



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chamber

July 9, 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) – July 2, 2024, at 6:00 PM to discuss a personnel matter related to the Borough Manager search
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. None
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - I) Acknowledge receipt of the Columbia Market House Report for June 2024
 - b. Legislation – Kelly Murphy
 - I) Acknowledge receipt of the Active Legislation report for June 2024
 - c. Public Works & Property – Peter Stahl
 - I) Acknowledge receipt of the Public Works and Property Report for June 2024
9. Presentations
10. Mayor Lutz/Chief Brommer

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

11. Action Items:
 - a. Consider Ordinance 950 to establish the right-of-way for the 100 and 200 blocks of Walnut Street
 - b. Consider Ordinance 951 to amend Chapter 186 of the Borough Code related to Curbs and Sidewalks
 - c. Authorization to pay bills



12. Introduction New Business:
 - a. Consider Special Event application for Saint Paul's Missionary Baptist Church to host their second annual Back 2 School Celebration/Kids 3 on 3 event at Makle Park on Saturday, August 17, 2024, from 12pm-6pm contingent upon receipt of proof of insurance
 - b. Consider resolution 2024-25 naming Jake Graham as interim Borough Manager
 - c. Consider resolution 2024-26 designating authorized signatories
13. Staff Reports, Comments, and Announcements
 - a. Solicitor
 - b. Borough Engineer
 - c. Secretary/Treasurer
 - d. Boards, Commissions and Committees
 - I) Upcoming Meetings: HARB is cancelled for July 10, Parks and Rec July 11, Planning Commission July 16, Shade Tree July 22
 - II) Minutes: LASA Board May 2024
14. Borough Council Comments
 - a. Council Members
15. Announcement of Next Meeting, at 7:00 PM on Tuesday July 23, 2024, Council will hold a regular meeting
16. Adjournment to executive session to discuss a legal matter related to ongoing litigation

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 Market House

June 2024 Report

June Event(s):

Crow-Heffinger Wedding Vows	60-70 guests	June 22, 2024
Olivia Jones Bridal Shower	50-60 guests	June 23, 2024
Stacy Davis Celebration of Life	150-200 guests	June 30, 2024

Future Booked Private Event(s): 22

Facebook Demographics Likes 6,262 Followers 7,429

Columbia, PA	1,228
Lancaster, PA	972
Mountville, PA	376
York, PA	320
Mount Joy, PA	220
Wrightsville, PA	220
Marietta, PA	214
Elizabethtown, PA	161
Landisville, PA	148
Hallam, PA	139

Columbia June Event Impact:

Thunder on the River: Business was very brisk with visitors. Vendors did very well with limited seating at tables for four hours. Estimated visitors: 750-1,000

Riverfest at the River: Business was very good with weekly customers coming back due to lower temperatures. Some new faces coming in to eat at lunchtime. Center area was completely full at noon. Estimated visitors: 500

Market House Maintenance:

Kitchen: cleaning every week with complete dishwasher deep clean, cleaner on stainless steel, hood vent grates pulled and cleaned and reinstalled. Last visit from Clark Restaurant Services was July, 2022.

Main Area: Cleaned weekly are bathrooms, chairs, floors and tables for hygienic control. A clean market is a safe market.

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)	12/31/2024	Paula	In process
HIGH	Borough	Code Amendments	Chapter 166	Rental Properties (See also Amendment to Chapter 112)	1/1/2025	Paula	In process
HIGH	Borough	Code Amendments	Chapter 186	Streets/Curbs/Sidewalks	Spring 2024	Derek/Jake/Mark	June 11 BC to advertise
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/Jessica F	in process waiting on LCPC comments
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	June 11 BC to advertise Evan to get comments from stakeholders to review and comment.
HIGH	Borough	Code Amendments	Nuisances	Consolidate into one ordinance	Spring 2024	Evan/Mark/Paula	In process - CSD is pulling this together
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 - Include in part with Special events and also need stand alone regulations.
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 66	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	2025	Unassigned	Not Started
HIGH	Borough	Rezoning		Rezoning of 740 S 12th Street	Summer 2024	Jessica	Sent to County for review Check for adoption date
MEDIUM	Borough	Code Amendments	Section 493(34) of the Liquor Code, 47 P.S. § 4-493(34)	PLCB	Summer 2024	Evan	Tabled by Council
MEDIUM	Borough	Code Amendments	Chapter 202	Amend the number of members on the Shade Tree Commission	2024	Mark/Evan	No Adopted
	Borough	Code Amendments	130 Historic District	Solar panels	Summer 2024		
	Borough		Homelessness issue	Need enforcement and legislation			Regulations for temp shelter in a place of worship or a CU for a perminant location
	Borough	Ordinance		100 - 200 Block Walnut Street ROW Width	July 23 or Aug 13	Evan & Derek	
	Borough	Code Amendments	Chapter 220	Accessory Dwelling Units		Jessica/Planning Commission	PC Reviewing now



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 June 2024**

○ **2024 Paving Projects by Borough Crews**

Borough Crews have completed the paving of Ave C along with several areas of patch repairs. Crews will soon begin preparations for paving the 1100 block of Locust Street

1100 block Locust Street	1200 block Chestnut Street	600 block Poplar Street
S Third Street (Locust to Cherry)	S Second St (Cherry to Union)	Avenue C (Cedar to 2 nd)✓

○ **200 Block Union Street CDBG Improvements**

Construction Masters, the Contractor for this project has completed the new curb, sidewalk and street paving with the exception of a small area of sidewalk due to the replacement of a utility pole. The sidewalk area is expected to be completed along with several punch list items the week of July 1. A final walk through has been scheduled for July 9

○ **1100 Ridge Ave Property**

Recently, the electric service has been installed to the property. Public Works personnel installed wiring for two security cameras along with three lights around the building. At this point App Techs have not installed the cameras

○ **Crosswalk Painting**

Crews updated several crosswalks with thermoplastic material at the Front and Walnut, Front and Bridge, Third and Union, and Fifth and Chestnut Streets intersections

○ **Route 462 Bridge Lights**

The bridge lights have been turned off on June 13. The weather has been favorable for the Mayfly hatches. At this point I haven't noticed much activity

○ **Borough Yard Waste Recycling Facility**

Contracted Municipalities dropped off **345.05 Tons** of yard waste in June. **585 cu yds** of Compost was purchased by Contractors in June

○ **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. **21.47 Tons** of yard waste was picked up in June. Starting in April, the recycling facility will be open the second and fourth Saturday of the month through October 26



**COLUMBIA BOROUGH
LANCASTER COUNTY, PENNSYLVANIA**

ORDINANCE NO. 950

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, UPDATING AND CONFIRMING THE WIDTH OF THE 100 AND 200 BLOCK OF WALNUT STREET; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

WHEREAS, the Pennsylvania Borough Code vests authority in the Borough Council of the Borough of Columbia (the "Borough") to open, lay out, open, widen, straighten, alter, extend, and improve streets within the Borough limits;

WHEREAS, Walnut Street within the Borough limits was laid out and adopted as part of an official map adopted by the Borough Council of the Borough of Columbia in 1873, based upon original surveys of the Borough by Samuel Wright;

WHEREAS, the 100 and 200 blocks of Walnut Street were recently re-surveyed as part of a streetscape project;

WHEREAS, the Borough now desires to update and confirm the width of the Borough's right-of-way in the 100 and 200 Block of Walnut Street based upon the survey performed by its engineer;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, as follows:

SECTION 1. The Borough's right-of-way in the 100 and 200 block of Walnut Street is hereby updated and confirmed to be sixty-six (66') feet, as depicted on the survey performed by C.S. Davidson, Inc.

SECTION 2. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 3. If any section, subsection, clause or provision of this ordinance is held invalid the remainder shall not be affected by such invalidity.

SECTION 4. Upon the effective date of this ordinance, the proper officials of the Borough of Columbia are ordained that the provisions of this Ordinance shall become and be made a part of Borough of Columbia's Code of Ordinances of the Borough of Columbia, Lancaster County, Pennsylvania.

This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this ___ day of _____ 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,
President of Borough Council

ATTEST:

Mark E. Stivers, AICP
Borough Manager/Secretary

Examined and approved this ___ day of _____, 2024.

Leo S. Lutz, Mayor

**COLUMBIA BOROUGH
LANCASTER COUNTY, PENNSYLVANIA**

ORDINANCE NO. 951

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, AMENDING CHAPTER 186 OF THE CODE OF THE BOROUGH OF COLUMBIA – STREETS AND SIDEWALKS, ARTICLE IV – GENERAL PROVISIONS FOR STREETS, SIDEWALKS AND BUILDINGS, SECTION 186-35 – CONSTRUCTION, MAINTENANCNE AND REPLACEMENT OF SIDEWALKS AND CURBS; CONFORMITY; ENFORCEMENT; AND SECTION 186-38 – DRAINS AND GUTTERS; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

WHEREAS, the Borough Council of the Borough of Columbia finds it periodically necessary to amend its Code of Ordinances in order to update regulations and procedures to implement municipal goals and objectives; and

WHEREAS, At the April 5, 2022 Council Workshop and subsequent meetings, Council discussed the need to establish a policy on the ownership and maintenance of curbs and sidewalks within the Borough and a policy for replacement during road projects; and

WHEREAS, based on the above meetings, Council directed staff, the Borough Engineer, and Borough Attorney to prepare an ordinance to amend Chapter 186 to implement the new policy.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, as follows:

SECTION 1. The Code of Ordinances of the Borough of Columbia, Lancaster County, Pennsylvania does hereby amend Chapter 186 “Streets and Sidewalks”, of the Borough of Columbia Code of Ordinances as follows:

§ 186-35 Construction, maintenance and replacement of sidewalks and curbs; conformity; enforcement.

- A.** Construction of new sidewalks and curbs along existing Borough streets or state highways. The owner or owners of all land or property abutting a street located in the Borough of Columbia shall, upon written notice from the Borough of Columbia, construct a new sidewalk and/or curb within the time period specified in such written notice ~~The~~

~~owner or owners of all land or property abutting a street located in the Borough of Columbia shall, upon written notice from the Borough of Columbia, construct a new sidewalk and/or curb within 60 calendar days from receipt of such notice.~~ If said owner or owners shall after the time period of said notice ~~60 days from receipt of such notice~~ fail or refuse to construct such sidewalk and/or curb, of the Borough of Columbia may cause such sidewalk or curb to be constructed at the owner or owners' expense, which expense shall equal the reasonable and actual costs of labor and materials, together with a ten-percent surcharge fee, which costs and expenses, if not paid, shall be deemed to be municipal claims, lienable in accordance with applicable Pennsylvania law.

B. Maintenance of existing sidewalks and curbs. All sidewalks and curbs shall conform to the established line and grade and shall be kept and maintained in good and safe order and repair by the owner or owners.

(1) In the construction, reconstruction, and repair of sidewalks, the following specifications and requirements shall apply:

- a. Sidewalks shall be constructed in accordance with the requirements of the Borough Standard Construction and Material Specifications, as amended, and if deemed necessary by the Borough Engineer, supplemented by Penn DOT Publications 408 and 72M.
- b. Modification to the sidewalk requirements and specifications may be approved by the Borough Engineer.
- c. Sidewalks located within the public right-of-way are defined as "deteriorated" and subject to a repair notice from the Borough requiring replacement of the damaged section if the sidewalk contains any of the following:
 - i. A horizontal gap between individual sidewalk sections of one inch or more.
 - ii. Adjoining sections or portions thereof whose edges differ vertically by more than 1/4 inch.
 - iii. Ramping, where there is a rise or depression of more than one inch within eight inches in conjunction with a vertical separation.
 - iv. A hole or opening in the concrete of 3/4 inch or more.
 - v. Cracks of more than 1/8 inch in width.
 - vi. Spalling of concrete with a minimum depth of more than 1/4 inch or where 25% of the surface area of an individual sidewalk section has any spalling, cracking, or irregular surfaces.
 - vii. Depressions, reverse cross slopes (sloping away from the street), or with an adjoining wall or other indentations that collect mud or water.

- viii. Sidewalks that have been repaired with bituminous material patching.
- ix. Any other condition determined by the Borough that creates a hazardous condition for pedestrian traffic.

(2) In the construction, reconstruction, and repair of curbing, the following specifications and requirements shall apply:

- a. Curbs shall be constructed in accordance with the requirements of the Borough Standard Construction and Material Specifications, as amended, [and if deemed necessary by the Borough Engineer, supplemented by Penn DOT Publications 408 and 72M.](#)
- b. Curb radius shall be as shown on the plans and profiles.
- c. Modifications to the curb requirements and specifications may be approved by the Borough Engineer.
- d. Curbs located within the public right-of-way are defined as "deteriorated" and subject to a repair notice from the Borough requiring replacement or repair of the damaged section, if the curb contains any of the following:
 - i. Less than four inches of exposed vertical facing on the public street.
 - ii. Exposed aggregate.
 - iii. Material (asphalt, concrete, mortar, etc.) added to the gutter so as to impede normal drainage flow.
 - iv. A horizontal gap between individual curb sections of one inch or more.
 - v. Adjoining sections or portions thereof whose edges differ vertically by more than 1/2 inch.
 - vi. Horizontal cracks causing spalling or the breaking away of the curb section.
 - vii. Vertical face of curb that has an offset angle to the public street of less than 85° or greater than 110°.

The Borough will provide written notice to each owner or owners to repair or replace those sections of sidewalk and curb which are in violation of the Borough's maintenance criteria. The owner or owners shall make repairs [in accordance with timeline in the written notice](#)~~within 60 calendar days from the date of such notice~~. If said owner or owners shall after [said time frame](#)~~60 days from receipt of such notice~~ fail or refuse to make such repairs to the sidewalks and/or curbs, the Borough Council may cause such sidewalks or curbs to be repaired at the owner or owners' expense, which expense shall equal the reasonable and actual costs of labor and materials, together with a ten percent [surcharge fee](#), which costs and expenses, if not paid, shall be deemed to be municipal claims, lienable in accordance with applicable Pennsylvania law.

- C. Configuration of Curbs and Sidewalks. The Borough Council of the Borough of Columbia may, from time to time, by resolution, identify locations within the Borough of Columbia where sidewalk or curb will not be required. ~~Attached hereto and incorporated herein as Exhibit A^H is a map of the Borough streets identifying the required curb and sidewalk typical cross section for each street in the Borough, including locations where sidewalks or curbs and sidewalks are not currently required.~~
- D. Replacement of sidewalk and curb by individual property owner or owners. A property owner, upon his initiative and without notice from any Borough authority, may construct, reconstruct or repair a sidewalk and/or curb in front of his/her property, provided that such owner shall first obtain from the Borough a permit for the same, the application for which permit shall set forth the requirements for the proper installation or replacement. Such owner shall conform to the requirements of this article and the specifications as established and amended by the Borough of Columbia from time to time regarding the installation, repair and maintenance of curbs and sidewalks. If such work is not in conformance with the Borough specifications, said owner or owners shall perform such necessary repairs so as to make the work be in compliance with the Borough specifications within ~~the timeframe specified by the Borough 60 calendar days~~ from the date the Borough notifies the owner or owners of the same. If said owner or owners shall, after ~~the stated timeframe 60 days from receipt~~ of such notice, fail or refuse to make such repairs to the work, the Borough may cause such work to be performed at the owner or owners' expense, which expense shall equal the reasonable and actual costs of labor and materials, together with a ten-percent ~~surecharge fee~~, which costs and expenses, if not paid, shall be deemed to be municipal claims, lienable in accordance with applicable Pennsylvania law.
- E. Replacement of sidewalk and curb as part of the proposed street reconstruction and resurfacing project.
- (1) When the Borough or PennDOT shall propose to reconstruct or resurface any street, the Borough shall serve written notice of the same to all persons owning property abutting the street about to be improved and to all utility companies operating within the Borough of Columbia. ~~The owner or owners of all land or property abutting a street located in the Borough of Columbia shall, upon written notice from the Borough of Columbia, construct a new sidewalk and/or curb within the time period specified in such written notice. Within 60 calendar days (consider more time) from the delivery of such notice all notified persons shall complete or cause to be completed all necessary repairs and replacement of sidewalk as directed, and in accordance with the standard sidewalk cross-section identified in Exhibit A hereto.~~ All utility companies operating within the Borough shall also complete any utility or upgrade any existing utility within the Borough right-of-way. All repairs, replacements and new installations shall be in first-class condition so that the same cannot reasonably be expected to require repair or renewal within a period of 10 years thereafter.
- (2) Upon failure of any of the notified person or persons to comply with the notice from the Borough to make such repairs or replacements, the Borough shall be entitled to collect the cost of such renewals, repairs, caulking, removal, installation,

construction, or other work from the aforesaid responsible person or persons, either by invoicing the person or persons, or, in the case of water or sewer house connections, by filing municipal liens therefor against the abutting properties benefited by such connections.

(3) The Borough reserves the right to include the replacement of the sidewalk in the bid package for all street reconstruction projects in which the curb is replaced, rebuilt, or constructed by the Borough. Within 180 calendar days, the property owner will be notified of a cost and quantity estimate for the sidewalk to be replaced as part of the project. The property owner will be invoiced based on the bid price in the contract or consistent with any fee resolution in place during the time of the project. This approach will be utilized most commonly when a grass strip does not exist to separate the existing sidewalk from the proposed new curb.

F. All construction, maintenance and replacement of sidewalks and curbs shall be performed in accordance with the Borough of Columbia Technical Specification Standard Details attached hereto as Exhibit [BA121](#) and, if deemed necessary by the Borough Engineer, supplemented by Penn DOT ~~Standard (Publication 203—Work Zone Traffic Control)~~[Publications 408 and 72M](#), both as amended from time to time, and in accordance with all other local ordinances and applicable Pennsylvania law.

G. Borough financial incentive programs. From time to time the Borough Council of the Borough of Columbia may, by resolution, adopt financial incentive programs to assist property owners within the Borough of Columbia in financing the cost of curb and sidewalk installations and/or repairs; which policies and incentive programs may be on such terms as the Council may reasonably determine to be applicable and as may be amended by the Council from time to time.

§ 186-36 Sidewalk construction specifications.

All sidewalks hereinafter constructed shall be constructed in accordance with and in addition to the Borough of Columbia Technical Standard Details attached hereto as Exhibit B and Penn DOT Standard (Publication 203—Work Zone Traffic Control), both as may be amended from time to time.

§ 186-37 Paved sidewalks required; exceptions.

A. All sidewalks shall be paved from the house line to the curbline, except in such streets or squares thereof as are essentially residential streets in which the houses, or a majority of them, are set back from the house line a distance of 4 1/2 or more feet. In such streets or squares thereof the sidewalk may extend from the house line toward the curbline the following minimum widths:

- (1) Nine feet in streets 70 and 80 feet in width;
- (2) Eight feet in streets 66 feet in width;
- (3) Seven feet in streets 50 and 60 feet in width;
- (4) Four feet in streets 40 feet in width.

B. Provided, that the space between the end of the sidewalk and the curb be maintained as a lawn.

§ 186-38 Drains and gutters.

Private drains or gutters shall not discharge directly onto the surface of any sidewalk. The discharge shall be directed into a minimum three-inch PVC conduit under the sidewalk or a trench drain designed to be flush with the surface of the sidewalk. The actual construction shall be under the direction of the Borough Highway Supervisor.

SECTION 2. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 3. If any section, subsection, clause or provision of this ordinance is held invalid the remainder shall not be affected by such invalidity.

SECTION 4. Upon the effective date of this ordinance, the proper officials of the Borough of Columbia are ordained that the provisions of this Ordinance shall become and be made a part of Borough of Columbia's Code of Ordinances of the Borough of Columbia, Lancaster County, Pennsylvania.

This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this ___ day of _____, 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, President of Borough Council

ATTEST:

Mark E. Stivers, AICP, Borough Manager/Secretary

Examined and approved this ___ day of _____, 2024.

Leo S. Lutz, Mayor

Range of Checking Accts: First to Last Range of Check Dates: 07/09/24 to 07/09/24
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							
43110	07/09/24	ARNOL005 Arnold Printed Communications					772
24-00723	1	continuous Traffic Citations	1,180.13	01-410-200 Police Equipment & Supplies	Expenditure		17 1
43111	07/09/24	CINTA005 Cintas Corporation #59H					772
24-00715	1	4196949951 Hwy Uniform Cleanin	84.70	01-430-238 Highway Uniform Cleaning	Expenditure		3 1
24-00729	1	4197564046 Hwy Uniform Cleanin	84.70	01-430-238 Highway Uniform Cleaning	Expenditure		25 1
			169.40				
43112	07/09/24	COMCA015 Comcast					772
24-00734	1	6/20/24-7/19/24	85.00	01-430-321 Highway, Phone - Cell & Landline & GPS	Expenditure		47 1
43113	07/09/24	CSDAV005 CS Davidson Inc				07/09/24 VOID	0
43114	07/09/24	CSDAV005 CS Davidson Inc					772
24-00743	1	general service	2,604.27	01-408-101 Engineering Services	Expenditure		73 1
24-00743	2	expenses	22.11	01-408-101 Engineering Services	Expenditure		74 1
24-00743	3	meeting attendance 5/14/24	65.00	01-408-101 Engineering Services	Expenditure		75 1
24-00743	4	meeting attendance 5/21/24	65.00	01-408-101 Engineering Services	Expenditure		76 1
24-00743	5	meeting attendance 6/11/24	65.00	01-408-101 Engineering Services	Expenditure		77 1
24-00743	6	1000 blk walnut st CDBG	1,846.18	01-408-101 Engineering Services	Expenditure		78 1
24-00743	7	boro st row inventory	304.58	01-408-101 Engineering Services	Expenditure		79 1
24-00743	8	462 bridge	423.19	01-408-101 Engineering Services	Expenditure		80 1
24-00743	9	ridge ave pw building	2,933.48	01-408-101 Engineering Services	Expenditure		81 1
24-00743	10	expenses	22.11	01-408-101 Engineering Services	Expenditure		82 1
24-00743	11	st peters addl parking	117.61	01-250-300 Escrow, Development	G/L		83 1
24-00743	12	1249 ave v swm	80.22	01-250-300 Escrow, Development	G/L		84 1
24-00743	13	sadie ln improvements	33.70	01-408-101 Engineering Services	Expenditure		85 1
24-00744	1	100-200 blk walnut st scape	3,172.02	18-438-001 Walnut St Improve./Smart Growth	Expenditure		86 1
24-00744	2	800 blk chestnut st improve	4,470.63	18-480-700 800 Block of Chestnut Street	Expenditure		87 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						
43114	CS Davidson Inc	Continued							
24-00744	3	mcginness development	891.72	18-450-002	Expenditure		88	1	
				McGinness Project -2024					
24-00747	1	pw ridge ave sub divison	266.05	01-408-101	Expenditure		89	1	
				Engineering Services					
			<u>17,382.87</u>						
43115	07/09/24	DIXIE005 Dixie Land Energy							772
24-00717	1	Gas 87% - 258.4 gals @ 2.7523	711.19	01-430-231	Expenditure		5	1	
				Fuel, Vehicles					
24-00717	2	Federal Lust tax	0.26	01-430-231	Expenditure		6	1	
				Fuel, Vehicles					
24-00717	3	Federal Oil Spill Recovery	0.50	01-430-231	Expenditure		7	1	
				Fuel, Vehicles					
24-00717	4	Federal Superfund Recovery Fee	0.94	01-430-231	Expenditure		8	1	
				Fuel, Vehicles					
24-00717	5	Diesel - 103.30 gals @ 2.9328	302.96	01-430-231	Expenditure		9	1	
				Fuel, Vehicles					
24-00717	6	Federal Lust tax	0.10	01-430-231	Expenditure		10	1	
				Fuel, Vehicles					
24-00717	7	Federal Oil Spill Recovery	0.22	01-430-231	Expenditure		11	1	
				Fuel, Vehicles					
24-00717	8	Federal Superfund Recovery Fee	0.41	01-430-231	Expenditure		12	1	
				Fuel, Vehicles					
24-00717	9	Lancaster County Fuel Additive	2.07	01-430-231	Expenditure		13	1	
				Fuel, Vehicles					
			<u>1,018.65</u>						
43116	07/09/24	EMHER005 EM Herr Ace Hardware							772
24-00721	1	Electrical Supplies	30.89	01-430-200	Expenditure		15	1	
				Operating Supplies					
43117	07/09/24	EXECU005 Executive Image Solutions							772
24-00748	1	phone support 6/15/24-7/14/24	2,013.07	01-402-312	Expenditure		90	1	
				IT Contracted Services					
43118	07/09/24	FRICK005 Fricke Hardware & Rental				07/09/24 VOID			0
43119	07/09/24	FRICK005 Fricke Hardware & Rental							772
24-00730	1	Electrical Supplies RIDGE AVE	10.25	01-430-200	Expenditure		26	1	
				Operating Supplies					
24-00730	2	Electrical Supplies RIDGE AVE	15.32	01-430-200	Expenditure		27	1	
				Operating Supplies					
24-00730	3	Marking Paint	15.98	01-430-200	Expenditure		28	1	
				Operating Supplies					
24-00730	4	PVC Pike & Coupler	9.68	01-430-200	Expenditure		29	1	
				Operating Supplies					
24-00730	5	Hole saw & quick change arbor	53.98	01-430-200	Expenditure		30	1	
				Operating Supplies					
24-00730	6	Bleach for water tank	13.98	01-430-200	Expenditure		31	1	
				Operating Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
43119	Fricke	Hardware & Rental	Continued						
24-00731	1	Paint for Stands	57.99	01-444-226	Expenditure		32	1	
				Operating Supplies					
24-00731	2	Painting Supplies	12.48	01-444-226	Expenditure		33	1	
				Operating Supplies					
24-00731	3	Fly Control - Market House	49.99	01-444-226	Expenditure		34	1	
				Operating Supplies					
24-00731	4	Kitchen Cleaner	12.98	01-444-226	Expenditure		35	1	
				Operating Supplies					
24-00732	1	Bldg/Prop Maintenance	121.40	01-454-378	Expenditure		36	1	
				Columbia Crossings, Building/Prop Maint.					
24-00732	2	Tie Down	22.99	01-454-378	Expenditure		37	1	
				Columbia Crossings, Building/Prop Maint.					
24-00732	3	Grass weed killer	15.99	01-409-226	Expenditure		38	1	
				Cleaning Supplies					
24-00732	4	Police Bldg Repair Maintenance	54.53	01-410-610	Expenditure		39	1	
				Maintenance & Repair of Building					
24-00732	6	Maintenance Building	30.77	01-409-370	Expenditure		40	1	
				Maintenance & Repair of Building					
24-00732	7	Maintenance Building MARKET Ho	6.79	01-444-373	Expenditure		41	1	
				Market House, Maintenance of Building					
24-00732	8	Cleaning Supplies Office	6.49	01-409-226	Expenditure		42	1	
				Cleaning Supplies					
24-00732	9	Liquid Fire	32.99	01-409-370	Expenditure		43	1	
				Maintenance & Repair of Building					
			544.58						
43120	07/09/24	GAMBY Gamby's Disposal Service	772						
24-00742	1	Boro Of/Market Trash 3 yd dump	325.00	01-409-365	Expenditure		63	1	
				Trash Disposal Services					
24-00742	2	cola crossing 3 yd dumpster	250.00	01-454-377	Expenditure		64	1	
				Columbia Crossings, Contracted Services					
24-00742	3	st cans (21 cans)	275.00	01-409-365	Expenditure		65	1	
				Trash Disposal Services					
24-00742	4	makle park (3 cans)	56.25	01-454-451	Expenditure		66	1	
				Maintenance of Parks - Makle Park					
24-00742	5	rotary park (1 can)	18.75	01-454-455	Expenditure		67	1	
				Maintenance of Parks - Rotary Park					
24-00742	6	Boro Of/Market Trash 3 yd dump	325.00	01-409-365	Expenditure		68	1	
				Trash Disposal Services					
24-00742	7	cola crossing 3 yd dumpster	250.00	01-454-377	Expenditure		69	1	
				Columbia Crossings, Contracted Services					
24-00742	8	st cans (21 cans)	275.00	01-454-451	Expenditure		70	1	
				Maintenance of Parks - Makle Park					
24-00742	9	makle park (3 cans)	56.25	01-454-451	Expenditure		71	1	
				Maintenance of Parks - Makle Park					
24-00742	10	rotary park (1 can)	18.75	01-454-455	Expenditure		72	1	
				Maintenance of Parks - Rotary Park					
			1,850.00						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND	Continued						
43121	07/09/24	GORMA005 Gorman Distributors, Inc					772		
24-00739	1	paper towel 11x6	17.74	01-409-226	Expenditure		55	1	
				Cleaning Supplies					
24-00739	2	bath tissue 2 ply	59.59	01-409-226	Expenditure		56	1	
				Cleaning Supplies					
24-00739	3	delivery charge	2.00	01-409-226	Expenditure		57	1	
				Cleaning Supplies					
24-00739	4	trash liner 33 gal	24.58	01-409-226	Expenditure		58	1	
				Cleaning Supplies					
			103.91						
43122	07/09/24	GTDIS005 GT Discount Auto Parts					772		
24-00726	1	Battery DEK 665MF-21 Ford F350	150.25	01-430-375	Expenditure		21	1	
				Maintenance & Repairs of Equipment					
24-00726	2	Diesel Engine Fluid	88.14	01-430-375	Expenditure		22	1	
				Maintenance & Repairs of Equipment					
24-00726	3	Batteries DEK1131PMF-Isuzu SS	354.94	01-430-375	Expenditure		23	1	
				Maintenance & Repairs of Equipment					
			593.33						
43123	07/09/24	JAMES005 James R Wolpert					772		
24-00725	1	Park Mtr Maint 6/1-6/30/24	200.00	01-410-375	Expenditure		20	1	
				Maintenance & Repair, Parking Meters					
43124	07/09/24	LANCA070 Lancaster County Treasurer					772		
24-00727	1	June 2024 County Tax	82,495.27	01-200-201	G/L		24	1	
				Lanc Co RE Tax Payable					
43125	07/09/24	LANDM005 Landmarks SGA, LLC					772		
24-00741	1	p wu personal vehicle milage	314.90	01-414-550	Expenditure		61	1	
				CLG Matching Mini Grant					
24-00741	2	p wu travel tolls	52.90	01-414-550	Expenditure		62	1	
				CLG Matching Mini Grant					
			367.80						
43126	07/09/24	LNPME005 LNP Media Group, Inc					772		
24-00735	1	zoning hearing 336 poplar st	312.60	01-414-420	Expenditure		48	1	
				Dues & Subscriptions					
24-00735	2	bold charge	6.00	01-414-420	Expenditure		49	1	
				Dues & Subscriptions					
			318.60						
43127	07/09/24	MRMWO005 MRM Workers' Comp Fund					772		
24-00750	1	10/1/23-9/30/24	60.33	01-402-195	Expenditure		91	1	
				Employee Workers Compensation Insurance					
24-00750	2	10/1/23-9/30/24	14.26	01-409-195	Expenditure		92	1	
				Employee Workers Compensation Insurance					
24-00750	3	10/1/23-9/30/24	9,411.51	01-410-195	Expenditure		93	1	
				Employee Workers Compensation Insurance					
24-00750	4	10/1/23-9/30/24	29.74	01-413-195	Expenditure		94	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						
43127	MRM	Workers' Comp Fund	Continued						
24-00750	5	10/1/23-9/30/24	28.52	01-414-195	Expenditure		95	1	
				Employee Workers Compensation Insurance					
24-00750	6	10/1/23-9/30/24	5,030.22	01-430-195	Expenditure		96	1	
				Employee Workers Compensation Insurance					
24-00750	7	10/1/23-9/30/24	14.26	01-444-195	Expenditure		97	1	
				Employee Workers Comp Insurance					
			<u>14,588.84</u>						
43128	07/09/24	OLDC005 Old Columbia Public Grounds Co							772
24-00733	1	mowing May 7-14-23-28-2024	488.00	01-454-453	Expenditure		44	1	
				Maintenance of Parks - Locust Park					
24-00733	2	electric share jan-june 2024	184.43	01-454-453	Expenditure		45	1	
				Maintenance of Parks - Locust Park					
24-00733	3	electric share overpayment	178.93	01-454-453	Expenditure		46	1	
				Maintenance of Parks - Locust Park					
			<u>493.50</u>						
43129	07/09/24	QUALI010 Quality Digital Office Solutio							772
24-00736	1	police 5/20/24-6/19/24	118.76	01-410-317	Expenditure		50	1	
				Contracted Services					
24-00736	2	admin 5/20/24-6/19/24	232.01	01-402-317	Expenditure		51	1	
				Contracted Services					
24-00736	3	temporary fuel surcharge	5.00	01-402-317	Expenditure		52	1	
				Contracted Services					
			<u>355.77</u>						
43130	07/09/24	RINGC005 RingCentral Inc.							772
24-00738	1	06/25/24-07/24/24	1,382.95	01-402-312	Expenditure		54	1	
				IT Contracted Services					
43131	07/09/24	RSHOL005 R S Hollinger & Son, Inc							772
24-00720	1	Maintenance Weed Eaters	59.54	01-430-375	Expenditure		14	1	
				Maintenance & Repairs of Equipment					
43132	07/09/24	RWCON005 R/W Connection, Inc							772
24-00716	1	Fuel Nozzle for Gas Pump	133.76	01-430-200	Expenditure		4	1	
				Operating Supplies					
43133	07/09/24	SUPER005 Super Shoe Stores							772
24-00697	1	W. Affeld Property Mgmt Maint	58.48	01-409-239	Expenditure		1	1	
				Clothing Allowance (Janitorial)					
43134	07/09/24	SUSQU080 Susquehanna Chrysler							772
24-00698	1	Veh Repairs PD#8	283.55	01-410-376	Expenditure		2	1	
				Maintenance & Repair, Police Vehicles					
43135	07/09/24	TOTAL Total Exterminating Services							772
24-00740	1	41 walnut st inside 6/25/24	65.00	01-444-317	Expenditure		59	1	
				Market House, Contracted Services					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
01 GENERAL FUND GENERAL FUND Continued									
43135	Total	Exterminating Services	Continued						
24-00740	2	41 walnut st outside 6/25/24	120.00	01-444-317	Expenditure		60	1	
				Market House, Contracted Services					
			185.00						
43136 07/09/24 WALTE005 Walters Portable Toilets 772									
24-00724	1	Makle Park H/C Portapot (July)	127.00	01-454-451	Expenditure		18	1	
				Maintenance of Parks - Makle Park					
24-00724	2	Rotary Park H/C Portapot (July)	127.00	01-454-455	Expenditure		19	1	
				Maintenance of Parks - Rotary Park					
			254.00						
43137 07/09/24 WITME005 WITMER PUBLIC SAFETY GROUP, IN 772									
24-00722	1	federal cart Amer Eagle Pistol	230.36	01-410-200	Expenditure		16	1	
				Police Equipment & Supplies					
43138 07/09/24 YARNE005 Yarnell/Choice/B Safe 772									
24-00737	1	functional fire inspec	10.00	01-444-317	Expenditure		53	1	
				Market House, Contracted Services					

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	27	2	126,389.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	27	2	126,389.25	0.00

21 ARPA FUND ARPA FUNDS									
1028	07/09/24	CSDAV005 CS Davidson Inc							773
24-00745	1	riverfront storm water replace	100.44	21-463-670	Expenditure		1	1	
				River Front Storm System Improvements					

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	100.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	100.44	0.00

35 LIQUID FUELS PLGIT LIQUID FUELS									
655	07/09/24	CONST005 Construction Masters Services							774
24-00749	1	200 Blk Union St CDBG	158,417.96	35-454-075	Expenditure		12	1	
				CDBG-200 Block of Union St Improve					
656 07/09/24 CSDAV005 CS Davidson Inc 774									
24-00746	1	2024 ADA improvements	1,511.33	35-438-010	Expenditure		10	1	
				ADA Curb Construction					
24-00746	2	200 blk union st CDBG improvem	11,600.31	35-454-074	Expenditure		11	1	
				CDBG - Perry and Union (2nd St)					
			13,111.64						
657 07/09/24 HIGHW005 Highway Materials 774									
24-00703	1	#68775 Ave C (Cedar to 2nd)	291.68	35-439-085	Expenditure		1	1	
				Current Year Street Paving Projects					
24-00703	2	#68806 Ave C (Cedar to 2nd)	290.95	35-439-085	Expenditure		2	1	
				Current Year Street Paving Projects					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS							
		PLGIT LIQUID FUELS							
		Continued							
657	Highway	Materials							
24-00703	3	#68830 Ave C (Cedar to 2nd)	1,310.37	35-439-085	Expenditure			3	1
				Current Year	Street Paving				
					Projects				
24-00703	4	#68831 Ave C (Cedar to 2nd)	581.17	35-439-085	Expenditure			4	1
				Current Year	Street Paving				
					Projects				
24-00703	5	#68836 Ave C (Cedar to 2nd)	583.36	35-439-085	Expenditure			5	1
				Current Year	Street Paving				
					Projects				
24-00703	6	#68840 Ave C (Cedar to 2nd)	436.79	35-439-085	Expenditure			6	1
				Current Year	Street Paving				
					Projects				
24-00703	7	#68852 Ave C (Cedar to 2nd)	658.47	35-439-085	Expenditure			7	1
				Current Year	Street Paving				
					Projects				
24-00703	8	#68855 Ave C (Cedar to 2nd)	1,312.56	35-439-085	Expenditure			8	1
				Current Year	Street Paving				
					Projects				
24-00703	9	#68860 Ave C (Cedar to 2nd)	656.28	35-439-085	Expenditure			9	1
				Current Year	Street Paving				
					Projects				
			6,121.63						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	177,651.23	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	177,651.23	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	2	304,140.92	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	2	304,140.92	0.00

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	35,161.78	0.00	82,693.10	117,854.88
CAPITAL FUND	4-18	8,534.37	0.00	0.00	8,534.37
American Rescure Plan FUND	4-21	100.44	0.00	0.00	100.44
HIGHWAY AID FUND	4-35	177,651.23	0.00	0.00	177,651.23
Total of All Funds:		<u>221,447.82</u>	<u>0.00</u>	<u>82,693.10</u>	<u>304,140.92</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	35,161.78	0.00	82,693.10	117,854.88
CAPITAL FUND	18	8,534.37	0.00	0.00	8,534.37
American Rescure Plan FUND	21	100.44	0.00	0.00	100.44
HIGHWAY AID FUND	35	177,651.23	0.00	0.00	177,651.23
Total of All Funds:		<u>221,447.82</u>	<u>0.00</u>	<u>82,693.10</u>	<u>304,140.92</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	35,161.78	0.00	0.00	0.00	35,161.78
CAPITAL FUND	4-18	8,534.37	0.00	0.00	0.00	8,534.37
American Rescure Plan FUND	4-21	100.44	0.00	0.00	0.00	100.44
HIGHWAY AID FUND	4-35	177,651.23	0.00	0.00	0.00	177,651.23
Total of All Funds:		221,447.82	0.00	0.00	0.00	221,447.82

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: July 9, 2024

DEPARTMENT: Police

AGENDA TITLE: Special Event – St. Paul’s Baptist Church Back 2 School Celebration/Kids 3 on 3 Hoops Event.

BACKGROUND AND JUSTIFICATION: St. Paul’s is requesting to host their second annual Back to School Celebration/Kids 3 on 3 Hoops event during which there will be a food, and school supplies will be handed out to children.

MOTION: To consider approval for Saint Paul’s Missionary Baptist Church to host their second annual Back 2 School Celebration/Kids 3 on 3 event at Makle Park on Saturday, August 17, 2024, from 12pm-6pm (setup 7am-12pm and cleanup 6pm-8pm – Rain date is 8/18/24).

ATTACHMENT(S):

- Special Event Permit Application dated 6/3/24
- Certificate of Insurance has been received

COST TO BOROUGH:

There should be little to no cost to the Borough for this event.



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

SPECIAL EVENT PERMIT APPLICATION

Non-Profit: Yes No Date Request Submitted: 6/3/24

Organization Name: SAINT PAUL'S BAPTIST CHURCH Representative Name: SANDRA DUNCAN & KURT J. EDMOND

Address: 244 S. 5TH STREET COLUMBIA, PA 17512 Phone #: 717 201-9184 Email: KURTEDMOND@YAHOO.COM

Name of Event: BACK TO SCHOOL CELEBRATION / KIDS 3 ON 3 HOOPS

Describe Event Activities: KID'S 3 ON 3 HOOPS TOURNEY, FOOD, PASS OUT SCHOOL SUPPLIES

Event Date(s)	Time of Event	Times (Including Setup/Tear Down)
<u>8/17/2024</u> / (Rain Date) <u>8/18/2024</u>	<u>12P-5P</u>	<u>7A-8P</u>

Anticipated Attendance: 200 Are you charging a fee to participate? No If so, how much? N/A

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

If using Borough Street(s) (i.e.-3rd St from Locust to Chestnut): _____ from _____ to _____ and _____ from N/A to _____ and _____ from _____ to _____

Equipment/Personnel Required: N/A Police Services _____ Custodian _____ Highway Personnel _____
 Safety Cones _____ Fire Police Services _____ Other _____

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

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

RESPONSIBLE ORGANIZATION OFFICIAL: KENT J. EDMOND Kent J. Edmond
(Name - PLEASE PRINT) (Signature)

APPROVAL SIGNATURES

Borough Manager _____ Mark Stivers, Borough Manager Date _____

Police Chief _____ Chief Jack Brommer Date _____

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 25

A RESOLUTION OF BOROUGH COUNCIL APPOINTING JAKE GRAHAM AS INTERIM BOROUGH MANAGER.

WHEREAS, Mark Stivers resigned as Borough Manager effective July 3, 2024; and

WHEREAS, Borough Council is conducting a search for a permanent Borough Manager;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Columbia hereby appoints Jake Graham to act as interim Borough Manager effective immediately and until such time as a permanent Borough Manager is named

RESOLVED AND ADOPTED this 9th day of July 2024 by the Columbia Borough Council.

ATTEST:

Columbia Borough Council

Tammy Bennet
Assistant Secretary/Treasurer

Heather Zink
Borough Council President

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 26

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA DESIGNATING DEPOSITORIES / FINANCIAL INSTITUTIONS AND AUTHORIZATION OF SIGNATORIES

WHEREAS, The Borough Council of the Borough of Columbia must approve bank depositories/financial institutions for Borough funds;

THEREFORE, BE IT RESOLVED, that the Columbia Borough Council hereby approves Truist Bank, and the Pennsylvania Local Government Investment Trust as primary depositories, and all FDIC insured banks doing business in Pennsylvania for investing funds of the Borough.

BE IT FURTHER RESOLVED, that the following persons may act on behalf of the Borough of Columbia as signatories for all the aforementioned depositories/financial institutions, and requires two signatures on all checks/bank drafts at all times, and that the Borough Manager or Finance Manager is hereby authorized to: (1) move money among all the above authorized depositories/financial institutions to maximize interest rate yields consistent with the safety of principle and to meet the financial obligations of the Borough in a timely and cost effective manner, and (2) open or close separate bank accounts as is deemed necessary, at the primary and secondary depositories.

Jake Graham, Borough Manager	_____
Tammy Bennett, Finance Manager	_____
Todd Burgard, Councilperson	_____
Barbara Fisher, Councilperson	_____
Eric Kauffman, Councilperson	_____
Kelly Murphy, Councilperson	_____
Joanne Price, Councilperson	_____
Peter Stahl, Councilperson	_____
Heather Zink, Councilperson	_____

RESOLVED AND ADOPTED this 9th day of July 2024 by the Columbia Borough Council.

ATTEST:

Columbia Borough Council

Jake Graham
Borough Manager

Heather Zink
Borough Council President

LANCASTER AREA SEWER AUTHORITY

MINUTES OF REGULAR MEETING

May 23, 2024

The Regular Board Meeting of the Lancaster Area Sewer Authority was held on May 23, 2024, at 130 Centerville Road, Lancaster, Pennsylvania.

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

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

Mr. Smith announced that on May 2, 2024 a special executive session board meeting was held to discuss a personnel matter.

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

Mr. Smith asked for approval of the minutes of the special executive session board meeting of May 2, 2024. Mrs. Morgan-Brubaker made a motion to approve the minutes of the meeting of May 2, 2024, and the disposition of the recordings of the meeting of May 2, 2024, in accordance with the Resolution passed April 27, 2023. Mr. Sahd seconded the motion, and the Board unanimously approved. Mr. Keener abstained from voting because he was not present at the meeting.

Mr. Smith asked for approval of the minutes of the regular meeting of April 25, 2024. Mr. Sahd made a motion to approve the minutes of the meeting of April 25, 2024, and the disposition of the recordings of the meeting of April 25, 2024, in accordance with the Resolution

passed April 27, 2023. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of the contract for labor and materials for roofing services to replace the two LASA owned rental properties roofs and repair the LASA mill roof. Mr. Keener made a motion to award the contract for labor and materials for roofing services to replace the two LASA owned rental properties roofs and repair the LASA mill roof, to Weaver Commercial at a cost of \$55,150.00. Mrs. Morgan-Brubaker seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of the contract to overhaul the centrifuge at the BRWRRF. Mrs. Morgan-Brubaker made a motion to award the contract to overhaul the centrifuge at the BRWRRF to GEA Mechanical Equipment US Inc., at a total cost of \$50,168.20. Mr. Sahd seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of the contract to purchase pump parts for the Blue Rock pump station. Mr. Keener made a motion to award the contract to purchase pump parts for the Blue Rock pump station to Kappe Associates, Inc., at a total cost of \$22,613.00. Mrs. Morgan-Brubaker seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended award of the contract to purchase a 2024 Ford Escape. Mr. Laudien made a motion to award the contract to purchase a 2024 Ford Escape to Whitmoyer Ford Inc., at a total cost of \$32,750.00. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Smith 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 May 2024 in the amount of \$1,785,367.30. The following trustee requisitions have been reviewed and submitted for approval; Revenue Fund Requisition #800 in the amount of \$1,950,000.00; Bond

Redemption & Improvement Fund Requisitions/Invoices #2149-1A through 2149-9AE in the amount of \$140,586.46; Capital Asset and Replacement Fund requisitions #253-1A through 253-8Q in the amount of \$73,573.59; Escrow Account – Penn Vest Loan Funds Requisition/Invoice #6-1A through 6-1A in the amount of \$2,295.00 for a grand total trustee payments of \$2,166,455.05. Mr. Sahd seconded the motion, and the Board unanimously approved.

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

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

Mr. Smith asked if there was anything to report from the Pension Committee. Mr. Lehman reported that as of May 23, 2024, the total market value of the LASA pension fund was \$13 Million with an estimated actuarial accrued liability of \$14.5 Million, while funding stands at 89.7% of the estimated actuarial accrued liability.

Mr. Smith moved to the Personnel Committee and Mr. Sahd reported that the Committee made a verbal offer for the Executive Director position which has been accepted. The candidate will be at the next board meeting for the Board's vote of approval. The candidates start date will be the end of July or beginning of August.

Mr. Smith moved to the Executive Director's Report. Mr. Kyle announced that the property acquisition for the Farmdale pump station replacement has been completed and the 1-year lease has begun. Mr. Kyle also reported on the status of the BRWRF ammonia performance and permit compliance. He also reported that Phase 2 of the PennVest loan was closed on May 15, 2024.

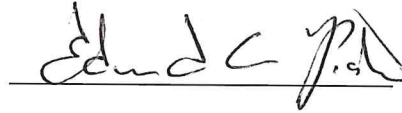
Mr. Smith called for Other Business and there was none.

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

Mr. Smith moved to the Chairman of the Authority report and there was none.

Mr. Smith announced that the next regular Board meeting is June 27, 2024, at 7:30 a.m. at 130 Centerville Road, Lancaster, PA 17603 or via Zoom.

Mr. Smith called for a motion to adjourn. Mrs. Morgan-Brubaker moved to adjourn, Mr. Millhouse seconded the motion, the Board unanimously approved, and the meeting was adjourned at 7:41 a.m.

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

Edward C. Fisher, Secretary