



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

STEVEN KAUFHOLD
Borough Manager

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chambers

October 8, 2024 – 7:00 PM

AGENDA

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

1. Call to Order and Roll Call
2. Invocation/Moment of Silence
3. Pledge to the Flag
4. Announcement of Executive Session(s) - None
5. Additions, deletions, and reorganization of agenda
 - a. Consider approval of Agenda
6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)

Civility and Decorum: *Borough officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, foul language, personal insults, threats, and attacks or any conduct that disrupts the flow of business is out of order.*

7. Minutes for Approval
 - a. Consider approval of the Borough Council Meeting Minutes: None
8. Presentation and Acceptance of Reports
 - a. Community Development – Eric Kauffman
 - l) Acknowledge receipt of the Columbia Market House Report for September 2024
 - b. Public Works & Property – Peter Stahl
 - l) Acknowledge receipt of the Public Works and Property Report for September 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 adoption of resolution 2024-35 designating authorized signatories
 - b. Authorization to pay bills



- c. Consider authorizing a bonus payment to Jake Graham in the amount of \$4,314 for additional duties as Interim Borough Manager
12. New Business
- a. Consider approval of Change Order #1 and Final Application for Payment for the 2024 ADA Ramp project
13. Staff Reports, Comments, and Announcements
- a. Solicitor
 - b. Borough Engineer
 - c. Secretary/Treasurer
 - d. Boards, Commissions and Committees
 - I) Upcoming Meetings: HARB – October 9, 2024, Parks and Recreation – October 10, 2024, Planning Commission Workshop – October 15, 2024, at 6 PM, Regular meeting at 7 PM
 - II) Minutes: LASA August 2024 minutes
14. Borough Council Comments
15. Announcement of Next Meeting on Thursday October 17, 2024, Borough Council Budget meeting
16. Adjournment

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



Columbia Market House September 2024 Report

September 2024 Private Events

Katie Warrell	Sweet 16 Party	Mountville, PA	September 1, 2024
Patricia Weisser	Birthday Party	Columbia, PA	September 8, 2024
Anthony Lugo	Wedding Reception	Lebanon, PA	September 15, 2024
Kirsten King	Rehearsal Dinner	York, PA	September 20, 2024
Corinne Betz	Retirement Party	Lancaster, PA	September 21, 2024

October 2024 booked events- 6

New Permanent Vendor (Updated)

King's Butcher Shop	Wrightsville, PA	Stand: 19	Starts Saturday, October 12th
King's Bake Shoppe	Hershey, PA	Stand: 23	Starts Saturday, October 5 th
Inna's Pierogi Shop	Lititz, PA	Stand: MC	Starts Saturday, November 2nd

Farmers Market Nutrition Program

White Horse Produce has applied to the state to accept WIC produce vouchers (still pending)

Eventective September 2024 Statistics

Direct Referrals	45	Visitors contacting Columbia Historic Market House specifically
Competitive Leads	318	Business generated in your area
Profile Views	323	Visitors to your profile
Website Clicks	35	Visitors we sent to your website
Facebook Clicks	4	Visitors we sent to your Facebook page



LEO S. LUTZ Mayor
 HEATHER ZINK Borough Council President
 EVAN M. GABEL Solicitor
 STEVEN KAUFHOLD 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 September 2024**

- **2024 Paving Projects by Borough Crews**

Reamstown Excavating completed the ADA Ramp replacements on South Second and South Third Streets. Crews are currently working on preparation work for paving South Second Street from Cherry Street to Union 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) ✓

- **158 River Front Storm Sewer Repair**

National Gunite, the contractor for this project is expected to start this project during the end of October beginning of November timeframe. The scope of this work will include the lining of the existing pipe and a new cast in place inlet at the transition point from a culvert to the 30” steel pipe which is located on Heritage Drive

- **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 11th

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

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

- **Borough Yard Waste Recycling Facility**

Contracted Municipalities dropped off **291.80 Tons** of yard waste in September year to date
\$84,709.80. 540 cu yds of Compost was purchased by Contractors in September = 2,670 cu yds
 year to date = **\$26,700.00**

- **Curb Side Yard Waste Pick Up**

Borough Crews started collection Monday April 1st and will continue every Monday through Tuesday, November 12th (Monday, November 11, 2024 is Veterans Day Holiday, the Borough is closed) which will be the last day of pickup for the season. **19.51 Tons** of yard waste was picked up in September. Starting in April, the recycling facility will be open the second and fourth Saturday of the month through October 26

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024 - 35

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.

Steven Kaufhold, Borough Manager	_____
Karen Weiss, Finance Manager	_____
Todd Burgard, Councilperson	_____
Barbara Fisher, Councilperson	_____
Joanne Geesey, Councilperson	_____
Eric Kauffman, Councilperson	_____
Kelly Murphy, Councilperson	_____
Peter Stahl, Councilperson	_____
Heather Zink, Councilperson	_____

RESOLVED AND ADOPTED this 8th day of October 2024 by the Columbia Borough Council.

ATTEST:

Columbia Borough Council

Steven Kaufhold
Borough Manager

Heather Zink
Borough Council President

Range of Checking Accts: First to Last Range of Check Dates: 10/08/24 to 10/08/24
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	Ref Seq	Acct
01	GENERAL FUND	GENERAL FUND							
43368	10/08/24	BORTEK Bortek Industries, Inc.					792		
24-01060	1	Hoses-Tarco Windy Leaf Machine	2,446.00	01-430-375	Expenditure		17		1
				Maintenance & Repairs of Equipment					
43369	10/08/24	BRIGH005 Brightspeed					792		
24-01093	1	2024 lease 239 Ave H	1,200.00	01-409-430	Expenditure		103		1
				Property Tax Expenses					
43370	10/08/24	BROWN020 Brown Plus					792		
24-01076	1	j marciano payroll 9/3/24	270.00	01-402-311	Expenditure		48		1
				Accounting & Auditing Services					
24-01076	2	50% discount	135.00	01-402-311	Expenditure		49		1
				Accounting & Auditing Services					
24-01076	3	j marciano payroll 9/5/24	337.50	01-402-311	Expenditure		50		1
				Accounting & Auditing Services					
24-01076	4	50% discount	168.75	01-402-311	Expenditure		51		1
				Accounting & Auditing Services					
24-01076	5	j marciano payroll 9/6/24	594.00	01-402-311	Expenditure		52		1
				Accounting & Auditing Services					
24-01076	6	50% discount	297.00	01-402-311	Expenditure		53		1
				Accounting & Auditing Services					
24-01076	7	j marciano payroll 9/9/234	135.00	01-402-311	Expenditure		54		1
				Accounting & Auditing Services					
24-01076	8	50% discount	67.50	01-402-311	Expenditure		55		1
				Accounting & Auditing Services					
24-01076	9	c anderson min municipapl oblig	247.50	01-402-311	Expenditure		56		1
				Accounting & Auditing Services					
24-01076	10	c anderson 9/10/247 bank rec	1,710.00	01-402-311	Expenditure		57		1
				Accounting & Auditing Services					
24-01076	11	j marciano payroll 09/11/24	297.00	01-402-311	Expenditure		58		1
				Accounting & Auditing Services					
24-01076	12	50% discount	148.50	01-402-311	Expenditure		59		1
				Accounting & Auditing Services					
24-01076	13	j dean adp issue 09/11/24	135.00	01-402-311	Expenditure		60		1
				Accounting & Auditing Services					
24-01076	14	c anderson bank rec 9/18/24	967.50	01-402-311	Expenditure		61		1
				Accounting & Auditing Services					
24-01076	15	j marciano milage 9/3/24	39.66	01-402-311	Expenditure		62		1
				Accounting & Auditing Services					
24-01076	16	50% discount	19.83	01-402-311	Expenditure		63		1
				Accounting & Auditing Services					
24-01076	17	j marciano milage 9/6/24	39.66	01-402-311	Expenditure		64		1
				Accounting & Auditing Services					
24-01076	18	50% discount	19.83	01-402-311	Expenditure		65		1
				Accounting & Auditing Services					
24-01076	19	c anderson milage 9/10/24	44.89	01-402-311	Expenditure		66		1
				Accounting & Auditing Services					
			<u>3,961.30</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01 GENERAL FUND GENERAL FUND Continued									
43371	10/08/24	CASSE005 Casse					792		
24-01040	1	2023 Ford Police Intercept/PD6	1,110.00	01-410-376	Expenditure		4	1	
				Maintenance & Repair, Police Vehicles					
43372	10/08/24	CINTA005 Cintas Corporation #59H					792		
24-01062	1	4206243658 Hwy Uniform Cleanin	78.40	01-430-238	Expenditure		19	1	
				Highway Uniform Cleaning					
24-01077	1	4206977944 Hwy Uniform Cleanin	78.40	01-430-238	Expenditure		67	1	
				Highway Uniform Cleaning					
			<u>156.80</u>						
43373	10/08/24	COLUM090 Columbia Fireman's Relief Asso					792		
24-01083	1	2024 Fire Relief ACT 205	50,934.27	01-411-540	Expenditure		75	1	
				CBVFD - Fireman's Relief Fund					
43374	10/08/24	DEERC005 DEER COUNTRY FARM & LAWN INC					792		
24-01058	1	Tarco Windy Leaf Machine	71.83	01-430-375	Expenditure		8	1	
				Maintenance & Repairs of Equipment					
43375	10/08/24	DIXIE005 Dixie Land Energy					792		
24-01059	1	Gas 87% - 220.5 gals @ 2.3616	520.73	01-430-231	Expenditure		9	1	
				Fuel, Vehicles					
24-01059	2	Federal Lust Tax	0.22	01-430-231	Expenditure		10	1	
				Fuel, Vehicles					
24-01059	3	Federal Oil Spill Recovery	0.43	01-430-231	Expenditure		11	1	
				Fuel, Vehicles					
24-01059	4	Federal Superfund Recovery Fee	0.80	01-430-231	Expenditure		12	1	
				Fuel, Vehicles					
24-01059	5	Diesel - 243.4 gals @ 2.5593	622.93	01-430-231	Expenditure		13	1	
				Fuel, Vehicles					
24-01059	6	Federal Lust tax	0.24	01-430-231	Expenditure		14	1	
				Fuel, Vehicles					
24-01059	7	Federal Oil Spill Recovery	0.52	01-430-231	Expenditure		15	1	
				Fuel, Vehicles					
24-01059	8	Federal Superfund Recovery Fee	0.97	01-430-231	Expenditure		16	1	
				Fuel, Vehicles					
24-01071	1	Gas 87% - 244.3 gals @ 2.2814	557.35	01-430-231	Expenditure		36	1	
				Fuel, Vehicles					
24-01071	2	Federal Lust Tax	0.24	01-430-231	Expenditure		37	1	
				Fuel, Vehicles					
24-01071	3	Federal Oil Spill Recovery	0.47	01-430-231	Expenditure		38	1	
				Fuel, Vehicles					
24-01071	4	Federal Superfund Recovery Fee	0.89	01-430-231	Expenditure		39	1	
				Fuel, Vehicles					
24-01071	5	Diesel - 101.1 gals @ 2.5383	256.62	01-430-231	Expenditure		40	1	
				Fuel, Vehicles					
24-01071	6	Federal Lust tax	0.10	01-430-231	Expenditure		41	1	
				Fuel, Vehicles					
24-01071	7	Federal Oil Spill Recovery	0.22	01-430-231	Expenditure		42	1	
				Fuel, Vehicles					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
43375	Dixie Land	Energy	Continued						
24-01071	8	Federal Superfund Recovery Fee	0.40	01-430-231	Expenditure		43	1	
			<u>1,963.13</u>	Fuel, Vehicles					
43376	10/08/24	EASTH005 EAST HEMPFIELD TOWNSHIP							792
24-01061	1	Crash Invest Team/Lighting sys	149.67	01-410-200	Expenditure		18	1	
				Police Equipment & Supplies					
43377	10/08/24	FREYL005 Frey Lutz Corp							792
24-01087	7	replace compressor 8/29/24	4,500.00	01-409-374	Expenditure		88	1	
				Maintenance & Repair of Equipment					
24-01087	8	replace compressor 09/11/24	4,400.00	01-409-374	Expenditure		89	1	
			<u>8,900.00</u>	Maintenance & Repair of Equipment					
43378	10/08/24	FRICK005 Fricke Hardware & Rental							792
24-01085	1	Paint Flat Black Spray	6.99	01-430-200	Expenditure		79	1	
				Operating Supplies					
24-01085	2	Electrical Connectors	5.98	01-430-200	Expenditure		80	1	
				Operating Supplies					
24-01085	3	Painting Supplies-roller cover	25.14	01-430-200	Expenditure		81	1	
				Operating Supplies					
24-01086	1	Fluorescent Bulbs ColaCrossing	44.97	01-454-378	Expenditure		82	1	
				Columbia Crossings, Building/Prop Maint.					
24-01086	2	Phillips Screwdriver	16.99	01-409-227	Expenditure		83	1	
				Tools and Supplies					
24-01086	3	Fluorescent Bulbs	13.98	01-409-370	Expenditure		84	1	
				Maintenance & Repair of Building					
24-01086	4	Wood Filler & hardener	83.96	01-454-378	Expenditure		85	1	
				Columbia Crossings, Building/Prop Maint.					
24-01086	5	Mineral Spirits-cleaner	19.99	01-454-378	Expenditure		86	1	
				Columbia Crossings, Building/Prop Maint.					
24-01086	6	silver bullet hose & nozzle	51.98	01-409-227	Expenditure		87	1	
			<u>269.98</u>	Tools and Supplies					
43379	10/08/24	GORMA005 Gorman Distributors, Inc							792
24-01094	1	trash liner 20-30 gal black	57.20	01-409-226	Expenditure		104	1	
				Cleaning Supplies					
43380	10/08/24	HACC0005 HACC							792
24-01029	1	Crime Scene Photography/Kopp	235.00	01-410-174	Expenditure		1	1	
				Conference & Training					
24-01030	1	Crime Scene Management/Kopp	210.00	01-410-174	Expenditure		2	1	
				Conference & Training					
24-01036	1	Death Investigation/Kopp	210.00	01-410-174	Expenditure		3	1	
			<u>655.00</u>	Conference & Training					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
43381	10/08/24	HATH005 H A Thomson Co					792		
24-01091	1	Bond L. Graham	652.00	01-409-352	Expenditure		100	1	
				Insurance Premium Expenses					
43382	10/08/24	HEIDL005 Heidler Roofing					792		
24-01078	1	per agreement completed 9/5/24	3,731.00	01-454-378	Expenditure		68	1	
				Columbia Crossings, Building/Prop Maint.					
43383	10/08/24	HERSH015 Hershey Equipment Co					792		
24-01068	1	PA State Inspect #AI4-07713583	11.00	01-430-375	Expenditure		29	1	
				Maintenance & Repairs of Equipment					
24-01068	2	Roof Light; Shop Supplies	57.45	01-430-375	Expenditure		30	1	
				Maintenance & Repairs of Equipment					
24-01068	3	Labor	168.75	01-430-375	Expenditure		31	1	
				Maintenance & Repairs of Equipment					
24-01069	1	PA State Inspect #AI4-09308931	11.00	01-430-375	Expenditure		32	1	
				Maintenance & Repairs of Equipment					
24-01069	2	Labor	75.00	01-430-375	Expenditure		33	1	
				Maintenance & Repairs of Equipment					
			<u>323.20</u>						
43384	10/08/24	JAMES005 James R Wolpert					792		
24-01064	1	Meter Maint for Sept 2024	200.00	01-410-375	Expenditure		22	1	
				Maintenance & Repair, Parking Meters					
43385	10/08/24	LANCA030 Lancaster Trophy House					792		
24-01063	1	Finance Manager Name Plate	13.00	01-402-210	Expenditure		20	1	
				Office Equipment & Supplies					
24-01063	2	Shipping	5.75	01-402-210	Expenditure		21	1	
				Office Equipment & Supplies					
			<u>18.75</u>						
43386	10/08/24	LANCA070 Lancaster County Treasurer					792		
24-01075	1	September 2024 County Tax	2,540.55	01-200-201	G/L		47	1	
				Lanc Co RE Tax Payable					
43387	10/08/24	LISAM010 Lisa Miley					792		
24-01088	1	k murphy business cards	30.00	01-402-340	Expenditure		90	1	
				Printing & Advertising					
24-01088	2	a tinsley j geesey s kaufhold	45.00	01-402-340	Expenditure		91	1	
				Printing & Advertising					
24-01088	3	outdoor flags	60.00	01-402-340	Expenditure		92	1	
				Printing & Advertising					
24-01088	4	letterhead revision	15.00	01-402-340	Expenditure		93	1	
				Printing & Advertising					
24-01088	5	letterhead revision	15.00	01-402-340	Expenditure		94	1	
				Printing & Advertising					
24-01088	6	table cover	30.00	01-402-340	Expenditure		95	1	
				Printing & Advertising					
24-01088	7	business card print expense	64.00	01-402-340	Expenditure		96	1	
				Printing & Advertising					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
43387	Lisa Miley	Continued							
24-01088	8	business card print expense	158.00	01-402-340	Expenditure		97	1	
			<u>417.00</u>	Printing & Advertising					
43388	10/08/24	MCNEES McNees wallace & Nurick LLC					792		
24-01080	1	2024 EMMA Filing	750.00	01-402-317	Expenditure		72	1	
				Contracted Services					
43389	10/08/24	MOSER005 Moser Roofing Solutions LLC					792		
24-01082	1	cola boro police station	2,805.00	01-409-370	Expenditure		74	1	
				Maintenance & Repair of Building					
43390	10/08/24	PENNS010 Pennsylvania One Call System,					792		
24-01067	1	Monthly Activity Fee	31.16	01-430-321	Expenditure		25	1	
				Highway, Phone - Cell & Landline & GPS					
24-01067	2	Email delivery charge	0.82	01-430-321	Expenditure		26	1	
				Highway, Phone - Cell & Landline & GPS					
24-01067	4	Supplemental Text Messages	3.00	01-430-321	Expenditure		27	1	
				Highway, Phone - Cell & Landline & GPS					
24-01067	5	Karl Supplemental Messages	2.60	01-430-321	Expenditure		28	1	
			<u>37.58</u>	Highway, Phone - Cell & Landline & GPS					
43391	10/08/24	PORTE005 PORTER LEE CORP					792		
24-01052	1	Annual Software Support/BEAST	1,290.00	01-410-317	Expenditure		5	1	
				Contracted Services					
43392	10/08/24	POWER005 PowerDMS					792		
24-01066	1	Subsription 12/1/24-11/30/25	2,778.75	01-410-317	Expenditure		24	1	
				Contracted Services					
43393	10/08/24	PSAB0005 PSAB					792		
24-01090	1	training sub 1/1/25-12/31/25	450.00	01-402-300	Expenditure		99	1	
				Conference & Training					
43394	10/08/24	PUREW005 Pure Water Technology					792		
24-01092	1	admin	79.00	01-402-317	Expenditure		101	1	
				Contracted Services					
24-01092	2	police	79.00	01-410-317	Expenditure		102	1	
			<u>158.00</u>	Contracted Services					
43395	10/08/24	RINGC005 RingCentral Inc.					792		
24-01081	1	09/25/2024-10/24/2024	1,374.93	01-402-312	Expenditure		73	1	
				IT Contracted Services					
43396	10/08/24	SIDIU005 Sidium Solutions Inc					792		
24-01054	1	Cat6 Plenum Data Drop/Install/	375.00	01-410-200	Expenditure		6	1	
				Police Equipment & Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
01	GENERAL FUND	GENERAL FUND	Continued						
43397	10/08/24	SIGNA005 Signal Service Inc							792
24-01084	1	Signal Technician Labor	150.00	01-433-374	Expenditure		76		1
				Traffic Lights, Maintenance					
24-01084	2	Signal Technician & Bucket Tru	110.00	01-433-374	Expenditure		77		1
				Traffic Lights, Maintenance					
24-01084	3	Replace Battery	228.00	01-433-374	Expenditure		78		1
				Traffic Lights, Maintenance					
			<u>488.00</u>						
43398	10/08/24	TOTAL Total Exterminating Services							792
24-01079	1	41 walnut st 09/30/2024	65.00	01-454-377	Expenditure		69		1
				Columbia Crossings, Contracted Services					
24-01079	3	308 locust st 09/30/2024	60.00	01-402-317	Expenditure		70		1
				Contracted Services					
24-01079	4	15 s 3rd st 09/30/2024	75.00	01-444-317	Expenditure		71		1
				Market House, Contracted Services					
			<u>200.00</u>						
43399	10/08/24	VERIZ005 Verizon wireless							792
24-01089	1	jet packs police cars	320.16	01-410-321	Expenditure		98		1
				Police, Phone - Cell, Landline & GPS					
43400	10/08/24	VLTRA005 V L Tracey Sales							792
24-01057	1	Fuel Treatment	421.33	01-430-200	Expenditure		7		1
				Operating Supplies					
43401	10/08/24	WALTE005 Walters Portable Toilets							792
24-01070	1	Makle Park H/C Portapot Octobe	127.00	01-454-451	Expenditure		34		1
				Maintenance of Parks - Makle Park					
24-01070	2	Rotary Pk H/C Portapot October	127.00	01-454-455	Expenditure		35		1
				Maintenance of Parks - Rotary Park					
			<u>254.00</u>						
43402	10/08/24	WITME005 WITMER PUBLIC SAFETY GROUP, IN							792
24-01065	1	Batons/Shield Bag/Cuffs	670.29	01-410-200	Expenditure		23		1
				Police Equipment & Supplies					
43403	10/08/24	WOLAN005 Wolanin Consulting and Assessm							792
24-01072	1	Psychological Eval/Z Throne	425.00	01-410-317	Expenditure		44		1
				Contracted Services					
24-01073	1	FFD Evaluation/A Miller	1,500.00	01-410-317	Expenditure		45		1
				Contracted Services					
24-01074	1	FFDE/Miller	750.00	01-410-317	Expenditure		46		1
				Contracted Services					
			<u>2,675.00</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	36	0	94,805.72	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>36</u>	<u>0</u>	<u>94,805.72</u>	<u>0.00</u>

Check #	Check Date	Vendor				Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq Acct
Continued							
01 GENERAL FUND	GENERAL FUND						
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		36	0	94,805.72	0.00	
	Direct Deposit:		0	0	0.00	0.00	
	Total:		<u>36</u>	<u>0</u>	<u>94,805.72</u>	<u>0.00</u>	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	4-01	92,265.17	0.00	2,540.55	94,805.72
Total of All Funds:		<u>92,265.17</u>	<u>0.00</u>	<u>2,540.55</u>	<u>94,805.72</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	92,265.17	0.00	2,540.55	94,805.72
Total of All Funds:		<u>92,265.17</u>	<u>0.00</u>	<u>2,540.55</u>	<u>94,805.72</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	4-01	92,265.17	0.00	0.00	0.00	92,265.17
Total of All Funds:		<u>92,265.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>92,265.17</u>

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 10/8/2024

DEPARTMENT: Finance

TITLE: Bonus for Jake Graham

SUMMARY: It is desired to give a one-time bonus to Jake Graham for his performance of interim Borough Manager while also fulfilling his Highway Department Manager role.

BACKGROUND AND JUSTIFICATION: Jake assumed Interim Borough Manager responsibilities July 3, 2024 following the departure of Mark Stivers. The difference between the salary paid to Mark Stivers and the salary for the Highway Manager position for the almost 3 months Jake served the dual role equals \$4,314. It is proposed to give him a bonus for that amount.

MOTION:

Move to approve a one-time bonus for Jake Graham in the amount of \$4,314.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Operating Fund (01)	4,314.00	0	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
Net Fiscal Impact	4,314.00	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance
01-401-121	Borough Manager Salary	101,309.00	77,570.70	4,314.00	73,256.70

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: October 8, 2024

DEPARTMENT: Public Works

TITLE: 2024 Curb Ramp Replacements

BACKGROUND AND JUSTIFICATION: In accordance with state and federal regulations, the Borough is required to bring all ADA ramps into current compliance when a street is paved. Ahead of proposed paving by Borough public works crew, we are proposing the replacement of 9 ADA ramps. In addition to the replacement of ramps, this contract intends to replace any heaved or broken sidewalk located around the Borough office building on 3rd Street and Locust Street.

The Contract was awarded to Reamstown Excavating, Inc. at their bid in the amount of \$74,500.00. The contracted work was completed to contract. Additional items were needed in the field and are represented on Contract Change Order No. 1, those items are an additional 26 square feet of 4" thick sidewalk, the reset of 2 inlet tops, and concrete step and cheek walls: items totaling \$2,890.00 and the final pay application was in the amount of \$77,390.00. See the attached final pay application and final contract change order.

This project is substantially completed with a one-year performance bond that will begin on the date that the Borough affixes on the attached Notice of Completion.

MOTION: Authorize finalization of the 2024 Curb Ramp Replacement project by signing and dating the attached Notice of Completion, Final Application for Payment No. 1, and Final Contract Change Order No. 1.

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)	\$77,390.00	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY24 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review:

ATTACHMENT(S): Notice of Completion, Final Application for Payment No. 1, and Final Contract Change Order No. 1.



APPLICATION FOR PAYMENT

Engineer's Project No: 3981.4.38.00
AFP covers period ending: 9/27/24

AFP No: 1 (Final)
Date: 9/27/2024

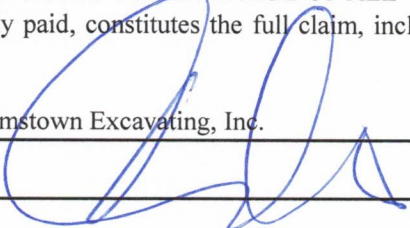
Contract: 2024 ADA Ramp Replacements (MS 944)

From:
Contractor: Reamstown Excavating, Inc.
Address: 560 N. 5th Street
Denver, PA 17517

To:
Owner: Columbia Borough
Address: 308 Locust Street
Columbia, PA 17512

The undersigned certifies that all work performed and materials accepted, but not incorporated, for which Application for Payment is hereby made, has been completed in accordance with the Contract Documents, and that the measured quantities of work shown on the attached Payment Schedule are correct. Subject to final verification of quantities by the Engineer upon completion of all work and final inspection. The undersigned further certifies that any and all claims for payment as of the date of this pay period are hereby made, and that no additional claims of any nature will hereafter be made for work completed as of the end of this pay period, excepting only for claims arising from corrections of quantity measurements.

The undersigned certifies that the TOTAL VALUE OF ALL WORK AND MATERIAL TO DATE (5) shown below, less the total amounts previously paid, constitutes the full claim, including retainage, of the Contractor against the Owner as of the date of this pay period.

Contractor: Reamstown Excavating, Inc.
Signed By: 


Date: 9/30/24

Original value of contract items to date (itemized on Payment Schedule)		<u>\$74,890.00</u> (1)
Extra work approved on previous applications	<u>\$0.00</u>	
Extra work this application (attach detailed records)	<u>\$2,500.00</u>	<u>\$2,500.00</u> (2)
Materials accepted, not incorporated in completed work (see inventory)		<u>\$0.00</u> (3)
Total Value of All Work and Material to Date		<u>\$77,390.00</u> (4)
Less amounts previously paid		<u>\$0.00</u> (5)
Total claim of contractor (includes retainage)		<u>\$77,390.00</u> (6)

Engineer Approval

Recommend Retainage of 0% of (1) above. \$0.00 (7)

Net Amount Approved for Payment \$77,390.00 (8)

Signed: 
(for C.S. Davidson, Inc., Engineer)

Date: 9/27/24

Contract Budget Control
Contract Amount
(Based on estimated quantities)

Authorization	Date	Change Order	Current Contract Amount
Proposal Quantities			<u>\$74,500.00</u>
Change Order No. 1	<u>9/27/2024</u>	<u>\$2,890.00</u>	<u>\$77,390.00</u>
Change Order No. 2	<u> </u>	<u> </u>	<u> </u>
Change Order No. 3	<u> </u>	<u> </u>	<u> </u>
Change Order No. 4	<u> </u>	<u> </u>	<u> </u>
Change Order No. 5	<u> </u>	<u> </u>	<u> </u>
Change Order No. 6	<u> </u>	<u> </u>	<u> </u>
Change Order No. 7	<u> </u>	<u> </u>	<u> </u>
Change Order No. 8	<u> </u>	<u> </u>	<u> </u>
Change Order No. 9	<u> </u>	<u> </u>	<u> </u>
Change Order No. 10	<u> </u>	<u> </u>	<u> </u>

Engineer's Project No: 3981.4.38.00

Application No. 1 (Final)

Contract: 2024 ADA Ramp Replacements (MS 944)

Pay Period Ending: 9/27/24

Contract Amount: \$74,500.00

From:

Contractor: Reamstown Excavating, Inc.

Address: 560 N. 5th Street

Denver, PA 17517

To:

Owner: Columbia Borough

Address: 308 Locust Street

Columbia, PA 17512

Bid Item No.	Description	Proposal Quantity	Unit	Unit Quantity To Date	Contract Unit Price	Total Value To Date
1	Mobilization	1	L.S.	1	\$12,000.00	\$12,000.00
2	Maintenance and Protection of Traffic	1	L.S.	1	\$4,500.00	\$4,500.00
3	4" Thick Concrete Sidewalk	100	S.F.	126	\$15.00	\$1,890.00
4	Type 1 Diagonal Curb Ramp	4	Ea.	4	\$6,500.00	\$26,000.00
5	Type 1 Double ADA Ramp	1	Ea.	1	\$8,500.00	\$8,500.00
6	Type 4 ADA Ramp	4	Ea.	4	\$5,500.00	\$22,000.00
Subtotal or Total of Contract Items to Date:						\$74,890.00

Engineer's Project No: 3981.4.38.00

AFP No: 1 (Final)

Date: 9/27/24

Contract: 2024 ADA Ramp Replacements (MS 944)

Contractor: Reamstown Excavating, Inc.

Owner: Columbia Borough

	Total Approved	Paid Previous	Paid this Application
Authorized by Change Order No. <u>1</u>			
Date: <u>9/27/2024</u>			
1) Resetting of 2 Inlet Tops	\$1,000.00	\$0.00	\$1,000.00
2) Concrete Step and Cheek Walls	\$1,500.00	\$0.00	\$1,500.00
Totals:	\$2,500.00	\$0.00	\$2,500.00

Engineer's Project No: 3981.4.38.00 **No:** 1 (Final)
Owner's Project No: N/A **Date:** 9/27/24
Project: 2024 ADA Ramp Replacement (MS 944) **Contract Date:** _____
Owner: Jake Graham, Columbia Borough **Contractor:** Reamstown Excavating, Inc.

The Contractor is hereby requested to comply with the following changes from the contract plans and specifications.

<u>Description of Changes</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
1. 4" Thick Concrete Sidewalk Replacement - 26 additional S.F. at \$15.00/S.F.	\$0.00	\$390.00
2. Resetting of 2 Inlet Tops	\$0.00	\$1,000.00
3. Concrete Step and Cheek Walls	\$0.00	\$1,500.00
Totals:	\$0.00	\$2,890.00
Net Change in Contract Price:		\$2,890.00

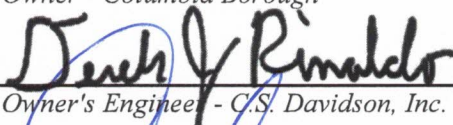
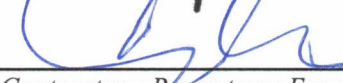
Justification:

Balancing final items and additional work onsite.

The changes result in the following adjustment of Contract Price and Time:

Price:	Original Contract Price:	\$74,500.00	
	Contract Price prior to this Change Order:	\$74,500.00	
	Resulting from this Change Order: Net Increase	\$2,890.00	
	Current Contract price including this Change Order:	\$77,390.00	
Time:	Contract Time will be: Unchanged	0	Days
	The date for completion of all work will be:	8/25/24	(Date)

This Document will become a supplement to the Contract and all provisions will apply hereto.

Requested by: _____	Date: _____
<i>Owner - Columbia Borough</i>	
Recommended by: <u></u>	Date: <u>9/27/24</u>
<i>Owner's Engineer - C.S. Davidson, Inc.</i>	
Accepted by: <u></u>	Date: <u>9/30/24</u>
<i>Contractor - Reamstown Excavating, Inc.</i>	



Columbia Borough MUNICIPALITY

NOTICE OF COMPLETION

IN REFERENCE TO PROJECT # 3981.4.38.00

Name of Contractor Reamstown Excavating

Performance of work as specified on the above numbered contract is completed and final pavement inspection has been made by the contractor and municipality in accordance with the terms of the contract awarded.

DATE OF AWARD June 25, 2024

Signature of Municipality

Signature of Contractor

Both copies of this form to be filled by the Contractor-Municipality on completion of final pavement restoration.

THIS PORTION TO BE COMPLETED BY MUNICIPALITY

FINAL COMPLETION CERTIFICATE

By the affixing of my signature I hereby certify that final inspection has been made and all work has been performed in accordance with the above contract # and is hereby accepted by the municipality as completed.

Authorized Agent for the Municipality

*DATE _____

* The contractor is responsible for maintenance of permanent pavement repairs for a period of one year from this date.

LANCASTER AREA SEWER AUTHORITY

MINUTES OF REGULAR MEETING

August 22, 2024

The Regular Board Meeting of the Lancaster Area Sewer Authority was held on August 22, 2024, at 130 Centerville Road, Lancaster, Pennsylvania.

The following Board members were present in person: Barry Smith, Nick Sahd, Ed Fisher, 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, Mike Schober of ARRO Consulting, Dennis Funk and Dwayne Hagelgans from Blue Rock Regional Fire District, and Dan Desmond with Barley and Snyder. Kevin Stouffer of Smith Elliott Kerns & Company was present via Zoom. LASA staff present in person included Kristin Green, Mike Kyle, Mike Wolgemuth, Scot Fertich, Brian Wilcox, Donna Nichols, Mike Lehman, and Don DeClementi. John Vilga was present via Zoom.

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

Mr. Smith requested four additions to the agenda – Award of electricity generation procurement contract, Adoption of Resolution 24-08-003, amending signatories at Fulton Bank to include Michael Wolgemuth as Executive Director, Approval of Builder’s Agreement for Hotel and Self-Storage, Posh Properties No. 4 Flory Mill LLC, in Manheim Township, Adoption of Resolution 24-08-004, recognizing Michael A. Kyle for 25 years of service to LASA. Mr. Smith explained the reason these should be added to the agenda now is because the information was not available in time to be included in the original agenda. Mr. Keener moved to approve the additional agenda items – Award of electricity generation procurement contract, Adoption of Resolution 24-08-003, amending signatories at Fulton Bank to include Michael Wolgemuth as Executive Director, Approval of Builder’s Agreement for Hotel and Self-Storage, Posh

Properties No. 4 Flory Mill LLC, in Manheim Township, Adoption of Resolution 24-08-004,

recognizing Michael A. Kyle for 25 years of service to LASA. Mr. Millhouse seconded the motion, and the Board unanimously approved.

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

Mr. Smith asked for approval of the minutes of the regular meeting of July 25, 2024. Mr. Fisher made a motion to approve the minutes of the meeting of July 25, 2024, and the disposition of the recordings of the meeting of July 25, 2024, in accordance with the Resolution passed April 25, 2024. Mr. Fisher seconded the motion, and the Board unanimously approved.

Mr. Smith announced he would be moving Agenda Item E to the beginning of the meeting.

Mr. Kyle recommended approval of the Agreement for the Sale of Real Estate with Blue Rock Regional Fire District. Mr. Millhouse made a motion to approve the Agreement for the Sale of Real Estate with Blue Rock Regional Fire District, for a parcel of undeveloped land consisting of approximately 8.5 acres, for the purchase price of \$370,000.00. Mr. Sahd seconded the motion, and the Board unanimously approved.

Mr. Lehman, Financial Director introduced Kevin Stouffer with Smith Elliott Kerns & Company, LLC who presented a summary of the annual financial reports for the fiscal year 2023-2024.

Mr. Kyle recommended acceptance of the fiscal year 2023-2024 annual financial reports. Mrs. Morgan-Brubaker made a motion to accept the fiscal year 2023-2024 annual financial reports. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended adoption of Resolution 24-08-001, conferring approval and signatory powers. Mr. Sahd made a motion to adopt Resolution 24-08-001, conferring approval and signatory powers as Executive Director to Michael J. Wolgemuth effective September 6, 2024. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of contract to purchase Fairbanks 12-inch pump for the Charlestown pump station. Mrs. Morgan-Brubaker made a motion to award the contract to purchase a Fairbanks 12-inch pump for the Charlestown pump station, to Kappe Associates Inc., through COSTARS at a total cost of \$161,480.00. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended the award of a contract to plan, design, bid, and administer construction of the Farmdale pump station replacement. Mrs. Morgan-Brubaker made a motion to award the contract to plan, design, bid, and administer construction of the Farmdale pump station replacement to Buchart Horn, for a total cost not to exceed \$286,993.00. Mr. Millhouse seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended adoption of Resolution 24-08-002, creating the non-employee non-Board Member Officer position. Mr. Fisher made a motion to adopt Resolution 24-08-002, creating the non-employee non-Board Member Officer position of “Authority Representative on the PA One Call Board of Directors”. Mr. Sahd seconded the motion, and the Board unanimously approved.

Mr. Smith recommended the Election of an Authority Representative on the PA One Call Board of Directors. Mrs. Morgan-Brubaker made a motion to elect Michael A. Kyle to the PA One Call Board of Directors. Mr. Keener seconded the motion, and the Board unanimously approved.

Approval of a fee amendment to Hazen and Sawyer for treatment plant design and construction management services has been deferred to a future meeting.

Mr. Kyle recommended the award of an electricity generation procurement contract for nine electricity accounts in West Earl. Mrs. Morgan-Brubaker made a motion to award the electricity generation procurement contract to Approved Energy for an 18-month contract from

January 2025 – June 2026 for nine electricity accounts in West Earl at a rate of \$0.06065 per kWh. Mr. Sahd seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended adoption of Resolution 24-08-003 amending signatories at Fulton Bank. Mrs. Morgan-Brubaker made a motion to adopt Resolution 24-08-003 amending signatories at Fulton Bank to include Michael Wolgemuth as Executive Director. Mr. Keener seconded the motion, and the Board unanimously approved.

Mr. Kyle recommended approval of the Builder's Agreement for Hotel and Self-Storage, Posh Properties No. 4 Flory Mill LLC. Mr. Fisher moved to approve the Builder's Agreement for Hotel and Self-Storage, Posh Properties No. 4 Flory Mill LLC. Mr. Sahd seconded the motion, the Board unanimously approved.

Mr. Smith recommended adoption of Resolution 24-08-004 recognizing Michael A. Kyle for 25 years of service to LASA. Mrs. Morgan-Brubaker made a motion to adopt Resolution 24-08-004 recognizing Michael A. Kyle for 25 years of service as Executive Director to LASA. 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 August 2024 in the amount of \$700,568.40. The following trustee requisitions have been reviewed and submitted for approval; Revenue Fund Requisition #803 in the amount of \$980,000.00; Bond Redemption & Improvement Fund Requisitions/Invoices #2152-1A through 2152-4F in the amount of \$160,227.39; Capital Asset and Replacement Fund requisitions #255-1A through 255-4F in the amount of \$171,646.25; Escrow Account – Penn Vest Loan Funds Requisition/Invoice #9-1A through 9-2B in the amount of \$9,720.40 for a grand total trustee payments of \$1,321,594.04. Mr. Keener 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 August 21, 2024, the total market value of the LASA pension fund was \$13.6 Million with an estimated actuarial accrued liability of \$14.7 Million, while funding stands at 93% of the estimated actuarial accrued liability. Mr. Lehman reminded the Pension Committee that there is a meeting after the board meeting to review the 6-month performance of the Pension Fund.

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

Mr. Smith moved to the Executive Director's Report. Mr. Kyle reported that the Lower Little Conestoga Interceptor rehabilitation phase 4 is completed and closed, the LASA treatment plant upgrade permitting, and land development has moved forward, and the search for a Financial Director is continuing. Mr. Kyle also informed the board of the progress on the Continuing Disclosure Certificate and that the dates selected for the annual Municipal Dinner are November 14 or December 5. Mr. Kyle also took a minute to thank the Board and staff for twenty-five wonderful years. His time at LASA has been one of the highlights of his life.

At 8:11 a.m. Mr. Smith announced there would be a break for an Executive Session on a personnel matter. The Executive Session ended at 8:30 a.m., at which time Mr. Smith called the regular meeting back to order.

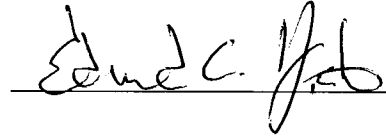
Mr. Smith called for Other Business and there was none.

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 September 26, 2024, at 7:30 a.m. at 130 Centerville Road, Lancaster, PA 17603 or via Zoom.

Mr. Smith called for a motion to adjourn. Mr. Millhouse moved to adjourn, Mr. Sahd seconded the motion, the Board unanimously approved, and the meeting was adjourned at 8:31 a.m.

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

Edward C. Fisher, Secretary