



LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

## COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chambers

September 10, 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)
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 August 13, 2024
  - b. Consider approval of the Borough Council Meeting Minutes for August 27, 2024
8. Presentation and Acceptance of Reports
  - a. Community Development – Eric Kauffman
    - l) Acknowledge receipt of the Columbia Market House Report for August 2024
  - b. Public Works & Property – Peter Stahl
    - l) Acknowledge receipt of the Public Works and Property Report for August 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 extending an offer of employment to Steven Kaufhold for the position of Borough Manager at a starting rate of \$100,000/year contingent upon background check and drug screening with start date TBD.



- b. Authorize the bill payments
12. New Business
- a. Discuss disposition of the house on the 700 Franklin St property
  - b. Consider approval for the Columbia Merchant's Association to host "Free Parking" Saturdays from 11/30/24 through 2/15/25, contingent upon the Merchant's Association paying for the paper and laminating sheets.
  - c. Motion to approve the request for Columbia Merchant's Association to host the annual Santa Parade on Saturday, November 30, 2024, beginning at 8:00am following the regular parade route ending at 3<sup>rd</sup> and Locust Streets contingent upon receipt of the required \$25.00 application fee.
  - d. Consider approving the hiring of Ron Stauffer as a part-time (10-20 hours per week) Crossing Guard beginning at the Non-Uniform Contract rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.
13. Staff Reports, Comments, and Announcements
- a. Solicitor
  - b. Borough Engineer
  - c. Secretary/Treasurer
  - d. Boards, Commissions and Committees
    - I) Upcoming Meetings: HARB September 11, 2024, at 7:00 PM, Parks and Rec September 12, 2024, at 6:00 PM, Planning Commission Work Session September 17, 2024, at 6:00 PM, Planning Commission Meeting September 17, 2024, at 7:00 PM
    - II) Minutes:
14. Borough Council Comments
- a. Council Members
15. Announcement of Next Meeting - Borough Council Budget Meeting Thursday September 19, 2024, at 7 PM and Borough Council regular meeting Tuesday September 24, 2024, at 7 PM
16. Adjournment

**If you are a person with a disability wishing to attend this meeting and require accommodation to participate in the meeting, please contact the Columbia Borough Office at (717) 684-2467 at least 24 hours prior to the meeting.**



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Borough Council President

## COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chamber

August 13, 2024 - 7:00 PM

### MINUTES

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

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

**Councilpersons absent:**

**Staff Present:** Police Chief Brommer, Interim Borough Manager Graham, Solicitor Gabel, Engineer Rinaldo, and Facility Manager Affeld

2. A moment of silence was observed.  
3. Councilperson Stahl led the pledge to the flag.  
4. President Zink announced the Executive Session held July 23<sup>rd</sup> to discuss personnel matters related to replacing staff.  
5. Motion to approve the agenda as published.

Motion by:	Second by:	Voice Vote:
K. Murphy	B. Fisher	All Favored – Motion Carried

6. Citizen Comments – Non-Agenda Items Only

Mary Wickenheiser: Mary stated information about the current river levels and water flow, and that she hopes the boat ramp will be open by the weekend. Interim Borough Manager Graham said he will have the barricade pulled tomorrow.

Joshua Myers: Mr. Myers lives on S. 2<sup>nd</sup> Street. He spoke about issues with a nearby address due to bags of garbage outside. Mr. Myers wanted to make Council aware of the issue, and he thanked Chief Brommer for his help with the situation. Councilperson Kauffman suggested Mr. Myers contact Code Enforcement and Mr. Myers replied that he has made contact multiple times.



7. Motion to approve Borough Council Meeting Minutes for July 23, 2024.

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

Sharon Lintner: Sharon commented that the July 23, 2024, Borough Council Meeting Minutes refer to an address: 700 S. 9<sup>th</sup> St. She said that there is conflicting information regarding the address and stated the correct address is 700 Franklin St. She feels that the minutes should be corrected.

8. Presentation and Acceptance of Reports

- a. Councilperson Kauffman acknowledged receipt of the Columbia Market House Report for July 2024.
- b. Councilperson Murphy acknowledged receipt of the Active Legislation Report for July 2024. President Zink clarified that this report is from last month. Solicitor Gabel said that he will be meeting with Jessica Fieldhouse from C.S. Davidson on August 26<sup>th</sup> to go over a few items she is working on, and to determine what is needed to cross the finish line.
- c. Councilperson Stahl acknowledged receipt of the Public Works and Property Report for July 2024. Councilperson Stahl pointed out that the Hometown Heroes banners project was completed with a total of 635 banners in the Borough and said the banners look great. President Zink thanked Interim Borough Manager Graham and his crew for cleaning up debris from the recent storms.

9. Presentations

- a. Clifton Santiago – Columbia River Park Temporary Sculpture installation
  - I) President Zink first mentioned that she recently learned the sculpture exhibit will be both indoors and outdoors.
  - II) Mr. Santiago said there will be as many as five sculptures installed outdoors.
  - III) Mr. Santiago stated that in the past, property owners added a rider on their insurance for his exhibits, and requested the Borough do the same. President Zink stated that when using Borough facilities, applicants are required to carry their own insurance policy naming the Borough as an additional insured.
  - IV) Mr. Santiago stated that the installation is scheduled for August 24<sup>th</sup> and will be a nine-month exhibition. President Zink said she understood the exhibit would end in March 2025. Mr. Santiago agreed to conform to the Borough's schedule.
  - V) Councilperson Kauffman asked whether Engineer Rinaldo's group might oversee the installation to ensure it is structurally sound.
  - VI) Solicitor Gabel suggested the Borough reach out to their insurance carrier. He commented that because the installation is scheduled prior to the next Borough Council Meeting, the Council might approve the



event pending proof of insurance coverage. Council requested that Mr. Santiago provide the layout of the pieces and estimated values for insurance purposes.

- VII) Mayor Lutz suggested that Mr. Santiago meet with Chief Brommer to ensure that the locations of the pieces are visible to surveillance cameras for safety and security.
- VIII) Councilperson Kauffman made a motion to approve the temporary outdoor sculpture installation contingent upon proof of applicable insurance coverage, whether it is through the Borough, Susquehanna National Heritage, or another organization.

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

10. Mayor Lutz/Chief Brommer

- a. Mayor Lutz commented on the National Night Out cancellation due to the heavy rain. One of his main concerns was the safety of people crossing streets to get to their vehicles and the possibility of lightning on the field. Mayor Lutz gave a report about the August 12<sup>th</sup> Land Bank Meeting. The property at 624 Franklin Street will be put up for sale to a homebuyer. He also stated that the formerly condemned property at 318 Poplar Street will be handled by Tenfold for a first-time homebuyer. Tenfold will provide educational programs and training on becoming a first-time homebuyer and will assist with the down payment. All three Habitat for Humanity homes have been purchased and the property on S. 5th St. is now occupied.  
Sharon Lintner: Sharon asked a question about a property on Locust St. across from the park. Mayor Lutz addressed her question and will provide her with additional information.
- b. Chief Brommer acknowledged the significant amount of work done by Pam Arnold, Interim Borough Manager Graham, Facility Manager Frank Affeld, the Fire Department, and police officers to prepare for the National Night Out. Funding from businesses and social clubs was used to purchase food, and bottled water was donated. The CBAA benefitted by receiving food and water. Items were donated to the food bank, the Dream Center and the Columbia Fire Department. Columbia Police and Public Works received water as well. Chief Brommer also mentioned that the baptism was cancelled on Sunday due to river conditions but is rescheduled for September 8<sup>th</sup>.

11. Action Items

- a. President Zink stated that several months ago it was approved for the solicitor and staff to work with property owner, Mr. Smith, to get everything needed to vacate a portion of Washington Street. She commented that a public hearing will be advertised. The letter requesting the vacation, the deed description, and the survey showing what will be vacated was submitted. Mayor Lutz asked whether the vacation has gone through Planning Commission and Solicitor.

- I) Motion to authorize staff to advertise a public hearing for the request to vacate a portion of Washington Street. Solicitor Gabel stated that Borough Code does not require Planning Commission involvement. Mayor Lutz began a discussion about the location to be vacated and street access.
- II) Solicitor Gabel emphasized that adjacent property owners will have the opportunity to voice concerns at the public hearing.

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

b. Motion to approve Change Order #1 and Application for Payment #2 for the 200 Block Union Street CDBG project.

- I) Engineer Rinaldo stated that the change order is for a reduction in the contract amount of \$18,475.30 and that the project was completed \$8,000 under budget.

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

c. Motion to authorize staff to advertise the Riverfront Storm Sewer Improvements Project for public bids:

- I) Engineer Rinaldo stated that the project has taken a turn from doing a full replacement. He identified a supplier who can install a concrete reinforced lining, but the Borough must bid out the lining since there is Federal ARPA funding involved.
- II) He will create a bid packet for an excavator and lining company. He stated that the project may cost less than the grant budget, and excess funds could possibly be reallocated.

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

d. Motion to approve Application for Traffic Signal for the 100-200 Block Walnut Street Project.

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

e. Motion to approve Traffic Signal Maintenance Agreement for the 100-200 Block Walnut Street Project.

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

f. Motion to authorize payment of bills.

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

Sharon Lintner: Sharon asked several questions about bill payments to which Solicitor Gabel responded.

12. New Business:

- a. Conditional use for 750 S. 9<sup>th</sup> St: Solicitor Gabel first explained that Borough Council makes decisions about conditional use, just as the Zoning Board makes decisions about special exceptions.

*President Zink closed the regular meeting at 8:04 PM to enter a hearing on the conditional use application for 750 S. 9th Street.*

1. Consultant, Joshua George at Landworks Civil Design, LLC began a presentation about the 0.47-acre property located at 750 S. 9<sup>th</sup> St. and Avenue X. The proposal is for the construction of nine rental units in the Medium Density Residential District classified as single family attached units. The project is considered a Flexible Residential Development. It was reviewed at the July 16<sup>th</sup> Planning Commission Meeting and recommended for approval of conditional use to Borough Council. Access to the site will be from S. 9<sup>th</sup> St. only. There will be no access from Avenue X. The two-story units will face Avenue X with access to a parking lot from S. 9<sup>th</sup> St. There will be two parking spaces per unit.
2. Property owner, Eli King, stated that five of the units will have three bedrooms, and one and a half baths. The other four units will have four bedrooms, and two and a half baths.
3. Mayor Lutz asked about the setback and Mr. George stated that it will be about eight feet from right of way line, which is about 10 feet. There will be a sidewalk on Avenue X wrapping around the building.
4. Engineer Rinaldo stated that the main purpose of the conditional use application is to allow a greater density than flexible development requirements. There is a provision that allows the parcel to remain as one lot with the establishment of a condo association. Mr. George stated that a condo association is not relevant to this situation because the individual units will not be sold.
5. Solicitor Gabel stated that the project does not need to go to Lancaster County Planning Commission.
6. Mayor Lutz asked about the stormwater system. Mr. George stated there will be an underground storm water facility and that it will be addressed further in the land development plan.

Frank Doutrich – Frank asked questions about rent amounts and parking spaces. Mr. King answered his questions.

Sharon Lintner: Sharon asked how the neighbors will be informed. Mr. George and Solicitor Gabel addressed her question.

*President Zink concluded the hearing at 8:24 PM and resumed the regular meeting.*

- II) E. Kauffman expressed concern that if Borough Council approves the conditional use, then Mr. King may proceed with construction. Mr. George explained that they would only be permitted to proceed with the conditional use as dictated by the Zoning Ordinance for the specific property. He will be submitting a land development plan to be reviewed by the Planning Commission.

b. Motion to approve conditional use for 750 S. 9<sup>th</sup> Street including the two waivers.

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

c. Motion to approve the Special Event application for Albatwitch Saturday October 5, 2024, from 11:00 AM to 5:00 PM at Columbia River Park.

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

d. Motion to extend an offer of employment to Kenneth Boughter for the position of Highway Maintenance Worker II at a starting rate of \$25.40/hr. contingent upon background check and drug screening.

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

e. Motion to approve Special Event Application for Sherese Kirkland to host a block/birthday party on North 6th Street between Walnut Street and Avenue H on Saturday, August 24, 2024, from 3:00 PM – 7:00 PM contingent upon receipt of applicable fees, proof of insurance, and notification of all neighbors on the block.

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

f. Michelle Kauffman discussed upcoming Parks and Recreation events, social media, and logo.

- I) Movie Night is on August 16, 2024, at 5:30 PM at Maple Park.
- II) Parks and Recreation will have a table at 4<sup>th</sup> Friday in August.
- III) Chalk the Walk is in September on a Saturday. Registration for the artists will begin on 4<sup>th</sup> Friday, August 28<sup>th</sup> in front of the Borough Office. The event will start at 11:00 AM and end at 3:30 PM. Winners and prizes will be at 4:30 PM.
- IV) On 4<sup>th</sup> Friday, August 28<sup>th</sup> Parks and Recreation will chalk a twisted hopscotch in the front of the Borough Offices and around the corner to the Market House.
- V) An apple hunt is planned for the day of the Albatwitch Festival in the green space under the bridge.

- VI) There was discussion about a Facebook page, email address, logo, t-shirts and Columbia Borough merchandise sales.

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

- a. Solicitor Gabel
  - I) The sale of the eastern portion of the Blue Lane property is complete.
  - II) The sale of 740 S. 12<sup>th</sup> St. will be completed this week.
  - III) Comments on the Short-Term Rental Ordinance were sent to Code Compliance Manager Diffenderfer.
- b. Engineer Rinaldo
  - I) Remediation work at Shawnee Run has been completed.
  - II) No update on the Community Development Block Grant application.
  - III) No update on the Local Share Grant for the public works building.
- c. Interim Borough Manager Graham
  - I) Landmarks SGA will conduct surveys of the historic district August 17 – 19 and take photos of properties.
- d. Boards, Commissions and Committees
  - I) Upcoming Meetings: HARB August 14, 2024, at 7:00 PM, Planning Commission Work Session August 20, 2024, at 6:00 PM, Planning Commission Meeting August 20, 2024, at 7:00 PM, Shade Tree Commission Meeting August 26, 2024, at 6:00 PM
  - II) Minutes: Civil Service Commission Meeting 01.09.2024, 06.11.2024, Shade Tree Commission Meeting 01.22.2024, 03.25.2024, 05.20.2024, Parks and Recreation 04.11.2024, 05.09.2024, 07.11.2024, LASA 02.22.2024, 06.27.2024, Zoning Hearing Board 06.26.2024

### 14. Borough Council Comments

- a. Councilperson Burgard acknowledged Borough Staff and Council Members for the work done to fill the Borough Manager, Finance and Public Works vacancies. He wants the public to know that a lot of energy and teamwork has been put forth to recruit and fill the open positions.
- b. Councilperson Kauffman stated that a citizen reached out about a deteriorating sidewalk on the northwest corner of 10<sup>th</sup> and Park Streets. Engineer Rinaldo agreed to look at the sidewalk and offer suggestions.
- c. President Zink announced that the Vintage Baseball Game will be held at Janson Park at 1:00 PM on Saturday, August 17<sup>th</sup>. She also shared that on July 15<sup>th</sup>, Governor Shapiro signed Act 63 of 2024, which included the Borough Council's request to name the Route 441 bypass bridge, "The Major General Edward C. Shannon Memorial Bridge." There will be a dedication ceremony on October 16, 2024, at 10:00 AM.

- 15. President Zink announced the next Regular Borough Council meeting will be Tuesday, August 27, 2024, at 7:00 PM.

16. Motion to adjourn at 9:30 PM to an executive session to discuss personnel matters related to replacing staff.

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

**MOTIONED AND APPROVED** this 27<sup>th</sup> day of August 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:**

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Heather Zink, Council President

**ATTEST:**

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Jake Graham, Interim Borough Manager

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

**Paul W. Myers Council Chambers**

**August 27, 2024 - 7:00 PM**

**MINUTES**

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

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

**Councilpersons absent:** Price

**Staff Present:** Interim Borough Manager/Public Works Manager Graham, Code Compliance Manager Diffenderfer, Alexander Tinsley, Fire Chief Ryno and Solicitor Gabel were present as well

2. A moment of silence was observed

3. Mayor Lutz led the pledge to the flag

4. Announcement of Executive Session – August 13<sup>th</sup> to discuss personnel matters related to replacing staff

5. Additions, deletions, and reorganization of agenda

a. Motion to approve the reorganized agenda – remove 7a.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
Fisher	Stahl	All Favored – Motion Carried

6. Citizen Comments Non-Agenda Items Only

a. James Gambler asked if notification is given when Sheriff or Constable is coming to town. Mayor Lutz responded. James then asked about the standard in reference to chipping/peeling paint. Codes Compliance Manager Diffenderfer was asked to explain.

b. Amy Hall moved to Columbia a few years back because she seen growth in the community. Now, she comments that it almost seems like a better idea to be a slumlord in Columbia than a taxpaying citizen. She is harassed by the tenants at 158 Walnut St, verbally abused, their animals come in her yard, attempt to come into her home and the only repercussion is that the property owner ends up paying a \$25 Quick Ticket. Amy states that she is frustrated! Mayor Lutz responded by telling her the steps being taken by the Borough to take care of the property and to hold the property owner accountable.

c. Sharon Lintner asked what is the difference between a zoning hearing where you have a stenographer and a public hearing? Solicitor Gabel answered her question. Sharon then also asked about the bills from the 08.13.2024 Agenda on the chip factory. Is that project moving ahead? Again, Solicitor Gabel responded and stated he would have to get back to her with further information.

d. Richard Whitson and Joshua Myers, neighbors of 122 S 2<sup>nd</sup> St, one gentleman on either side of this property, state there is no trash disposal at this address so there is trash all around that has created an infestation of mice and fleas. These people have done a hit and run to our vehicle and gotten away with it, have had naked sex in the back yard, party frequently, and have threatened to kill our dogs. There are approximately 22 people living there that appear to have no relation to one another. Paula responded with we have addressed this property; they have several fines. Mayor Lutz responded, and Solicitor Gabel also commented.

- e. Frank Doutrich couldn't believe the amount of people walking their dogs, and the number of bikes on the roadway, especially electric bikes. They were not on the pavement though, are they not allowed on the sidewalk? The answer was no, they are not allowed on the sidewalk, electric or not. Frank then questioned why the HARB meeting was cancelled again this month. Council President Zink answered him. The property across from Turkey Hill Experience, how are they able to work there? Paula commented that they have building permit approval to work inside. Frank had some other questions about people living in a property on 2<sup>nd</sup> and Chestnut, he was answered by Paula, yet stated he was not satisfied with the answers he received this evening.

7. Minutes for Approval - None

8. Presentation & Acceptance of Reports

- a. Community Development - Eric Kauffman

- I) Acknowledged receipt of the Zoning and Planning Report for July 2024

- b. Finance – Heather Zink

- I) Acknowledged receipt of the Finance Report for July 2024, and the 2<sup>nd</sup> quarter Lien report is included this month, not in July as it should have been

- c. Safety/Marketing – Todd Burgard

- I) Acknowledged receipt of the Public Safety Reports for Columbia Borough Police Department for July 2024, Columbia Fire Department for July 2024, Columbia EMOC Report for July 2024, EMS Report for July 2024

- II) Acknowledged receipt of the Codes Compliance Report and Condemnation Report for July 2024  
I'd like to thank Chief Brommer for sharing the Crime Watch Semi Annual Impact Report. Columbia Borough's engagement with Crime Watch is in the top 6 of the top 25 Boroughs and Municipalities using Crime Watch.

Fire Chief Ryno stepped up to discuss the EOC. Currently, for large fires and incidents, a 2 Channel Communication System is used in the Borough. Field Com 91, mobile 911 center, is a true miniature 911 center that would take over all calls and communications of a large fire/incident and alleviate dispatch from taking such calls. The increase in fires lately has not been arson. However, they are due to hoarding, electrical, overcrowding, quality of life, and others. Most of these fires have been accidental, but preventable.

Scott – Director of Penn State Lifeline – We at PSU face the quality-of-life issue as well. One of the biggest issues faced is bed bugs. At times they get taken into the ER, and there have been times when our medics have even taken them home. Mental health problems are growing. Scott stated some statistics and concluded his discussion.

9. Presentations - NONE

10. Mayor Lutz/Chief Brommer – Mayor Lutz states, it's been a hot summer, people not thinking when plugging in their air conditioners, hoarding things, possibly due to too many people living in a dwelling, all pose a fire hazard. We need to educate people. We need to keep up with the property owners to know who lives in the rentals to make sure that everyone is accounted for, and we don't lose any lives. Bikes must have lights on front and back. Citations will continue to be issued for those not compliant. Bikes, regular and e-bike, must ride on the same side of the road as traffic flow and obey the same laws as the vehicles. Everyone needs to be aware and alert. Things are being done with the property owner situations, but it is all just taking time due to ordinances and time frames. Solicitor Gabel also added to this stating that the nuisance ordinance should be updated within the next month.

Frank Doutrich has questioned what happens when too many people are living in a property? This was clarified by Mayor Lutz, Codes Compliance Manager Diffenderfer, and Council President Zink. Then he



asked about the break ins at the Ridge Ave property, the amount of damage, who incurred the costs and what happened to the children? Interim Borough Manager Jake Graham took the mic and responded to all his questions.

11. Public Hearing - 8:32 PM

- a. Discuss rezoning 740 S 12<sup>th</sup> St – This hearing was directed by Solicitor Gabel in reference to rezoning this property location from Light Business to Medium Density Residential to keep the character of the park/area. The Public Hearing was exited at 8:35 PM.

12. Action Items – 8:35 PM

- a. Motion to adopt Ordinance 952 of 2024 rezoning 740 S 12<sup>th</sup> St from LB to MDR. Roll call – all in favor.

Motion by:	Second by:	Voice Vote:
Stahl	Fisher	All Favored – Motion Carried

- b. Motion to adopt resolution 2024-31 Authorizing the sale by auction of used Borough vehicles.

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

- c. Motion to authorize staff to pay bills.

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

13. New Business

- a. Motion to approve event request for cumulus Media/96.1/SOX Radio to host their annual Santa D’s Toy challenge in the “jug handle” at the entrance to the Rt. 462 Bridge from Sunday, December 8, 2024, through Friday, December 13, 2024, during which employees of Cumulus Media will camp out and collect toys which will be donated to Toys for Tots. This approval is contingent upon receipt of the required Certificate of Insurance.

Motion by:	Second by:	Voice Vote:
Kauffman	Burgard	All Favored – Motion Carried

- b. Motion to approve the hiring of Max Antes as a part-time (10-20 hours per week) Crossing Guard beginning at the Non-Uniform Contract rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening.

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

- c. Motion to adopt resolution 2024-32 appointing Alexander Tinsley as Zoning Officer for Columbia Borough.

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

Frank Doutrich asked if there was anything Council President Zink could share about Alexander Tinsley prior to the vote. She shared his zoning experience and the fact that he has been employed with the Borough since April 2024. He then questioned the pay rate, to which Council President Zink said she would have to look at the budget as he will not be getting a raise but does not know his hired pay rate.

Sharon Lintner asked, prior to the vote, is he replacing Sharon Simmons? Council President Zink responded, sharing that he is the in-house Zoning Officer but has no management duties.

- d. Motion to approve contract with Sidium Solutions for Datto Storage upgrades.

Motion by:	Second by:	Voice Vote:
		All Favored – Motion Carried

Councilperson Stahl has questions on the cost of the storage. He would like to see more definitive numbers before voting. No vote took place at this time.

14. Staff Reports, Comments, and Announcements

- a. Solicitor Gabel – going to meet with Kelly and Jessica about the nuisance ordinance very shortly; doing all we can to help out
- b. Secretary/Treasurer – Interim Borough Manager Graham shared that the Borough received \$200,000 from the Lancaster County Housing and Redevelopment Authority (CDBG Project) 900 & 1000 blocks of Walnut Street that will happen in 2025
- c. Boards, Commissions, and Committees
  - I) Upcoming Meetings: NONE
  - II) Minutes approved: Planning Commission Workshop June 18, 2024, Planning Commission July 16, 2024

15. Borough Council Comments

- a. Council Members – None
- b. Mayor Lutz – This has been a trying time with personnel changes going on, business as usual has been happening though, thank you all.

16. Announcement of next meeting. At 7:00 PM September 3, 2024, Council will hold a Workshop

17. Motion to adjourn to executive session to discuss personnel matters related to replacing staff at 8:55 PM

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

**MOTIONED AND APPROVED** this 10<sup>th</sup> day of September 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:**

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Heather Zink, Council President

**ATTEST:**

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Jake Graham, Secretary/Treasurer

Columbia Borough Council – Regular Meeting on August 27, 2024/TNT



## Columbia Market House August 2024 Report

### August 2024 Private Events

Edwin & Jasmin Omari	Sweet 16 Party	Lancaster, PA	8/3/2024
Pheng Lo	Graduation Party	Denver, PA	8/4/2024
Frank Embers	Birthday Party	Mount Joy, PA	8/17/2024
Mary Barninger	Bridal Shower	Columbia, PA	8/18/2024
Allison Vacek	Baby Shower	Lititz, PA	8/24/2024

September 2024 booked events- 7

### New Permanent Vendor

King's Butcher Shop    Wrightsville, PA    Stand: 19 (formerly Master One and remodeled)

King's Bake Shoppe    Hershey, PA    Stand: 23 (formerly Chef Lex)

(expected move in late September- early October) (vendors are not related)

### Farmers Market Nutrition Program

White Horse Produce has applied to the state to accept WIC produce vouchers

### Future Public Meeting(s)

RK&K Civil Engineering Bridge Reconstruction    Tuesday, September 17, 2024 5:00PM

### Eventective Venue Website Comment(s):

**Awesome place for a party!** - An Eventective User

Chris is laid back and super easy to work with. Very responsive with any questions we had. This was a GREAT spot for my son's first birthday bash! Thankful for a pleasant experience:)



LEO S. LUTZ Mayor  
HEATHER ZINK Borough Council President  
EVAN M. GABEL Solicitor

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

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○ **2024 Paving Projects by Borough Crews**

When the ADA ramp replacement on South Second Street is completed, crews will begin preparations for the paving of South Second Street Cherry to Union Street

1100 block Locust Street ✓ S Third Street (Locust to Cherry)	1200 block Chestnut Street ✓ S Second St (Cherry to Union)	600 block Poplar Street Avenue C (Cedar to 2 <sup>nd</sup> ) ✓
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○ **2024 ADA Ramp Replacement**

Reamstown Excavating started the replacement of the nine ADA ramps on September 3<sup>rd</sup>. These ramps are located on South Second Street Cherry to Union and South Third Street Locust to Cherry

○ **Columbia Water Company Main Replacement**

The water company is currently working on the water main replacement on South Third Street from Locust to Cherry. This work is expected to be completed by October 11<sup>th</sup>

○ **462 Bridge Lights**

The Route 462 bridge lights have been turned on Thursday, August 29<sup>th</sup>. This season there hasn't been much Mayfly activity with the exception of one time that required clean-up around the Columbia Crossing building and the boat ramp

○ **Reminder: Curb Side Yard Waste Pick Up/Leaf Collection**

Last day for yard waste pick up is Tuesday, November 12.  
Leaf Collection begins Monday, October 14<sup>th</sup>

○ **Borough Yard Waste Recycling Facility**

Contracted Municipalities dropped off **347.14 Tons** of yard waste in August year to date **\$74,404.40**  
**465 cu yds** of Compost was purchased by Contractors in August = 2,130 cu yds to date = **\$21,300.00**

○ **Curb Side Yard Waste Pick Up**

Borough Crews started collection on Monday April 1<sup>st</sup> and will continue every Monday through November 12<sup>th</sup> which will be the last day of pickup for the season. **19.18 Tons** of yard waste was picked up in August. Starting in April, the recycling facility will be open the second and fourth Saturday of the month through October 26



# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 9/10/24

**DEPARTMENT:** Administration

**TITLE:** Borough Manager

**SUMMARY:**

Applicant was screened by Scott Fiore from Tri Starr and determined he had the qualifications to fill the position. Steve was one of the applicants interviewed by TriStarr, Councilperson Price, Councilperson Fisher, and Council President Zink. After determining he was a good fit, a full Council interview was conducted including the Solicitor and Interim Manager Graham. It was determined Steve is a great fit for this position, having worked for Columbia Borough in the past as Code Compliance Manager. He brings significant experience in zoning and codes and project management. As the owner of his own construction company he gained experience in all areas of business management. He posses the interpersonal skills necessary to lead our team.

**BACKGROUND AND JUSTIFICATION:**

This position was created by the resignation of Mark Stivers as of 7/3/24.

**MOTION:**

Move to extend an offer of employment to Steven Kaufhold for the position of Borough Manager at a starting rate of \$100,000/year contingent upon background check and drug screening. Start date TBD

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Fund (01)	\$35,000	\$100,000	0	0	0
Capital Fund (18)	0	0	0	0	0
ARPA Fund (21)	0	0	0	0	0
Capital (30)	0	0	0	0	0
Liquid Fuels Fund (35)	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>\$35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-401-121	Borough Manager Salary	101,309	23,738.20	35,000	-11261.80

# COLUMBIA BOROUGH

## APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application 9/4/24

Position(s) Applied For Borough Manager

Referral Source:  Advertisement  Friend  Relative  Walk-In  
 Employment Agency  Other

Name Kaufhold Steven  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_\_) \_\_\_\_\_

Email Address (please print clearly) \_\_\_\_\_

If employed and you are under 18 can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If Yes, give date 2016

Have you ever been employed here before?  Yes  No If Yes, give date 2018

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No (Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? TBD

Are you available to work  Full-Time  Part-Time  Shift Work  Temporary

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony or misdemeanor within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain \_\_\_\_\_

Veteran of the U.S. Military Service?  Yes  No If Yes, Branch U.S. Army

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
<b>SPEAK</b>	english		
<b>READ</b>	english		
<b>WRITE</b>	english		

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin): \_\_\_\_\_

Please see attached resume'.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Please see attached resume'.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Resume Attached

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.  
Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Telephone ( ) -	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer	Telephone ( ) -	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer	Telephone ( ) -	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer	Telephone ( ) -	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience

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# Education

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course Of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

Please see attached Resume'

\_\_\_\_\_

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I hereby give the Borough the right to make a thorough investigation into my previous employment, education, references, criminal and credit history, and I release from all liability all person and entities supplying such information. I release, indemnify and hold harmless the Borough and its officers, employees and agents from and against all liability which may result from making such an investigation.

I understand that any false or misleading or incomplete answer, statement or representation made by me in this application may constitute sufficient cause for the withdrawal of any offer of employment or for termination from employment. I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between the Borough and myself.

I understand that if accepted for employment, I must comply with all the rules, regulations, and policies of the Borough. I understand that the Borough's policy manual does not constitute a contract of employment.

*Steven M. Kaufhold*  
Signature of Applicant

9/4/24  
Date

For Personnel Department Use Only	
Arrange Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks _____ _____	
Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date if Employment _____	
Job Title _____	Hourly Rate/Salary _____ Department _____
By _____	Date _____
Name and Title	Date

## CONSUMER REPORT DISCLOSURE & AUTHORIZATION

Through my signature below, I acknowledge Columbia Borough, through its designated agent, The Columbia Borough Police Department, intends to generate a consumer report regarding my background information. I understand that information generated as part of this background review will be used for employment purposes. I understand that this investigation may include, but is not limited to, verification of my social security number, current and previous residences, employment history, education, credit history and reports, credit score, criminal history information, birth records, motor vehicle driving records and any other public records relative to my character, general reputation or personal characteristics.

With this knowledge, I authorize Columbia Borough to generate and use this consumer report in considering my application of employment.

Steven M. Kaufhold

Applicant's Signature

STEVEN M. KAUFHOLD

Applicant's Name

9/4/24

Date

# Steven M. Kaufhold

## Work Experience

Jan 2019 – Present ----- Project Manager/Estimator, Lancaster County Housing and Redevelopment Authority

Jan. 2017 – Jan. -2019 ----- Code Compliance Manager, Columbia Borough

May 2015 – Jan. 2017 ----- Installation Technician, NUCO2 Harrisburg

Apr. 2005 – Oct. 2015-----Owner/Manager, Quality Construction Company

Jan. 2000 – Apr. 2005-----Engineering Draftsman, Highland Tank Manheim

## Education/Pertinent Training

United States Army Veteran  
Thaddeus Stevens 4.0 GPA.  
PA Certified Zoning Officer  
Building Code Official, (previously certified)  
AutoCAD Lt 2024 currently in use

FEMA -IS-00100b. Intro. to Incident Command System  
FEMA -IS-00700.a National Incident Management System  
Stormwater Management: American Planning Association  
Very Familiar with Land Bank, County and HUD Programs  
30+ years of training/certification, available upon request.

## Computer Experience

Housing Developer Pro 4. Neighborhood software	Access Excel	Word Outlook	Planner Teams
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## References

Kelly Murphy - Borough Council

Leo Lutz- Mayor

Jack Brommer – Police Chief

Mary Wickenheiser – Planning Commission

Jake Graham - Interim Borough Manager

Justin Eby – Lancaster County Redevelopment Authority

Range of Checking Accts: 21 ARPA FUND to 21 ARPA FUND      Range of Check Ids: 1032 to 1032  
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	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
1032	09/10/24	CSDAV005 CS Davidson Inc					785
24-00967	1	riverfront storm water replace	3,754.04	21-463-670	Expenditure		1 1
				River Front Storm System Improvements			

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	3,754.04	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	3,754.04	0.00

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Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
American Rescruer Plan FUND	4-21	3,754.04	0.00	0.00	3,754.04
Total of All Funds:		<u>3,754.04</u>	<u>0.00</u>	<u>0.00</u>	<u>3,754.04</u>

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
American Rescrue Plan FUND	21	3,754.04	0.00	0.00	3,754.04
Total of All Funds:		<u>3,754.04</u>	<u>0.00</u>	<u>0.00</u>	<u>3,754.04</u>

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BOROUGH OF COLUMBIA  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
American Rescure Plan FUND	4-21	3,754.04	0.00	0.00	0.00	3,754.04
Total of All Funds:		<u>3,754.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,754.04</u>



Range of Checking Accts: 01 GENERAL FUND to 01 GENERAL FUND Range of Check Ids: 43271 to 43304  
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
43271	09/10/24	BOBCA005 Bobcat					784
24-00928	1	Bobcat t650 Skid Loader	311.55	01-430-375	Expenditure		14 1
				Maintenance & Repairs of Equipment			
43272	09/10/24	BROWN020 Brown Plus					784
24-00954	3	c anderson parking 8/5/24	1.05	01-402-311	Expenditure		59 1
				Accounting & Auditing Services			
24-00954	5	j marciano milage	39.66	01-402-311	Expenditure		60 1
				Accounting & Auditing Services			
24-00954	6	c anderson 8/8/24 milage	44.89	01-402-311	Expenditure		61 1
				Accounting & Auditing Services			
24-00954	7	c anderson 8/13/24 milage	44.89	01-402-311	Expenditure		62 1
				Accounting & Auditing Services			
24-00954	9	j marciano payroll meeting	810.00	01-402-311	Expenditure		63 1
				Accounting & Auditing Services			
24-00954	10	c anderson 8/8/24 bank rec	1,260.00	01-402-311	Expenditure		64 1
				Accounting & Auditing Services			
24-00954	11	b marchuck 8/15/24 interview	330.00	01-402-311	Expenditure		65 1
				Accounting & Auditing Services			
24-00954	12	b marchuck 8/16/24 interview	275.00	01-402-311	Expenditure		66 1
				Accounting & Auditing Services			
24-00954	13	b marchuck 8/16/24 interview	275.00	01-402-311	Expenditure		67 1
				Accounting & Auditing Services			
24-00954	14	b marchuck 8/16/24 interview	275.00	01-402-311	Expenditure		68 1
				Accounting & Auditing Services			
24-00954	15	j marciano 8/18/24 adp process	135.00	01-402-311	Expenditure		69 1
				Accounting & Auditing Services			
24-00954	16	j marciano 8/19/24 enter payro	513.00	01-402-311	Expenditure		70 1
				Accounting & Auditing Services			
24-00954	17	b marchuk 8/20/24 payroll	300.00	01-402-311	Expenditure		71 1
				Accounting & Auditing Services			
24-00954	18	j marciano 8/20/24 payroll	189.00	01-402-311	Expenditure		72 1
				Accounting & Auditing Services			
24-00954	19	j marciano 8/5/24 milage	39.66	01-402-311	Expenditure		73 1
				Accounting & Auditing Services			
24-00954	20	c anderson 8/5/24 milage	44.89	01-402-311	Expenditure		74 1
				Accounting & Auditing Services			
			<u>4,577.04</u>				
43273	09/10/24	CINTA005 Cintas Corporation #59H					784
24-00924	1	4202656187 Hwy Uniform Cleanin	78.40	01-430-238	Expenditure		9 1
				Highway Uniform Cleaning			
24-00934	1	4203365421 Hwy Uniform Cleanin	78.40	01-430-238	Expenditure		20 1
				Highway Uniform Cleaning			
24-00949	1	4204000989 Hwy Uniform Cleanin	78.40	01-430-238	Expenditure		45 1
				Highway Uniform Cleaning			
			<u>235.20</u>				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
43274	09/10/24	CLEVE005 CLEVELAND BROTHERS EQUIPMENT					784		
24-00931	1	Cat Back Hoe	19.98	01-430-375	Expenditure		17		1
				Maintenance & Repairs of Equipment					
43275	09/10/24	COLUM005 Columbia Motor Parts					784		
24-00946	1	Air Filters Isuzu Stewart	105.79	01-430-375	Expenditure		38		1
				Maintenance & Repairs of Equipment					
24-00946	2	Oil filter & 5w20 oil (12 pk)	66.67	01-430-375	Expenditure		39		1
				Maintenance & Repairs of Equipment					
24-00946	3	Circuit Breaker	3.74	01-430-375	Expenditure		40		1
				Maintenance & Repairs of Equipment					
24-00946	4	Trash Truck Strobe Light	41.01	01-430-375	Expenditure		41		1
				Maintenance & Repairs of Equipment					
			<u>217.21</u>						
43276	09/10/24	CSDAV005 CS Davidson Inc					784		
24-00966	1	meeting attendance 8/13 8/20	130.00	01-408-101	Expenditure		103		1
				Engineering Services					
24-00966	2	general services 7/25-8/23	962.59	01-408-101	Expenditure		104		1
				Engineering Services					
24-00966	3	expenses 7/25-8/23	22.11	01-408-101	Expenditure		105		1
				Engineering Services					
24-00966	4	compost facility annual rept	1,484.36	01-426-103	Expenditure		106		1
				904 Collection Expenses					
24-00966	5	expenses	17.69	01-426-103	Expenditure		107		1
				904 Collection Expenses					
24-00966	6	ridge ave sub divi	120.32	18-430-610	Expenditure		108		1
				Construction Costs - Ridge Avenue					
24-00966	7	mcginness development	2,946.83	18-450-002	Expenditure		109		1
				McGinness Project -2024					
24-00966	8	expenses	22.11	18-450-002	Expenditure		110		1
				McGinness Project -2024					
24-00966	9	100-200 blk walnut st scape	6,891.26	30-438-001	Expenditure		111		1
				Walnut Street Improvements/Smart Growth					
24-00966	10	200 blk union CDBG	980.02	18-480-801	Expenditure		112		1
				200 Block of Union St Improvements					
24-00966	11	200 blk union CDBG expenses	20.64	18-480-801	Expenditure		113		1
				200 Block of Union St Improvements					
24-00966	12	MS4 permitting assistance	1,122.22	01-408-101	Expenditure		114		1
				Engineering Services					
24-00966	13	planning & zoning services	4,438.28	01-408-101	Expenditure		115		1
				Engineering Services					
24-00966	14	expenses	44.22	01-408-101	Expenditure		116		1
				Engineering Services					
24-00966	15	cola crossing repairs	280.75	01-454-377	Expenditure		117		1
				Columbia Crossings, Contracted Services					
24-00966	16	1205 walnut small project rev	36.85	01-408-101	Expenditure		118		1
				Engineering Services					
24-00966	17	rivertown summitt sd	875.00	01-408-101	Expenditure		119		1
				Engineering Services					
			<u>20,395.25</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
43277	09/10/24	DIXIE005 Dixie Land Energy					784		
24-00923	1	Gas 87% - 237.10 gals @ 2.5593	606.81	01-430-231 Fuel, Vehicles	Expenditure		1		1
24-00923	2	Federal Lust Tax	0.24	01-430-231 Fuel, Vehicles	Expenditure		2		1
24-00923	3	Federal Oil Spill Recovery	0.46	01-430-231 Fuel, Vehicles	Expenditure		3		1
24-00923	4	Federal Superfund Recovery Fee	0.86	01-430-231 Fuel, Vehicles	Expenditure		4		1
24-00923	5	Diesel - 254.90 gals @ 2.6887	685.35	01-426-231 Recycling - Diesel	Expenditure		5		1
24-00923	6	Federal Lust tax	0.25	01-426-231 Recycling - Diesel	Expenditure		6		1
24-00923	7	Federal Oil Spill Recovery	0.55	01-426-231 Recycling - Diesel	Expenditure		7		1
24-00923	8	Federal Superfund Recovery Fee	1.01	01-426-231 Recycling - Diesel	Expenditure		8		1
24-00935	1	Gas 87% @ 236.20 gals @ 2.5262	596.69	01-430-231 Fuel, Vehicles	Expenditure		21		1
24-00935	2	Federal Lust tax	0.24	01-430-231 Fuel, Vehicles	Expenditure		22		1
24-00935	3	Federal Oil Spill Recovery	0.46	01-430-231 Fuel, Vehicles	Expenditure		23		1
24-00935	4	Federal Superfund Recovery Fee	0.86	01-430-231 Fuel, Vehicles	Expenditure		24		1
			<u>1,893.78</u>						
43278	09/10/24	ELAGR005 ELA Group Inc					784		
24-00957	1	j best 8/16/24	525.00	18-450-002 McGinness Project -2024	Expenditure		78		1
24-00957	2	r jackson 8/15/24	190.00	18-450-002 McGinness Project -2024	Expenditure		79		1
24-00957	3	r jackson 8/16/24	285.00	18-450-002 McGinness Project -2024	Expenditure		80		1
24-00957	4	milage	23.45	18-450-002 McGinness Project -2024	Expenditure		81		1
			<u>1,023.45</u>						
43279	09/10/24	FAST FASTSIGNS					784		
24-00953	1	our town flags for boro hall	1,043.46	01-402-210 Office Equipment & Supplies	Expenditure		58		1
43280	09/10/24	FREYL005 Frey Lutz Corp					784		
24-00955	1	womens locker room a/c	287.50	01-409-370 Maintenance & Repair of Building	Expenditure		75		1
24-00955	2	truck charge	50.00	01-409-370 Maintenance & Repair of Building	Expenditure		76		1
			<u>337.50</u>						
43281	09/10/24	FRICK005 Fricke Hardware & Rental					784		
24-00948	1	Cleaning Supplies	12.58	01-444-226 Operating Supplies	Expenditure		44		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref	Seq	Ref Num
PO #	Item	Description							Acct
43281	Fricke	Hardware & Rental							
24-00950	1	Marking Paint	Continued	19.98	01-430-200	Expenditure			46 1
					Operating Supplies				
24-00950	2	Fasteners	5.52	01-430-200	Expenditure				47 1
					Operating Supplies				
24-00950	3	Flex Tape	15.99	01-430-200	Expenditure				48 1
					Operating Supplies				
24-00950	4	Marking Paint	23.97	01-430-200	Expenditure				49 1
					Operating Supplies				
24-00950	5	Fasteners	9.28	01-430-200	Expenditure				50 1
					Operating Supplies				
24-00951	1	Fasteners EOC Trailer	4.98	01-415-600	Expenditure				51 1
					EOC Supplies				
24-00951	2	Box Fan	25.99	01-409-227	Expenditure				52 1
					Tools and Supplies				
24-00951	3	LED Bulb	18.99	01-409-370	Expenditure				53 1
					Maintenance & Repair of Building				
24-00951	4	Patch and Seal Tape	16.99	01-454-378	Expenditure				54 1
					Columbia Crossings, Building/Prop Maint.				
24-00951	5	Paint/Primer; Drill Bit	39.96	01-409-227	Expenditure				55 1
					Tools and Supplies				
24-00951	6	No Trespassing Sign, HOuse #	23.49	01-430-200	Expenditure				56 1
					Operating Supplies				
				217.72					
43282	09/10/24	GEMMI005 DE Gemmill							784
24-00926	1	36" Stop Sign	138.00	01-433-260	Expenditure				11 1
					Street Signs				
24-00926	2	30" Yield Sign	142.00	01-433-260	Expenditure				12 1
					Street Signs				
				280.00					
43283	09/10/24	GOODT005 Good Transport Services, Inc							784
24-00930	1	Johnston RecAir Street Sweeper	31.95	01-430-375	Expenditure				15 1
					Maintenance & Repairs of Equipment				
24-00930	2	Johnston RecAir Street Sweeper	16.58	01-430-375	Expenditure				16 1
					Maintenance & Repairs of Equipment				
				48.53					
43284	09/10/24	GORMA005 Gorman Distributors, Inc							784
24-00956	1	mop heads white 4 ply cotton	12.24	01-444-226	Expenditure				77 1
					Operating Supplies				
24-00959	1	paper towel y notch white	44.34	01-444-226	Expenditure				87 1
					Operating Supplies				
24-00959	2	neutral cleaner floor cleaner	6.39	01-444-226	Expenditure				88 1
					Operating Supplies				
24-00959	3	trash liner 60 gal black	57.14	01-444-226	Expenditure				89 1
					Operating Supplies				
24-00959	4	mop heads white 4 ply	6.12	01-444-226	Expenditure				90 1
					Operating Supplies				
24-00959	5	dawn manual pot & pan 1 gallon	20.37	01-444-226	Expenditure				91 1
					Operating Supplies				



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
43284		Gorman Distributors, Inc 24-00959 6 griddle cleaning pad	1.68	01-444-226 Operating Supplies	Expenditure		92	1	
			<u>148.28</u>						
43285	09/10/24	GTDIS005 GT Discount Auto Parts 24-00947 1 Hour Meter for Screener	39.90	01-426-102 Recycling Maintenance of Equip. & Bldgs	Expenditure		42	1	784
		24-00947 2 Air Filters Johnston St Sweepe	129.20	01-430-375 Maintenance & Repairs of Equipment	Expenditure		43	1	
			<u>169.10</u>						
43286	09/10/24	KANE0005 Morgan Hallgren Crosswell & Ka 24-00960 1 emails myers app rev ordinance	120.00	01-450-601 Zoning Hearing Board - Stenographer	Expenditure		93	1	784
		24-00960 2 emails myers app	20.00	01-450-601 Zoning Hearing Board - Stenographer	Expenditure		94	1	
		24-00960 3 phone conf with att gabel	40.00	01-450-601 Zoning Hearing Board - Stenographer	Expenditure		95	1	
		24-00960 4 emails att gaber re cancellati	20.00	01-450-601 Zoning Hearing Board - Stenographer	Expenditure		96	1	
			<u>200.00</u>						
43287	09/10/24	LANCA010 Lancaster County Solid Waste M 24-00927 1 Dump Trash #3000448390	42.68	01-409-365 Trash Disposal Services	Expenditure		13	1	784
43288	09/10/24	LANCA070 Lancaster County Treasurer 24-00937 1 August 2024 County Tax	4,367.03	01-200-201 Lanc Co RE Tax Payable	G/L		26	1	784
43289	09/10/24	LANDM005 Landmarks SGA, LLC 24-00958 1 task 2 survey	1,210.00	01-414-550 CLG Matching Mini Grant	Expenditure		82	1	784
		24-00958 2 task 3 database	2,113.75	01-414-550 CLG Matching Mini Grant	Expenditure		83	1	
		24-00958 3 task 2 survey	3,676.45	01-414-550 CLG Matching Mini Grant	Expenditure		84	1	
		24-00958 4 task 3 database	5,431.97	01-414-550 CLG Matching Mini Grant	Expenditure		85	1	
		24-00958 5 task 4 final report	90.00	01-414-550 CLG Matching Mini Grant	Expenditure		86	1	
			<u>12,522.17</u>						
43290	09/10/24	MCCARTHY McCarthy Tire Service 24-00925 1 Johnston Street Sweeper Tire	516.45	01-430-375 Maintenance & Repairs of Equipment	Expenditure		10	1	784
43291	09/10/24	MONAR005 Monarch Products Company, Inc 24-00945 1 Storm Drain Inlet Frame & Grat	635.00	01-430-143 Storm Water Supplies	Expenditure		37	1	784

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
43292	09/10/24	MUSSE005 Musser Supply, Inc					784		
24-00944	1	80# Sakrete TypeS;Concrete Mix	88.65	01-430-143	Expenditure		36		1
				Storm Water Supplies					
43293	09/10/24	NATIO045 National Association of Watch					784		
24-00936	1	DCED/LSA Reimbursement	263,250.00	01-380-001	Revenue		25		1
				Miscellaneous Revenue					
43294	09/10/24	PENNS010 Pennsylvania One Call System,					784		
24-00943	1	Monthly Activity Fee	36.48	01-430-321	Expenditure		31		1
				Highway, Phone - Cell & Landline & GPS					
24-00943	2	Email delivery charge	0.96	01-430-321	Expenditure		32		1
				Highway, Phone - Cell & Landline & GPS					
24-00943	3	Supplemental Voice Messages	5.55	01-430-321	Expenditure		33		1
				Highway, Phone - Cell & Landline & GPS					
24-00943	4	Supplemental Text Messages	2.00	01-430-321	Expenditure		34		1
				Highway, Phone - Cell & Landline & GPS					
24-00943	5	Karl Supplemental Messages	2.60	01-430-321	Expenditure		35		1
				Highway, Phone - Cell & Landline & GPS					
			<u>47.59</u>						
43295	09/10/24	PRINC005 Principal Life Insurance Compa					784		
24-00932	1	T Bennett 7% #809295	3,882.06	01-402-197	Expenditure		18		1
				Employee Pension Contributions					
43296	09/10/24	PRINC005 Principal Life Insurance Compa					784		
24-00933	1	R Warfel 7% #809295	2,524.76	01-430-197	Expenditure		19		1
				Employee Pension Contributions					
43297	09/10/24	PSSU0005 PSSU					784		
24-00952	2	Union Dues 08.22.2024	27.63	01-210-224	G/L		57		1
				Union Dues withheld					
43298	09/10/24	RINGC005 RingCentral Inc.					784		
24-00961	1	08/25/2024-09/24/2024	1,374.93	01-402-312	Expenditure		97		1
				IT Contracted Services					
43299	09/10/24	SOLAN005 Solanco Engineering Associates					784		
24-00965	1	164 riverfront calls & emails	75.00	01-408-101	Expenditure		102		1
				Engineering Services					
43300	09/10/24	TIMBER Timber Ridge Equipment					784		
24-00942	1	Drum wheel - Peterson screener	522.62	01-426-102	Expenditure		29		1
				Recycling Maintenance of Equip. & Bldgs					
24-00942	2	Bearing - Peterson screener	38.96	01-426-102	Expenditure		30		1
				Recycling Maintenance of Equip. & Bldgs					
			<u>561.58</u>						
43301	09/10/24	TOTAL Total Exterminating Services					784		
24-00962	1	09/02/2024	65.00	01-444-317	Expenditure		98		1
				Market House, Contracted Services					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
43302	09/10/24	VERIZ005 Verizon Wireless					784
24-00963	1	jet packs police cars	320.16	01-410-321	Expenditure	99	1
				Police, Phone - Cell, Landline & GPS			
43303	09/10/24	WALTE005 Walters Portable Toilets					784
24-00941	1	Makle Park H/C Portapot Septem	127.00	01-454-451	Expenditure	27	1
				Maintenance of Parks - Makle Park			
24-00941	2	Rotary Pk H/C Portapot Septemb	127.00	01-454-455	Expenditure	28	1
				Maintenance of Parks - Rotary Park			
			<u>254.00</u>				
43304	09/10/24	YSMLA005 YSM Landscape Architects					784
24-00964	1	expenses	3.85	18-465-002	Expenditure	100	1
				Makle Park Improvements			
24-00964	2	Construction Documents	945.00	18-465-002	Expenditure	101	1
				Makle Park Improvements			
			<u>948.85</u>				

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	34	0	322,621.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>34</u>	<u>0</u>	<u>322,621.59</u>	<u>0.00</u>

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Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	42,023.45	263,250.00	4,394.66	309,668.11
CAPITAL FUND	4-18	6,062.22	0.00	0.00	6,062.22
BOND CAPITAL FUND	4-30	6,891.26	0.00	0.00	6,891.26
Total of All Funds:		<u>54,976.93</u>	<u>263,250.00</u>	<u>4,394.66</u>	<u>322,621.59</u>

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	42,023.45	263,250.00	4,394.66	309,668.11
CAPITAL FUND	18	6,062.22	0.00	0.00	6,062.22
BOND CAPITAL FUND	30	6,891.26	0.00	0.00	6,891.26
Total of All Funds:		<u>54,976.93</u>	<u>263,250.00</u>	<u>4,394.66</u>	<u>322,621.59</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	42,023.45	0.00	0.00	0.00	42,023.45
CAPITAL FUND	4-18	6,062.22	0.00	0.00	0.00	6,062.22
BOND CAPITAL FUND	4-30	6,891.26	0.00	0.00	0.00	6,891.26
Total of All Funds:		<u>54,976.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>54,976.93</u>

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** September 10, 2024

**DEPARTMENT:** Community Development

**TITLE:** 700 Franklin Street

**BACKGROUND AND JUSTIFICATION:** 700 Franklin Street was purchased by the Borough in January 2023 to provide land for street access for the future McGuiness Innovation Park. The existing two story dwelling on the property will need to be removed to allow for an eastern expansion of Franklin Street to connect with a southern expansion of S. Eleventh Street.

We estimate the demolition of the home will cost \$20,000 with the potential for the estimate to increase based on environmental abatement and contractor availability.

Instead of demolishing the structure, the Council can elect to advertise for bids to sell the structure with the condition the buyer relocates the structure from the property.

**MOTION:**

Move to approve the Borough Solicitor to advertise for bids for the purchase of the structure at 700 Franklin Street contingent on its relocation.

Or

Move to authorize the Borough Engineer to prepare and advertise a demolition contract for the structure at 700 Franklin Street.

**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)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance

AGENDA ITEM:

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C. Legal Review:

**ATTACHMENT(S):**

## EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** September 10, 2024, **DEPARTMENT:** Police Department

**AGENDA TITLE:** Special Event – Free Parking Saturdays 11/30/24-2/15/25

**BACKGROUND AND JUSTIFICATION:** This is an annual request by the Columbia Merchant’s Association to have “Free Parking” on Saturdays from November 30, 2024, through February 15, 2025.

**MOTION:** Consider approval for the Columbia Merchant’s Association to host “Free Parking” Saturdays from 11/30/24 through 2/15/25, contingent upon the Merchant’s Association paying for the paper and laminating sheets.

**ATTACHMENT(S):**

Special Event Permit Application dated 9/4/24  
There is no need for a Certificate of Insurance

**MISCELLANEOUS**

While the Columbia Merchant’s Association is billed for both the paper and the laminating sheets there is a notable cost to the Borough for printing, laminating, and hanging/rehanging (due to moisture build-up) the signs.

The cost to the Borough for the Administrative Assistant to Print, laminate and hang the signs, and the Police Chief to hang the signs, is approximately \$543.75.



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

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

**APPROVAL SIGNATURES**

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

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

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 9/10/24

**DEPARTMENT:** Police Department

**TITLE:** Columbia Merchant's Association

**BACKGROUND AND JUSTIFICATION:** This is an annual event which has been very successful over past years. The organizer for this year's event is the Columbia Merchant's Association, which has been involved in the organization of this event for several years.

**MOTION:** Motion to approve an Event Request, dated 8/26/2024, for Columbia Merchant's Association to host their annual Santa Parade on Saturday, November 30, 2024, beginning at 8:00am. The parade will begin at the Columbia Fire Department on Manor Street, continuing to 4<sup>th</sup> Street to Union Street to 3<sup>rd</sup> Street and from 3<sup>rd</sup> Street to Locust Street, ending at 3<sup>rd</sup> and Locust Streets. This approval is contingent upon receipt of the required \$25.00 application.

**ATTACHMENT(S):**

- Event Request
- Certificate of Insurance

**NOTES:**







LEO S. LUTZ  
Mayor

EVAN M. GABEL  
Solicitor

HEATHER ZINK  
Borough Council President

MARK E. STIVERS  
Borough Manager

### SPECIAL EVENT PERMIT APPLICATION

Non-Profit:  Yes  No

Date Request Submitted: 8/26/2024

Organization Name: Merchants Association Representative Name: Don Murphy

Address: 430 Walnut Street, 301, Columbia, PA 17512 Phone #: 717-278-7979 Email: donmurphy012@gmail.com

Name of Event: Old Fashioned Christmas - Santa Parade

Describe Event Activities: Firetruck Parade - utilizing the borough parade route to bring Santa Claus to town

<u>Event Date(s)</u>	<u>Time of Event</u>	<u>Times (Including Setup/Tear Down)</u>
<u>11/30/2024</u> / (Rain Date) _____	<u>8am - 9am</u>	<u>N/A</u>

Anticipated Attendance: 300 Are you charging a fee to participate? No If so, how much? \_\_\_\_\_

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

Columbia Borough Parade Route

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

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

**Please Note:**

- The Borough has the right to assign additional security and other personnel as needed. Your organization may be subject to fees for these services as well as other fees incurred by the Borough. (Please refer to the current Columbia Borough Fee Schedule which is available on our website ([www.columbiapa.net](http://www.columbiapa.net))).
- Clean-up and removal of all trash produced at an event is the responsibility of the event host. Failure to remove all trash could result in additional fees as well as a fine of up to \$500.00.
- 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: Merchants Association of Columbia Donald Murphy  
(Name – PLEASE PRINT) (Signature)

Digitally signed by Donald  
Murphy  
Date: 2024.08.27 16:48:25  
-04'00'

**APPROVAL SIGNATURES**

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

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

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** 09/10/24

**DEPARTMENT:** Police

**AGENDA TITLE:** Hiring of Ronald Stauffer as Part-time Crossing Guard

**BACKGROUND AND JUSTIFICATION:** The Columbia Borough Police Department has multiple school crossing guard positions to ensure the safety of students crossing streets at busy intersections. The crossing guard salary is shared by the Columbia Borough School District and Borough of Columbia.

**MOTION:** To consider approving the hiring of Ron Stauffer as a part-time (10-20 hours per week) Crossing Guard beginning at the Non-Uniform Contract rate of \$17.00 per hour and contingent upon successful completion of the required background check, medical exam, and drug screening

**FISCAL IMPACT ANALYSIS:**

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Expense (F01)	\$3,500	\$3,500	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance

**LEGAL REVIEW:**

**ATTACHMENT(S):**

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