



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

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

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**FINAL AGENDA**  
**COLUMBIA BOROUGH COUNCIL MEETING**  
**September 10, 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 August 29, 2018 at 6:00 pm, Council held a Personnel meeting to discuss union personnel and management level positions.
  - b. On September 10, 2018 at 6:00pm Council held an information session to receive information only items from its Borough Manager and Solicitor.
4. Citation recognizing Johnson Inc. years of service to the Columbia community
5. Presentation of Certificates of Appreciation for Property Beautification Projects
  - a. 400 Kinderhook Road
  - b. 511 Cherry Street
  - c. 329 Chestnut Street
6. Presentation: Healthy Columbia (CHI St Joseph Children's Health) – Market House Proposal
7. Citizen Comments (Agenda Items Only)
8. Minutes for Approval
  - a. Consider approval of the Borough Council Meeting Minutes for August 13, 2018.
9. Mayor Lutz

**II. Standing Committee Assignments**

10. The Committee on Finance
  - a. Consider approval of July 2018 Financial Reports including Check Register Report, Treasurer's Report, Tax Collector's Report, Budget Performance Reports: General Fund, Capital Fund, Bond Capital Fund and State Fund (Liquid Fuels).
  - b. Consider approval of Budget Change Request #2 for 2018 affecting the General Fund and Capital Fund.
  - c. Consider approval of the 2019 Municipal Minimum Obligation (MMO) as recommended by the borough's actuary set at \$376,491 for the police union and \$97,133 for the non-uniform personnel.
  - d. Consider approval to exonerate taxes for 550 N. Fifth St. for 2018
11. The Committee on Personnel
  - a. Consider approval to initiate the process for hiring one full-time Property Inspector for the Codes Department
  - b. Consider directing the Borough Solicitor to draft an ordinance for the creation of a Comptroller position.

12. The Committee on Public Works & Property
  - a. Consider approval Resolution 18-15 regarding the application for a Multimodal Transportation Grant of \$1,450,000.00 from the Commonwealth Financing Authority to be used for the Columbia Streetscape Program
  - b. Public Works Director & Wastewater Manager Report
13. The Committee on Public Safety
  - a. Consider the appointment of members to the Columbia Borough Board of Review and Appeals
  - b. Reports: Police/Fire/Codes/Zoning, Planning, Food & EMA reports; Statistical Reports: SVEMS; School Resource Officer Report.
14. The Committee on Parks and Recreation
15. The Committee on Legislation
  - a. Consider the adoption of Ordinance No. 901  
AN ORDINANCE OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA, ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; ENACTING TAX CREDITS FOR VOLUNTEER MEMBERS OF A VOLUNTEER FIRE COMPANY; ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY PENNSYLVANIA LAW.
  - b. Consider the adoption of Ordinance No. 902  
AN ORDINANCE OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA AMENDING CHAPTER 130 OF THE CODE OF THE BOROUGH OF COLUMBIA – HISTORIC DISTRICT, SECTION 130-7 TO REVISE THE DEFINITION OF ALTERATION AND ADD DEFINITIONS FOR SATELLITE DISH AND ANTENNA, SECTION 130-16.C. – PREAPPROVED ACTIVITIES, TO REMOVE SUBPART (6) REGARDING INSTALLATION OF COMMERCIAL AND BUSINESS SIGNAGE TO THE EXTERIOR OF BUILDINGS; ADD A NEW SECTION 130-15.2 TO ESTABLISH REGULATIONS REGARDING SATELLITE DISHES AND ANTENNAS AND REVISING SECTION 130-25 – DECISIONS ON APPLICATIONS, SUBPART C. TO CLARIFY MATTERS REGARDING PROPOSALS FOR NEW CONSTRUCTION OR ALTERATION AND PROPOSALS FOR DEMOLITION; 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.
  - c. Motion to authorize the Solicitor to draft an Ordinance making the proposed map change to the Columbia Borough Historic District and working with the Borough Manager to submit the proposed map to the Pennsylvania Historic and Museum Commission along with all other information regarding the historic nature of the district as required by the Commission.
16. Community Development
  - a. Consider approval to submit application to the Urban Land Institute for the Central Business District Technical Assistance Panel (TAP) with boundaries along Locust Street, Third to Walnut and including a portion of the 300 block of Walnut Street, with a cost not to exceed \$10,000.00.
  - b. Consider approval to purchase and install LED Christmas Lights for the tree in Locust Park and to remove lights after the holiday season with a cost not to exceed \$6,000.00.

- III. **Reports of Boards, Commissions, Authority, Solicitor, and Secretary/Treasurer**
  - 18. Solicitor
  - 19. Secretary/Treasurer
  - 20. Boards/Commissions/Authority
  - 21. Reports from Council Members
  - 22. Citizen Comments (Non-Agenda Items Only)
  - 23. At 6:00pm on October 8, 2018 Council will hold an information session to receive information from its Borough Manager and Solicitor.
- IV. **Adjournment**

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

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

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

**Junior Councilpersons present:** Misciagna. Black, Cover & Simpson were absent.

A prayer was offered by Pastor Paul Peterson of Victory Church.

Mayor Lutz led the pledge to the flag.

Council President Murphy announced the following Executive and Information Sessions (s):

- a. On August 29, 2018 at 6:00 pm, Council held a Personnel meeting to discuss union personnel and management level positions.
- b. On September 10, 2018 at 6:00pm Council held an information session to receive information only items from its Borough Manager and Solicitor.

Council President Murphy Presented a citation to Mr. & Mrs. Ted Johnson recognizing Johnson, Inc., for 35 years of service to the Columbia Community

Jamie Widner of the Columbia Life Network presented Certificates of Appreciation for property beautification projects to the following:

- a. 400 Kinderhook Road
- b. 511 Cherry Street
- c. 329 Chestnut Street

Presentation: Healthy Columbia (CHI St. Joseph Children's Health) – Market House Proposal

**Citizen Comments – Agenda items only**

**Minutes for Approval**

**Motion:** To approve the Borough Council Meeting Minutes for August 13, 2018.

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

**Mayor Lutz**

Discussed remembrance of the loss our country experienced on September 11<sup>th</sup>.

Discussed issues with the Borough's street sweeper.

**STANDING COMMITTEE ASSIGNMENTS**

**The Committee on Finance**

- Motion:** To approve July 2018 Financial Repots including Check Register Report, Treasurer’s Report, Tax Collector’s Report, Budget Performance Reports: General Fund, Capital Fund, Bond Capital Fund and State Fund (Liquid Fuels).  
**Motion:** K. Murphy 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried
- Motion:** To approve Budget Change Request #2 for 2018 affecting the General Fund and Capital Fund:  
**Motion:** K. Murphy 2<sup>nd</sup>: C. Berntheizel **Voice Vote:** All Favored  
Motion Carried
- Motion:** To approve the 2019 Municipal Minimum Obligation (MMO) as recommended by the Borough’s actuary set at \$376,491 for the police Union and \$97,133 for the non-uniform personnel.  
**Motion:** K. Murphy 2<sup>nd</sup>: C. Berntheizel **Voice Vote:** All Favored  
Motion Carried
- Motion:** To approve to exonerate taxes for 550 N Fifth St. for 2018.  
**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, September 24, 2018 at 6:00 pm.

**The Committee on Personnel**

- Motion:** To approve to initiate the process for hiring on full-time Property Inspector for the Codes Department.  
**Motion:** M. Hartman 2<sup>nd</sup>: T. Burgard **Voice Vote:** All Favored  
Motion Carried
- Motion:** To direct the Borough Solicitor to draft an ordinance for the creation of a Comptroller position.  
**Motion:** M. Hartman 2<sup>nd</sup>: C. Berntheizel **Voice Vote:** All Favored  
Motion Carried

**The Committee on Public Works & Property**

- Motion:** To approve Resolution 18-15 regarding the application for a Multimodal Transportation Grant of \$1,450,000 from the Commonwealth Financing Authority to be used for the Columbia Streetscape Program.  
**Motion:** F. FitzGerald 2<sup>nd</sup>: J. Novak **Voice Vote:** All Favored  
Motion Carried

**The Committee on Public Works & Property (continued)**

The next Public Works & Property Committee Meeting will be held on Tuesday, September 18, 2018 at 6:00 pm.

**The Committee on Public Safety**

No action items

The next Public Safety Meeting will be held on Wednesday, September 12, 2018 at 6:00 pm.

**The Committee on Parks and Recreation**

No action items

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

**The Committee on Municipal Legislation**

**Motion:** To adopt Ordinance No. 901:  
AN ORDINANCE OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA, ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; ENACTING TAX CREDITS FOR VOLUNTEER MEMBERS OF A VOLUNTEER FIRE COMPANY; ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY PENNSYLVANIA LAW.  
**Motion:** J. Novak 2<sup>nd</sup>: C. Berntheizel **Voice Vote: All Favored Motion Carried**

**Motion:** To adopt Ordinance No. 902:  
AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA AMENDING CHAPTER 130 OF THE CODE OF THE BOROUGH OF COLUMBIA – HISTORIC DISTRICT, SECTION 130-7 TO REVISE THE DEFINITION OF ALTERATION AND ADD DEFINITIONS FOR SATELLITE DISH AND ANTENNA, SECTION 130-16.C. – PREAPPROVED ACTIVITIES, TO REMOVE SUBPART (6) REGARDING INSTALLATION OF COMMERCIAL AND BUSINESS SIGNAGE TO THE EXTERIOR OF BUILDINGS; ADD A NEW SECTION 130-15.2 TO ESTABLISH REGULATIONS REGARDING SATELLITE DISHES AND ANTENNAS AND REVISING SECTION 130-25 – DECISIONS ON APPLICATIONS, SUBPART C. TO CLARIFY MATTERS REGARDING PROPOSALS FOR NEW CONSTRUCTION OR

**The Committee on Municipal Legislation (continued)**

ALTERATION AND PROPOSALS FOR DEMOLITION; 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**

**Motion:** To authorize the Solicitor to draft an Ordinance making the proposed map change to the Columbia Borough Historic District and working with the Borough Manager to submit the proposed map to the Pennsylvania Historic and Museum Commission along with all other information regarding the historic nature of the district as required by the Commission.

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

The next Municipal Legislation meeting will be held on Wednesday, September 12, 2018 immediately following the Safety Committee meeting at 6:00 pm.

**The Committee on Community Development**

**Motion:** To approve submission of an application to the Urban Land Institute for the Central Business District Technical Assistance Panel (TAP) with boundaries along Locust Street, Third to Walnut and including a portion of the 300 block of Walnut Street, with a cost not to exceed \$10,000.00.

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

**Motion:** To approve the purchase and installation of LED Christmas Lights for the tree in Locust Street Park and to remove lights after the holiday season with a cost not to exceed \$6,000.00.

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

The next Community Development Meeting will be held on Thursday, September 20, 2018 at 6:00 pm.

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

**Solicitor** (no action items)

**Secretary/Treasurer**

Borough Manager Denlinger announced the following:

“Recycle Right” workshop to be held at Columbia Crossing September 20, 2018 from 6:30 pm to 7:30 pm.

“Places 2040” is in the final stages. Go online to read the plan and give public comments.

A request for Borough Council to schedule a hearing to review a request to transfer a liquor license into the Borough.

**Boards/Commissions/Authorities** (no action items)

**Reports from Council Members**

Councilwoman Williams announced the Marietta Borough Portion of the Northwest Rivertrail and Pedestrian Bridge Grand Opening Friday, October 5, 2018 from 11:00 am – 2:00 pm with a ribbon cutting ceremony at 12:00 noon. The rain date will be Monday, October 8, 2018 from 11:00 am – 2:00 pm.

**Citizen Comments – Non-Agenda items**

See attached

Council President Murphy announced the following Executive and Information Sessions (s):

- a. An executive session will be held on September 18, 2018 at 5:45 pm to discuss personnel issues.
- b. An information session will be held on October 8, 2018 at 6:00 pm to receive information from its Borough Manager and Solicitor.

**Motion:** To adjourn the meeting at 09:57 pm.

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

**MOTIONED AND APPROVED** this 8<sup>th</sup> day of October 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 COUNCIL MEETING**

**CITIZEN COMMENTS**

**September 10, 2018**

<b>AGENDA ITEMS</b>	
Frank Doutrich 1001 Ironville Pike, Columbia, Pa	Questioned agenda item 10-d Council President Murphy & Councilman Berntheizel responded Questioned agenda item 11-a Council President Murphy responded Questioned agenda item 13-a Council President Murphy responded
<b>NON-AGENDA ITEMS</b>	
Nick Meley 613 Walnut Street, Columbia, Pa	Discussed multi property landlord issues Codes Manager Kaufhold, Solicitor Handwerker, Council President Murphy and several Council Members responded
Shirly McBride 219 Perry Street, Columbia, Pa	Discussed safety issues in her neighborhood Requested a sit down meeting with Mayor Lutz Mayor Lutz responded Discussed Borough fire work ordinance Several Council Members responded
Sharon Lintner 500 Chestnut Street, Columbia, Pa	Questioned proposal for the Market House Borough Manager Denlinger responded Asked about access to calendar on website Borough Manager Denlinger responded Discussed a street light on the 100 block of Locust Street Borough Manager Denlinger responded that has been out for months
Frank Doutrich 1001 Ironville Pike, Columbia, Pa	Asked what business is applying to transfer a liquor license Borough Manager Denlinger responded Asked how many people applied for the appeals board and if there will be any compensation to board members Borough Manager Denlinger and several Council Members responded Asked why all Borough owned equipment does not have the Borough logo Borough Manager Denlinger responded Asked why Borough employees are working in other municipalities Borough Manager Denlinger responded Questioned a project on Ironville Pike Borough Manager Denlinger and Mayor Lutz responded Discussed staffing and vehicles in the Codes Department Discussed fence on Heritage Drive Mayor Lutz responded Discussed receiving follow up information on complaints

