

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

January 8, 2019 | 7:00 PM

AGENDA

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 January 8, 2019 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.
 5. Presentation: Comments from Borough Council President Murphy
 6. Citizen Comments (Agenda Items Only)
 7. Appointment of Borough Officials
 - a. Consider appointment of Kyle Watts, Deputy Tax Collector
 - b. Oath of Office of Kyle Watts, Deputy Tax Collector
 - c. Consider approval of Resolution No. 19-03: Deputy Tax collector Agreement between Marlene K. Geltz, Tax collector and Kyle Watts, Deputy Tax Collector
 - d. Consider re-appointment of the Solicitor to the Borough of Columbia for the year 2019
 - e. Consider re-appointment of the Engineer to the Borough of Columbia for the year 2019
 - f. Consider re-appointment of Rebecca S. Denlinger as Borough Manager for the year 2019
 - g. Consider appointment of Georgianna Schreck as Assistant Borough Manager for the year 2019
 - h. Consider re-appointment of Rebecca S. Denlinger as Borough Secretary/Treasurer for the year 2019
 - i. Consider appointment of Kyle Watts as Assistant Secretary/Treasurer for the year 2019
 8. Minutes for Approval
 - a. Consider approval of the Borough Council Meeting Minutes for December 10, 2018
 - b. Consider approval of the Special Borough Council Meeting Minutes for December 13, 2018
 - c. Consider approval of the Community Development Meeting Minutes for December 20, 2018
 - d. Consider approval of the Finance Meeting Minutes for December 19, 2018
 - e. Consider approval of the Legislation Meeting Minutes for December 12, 2018
 - f. Consider approval of the Parks and Recreation Meeting Minutes for December 13, 2018
 - g. Consider approval of the Public Safety Meeting Minutes for December 12, 2018
 - h. Consider approval of the Public Works and Property Meeting Minutes for December 18, 2018
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9. Mayor Lutz

- a. Proclamation No. 19-01: Celebrating the Reverend Dr. Martin Luther King, Jr. Holiday of January 21, 2019
- b. Proclamation No. 19-02: Celebrating Catholic School's Week – January 29 -February 1, 2019
- c. Announcement of Mayor's Report on monies received for performing marriage ceremonies during the 4th Quarter of 2018

10. Community Development

- a. Update on the formation of and appointment of members to Columbia Borough Streetscape Committee
- b. Update on Social Media implementation
- c. Update on Live Streaming of Borough Council Meetings

11. Finance

- a. Consider approval of November 2018 Financial Reports including Check Register Report, Treasurer's Report, Budget Performance Report: General Fund, Capital Fund, State Fund (Liquid Fuels), Waste Water Fund and Municipal Authority and Capital Fund and Tax Collector Report
- b. Consider approval of Ordinance No. 909: Police Pension Plan
- c. Consider approval of Resolution No. 19-01: 2019 Fee Schedule
- d. Consider approval of Resolution No. 19-02: Designation of Depositories/Financial Institutions and Authorization of Signatories
- e. Consider approval to purchase licensed software and professional services, for the Police Department, from CODY Computer Services, Inc. at a cost not to exceed \$39,413.31 as a designated expense in the approved 2019 Capital Fund Budget
- f. Update on Redevelopment Assistance Capital Program (RACP) Application to the PA Department of Community and Economic Development
- g. Consider Columbia Borough Policy 2019-01: Purchasing Policies and Procedures

12. Legislation

- a. Update on the proposed Historic District Expansion to the Pennsylvania Historic & Museum Commission (PHMC)

13. Parks and Recreation

- a. Introduce DRAFT Columbia Borough Recreation Programming document for Borough Council review and discussion at February 5, 2019 Borough Council Work Session.
- b. Announce continuation of Parks & Recreation Advisory Committee meetings.

14. Personnel

- a. Consider appointment of John Novak as the Borough Council representative to the Police Pension Board for a term of 1 year to expire December 31, 2019
- b. Announce opening for appointment of a Citizen Representative to the Civil Service Commission for a term of six years to expire December 31, 2024

- c. Consider appointment of existing employee to the position of Accountant, effective January 9, 2019
- d. Consider resignation of Steve Kaufhold, Columbia Borough Code Enforcement Manager
- e. Consider appointment of existing employee to the position of Interim Code Enforcement Manager, effective January 9, 2019
- f. Consider removal of Resolution No. 18-24 from the table
- g. Discussion of Resolution No. 18-24: A resolution of the Borough Council regarding protocols for elected officials conducting business and rules of decorum for public meetings

15. Public Safety

- a. Accept Reports: Police/Fire/Codes/Zoning, Planning, Food & EMA Reports; Statistical Reports: SVEMS; School Resource Officer. CQRS Statistical Report

16. Public Works & Property

- a. Accept report from Public Work's Director
- b. Consider approval of Resolution No. 19-04: A resolution of the Borough Council authorizing the sale, by auction, of items previously utilized at the Wastewater Treatment Plant

17. Reports, Comments, and Announcements

- a. Solicitor
- b. Secretary/Treasurer
 - 1) The Borough Office and Public Works Department will be closed Monday, January 21, 2019 for the Martin Luther King Jr. Holiday
 - 2) F&M Mobile Application Development Opportunity
 - 3) F&M Public Service Summer Institute: Internship Opportunity
 - 4) Meeting Change: The Columbia River Park Advisory Committee Meeting for January will be held on Thursday January 17, 2019 at 6:00 PM at the Columbia Crossing River Trails Center
- c. Boards and Commissions
- d. Council Members
- e. Citizen Comments (Non-Agenda Items Only)
- f. Announcement of Next Meeting. At 6:00 PM on January 22, 2019 Council will hold an information session to receive information from its Borough Manager and Solicitor.

18. Adjournment

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

January 8, 2019 | Columbia Borough School District Office

Council President Murphy called the meeting to order at 7:01 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.

Following a moment of silence, Mayor Lutz led the Pledge to the Flag.

Council President Murphy announced that on January 8, 2019 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 order of the agenda:

- Move 9a and 9b – Proclamations No. 19-01 and 19-02 to 4b.
- Move 17e – Citizens Comments – Non-Agenda Items to 5a.

Motion by:	Second by:	Voice Vote:
Novak	Berntheizel	All Favored – Motion Carried

Citizen Comments – Non-Agenda items (attached)

Presentation: Council President Murphy read a statement regarding the 2019 Budget and related tax increase.

Citizen Comments – Agenda items (attached)

Appointment of Borough Officials

Motion: To approve appointment of Kyle Watts, Deputy Tax Collector.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Mayor Lutz performed the Oath of Office for Kyle Watts, Deputy Tax Collector.

Motion: To approve Resolution No. 19-03: Deputy Tax Collector Agreement between Marlene K. Geltz, Tax collector and Kyle Watts, Deputy Tax Collector.

Councilman Novak questioned if Tax Collector Geltz has signed off on this. Assistant Borough Manager Schreck confirmed that Tax Collector Geltz is aware of and supportive of the change of Deputy Tax Collector from herself to Kyle Watts. Further, Assistant Borough Manager Schreck confirmed that Borough Council is to sign the documents before Tax Collector Geltz signs them.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Burgard	6 Yes, 1 No (Novak) – Motion Carried

Motion: To approve re-appointment of the Solicitor to the Borough of Columbia for the year 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Motion: To approve re-appointment of the Engineer to the Borough of Columbia for the year 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Motion: To approve re-appointment of Rebecca S. Denlinger as Borough Manager for the year 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Williams	All Favored – Motion Carried

Motion: To approve appointment of Georgianna Schreck as Assistant Borough Manager for the year 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Motion: To approve re-appointment of Rebecca S. Denlinger as Borough Secretary/Treasurer for the year 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Novak	All Favored – Motion Carried

Motion: To approve appointment of Kyle Watts as Assistant Secretary/Treasurer for the year 2019.

Councilman Novak commented that the position and appointment Borough Council is considering should have been discussed at a personnel committee meeting.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Burgard	6 Yes, 1 No (Novak) – Motion Carried

Minutes for Approval

- Motion:** To approve the Borough Council Meeting Minutes for December 10, 2018
To approve the Special Borough Council Meeting Minutes for December 13, 2018
To approve the Community Development Meeting Minutes for December 20, 2018
To approve the Finance Meeting Minutes for December 19, 2018
To approve the Legislation Meeting Minutes for December 12, 2018
To approve the Parks and Recreation Meeting Minutes for December 13, 2018
To approve the Public Safety Meeting Minutes for December 12, 2018
To approve the Public Works and Property Meeting Minutes for December 18, 2018

Motion by:	Second by:	Voice Vote:
Berntheizel	Novak	All Favored – Motion Carried

Mayor Lutz

Announced that one marriage has been performed during the 4th quarter of 2018.

Announced Special Exhibit at Columbia Crossing and an event on January 24, 2019 at 6:30 PM, when former Columbian Lynn Smoker will discuss the ice harvesting industry and his collection.

Announced the Columbia Girl Scout Troop will be collecting Christmas trees on Saturday, January 12, 2019, for a donation of \$5. Contact Ben Gorman at Gorman Distributors.

Provided comments on the 2019 budget, discussed the process, and encouraged the borough to utilize different communication methods to explain the budget that may assist the residents' in understanding of all aspects of the Borough's finances.

Community Development

Councilman Berntheizel reported that there are 12 people interested in the Streetscape Committee, two of which are current business owners.

Manager Denlinger reported that Columbia Borough is working toward the development of a Columbia Borough Facebook page and a YouTube channel to improve communications. It is anticipated that the new tools will allow Borough Council meetings to be live streamed. Borough Council discussed that the Borough will need to adopt a Social Media Policy to guide the development and management of these communication vehicles before the new social media tools can go into effect. Borough Council directed Manager Denlinger to draft a Social Media Policy for discussion and consideration at an upcoming Borough Council meeting.

Finance

Motion: To approve November 2018 Financial Reports including Check Register Report, Treasurer's Report, Budget Performance Report: General Fund, Capital Fund, State Fund (Liquid Fuels), Waste Water Fund and Municipal Authority and Capital Fund and Tax Collector Report.

Motion by:	Second by:	Voice Vote:
Murphy	Novak	All Favored – Motion Carried

Motion: To approve Ordinance No. 909: Police Pension Plan.

Motion by:	Second by:	Voice Vote:
Murphy	Burgard	All Favored – Motion Carried

Motion: To approve Resolution No. 19-01: 2019 Fee Schedule.

Motion by:	Second by:	Voice Vote:
Murphy	Novak	All Favored – Motion Carried

Motion: To approve Resolution No. 19-02: Designation of Depositories/Financial Institutions and Authorization of Signatories.

Motion by:	Second by:	Voice Vote:
Murphy	Berntheizel	All Favored – Motion Carried

Motion: To approve the purchase of a licensed software and professional services, for the Police Department, from CODY Computer Services, Inc. at a cost not to exceed \$39,413.31 as a designated expense in the approved 2019 Capital Fund Budget.

Motion by:	Second by:	Voice Vote:
Murphy	Burgard	All Favored – Motion Carried

Manager Denlinger reported the next step in the Redevelopment Assistance Capital Program (RACP), is the application to the PA Department of Community and Economic Development to be submitted by January 31, 2019. This is the second of three steps that the Borough would take in the application process. The first step was taken in 2017, when we applied through our State Representative to have a line item authorized in the Redevelopment Assistance section of the PA Capital Budget Itemization Act. With that authorization in place, the Borough can now apply for a specific project that falls within the initial request, namely acquisition and construction in support of downtown parking. The second step – application – will allow the Borough to better define the parking improvement project we are considering using that RACP line item to support. The maximum funding request would be for \$3.5 Million and would require an equal match of Borough funds. It is not anticipated that the parking projects, once completely defined through the final (third step) application, will require the full request and/or match. The Borough match would come from the Columbia Borough Bond Capital Fund Budget.

Motion: To amend and approve Columbia Borough Policy 2019-01: Purchasing Policies and Procedures with the following corrections.

- Pg. 1 Item #5 corrections should read \$0-\$50, \$51-\$1000, \$1001-\$10,000, \$10,001+
- Pg. 3 Add “Borough Manager approval” to the \$10,001 to \$20,100 line

Motion by:	Second by:	Voice Vote:
Murphy	Novak	All Favored – Motion Carried

Legislation

Manager Denlinger reported on the proposed Historic District Expansion. In conversation with PHMC, we understand what next steps are required for the state to review and consider signing off on the expansion of Columbia’s historic district. The proposed expanded district would then come back before Borough Council for further review, discussion, and consideration before going into effect. PHMC requires a fair amount of detailed information about the district and documentation in order to do their review. Manager Denlinger indicated that in consultation with Councilman Novak and Planning/Zoning Manager Helm, we will be referring this work back to the Borough HARB to enlist their resources in developing the detailed information and completing the documentation needed for PHMC review. Councilman Novak reviewed the process followed to date for the proposed Historic District Expansion and reiterated the fact that approval of an expanded district would require further discussion and consideration and allow for public input throughout. Councilman Berntheizel commented that while he is supportive of the Borough’s Historic District and sees preservation efforts as beneficial for the community, he would like to see the HARB do more in the way of educating the property owners in the current historic district before the Borough spends any additional time on considering an expansion to the district.

Parks and Recreation

Councilwoman Williams announced the January 10, 2019 Parks and Recreation Advisory Committee meeting is cancelled. The next meeting will be February 21, 2019. The regular monthly meetings for the Parks and Recreation Advisory Committee will be held the 2nd Thursday of every month.

Personnel

Motion: To approve appointment of John Novak as the Borough Council representative to the Police Pension Board for a term of 1 year to expire December 31, 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Councilwoman Kress-Hartman Announced an opening for appointment of a Citizen Representative to the Civil Service Commission for a term of six years to expire December 31, 2024.

Motion: To approve appointment of Quetsy Yates to the position of Accountant, effective January 9, 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Burgard	All Favored – Motion Carried

Motion: To approve the resignation of Steve Kaufhold, Columbia Borough Code Enforcement Manager.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Novak	All Favored – Motion Carried

Motion: To approve appointment of Paul Paulsen to the position of Interim Code Enforcement Manager, effective January 9, 2019.

Motion by:	Second by:	Voice Vote:
Kress-Hartman	Berntheizel	All Favored – Motion Carried

Public Safety

Public Safety Chair, Councilperson Burgard accepted the following Reports: Columbia Borough Fire Department and Columbia Borough Code Compliance. All other reports will be presented at the next Borough Council Regular Meeting on January 22, 2019.

Public Works & Property

Motion: To approve Resolution No. 19-04: A resolution of the Borough Council authorizing the sale, by auction, of items previously utilized at the Wastewater Treatment Plant.

Motion by:	Second by:	Voice Vote:
Fitzgerald	Novak	All Favored – Motion Carried

Councilwoman Fitzgerald reported this is the last week for the street sweeper. Tree trimming will begin along the same route next week. Trees may be dropped off at the Borough farm or the fire department on Manor street Saturday, January 12, 2019

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

Solicitor No report

Secretary/Treasurer

Borough Secretary/Treasurer Denlinger announced the following:

The Borough Office and Public Works Department will be closed Monday, January 21, 2019 in observance of the Martin Luther King Jr. Holiday.

The Borough is looking into two opportunities with F&M. The first is the development of an Android Mobile Application for use in the codes department. The second is an eight-week internship through the Public Service Summer Institute.

Meeting change: Columbia River Park Advisory Committee Meeting for January will be held on Thursday, January 17, 2019 at 6:00 pm at the Columbia Crossing River Trails Center.

Boards/Commissions No reports

Reports from Council Members No reports

Council President Murphy announced on January 22, 2019 at 6:00 PM Council will hold an information session to receive information from its Borough Manager and Solicitor. The next meeting of Columbia Borough will be a Regular Borough Council Meeting beginning at 7:00 PM on January 22, 2019.

Motion: To adjourn the meeting at 10:14 PM.

Motion by:	Second by:	Voice Vote:
Murphy	Williams	All Favored – Motion Carried

MOTIONED AND APPROVED this 22nd 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 on January 8, 2019

CITIZEN COMMENTS - Agenda Items

Citizen / Comments

Shirley McBride - 219 Perry Street, Columbia, PA

Commented on not receiving responses from Borough Manager.

Sharon Litner - 500 Chestnut Street, Columbia, PA

Commented on residents needing clarifications referencing grants and bonds.

Frank Doutrich - 1001 Ironville Pike, Columbia, PA

Inquired on Item #10b on the agenda

Inquired on Item #10c on the agenda

Inquired on Item #14b on the agenda

Inquired on Item #14c on the agenda

Inquired on Item #14e on the agenda

Norm Meiskey - 125 N 13th Street, Columbia, PA

Inquired on Item #10a on the agenda

Inquired on Item #11b on the agenda

Inquired on Item #11e on the agenda

Inquired on Item #11f on the agenda

BOROUGH COUNCIL MEETING on January 8, 2019

CITIZEN COMMENTS - Non Agenda Items

Citizen / Comments

Nora Stark - 170 Locust Street, Columbia, PA

Discussed concerns in regards to the tax increase and loaning money to businesses.

Sharon Litner - 500 Chestnut Street, Columbia, PA

Inquired as to whether petition is going to be addressed. Inquired on when discussions were for the tax increase.

Richard Booth - 259 S 4th Street, Columbia, PA

Expressed concern for the Spotted Lantern Fly issue.

James McGinness - 1020 Manor Street, Columbia, PA

Discussed accountability and communication between the Borough and Residents. Suggested a report to educate residents.

Bill Kraft - (owner of) 501 S 9th Street, Columbia, PA

Commented on the tax increase repeal and questioned council members concerning Ordinance 891

Tina Soukup - (owner of) 236 N 7th Street, Columbia, PA

Commented on Knox Box Ordinance, monthly communications, taxes, Historic District proposed expansion, and the revolving loan funds.

Frank Doutrich - 1001 Ironville Pike, Columbia, PA

Commented on petition of 1150 signatures and repealing the 2019 tax rate.

Shirley McBride - 219 Perry Street, Columbia, PA

Commented on raising taxes and spending money.

Norm Meiskey - 125 N 13th Street, Columbia, PA

Commented on Ordinance 897, 2019 tax increase and the budget. Expressed he shares the same vision for the town as the members on Borough Council.

Fran Resch - 1027 Walnut Street, Columbia, PA

Commented on the tax increase, that the Borough is not a lending institution, and that Borough Council needs to listen to residents.

Chris Soukup - (owner of) 236 N 7th Street, Columbia, PA

Commented on the Knox boxes and raising of taxes and asked what the Borough sees as the end game.

Gerald Hawn - (owner of) 103 N 5th Street, Columbia, PA

Commented on Walnut Street project being defective, parking signs at 501 Walnut Street, lack of borough communication, and he is meeting with Borough Manager this week.