



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

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

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**PRELIMINARY AGENDA**  
**COLUMBIA BOROUGH COUNCIL MEETING**  
**December 10, 2018**  
**7:00 PM**

**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 December 10, 2018 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.
5. Citizen Comments (Agenda Items Only)
6. Minutes for Approval
  - a. Consider approval of the Borough Council Meeting Minutes for November 12, 2018.
8. Mayor Lutz

**II. Standing Committee Assignments**

10. The Committee on Public Safety
  - a. Reports: Police/Fire/Codes/Zoning, Planning, Food & EMA reports; Statistical Reports: SVEMS; School Resource Officer Report. CQRS Statistical Report.
11. The Committee on Finance
  - a. Consider approval of October 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 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
  - c. Consider approval of 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.
  - d. Consider approval for the K.T. Graham lease agreement and proposal for borough-owned property located at 137 South Front Street.

- e. Consider approval of 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, 2018 WITH A FEE NOT TO EXCEED \$16,500.00.
- f. Consider approval of Resolution No. 18-22  
 A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER, 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.
- g. Consider approval of Resolution No. 18-26  
 A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER, PENNSYLVANIA AUTHORIZING THE LANCASTER COUNTY LAND BANK AUTHORITY TO ACCEPT PROPERTY LOCATED AT 337 CHERRY STREET INTO THE COLUMBIA LAND BANK PROGRAM.
- h. Consider potential list of uses for 2016 G.O. Bond proceeds.
- i. Review 2019 Fee Schedule.

12. The Committee on Personnel

- a. Consider re-appointment of Dan Bell to the Police Pension Board for a term of 1 year to expire 12/31/2019.
- b. Consider re-appointment of Annette White to the Columbia Borough Planning Commission for a term of 4 years to expire 12/31/2022.
- c. Consider re-appointment of Terry Anne Doutrich to the Columbia Borough Zoning Board for a term of 5 years to expire 12/31/23.
- d. Consider re-appointment of Steve White to the Columbia Borough Zoning Board for a term of 5 years to expire 12/31/23.
- e. Consider re appointment of William Kloidt, Jr. to the Vacancy Board for a term of one year to expire 12/31/2019.
- f. Consider re-appointment of Suzanne Stallings to the Columbia Borough HARB Board for a term of 5 years to expire 12/31/24.
- g. Consider re-appointment of Amy Evans to the Columbia Borough HARB Board for a term of 5 years to expire 12/31/24.
- h. Consider re-appointment of Elizabeth Smedley to the Columbia Borough Board of Health for a term of 5 years to expire 12/31/24.
- i. Consider re-appointment of Amy Evans to the Columbia Borough Tree Commission for a term of 5 years to expire 12/31/24.
- j. Consider re-appointment of William Kloidt to the Columbia Borough William Lockard Trust for a term of 5 years to expire 12/31/24.
- k. Consider approval to accept the resignation of Ronald Miller as Columbia Borough Public Works Director effective February 1, 2019
- l. Consider approval to appoint Georgianna Schreck as Assistant Borough Manager effective immediately at her present salary

- m. Consider approval to appoint Kyle Watts as Finance Manager effective immediately at a salary of \$55,000 per year.
- n. Consider approval to post the Accountant position internally beginning December 11, 2018.
- o. Consider approval for advertisement of the 2019 Meeting Calendar.
- p. Consider approval 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.

- 13. The Committee on Public Works & Property
  - a. Public Works Director & Wastewater Manager Report
- 14. The Committee on Parks and Recreation
- 15. The Committee on Legislation
  - a. Consider approval of 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.

- 16. The Committee on Community Development

### **III. Reports of Boards, Commissions, Authority, Solicitor, and Secretary/Treasurer**

- 17. Solicitor
- 18. Secretary/Treasurer
  - a. Pennsylvania's Office of Open Records (OOR) - new standard Right to Know Request Form.
  - b. The Borough Office and the Public Works Department will be closed on Tuesday, December 25, 2018 and Wednesday, December 26, 2018 for the Christmas Holiday and Tuesday, January 1, 2019 for the New Year Holiday.
  - c. Public reminder for the Special Borough Council Meeting on December 13, 2018 to consider approval for the 2019 Columbia Borough budget.
- 19. Boards/Commissions/Authority
- 20. Reports from Council Members
- 21. Citizen Comments (Non-Agenda Items Only)
- 22. At 6:00 PM on December 13, 2018 Council will hold a Special Borough Council Meeting

23. At 6:00 PM on January 8, 2019 Council will hold an information session to receive information from its Borough Manager and Solicitor.

**IV. Adjournment**

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

**Citizen Comments – Agenda items only**

**Rick Sacks, owner of 116 N 4<sup>th</sup> 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 13<sup>th</sup> 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 2<sup>nd</sup>: 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 2<sup>nd</sup>: 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 2<sup>nd</sup>: 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 2<sup>nd</sup>: T. Burgard **Voice Vote:** All Favored  
**Motion Carried**



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

**Motion:** To approve advertisement of the 2019 meeting calendar.

**Motion: M. Kress Hartman2<sup>nd</sup>: 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 2<sup>nd</sup>: 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      2<sup>nd</sup>:      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      2<sup>nd</sup>:      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 2<sup>nd</sup>:      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 2<sup>nd</sup>: 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 2<sup>nd</sup>: 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 25<sup>th</sup> and Wednesday, December 26<sup>th</sup>, 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 2<sup>nd</sup>: J. Novak Voice Vote: All Favored  
Motion Carried

**MOTIONED AND APPROVED** this 8<sup>th</sup> 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





