



*Leo S. Lutz, Mayor*  
*Kelly Murphy, Borough Council President*

*Robert L. Pfannebecker, Solicitor*  
*Greg Sahd, Borough Manager*

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**FINAL AGENDA**  
**COLUMBIA BOROUGH COUNCIL MEETING**  
**February 12, 2018**  
**7:00P.M.**

- I. Opening of Meeting
  1. Call to Order and Roll Call
  2. Invocation/Moment of Silence
  3. Pledge to the Flag
  4. Announcement of Executive and Information Session(s)
    - a. On February 12, 2018 at 6:00pm Council held an Information Session to receive information only items from its Borough Manager and Solicitor.
  5. Presentation on Community Climate Initiative: Tom Strickler, Superintendent Columbia Borough School District and Mary Edith Leichter, School Climate Regional Coordinator.
  6. Presentation of the Borough's Community/Economic Development year-end report from Rebecca Denlinger.
  7. Citizen Comments (Agenda Items Only)
  8. Minutes for Approval
    - a. Consider approval of the Borough Council Meeting Minutes for January 9, 2018.
    - b. Consider motion to ratify actions taken at the January 9, 2018 Council Meeting.
  9. Mayor Lutz
- II. Standing Committee Assignments
  10. The Committee on Finance
    - a. Consider approval of December 2017 Financial Reports including Check Register Report, Treasurer's Report, Budget Performance Reports: General Fund, Capital Fund, State Fund (Liquid Fuels), Waste Water Fund and Municipal Authority and Capital Fund.
    - b. Consider amendment to Resolution 2018-02: Designation of Depositories/Financial Institutions and Authorization of Signatories to add Rebecca Denlinger as Assistant Borough Manager.
    - c. Consider exoneration of taxes for 2017 (\$232.35) and 2018 (\$238.54) for Borough owned sewer easement property at 550 North 5<sup>th</sup> Street 110-74601-0-0000.
    - d. Consider approval for Budget Change Request #6 for 2017 involving line item changes within the General Fund, Capital Fund, Liquid Fund and Bond Capital Fund.
    - e. Consider approval to wave permitting fees in the amount of \$76.50 for work to be performed at Our Home of Hope's 223-225 Cherry St., facility.
    - f. Consider donation request in the amount of \$30,000.00 to defray costs of facility repairs/renovations and operations performed at Our Home of Hope's 223-225 Chery St., facility.
    - g. Consider approval of Resolution 18-06 for the donation of 208-210 Locust Street to the Lancaster County Land Bank Authority.

- h. Consider recommendation of C.S. Davidson, Inc. to reduce the public improvement financial security associated with Associates Properties Self Storage Facility from \$225,532.45 to \$32,952.95.
11. The Committee on Community Development
  - a. Consider approval of Resolution 18-05: Authorizing an application to the Pennsylvania Municipal Assistance Program.
  - b. Consider motion to authorize the borough's solicitor to draft and advertise an ordinance to create and memorialize a \$1.5 million revolving loan fund as approved in the 2018 budget.
  - c. Consider the appointment of a consultant for the completion of the River Park Phase III Site Development project.
  - d. Consider re-advertising of the Notice of Public Lease of Real Property by sealed bid for both Borough owned properties at 137 S Front Street and the Columbia Market House.
  - e. Consider the purchase and installation of 60 streetlights along Route 462 from Second Street to Union Street.
  - f. Consider the development of an RFP for the selection of a consultant to complete the planning and engineering of Phase One Streetscape Improvements.
12. The Committee on Personnel
  - a. Consider recommendation from the William F. Lockard Trust to appoint Amy Redding as a Trustee with a term to expire December 31, 2022.
  - b. Consider affirming the hiring of Paula Diffenderfer as an Administrative Assistant retroactive to 2/5/2018 at a rate of \$20.35/hr. consistent with the current Non-Uniform Contract and contingent upon successful completion of all pre – and post-employment testing.
  - c. Consider accepting the resignation of Charity Kadwill from the Columbia Borough Planning Commission.
  - d. Consider appointing Barbara Fisher and Beth Runkle to the Parks and Recreation Advisory Board for a term of three (3) years to expire 12/31/2020.
13. The Committee on Public Works & Property
  - a. Public Works Director Report
  - b. Wastewater Manager's Report.
  - c. Consider approval of Facilities Use Request submitted by Ashley Tabernacle C.O.G.I.C for their annual state baptism to take place on Sunday, August 12, 2018 at the Columbia River Park from 3:00 pm – 6:30 pm, pending proof of insurance.
  - d. Consider approval of Facilities Use Request submitted by The Columbia Borough Shade Tree Commission for the 27<sup>th</sup> Annual Arbor Day Ceremony to take place on Friday, April 27, 2018 at Makle Park from 5:30 pm – 7:30 pm. (In the event of rain, the ceremony will take place at Columbia Crossing)
  - e. Consider approval of Letter of Agreement for Usage of The Columbia Borough Municipal Building for Voting for May 15, 2018 and November 6, 2018.
14. The Committee on Public Safety
  - a. Reports: Police/Fire/Codes/Zoning, Planning, Food & EMA reports; Statistical Reports: SVEMS/CQRS; School Resource Officer Report.
15. The Committee on Municipal Legislation
  - a. Consider approval of Ordinance 896: Amending Chapter 207 of the code of the Borough of Columbia – vehicles and traffic, article vii – one way streets, section 207-48 – one way streets established, to change and/or add several one way streets within the borough of Columbia; providing for the repeal of inconsistent ordinances; providing for the severability of the ordinance; and providing that the ordinance shall take effect in accordance with Pennsylvania law.

16. The Committee on Parks and Recreation
  - a. Update on progress to date.
- III. Reports of Boards, Commissions, Authority, Solicitor, and Secretary/Treasurer.
  17. Solicitor
  18. Secretary/Treasurer
    - a. The Borough Office will be closed on Monday, February 19, 2018 for Presidents Day Holiday.
  19. Boards/Commissions/Authority
  20. Reports from Council Members
  21. Citizen Comments (Non-Agenda Items Only)
  22. At 6:00pm on March 12, 2018 Council will hold an information session to receive information from its Borough Manager and Solicitor.
- IV. Adjournment

Columbia Borough Council Meeting  
February 12, 2018  
Paul W. Myers Council Chambers

Council President Murphy called the meeting to order at 7:00pm.

**Councilpersons present:** Berntheizel, Burgard, FitzGerald, Kress-Hartman, Murphy, Novak and Williams. Mayor Lutz was also present.

Council President Murphy requested all cell phones be turned off. He also requested members of the audience be respectful of those who take the floor with no disruptive behavior. Council President Murphy also explained the procedure for posting meeting minutes to the Borough website has changed as of February 1, 2018. Going forward draft minutes will no longer be posted. Minutes for a committee meeting will be posted after they are approved at the next monthly committee meeting.

There was a moment of silence.

Mayor Lutz led the pledge to the flag.

Council president Murphy announced on February 12, 2018 at 6:00pm Council held an information Session to receive information only from its Borough Manager.

**Presentation**

Presentation on Community Climate Initiative: Tom Strickler, Superintendent Columbia Borough School District and Dr. Gregg McGough, Director of Curriculum, Columbia Borough School District.

Mayor Lutz spoke to the issues behind the need for funding to support the Climate Initiative and encouraged Council to consider supporting this effort.

Presentation of the Borough's Community/Economic Development year-end report from Rebecca Denlinger.

**Citizen Comments – Agenda Items Only**

**Minutes for Approval**

**Motion:** To approve the Borough Council Meeting Minutes for January 9, 2018.  
**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote: All Favored**  
**Motion Carried**

**Motion:** To ratify actions taken at the January 9, 2018 Council Meeting.  
**Motion:** T. Burgard 2<sup>nd</sup>: C. Berntheizel **Voice Vote: All Favored**  
**Motion Carried**

**STANDING COMMITTEE ASSIGNMENTS**

**The Committee on Finance**

**Motion:** To approve December 2017 Financial Repots including check Register Report, Treasurer’s Report, Budget Performance Reports: General Fund, Capital Fund, State Fund (Liquid Fuels), Waste Water Fund and Municipal Authority and Capital Fund.

**Motion: Murphy 2<sup>nd</sup>: J. Novak Voice Vote: All Favored  
Motion Carried**

**Motion:** To approve amendment to Resolution 2018-02: Designation of Depositories/Financial Institutions and Authorization of Signatories to add Rebecca Denlinger as Assistant Borough Manager.

**Motion: Murphy 2<sup>nd</sup>: C. Berntheizel Voice Vote: All Favored  
Motion Carried**

**Motion:** To exonerate taxes for 2017 (\$232.35) and 2018 (\$238.54) for Borough owned sewer easement property at 550 North 5<sup>th</sup> Street 110-74601-0-0000.

**Motion: Murphy 2<sup>nd</sup>: J. Novak Voice Vote: All Favored  
Motion Carried**

**Motion:** To approve Budget Change Request #6 for 2017 involving line item changes within the General Fund, Capital Fund, Liquid Fund and Bond Capital Fund.

**Motion: K. Murphy 2<sup>nd</sup>: J. Novak Voice Vote: All Favored  
Motion Carried**

**Motion:** To approve to wave permitting fees in the amount of \$76.50 for work to be performed at Our Home of Hope at their 223-225 Cherry Street facility.

**Motion: K. Murphy 2<sup>nd</sup>: C. Berntheizel Voice Vote: All Favored  
Motion Carried**

**Motion:** To approve reducing donation request in the amount of \$30,000.00 to \$10,000.00 from Our Home of Hope at their 223-225 Cherry Street facility.

**Motion: K. Murphy 2<sup>nd</sup>: J. Novak Voice Vote: 5 Yes 2 No  
(no-Burgard & Williams)  
Motion Carried**

**Motion:** To approve a donation in the amount of \$10,000.00 to Our Home of Hope at the 223-225 Cherry Street facility to include a statement of accountability and “proof of purchase” as to where the money was spent.

**Motion: K. Murphy 2<sup>nd</sup>: J. Novak Roll Call Vote: 4 Yes 3 No  
(no-Novak, Bernthizel, & Murphy)  
Motion Carried**

**Motion:** To approve Resolution 18-06 for the donation of 208-210 Locust Street to the Lancaster County Land Bank Authority.

**Motion: K. Murphy 2<sup>nd</sup>: C. Berntheizel Voice Vote: All Favored**

Motion Carried

**Motion:** To approve recommendation of C.S. Davidson, Inc. to reduce the public improvement financial security associated with Associates Properties Self Storage Facility from \$225,532.45 to \$32,952.95.

**Motion:** K. Murphy 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

The next Finance Committee Meeting will be held on Monday, February 26, 2018 at 6:00pm.

**The Committee on Community Development**

**Motion:** To approve Resolution 18-05: Authorizing an application to the Pennsylvania Municipal Assistance Program.

**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

**Motion:** To authorize the borough's solicitor to draft and advertise an ordinance to create and memorialize a \$1.5 million revolving loan fund as approved in the 2018 budget.

**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

**Motion:** To approve appointment of EPD/Environmental Planning & Design as consultant for the completion of the River Park Phase III Site Development project with a cost not to exceed \$90,000.00.

**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

**Motion:** To approve re-advertising of the Notice of Public Lease of Real Property by sealed bid for both Borough owned properties at 137 S Front Street and the Columbia Market House.

**Motion:** C. Berntheizel 2<sup>nd</sup>: T. Burgard **Voice Vote:** All Favored  
Motion Carried

**Motion:** To approve the purchase and installation of 60 streetlights along Route 462 from Second Street to Union Street.

**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

**Motion:** To approve the development of an RFP for the selection of a consultant to complete the planning and engineering of Phase One Streetscape Improvements.

**Motion:** C. Berntheizel 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

It was noted that Councilman Berntheizel left the meeting at 8:55 pm.

The next Community Development Meeting will be held on Thursday, March 15, 2018 at 6:00pm.

### The Committee on Personnel

- Motion:** To approve recommendation from the William F. Lockard Trust to appoint Amy Redding as a Trustee with a term to expire December 31, 2022.  
**Motion:** M. Hartman 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried
- Motion:** To affirm hiring Paula Diffenderfer as an Administrative Assistant retroactive to 2/5/2018 at a rate of \$20.35/hr. consistent with the current Non-Uniform Contract and contingent upon successful completion of all pre – and post-employment testing.  
**Motion:** M. Hartman 2<sup>nd</sup>: T. Burgard **Voice Vote:** All Favored  
Motion Carried
- Motion:** Consider accepting the resignation of Charity Kadwill from the Columbia Borough Planning Commission.  
**Motion:** M. Hartman 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried
- Motion:** Consider appointing Barbara Fisher and Beth Runkle to the Parks and Recreation Advisory Board for a term of three (3) years to expire 12/31/2020.  
**Motion:** M. Hartman 2<sup>nd</sup>: P. Williams **Voice Vote:** All Favored  
Motion Carried

### The Committee on Public Works & Property

- Motion:** To approve Facilities Use Request submitted by Ashley Tabernacle C.O.G.I.C for their annual state baptism to take place on Sunday, August 12, 2018 at the Columbia River Park from 3:00 pm – 6:30 pm, pending proof of insurance.  
**Motion:** F. FitzGerald 2<sup>nd</sup>: P. Williams **Voice Vote:** All Favored  
Motion Carried
- Motion:** To approve Facilities Use Request submitted by The Columbia Borough Shade Tree Commission for the 27<sup>th</sup> Annual Arbor Day Ceremony to take place on Friday, April 27, 2018 at Makle Park from 5:30 pm – 7:30 pm. (In the event of rain, the ceremony will take place at Columbia Crossing)  
**Motion:** F. FitzGerald 2<sup>nd</sup>: T. Burgard **Voice Vote:** All Favored  
Motion Carried
- Motion:** To approve Letter of Agreement for Usage of The Columbia Borough Municipal Building for Voting for May 15, 2018 and November 6, 2018.  
**Motion:** F. FitzGerald 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

The next Public Works & Property Committee Meeting will be held on Tuesday, February 27, 2018 at 6:00pm.

**The Committee on Public Safety (no action items)**

The next Public Safety Meeting will be held on Wednesday, February 15, 2018 immediately following the 6:00pm Legislation meeting.

**The Committee on Municipal Legislation**

**Motion:** To approve Ordinance 896: Amending Chapter 207 of the code of the Borough of Columbia – vehicles and traffic, article vii – one way streets, section 207-48 – one way streets established, to change and/or add several one way streets within the borough of Columbia; providing for the repeal of inconsistent ordinances; providing for the severability of the ordinance; and providing that the ordinance shall take effect in accordance with Pennsylvania law.

**Motion:** J. Novak 2<sup>nd</sup>: C. Berntheizel **Voice Vote: All Favored  
Motion Carried**

The next Municipal Legislation meeting will be on Thursday, February 15, 2018 at 6:00pm.

**REPORTS OF BOARDS, COMMISSIONS, AUTHORITY, SOLICITOR, AND SECRETARY/TREASURER**

**Solicitor** (no action items)

**Secretary/Treasurer**

Borough Secretary Greg Sahd announced that the Borough Office will be closed on Monday, February 19, 2018 for the Presidents Day Holiday.

**Boards/Commissions/Authorities**

No Reports.

**Reports from Council Members**

No Reports.

**Citizen Comments – Non-Agenda items**

See attached

Council President Murphy announced that Council will hold an information session to receive information from its Borough Manager and Solicitor on March 12, 2018 at 6:00pm.

**Motion:** To adjourn the meeting at 10:32 pm.

**Motion:** P. Williams 2<sup>nd</sup>: F. FitzGerald **Voice Vote: All Favored  
Motion Carried**



**MOTIONED AND APPROVED** this 12<sup>th</sup> day of March 2018, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

**BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA**

By:   
Kelly Murphy, Council President

ATTEST:   
Gregory Sahd, Secretary/Treasurer

*[Faint, illegible handwritten notes or stamps]*