. I look forward to your response.

Christopher Raudabaugh  
Art Printing Company  
131 Locust Street, Columbia Pa 17512  
717-286-3653



VERSION #1

1  
+  
2

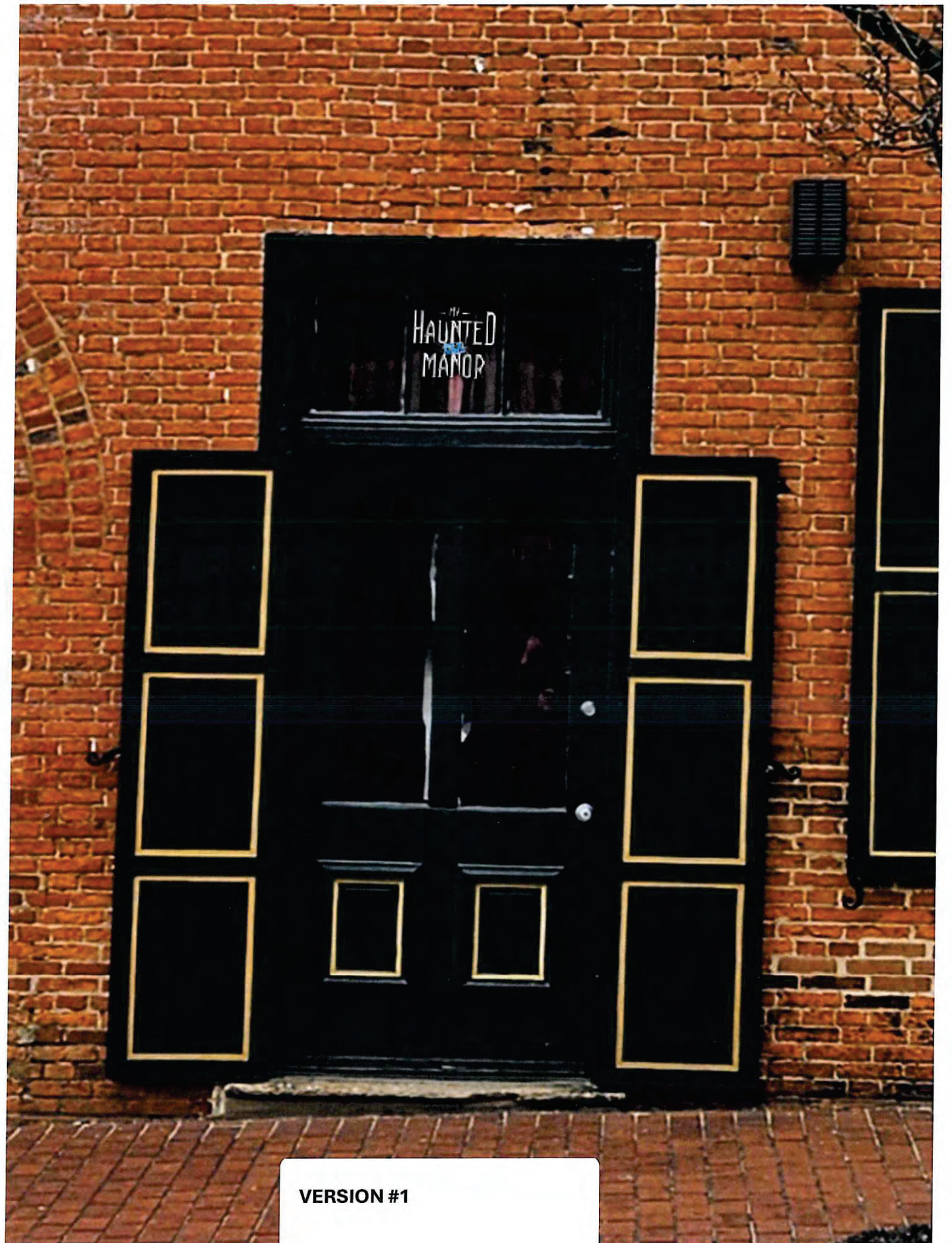


VERSION #1



**VERSION #1**





VERSION #1

VERSION #1





VERSION #2

Option For Parlor

(S) 1 + 2



VERSION #2



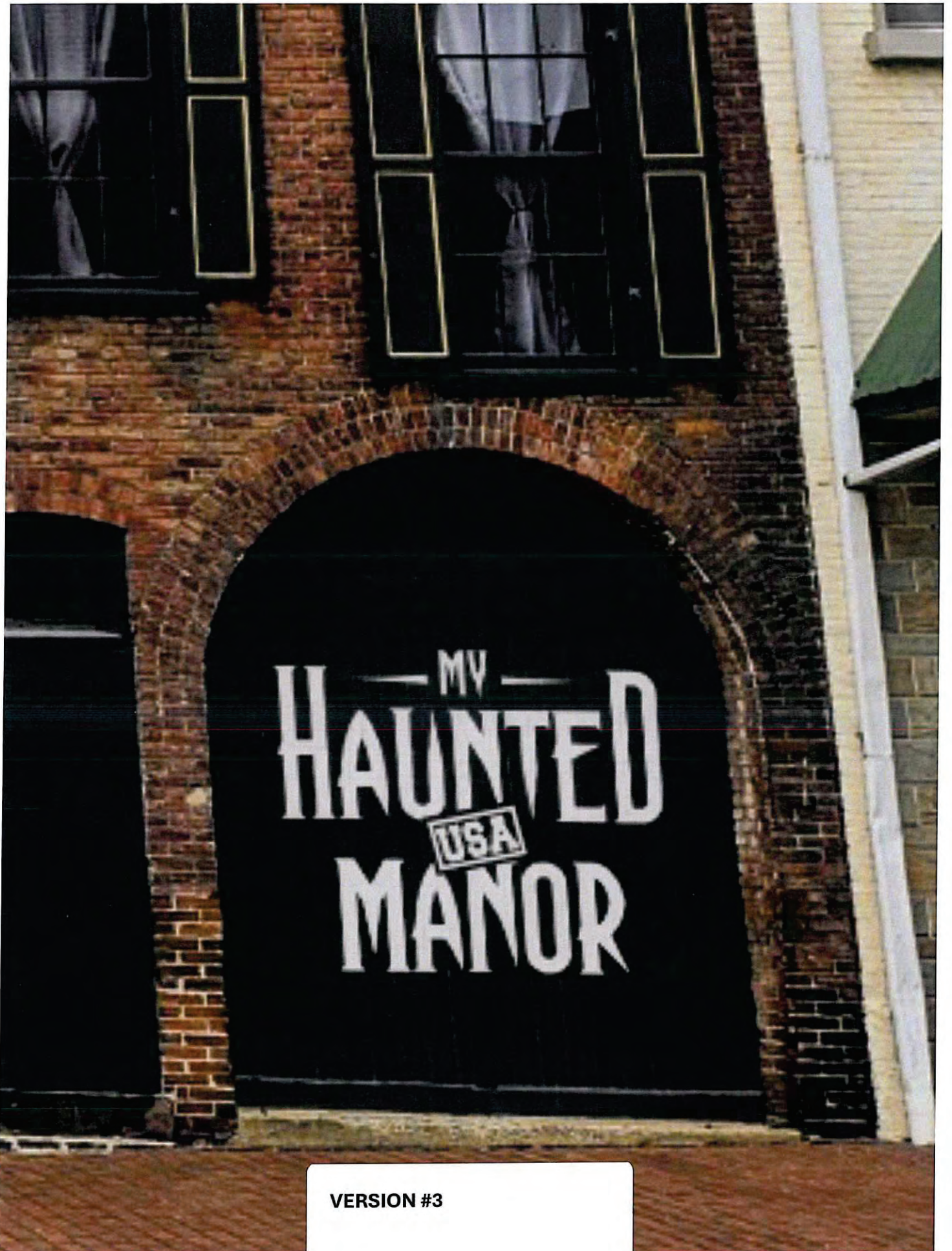
VERSION #2



**VERSION #2**

VERSION #2





VERSION #3





VERSION #3



VERSION #3



VERSION #3

VERSION #3



# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Code Compliance

**TITLE:** Authorization to hire Alex Tinsley for the position of Code Compliance/Zoning Officer

**BACKGROUND AND JUSTIFICATION:** In the 2024 budget, Borough Council approved adding an additional full time Code Compliance officer. IN addition, there is still a vacancy for the position of Zoning Officer. Staff posted a job ad to fill both positions with one person. After having the job ad posted for several weeks, staff received an application from Alex Tinsley. Staff interviewed Alex and were impressed with his experience, knowledge and temperament.

Therefore, staff is seeking permission to hire Alex Tinsley for the position of full time Code Compliance/Zoning Officer with a starting salary of \$24.50/hour.

**MOTION:** Motion to authorize staff to hire Alex Tinsley as the full time code compliance & zoning officer.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$38,220	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$38,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01.413.315	Property Inspector Full Time	\$103,560	\$90,962	\$19,110	\$71,852
01.414.122	Zoning Officer	\$50,000	\$43,144	\$19,110	\$24,034

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Code Compliance

**TITLE:** Authorization to hire Tiffany Toomey for the position of full-time Administrative Assistant.

**BACKGROUND AND JUSTIFICATION:** With the retirement of Deb LaClair, staff reached out to TriStarr staffing to get a temp in to fill this position. Tiffany started on February 20,2024. Since coming on staff as a temp, Tiffany has shown herself to be competent in learning this position. Her skills related to customer service, attention to detail, and basic accounting have shown that she is more than able to do this job. Following her 30 day review, Staff reached out to TriStarr Staffing to let them know that we would like to hire her on as full time staff for the Borough.

Therefore, staff is seeking permission to hire Tiffany Toomey on as full time Administrative Assistant.

**MOTION:** To consider hiring Tiffany Toomey as a full-time Administrative Assistant for the Borough of Columbia beginning at the rate of \$24.29 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$37,918	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$37,918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01.402.140	Clerical Salary	\$50,533		\$37,918	

Range of Checking Accts: First to Last Range of Check Dates: 03/26/24 to 03/26/24  
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					
42690	03/26/24	AXISI005 AXIS Insurance Company					750
24-00346	1	Gap Ins -ADMIN	638.29	01-402-196	Expenditure		130 1
				Employee Insurance Coverage	Premiums		
24-00346	2	Gap Ins -POLICE	6,231.68	01-410-196	Expenditure		131 1
				Employee Insurance Coverage	Premiums		
24-00346	3	Gap Ins -CODES	597.80	01-413-196	Expenditure		132 1
				Employee Insurance Coverage	Premiums		
24-00346	4	Gap Ins -HW PW	1,496.51	01-430-196	Expenditure		133 1
				Employee Insurance Coverage	Premiums		
24-00346	5	Gap Ins -MARKET HOUSE	115.45	01-444-196	Expenditure		134 1
				Employee Insurance Coverage			
24-00346	6	Gap Ins -ZONING	99.21	01-414-196	Expenditure		135 1
				Employee Insurance Coverage	Premiums		
			7,902.36				
42691	03/26/24	BESTP005 Best Price Propane					750
24-00326	1	41 walnut st	308.88	01-454-372	Expenditure		80 1
				Columbia Crossings, Natural	Gas Usage		
42692	03/26/24	BOBCA005 Bobcat					750
24-00315	1	Bobcat t650 Skid Loader	446.99	01-430-375	Expenditure		69 1
				Maintenance & Repairs of Equipment			
42693	03/26/24	BOYER005 Boyer & Ritter LLC					750
24-00324	1	progress billing 2023 audit	6,000.00	01-402-311	Expenditure		78 1
				Accounting & Auditing Services			
42694	03/26/24	BRIAN005 Brian Tran					750
24-00314	1	Refund Appeal Fee 26 N 5th St	25.00	01-380-001	Revenue		68 1
				Miscellaneous Revenue			
42695	03/26/24	BUCKS005 Bucks County Community College					750
24-00339	1	m peak 11/6/23-12/11/23	150.00	01-413-300	Expenditure		98 1
				Conference & Training			
42696	03/26/24	CAPIT020 Capital Electric					750
24-00320	1	32W T8 Octron Vivid Value	113.19	01-409-370	Expenditure		73 1
				Maintenance & Repair of Building			
42697	03/26/24	CARDM005 ELAN					750
24-00353	1	LANC CHAMBER M STIVERS	45.00	01-402-300	Expenditure		160 1
				Conference & Training			
24-00353	2	LANC CHAMBER LEO LUTZ	45.00	01-400-400	Expenditure		161 1
				Council Other Expenses			
24-00353	3	AMZ SHREDDER, CARD RACK	345.46	01-402-210	Expenditure		162 1
				Office Equipment & Supplies			
24-00353	4	ENGINEER SOCIETY TRAINING STIV	225.00	01-402-300	Expenditure		163 1
				Conference & Training			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND		Continued					
42697	ELAN			Continued					
24-00353	5	AMZ DRUMS PRINTER	119.99	01-402-210	Expenditure		164	1	
				Office Equipment & Supplies					
24-00353	6	AMZ TONER PRINTER	155.45	01-402-210	Expenditure		165	1	
				Office Equipment & Supplies					
24-00353	7	ACA PRIME 1095/1094 FILING	349.00	01-402-210	Expenditure		166	1	
				Office Equipment & Supplies					
24-00353	8	SIDIUM MONTHLY IT SERVICES	6,164.12	01-402-312	Expenditure		167	1	
				IT Contracted Services					
24-00353	9	LANC CHAMBER STATE CONF STIVER	45.00	01-402-300	Expenditure		168	1	
				Conference & Training					
24-00353	10	LYNDON DINER M STIVERS	15.51	01-402-210	Expenditure		169	1	
				Office Equipment & Supplies					
24-00353	11	LITTLES-DEB LACLAIR	50.00	01-402-210	Expenditure		170	1	
				Office Equipment & Supplies					
24-00353	12	UNION STATION-DEB LACLAIR	50.00	01-402-210	Expenditure		171	1	
				Office Equipment & Supplies					
24-00353	13	PARMA - DEB LACLAIR	55.07	01-402-210	Expenditure		172	1	
				Office Equipment & Supplies					
24-00353	14	QUILL TONER COPY PAPER FILES	455.94	01-402-210	Expenditure		173	1	
				Office Equipment & Supplies					
24-00353	15	LOWES SHELVING	1,432.00	01-402-210	Expenditure		174	1	
				Office Equipment & Supplies					
24-00353	16	MSFT-EOC COMPUTER SOFTWARE	13.25	01-402-312	Expenditure		175	1	
				IT Contracted Services					
24-00353	17	LNP MONTHLY SUBSCRIPTON	15.95	01-402-420	Expenditure		176	1	
				Dues & Publications					
24-00353	18	EMHERR FLOOR FAN FOR SERVER RM	42.99	01-409-370	Expenditure		177	1	
				Maintenance & Repair of Building					
24-00353	19	AMZ VACUUM CLEANER	154.50	01-409-227	Expenditure		178	1	
				Tools and Supplies					
24-00353	20	AMZ BROCHURE RACKS	32.89	01-409-370	Expenditure		179	1	
				Maintenance & Repair of Building					
24-00353	21	CVS-PHOTO	3.17	01-402-340	Expenditure		180	1	
				Printing & Advertising					
24-00353	22	WINTERS AUTO HITCH SLEEVE	42.40	01-415-500	Expenditure		181	1	
				EOC Supplies-per 2022 LC ARPA GRANT					
24-00353	23	AMZ BANKERS BOXES	228.39	01-402-210	Expenditure		182	1	
				Office Equipment & Supplies					
24-00353	24	AMZ SAFETY EQUIPMENT	14.99	01-409-374	Expenditure		183	1	
				Maintenance & Repair of Equipment					
24-00353	25	AMZ EQUIPMENT CASE	62.99	01-409-374	Expenditure		184	1	
				Maintenance & Repair of Equipment					
24-00353	26	SIGNAGE REPLACE INS PAID	433.71	01-430-200	Expenditure		185	1	
				Operating Supplies					
24-00353	27	AED SUPERSTORE AED PADS	120.00	01-410-200	Expenditure		186	1	
				Police Equipment & Supplies					
24-00353	28	AMZ CAR SEAT PROTECTORS	41.39	01-410-376	Expenditure		187	1	
				Maintenance & Repair, Police Vehicles					
24-00353	29	AMZ PAPER PLATES	25.19	01-410-200	Expenditure		188	1	
				Police 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						
42697	ELAN		Continued						
24-00353	30	AMZ DUSTERS	52.95	01-410-200	Expenditure		189	1	
				Police Equipment & Supplies					
24-00353	31	END VIOLENCE J BROMMER	161.90	01-410-174	Expenditure		190	1	
				Conference & Training					
24-00353	32	VIGR TRAINING FRANK EMBER III	1,000.00	01-410-174	Expenditure		191	1	
				Conference & Training					
24-00353	33	PA DUI CRIME CODE BOOKS	285.00	01-410-200	Expenditure		192	1	
				Police Equipment & Supplies					
24-00353	34	AMZ ADVIL BATTERIES	38.25	01-410-200	Expenditure		193	1	
				Police Equipment & Supplies					
24-00353	35	BOUNCE HOUSE DEPOSIT	50.00	01-410-202	Expenditure		194	1	
				National Night Out					
24-00353	36	ADOBE NEW SUBSCRIPTION MIMNALL	21.19	01-410-200	Expenditure		195	1	
				Police Equipment & Supplies					
24-00353	37	AMZ PRIME MONTHLY SUB POLICE	15.89	01-410-200	Expenditure		196	1	
				Police Equipment & Supplies					
24-00353	38	ADOBE MONTHLY SUBSC J BROMMER	21.19	01-410-200	Expenditure		197	1	
				Police Equipment & Supplies					
24-00353	39	END VIOLENCE D SOUDERS	161.90	01-410-174	Expenditure		198	1	
				Conference & Training					
			12,592.62						
42698	03/26/24	CGALA005 CGA Law Firm, PC							750
24-00334	1	1060 ridge ave lien barninger	307.00	01-404-314	Expenditure		90	1	
				Solicitor Fees					
24-00334	2	prothonotary fee	7.00	01-404-314	Expenditure		91	1	
				Solicitor Fees					
24-00334	3	prothonotary fee	7.00	01-404-314	Expenditure		92	1	
				Solicitor Fees					
			321.00						
42699	03/26/24	CINTA005 Cintas Corporation #59H							750
24-00289	1	4185489902 Hwy Uniform Cleanin	90.30	01-430-238	Expenditure		8	1	
				Highway Uniform Cleaning					
24-00302	1	4186206723 Hwy Uniform Cleanin	90.30	01-430-238	Expenditure		39	1	
				Highway Uniform Cleaning					
24-00349	1	4186926840 Hwy Uniform Cleanin	90.30	01-430-238	Expenditure		142	1	
				Highway Uniform Cleaning					
			270.90						
42700	03/26/24	COLUM150 Columbia Borough							750
24-00341	1	951 plane st 1109392100000	406.33	01-409-430	Expenditure		104	1	
				Property Tax Expenses					
24-00341	2	830 s 13th st 1108312900000	106.93	01-409-430	Expenditure		105	1	
				Property Tax Expenses					
24-00341	3	1120 ridge ave 1109977100000	535.70	01-409-430	Expenditure		106	1	
				Property Tax Expenses					
24-00341	4	1100 ridge ave 1107768800000	5,653.28	01-409-430	Expenditure		107	1	
				Property Tax Expenses					
24-00341	5	1110 ridge ave 1104568700000	422.36	01-409-430	Expenditure		108	1	
				Property Tax Expenses					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42700	Columbia Borough	Continued							
24-00341	6	740 s 12th st 1104495200000	2.14	01-409-430	Expenditure		109	1	
				Property Tax Expenses					
24-00341	7	750 s 9th st 1104392300000	1,176.21	01-409-430	Expenditure		110	1	
				Property Tax Expenses					
24-00341	8	700 franklin rd 1102847300000	1,322.70	01-409-430	Expenditure		111	1	
				Property Tax Expenses					
24-00341	9	1132 manor st rear 11019477000	25.67	01-409-430	Expenditure		112	1	
				Property Tax Expenses					
24-00341	10	1020 manor st 1101862900000	4,622.49	01-409-430	Expenditure		113	1	
				Property Tax Expenses					
24-00341	11	1015 plane st 1100230000000	2,217.69	01-409-430	Expenditure		114	1	
				Property Tax Expenses					
24-00341	12	137 s front st 1106755800000	9,832.01	01-409-430	Expenditure		115	1	
				Property Tax Expenses					
			26,323.51						
42701	03/26/24	COPE0005 PSSU COPE							750
24-00312	1	COPE 03.07.2024	11.00	01-210-224	G/L		64	1	
				Union Dues Withheld					
24-00312	2	COPE 03.21.2024	11.00	01-210-224	G/L		65	1	
				Union Dues Withheld					
			22.00						
42702	03/26/24	CRAF Crafcro, Inc.							750
24-00296	1	Polyflex Type 2 Plexi-Melt	1,575.00	01-430-245	Expenditure		23	1	
				Highway Supplies					
24-00303	1	Oil Filter	29.24	01-430-375	Expenditure		40	1	
				Maintenance & Repairs of Equipment					
			1,604.24						
42703	03/26/24	CSDAV005 CS Davidson Inc				03/26/24 VOID			0
42704	03/26/24	CSDAV005 CS Davidson Inc							750
24-00351	1	trinity house parking	38.75	01-250-300	G/L		145	1	
				Escrow, Development					
24-00351	2	habitat for humanity	156.41	01-250-300	G/L		146	1	
				Escrow, Development					
24-00351	3	100-200 blk walnut st scape	2,861.56	18-438-001	Expenditure		147	1	
				Walnut St Improve./Smart Growth					
24-00351	4	800 blk chest st improvements	1,323.55	01-408-101	Expenditure		148	1	
				Engineering Services					
24-00351	5	compost facility annual rpt	550.70	01-426-103	Expenditure		149	1	
				904 Collection Expenses					
24-00351	6	general services	1,477.05	01-408-101	Expenditure		150	1	
				Engineering Services					
24-00351	7	2020 RACP grant	794.80	30-444-375	Expenditure		151	1	
				Market House Improvements (RACP PhaseI)					
24-00351	8	ridge ave pw building	160.43	01-408-101	Expenditure		152	1	
				Engineering Services					
24-00351	9	mcginness airport development	2,129.22	18-450-002	Expenditure		153	1	
				McGinness Project -2024					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42704	CS Davidson Inc		Continued						
24-00351	10	ridge ave sub division	3,357.26	01-408-101	Expenditure		154	1	
				Engineering Services					
24-00351	11	200 blk union st CDBG	5,657.14	18-480-801	Expenditure		155	1	
				200 Block of Union St Improvements					
24-00351	12	2024 ADA improvements	1,168.36	01-408-101	Expenditure		156	1	
				Engineering Services					
24-00351	13	meeting attendance 2/13/24	65.00	01-408-101	Expenditure		157	1	
				Engineering Services					
24-00351	14	planning & zoning services	638.24	01-408-101	Expenditure		158	1	
				Engineering Services					
24-00351	15	2024 CLG grant application	1,013.72	01-414-550	Expenditure		159	1	
				CLG Matching Mini Grant					
			21,392.19						
42705	03/26/24	DIXIE005 Dixie Land Energy							750
24-00291	1	Gas 87% 269.8 gals @ 2.7051	729.84	01-430-231	Expenditure		10	1	
				Fuel, Vehicles					
24-00291	2	Federal Lust tax	0.27	01-430-231	Expenditure		11	1	
				Fuel, Vehicles					
24-00291	3	Federal Oil Spill Recovery	0.52	01-430-231	Expenditure		12	1	
				Fuel, Vehicles					
24-00291	4	Federal Superfund Recovery Fee	0.98	01-430-231	Expenditure		13	1	
				Fuel, Vehicles					
24-00291	5	Diesel 93.7 gals @ 3.1923	299.12	01-430-231	Expenditure		14	1	
				Fuel, Vehicles					
24-00291	6	Federal Lust Tax	0.09	01-430-231	Expenditure		15	1	
				Fuel, Vehicles					
24-00291	7	Federal Oil Spill Recovery	0.20	01-430-231	Expenditure		16	1	
				Fuel, Vehicles					
24-00291	8	Federal Superfund Recovery Fee	0.37	01-430-231	Expenditure		17	1	
				Fuel, Vehicles					
24-00291	9	Lancaster County Fuel Additive	1.87	01-430-231	Expenditure		18	1	
				Fuel, Vehicles					
24-00297	1	Gas 87% 244.4 gals @ 2.6512	647.95	01-430-231	Expenditure		24	1	
				Fuel, Vehicles					
24-00297	2	Federal Lust tax	0.24	01-430-231	Expenditure		25	1	
				Fuel, Vehicles					
24-00297	3	Federal Oil Spill Recovery	0.47	01-430-231	Expenditure		26	1	
				Fuel, Vehicles					
24-00297	4	Federal Superfund Recovery Fee	0.89	01-430-231	Expenditure		27	1	
				Fuel, Vehicles					
24-00297	5	Diesel 59.1 gals @ 3.1145	184.07	01-430-231	Expenditure		28	1	
				Fuel, Vehicles					
24-00297	6	Federal Lust Tax	0.06	01-430-231	Expenditure		29	1	
				Fuel, Vehicles					
24-00297	7	Federal Oil Spill Recovery	0.13	01-430-231	Expenditure		30	1	
				Fuel, Vehicles					
24-00297	8	Federal Superfund Recovery Fee	0.23	01-430-231	Expenditure		31	1	
				Fuel, Vehicles					
24-00348	1	Gas 87% 264.8 gals @ 2.8704	760.08	01-430-231	Expenditure		138	1	
				Fuel, Vehicles					

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						
42705	Dixie Land	Energy	Continued						
24-00348	2	Federal Lust tax	0.26	01-430-231	Expenditure		139	1	
				Fuel, Vehicles					
24-00348	3	Federal Oil Spill Recovery	0.51	01-430-231	Expenditure		140	1	
				Fuel, Vehicles					
24-00348	4	Federal Superfund Recovery Fee	0.96	01-430-231	Expenditure		141	1	
				Fuel, Vehicles					
			2,629.11						
42706	03/26/24	EASTH005 EAST HEMPFIELD TOWNSHIP							750
24-00305	1	Crash Team Laptop	892.79	01-410-200	Expenditure		45	1	
				Police Equipment & Supplies					
42707	03/26/24	ECKER005 Eckert Seamans Cherin & Mellot							750
24-00335	1	service rendered thru 2/26/24	130.00	01-404-315	Expenditure		93	1	
				Labor Counsel					
42708	03/26/24	ECOMA005 ECO-Maxx Central PA							750
24-00294	1	Used motor oil collected/recyc	52.50	01-430-200	Expenditure		21	1	
				Operating Supplies					
42709	03/26/24	EXECU005 Executive Image Solutions							750
24-00344	1	3/15/24-4/14/24	2,013.07	01-402-312	Expenditure		122	1	
				IT Contracted Services					
42710	03/26/24	FREIG005 FREIGHTLINER OF LANCASTER							750
24-00299	1	Fuel filters	121.67	01-430-375	Expenditure		33	1	
				Maintenance & Repairs of Equipment					
42711	03/26/24	FREYL005 Frey Lutz Corp							750
24-00340	1	s rambish 2/20/24	345.00	01-409-370	Expenditure		99	1	
				Maintenance & Repair of Building					
24-00340	2	s rambish 2/21/24	230.00	01-409-370	Expenditure		100	1	
				Maintenance & Repair of Building					
24-00340	3	truck charge	100.00	01-409-370	Expenditure		101	1	
				Maintenance & Repair of Building					
24-00340	4	a40 belt	30.63	01-409-370	Expenditure		102	1	
				Maintenance & Repair of Building					
24-00340	5	kr11az506 pulley	106.90	01-409-370	Expenditure		103	1	
				Maintenance & Repair of Building					
			812.53						
42712	03/26/24	GEMMI005 DE Gemmill							750
24-00329	1	18X6 ALL WAY	176.00	01-433-260	Expenditure		82	1	
				Street Signs					
24-00329	2	12X18 VIOLATOR	72.00	01-433-260	Expenditure		83	1	
				Street Signs					
24-00329	3	5/16" Anti-Theft Sign Bolt Set	135.00	01-433-260	Expenditure		84	1	
				Street Signs					
			383.00						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42713	03/26/24	GOODT005 Good Transport Services, Inc					750		
24-00292	1	Airline Ferrule	4.17	01-426-102	Expenditure		19		1
				Recycling Maintenance of Equip. & Bldgs					
42714	03/26/24	GORMA005 Gorman Distributors, Inc					750		
24-00356	1	griddle cleaning pad	1.68	01-444-226	Expenditure		207		1
				Operating Supplies					
24-00356	2	mop heads	12.24	01-444-226	Expenditure		208		1
				Operating Supplies					
24-00356	3	soap hand foam antibacterial	66.56	01-444-226	Expenditure		209		1
				Operating Supplies					
24-00356	4	trash liners 60 gallon blk	28.57	01-444-226	Expenditure		210		1
				Operating Supplies					
24-00356	5	gloves nitrile exam grade	12.08	01-444-226	Expenditure		211		1
				Operating Supplies					
24-00356	6	paper towel roll hardwound	58.56	01-444-226	Expenditure		212		1
				Operating Supplies					
			179.69						
42715	03/26/24	HFTIR005 H&F Tire Service					750		
24-00306	1	Rear Tires/PD#2	343.98	01-410-376	Expenditure		46		1
				Maintenance & Repair, Police Vehicles					
42716	03/26/24	INTER045 Intergovernmental Insurance Co					750		
24-00307	1	Health Insurance-ADMIN	5,004.88	01-402-196	Expenditure		47		1
				Employee Insurance Coverage Premiums					
24-00307	2	Health Insurance-POLICE	34,411.27	01-410-196	Expenditure		48		1
				Employee Insurance Coverage Premiums					
24-00307	3	Health Insurance-CODES	3,526.66	01-413-196	Expenditure		49		1
				Employee Insurance Coverage Premiums					
24-00307	4	Health Insurance-ZONING	739.11	01-414-196	Expenditure		50		1
				Employee Insurance Coverage Premiums					
24-00307	5	Health Insurance-PW HWY	10,294.87	01-430-196	Expenditure		51		1
				Employee Insurance Coverage Premiums					
24-00307	6	Health Insurance-MRKT HOUSE	739.11	01-444-196	Expenditure		52		1
				Employee Insurance Coverage					
			54,715.90						
42717	03/26/24	KANE0005 Morgan Hallgren Crosswell & Ka					750		
24-00331	1	atty grab continuane req lette	20.00	01-450-601	Expenditure		85		1
				Zoning Hearing Board - Stenographer					
42718	03/26/24	LABS0005 NMS LABS					750		
24-00295	1	Bld Panels/weaver, Mendez-Bone	622.00	01-410-200	Expenditure		22		1
				Police Equipment & Supplies					
42719	03/26/24	LANCA015 Lancaster General Health					750		
24-00338	1	routine pre employment shelley	55.00	01-410-317	Expenditure		96		1
				Contracted Services					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01		GENERAL FUND		Continued					
42719		Lancaster General Health		Continued					
24-00338	03/26/24	2 rapid drug scr t shelley	35.00	01-410-317	Expenditure		97		1
				Contracted Services					
			90.00						
42720	03/26/24	LANCA025 Lancaster Avenue Garage & Tire							750
24-00301	03/26/24	1 State Insp/Emiss/Oxy Sensor	190.48	01-410-376	Expenditure		38		1
				Maintenance & Repair, Police Vehicles					
42721	03/26/24	LANCA040 Lancaster Truck Bodies							750
24-00300	03/26/24	1 Plow Control Mount	52.80	01-430-375	Expenditure		34		1
				Maintenance & Repairs of Equipment					
24-00300	03/26/24	2 Hydraulic Cylinder	180.16	01-430-375	Expenditure		35		1
				Maintenance & Repairs of Equipment					
24-00300	03/26/24	3 Hydraulic Cylinder	307.00	01-430-375	Expenditure		36		1
				Maintenance & Repairs of Equipment					
24-00300	03/26/24	4 CREDIT Hydraulic Cylinder	180.16	01-430-375	Expenditure		37		1
				Maintenance & Repairs of Equipment					
			359.80						
42722	03/26/24	LISAM010 Lisa Miley							750
24-00333	03/26/24	1 p diffenderfer	30.00	01-402-350	Expenditure		88		1
				General Communications					
24-00333	03/26/24	2 print expense	64.00	01-402-350	Expenditure		89		1
				General Communications					
			94.00						
42723	03/26/24	MATHE005 Mathew Phillips							750
24-00321	03/26/24	1 930 locust st 2024	240.06	01-411-501	Expenditure		74		1
				CBVFD - Vol. Fire Fighter Tax Rebate					
42724	03/26/24	MCCARTHY McCarthy Tire Service							750
24-00328	03/26/24	1 2 Front Steer Tires HDV23	763.46	01-430-375	Expenditure		81		1
				Maintenance & Repairs of Equipment					
42725	03/26/24	MESSI005 Messicks							750
24-00298	03/26/24	1 Kubota Tractor HDA4 (Farm)	745.44	01-426-102	Expenditure		32		1
				Recycling Maintenance of Equip. & Bldgs					
42726	03/26/24	MJR SEI-Stephenson Equipment Co							750
24-00316	03/26/24	1 Gutter Brooms	898.50	01-430-375	Expenditure		70		1
				Maintenance & Repairs of Equipment					
42727	03/26/24	MONIT005 Monitronics							750
24-00325	03/26/24	1 308 locust st	825.00	01-402-317	Expenditure		79		1
				Contracted Services					
42728	03/26/24	NORF0010 Norfolk Southern Corporation							750
24-00322	03/26/24	1 4/1/24-3/31/25	4,224.10	01-409-364	Expenditure		75		1
				137 S Front, Rebillable Prop Expenses					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42729	03/26/24	OLDC005 Old Columbia Public Grounds Co							750
24-00336	1	2024 installment	5,000.00	01-454-373	Expenditure		94		1
				Columbia Crossings, Land Sale Inst(OCPG)					
42730	03/26/24	PENNS010 Pennsylvania One Call System,							750
24-00288	1	Monthly Activity Fee	21.46	01-430-321	Expenditure		3		1
				Highway, Phone - Cell & Landline & GPS					
24-00288	2	Email delivery charge	0.58	01-430-321	Expenditure		4		1
				Highway, Phone - Cell & Landline & GPS					
24-00288	3	Supplemental Voice Messages	5.55	01-430-321	Expenditure		5		1
				Highway, Phone - Cell & Landline & GPS					
24-00288	4	Supplemental Text Messages	2.00	01-430-321	Expenditure		6		1
				Highway, Phone - Cell & Landline & GPS					
24-00288	5	Karl Supplemental Messages	2.60	01-430-321	Expenditure		7		1
				Highway, Phone - Cell & Landline & GPS					
			32.19						
42731	03/26/24	POLIC005 Police Benevolent Assoc							750
24-00310	1	Benevolent Fund 03.07.2024	279.50	01-210-216	G/L		60		1
				Benevolent withholding					
24-00310	2	Benevolent Fund 03.21.2024	279.50	01-210-216	G/L		61		1
				Benevolent withholding					
			559.00						
42732	03/26/24	PRINC005 Principal Life Insurance Compa							750
24-00311	1	Police Pension 03.07.2024	2,891.70	01-210-215	G/L		62		1
				Police Pension w/h					
24-00311	2	Police Pension 03.21.2024	2,760.02	01-210-215	G/L		63		1
				Police Pension w/h					
			5,651.72						
42733	03/26/24	PRINC005 Principal Life Insurance Compa							750
24-00355	1	T ODonnell 7% contribution	910.19	01-402-197	Expenditure		206		1
				Employee Pension Contributions					
42734	03/26/24	PSSU0005 PSSU							750
24-00313	1	Union Dues 03.07.2024	273.75	01-210-224	G/L		66		1
				Union Dues withheld					
24-00313	2	Union Dues 03.21.2024	289.45	01-210-224	G/L		67		1
				Union Dues withheld					
			563.20						
42735	03/26/24	PUREW005 Pure Water Technology							750
24-00332	1	admin march 2024	79.00	01-402-317	Expenditure		86		1
				Contracted Services					
24-00332	2	police march 2024	79.00	01-410-317	Expenditure		87		1
				Contracted Services					
			158.00						
42736	03/26/24	QUALI010 Quality Digital Office Solutio							750
24-00350	1	2/20/24-3/19/24 police	149.37	01-410-317	Expenditure		143		1
				Contracted Services					

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						
42736	Quality Digital	Office Solutio	Continued						
24-00350	2	2/20/24-3/19/24 admin	189.50	01-402-317	Expenditure		144	1	
				Contracted Services					
			<u>338.87</u>						
42737	03/26/24	RESSL005 Ressler Propane							750
24-00287	1	430 S Front St Gas #F1696952	1,124.07	01-430-363	Expenditure		2	1	
				Highway, Natural Gas Usage					
42738	03/26/24	SIDIU005 Sidium Solutions Inc							750
24-00343	1	network security/firewall	3,071.10	01-402-312	Expenditure		119	1	
				IT Contracted Services					
24-00343	2	rack mount kit	115.93	01-402-312	Expenditure		120	1	
				IT Contracted Services					
24-00343	3	shipping & handling charges	35.00	01-402-312	Expenditure		121	1	
				IT Contracted Services					
			<u>3,222.03</u>						
42739	03/26/24	STAND005 Standard Insurance Company LFE							750
24-00345	1	INS-LIFE/STD/LTD/ADD-ADMIN	438.07	01-402-196	Expenditure		123	1	
				Employee Insurance Coverage Premiums					
24-00345	2	INS-LIFE/STD/LTD/ADD-PROPERTY	113.28	01-409-196	Expenditure		124	1	
				Employee Insurance Coverage Premiums					
24-00345	3	INS-LIFE/STD/LTD/ADD-POLICE	2,398.48	01-410-196	Expenditure		125	1	
				Employee Insurance Coverage Premiums					
24-00345	4	INS-LIFE/STD/LTD/ADD-CODES	215.78	01-413-196	Expenditure		126	1	
				Employee Insurance Coverage Premiums					
24-00345	5	INS-LIFE/STD/LTD/ADD-ZONING	101.10	01-414-196	Expenditure		127	1	
				Employee Insurance Coverage Premiums					
24-00345	6	INS-LIFE/STD/LTD/ADD-PW HW	842.61	01-430-196	Expenditure		128	1	
				Employee Insurance Coverage Premiums					
24-00345	7	INS-LIFE/STD/LTD/ADD-MRKT HOUS	104.81	01-444-196	Expenditure		129	1	
				Employee Insurance Coverage					
			<u>4,214.13</u>						
42740	03/26/24	STAND010 Standard Insurance Company DNT							750
24-00354	1	Dental Ins-ADMIN	280.08	01-402-196	Expenditure		199	1	
				Employee Insurance Coverage Premiums					
24-00354	2	Dental Ins-PROPERTY	60.12	01-409-196	Expenditure		200	1	
				Employee Insurance Coverage Premiums					
24-00354	3	Dental Ins-POLICE	3,046.04	01-410-196	Expenditure		201	1	
				Employee Insurance Coverage Premiums					
24-00354	4	Dental Ins-CODES	273.60	01-413-196	Expenditure		202	1	
				Employee Insurance Coverage Premiums					
24-00354	5	Dental Ins-ZONING	60.12	01-414-196	Expenditure		203	1	
				Employee Insurance Coverage Premiums					
24-00354	6	Dental Ins-PW HWY	735.12	01-430-196	Expenditure		204	1	
				Employee Insurance Coverage Premiums					
24-00354	7	Dental Ins-MRKT HOUSE	60.12	01-444-196	Expenditure		205	1	
				Employee Insurance Coverage					
			<u>4,515.20</u>						



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42741	03/26/24	STATE020 State Workers' Insurance Fund							750
24-00337	1	1/1/24-1/1/25	2,055.00	01-411-381	Expenditure		95		1
				CBVFD - Workers Comp. Ins					
42742	03/26/24	SUPER005 Super Shoe Stores							750
24-00290	1	R Warfel Public Works	83.65	01-430-239	Expenditure		9		1
				Employee Clothing Allowance					
42743	03/26/24	SUSQU085 Susquehanna National Heritage							750
24-00319	1	50% annual commitment 2024	57,431.50	01-454-379	Expenditure		72		1
				Columbia Crossing, Contracted Mgmt Fees					
42744	03/26/24	TACTI005 Tactical wear							750
24-00265	1	G2 External Carrier/Imler	300.00	01-410-238	Expenditure		1		1
				Police Uniforms and Dry Cleaning					
42745	03/26/24	TEXTM005 TextMyGov							750
24-00318	1	march 2024	750.00	01-402-350	Expenditure		71		1
				General Communications					
42746	03/26/24	TIMBER Timber Ridge Equipment							750
24-00293	1	Rollers for Peterson screener	326.51	01-426-102	Expenditure		20		1
				Recycling Maintenance of Equip. & Bldgs					
42747	03/26/24	TOTAL Total Exterminating Services							750
24-00304	1	41 walnut St Cola. Xings 53141	65.00	01-454-377	Expenditure		41		1
				Columbia Crossings, Contracted Services					
24-00304	2	15 S 3rd St Market House 53231	75.00	01-444-317	Expenditure		42		1
				Market House, Contracted Services					
24-00304	3	308 Locust 53060 POLICE/SPLIT	30.00	01-410-317	Expenditure		43		1
				Contracted Services					
24-00304	4	308 Locust 53060 OFFICE/SPLIT	30.00	01-402-317	Expenditure		44		1
				Contracted Services					
			200.00						
42748	03/26/24	TRI005 Tristarr Staffing							750
24-00323	1	03/4/24-3/10/24	1,191.02	01-402-140	Expenditure		76		1
				Clerical salary					
24-00323	2	surcharge	28.23	01-402-140	Expenditure		77		1
				Clerical salary					
24-00342	1	t tommy 3/11-3/17	1,240.00	01-402-140	Expenditure		116		1
				Clerical salary					
24-00342	2	t tommy overtime 3/11-3/17	81.38	01-402-140	Expenditure		117		1
				Clerical salary					
24-00342	3	surcharge	31.32	01-402-140	Expenditure		118		1
				Clerical salary					
			2,571.95						
42749	03/26/24	VISI0005 Vision Benefits of America							750
24-00308	1	Vision Ins-ADMIN	28.76	01-402-196	Expenditure		53		1
				Employee Insurance Coverage Premiums					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42749		Vision Benefits of America	Continued						
24-00308	2	Vision Ins-PROPERTY	7.18	01-409-196	Expenditure		54	1	
				Employee Insurance Coverage	Premiums				
24-00308	3	Vision Ins-POLICE	283.54	01-410-196	Expenditure		55	1	
				Employee Insurance Coverage	Premiums				
24-00308	4	Vision Ins-CODES	26.63	01-413-196	Expenditure		56	1	
				Employee Insurance Coverage	Premiums				
24-00308	5	Vision Ins-ZONING	7.18	01-414-196	Expenditure		57	1	
				Employee Insurance Coverage	Premiums				
24-00308	6	Vision Ins-HWY PW	92.08	01-430-196	Expenditure		58	1	
				Employee Insurance Coverage	Premiums				
24-00308	7	Vision Ins-MRKT HOUSE	7.18	01-444-196	Expenditure		59	1	
				Employee Insurance Coverage					
			452.55						
42750	03/26/24	WALTE005 walters Portable Toilets							750
24-00347	1	Makle Park H/C Portapot (May)	127.00	01-454-451	Expenditure		136	1	
				Maintenance of Parks - Makle Park					
24-00347	2	Rotary Park H/C Portapot	127.00	01-454-455	Expenditure		137	1	
				Maintenance of Parks - Rotary Park					
			254.00						
Checking Account Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	60	1	239,537.89	0.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	60	1	239,537.89	0.00			
21	ARPA FUND	ARPA FUNDS							
1022	03/26/24	CSDAV005 CS Davidson Inc							752
24-00352	1	riverfront storm sewer replace	1,072.98	21-463-670	Expenditure		3	1	
				River Front Storm System Improvements					
1023	03/26/24	TCWGA005 TCW-GAV							752
24-00317	1	MATERIAL	5,431.67	21-463-676	Expenditure		1	1	
				Council Room AV System					
24-00317	2	LABOR	4,920.00	21-463-676	Expenditure		2	1	
				Council Room AV System					
			10,351.67						
Checking Account Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	2	0	11,424.65	0.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	2	0	11,424.65	0.00			
35	LIQUID FUELS	PLGIT LIQUID FUELS							
641	03/26/24	PPLEL005 PPL Electric Utilities Corp					03/26/24	VOID	0
642	03/26/24	PPLEL005 PPL Electric Utilities Corp							751
24-00327	1	2/8/24-3/11/24 9th & locust st	24.74	35-434-002	Expenditure		1	1	
				Traffic Lights - Electrical Usage					
24-00327	2	2/6/24-3/7/24 s 4th & locust	35.43	35-434-002	Expenditure		2	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		Continued					
642		PPL Electric Utilities Corp		Continued					
24-00327	3	2/6/24-3/7/24 3rd & linden st	33.51	35-434-002	Expenditure			3	1
				Traffic Lights - Electrical	Usage				
24-00327	4	2/9/24-3/12/24 cherry & lanc	37.09	35-434-002	Expenditure			4	1
				Traffic Lights - Electrical	Usage				
24-00327	5	2/5/24-3/6/24 3rd & chestnut	33.57	35-434-002	Expenditure			5	1
				Traffic Lights - Electrical	Usage				
24-00327	6	2/5/24-3/6/24 4th & locust sts	97.28	35-434-002	Expenditure			6	1
				Traffic Lights - Electrical	Usage				
24-00327	7	2/5/24-3/6/24 s 3rd & locust	98.21	35-434-002	Expenditure			7	1
				Traffic Lights - Electrical	Usage				
24-00327	8	2/1/24-3/4/24 walnut st	39.64	35-434-002	Expenditure			8	1
				Traffic Lights - Electrical	Usage				
24-00327	9	2/1/24-3/4/24 5th st park	35.88	35-434-002	Expenditure			9	1
				Traffic Lights - Electrical	Usage				
24-00330	1	1/30/24-2/29/24 boro wide	7,897.94	35-434-001	Expenditure			10	1
				Street Lighting - Electrical	Usage				
24-00330	2	2/8/24-3/11/24 ironville pike	24.88	35-434-001	Expenditure			11	1
				Street Lighting - Electrical	Usage				
24-00330	3	2/8/24-3/11/24 n 9th st & waln	25.28	35-434-001	Expenditure			12	1
				Street Lighting - Electrical	Usage				
24-00330	4	2/8/24-3/11/24 1027 walnut rea	14.12	35-434-001	Expenditure			13	1
				Street Lighting - Electrical	Usage				
24-00330	5	2/6/24-3/7/24 rt 30 @ 441 west	49.80	35-434-001	Expenditure			14	1
				Street Lighting - Electrical	Usage				
24-00330	6	2/6/24-3/7/24 5th & chestnut	27.78	35-434-001	Expenditure			15	1
				Street Lighting - Electrical	Usage				
24-00330	7	2/9/24-3/12/24 locust st	58.39	35-434-001	Expenditure			16	1
				Street Lighting - Electrical	Usage				
24-00330	8	2/5/24-3/6/24 400 blk s front	186.42	35-434-001	Expenditure			17	1
				Street Lighting - Electrical	Usage				
24-00330	9	2/5/24-3/6/24 129 walnut st	90.30	35-434-001	Expenditure			18	1
				Street Lighting - Electrical	Usage				
24-00330	10	2/5/24-3/6/24 market & locust	34.61	35-434-001	Expenditure			19	1
				Street Lighting - Electrical	Usage				
24-00330	11	1/30/24-2/26/24 malleable rd	34.78	35-434-001	Expenditure			20	1
				Street Lighting - Electrical	Usage				
24-00330	12	2/5/24-3/6/24 130 n 2nd st	44.61	35-434-001	Expenditure			21	1
				Street Lighting - Electrical	Usage				
			8,924.26						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	1	8,924.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	1	8,924.26	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	63	2	259,886.80	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	63	2	259,886.80	0.00

---

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	221,079.09	25.00	6,991.08	228,095.17
CAPITAL FUND	4-18	10,647.92	0.00	0.00	10,647.92
American Rescure Plan FUND	4-21	11,424.65	0.00	0.00	11,424.65
BOND CAPITAL FUND	4-30	794.80	0.00	0.00	794.80
HIGHWAY AID FUND	4-35	8,924.26	0.00	0.00	8,924.26
Total of All Funds:		252,870.72	25.00	6,991.08	259,886.80

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	221,079.09	25.00	6,991.08	228,095.17
CAPITAL FUND	18	10,647.92	0.00	0.00	10,647.92
American Rescure Plan FUND	21	11,424.65	0.00	0.00	11,424.65
BOND CAPITAL FUND	30	794.80	0.00	0.00	794.80
HIGHWAY AID FUND	35	8,924.26	0.00	0.00	8,924.26
Total of All Funds:		252,870.72	25.00	6,991.08	259,886.80

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Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	221,079.09	0.00	0.00	0.00	221,079.09
CAPITAL FUND	4-18	10,647.92	0.00	0.00	0.00	10,647.92
American Rescure Plan FUND	4-21	11,424.65	0.00	0.00	0.00	11,424.65
BOND CAPITAL FUND	4-30	794.80	0.00	0.00	0.00	794.80
HIGHWAY AID FUND	4-35	8,924.26	0.00	0.00	0.00	8,924.26
Total of All Funds:		252,870.72	0.00	0.00	0.00	252,870.72

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Community Development

**TITLE:** Proposals for Architectural Services for the Ridge Avenue Public Works Facility

**BACKGROUND AND JUSTIFICATION:**

The services of an Architect and an MEP (Mechanical, Electric, and Plumbing) Engineer will be needed to team with the structural, civil, and survey teams of the Borough Engineer to prepare plans and specifications for public construction bidding. A request for proposals from qualified and experienced firms to provide these services has been prepared and attached for the Council’s consideration.

**MOTION:**

Move to authorize C.S. Davidson, Inc. to proceed with the Request for Proposal for Architectural Services.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ATTACHMENT(S):**

- Request for Proposal: Architectural Services for Additions and Renovations for The Ridge Avenue Maintenance Facility for Columbia Borough, dated March 21, 2024

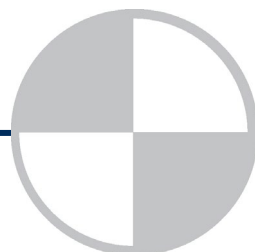


March 21, 2024

Request for Proposal:  
Architectural Services for Additions and Renovations for  
The Ridge Avenue Maintenance Facility for Columbia Borough

Located at:  
1100 Ridge Avenue, Columbia Borough, Pennsylvania

Proposals due:  
May 1, 2024





## I. Introduction and Overview

- a. Columbia Borough is seeking a qualified and experienced architectural firm to provide architectural and mechanical, electrical, and plumbing engineering services for additions and renovations for the Ridge Avenue Maintenance Facility.
- b. The Borough has authorized C.S. Davidson, Inc. (CSD) to act on their behalf to solicit and present proposals for consideration.
- c. Firms may submit questions via email to John T. Rea, P.E., Senior Project Manager, at [JTR@csdavidson.com](mailto:JTR@csdavidson.com). The deadline for questions is 5:00 PM, Wednesday, April 24, 2024.
- d. Site visits are encouraged but not mandatory. The project site will be made available:
  - i. Wednesday, April 17, 2024
  - ii. Tuesday, April 23, 2024
- e. Proposals are due by 5:00 PM, Wednesday, May 1, 2024. One (1) electronic copy of the complete proposals shall be submitted to [JTR@csdavidson.com](mailto:JTR@csdavidson.com). Confirmation of receipt will be provided.
- f. The Borough anticipates awarding the project at a regularly scheduled Council meeting on Tuesday, May 14, 2024.
- g. The Borough reserves the right to accept or reject, in whole or in part, any and all proposals submitted to award contracts and to waive informalities and technicalities if it is in the best interest of the Borough.
- h. The Borough has authorized CSD to provide Project Management, Civil Engineering, and Structural Engineering services. Firms submitting proposals may exclude these services.

## II. Project Scope

- a. The Borough desires to relocate and consolidate its Public Works Facilities to 1100 Ridge Avenue. The property currently includes an existing pre-engineered metal building (PEMB) that will be renovated for the anticipated use of a maintenance garage and shop area. Renovations include but are not limited to removing and replacing the façade and roofing materials, slab repairs, and cosmetic upgrades throughout. Minor structural modifications are not anticipated unless necessary for the proposed layout accepted by the Owner.
- b. The project scope also includes additions to the existing building, which consists of a wash bay, breakroom, offices, restrooms, and locker rooms. A portion of the existing building will be demolished to accommodate the proposed addition footprint.
- c. The additions, as described above, may be considered an alternate. Should the Borough elect to proceed with the base scope of work, alternate floor plans will be needed to include a restroom and breakroom in the existing building.
- d. All existing electrical, HVAC, and plumbing systems will be removed and replaced.

## III. Scope of Architectural Services

- a. Mechanical, Electrical, and Plumbing (MEP) Subconsultant – The Architect will engage an MEP firm to provide engineering services for the additions and renovations. The management of the MEP firm will be included in the Architectural scope of work.
- b. Programming – The Architect will meet with the Owner to determine the layout and use of space for the existing and proposed areas. This will include a meeting with Borough staff to determine project needs and goals, performance and design criteria, and general finishes. Deliverables shall include a conceptual sketch plan.

- c. Schematic Design – The Architect will finalize the conceptual design and produce schematic-level documents in Revit 2024. The deliverables shall include floor plans, building elevations, and overall building sections, as well as a narrative on MEP systems.
- d. Design Development – Based on a schematic design approved by the Owner, the architect will continue to develop the Revit model to produce design development documents that further refine floor plans, elevations, sections, and details. An MEP Revit model will be included, showing equipment locations, ductwork, plumbing fixtures, and lighting.
- e. Construction Documents – Based on the approved design, the Architect will prepare Construction Drawings suitable for a public bid progress, including technical specifications. Deliverables include signed, sealed drawings and written specifications for architectural, mechanical, electrical, and plumbing items. CSD will provide the front-end specifications.
- f. Bidding – The Architect and MEP sub-consultant will assist CSD with bid phase services, including responding to contractor requests for information and producing addenda as required. On behalf of the Owner, CSD will administer the project through PennBid.
- g. Construction Administration – The Architect and MEP sub-consultant will assist CSD with construction phase services, including site visits, reviewing change orders, responding to contractor inquiries, and performing the final walk-through and punch list.

#### **IV. Project Schedule**

- a. It is anticipated that Architectural Services will begin in June of 2024. Design Documents will be completed in November of 2024, with construction anticipated for the spring of 2025.

#### **V. Proposal Inclusions**

- a. Number of years in business and evidence of valid Professional Licensure.
- b. Resumes for individual team members, both architectural and MEP, who will be directly involved with the project.
- c. Project sheets for three prior projects similar to the scope of work contained in this RFP.
- d. Any additional information the firm feels is necessary to benefit the Owner in making a selection.

#### **VI. Proposal Evaluation**

- a. The Borough will evaluate the quality of the technical proposal for completeness. Primary selection will be based on qualifications and experience.
- b. The Borough reserves the right to request additional information or a meeting to review the project with the Architectural Firm's project team.

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

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**RESOLUTION NO. 2024-14**

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**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA APPOINTING BRADLEY GALE TO THE BOROUGH PLANNING COMMISSION.**

---

**WHEREAS**, Columbia Borough has established a Planning Commission in accordance with Act 247 of 1968, Section 201 as amended; and

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

**WHEREAS**, in accordance with Chapter 52 of the Code of Ordinances of the Borough of Columbia, the Commission shall consist of seven members.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Columbia hereby reappoints Annette White to the Planning Commission of the Borough of Columbia for a four-year term beginning on January 10, 2023 and concluding on December 31, 2026.

**RESOLVED AND ADOPTED** this 10<sup>th</sup> day of January 2023 by the Columbia Borough Council.

**ATTEST:**

**Columbia Borough Council**

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

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



# Borough of Columbia Volunteer Application

March 4, 2024

Date of Application

Columbia residents are invited to volunteer on one of the borough's many boards, committees, and commissions. It's a great way to meet people AND help the community at the same time!

Columbia Borough would not be the unique, creative, and historic town it is without our volunteer board and commission members.

### PLEASE PRINT OR WRITE LEGIBLY

Name: Bradley Gale

Street Address: 932 Chestnut St

Mailing Address (if different): \_\_\_\_\_ Years at this Address: 1

City: Columbia State: PA Zip: 17512

Phone (daytime): [REDACTED] Email: [REDACTED]

Place of Employment: EnerSys Inc Occupation: Purchasing Manager

What Board, Committee, or Commission are you interested in serving on? (Check all that apply):

<input type="checkbox"/>	Civil Service Commission	<input checked="" type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Columbia Land Bank Advisory Committee	<input type="checkbox"/>	Police Pension Board
<input type="checkbox"/>	Columbia River Park Advisory Committee	<input type="checkbox"/>	Shade Tree Commission
<input checked="" type="checkbox"/>	Historic Architecture Review Board (HARB)	<input checked="" type="checkbox"/>	Zoning Hearing Board
<input type="checkbox"/>	Parks and Recreation Advisory Board	<input type="checkbox"/>	Vacancy Board
<input type="checkbox"/>	Other:		

In your opinion, what is the role of the board, committee or commission for which you are applying?

I know that Steve White is stepping away from the zoning bd and I would like to step up. I am also interested in brining artistic/social programs to the area

What are you interests and passions?

I hike, garden, kayak for fun, when not working on my house!

Have you served in any other volunteer roles in the community? (e.g. youth organizations, church, etc.) Please list.

I moved here from Reading PA - where I was in the board of directors of Reading Theater Project + Berks Opera workshop. I have worked with other theater organizations in the places that I have lived.

What skills, abilities, or other characteristics do you have that will help the Board successfully achieve its purpose?  
I am a purchasing manager for a \$4B company and bring loads of organizational skills to the table. + my spreadsheets are amazing.

Have you served previously on any other Columbia Borough Board, Authority, Committee, or Commission in any other capacity? If yes, please list the position and date(s) of service.

First time to volunteer here.

Do you have any water/sewer bills, property taxes, codes violations, or fines which are delinquent for 6 months or longer? If yes, please list and provide explanation.

All current and paid

Have you ever been convicted of a felony?

NO

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities. I consent to and authorize, without reservation, the Borough of Columbia to obtain information relating to my law enforcement record, convictions for other than Summary Offenses, my tax payment record (including all applicable taxes payable to Columbia Borough). Convictions or tax delinquencies will not automatically disqualify the applicant. I authorize each applicable agency to which this form is presented to release any results, upon request of the Borough of Columbia, as described above. Copies of this consent that show my signature are as valid as the original signed by me. This consent is valid until the termination of my application process or my affiliation with the Columbia Borough, whichever is later.

I hereby irrevocably release and discharge each agency to which this form is presented and such agency's representatives and agents from any and all liability of any nature whatsoever in any way arising from or relating to disclosure of information of any nature about me and I further agree to indemnify and hold harmless each such agency from any and all loss, cost, damage, expense, or liability of any nature (including, but not limited to, attorney fees and criminal penalties) incurred by such agency or its representatives and agents in association with, or as a result of disclosure of information about, me. I further agree each agency to which this form is presented and such agency's representatives and agents are third-party beneficiaries with direct standing to enforce the release and indemnification provisions set forth herein.

Bradley D Gale  
Signature of applicant:

March 4, 2024  
Date:

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Police

**AGENDA TITLE:** Hire Sandra Richards as Part-time Crossing Guard

**BACKGROUND AND JUSTIFICATION:** A crossing guard performs an essential duty ensuring that students are able to safely walk to school. The Columbia Borough Police Department has multiple crossing guard vacancies resulting in the need for uniformed police officers to handle the assignment. The cost of the crossing guard is shared by the Columbia Borough School District and Borough.

**MOTION:** To consider hiring Sandra Richards as a part-time (10-20 hours per week) Crossing Guard for the Borough of Columbia beginning at the rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.

**FISCAL IMPACT ANALYSIS:**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Expense (F01)	\$3,310	\$3,310	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$3,310</b>	<b>\$3,310</b>	<b>0</b>	<b>0</b>	<b>0</b>

**LEGAL REVIEW:** N/A

**ATTACHMENT(S):** N/A

-

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Community Development

**TITLE:** 1000 Block Walnut Street CDBG Improvements

**BACKGROUND AND JUSTIFICATION:** The Letter of Intent for the 2024 CDBG Public Improvements funding round opened on Tuesday, March 12, 2024. Letters of Intent will be due on April 9, 2024.

Lancaster County Housing and Redevelopment Authority Program staff will hold consultations during the week of April 16th, at which time qualified Letters of Intent will be moved through to the application round. If selected, a full CDBG application will be due May 28, 2024.

Borough staff and the Borough Engineer are recommending the 1000 Block of Walnut Street be considered for the 2024 application. The scope of the project will include the full replacement of curb, replacement of ADA ramps, and spot replacement of sidewalk as necessary before the repaving of the street. We are also proposing to include the reconstruction of the N. 10<sup>th</sup> St./Walnut St. intersection in the project, which will include the replacement of two additional ADA ramps on the Taylor School side of the intersection.

We preliminarily estimate a total project construction cost of \$265,000. The maximum CDBG grant amount is \$200,000.

**MOTION:** Move to authorize the Borough Engineer to submit a CDBG Letter of Intent for the 1000 Block of Walnut Street

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	\$65,000	0	0	0	0
External Revenues (Grants)	\$200,000	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$265,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ATTACHMENT(S):** CDBG Eligible Areas





# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** March 26, 2024

**DEPARTMENT:** Police and Administration

**TITLE:** Authorize staff to purchase 19 new computers to upgrade the existing aging systems to comply with new cyber security requirements

**BACKGROUND AND JUSTIFICATION:** In working with Sidium to update the security of our computer network, staff was advised that many of the existing computers are old and do not meet the requirement of new cyber security measures. Both Police and Borough staff reviewed the list of existing systems with Sidium. They have recommended that we replace the following critical systems with new computers:

- Police: 10 workstation
- Borough: 9 workstations

Though this is a large percentage of the total computers in the Borough, the remaining systems are able to meet the new cyber security requirements. We will schedule to replace more in next year’s budget.

The cost to upgrade the 19 workstations and 38 monitors is \$20,191.29. If approved, staff will work with Sidium staff to save some of the current monitors if they are compatible with the new systems. Any existing monitors that are saved will most likely require an adapter to connect them to the new computers. As such, the total cost shall not exceed a total cost of \$21,000 and will most likely end up lower than the quote.

**MOTION:** Authorize staff to purchase new computers and monitors with a price not to exceed \$21,000.

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	\$21,000	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

These computers are an unbudgeted item. Staff is recommending that the cost of these new computers be taken from Fund 21, ARPA funds.

**ATTACHMENT(S):**

- Sidium quote

**Sidium Solutions**

171 Chapel View Drive  
Reinholds, PA 17569  
717-733-0660  
www.sidium.com



**Thank you for the opportunity to provide this quote.**

**New Desktops**

QUOTE # 008025 V1

PREPARED FOR

**Columbia Borough**

PREPARED BY

**Jessica Meyer**

Hardware

Description		Price	Qty	Ext. Price
<b>HP Elite Mini 600 G9 Desktop Computer - Intel Core i5 12th Gen i5-12500T Hexa-core (6 Core) 2 GHz - 16 GB RAM DDR4 SDRAM - 256 GB M.2 PCI Express NVMe SSD - Desktop Mini - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR4 SDRAM - English Keyb</b>		\$784.47	19	\$14,904.93
<b>Acer Vero B7 B247Y E Full HD LCD Monitor - 16:9 - Black - 23.8" Viewable - In-plane Switching (IPS) Technology - LED Backlight - 1920 x 1080 - 16.7 Million Colors - FreeSync (DisplayPort VRR) - 250 Nit - 4 ms - 100 Hz Refresh Rate - HDMI - VGA - DisplayPo</b>		\$139.12	38	\$5,286.56
***Adapters may be needed if monitors are not replaced***				
			Subtotal:	<b>\$20,191.49</b>

717-733-0660  
jmeyer@sidium.com  
www.sidium.com

## New Desktops



**Prepared by:**  
**Sidium Solutions**  
Jessica Meyer  
(717) 733-0660  
jmeyer@sidium.com

**Prepared for:**  
**Columbia Borough**  
308 Locust St  
Columbia, PA 17512  
Mark Stivers  
(717) 684-2467  
MStivers@columbiapa.net


**Quote Information:**  
**Quote #: 008025**  
Version: 1  
Delivery Date: 03/22/2024  
Expiration Date: 03/31/2024

## Quote Summary

Description	Amount
Hardware	\$20,191.49
Total:	<b>\$20,191.49</b>

Taxes, shipping, handling and other fees are not included. All times on this quote are estimates. Actual times will be invoiced. Labor not included unless specifically stated otherwise. Most economical shipping method will be used, unless otherwise specified. We reserve the right to cancel orders arising from pricing or other errors.

### Sidium Solutions

Signature:   
Name: Jessica Meyer  
Title: Director of Operations/Manager:Procurement  
Date: 03/22/2024

### Columbia Borough

Signature: \_\_\_\_\_  
Name: Mark Stivers  
Date: \_\_\_\_\_



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

March 27, 2024

Thomas Ford  
Director, Bureau of Recreation and Conservation  
Pennsylvania Department of Conservation and Natural Resources  
Rachel Carson State Office Building  
400 Market Street, Harrisburg PA 17101

Dear Mr. Ford,

On behalf of the Borough of Columbia, I am pleased to write this letter of support for the Alliance for the Chesapeake Bay for its *Growing Urban Tree Canopy and Stewardship in Lancaster County* proposal to the 2024 application round of the Pennsylvania Department of Conservation and Natural Resources for a Community Conservation Partnership Program - Urban and Community Forestry Program award. Through this initiative, the Alliance will:

- Create a county-wide Tree Tenders program to train community members in caring for and expanding their urban forests, in order to sustainably grow and carry momentum for urban trees into the future
- Train young professionals in urban forestry to grow this critical workforce
- Help municipalities in Lancaster County to fill gaps in caring for new and existing tree plantings
- Plant new urban trees in environmental justice communities in Lancaster County

This collaborative project will result in at least 75 new Tree Tenders, 1350 community members meaningfully engaged around urban tree canopy, 3 urban forestry apprentices trained, and 600 urban trees planted in Lancaster County.

For the Borough of Columbia, renewing our tree canopy is a goal of our Comprehensive Plan, Columbia2040. Under the "Big Idea" of Growing and Sustaining a Complete Community, we have a Tier 1 goal of Borough-wide Greening. The focus of this goal is to create opportunities for Borough-wide greening through funding, planning, planting, and community involvement. This grant would help us to meet this goal for the coming years.

I fully support this proposal and look forward to working on this project.

Thank you,

Mark E. Stivers  
Borough Manager

**From:** [Victor DeSantis](#)  
**To:** [Mark Stivers](#)  
**Cc:** [Hope Schmidts](#)  
**Subject:** Workforce Grant  
**Date:** Friday, March 22, 2024 9:55:27 AM

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Mark,

Thanks again for a great call this morning. I really appreciate your time and your positivity about the grant opportunity.

As I mentioned in our call, we had strong success developing digital literacy skills in the two grant rounds in Quarryville. We are excited about the potential of bringing this same opportunity to Columbia and the residents of the community.

A few items to mention on background.

- Grant is due April 4, 2024. Awards in this grant round are up to \$100K. We are actively working to pull the proposal together over the next 10 days.
- Performance period is July 1, 2024 to April 30, 2026.

Three points that I gleaned from our conversation:

- I understood from your remarks that there is a need for adult basic computer skills/literacy education in Columbia to support your workforce and economic development plans.
- Further, I understood that there have been a few previous efforts to build digital capacity, but those programs are not operating currently, and yet a strong need exists. But potential partners do exist in the community.
- The library is a central hub in the community and could be a strong location for such grant service provision.

A few additional questions:

- We are considering providing the required 15 hours of weekly computer lab access at a variety of locations, such as Columbia Jr/Sr High School, Columbia Public Library, Columbia Market House, Columbia Crossings, Columbia Dream Center, Turkey Hill Experience. Are these locations within walking distance for most of their residents? Are these appropriate locations? Or would you recommend we focus on the library as we discussed this morning.
- We would have adult staff and IT undergrad students providing computer instruction for walk-ins (“Computer Skills Clinic”) and via short, targeted workshops. Would borough residents be open to this and take advantage of these opportunities?
- Are there additional community partners we should involve? In addition to those

mentioned in item c, we will engage LCWDB and CareerLink.

I really appreciate your willingness to draft a letter of support that highlights some of what we talked about this morning, specifically the need and how this fits the overall economic development and workforce priorities of the Borough. We would need such a supportive letter by April 1<sup>st</sup> if possible.

If we are awarded this grant, I'd appreciate working with all community partners (library, schools, borough government, etc.) to help promote these classes and technology support opportunities to the community. Working together, I believe we can make a difference for your residents.

Thanks again, and I look forward to working with you.

Best,  
Victor

**Victor S. DeSantis, Ph.D.**

*Vice President for University Relations and Strategic Initiatives  
Dilworth 202*

*Pronouns: He | Him | His*

**MILLERSVILLE UNIVERSITY**

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**COLUMBIA BOROUGH  
PARKS & RECREATION ADVISORY BOARD**

January 11, 2024 | 6:00 PM  
Paul W. Myers Council Chambers

**MINUTES**

1. Board Member Fisher called the meeting to order at 6:04 PM.

**Board Members present:** Andrews, Byers, Canfield, Fisher & Kauffman (arrived at 6:45)

**Board Members absent:** Germer

2. A moment of silence was observed
3. Board Member Canfield led the pledge to the flag
4. Approval of minutes

- a. Motion to approve the minutes from the December 14, 2023 meeting.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
H. Byers	T. Canfield	All Favored – Motion Carried

5. Public Comments

Megan Salvatore, visitor service manager at Columbia Crossing, introduced herself to the Board. She will be joining the Board to replace Board Member Byers who will be stepping down from this committee and taking a new position with Susquehanna National Heritage.

6. New Business

- a) Appoint a Chair, Vice Chair and Secretary

There was a discussion on appointments. B. Fisher was nominated for chairperson but declined.

Motion to appoint Elizabeth Andrews as Vice Chairperson of the Parks & Recreation Advisory Board.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
B. Fisher	H. Byers	All Favored – Motion Carried

Motion to appoint Barbara Fisher as Secretary of the Parks & Recreation Advisory Board.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
T. Canfield	H. Byers	All Favored – Motion Carried



Motion to remove Elizabeth Andrews as Vice Chairperson of the Parks and Recreation Advisory Board.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
B. Fisher	T. Canfield	All Favored – Motion Carried

Motion to appoint Elizabeth Andrews as Chairperson of the Parks and Recreation Advisory Board.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
B. Fisher	H. Byers	All Favored – Motion Carried

Motion to appoint Todd Canfield as Vice Chairperson of the Parks and Recreation Advisory Board.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
B. Fisher	H. Byers	All Favored – Motion Carried

There was a discussion on the number of members needed for a quorum and the ability to conduct business. Also discussed was adding to the by-laws a permanent position for the visitor service manager of Columbia Crossing.

Motion to update the membership section of the by-laws to 5 members and 2 alternate members.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
H. Byers	T. Canfield	All Favored – Motion Carried

Motion to change the membership section of the by-laws requiring 4 of 7 members be Columbia Borough resident to 3 of 5.

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

- b) Discuss the expected duties of each
- c) Discuss the by-laws

There was a detailed discussion on the number of board members needed for a quorum and appointing alternates. Also discussed was changing the number of members on the board and dedicating one of the proposed alternate positions to a non-specific Susquehanna National Heritage staff member that works at Columbia Crossing.

## 7. Old Business

- a) Town Square (480 Locust Street)

Ideas on replacing the fountain and what to replace it with were discussed. Involving the art community to recreate the park was discussed. Ideas on how to repurpose the fountain were discussed. Megan Salvatore announced she is a Penn State National Water Shed student for Lancaster, Lebanon, and Dauphin Counties, and provided information on resources to assist in planting and maintaining the park. There was a discussion on the planting work done in the park by the "Town Gardner's" (Mrs. Lutz & Mrs. Thomas). Member Canfield stated that his wife would be willing to assist the Town Gardener's. There was a discussion on how the Park Rangers organization could assist with the work needed.

Motion to remove the fountain from town square to a location to be determined by the Public Works Department.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
E. Andrews	H. Byers	All Favored – Motion Carried

b) Discuss the forming of a Makle Park Sub-Committee/Ad-Hoc

There was a detailed discussion on forming a subcommittee for Makle Park and/or each individual park in the borough. H. Byers stated former board members Garner and Edmond would be willing to participate in an Ad HOC committee. B. Fisher discussed adding neighborhood residents as an integral part of this revitalization effort. Fundraising options for the Makle Park project were discussed.

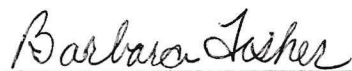
There was a discussion on the amount of funds allocated to this board in the 2024 budget.

8. Motion to adjourn the meeting at 7:20 pm.

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

**MOTIONED AND APPROVED** this 8<sup>th</sup> February 2024, 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**



**Elizabeth Andrews, Secretary**

# Columbia Borough Civil Service Commission

## MEETING MINUTES

February 5, 2024

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

### Roll Call:

#### Committee Members in Attendance

James Ciccocioppi, Chair  
John Meshey, Vice Chair  
James Anspach, Secretary  
Fran FitzGerald, Alternate

#### Committee Members Absent

Tom Ziegler, Alternate

### Others Present

Police Chief Jack Brommer  
Mayor Leo Lutz  
Pam Arnold, PD Administrative Assistant

**Jim Ciccocioppi read the following statements:**

**The Civil Service Commission of the Borough of Columbia is meeting to review and discuss Commission procedures and to conduct such other business as may come before the Commission.**

**The Civil Service Commission is in compliance with the Sunshine Act. Agendas are posted online and in the Borough Office Lobby at least 24 hours prior to a meeting. Approved minutes are posted immediately following the meeting.**

**Motion:** To Approve the January 9, 2024, Civil Service Meeting Minutes.

**Motion:** John Meshey

**Second:** James Anspach

**Voice Vote:** All Favored

Mayor Lutz swore in both John Meshey and James Anspach as Civil Service Commission Members with an expiration date of 12/31/29.

## **REORGANIZATION**

**Motion:** To approve of the following Civil Service Commission Members and their titles as follows:

Chair – Jim Ciccocioppi  
Vice Chair – John Meshey  
Secretary – Jim Anspach  
Alternate 1: Thomas Ziegler  
Alternate 2: Fran FitzGerald

**Motion:** John Meshey      **Second:** James Anspach      **Voice Vote:** All Favored

## **OLD BUSINESS**

Chief Brommer said the Dual Band Radios have arrived. He said they are currently being programmed by B-Moyer and the officers should be using them within the next few weeks. He confirmed that York County has approved the Department's request to use Dual-Band Radios with both Lancaster and York County frequencies.

Chief Brommer noted that Daniel Imler did not accept the pt-officer position with the Department. He noted that Jeremy Kauffman has resigned his pt-officer position with the Department.

Mayor Lutz discussed the exit interview he had with Jeremy Kauffman.

Chief Brommer noted that he and Mayor Lutz have been working with Borough Management to implement the use of PlanIt Scheduling for all Borough employees. The Police Department has been using PlanIt for years. Having all employees using PlanIt Scheduling should simplify the payroll process.

There was discussion regarding the need to assign each Officer a "special assignment." Chief Brommer stated that most Officer have been assigned at least one special assignment but that he wants the newly hired officers to be well trained first.

Chief Brommer said that last week Rebecca Blatt passed the long distance run at the Police Academy.

Chairperson Ciccocioppi said that the oral exams will be tabulated after the meeting.

Chief Brommer said no police testing date set for spring as of this date.

**NEW BUSINESS**

There was a brief discussion regarding Commission Members reviewing the Civil Service Regulations prior to the next meeting so they can move forward with necessary changes.

Committee members and attendees discussed the recent oral interviews. Chief Brommer said that both applicants did very well at the interview.

There was discussion about changing the oral board process since most candidates have little or no policing experience.

There was discussion regarding charging an application fee for in-house police testing. Commission Members feel charging a refundable fee of \$25.00 (the cost of the test documents) will help to ensure candidates complete the process. The fee will be refunded once the applicant completes the process.

**Motion:** To approve of charging a refundable \$25.00 fee, per test candidate, for the written examination. The fee will be refunded, within a reasonable amount of time, once the applicant completes the testing process.

**Motion:** John Meshey      2<sup>nd</sup>: James Anspach      **Voice Vote:** All Favored

**COMMITTEE MEMBER COMMENTS**

Mayor Lutz discussed the benefits of having candidates spend time with the officers prior to attending the academy. He said this will give them an opportunity to see if they are really interested in being a police officer.

The next meeting of the Civil Service Commission is scheduled for Tuesday, March 12, 2024, at 1:00pm in Council Chambers.

**Motion:** To close the meeting at 1:50pm.

**Motion:** John Meshey      2<sup>nd</sup>: Jim Anspach      **Voice Vote:** All Favored

Approved by:  3/12/24  
James Ciococioppi      Date  
Chair

**BOROUGH of COLUMBIA COUNCIL  
HISTORICAL ARCHITECTURAL REVIEW BORAD  
MINUTES**

February 15, 2024 | 7:00 PM  
Paul W. Myers Council Chambers

1. Board Member Kerekgyarto called the meeting to order at 7:10 pm.

**Board Members present:** Barley, Carrigan, Architect Kerekgyarto, & Mountain

**Board Members absent:** Brandt & Lutz

**Staff Present:** Borough Manager Stivers & Code Compliance Manager  
Diffenderfer

Laurie Gerfin-Lutz, Administrative Staff

**Council Member Present:** Kauffman

2. P. Kerekgyarto led a moment of silence.

3. P. Kerekgyarto led the pledge to the flag.

4. Election of Officers

Motion to elect Chairperson and Vice-Chairperson for 2024

This item was tabled to the next meeting

5. Minutes for Approval.

Motion to approve minutes for the November 08, 2023 meeting.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
A. Carrigan	N. Mountain	All Favored – Motion Carried

6. New Business

- a) Motion to recommend to Borough Council approval of the COA using style #1 – 17 South Third Street.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
N. Mountain	M. Barley	All Favored – Motion Carried

APPLICANT/OWNER: Estreet Properties, LLC

AGENT: Kevin Kratzert

CONTRACTOR: Property Owner

ALTERATIONS: Install business sign, 24" diameter circle and constructed of ACM  
Material on black metal brackets. Sign to be located between front  
windows.

The applicant was not present. The Board reviewed options provided.

b) Motion to table to the next HARB meeting approval of the COA – 121 Avenue H.

Motion by:	Second by:	Voice Vote:
P. Keregyarto	A. Carrigan	All Favored – Motion Carried

APPLICANT/OWNER: Daniel Scarberry  
 AGENT: N/A  
 CONTRACTOR: N/A  
 ALTERATIONS: Demolish dilapidated front porch, replace front porch, and replace siding. Some work has already been completed. Notice of Violation sent dated November 7, 2023 and December 7, 2023.

The applicant was present and provided detailed replies to questions from the Board. The Board requested additional pictures from the applicant that he agreed to present at next month’s HARB meeting.

c) Review and discuss the consulting agreement with the Lancaster Historic Preservation Trust for technical support. Borough Manager Stivers reviewed the information with the Board and answered question from the Board. Councilperson Kauffman added to the discussion.

Motion to proceed with recommending an agreement with Lancaster Preservation Trust for technical support.

Motion by:	Second by:	Voice Vote:
M. Barley	N. Mountain	All Favored – Motion Carried

7. Presentation of Administrative Approvals /In-Kind (information only) listed below (Sept & Oct) (Nov, Dec, Jan)

- I) 358 Locust Street – replace section of roof asphalt shingles w/asphalt shingles
- II) 330 Cherry Street – replace roof shingles w/dimensional shingles and rubber roof w/rubber roof
- III) 478 Walnut Street – replace roof asphalt shingles 2/asphalt shingles
- IV) 150 S Fourth Street – repair soffit/replace roof – in kind materials
- V) 201 Locust Street – replace/restore existing sign/replace neon bulbs w/led bulbs
- VI) 313 N Second Street – replace asphalt shingles on porch roof w/asphalt shingles
- VII) 252 N Third Street – install handrail and grab bars at front entrance
- VIII) 537 N Second Street – in kind replacement of roof – not seen from street
- IX) 639 Chestnut Street – replace asphalt roof with asphalt shingles
- X) 204 Walnut Street – replace rear porch roof – not seen from street
- XI) 150 N Third Street – replace asphalt roof shingles on mansard and turret roof with asphalt shingles
- XII) 124 N Fourth Street – replace fence – in kind replacement
- XIII) 132 N Third Street – replace fence - in kind replacement
- XIV) 729 Chestnut Street – replace asphalt shingles/rubber on yankee gutter/shingles on front porch roof – like materials

8. Public Comments and Questions

9. Other Business

Manager Stivers announced the Borough was awarded a CLD Grant that will fund the resurveying of the Historic District and discussed additional funding applied for.

There was a discussion on the ethics form presented to the Board for completion. Manager Stivers stated this Board does not need to complete the form.

(NEXT MEETING, Wednesday March 13<sup>th</sup>, 2024 7 p.m.)


10. Motion to adjourn the meeting at 7:40 p.m.

Motion by:	Second by:	Voice Vote:
N. Mountain	A. Carrigan	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 13<sup>th</sup> day of March 2024, by the Historical Architectural Review Board of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

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

By:



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Jonathan Lutz, Chairperson of the Board



