

Columbia Borough Council Meeting
December 10, 2018
Paul W. Myers Council Chambers

Council President Murphy called the meeting to order at 7:07 PM.

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

Junior Councilpersons present: Misciagna. Cover, Black and Simpson was absent.

A prayer was offered by Reverend Fred Thomas of the Columbia Church of God.

Mayor Lutz led the pledge to the flag.

Council President Murphy announced that on December 10, 2018 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.

Motion: To make the following changes to the agenda:

11c add "3 monitors(1) 40 inch LED, (1) 50 inch LED and (1) 32 inch LED including hardware and mounting at a cost of \$3,429.30."

12l, 12m & 12n move to after item 21 on the agenda.

Motion: K. Murphy 2nd: T. Burgard Voice Vote: All Favored Motion Carried

Citizen Comments – Agenda items only

Rick Sacks, owner of 116 N 4th Street, Columbia Pa:

Discussed the use of his property as an "Air B & B" and the inspections required for this type of use. Council President Murphy responded.

Norman B. Meiskey, III, 125 N 13th Street, Columbia Pa:

Discussed agenda item 11-D. Borough Manager Denlinger responded. Discussed agenda item 11-M. Discussed agenda item 11-P. Council President Murphy and Solicitor Pfannebecker responded. Discussed agenda item 11-A.

Frank Doutrich, 1001 Ironville Pike, Columbia Pa:

Questioned agenda item 11-D. Council President Murphy and Borough Manager Denlinger responded. Questioned agenda item 12-P. Borough Manager Denlinger responded.

Minutes for Approval

Motion: To approve the Borough Council Meeting Minutes for November 12, 2018.

Motion: J. Novak **2nd:** C. Berntheizel **Voice Vote:** All Favored
Motion Carried

Mayor Lutz No agenda items

STANDING COMMITTEE ASSIGNMENTS

The Committee on Public Safety

The following reports were presented to Council in their packet: Police/Fire/Codes/zoning, Planning, Food & EMA reports; Statistical Reports: SVEMS, School Resource Officer and CQRS.

The next Public Safety Meeting will be held on Wednesday, December 12, 2018 immediately following the Legislation Meeting at 6:00 PM.

The Committee on Finance

Motion: To approve October 2018 Financial Repots including Check Register Report, Treasurer’s Report, Tax Collector’s Report, Budget Performance Reports: General Fund, Bond Capital Fund and State Fund (Liquid Fuels).

Motion: K. Murphy **2nd:** J. Novak **Voice Vote:** All Favored
Motion Carried

Motion: To approve to install high density shelving system in the Police Department Records Room utilizing uncommitted 2018 Capital budget funds at a cost not to exceed \$10,600 utilizing the lowest cost vendor. The shelving was donated to the department by Penn/LGH. TAB Products Co. has provided a quote for the work at \$4,102.

Motion: K. Murphy **2nd:** C. Berntheizel **Voice Vote:** All Favored
Motion Carried

Motion: To approve a \$11,971.27 quote from AppTech for upgrades to the Columbia Crossing/River Park security cameras and server as planned in the 2018 Capital Fund and a quote of \$3,429.30 for (3) monitors, (1) 50 LED, (1) 40 LED and (1) 32 LED including hardware and installation, for the Police Department for security camera monitoring

Motion: K. Murphy **2nd:** T. Burgard **Voice Vote:** All Favored
Motion Carried

The Committee on Finance

(continued)

Council President Murphy announce the receipt of K.T. Graham’s lease agreement and proposal for Borough-owned property located at 137 South Front Street and the conditions of this agreement. Additional agreements will be received by the Borough until 4 PM, Wednesday, January 9th, 2019.

Motion: To approve Resolution No. 18-25:
Appointing the certified public accounting firm of Sager, Swisher and Company, LLP as auditors for 2018 per engagement letter dated December 3, 2019 with a fee not to exceed \$16,500.00
Motion: K. Murphy 2nd: J. Novak Voice Vote: All Favored Motion Carried

Motion: To remove from the table approval of Resolution 18-22: A Resolution of the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania authorizing the Lancaster County Land Bank Authority to accept properties located at 309 Locust Street and 315 Locust Street into the Columbia Land Bank Program.
Motion: J. Novak 2nd: C. Berntheizel Voice Vote: All Favored Motion Carried

Motion: To approve Resolution 18-22: A Resolution of the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania authorizing the Lancaster County Land Bank Authority to accept properties located at 309 Locust Street and 315 Locust Street into the Columbia Land Bank Program.
Motion: K. Murphy 2nd: C. Berntheizel Roll Call Vote: All Voted No Motion Failed

Borough Manager Denlinger discussed with Council a potential list of uses for 2016 G.O. Bond proceeds.

There was a review of the 2019 fee schedule

The Committee on Personnel

Motion: To consider agenda items 12-A through 12-J:
12a. Re-appointment of Dan Bell to the Police Pension Board for a term of 1 year to expire 12/31/2019.
12b. Re-appointment of Annette White to the Columbia Borough Planning Commission for a term of 4 years to expire 12/31/2022.

The Committee on Personnel (continued)

- 12.c Re-appointment of Terry Anne Doutrich to the Columbia Borough Zoning Board for a term of 5 years to expire 12/31/23.
- 12d. Re-appointment of Steve White to the Columbia Borough Zoning Board or a term of 5 years to expire 12/31/23.
- 12e. Re appointment of William Kloidt, Jr. to the Vacancy Board for a term of one year to expire 12/31/2019.
- 12f. Re-appointment of Suzanne Stallings to the Columbia Borough HARB Board for a term of 5 years to expire 12/31/24.
- 12g. Re-appointment of Amy Evans to the Columbia Borough HARB Board for a term of 5 years to expire 12/31/24.
- 12h. Re-appointment of Elizabeth Smedley to the Columbia Borough Board of Health for a term of 5 years to expire 12/31/24.
- 12i. Re-appointment of Amy Evans to the Columbia Borough Tree Commission for a term of 5 years to expire 12/31/24.
- 12j. Re-appointment of William Kloidt to the Columbia Borough William Lockard Trust for a term of 5 years to expire 12/31/24.

**Motion: M. Kress-Hartman 2nd: J. Novak Voice Vote: All Favored
Motion Carried**

Motion: To accept the resignation of Ronald Miller as Columbia Borough Public Works Director effective February 1, 2019.

**Motion: M. Kress-Hartman 2nd: C. Berntheizel Voice Vote: All Favored
Motion Carried**

Motion: To approve advertisement of the 2019 meeting calendar.

**Motion: M. Kress Hartman 2nd: C. Berntheizel Voice Vote: All Favored
Motion Carried**

Motion: To table until the January 8, 2019 meeting approval of Resolution No. 18-24: A resolution of the Borough Council of the Borough of Columbia regarding protocols for elected officials' conducting business and rules of decorum for public meetings.

**Motion: M. Kress-Hartman 2nd: C. Berntheizel Voice Vote: All Favored
Motion Carried**

The Committee on Public Works & Property No agenda items

The next Public Works & Property Committee meeting will be held on Tuesday, December 18, 2018 at 6:00 PM.

The Committee on Parks and Recreation No agenda items

The next Parks and Recreation meeting will be on Thursday, December 13, 2018 at 6:00 PM.

The Committee on Municipal Legislation

Motion: To approve Ordinance 908:

An ordinance of the Borough of Columbia, Lancaster County, Pennsylvania, authorizing, under specified conditions, exemptions, deductions, abatements and credits for real property taxes within an area to be known as the Keystone Opportunity Expansion Zone in order to foster economic opportunities, stimulate industrial, commercial and residential improvements, and prevent physical infrastructure deterioration; providing for conditions precedent; providing for the effective date and term of the ordinance; providing for the repeal of inconsistent ordinances; and providing for the severability of the ordinance.

Motion: J. Novak 2nd: C. Berntheizel Voice Vote: All Favored Motion Carried

The next Municipal Legislation meeting will be held on Wednesday, December 12, 2018 at 6:00 PM.

The Committee on Community Development No agenda items

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

Motion: To adjourn to executive session at 8:55 PM with the intention to reconvene.

Motion: K. Murphy 2nd: C. Berntheizel Voice Vote: All Favored Motion Carried

The meeting was reconvened at 10:17 PM

Motion: To approve the appointment of Georgianna Schreck as Assistant Borough Manager effective immediately at her present salary.

Motion: M. Kress-Hartman 2nd: P. Williams Roll Call Vote: 2 No 5 Yes (No: Burgard Novak) Motion Carried

Motion: To approve appointment of Kyle Watts as Finance Manager effective immediately at a salary of \$55,000.00 per year.
Motion: M. Kress-Hartman 2nd: C. Berntheizel Roll Call Vote: All favored
Motion Carried

Motion: To approve to post the Accountant position internally beginning December 11, 2018.
Motion: M. Kress Hartman 2nd: C. Berntheizel Roll Call Vote: 3 No 4 Yes
(No: Burgard, Novak, Murphy)
Motion Carried

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

Solicitor No agenda items

Secretary/Treasurer

Borough Secretary/Treasurer Denlinger announced the following:

- a. The Borough Office and Public Works Department will be closed Tuesday, December 25th and Wednesday, December 26th, 2018 in observance of the Christmas Holiday.

Boards/Commissions/Authorities No agenda items

Reports from Council Members No agenda items

Citizen Comments – Non-Agenda items

See attached

Council President Murphy announced on January 08, 2019 at 6:00 PM Council will hold an information session to receive information from its Borough Manager and Solicitor.

Motion: To adjourn the meeting at 10:21 PM.
Motion: P. Williams 2nd: J. Novak Voice Vote: All Favored
Motion Carried

MOTIONED AND APPROVED this 8th day of January 2019, 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:

Rebecca S. Denlinger, Secretary/Treasurer

BOROUGH COUNCIL MEETING

CITIZEN COMMENTS

December 10, 2018

NON-AGENDA ITEMS		
Nick Meley	Discussed recent road work done on the 600 Block of	
613 Walnut Street, Columbia, Pa	Walnut Street. Discussed retirement of the Public Works	
	Director Ron Miller. Asked for an update on code	Borough Manager Denlinger responded
	inspections on certain properties.	
	Discussed the Borough's disruptive conduct procedure.	
	Discussed new rules for Borough Council meetings. Discussed the	
	Discussed the Borough's open records procedure.	
Norman B. Meiskey, III	Discussed the 2019 proposed budget and the proposed	
125 N 13th Street, Columbia, Pa	tax increase. Discussed the effects this increase will have	
	on property owners. Discussed leasing 137 S Front	
	Street vs selling. Discussed grant proceeds and bond	
	money and how the Borough is utilizing these funds.	
	Discussed the sale of the wastewater plant and the effects	
	it was to have on staffing for the Borough. Discussed	
	part time employees vs full time employees and the cost	
	difference between the two. Discussed the 1.5 mill	
	proposed tax increase.	
Gerald Hawn	Asked for an update on the payment for the road work	Borough Manager Denlinger responded
(owner of) 103 N 5th Street, Columbia, Pa	done on the 500 Block of Walnut Street. Asked for a copy	
	of the punch list for the road work done on the 500 Block of	
	Walnut Street. Asked for clarification on the performance	
	bond process.	

Columbia Borough Council Special Meeting
December 13, 2018
Paul W. Myers Council Chambers

Council President Murphy called the meeting to order at 6:00 pm.

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

Mayor Lutz led the pledge to the flag.

Citizen Comments – Agenda items only

Norm Meiskey – 125 N 13th St, Columbia, PA

Made statements and inquiries on 2019 budget and the 2019 tax increase.

Frank Doutrich – 1001 Ironville Pike, Columbia, PA

Inquired on budget changes, McGinness property, Homeownership and home improvement loans through LHOP, Hotel Locust and the Boroughs Revolving Loan Fund. Borough Manager Denlinger & Council President Murphy responded.

Tom Wilkinson – 341 N 2nd St, Columbia, PA

Made statements on spending and the 2019 tax increase.

Mayor Lutz informed the citizens that the Ironville Pike project was a federal project. He also informed the citizens that the Borough declined current request to accept the Hotel Locust and Hotel Columbia into the Land Bank program.

Motion: To consider approval of Resolution No. 18-23: 2019 Budget.
Motion: C. Berntheizel 2nd: J. Novak **Roll Call:** **All Favored**
Motion Carried

Motion: To consider approval of Ordinance 907: Taxation Authorization for 2019 to increase current 6.6 mills to 8 Real Estate Tax Millage Rate.
Motion: J. Novak 2nd: T. Burgard **Roll Call:** **All Favored**
Motion Carried

Motion: To adjourn the meeting at 6:53 pm.
Motion: J. Novak 2nd: C. Berntheizel **Voice Vote:** **All Favored**
Motion Carried

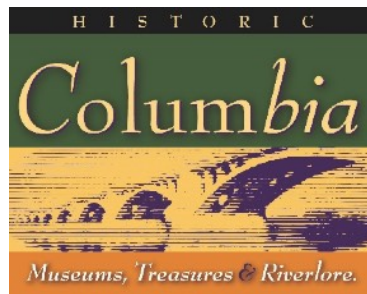
MOTIONED AND APPROVED this 13th day of December 2018, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

By: _____
Kelly Murphy, Council President

ATTEST:

Rebecca S. Denlinger, Secretary/Treasurer



Borough of Columbia | Community Development Committee

Thursday, December 20, 2018 | 6:00 PM

Chair: Cleon Berntheizel
Vice Chair: Todd Burgard
Member: Marilyn Kress Hartman
Alternate: John Novak
Staff: Rebecca Denlinger, Borough Manager

MINUTES

I. Opening of Meeting

1. Chairman Berntheizel called the Community Development Committee meeting to order at 6:00 PM. Committee Chair Berntheizel, Committee Members Todd Burgard and Marilyn Kress Hartman, and Committee Alternate John Novak were in attendance and joined by Columbia Borough School District's Charles Leader. Borough Manager Rebecca Denlinger was absent from the meeting.
2. Todd Burgard moved and Marilyn Kress Hartman seconded approval of the Community Development minutes from November 15, 2018. Motion passed unanimously.

II. Old Business - Updates on ongoing Borough Projects

Communications

1. Newsletter

Staff are working with Infantree on the development of the next (Winter) issue of the Columbia Connection Newsletter. The content development will wrap up in the next two weeks. With a quick review of the final DRAFT by staff, the issue should be in good shape to go to the printer in January and be mailed immediately thereafter.

2. Website

Unfortunately, staff was not able to advance much in terms of working with web development consultant REVISE on the re-design of the Borough website. Staff capacity was primarily taken up with budgeting work over the past month. We will get back to this as a priority work item in January.

3. Social Media

Before his departure, our F&M intern, Jack Monahan provided both the beginnings of a draft social media policy for the Borough staff to start to develop into a formal policy document for Borough Council to consider AND a good start on the development of content for the Borough to initiate a Facebook page. Due to limited staff capacity, we were not able to launch the Facebook page in December as originally planned. We will return focus on this as a priority work item in January.

Development Updates

1. Lancaster County Association of Realtors - Commercial & Industrial Council

The Borough partnered with CEDC to host the Lancaster County Association of Realtor's Commercial & Industrial Council's November meeting. With nearly 80 professionals in attendance, this was an outstanding opportunity to showcase why Columbia is an up-and-coming community for investment by developers and business owners. We received great feedback from this professional networking group... many indicating their excitement and interest in the many community and economic development initiatives ongoing in the Borough.

2. ULI Outreach

The Borough's application to the ULI Technical Assistance Panel is in process. ULI will meet early in the new year to consider the application and determine any changes needed to the project scope. They will work with Borough Staff and local project partners (CEDC and the Lancaster County Housing and Redevelopment Authority) to ensure that the final product of the TAP delivers a valuable and (practical) useable resource for the redevelopment of this critical area of the downtown. It is possible that the TAP project could be scheduled by ULI to take place as early as Spring 2019.

3. KOEZ Update

Columbia's application for KOEZ designation is now complete and in the hands of the Program Manager at DCED. Both the Lancaster County Commissioners (on Wednesday morning) and the Columbia Borough School Board (on Tuesday Evening) passed their revised KOEZ resolution/ordinances. These votes and approvals followed the Borough's approval of our revised Ordinance on December 10, 2018.

Columbia's KOEZ application was submitted including eight downtown parcels totaling 1.92 acres. The Payment in Lieu of Tax (PILOT) Agreements have been executed for each of the taxable properties - making this a revenue neutral program for the three taxing jurisdictions. Should the Commonwealth enact the KOEZ designation for Columbia, the program will go into effect on January 1, 2019 and remain in effect for a 10-year period, ending on December 31, 2028.

These properties represent very good opportunities for redevelopment projects that can contribute to the overall revitalization of the downtown and improving of property values in the community.

4. 137 S. Front Street

The economic terms of a lease were announced at the most recent Borough Council meeting. We are in our 30-day review period where the Borough is required to consider any additional proposals for lease of this Borough owned property. The matter will be on the Borough Council agenda in January for consideration of currently proposed lease of the property to KT Graham.

5. Mixed Use Development at 132 Locust Street

The Borough Manager recently met with Community First Fund regarding this project. It is our understanding that the original developers are still working to either attract additional equity and/or new partners to the project. The principles have requested that the Borough maintain our interest and participation in the project through potential gap financing provided via the Columbia Borough Economic Development Revolving Loan fund. Community Fund will communicate with the Borough as they proceed through their application and underwriting process regarding the viability of the project to utilize the loan fund. The Borough Manager will keep Borough Council abreast of any developments on this project.

5. Multimodal Transportation Fund Application

Unfortunately for at least the second month (in a row), the Commonwealth Financing Authority cancelled their monthly meeting (at the last minute). It was at this meeting, that we were hopeful we would learn the fate of our application for funding of the Columbia Borough Streetscape Program through DCED's Multimodal Transportation Fund program.

Our application is seeking \$1.45 Million from the MTF program in support of a project with costs estimated at \$2.5M.

We will be reaching out to our legislators to get a better understanding of the Commonwealth Financing Authority approval process and to determine if they believe a decision will be made on the MTF grant awards at their next CFA meeting (scheduled for the end of January 2019).

As discussed at previous public meetings, the Borough may decide to move forward with a potentially scaled-down project scope in the first quarter of 2019. While our intent was to leverage the Borough (Bond) funds with state grant dollars for the entire/overall project, Borough council has indicated a desire to keep this initiative on track and moving forward. We also have an obligation to utilize (85% of) the G.O. Bond by the end of 2019, and a significant portion of those funds have been earmarked for streetscape improvements in 2019.

6. Columbia Borough Streetscape Committee

(RELATED to the MTF grant) The Borough received interest from 12 individuals wishing to serve on the Streetscape Committee that Borough Council will form to guide the development of the Streetscape Plan. Staff is currently gathering information from these folks regarding their interest and background. Staff will invite these individuals to attend a Borough Council meeting in January - where two residents and two business leaders will be selected to serve on the committee.

7. Columbia Market House - CHI Partnership

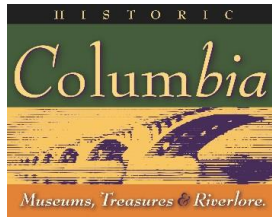
The Borough Manager has been working with our Solicitor and CHI (and their attorney) in developing the Agreement by which the collaboration for re-opening the Columbia Market House will be advanced. The agreement will address both the internal improvements of the Market and the ongoing operation of the facility by CHI. The agreement will be discussed at a future Borough Council meeting.

III. New Business

1. Live streaming of Borough Meetings

Chair Berntheizel discussed the possibility of live streaming of Borough meetings. After the discussion, the committee agreed that chair Berntheizel should gather more information on the topic. Update to follow.

Being no further business before the committee, Chairman Berntheizel adjourned the CDC meeting at 7:20 PM motioned by Marilyn Kress Hartman and seconded by Todd Burgard.



Finance Committee Meeting Minutes Wednesday, December 19, 2018

Note: Minutes developed from notes taken and recollection of meeting comments.

Meeting called to order by Chairman Kelly Murphy at 5:00 pm. Noted the date and time change due to the Christmas holiday and that the meeting precedes a HARB Meeting scheduled for 7:00 pm.

Committee Members Present:

Kelly Murphy (Chair), John Novak (Member), Marilyn Kress Hartman (Alternate)

Borough Officials/Staff Present:

Assistant Borough Manager Georgianna Schreck and Borough Finance Director Kyle Watts. Reported that Borough Manager Rebecca Denlinger will not be present due to attending the CBSD meeting.

Citizens Present:

Sharon Lintner, Joe Lintner, Frank Doutrich, Norman Meiskey, Dale Weibley, Nate Bunty

Citizens Comments:

No non-agenda items directed to the committee. Comments/questions addressed during discussion of specific items.

Minutes Approval:

Novak moved to approve the November 26, 2018 Finance Committee meeting minutes as presented, Kress Hartman second, approved unanimously.

November 2018 Finance Report:

Treasurer's Report was presented for review with no comments of note provided by any in attendance. Committee member Novak remarked that while the electronic version of the Finance reports were distributed to members on time for review, hard copies of the same were not available for review until the morning of this meeting and as such he was not able to review these as thoroughly or in as timely a manner and requested opportunity to provide additional review comments to staff and committee members. Over the past few months, committee members and staff have been meeting to revise/condense/improve reporting of finance information to council and public for review in a format of balance sheet, income statement, expenditures for each fund. Newly formatted Budget Performance Reports for the General Fund, Non-Bond Capital Fund 18 (and Wells Fargo investment portfolio statement), Bond Capital Fund 30 (and Red Tree investment portfolio statements), State Liquid Fuels Fund 35, and Economic Development Revolving Loan Fund 40 (and Community First Fund Activity Report) were presented for review and discussed. Mr. Meiskey discussed the effects of the CFF loan program on the 2019 budget, as well as additional questions regarding the reports which were responded to by Assistant Borough Manager Schreck and Finance Director Watts. The Tax Collector's Report, Escrows, Open Invoices, and Aging Reports, and Codes/Sewer Liens Report were presented for review; certain questions were directed and answered during the meeting or addressed via email from Finance Director Watts. It was also reported that there are some overlaps within the new reports structures which are being addressed, again with the goal of simplifying the reports for review and removing reports of an informational only nature which require lesser periodic review periods.

Finance Committee Meeting Minutes

12/19/2018

November 2018 Finance Report (cont'd):

Kress Hartman moved to approve the October 2018 Finance Reports as presented, Novak second, approved by 2-1 vote with Novak dissenting. **Action Item: November 2018 Finance Reports will be forwarded to Council for consideration of approval at the January 8, 2019 Council meeting.**

Continued Business:

Committee Chair read a statement from Borough Manager providing the committee with an update on the progress of the borough's Keystone Opportunity Extended Zone (KOEZ) application. Columbia's application for KOEZ designation is now complete and in the hands of the Program Manager at DCED. Both the Lancaster County Commissioners (on Wednesday morning) and the Columbia Borough School Board (on Tuesday Evening) passed their revised KOEZ resolution/ordinances. These votes and approvals followed the Borough's approval of our revised Ordinance on December 10, 2018. Columbia's KOEZ application was submitted including eight downtown parcels totaling 1.92 acres. The Payment in Lieu of Tax (PILOT) Agreements have been executed for each of the taxable properties – making this a revenue neutral program for the three taxing jurisdictions. Should the Commonwealth enact the KOEZ designation for Columbia, the program will go into effect on January 1, 2019 and remain in effect for a 10-year period, ending on December 31, 2028. Discussion including the Assistant Borough Manager Schreck of the total completion of PILOTs on all taxable properties and the confusion of the what properties were included. Discussion continued, and committee member Novak questioned if a PILOT was included from the borough for the 400 Locust Street property. Assistant Manager Schreck replied that the borough does in fact pay taxes on this property and it is her understanding that the borough has not provided a PILOT for the KOEZ application. Therefore, a request is being sent to the Borough Manager to follow up on this issue since CBSD and the County had agreed/signed off on the KOEZ with an understanding that all taxable properties listed/submitted had signed off on a PILOT. Since it appears that this may not be done, then the borough can verify whether we did provide a PILOT, or of not, rectify this by providing a PILOT for 400 Locust Street property.

Committee Chair read a statement from Borough Manager providing the committee with an update on the progress of the borough's Multimodal Transportation Fund (MTF) grant application for the Columbia Streetscape Program. Borough Manager attended the state's Commonwealth Financing Authority meeting; unfortunately for at least the second month in a row, they cancelled the monthly meeting, so no action will be taken at this time. We will be reaching out to our legislators to get a better understanding of their approval process and to determine if they believe a decision will be made on the MTF grant awards at their next CFA meeting (scheduled for the end of January 2019).

A draft 2019 Fee Schedule that includes final review of the 2018 resolution and incorporates requested changes as provided from review by committee members, Borough Manager, Planning/Zoning Manager, Codes Manager, and Police Chief. Committee member Novak reintroduced the possibility of instituting a hotel room tax into the fee schedule; committee requested staff to discuss this question with the solicitor to see whether this can be introduced in the borough. After discussion, Novak moved to consider directing the Borough Manager to have the solicitor provide a copy of a resolution incorporating the 2019 Fee Schedule with changes as presented for full council approval, Kress Hartman second, approved unanimously. **Action Item: Consider approval of a resolution to enact the 2019 Fee Schedule will be forwarded to Council for consideration of approval at the January 8, 2019 Council meeting.**

Discussion was held regarding Columbia Borough Cable Television Ordinance/Franchise Agreement renewal with Comcast which expires September 2019) based on notification of our intent not to renew under present terms. Borough solicitor has been collaborating with Cohen Law Group to advise the borough on next steps in cable franchise renewal negotiations and an initial response was received from Comcast.

Finance Committee Meeting Minutes

12/19/2018

Continued Business (cont'd):

From their discussion and negotiation, our solicitor has provided a first draft of a potential agreement (with a term of 5 years) for review by committee members and all council, and staff. Discussion will continue on this at 2019 council meetings and work sessions.

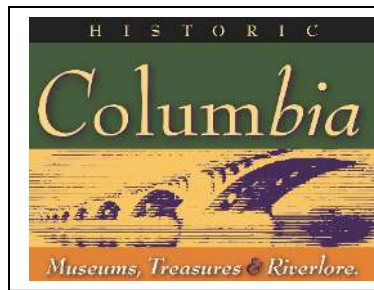
Committee reviewed an update through 11-30-18 on the current blighted property list, the status of Land Bank property acquisitions, and current program financial status. 304 Cherry Street, 208-210 Locust St., and 494 Manor St. projects continue in process. Funds were expended for purchase and associated expenses for properties at, 551 Avenue H and 554 Walnut Street. Columbia's Land Bank provides an unreserved fund balance of \$18,108, with \$200,000 in reserved funds. Also reported were project loans in the amount of \$112,273 and funds in the amount of \$136,708 committed to projects in process. An update was reviewed for the blighted property list.

New Business:

Committee was presented with a draft Columbia Borough Purchasing Policies and Procedures that will be introduced in 2019. Initial discussion was held between committee members and staff present. Discussion will continue on this at 2019 council meetings and work sessions to allow for comments/review by solicitor, all council, and staff.

Meeting adjourned at 6:51 pm on a motion by Novak, second by Kress Hartman, approved unanimously.

Respectfully submitted,
Kelly Murphy, Finance Committee Chair



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

Robert L. Pfannebecker, Solicitor
Rebecca Denlinger, Borough Manager

Legislation Committee Meeting Minutes (DRAFT)
December 12, 2018

Chair: John Novak Vice-Chair: Marilyn Kress-Hartman Member: Kelly Murphy
 Alternate: Todd Burgard

The Columbia Borough Legislation Committee was convened in Council Chambers, Borough Municipal Building, 308 Locust Street. Meeting was called to order by Chair Novak at 6:00pm. All Committee Members were present. Alternate Burgard was present and Councilperson FitzGerald arrived towards the end of the meeting. The following Borough Staff and Officials were in attendance: Mayor Lutz, Borough Manager Denlinger, Zoning/Planning Manager Helm. Columbia Planning Commission Chair Wickenheiser was also in attendance. Guests and Residents in attendance included: Residents Frank Doutrich, Dale Weibley, Sharon Lintner, Joe Lintner (Columbia Spy), Mark Fritz (CBFD), Michael Rhodes (CBFD), Doug Kemmerly (CBFD). Guests included: Rob Warbly (SVEMS) and Adam Madden (SVEMS).

Chair Novak led the meeting participants in the Pledge of Allegiance to the Flag.

Chair Novak requested a motion from Committee to accept the November 14, 2018 Legislation Committee Minutes as presented in Committee's Packet.

Motioned by Member Murphy, seconded by Vice-Chair Kress-Hartman ... all favored

Discussion on Abandon Vehicle Regulations. Chair Novak read an Email from Borough Solicitor to the Borough Manager in response to the November Committee's request to draft legislation for the Borough from an existing PA. Municipality and a "Draft Ordinance" drafted by Mayor Lutz. The email referred to objections and concerns by the Borough Solicitor from the presented materials for their review. Chair Novak asked Committee and Borough Officials for input or comments. Borough Manager stated that the email forwarded from her office contained attachments that listed the Solicitor's concern and recommendation. Mayor Lutz noted that he was in receipt of the Solicitor's email, but recalled no attachments. The email was forwarded to Committee by Chair to Mayor and Committee. It was stated that it was received from the Chair without attachments. Borough Manager immediately forward the email, in discussion, with attachments to Committee and Mayor for review.

ACTION: The Borough Manager was directed by Committee to seek Solicitor input to create a Draft Ordinance (based on their legal council and expertise) for review of Council at the January 22, 2019 Council Meeting.

Discussion on the creation of Emergency Management Coordinator (EMC) Draft Ordinance on Done Regulating use during period of Emergency Management, as deemed by the Borough's EMC. EMC Helm had made a presentation at the LC Meeting on November 14, 2018.

Committee directed the Borough Manager to pursue a Draft Ordinance for Committee review at the December 12 meeting. Borough Manager noted that this directive was “missed”.

ACTION: Directed the Borough Manager to seek input from Borough Solicitor action to create an “Unmanned Aerial Vehicle” (UAV) Ordinance, as requested by Committee. Noted, by Committee Chair, was only that the Draft Ordinance clearly stated the procedure to obtain the FAA approval (required) to “ground” UAVs in specific area during an emergency event.

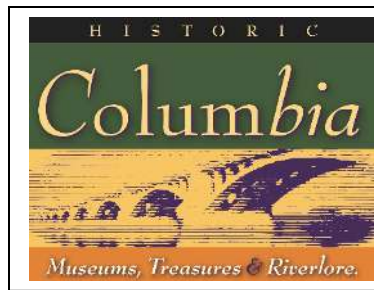
Discussion on Short Term Rental (STR) Legislation consideration under review by The Borough Planning Commission. Zoning/Planning Manager Helm and Columbia Planning Commission Chair were present and participated in a presentation. Manager Helm lead the discussion with the presentation to Committee of an outline, and zoning maps, the Board was utilizing for consideration of their recommendations for consideration, of the Board, as they move forward in preparing and submitting a “Draft Ordinance” for Committee review. Remarks were made by Vice-Chair as the possibility of not allowing any STR properties within the Borough. Board Chair Wickenheiser noted that Commonwealth Codes require municipalities to provide zoning for all uses within a municipality. Vice-Chair challenged, stating that Municipalities within the Commonwealth do not allow for STR. Board Chair noted that, to her best knowledge, that (or those) municipalities have not yet been challenged. Board Chair Wickenheiser and Manager Helm noted that the Zoning areas they were considering was Medium Density Residential Business (MDRB) zoned in Columbia. Therefore, starting small, but providing an area in the Borough for permitted use. It was noted that of the Board’s recommended MDRB zoned area contains 121 properties, of which only 12 properties could qualify under the conditions proposed by the Planning Commission in their initial review of qualifying properties. The discussion included comments regarding “grandfathering” existing properties that are operating unregulated now. The notion of automatically “grandfathering” in existing uses was challenged by Vice-Chair Kress-Hartman. It was stated by the Borough Manager that the “grandfathering” determination can be deliberated and subsequently decided upon the Adoption by Council of an Ordinance presented for approval. Committee voiced support of “non-grandfathering” at that time.

ACTION: The Planning Commission will present an initial “Draft Ordinance” on STR recommendation to Council at the February 5, 2019 Council Work Session, but no later than the February 26, 2019 Council Meeting.

Discussion on the status update on submission of Committee approved next step procedure on the Proposed Historic District Expansion to the Pennsylvania Historic & Museum Commission (PHMC). The Borough Manager stated that this directive from November 14 meeting was initially a “miss”, but has recently contacted PHMC Community Preservation Coordinator, Bryan Van Sweden, who will serve as the Borough’s contact at PHMC.

ACTION: The Borough Manager will submit the required request and supporting documentation to the PHMC. An update of submission and status will be presented to Council at the January 8, 2019 Council Meeting.

Discussion on the “Rising Sun” property from Mayor/Citizen Comment Period of November 14th. Chair noted that Codes Enforcement Manager (CEM) Kaufhold was unable to be in attendance (due to a pressing Family matter). The discussion would be forwarded to the January 8, 2019 Council Meeting. The Mayor brought to the floor addition concerns of possible code and zoning violations for review. Mayor Lutz questioned the possibility of zoning violation due to “Change of Use” that the property has undergone. The new business, soon to open, for a “juice bar” and exercise establishment that would retail product. And, the existing Office use by “Sparrow Digital”. A confirmed answer was not established.



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

*Robert L. Pfannebecker, Solicitor
Rebecca Denlinger, Borough Manager*

ACTION: The Zoning Manager would review both uses and advise Council at the January 8, 2019 Council Meeting.

The Borough Manager and Zoning Manager will communicate with the CEM to respond to the concerns and issues presented at the November 14th Meeting by Mayor Lutz and Citizen Comments.

Chair opened the committee and officials for New Business. Hearing none, the Chair opened up the floor for Citizen Comment.

Citizen Comments:

Frank Doutrich requested a status on the current zoning definition of the “Lazy K”. Z/P Mgr. Helm stated it is currently zoned as a Boarding House. Borough Manager read the Borough Code’s definition of a “Boarding House”. It was questioned as to allotted “stay” periods. Stated was 1 to 5 or more days. Helm stated that it is unusual for its location, as Boarding Houses are usually located along “Highway” designations, but has been a use of this locations before any zoning regulations existed and is not in violation due to its pre-existing use.

From Mr. Doutrich comments conversations spiraled off to possible consideration of the CB Planning Commission when reviewing and formulizing the continued discussion of STR.

Hearing no other Citizen comments, the Chair read a prepared statement that addressed the “End of an Era ... The Beginning of a New!” (see addendum)

Chair requested a Motion to Adjourn.

Motion by Vice-Chair Kress-Hartman, Seconded by Member Murphy. Meeting Adjourned at 7:08 pm.

Respectfully submitted,

John Novak

Columbia Borough Council – Legislation Committee Chair

Borough of Columbia
Parks and Recreation Meeting Minutes

December 13, 2018

Chair: Pamela Williams

Vice Chair: Fran FitzGerald

Member: Todd Burgard

The meeting was called to order at 7:00 PM, immediately following the Council Budget meeting. All Committee and Advisory Board members were in attendance. Borough Manager, Rebecca Denlinger was absent due to a meeting conflict. Also, present:

Sue Landes - YSM Landscape Architects

Allison Aubrey - Columbia Crossing

Resident - Roche FitzGerald

The November 8, 2018 meeting minutes were approved as submitted.

Study Group Meeting #5 - Recreation Programming

1. Sue Landes from YSM Landscape Architects reviewed existing recreational, educational and historical opportunities that are available in the Borough. These include:

Youth Sports - Columbia Boys Athletic Association, Mariners United Soccer Club

Early Childhood Education and Day Care - Columbia Head Start, Luthercare for Kids, Sunrise Kids Daycare Center, and Little People Day Care School of Columbia

Recreational, Educational and Historical Attractions - Columbia Public Library, Columbia Crossing River Trails Center, Turkey Hill Experience, Wright's Ferry Mansion, Columbia Historic Preservation Society, First National Bank Museum, Historic Mount Bethel Cemetery, National Watch and Clock Museum, Columbia Creative Factory and Columbia Historic Market House.

Church-Related Programs - Hands Across the Street, Celebrate Columbia and Community Garden of Columbia.

Youth Development - Boys and Girls Club of Lancaster, Columba Branch, Boy Scouts, Girl Scouts, Frontier Girls and Church Youth Groups.

Outdoor Self-Directed Recreation - Northwest Lancaster County River Trail, Chickies Rock County Park, Columbia River Park, Rotary, Makle, Locust Street and Janson Parks and Glatfelter Memorial Field.

Adult Sports and Fitness - Over-30 Basket ball League, Planet Fitness, Lancaster Fitness and Performance Gym, and Sway Yoga.

Senior Adult Recreation - Columbia Senior Center

Also, a long list of annual Community Events such as parades, Craft Show, Bridge Bust, Garden Tour, Feet in the Street Art Show, Albtwitch Day, Semper Fi Run/Walk and An Old Fashioned Christmas, to name only a few.

Columbia still has some challenges. We offer few recreation programs. We need organized summer programming. Affordability of various programs is an issue.

Recommendations - The existing Parks and Recreation Advisory Board should be expanded, with additional citizens appointed by Borough Council. The Board should adopt by-laws for its operation, elect officers and hold advertised monthly meetings. The Advisory Board should report to Borough Council, however Council members should not serve on the Board. A Council or staff liaison should be appointed to attend Advisory Board meetings.

The Borough needs viable, expanded marketing and promotion efforts to build public awareness of its parks and recreation opportunities.

The population of Columbia Borough is large enough to support a full-time Parks and Recreation program. Creating an intergovernmental recreation agency is a significant opportunity for the Borough. DCNR grants are available to help with agency creation and the hiring of a parks and recreation director. Peer-to-peer grants are available to match an experienced parks and Recreation professional who will work with community leaders in a collaborative way.

DCNR's Circuit Rider grant program provides salary assistance for four years to hire a parks and recreation director for new intergovernmental projects. Two municipal partners are needed to form an intergovernmental agency, ideally Columbia Borough and Columbia Borough School District.

Next Steps:

1. Establish a contact at DCNR and work with YSM to gather information about various grants available to provide funding for a Parks and Recreation director.
2. How to establish an intergovernmental agency? Who are willing partners?
3. How to establish a viable and independent Parks and Recreation Advisory Board? We've had one in the past. Would a new Board remain cohesive and functional?
4. What is the best way to keep residents informed about recreational opportunities? Need to create a strong presence on the Borough website and newsletter.
5. Other steps?

Other Business:

1. There was discussion regarding grant/funding possibilities for the 2019 Edible Classroom Program. Grace Julian has spoken to Kelsey from CHI. She has also

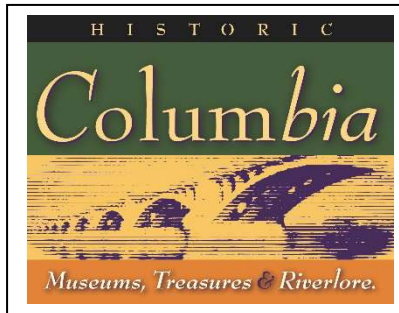
contacted Anvil and Sahd Metals for possible support. She will follow up in the new year.

2. The committee discussed the new Borough Council meeting schedule and how it will impact Parks and Recreation meetings. It was decided that, at least for the foreseeable future, Parks and Rec will continue to meet on the second Thursday of each month. Issues relating to this committee will also continue to be discussed at meetings of the full council.
3. **The public will be encouraged to attend the January 10, 2019 Parks and Rec meeting to give input/suggestions on the plans submitted by YSM.**

The meeting was adjourned at 8:20 PM. The next meeting of the Parks and Recreation Committee will be held on Thursday, January 10, 2019 at 6:00 PM.

Respectfully submitted,

Pamela Williams
Chair, Parks and Recreation Committee



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

*Robert L. Pfannebecker, Solicitor
Rebecca Denlinger, Borough Manager*

Public Safety Committee Minutes—DRAFT

December 12, 2018, Council Chambers, 308 Locust St., Columbia, PA 17512

Chair: Todd Burgard • Vice Chair: John Novak • Member: Pam Williams (absent) • Alternate: Fran FitzGerald

Borough Officials and Staff in attendance

Borough Manager Denlinger, Zoning Officer Helm, Mayor Lutz, Police Chief Brommer

Citizens/Guest in attendance

SVEMS Adam Marden, SVEMS Rob Walker, CBFDPresident Mark Fritz, CBFDP Chief Kemmerly, Citizen Frank Doutrich, Citizens Sharon and Joe Lintner, Citizen Dale Weibley, (CQRS/EMS Ex. Dir. Splain was present prior to the meeting and was excused early by Chair Burgard to address personal issues)

ORDER OF BUSINESS

- Call to Order at 7:14 PM
- Motion to accept Public Safety Committee Meeting Minutes of November 14, 2018, as presented:
Motioned by: Novak Second by: FitzGerald All Favored

Facility Use Requests

- None

REPORTS AND DISCUSSIONS

- Noted to Committee: Monthly Statistical Reports received for November 2018 from CBPD, SRO, CBFDP, QRS/EMS, and SVEMS were included in your packets at the full Council Meeting on November 10. QRS/EMS has submitted all past due reports and are current.

Jeff Helm – Board of Health/Zoning and Planning/EMOC Reports

- Advised Committee to refer to Helm's Report distributed to Committee with Draft Agenda. Added:
 - Helm reported Our Lady of the Angels School received approval from St. Peter Apartments to evacuate on a short-term basis to the community room at St. Peter Apartments for staff and students. Helm also indicated that Susquehanna Valley Nursing & Rehab Center is also seeking approval for use of St. Peters Apartments in the event of an emergency evacuation.
 - Chair Burgard asked for clarification of Board of Health revisions to the Borough's re-write of the Comprehensive Plan. Helm stated the section within the current plan labeled Health and Human Services is what is being addressed. Working to model this section after a bigger city plan.
 - Chair Burgard asked to the annual increase of permits by 10% indicates anything significant. Helm answered no, and that it is the result of a roofing company coming to the borough and marketing roof repairs very effectively.
 - Chair Burgard asked when the animal shelter will open. Helm answered he did not know. The shelter is in the final finishing stages of construction and assumes late winter opening. Stated that an underground pipe with a history of problems may pose issues if parking and/or equipment cause it to collapse.
 - Chair Burgard asked for a final Grinnell Ave. update. Helm answered drawings are complete and construction has commenced. Helm stated that the borough will pay for the connection to the seven residences to ensure quality control. The job should be finished in about two weeks. Councilman Novak asked if homeowners' roof drainage tie-in is part of the expense the Borough will pay for. Helm said the Borough will include fittings in the system that homeowners can connect to themselves if they wish at their expense except for the 2nd property from the corner that poses a singular significant problem where roof drainage pours into the street due to the position of the home in relation to the sidewalk causing a serious public safety issue, but it is the Borough Staff's recommendation that any downspout connections are performed by the Borough's contractor at the same time as the sump pump connections with the cost borne by the Borough, as noted in the executed (and notarized) homeowners agreements. Novak expressed concern about setting a precedent for the borough paying for homeowner related improvements that are not public safety concerns. Novak asked if the final cost estimate will be given to Council and will it require approval. Manager Denlinger responded that the costs will be given to Council, however, depending on the amount, it may not need to be approved by council. Citizen Doutrich asked about the 8" line and confirmed understanding of Helms plan. He also expressed concern about setting precedence of expecting no costs homeowners for the work to be done.

Steve Kaufhold – Codes Compliance Reports (Absent, reported on by Jeff Helm)

- 39 condemned properties. 22 blighted properties.
 - Helm 427 Locust St. was added prior to the condemned report the day prior. Novak asked why it was condemned. Helm answered it was delinquent of power since Nov. 4, 2018. Occupants were using a kerosene heater.

Chief Brommer – CBPD

- Officer Oster update: She has returned to light-duty. Recovery is slow but positive.
- 12th and Central Ave. temporary traffic circle survey: Will move forward with the survey.
- Informed Committee that on November 12, the Regional Crash Team investigated the fatal 1-car accident on 441 and 30. Results are pending.
- Informed Committee that Drug Task Force executed a warrant on South 8th Street. One arrest was made.
- There was an elderly person victimized at Trinity House. Had a recent meeting with Trinity House and St. Peters Apts. to see if more can be done to protect residents from a prevention standpoint. Will have a Coffee with Cops session to help residents understand how they can better protect themselves.

- Two pedestrians were hit by busses. One on N. 3rd St. and one on Rt. 462 between Locust and Walnut Sts. In both instances pedestrians were not crossing at marked crosswalks and not paying attention. They walked into the side of the busses. SRO has been working with students to educate on safe street crossing.

Continued Discussions

- Chair Burgard advised Committee that CQRS/EMS has gotten back on track, are active, and have been responding to 100% of calls. Further discussions between emergency services prior to Executive Director Splain's reorganization presentation are not necessary. Member Novak requested all emergency services stay in contact between themselves and with Council and work together for the betterment of the community. Chair Burgard read aloud a letter from CQRS/EMS thanking Council for support of the Santa Parade.

New Discussions

- None.

COMMENT PERIOD

Mayor Lutz:

- Expressed concern of private contractors working on private property not adhering to safety procedures when on Borough property (e.g., workers not tethered while on a lift working on a private property façade and the lift is positioned on a sidewalk to gain access to the property). Does the Borough liable for any unsafe acts resulting from these employees. Mark Fritz suggested liability falls on the employer. The Mayor suggested putting a disclaimer on building permits that contractors are responsible for damage or injury due to unsafe work procedures.
 - Chair directed Borough Manager to research Borough's liability for contractor accidents due to unsafe procedure on Borough public right-of-way.

Citizen Comments:

- CBFDP Pres. Mark Fritz shared updates on the new traffic unit's progress; meeting on Dec. 22 to approve plans for two new engines, both are paid off from Volunteer Financial Services and PEMA loans, end-of-July delivery; he was re-elected as President, Mike Rose as Vice President, and Kemmerly as Chief, all for two more years.
- Chief Kemmerly shared SCBA units should deliver in the next week. Will be equipped for the next 15 years.
- Citizen Sharon Lintner asked about a house on Franklin St. between 9th and Plane; is it inhabited; what about the collapsed porch. Helm answered that the owner is living there and seeking repair help through LHOP to remove debris and repair but taking longer than hoping.
- SVEMS Supervisor Marden informed Committee that they will be working with Blue Prints Recovery, an overdose recovery organization to alleviate ERs of these kind of responses. Also in consideration are Safe Stations which are places where opiate addicts can go to get help without EMS, 911, or police interaction. CLN is already involved.
- Frank Doutrich asked about the 2019 Council meeting format. It was explained Council will meet as a whole with a rolling agenda three times per month on Tuesdays per the calendar advertised. The three meeting will be comprised of one work session and two full Council meetings each month.

Committee Remarks:

- None

Closing Remarks:

- The Public Safety Committee thanked those attending meeting, and wished a Merry Christmas and Happy New Year.

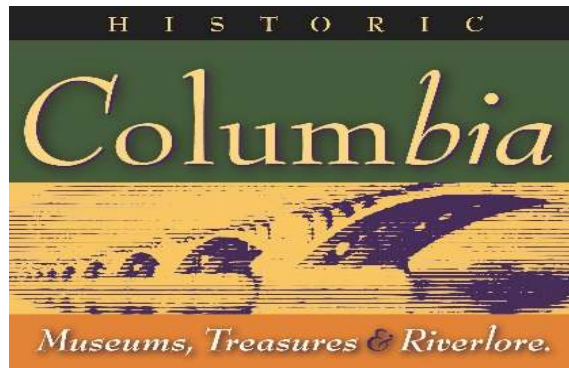
Motion to Adjourn:

Motioned: Novak

Seconded: FitzGerald

All Favored

Adjourned 8:47 PM



Public Works/Public Property Committee

Chair: Fran FitzGerald
Member: Cleon Berntheizel

Vice Chair: Pamela Williams
Alternate: Kelly Murphy

Minutes: December 18, 2018

The meeting was called to order at 6:00 P.M, followed by the Pledge of Allegiance.

- **In Attendance:**

Committee:	FitzGerald, Williams, Murphy	Absent: Berntheizel
Staff:	Rebecca Denlinger, Borough Manager Leo Lutz, Mayor John Novak, Council Vice-President	Jake Graham, Highway Mgr. John Bender, Wastewater Manager Wilson Affeld, Custodian
Residents:	Sharon Lintner, Joe Lintner, Frank Doutrich, Dale Weibley, Roche FitzGerald, Gerald Hawn, Nancy Baer, Robert Swartzwelder	

- **Approval of November 20, 2018 Minutes**

Motion: Williams 2nd: Murphy Vote: All in favor

Announcement

With over forty years in the environmental field under his belt, John Bender has always approached his profession with an excitement to learn, and a desire to apply the latest technology to ecological and environmental challenges.

John earned an Associate Degree in Business Administration and Management from Susquehanna University. He furthered his education at Penn State University, concentrating his studies in Civil Engineering.

As owner and manager of the Lewisburg satellite office for Uni-Tec Consulting Engineers, he worked for twelve years with a highly professional staff of nine.

John's professional experience in water/wastewater includes an impressive twenty-six years as a Project Manager, Client Contact, Planner, Designer, and Operations Specialist.

John has served the Borough well for the past 4+ years, and we wish him all the best in his future endeavors.

Public Works Updates

- **Bonded Roads Ordinance:**

Borough ordinance prohibits the opening of bonded streets for a period of ten years. In an effort to preserve roads beyond the current ten-year moratorium (except in the case of emergency), the borough solicitor will be requested to refine language asking to "reserve the right to prevent any

road from being disturbed or opened in any way.” This will be forwarded to full council for approval.

A property owner at 121 N. 4th Street has requested a street opening to allow for gas line connection. This road was completed in 2008, and is still in very good condition. Mr. Graham will contact UGI to discern whether an alternate path may be taken.

- **Utility Performance Bond:**

We currently have two bonds with both PPL & UGI, as per borough code:

186.10 Fees and Bonding

Public utility companies desiring to open or excavate a street shall provide the Borough with a bond of indemnity by a reputable surety company licensed to do business in the commonwealth, in the amount of \$50,000 in one calendar year ... A bond of indemnity shall be furnished separately for each calendar year by a public utility company and shall be in effect for 36 months. All other persons or entities, including contractors performing work for the Borough, desiring to open or excavate a street shall furnish to the Borough a properly executed surety bond.

- **9th Street Project:** Cost - \$17,658.52
- **500/600 Blocks of Walnut Street:** Mr. Gerald Hawn cited several items listed on contract and requested the “punch list” from the borough engineer. C.S. Davidson. Questions concerning the testing of concrete will also be forwarded to C.S. Davidson.
- **Tree Planting:** The Public Works Department will work with the Tree Commission to plant throughout the borough as weather permits.
- **Sign Maintenance and Line Painting:** Crews started painting crosswalks and stop bars with our thermal plastic machine. They continue to work on inventory and replacement of signs throughout the borough. A safety hazard was cited at 5th and Walnut Streets – no parking or speed sign in place.
- **South Eighth Street CDBG 2018-2019:** Utility crews from UGI and Water Company are presently renewing mains and services in the 000 Block. Doli Construction will reconstruct the sidewalks and roadway as weather permits.
- **Damaged Storm Drains and Inlets**
 1. **Grinnell Avenue:** 8” PVC pipe and associated “Y” fittings installed under entire length of grass “beauty strip” from 10th to 11th Street. All will connect to a new catch basin at 10th Street, which flows into existing pipe down to Barber Street. All work completed by borough workers and a borough-contracted plumber, to ensure uniformity and quality of workmanship. Residents wishing to connect downspouts from roofs (at their own expense) will be given a list of qualified plumbers.
 2. **Norwood and Cloverton Drives:** Rholan Paving completed repairs to 10 ft. deep sinkhole.
 3. **1640 Ironville Pike:** Borough crews replaced collapsed 36-inch storm sewer; still in need of restoration.
 4. **Mill/Florence Street under Heisey Mechanical Building:** The contractor has completed slip-lining under building; need temperatures above 40 degrees to complete refurbishing of two inlets.

5. **Mill/Second Street, including portions along Shawnee Run adjacent to Elite Energy:** engineer is working on solution to address failed wing wall, erosion, and excessive washouts. Permit application with DEP may take several months.

6. **Parking Lot - 3rd & Linden Streets:** Because we do not have the proper equipment to address the storm drain collapse, and because of potential liability issues for borough workers, Mr. Graham is now working to secure a contractor.

- **Grants Update:**

1. **902 Recycling Grant:** Received full funding as requested from DEP. Now waiting for grant contract to order proposed equipment.

2. **2018 CDBG:** awarded \$100,000 for 000 Block of South Eight Street; Doli Construction was the low bidder. Work will begin upon completion of utility repairs. \$200,000 was awarded for market house improvements. Project is currently under design.

Property Updates

- **Wastewater Treatment Plant:** Mr. Bender is working with the solicitor to prepare a bid packet. Sales of market items, vehicles, and wastewater items on Municibid have yielded \$50,220.76
- **Borough Farm:** We are working with a representative from SCORE to develop a business plan for the recycling facility,
- **137 South Front Street:** As of the December 10 meeting of the Borough Council, we are now proceeding under 30-day wait period allowing for additional lease bids. Should there be none, Council may approve a 5-year lease with K.T. Graham.
- **Market House:** Plans now being designed; bidding will commence.

Adjournment: 7:59 PM

Motion: Williams

2nd: Murphy

Vote: All in favor

Respectfully submitted,
Fran FitzGerald
Chair, Public Works & Public Property Committee