



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

MARK E. STIVERS
Borough Manager

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chamber, 308 Locust Street, Columbia PA 17512

May 14, 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 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 April 9, 2024
 - b. Consider approval of the Borough Council Meeting Minutes for April 25, 2024
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Columbia Market House Report for April, 2024
 - b. Legislation – Kelly Murphy
 - I) Acknowledge receipt of the April Legislative Report
 - c. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of the Public Works and Property Report for April, 2024
9. Presentations
 - a. 2023 Fiscal Year Audit presentation by Boyer and Ritter, Borough auditors
10. Mayor Lutz/Chief Brommer

For public comment on items on the agenda, there will be a 3-minute time limit per person per topic). **All discussions on agenda items that go over 15 minutes will be tabled to the next available work session.**

11. Public Hearing
 - a. Public hearing for the 2024 CDBG application
12. Action Items:
 - a. Consider Resolution 2024-18 approving the 2024 CDBG project for the 900 & 1000 Blocks of Walnut Street.



- b. Consider Resolution 2024-19 to revise Resolution 2024-09 to request that the Pennsylvania General Assembly name the bridge that crosses US 30 and connects to SR 3441 the Major General Edward C. Shannon Memorial Bridge.
 - c. Consider authorizing the Borough Engineer to submit the Land Development plan for the McGuiness project to the Lancaster County Planning Commission and Columbia Borough Planning Commission.
 - d. Authorization to pay bills
13. Introduction New Business:
- a. Consider authorizing staff and the Borough Attorney to advertise for a public hearing to consider the Comcast Franchise agreement.
 - b. Consider authorizing staff to extend an offer of employment to Zachary Throne for position of full-time Police Officer
 - c. Consider authorizing the Borough Attorney and Staff to work with the Lancaster County Tax Claim Bureau to acquire two lots that are listed on the Land Repository that are adjacent to the Zion Hill Cemetery.
 - d. Consider authorizing staff to contract with ECS Mid-Atlantic LLC to provide environmental consulting services for review the Act 2 report for the Ridge Avenue properties at a cost of \$6,250.00
 - e. Review proposals submitted for the Ridge Avenue design proposals and select a firm for this project
14. Staff Reports, Comments, and Announcements
- a. Solicitor
 - b. Borough Engineer
 - c. Secretary/Treasurer
 - d. Boards, Commissions and Committees
 - I) Upcoming Meetings: Shade Tree Commission May 20, 2024, Planning Commission May 21,2024
 - II) Minutes: Parks & Recreation Advisory Board from February 8, 2024, Civil Service Minutes for March 12, 2024, LASA Minutes from March 28, 2024
15. Borough Council Comments
- a. Council Members
16. Announcement of Next Meeting. At 7:00 PM on May 28, 2024, Council will hold a regular Council meeting
17. 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

April 9, 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: Burgard, Fisher, Murphy, Price, Stahl, and Zink. Mayor Lutz was also present.

Councilpersons absent: Kauffman

Staff Present: Borough Manager Stivers, Police Chief Brommer, Code Compliance Manager Diffenderfer and Facility Service Coordinator Affeld, Public Works Manager Jake Graham, Market Manager Chris Vera, and Fire Chief Ryno.

2. David Powers offered prayer, and there was a moment of silence observed.

3. Councilperson Price led the pledge to the flag.

4. Announcement of Executive and Information Session - None.

5. Additions, deletions, and reorganization of agenda.

a. Motion to approve the agenda as published.

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

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

7. Minutes for Approval - None

8. Presentation & Acceptance of Reports

a. Community Development – Kelly Murphy

I. Acknowledge receipt of the Planning and Zoning report for March 2024

II. Acknowledge receipt of the Columbia Market House Report for March 2024

b. Public Works & Property – Peter Stahl

I. Acknowledge receipt of the Public Works and Property Report for March 2024

a. Borough crews began yard waste pick up on April 1st; the Borough Farm, located at 254 Blue Lane, is now open on the 2nd and 4th Saturdays of the month for yard waste drop off as well as purchase of some good compost.

c. Safety/Marketing – Todd Burgard

I. Acknowledge receipt of the Public Safety Reports for March 2024:
Columbia Borough Police Department for March 2024

II. Acknowledge receipt of the Codes Compliance Report and Condemnation Report for March 2024

9. Presentations

a. Presentation by Julie Lehmer – 2023 Shade Tree Commission Annual Report

I. Borough Tree Farm was started 2 years ago, today there have been 55 trees planted.

II. 380 volunteer hours documented including Jake’s crew, Shade Tree, and the Park Rangers.

- III. Looking to fundraisers to increase the tree canopy, \$2940.00 was raised last year. Also working to get funding to help homeowners to remove unwanted trees.
- IV. The Arbor Day celebration will be held April 24th at Columbia Crossing at 6 pm. There will be a tree planting in honor of Bill Kloidt this year.

10. Mayor Lutz/Chief Brommer

- a. Proclamation 2024-2 Sexual Assault Victim Awareness Month
 - I. Police have made some significant arrests in target areas, and it shows in our community, thank you.
 - II. The weather is getting nice, be alert for bikes. Always use bike safety - wear helmets, follow the rules, use lights at night, as well as reflective clothing and register your bike with the police department for just \$1.
 - III. Yard sales are popular this time of year. Remember to keep your signs on your property only!
- b. Chief Brommer stated the officers are focusing on street crime; there have been many individuals picked up on warrants, 2 firearms are off the streets. Thank you for all that you do.

11. Action Items

- a. Consider Ordinance 949 to amend Chapter 74-15 related to key lock box requirements. Roll call completed.

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

- b. Consider awarding the 200 Block Union Street CDBG Improvements project to the lowest received bidder, Construction Masters Services, LLC, for their bid in the amount of \$299,994.80.

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

Derek is excited to do another sidewalk project with the Borough.

- c. Authorization to pay bills.

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

Jake and Lisa are working on the paperwork for the reimbursement/grant of the grinder.

12. New Business

- a. Consider authorizing staff to respond to PA SB 365 and HB 1632 related to Post-traumatic Stress Injury for First Responders. Motion to urge Senators Almont and Representative Miller to vote No to PA SB 365 and HB 1632 related to Post-traumatic Stress Injury for First Responders.

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

This is a legislative priority for PSAB.

- b. Consider authorizing staff to advertise the 2024 Curb Ramp Replacements project.

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

5 ADA ramps are being put in place, advertisements, and spot concrete replacement around the Borough office.

- c. Consider authorizing the Borough Engineer to submit the Subdivision Plan Set for the Ridge Avenue Public Works facility project to the Lancaster County Planning Commission and Columbia Borough Planning Commission on behalf of the Borough.

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

- d. Consider the Special Event application for St. Paul Episcopal Church for a Resource Fair at Makle Park on Saturday May 18, 2024, from 11:00 AM to 2:00PM

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

- d. Consider the Special Event application for the 19th Annual Clifford Edmond Men’s 5 on 5 Basketball Tournament at Makle Park on Saturday, June 1, 2024, and Sunday, June 2, 2024, from 11am until 8pm

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

13. Staff Reports, Comments, and Announcements

- a. Solicitor Gable stated that he is hopeful the sale of the Wastewater Treatment Plant will move smoothly and quickly now. He anticipates having the curb and sidewalk ordinance by the next meeting. Within 1 to 2 days, Solicitor Gable will have the firehouse lease complete.
- b. Borough Engineer Reinaldo has submitted the letter on intent to CDBG for the 900-1000 block of Walnut Street. Subdivision intentions were given to residents with 4 out of 7 of them agreeing to the terms.
- c. Secretary/Treasurer Borough Manager Mark Stivers happily announced that the audit was accepted by the state on time, and we will have the report back on May 14, 2024. With the PSAB conference coming up, registrations need to be turned in. IT migration continues April 29th to replace the phones. Congratulations to Council President Zink for winning trivia at the Market House.
- d. Boards, Commissions and Committees
 - i. Upcoming Meetings: HARB - Wednesday April 10, 2024
 - i. CCAT – Wednesday April 10, 2024
 - ii. Parks & Recreation - Thursday April 11, 2024
 - iii. Planning Commission - Tuesday April 16, 2024
 - iv. Shade Tree Commission - Monday April 22, 2024

Minutes approved: 02.26.2024 Shade Tree Commission

14. Borough Council Comments

- a. Council Members
 - Councilperson Burgard had no comments.
 - Councilperson Fisher asked if there was anything being done about the big trucks going through the alleys and causing damage, as was discussed a few months ago. The Borough Manager says there is nothing in the works.
 - Councilperson Price had no comments.
 - Councilperson Murphy mentioned the squatters and trying to protect the property owners’ rights.
 - Councilperson Stahl had no comments.

Council President Zink stated there are 2 weeks before PSAB conference deadline, so far it is only 2. A resolution to appoint a delegate is a PSAB requirement and can be made as soon as it is known who is going. She also commented on the trivia nights, the joy of the community time together, and the money raised, \$2500 to help the Historical Society.

15. Announcement of Next Meeting. At 7:00 PM on **THURSDAY** April 25th Council will hold a Regular Council Meeting.

16. Motion to adjourn at 8:10 p.m.

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

MOTIONED AND APPROVED this 9th day of April 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

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

April 25, 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. Mayor Lutz was also present.

Absent: Burgard

Staff Present: Borough Manager Stivers, Finance Manager Bennett, Code Compliance Manager Diffenderfer and Facility Service Coordinator Affeld. Solicitor Gabel was 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	P. Stahl	All Favored – Motion Carried

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

- 7. Minutes for Approval

- a. Motion to approve the Borough Council meeting minutes for March 26, 2024.

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

- b. Motion to approve the Borough Council Workshop Minutes for April 2, 2024.

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

- 8. Presentation & Acceptance of Reports

- a. Finance – Heather Zink
 - I) Acknowledge Finance Report – March 2024
 - II) Acknowledge the 2024 Q1 Lien Report
Councilperson Murphy lead a discussion on the very old outstanding liens. Manager Stivers, Mayor Lutz and Solicitor Gabel added to the discussion. Alternative methods of collection were discussed.
 - b. Legislation – Kelly Murphy
 - 1) Acknowledge April Legislation Report
 - c. Parks and Recreation – Heather Zink
 - I) Acknowledge the resignation of Barbara Fisher from the Parks and Recreation Advisory Board
President Zink noted members of the Board are needed. Anyone interested can contact Borough Manager Stivers.

- 9. Presentations

10. Mayor Lutz/Chief Brommer

- I) Proclamation 2024 – 03 Arbor Day

This proclamation will be read at the Arbor Day Celebration tomorrow at 6 pm at Columbia Crossing.

- II) Proclamation 2024 – 04 National Volunteer Week

Mayor Lutz read the proclamation in to record and thanked everyone that participated and helped make this year’s town clean up the success that it was.

11. Action Items

- a. HARB

- I) Motion to approve COA for 12 South Fifth Street to replace doors and windows; replace siding and roof; repaint brick surfaces and trim with the conditions stipulated by HARB.

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

President Zink read into record the following conditions recommended by HARB:

The down spout and mill work replacements must remain the same

½ round front and down spout and contorted mill work on the exterior surfaces

No wrapping of wood sills headers or the bay window due to the significance of altering the character defining features including molding profiles.

Manager Stivers noted this was the first project reviewed by the Lancaster County Preservation Trust.

- b. Motion to authorize Borough Attorney to advertise the sale of the Borough owned land located on the East side of Blue Lane and at 740 South Twelfth Street.

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

Councilperson Stahl asked for clarification on the advertising. Solicitor Gabel and Manager Stivers responded.

- 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 table a special event application for Aipj Emanuel, Inc. Church to host an evangelist campaign with music and preaching in Locust Street Park on Friday, July 5, 2024 and Saturday, July 6, 2024, from 4pm-10pm each day until additional information can be obtained.

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

Manager Stiver and Solicitor Gabel provided detail on the motion. Mayor Lutz led a discussion on the policy for “no parking” signs.

- b. Motion to approve a special event application for Ashley Tabernacle C.O.G.I.C. to close South 5th Street from Avenue K to Union Street and Union Street to Avenue N (allowing Union Street open for traffic in both

directions) for a block party/yard sale/health booth/food garden on Saturday, June 15, 2024 from 10 am to 5 pm.

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

- c. Motion to approve the fountain to remain in operation in Town Square Park until further notice not to exceed one year to be reviewed at that time with the understanding that any repairs or changes be brought to Council for approval.

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

E. Andrews, Chairperson of the Parks & Recreation Advisory Board, was present to answer questions. There was a discussion on the fact that the work has already been done. Councilperson Fisher read an email from Nora Motter-Stark concerning the start-up of the fountain. Several Councilmembers also discussed the issue. Facility Service Coordinator Affeld provided information on monitoring of the area.

- d. Motion to authorize Resolution 2024 -16 to appoint Nathan Bunty as a full member of the Zoning Hearing Board.

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

President Zink provided detail on the motion and noted alternates are still needed for the Board.

- e. Motion to authorize Resolution 2024 17 appointing Heather Zink as voting delegate for the 2024 PSAB Annual Conference.

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

It was noted that Manager Stivers will be the alternate delegate.

13. Staff Reports, Comments, and Announcements

- a. Solicitor
Solicitor Gabel provided updates on ordinance work and the sale of the Wastewater Treatment Plant. Noting specifically discussions with Norfolk Southern.
- b. Secretary/Treasurer
Manager Stivers thanked those that participated in this year’s Spring Clean Up. Discussed the recent home dedication of the Habitat for Humanity project on South Fifth St. Discussed the designation of May as mental health month and suggested the Borough participate with green lights in the windows. Discussed May 30th 1949 was the day the Borough Building was rededicated. Suggested ways to celebrate the 75th anniversary of the dedication. Discussed 2026 as the 300th anniversary of Columbia’s Founders Day and ways to celebrate the original event, noting it would take 2 + years to organize an event. Reminded people to sign up for TextMyGov. Discussed the LPGA Tour starting May 24th that will be affected by a PennDOT shut down of Route 30 at 222 for road work and how it will affect traffic in the Borough.
- c. Boards, Commissions and Committees
 - I) Upcoming Meetings: None
 - II) Approved Minutes: Planning Commission for February 20, 2024 and March 19, 2024

14. Borough Council Comments

a. Council Members

Councilperson Fisher asked for clarification of Parks & Rec Minutes. Manager Stivers responded they have not yet been approved.

President Zink noted she, Mayor Lutz, Manager Stivers and Councilperson Price attended The Lancaster County Boroughs Association Meeting last evening where Manager Stivers was voted president of the Association. She detailed issues discussed at the meeting.

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

16. Motion to adjourn to Executive Session at 8:21 p.m. to discuss a personnel matter.

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

MOTIONED AND APPROVED this 14th day of May 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



Columbia Market House

April 2024 Report

Future Booked Private Event(s):

April 2024 Booked Private Event(s):

Yanover 80 th Birthday Party	Saturday, April 13, 2024
Millersville University Formal	Saturday, April 20, 2024
Bernt Baby Shower	Sunday, April 21, 2024
Our Lady of the Angels Hall of Fame Banquet	Friday, April 26, 2024
Columbia Masonic Lodge Dinner	Saturday, April 27, 2024
Manor Brethren of Christ Seminar	Sunday, April 28, 2024

May 2024 Booking(s): 6

Plus, Senator Ryan Aument Coffee & Conversation Monday, May 20th 9:00AM

Future Booking(s): 22

Event(s) at the Market

Columbia History Trivia Night	Thursday, April 4, 2024
Merchants Association Mixer	Tuesday, April 16, 2024
Wreath Making Class w/Katie Cirillo	Tuesday, April 16, 2024
Momma Son's Hot Pot Dinner	Thursday, April 25, 2024

Eventective Response 1/1/2024-5/9/2024

Referrals Received	230	Referrals sent to your inbox
Referrals Opened	230	Referrals that were clicked on and viewed
Open Rate	100%	Percent of referrals that were clicked and viewed
Avg Time to Open	12 hrs.	Amount of time taken to click and view referrals

Facebook: Followers 7,300 Likes 6,200

Dungeon Restoration Funds Raised: \$3,205.00

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 Chapter 112)	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	PC Reviewing now
HIGH	Borough	Code Amendments	Chapter 220	Text amendments related to the MIP Project including use table and dimensional changes	Spring 2024	Staff	in process
MEDIUM	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	Summer 2024	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	In process with PC
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	In process with PC
LOW	Borough	Code Amendments	Chapter 220	Downtown Business district text amendment	Fall 2024	Staff	In process with PC
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
HIGH	Borough	Rezoning		Rezoning of 740 S 12th Street	Summer 2024	Jessica	Sent to County for review
MEDIUM	Borough	Code Amendments	Section 493(34) of the Liquor Code, 47 P.S. § 4-493(34)	PLCB	Summer 2024	Evan	Info sent to Evan to review
MEDIUM	Borough	Code Amendments	Chapter 202	Amend the number of members on the Shade Tree Commission	2024	Mark/Evan	No Started



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

To: Peter Stahl, Public Works/Property Chairperson, Columbia Borough Council
From: Jake Graham, Columbia Borough Public Works Department
RE: **Public Works Department Report for April 2024**

- **2024 Proposed Paving Projects by Borough Crews**
Borough Crews have been working on patch repairs throughout the Borough.
1100 block Locust Street 1200 block Chestnut Street 600 block Poplar Street
S Third Street (Locust to Cherry) S Second Street (Cherry to Union) Avenue C (Cedar to 2nd)
- **200 Block Union Street CDBG Improvements**
Construction Masters, the Contractor for this project mobilized on Monday, May 6th. The scope of this project includes new curbs, sidewalks where needed, ADA Ramp improvements, mill and overlay the street
- **Columbia Hometown Heroes**
Borough Crews continue to assist with the installation of banners on streetlight and utility poles throughout the Borough. Thus far, 587 banners have been installed with 46 more to be installed from the latest order. This will be the last order
- **Storm Drain Inlet Painting**
Columbia Boy Scout Troop 35 member Dominic Swartzwelder painted and stenciled storm drain inlets for a project to obtain Eagle scout rank. Dominic along with several helpers painted 58 inlets on Saturday and Sunday April 20 and 21
- **Sign Maintenance**
Crews completed the updating of Handicap signs with placard/license plate numbers
- **Borough Yard Waste Recycling Facility**
Contracted Municipalities dropped off **525.64 Tons** of yard waste in April. No Compost was purchased by Contractors in April
- **Curb Side Yard Waste Pick Up**
Borough Crews started collection on Monday April 1st and will continue every Monday through November 12th which will be the last day of pickup for the season. **43 Tons** of yard waste was picked up in April. Starting in April, the recycling facility will be open the second and fourth Saturday of the month through October 26



BOROUGH OF COLUMBIA

FINANCIAL REPORT

DECEMBER 31, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Borough Council
Borough of Columbia
Columbia, Pennsylvania

Opinions

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Borough of Columbia, Pennsylvania (the Borough), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements as listed in the Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Borough, as of December 31, 2023, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting described in Note 1.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control related matters that we identified during the audit.


Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough's basic financial statements. The supplementary information listed in the Contents is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 1.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the schedules listed in the Contents but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

A handwritten signature in cursive script that reads "Boyer & Ritten". The signature is written in black ink and is centered on the page.

Camp Hill, Pennsylvania
April 2, 2024

BOROUGH OF COLUMBIA

STATEMENT OF NET POSITION - MODIFIED CASH BASIS
December 31, 2023

	Governmental Activities
<hr/>	
Assets	
Cash and cash equivalents	\$ 3,494,328
Investments	1,754,347
Total assets	<u><u>\$ 5,248,675</u></u>
Liabilities	
Due to other governments	\$ 6,668
Deposit and escrows	437,844
Total Liabilities	<u><u>444,512</u></u>
Net Position	
Restricted	2,393,756
Unrestricted	2,410,407
Total net position	<u><u>4,804,163</u></u>
Total liabilities and net position	<u><u>\$ 5,248,675</u></u>

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS
Year Ended December 31, 2023

Functions/programs	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Governmental activities:					
General government	\$ 1,379,868	\$ 362,117	\$ 24,860	\$ -	\$ (992,891)
Public safety	4,565,246	675,240	477,234	-	(3,412,772)
Sanitation	91,676	133,968	9,392	-	51,684
Highways and streets	2,705,058	130,927	-	263,355	(2,310,776)
Other services	245,173	73,955	-	-	(171,218)
Culture and recreation	214,544	-	-	-	(214,544)
Community development	540,336	-	-	-	(540,336)
Debt service	617,268	-	-	-	(617,268)
Total governmental activities	10,359,169	1,376,207	511,486	263,355	(8,208,121)
Total primary government	\$ 10,359,169	\$ 1,376,207	\$ 511,486	\$ 263,355	\$ (8,208,121)
General revenues:					
Property taxes, levied for general purposes, net					\$ 3,445,715
Other taxes and franchise fees levied for specific purposes, net					1,725,340
Contributions not restricted					12,000
Investment earnings					235,299
Sale of capital assets					123,537
Miscellaneous revenue					6,917
Total general revenues					5,548,808
Change in net position					(2,659,313)
Net position					
January 1, 2023					7,463,476
December 31, 2023					\$ 4,804,163

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

BALANCE SHEET - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

December 31, 2023

	Major Funds				Total
	General Fund	Capital Projects Fund	American Rescue Plan Fund	Liquid Fuels Fund	
Assets					
Cash and cash equivalents	\$ 755,432	\$1,014,086	\$ 644,404	\$1,080,406	\$3,494,328
Investments	-	1,754,347	-	-	1,754,347
Due from other funds	2,124,640	-	-	-	2,124,640
Total assets	\$2,880,072	\$2,768,433	\$ 644,404	\$1,080,406	\$7,373,315
Liabilities					
Due to other funds	\$ -	\$2,124,640	\$ -	\$ -	\$2,124,640
Due to other governments	6,668	-	-	-	6,668
Deposits and escrows	437,844	-	-	-	437,844
Total liabilities	444,512	2,124,640	-	-	2,569,152
Fund balances					
Restricted	25,153	643,793	644,404	1,080,406	2,393,756
Committed	66,349	-	-	-	66,349
Assigned	1,188,083	-	-	-	1,188,083
Unassigned	1,155,975	-	-	-	1,155,975
Total fund balances	2,435,560	643,793	644,404	1,080,406	4,804,163
Total liabilities and fund balances	\$2,880,072	\$2,768,433	\$ 644,404	\$1,080,406	\$7,373,315

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS
Year Ended December 31, 2023**

	Major Funds				Totals Governmental Funds
	General Fund	Capital Projects Fund	American Rescue Plan Fund	Liquid Fuels Fund	
Revenues					
Real estate taxes and penalties	\$ 3,445,715	\$ -	\$ -	\$ -	\$ 3,445,715
Other taxes	1,579,621	-	-	-	1,579,621
Licenses and permits	163,761	-	-	-	163,761
Fines and forfeits	245,475	-	-	-	245,475
Interest, rents, and royalties	201,518	144,318	12,922	54,114	412,872
Intergovernmental revenue	444,885	-	-	263,355	708,240
Changes for service	780,479	-	-	-	780,479
Contributions	82,878	-	-	-	82,878
Miscellaneous revenue	19,802	-	-	-	19,802
Total revenues	6,964,134	144,318	12,922	317,469	7,438,843
Expenditures					
General government	1,379,868	-	-	-	1,379,868
Public safety	4,534,874	30,372	-	-	4,565,246
Sanitation	91,676	-	-	-	91,676
Highways and streets	2,304,279	217,967	-	182,812	2,705,058
Other services	144,659	1,927	98,587	-	245,173
Culture and recreation	180,685	24,011	-	9,848	214,544
Community development	-	540,336	-	-	540,336
Debt service	617,268	-	-	-	617,268
Total expenditures	9,253,309	814,613	98,587	192,660	10,359,169
Excess (deficiency) of revenues over expenditures	(2,289,175)	(670,295)	(85,665)	124,809	(2,920,326)
Other financing sources (uses)					
Interfund transfers	336,877	-	(336,877)	-	-
Sale of capital assets	123,537	-	-	-	123,537
Refund of prior year expenditures	137,501	-	-	-	137,501
Refund of prior year revenues	(25)	-	-	-	(25)
Total other financing sources (uses)	597,890	-	(336,877)	-	261,013
Net change in fund balances	(1,691,285)	(670,295)	(422,542)	124,809	(2,659,313)
Fund Balances - January 1, 2023	4,126,845	1,314,088	1,066,946	955,597	7,463,476
Fund Balances - December 31, 2023	\$ 2,435,560	\$ 643,793	\$ 644,404	\$ 1,080,406	\$ 4,804,163

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

**STATEMENT OF FIDUCIARY NET POSITION - FIDUCIARY FUNDS - MODIFIED CASH BASIS
December 31, 2023**

	Pension Trust Funds		Custodial Funds		Total
	Non-Uniform Pension Fund	Police Pension Fund	Tree Commission Fund	William F. Lockard Trust Fund	
Assets					
Cash and cash equivalents	\$ -	\$ -	\$ 43,581	\$ 4,700	\$ 48,281
Investments	1,752,145	12,896,104	-	186,605	14,834,854
Total assets	\$ 1,752,145	\$ 12,896,104	\$ 43,581	\$ 191,305	\$ 14,883,135
Net Position - restricted					
Pension benefits	\$ 1,752,145	\$ 12,896,104	\$ -	\$ -	\$ 14,648,249
Other projects	-	-	43,581	191,305	234,886
Total net position	\$ 1,752,145	\$ 12,896,104	\$ 43,581	\$ 191,305	\$ 14,883,135

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - MODIFIED CASH BASIS

Year Ended December 31, 2023

	Pension Trust Funds		Custodial Funds		Total
	Non-Uniform Pension Fund	Police Pension Fund	Tree Commission Fund	William F. Lockard Trust Fund	
Additions					
State contributions — Act 205	\$ -	\$ 338,018	\$ -	\$ -	\$ 338,018
Municipal contributions	93,474	266,924	-	-	360,398
Investment income	238,129	1,480,967	631	27,066	1,746,793
Employee contributions	-	94,520	-	-	94,520
Contributions and donations from private sources	-	-	-	6,000	6,000
Membership dues	-	-	2,975	-	2,975
Total additions	331,603	2,180,429	3,606	33,066	2,548,704
Deductions					
Distributions and benefit payments	70,527	324,142	-	-	394,669
Administrative fees	417	19,375	-	-	19,792
Culture and recreation	-	-	7,791	7,200	14,991
Miscellaneous expenses	-	-	-	7,751	7,751
Total deductions	70,944	343,517	7,791	14,951	437,203
Change in net position	260,659	1,836,912	(4,185)	18,115	2,111,501
Net position					
January 1, 2023	1,491,486	11,059,192	47,766	173,190	12,771,634
December 31, 2023	\$ 1,752,145	\$ 12,896,104	\$ 43,581	\$ 191,305	\$ 14,883,135

See Notes to Financial Statements.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The financial statements of the Borough of Columbia were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is the authoritative standard-setting body of the establishment of governmental accounting and financial reporting principles. The more significant of these accounting policies are as follows:

A. Reporting Entity

In evaluating the Borough as a reporting entity, management has addressed all potential component units, which may or may not fall within the Borough's financial accountability. The criteria used to evaluate component units for possible inclusion of the Borough's reporting entity are financial accountability and the nature and significance of the relationship. The Borough is not a component unit of another reporting entity, nor does it have any component units.

B. Fund Accounting

The accounts of the Borough are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent.

C. Basis of Presentation

Government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all non-fiduciary activities of the primary government. As a general rule, the effect of interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately in the government-wide financial statements.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Borough's governmental activities. Direct expenses are those that are clearly identifiable within a specific function or segment. Program revenues include charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment. In addition, program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

C. Basis of Presentation (Continued)

Fund financial statements are also provided in the report for all of the governmental funds and the fiduciary funds of the Borough. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

The Borough reports the following major governmental funds:

General Fund - the Borough's principal operating fund used to account for all financial resources except those required to be in another fund.

Capital Projects Fund - is used to account for financial resources related to general fixed asset acquisitions, construction, and improvements. This fund includes the Capital Improvement Fund and Bond Capital Fund.

Liquid Fuels Fund was established to account for the state distributions of the proceeds from the state tax on gasoline. Disbursements from this fund are primarily for street construction and maintenance and repairs.

American Rescue Plan Act Fund was established to separate federal funds received under the American Rescue Plan Act.

Fiduciary Fund Types are used to account for the assets held by the Borough as a trustee or agent for individuals, private organizations and/or governmental units. The funds included in this category are:

Custodial Funds are used to account for assets held the by Borough as agent for others. These funds include the Tree Commission Fund and the William F. Lockard Trust Fund.

The Pension Trust Funds provide benefits for Borough employees. The principal revenue source for these funds is state contributions. The funds included in this category are the police pension funds and the non-uniform pension fund.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

D. Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements regardless of measurement focus.

The Borough's accounts are maintained, and these statements are presented, on the modified cash basis of accounting under which income collected, costs and expenses paid, assets, liabilities, fund balance and net assets arising as a result of cash transactions or from interfund related activities. Receivables, payables, and deferred expenses, which may be material in amount, are not reflected in the accompanying financial statements which are not intended to present the financial position or the results of operations in conformity with generally accepted accounting principles. Receivables and payables from developer escrows resulting from cash transactions are reflected in these financial statements.

E. Budgets and Budgetary Accounting

An operating budget is adopted every year for the general fund on a modified cash basis of accounting. The general fund is the only fund for which a budget is legally required.

Appropriations lapse at the end of the year. Board approval is required for budget amendments. In order to preserve a portion of an appropriation for which an expenditure has been committed by purchase order, contract, or other form of commitment, an encumbrance is recorded. Encumbrances outstanding at year-end are reported as assigned fund balance. As of December 31, 2023, the Borough had no encumbrances.

The Borough Council may make new appropriations, supplementary appropriations, and transfers from one appropriation to another during the fiscal year, provided it is within the current year's revenues or from funds made available from additional borrowings.

F. Assets, Liabilities and Net Position or Fund Balance

Cash, Cash Equivalents and Investments: Cash and cash equivalents are defined as short-term, highly liquid investments that are readily convertible to known amounts of cash and include investments with original maturities of three months or less. All investments are stated at cost, which approximates fair value.

Receivables and Payables: Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds".

Capital Assets: Capital assets are not recorded and are considered an expenditure when purchased. No depreciation has been provided for in these financial statements.

Long-Term Debt: Long-term debt arising from cash basis transactions of governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources, and the payment of principal and interest are reported as expenditures.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

F. Assets, Liabilities and Net Position or Fund Balance (Continued)

Compensated Absences: It is the Borough's policy to permit employees to accumulate earned but unused vacation and paid leave benefits. An expenditure for these amounts is reported in the governmental funds only when paid out to employees. Vacation/paid leave is payable to all employees regardless of how their employment with the Borough is terminated. Accrued sick leave is calculated for the retirement liabilities as stated in the union contracts.

Pensions: The financial statements for the Borough of Columbia Police Pension Plan are prepared using an accrual basis of accounting. Plan member contributions are recognized in the period in which they are due. Employer contributions are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All investments of the pension trust fund are reported by the custodian at fair value. Investments that do not have an established market value are reported at estimated fair value.

Other Postemployment Benefits (OPEB): The Borough sponsors a single employer defined benefit OPEB plan. The Borough adheres to GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, as applicable to the modified cash basis of accounting. Under the modified cash basis of accounting, the Borough does not estimate and record long-term liabilities, such as future OPEB liabilities. The Borough records benefit payments when they are paid. The single-employer OPEB plan is unfunded.

Deferred Outflows/Inflows of Resources: In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources until then. During the year ended December 31, 2023, the Borough did not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time. During the year ended December 31, 2023, the Borough did not have any deferred inflows of resources.

Interfund Activity: Exchange transactions between governmental funds or between proprietary funds are eliminated on the government-wide statements.

Exchange transactions between funds are reported as receipts in the seller funds and disbursements in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources or uses in governmental funds and after nonoperating receipts or disbursements in proprietary funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented on the financial statements.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

G. Net Position Flow Assumption

Sometimes the Borough will fund outlays for a particular purpose from both restricted and unrestricted resources. It is the Borough's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

H. Fund Balance Policy

The Borough implemented GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions, to address issues related to how fund balance was being reported. GASB 54 requires the fund balance amounts to be properly reported within one of the following fund balance categories:

Non-spendable - amounts that are not in spendable form (such as inventory) or required to be legally or contractually maintained intact,

Restricted - amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,

Committed - amounts that can be used only for the specific purposes determined by a formal action of the Borough Council (the borough's highest level of decision-making authority). The Council is required to also take formal action to modify or rescind the commitment,

Assigned - amounts intended to be used by the Borough for specific purposes that are neither restricted nor committed. Assignments can be made by the governing body itself or by its designee,

Unassigned - residual classification for the Borough's general fund and includes all spendable amounts not contained in the other classifications.

Committed Fund Balance Policy: The Borough's committed fund balances are amounts required to be reported by the Borough Council, either because of policy or because of motions that passed at council meetings.

Assigned Fund Balance Policy: The Borough's assigned fund balances are amounts the Borough intends to use for a specific purpose as expressed by the Borough Manager. The Borough adopted a Fund Balance Policy in November 2011 authorizing the Borough Manager to assign fund balance.

Order of Fund Balance Spending Policy The Borough's policy is to first apply restricted fund balance, then committed, assigned, and unassigned, respectively when an expenditure is incurred for purposes for which amounts in any of these classifications could be used.

Minimum Fund Balance: The Borough's policy is to strive to maintain an unassigned fund balance of not less than seventeen percent (17%) of the budgeted expenditures for the fiscal year. If the unassigned portion of the fund balance falls below the threshold of ten percent (10%) of the budgeted expenditures, the Council will pursue options of increasing revenue and decreasing expenditures, or a combination of both until the ten percent (10%) minimum is attained.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

I. Other

Use of Estimates: The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reporting amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events: In preparing these financial statements, the Borough has evaluated events and transactions for potential recognition or disclosure through April 2, 2024, the date the financial statements were available to be issued.

Note 2. Cash, Cash Equivalents and Investments

Pennsylvania statutes provide for investment of governmental funds into certain authorized investment types including obligations of (1) the United States of America or any of its agencies or instrumentalities back by full faith and credit of the United States of America, (2) the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or (3) any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.

Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation are authorized to the extent that such accounts are so insured and, for an amount above the insured maximum, provided that approved collateral as provided by law is pledged by the depository. In addition to the investments authorized for governmental funds, fiduciary fund investments may also be made in a variety of investments as determined by the respective boards.

The Borough holds investments in the Pennsylvania Local Government Investment Trust (PLGIT). In accordance with the Government Accounting Standards Board, PLGIT funds are valued at amortized cost. The amortized cost method involves valuing a security at its cost on the date of purchase and recording a constant amortization or accretion to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the investment. Although not registered with the Securities and Exchange Commission and not subject to regulatory oversight, PLGIT acts like a money market mutual fund in that its objective is to maintain a stable net asset value of \$1 per share, is rated by a nationally recognized statistical rating organization, and is subject to an independent annual audit. PLGIT does not have any limitations or restrictions on withdrawals from the fund.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 2. Cash, Cash Equivalents and Investments (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Borough's deposits may not be returned. The Borough does not have a policy for custodial credit risk. As of December 31, 2023, \$2,394,783 of the Borough's bank balance of \$2,649,483 was exposed to custodial credit risk as:

Reconciliation to Financial Statements

	Amount
Uninsured and collateral held by the pledging bank's trust department not in the Borough's name	\$ 2,394,783
Plus: insured amount	254,700
Plus: deposits in transit	33,085
Less: outstanding checks	(330,950)
Carrying amount - bank balances	<u>2,351,618</u>
Plus: PLGIT	1,190,766
Plus: Cash on hand	225
Total cash per financial statements	<u><u>\$ 3,542,609</u></u>

Interest Rate Risk

The Borough does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Management does monitor rates of returns for investments on a monthly basis.

Credit Risk

The Borough does not have an investment policy that would limit its investment choices to certain credit ratings.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 2. Cash, Cash Equivalents and Investments (Continued)

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Borough will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. As of December 31, 2023, none of the Borough's investments of \$1,940,952 were exposed to custodial risk.

Investments

All interest and noninterest bearing demand accounts are aggregated in total by financial institution and are fully insured up to \$250,000. Time and savings accounts also have FDIC insurance coverage up to \$250,000.

As of December 31, 2023, the Borough had the following investments:

	Fair Value
Investment	
Wells Fargo - Brokerage Account - Money Market	\$ 1,754,347
Wells Fargo - Investment Account (Lockard Trust)	186,605
Total	<u><u>\$ 1,940,952</u></u>

Concentration of Credit Risk - Deposits and Investments

More than 5% of the Borough's governmental and custodial fund deposits and investments are held at various banks. The total deposits and investments were invested in the various financial institutions as follows:

	Deposit Amount	Concentration Percentage
Financial institution		
Wells Fargo	\$ 1,945,651	33.65%
Truist Bank	2,644,782	45.74%
PLGIT	1,191,711	20.61%
Total	<u><u>\$ 5,782,144</u></u>	<u>100%</u>

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 3. Investments – Pension Trust Funds

The Borough categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

Investments

As of December 31, 2023, the Borough had the following investments:

Investment	Fair Value Level 1	
Police pension fund		
Principal financial group	\$ 12,896,105	88.04%
Non-uniformed pension fund		
Principal financial group	1,752,145	11.96%
Totals	\$ 14,648,250	100%

Credit Risk

The Borough does not have an investment policy that would limit its investment choices to certain credit ratings.

Note 4. Property Taxes and Taxes Receivable

The Borough of Columbia did not report taxes receivable or deferred taxes under the modified cash basis of accounting. The amount of real estate taxes receivable at December 31, 2023 was \$216,416, all of which was estimated to be collectible by management. The real estate taxes receivable increased by \$8,629 over the previous year balance of \$207,787.

Property taxes are levied as of January 1 on property values assessed by the county as of the same date. The Borough of Columbia's tax rate for the year ended on December 31, 2023 was 8.0 mills (\$8.00 per \$1,000 of assessed valuation). A 2% discount is given on taxes paid prior to May 1, the face amount is payable May 1 — June 30 and a 10% penalty is assessed on payment received after June 30. Unpaid taxes as of December 31 are submitted to the tax claim bureau for collection on January 15th of the year following assessment.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 5. Long-Term Debt

The Borough of Columbia did not report long-term debt on the face of the statements under the modified cash basis of accounting. During the year 2023, long-term debt changed as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
General Obligation Bond - Series 2021	\$ 8,480,000	\$ -	\$ 475,000	\$ 8,005,000
Compensated absences	326,032	23,444	46,755	302,721
Total long-term debt	\$ 8,806,032	\$ 23,444	\$ 521,755	\$ 8,307,721

The Borough's outstanding notes from direct borrowings and direct placements related to governmental activities of \$8,480,000 contain a provision that in the event of default, outstanding amounts become immediately due if the Borough is unable to make payment.

General Obligation Bonds. Series of 2021

The Borough issued General Obligation Bonds, Series of 2021 in June 2021 in the amount of \$9,420,000 to advance refund the Borough's outstanding General Obligation Bonds, Series of 2016, and for paying the costs, fees and expenses incurred in connection with the issuance of the Bonds. The bonds bear interest rates ranging from .235% to 2.540% and are set to mature in June 2038.

The calculated future annual payments required to amortize the Notes from Direct Borrowings and Direct Placements outstanding as of December 31, 2023, are as follows:

Year Ending December 31,	Principal	Interest	Total
2024	\$ 480,000	\$ 141,321	\$ 621,321
2025	485,000	137,950	622,950
2026	490,000	133,546	623,546
2027	495,000	127,992	622,992
2028	500,000	121,393	621,393
2029-2033	2,630,000	476,814	3,106,814
2034-2038	2,925,000	185,346	3,110,346
	\$ 8,005,000	\$ 1,324,362	\$ 9,329,362

Compensated Absences

Accrued compensated absences of \$302,721 consists of accrued vacation/paid leave of \$266,754 and accrued sick leave liability of \$35,967. The accrued vacation/paid leave is computed for all employees who had not used all of their allowable vacation time as of December 31, 2023.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 6. Interfund Balances and Interfund Transfers

Interfund receivable and payable balances as of December 31, 2023 are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 2,124,640	\$ -
Capital Improvement Fund	-	2,124,640
	<u>\$ 2,124,640</u>	<u>\$ 2,124,640</u>

The interfund balances between the General Fund and Capital Improvement Fund represent amounts owed for normal operating costs to be reimbursed.

Interfund transfers for the year ended December 31, 2023 are as follows:

Fund	Transfers In	Transfers Out
General Fund	\$ 336,877	\$ -
American Rescue Plan Fund	-	336,877
	<u>\$ 336,877</u>	<u>\$ 336,877</u>

The interfund transfers between the General Fund and American Rescue Plan Fund represent fund needs throughout the year.

Note 7. Pension Plans

Police Pension Plan (PPP)

Plan Description

The Borough of Columbia Police Pension Plan is a contributory, single-employer retirement plan that covers all full-time uniformed police officers of the Borough.

Benefit Provisions

The plan provides retirement, termination, disability, and death benefits to plan members and their beneficiaries, pursuant to Act 600 of 1956, as amended. A participant is eligible for normal retirement after attainment of age 50 and upon completion of 25 years of vesting service.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Police Pension Plan (PPP) (Continued)

Benefit Provisions (Continued)

The normal retirement benefit is calculated as 50% of average compensation, plus a service increment of \$75 per month for each completed year of benefit service in excess of 25 years, up to a maximum service increment of \$450 per month. Average compensation is calculated as the average of all earnings paid by the Borough, excluding unused sick and vacation pay at termination, over the final 36 months of employment.

A member's earned or accrued benefit prior to his normal retirement date is equal to the benefit calculated under the normal retirement benefit formula, multiplied by the ratio of his years of benefit service to date to the total years of benefit service he would have worked had he continued employment to his normal retirement date. If a member continues to work beyond his normal retirement date, he will be eligible to receive his accrued pension payable at his late retirement date.

If a member is disabled in the line of duty, he will receive a disability retirement pension equal to 50% of the salary he was receiving at the time of his disablement reduced by any Social Security disability benefits payable due to the same illness or injury. If a member who is eligible for retirement under the plan dies but is not killed in the line of duty, his surviving spouse or eligible children will receive a pension equal to 50% of the pension the member would have received had he been retired at the time of his death.

Plan Membership

As of December 31, 2023, there were eighteen (15) active plan members, and eleven (15) retirees and beneficiaries receiving benefits or eligible to receive benefits.

Deferred Retirement Option Program (DROP)

The plan offers a Deferred Retirement Option Program (DROP); however, no officers are currently participating in the DROP plan.

Plan Funding

Member contributions are established at 5% of compensation, which may be reduced or eliminated on an annual basis by resolution. Officers who are members in the plan are required to contribute 5.0% of their salaries to the plan. Interest is credited to each member's account each year at 2.0% per year. Administrative costs and investment costs of the plan are financed through an addition to the Actuarially Determined Employer Contribution.

The plan's funding policy provides for periodic employer contributions, determined actuarially, that are sufficient to accumulate assets to pay benefits when due. The Borough is required to contribute each year to the Minimum Municipal Obligation (MMO), which is determined the previous year based on the most recent actuarial valuation. The Borough may allocate General Municipal Pension State Aid toward the Minimum Municipal Obligation; however, the Borough is ultimately responsible for funding the MMO.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Police Pension Plan (PPP) (Continued)

The annual required contribution of the plan, the annual pension cost contributed and the net pension obligation for the years ended December 31, 2014 through December 31, 2023 were as follows:

Year Ended December 31,	Annual Required Contribution	Percentage Contributed By		Net Pension Obligation
		Employer	Others	
2014	276,813	100%+	0%	-
2015	422,567	100%+	0%	-
2016	363,375	100%+	0%	-
2017	363,683	100%+	0%	-
2018	361,439	100%+	0%	-
2019	376,491	100%	0%	-
2020	492,015	100%	0%	-
2021	518,377	100%	0%	-
2022	580,742	100%	0%	-
2023	604,942	100%	0%	-

Net Pension Liability

The net pension liability was measured as of December 31, 2023, and the total pension liability was determined by an actuarial valuation as of December 31, 2023. No significant events or changes in assumptions occurred between the valuation date and the fiscal year end.

Actuarial Assumptions

The total pension liability as of December 31, 2023 was determined using the following economic assumptions, applied to all periods included in the measurement.

Inflation: 2.5%

Salary Increases: 4.5%

Investment Return: 6.5% (including inflation)

Mortality rates were based on the Pub-2010 tables for Safety employees, with mortality rates projected using Scale MP-2020.

The long term expected rate of return on pension plan investments was determined using a building- block method in which the best-estimate ranges of expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Police Pension Plan (PPP) (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 6.5%. The pension plan's fiduciary net position is projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The employer's funding policy requires the full funding of the entry age normal cost-plus plan expenses, as well as an amortization of the unfunded liability.

Determination of Long-Term Expected Rate of Return

	Target Allocation	Long-Term Expected Rate of Return	Contribution to Rate of Return
Asset class:			
Large-cap domestic equity	30.60%	5.72%	1.75%
Small/mid-cap domestic equity	5.20%	6.77%	0.35%
International equity	18.20%	6.55%	1.19%
Fixed income	40.00%	1.31%	0.52%
Real estate	6.00%	5.41%	0.00%
Cash	0.00%	-0.33%	0.32%
Total	<u>100.00%</u>		<u>4.13%</u>
Inflation			<u>2.50%</u>
Long-term expected rate of return			<u>6.63%</u>

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Police Pension Plan (PPP) (Continued)

Changes in the Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balance January 1, 2023	\$ 12,908,048	\$ 11,047,751	\$ 1,860,297
Changes for the year:			
Service cost	300,914	-	300,914
Interest	848,960	-	848,960
Change in benefit terms	12,627	-	12,627
Employer contributions	-	604,942	(604,942)
Employee contributions	-	82,918	(82,918)
Net investment income	-	1,480,967	(1,480,967)
Benefits payments	(321,332)	(321,332)	-
Administrative expenses	-	(19,375)	19,375
Net changes	841,169	1,828,120	(986,951)
Balance - December 31, 2023	\$ 13,749,217	\$ 12,875,871	\$ 873,346

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability, calculated using the discount rate of 6.50 percent, as well as what the pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage-point higher (7.50%) than the current rate:

	1% Decrease 5.50%	Current Discount Rate 6.50%	1% Increase 7.50%
Total pension liability	\$ 15,637,270	\$ 13,749,217	\$ 12,180,242
Plan fiduciary net position	(12,875,871)	(12,875,871)	(12,875,871)
Net pension liability (asset)	\$ 2,761,399	\$ 873,346	\$ (695,629)

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Police Pension Plan (PPP) (Continued)

Pension Expense and Deferred Outflows of Resources Related to Pensions

For the year ended December 31, 2023, the actuarially determined pension expense is \$315,990. At December 31, 2023, the Borough reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences in projected and actual experience	\$ 123,296	\$ 533,864
Net difference between projected and actual earnings on plan investments	804,959	-
Changes in actuarial assumptions	-	21,745
Totals	<u>\$ 928,255</u>	<u>\$ 555,609</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Amount
2024	\$ 100,215
2025	152,481
2026	270,267
2027	(150,317)
	<u>\$ 372,646</u>

Reconciliation of Pension Expense with Net Pension Liability

	Amount
Change in net pension liability	\$ (986,951)
Changes in deferred (outflows) of resources	972,368
Change in deferred inflows of resources	(274,369)
Employer contributions	604,942
Totals	<u>\$ 315,990</u>

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 7. Pension Plans (Continued)

Nonuniform Pension Plan (NPP)

Effective January 1, 1982, the Borough adopted a defined contribution money purchase pension plan. All full-time employees, except police officers, are able to join the plan on the first day of the month following the end of the quarter after their first thirty days of employment. Normal retirement is based on attainment of age 62 and completion of ten years of service. Upon entering the plan, participants are 100% vested. Upon retirement, the full balance in the participant's account is payable. The plan is funded through municipal contributions and through state allocations from the General Municipal Pension System State Aid Program.

The Borough signed a contract with the Columbia Borough employees' union, which established the Borough's rate of contribution for employee compensation. For 2023, the Borough's rate of contribution was 7% for all nonuniformed members of the plan. The defined contribution money purchase plan invests in mutual funds with Principal Investments. The mutual funds allow the participant of the plan to invest in a variety of mutual funds, depending on the investment objective and level of risk each participant wants to assume.

The contribution to the defined contribution money purchase plan to purchase mutual funds was calculated using the salary amount of \$1,184,672 and resulted in a contribution paid in 2023 of \$82,828.

Deferred Compensation Plans

In 2009, the Borough adopted a deferred compensation plan for police employees, in addition to the defined benefit pension plan. The deferred compensation plan qualifies under Section 457 of the Internal Revenue Code. Commencement of deferral of compensation for employees can begin immediately. Employees must notify the Borough of their election to defer compensation. Employee contributions to the deferred compensation plan are discretionary. There is no Borough contribution. Vesting is full and immediate.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 8. Post-Employment Benefits Other Than Pension Benefits

Plan Description and Membership Information

The Borough of Columbia Police Postretirement Benefits Plan is a non-contributory, single employer postretirement benefits plan that covers all full-time uniformed police officers of the Borough who were hired July 23, 2015 or earlier. The plan provides postretirement medical benefits upon retirement to plan members and their beneficiaries, pursuant to Borough Resolutions and the collective bargaining agreement between the Borough and its union employees. The plan can be amended by the Borough through its Resolutions and union contracts. The plan is administered by a plan administrator appointed by the governing body of the Borough. The plan does not have a funding policy. The medical premiums for retired members, including implicit rate subsidies, are paid from the Borough's General Fund.

Plan Membership

As of January 1, 2023, the beginning of the plan year, there were two (2) retirees and beneficiaries receiving benefits and fifteen (15) active plan members. As of December 31, 2023, the plan year end, there were two (3) retirees and beneficiaries receiving benefits and fourteen (14) active plan members.

Plan Provisions

Benefit Eligibility: An officer who is hired July 23, 2015 or earlier and retires after 20 or more years of full-time service is eligible for postretirement benefits under the plan. Benefits under this plan will cease at age 65, or the age of Medicare eligibility if greater than 65. If a retired officer or his spouse is employed by an employer who provides comparable medical benefits to its employees and their dependents with no premium contributions from the employee, the eligibility for benefits from this plan will cease.

Medical Coverage: Medical coverage under the plan for eligible retirees and their spouses will be provided through continuation of coverage under the Borough's health, dental, and vision insurance plans covering active employees.

Retiree Contributions: Retired members will contribute a percentage of the cost of postretirement medical insurance provided under this plan determined as follows; retired prior to August 4, 2014: 33 1/3%, 13 or more years of service at August 4, 2011: 33%, 7 or more years of service at August 4, 2011: 50%, 1 or more year of service at August 4, 2011: 65%; or hired on or after August 4, 2011: 80%. Current retiree's contributions are based on a high deductible plan, while future retiree's contributions will include the entire difference in premiums between the high deductible and zero deductible plans.

Net OPEB Liability

The net OPEB liability was measured as of December 31, 2023 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2022 and by rolling forward the liabilities from the January 1, 2022 actuarial valuation through the measurement date. No significant events or changes in assumptions occurred between the valuation date and the fiscal year end.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 8. Post-Employment Benefits Other Than Pension Benefits (Continued)

Actuarial Assumptions

The total OPEB liability as of December 31, 2023 was determined using the following economic assumptions, applied to all periods included in the measurement.

Inflation: 2.5%

Medical Inflation: Based on the Getzen Model of Long-Run Medical Cost Trends

Salary increases: 4.5%

Investment Return: 3.0% (including inflation)

Mortality rates were based on the Pub-2010 Mortality tables for Public Safety Employees, projected using scale MP-2020.

The discount rate used to measure the total OPEB liability was 3.0%, based upon 20-year AA/Aa municipal bond rates, as specified in GASB 74 and 75.

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance - January 1, 2023	\$ 4,716,119	\$ -	\$ 4,716,119
Changes for the year:			
Service cost	145,994	-	145,994
Interest	144,738	-	144,738
Employer contributions	-	75,029	(75,029)
Benefits payments	(75,029)	(75,029)	-
Net changes	215,703	-	215,703
Balance - December 31, 2023	\$ 4,931,822	\$ -	\$ 4,931,822

Sensitivity of the Net OPEB Liability to Chances in the Discount Rate

The following presents the net OPEB liability, calculated using the discount rate of 3.0 percent, as well as what the pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.0%) or 1-percentage-point higher (4.0%) than the current rate:

	1% Decrease	Current	1% Increase
	2.0%	Discount Rate 3.0%	4.0%
Net OPEB liability	\$ 5,380,252	\$ 4,931,822	\$ 4,528,668

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 8. Post Employment Benefits Other Than Pension Benefits (Continued)

Sensitivity of the Net OPEB Liability to Changes in the Medical Inflation (Trend) Rate

The following presents the impact on the net OPEB liability if it were calculated using a medical inflation (trend) rate that is 1% higher or lower than the current medical trend rate:

	1% Decrease	Current Trend Rate	1% Increase
Net OPEB liability	\$ 4,412,923	\$ 4,931,822	\$ 5,521,164

Components of OPEB Expense for the Year Ended December 31, 2023

	Amount
Service Cost	\$ 145,994
Interest on the Total OPEB Liability	144,738
Differences between Expected and Actual Experience	(853,740)
Changes in Assumptions	82,353
Totals	\$ (480,655)

Postretirement Benefit Expense and Deferred Outflows and Inflows of Resources

For the year ended December 31, 2023, the actuarially determined expense is \$(480,655). The Borough has the following deferred outflows and inflows of resources related to the OPEB plan as of December 31, 2023:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences in projected and actual experience	\$ -	\$ 2,572,642
Changes in actuarial assumptions	251,997	-
Totals	\$ 251,997	\$ 2,572,642

Employer Contributions

The Borough contributed \$75,029 toward the plan's ADEC for 2023 in the form of OPEB benefits directly paid from the General Fund of \$43,722 plus implicit rate subsidies of \$31,307.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 9. Contingent Liabilities

Litigation

Several claims are asserted against the Borough. The outcome of these claims is not presently determinable.

Grants

The Borough participates in various federal and state funded grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the Borough is potentially liable for any expenditures which may be disallowed pursuant to the terms of these grant programs. The Borough's management is not aware of any material items of noncompliance which would result in the disallowance of program expenditures.

Note 10. Risk Management

The Borough is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Borough has purchased various insurance policies to safeguard its assets from risk of loss. Insurance coverage appears to be consistent with previous years. During the year ended December 31, 2023 and the two previous fiscal years, no settlements exceeded insurance coverage.

Note 11. Restricted Net Position

The net position in the governmental funds are restricted for police activities, highway projects, as well as for various capital improvement projects taking place within the Borough that are being funded by local, state and federal grants. The net position in the custodial fund is restricted for Borough shade tree activities and to provide assistance for widows of railroad workers.

Note 12. Participation in Risk-Sharing Pool

Effective December 13, 2006, the Borough has elected to become a member of the Pennsylvania Intergovernmental Risk Management Association (PIRMA). Membership includes governmental units throughout a majority of the counties in Pennsylvania. The Borough's coverage includes liability and property insurance. PIRMA provides limits of liability up to \$10,000,000 and property limits determined by property values and replacement costs.

Each member is assessed a premium based on number of employees, territory, property values and other factors. All claims are paid from the pool with reinsurance being purchased by the pool for claims in excess of \$250,000 per occurrence. If there is a deficiency in the pooled funds, each member is assessed an amount equal to their proportional share. As of December 31, 2023, the Borough is not aware of any additional assessments relating to the pool.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 13. Operating Leases

Lessor

The Borough entered into a lease agreement with Bright Speed (formerly Century Link), the property owner, for the rental of a parking lot located within the Borough. The yearly lease fee is \$1,200 plus 50% of the lot's real estate tax assessment. During the year ended December 31, 2023 the Borough paid \$1,200 for this rental. The Borough rents out a total of sixteen available spaces to CHI St. Joseph's Children's Health for a total of \$4,800.

The Borough entered into a lease agreement with K T Graham, Inc. (tenant) for the borough owned property at 137 South Front Street. The term of the lease is for 60 months and is renewable upon written notice to extend the term for five additional one-year periods. The tenant agrees to pay monthly installments to the borough as defined in the lease, and also agrees to pay water and sewer rents, as well as insurance for the premises. The tenant is also responsible for all utility charges with respect to the premises.

The annual required lease payments are as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2024	\$ 80,375
2025	82,385
2026	84,032
2027	85,712
2028	87,426
	<u>\$ 419,930</u>

In October 2021, the Borough entered into a lease agreement with JG Environmental, LLC for the premises located at 420, 430, 434, and 440 South Front Street, the former Wastewater Treatment Plant owned by the Borough. The lease commenced on November 1, 2021 and requires monthly lease payments of \$1,000 for the first lease year. The tenant is responsible for rent and all other charges associated with the property. These costs shall include, but not be limited to utilities, repairs and maintenance, taxes, and insurance. During 2023, the Borough received \$13,548 in rental income as part of this lease agreement.

The annual required lease payments are as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2024	\$ 12,731
2025	13,113
2026	13,506
	<u>\$ 39,350</u>

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 13. Operating Leases (Continued)

Lessee

In August 2020, the Borough entered into a lease agreement with Enterprise Fleet Management to manage the borough's vehicles. During 2023, the Borough leased vehicles through the program with varying lease payments. As of December 31, 2023, the total monthly annual Enterprise payments were \$8,987 for eighteen leased vehicles. Individual leases range from 48 months to 60 months in length.

The annual required lease payments are as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2024	\$ 106,601
2025	89,951
2026	63,697
2027	52,754
2028	23,546
	<u>\$ 336,549</u>

Note 14. Fund Balance

Restricted Fund Balance

The Borough's restricted fund balances are amounts restricted by outside parties. As of December 31, 2023, the Borough's restricted fund balance was \$2,393,756 which consisted of funds in the amount of \$1,080,406 restricted for use by the Commonwealth of Pennsylvania for Highway Aid purposes; \$25,153 restricted for drug investigation purposes; \$644,404 restricted for use under the American Rescue Plan Act; and \$643,793 restricted for capital improvements.

Committed Fund Balance

As of December 31, 2023, the Borough's committed fund balance of \$66,349 consisted of amounts collected from developers for the fee in lieu of parking in the amount of \$52,012. These funds may only be used for the creation of additional on-street or off-street public parking to serve the downtown. The Borough's committed fund balance also consisted of \$14,337 set aside for park lands.

Assigned Fund Balance

As of December 31, 2023, the Borough's assigned fund balance of \$1,188,083 consisted of funds set aside for the 2024 budget deficit.

Deficit Fund Balance

As of December 31, 2023, the Borough's Bond Capital Fund has a deficit fund balance of \$(569,293). The Borough intends to replenish the fund balance with grant funds in 2024.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 15. Self-Insurance

Health Insurance

The Borough is a member of the Intergovernmental Insurance Cooperative (IIC) through which it self-insures for employee health claims. These claims are administered by Highmark. During the year ended December 31, 2023, the Borough remitted their contracted monthly amount to IIC who pays the funds directly to Highmark. Under the shared pooling agreement with MC, the Borough's claims may exceed their monthly contributions and no additional payments are required to cover their underpayment. At the end of the Pool's fiscal year, the excess or deficit of the Pool is allocated to all the members. As of December 31, 2023, the Borough was allocated \$-0- of the Pool's excess. The Borough was limited to liability for 2023 claims to \$512,485 individually. Borough contributions for monthly claims liability are shown in the general fund for the year ended December 31, 2023. As of December 31, 2023, there are no additional assessments relating to the health plan.

Note 16. Electrical Plant Management and Professional Services Agreement

During 2013, the Borough entered into an agreement with Covanta Harrisburg, Inc. for the purpose of providing certain management and professional services at the Susquehanna Resource Management Complex, owned by the Lancaster County Sewer and Waste Management Authority (LCSWMA). LCSWMA will lease the electrical plant to the Borough, and the Borough will sell the electricity and capacity generated by the electrical plant to the Department of General Services of the Commonwealth of Pennsylvania under a 20—year Power Purchase Agreement. The Borough entered into this agreement with Covanta Harrisburg for services not being performed by LCSWMA. The Borough is to receive \$50,000 annually, in monthly installments, for use of the Borough's name as a licensed energy distributor. There will be no fiscal activity on the Borough's financial statements, other than the annual fee revenue, which was \$45,848 during the year ended December 31, 2023.

Note 17. Professional Services Agreement

During 2018, the Borough entered into an agreement with The Susquehanna Heritage Corporation for the management and operation of the Columbia Crossing as a visitor education and recreation facility and to provide other professional services to the Borough in conjunction therewith. The Borough agrees to provide a base fee annually, and annual supplemental funding to Susquehanna Heritage for costs associated with the management of Columbia Crossing. For the year ended December 31, 2023, the Borough paid \$114,863 to Susquehanna Heritage.

BOROUGH OF COLUMBIA

NOTES TO FINANCIAL STATEMENTS

Note 18. Tax Abatements

The Borough has entered into tax abatement agreements with residential and commercial real estate owners under the Local Economic Revitalization Tax Assistance (LERTA) and the Land Bank programs.

Under the LERTA program, the Borough will abate 100% of real estate taxes that would have otherwise been due on qualified new construction or improvements for the first three years from the date of completion, and 50% of real estate taxes for the next two years. During the year ended December 31, 2023, the Borough did not abate any taxes under this program.

Under the Land Bank program, the Lancaster County Land Bank Authority will acquire real property in the Borough and shall attempt to maintain the property and return the property to productive use. The Borough agrees to release all tax liens on the properties and upon sale of the properties, will remit one half of the real estate taxes received to the benefit of the Land Bank Authority. During the year ended December 31, 2023, the Borough did not abate any taxes under this program.

The Borough is also involved in the Pennsylvania Department of Agriculture's Clean and Green Program. The Clean and Green Program is a preferential tax assessment program that bases property taxes on use values rather than fair market values. The Pennsylvania General Assembly enacted the program in 1974 as a tool to encourage protection of the Commonwealth's valuable farmland, forestland, and open spaces. For the year ended December 31, 2023, the Borough abated \$1,390 under this program.

SUPPLEMENTARY INFORMATION

BOROUGH OF COLUMBIA

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - MODIFIED CASH BASIS - GENERAL FUND
Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
Real estate taxes and penalties	\$ 3,399,025	\$ 3,399,025	\$ 3,445,715	\$ 46,690
Other taxes	1,538,003	1,538,003	1,579,621	41,618
Licenses and permits	155,336	155,336	163,761	8,425
Fines and forfeits	237,965	237,965	245,475	7,510
Interest, rents, and royalties	236,198	236,198	201,518	(34,680)
Intergovernmental revenue	356,163	356,163	444,885	88,722
Charges for services	777,954	779,954	780,479	525
Contributions	129,680	129,680	82,878	(46,802)
Miscellaneous revenue	6,250	6,250	19,802	13,552
Total revenues	6,836,574	6,838,574	6,964,134	125,560
Expenditures				
General government	1,286,333	1,286,333	1,379,868	(93,535)
Public safety	4,796,069	4,836,269	4,534,874	301,395
Sanitation	91,767	91,767	91,676	91
Highway and streets	1,087,644	2,481,879	2,304,279	177,600
Other services	140,162	140,162	144,659	(4,497)
Culture and recreation	196,354	196,354	180,685	15,669
Debt service	691,324	691,324	617,268	74,056
Total expenditures	8,289,653	9,724,088	9,253,309	470,779
Excess (deficiency) of revenues over expenditures	(1,453,079)	(2,885,514)	(2,289,175)	596,339
Other financing sources (uses)				
Transfers in	300,000	300,000	336,877	36,877
Sale of capital assets	-	-	123,537	123,537
Refund of prior year revenues	101,500	101,500	137,501	36,001
Refund of prior year expenditures	(500)	(500)	(25)	475
Total other financing sources (uses)	401,000	401,000	597,890	196,890
Net change in fund balance	\$(1,052,079)	\$(2,484,514)	\$(1,691,285)	\$ 793,229
Fund Balance - January 1, 2023			4,126,845	
Fund Balance - December 31, 2023			<u>\$ 2,435,560</u>	

BOROUGH OF COLUMBIA

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
MODIFIED CASH BASIS - CAPITAL IMPROVEMENT FUND
Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
Interest, rents, and royalties	\$ 7,000	\$ 7,000	\$ 137,152	\$ 130,152
Intergovernmental revenue	3,108,393	3,108,393	-	(3,108,393)
Total revenues	<u>3,115,393</u>	<u>3,115,393</u>	<u>137,152</u>	<u>(2,978,241)</u>
Expenditures				
Public safety	40,000	40,000	30,372	9,628
Highways and streets	1,121,000	1,121,000	217,967	903,033
Other services	-	-	-	-
Culture and recreation	656,015	656,015	24,011	632,004
Community development	2,500,000	2,500,000	540,336	1,959,664
Debt service	-	-	-	-
Total expenditures	<u>4,317,015</u>	<u>4,317,015</u>	<u>812,686</u>	<u>3,504,329</u>
Net change in fund balance	<u>(1,201,622)</u>	<u>(1,201,622)</u>	<u>(675,534)</u>	<u>526,088</u>
Fund Balance - January 1, 2023			<u>1,888,620</u>	
Fund Balance - December 31, 2023			<u>\$ 1,213,086</u>	

BOROUGH OF COLUMBIA

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
MODIFIED CASH BASIS - LIQUID FUELS FUND
Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
Interest, rents, and royalties	\$ 6,000	\$ 6,000	\$ 54,114	\$ 48,114
Intergovernmental revenue	458,845	458,845	263,355	(195,490)
Total revenues	<u>464,845</u>	<u>464,845</u>	<u>317,469</u>	<u>(147,376)</u>
Expenditures				
Highway and streets	334,591	334,591	182,812	151,779
Culture and recreation	300,000	300,000	9,848	290,152
Total expenditures	<u>634,591</u>	<u>634,591</u>	<u>192,660</u>	<u>441,931</u>
Net change in fund balance	<u>(169,746)</u>	<u>(169,746)</u>	124,809	<u>294,555</u>
Fund Balance - January 1, 2023			955,597	
Fund Balance - December 31, 2023			<u>\$ 1,080,406</u>	

BOROUGH OF COLUMBIA

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
 MODIFIED CASH BASIS - AMERICAN RESCUE PLAN FUND
 Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
Interest, rents, and royalties	\$ 250	\$ 250	\$ 12,922	\$ 12,672
Total revenues	<u>250</u>	<u>250</u>	<u>12,922</u>	<u>12,672</u>
Expenditures				
Other services	576,060	576,060	98,587	477,473
Total expenditures	<u>576,060</u>	<u>576,060</u>	<u>98,587</u>	<u>477,473</u>
Excess (deficiency) of revenues over expenditures	<u>(575,810)</u>	<u>(575,810)</u>	<u>(85,665)</u>	<u>490,145</u>
Other financing sources (uses)				
Transfers out	(300,000)	(300,000)	(336,877)	(36,877)
Net change in fund balance	<u>(875,810)</u>	<u>(875,810)</u>	<u>(422,542)</u>	<u>453,268</u>
Fund Balance - January 1, 2023			<u>1,066,946</u>	
Fund Balance - December 31, 2023			<u>\$ 644,404</u>	

BOROUGH OF COLUMBIA

**COMBINING BALANCE SHEET - CAPITAL PROJECTS FUND - MODIFIED CASH BASIS
DECEMBER 31, 2023**

	Capital Improvement Fund	Bond Capital Fund	Total
Assets			
Cash and cash equivalents	\$ 454,987	\$ 559,099	\$ 1,014,086
Investments	1,754,347	-	1,754,347
Due from other funds	-	-	-
Total assets	\$ 2,209,334	\$ 559,099	\$ 2,768,433
Liabilities			
Due to other funds	\$ 996,248	\$ 1,128,392	\$ 2,124,640
Total liabilities	996,248	1,128,392	2,124,640
Fund balances			
Restricted	1,213,086	(569,293)	643,793
Total fund balances	1,213,086	(569,293)	643,793
Total liabilities and fund balances	\$ 2,209,334	\$ 559,099	\$ 2,768,433

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - CAPITAL PROJECTS FUND - MODIFIED CASH BASIS
Year Ended December 31, 2023**

	Capital Improvement Fund	Bond Capital Fund	Total Capital Projects Fund
Revenues			
Interest, rents, and royalties	\$ 137,152	\$ 7,166	\$ 144,318
Expenditures			
Public safety	30,372	-	30,372
Highways and streets	217,967	-	217,967
Other services	-	1,927	1,927
Culture and recreation	24,011	-	24,011
Community development	540,336	-	540,336
Total expenditures	812,686	1,927	814,613
Net change in fund balances	(675,534)	5,239	(670,295)
Fund Balances - January 1, 2023	1,888,620	(574,532)	1,314,088
Fund Balances - December 31, 2023	<u>\$ 1,213,086</u>	<u>\$ (569,293)</u>	<u>\$ 643,793</u>

OTHER INFORMATION

BOROUGH OF COLUMBIA

**SCHEDULE OF CHANGES IN NET PENSION LIABILITY - POLICE PENSION PLAN
DECEMBER 31, 2023**

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total pension liability									
Service cost	\$ 300,914	\$ 381,317	\$ 369,556	\$ 340,927	\$ 331,516	\$ 266,148	\$ 258,515	\$ 265,622	\$ 258,340
Interest	848,960	846,869	791,116	696,970	654,325	586,732	521,648	517,422	483,686
Changes in benefit terms	12,627	-	-	-	1,009,090	-	-	-	-
Changes in actuarial assumptions	-	-	(59,674)	-	-	-	149,858	-	-
Differences between expected and actual experience	-	(814,401)	-	808,284	-	(619,531)	479,690	(615,339)	-
Benefit payments, including refunds of member contributions	(321,332)	(306,346)	(323,050)	(410,432)	(267,915)	(267,915)	(264,459)	(226,437)	(234,121)
Net change in total pension liability	841,169	107,439	777,948	1,435,749	1,727,016	(34,566)	1,145,252	(58,732)	507,905
Total pension liability - beginning	12,908,048	12,800,609	12,022,661	10,586,912	8,859,896	8,894,462	7,749,210	7,807,942	7,300,037
Total pension liability - ending	\$ 13,749,217	\$ 12,908,048	\$ 12,800,609	\$ 12,022,661	\$ 10,586,912	\$ 8,859,896	\$ 8,894,462	\$ 7,749,210	\$ 7,807,942
Plan fiduciary net position									
Contributions - employer	\$ 604,942	\$ 580,742	\$ 518,377	\$ 492,015	\$ 376,491	\$ 361,439	\$ 363,683	\$ 363,375	\$ 422,567
Contributions - member	82,918	129,823	83,495	103,906	79,779	77,500	56,911	67,251	44,755
Net investment income	1,480,967	(1,988,623)	1,164,349	1,231,550	1,515,434	(440,037)	1,111,169	390,310	(39,967)
Benefits payments, including refunds of member contributions	(321,332)	(306,346)	(323,050)	(410,432)	(267,915)	(267,915)	(264,459)	(226,437)	(234,121)
Administrative expense	(19,375)	(19,261)	(19,419)	(23,663)	(30,984)	(25,780)	(31,334)	(27,394)	(30,876)
Net change in plan fiduciary net position	1,828,120	(1,603,665)	1,423,752	1,393,376	1,672,805	(294,793)	1,235,970	567,105	162,358
Plan fiduciary net position - beginning	11,047,751	12,651,416	11,227,664	9,834,288	8,161,483	8,456,276	7,220,306	6,653,201	6,490,843
Plan fiduciary net position - ending	\$ 12,875,871	\$ 11,047,751	\$ 12,651,416	\$ 11,227,664	\$ 9,834,288	\$ 8,161,483	\$ 8,456,276	\$ 7,220,306	\$ 6,653,201
Net pension liability - ending	\$ 873,346	\$ 1,860,297	\$ 149,193	\$ 794,997	\$ 752,624	\$ 698,413	\$ 438,186	\$ 528,904	\$ 1,154,741
Plan fiduciary net position as a percentage of the total pension liability	93.65%	85.59%	98.83%	93.39%	92.89%	92.12%	95.07%	93.17%	85.21%
Covered employee payroll	\$ 1,409,343	\$ 1,640,888	\$ 1,680,959	\$ 1,729,238	\$ 1,617,330	\$ 1,531,939	\$ 1,436,590	\$ 1,397,034	\$ 1,393,785
Borough's net pension liability as a percentage of covered employee payroll	61.97%	113.37%	8.88%	45.97%	46.53%	45.59%	30.50%	37.86%	82.85%

BOROUGH OF COLUMBIA

**SCHEDULE OF EMPLOYER CONTRIBUTIONS - POLICE PENSION PLAN
DECEMBER 31, 2023**

Year Ending December 31,	Actuarially Determined Contribution	Contribution in Relation to Actuarially Determined	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered
2014	\$ 276,813	\$ 276,813	\$ -	\$ 1,395,281	19.84%
2015	\$ 422,567	\$ 422,567	\$ -	\$ 1,393,785	30.32%
2016	\$ 363,375	\$ 363,375	\$ -	\$ 1,397,034	26.01%
2017	\$ 363,683	\$ 363,683	\$ -	\$ 1,436,590	25.32%
2018	\$ 358,875	\$ 361,439	\$ (2,564)	\$ 1,531,939	23.59%
2019	\$ 376,491	\$ 376,491	\$ -	\$ 1,617,330	23.28%
2020	\$ 492,015	\$ 492,015	\$ -	\$ 1,729,238	28.45%
2021	\$ 518,377	\$ 518,377	\$ -	\$ 1,680,959	30.84%
2022	\$ 580,742	\$ 580,742	\$ -	\$ 1,640,888	35.39%
2023	\$ 604,942	\$ 604,942	\$ -	\$ 1,409,343	42.92%

Notes to Schedule:

Valuation Date – Actuarially determined contribution rates are calculated as of January 1 for the fiscal year in which the contributions are reported.

A summary of the key assumptions and methods used to determine the contribution rates:

Actuarial cost method	Entry age
Amortization period	Level dollar, closed
Remaining amortization period	9 years
Asset valuation method	The actuarial value of assets is equal to the market value adjusted to recognize investment gains and losses over a five-year period, limited to 20% above or below the market value.
Inflation	2.50%
Salary increases	4.50%
Investment rate of return	6.50%
Retirement age	Members are assumed to retire on their normal retirement date, or on the valuation date if later
Mortality	Pub-2010 table for safety employees, with mortality rated projected using scale MP-2020

BOROUGH OF COLUMBIA

**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY - POLICE POSTRETIREMENT BENEFITS PLAN
DECEMBER 31, 2023**

	2023	2022	2021	2020	2019	2018
Total OPEB liability						
Service cost	\$ 145,994	\$ 168,866	\$ 295,979	\$ 287,586	\$ 392,201	\$ 381,555
Interest	144,738	138,112	178,326	166,564	325,661	301,927
Differences between expected and actual experience	-	(1,638,600)	-	(3,685,602)	-	-
Changes in actuarial assumptions	-	-	-	581,409	-	-
Benefit payments, including contribution refunds	(75,029)	(51,475)	(46,610)	(94,319)	(102,600)	(98,974)
Net change in total OPEB liability	215,703	(1,383,097)	427,695	(2,744,362)	615,262	584,508
Total OPEB liability - beginning	4,716,119	6,099,216	5,671,521	8,415,883	7,800,621	7,216,113
Total OPEB liability - ending	<u>\$ 4,931,822</u>	<u>\$ 4,716,119</u>	<u>\$ 6,099,216</u>	<u>\$ 5,671,521</u>	<u>\$ 8,415,883</u>	<u>\$ 7,800,621</u>
Covered employee payroll	\$ 1,550,613	\$ 1,482,286	\$ 1,680,959	\$ 1,729,238	\$ 1,617,330	\$ 1,531,939
Total OPEB liability as a percentage of covered employee payroll	318.06%	318.17%	362.84%	327.98%	520.36%	509.20%

BOROUGH OF COLUMBIA

**SCHEDULE OF EMPLOYER CONTRIBUTIONS - POLICE POSTRETIREMENT BENEFITS PLAN
DECEMBER 31, 2023**

Year Ended December 31,	Actuarially Determined Employer Contribution	Contribution from Employer	Contribution Deficiency	Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$ 445,348	\$ 67,370	\$ 377,978	\$ 1,411,744	4.77%
2015	\$ 445,348	\$ 71,089	\$ 374,259	\$ 1,393,785	5.10%
2016	\$ 610,376	\$ 70,130	\$ 540,246	\$ 1,397,034	5.02%
2017	\$ 610,376	\$ 83,741	\$ 526,635	\$ 1,436,590	5.83%
2018	\$ 1,120,875	\$ 98,974	\$ 1,021,901	\$ 1,531,939	6.46%
2019	\$ 1,120,875	\$ 102,600	\$ 1,018,275	\$ 1,617,330	6.34%
2020	\$ 900,539	\$ 94,319	\$ 806,220	\$ 1,729,238	5.45%
2021	\$ 900,539	\$ 46,610	\$ 853,929	\$ 1,680,959	2.77%
2022	\$ 792,833	\$ 51,475	\$ 741,358	\$ 1,482,286	3.47%
2023	\$ 792,833	\$ 75,029	\$ 717,804	\$ 1,550,613	4.84%

Notes to Schedule:

Valuation Date – Actuarially determined contribution rates are calculated as of January 1 for the fiscal year in which the contributions are reported.

A summary of the key assumptions and methods used to determine the contribution rates:

Actuarial cost method	Entry age normal cost method
Amortization period	Level dollar, closed
Remaining amortization period	10 years
Asset valuation method	Market value of assets
Medical inflation	Based on the Gentzen Model of long-run medical cost trends
Inflation	2.50%
Salary increases	4.50%
Investment rate of return	3.00%
Retirement age	Officers are assumed to retire at their normal retirement date, or on the valuation date, if late
Mortality	Pub-2010 table for public safety employees, with mortality rated projected using scale MP-2020

BOROUGH OF COLUMBIA

**SCHEDULE OF CHANGES IN FUND BALANCES - GENERAL FUND, LIQUID FUELS FUND, AND CAPITAL IMPROVEMENT FUND
YEARS ENDED DECEMBER 31, 2019, 2020, 2021, 2022 AND 2023**

	2019	2020	2021	2022	2023
General Fund					
Beginning fund equity	\$ 3,392,400	\$ 3,217,667	\$ 3,359,258	\$ 3,661,127	\$ 4,126,845
Total revenues and other financing sources	6,393,689	6,712,278	6,860,648	7,330,176	7,562,024
Total expenditures and other financing uses	(6,568,422)	(6,570,687)	(6,558,779)	(6,864,458)	(9,253,309)
Ending fund balance	\$ 3,217,667	\$ 3,359,258	\$ 3,661,127	\$ 4,126,845	\$ 2,435,560
Liquid Fuels Fund					
Beginning fund equity	\$ 476,495	\$ 694,854	\$ 891,307	\$ 859,840	\$ 955,597
Total revenues and other financing sources	303,501	285,765	261,734	270,921	317,469
Total expenditures and other financing uses	(85,142)	(89,312)	(293,201)	(175,164)	(192,660)
Ending fund balance	\$ 694,854	\$ 891,307	\$ 859,840	\$ 955,597	\$ 1,080,406
Capital Improvement Fund					
Beginning fund equity	\$ 6,052,482	\$ 5,421,651	\$ 4,772,112	\$ 3,060,803	\$ 1,888,620
Total revenues and other financing sources	1,279,626	10,658,392	1,006,253	221,341	137,152
Total expenditures and other financing uses	(1,910,457)	(11,307,931)	(2,717,562)	(1,393,524)	(812,686)
Ending fund balance	\$ 5,421,651	\$ 4,772,112	\$ 3,060,803	\$ 1,888,620	\$ 1,213,086

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: May 14, 2024

DEPARTMENT: Community Development

TITLE: 900 & 1000 Block Walnut Street

BACKGROUND AND JUSTIFICATION: The project proposes to rehabilitate the curb and sidewalk within the 900 and 1000 Block of Walnut Street. The project proposes to replace the deteriorated curb and sidewalk on both sides of the street, installing new ADA ramps. Request to pass Resolution No. 2024-18 to confirm the Borough’s desire to request \$200,000 from the Lancaster County Housing and Redevelopment Authority through the 2024 Community Development Block Grant Program Fund.

MOTION: Move to approve Resolution No. 2024-18

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
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)	\$200,000	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$200,000	0	0	0	0

ATTACHMENT(S):

- Resolution No. 2024-18

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 18

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA COLUMBIA AUTHORIZING THE APPLICATION TO LANCASTER COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR A CURB, SIDEWALK, AND ROAD PAVING PROJECT ON THE 900 AND 1000 BLOCKS OF WALNUT STREET.

WHEREAS, The Borough of Columbia, Lancaster County, Pennsylvania desires to obtain funds from the Lancaster County Housing and Redevelopment Authority through the Fiscal Year 2024 Community Development Block Grant Program Fund application for the following project: \$200,000 request for the Rehabilitation of the 900 & 1000 Block of Walnut Street.

NOW, THEREFORE, BE IT RESOLVED by the governing body of The Borough of Columbia, Lancaster County, Pennsylvania, as follows:

1. That the Borough of Columbia, Lancaster County, Pennsylvania, hereby confirms the approval for the submission of a 2024 Community Development Block Grant Program Fund Application to the Lancaster County Housing and Redevelopment Authority for the aforementioned project.
2. That the Borough of Columbia, Lancaster County, Pennsylvania, hereby assumes the provision of the required matching funds of the total project costs.
3. That C.S. Davidson, Inc. is hereby confirmed as being authorized and directed to execute and file the appropriate forms with the Lancaster County Housing and Redevelopment Authority.

ADOPTED AND RESOLVED, by the Borough of Columbia in lawful session duly assembled on the 14th day of May 2024.

ATTEST:

Columbia Borough Council

Mark E. Stivers
Borough Manager and Secretary/Treasurer

Heather Zink
Borough Council President

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 19

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA REQUESTING TO NAME THE PENNSYLVANIA ROUTE SR0441 BRIDGE THAT CONNECTS SR 0441 (FRONT STREET) TO SR 3441 BRIDGE OVER US 30 THE MAJOR GENERAL EDWARD C. SHANNON MEMORIAL BRIDGE.

WHEREAS, Edward Casswell Shannon was born in Phoenixville, Chester County, Pennsylvania on June 24, 1870; and

WHEREAS, Edward C. Shannon moved to Columbia Borough as an adult; and

WHEREAS, Edward C. Shannon began his military career as a member of the 4th infantry division of the PA National Guard; and

WHEREAS, He served in the Spanish American War, the Pancho Villa Expedition, and World War I, after which he was awarded a Silver Star and the Army Distinguished Service Medal; and

WHEREAS, He retired from the PA National Guard in 1939 at the rank of Major General and commander of the 28th Infantry Division; and

WHEREAS, General Shannon served Lancaster County as an elected Prothonotary and as Lieutenant Governor under Gifford Pinchot; and

WHEREAS, During World War II, General Shannon served as the Chairman of the local draft board; and

WHEREAS, During his time of military service, an armory was constructed in the Borough of Columbia and was named the Shannon Armory; and

WHEREAS, After the building was sold to the Columbia Boys Athletic Association, the name was changed to the Noah W. Wenger Center; and

WHEREAS, After his passing in May 1946, General Shannon was laid to rest in the Historic Laurel Hill Memorial Gardens in Columbia PA; and

WHEREAS, He was posthumously inducted into the Department of Military and Veterans Affairs Hall of Fame in Fort Indiantown Gap in 2016.

NOW THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Columbia does hereby support and request that the Pennsylvania General Assembly name the

bridge PA 441 that crosses US 30 and connects to SR 3441 the Major General Edward C. Shannon Memorial Bridge.

ADOPTED AND RESOLVED, by the Borough of Columbia in lawful session duly assembled on the 14th day of May 2024.

ATTEST:

Columbia Borough Council

Mark E. Stivers
Borough Manager and Secretary/Treasurer

Heather Zink
Borough Council President

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: May 14, 2024

DEPARTMENT: Community Development

TITLE: McGinness Innovation Park Subdivision Plan

BACKGROUND AND JUSTIFICATION: The former airport site is comprised of multiple parcels and old paper streets. To facilitate the future development of the site and to memorialize the boundary of our project for purposes of the BIOS Funding, a subdivision plan has been created. Over the past several months, CSD has negotiated with seven adjoining property owners to establish the new overall boundary of the project site.

With the adjoining property owner's approval, and Council's authorization, we are prepared to submit the plan for County and Borough Planning Commission review and approval.

MOTION: Authorization to submit the Subdivision Plan for the McGinness Innovation Park for County and Borough Planning Commission reviews.

FISCAL IMPACT ANALYSIS

There is no fiscal impact for this at this time. All costs are covered under our Borough Engineer fees.

ATTACHMENT(S):

- McGinness Subdivision Plan

Range of Checking Accts: First to Last Range of Check Dates: 05/14/24 to 05/14/24
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					
42833	05/14/24	ART Art Printing					759
24-00470	1	"No Parking Signs"/PD	645.00	01-410-200	Expenditure		51 1
				Police Equipment & Supplies			
42834	05/14/24	BEERS005 Beers + Hoffman Architects					759
24-00507	1	contract docs	375.00	01-409-370	Expenditure		199 1
				Maintenance & Repair of Building			
24-00507	2	prints & copies	7.00	01-409-370	Expenditure		200 1
				Maintenance & Repair of Building			
			382.00				
42835	05/14/24	BESTP005 Best Price Propane					759
24-00523	1	41 walnut st 4/15/24	218.30	01-454-372	Expenditure		235 1
				Columbia Crossings, Natural Gas Usage			
42836	05/14/24	BOROU030 Borough of Ephrata					759
24-00481	1	Used Watchguard Camera Syst.	1,000.00	01-410-328	Expenditure		67 1
				Maint, Repair, & Rents for Camera System			
42837	05/14/24	BTSP0005 B&T Sportswear					759
24-00505	1	ladies top M	25.06	01-413-238	Expenditure		152 1
				Clothing Allowance (Code Enf)			
24-00505	2	ladies top L	25.06	01-413-238	Expenditure		153 1
				Clothing Allowance (Code Enf)			
24-00505	3	ladies top XL	75.18	01-413-238	Expenditure		154 1
				Clothing Allowance (Code Enf)			
24-00505	4	ladies polo M	32.49	01-413-238	Expenditure		155 1
				Clothing Allowance (Code Enf)			
24-00505	5	ladies polo XL	32.49	01-413-238	Expenditure		156 1
				Clothing Allowance (Code Enf)			
24-00505	6	cuffed knit beanie	22.04	01-413-238	Expenditure		157 1
				Clothing Allowance (Code Enf)			
24-00505	7	perf polo 3X	48.12	01-413-238	Expenditure		158 1
				Clothing Allowance (Code Enf)			
24-00505	8	perf polo L	18.47	01-413-238	Expenditure		159 1
				Clothing Allowance (Code Enf)			
24-00505	9	screen prep charge	7.00	01-413-238	Expenditure		160 1
				Clothing Allowance (Code Enf)			
24-00505	10	nylon jacket 3X	83.44	01-413-238	Expenditure		161 1
				Clothing Allowance (Code Enf)			
			369.35				
42838	05/14/24	CGALA005 CGA Law Firm, PC					759
24-00525	1	rev letter from KT Graham	588.00	01-404-314	Expenditure		240 1
				Solicitor Fees			
24-00525	2	rev email re:payment collectio	252.00	01-404-314	Expenditure		241 1
				Solicitor Fees			
24-00525	3	phone call re: KT Graham	147.00	01-404-314	Expenditure		242 1
				Solicitor Fees			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42838	CGA Law Firm, PC		Continued						
24-00525	4	137 s front st lease work	16.00	01-404-314	Expenditure		243	1	
				Solicitor Fees					
24-00525	5	conf w/ b ross re collections	189.00	01-404-314	Expenditure		244	1	
				Solicitor Fees					
24-00525	6	rev email re right to know	273.00	01-404-314	Expenditure		245	1	
				Solicitor Fees					
24-00525	7	email re 137 s front st	1,092.00	01-404-314	Expenditure		246	1	
				Solicitor Fees					
24-00525	8	phone call re 137 s front st	399.00	01-404-314	Expenditure		247	1	
				Solicitor Fees					
24-00525	9	emails re mcginness meeting	294.00	18-450-001	Expenditure		248	1	
				McGinness Airport Development Project					
24-00525	10	emails re 130 perry st	231.00	01-404-314	Expenditure		249	1	
				Solicitor Fees					
24-00525	11	email re boro council packet	168.00	01-404-314	Expenditure		250	1	
				Solicitor Fees					
24-00525	12	email re non sanctuary resolut	273.00	01-404-314	Expenditure		251	1	
				Solicitor Fees					
24-00525	13	email re cuffs run	294.00	01-404-314	Expenditure		252	1	
				Solicitor Fees					
24-00525	14	prep & attendance of meeting	1,008.00	01-404-314	Expenditure		253	1	
				Solicitor Fees					
24-00525	15	meeting re nuisance ordinance	315.00	01-404-314	Expenditure		254	1	
				Solicitor Fees					
24-00525	16	meeting re non sanctuary citie	252.00	01-404-314	Expenditure		255	1	
				Solicitor Fees					
24-00525	17	meeting re 137 s front lease	252.00	01-404-314	Expenditure		256	1	
				Solicitor Fees					
24-00525	18	recreational vehicle parking	168.00	01-404-314	Expenditure		257	1	
				Solicitor Fees					
24-00525	19	action items march meeting	288.00	01-404-314	Expenditure		258	1	
				Solicitor Fees					
24-00525	20	conf w/c bland re nuisance ord	252.00	01-404-314	Expenditure		259	1	
				Solicitor Fees					
24-00525	21	corr from kline kreider & good	16.00	01-404-314	Expenditure		260	1	
				Solicitor Fees					
24-00525	22	emails re 130 perry st	294.00	01-404-314	Expenditure		261	1	
				Solicitor Fees					
24-00525	23	analyz proposed nuisance ord	480.00	01-404-314	Expenditure		262	1	
				Solicitor Fees					
24-00525	24	phone call re 130 perry st	231.00	01-404-314	Expenditure		263	1	
				Solicitor Fees					
24-00525	25	email re cable franchise agree	336.00	01-404-314	Expenditure		264	1	
				Solicitor Fees					
24-00525	26	conf re nuisance code provisio	64.00	01-404-314	Expenditure		265	1	
				Solicitor Fees					
24-00525	27	email from r jackson mcginness	273.00	18-450-001	Expenditure		266	1	
				McGinness Airport Development Project					
24-00525	28	conf w c bland re nuisance ord	231.00	01-404-314	Expenditure		267	1	
				Solicitor Fees					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42838	CGA Law Firm, PC	Continued							
24-00525	29	pre & attend mcginness meeting	1,092.00	18-450-001	Expenditure		268	1	
				McGinness Airport Development Project					
24-00525	30	finalize draft lease agreement	231.00	01-404-314	Expenditure		269	1	
				Solicitor Fees					
24-00525	31	action items for march meeting	32.00	01-404-314	Expenditure		270	1	
				Solicitor Fees					
24-00525	32	emial re reserve sale of land	189.00	01-404-314	Expenditure		271	1	
				Solicitor Fees					
24-00525	33	conf w c bland re nuisance ord	210.00	01-404-314	Expenditure		272	1	
				Solicitor Fees					
24-00525	34	prep legal notice key lock box	144.00	01-404-314	Expenditure		273	1	
				Solicitor Fees					
24-00525	35	emails re national watch & clo	336.00	01-404-314	Expenditure		274	1	
				Solicitor Fees					
24-00525	36	emails meeting packet	210.00	01-404-314	Expenditure		275	1	
				Solicitor Fees					
24-00525	37	emails re maurer lien	231.00	01-404-314	Expenditure		276	1	
				Solicitor Fees					
24-00525	38	phone call re upcoming meeting	231.00	01-404-314	Expenditure		277	1	
				Solicitor Fees					
24-00525	39	prep & attend boro council mee	966.00	01-404-314	Expenditure		278	1	
				Solicitor Fees					
24-00525	40	conf re lease agreement	168.00	01-404-314	Expenditure		279	1	
				Solicitor Fees					
24-00525	41	emails re reserve for sale of	189.00	01-404-314	Expenditure		280	1	
				Solicitor Fees					
24-00525	42	draft lease 137 s front st	672.00	01-404-314	Expenditure		281	1	
				Solicitor Fees					
24-00525	43	phone call re upcoming meeting	294.00	01-404-314	Expenditure		282	1	
				Solicitor Fees					
24-00525	44	emails re ext for sale of WWTP	189.00	01-404-314	Expenditure		283	1	
				Solicitor Fees					
24-00525	45	finalize list re nuisance ord	588.00	01-404-314	Expenditure		284	1	
				Solicitor Fees					
24-00525	46	postage	0.64	01-404-314	Expenditure		285	1	
				Solicitor Fees					
			14,648.64						
42839	05/14/24	CHAPM005 Chapman Ford, LLC						759	
24-00475	1	2021 Ford F350	201.35	01-430-375	Expenditure		64	1	
				Maintenance & Repairs of Equipment					
42840	05/14/24	CINTA005 Cintas Corporation #59H						759	
24-00457	1	4190514056 Hwy Uniform Cleanin	90.30	01-430-238	Expenditure		25	1	
				Highway Uniform Cleaning					
24-00464	1	4191224256 Hwy Uniform Cleanin	83.26	01-430-238	Expenditure		35	1	
				Highway Uniform Cleaning					
24-00527	1	4191945597 Hwy Uniform Cleanin	83.26	01-430-238	Expenditure		288	1	
				Highway Uniform Cleaning					
			256.82						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42841	05/14/24	CLEVE005 CLEVELAND BROTHERS EQUIPMENT					759		
24-00494	1	Cat Loaders 938 M	107.88	01-426-102	Expenditure		121		1
				Recycling Maintenance of Equip. & Bldgs					
42842	05/14/24	COLUM005 Columbia Motor Parts					759		
24-00469	1	Air & Fuel Filters HDV13	111.17	01-430-375	Expenditure		48		1
				Maintenance & Repairs of Equipment					
24-00469	2	Oil & Air Filter,Lamp, Oil	120.67	01-430-375	Expenditure		49		1
				Maintenance & Repairs of Equipment					
24-00469	3	Air Filter #2484 wrong filter	9.25	01-430-375	Expenditure		50		1
				Maintenance & Repairs of Equipment					
			241.09						
42843	05/14/24	COLUM140 Columbia Animal Hospital					759		
24-00482	1	Yorkshire Terrier Brown/Black	150.00	01-410-228	Expenditure		68		1
				Animal Control & Shelter Fees					
24-00483	1	Pitbull (gray/white	250.00	01-410-228	Expenditure		69		1
				Animal Control & Shelter Fees					
			400.00						
42844	05/14/24	COMMO080 Commonwealth Code Insp. Serv					759		
24-00530	1	1100 ridge ave plan review	50.00	01-409-370	Expenditure		302		1
				Maintenance & Repair of Building					
24-00530	2	1100 ridge ave inspection fee	75.00	01-409-370	Expenditure		303		1
				Maintenance & Repair of Building					
24-00530	3	1100 ridge ave pa state fee	4.50	01-409-370	Expenditure		304		1
				Maintenance & Repair of Building					
24-00530	4	1100 ridge ave admin fee	15.00	01-409-370	Expenditure		305		1
				Maintenance & Repair of Building					
			144.50						
42845	05/14/24	CSDAV005 CS Davidson Inc					759		
24-00526	1	services thru 4/27/24	4,788.43	01-408-101	Expenditure		286		1
				Engineering Services					
24-00526	2	regular expenses	22.11	01-408-101	Expenditure		287		1
				Engineering Services					
			4,810.54						
42846	05/14/24	DEPT0010 Dept of Environmental Protecti					759		
24-00474	1	Storage Tank Reg/Permit Certif	50.00	01-429-260	Expenditure		62		1
				WWTP, Maintenance of Equipment					
24-00474	2	Storage Tank Reg/Permit Certif	50.00	01-429-260	Expenditure		63		1
				WWTP, Maintenance of Equipment					
			100.00						
42847	05/14/24	DIANE005 Diane Pawelczyk					759		
24-00484	1	445 Ave F 2024 tax overpayment	90.00	01-380-001	Revenue		70		1
				Miscellaneous Revenue					
42848	05/14/24	DIXIE005 Dixie Land Energy					759		
24-00451	1	Gas 87% - 373.6 gals @ 3.0377	1,134.88	01-430-231	Expenditure		5		1
				Fuel, Vehicles					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND		Continued					
42848	Dixie Land Energy	Continued							
24-00451	2	Federal Lust tax	0.37	01-430-231 Fuel, Vehicles	Expenditure		6	1	
24-00451	3	Federal Oil Spill Recovery	0.72	01-430-231 Fuel, Vehicles	Expenditure		7	1	
24-00451	4	Federal Superfund Recovery Fee	1.36	01-430-231 Fuel, Vehicles	Expenditure		8	1	
24-00451	5	Diesel - 300.3 gals @ 3.1768	953.99	01-430-231 Fuel, Vehicles	Expenditure		9	1	
24-00451	6	Federal Lust tax	0.30	01-430-231 Fuel, Vehicles	Expenditure		10	1	
24-00451	7	Federal Oil Spill Recovery	0.64	01-430-231 Fuel, Vehicles	Expenditure		11	1	
24-00451	8	Federal Superfund Recovery Fee	1.19	01-430-231 Fuel, Vehicles	Expenditure		12	1	
24-00451	9	Lancaster County Fuel Additive	6.01	01-430-231 Fuel, Vehicles	Expenditure		13	1	
24-00455	1	Gas 87% - 224.9 gals @ 3.0590	687.97	01-430-231 Fuel, Vehicles	Expenditure		17	1	
24-00455	2	Federal Lust tax	0.22	01-430-231 Fuel, Vehicles	Expenditure		18	1	
24-00455	3	Federal Oil Spill Recovery	0.43	01-430-231 Fuel, Vehicles	Expenditure		19	1	
24-00455	4	Federal Superfund Recovery Fee	0.82	01-430-231 Fuel, Vehicles	Expenditure		20	1	
24-00455	5	Diesel - 199.3 gals @ 3.0217	602.22	01-430-231 Fuel, Vehicles	Expenditure		21	1	
24-00455	6	Federal Lust tax	0.20	01-430-231 Fuel, Vehicles	Expenditure		22	1	
24-00455	7	Federal Oil Spill Recovery	0.43	01-430-231 Fuel, Vehicles	Expenditure		23	1	
24-00455	8	Federal Superfund Recovery Fee	0.79	01-430-231 Fuel, Vehicles	Expenditure		24	1	
24-00468	1	Gas 87% - 175.5 gals @ 3.0946	543.10	01-430-231 Fuel, Vehicles	Expenditure		39	1	
24-00468	2	Federal Lust tax	0.18	01-430-231 Fuel, Vehicles	Expenditure		40	1	
24-00468	3	Federal Oil Spill Recovery	0.34	01-430-231 Fuel, Vehicles	Expenditure		41	1	
24-00468	4	Federal Superfund Recovery Fee	0.64	01-430-231 Fuel, Vehicles	Expenditure		42	1	
24-00468	5	Diesel - 171.3 gals @ 3.0330	519.55	01-430-231 Fuel, Vehicles	Expenditure		43	1	
24-00468	6	Federal Lust tax	0.17	01-430-231 Fuel, Vehicles	Expenditure		44	1	
24-00468	7	Federal Oil Spill Recovery	0.37	01-430-231 Fuel, Vehicles	Expenditure		45	1	
24-00468	8	Federal Superfund Recovery Fee	0.68	01-430-231 Fuel, Vehicles	Expenditure		46	1	
24-00468	9	Lancaster County Fuel Additive	3.43	01-430-231 Fuel, Vehicles	Expenditure		47	1	

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42848	Dixie Land	Energy	Continued						
24-00493	1	Gas 87% - 311.9 gals @ 2.9028	905.38	01-430-231	Expenditure		112	1	
				Fuel, Vehicles					
24-00493	2	Federal Lust tax	0.31	01-430-231	Expenditure		113	1	
				Fuel, Vehicles					
24-00493	3	Federal Oil Spill Recovery	0.60	01-430-231	Expenditure		114	1	
				Fuel, Vehicles					
24-00493	4	Federal Superfund Recovery Fee	1.14	01-430-231	Expenditure		115	1	
				Fuel, Vehicles					
24-00493	5	Diesel - 109.5 gals @ 2.9169	319.40	01-430-231	Expenditure		116	1	
				Fuel, Vehicles					
24-00493	6	Federal Lust tax	0.11	01-430-231	Expenditure		117	1	
				Fuel, Vehicles					
24-00493	7	Federal Oil Spill Recovery	0.23	01-430-231	Expenditure		118	1	
				Fuel, Vehicles					
24-00493	8	Federal Superfund Recovery Fee	0.43	01-430-231	Expenditure		119	1	
				Fuel, Vehicles					
24-00493	9	Lancaster County Fuel Additive	2.19	01-430-231	Expenditure		120	1	
				Fuel, Vehicles					
			5,690.79						
42849	05/14/24	DOUGS005 Doug's Tree Service							759
24-00495	1	Remove tree	1,800.00	18-450-001	Expenditure		122	1	
				McGinness Airport Development Project					
42850	05/14/24	ECSMI005 ECS Mid Atlantic, LLC							759
24-00500	1	additional soil characterizati	1,841.00	18-450-002	Expenditure		136	1	
				McGinness Project -2024					
24-00500	2	remidial action completion rpt	550.00	18-450-002	Expenditure		137	1	
				McGinness Project -2024					
			2,391.00						
42851	05/14/24	ELAGR005 ELA Group Inc							759
24-00506	1	phase 05 zoning	95.00	18-450-002	Expenditure		162	1	
				McGinness Project -2024					
24-00506	2	phase 22 npdes/erosion sedimen	78.75	18-450-002	Expenditure		163	1	
				McGinness Project -2024					
24-00506	3	phase 22 npdes/erosion sedimen	47.50	18-450-002	Expenditure		164	1	
				McGinness Project -2024					
24-00506	4	phase 22 npdes/erosion sedimen	47.50	18-450-002	Expenditure		165	1	
				McGinness Project -2024					
24-00506	5	phase 22 npdes/erosion sedimen	47.50	18-450-002	Expenditure		166	1	
				McGinness Project -2024					
24-00506	6	phase 22 npdes/erosion sedimen	47.50	18-450-002	Expenditure		167	1	
				McGinness Project -2024					
24-00506	7	phase 22 npdes/erosion sedimen	125.00	18-450-002	Expenditure		168	1	
				McGinness Project -2024					
24-00506	8	phase 33 construction docs	75.00	18-450-002	Expenditure		169	1	
				McGinness Project -2024					
24-00506	9	phase 33 construction docs	375.00	18-450-002	Expenditure		170	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						
42851	ELA Group Inc		Continued						
24-00506	10	phase 33 construction docs	37.50	18-450-002 McGinness Project -2024	Expenditure		171	1	
24-00506	11	phase 33 construction docs	190.00	18-450-002 McGinness Project -2024	Expenditure		172	1	
24-00506	12	phase 33 construction docs	47.50	18-450-002 McGinness Project -2024	Expenditure		173	1	
24-00506	13	phase 33 construction docs	380.00	18-450-002 McGinness Project -2024	Expenditure		174	1	
24-00506	14	phase 3 preliminary subdivisio	475.00	18-450-002 McGinness Project -2024	Expenditure		175	1	
24-00506	15	phase 3 preliminary subdivisio	47.50	18-450-002 McGinness Project -2024	Expenditure		176	1	
24-00506	16	phase 3 preliminary subdivisio	190.00	18-450-002 McGinness Project -2024	Expenditure		177	1	
24-00506	17	phase 3 preliminary subdivisio	47.50	18-450-002 McGinness Project -2024	Expenditure		178	1	
24-00506	18	phase 3 preliminary subdivisio	95.00	18-450-002 McGinness Project -2024	Expenditure		179	1	
24-00506	19	phase 3 preliminary subdivisio	332.50	18-450-002 McGinness Project -2024	Expenditure		180	1	
24-00506	20	phase 3 preliminary subdivisio	47.50	18-450-002 McGinness Project -2024	Expenditure		181	1	
24-00506	21	phase 3 preliminary subdivisio	427.50	18-450-002 McGinness Project -2024	Expenditure		182	1	
24-00506	22	phase 3 preliminary subdivisio	95.00	18-450-002 McGinness Project -2024	Expenditure		183	1	
24-00506	23	phase 3 preliminary subdivisio	312.50	18-450-002 McGinness Project -2024	Expenditure		184	1	
24-00506	24	phase 3 preliminary subdivisio	375.00	18-450-002 McGinness Project -2024	Expenditure		185	1	
24-00506	25	phase 22 npdes/erosion & sedim	85.00	18-450-002 McGinness Project -2024	Expenditure		186	1	
24-00506	26	phase 22 npdes/erosion & sedim	26.25	18-450-002 McGinness Project -2024	Expenditure		187	1	
24-00506	27	phase 22 npdes/erosion & sedim	52.50	18-450-002 McGinness Project -2024	Expenditure		188	1	
24-00506	28	phase 22 npdes/erosion & sedim	131.25	18-450-002 McGinness Project -2024	Expenditure		189	1	
24-00506	29	phase 22 npdes/erosion & sedim	735.00	18-450-002 McGinness Project -2024	Expenditure		190	1	
24-00506	30	phase 22 npdes/erosion & sedim	315.00	18-450-002 McGinness Project -2024	Expenditure		191	1	
24-00506	31	phase 22 npdes/erosion & sedim	475.00	18-450-002 McGinness Project -2024	Expenditure		192	1	
24-00506	32	phase 22 npdes/erosion & sedim	145.00	18-450-002 McGinness Project -2024	Expenditure		193	1	
24-00506	33	phase 22 npdes/erosion & sedim	21.25	18-450-002 McGinness Project -2024	Expenditure		194	1	
24-00506	34	phase 33 construction docs	150.00	18-450-002 McGinness Project -2024	Expenditure		195	1	

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42851	ELA Group Inc	Continued							
24-00506	35	phase 33 construction docs	142.50	18-450-002	Expenditure		196	1	
				McGinness Project -2024					
24-00506	36	milage	22.78	18-450-002	Expenditure		197	1	
				McGinness Project -2024					
24-00506	37	milage	22.75	18-450-002	Expenditure		198	1	
				McGinness Project -2024					
			<u>6,363.03</u>						
42852	05/14/24	EMHER005 EM Herr Ace Hardware							759
24-00465	1	Painting Supplies	52.69	01-430-143	Expenditure		36	1	
				Storm Water Supplies					
42853	05/14/24	ENTER005 Enterprise FM Trust							759
24-00492	1	police vehicle leases	5,133.57	01-410-471	Expenditure		106	1	
				Enterprise Lease Expenses 2024 -POLICE					
24-00492	2	codes vehicle leases	877.91	01-413-471	Expenditure		107	1	
				Enterprise Lease Costs 2024 - CODES					
24-00492	3	pw/hwy vehicle leases	1,006.70	01-430-471	Expenditure		108	1	
				Enterprise Lease Costs 2024 - P.W.					
24-00492	4	pw/hwy vehicle leases	1,355.01	01-430-471	Expenditure		109	1	
				Enterprise Lease Costs 2024 - P.W.					
24-00492	5	pw/hwy vehicle leases	748.79	01-430-471	Expenditure		110	1	
				Enterprise Lease Costs 2024 - P.W.					
24-00492	6	bldg/prop vehicle leases	748.77	01-409-471	Expenditure		111	1	
				Enterprise Lease Costs 2024					
			<u>9,870.75</u>						
42854	05/14/24	ESTER005 Ester Fares							759
24-00453	1	1328 Manor St Fire Escrow Rtrn	39,942.24	01-250-100	G/L		15	1	
				Escrow, Fire Insurance Proceeds ACT 93					
42855	05/14/24	EXECU005 Executive Image Solutions							759
24-00511	1	2/15/24-3/14/24 final bill	2,013.07	01-402-312	Expenditure		210	1	
				IT Contracted Services					
42856	05/14/24	FREYL005 Frey Lutz Corp							759
24-00487	1	backflow inspection 4/16/2024	250.00	01-409-370	Expenditure		73	1	
				Maintenance & Repair of Building					
24-00487	2	paperwork fee	25.00	01-409-370	Expenditure		74	1	
				Maintenance & Repair of Building					
24-00487	3	backflow inspection 4/16/2024	250.00	01-444-373	Expenditure		75	1	
				Market House, Maintenance of Building					
24-00487	4	paperwork fee	25.00	01-444-373	Expenditure		76	1	
				Market House, Maintenance of Building					
24-00487	5	backflow inspection 4/16/2024	500.00	01-409-376	Expenditure		77	1	
				137 S Front, Boro Property Expenses					
24-00487	6	paperwork fee	50.00	01-409-376	Expenditure		78	1	
				137 S Front, Boro Property Expenses					
24-00487	7	backflow inspection 4/16/2024	250.00	01-454-378	Expenditure		79	1	
				Columbia Crossings, Building/Prop Maint.					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42856	Frey Lutz Corp	Continued							
24-00487	8	paperwork fee	25.00	01-454-378	Expenditure		80	1	
				Columbia Crossings, Building/Prop Maint.					
24-00487	9	seasonal maintenance 4/16/24	460.00	01-454-378	Expenditure		81	1	
				Columbia Crossings, Building/Prop Maint.					
24-00487	10	truck charge	50.00	01-454-378	Expenditure		82	1	
				Columbia Crossings, Building/Prop Maint.					
24-00487	11	pleated merv 8 16x24x1	28.84	01-454-378	Expenditure		83	1	
				Columbia Crossings, Building/Prop Maint.					
24-00487	12	backflow inspection 4/16/2024	250.00	01-430-373	Expenditure		84	1	
				Maintenance & Repair of Building					
24-00487	13	paperwork fee	25.00	01-430-373	Expenditure		85	1	
				Maintenance & Repair of Building					
24-00487	14	backflow inspection 4/16/2024	250.00	01-430-373	Expenditure		86	1	
				Maintenance & Repair of Building					
24-00487	15	paperwork fee	25.00	01-430-373	Expenditure		87	1	
				Maintenance & Repair of Building					
24-00513	1	4/25/2024	1,200.00	01-402-317	Expenditure		216	1	
				Contracted Services					
			3,663.84						
42857	05/14/24	FRICK005 Fricke Hardware & Rental							759
24-00459	1	Batteries for Trail Cams	39.96	01-430-200	Expenditure		30	1	
				Operating Supplies					
24-00472	1	Wilson-Ridge Ave	15.99	01-430-200	Expenditure		55	1	
				Operating Supplies					
24-00472	2	Nylon Cord, Utility Knife,Hex	20.77	01-409-227	Expenditure		56	1	
				Tools and Supplies					
24-00472	3	Columbia Crossing	37.99	01-454-378	Expenditure		57	1	
				Columbia Crossings, Building/Prop Maint.					
24-00472	4	Locust St Park	37.99	01-454-453	Expenditure		58	1	
				Maintenance of Parks - Locust Park					
24-00473	1	Fasteners	6.20	01-430-200	Expenditure		59	1	
				Operating Supplies					
24-00473	2	Painting Supplies	32.04	01-430-143	Expenditure		60	1	
				Storm Water Supplies					
24-00473	3	Exterior Paint for Storm Drain	235.75	01-430-143	Expenditure		61	1	
				Storm Water Supplies					
			426.69						
42858	05/14/24	GAMBY Gamby's Disposal Service							759
24-00529	1	Boro Of/Market Trash 3 yd dump	200.00	01-409-365	Expenditure		290	1	
				Trash Disposal Services					
24-00529	2	Boro Of/Market Cardb 2 yd dump	50.00	01-409-365	Expenditure		291	1	
				Trash Disposal Services					
24-00529	3	Street Cans (All 21)	325.00	01-409-365	Expenditure		292	1	
				Trash Disposal Services					
24-00529	4	Rotary Park 4 cans	50.00	01-454-455	Expenditure		293	1	
				Maintenance of Parks - Rotary Park					
24-00529	5	Makle Park 1 can	50.00	01-454-451	Expenditure		294	1	
				Maintenance of Parks - Makle Park					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42858	Gamby's	Disposal Service							
24-00529	6	Columbia Crossing 3 yd Dumpste	250.00	01-454-377	Expenditure		295	1	
					Columbia Crossings, Contracted Services				
24-00529	7	Columbia Crossing 3 yd Dumpste	250.00	01-454-377	Expenditure		296	1	
					Columbia Crossings, Contracted Services				
24-00529	8	makle park 1 can trash	50.00	01-454-377	Expenditure		297	1	
					Columbia Crossings, Contracted Services				
24-00529	9	Trash Roatry Park-1 can 1/week	50.00	01-454-455	Expenditure		298	1	
					Maintenance of Parks - Rotary Park				
24-00529	10	street cans (21)	325.00	01-409-365	Expenditure		299	1	
					Trash Disposal Services				
24-00529	11	boro & market 2 yd dumpster	50.00	01-409-365	Expenditure		300	1	
					Trash Disposal Services				
24-00529	12	boro & market 3 yd dumpster	200.00	01-409-365	Expenditure		301	1	
					Trash Disposal Services				
			1,850.00						
42859	05/14/24	GORMA005 Gorman Distributors, Inc							759
24-00490	1	paper towel plenty 11x26	17.74	01-409-226	Expenditure		90	1	
					Cleaning Supplies				
24-00490	2	delivery charge	2.00	01-409-226	Expenditure		91	1	
					Cleaning Supplies				
24-00490	3	bath tissue panda 2 ply	14.09	01-409-226	Expenditure		92	1	
					Cleaning Supplies				
24-00490	4	bath tissue 2 ply nittany	59.59	01-409-226	Expenditure		93	1	
					Cleaning Supplies				
24-00490	5	gloves nitrile blue	6.04	01-444-226	Expenditure		94	1	
					Operating Supplies				
24-00490	6	mop heads white 4 ply	9.18	01-444-226	Expenditure		95	1	
					Operating Supplies				
24-00490	7	dawn manual pot & pan	40.74	01-444-226	Expenditure		96	1	
					Operating Supplies				
24-00490	8	spic & span disinfecting all p	58.17	01-444-226	Expenditure		97	1	
					Operating Supplies				
24-00490	9	gloves nitrile exam grade	3.02	01-444-226	Expenditure		98	1	
					Operating Supplies				
24-00490	10	gloves nitrile exam grade lg	12.08	01-444-226	Expenditure		99	1	
					Operating Supplies				
24-00490	11	foil roll standard 18x500	42.30	01-444-226	Expenditure		100	1	
					Operating Supplies				
24-00490	12	trash liners 20-30 gal balck	57.20	01-409-226	Expenditure		101	1	
					Cleaning Supplies				
24-00490	13	delivery charge	2.00	01-409-226	Expenditure		102	1	
					Cleaning Supplies				
			324.15						
42860	05/14/24	GTDIS005 GT Discount Auto Parts							759
24-00471	1	Grease red and tacky	70.40	01-426-102	Expenditure		52	1	
					Recycling Maintenance of Equip. & Bldgs				
24-00471	2	TEI Grease Coupler	38.75	01-426-102	Expenditure		53	1	
					Recycling Maintenance of Equip. & Bldgs				

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						
42860	GT Discount	Auto Parts	Continued						
24-00471	3	Diesel Engine Fluid	88.14	01-430-375	Expenditure		54	1	
				Maintenance & Repairs of Equipment					
			197.29						
42861	05/14/24	HACC0005 HACC							759
24-00478	1	Field Train Offcr/Dittmann	270.00	01-410-174	Expenditure		65	1	
				Conference & Training					
42862	05/14/24	HERSH015 Hershey Equipment Co							759
24-00450	1	PA State Inspection	11.00	01-430-375	Expenditure		3	1	
				Maintenance & Repairs of Equipment					
24-00450	2	Labor	75.00	01-430-375	Expenditure		4	1	
				Maintenance & Repairs of Equipment					
			86.00						
42863	05/14/24	HIST0005 Historic Preservation Trust							759
24-00498	1	12 S 5th St Nikolaus	250.00	01-414-313	Expenditure		124	1	
				Official Borough Mapping/HARB review					
42864	05/14/24	INSUR005 Insurance Services United							759
24-00447	1	Heart & Lung Audit 2023-2024	1,567.00	01-410-195	Expenditure		2	1	
				Employee Workers Compensation Insurance					
24-00516	1	Heart&Lung Premium 2024-2025	1,568.00	01-410-351	Expenditure		219	1	
				Police Property Liability Insurance/H&L					
			3,135.00						
42865	05/14/24	JAMES005 James R Wolpert							759
24-00460	1	Park. Mtr. Maint - 4/2024	200.00	01-410-375	Expenditure		31	1	
				Maintenance & Repair, Parking Meters					
42866	05/14/24	JGENVI JG Environmental							759
24-00496	1	Operator with Jet Vac	1,106.25	30-444-375	Expenditure		123	1	
				Market House Improvements (RACP PhaseI)					
42867	05/14/24	LANCA010 Lancaster County Solid Waste M							759
24-00446	1	Trash-Columbia cleanup Day	109.00	01-430-200	Expenditure		1	1	
				Operating Supplies					
42868	05/14/24	LANCA025 Lancaster Avenue Garage & Tire							759
24-00467	1	State Inspection '16 Chevrolet	31.00	01-430-375	Expenditure		38	1	
				Maintenance & Repairs of Equipment					
42869	05/14/24	LANCA070 Lancaster County Treasurer							759
24-00461	1	April 2024 Taxes	818,509.96	01-200-201	G/L		32	1	
				Lanc Co RE Tax Payable					
42870	05/14/24	LANDM005 Landmarks SGA, LLC							759
24-00501	1	task 1 research	2,407.50	01-414-550	Expenditure		138	1	
				CLG Matching Mini Grant					
24-00501	2	task 2 survey	2,256.25	01-414-550	Expenditure		139	1	
				CLG Matching Mini Grant					

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						
42870	Landmarks	SGA, LLC	Continued						
24-00501	3	task 3 database	47.50	01-414-550	Expenditure		140	1	
				CLG Matching Mini Grant					
			<u>4,711.25</u>						
42871	05/14/24	LCBA0005 Lancaster Co. Boroughs' Assoc.							759
24-00503	1	h. zink	20.00	01-400-400	Expenditure		142	1	
				Council Other Expenses					
24-00503	2	l. lutz	20.00	01-400-400	Expenditure		143	1	
				Council Other Expenses					
24-00503	3	m. stivers	20.00	01-402-300	Expenditure		144	1	
				Conference & Training					
			<u>60.00</u>						
42872	05/14/24	LERET005 Lereta, LLC							759
24-00486	1	641 fairview ave allgyer	742.08	01-380-001	Revenue		72	1	
				Miscellaneous Revenue					
42873	05/14/24	LNPME005 LNP Media Group, Inc							759
24-00509	1	planning commission	143.96	01-402-340	Expenditure		202	1	
				Printing & Advertising					
24-00509	2	bold charge	3.00	01-402-340	Expenditure		203	1	
				Printing & Advertising					
24-00509	3	audit report publishing	1,101.75	01-402-340	Expenditure		204	1	
				Printing & Advertising					
24-00509	4	public meeting on CDBG	342.36	01-402-340	Expenditure		205	1	
				Printing & Advertising					
24-00509	5	bold charge	48.00	01-402-340	Expenditure		206	1	
				Printing & Advertising					
			<u>1,639.07</u>						
42874	05/14/24	MEAD0005 Meadow Valley Electric Inc							759
24-00512	1	market house labor	335.35	01-444-373	Expenditure		211	1	
				Market House, Maintenance of Building					
24-00512	2	lift	138.00	01-444-373	Expenditure		212	1	
				Market House, Maintenance of Building					
24-00512	3	zone 1 dispatch fee	75.00	01-444-373	Expenditure		213	1	
				Market House, Maintenance of Building					
24-00512	4	labor	134.90	01-444-373	Expenditure		214	1	
				Market House, Maintenance of Building					
24-00512	5	zone 1 dispatch fee	75.00	01-444-373	Expenditure		215	1	
				Market House, Maintenance of Building					
			<u>758.25</u>						
42875	05/14/24	MRMWO005 MRM Workers' Comp Fund							759
24-00504	1	10/01/23 to 09/30/24	60.33	01-402-195	Expenditure		145	1	
				Employee Workers Compensation Insurance					
24-00504	2	10/01/23 to 09/30/24	14.26	01-409-195	Expenditure		146	1	
				Employee Workers Compensation Insurance					
24-00504	3	10/01/23 to 09/30/24	9,411.51	01-410-195	Expenditure		147	1	
				Employee Workers Compensation Insurance					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01		GENERAL FUND							
		GENERAL FUND							
				Continued					
42875		MRM Workers' Comp Fund							
		Continued							
24-00504	4	10/01/23 to 09/30/24	29.74	01-413-195	Expenditure		148		1
				Employee Workers Compensation Insurance					
24-00504	5	10/01/23 to 09/30/24	28.52	01-414-195	Expenditure		149		1
				Employee Workers Compensation Insurance					
24-00504	6	10/01/23 to 09/30/24	5,030.22	01-430-195	Expenditure		150		1
				Employee Workers Compensation Insurance					
24-00504	7	10/01/23 to 09/30/24	14.26	01-444-195	Expenditure		151		1
				Employee Workers Comp Insurance					
			<u>14,588.84</u>						
42876	05/14/24	MUNIC005 MUNICIPAL FINANCE PARTNERS, IN							759
24-00521	1	draft prep 12/31/23 GASB	900.00	01-410-316	Expenditure		231		1
				Pension Fees - Uniformed					
24-00521	2	other adminastrative expenses	1,600.00	01-410-316	Expenditure		232		1
				Pension Fees - Uniformed					
24-00521	3	actuarial & admin services	3,000.00	01-410-316	Expenditure		233		1
				Pension Fees - Uniformed					
			<u>5,500.00</u>						
42877	05/14/24	OLDC005 Old Columbia Public Grounds Co							759
24-00514	1	4/2 4/9 4/16 4/21 4/30 2024	610.00	01-454-453	Expenditure		217		1
				Maintenance of Parks - Locust Park					
42878	05/14/24	OSCAR005 Oscar Iznaga-Gomez							759
24-00488	1	ticket #270792 issued 3/18/24	20.00	01-331-300	Revenue		88		1
				Parking Fines					
42879	05/14/24	PPLEL005 PPL Electric Utilities Corp							759
24-00515	1	ridge ave temp service cost	1,345.00	01-409-361	Expenditure		218		1
				Electrical Usage					
42880	05/14/24	PSAB0005 PSAB							759
24-00502	1	5/1/2024-4/30/2024	25.00	01-402-420	Expenditure		141		1
				Dues & Publications					
42881	05/14/24	QUALI010 Quality Digital Office Solutio							759
24-00510	1	admin 3/20/24-4/19/24	194.48	01-402-317	Expenditure		207		1
				Contracted Services					
24-00510	2	police 3/20/24-4/19/24	143.86	01-410-317	Expenditure		208		1
				Contracted Services					
24-00510	3	temporary fuel surcharge	5.00	01-410-317	Expenditure		209		1
				Contracted Services					
			<u>343.34</u>						
42882	05/14/24	RSHOL005 R S Hollinger & Son, Inc							759
24-00463	1	PTO Switch for X Mark Mower	46.99	01-430-375	Expenditure		34		1
				Maintenance & Repairs of Equipment					
42883	05/14/24	RUEEN005 Rue Environmental LLC							759
24-00499	1	phase I archaeological study	381.00	18-450-002	Expenditure		125		1
				McGinness Project -2024					

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						
42883	Rue	Environmental LLC	Continued						
24-00499	2	phase I archaeological study	150.00	18-450-002	Expenditure		126	1	
				McGinness Project -2024					
24-00499	3	phase I archaeological study	1,206.50	18-450-002	Expenditure		127	1	
				McGinness Project -2024					
24-00499	4	phase I archaeological study	2,581.00	18-450-002	Expenditure		128	1	
				McGinness Project -2024					
24-00499	5	phase I archaeological study	1,290.50	18-450-002	Expenditure		129	1	
				McGinness Project -2024					
24-00499	6	phase I archaeological study	3,480.00	18-450-002	Expenditure		130	1	
				McGinness Project -2024					
24-00499	7	phase I archaeological study	3,840.00	18-450-002	Expenditure		131	1	
				McGinness Project -2024					
24-00499	8	phase I archaeological study	3,090.00	18-450-002	Expenditure		132	1	
				McGinness Project -2024					
24-00499	9	lodging	1,023.63	18-450-002	Expenditure		133	1	
				McGinness Project -2024					
24-00499	10	subsistence	609.00	18-450-002	Expenditure		134	1	
				McGinness Project -2024					
24-00499	11	milage	296.06	18-450-002	Expenditure		135	1	
				McGinness Project -2024					
			17,947.69						
42884	05/14/24	SELEC021 Select Polygraph Services, LLC							759
24-00489	1	Interview/Polygraph - Throne	300.00	01-410-200	Expenditure		89	1	
				Police Equipment & Supplies					
42885	05/14/24	SIDIU005 Sidium Solutions Inc							759
24-00531	1	1 yr time based retention	1,525.00	01-402-312	Expenditure		306	1	
				IT Contracted Services					
24-00531	2	datto networking ap840	22.34	01-402-312	Expenditure		307	1	
				IT Contracted Services					
24-00531	3	datto networking ap840e	33.34	01-402-312	Expenditure		308	1	
				IT Contracted Services					
24-00531	4	datto networking ap40e	75.88	01-402-312	Expenditure		309	1	
				IT Contracted Services					
			1,656.56						
42886	05/14/24	SIGNA005 Signal Service Inc							759
24-00458	1	RWA14 Lancaster Ave & Cherry S	195.00	01-433-374	Expenditure		26	1	
				Traffic Lights, Maintenance					
24-00458	2	RWA14 Lancaster Ave & Cherry S	135.00	01-433-374	Expenditure		27	1	
				Traffic Lights, Maintenance					
24-00458	3	RWA14 Lancaster Ave & Cherry S	49.50	01-433-374	Expenditure		28	1	
				Traffic Lights, Maintenance					
24-00458	4	RWA14 Lancaster Ave & Cherry S	1,610.00	01-433-374	Expenditure		29	1	
				Traffic Lights, Maintenance					
			1,989.50						
42887	05/14/24	SLAYM010 Slaymaker Rentals & Supply Inc							759
24-00454	1	Repairs for Sump Pumps	331.54	01-429-373	Expenditure		16	1	
				WWTP, Building & Property Maintenance					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
42888	05/14/24	SNYDE015 Snyder Brothers Inc							759
24-00519	1	137 s front 2/15/24-3/15/24	521.70	01-409-364	Expenditure		220		1
				137 S Front, Rebillable Prop	Expenses				
24-00519	2	5 front st 2/6/24-3/6/24	73.79	01-429-362	Expenditure		221		1
				WWTP, Natural Gas Usage					
24-00519	3	308 locust st 2/15/24-3/15/24	186.05	01-409-362	Expenditure		222		1
				308 Locust St., Natural Gas Usage					
24-00519	4	308 r locust 2/15/24-3/15/24	0.48	01-409-362	Expenditure		223		1
				308 Locust St., Natural Gas Usage					
24-00519	5	431 s front st 2/6/24-3/6/24	152.16	01-430-363	Expenditure		224		1
				Highway, Natural Gas Usage					
24-00519	6	3rd & market 2/15/24-3/15/24	478.18	01-444-362	Expenditure		225		1
				Market House, Natural Gas Usage					
24-00519	7	5 front st 2/6/24-3/6/24	328.05	01-429-362	Expenditure		226		1
				WWTP, Natural Gas Usage					
24-00519	8	service charge	6.05	01-409-364	Expenditure		227		1
				137 S Front, Rebillable Prop	Expenses				
24-00519	9	service charge	11.77	01-409-364	Expenditure		228		1
				137 S Front, Rebillable Prop	Expenses				
			1,758.23						
42889	05/14/24	STATE020 State Workers' Insurance Fund							759
24-00520	1	1/1/24-1/1/25 installment #6	1,997.00	01-411-381	Expenditure		229		1
				CBVFD - Workers Comp. Ins					
24-00520	2	installment assessment #6	58.00	01-411-381	Expenditure		230		1
				CBVFD - Workers Comp. Ins					
			2,055.00						
42890	05/14/24	SUPER005 Super Shoe Stores							759
24-00528	1	P Garner Public Works	93.17	01-430-239	Expenditure		289		1
				Employee Clothing Allowance					
42891	05/14/24	TACTI005 Tactical wear							759
24-00452	1	Sergeant Badges/Flex Badge	448.50	01-410-238	Expenditure		14		1
				Police Uniforms and Dry Cleaning					
42892	05/14/24	TOTAL Total Exterminating Services							759
24-00491	1	monthly treatment 4/29/24	65.00	01-454-377	Expenditure		103		1
				Columbia Crossings, Contracted Services					
24-00491	2	monthly treatment 3/18/24	65.00	01-454-377	Expenditure		104		1
				Columbia Crossings, Contracted Services					
24-00491	3	monthly treatment 4/23/24	75.00	01-444-317	Expenditure		105		1
				Market House, Contracted Services					
			205.00						
42893	05/14/24	TRI005 Tristarr Staffing							759
24-00524	1	t toomey 4/22/24-4/26/24	1,209.00	01-402-140	Expenditure		236		1
				Clerical Salary					
24-00524	2	surcharge ACA	28.65	01-402-140	Expenditure		237		1
				Clerical Salary					
24-00524	3	t toomey 04/29/2024-05/03/2024	1,240.00	01-402-140	Expenditure		238		1
				Clerical Salary					

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						
42893	Tristarr Staffing	Continued							
24-00524	4	surcharge ACA	29.39	01-402-140	Expenditure		239		1
			2,507.04	Clerical Salary					
42894	05/14/24	VERIZ005 Verizon Wireless							759
24-00522	1	jectpack's police 3/18-4/17/24	320.16	01-410-321	Expenditure		234		1
				Police, Phone - Cell, Landline & GPS					
42895	05/14/24	VERIZ010 Verizon Connect							759
24-00462	1	Vehicle Tracking Subscription	10.04	01-410-321	Expenditure		33		1
				Police, Phone - Cell, Landline & GPS					
42896	05/14/24	VLTRA005 V L Tracey Sales							759
24-00466	1	Columbia Clean Up Day	307.80	01-430-200	Expenditure		37		1
				Operating Supplies					
42897	05/14/24	YORGE005 Yorgeys Fine Cleaning							759
24-00479	1	Dry Cleaning/PD/4/1-4/22/24	180.95	01-410-238	Expenditure		66		1
				Police Uniforms and Dry Cleaning					
24-00485	1	Drycleaning 2/9-2/29/24 PD	148.65	01-410-238	Expenditure		71		1
			329.60	Police Uniforms and Dry Cleaning					
42898	05/14/24	YSMLA005 YSM Landscape Architects							759
24-00508	1	construction docs	525.00	18-465-002	Expenditure		201		1
				Makle Park Improvements					
Checking Account Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	66	0	983,072.87	0.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	66	0	983,072.87	0.00			
21	ARPA FUND	ARPA FUNDS							
1025	05/14/24	LANDS005 Land Studies Inc.							760
24-00497	1	services through 4/26/24	704.00	21-463-671	Expenditure		1		1
				Shawnee/Mill St Drainage/Improvements					
Checking Account Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	1	0	704.00	0.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	1	0	704.00	0.00			
35	LIQUID FUELS	PLGIT LIQUID FUELS							
646	05/14/24	HIGHW005 Highway Materials							761
24-00477	1	#67307 Various Patchwork	279.60	35-439-085	Expenditure		1		1
				Current Year Street Paving Projects					
24-00477	2	#67327 Various Patchwork	174.05	35-439-085	Expenditure		2		1
				Current Year Street Paving Projects					
24-00477	3	#67344 Various Patchwork	169.07	35-439-085	Expenditure		3		1
				Current Year Street Paving Projects					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS		Continued					
646		Highway Materials		Continued					
24-00477	4	#67336 Various Patchwork	210.40	35-439-085	Expenditure			4	1
				Current Year Street Paving Projects					
24-00477	5	#67351 Various Patchwork	209.70	35-439-085	Expenditure			5	1
				Current Year Street Paving Projects					
24-00480	1	#67484 Various Patchwork	279.60	35-439-085	Expenditure			6	1
				Current Year Street Paving Projects					
24-00480	2	#67491 Various Patchwork	139.80	35-439-085	Expenditure			7	1
				Current Year Street Paving Projects					
24-00480	3	#67495 Various Patchwork	209.00	35-439-085	Expenditure			8	1
				Current Year Street Paving Projects					
			<u>1,671.22</u>						
647	05/14/24	PPELE005 PPL Electric Utilities Corp						761	
24-00517	1	boro st lights 4/1/24-4/30/24	7,640.02	35-434-001	Expenditure			9	1
				Street Lighting - Electrical Usage					
24-00517	2	malleable rd 4/1/24-4/30/24	33.47	35-434-001	Expenditure			10	1
				Street Lighting - Electrical Usage					
24-00517	3	n 9th st & walnut 3/11-4/10/24	25.27	35-434-001	Expenditure			11	1
				Street Lighting - Electrical Usage					
24-00517	4	ironville pk 03/11/24-04/10/24	25.00	35-434-001	Expenditure			12	1
				Street Lighting - Electrical Usage					
24-00517	5	locust st 3/12/24-4/11/24	55.89	35-434-001	Expenditure			13	1
				Street Lighting - Electrical Usage					
24-00517	6	1027 walnut st rear 3/11-4/10	14.01	35-434-001	Expenditure			14	1
				Street Lighting - Electrical Usage					
24-00518	1	5th st pk 4/3/24-5/2/24	44.27	35-434-002	Expenditure			15	1
				Traffic Lights - Electrical Usage					
24-00518	2	9th & locust 4/11/24-3/10/24	24.80	35-434-002	Expenditure			16	1
				Traffic Lights - Electrical Usage					
24-00518	3	cherry & lanc ave 3/12/24-4/11	36.43	35-434-002	Expenditure			17	1
				Traffic Lights - Electrical Usage					
24-00518	4	lanc ave 3/13/24-4/12/24	37.44	35-434-002	Expenditure			18	1
				Traffic Lights - Electrical Usage					
24-00518	5	15th & lanc ave 3/13/24-4/12	33.97	35-434-002	Expenditure			19	1
				Traffic Lights - Electrical Usage					
			<u>7,970.57</u>						
Checking Account Totals									
		Paid	Void	Amount Paid	Amount Void				
	Checks:	2	0	9,641.79	0.00				
	Direct Deposit:	0	0	0.00	0.00				
	Total:	2	0	9,641.79	0.00				
Report Totals									
		Paid	Void	Amount Paid	Amount Void				
	Checks:	69	0	993,418.66	0.00				
	Direct Deposit:	0	0	0.00	0.00				
	Total:	69	0	993,418.66	0.00				

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	91,976.62	852.08	858,452.20	951,280.90
CAPITAL FUND	4-18	30,685.72	0.00	0.00	30,685.72
American Rescure Plan FUND	4-21	704.00	0.00	0.00	704.00
BOND CAPITAL FUND	4-30	1,106.25	0.00	0.00	1,106.25
HIGHWAY AID FUND	4-35	9,641.79	0.00	0.00	9,641.79
Total of All Funds:		134,114.38	852.08	858,452.20	993,418.66

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	91,976.62	852.08	858,452.20	951,280.90
CAPITAL FUND	18	30,685.72	0.00	0.00	30,685.72
American Rescure Plan FUND	21	704.00	0.00	0.00	704.00
BOND CAPITAL FUND	30	1,106.25	0.00	0.00	1,106.25
HIGHWAY AID FUND	35	9,641.79	0.00	0.00	9,641.79
Total of All Funds:		134,114.38	852.08	858,452.20	993,418.66

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	91,976.62	0.00	0.00	0.00	91,976.62
CAPITAL FUND	4-18	30,685.72	0.00	0.00	0.00	30,685.72
American Rescure Plan FUND	4-21	704.00	0.00	0.00	0.00	704.00
BOND CAPITAL FUND	4-30	1,106.25	0.00	0.00	0.00	1,106.25
HIGHWAY AID FUND	4-35	9,641.79	0.00	0.00	0.00	9,641.79
Total of All Funds:		134,114.38	0.00	0.00	0.00	134,114.38

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: May 14, 2024

DEPARTMENT: Administration

TITLE: Authorizing staff and the Borough Attorney to advertise for a public hearing to consider the Comcast Franchise agreement

BACKGROUND AND JUSTIFICATION: The Borough contracts with Cohen Law Group to review and update the Comcast Franchise agreement as required. The current agreement expires in September of 2024.

Staff have been working with Joel Winson of Cohen Law to get a draft of the new agreement. Per Federal Law, the Borough must hold one public hearing on the draft agreement and adopt a resolution approving the agreement.

Staff are seeking authorization to advertise for the public hearing.

MOTION: Authorize the Borough Manager and Borough Attorney to advertise for a public hearing for the new Comcast Franchise Agreement

C. Legal Review: Has been reviewed for legal sufficiency by both Cohen Law Group and Borough Attorney Evan Gabel

ATTACHMENT(S):

- Public Hearing Notice

PUBLIC NOTICE

Notice is hereby given that on _____, _____, 2024 at _____ p.m. at the Borough Municipal Building located at 308 Locust Street, Columbia, PA, 17512, or via open video conference, the Columbia Borough Council will hold a public hearing on cable franchise renewal with Comcast. Citizens are invited to attend and comment.

Comcast currently has a cable franchise agreement with Columbia Borough. Comcast has requested a renewal of this franchise.

Pursuant to Section 626 of the Cable Communications Policy Act, citizens are asked to comment on the cable operators' past performance under the current franchise agreements as well as the community's future cable-related needs. All inquiries may be directed to:

Mark E. Stivers
Borough Manager
Columbia Borough
Tel. 717-684-2467

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 05/14/24

DEPARTMENT: Police

AGENDA TITLE: Consider the hiring of Zachary Throne for position of full-time Police Officer

BACKGROUND AND JUSTIFICATION: Currently the Police Department has three officers in the DROP program who are eligible to retire with 30 days’ notice. Next year two additional officers become eligible to retire. Current staffing for the Department is 17 full-time officers, one part-time officer, and one academy cadet. In this difficult hiring environment many agencies, including CBPD, are facing challenges maintaining staffing levels due to attrition and a lack of qualified candidates. It takes 6 months for uncertified officers to complete the Police Academy and an additional 6 months to a year for on-the-job training. It is imperative that CBPD adds to its ranks to maintain the same level of service to the community. It is strongly recommended that two officers be hired and placed in the upcoming July Police Academy and a third officer be hired for the January 2025 Academy class.

MOTION: Motion to approve the hiring of Zachary Throne contingent upon the passage of all employment testing and a thorough background examination

FISCAL IMPACT ANALYSIS:

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$32,308.00	\$63,704	\$70,131	\$73,936	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$32,308	\$63,704	\$70,131	\$73,936	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-410-131	Police Officer Salary	\$1,114,224	\$730,991.79	\$32,308.00	\$698,683.79

LEGAL REVIEW:

ATTACHMENT(S):

- List of current Police officers and their hire date (Note- Officers may retire after age 50 and 25 years of service)



POLICE DEPARTMENT

POLICE SERVICE 1-800-957-2677 • OFFICE MON.-FRI. 684-7735

308 LOCUST ST., P.O. BOX 509, COLUMBIA, PA 17512-0509

FAX 717-684-6008

Columbia Borough Police Department 2024 Police Officer Staffing List

Officer's Name	Hire Date	Years of Service	Status
Chief Jack Brommer	1/20/1997	27	Full-time
Sgt. Samuel Stein	9/15/1997	26	Full-time
Sgt. Adam Miller	8/25/1997	26	Full-time
Det. Matthew Leddy	2/9/2004	20	Full-time
Cpl. Holly Arndt	3/3/2008	16	Full-time
Cpl. Dave Souders	1/18/2000	24	Full-time
Officer Daniel Bell	2/17/1997	27	Full-time
Officer Brent Smith	1/18/2000	24	Full-time
Officer Bryan Keyser	1/27/2003	21	Full-time
Officer Brent Keyser	1/27/2003	21	Full-time
Officer Austin Miller	7/7/2003	20	Full-time
Officer Jesse Zimmerman	2/9/2004	20	Full-time
Officer Amy Dittmann	8/25/2014	10	Full-time
Officer Andrew Snyder	6/5/2017	6	Full-time
Officer Nathaniel Miller	5/17/2022	2	Full-time
Officer Frank Ember	10/31/2022	1	Full-time
Officer Jack Kopp	12/5/2022	1	Full-time
Cadet Rebecca Blatt	12/18/2023	0	Full-time
Officer Arthur White	1/1/1995	28	Part-time

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: May 14, 2024

DEPARTMENT: Administration

TITLE: Authorize the Borough Attorney to work with the Lancaster County Tax Claim Bureau to acquire two lots that are listed on the Land Repository that are adjacent to the Zion Hill Cemetery.

BACKGROUND AND JUSTIFICATION: The land that is included in the Zion Hill Cemetery has been confusing for years. See the map and table below. Lot 1 is owned by the Borough of Columbia. Lots 2, 4, and 5 are owned by others.



Zion Hill Parcel Table					
Lot #	Account	Deed Area	Number	Street	Owner Name
1	1108536500000	0.92	601	N Fifth Street	Columbia Boro Potters Field
2	1100741100000	33.12	845	Laurel Hill Road	TLM Inc (Laurel Hill Memorial Gardens)
3	1100301800000	0.06	611	N Fifth Street	Marra Lawrence & Francesca
4	1100730800000	0.17	613	N Fifth Street	Zion Hill Cemetery C/O Albert Long
5	1102264400000	0.28	623	N Fifth Street	Marra Lawrence & Francesca

Lots 3 and 5 are currently on the Land Repository list for the Lancaster County Tax Claim Bureau. Lot 4 is owned by the Zion Hill Cemetery, an organization that no longer exists but may be able to be reestablished.

Staff and Borough Attorney are seeking Council’s authority to see if lots 3 and 5 can be acquired through a tax sale and made part of the Zion Hill Cemetery.

MOTION: Authorize the Borough Manager and Borough Attorney to work to acquire these properties for Zion Hill Cemetery.

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

- a. Fiscal impact will be based on the available price of the land

ATTACHMENT(S):

- Lancaster County Land Repository List

Repository List
Lancaster County
Pennsylvania
As of 3/6/2024

Owner	Parcel	Location	Date exposed to judicial tax sale
1. Newport Square Associates AKA Newport Commons LLP	370-39684-0-0000	Cambridge Lane	11/19/2012
2. Melhorn Robert E & Virginia L	450-49607-0-0000	311 Locust Ln	11/17/2014
3. Scraggs Ronald & Doris Jean	450-36201-0-0000	315 Locust Ln	11/17/2014
4. Myers John	380-56271-3-0008	91 Kinseyville Rd	11/16/2015
5. Long Larry E	270-02751-3-0113	977 Rettew Mill Rd Lot 77	11/20/2017
6. Anderton Nicholas S	280-51337-0-0000	Riverview Rd Rear	11/14/2022
7. Jones & Zink, Inc.	450-99660-0-0000	425 S. Market Avenue Rear	11/14/2022
8. Jones & Zink, Inc.	450-99137-0-0000	427 S. Market Avenue Rear	11/14/2022
9. Jones & Zink, Inc.	450-98720-0-0000	429 S. Market Avenue Rear	11/14/2022
10. Jones & Zink, Inc.	450-98404-0-0000	431 S. Market Avenue Rear	11/14/2022
11. Jones & Zink, Inc.	450-98187-0-0000	433 S. Market Avenue Rear	11/14/2022
12. Jones & Zink, Inc.	450-97458-0-0000	435 S. Market Avenue Rear	11/14/2022
13. Lehman Doris M et al	540-73683-0-0000	Mountain Rd	11/14/2022
14. Trevino Paulino	160-23500-0-0000	Lime St	11/14/2022
15. Unknown	270-62838-0-0000	Akron Rd	11/14/2022
16. Marra Lawrence & Francesca	110-03018-0-0000	611 North Fifth Street	11/13/2023
17. Marra Lawrence & Francesca	110-22644-0-0000	623 North Fifth Street	11/13/2023
18. Swift Tom C	280-80406-0-0000	Arcadia Trace Rd	11/13/2023

**EXECUTIVE BRIEF
REGULAR MEETING**

AGENDA DATE: May 14, 2024

DEPARTMENT: Public Works

TITLE: Ridge Ave Public Works Building – Act 2 Covenant

BACKGROUND AND JUSTIFICATION: As identified in the due diligence process, the now Borough-owned properties at 1100, 1110, and 1120 Ridge Avenue are subject to an Act 2 environmental covenant for metals contamination. The contamination stems from the stockpiling of foundry material by the Columbia Reduction Company from the mid-1960s to the early 1990s. Although all stockpiles were removed from the site by the early 2000s, metals contamination remained above acceptable levels in the soil and groundwater. The Act 2 Covenant recorded in 2010 sets forth the requirements to maintain a perimeter fence, keep the site capped to prevent a pathway to groundwater, and also to restrict the use to non-residential.

The Act 2 covenant requires amendments due to the proposed subdivision and redevelopment of the parcels. A site-specific health and safety plan is also required to be developed for the proposed construction.

ECS has submitted a proposal to revise the environmental covenant, prepare a Health and Safety Plan for construction, and complete one annual Act 2 compliance report at a total estimated fee of \$6,250.00.

MOTION: Move to approve the proposal from ECS Mid-Atlantic, LLC for Environmental Consulting Services at the Ridge Avenue site for the estimated fee of \$6,250.00.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

This project was not included in the approved 2024 Budget. Need new account.

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	\$6,250	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	\$6,250	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
18-430-610	Ridge Avenue development	\$1,500,000*		\$6,250	\$1,493,750

*New account for 2024 – Revenue will come from the sale of Borough property.

ATTACHMENT(S): ECS Mid-Atlantic, LLC proposal dated May 9, 2024



ECS Mid-Atlantic, LLC

Proposal for Environmental Consulting Services

Ridge Road Property
1110 Ridge Avenue, Columbia, Pennsylvania

For: Columbia Borough
308 Locust Street, PO Box 509, Columbia, Pennsylvania

ECS Proposal Number 47:33540-EP

May 9, 2024



May 9, 2024

Mr. Mark Stivers
Columbia Borough
308 Locust Street
PO Box 509
Columbia, Pennsylvania 17512

ECS Proposal No. 47:33540-EP

Reference: Proposal for Environmental Consulting Services, Ridge Road Property, 1110 Ridge Avenue, Columbia, Lancaster County, Pennsylvania

Dear Mr. Stivers:

ECS Mid-Atlantic, LLC (ECS) is pleased to provide Columbia Borough with this proposal for performing a Environmental Consulting Services for the Ridge Road Property. The property is located at 1110 Ridge Avenue in Columbia, Lancaster County, Pennsylvania.

Based on the information available, a property description is noted within the attached proposal along with a description of our scope of services. Our proposal contains a summary of the relevant information provided, a project schedule, and the estimated fees for completion of the proposed services.

ECS appreciates the opportunity to be of service to you on this project. If you have any questions or comments concerning this proposal or would like adjustments to our proposed scope of services or schedule, please do not hesitate to contact us.

ECS Mid-Atlantic, LLC

Kiersten Kauffman, G.I.T.
Assistant Staff Project Manager
kkauffman@ecslimited.com
717-589-9610

Kay Linnell, PG
Environmental Principal
klinnell@ecslimited.com
717-589-9610

PROJECT INFORMATION AND SCOPE OF SERVICES

Project Description

The subject property is located at 1110 Ridge Avenue in Columbia, Lancaster County, Pennsylvania. According to the Lancaster County Online GIS website, the subject property is identified as Parcel Identification Number (PIN) 110-2321776-258487-0-0000, 110-2321997-258571-0-0000, and 110-2322456-258787-0-0000, consists of approximately 9.1 acres, and is owned by Columbia Borough. Based on the available information, the subject property is developed with an approximately 18,000 square foot building.

ECS was provided the following documents for review:

- Environmental Covenant, 1100, 1120, 1100 Ridge Avenue, Columbia, PA, recorded September 21, 2010.
- Final Report, Attainment of the Site Specific Standard Using Pathway Elimination, Columbia Reduction Company by Herbert, Rowland and Grubic, Inc. dated June 14, 2010.

The subject property was formerly occupied by Columbia Reduction Company (CRC) in the 1960s through the 1990s. CRC operations included the processing of non-ferrous furnace slag to recover economic metals. A waste from this process, Ball Mill Fines (BMP) was stockpiled on the eastern portion of the subject property. By 2001, CRC has ceased operations on the subject property and the BMP stockpile had been removed and disposed of at properly permitted disposal facilities. After CRC vacated the subject property, it was occupied by some light industrial tenants. The subject property is currently vacant.

Metals impacts were discovered in soil related to the former BMP stockpile. These impacts were remediated to a site-specific standard under Pennsylvania's Land Recycling Program (also known as Act 2) in the 2010s by the then-owner of the subject property, Colonia Metals Company. The remediation consisted of implementing engineering and institutional controls established through an environmental covenant. The environmental covenant was recorded with the Lancaster County Recorder of Deeds on September 21, 2010. The subject property use was restricted to non-residential use and groundwater use on the property is prohibited as institutional controls. Maintaining a fence around the site was established as an engineering control to prevent trespassers from contacting site soil.

ECS understands Columbia Borough recently acquired the subject property and is planning to rehabilitate the existing building into a new public works building. As part of the site renovations, Columbia Borough would like to remove the fencing from parcel 110-2321776-258487-0-0000, which includes the building, and use a soil cap on this portion of the subject property to prevent direct contact with impacted soil. Columbia Borough requested a proposal from ECS to revise the environmental covenant for the subject property to reflect this change in the engineering controls.

The environmental covenant also requires annual reporting to the Pennsylvania Department of Environmental Protection (PADEP) to document that the covenant is being abided by. Reporting is also required within one month of the property being sold, filing of any building permits or site work

that will affect the contamination. The environmental covenant will also require a Health and Safety Plan (HASP) be prepared for earth disturbances beyond 100 square feet. This proposal includes a compliance report prior to site work and the preparation of a HASP.

Scope of Services

Environmental Covenant Revision

ECS will contact the PADEP to discuss the proposed change in property use and modifications in the engineering control established. We assume since the subject property use will remain non-residential, the PADEP will not require the subject property to again go through the Act 2 program. ECS will revise the environmental covenant to include a soil cap on the parcel with the building. We anticipate this cap will include hardscaping (the site building, parking lot, driveways and sidewalks) and two-foot of clean fill on unpaved areas. Fencing will continue to be used as the engineering control for the other two parcels. A draft of the revised environmental covenant will be submitted for review by you and your legal counsel. Once we receive comments, we will submit the revised environmental covenant to the PADEP for review. We have included the fee for PADEP to review the revised covenant, but not fees for recording the environmental covenant with the Lancaster County Recorder of Deeds.

This scope includes an estimate of the effort required for this project based on our experience with projects of a similar scope. If PADEP requires additional documentation, meetings, or investigation, additional fees would be incurred. If needed, we will contact Columbia Borough with a change order for these additional services

HASP Preparation

ECS will prepare a HASP with health and safety information and precautions related to the soil impacts. This HASP will not cover risk analysis related to construction operations.

PADEP Notification and Compliance Reporting

ECS anticipates building permits will be filed prior to construction which will trigger the reporting requirement in the environmental covenant. ECS will visit the subject property to inspect the engineering controls and issue a report documenting that the engineering and institutional controls in the environmental covenant are being abided by. This report will also describe the planned property renovations and future use.

Out of Scope Items

During the performance of our Scope of Services, additional environmental issues beyond the Scope of Services outlined within this proposal may be encountered. ECS may contact Columbia Borough to discuss the relevance and significance of the additional issues to determine if the observation requires additional assessment, inclusion in our final report, or a modification to our contract.

Safety

ECS personnel are responsible for their own personal safety. While on site, if ECS personnel deem a condition unsafe and the performance of our scope of services cannot be completed, you will be notified of the unsafe condition. ECS personnel will not proceed further with the scope of services in that area until the unsafe condition is corrected. Access delays associated with safety concerns may result in additional fees.

PROJECT FEES AND SCHEDULE

Meetings

Meetings requested by Columbia Borough beyond the Scope of Services outlined above will be invoiced on a time and materials basis. Meetings after typical office hours (Monday through Friday 8 am to 5 pm) will be invoiced at 1.5 times the normal rate.

Project Fees

ECS will provide the proposed scope of services for the estimated fee of \$6,250.00, except for additional services selected by the client. A breakdown of this fee estimate is provided below.

Estimated Fees

	Qty	Rate	Unit	Cost
Environmental Covenant Revision				
Principal Geologist/ Hydrogeologist/Scientist	10	\$225.00	per hour	\$2,250.00
Assistant Environmental Project Manager	13	\$100.00	per hour	\$1,300.00
			Activity Total	\$3,550.00
HASP Preparation				
Principal Geologist/ Hydrogeologist/Scientist	1	\$225.00	per hour	\$225.00
Assistant Environmental Project Manager	6	\$100.00	per hour	\$600.00
			Activity Total	\$825.00
PADEP Notification and Compliance Reporting				
Principal Geologist/ Hydrogeologist/Scientist	3	\$225.00	per hour	\$675.00
Assistant Environmental Project Manager	12	\$100.00	per hour	\$1,200.00



	Qty	Rate	Unit	Cost
			Activity Total	\$1,875.00
			Grand Total	\$6,250.00

Project Schedule

Based on our present schedule, we can initiate the scope of services immediately after receiving your written authorization to proceed. We anticipate we contact PADEP and get a draft revised covenant to you within two weeks of receiving your authorization to proceed.

If other items are required because of PADEP requests, or because of a request for additional services, they would be invoiced as an agreed-to lump sum fee or in accordance with the ECS Fee Schedule (available upon request). Before expanding our scope of service that increased our fee, you would be informed of our intentions for both your review and authorization.

LIMITATIONS AND ASSUMPTIONS

Conclusions and recommendations pertaining to environmental conditions at the subject site are limited to the conditions observed at the time ECS personnel are onsite. The observations made only represent the locations at the time and day of collection. This proposed scope of work is not designed or intended to provide a comprehensive assessment of potential environmental impacts at the subject property.

We have made the following assumptions in developing this proposal:

- The fee estimated for the proposed scope of services assumes work can be completed within normal business hours. For work scheduled after hours and/or weekends, additional costs may be applied. Prices are based on performing work on a non-holiday weekday during normal business hours (7:00am – 5:00pm, Monday – Friday);
- Prices presented herein are valid for 60 days from the date of this proposal;
- Additional work, if required, shall be authorized by the client prior to initiation.



PROPOSAL ACCEPTANCE

Please complete the Proposal Acceptance page and return one copy to ECS to indicate acceptance of this proposal and to initiate services on the referenced project. The Client’s signature indicates that he/she has the authority to bind the Client, that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

Service	Initial
Environmental Consulting Services (\$6,250.00)	

Proposal Acceptance Table	
PROPOSAL INFORMATION	
ECS Proposal Number	47:33540-EP
Scope of Work	Environmental Consulting Services
Location	1110 Ridge Avenue, Columbia, Pennsylvania
CLIENT INFORMATION	
Signature - Authorized Representative for Entity Responsible for Payment	
Print or Type Name of Client and Company	
Date of Execution	
Proposal Addressee - Name	Mark Stivers
Proposal Addressee - Company	Columbia Borough
INVOICE INFORMATION Please Print or Type Below if Invoice Addressee Different Than Proposal Addressee or Special Invoicing Instructions	
Invoice Addressee - Name	
Invoice Addressee - Company	
Invoice Addressee - Street Address 1	
Invoice Addressee - Street Address 2	



Proposal Acceptance Table	
Invoice Addressee - City, State, Zip Code	
Invoice Addressee - Email	
Invoice Addressee - Phone Number	
Purchase Order Number	
Client Project/Account Number	
Pay Application Required	

TERMS AND CONDITIONS

The attached "Terms and Conditions of Service" are an integral part of our proposal. These terms and conditions represent the current recommendations of the Geoprofessional Business Association (GBA), the Consulting Engineers' Council, and the Geotechnical Division of the American Society of Civil Engineers.

Our insurance carrier requires that we have a signed contract prior to the release of any information. This letter is the agreement for our services. Your acceptance of this proposal should be indicated by signing and returning the enclosed Proposal Acceptance form to us.





ECS MID-ATLANTIC LLC TERMS AND CONDITIONS OF SERVICE

The professional services ("Services") to be provided by ECS Mid-Atlantic LLC ("ECS") pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing and shall form the Agreement between ECS and CLIENT.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Services on the Project and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S agents, contractors and consultants ("Contractors"). CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guarantee of any nature whatsoever.

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable laws or regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Services requires ECS to penetrate a surface, CLIENT shall furnish and/or shall direct CLIENT'S or CLIENT'S Contractors to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees or fee schedule to reflect any additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT'S Contractors, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readily apparent nor easily accessible, e.g., subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. CLIENT agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' additional services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the site for the performance of Services. CLIENT hereby grants ECS and its agents, subcontractors and/or subconsultants ("Subconsultants"), the right to enter from time to time onto the property in order for ECS to perform its Services. CLIENT agrees to indemnify and hold ECS and its Subconsultants harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' Subconsultant's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the first issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this Agreement to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assessment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the Services are conducted. No matter how thorough a Phase I ESA study may be, findings derived from its conduct are highly limited and ECS cannot know or state for an absolute fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

- 11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with its Project for which the Documents of Service are provided until the completion of the Project.
- 11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT and its Contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.
- 11.3 Without ECS' prior written consent, CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or its Subconsultants. CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or Damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.
- 11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

- 12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its Contractors from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.
- 12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, fall protection, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

- 13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.
- 13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.
- 13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any of CLIENT'S Contractors or any of their subcontractors.
- 13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete work being installed by CLIENT'S Contractors. If CLIENT elects to retain ECS on a part-time or on-call basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risk that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing in exchange for CLIENT'S receipt of an immediate cost savings. Unless the CLIENT can show that ECS' errors or omissions are contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part-time or on-call basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all Damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from work that was monitored or tested by ECS on a part-time or on-call basis.

14.0 **CERTIFICATIONS** - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent upon ECS signing any such "certification."

15.0 BILLINGS AND PAYMENTS

- 15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the professional fees section of the Proposal. Any estimate of professional fees stated shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be

limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

- 15.2 CLIENT agrees that all professional fees and other unit rates may be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.
- 15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the scope of Services, professional fees, and time schedule.
- 15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this Agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the professional Fees. Invoices are due and payable upon receipt.
- 15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice date. CLIENT agrees to pay the undisputed amount of such invoice promptly.
- 15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.
- 15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT's client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.
- 15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

- 16.1 CLIENT and CLIENT'S Contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to client-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT'S personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.
- 16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 **INSURANCE** - ECS represents that it and its subcontractors and subconsultants maintain workers compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.

- 18.1.1 If the proposed fees are \$10,000 or less, ECS' total aggregate liability to CLIENT shall not exceed \$20,000, or the total fee received for the services rendered, whichever is greater.
- 18.1.2 If the proposed fees are in excess of \$10,000, ECS' total aggregate liability to CLIENT shall not exceed \$50,000, or the total fee for the services rendered, whichever is greater.
- 18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage, or loss is caused by acts or omissions of CLIENT, its employees, agents, staff, consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.
- 18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this Agreement or the services provided as a result of the Proposal be limited to \$500,000.

19.0 INDEMNIFICATION

- 19.1 Subject to Section 18.0, ECS agrees to hold harmless and indemnify CLIENT from and against damages arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent

- acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.)
- 19.2 To the fullest extent permitted by law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ("Damages") caused in whole or in part by the acts, errors, or omissions of the CLIENT or CLIENT's employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.
- 19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**
- 19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**
- 19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**
- 20.0 CONSEQUENTIAL DAMAGES**
- 20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.
- 21.0 SOURCES OF RECOVERY**
- 21.1 All claims for damages related to the Services provided under this Agreement shall be made against the ECS entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS.
- 21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.
- 22.0 THIRD PARTY CLAIMS EXCLUSION** - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the Agreement. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.
- 23.0 DISPUTE RESOLUTION**
- 23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen calendar (15) days of either party's written request for executive negotiation or as otherwise mutually agreed. Should this meeting fail to result in a mutually agreeable plan for resolution of the Dispute, CLIENT and ECS agree that either party may bring litigation.
- 23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.
- 23.3 Litigation shall be instituted in a court of competent jurisdiction in the county or district in which ECS' office contracting with the CLIENT is located. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Virginia, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.
- 24.0 CURING A BREACH**
- 24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.
- 24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.
- 25.0 TERMINATION**
- 25.1 CLIENT or ECS may terminate this Agreement for breach, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.
- 25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.
- 26.0 TIME BAR TO LEGAL ACTION** - Unless prohibited by law, and notwithstanding any Statute that may provide additional protection, CLIENT and ECS agree that a lawsuit by either party alleging a breach of this Agreement, violation of the Standard of Care, non-payment of invoices, or arising out of the Services provided hereunder, must be initiated in a court of competent jurisdiction no more than two (2) years from the time the party knew, or should have known, of the facts and conditions giving rise to its claim, and shall under no circumstances shall such lawsuit be initiated more than three (3) years from the date of substantial completion of ECS' Services.
- 27.0 ASSIGNMENT** - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.
- 28.0 SEVERABILITY** - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.
- 29.0 SURVIVAL** - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the Agreement.
- 30.0 TITLES; ENTIRE AGREEMENT**
- 30.1 The titles used herein are for general reference only and are not part of the Terms.
- 30.2 These Terms together with the Proposal, including all exhibits, appendixes, and other documents appended to it, constitute the entire agreement between CLIENT and ECS ("Agreement"). CLIENT acknowledges that all prior understandings and negotiations are superseded by this Agreement.
- 30.3 CLIENT and ECS agree that subsequent modifications to the Agreement shall not be binding unless made in writing and signed by authorized representatives of both parties.
- 30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.
- 30.5 CLIENT'S execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT'S acceptance of this Proposal and these Terms and their agreement to be fully bound to them. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.

**EXECUTIVE BRIEF
REGULAR MEETING**

AGENDA DATE: May 14, 2024

DEPARTMENT: Community Development

TITLE: Ridge Ave Public Works Building

BACKGROUND AND JUSTIFICATION: Columbia Borough purchased the property located at 1100 Ridge Avenue for use as the new public works facility. The property is currently being improved with a 16,000-square-foot prefabricated metal building on a slab concrete foundation, which requires significant renovation before it can be utilized as the Borough’s public works facility. This project proposes renovations, including the installation of a new roof, new coating of exterior corrugated metal, replacement of bay doors, new mechanical, electrical, and plumbing systems, and an addition of 2,500 square feet for offices, locker rooms, and restrooms.

Proposals were received for architectural services from Mulá Group, Cornerstone Design Architects, and RLPS Architects.

The proposals contain the architectural qualifications, rate tables, and high-level estimated costs for services.

MOTION: Move to select an Architectural firm for design services

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal impact will depend on the consultant selected.

Fiscal Years	2024	2025	2026	2027	2028
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
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
18-430-610	Ridge Avenue development	\$1,500,000*	\$1,493,750		

*New account for 2024 – Revenue will come from the sale of Borough property.

ATTACHMENT(S): Received Architectural Proposals



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Joseph Mulá, AIA President & CEO

Proposal

Architectural and MEP Engineering Services

May 1, 2024

John Rea, PE
C.S. Davidson, Inc.
38 North Duke Street
York PA 17401

Columbia Borough Public Works Facilities
1100 Ridge Avenue
Columbia, Lancaster County, PA

Dear John,

Thank you for the opportunity to prepare a proposal for an addition to and renovations to the Ridge Avenue Maintenance Facility for Columbia Borough. As part of this proposal, we have included architectural, mechanical, and electrical engineering services.

Our understanding of the scope of work involves relocating and consolidating its Public Works Facilities to 1100 Ridge Avenue. We understand the scope to include 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, insulation, slab repairs, and cosmetic upgrades throughout. The project scope also includes additions to the existing building, which consists of a wash bay, breakroom, offices, restrooms, and locker rooms. 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. All existing electrical, HVAC, and plumbing systems will be removed and replaced.

Our proposal is based on documents provided to us recently as well as discussions and a meeting on site held on April 23, 2024.

After your review of our proposal, if you have any questions do not hesitate to contact me at 717.309.3326 or jmula@themulagroup.com. If everything is acceptable to you, we will utilize our pre-existing master services agreement.

A handwritten signature in black ink, appearing to read "J. Mulá".

Joseph Mulá, AIA
President and CEO



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environmental

Joseph Mulá, AIA President & CEO

1.0 ARCHITECTURAL SERVICES

- 1.1 Field measure existing conditions as required to document the scope of work taking measurements at typical locations throughout the building.
- 1.2 Develop 3D model of the existing and proposed conditions.
- 1.3 Conduct code analysis based on the Pennsylvania Uniform Construction Code and make recommendations to Project Team.
- 1.4 Prepare design documents for Project Team review. Design documents shall consist of the following:
 - 1.4.1 Floor plan
 - 1.4.2 Finishes plan
 - 1.4.3 Three (3) building elevations
- 1.5 Attend three (3) meetings during design phase.
- 1.6 Revise documents after each meeting.
- 1.7 Attend three (3) meetings during Construction Documentation phase.
- 1.8 Construction Documents shall consist of the following:
 - 1.8.1 Cover sheet
 - 1.8.2 Life safety and code information
 - 1.8.3 Demolition plan
 - 1.8.4 First floor plan
 - 1.8.5 First floor reflected ceiling plan
 - 1.8.6 Roof plan
 - 1.8.7 Four (4) exterior elevations
 - 1.8.8 Nine (9) wall sections
 - 1.8.9 Interior elevations
 - 1.8.10 Construction details
 - 1.8.11 Schedules and legends
 - 1.8.12 Written book specifications, based on CS Davidons's specifications format.
 - 1.8.13 ComCheck
- 1.9 You will prepare building permit applications for permit submission.
- 1.10 Prepare final Construction Documents for permit submission.
- 1.11 E-mail you a vector based .pdf version of the Construction Documents for your record. Construction Documents shall be formatted for 30"x42".
- 1.12 You will drop off the permit submission package to the authority having jurisdiction.
- 1.13 Respond to one (1) round of plans review comments.
- 1.14 Coordination with members of the Project Team.
- 1.15 Digital files will be shared as an instrument of service for this project on an as needed basis in the most recent platform of either .pdf or .rvt format. It will be the responsibility of the receiving party of the digital files to translate them into other file formats beyond those outlined in this statement.
- 1.16 Forty (40) hour allowance for Bidding Services which include, but are not limited to:
 - 1.16.1 Attend one (1) pre-bid walkthrough
 - 1.16.2 Response to requests for information
 - 1.16.3 Issuance of Addenda
- 1.17 One hundred twenty (120) hour allowance for Construction Support Services which include, but are not limited to:



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- materials testing
- special inspections
- environmental

- 1.17.1 Response to requests for information
- 1.17.2 Issuance of Bulletins
- 1.17.3 Submittal review (shop drawings, samples, etc.) to demonstrate the way by which the contractor proposes to conform to the information given and the design concept expressed in the Construction Documents
- 1.17.4 Site visits at intervals appropriate to the stage of construction
- 1.17.5 Punch lists

2.0 MECHANICAL AND ELECTRICAL ENGINEERING SERVICES

- 2.1 Field measure existing conditions as required to document the scope of work taking measurements at typical locations throughout the building.
- 2.2 Develop 3D model of the existing and proposed conditions.
- 2.3 Design and documentation of HVAC systems throughout the building. For the purpose of this proposal, it is assumed air conditioning only in the office, breakroom, and restroom spaces.
- 2.4 Design and documentation of plumbing systems for the break room, restrooms, floor drains, and water for wash bay. For the purposes of this proposal we are assuming that water, sewer, and natural gas services are adequate.
- 2.5 Design, documentation, and coordination for a new electrical service.
- 2.6 Design and documentation for power in coordination with the needs of the borough.
- 2.7 Design and documentation of lighting for the break room, office, and restrooms. Lighting for the main garage and wash bay to be LED high bay style lighting.
- 2.8 Written book style specifications.
- 2.9 Sixteen (16) hour allowance for Bidding Services which include, but are not limited to:
 - 2.9.1 Response to requests for information
 - 2.9.2 Issuance of Addenda
- 2.10 Forty (40) hour allowance for Construction Support Services which include, but are not limited to:
 - 2.10.1 Response to requests for information
 - 2.10.2 Issuance of Bulletins
 - 2.10.3 Submittal review (shop drawings, samples, etc.) to demonstrate the way by which the contractor proposes to conform to the information given and the design concept expressed in the Construction Documents

3.0 PROJECT SCHEDULE

- 3.1 Start Architectural Services June 2024
- 3.2 Complete Design Documents November 2024
- 3.3 Start Construction Spring 2025

4.0 RESPONSE TO PROPOSAL INCLUSIONS

- 4.1 Mulá group has been in business since 2015.
- 4.2 Attached are resumes for the main team members.
- 4.3 Attached are project cut sheets for three recent projects.
- 4.4 See Exhibit A for hourly rates. See Exhibit B for an ROM fee structure.
- 4.5 Mulá group recently completed multiple local municipal projects where budget and code compliance were paramount. Our team is prepared to partner with Columbia Borough and



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Joseph Mulá, AIA President & CEO

guide them on the best path forward to achieve a project that is code compliant and meets the needs of the maintenance staff.



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Exhibit A: 2024 List of Rates

TITLE	RATE
Principal.....	\$200
Vice President.....	\$190
Director.....	\$170
Senior Manager.....	\$160
Manager.....	\$130
Project Designer III.....	\$110
Project Designer II.....	\$95
Project Designer I.....	\$80
Field Technician III.....	\$60
Field Technician II.....	\$55
Field Technician I.....	\$50
Administrative Support.....	\$60

REIMBURSABLE ITEM	RATE
AIA Contract Documents.....	AIA List Price
Large Format Printing (per sheet).....	\$7
Mileage.....	Current IRS Rate



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 environmental

Exhibit B: ROM Fee Structure

TITLE	RATE
Architectural Design Phase.....	\$44,800
Mechanical and Electrical Design Phase.....	\$37,840
Architectural Bidding Phase.....	\$4,480
Mechanical and Electrical Bidding Phase.....	\$2,400
Architectural Construction Support Phase.....	\$13,440
Mechanical and Electrical Construction Support Phase.....	\$7,100
Total, Estimated Hourly Fee.....	\$110,060



As President / CEO of mulá group, Joe's broad breadth of invaluable experience leads our clients through the labyrinth of the construction processes. Building on his detail and group oriented skills, broad experiences in multiple building types and projects in more than a dozen states across the country, he understands and exercises exceptional communication skills, empowering our clients to make the most knowledgeable and beneficial decisions affecting all aspects of their projects. With supporting dual minors in both Historic Preservations and Business Administration, Joe provides additional insight and expertise to sensitive renovation projects, project financing, budgeting and schedule. Embodying mulá group's full-service approach, Joe, leads the firm's efforts in multiple projects from pre-construction through post construction in mulá group's key market service areas of Healthcare, Education, Retail + Restaurant, Industrial, Municipal, Senior Living, and Lifestyle.

Joe graduated with the degree of Bachelor of Architecture with minors in both Business and Historical Preservation from Philadelphia University in Philadelphia, Pennsylvania. His past tenure as project manager for a large firm in Philadelphia and his current status as President / CEO of mulá group highlights his career experience and achievements as a leader in today's Construction Profession. Additionally Joe's passion for championing architecture in education is demonstrated through devoting countless hours towards the Central York School District's Business Roundtable and the Group Based Education sub-committee. mulá group was also given a Career Partnership Recognition award for participating as a host in Red Lion Area School District's career focused Internship Program. In addition, Joe donates his efforts to Central York School District, York Votech NOCTI exams and has previously served as an adjunct professor at Philadelphia University's School of Architecture.

In October 2019, Joe received a nomination from the Central Penn Business Journal as a 40 Under 40 Honoree recognizing excellence in business leadership, community service, and commitment to entrepreneurship that inspires change. Joe has also been recognized the last two years as a Power 30 Leader by the Central Penn Business Journal for his commitment to change and leadership amid market, supply chain, and staffing challenges across the construction industry.

EDUCATION

- Bachelor of Architecture
Philadelphia University, 2006
- Minors in Historical Preservation
and Business

YEARS OF EXPERIENCE: 17

PROFESSIONAL LICENSES & ASSOCIATIONS:

- Member of American Institute of Architects
- Registered Architect in DE, MD, PA, NC, NJ, VA
- Certified by National Council of Architectural Registration Board
- Healthcare Construction Certificate from the American Hospital

AREAS OF PRACTICE:

- Healthcare
- Education
- Retail + Restaurant
- Industrial
- Municipal
- Senior Living
- Lifestyle

VOLUNTEER ACTIVITIES

- Trout Committee Member at Starview Sportsman Association; 2017-present
- Windsor Township Zoning Hearing Board; 2019-present
- Board Member of The Redevelopment Authority of the County of York; 2019-present
- NOCTI for York Votech; 2017-present
- Architecture in Education with local high schools; 2015-present



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RICHARD L. KREIGER

PE - LEED BD+C

PRINCIPAL

Registration:

Professional Engineer: PA, IL, MD, NJ, VA, OH, TX, FL, MA, CT, DE, IN, MI, NH, NC, WV, CO, NY

Professional Affiliations:

American Society of Heating, Refrigerating and Air-Conditioning Engineers

National Society of Professional Engineers

USGBC LEED Accredited Professional

Contact:

 717.657.9700

 rkreiger@gatterdiehl.com

 100 Winding Creek Blvd.
Mechanicsburg, PA.

Experience

Mr. Kreiger has over 30 years of professional design experience. His background includes: All levels of Commercial, Educational, Healthcare, Spiritual, Senior Living Communities, Retail, Industrial and Institutional facilities. Rich's experience includes new construction design as well as evaluation of existing conditions, preparation of contract documents, studies, construction observation, bid procurement, and shop drawing review. Rich is also trained, accredited and experienced in certified Green Building Design and performs and prepares mechanical studies and reports.

Education

Bachelor of Science Degree in Mechanical Engineering (B.S.M.E.) with Mathematics Minor

- Geneva College, 1986

Overall Responsibilities

Rich will be providing and overseeing all aspects of the mechanical design for the project. Rich offers tremendous expertise in the field of Mechanical Engineering, including; HVAC, Geothermal, Co-Generation, Solar Array, Plumbing, Fire Protection, Control Systems, fluids and systems analysis.

Experience Exclusive of

- Phoenix Contact - Logistics Center of America | Middletown, PA.
- Phoenix Contact - Customer Technology Center | San Jose, CA.
- Capital BlueCross - Pillar Rotary UPS Replacement + New Equipment & Flooring Layout | Harrisburg, PA.
- TE Connectivity - Campus Wide Renovations | Middletown, PA.
- PSECU - Headquarters | Harrisburg, PA.
- Pennsylvania Housing and Finance Agency - Headquarters | Harrisburg, PA.

References

Phoenix Contact - Middletown, PA

Contact: Mr. Doug Ferguson - Vice President of Americas Operations

Telephone: 717-944-1300

Capital Blue Cross - Harrisburg, PA

Contact: Mr. Russel Helt - Director of Facilities

Telephone: 717-541-6037

Bedford Area School District - Bedford, PA

Contact: Mr. Allen Sell - Superintendent

Telephone: 717-623-4290



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ROB HENNING

*PROJECT MANAGER/
SYSTEMS DESIGNER/
ANALYST*

Specialization:

USGBC - Green Building Design

MEP Team - Senior Project Management


Construction Administration

Systems Analysis and Software Coordination

REVIT/AutoCAD

Grants, Incentives, and Rebates

Contact:

 717.657.9700

 rhenning@gatterdiehl.com

 100 Winding Creek Blvd.
Mechanicsburg, PA. 17050

Experience

Mr. Henning has over 16 years of engineering design experience including large-scale project management. Rob's broad range of experience includes: Commercial, Educational, Spiritual, Healthcare, Senior Living Communities, Institutional, Heavy Industrial, Government and Residential types of projects. Rob's background includes vast experience in electrical power systems design and evaluation, lighting, large and small scale solar PV, energy studies and team management of contract documents and construction administration.

Education

- Pittsburgh Technical Institute - Associates Degree in Building Systems Design

Overall Responsibilities

Today, Rob serves as a project manager responsible for management of MEP teams, master planning, presentations, and oversight of design documents. He is responsible for meeting design requirements of the client and prepares various technical studies and reports regarding systems and feasibility. Rob also specializes in grants, incentives, and rebates for clients.

Experience Exclusive of

- Phoenix Contact - Logistics Center of America | Middletown, PA.
- Phoenix Contact - Customer Technology Center | San Jose, CA.
- Capital BlueCross - Pillar Rotary UPS Replacement + New Equipment & Flooring Layout | Harrisburg, PA.
- TE Connectivity - Campus Wide Renovations | Middletown, PA.
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Bedford Area School District - Bedford, PA

Contact: Mr. Allen Sell - Superintendent
Telephone: 717-623-4290



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JEFFREY L. CRIST

PE - LEED BD+C

PRINCIPAL

Registration:

Professional Engineer -
Pennsylvania

#PE 045413E


Professional Affiliations:

National Society of
Professional
Engineers

PA Society of Professional
Engineers

USGBC- LEED Accredited
Professional

Contact:

 717.657.9700

 jcrist@gatterdiehl.com

 100 Winding Creek Blvd.
Mechanicsburg, PA.

Experience

Mr. Crist has been with Gatter & Diehl, Inc. since 1985, progressing from Electrical Designer to Project Engineer to Project Manager to Principal. Jeff's broad range of experience includes: High-End Commercial, Senior Living Communities, Educational, Spiritual, Healthcare, Institutional, Heavy Industrial, Government and Residential types of projects. Jeff has served as Project Manager for hundreds of projects over the years.

Education

Associate of Science Degree in Electrical Engineering Technology

- Pennsylvania State University, 1983
- Engineering Design and Applied Mathematics
- University of Pittsburgh at Johnstown, 1985

Overall Responsibilities

Jeff has been responsible for the selection, coordination, and specification of many specialty systems including: Geothermal, Co-Generation Systems, Large Scale Solar, Commercial, Light Industrial and Heavy Industrial Power Systems, Short Circuit, Coordination and Arc Flash Studies, Energy Analysis, Feasibility Studies, Grant Writing, Electric Arc Furnaces, High Voltage Systems ranging from 4,160v thru 115kv and many other systems both Mechanically and Electrically. Jeff is also trained, accredited and experienced in certified Green Building Design.

Experience Exclusive of

- Phoenix Contact - Logistics Center of America | Middletown, PA.
- Phoenix Contact - Customer Technology Center | San Jose, CA.
- Capital BlueCross - Pillar Rotary UPS Replacement + New Equipment & Flooring Layout | Harrisburg, PA.
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Telephone: 717-944-1300

Capital Blue Cross - Harrisburg, PA

Contact: Mr. Russel Helt - Director of Facilities

Telephone: 717-541-6037

Bedford Area School District - Bedford, PA

Contact: Mr. Allen Sell - Superintendent

Telephone: 717-623-4290



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DORSEY WERTZ, PE
*MECHANICAL SYSTEMS
ENGINEER*

Registration:
Professional Engineer -
Pennsylvania

#PE 085655

Professional Affiliations:

National Society of
Professional Engineers

PA Society of Professional
Engineers

USGBC - LEED Accredited
Professional

Contact:

 717.657.9700

 dwertz@gatterdiehl.com

 100 Winding Creek Blvd.
Mechanicsburg, PA.

Experience

Mr. Wertz has been with Gatter & Diehl for 12 years. His background experience includes design in High-end Commercial, Education, Healthcare, and Senior living facilities. In addition to Dorsey's design experience he is also experienced in field surveys, evaluations of existing systems, documentation of field conditions, water efficiency studies and preparation facility assessment and contract documents. Dorsey has provided design services on numerous USGBC LEED projects.

Education

- Associate of Science in Mechanical Engineering - Pennsylvania State University
- Bachelor of Science in Electro-Mechanical Engineering - Pennsylvania State University

Overall Responsibilities

Dorsey is a Mechanical Engineer responsible for the preparation of all aspects of mechanical systems engineering. Dorsey specializes in designs of highly efficient systems including: geothermal, co-generation, boiler systems, chilled water systems, variable refrigerant systems, rainwater harvesting, and solar water heating. He also authors and reviews various technical mechanical studies and reports regarding system feasibility studies.

Experience Exclusive of

- Phoenix Contact - Logistics Center of America | Middletown, PA.
- Phoenix Contact - Customer Technology Center | San Jose, CA.
- Capital BlueCross - Pillar Rotary UPS Replacement + New Equipment & Flooring Layout | Harrisburg, PA.
- TE Connectivity - Campus Wide Renovations | Middletown, PA.
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Phoenix Contact - Middletown, PA

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Telephone: 717-944-1300

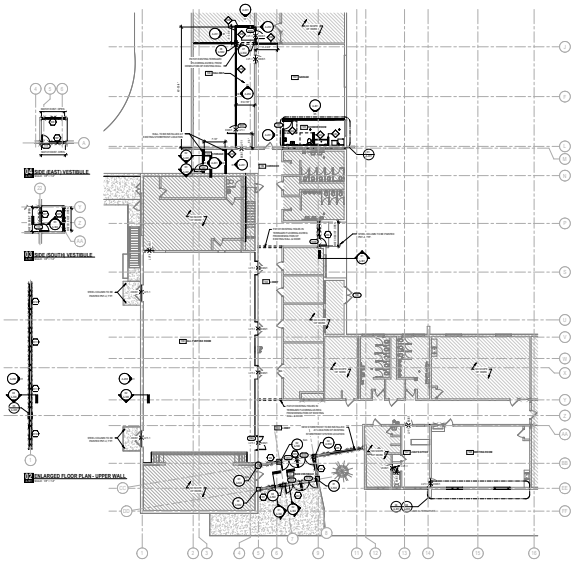
Capital Blue Cross - Harrisburg, PA

Contact: Mr. Russel Helt - Director of Facilities
Telephone: 717-541-6037

Bedford Area School District - Bedford, PA

Contact: Mr. Allen Sell - Superintendent
Telephone: 717-623-4290

Municipal Project Information within last 12 Months



Chanceford Township
York County, Pennsylvania
2024-Present
Construction Cost: \$2,000,000
Building code compliance, energy efficiency upgrades, ADA upgrades
using a RACP grant.



Red Lion Borough
York County, Pennsylvania
2023-2024
Construction Cost: \$1,400,000
Renovations to an existing 1960s era church building to house the
borough's new office and meeting room.



Loganville Borough
York County, Pennsylvania
2023-2024
Construction Cost: \$750,000
Renovations to an existing picnic pavilion to house the borough's first
community building, offices, and meeting room.



PENSKE TRUCKING FACILITY



- Renovations
- Addition

SQUARE FEET	22,000
LOCATION	JESSUP, MD

INTERIOR



EXTERIOR





48 – 50 West Chestnut Street
Suite 400
Lancaster, PA 17603

(717) 435-1800

May 1, 2024

Dear Mr. Rea and Columbia Borough team,

Thank you for the opportunity to submit a proposal to work with you to provide architectural design and MEP design services for your new maintenance facility, which will renovate and add on to the existing structure located at 1100 Ridge Ave in Columbia Borough. You are giving opportunity to three quality architectural firms and we appreciate being one of those selected. Congratulations on the purchase of the property, and we applaud the goals and efforts being put into rehabilitating this property which have been stated in your RFP as well as during our time on-site. CDA has a strong dedication and focus to helping to revitalize existing properties and buildings, and we always like to see renovations and adaptive reuse being undertaken whenever possible.

Our project team includes some talented and dedicated folks here at CDA as well as from our sub-consultant, Paragon Engineering Services, all of who have demonstrated an ability to excel at industrial projects. Being set back from the street and being a utilitarian and purpose-built facility, we understand that this is a project which should be approached in an efficient and cost-effective way, while prioritizing functionality and taking into consideration some of the existing conditions which will require our attention as a design team. It is always our pleasure to work alongside CS Davidson—they are a clear favorite of ours as a structural engineering firm and CDA and CSD have completed many successful projects together over the long years of our professional collaboration. We look forward to following CSD's lead and providing insight from our experience which as a design team promises to be a very strong team.

Some specific and unique things that we have taken away from your RFP, the site walkthrough, and our experience that we want to address as they relate to your project are the importance of a clear and accurate identification of the existing conditions. We plan to use a Matterport scanning system that we operate in-house to scan the existing facility and be able to provide an extremely accurate existing conditions model to start the project off on the right foot. With construction costs being as challenging to manage as they have ever been, we are recommending that you consider allowing us to work with a local and trusted GC, EG Stoltzfus Construction, to provide professional estimating services to allow you to have an industry-informed project budget and some initial constructability input and impressions long before it's time to put the project out to bid. We also asked Paragon to make sure to include a team member with strong fire protection experience, as a sprinkler system and fire alarm can be easily forgotten and poorly executed in publicly bid projects where they are delegated design items. Having that expertise at the table during the design will help those systems be better integrated into the project.

We're proud of the team we've built here at CDA for many reasons, not the least of which is that our staff understand the importance of being service-oriented as a firm. We're here to learn and listen well, help you make informed decisions, and end up with a building that is functional and that has had the buy-in of all of the project stakeholders. Our founder, Dale Yoder, has spoken of what responsiveness to our clients' needs and goals means since before I started at CDA in 2008. There are lots of talented design professionals in our area, but being able to set ego aside and be focused on the experience and success of the client and everyone that is involved in developing their project is a standout trait which we value greatly. We're honored to be considered, and are confident that we would do very well on your behalf. Above all else, we strive to have you feel that the design and construction process was a successful one at the end of the project.

Sincerely,



Ryan Griffith, AIA, President

TABLE OF CONTENTS

1. History & Licensure
2. Resumes
3. Relevant Project Experience
4. Hourly Rates & Rough Order of Magnitude

C O R N E R S T O N E D E S I G N
A R C H I T E C T S

1





Cornerstone Design, Ltd.- Architects is a Pennsylvania corporation approved for the practice of architecture who has extensive experience in the design industry. Our registered architects maintain licenses allowing us to assist our clients in the Mid-Atlantic and East Coast Region of the US.



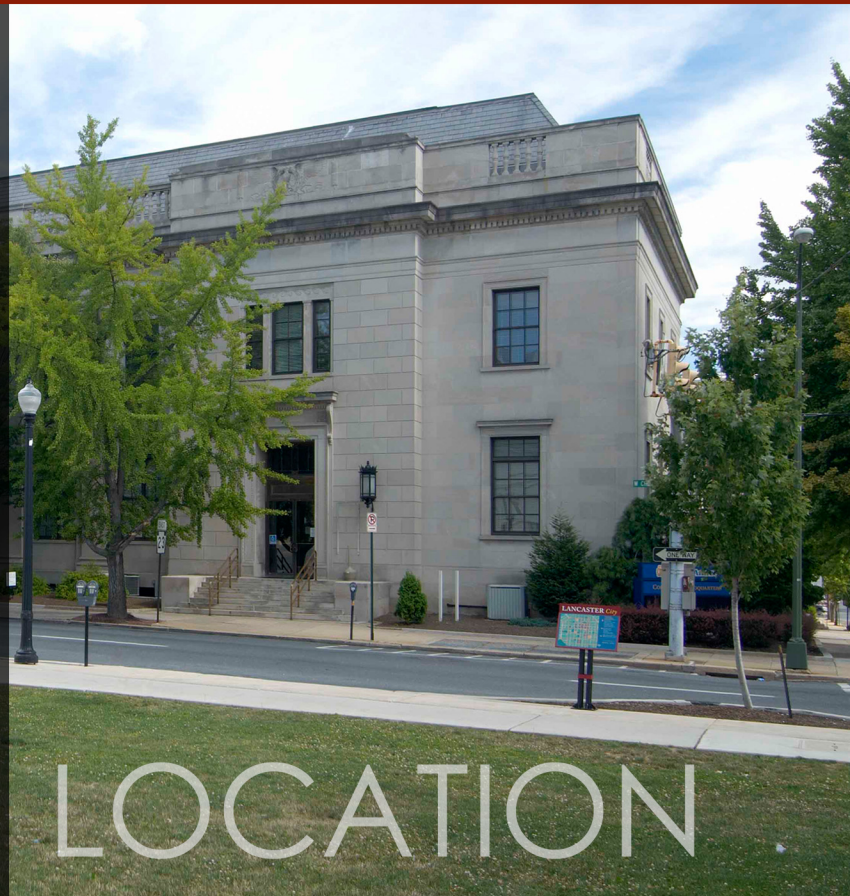
In-house services include a full range of architectural services for a wide variety of building types, from initial feasibility and programming studies, code and accessibility analysis, master planning, computer-generated renderings and images, schematic design and design development phases, construction documents, and construction administration. We are committed to listening to your needs and vision, to understand your programming needs and requirements.

We will work with you to shape your identified needs and goals into the building design. Throughout the process we believe it is important to have continued interchange and clear communication. We consider the customer to be key in helping us evaluate the most important criteria between cost, schedule, and quality. Together we will design a facility that meets or exceeds your expectations.

Cornerstone Design-Architects is located in Lancaster City's historic Post Office Building, built in 1928.

**48-50 West Chestnut Street, Suite 400
Lancaster, PA 17603**

We occupy the fourth floor suite which was the previously unused 2-story attic space for the building. We are pleased to have designed and now call this distinctive space on Gallery Row in historic downtown Lancaster, our home.



Originally incorporated under the name of W.N. Marsh Associates Ltd. Architects in January of 1990 as an affiliate of The Horst Group.

February of 1995, the company name was changed to Cornerstone Design Ltd. Architects and shortly after Dale R. Yoder was named President.

In May 2007, Cornerstone Design-Architects underwent an ownership restructuring, purchasing Horst's 50% share.

In 2022, Cornerstone made an Ownership transition naming Ryan J. Griffith the new President, along with new partner Zak Polett - Principal Architect, Josh Yoder - Vice President, & Ben Yoder - Business + IT Manager.

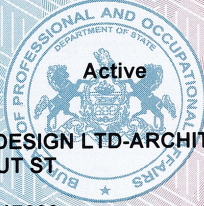


Commonwealth of Pennsylvania Department of State
Bureau of Professional and Occupational Affairs

Architecture Firm

License Number
AX002767L

Expiration Date
06/30/2025



CORNERSTONE DESIGN LTD-ARCHITECTS (DBA: CORNERSTONE DESIGN - ARCHITECTS)
48-50 W CHESTNUT ST
SUITE 400
LANCASTER, PA 17603

OFFICIAL DOCUMENT

READ THE FOLLOWING INFORMATION CAREFULLY CONCERNING YOUR LICENSE:

1. SIGN THE WALLET CARD AND CERTIFICATE WHERE INDICATED.
2. DETACH THE WALLET CARD AND CERTIFICATE AT PERFORATION.

Pennsylvania Licensing System (PALS)

Visit our website at: www.pals.pa.gov to renew your license, change your personal or license address, or order duplicate licenses.

CORNERSTONE DESIGN LTD-ARCHITECTS (DBA: CORNERSTONE DESIGN - ARCHITECTS)
48-50 W CHESTNUT ST
SUITE 400
LANCASTER, PA 17603

DISPLAY THIS CERTIFICATE PROMINENTLY • NOTIFY AGENCY WITHIN 10 DAYS OF ANY CHANGE

Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO BOX 2649 Harrisburg PA 17105-2649

23 0048304

License Type
Architecture Firm

CORNERSTONE DESIGN LTD-ARCHITECTS
(DBA: CORNERSTONE DESIGN - ARCHITECTS)
48-50 W CHESTNUT ST
SUITE 400
LANCASTER, PA 17603



License Status
Active

Initial License Date
09/26/1989

License Number
AX002767L

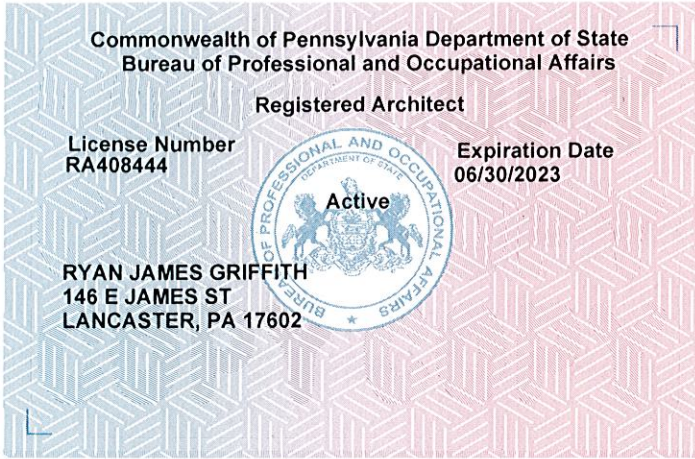
Expiration Date
06/30/2025

Arion R. Claggett

[Signature]

Acting Commissioner Arion R. Claggett

Signature



OFFICIAL DOCUMENT

READ THE FOLLOWING INFORMATION CAREFULLY CONCERNING YOUR LICENSE:

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Pennsylvania Licensing System (PALS)

Visit our website at: www.pals.pa.gov to renew your license, change your personal or license address, or order duplicate licenses.

RYAN JAMES GRIFFITH
146 E JAMES ST
LANCASTER, PA 17602

DISPLAY THIS CERTIFICATE PROMINENTLY • NOTIFY AGENCY WITHIN 10 DAYS OF ANY CHANGE

Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO BOX 2649 Harrisburg PA 17105-2649

21 0080660

License Type
Registered Architect

RYAN JAMES GRIFFITH
146 E JAMES ST
LANCASTER, PA 17602



License Status
Active

Initial License Date
07/18/2018

License Number
RA408444

Expiration Date
06/30/2023

Commissioner of Professional and Occupational Affairs

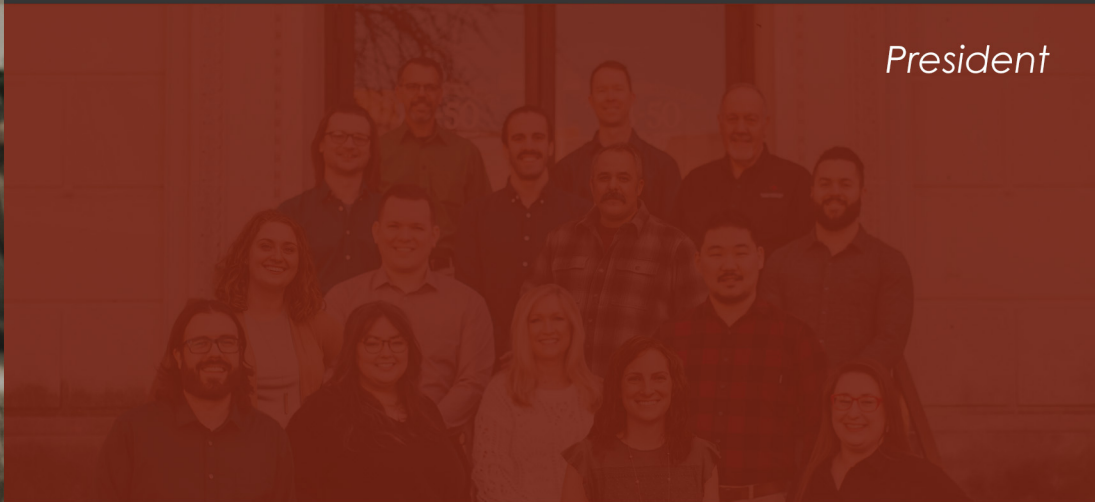
Signature

ALTERATION OF THIS DOCUMENT IS A CRIMINAL OFFENSE UNDER 18 PA.C.S. §. 4911

C O R N E R S T O N E D E S I G N
A R C H I T E C T S

2





rgriffith@cornerstonedesign.com

717.435.1824

EDUCATION

Bachelor of Architecture from Pennsylvania State University

BACKGROUND

Ryan has been with the CDA team since 2008, having started as an intern before becoming a licensed architect and taking on project and firm management at Cornerstone. Ryan began his role as President of CDA in 2021. He is experienced in project types including healthcare, urban mixed use, and multi-purpose facilities including churches, sports facilities, and community centers. Ryan entered the architecture industry with a strong background in art and is particularly adept at façade concept sketching and building envelope design.

COMMUNITY INVOLVEMENT

Regularly attends Lancaster Historical Commission Meetings

Provides preliminary project counsel to non-profit organizations

Actively promotes educational opportunities including student shadowing and presenting at job fairs and school-sponsored events

PROJECT EXPERIENCE

Windsor Township Public Works Addition

Windsor Township Community Center

Water Street Ministries - Master Planning

Water Street Ministries - Building 3000

Water Street Ministries - 7400 Common Area Renovations

LGH Energy Center

Various LGH/Penn Medicine - Family Medicine Projects

Various Lancaster General Hospital Projects

LBC - SAC - iLEAD Phase 1 Addition

LBC - South & West Dorm Renovations

LBC - Student Learning Commons

St. Leo The Great School - Phase 1

St. Leo The Great School - Parish Hall Addition

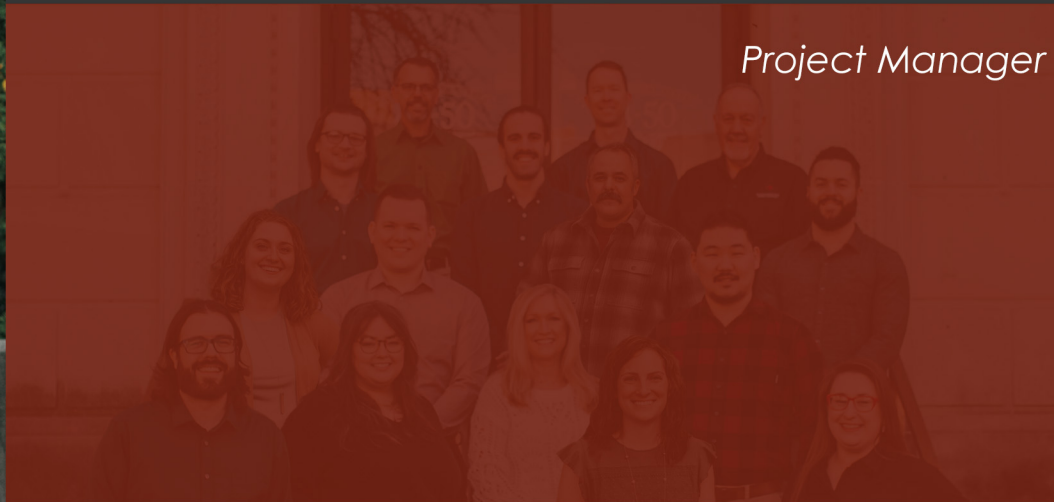
University Valley Forge - Renaissance Dining

10-12 N. Queen Street Renovations

38 E Walnut Street Apartments

Petra Church - Children's Ministry Addition

Overlook Town Center



pbahn@cornerstonedesign.com

717.435.1825

EDUCATION

Bachelor of Architecture from Thomas Jefferson University

BACKGROUND

Paul joined the Cornerstone team in 2023 and has brought his over 18 years of architectural & construction management experience to the team, with a passion for historical preservation, restoration, and adaptive reuse. Awards for projects include the Leadership Award for Preservation Planning from Preservation Pennsylvania as well as an Award of Excellence from Associated Builders and Contractors Keystone Chapter, AIA Merit Awards and AIA Design Awards.

COMMUNITY INVOLVEMENT

Chairman on Board of Directors for Historic Barn and Farm Foundation of Pennsylvania

PROJECT EXPERIENCE

Belmont Mansion - Lancaster:

- Project Manager for Design, Construction Documents, Construction Administration, and secured approved tax credits from PASHPO (Pennsylvania State Historic Preservation Office)
- Leadership Award for Preservation Planning from Preservation Pennsylvania
- Award of Excellence – Associated Building and Contractors Keystone Chapter

Chestnut Level Presbyterian Church - York:

- C Emlen Urban Award for Historic Preservation by the Historic Preservation Trust of Lancaster County

Stehli Silk Mill - Lancaster:

- Project Manager for Design, Construction Documents, and secured approved tax credits from PASHPO

Deisley Farmhouse - Lancaster:

- Project Manager for Design, Construction Documents, and secured approved tax credits from PASHPO

Mediterra Café - Pittsburgh:

- Project Manager for Design, Construction Documents, and Construction Administration
- AIA PGH 2018 Award Winner



Peter Beddia, PE, is the Director of Electrical Engineering and has over 30 years of experience working in the Electrical/Design and construction fields. Peter specializes in industrial and commercial lighting and power projects, and coordinating ARC Flash studies.

Education

1989, B.S.,
Electrical Engineering Technology
Pennsylvania State University

Registrations

Alabama, Arkansas,
Georgia, Indiana,
Maryland, New Jersey,
North Carolina, Pennsylvania,
Oregon, Wisconsin



Rodger Lease, PE, is the Director of Mechanical Engineering and has over 28 years of experience working in the Mechanical/Design and construction fields. Rodger is responsible for design, coordination and construction administration of mechanical building systems including HVAC, plumbing and fire protection with a specialized focus in HVAC systems and controls.

Education

1992, B.S.,
Mechanical Engineering
Pennsylvania State University

Registrations

Alabama, Delaware, District of Columbia,
Florida, Georgia, Louisiana, Maryland,
Massachusetts, Michigan,
Mississippi, New Jersey, North Carolina,
Ohio, Pennsylvania, South Carolina,
Tennessee, Virginia, West Virginia, NCEES,
Wisconsin



Scott Aisenbrey is a Mechanical Designer and has over 25 years of experience working in the Mechanical Design and Construction industry in a variety of roles. He has a broad knowledge in the Mechanical/Electrical/ and Plumbing commercial field. He also has experience in personnel management. Scott is responsible for the overall operation of Paragon's Lancaster Branch.

Education

1993, Business Management and
Accounting, Penn State York
2005, Associate Degree in
Specialized Technology,
Architectural and Civil Drafting,
York Tech Institute

C O R N E R S T O N E D E S I G N
A R C H I T E C T S



LANCASTER
METHUEN
SCHOOL

COMMERCIAL EXPERIENCE



201 & 205 Granite Run Drive
2160 LHE Facade Renovations
Adidas Outlet at Quality Center
Advanced Food Products
American Music Theater
Atlantic Bioenergy Corporation
Aubrey Alexander Toyota
Auntie Anne's Corporate Headquarters
B.R. Kreider & Son, Inc.
Baker Boy Bake Shop Inc
Bank of Lancaster County
Bird-In-Hand Family Inn
Bird-In-Hand Family Restaurant
Blue Ball National Bank
Calloway House Addition
Charles Snyder Funeral Home
Cleveland Brothers Equipment Company
Concord Partners – Gateway Center
Cornerstone Design-Architects
Country Inn & Suites
Courtyard by Marriot
D.H. Funk and Sons LLC
Dauphin Deposit
Dinse Dental Care
Downingtown National Bank
Dr. Grissinger Office
Dr. James Amor Office Renovation
Earland Warehouse #6
Elverson National Bank
Everence Financial
Family Center of Gap
Fairfield Inn
Farfield Mechanical Fabrication Shops
Faulkner BMW
Financial Trust - Hershey Branch

COMMERCIAL EXPERIENCE

Five Star International

Fox's Market - Hershey Addition

The Fridge

Fulton Bank, Granite Run Corporate Center

Goodwill Industries (Various Locations)

Good's Furniture (New Retail Store)

Good's Furniture Store Renovations

Granite Run Corporate Center

- Building #1C
- Building #3
- Building #12
- Building #19

Harley Davidson Retail Facility

Hartefeld National Golf Club

Hartman Garage

Hawthorne Center

Herr & Sacco

Horst Group Corporate Headquarters

Hostetter & Hostetter

HP Earland Warehouse

Huffman Koos Furniture Store

Independence Honda

Interiors

International Signal & Control Corp. Hanger

J & R Mini Storage

Kauffman Gas

Keepsafe Self Storage

Keystone Wood Specialties

Kinsey Archery Products Retail Center

Lancaster General Health

- Employee Service Center
- Executive Office Suite
- Stager Conference Center

Lancaster Ice Rink

Lancaster Kia



COMMERCIAL EXPERIENCE



Lancaster Subaru
Lebanon Valley Youth for Christ
Meridian Bank
Mennonite Financial
Mulberry Center
New Holland Concrete
New Holland Supply Warehouse
Overlook Town Center
Penn Truck Aids
Pioneer Hybrid Research Lab
Rapho Warehouse #6 & 7
Register Chevrolet
Richmond Square
RWG Corp. Warehouse Expansion
Self Storage Unlimited
Sight & Sound
Stillman Volvo
Stoltzfus Trailer Sales
SWF Industrial
T.G.I. Friday's
Turkey Hill - Various Locations
Union National Mount Joy Bank
Victor F. Weaver (Tyson Foods)
W. G. Corporation
Walter Aument Family Health Center
Weavers Hardware
West - Clearwater, FL
West - Jersey Shore, PA
West - Kinston, NC
West - Lionville, PA
Wohlsen Construction New Office Building
YoFro: Frozen Yogurt (Two Locations)



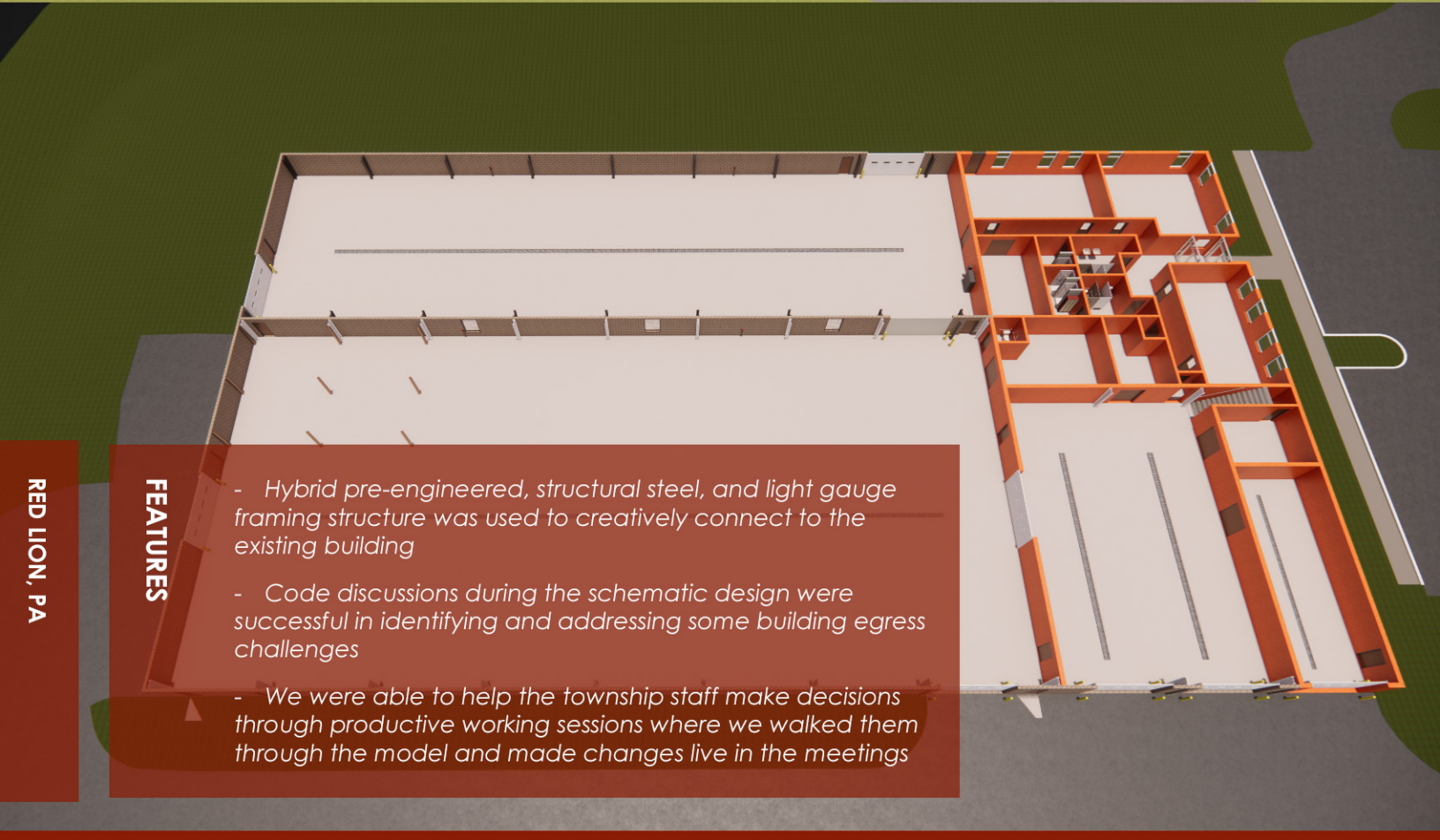
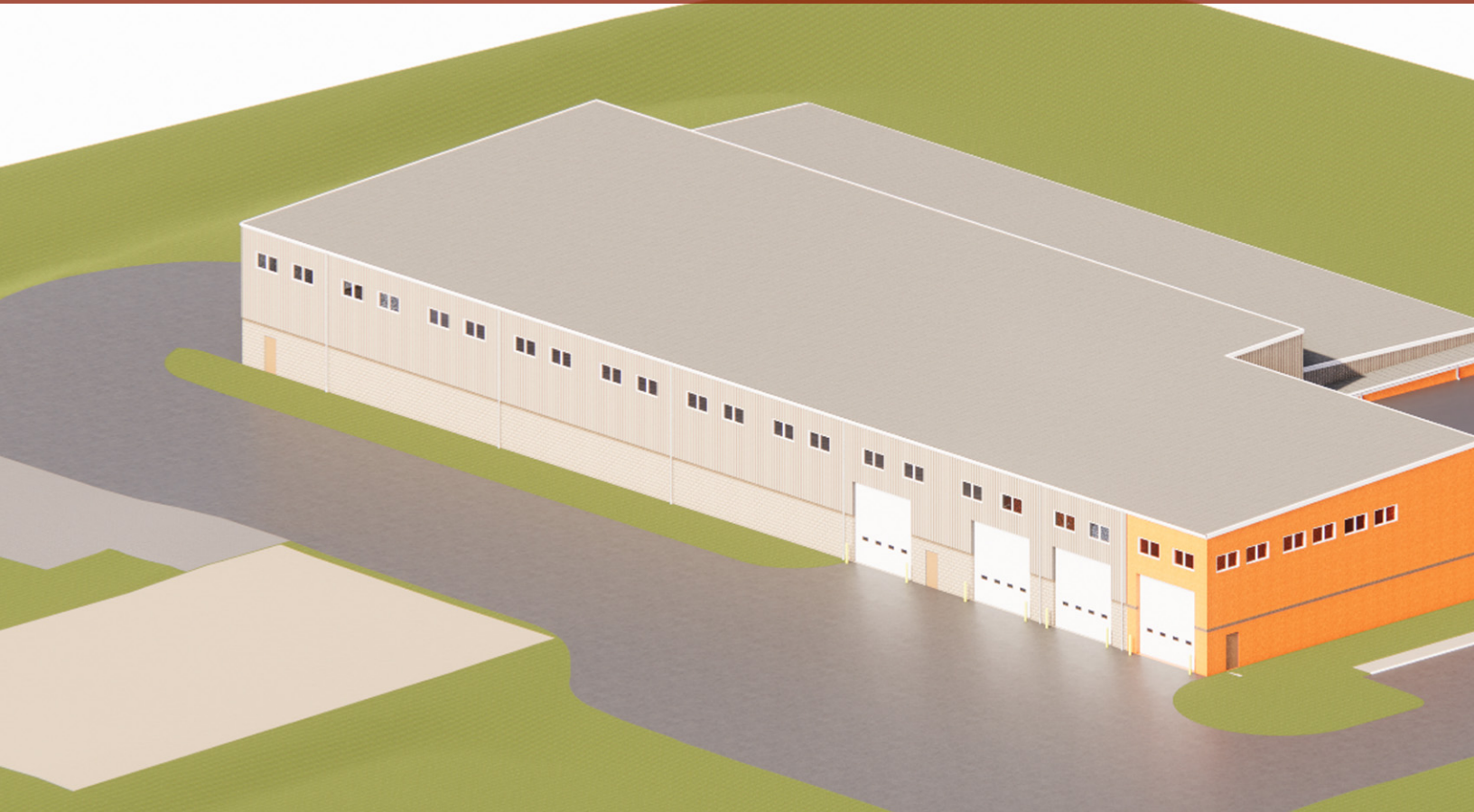
EAST EARL, PA

FEATURES

- Pre-engineered metal building truck shop features an under-slab heating system and state-of-the-art truck maintenance pit, as well as natural daylighting and High velocity, low speed fans over the working areas
- A cistern to supply the sprinkler system was designed in coordination with CDA, CS Davidson, DK Builder and Commonwealth Fire Protection as a more cost-effective and shorter lead time alternative to a pre-fabricated tank
- CDA worked with HR Ewell to help them visualize the interior and exterior finishes, appearances, and character of the spaces to help them carry on the legacy of their family business long into



HR Ewell is a very busy and successful liquid transportation company, and shutting down their operations for a construction project was not an option. During the design process CDA vetted several challenging site and building code challenges, and helped HR Ewell and their GC DK Builder make proactive decisions that would allow them to avoid any downtime while their original truck shop and office were removed and replaced with a new, larger facility in several stages. HR Ewell was able to make functional and aesthetic decisions by having 3D model images and renderings in front of them to review during meetings. CDA and their structural consultant CS Davidson worked hard during design and during construction to ensure that the complex project stayed on the right path. The construction is nearing completion of the first stage of more than 2 years of phased construction carefully planned to avoid shutdowns.



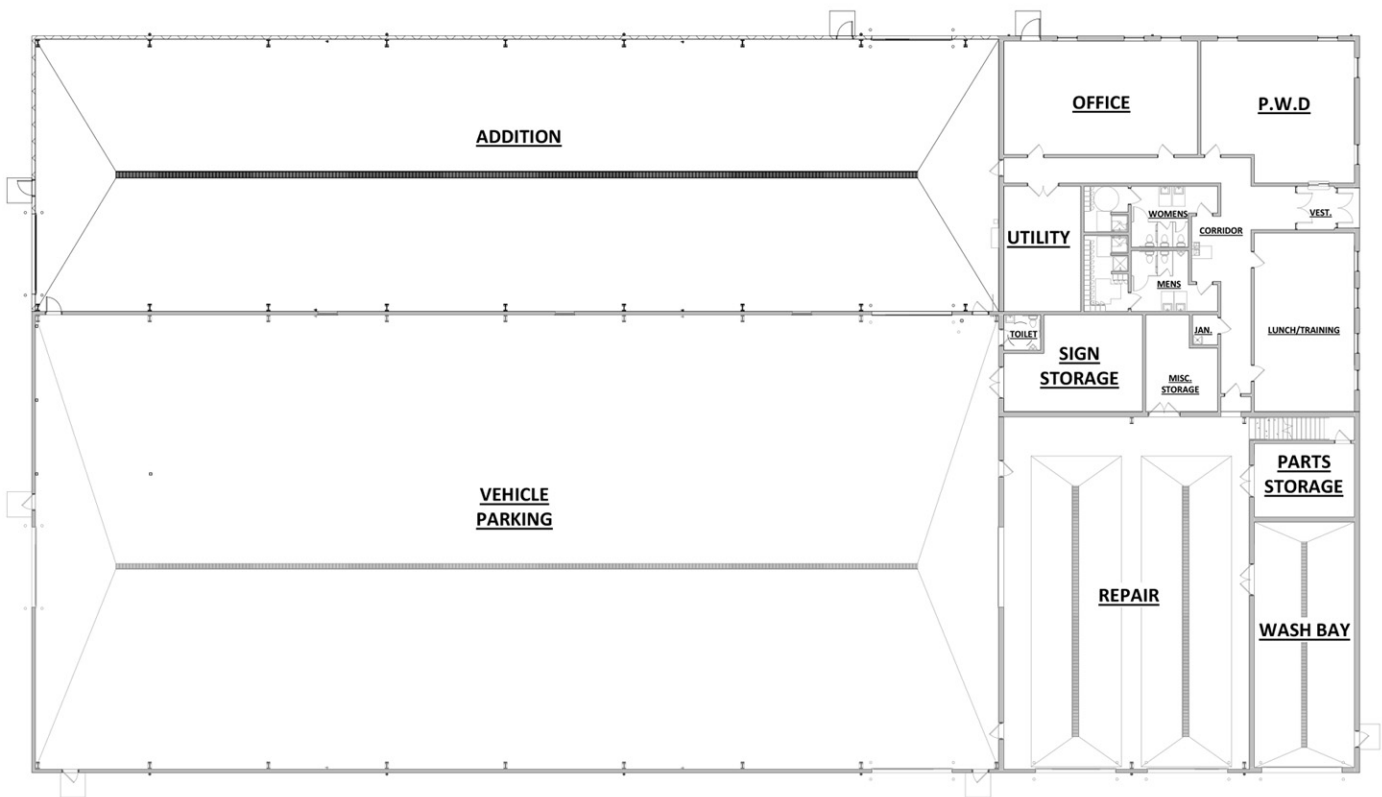
RED LION, PA

FEATURES

- Hybrid pre-engineered, structural steel, and light gauge framing structure was used to creatively connect to the existing building
- Code discussions during the schematic design were successful in identifying and addressing some building egress challenges
- We were able to help the township staff make decisions through productive working sessions where we walked them through the model and made changes live in the meetings



Working as an architectural consultant to CS Davidson, CDA worked with the design team and the Township staff to develop the design for an addition to their existing Public Works which came with some supporting renovations to the existing building. The design team worked in a fully BIM workflow with all disciplines working in Revit, modeling all the systems in pursuit of a smooth construction effort and thorough Construction Documents for bidding then building the project. CDA modeled and detailed the delegated design pre-engineered metal building structure, and the design team worked together to solve some challenging existing structural conditions to minimize the need for reinforcement of the existing roof and foundation. The feedback we received from the GC was that the design efforts allowed them to work effectively to keep the project on schedule and on budget, and the feedback from the township staff is that the addition feels like it was there all along.





MOUNT JOY, PA

FEATURES

- Retail Sales Floor
- Walk-In Sales / Service Desk
- Corporate Offices
- Conference / Training Facilities
- Service Bays
- Wash Bay



FIVE STAR INTERNATIONAL



Opening in June, 2006, this regional sales and service facility for Five Star International, an International Truck Dealer, contained a two story sales and administrative facility of 13,120 square feet, including a retail sales floor, the walk-in sales / service desk, corporate offices and conference / training facilities; and, a two-sided service building with fifteen individual truck service bays and a wash bay, containing 17,568 square feet.



Completed: 2007

Construction Cost: \$4,359,297

Area: 39,450 sq ft



EPHRATA, PA

FEATURES

- Showroom
- Supply Storage
- 9 Large Repair Bays
- Office Spaces
- Wash Building

CLEVELAND BROTHERS



Cleveland Brothers is a 1 story 39,450 square foot steel, masonry, metal siding and Exterior Insulation and Finish System (E.I.F.S.) facility that is used for sales, rental, and repair of heavy commercial construction equipment. The facility consists of showroom space, parts and supply storage, 9 large repair bays and office / administration space. In addition, a 6,000 square foot separate masonry wash building is also located on the site.





The new facility for D.H. Funk and Sons, an excavating contractor, consists of a two-story office building, a maintenance shop, an indoor storage building, outdoor storage areas, and fueling center. The two story office building was designed to provide reception, offices, and a small conference room on the lower level. The maintenance building provides an office, break room, locker room, storage, service bays, weld shop, and a wash bay to be used for servicing the company's excavating equipment within the building. The 2,520 foot square foot storage building provides office space and storage area.

MANHEIM, PA

FEATURES

- Maintenance Shop
- Indoor Storage Building
- Offices
- Conference Room
- Break Room
- Locker Room
- Service Bay
- Weld Shop
- Wash Bay





C O R N E R S T O N E D E S I G N
A R C H I T E C T S



HOURLY BILLING RATES & REIMBURSABLE COSTS

RATE SCHEDULE	HOURLY	REIMBURSABLE	COST
Senior Project Executive <i>Dale Yoder</i>	\$230.00	B&W Plot (18 x 24)	\$1.20
Senior Project Architect <i>Ryan Griffith</i>	\$200.00	B&W Plot (24 x 36)	\$2.40
Project Architect <i>Zak Polett</i>	\$185.00	B&W Plot (30 x 42)	\$3.50
Project Manager 2 <i>Tim Yon</i>	\$155.00	B&W Plot (36 x 48)	\$4.80
Project Manager <i>Paul Bahn</i>	\$150.00	B&W Print (11 x 17)	\$0.40
Project Manager <i>Tyler Hoover</i>	\$150.00	B&W Print (8.5 x 11)	\$0.20
Designer 1 <i>Aaron Burkhart</i>	\$130.00	Color Plot (18 x 24)	\$2.40
Designer 1 <i>Carson King</i>	\$130.00	Color Plot (24 x 36)	\$4.80
Designer 1 <i>Kate King</i>	\$130.00	Color Plot (30 x 42)	\$7.00
Designer 1 <i>Kate King</i>	\$130.00	Color Plot (36 x 48)	\$9.60
Interior Designer <i>Sherrí Ross</i>	\$130.00	Color Plot on Photo Paper	\$40.00
Sr. Draftsperson / PM Asst. <i>Celesta Stauffer</i>	\$130.00	Color Print (11 x 17)	\$1.20
Senior Draftsperson <i>Dan Hoffman</i>	\$130.00	Color Print (8.5 x 11)	\$0.60
Draftsperson I <i>Karis Learn</i>	\$110.00	Mileage – IRS Mileage Rate	\$0.655 per mile
Marketing Coordinator <i>Josh Yoder</i>	\$110.00	Matterport Model	\$200.00
Administration <i>Ben Yoder</i>	\$100.00		
Administration <i>Christy Yoder</i>	\$100.00		

COLUMBIA BOROUGH PUBLIC WORKS BUILDING
PHASE NARRATIVES
5/1/2024

PHASE	NARRATIVE	INCLUSIONS	EXCLUSIONS
SCHEMATIC	Provide architectural services to develop schematic building floor plans, exterior elevations, and three-dimensional models/views to reflect the proposed construction. The site plan will be incorporated into the building model and an electronic copy of a site survey, if available, shall be provided by the Owner.	- Up to three (3) Rendered Images - Up to three (3) Owner and/or Site Visit Meetings	
DESIGN DEVELOPMENT	The selected schematic design will be further developed to include more detail for plans, elevations, sections and detailing. Schematic interior elevations showing design features will be incorporated in the computer model as available. Also included are preliminary outline specifications, a door schedule, and a preliminary interior room finish schedule to indicate type of finishes, but final selections will not be made until construction documents.	- Up to three (2) Owner Meetings - Extensive code review and meeting with the jurisdiction having authority.	
CONSTRUCTION DOCUMENTS	Provide architectural services to complete the construction documents as required to submit for a building permit. Documents shall be sufficient for use by a contractor who has been involved in scoping out and advising on the minimal documents required for a design-build style set of documents (will not be as detailed as a plan-spec of competitive bid documents).	- Up to three (3) Owner meetings and/or design coordination meetings	
BIDDING / NEGOTIATION	Provide architectural services to convey accurate information and provide clarity to Contractor's sub-bidders. Answer requests for information and distribute modifications by addendum when necessary. Represent the client's design intentions and provide clarity where needed in order to get a fair and accurate pricing.		
CONSTRUCTION ADMINISTRATION	Architectural services during this phase will be provided on a time and expense basis (Statement of Probable Costs) and may include but not be limited to the following dependent on the needs of the selected Contractor: Minimal field supervision during construction and responses to code review questions. Represent the client and provide sketches for clarification. Issue bulletins and changes to scope of work. Services provided beyond the estimated total for this phase will only be provided at the approval of the Client and will be billed at CDA's published rates.	- Periodically visit worksite and attend up to ten (3) jobsite meetings.	
ALTERNATE 1 - CONSTRUCTION COST ESTIMATION	ADDITIONAL SERVICES ADD to provide services to prepare, distribute, communicate with Owner and Contractors, report and analyze contractor proposals to negotiate fee, General Conditions, billing rates and shared savings (essentially define the GC/CM deal). If selected to do the process after the Schematic Design Phase, proposals will include budget pricing. If selected to do after the Design Development Phase, a Guaranteed Maximum Price (GMP) can be requested as part of the proposal process.		
ALTERNATE 2 - DESIGN & DOCUMENTATION FOR ADDITIONS	Same services as listed above for main project, with understanding that inclusions would apply to this alternate if approved.		

COLUMBIA BOROUGH PUBLIC WORKS BUILDING
FEES PER DESIGN SERVICE
5/1/2024

DESIGN SERVICE	PROVIDER	TOTAL	MULT.	TOTAL (WITH MULT.)
Architectural	Cornerstone Design-Architects	\$ 75,500	0%	\$ 75,500
MEP & FP Consultant	Paragon Engineering Services	\$ 29,700	10%	\$ 32,670
Estimating Consultant	EGStoltzfus (See Alternate 1)	\$ -	10%	\$ -
TOTAL				\$ 108,170

**COLUMBIA BOROUGH PUBLIC WORKS BUILDING
REIMBURSABLES ESTIMATE
5/1/2024**

Number of Sheets (All Disciplines)	24
Number of Sets	5

Roundtrip Mileage to Project Site	25
Number of Trips	3
Roundtrip Toll Cost to Project Site	

PHASE NO.	REIMBURSABLE TYPE	RATE	QTY	TOTAL
1131	B&W Drawing Set (30 x 42)	\$84.00	5	\$ 420.00
1131	B&W Plot (18 x 24)	\$1.20		\$ -
1131	B&W Plot (24 x 36)	\$2.40		\$ -
1131	B&W Plot (30 x 42)	\$3.50		\$ -
1131	B&W Plot (36 x 48)	\$4.80		\$ -
1131	B&W Print (11 x 17)	\$0.40		\$ -
1131	B&W Print (8.5 x 11)	\$0.20	12	\$ 2.40
1131	Color Plot (18 x 24)	\$2.40		\$ -
1131	Color Plot (24 x 36)	\$4.80		\$ -
1131	Color Plot (30 x 42)	\$7.00		\$ -
1131	Color Plot (36 x 48)	\$9.60		\$ -
1131	Color Plot on Photo Paper	\$40.00		\$ -
1131	Color Print (11 x 17)	\$1.20	18	\$ 21.60
1131	Color Print (8.5 x 11)	\$0.60		\$ -
1226	Mileage (Roundtrip from CDA)	\$16.75	3	\$ 50.25
1230	Gatorboard	\$80.00		\$ -
1230	Laminated Poster Board	\$160.00		\$ -
1230	Matterport Model	\$200.00	1	\$ 200.00
1230	Tolls	\$0.00	0	\$ -
Total				\$ 694.25

**ARCHITECTURAL
REIMBURSABLES TOTAL \$ 770.00**

PHASE NO.	REIMBURSABLE TYPE	RATE	QTY	TOTAL
1240	Consultant Reimbursables		0	\$ -

**CONSULTANT
REIMBURSABLES TOTAL \$ -**

Reimbursable expenses are in addition to compensation for direct personnel expenses; and, include all actual expenses incurred in the interest or activity of the Project. All expenses will be billed at cost plus a ten percent fee.

COLUMBIA BOROUGH PUBLIC WORKS BUILDING

CONSTRUCTION COST ESTIMATE

5/1/2024

NAME OF AREA	SF	COST / SF	LOCATION FACTOR	CONSTRUCTION COST ESTIMATE
Renovation of Existing PEMB Structure -	15,150	\$115.00	94%	\$ 1,637,715
Demolition of Existing CMU Masonry Portion -	6,750	\$15.00	94%	\$ 95,175
Alternate for Wash Bay Addition -	1,250	\$175.00	94%	\$ 205,625
Alternate for Administrative Addition -	1,650	\$215.00	94%	\$ 333,465
ARCHITECT'S ESTIMATED COST OF CONSTRUCTION	24,800	\$91.61	94%	\$ 2,271,980

LOCATION FACTOR PER RS MEANS	PA - Lancaster	94%
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The above cost estimate is for the Architect's purpose only to evaluate fees versus a modest ballpark cost guess for the construction value.

OTHER EXCLUSIONS FROM COST PROJECTIONS	
1	Demolition of Existing Structures
2	Environmental Hazards Abatement
3	Solar and Specialty Environmental Systems
4	Soils
5	Equipment & Furnishings

ARCHITECTURAL, INTERIOR DESIGN, + CONSULTANTS		
	Architectural	\$ 75,500.00
	Interior Design	\$ -
	Interior Design Consultant	\$ -
	Site Design, Civil & Landscaping Consultant	\$ -
	Structural Consultant	\$ -
	MEP & FP Consultant	\$ 32,670.00
	Estimating Consultant	\$ -
	Acoustical Consultant	\$ -
	Audio-Visual & Lighting Consultant	\$ -
	Food Service Consultant	\$ -
	Other Consultants	\$ -
	Other Consultants	\$ -

TOTAL ALL PHASES (Excluding Alternates + Reimbursables)	\$ 108,170
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FEES AS % OF COST OF CONSTRUCTION	4.76%
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PROJECTED CDA HOURS PER PHASE		
PHASE	HOURS	WEEKS (FOR 1 PERSON)
FEASIBILITY / NEEDS ASSESSMENT / PLANNING		
MASTER PLANNING		
SCHEMATIC	77.00	1.93
DESIGN DEVELOPMENT	129.00	3.23
CONSTRUCTION DOCUMENTS	207.00	5.18
BIDDING / NEGOTIATION	12.00	0.30
CONSTRUCTION ADMINISTRATION	77.00	1.93
INTERIOR DESIGN SERVICES BY CDA		
TOTAL	502.00	12.55

COLUMBIA BOROUGH PUBLIC WORKS BUILDING

TERMS AND CONDITIONS

5/1/2024

1. General Provisions. The Client agrees to procure the services of Cornerstone Design-Architects [Architect] to provide the architectural design services necessary to design the project in accordance with the Client's requirements. The Client agrees on behalf of the Owner that all references to "Client" shall be deemed to include Owner, if the Client is not the Owner.

2. Indemnity.

a. The Architect shall defend, indemnify and hold harmless the Client, its officers, agents and employees, from and against claims, actions, proceedings, liabilities, losses, damages, costs and expenses, including legal fees, which the Client, its officers, agents and employees, may sustain by reason of any negligent act or omission or willful misconduct by the Architect, its officers, agents, employees or subcontractors, arising out of the performance of the Architect's obligations under this Agreement.

b. The Client shall defend, indemnify and hold harmless the Architect, its officers, agents and employees, from and against claims, actions, proceedings, liabilities, losses, damages, costs and expenses, including legal fees, which the Architect, its officers, agents and employees, may sustain by reason of any negligent act or omission by the Client, its officers, agents, employees or subcontractors, arising out of the performance of the Client's obligations under this Agreement.

3. Force Majeure. Should either party be unable to perform its obligations under this Agreement due to events beyond their reasonable control including, but not limited to, acts of God from natural disasters, such as hurricanes, fires, tornadoes or earthquakes, or acts by third parties, such as strikes or work stoppages, curtailment of transportation services, or a government regulation affecting the industry, then this Agreement shall terminate without further liability to either party.

4. Waiver of Subrogation. The Client and Architect waive all rights against each other and their respective subcontractors for loss or damage to the extent covered by property or equipment insurance, except such rights as they may have to the proceeds of such insurance.

5. Termination.

a. Either party may terminate this Agreement upon seven (7) days written notice if the other party materially breaches its terms through no fault of the initiating party. Either party may terminate this Agreement, without cause, upon sixty (60) days written notice to the non-terminating party.

b. In the event of termination, the Architect shall be compensated for all services rendered through the date of such termination.

6. Ownership of Documents.

a. The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service and shall remain the property of Cornerstone Design-Architects. These documents may be utilized only for the Work of this Project and development of the design, except by agreement in writing and with proper indemnification as stated below.

b. Owner shall have no right to copy, modify, distribute or use the Documents except as expressly provided herein.

c. Upon the making of the final payment hereunder, the Client shall receive ownership of the property rights, except for copyrights, of all Documents, Drawings, Specifications, electronic data and information prepared, provided or procured by the Architect or its subcontractors and consultants and distributed to the Client for the Project.

d. If this Agreement is terminated pursuant to paragraph 5(a) the Client shall receive ownership of the property rights, except for copyrights, of the Documents upon payment in accordance with paragraph 5(b), at which time the Client shall have the right to use, reproduce and make derivative works of the Documents to complete the work on the demised premises.

e. Notwithstanding the provisions of paragraphs (c) and (d) above, the Client's use of the Documents without the Architect's involvement or on other projects is at the Client's sole risk; and, except for claims arising out of the Architect's negligence or misconduct, the Client shall defend, indemnify and hold harmless the Architect and its agents, officers, directors and employees from and against any and all claims, damages, losses, costs and expenses, including attorneys' fees arising out of or resulting from the Client's use of the Documents.

COLUMBIA BOROUGH PUBLIC WORKS BUILDING

TERMS AND CONDITIONS

5/1/2024

f. Use of Documents if Cornerstone is not used to Develop Construction Documents. Cornerstone grants Owner a limited and non-exclusive license to use the Documents to prepare further plans and, from those plans, to construct the structure represented by the plans one time; provided, however, that the license granted hereunder is expressly conditioned on Owner obtaining a written agreement in favor of Cornerstone from the architect who has been selected by Owner to prepare further plans that said architect shall use the plans so prepared solely in connection with Owner's current project and will not use the plans for any other purpose or create a derivative work therefrom.

g. Preliminary Documents; No Liability for Cornerstone. Owner acknowledges and agrees that the Design Development Documents are not sufficient without preparation of further plans and other construction documents to permit construction of the structure represented thereby. Accordingly, Owner agrees that if Cornerstone is terminated prior to the development of construction documents, then Cornerstone shall have no liability to Owner for any claims, damage, loss or expense arising out of or relating to the Documents, or the structure created therefrom, including without limitation, claims for property damage, bodily injury, sickness, disease, death, loss of use of or other injury to or destruction of the structure represented by the Documents, loss of profit, goodwill, or other special, incidental or consequential damages. IF CORNERSTONE DOES NOT DEVELOP THE CONSTRUCTION DOCUMENTS, CORNERSTONE DISCLAIMS ANY, AND MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, WITH REGARD TO THE DOCUMENTS FOR CONSTRUCTION PURPOSES.

7. Deliverables. Architect will produce deliverables in an electronic format [pdf or jpg file format]; or, at the request of the Client, hard copy(s) suitable for use by the Client.

8. Alterations / Renovations. Inasmuch as the remodeling or rehabilitation of an existing building or tenant space requires that certain assumptions be made concerning existing conditions; and, because some of these assumptions cannot be verified without expending great sums of additional money, destroying otherwise adequate or serviceable portions of the building or tenant space, or because the existing tenant space may be occupied by the current tenant and deemed inaccessible by the Client, the Client agrees that, except for negligence or willful misconduct on the part of the Architect, the Client will hold harmless, indemnify and defend the Architect and its consultants for and against any and all claims damages, awards, and costs of defense arising out of the professional services provided under this Agreement.

9. Invoicing and Payment. The Client shall agree to pay for services; including reimbursable expenses and additional services, in accordance with the terms of this Agreement at the rates in effect at the time services are performed. Invoicing will occur monthly and payment shall be due upon presentation of each invoice. Unpaid invoices over thirty (30) days will be assessed one and one-half percent (1-1/2%) interest per month from the date of the invoice.

If any Work designed or specified by Cornerstone Design-Architects is abandoned or suspended for three (3) months, wholly or in part, after the authorization to proceed, Cornerstone Design-Architects shall be paid for such services performed prior to such abandonment or suspension together with reimbursement for any incidental expenses as determined by Cornerstone Design-Architects resulting from the abandonment or suspension.

10. Proposal Acceptance. It is necessary that the Client advise Cornerstone Design-Architects in writing at an early date if there are budgetary limitations for total Project Costs or Construction Costs. Cornerstone Design-Architects must accept any such limitations as being realistic; and, will then endeavor to work within such limitations.

Cornerstone Design-Architects will prepare its Work in accordance with generally accepted Architectural/Engineering practices; and, makes no other warranty, either expressed or implied, as part of this Agreement.

This Agreement may be withdrawn by Cornerstone Design-Architects if not accepted within forty-five (45) days.

11. Project Refamiliarization. If the work described in this proposal is put on hold (i.e. 6 months or longer) and there is extra scope added due to the project going on hold, an additional services agreement for re-familiarization and project restart time will be proposed and must be agreed to before work continues.

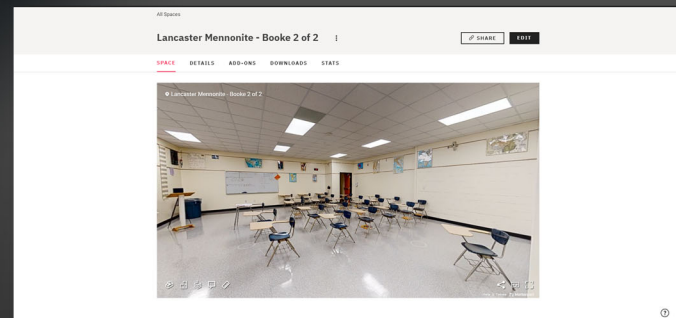
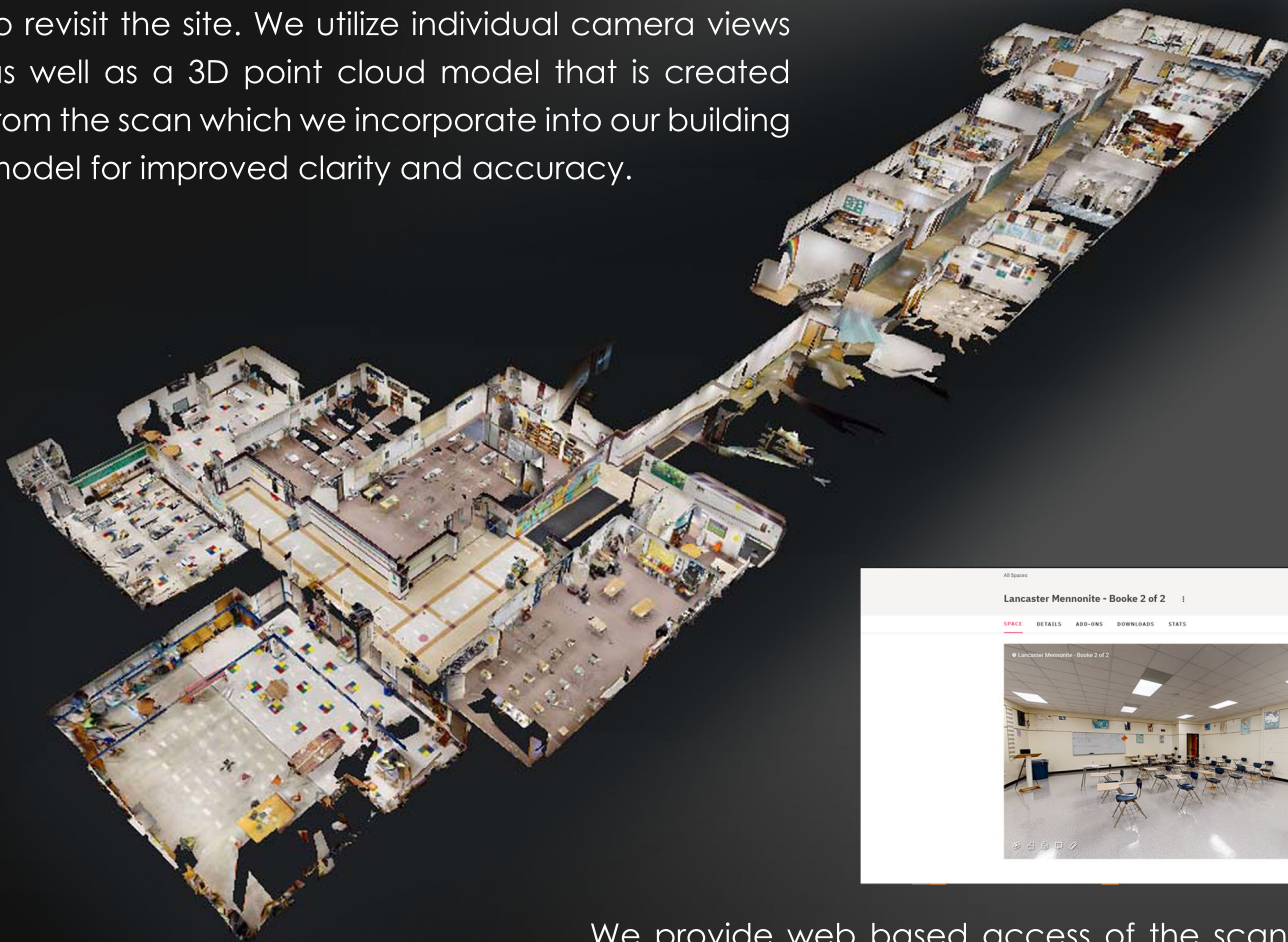
C O R N E R S T O N E D E S I G N
A R C H I T E C T S



facility scanning



Cornerstone utilizes current scanning technology to assist in the documentation that is needed when designing with existing facilities conditions. With the help of our 360° camera, we have a more comprehensive view of the project without the need to revisit the site. We utilize individual camera views as well as a 3D point cloud model that is created from the scan which we incorporate into our building model for improved clarity and accuracy.

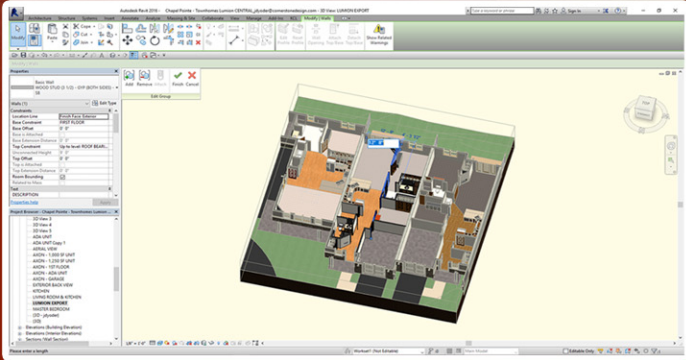


We provide web based access of the scan to each client and relevant consultants, which can be very helpful in coordination through the design process.

REAL-TIME DESIGN



Cornerstone uses Revit Architecture and supplemental imaging software in our client meetings allowing us to make adjustments to our architectural designs in **REAL-TIME**, on the screen, for our clients to watch. This helps our clients to see the design in 3-dimensional terms, but also to be able to better envision how the changes they are making will affect their project. Additionally, it affords the opportunity to get immediate client feedback and ensure we have interpreted the client's desires correctly.



+



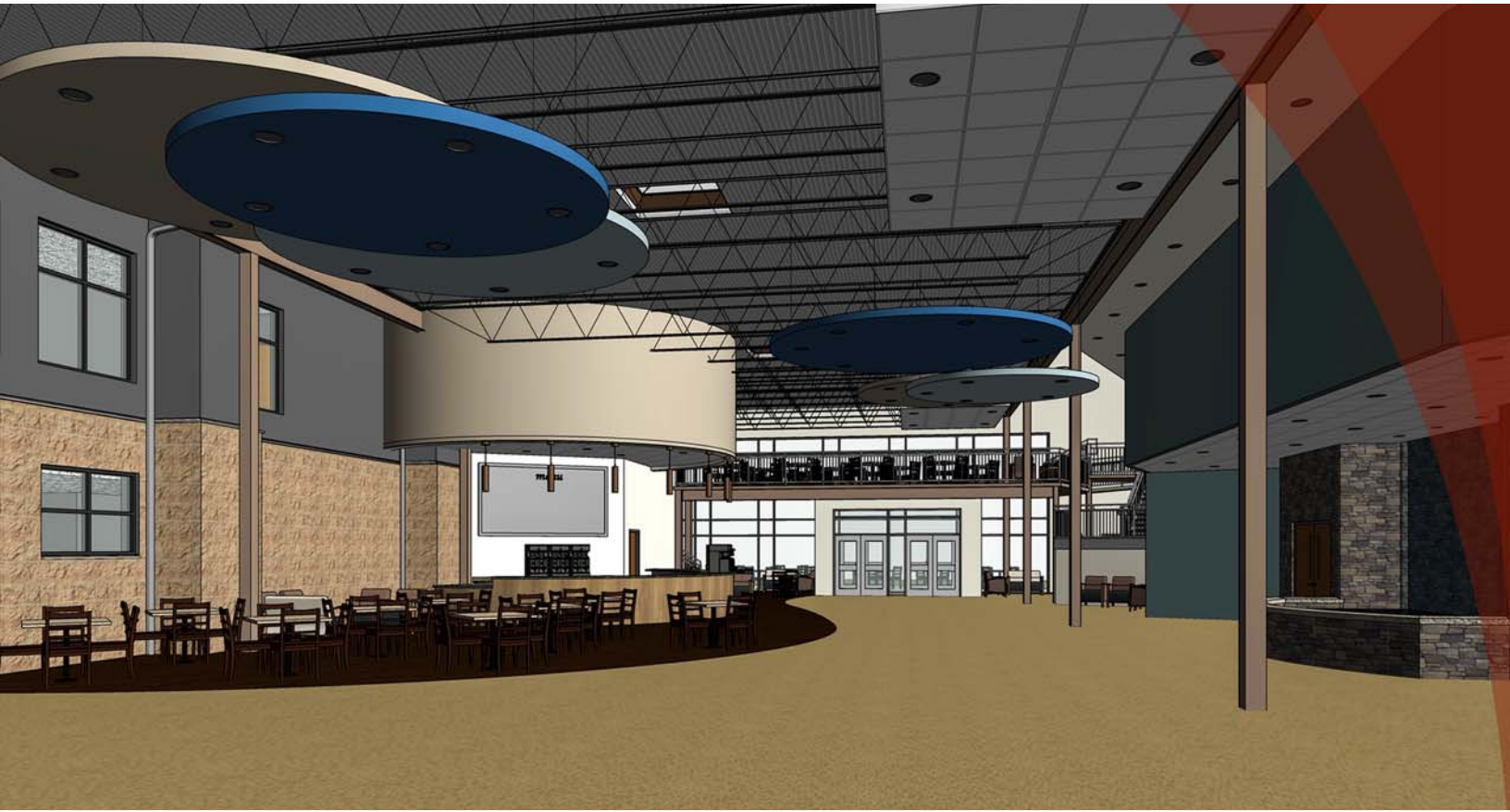
STANDARD REVIT IMAGE



ADVANCED RENDERING



STANDARD REVIT IMAGE



ADVANCED RENDERING





May 1, 2024

Mr. John T. Rea, P.E.
Senior Project Manager
C.S. Davidson, Inc.
315 West James Street
Suite 102
Lancaster, PA 17603

Re: Proposal for Columbia Borough
Additions and Renovations for Ridge Avenue Maintenance Facility

Dear Mr. Rea:

The RLPS Architects team appreciates this opportunity to work with C.S. Davidson (CSD) based on our previous experiences, including the recent feasibility study for the maintenance facility at the farm site. Our firm's involvement in that study, as well as the previous Columbia Public Library project has allowed our team to develop a positive relationship with Borough representatives. The knowledge we have gained from the farm site study regarding Borough operations will allow our team to "hit the ground running," alongside CSD and the Borough.

Number of Years in Business / Professional Licensure

Founded in 1954, RLPS is celebrating our 70th anniversary this year. Our 85-person team includes 28 registered architects, 16 LEED APs and 14 interior designers providing planning, architecture and interior design services. Our current license to practice architecture in Pennsylvania is provided below.



250 Valleybrook Drive,
Lancaster, PA 17601
p: 717-560-9501

www.rlps.com

Project Team Members

We have assembled an experienced team with the necessary skillsets to help Columbia Borough efficiently achieve a successful end result. RLPS provides planning, architecture and interior design services in-house.

Engineering services for MEP systems will be provided by Barton Associates based on the firm's positive track record working with both RLPS and C.S. Davidson. Founded in 1968, Barton provides MEP systems solutions that are both operationally efficient and user-friendly.

Key team member resumes are provided as an attachment to this proposal.

Project Experience

Our team brings experience helping a range of local municipalities, businesses, organizations and institutions create functional maintenance facilities that are aesthetically appropriate to their location. Our firm's past experience includes numerous maintenance building design and renovation projects:

- Yellow Freight Systems – Maintenance Building Additon
- Manor Township – New Maintenance Building
- Lancaster Township – New Maintenance Building
- Lutheran Social Servcies – New Maintenance Building
- Phoebe Berks Community – New Maintenance Building
- Brethren Village – Shop & Maintenance Addition
- Palmyra Area School District – Maintenace Garage Addition
- Frederick Mennonite Community – Maintenance Building Addition
- Foulkeways at Gwynedd - Maintenance Building Addition
- Longwod at Oakmont – Maintenance Building
- Manheim Township – Golf Maintenance Building Repacement
- Patriots Colony – New Maintenance Building
- Warwick School District – Pole Barn Renovations / Maintenance Facility
- Masonic Village of Elizabethtown – Maintenance Building, 2nd Floor Office Renovations and new 8,000 SF Wood Shop

We have provided project summaries for three representative examples with similar scopes of work as an attachment to this proposal.

Hourly Rates and Estimated Fees

During the programming phase, RLPS will meet with Borough representatives to discuss specific space needs and layout preferences for the maintenance building. We will take the time to LISTEN to your team to provide a conceptual design concept that aligns with your needs.

RLPS will then advance the final approved concept to further define spatial relationships, scale and form. Using REVIT with our consultants, RLPS develops an integrated building model of the project. At the end of each phase, we will conduct a page turn review with Borough representatives to keep the project on track with your program needs.

rlps architects

250 Valleybrook Drive,
Lancaster, PA 17601

p: 717-560-9501

www.rlps.com

Hourly Rates

Hourly rate sheets for RLPS and Barton are provided as an attachment to this proposal.

Rough Order of Magnitude (ROM) Estimate for Professional Fees

Our estimated fee includes architectural, MEP, interior design and finish selection services for additions and renovations, as well as coordination of our services with C.S. Davidson for site/civil plans and any structural work that may be needed.

Based on the Request for Proposal (RFP), responses to our Request for Information (RFI) and our site visit, we understand the proposed construction value to be approximately \$3 million. Our ROM fee is \$175,000 plus reimbursable expenses to provide the services defined in the RFP from the Programming Phase through Construction Administration.

The following services are not included in the above ROM:

- Addition of fire sprinklers.
- Upgrades to existing utilities or electrical service to accommodate the additions and renovations.
- Emergency power generation or distribution.
- Construction cost estimates.
- Hazardous material identification or abatement recommendations and/or services.
- Services associated with LEED or other sustainable certifications.
- Services associated with writing or obtaining grants and outside funding support. Requirements of the project that may be brought on by such grants will be reviewed for scope of service impact at that time.

Additional Information

Project Deliverables

Our fee estimates are based on the following project deliverables:

Programming Phase

- Conceptual Sketch Plan
- Definition of Alternate Floor Plan for an Addition

Schematic Design

- Schematic Floor Plan for Renovations and Addition
- Conceptual Exterior Elevations
- Overall Building Section
- MEP Systems Narrative

Design Development

- Floor Plan for Renovations and Addition
- Exterior Elevations
- Building Sections and Select Interior Elevations
- MEP Systems Diagrams
- Catalog Cut Sheets for Products and Systems

rlps architects

250 Valleybrook Drive,
Lancaster, PA 17601

p: 717-560-9501

www.rlps.com

Mr. John T. Rea, P.E.
C.S. Davidson, Inc.
May 1, 2024
Page 4

Construction Documents & Building Permitting

- Project Manual (specification sections to be coordinated by CSD)
- Fully Integrated Building Model
- Bid Documents – Including Addenda (digital format)
- Permit Documents and Responses to Plan Review Comments

Construction Administration

- Submittal / Shop Drawings Review
- Site Observation Reports
- Application for Payment Reviews
- Responses to RFI
- Punch Lists.

Working with Our Team

Partnering with RLPS for this project:

- Provides a local resource with recent experience working with Columbia Borough
- Includes key team members who are current residents of Columbia Borough
- Includes Barton Associates team members who bring a positive track record collaborating with both RLPS and C.S. Davidson for MEP engineering services
- Leads a collaborative process for a successful project to serve Columbia Borough for years to come.

We appreciated the opportunity to tour the site last week and to help Columbia Borough move forward with the maintenance facility. If you need any additional information, please contact me at (717) 560-9501, extension 2298 or cparr@rlps.com.

Sincerely,



Carson Parr, AIA, LEED AP BD+C, WELL AP
Partner

Enclosures

cc: Paul Nikolaus, Sarah Rine, File 24.606

rlps architects

250 Valleybrook Drive,
Lancaster, PA 17601

p: 717-560-9501

www.rlps.com



Project Role Partner-in-Charge

Tenure 13 years with RLPS

Education Pennsylvania State University / Bachelor and Master of Architecture, Community and Urban Design

Carson Parr, AIA, LEED AP BD+C, WELL AP, Partner
RLPS Architects

Carson has managed a variety of projects. He coordinates multi-disciplinary teams, guiding them through planning and design phases into construction and occupancy. He collaborates with clients to translate project goals into practical solutions within budgets, schedules and accessibility requirements.

Representative Experience

- Columbia Borough - Farm Property Feasibility Study; Columbia, PA
- Fat Cow Roasters - Trolley House Adaptive Reuse; Salunga, PA
- Lancaster Chamber - Downtown Office Building Renovation; Lancaster, PA
- York College of PA - Knowledge Park Industrial Factory Redevelopment; York, PA
- Franklin & Marshall College - Building Conversion to Welcome Center; Lancaster, PA
- Alvernia University - CollegeTowne Office Redevelopment; Reading, PA



Project Role Senior Designer

Tenure 35 Years with RLPS

Education Catholic University of America/ Bachelor of Science in Architecture

Paul Nikolaus, AIA, LEED AP, Associate Partner
RLPS Architects

A lifelong Columbia resident, Paul is a thoughtful and detail-oriented project designer who helps clients envision forward-thinking design options. Based on more than 30 years of design experience, he understands the process of collaboration, managing resources and balancing project goals within the constraints of budget, code regulations and context.

Representative Experience

- Columbia Borough - Farm Property Feasibility Study; Columbia, PA
- Columbia Borough - Library Renovations; Columbia, PA
- Columbia Borough - Office Relocation Feasibility Study; Columbia, PA
- Broadmead - Maintenance Building Updates; Cockeysville, MD
- Messiah Lifeways - Maintenance Building; Mechanicsburg, PA
- Riverside Health Systems - Patriots Colony Maintenance Building; Williamsburg, PA



Brett Hallacher, AIA, LEED AP
RLPS Architects

Brett has 16 years of experience working through different levels of architecture and design and is particularly skilled at organizing and managing the complex issues and diverse personalities encountered throughout the project process. Brett coordinates all aspects of a project through construction administration.

Representative Experience

- Columbia Borough - Library Renovations; Columbia, PA
- Franklin & Marshall College - Building Conversion to Welcome Center; Lancaster, PA
- York College of PA - Knowledge Park Industrial Factory Redevelopment; York, PA
- Leisure World of Maryland - Administrative Building Renovations; Montgomery County, Maryland
- Acts Retirement Life Communities - Bailey Chase Welcome Center and Offices Renovations; Easton, MD
- Ephrata Area School District - High School Media Center Renovations; Ephrata, PA

Project Role Project Architect

Tenure 17 years with RLPS

Education University of Detroit Mercy /
Masters of Architecture



Robert Sells, P.E., CSI, Vice President
Barton Associates

Robert is a project manager who has extensive project experience over his 36 years of service in the engineering profession. As Project Manager, Robert will lead project team meetings and will coordinate schedules and deliverables with the owner and members of the design team to maintain project schedules, deliverables, and budgets.

Representative Experience

- York County History Center - Maintenance Building; York, PA
- Central Dauphin School District - Transportation Center Renovations; Harrisburg, PA
- Hampden Township - New Municipal Building; Mechanicsburg, PA
- Spring Garden Township - Tri Hill New Municipal Building; York, PA
- West Manchester Township - Municipal Building; West Manchester Township, PA

Project Role Project Manager - MEP

Tenure 36 years with Barton

Education Penn State University /
Bachelor of Architectural Engineering



Doug Barnhart, P.E., Regional Technical Director
Barton Associates

Doug is a mechanical engineer with over 27 years of experience in the engineering profession. As Lead Mechanical Engineer, he will attend engineering project team meetings and be an integral team member in assessing existing mechanical systems and evaluating potential replacement systems. He strives to work with all project stakeholders to achieve project goals on all levels.

Representative Experience

- York County History Center - Maintenance Building; York, PA
- Central Dauphin School District - Transportation Center Renovations; Harrisburg, PA
- School District of York City - Maintenance Building at Roosevelt Site; York, PA
- South Fayette Township - New Administration and Police Building; Morgan, PA
- Windsor Township - Public Works Building Expansion; York, PA

Project Role Lead Mechanical Engineer

Tenure 18 years with Barton

Education Pennsylvania State University / Bachelor of Architectural Engineering



Wesley Stiles, P.E., Director of Electrical Engineer
Barton Associates

Wesley is an experienced electrical engineer and project manager with 20 plus years of experience. As Lead Electrical Engineer, Wesley will direct Barton's electrical engineering staff assisting him on this project and will attend engineering project team meetings. He will provide oversight of the design of all electrical systems for the project and will be an integral team member.

Representative Experience

- York County History Center - Maintenance Building; York, PA
- Central Dauphin School District - Transportation Center Renovations; Harrisburg, PA
- Stryker Brigade Combat Team - Graterford Maintenance Shop; Annville, PA
- Lebanon County Department of Emergency Services - New Public Safety Facilities; Lebanon, PA
- South Fayette Township - New Administration and Police Building; Morgan, PA

Project Role Lead Electrical Engineer

Tenure 19 Years with Barton

Education Pennsylvania State University / Bachelor of Electrical Engineering

Columbia Borough - 3 Similar Projects

Manheim Township Golf Maintenance Building; Lancaster, PA



Design of replacement maintenance building in Lancaster County

- Included repair shop, equipment storage, irrigation and chemical storage rooms, break room, offices, and toilets
- Designed to coordinate with other Manheim Township facilities on the site including public golf course, library, and restaurant/event venue.
- 7,200 SF
- \$825,000 construction cost
- Completed July 2008

CONTACT:

Mr. Andy Bowman, Assistant Township Manager
Manheim Township
717-569-6408
abowman@manheimtownship.org



Patriots Colony Maintenance Building; Williamsburg, VA



New maintenance building on a tight site adjacent to outdoor dining

- Received a higher level of detail/finishes including a herringbone brick detail inset into stucco wall, a partially bricked façade, as well as a roof that coordinates with the adjacent dining gazebo to make the back of the building a feature instead of an eyesore.
- 3,288 SF
- \$3.9 Million (part of dining renovation/expansion project)
- Completed March 2018

CONTACT:

Mr. Todd Martin, Director,
Construction Management
Riverside Health System
757-534-5253
todd.martin@rivhs.com



Longwood at Oakmont Maintenance Shop Verona, PA



Design of new maintenance building for life plan community outside Pittsburgh, PA

- Included maintenance shop and wood shop, loading dock, offices, break room and restroom
- Designed mezzanine level with additional storage over main maintenance shop and second floor loft for woodshop, both open to below
- 6,700 SF
- \$600,000 construction cost
- Completed November 2008

CONTACT:

Mr. James B. Pieffer, President & CEO
Presbyterian SeniorCare
412-828-6005
jpieffer@srcare.org



Columbia Borough - Additional Experience



- Representative Municipal Projects**
- Columbia Public Library
 - East Hempfield Township Municipal Building
 - Eden Fire Company
 - Manheim Township Police Station
 - Manor Township Maintenance & Municipal Buildings
 - Warwick Township Building



Architects' Wage Rates
Effective 1/1/24 through 12/31/24

CATEGORY		RATE/HOUR
Senior Partner		\$285.
Partner		\$245.
Senior Project Architect		\$225. - \$245.
Senior Project Manager		\$210. - \$240.
Project Manager		\$165. - \$200.
Architect	Level 2	\$170. - \$220.
	Level 1	\$150. - \$170.
Architectural Associate		\$100. - \$150.
Senior Designer		\$240. - \$300.
Designer		\$150. - \$210.
Construction Administrator		\$150. - \$260.
Interior Designer	Level 2	\$140. - \$210.
	Level 1	\$100. - \$140.
REVIT Technician	Level 2	\$120. - \$220.
	Level 1	\$100. - \$120.
Scanning Technician		\$245.
Clerical		\$85. - \$130.



NORMAL HOURLY RATES

POSITION	RATE
Administrative/Clerical	\$68.00
Administrative Assistant	\$78.00
CADD Technician 1	\$65.00
CADD Technician 2	\$70.00
CADD Technician 3	\$90.00
Designer 1	\$100.00
Designer 2	\$110.00
Designer 3	\$135.00
Senior Designer	\$140.00
Engineer 1	\$145.00
Engineer 2 - Project Manager	\$168.00
Construction Representative	\$185.00
Construction Representative 2	\$195.00
Engineer 3 - Project Manager	\$195.00
Engineer 4 - Sr. Project Manager	\$210.00
Engineer 5 - Sr. Project Manager	\$235.00
Principal	\$255.00

Normal hourly rates are subject to change.



COLUMBIA BOROUGH - PARKS & RECREATION ADVISORY BOARD
Paul W. Myers Council Chambers
February 8, 2024 - 6:00PM

MINUTES

1. Vice Chairperson Canfield called the meeting to order at 6:00 pm

Board Members present: Canfield, Fisher, Germer, Kauffman & Salvatore

Board Members absent: Andrews

2. A moment of silence was observed

3. Vice Chairperson Canfield led the pledge to the flag

4. Approval of minutes

a. Motion to approve the minutes from the January 11, 2024 meeting.

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

5. Public Comments (None)

6. New Business

a) Discuss the amount budgeted in 2024 for Parks and Recreation.

Board member Fisher provided information from the Columbia Borough 2024 Budget on amounts designated to parks and recreation.

b) Discuss Movies in the Park

Dates for the 2024 movie season were discussed. Friday, June 14th and Friday, July 26th were selected as movie dates. The park selection will be made at a later date.

There was a catalogue available to make movie selections for the season. There was a discussion on the equipment used for the event, where it is stored and who knows how to set it up.

c) Discuss an exercise trail

There was a discussion on ideas for a trail. Board member Fisher and Salvatore discussed "Common Wheel", a nonprofit organization, moving into the downtown area.

7. Old Business

a) Discuss and sign the by-laws

Board member Fisher informed the Board they are not allowed to change the number of members or add alternate members. Board member Salvatore noted there is a clause in the Borough's agreement with Susquehanna National Heritage Area to provide an employee as a member of the Board.

b) Town Square (480 Locust Street)

Discuss: Council's decision to accept recommendation of the removal of the fountain

There was a discussion on reasons why the fountain is slated for removal. Options for replacing the fountain with an art feature were discussed.

Nora Motter-Stark

Addressed the Board and provided history on the Town Square. She provided information on the original funding and planning for the park. Discussed the creation of "The Town Gardeners." Discussed the original plantings to memorialize lives lost in the 9/11 tragedy. Discussed the value of a water fountain in the square. Asked the Board to reconsider their recommendation to remove the fountain. Noted the date of the 2024 Arbor Day Celebration is Friday, April 26, 2024 at 7:00 pm at Columbia Crossing.

Motion to rescind the Board's recommendation to Borough Council to remove the fountain in town square and table the issue for further discussion.

Motion by:	Second by:	Voice Vote:
E. Kauffman	A. Germer	All Favored – Motion Carried

Discuss: Council's approval of approaching the art community about a contest
This discussion was postponed until a decision is made on the future of the fountain.

Discuss: Our recommendation to Council regarding the repair of the bricks
All of the bids received will be presented to Council for them to make the decision.

- c) Continue discussion of the forming of a Makle Park sub-committee/Ad-Hoc. Board member Kauffman discussed his view that there is no need for a sub-committee/Ad Hoc. Several other board members discussed other ideas instead of a sub-committee/Ad Hoc.

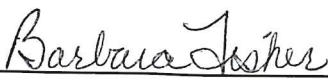
Announcement of next meeting – Mach 14, 2024 at 6 pm.

- 8. Motion to adjourn the meeting at 7:28 pm.

Motion by:	Second by:	Voice Vote:
E. Kauffman	A. Germer	All Favored – Motion Carried

MOTIONED AND APPROVED this 7th March 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



Barbara Fisher, Secretary

Columbia Borough Civil Service Commission

MEETING MINUTES

March 12, 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
Tom Ziegler, Alternate
Fran FitzGerald, Alternate

Committee Members Absent

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 following 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 February 5, 2024, Civil Service Meeting Minutes.

Motion: John Meshey

Second: Tom Ziegler

Voice Vote: All Favored

OLD BUSINESS

Chief Brommer said the Dual Band Radios have arrived and have been programmed by B-Moyer. Officers should be using them within a day or two.

Chief Brommer noted that Daniel King withdrew his application.

Chief Brommer said he is working on the background check for Zachery Throne and that he does not foresee any problems with it.

Chief Brommer noted that Rebecca Blatt is doing very well at the academy with both academic and physical testing.

Chief Brommer noted that Jack Kopp is off probation and is doing very well.

NEW BUSINESS

Chief Brommer suggested that the upcoming police testing take place on Saturday, May 18, 2024, beginning at 8:00am at the Columbia Borough School District Administrative Building (DAC). Commission members agree to this date and time.

Chief Brommer said the Police Department will advertise in the newspaper, on social media, and at local colleges.

Chief Brommer agreed to order the testing supplies.

There was a motion to use the same testing materials used during the last hiring process.
Motion: John Meshey 2nd: Jim Anspach Voice Vote: All Favored

Chief Brommer noted that the next Consortium Test will take place in September 2024.

Commission members agreed to spend approximately ½ hour per meeting reviewing the Civil Service Regulations. Members discussed the definitions as well as Section 3 of the Civil Service Regulations noted Ordinance 923 of 2020.

COMMITTEE MEMBER COMMENTS

There were no comments.

The next meeting of the Civil Service Commission is scheduled for Tuesday, April 9, 2024, at 1:00pm in Council Chambers.

Motion: To close the meeting at 2:25pm.

Motion: John Meshey **2nd:** Jim Anspach **Voice Vote:** All Favored

Approved by: James Ciccoioppi 4/9/24
James Ciccoioppi Date
Chair

LANCASTER AREA SEWER AUTHORITY

MINUTES OF REGULAR MEETING

March 28, 2024

The Regular Board Meeting of the Lancaster Area Sewer Authority was held on March 28, 2024, at 130 Centerville Road, Lancaster, Pennsylvania.

The following Board members were present in person: Nick Sahd, Derrick Millhouse, Ed Fisher, David Keener, and Bill Laudien. Barry Smith was present via Zoom. Others present in person were Rob Linthicum of RK&K, Mark Bottin, Matt Crow, and Ed Barboe of Hazen and Sawyer and Mike Schober of ARRO Consulting. LASA staff present in person included Kristin Green, Scot Fertich, Mike Kyle, Mike Lehman, John Vilga, Don DeClementi, and Brian Wilcox.

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

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

Mr. Sahd asked for approval of the minutes of the regular meeting of February 22, 2024. Mr. Millhouse made a motion to approve the minutes of the meeting of February 22, 2024, and the disposition of the recordings of the meeting of February 22, 2024, in accordance with the Resolution passed April 27, 2023. Mr. Fisher seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the intent to award a general construction contract for the Landisville 1 and Silver Spring pump station replacement. Mr. Fisher made a motion to approve the intent to award the general construction contract for the Landisville 1 and Silver Spring pump station replacement, to Doli Construction Corporation, at a total cost of \$4,581,684.00, final award conditioned on review of bids and submission by bidder of all required insurances and bonds in a satisfactory form. Mr. Laudien seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the intent to award the electrical construction contract for Landisville 1 and Silver Spring pump station replacement. Mr. Fisher made a motion to approve the intent to award the electrical construction contract for Landisville 1 and Silver Spring pump station replacement, to WYElectric at a total cost of \$853,921.00, final award conditioned on review of bids and submission by bidder of all required insurances and bonds in a satisfactory form. Mr. Laudien seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of a 3-year contract for sludge hauling from the Brownstown plant to the Blue Rock Water Resource Recovery Facility. Mr. Laudien made a motion to award the 3-year contract for sludge hauling from the Brownstown plant to the Blue Rock Water Resource Recovery Facility, to Walters Environmental Services, at a cost of \$0.039 per gallon for a total projected annual cost of \$46,800.00. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of the contract to perform chemical root control. Mr. Millhouse made a motion to award the contract to perform chemical root control to Dukes, at a cost of \$89,334.30 through COSTARS. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of the contract to purchase a 2023 Ford F-150 4x4 Super Cab from Whitmoyer Ford. Mr. Laudien made a motion to award the contract to purchase a 2023 Ford F-150 4x4 Super Cab from Whitmoyer Ford, at a total cost of \$43,900.00 through COSTARS. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of a contract to sell a surplus Ford F-550 crane truck. Mr. Laudien made a motion to award the contract to sell a surplus Ford F-550 crane truck to Ryan Heberle, the highest bidder through Municibid, at \$30,000.00. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended adoption of Resolution 24-03-001, amending and restating connection fees. Mr. Millhouse made a motion to adopt Resolution 24-03-001, amending and restating connection fees to be the actual cost of constructing the sewer lateral from the sewer main to the property line or curb stop of the property effective June 1, 2024. Mr. Fisher seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended approval of a grinder pump station operation and maintenance agreement. Mr. Keener made a motion to approve the grinder pump station operation and maintenance agreement with Marietta LLC, for 2532 Marietta Avenue in East Hempfield Township. Mr. Fisher seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of a contract to purchase chemicals through the Lancaster County Co-op. Mr. Millhouse made a motion to award the contract to purchase sodium hypochlorite from Univar for \$1.85 per gallon and polyaluminum chloride from USALCO for \$3.24 per gallon through the Lancaster County Co-op. Mr. Laudien seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of a contract to purchase CL-26 polymer. Mr. Millhouse made a motion to award the contract to purchase CL-26 polymer to Pollu-Tech, Inc., at a cost of \$1.77 per pound through COSTARS. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of the farm management contract to TeamAg. Mr. Keener made a motion to award the farm management contract to TeamAg, at a total cost not to exceed \$4,650.00. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of the contract for nutrient credit solicitation assistance. Mr. Fisher made a motion to award the contract for nutrient credit solicitation assistance to Material Matters, at a total cost not to exceed \$14,500.00. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended approval of the developer's agreement with Karida LLC. Mr. Millhouse made a motion to approve the developer's agreement with Karida LLC for the Silver Spring Restaurant and multi-family development, in West Hempfield Township. Mr. Laudien seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of an inspection services contract for Silver Spring and Landisville 1 pump station relocation, to ARRO Consulting. After some discussion, Mr. Keener made a motion to table the award of the inspection services contract for Silver Spring and Landisville 1 pump station relocation. Mr. Laudien seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended adoption of Resolution 24-03-002, accepting the Deed of Dedication of sewage facilities serving Parkside Reserve Phases 3 and 5. Mr. Millhouse made a motion to adopt Resolution 24-03-002, accepting the Deed of Dedication of sewage facilities serving Parkside Reserve Phases 3 and 5, Petersburg Road Associates, LLC (EG Stoltzfus and Pioneer Management), in Manheim Township. Mr. Fisher seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended approval of a data sharing agreement. Mr. Laudien made a motion to approve the data sharing agreement with the Little Conestoga Creek Foundation in its current form with any modifications necessary as determined by the LASA Solicitor and Executive Director. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Sahd moved to the Finance Committee report. Mr. Millhouse's report was presented in the form of a motion. The following invoices have been reviewed and submitted for approval: Operating Expenses to be paid from the Administrative Account for March 2024 in the amount of \$776,681.37. The following trustee requisitions have been reviewed and submitted for approval; Revenue Fund Requisition #798 in the amount of \$1,060,000.00; Bond Redemption & Improvement Fund Requisitions/Invoices #2147-1A through 2147-6R in the amount of

\$325,203.69; Capital Asset and Replacement Fund requisitions #251-1A through 251-4D in the amount of \$174,135.99; Escrow Account – Penn Vest Loan Funds Requisition/Invoice #4-1A through 4-1A in the amount of \$4,075.00 for a grand total trustee payments of \$1,563,414.68.

Mr. Laudien seconded the motion, and the Board unanimously approved.

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

Mr. Sahd asked if there was anything to report from the Public Relations Committee and there was nothing to report.

Mr. Sahd asked if there was anything to report from the Pension Committee. Mr. Lehman reported that as of March 26, 2024, the total market value of the LASA pension fund was \$12.95 Million with an estimated actuarial accrued liability of \$14.5 Million, while funding stands at 89.6% of the estimated actuarial accrued liability.

Mr. Sahd moved to the Personnel Committee and there was nothing to report.

Mr. Sahd moved to the Executive Director's Report. Mr. Kyle reported on the status of new signage for the entrance of the Administration building and updated the board that a deadline extension had been granted for the storage tank containment area repairs. Mr. Smith asked for an update on the Blue Rock Fire Rescue and Mr. Kyle stated that at this time LASA is waiting for the draft sales agreement.

Mark Bottin with Hazen and Sawyer presented a project overview on the Blue Rock Water Resource Recovery Facility.

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

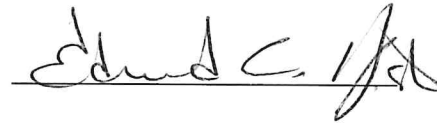
Mr. Sahd called for Old Business and there was none.

Mr. Sahd moved to the Chairman of the Authority report and relayed an update in the search for Executive Director. Since Herbein Consulting posted the position, there was 107 interested candidates. Herbein Consulting did 2 rounds of interviews and have presented 3

candidates to the Personnel Committee. The Personnel Committee will be meeting with Herbein Consulting on April 8, 2024 to review the profiles and resumes of the candidates.

Mr. Sahd announced that the next regular Board meeting is April 25, 2024, at 7:30 a.m. at 130 Centerville Road, Lancaster, PA 17603 or via Zoom.

Mr. Sahd called for a motion to adjourn. Mr. Laudien moved to adjourn, Mr. Millhouse seconded the motion, the Board unanimously approved, and the meeting was adjourned at 8:54 a.m.

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

Edward C. Fisher, Secretary