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717-684-2467 • www.columbiapa.net

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chambers

June 23, 2026 – 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 Sessions – A session was held on June 9, 2026, to discuss a personnel matter
June 23, 2026, at 6 PM a session will be held to discuss a personnel matter
5. Additions, deletions, and reorganization of agenda
 - a. Consider approval of Agenda
6. Citizen Comments
7. Minutes for Approval
 - a. Consider approval of the Borough Council Meeting Minutes for June 9, 2026
8. Presentation
 - a. Columbia Catholic Housing
9. Mayor Lutz / Lieutenant Arndt
10. Action Items
 - a. Authorize bill payments
 - b. Motion to approve special event application for Raven Ridge Wildlife Center on September 5, 2026
 - c. Motion to approve special event application for Mac and Cheese Festival on September 19, 2026
 - d. Motion to approve special event application for Princess and Pirate Tea Party/Parade on October 10, 2026
 - e. Motion to approve special event application for the Santa Parade on November 28, 2026
 - f. Motion to approve special event application for Free Parking Saturdays from November 28, 2026, through January 2, 2027
 - g. Motion to approve special event application for Old Fashioned Christmas December 5, 2026, through December 26, 2026
 - h. Motion to approve special event application for Yard Sales at the Market House
 - i. Motion to approve Resolution 2026 – 16 Rules of Decorum
11. New Business
 - a. Consider appointment of Chief Holly Arndt as the Police Open Records Officer for 2026 - 2027
 - b. Motion to acknowledge resignation from Barbara Fisher from the Planning Commission
 - c. Motion to authorize staff to advertise Ordinance 966
 - d. Motion to remove advertising the RFP from the table
 - e. Motion to authorize staff to advertise the revised RFP
 - f. Motion to consider approval of a sales agreement between the Columbia Economic Development Corporation and the Borough for the 137, 147, and 149 South Front St property
 - g. Motion to consider hiring Tracey Weaver for the position of Finance Manager, contingent upon passage of a background check and medical evaluation
 - h. Motion to consider approval of the Trail Agreement between the September 11th National Memorial Trail Alliance and the Borough

- i. Motion to consider a change in banking institutions from Truist Bank to Fulton Bank
- j. Motion to acknowledge resignation of Patrol Officer Blaine Schaffner

12. Staff Reports, Comments, and Announcements

- a. Solicitor
- b. Engineer
- c. Borough Manager Report
- d. Boards, Commissions and Committees
 - I. No upcoming Meetings
 - II. Minutes Approved: Planning Commission March 17, 2026

13. Borough Council Comments

14. Announcement of Next Meeting at 7:00 PM on Tuesday, July 7, 2026, Council will hold a Workshop meeting.

15. Adjournment

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

Paul W. Myers Council Chamber

June 9, 2026 - 7:00 PM

MINUTES

1. Council President Kauffman called the meeting to order at 7:00 PM. He stated the meeting will follow the Rules of Decorum, (Ordinance 2026-16)

Councilpersons present: Ziegler, Murphy, Geesey, Kauffman, Zink, Cooper, and Byers.
Mayor Lutz

Councilpersons absent:

Staff Present: Borough Manager Brommer, Chief Arndt, Facility Manager Affeld, Market House Manager Link, Solicitor Gabel and Engineer Rinaldo.

2. There was a moment of silence
3. Councilperson Byers led the pledge to the flag
4. Additions, deletions, and reorganization of agenda
 - a. Motion to approve the agenda as published

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

5. Citizen Comments

Edwin Lentz commented on the heat generated by data centers and suggested Council create ordinances that a McGinness buyer must follow. He inquired how much money the Borough spent on McGinness. Councilperson Zink responded. Edwin also inquired about the soil stabilization, Engineer Rinaldo responded. He inquired about a possible highway, Council President Kauffman responded.

Kathy Embleton read a prepared statement about allowing a data center on the McGinness property. She commented on the RFP and buyer creditworthiness. She encouraged Council to adopt an RFP consistent with the legal notice to include financial requirements. Kathy also commented on zoning.

Cathleen Vezza stated a data center was built near her brother’s home in New York state that impacted water quality, farming and animal health. She suggested the Borough consult with experts to safeguard the community.

Robert Thompson stated Columbia streets are unsafe due to dangerous driving and spoke about pedestrian safety due to Columbia being a walking town. Robert also said he was hit by vehicle while walking in the Borough. He expressed his concern with the police response and subsequent denial of his Right to Know request for the driver’s information. He requested Council consider using fire police to ensure traffic safety in the absence of crossing guards. Robert also stated safety concerns with curbs, sidewalks, and police speeding and running red lights with no emergency lights.

Jesse Sweigart inquired whether police have confiscated scooters. Chief Arndt responded. He inquired about a designated press seating area in the Council room. Borough Manager Brommer responded. Jesse stated data centers do not align with Columbia as a river town, and inquired whether taxes will increase next year. Council President Kauffman responded.

Frank Doutrich pointed out that Lisa Brown’s passing was not mentioned at the last Council meeting and stated that she was a good and long-time employee. He inquired why the Rules of Decorum were removed from the agenda. Council President Kauffman responded. Frank expressed how he felt about the conduct at the last Council meeting and that it was just “let go.” He inquired about the direction of Walnut Street and a right-hand turn. Engineer Rinaldo and Mayor Lutz responded. Frank also asked what the Borough is doing about the eBike and scooter issue.

Gerald Hawn stated that while mowing his lawn a locksmith pulled into his parking lot and knocked over a pillar of cinder blocks and did minor damage. The man used abusive language and left. Gerald called the police but was dissatisfied with the response and refusal to provide the driver's insurance information. Mayor Lutz responded.

6. Jeff McCauley, President of the September 11th National Memorial Trail Alliance spoke about 2026 marking the 25th anniversary of 9/11. The alliance's goal is to connect the three memorial sites to a multi-use recreation trail by September 11th. Jeff requested Council approve wayfinding signage on Walnut St. There will be a vote at the June 23rd meeting.

7. Minutes for Approval

a. Motion to approve the Borough Council Meeting Minutes for May 26, 2026

Motion by:	Second by:	Voice Vote:
E. Byers	J. Geesey	All Favored – Motion Carried

b. Motion to approve the Borough Council Meeting Minutes for June 2, 2026

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

8. Mayor Lutz proclaimed June 2026 as Pride Month in Columbia Borough. The purpose of the designation is to recognize and celebrate the impact of LGBTQA+ individuals. He stated there were at least two recent incidents of vandalism at Makle Park. He offered a \$100 reward for information leading to the arrest of the responsible individuals.

Jesse Sweigart offered to contribute an additional \$100 to the reward.

Chief Arndt announced that four police applicants had oral interviews, and their background investigations will be initiated. She stated the Fireman's Parade was a great event and more than 26 fire police volunteered. Chief Arndt stated the Thunder on the River Car Show will be on June 20th. The Lion's Club reported that over 515 cars registered for the event.

9. Action Items

a. Motion to authorize bill payments

Motion by:	Second by:	Voice Vote:
K. Murphy	H. Zink	All Favored – Motion Carried

Frank Doutrich inquired what the general fund balance will be after the bills are paid. Borough Manager Brommer responded.

b. Motion to table authorization to readvertise the bid proposal of the McGinness property until the next Borough Council Meeting, June 23, 2026

Motion by:	Second by:	Voice Vote:
H. Zink	K. Murphy	All Favored – Motion Carried

10. New Business

a. Motion to direct staff to send letters to State Senator Malone and Representative Miller urging them to oppose any and all potential legislation that would preempt municipal zoning control

Motion by:	Second by:	Voice Vote:
H. Zink	K. Murphy	All Favored – Motion Carried

Missy Stein inquired about a possible conflict of interest if Council is selling the McGinness property and making zoning ordinances. Councilperson Zink responded.

Kathy Embleton inquired why zoning cannot decide to keep a data center from purchasing the property. Several Council members responded.

Sharon Lintner inquired why Borough staff did not write the bid RFP. Councilperson Zink responded.

Cathleen Vezza inquired how Governor Shapiro's implementation of tax credits might impact having a data center in Columbia. Councilperson Zink responded.

Frank Doutrich inquired about the bid timeline. Council President Kauffman responded.

Tony Dastro commented that the current light business ordinance is restrictive. He suggested changing it to light use and being receptive to combination use and subdividing at McGinness. Councilperson Zink responded.

Frank Doutrich inquired what type of business would benefit the Borough’s tax structure. Councilpersons Byers and Zink responded.

- b. Motion to authorize staff to advertise Mill St/Shawnee Run Stormwater structure repair/replacement

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

11. Staff Reports, Comments, and Announcements

Solicitor Gable stated he will be preparing for the June 23rd meeting.

Engineer Rinaldo announced the Walnut and Union St projects are in full swing.

Borough Manager Brommer announced the audit is complete and there will be a presentation at a future meeting.

Boards, Commissions and Committees

- a. Upcoming Meetings: HARB meeting is cancelled, CCAT June 10, 2026, Parks & Recreation Advisory Board June 11, 2026, Planning Commission June 16, 2026, and Shade Tree Commission June 22, 2026
- b. Minutes Approved: LASA April 2026

12. Borough Council Comments

Councilperson Byers announced a Juneteenth Celebration is planned for June 15th at Lancaster Distilleries in Columbia. Tomorrow he will attend a Lancaster County Municipals large load event, and a Pride Month celebration at the Governor’s Mansion on June 15th.

Councilperson Cooper stated she is happy to see a good meeting turnout.

Councilperson Kauffman stated last weekend’s basketball tournament went well. The community came out for the Fireman’s Parade and there was a large volunteer turnout. The Fire Department still has 300th Anniversary t-shirts available. Next Friday, June 19th, the Lion’s Club will host the Central City Orchestra at Locust Street Park to kick off Columbia’s 300th Anniversary. The annual Art in the Gardens tour, hosted by Create Columbia is on Saturday, June 13th.

13. At 7:00 PM on Tuesday, June 23, 2026, Council will hold a regular meeting.

14. Motion to adjourn at 9:32 PM to an executive session to discuss a personnel issue.

Motion by:	Second by:	Voice Vote:
H. Zink	J. Geesey	All Favored – Motion Carried

MOTIONED AND APPROVED this 23rd day of June 2026 by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By:

Eric W. Kauffman, Council President

ATTEST:

Jack R. Brommer, Interim Borough Manager

Range of Checking Accts: First to Last Range of Check Dates: 06/23/26 to 06/23/26
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
01	GENERAL FUND	GENERAL FUND					
45202	06/23/26	108EM005 10-8 Emergency Vehicle SVC					892
26-00508	1	Repairs to Camera	393.75	01-410-376	Expenditure		25 1
				Maintenance & Repair, Police Vehicles			
45203	06/23/26	BROWN020 Brown Plus					892
26-00518	1	j weidman 5/18/26	1,111.50	01-402-311	Expenditure		52 1
				Accounting & Auditing Services			
26-00518	2	j weidman 5/18/26	1,083.00	01-402-311	Expenditure		53 1
				Accounting & Auditing Services			
26-00518	3	j marciano 5/20/26	87.50	01-402-311	Expenditure		54 1
				Accounting & Auditing Services			
26-00518	4	j marciano 5/25/26	87.50	01-402-311	Expenditure		55 1
				Accounting & Auditing Services			
26-00518	5	j marciano 5/26/26	472.50	01-402-311	Expenditure		56 1
				Accounting & Auditing Services			
26-00518	6	b marchuck 5/26/26	975.00	01-402-311	Expenditure		57 1
				Accounting & Auditing Services			
26-00518	7	j marciano 5/28/26	105.00	01-402-311	Expenditure		58 1
				Accounting & Auditing Services			
26-00518	8	j marciano 5/28/26	70.00	01-402-311	Expenditure		59 1
				Accounting & Auditing Services			
26-00518	9	b marchuck 6/3/26	812.50	01-402-311	Expenditure		60 1
				Accounting & Auditing Services			
26-00518	10	j weidman 5/18/26	4.38	01-402-311	Expenditure		61 1
				Accounting & Auditing Services			
			<u>4,808.88</u>				
45204	06/23/26	CINTA005 Cintas Corporation #59H					892
26-00523	1	Public Works Uniform Cleaning	87.40	01-430-238	Expenditure		65 1
				Highway Uniform Cleaning			
45205	06/23/26	IMPAC010 Impact Recovery					892
26-00524	1	pedestrian sign 2 sided	458.76	01-430-245	Expenditure		66 1
				Highway Supplies			
26-00524	2	sign post 66"	88.27	01-430-245	Expenditure		67 1
				Highway Supplies			
26-00524	3	portable base	144.60	01-430-245	Expenditure		68 1
				Highway Supplies			
26-00524	4	freight	343.02	01-430-245	Expenditure		69 1
				Highway Supplies			
			<u>1,034.65</u>				
45206	06/23/26	INTER045 Intergovernmental Insurance Co					892
26-00514	1	Health Insurance-POLICE	35,514.69	01-410-196	Expenditure		36 1
				Employee Insurance Coverage Premiums			
26-00514	2	Health Insurance-PW	13,311.02	01-430-196	Expenditure		37 1
				Employee Insurance Coverage Premiums			
26-00514	3	Health Insurance-CODES	5,065.54	01-413-196	Expenditure		38 1
				Employee Insurance Coverage Premiums			

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						
45206		Intergovernmental Insurance Co	Continued						
26-00514	4	Health Insurance-PZ	3,179.94	01-414-196	Expenditure		39	1	
				Employee Insurance Coverage Premiums					
26-00514	5	Health Insurance-ADMIN	7,598.31	01-402-196	Expenditure		40	1	
				Employee Insurance Coverage Premiums					
			<u>64,669.50</u>						
45207	06/23/26	KANE0005 Morgan Hallgren Crosswell & Ka							892
26-00521	1	J. CLEARY 5/12/26	64.50	01-404-314	Expenditure		62	1	
				Solicitor Fees					
26-00521	2	postage expense	5.97	01-404-314	Expenditure		63	1	
				Solicitor Fees					
			<u>70.47</u>						
45208	06/23/26	LABS0005 NMS LABS							892
26-00500	1	CB-26-01884 Soto	327.00	01-410-317	Expenditure		2	1	
				Contracted Services					
45209	06/23/26	LISAM010 Lisa Miley							892
26-00510	1	250 cards j brommer boro mng	120.00	01-402-340	Expenditure		29	1	
				Printing & Advertising					
45210	06/23/26	MCCARTHY McCarthy Tire Service							892
26-00516	1	OYT DRTBIVR PER HOUR	236.25	01-426-102	Expenditure		42	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	2	OTR ENERGY CHARGE	54.00	01-426-102	Expenditure		43	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	3	DISPATCH & ADMIN	75.00	01-426-102	Expenditure		44	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	4	DISMOUNT & MOUNT	75.00	01-426-102	Expenditure		45	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	5	WHEEL CLEAN/PREP	27.30	01-426-102	Expenditure		46	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	6	LUBEZIT APPLICATION	6.88	01-426-102	Expenditure		47	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	7	25" O RING	37.80	01-426-102	Expenditure		48	1	
				Recycling Maintenance of Equip. & Bldgs					
26-00516	8	HAL CORE HOUSING	6.72	01-426-102	Expenditure		49	1	
				Recycling Maintenance of Equip. & Bldgs					
			<u>518.95</u>						
45211	06/23/26	MOSER005 Moser Roofing Solutions LLC							892
26-00515	1	police station roof repairs	875.00	01-409-370	Expenditure		41	1	
				Maintenance & Repair of Building					
45212	06/23/26	OLDCO005 Old Columbia Public Grounds Co							892
26-00505	1	locust st park mowing	580.00	01-454-453	Expenditure		21	1	
				Maintenance of Parks - Locust Park					
45213	06/23/26	POLIC005 Police Benevolent Assoc							892
26-00503	1	Benevolent Funds 04/02/2026	241.75	01-210-216	G/L		9	1	
				Benevolent withholding					

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						
45213	Police	Benevolent Assoc	Continued						
26-00503	2	FOP Dues 04/02/2026	193.90	01-210-216	G/L		10	1	
				Benevolent withholding					
26-00503	3	Benevolent Funds 04/16/2026	40.00	01-210-216	G/L		11	1	
				Benevolent withholding					
26-00503	4	FOP Dues 04/16/2026	69.25	01-210-216	G/L		12	1	
				Benevolent withholding					
26-00503	5	Benevolent Funds 04/30/2026	363.35	01-210-216	G/L		13	1	
				Benevolent withholding					
26-00503	6	Benevolent Funds 05/14/2026	310.24	01-210-216	G/L		14	1	
				Benevolent withholding					
26-00503	7	Benevolent Funds 05/28/2026	323.90	01-210-216	G/L		15	1	
				Benevolent withholding					
			<u>1,542.39</u>						
45214	06/23/26	PRINC005 Principal Life Insurance Compa							892
26-00504	1	Police Pension 04/02/2026	3,033.37	01-210-215	G/L		16	1	
				Police Pension w/h					
26-00504	2	Police Pension 04/16/2026	3,359.32	01-210-215	G/L		17	1	
				Police Pension w/h					
26-00504	3	Police Pension 04/30/2026	3,346.06	01-210-215	G/L		18	1	
				Police Pension w/h					
26-00504	4	Police Pension 05/14/2026	3,057.04	01-210-215	G/L		19	1	
				Police Pension w/h					
26-00504	5	Police Pension 05/28/2026	3,255.59	01-210-215	G/L		20	1	
				Police Pension w/h					
			<u>16,051.38</u>						
45215	06/23/26	PSSU0005 PSSU							892
26-00502	1	Union Dues 04/02/2026	273.83	01-210-224	G/L		4	1	
				Union Dues withheld					
26-00502	2	Union Dues 04/16/2026	250.13	01-210-224	G/L		5	1	
				Union Dues withheld					
26-00502	3	Union Dues 04/30/2026	253.14	01-210-224	G/L		6	1	
				Union Dues withheld					
26-00502	4	Union Dues 05/14/2026	253.88	01-210-224	G/L		7	1	
				Union Dues withheld					
26-00502	5	Union Dues 05/28/2026	249.87	01-210-224	G/L		8	1	
				Union Dues withheld					
			<u>1,280.85</u>						
45216	06/23/26	PYEBA005 Pye Barker							892
26-00517	1	DURACELL ULTRA 12V	136.44	01-444-317	Expenditure		50	1	
				Market House, Contracted Services					
26-00517	2	TEMP ADDITIONAL FUEL SURCHARGE	14.95	01-444-317	Expenditure		51	1	
				Market House, Contracted Services					
			<u>151.39</u>						
45217	06/23/26	RHOAD005 Rhoads Energy							892
26-00495	5	B2 BIO ULTRA LSD 15 PPM SLF	554.02	01-426-231	Expenditure		1	1	
				Recycling - Diesel					

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						
45217	Rhoads Energy	Continued							
26-00512	1	REGULAR NO LEAD GASOLINE E10	514.96	01-430-231 Fuel, Vehicles	Expenditure		34	1	
26-00512	2	B2 BIO ULTRA LSD 15 PPM SLF	1,109.95	01-430-231 Fuel, Vehicles	Expenditure		35	1	
26-00522	1	REGULAR NO LEAD GASOLINE E10	1,024.45	01-430-231 Fuel, Vehicles	Expenditure		64	1	
			<u>3,203.38</u>						
45218	06/23/26	SIRCH010 Sirchie							892
26-00501	1	Evidence Tape	143.82	01-410-200 Police Equipment & Supplies	Expenditure		3	1	
45219	06/23/26	SLAYMOTO Slaymaker Electric							892
26-00511	1	positive placement blower	48.75	01-430-375 Maintenance & Repairs of Equipment	Expenditure		30	1	
26-00511	2	emergency dispatch service	150.00	01-430-375 Maintenance & Repairs of Equipment	Expenditure		31	1	
26-00511	3	graphite dry film lube	9.46	01-430-375 Maintenance & Repairs of Equipment	Expenditure		32	1	
26-00511	4	dresser roots blower & compres	29.03	01-430-375 Maintenance & Repairs of Equipment	Expenditure		33	1	
			<u>237.24</u>						
45220	06/23/26	TEXTM005 TextMyGov							892
26-00507	1	June 2026-June 2027	2,800.00	01-402-350 General Communications	Expenditure		24	1	
45221	06/23/26	TOTAL Total Exterminating Services							892
26-00509	1	308 locust st 6/9/2026	60.00	01-402-317 Contracted Services	Expenditure		26	1	
26-00509	2	cola market house 6/9/2026	75.00	01-444-317 Market House, Contracted Services	Expenditure		27	1	
26-00509	3	cola market house 06/9/2026	65.00	01-444-317 Market House, Contracted Services	Expenditure		28	1	
			<u>200.00</u>						
45222	06/23/26	ZEAGE005 Zeager Bros Inc							892
26-00506	1	Playground Mulch - Makle Park	414.90	01-454-451 Maintenance of Parks - Makle Park	Expenditure		22	1	
26-00506	2	Playground Mulch - MAKLE Park	414.90	01-454-451 Maintenance of Parks - Makle Park	Expenditure		23	1	
			<u>829.80</u>						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>			
		Checks:	21	0	99,925.85	0.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	<u>21</u>	<u>0</u>	<u>99,925.85</u>	<u>0.00</u>			
35	LIQUID FUELS	PLGIT LIQUID FUELS							
756	06/23/26	PPL005 PPL Electric Utilities Corp				06/23/26 VOID			0

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
35		LIQUID FUELS							
		PLGIT LIQUID FUELS							
		Continued							
757	06/23/26	PPELE005 PPL Electric Utilities Corp							893
26-00519	1	boro lighting 4/30/26-6/1/26	8,384.56	35-434-001	Expenditure			1	1
		Street Lighting - Electrical Usage							
26-00519	2	rt 30 & 441 w 5/7/26-6/8/26	49.40	35-434-001	Expenditure			2	1
		Street Lighting - Electrical Usage							
26-00519	3	5th & chestnut 4/7/26-6/8/26	28.47	35-434-001	Expenditure			3	1
		Street Lighting - Electrical Usage							
26-00519	4	market & locust 5/6/26-6/5/26	29.64	35-434-001	Expenditure			4	1
		Street Lighting - Electrical Usage							
26-00519	5	400 blk s front 5/6/26-6/5/26	134.78	35-434-001	Expenditure			5	1
		Street Lighting - Electrical Usage							
26-00519	6	locust st lites 5/12/2	53.94	35-434-001	Expenditure			6	1
		Street Lighting - Electrical Usage							
26-00519	7	n 9th st & walnut 5/11-6/10/26	27.10	35-434-001	Expenditure			7	1
		Street Lighting - Electrical Usage							
26-00519	8	walnut st rear 5/11/26-6/10/26	15.14	35-434-001	Expenditure			8	1
		Street Lighting - Electrical Usage							
26-00519	9	ironville pk 5/11/26-6/10/26	26.82	35-434-001	Expenditure			9	1
		Street Lighting - Electrical Usage							
26-00519	10	walnut st lights 5/6/26-6/5/26	41.42	35-434-001	Expenditure			10	1
		Street Lighting - Electrical Usage							
26-00519	11	n 2nd st 5/6/26-6/5/26	32.43	35-434-001	Expenditure			11	1
		Street Lighting - Electrical Usage							
26-00520	1	3rd & linden 5/7/26-6/8/26	36.26	35-434-002	Expenditure			12	1
		Traffic Lights - Electrical Usage							
26-00520	2	s 3rd & locust 5/6/26-6/5/26	87.73	35-434-002	Expenditure			13	1
		Traffic Lights - Electrical Usage							
26-00520	3	3rd & chestnut 5/6/26-6/5/26	35.58	35-434-002	Expenditure			14	1
		Traffic Lights - Electrical Usage							
26-00520	4	locust & 4th 5/6/26-6/5/26	80.51	35-434-002	Expenditure			15	1
		Traffic Lights - Electrical Usage							
26-00520	5	s 4th & locust 5/7/26-6/8/26	38.63	35-434-002	Expenditure			16	1
		Traffic Lights - Electrical Usage							
26-00520	6	walnut st tfl't 5/4/26-6/3/26	36.64	35-434-002	Expenditure			17	1
		Traffic Lights - Electrical Usage							
26-00520	7	5th st 5/4/26-6/3/26	51.23	35-434-002	Expenditure			18	1
		Traffic Lights - Electrical Usage							
26-00520	8	15th & lanc ave 5/13/2	35.94	35-434-002	Expenditure			19	1
		Traffic Lights - Electrical Usage							
26-00520	9	lanc ave 5/13/26	40.67	35-434-002	Expenditure			20	1
		Traffic Lights - Electrical Usage							
26-00520	10	9th & locust 5/11/26-6/10/26	26.63	35-434-002	Expenditure			21	1
		Traffic Lights - Electrical Usage							
26-00520	11	cherry & lanc ave 4/13-5/12/26	38.27	35-434-002	Expenditure			22	1
		Traffic Lights - Electrical Usage							
			<u>9,331.79</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Reconciled/Void	Ref Num
PO #	Item	Description			Account Type	Contract Ref Seq Acct
35 LIQUID FUELS PLGIT LIQUID FUELS						
Continued						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		1	1	9,331.79	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		1	1	9,331.79	0.00
Report Totals						
	Checks:		22	1	109,257.64	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		22	1	109,257.64	0.00

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	6-01	81,051.23	0.00	18,874.62	99,925.85
HIGHWAY AID FUND	6-35	9,331.79	0.00	0.00	9,331.79
Total of All Funds:		<u>90,383.02</u>	<u>0.00</u>	<u>18,874.62</u>	<u>109,257.64</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND BBT	01	81,051.23	0.00	18,874.62	99,925.85
HIGHWAY AID FUND	35	9,331.79	0.00	0.00	9,331.79
Total of All Funds:		<u>90,383.02</u>	<u>0.00</u>	<u>18,874.62</u>	<u>109,257.64</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND BBT	6-01	81,051.23	0.00	0.00	0.00	81,051.23
HIGHWAY AID FUND	6-35	9,331.79	0.00	0.00	0.00	9,331.79
Total of All Funds:		<u>90,383.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>90,383.02</u>

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026,

DEPARTMENT: Police Department

AGENDA TITLE: Special Event – Raven Ridge Wildlife Center International Vulture Awareness Day

BACKGROUND AND JUSTIFICATION:

Raven Ridge is a non-profit rehabilitation center in Washington Boro, PA specializing in healing injured birds of prey, mammals, and waterfowl in the Lancaster County area. Raven Ridge hosted Baby Wildlife Shower in April of 2026 at River Park as well, and it was well attended. This event will be similar but will be centered around Vultures.

MOTION:

Consider approval for Raven Ridge Wildlife Center to host an International Vulture Awareness Day using River Park on Saturday, September 5, 2026, from 12pm-5pm (setup from 9:30am-12pm and cleanup from 5pm-6pm). The event will include crafts, experiments, educational games, displays, educational presentations, live vulture ambassadors, and two food trucks.

ATTACHMENT(S):

- Special Event Permit Application dated 6/5/26
- Certificate of Insurance

NOTES:

- There will be little to no cost to the Borough for this event.
- Boaters will have access to parking and the boat ramp during this event.

SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6/15/26

Organization Name Raven Ridge Wildlife Center Representative Name Rebecca Robinson

Address PO Box 38, Wash. Boro Phone # 717-808-2652 Email contact@ravenridge.org

Name of Event International Vulture Awareness Day

Describe Event Activities Games, educational activities, crafts, education

Event Date(s) 9/15/26 / (rain date) None Time of Event 12pm - 5pm

Times (including setup/tear down) 9:30am - 6pm

Anticipated Attendance 300 Are you charging a fee to participate? Yes No

If so, how much? _____

Site Requested Columbia Crossing River Trails Center

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

_____ from _____ to _____ and
 _____ from _____ to _____ 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)).
- 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 (2) 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 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 date(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

Rebecca Robinson
Name
(PLEASE PRINT)

Rebecca Robinson
Signature

APPROVAL SIGNATURES

Borough Manager

Date

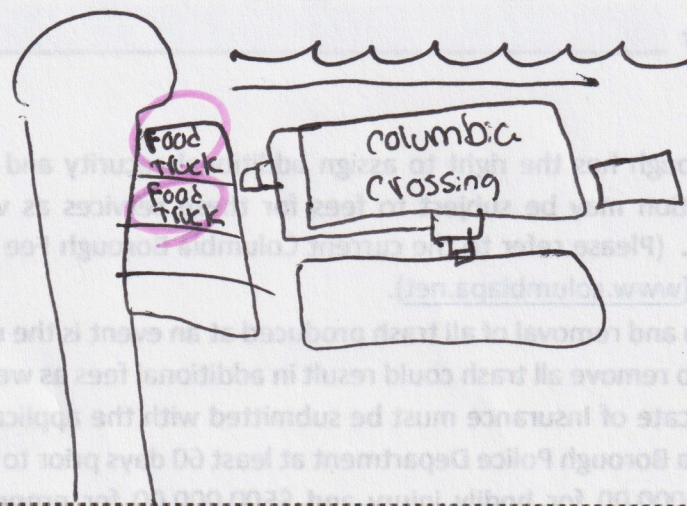
Police Chief

Date

Food Trucks

1.) Dandelion Thyme
Kirstie Wolfe
chef.kimothywolfe@gmail.com

2.) On my Grind Coffee
Foreest Yingling 717-476-7969
foreest@onmygrindcoffee.com



For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Christian-Baker Company PO Box 158 Camp Hill PA 17001 License#: 59385 RAVERID-01	CONTACT NAME: Branda Krepps PHONE (A/C. No. Ext): 717-761-4712 E-MAIL ADDRESS: brandak@christianbakerco.com	FAX (A/C. No.): 717-761-5810	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Raven Ridge Wildlife Center, Tracie Young 1828 Water St Washington Boro PA 17582	INSURER A: Sentinel Ins Company LTD		11000
	INSURER B: Nutmeg Insurance Company		39608
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 1566149970

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		39SBAUP4403	1/7/2026	1/7/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			39SBAUP4403	1/7/2026	1/7/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	39WECAS2LVD	5/1/2026	5/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Columbia Crossings River Trails Center and the Columbia Borough are listed as an additional insured with regard to the General Liability when required by contract.

CERTIFICATE HOLDER**CANCELLATION**

Columbia Crossings River Trails Center
 41 Walnut St
 Columbia PA 17512

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

DEPARTMENT: Police Department

TITLE: Merchant’s Association of Columbia – MAC and Cheese Festival

BACKGROUND AND JUSTIFICATION: This is the Fourth annual Columbia Merchant’s Association MAC and Cheese Festival. The event will take place in the Market house, but they plan to put tables and chairs in Sadie Lane for people to sit while they eat.

MOTION: Consider approval for the Columbia Merchant’s Association to use Sadie Lane for additional seating during their annual MAC and Cheese Festival which is being held in the Market House on Saturday, September 19, 2026, from 4pm-8pm (setup from 4pm-5pm and teardown from 7pm-8pm) contingent upon receipt of the required Certificate of Insurance by September 1, 2026, and approval from the Market Manager.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY25 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review: N/A

ATTACHMENT(S)/Information:

- The Event Request Application dated 6/1/2026
- The only cost to the Borough for this event will be the time spent by the Public Works Department to set up the safety barriers which will be less than \$100.



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308 Locust Street, Columbia, PA 17512
717-684-2467 • www.columbiapa.net

SPECIAL EVENT PERMIT APPLICATION

Non-profit [X] Yes [] No

Date Request Submitted 6/01/26

Organization Name Merchants Association Representative Name Daisy Pagan

Address 430 Walnut St Ste 301 Phone # 717.693.7740 Email Daisy@Murphys-Mercantile.com

Name of Event MAC + Cheese Festival

Describe Event Activities Annual MAC + Cheese competition

Event Date(s) 9/19/26 / (rain date) Time of Event 5:00pm

Times (including setup/tear down) 4 pm - 8pm

Anticipated Attendance 300 Are you charging a fee to participate? [X] Yes [] No

If so, how much? \$5

Site Requested Market House

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

Sadie Lane from Sadie Lane to 3rd St and
from to 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)).
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 (2) 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 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

~~Daisy Pagan~~ _____
Name
(PLEASE PRINT)

Daisy Pagan

Signature

APPROVAL SIGNATURES

Borough Manager

Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

DEPARTMENT: Police Department

TITLE: Merchant’s Association of Columbia – Princess and Pirate Tea Party

BACKGROUND AND JUSTIFICATION: This is a second-time event being hosted by the Merchant’s Association of Columbia. During the event participants will meet on the rear Market House sidewalk by Avenue I, will then parade on the sidewalk behind the Market House to Sadie Lane, then down Sadie Lane to 3rd Street, and will continue down the front Market House sidewalk to the middle entrance and into the Market House.

MOTION: Consider approval for the Columbia Merchant’s Association to host a Princess and Pirate Tea Party/Parade on both the front and rear Market House sidewalks as well as on Sadie Lane (closed during the event) on Saturday, October 10, 2026, beginning at 4:00pm contingent upon receipt of the required Certificate of Insurance by October 1, 2026, and approval from the Market House Manager.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY25 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review: N/A

ATTACHMENT(S)/Information:

- The Event Request Application dated 6/1/2026
- The only cost to the Borough for this event will be the time spent by the Public Works Department to set up the safety barriers which will be less than \$100.



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SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6/01/26

Organization Name Merchants Association Representative Name Daisy Pagan

Address 430 Walnut St Ste 301 Phone # 717.693.7740 Email Daisy@Murphys-Mercantile.com

Name of Event Princess & Pirates

Describe Event Activities Princess & Pirates Luncheon

Event Date(s) 10/10/26 / (rain date) _____ Time of Event 4pm

Times (including setup/tear down) 3 pm - 7pm

Anticipated Attendance 50 Are you charging a fee to participate? Yes No

If so, how much? \$20

Site Requested (Parade) Sidewalk behind MKT House, Saddle Lane, 3rd Street Sidewalk in front of

(Please see Special Event Policies and Procedures for a list of available sites) MKT house

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut): (will enter MKT house for a luncheon)

_____ from _____ to _____ and
_____ from _____ to _____ 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)).
- 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 (2) 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 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

Daisy Pagan
Name
(PLEASE PRINT)

Daisy Pagan
Signature

APPROVAL SIGNATURES

Borough Manager

Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

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 6/1/2026, for the Columbia Merchant's Association to host their annual Santa Parade on Saturday, November 28, 2026, beginning at 8:00am. The parade will begin at the Columbia Fire Department on Manor Street, continuing to 4th Street to Union Street to 3rd Street and from 3rd Street to Locust Street, ending at 3rd and Locust Streets. This approval is contingent upon receipt of the required Certificate of Insurance by November 1, 2026.

FISCAL IMPACT ANALYSIS - N/A

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

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

Account Number	Account Description	FY25 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review: N/A

ATTACHMENT(S)/NOTES:

- Facilities Use Request dated 6/1/26
- Approval to be contingent upon receipt of the required Certificate of Insurance by November 1, 2026.
- This event will cause little to no expense to the Borough.



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SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6/1/24

Organization Name Merchant's Association Representative Name Daisy Pagan

Address 430 Walnut St. Ste. 301 Phone # 717-693-7740 Email Daisy@Murphy's-Mercantile.com

Name of Event Small Business Saturday & Christmas Parade

Describe Event Activities " "

Event Date(s) 11/28/24 / (rain date) _____ Time of Event 8:00am

Times (including setup/tear down) 8:30am

Anticipated Attendance 500 Are you charging a fee to participate? Yes No

If so, how much? _____

Site Requested Traditional Parade Ending @ 3rd & Locust Street

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

Traditional Parade from _____ to _____ and
_____ from _____ to _____ 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)).
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I 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

~~Daisy Pagan~~ _____
Name
(PLEASE PRINT)

Daisy Pagan

Signature

APPROVAL SIGNATURES

Borough Manager

Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

DEPARTMENT: Police Department

AGENDA TITLE: Special Event – Free Parking Saturdays 11/28/26-1/2/27

BACKGROUND AND JUSTIFICATION: This is an annual request by the Columbia Merchant’s Association to have “Free Parking” on Saturdays from the Saturday after Thanksgiving (this year November 28, 2026) through the Saturday after New Year (this year January 2, 2027).

MOTION: Consider approval of a request from the Merchant’s Association for “Free parking” on Saturdays beginning Saturday, November 28, 2026, through Saturday January 2, 2027.

ATTACHMENT(S):

Special Event Permit Application dated 6/1/2026.

There is no need for a Certificate of Insurance

NOTES:

This year the Merchant’s Association will be required to hang the “No Parking” signs due to Police Department staffing issues.



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308 Locust Street, Columbia, PA 17512
717-684-2467 • www.columbiapa.net

SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6/1/26

Organization Name Merchant's Association Representative Name Daisy Pagan

Address 430 Walnuts, Ste. 301 Phone # 717-693-7740 Email Daisy@Murphys-Merchandise.com

Name of Event Free Parking Saturdays

Describe Event Activities Free Downtown Parking 11/28 - 11/27 (Saturdays only)

Event Date(s) _____ / (rain date) _____ Time of Event _____

Times (including setup/tear down) _____

Anticipated Attendance _____ Are you charging a fee to participate? Yes No

If so, how much? _____

Site Requested _____

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

_____ from _____ to _____ and
_____ from _____ to _____ and
_____ from _____ to _____

Equipment/Personnel Required:

- Police Services Custodian Highway Personnel Safety Cones Fire Police Services
- Other _____

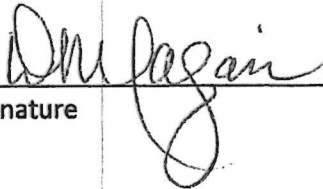
Please Note:

- 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)).
- 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 (2) 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 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

~~Daisy Pagan~~
Name
(PLEASE PRINT)


Signature

APPROVAL SIGNATURES

Borough Manager

Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

DEPARTMENT: Police Department

TITLE: Columbia Merchant's Association

BACKGROUND AND JUSTIFICATION: This is a first time event which is being sponsored by the Merchant's Association of Columbia. This event is designed to bring people into the downtown business area during the Christmas Season.

MOTION: Motion to approve an Event Request, dated 6/1/2026, for the Columbia Merchant's Association to close the two hundred block of Locust Street on Saturday evenings (12/5 through 12/26/26) from 4pm-7pm for an "Old Fashioned Christmas" during which luminaries will be placed along the curbs on Locust Street from 2nd to Fifth Streets and snow machines will be placed on the Hinkle's Restaurant roof from 6pm to 7pm so it will snow on Locust Street in front of the building. This approval is contingent upon receipt of the required Certificate of Insurance prior to November 1, 2026.

FISCAL IMPACT ANALYSIS - N/A

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Operating Expense (F01)	0	0	0	0	0
Capital Expense (F18)	0	0	0	0	0
Capital Expense ARPA (F21)	0	0	0	0	0
Capital Expense (F30)	0	0	0	0	0
Liquid Fuels Exp. (F35)	0	0	0	0	0
External Revenues (Grants)	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0

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

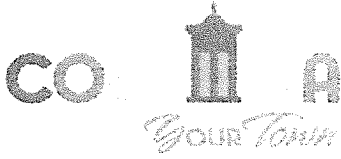
Account Number	Account Description	FY25 Budget	Current Balance	Agenda Expenditure	Balance

C. Legal Review: N/A

ATTACHMENT(S)/NOTES:

- Facilities Use Request dated 6/1/26
- Approval to be contingent upon receipt of the required Certificate of Insurance by November 1, 2026.
- This event will cause little to no expense to the Borough.

- The intersection at Third and Locust will not be blocked.
- The Market House will be open during this event.
- Downtown businesses will participate by staying open late.
- There will be a candle parade on the Locust Street sidewalks between 2nd Street and Fifth Street.



6/23/26 BC Mtg.

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717-684-2467 • www.columbiapa.net

SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6/01/26

Organization Name Merchants Association Representative Name Daisy Pagan

Address 430 Walnut St Ste 301 Phone # 717.693.7740 Email Daisy@Murphys-Mercantile.com

Name of Event Old Fashioned Christmas, extended *(snow machine blowing onto 200 block of Locust by Hinkley Restaurant from 6-7pm every sat. eve.)*

Describe Event Activities Saturday Events in December

Event Date(s) 12/05- 12/26/26 / (rain date) Luminaries 2nd to 5th on Locust (Saturdays only) Time of Event 4-6pm 4pm-7pm

Times (including setup/tear down) _____

Anticipated Attendance 500 Are you charging a fee to participate? Yes No

If so, how much? _____

Site Requested _____

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

200 Block of Locust from 2nd & Locust to Ending at Locust St & 3rd and
_____ from _____ to _____ and
_____ from _____ to _____ .

3rd & Locust Intersection not to be blocked

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)).
- 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 (2) 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 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

Daisy Pagan
Name
(PLEASE PRINT)

Daisy Pagan
Signature

APPROVAL SIGNATURES

Borough Manager

Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____

Date Paid _____

Fee: \$ _____

Cash Check Money Order

All Licenses are Non-Transferable

Draft

Columbia's Old-Fashioned Christmas

A CHRISTMAS POSTCARD COME TO LIFE

Step into a living Christmas postcard. Each Saturday in December, Columbia transforms into a nostalgia holiday scene filled with warmth, light and memory.

THE SNOWFALL HOUR

Every evening at 6:00 PM
Artificial snow falls from atop Hinkle's.
Perfect for magical moments & incredible photo ops!

4 SATURDAYS, 4 UNIQUE EXPERIENCES

DEC 5TH

CHRISTMAS WISH NIGHT

LUMINARIES ALONG LOCUST ST.
LIVE MANNEQUINS IN SHOP WINDOWS
WISH TOKENS

DEC 12TH

CANDELLIT CHRISTMAS STROLL

~~GIVE-MISTLETOE-TIME~~
~~SLEDGERS~~
CANDLE PARADE
FIND THE MISTLETOE MOUSE
HOLIDAY SAMPLER HOUR

300th

CELEBRATION SALE

Look for special \$3 ITEMS throughout town!

DEC 19TH

DICKENS DAY

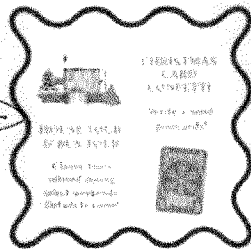
DICKENS STREET READERS
TOY-MAKER'S BENCH
POSTCARD PORTRAIT STATIONS
HOLLY HUNT

DEC 26TH

THE FIRST DAY OF CHRISTMAS

WARM BISCUIT WALK
COMMUNITY CHRISTMAS CARD
FIREPLACE STORIES

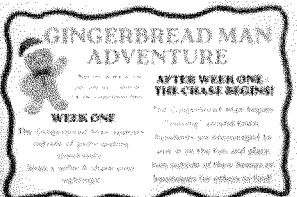
Additional Event requests will be submitted IF this @comes to fruition



CHRISTMAS CARD CASSETTE
Write a card
@comes

THESE CARDS ARE AVAILABLE
4 hours, Thurs. - Sat. 10am - 6pm
@comes

at Mkt How SE

GINGERBREAD MAN ADVENTURE

AFTER WEER GINE - THE CHASE BEGINS!

WERB ONE
The Gingerbread Man is a popular character in children's literature. He is a gingerbread man who is very fast and likes to run away from people. He is often used as a metaphor for someone who is quick and hard to catch.

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SCAN HERE FOR MORE INFORMATION!



EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 23, 2026

DEPARTMENT: Police Department

TITLE: Event Request for the Market House to rent yard sale spaces on Sadie Lane.

BACKGROUND AND JUSTIFICATION: Bonnie Link, the Market Manager, is asking to rent yard sale stands on Sadie Lane as part of the larger town wide yard sale which is scheduled for Saturday July 4, 2026.

MOTION: To consider approval for the Market House Manager, Bonnie Link to raise money for the Market House by renting stands in Sadie Lane as part of the Town Wide Yard Sale on Saturday, July 4, 2026, from 7am-3pm.

LEGAL REVIEW: N/A

ATTACHMENT(S)/INFORMATION:

- There will be little to no expenses to the Borough for this event.
- Copy of the Event Request dated 6/11/26
- No Certificate of Insurance is needed.



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SPECIAL EVENT PERMIT APPLICATION

Non-profit Yes No

Date Request Submitted 6-11-2026

Organization Name Market House Representative Name Bonnie Link

Address 15 S. Third St Phone # 717-925-6560 Email blink@columbiapa.net

Name of Event 4th of July Town Wide Yard Sales

Describe Event Activities Selling yard sale spaces

Event Date(s) 7-4-2026 / (rain date) _____ Time of Event 1-3

Times (including setup/tear down) 6 Setup 3-Tear down

Anticipated Attendance 100 Are you charging a fee to participate? Yes No

If so, how much? Tables 10ft Space \$20.00

Site Requested Sadie Lane

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

If using Borough Street(s) (i.e., 3rd St from Locust to Chestnut):

Sadie Lane from _____ to _____ and
only from _____ to _____ 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)).
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RESPONSIBLE ORGANIZATION OFFICIAL

Bonnie Link
Name
(PLEASE PRINT)

Bonnie Link
Signature

APPROVAL SIGNATURES

John D. Gommers
Borough Manager

6/12/26
Date

Police Chief

Date

.....
For Office Use Only

Date Approved _____
Fee: \$ _____

Date Paid _____
 Cash Check Money Order

All Licenses are Non-Transferable

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026 - 16

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA
REGARDING PROTOCOLS AND RULES OF DECORUM FOR PUBLIC MEETINGS**

WHEREAS, the primary purpose of Borough Council meetings is to afford elected officials the opportunity to conduct Borough business; and

WHEREAS, the purpose of the following Protocols and Rules of Decorum is to assure an orderly framework within which the business of the Borough of Columbia can be conducted by setting basic standards and expectations for participation and the distribution of information by the public, by elected officials, and by borough staff by creating an atmosphere which stimulates civil understanding and communication; and

WHEREAS, the authority for establishment of these rules is derived from the Borough Code, Act 37 of 2014 (8 Pa.C.S.A., Sections 101-3501) and all amendments thereto; the Sunshine Act, codified at 65 Pa.C.S., Sections 701-716 and all amendments thereto; and the Right-to-Know Law, codified at 65.P.S., Sections 67.101-67.3104 and all amendments thereto
NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Borough of Columbia as follows:

1. DEFINITIONS

- a. Regular Council Meeting:** Council is required to meet on a regular basis at least once per month and must advertise its schedule of meetings at the beginning of each year. Regular meetings are held the second and fourth Tuesday of each month commencing at 7:00 PM at the Borough Office. The meetings are open to the public, and minutes must be kept.
- b. Council Workshop:** Council meets on a monthly basis to address issues brought before Borough Council in a workshop environment. These meetings are held the first Tuesday of each month commencing at 7:00 PM at the Borough Office. The meetings are advertised, open to the public, and minutes must be kept. Council's intent for these meetings are to allow for more in-depth presentation and discussion on matters brought before the council, and either of the scheduled Regular Council Meetings may be used as Council Workshops as needed.
- c. Special Meeting:** Any meeting not included in the advertised annual schedule of meetings. Public notice of the meeting, including advertisement, must be given at least 24 hours in advance. These meetings are open to the public and minutes must be kept.

d. Council Executive Session: Either an entire meeting or a portion of a regular meeting, work session, or special meeting that is called to deliberate Borough business and attended by a quorum of members, but one from which Council may legally exclude the public, provided the business to be discussed falls within the specified categories below as described under the Sunshine Act:

- i. Personnel Matters
- ii. Collective Bargaining, Labor Relations, and Arbitration matters
- iii. Real Estate Transactions involving purchasing or leasing of real estate
- iv. Litigation matters
- v. Matters related to legally protected information
- vi. Matters necessary for emergency preparedness, protection of public safety, and security of property

Since Executive Sessions are closed to the public, minutes need not be kept. Official actions taken based on discussions held in Executive Session must occur at an open public meeting.

2. PUBLIC INFORMATION

- a. Agenda:** Paper copies or other appropriate media of the meeting agenda shall be made available for the public at the start of the meeting. The current agenda and packet is posted on the Borough's website approximately 2 business days prior to the meeting.
- b. Meeting Minutes:** Meeting minutes shall be made available to the public at the following regular meeting. The minutes are not official until approved by Borough Council. Once approved, minutes are posted on the Borough's website. Minutes from other Boards and Commission meetings, such as the Planning Commission and Zoning Hearing Board, will also be included in the Council packet and posted to the Borough website upon approval by the corresponding Board or Commission.

3. PUBLIC PARTICIPATION

To ensure orderly and efficient Council meetings while providing a reasonable opportunity for public participation as required by the Pennsylvania Sunshine Act.

Public Comment Rules:

- **Eligibility:** Public comment is limited to residents and taxpayers of the Borough. Non-residents and non-taxpayers may observe but will not be recognized to speak.
- **Sign-up Required:** Anyone wishing to address Council must sign up **prior to the start of the meeting** using the official sign-up sheet provided at the meeting location. The sign-up sheet requires your full name and street address.

- **One Public Comment Period:** A single public comment period will be held at the beginning of the meeting (after approval of the minutes). This period is open for comments on both **agenda items** and **non-agenda items**.
- **Time Limit:** Each speaker is limited to **5 minutes**. Time may not be yielded, shared, or transferred to another person. The Council President (or presiding officer) will enforce the time limit.
- **Overall Period Management:** If a large number of individuals sign up, the presiding officer may set a reasonable overall time limit for the public comment period and may need to limit the number of speakers or defer remaining speakers to the next meeting.
- **No Additional Comments:** There will be **no further public comment opportunities** after the designated public comment section concludes. Comments on new matters arising later in the meeting will be heard at a future meeting.
- **Rules of Decorum:**
 - Comments must be addressed to the Council as a body, not to individual Council members, staff, or members of the audience.
 - Speakers shall maintain a civil tone and avoid profanity, shouting, or personal attacks.
 - Disruptive behavior, repetition of previously made points, or comments that are irrelevant or outside the Borough’s jurisdiction may be ruled out of order.
 - The presiding officer may warn, limit, or terminate a speaker’s time for violations of these rules.

4. RULES OF CONDUCT

- a. **General Procedure:** It is the intent of Council to act consistently with the Pennsylvania Borough Code and any applicable Borough Ordinance or other legal requirement. In general, Roberts' Rules of Order shall apply to the conduct of public meetings subject to the authority of the Council President or designee.
- b. **Authority of the Chair:** The Chair shall act as a facilitator, assisting Council to focus on its agenda, discussions, and deliberations. Council President will chair all council meetings unless unable to attend and a designee assigned. During meetings, the Chair may choose to delegate the facilitator role to other council members at their discretion.
- c. **Limit Deliberations:** Council members will limit their comments to the subject matter, item, or motion being currently considered by Council.
- d. **Obtaining the Floor:** Members of Council wishing to speak must first obtain the floor by being recognized by the Chair. Members of the public wishing to

comment on agenda items should approach the microphone, state their name for the record, and then give their comment.

5. ORDER OF BUSINESS

- a. **Agenda:** The Borough Manager is responsible for assembling a written agenda for each Council meeting as directed by the Council President (Chair). The agenda provides a guide for the Chair to keep the meeting on track, assures all relevant points concerning the business at hand will be discussed, and allows all participants know exactly when they will be expected to make their contributions.
- b. **President of Council:** The President or other presiding officer should maintain a neutral and impartial attitude throughout the proceedings. The Council President cannot make a motion on an issue. Furthermore, the President should not enter into debate until such time that all other members of Council have expressed themselves on a given issue or to initiate conversation when council members have not done so. The President may then state an opinion on the merits of the question under discussion.
- c. **Motions, Resolutions & Ordinances:** A motion is the normal means by which a matter is brought before Council for consideration. Most routine matters are approved by a simple motion. Resolutions need to be approved by a simple majority vote after a motion. Ordinances are approved by roll call vote after a proper motion.

Motions and Resolutions regarding administrative matters need not be submitted to the Mayor. Ordinances, such as legislative actions, shall be submitted to the Mayor for signature.

A motion requires a second, or sponsorship, by a second member of Council before it can receive consideration at a meeting. If a motion is not seconded, it is lost, and no further action is taken on the matter. The President then proceeds with the next item on the agenda.

The first rule of parliamentary order is that only one matter of business can be considered at a time. That is, when one "main motion" has been properly introduced and seconded, no other main motion can be presented until the first has been disposed of. In the usual course of business, the motion is disposed of when it is either passed or defeated. However, several other things can happen to the motion, including:

- i. The motion can be amended.
- ii. The motion can be referred to a committee for further consideration.
- iii. Action can be postponed until a definite date.
- iv. The motion can be tabled.

The only motions on which debate, or discussion are permitted are the main motion and motions to postpone, amend, or refer. On all others, members vote yes or no.

- d. **Unanimous Consent:** Action is occasionally taken without the formality of a motion, a second, and putting the question to a vote. In cases of minor importance, or in routine business where there seems to be no opposition, the Chair might ask, for instance, "Is there any objection to pursuing bids for future consideration?" The Chair might also extend the time allotted to a speaker by simply asking if there is no objection. Such action taken is said to be by "general consensus" or "unanimous consent." It does not necessarily mean that everyone is in favor of the action, but it indicates that the matter is so routine that formal procedures are not required.
- e. **Debate:** Debate is the discussion of the pros and cons of a motion that is on the floor. Debate of a subject matter may only occur after a formal motion being offered. Debate is closed when it appears to the President that all who wish to debate the matter have done so. The President then puts the question to the vote of the members. Any member of Council may request that the Borough Manager detail the pros and cons of an issue at any time during the discussion.
- f. **Voting:** Voting is done in one of two ways: by expressing either favor or opposition, or by roll call vote. In any instance where the result of expressing favor or opposition seems other than unanimous, or in the event of one or more abstentions, the President shall call for a roll call vote. Any member of Council may request a roll call vote on any question before Council.

Council members may participate in meetings and vote via telecommunication device using speaker phones or computer terminals only after a physical quorum has been established at the meeting place and provided both Council and the public are able to hear the comments and votes of the council member not in physical attendance and vice versa. Participation via telecommunication device is only possible for one of the following reasons: illness or disability of the Councilmember; care for the ill or newborn in the member's immediate family; an emergency; and family or business travel. During a declared State of Emergency by the Pennsylvania Governor, the requirement of a physical quorum is not necessary.

Voting by ballot is never permissible in Council meetings because of the Constitutional requirement for voice vote pursuant to the Sunshine Act. Voting by proxy is not permitted.

- g. **Conflict of Interest:** In the case that a member believes that they have a conflict of interest in the matter being decided, they are required by law to abstain from voting and to so inform Council orally and via a written explanation addressed to the Secretary/Treasurer for inclusion with the official meeting record, stating

the nature of the conflict. If Council would be unable to take any action on a matter because the number of members required to abstain from voting makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if said disclosures are made.

- h. Abstention:** All members of Council are expected to vote in favor or in opposition, unless they are required to abstain on grounds of conflict of interest. Members are not permitted to abstain from voting because of the following:
 - i. The desire to avoid embarrassment or alienation of one's constituents;
or,
 - ii. The desire to let action go through without committing oneself.
- i. Mayor's Tie-Breaking Authority:** The authority of the Mayor to cast the deciding vote applies whenever, as a result of a tie vote, Council is unable to complete any of the following actions:
 - i. Enact or pass an Ordinance, Resolution, or motion
 - ii. Declare or fill a vacancy on Council or in any other Borough office
 - iii. Take any action on any matter lawfully brought before it

6. POLICY DECISION-MAKING PROCESSES

- a. Committees of Council:** The Council President may, from time to time, choose to appoint ad-hoc committees to address particular tasks. Each committee shall have a chairperson. The Council President is an ex-officio member of all such committees.

7. MAYOR

- a. Meetings:** The Mayor presides over Council only twice during each term of office--at the reorganizational meeting of Council in even-numbered years. The Mayor has the right to attend all Council meetings and is permitted to take part in discussions.

8. NON-OBSERVANCE OF RULES

These rules, wholly or in part, may be amended or repealed by majority vote in any regularly scheduled meeting of Borough Council. Rules adopted to expedite and facilitate the transition of the business of Council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of or invalidate any action taken by Council.

9. ACKNOWLEDGEMENT

The Borough acknowledges the Pennsylvania State Association of Boroughs (PSAB) for assistance provided in the preparation of this document.

RESOLVED AND ADOPTED this 23rd day of June 2026 by the Columbia Borough Council.

ATTEST:

Columbia Borough Council

Jack R. Brommer
Borough Manager

Eric W. Kauffman
Borough Council President

**BOROUGH OF COLUMBIA
LANCASTER COUNTY, PENNSYLVANIA**

ORDINANCE NO. 966 - 2026

**AN ORDINANCE OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY,
PENNSYLVANIA AMENDING THE BOROUGH OF COLUMBIA ZONING ORDINANCE TO
REGULATE DATA CENTERS**

IT IS HEREBY ENACTED AND ORDAINED by the Borough Council of Borough of Columbia, Lancaster County, Pennsylvania, as follows:

SECTION 1. Section 220-19 of the Borough of Columbia Code of Ordinances shall be amended to add the following language:

COMMUNITY NOISE EQUIVALENT LEVEL (CNEI) - The 24-hour A-weighted average sound level from midnight to midnight, obtained after the addition of 5 dB to sound levels occurring in the evening from 7 PM to 10 PM and after the addition of 10 dB to sound levels occurring in the night between 10 PM and 7 AM.

DATA CENTER – An establishment engaging in the storage, management, processing, and/or transmission of digital data, and housing computer and/or network equipment, systems, servers, appliances, and other associated components related to digital data operations.

DATA CENTER ACCESSORY USE – Ancillary uses or structures secondary and incidental to a Data Center use, including but not limited to: administrative, logistical, fiber optic, storage, and security buildings or structures; sources of electrical power such as generators used to provide temporary power when the main source of power is interrupted; electrical substations; utility lines, domestic and non-contact cooling water and wastewater treatment facilities; water holding facilities; pump stations; water towers; environmental controls (air conditioning or cooling towers; fire suppression, and related equipment), and security features, provided such Data Center Accessory Uses/structures are located on the same tract or assemblage of adjacent parcels developed as a unified development with a Data Center. The use shall not include energy generation systems used or intended to be used to supply power to the Data Center during normal operations.

DATA CENTER ELECTRICAL SUBSTATION – A facility used for the transformation or transmission and/or switching of voltages to distribution voltages which switches circuits and distributes usable/consumable electric power, specifically for Data Center users on the same or adjacent site, or on a site immediately across a road right-of-way.

DATA CENTER PRINCIPAL BUILDING – A building that contains the office and/or data storage functions of a Data Center.

FOOTCANDLE – Enough light to saturate a one-foot square with one lumen of light.

SENSITIVE RECEPTORS – Schools, preschools, day care centers, in-home daycares, health facilities such as hospitals, long term care facilities, retirement and nursing homes, community centers, places of worship, playgrounds, parks (excluding trails), campgrounds, prisons, dormitories, and any residence where such residence is not located on a parcel with an existing industrial, commercial, or unpermitted use as determined by the zoning officer.

SECTION 2. Section 220-30(A)(49) shall be added, containing the following language:

220-30(A)(49). Data Centers.

The following requirements shall apply to all Data Centers. In the event that any of the following regulations are found to be in conflict with regulations found elsewhere in the Borough of Columbia Zoning Ordinance, the most restrictive regulations shall be applied, unless otherwise stated.

A. Building Placement and Orientation

1. All principal and accessory structures associated with a Data Center shall be arranged, designed, and constructed to be harmonious and compatible with the site and with the surrounding properties. In general, Data Centers that visually approximate commercial office buildings are encouraged.
2. Buildings shall be sited and oriented to:
 - a. Minimize visual impacts of the bulk of the building when examined on a line-of-sight basis from adjacent public streets and Sensitive Receptor areas.
 - b. Provide safe and convenient vehicular access to the site, including sufficient on-site queuing areas at security gates.
 - c. Accommodate adequate parking.
 - d. Minimize impacts to natural resources.
 - e. Incorporate appropriate stormwater management practices.
3. Data Center campuses containing more than one building are encouraged to provide a variety in building size, massing, siting, and appearance by transitioning from smaller or lower buildings along street frontages to larger and taller structures on the interior of the site. Consideration of topography

shall be given to avoid placement of larger, taller, or more massive buildings in a prominent location on the property or along a public street.

4. Connection to public water and public sewer is required. This must not adversely impact the availability of water or water pressure to residences, farms and businesses within a two-mile radius of the center's site.

B. Setbacks

1. All principal buildings, accessory structures, and Data Center Electric Utility Substations must be set back at least (350) feet from all property lines.

C. Parking Requirements

A minimum of one (1) parking space per employee on the largest shift is required.

D. Off Street Loading

A minimum of one loading space is required. Loading spaces/bays are only permitted to be located on one façade of the Data Center Principal Building.

E. Noise/Vibration

1. CNEI

- a. The Community Noise Equivalent Level (CNEI) at the boundary of the property containing a Sensitive Receptor shall not exceed 50 dBA and 60dBC.
 - b. The CNEI at the boundary of any developed property not containing a Sensitive Receptor shall not exceed 55 dBA and 65dBC.
 - c. Sound that is produced for not more than a cumulative period of one (1) minute in any hour may exceed the standards above by up to ten (10) dBA.
 - d. The maximum sound levels listed above do not apply to emergency alerts, emergency work to provide electricity, water, or other public utilities when public health or safety is involved, snow removal, or road repair.
2. A noise reduction barrier or device may be required at the discretion of the zoning officer when it is inconclusive that noise level tests do not conform to acceptable noise levels.
 3. The limitations of Section 200.1.F. herein shall not apply to any Sensitive Receptor that is established adjacent to the Data Center after the date of issuance of a certificate of completion or occupancy for the applicant's operation.

F. Negative Impacts

Any use or activity producing air, dust, smoke, glare, exhaust, heat, or humidity in any form shall be carried on in such a manner that it is not perceptible at or beyond the property line.

G. Safety

The equipment used in any Data Center operation shall be housed in a metered, electrically grounded, and pre-engineered metal-encased structure with a fire rating designed to resist an internal electrical fire for at least 30 minutes. The containment space shall contain baffles that automatically close in the event of fire, independent of a possible electric system failure.

Any Data Center use proposing battery storage or any other device or group of devices capable of storing energy in order to supply electrical energy at a later time, whether the energy is stored for use on-site or off-site, shall demonstrate compliance with National Fire Protection Association (NFPA) Standard 855, Installation of Stationary Energy Storage Systems, or similar standards and must include fire suppression systems designed specifically for battery storage.

The Data Center shall be secured with adequate fencing, walls, gates, and any other security measures deemed reasonable and necessary by the borough, including but not limited to, security guards.

H. Power

Developers are encouraged to bring their own power through use of on-site generation, on-site microgrid, or fuel cells.

Prior to approval of the certificate of completion or occupancy, the applicant shall provide written verification from the applicable service provider stating the following:

1. Adequate capacity is available on the applicable supply lines and substation to ensure that the capacity available to serve the other needs of the service area is consistent with the normal projected load growth envisioned by the provider,
2. Utility supply equipment and related electrical infrastructure are sufficiently sized and can safely accommodate the proposed use,
3. Any system designed for cooling and operation of the facility (electricity, water, or other means) will be adequate and will not negatively impact the surrounding region,

4. The use will not cause electrical interference or fluctuations in line voltage on and off the operating premises, and
5. Prior to approval of the certification of completion or occupancy, the applicant shall provide the municipality with written verification that the electrical work has passed a third-party final inspection.
6. If on-site power generation is being used, decommissioning and waste removal plans must be submitted and comply with any applicable State or Federal rules/guidelines.

I. Power Lines and Data Center Electric Utility Substations

1. Data Center Electric Utility Substations must include year-round opaque landscaping to minimize visual impact to the greatest extent possible at planting.
2. Electric Utility Substations on the same property as the Data Center they serve must be located on the side or rear of a Data Center Principal Building so they are screened from public view and must not be located in a required front yard. On-site substations do not require a buffer or screening between the Data Center Principal Building and the substation.
3. Burying power lines serving the property is strongly encouraged. On-site power lines of 34.5 kV and below must be buried.
4. The Data Center Electric Utility Substation shall be subject to applicable zoning district setback requirements. Setbacks shall be measured from the edge of the compound containing the substation to the property boundary of the lot it occupies.

J. Water

Developers are encouraged to use closed loop water cooling systems. In the event an open loop water system will be used, the developer will specify where the water will be obtained discharged, if potable or reclaimed water is to be used, and how they will purify the water upon discharge. They shall also submit a report from the water treatment facility that any discharged water will be successfully treated prior without negative impact to the river or surrounding areas.

If the Data Center will rely on water usage from the Susquehanna, the developer will submit reports from the local water company and the Susquehanna River Basin Commission stating outlining the following:

1. The amount of water being drawn from the river annually.
2. The ability for the SRBC to support that level of withdraw.

3. Assurance from the local water company that any usage by the Data Center will not impact rates for local water service subscribers.

K. Emergency Contact Information

Each Data Center operation shall provide 24-hour emergency contact signage visible at the access entrance. Signs shall include the company name (if applicable), the owner/representative's name, the telephone number, and the corresponding local power company's name and telephone number.

L. Sensitive Receptors

1. Unless physically impossible, loading docks, truck entries, and truck drive aisles shall be oriented away from abutting Sensitive Receptors.
2. To the greatest extent feasible, loading docks, truck entries, and truck drive aisles shall be located away from nearby Sensitive Receptors. Screening as described in Section 200.1.K. shall be provided. When making feasibility decisions, the municipality must consider existing laws and regulations and balance public safety with the site development's potential impacts on nearby Sensitive Receptors.

M. Buffer Yards and Screening

All Data Center operations shall provide buffer yards and screening along all property boundary lines, except for areas of ingress and egress into the site.

1. Service Areas - Loading bays, refuse collection areas, and service entrances shall be screened from view from existing or planned public roads, Sensitive Receptors, and residential zoning districts. Screening may include year-round landscaping or a screen wall of an appropriate height to mitigate visual impacts as determined by a line-of-sight study submitted by the applicant.
2. Mechanical/Electrical Equipment Screening.
 - a. Ground-Mounted
 - i. Ground-mounted equipment adjacent to and serving the Data Center Principal Building shall be completely screened behind an opaque wall or fence. When the equipment is located between buildings, a combination of walls and gates may be used at the openings between buildings.
 - ii. When in or adjacent to an industrial use or zoning district, ground-mounted equipment screening is only required from any existing or planned public road.

- iii. Ground-mounted equipment is prohibited in any required setback.
- b. Roof Top
 - i. All rooftop-mounted equipment shall be screened by a parapet wall, equipment penthouse, or visually solid screen on all four sides that is constructed of materials complementary to those used in the exterior construction of the Data Center Principal Building. This shall be accomplished by setting the penthouse or screened area back from the façade of the building such that the top of the penthouse or screen is below a 45-degree line drawn from the top of the parapet. Roof-top equipment to be screened includes, but is not limited to, the following: cooling, ventilation, and power supply machinery.
 - ii. Roof top equipment that is visible above the parapet wall shall be set back from the exterior or parapet wall a distance no less than the height of said equipment.

3. Buffering.

- a. Data Center sites abutting Sensitive Receptors or collector/arterial roads must include an enhanced buffer yard with required plantings located on an earthen berm with a grade no steeper than 2:1. The minimum height of the berm abutting Sensitive Receptors is 4 feet, and abutting collector/arterial roads is 4 feet.
 - i. Where the combined footprint of the principal structure or structures is less than 100,000 square feet:
 - a. A minimum 100-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along any property line adjacent to a non-residential use or zone.

- ii. Where the combined footprint of the principal structure or structures is between 100,000 square feet and 250,000 square feet:
 - a. A minimum 150-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along all other property lines.
- iii. Where the combined footprint of the principal structure or structures exceeds 250,000 square feet:
 - a. A minimum 300-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along all other property lines.
- iv. Utilities should be located outside of buffer yards to the maximum extent feasible to maintain a cohesive buffer yard, protect landscaping, and preserve open space. Utilities should be co-located when feasible to minimize the number of utility crossings through the required buffer yard, particularly when such crossings cannot be avoided.
- v. Use of existing vegetation for landscaping and screening is strongly encouraged and may be substituted for new berms and plantings if approved by the Borough of Columbia.
- vi. The required number of plant units shall be calculated in accordance with other municipal screening requirements.
- vii. Buffer yards along roadways shall be measured from the street right-of-way line.

- viii. Where a lot line drainage or utility easement is required, the buffer yard shall be measured from the inside edge of the easement.
- ix. Buffer yards shall not include environmental encumbrances such as, but not limited to, wetlands, wetland transition areas, riparian buffers, and flood hazard areas as may be imposed by outside agencies.
- x. The buffer yard shall include a dense landscape buffer consisting of the following:
 - a. One (1) large evergreen tree per 25 linear feet of buffer. The size of large evergreen trees shall be a minimum of eight (8) feet in height at the time of planting. Narrow/upright evergreen species may also be used within buffers at a ratio of 3:1. No more than 25% of the total required large evergreen species can be substituted with narrow/upright species.
 - b. One (1) canopy (shade) tree per 75 linear feet of buffer. The size of canopy (shade) trees shall be a minimum of 2 ½ inch caliper at the time of planting.
 - c. One (1) ornamental/flowering tree per 50 linear feet of buffer. The size of ornamental/flowering trees shall be a minimum of eight (8) feet in height for multi-stemmed varieties, or 2 ½ inch caliper at the time of planting for single-stemmed varieties.
 - d. Five (5) shrubs per 25 linear feet of buffer. Shrubs shall be fully branched and a minimum of three (3) feet in height at the time of planting. Shrubs shall be a combination of evergreen and deciduous species, with a minimum of 50% evergreen.
- xi. The landscape buffer shall be located along the outer edge of the buffer yard.
- xii. Plant material within buffer plantings shall meet the following requirements:
 - a. Be resistant to diesel exhaust.
 - b. Not identified on the most current DCNR invasive species or watch lists.

- c. Be hardy within USDA hardiness Zones 6 and 7.
- d. Shall be planted on the top and the exterior of any berm in order to provide effective screening.
- e. Shall be arranged in groupings to allow for ease of maintenance and to provide a natural appearance.
- f. Shall provide a diversity in plant species, such that no one species accounts for more than 25% of each plant type.
- g. The plantings shall be arranged to provide a complete visual screen of the property at least 12 feet in height, measured in addition to the height of any required berm, within three (3) years.

xiii. The buffer yard may be located within the required building setback lines. No impervious surface is permitted within the buffer yard aside from access drives, sidewalks, and associated improvements.

N. Community Impact Analysis

The applicant shall provide a community impact analysis. The community impact analysis shall include:

1. A narrative description of the nature of the on-site activities and operations, including the market area served by the facility, the hours of operation of the facility, the total number of employees on each shift, the times, frequencies, and types of vehicle trips generated, the types of materials stored and the duration period of storage of materials.
2. A site plan of the property indicating the location of proposed improvements, flood plains, wetlands, waters of the Commonwealth and cultural and historic resources on the property and within 500 feet of the boundaries of the property.
3. Evidence that the disposal of materials will be accomplished in a manner that complies with state and federal regulations.
4. An evaluation of the potential impacts of the proposed use, both positive and negative, upon:
 - a. Emergency services and fire protection,
 - b. Water supply,

- c. Sewage disposal,
 - d. Solid waste disposal,
 - e. School facilities and school district budget, and
 - f. Municipal revenues and expenses.
5. Any environmental impacts that are likely to be generated (e.g., odor, noise, smoke, dust, litter, glare, heat islands, vibration, electrical disturbance, wastewater, stormwater, solid waste, etc.) and specific measures employed to mitigate or eliminate any negative impacts. The applicant shall further furnish evidence that the impacts generated by the proposed use fall within acceptable levels, as regulated by applicable laws and ordinances.

O. Building Colors

External building materials shall be of colors that are harmonious with the surrounding neighborhood.

P. Emergency Responders

The applicant shall coordinate with the Borough of Columbia emergency management coordinator to ensure there is adequate radio coverage for emergency responders within the building based upon the existing coverage levels of the Borough of Columbia Public Safety Radio Communications System at the exterior of the building, and shall install enhancement systems as needed to meet compliance.

Q. Environmental Impact Assessment

An Environmental Impact Assessment shall be performed. The assessment shall be prepared by a professional engineer, ecologist, environmental planner, or other qualified individual. An assessment shall include a description of the proposed use, including location, relationship to other projects or proposals, with adequate data and detail for the Borough of Columbia to assess the environmental impact. The assessment shall also include a comprehensive description of the existing environment and probable future effects of the proposal. The description shall focus on the elements of the environment most likely to be affected as well as potential regional effects and ecological interrelationships. At a minimum, the assessment shall include an analysis of the items listed below regarding the impact of the proposed use and the mitigation of any such impacts. The assessment shall also include a detailed examination of public resources most likely impacted by the development plan and include the following focus areas:

1. Air pollution impacts emissions from vehicle operations, including from truck engines during idle time. The applicant shall identify all stationary and mobile sources of fine particulate matter (PM_{2.5}), volatile organic compounds, and nitrogen oxides at the site. The applicant shall specify best management practices for preventing and reducing the concentration of air-polluting emissions at the site. The owner or operator of the facility shall have anti-idling signs prominently posted in areas where 15 or more trucks may park or congregate.
2. The potential for public nuisance to residents resulting from operations and truck traffic, including noise, glare, light, and visual obstacles, exists.
3. A stormwater management plan will be required.
4. Consistency with the municipal and county comprehensive plan. The applicant shall submit an assessment report of the impact of the proposed use on the goals of the respective plans. Where the proposed use conflicts with the comprehensive plan, the assessment report shall identify mitigation measures that may be undertaken to offset any degradation, diminution, or depletion of public natural resources.
5. Data center operators will be required to pay for and submit an annual report to the Borough providing detailed metrics on the center's water use and sewer output, electric use and noise level.
6. Additional considerations. The following shall also be addressed:
 - a. Alternative analysis. A description of alternatives to the impacts.
 - b. Adverse impacts. A statement of any adverse impacts that cannot be avoided.
 - c. Impact minimization. Environmental protection measures, procedures, and schedules to minimize damage to critical impact areas during and after construction, including design considerations.
 - d. Mitigation steps. A listing of steps/structural controls proposed to minimize damage to the site before and after construction.
7. Critical impact areas. In addition to the above, plans should include any area, condition, or feature that is environmentally sensitive or that, if disturbed during construction, would have an adverse impact on the environment.
 - a. Critical impact areas include, but are not limited to, floodplains, riparian buffers, streams, wetlands, slopes greater than 15%, highly acid or highly erodible soils, hydric soils, hydrologic soil groups,

areas of high-water table, and mature stands of native vegetation and aquifer recharge and discharge areas.

- b. A statement of impact upon critical areas and of adverse impacts that cannot be avoided.
- c. Environmental protection measures, procedures, and schedules to minimize damage to critical impact areas during and after construction.

R. Community Benefits Agreement

A community benefits agreement must be negotiated and signed by all parties prior to final zoning approval. This agreement should address the level of clean energy requirements and penalties for non compliance. Items that may be included are donations to the Fire Department to purchase necessary equipment to support an emergency at the facility, donations to programs providing utility assistance to low income individuals, and specific impact fees.

S. Decommissioning

Data Centers are recognized as a distinct use that warrants special consideration due to their limited operational lifespans and the potential for residual materials or infrastructure that may require specialized removal or remediation at the end of use. Given the rapid evolution of data storage and processing technologies, applicants shall submit a decommissioning plan for removal of obsolete equipment and site restoration at the end of the facility's operational life. Such plan shall address dismantling and removal of all equipment and appurtenances related thereto, including but not limited to special cabling and electrical components, electronic equipment, special cooling equipment, special power generation, batteries and other associated facilities from the property to a condition where the building and property may be reused for another purpose. These provisions are intended to ensure compatibility with surrounding land uses, maintain long-term land use flexibility, and promote the orderly reuse or redevelopment of the property. When the operation of the Data Center ceases, the recycling or responsible disposal of decommissioned hardware and materials shall be prioritized to reduce environmental impact. The operator shall partner with certified E-waste recycling facilities to ensure the proper handling and recycling of electronic components.

Prior to issuance of a certificate of occupancy for a Data Center, the owner shall provide financial security, in the form and amount of a bond, irrevocable letter of credit, or other financial security acceptable to the Borough, to secure the expense of decommissioning, dismantling, removing, and disposal of the Data Center specific components and equipment, in the amount of 110% of the estimated

decommissioning cost minus the salvageable value of the Data Center. The Borough reserves the right to review once every five (5) years an engineer's new estimate of probable cost of decommissioning, which shall be submitted for approval in the same manner as the initial submission. The bond, letter of credit, or other financial security acceptable to the Borough shall be increased or decreased, as appropriate, upon a finding by the Borough Council that the new estimate appropriately addresses the probable cost of decommissioning. The owner of the Data Center shall pay for all fees associated with the review and approval of each such decommissioning cost estimate by the Borough Engineer.

T. Green Building Techniques

Data Centers should implement to the maximum extent feasible low-impact development practices in site design and energy efficiency, such as, but not limited to, the following:

1. Site Design.

- a. Select sites that avoid sensitive lands such as wetlands, floodplains, and steep slopes
- b. Minimize land disturbance
- c. Maximize tree preservation
- d. Minimize impervious surfaces
- e. Minimize potential nuisance impacts (noise, glare, vibration, etc.) on adjacent properties, public roadways, and the vicinity.
- f. Be constructed with sound dampening materials

2. Energy/Resource Efficiency.

- a. Orient buildings to take advantage of passive cooling and daylight opportunities
- b. Utilize alternative energy sources (solar, wind, hydro, etc.) as much as possible
- c. Provide an energy storage system to monitor and regulate usage of alternative energy for usage during off-peak hours
- d. Design the cooling system such that it utilizes reclaimed water or other available technologies for cooling as much as possible.
- e. Encourage systems that limit the use of finite natural resources and their disposal

- f. Encourage fuel storage that limits impacts on the environment from potential spills
- g. Install water-efficient landscape materials
- h. Utilize LED exterior/interior lighting
- i. Implement energy management best practices and carbon reduction techniques such as, but not limited to, those promoted through the U.S. Department of Energy's Better Buildings initiative and U.S. Green Building Council's LEED Certification system.

U. Leadership in Energy and Environmental Design (LEED) Certification

LEED certification is strongly encouraged, as well as the installation of roof-mounted accessory solar energy systems.

V. Woodland Disturbance

Woodland disturbance, including alteration or removal of any hedgerows, shall be minimized. No portions of tree masses, tree lines, hedgerows, or individual freestanding trees measuring six (6) inches or greater in diameter at breast height (DBH) shall be removed unless it is clearly necessary to effectuate the proposed development. In no case shall more than 50% of any existing tree masses, tree lines, hedgerows, or individual freestanding trees with six (6)-inch or greater DBH be removed. For purposes of this subsection, a woodland is defined as a tree mass or plant community in which tree species are dominant or codominant and the branches of the trees form a complete, or nearly complete, aerial canopy. Any area, grove, or stand of mature or largely mature trees (i.e., six (6)-inch or greater DBH) covering an area of .25 of an acre or more, or consisting of more than 50 individual trees six (6) inches or greater DBH, shall be considered a woodland.

W. Riparian Forest Buffer Area

Data Centers subject to the requirements of this Section must satisfy the stricter of the requirements of this Section, or of 25 Pa. Code 102.14, Riparian Buffer Requirements.

1. For purposes of this Section, a riparian buffer is an area of permanent vegetation along a waterway that is left undisturbed to allow for the natural succession of native vegetation. A riparian forest buffer is a type of riparian buffer that consists predominantly of native trees, shrubs, and forbs, providing at least 60% uniform canopy cover.

2. Where the project site contains, is along, or is within 150 feet of a perennial or intermittent river, stream, or creek, lake, wetland, floodplain, pond, or reservoir, whether natural or artificial, the use will be subject to the requirements of this Section and shall, in accordance with the requirements of this subsection, do one of the following:
 - a. Protect an existing riparian forest buffer.
 - b. Convert an existing riparian buffer to a riparian forest buffer.
 - c. Establish a new riparian forest buffer.
3. Where a riparian forest buffer exists, it shall be left intact to meet the width requirements in subsections (6) and (7). An existing riparian forest buffer need not be altered to establish individual Zones 1 and 2 under subsection (9).
4. Riparian buffers that consist predominantly of native woody vegetation that do not satisfy the composition requirements for a riparian forest buffer in subsection (1) or the width requirements in subsections (6) and (7) shall be enhanced or widened, or both, by additional plantings in open spaces around existing native trees and shrubs to provide at least 60% uniform canopy cover for the required width and shall be composed of zones in accordance with subsection (9).
5. On sites without native woody vegetation, a riparian forest buffer providing at least 60% uniform canopy cover shall be established to meet the width requirements in subsections (6) and (7) and be composed of zones in accordance with subsection (9).
6. The width of the riparian forest buffer shall be a minimum of 100 feet on each side of the water body as measured from the top of the bank. The boundary of the buffer shall follow the natural streambank or shoreline.
7. Measured within the 100-foot buffer, the following additional distances shall be added to the minimum width of the riparian forest buffer:
 - a. 10 feet if the average slope is 10-15%,
 - b. 20 feet if the average slope is 16-17%,
 - c. 30 feet if the average slope is 18-20%,
 - d. 50 feet if the average slope is 21-23%,
 - e. 60 feet if the average slope is 24-25%, or
 - f. 70 feet if the average slope exceeds 25%.

8. In the case of the presence of a nontidal wetland or vernal pond wholly or partially within the riparian buffer area, an additional 25 feet shall be added to the width of the riparian forest buffer area for that portion of the buffer area along the wetland, floodplain, or pond.
9. A new riparian forest buffer or a converted riparian forest buffer shall be composed of zones as follows:
 - a. Zone 1 shall begin at the top of the streambank or normal pool elevation of a lake, pond, or reservoir and occupy a strip of land 50 feet in width, measured horizontally on a line perpendicular from the top of the streambank or normal pool elevation of a lake, pond, or reservoir. Predominant vegetation must be composed of a variety of native riparian tree species identified in Appendix C.1 of the PA Department of Environmental Protection Guidance Document 394-5600-001, entitled Riparian Forest Buffer Guidance, or any amendments thereto.
 - b. Zone 2 shall begin at the landward edge of Zone 1 and occupy an additional strip of land a minimum of 50 feet in width, measured horizontally on a line perpendicular from the top of the streambank or normal pool elevation of a lake, pond, or reservoir. Predominant vegetation must be composed of a variety of native riparian trees and small tree/shrub species identified in Appendix C.1 of the PA Department of Environmental Protection Guidance Document, 394-5600-001, entitled Riparian Forest Buffer Guidance, or any amendments thereto.
10. No earth disturbance, land development, or storing or stockpiling of materials shall occur within the riparian forest buffer area.
11. In the management of riparian buffers, noxious weeds and invasive species shall be removed or controlled to the greatest extent possible.
12. Existing, converted, and newly established riparian buffers, including access easements, must be protected in perpetuity through deed description, conservation easement, permit conditions, or any other mechanisms that ensure the long-term functioning and integrity of the riparian buffer.
13. The riparian buffer shall be designated on the final subdivision and/or land development plan.

X. Solar

1. All building roofs shall be solar-ready, which includes designing and constructing buildings in a manner that facilitates and optimizes the installation of a rooftop solar photovoltaic (PV) system at some point after the building has been constructed.
2. Any portion of a building's rooftop that is not covered with solar panels or other utilities shall be constructed with light colored roofing material with a solar reflective index of not less than 78. This shall be the minimum solar reflective rating of the roof material for the life of the building.
3. On buildings over 400,000 square feet, prior to the issuance of a certificate of occupancy, the Borough of Columbia shall ensure rooftop solar panels are installed and operated in such a manner that they will supply as much power as needed to operate the facility as is feasible.

SECTION 3. Chapter 220 of the Code of the Borough of Columbia - Zoning, Section 220

Attachment 2, Table of Permitted Uses by District, Primarily Non -Residential Districts, be amended to change Data Centers use to Special Exception in the Light Business (LB) and Light Industrial/General Industrial (LI & GI) Zoning Districts.

SECTION 4. This Ordinance shall become effective five (5) days after the date of enactment as provided by law.

ENACTED AND ORDAINED this ____ day of _____, 2026.

ATTEST:

**BOROUGH OF COLUMBIA
BOROUGH COUNCIL**

Secretary

President

Invitation to Bid and Request for Proposals

Issued by the Borough of Columbia

For

McGinness Innovation Park

1020 Manor St

Columbia PA

Release Date: XXXXXXXX, 2026

Bids and Proposals Due: XXXXXXXX, 2026

Instructions:

The Borough of Columbia (the Borough) is seeking an experienced developer to purchase and develop a 41.388 acre parcel of currently vacant land located at 1020 Manor St (the property) in Columbia Borough, Lancaster County, Pennsylvania. The Borough is seeking technical concepts and plans, including a competitive purchase price. Once bids are received, they will be evaluated by the Borough, after which you may be invited to pre-award discussions. Commercial Realtors acting as a developer/owner's representative are welcome and are eligible for a 3% commission for a selected bid.

Project goals:

The Borough would like to see a development that would expand our tax base and provide employment opportunities. A successful bid will meet both of those goals.

Property information and history:

The long vacant property was once the site of the McGinness Airport which was active from December 1949 through 1990. In 2021 the Borough purchased the property from the McGinness Family Trust to provide an expansion of the tax base through redevelopment of the site. Prior to the purchase, the property was in Clean and Green and realizing very limited tax revenue. After purchase, the Borough began initial stages of preparation for development.

Due to the previous use as an airport, there were concerns about the soil quality and the presence of substances incompatible with development. Initial environmental studies were conducted in 2017 and after the purchase, more in depth studies were conducted. The reports from those studies can be found on the Borough website. To encourage developer confidence in the site, the Borough embarked on a project to remove the underground fuel tanks, strip the site of deleterious materials, compact the remaining soil, and prepare it for development.

There was a home on the property that was removed and the foundation filled. Several sheds were also removed. An adjacent parcel was purchased to allow for a road that would serve as an additional access point to the property. A home on that parcel was also demolished and the foundation filled. In July 2025, an excavation company began the process of deforestation and stripping and sifting the soil. Grading was complete in December 2025.

The property is a total of 41.388 developable acres. It is bound on the south by a parcel containing an old quarry. The remainder of the surrounding areas are low density residential with primarily one and two story detached structures, and some small businesses. The Borough Fire Department occupies an adjacent parcel.

On the west side, the property is accessible from PA441 via a one lane railroad bridge underpass. PA462 is located 3 blocks to the north. It is 1 mile from PA RT30. The downtown business district is a half mile away.

Development entitlements:

Zoning – The property is zoned Light Business and allows for a variety of light business/light industrial uses. Please refer to the Borough’s table of permitted uses in the Zoning Ordinance for specifics. We are open to seeing 1 large building or multiple smaller buildings. Please contact Elyse Crawford, Zoning Officer with any questions.

Zoning note – A proposed zoning ordinance is in process regulating data centers. A draft ordinance 966 of 2026 can be obtained by contacting the Borough Manager. This ordinance will change data centers from use by right to special exceptions as well as dictate setbacks, utility requirements, and address environmental and community impacts. If proposing a data center, the project will be subject to the proposed ordinance.

Public water (Columbia Water Company) and sewer (Lancaster Area Sewer Authority) are available at the street. Xfinity offers cable internet access. Brightspeed offers fiber-optic internet connectivity.

The initial design called for a street to be constructed to connect 11th Street with South 9th Street in a L shape, however, that was not entered on the official map so it will be up to the developer if the road works for their project.

All environmental and geotechnical studies are available on the Borough website. Also available are concept plans completed at the beginning of the process.

The Borough has received funding through the PA Business In Our Sites (BIOS) program and has not used the full amount of the grant/loan award. If desired, there may be an opportunity to work with the Borough to transfer the remaining funds to the buyer. We have worked with the EDC of Lancaster County to administer the grant and they would be willing to continue to coordinate that.

Process and Timeline:

Zoning/Engineering questions will be accepted up to 7 days prior to the date of bid closing. Answers will be provided within 48 hours. Sealed bids/Proposals will be accepted through close of business **XXXX**, 2026. Bids will be opened the following day and evaluated within 7 days

using the criteria outlined below. Finalists may be asked to attend a meeting with the project team to further discuss their proposal/bid.

The bid award, if any, will take place on XXXX, 2026 at the regularly scheduled Columbia Borough meeting to be held at 7:00 p.m. in the Columbia Borough Hall, 308 Locust Street, Columbia, Pennsylvania 17512. Winning bidder will be required to provide a 4% deposit within 10 days of award and execute a purchase contract within 45 days. Closing on the purchase to be completed within 60 days of bid award.

Submission requirements:

The following items must be included to be considered a complete bid. Any omission will cause your bid to be disqualified.

1. Organization and/or Project Team –
 - a. Organization name, contact information, and mission/goals (if formally stated).
 - b. Identify any partners you plan to include in your development process.
 - c. Explain why your organization is qualified to undertake your project proposal. Share team member or subcontractor experience, similar projects, certifications, etc.
2. Describe your proposed land use including the anticipated number of units and square footage estimates.
 - a. Include estimated number of jobs the project will create (short and long term).
3. Construction scope of work and anticipated costs for the whole site.
4. Estimated project timeline with specific mention of the following milestones:
 - a. Finalized site plans
 - b. Construction start and finish
5. Financing – How will your project be funded? Has funding been secured?
6. Community benefits – Please describe how you will integrate this project into a residential neighborhood.
7. Traffic impacts – describe the anticipated traffic impacts on the surrounding neighborhood.
8. Attendance at a pre-bid meeting/tour to be held April 8th at 10am.
9. Purchase Price – This is the amount you are willing to pay for the site as it currently exists. Minimum bid required is \$6.2M

Details disclosed to the public

By submitting a bid for consideration, you approve of the following information to be made public in an executive summary after all bids have been unsealed.

- Organization name

- Purchase price
- Proposed land use
- Total gross floor area
- Estimated job creation figures
- Estimated construction costs

Submission can be made via either of the following:

Dropped off in person at Columbia Borough Hall, 308 Locust St, Columbia

Mailed to Columbia Borough, ATTN: Borough Manager, 308 Locust St, Columbia, PA 17512

Additional information on the project can be viewed at

https://www.columbiapa.net/departments/mcginness_redevelopment_plans/index.php

Proposal Evaluation:

All submissions will be reviewed upon receipt and those determined to not be “administratively complete” will be rejected. An administratively complete proposal is one that provides a relevant response to each question, prompt, and request for information and/or documentation in accordance with the instructions given on this Request for Proposals.

Proposal Evaluation Criteria				
Demonstrated Track Record / Capacity to Complete Project – 25 Points	0 Points – Track record not demonstrated or ability to complete project unknown from proposal submission.	5-10 Points – One to two addresses given for projects completed, mostly outside Lancaster County.	15-20 Points – Three to four addresses given for completed projects within Lancaster County, each project summarized, references provided.	25 Points – Five or more addresses given for completed projects in Lancaster County; each project summarized; references provided; examples are clear, detailed, and recent.
Detailed and Realistic Scope of Work – 20 Points	0 Points – Little or no detail provided; scope of work for some elements is unclear or missing.	5-10 Points – Some detail provided for each component; multiple substantial questions remain; scope not clearly feasible.	15 Points – Full detail provided for each component; only minor questions remain; scope clearly feasible.	20 Points – Full detail provided for each component; no substantial questions remain; scope is clearly feasible and aligns with demonstrated capacity.
Financial Readiness – 25 Points	0 Points – Proposer omits response or otherwise does not	5-10 Points – Proposer’s financing presents	15-20 Points – Proposer’s financing is certain and	25 Points – Proposer’s financing is certain, adequate,

	demonstrate financial readiness (resources on hand, financing, etc.)	uncertainty; multiple sources are not secured or otherwise not readily obtainable and depend on external timelines.	adequate; nearly all sources secured or otherwise readily obtainable and are independent from external timelines.	readily obtainable, and independent from external timelines.
Community Benefit/alignment with goals – 20 Points	0 Points – Little or no effort made to demonstrate alignment with Borough goals	5 Points – Minimal effort made to provide a community benefit with no long-term strategy to sustain benefit.	10-15 Points – Noteworthy effort made to provide community benefits and alignment with Borough goals.	20 Points – Multiple community benefits detailed with clear and feasible sustainability strategies described; any necessary partnerships formed.
Timeline – 10 points	0 points – No clear timeline defined for land purchase or construction.	3 – Timeline provided is greater than 5 years for development	5-8 Points – Timeline is reasonable and ensures purchase of the property within 60 days	10 Points – Aggressive timeline with demonstrated ability to achieve goals.
Bid Price	+1 point for every \$10,000 over Minimum requested bid			

AGREEMENT OF SALE

THIS AGREEMENT OF SALE is made this _____ day of _____ 2026, by and between:

Borough of Columbia, a Pennsylvania Borough created and existing pursuant to the Pennsylvania Borough Code with an address of 308 Locust Street, Columbia, Pennsylvania 17512 (“Seller”)

and

Columbia Economic Development Corporation, a Pennsylvania Non-Profit with an address of 1200 Corporate Boulevard, Suite 20A, Lancaster, PA 17601 (“Buyer”).

WITNESSETH:

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to purchase from Seller, the Property described below upon the terms and conditions set forth herein:

1. **Property.** All that certain land, together with all improvements situate thereon, located at 137 South Front Street, Columbia, PA 17512, 147 South Front Street, Columbia, PA 17512, and 149 South Front Street, Columbia, PA 17512 (collectively, the “Property”), with parcel identification numbers of 110-67558-0-0000, 110-83774-0-0000, and 110-87056-0-0000, being more fully described in **EXHIBIT A** hereto.
2. **Price and Terms of Payment.** The purchase price for the Property shall \$2,150,000.00. Within five (5) days of the Closing Date, the Purchase Price shall be payable in full by Buyer to Seller.
3. **Closing.** Final Closing shall be on or before June 30, 2026 (the “Closing Date”), and said time is hereby agreed to be of the essence of the Agreement. The Closing Date shall automatically be extended by periods of sixty (60) days unless terminated by either party in writing at least thirty (30) days prior to the then current Closing Date. Closing shall be held at the office of CGA Law Firm, P.C., or at such other location as agreed between the parties.
4. **Conditions Affecting Closing.** The duty of Buyer to close on the purchase of the Property shall be expressly conditioned upon the occurrence of each and every of the following events:
 - A. **Due Diligence:** Buyer shall have One Hundred Eighty (180) days from the date of execution of this Agreement (the “Due Diligence Period”), to perform its examination of the Property, which may include, but is not limited to, negotiating a subsequent agreement of sale, inspection of the Property, and review of environmental and geotechnical reports. The Due Diligence Period shall

automatically be extended by periods of sixty (60) days unless terminated by either party in writing at least thirty (30) days prior to the end of the then current Due Diligence Period. After the Due Diligence Period has lapsed, the Property shall be sold in an as-is condition outside of any Seller Representation and Warranties contained in this Agreement.

Buyer may terminate this Agreement for any reason, at Buyer's sole discretion, during the Due Diligence Period. If Buyer elects to terminate the Agreement during the Due Diligence Period, Buyer shall provide written notification to Seller of the termination whereupon the Agreement shall become null and void and both parties shall be relieved of all liability.

5. **Type of Deed.** In this sale, the Seller agrees to provide, and the Buyer agrees to accept a Special Warranty Deed.
6. **Transfer Taxes.** All State and Local real estate transfer and conveyance taxes, if any, shall be split equally between Buyer and Seller and paid at Settlement.
7. **Apportionment.** Real estate taxes, sewer rents, charges for municipal services and trash, shall be apportioned at time of settlement.
8. **Possession and Tender.** Possession is to be delivered at Settlement. Seller shall not enter into any new leases, written extensions of existing leases, if any, or additional leases for the Property without the express written consent of the Buyer.
9. **Assessments and Notices.** Seller covenants and represents, as of the date of settlement, that no assessments for public improvements have been made against the Property which remain unpaid, and that no notice by any governmental or other public authority has been served upon the Seller or anyone acting on the Seller's behalf, including notices relating to the violations of zoning, housing, building safety, septic and sewer, or fire ordinances which remain uncorrected. Buyer shall be responsible for the payment of any assessments and charges made after the date of settlement for any public improvements, unless Seller, at the time of settlement, had knowledge of and failed to disclose the same to Buyer in writing. The costs of any corrections required by notices, received on or before the settlement date relating to violations of zoning, housing, building safety, septic and sewer, or fire ordinances shall be paid by Seller.
10. **Title and Survey.** The premises are to be conveyed free and clear of all liens, encumbrances and easements, EXCEPTING HOWEVER, the following: Existing building restrictions, ordinances, easements of roads, privileges or rights of any public service companies providing service to the premises, or agreements or like matters of record, and easements or restrictions visible upon the ground. Otherwise, title to the property shall be good and marketable and such as will be insured by a title insurance company selected by Buyer, at its regular rates.

In the event the Seller is unable to give good, marketable and insurable title, as required, Buyer shall have the option of (a) taking such title as Seller can give without abatement of price; (b) being repaid all monies paid by Buyer to Seller on account of the purchase price together with all costs and expenses Buyer may have incurred as a result of Seller's failure to provide the required title up to a maximum amount of Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) and, in such event, this Agreement shall become null and void and there shall be no further liability or obligation on either of the parties hereto; or (c) declaring Seller to be in default, in accordance with paragraph 12 below.

The Buyer shall pay for the following: (i) premium for title insurance and/or title search or fee for cancellation of same, if any; (ii) the premiums for flood insurance and/or fire insurance, with extended coverage, insurance any binder charges, or cancellation fees, if any; (iii) appraisal fee and charges paid by Buyer, except that Seller shall reimburse Buyer for fifty percent (50%) of reasonable costs of appraisal, up to \$1,750.00; (iv) Buyer's normal settlement costs. The Seller shall pay for any deeds, survey, or surveys, which may be required by the title insurance company or the abstracting attorney for the preparation of an adequate legal description of the property, or the correction thereof.

Any survey or surveys desired by the Buyer or required by Buyer's mortgagee shall be secured and paid for by the Buyer.

11. Time of the Essence. All times for performance set forth herein are of the essence of this Agreement.

12. Default.

A. Default by Buyer. In the event Buyer fails to make any payment as set forth in paragraph 2, above, or Buyer breaches any term, condition or covenant set forth herein, Buyer shall be liable to Seller, as Seller's sole and exclusive remedy, in an amount equal to the lesser of: (a) Seller's actual damages, or (b) liquidated damages in the amount of ten thousand (\$10,000.00) dollars.

B. Default by Seller. In the event Seller breaches any term, condition or covenant set forth herein, Buyer may proceed against Seller for the lesser of: (a) Buyer's actual damages (including but not limited to all costs and expenses, attorney's fees, cancellation charges, rental, storage and living expenses), or (b) liquidated damages in the amount of ten thousand (\$10,000.00) dollars.

13. Representations and Buyer's Inspection. Seller represents that Seller has informed Buyer of any hidden or latent material defects which could not be discovered upon reasonable inspection or of which Seller has actual knowledge as of the date of settlement. Buyer shall have the right to inspect the property at all reasonable times, including but not limited to three days before the date of settlement. Seller agrees to permit reasonable testing and inspection by Buyer or Buyer's authorized agents.

14. **Assignment of Existing Lease.** At Closing, Seller shall assign and Buyer shall assume Seller's obligations under the existing lease agreement for the Property, a copy of which is attached hereto and made a part hereof as **EXHIBIT B**.
15. **Risk of Loss.** If neither legal title nor possession of the Property has been transferred to Buyer and all or a material part of the Property is either destroyed without the fault of Buyer, or is taken by eminent domain, Seller assumes all risk of loss, and Buyer, at Buyer's option, shall be entitled to cancel this Agreement, in which event both parties shall be relieved of all liability hereunder.
16. **Assignment.** This Agreement shall be binding upon the respective heirs, executors, administrators, successors and assigns of the parties hereto provided that no such assignment shall relieve the assigning party of any obligations hereunder.
17. **Amendment.** This Agreement shall not be altered, amended, changed or modified except in writing by the parties hereto.
18. **Recording.** This Agreement shall not be recorded in the Office of the Recorder of Deeds or in any other office or place of public record and if Buyer shall record this Agreement or cause or permit the same to be recorded, Seller may elect to treat such as a breach of this Agreement.
19. **Notices.** All notices and demands required or permitted hereunder shall be in writing and shall either be personally delivered or sent by certified or registered mail, return receipt requested, properly addressed, to the party to whom notice is being given or demand is being made, or to the attorney for such party. Notice or demand shall be deemed to have been given or made upon receipt, if by personal delivery, or upon posting, if by mail.
20. **Jurisdiction.** This Agreement of Sale shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania.
21. **Entire Agreement.** This Agreement contains the entire agreement between Seller and Buyer. There are no other prior terms, obligations, covenants, representations, statements or conditions, expressed, implied, oral or written, of any kind whatsoever. This Agreement may be amended only by a written instrument signed by Buyer and Seller.
22. **Partial Invalidity.** If any provision of this Agreement of Sale or application thereof to any person or circumstances shall, to an extent, be invalid, the remainder of this Agreement of Sale or the application of such provision to any person or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement of Sale shall be valid and enforced to the fullest extent permitted by law.
23. **Cancellation of Agreement of Sale.** If this Agreement of Sale is cancelled for any reason allowed by the terms of this Agreement of Sale, other than a default by the Buyer

or Seller, the parties will thereafter be free of liability to each other based on any of the terms hereof.

- 24. **Execution.** This Agreement of Sale and amendments thereto may be executed by the parties by way of transmission through a facsimile machine, such copies shall have the same legal enforceability and binding effect upon the parties as though it were signed by all parties in original form.
- 25. **Preparation of Agreement.** The parties acknowledge that this Agreement was prepared jointly and therefore, this Agreement shall be construed on a party basis as between the parties.
- 26. **Attorneys' Fees.** Notwithstanding anything to the contrary in this Agreement, in the event that either Seller or Purchaser, as the case may be, shall bring a lawsuit against the other party for breach of such party's obligations under this Agreement, the losing party shall pay the prevailing party's costs and expenses incurred in connection with such litigation, including without limitation reasonable attorneys' fees. The "prevailing party" shall be determined by the court hearing such matter.

IN WITNESS WHEREOF, the parties, intending to be legally bound hereby, have executed this Agreement as of the date first written above.

WITNESS:

Seller: Borough of Columbia

By: _____
Jack Brommer, Borough Manager

ATTEST:

Buyer: Columbia Economic Development Corporation

By: _____
Keith Lutz, Board President

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 06/19/26

DEPARTMENT: Administration

AGENDA TITLE: Consider the hiring of Tracey Weaver for the position of Finance Manager

BACKGROUND AND JUSTIFICATION: The position of Finance Manager has been vacant for approximately six months. During that time, the Borough has incurred greater expenses related to finance work due to having to pay contractors. In addition, the Borough Manager and contractors must perform finance type work and Human Resources work, typically assigned to a Finance Manager.

Applicant Tracey Weaver participated in interviews to include a final interview conducted by the Borough Manager, Asst. Borough Manager, and the Finance consultant. All interviewees agreed to move forward with her hiring. Tracey has experience with business finance and human resources, including over two years of municipal finance work.

MOTION: To approve the hiring of Tracey Weaver for the position of Finance Manager contingent upon passage of a background check and medical evaluation. Tracey Weaver would be paid a rate based on \$81,120 per year.

FISCAL IMPACT ANALYSIS:

A. Three Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028
Operating Expense (F01)	\$40,560	\$83,553	\$86,060
Capital Expense (F18)	0	0	0
Capital Expense ARPA (F21)	0	0	0
Capital Expense (F30)	0	0	0
Liquid Fuels Exp. (F35)	0	0	0
External Revenues (Grants)	0	0	0
In-kind Match	0	0	0
Net Fiscal Impact	0	0	0

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

Account Number	Account Description	FY26 Budget	Current Balance	Agenda Expenditure	Balance
01-402-120	Finance Manager Salary				

LEGAL REVIEW:

ATTACHMENT(S): Redacted Borough Application for Employment



Incorporated 1814 • Reincorporated 1866
308 Locust Street, Columbia, PA 17512
717-684-2467 • www.columbiapa.net

COLUMBIA BOROUGH APPLICATION FOR EMPLOYMENT

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

Date of Application January 30, 2026

Position(s) Applied For Finance Manager

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

Name Weaver Tracey Marie
LAST FIRST MIDDLE

Address [Redacted] Columbia PA 17512
STREET CITY STATE ZIP CODE

Telephone [Redacted] Email Address (print clearly) [Redacted]

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: May 20, 2025

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

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? upon 2 weeks notice to current employer

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

Are you on 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? (Conviction will not necessarily disqualify applicants from employment) Yes No

If yes, please explain _____

Are you a Veteran of the U.S. Military Service? Yes No If Yes, Branch _____

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

	Fluent	Good	Fair
Speak	English		
Read	English		
Write	English		

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex, or national origin) Treasurer MPFC 2012-2014, Treasurer GMSA 2018-2023

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

1. Bill Beinkman [Redacted] Lancaster, PA
2. Chet Eckman [Redacted] Mount Joy, PA
3. Alysa Alleman [Redacted] Columbia, PA

EMPLOYMENT EXPERIENCE

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

Employer	Telephone	Dates Employed (month year)	
		From	To
<u>Mount Joy Township</u>	<u>717-367-8917</u>	<u>4-22-2024</u>	<u>Current</u>
<u>Address: 8853 Elizabethtown Road Elizabethtown, PA 17022</u>			
<u>Job Title: Township Treasurer / Human Resource Coordinator</u>			
<u>Supervisor: Matthew Maudia</u>			
<u>Reason for Leaving: Still employed</u>			
<u>Work Performed: See attached Resume</u>			
Employer	Telephone	Dates Employed (month year)	
<u>Phillips Graphic Finishing LLC</u>	<u>717-653-4565</u>	<u>2023</u>	<u>April 2024</u>
<u>Address: 150 Arrowhead Drive Manheim, PA 17545</u>			
<u>Job Title: Office Administrator</u>			
<u>Supervisor: Andrew Hoffman</u>			
<u>Reason for Leaving: Better opportunity with Mount Joy Township</u>			
<u>Work Performed: See attached Resume</u>			
Employer	Telephone	Dates Employed (month year)	
<u>BN Excavating INC</u>	<u>717-426-1700</u>	<u>2017</u>	<u>2023</u>
<u>Address: 100 Furnace Road Marietta, PA 17547</u>			
<u>Job Title: Administrative Assistant</u>			
<u>Supervisor: Dwayne Brown</u>			
<u>Reason for Leaving: No opportunity for advancement / mutual agreement</u>			
<u>Work Performed: See attached Resume</u>			
Employer	Telephone	Dates Employed (month year)	
<u>Bulldog Cargo Express LLC</u>	<u>717-723-1018</u>	<u>2015</u>	<u>2017</u>
<u>Address: 2520 Jironville Pike Columbia, PA 17512</u>			
<u>Job Title: Administrative Assistant</u>			
<u>Supervisor: Kevin Weaver</u>			
<u>Reason for Leaving: Benefits</u>			
<u>Work Performed: See attached Resume</u>			

EDUCATION

	Elementary	High School	College/University	Graduate
School Name	Seiter (Donegal)	Donegal High School		
Years Completed	6	2		
Diploma/Degree		GED		
Course of Study	General	General		
Describe Specialized Training, Apprenticeship, Skill, and Extracurricular Activities:				

Honors Received _____

State any additional information you feel may be helpful in considering your application:

Member of GFOA-PA

APPLICANT'S STATEMENT

I certify the answers given herein are true and complete to the best of my knowledge. I hereby give the Borough the right to conduct a thorough investigation into my previous employment, education, references, criminal and credit history, and I release from all liability those persons 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 such an investigation.

I understand that any false, 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 granting of an interview intended to create an employment contract between the Borough and myself.

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

Joey A. Weaver
Signature of Applicant

January 30, 2016
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 of Employment	_____
Job Title	_____
Hourly Rate/Salary	_____
Department	_____
By	_____
Name and Title	Date _____

Tracey Weaver

tracey9183@gmail.com

(717) 239-9183

Township Treasurer/Human Resource Coordinator

Mount Joy Township-Elizabethtown, PA 2024 to Present

Matthew Mandia/Township Manager 717-367-8917

- **Finance:** Oversight of the administration of Township pension funds; debit services, financial, legal and contractual obligations; investment of public funds. On-going review of budget cycle (last year, current year, next year). Provides analysis, information and advice to the Manager and others regarding budget.
- **Bookkeeping: Supervision** of processing receivables, payables and bank reconciliation and approve purchase orders. Process general ledger vouchers, including bank transfers, payroll, and ACH payments. Operation, oversight, administration of payroll, insurance policies, claims and record-keeping, petty cash fund. Reconciles monthly bank accounts. File all annual state required documents.
- **Accounting:** Maintain a modified cash-based system of accounting, showing assets, liabilities, resources and costs of operations to facilitate an accurate understanding of the Township's financial status and the preparation of budgets, reports and tax documents. Manages the general ledger. Reviews and monitors on-going actual expenses vs. budget with Department Heads. Develop and maintain systems of accounting as needed to improve and enhance recording requirements.
- **Escrows:** Oversee developer escrows/billing.
- **Budget:** Responsible for preparing the annual budget recommendations for the Manager's consideration. Works with the Manager to prepare overall budget proposals, receives funding requests from Department Heads and others, estimates revenues, expenditures and capital needs. Prepare and present to the Council, including a full presentation.
- **Fiscal:** Present timely financial statements to the Manager regarding current financial status, recommendations for budget adjustments, income and expense estimates. Prepare a monthly fiscal report. Monitors and evaluates consulting billings.
- **Coordination:** Work with the Manager and department staff to inform, develop and modify policy guidelines, discuss initiatives, review departmental operations, review and assess problems. Works with Third Party Administrators on all Township Insurance Policies.
- **Audits: Main** point of contact for municipal annual audit, Pension audit, and State Liquid Fuel audit.

Office Administrator

Phillips Graphic Finishing LLC-Manheim, PA 2023 to 2024

Andrew Hoffman/Owner 717-653-4565

- Proficient in Dienamic Printing Software as well as office applications •
Create invoices in Dienamic and transfer them into QuickBooks

- Manage incoming vendor invoices and process payments through QuickBooks • Process biweekly payroll through iSolved
- Coordinate and track employee vacation requests, approvals and reporting.

Administrative Assistant

BN Excavating Inc-Marietta, PA 2017 to 2023

Jeremy Nafziger/President or Dwayne Brown Vice President (717) 426-1700

- Proficient in Deltek + ComputerEase Construction Software as well as office applications • Process customer payments through QuickBooks, resolve billing or payment issues • Prepare and process weekly payroll
- Conduct employee onboarding and help organize training and development initiatives.
- Administer compensation and benefit plans including Health Insurance, WC, UC and OSHA • Monthly bank reconciliations and associated journal entries

Administrative Assistant

Bulldog Cargo Express LLC-Columbia, PA 2015 to 2017

Kevin Weaver/Owner 717-723-1018

- Billing and Invoicing of Transportation freight loads
- Maintain driver DOT and personnel files
- IFTA, HUT, Quarterly Tax filing

HR/Personnel

Shawnee Trucking PA-Lancaster, PA 2006 to 2015

Thomas Martin/Terminal Manager 717-943-4144

- Prepare and process weekly payroll
- HR/Benefits administration including W/C and UC claims
- Personnel/Driver DOT file maintenance
- Billing, quoting and invoicing of Transportation freight loads

Additional Information

2018-May 2023

Treasurer at Green Hill Sportsmen Association Conestoga, PA (Non-Profit Organization)

2012-2014

Treasurer at Marietta Pioneer Fire Company Marietta, PA

References:

Bill Brinkman
717-681-3993
Past President at Green Hill Sportsmen's Association

Chet Eckman
717-286-3400
Planning Commission Rapho Township

Justin Evans
Zoning Officer (PT) 717-449-0349

Shawn Carl
717-367-4820
Auditor – White, Rudy LLC

Agreement for Placement and Maintenance of 9/11 Trail Signs

THIS AGREEMENT is made as of the ____ day of _____, 2026, by and between the Borough of Columbia, 308 Locust Street, Columbia, PA 17512 ("Borough"), and the September 11th National Memorial Trail Alliance, PO Box 308, New Eagle, PA 15067 ("Alliance").

BACKGROUND

WHEREAS, the Alliance owns and maintains a recreational trail ("Trail") through the Borough; and

WHEREAS, in order to provide notice to the public of the Trail location, the Alliance desires to post appropriate directional signs along certain streets of the Borough; and

WHEREAS, the Borough wishes to cooperate with the Alliance regarding the size, placement, number, and maintenance of the signs.

NOW, THEREFORE, intending to be legally bound hereby, the parties agree as follows:

1. Alliance agrees that:

- (a) Its combination of signs on posts shall be no larger than 12 inches wide and 27 inches high in size and satisfactory to the Borough as to their design;
- (b) Its signs shall be posted at various locations, all at the Alliance's expense;
- (c) The actual placement of all signs is subject to Borough approval;
- (d) All signs shall be maintained in good condition at the Alliance's expense;
- (e) Alliance will promptly repair, reattach, remove, or replace any signs that have become loosened, disarranged, or damaged.

2. Any signs that may pose a hazard in the sole discretion of the Borough shall be removed by the Alliance and immediately relocated to a suitable location acceptable to the Borough upon receipt of notice from the Borough.

3. Borough agrees to the placement of signs by the Alliance without the need for the Alliance to apply for and receive sign permits otherwise required by Borough ordinances.

4. The Alliance shall indemnify and hold Borough harmless against any claims, suits, legal expenses, or judgments which may be brought against Borough or Borough officials or employees arising out of claims for damages resulting from the placement or maintenance

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: 06/19/26

DEPARTMENT: Administration

AGENDA TITLE: Consider the appointment of Fulton Bank as the Borough's primary banking institution

BACKGROUND AND JUSTIFICATION: Truist Bank notified all account holders on April 28, 2026, that the Columbia branch would close, effective July 28, 2026. The Finance Committee and staff identified four banks with a brick-and-mortar location within a 5-mile radius of the Borough that could be a viable alternative. All four banks participated in interviews and submitted proposals to the Borough. A thorough review of the banking proposals submitted by Fulton Bank, M&T Bank, Northwest Bank, and Truist Bank lead the evaluators to determine that all four banks appear capable of meeting the Borough's operational and treasury management needs; however, there are notable differences in municipal experience, customer service approach, treasury management offerings, implementation support, and overall relationship value. The overall ranking of the proposals is as follows:

1. Fulton Bank
2. M&T Bank
3. Northwest Bank
4. Truist Bank
- 5.

Based on interviews and an analysis of the proposals by CPA Brian Marchuck with Brown Plus Accountants and Advisors, it is recommended that the Borough choose Fulton Bank. Fulton offers the best combination of municipal expertise, customer service, local presence, treasury management capabilities, and long-term relationship value. Fulton maintains a dedicated municipal banking practice and has extensive experience serving local governments throughout Central Pennsylvania. Additionally, the availability of courier services and their strong reputation among municipal clients are significant advantages.

MOTION: To change banking institutions from Truist Bank to Fulton Bank

LEGAL REVIEW:

ATTACHMENT(S):

Formal Letter of Resignation

Blaine Schaffner

560 Stony Battery Road, Landisville, PA 17538

6-18-26

Columbia Borough Police Department

308 Locust Street

Columbia, PA 17512

Dear Chief Arndt,

Please accept this letter as a formal notification that I am resigning from my position as a Patrolman from the Columbia Borough Police Department. My last day will be 6-18-26.

Sincerely,

Blaine Schaffner



Received 6/18/26



COLUMBIA BOROUGH – PLANNING COMMISSION

Paul W. Myers Council Chamber

March 17, 2026 - 7:00 PM

MINUTES

1. Chairperson Justin Evans called the meeting to order at 7:00 PM

Members present: Evans, Wickenheiser, B. Lynn, Kress-Hartman, LaClair, and Fisher

Members absent: T. Lynn

Staff Present: Zoning/Planning Officer Crawford

2. Chairperson Evans led the pledge to the flag.

3. Approval of Minutes

- a. Motion to approve minutes from February 17, 2026

Motion by:	Second by:	Voice Vote:
M. Wickenheiser	B. Fisher	All Favored – Motion Carried

4. Zoning Hearings: None

5. Engineer's Reviews: None

6. Demolition Applications: None

7. Public Comments and Questions: None

8. Action Items: None

9. Discussion Items: None

10. Old Business:

- a. Motion to move the SOW draft forward to Borough Council after certain changes to address current needs in the zoning ordinance. Updated draft will be sent to PC via email for final review.

Motion by:	Second by:	Voice Vote:
M. Wickenheiser	D. LaClair	All Favored – Motion Carried

11. New Business:


12. The next Planning Commission meeting will be held at 7:00 PM on April 14, 2026

Cancelled

13. Motion to adjourn at 8:01 PM.

Motion by:	Second by:	Voice Vote:
M. Wickenheiser	B. Fisher	All Favored – Motion Carried

Respectfully Submitted:



Brad Lynn, Secretary