

COLUMBIA BOROUGH COUNCIL – WORK SESSION MEETING

February 5, 2019 | Council Chambers

MINUTES

1. 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.

2. Following a moment of silence, Council President Murphy led the Pledge to the Flag. After the Pledge to the Flag, citizen Frank Doutrich handed a letter to each member of Borough Council and Borough Manager Denlinger.
3. Council President Murphy announced that there was no Information Session held on February 5, 2019. He also indicated that there is no sign up for citizen comments at the work session; however, as citizens want to ask questions or make comments on agenda items during the meeting, they are asked to raise their hand and be recognized to speak.

4. Presentation of the Pre-Final Master Site Plans for Janson, Rotary, and Makle Parks. Consultants Ann E Yost and Chuck Strodoski (YSM Landscape Architects) led the presentation and discussion. The proposed plans are based on input from a variety of sources, including the results of resident surveys, key person interviews, open house discussions, and the ongoing input of the Parks & Recreation Advisory Committee. Highlights of the proposed improvements for each park include:

Janson Park will retain a baseball field for the current youth league usage and incorporate new dugouts, concession stand, and bleachers. A portion of the park could feature a splash pad water feature and new age-segregated play areas, seating for visitors and restroom facilities.

Rotary Park plans call for new seating area at the basketball court, a new picnic pavilion, small trailhead with paths to connect to existing non-motorized trail system, a splash pad water feature, restrooms, and other playing areas for activities such as bocce and other outdoor games.

Makle Park will feature three basketball courts (1 large game court and 2 smaller courts) a small picnic pavilion, fitness equipment, a misting water feature, bleachers, sitting area, water bottle filler, and restrooms.

Consultant Steve Landes presented the draft recreation programming report for discussion. While enumerating the many organizations and special events held in Columbia, Mr. Landes indicated there are large gaps in available recreational programming. He said that the Borough has an opportunity to build on the strength of the Parks & Recreation Advisory Committee to create awareness in community about existing programs and to develop new offerings. He suggested that a partnership between the School District and the Borough for the purpose of creating and implementing successful recreational programs could be explored and that there is a state funding program that would support such a collaborative effort.

Parks & Recreation Chair, Pam Williams encouraged residents to review the Pre-Final Plans and the Recreation Programming Report and share their opinions and feedback on the strengths and weaknesses of the proposed plans as well as what opportunities they believe are the best for the Borough to build on for parks and recreation in Columbia.

5. Finance

- a. Council President Murphy shared that Finance Manager Kyle Watts has been working with Council to revise the documents included in the monthly Finance Reports. The goal is to make the reports more user-friendly within the format of more structured documents to standardize the presentation of consistent financial information. Mr. Watts offered assistance in answering questions during and after the meeting in regard to the Borough's monthly Finance Reports.

Mayor Lutz asked when the 2018 fiscal year budget will be closed out. Mr. Watts reported that the Auditors are scheduled to be in the office conducting the audit the week of February 18. When they are done, staff will make the closing entries and we will receive the Auditors Report in mid-April timeframe. The Auditors Report and findings will be made part of the Finance packet in the month after it is received for Borough Council review.

- b. Council President Murphy introduced Jamie Weidner, Executive Director of Columbia Life Network (CLN) who asked to be on the agenda for Borough Council to reconsider their request for \$66,000 in funding support during 2019. Mr. Weidner expressed that without Borough support, CLN will not be able to continue operations. Mayor Lutz provided a brief overview of the non-profit's 15-year history working with Columbia residents as an arm of the Borough and presented five letters of support from local agencies that partner with CLN. Council expressed concern about the longevity and sustainability of CLN. Councilperson Burgard shared suggestions he made to the previous Director regarding marketing and provision of services to a wider audience. Councilman Novak noted that when Mr. Weidner made a presentation during the 2019 Budget process, Council had requested additional information on their viability plan for 2019 and beyond. At that time, CLN indicated that additional information would be forthcoming; however, nothing further was supplied to Council for consideration prior to the passing of the 2019 Budget (in December 2018). Council President Murphy stated that this matter will be added to the agenda for the February 12, 2019 meeting and asked Borough Staff to provide budget implications to Council in advance. Councilperson Burgard asked that CLN provide to Council the information and plan for CLN's long-term sustainability.
6. Personnel Chair Kress-Hartman provided an overview of and led a discussion of the proposed Rules of Decorum for Public Meetings. One change to the meeting schedule would be for Work Sessions to start at 6:00 PM – one hour earlier than currently set. The proposed document does not cover the Protocols for Elected Officials' Conducting Borough Business – as that will be established through a separate document. A resident (no name/address provided) questioned whether the rules can state that anyone who elects to record any meeting must announce that they are doing so to all in attendance. Council President Murphy stated that the proposed Rules will be added to the agenda for the February 12, 2019 meeting

7. Legislation

- a. Legislation Chair Novak led a discussion on the draft ordinance regarding abandoned vehicles. The draft language deals primarily with vehicles on private property and related code compliance matters. Interim Code Compliance Manager, Paul Paulsen pointed out things the Code Compliance staff will find difficult to enforce, including an understanding of what constitutes a vehicle that is "unused" and/or "unusable". He stated that all definitions need to be clear. The Code Compliance Officers are not in the practice of entering private property to check out a vehicle unless there is a clear public safety and/or emergency concern; however, they may obtain picture evidence without trespassing on private property.

Mr. Paulsen stated that §207-111 and §207-112 need to be reviewed to make the ordinance clear for residents. Councilperson Novak directed Mr. Paulsen to deliver the Code Compliance concerns with the draft ordinance to the Borough Manager in writing so that they can be

shared with the Borough Solicitor toward making suggested revisions for Council consideration.

Mayor Lutz emphasized that the ordinance should allow for the Code Enforcement Manager, Chief of Police, or their designee, to have the ability to enforce this ordinance. Councilperson Novak directed the Borough Manager to take the comments to be provided by Code Compliance and the Mayor and work with the Borough Solicitor to provide an updated draft ordinance for the March 5, 2019 Work Session for further discussion.

- b. Borough Manager Rebecca Denlinger shared an update on the regulation of drones (unmanned aircrafts) noting that the Borough was originally considering the creation of an ordinance. Upon receiving direction that we cannot create an ordinance that pre-empts existing state statutes, the Borough Manager will work with the Solicitor to create a Borough specific policy regarding specific uses of drones by the Columbia Borough Police Department, Columbia Borough Fire Department, Code Compliance, and Emergency Management personnel, to include a procedure to be followed in an event that the Emergency Management Systems requires a clear air space for their observation. A draft policy will be prepared for discussion at the March 5, 2019 Work Session.
- c. Borough Manager Rebecca Denlinger shared an update on the development of regulations regarding Short Term Rentals. The Planning Commission has been discussing elements of regulations over recent work sessions. The development of an ordinance for consideration at this time is not advised by the Borough Solicitor as there is a case currently being taken up by the PA State Supreme County known as "Slice of Life, LLC vs Hamilton Township Zoning Hearing Board" that will impact how regulations at the municipal level can proceed. Planning & Zoning Manager Jeff Helm reviewed some of the elements under discussion by the Planning Commission. Borough Councilperson Novak thanked the Planning Commission for their work on this and asked to have the Planning Commission's written input forwarded to Borough Council and staff for more thorough review.
- d. Councilperson Novak led a brief discussion regarding the legalization of the recreational use of marijuana in response to a bill introduced by the state legislature (H.B. 50). Councilperson Novak asked for the Borough Manager to discuss the pending legislation with the Borough Solicitor so that Borough Council can be proactive in discussing any needed regulations or public policy. Mayor Lutz expressed opinions on the Borough being prepared to consider related land use and zoning issues. Borough Manager Denlinger indicated that the development of any ordinance or policy will require the Borough to direct the Solicitor as to what they want in any draft legislation. She recommended having the Planning Commission take this matter up during an upcoming work session. In addition, Denlinger will have F&M Intern Chris Howe-Smith conduct research on this topic as to how other municipalities may be preparing now for the potential legalization of recreational marijuana. Councilperson Novak requested that any Planning Commission notes from discussion and any other research be forwarded to Borough Council by the end of February so that, if possible, Borough Council can schedule the next discussion on this matter for the Borough Council Work Session on March 5, 2019.

8. Community Development

- a. Borough Manager Rebecca Denlinger stated that the Borough will need to create policy for social media use in general; however, the policy in front of Borough Council currently addresses only the startup and management of a Borough Facebook page. Denlinger asked for Borough Council to place this on the agenda for February 12, 2019 and she will forward to the Solicitor for review and comment. Denlinger also noted that she will discuss the policy with the non-uniform union to consider their input.

- b. Borough Council discussed the progress made on getting the equipment needed to start live-streaming Borough Council meetings. The intent is to live stream all three Council meetings each month.
 - c. Mayor Lutz announced that the Columbia Borough School District is working on a community calendar and is inviting the Borough to participate.
 - d. Councilperson Berntheizel announced the ongoing effort to extend the Northwest Lancaster County River Trail south to connect through Manor Township to the Enola Low Grade Trail. This effort and other initiatives to connect trails regionally are creating an opportunity for Columbia to be a hub of trail activity in the larger Susquehanna Riverland area.
9. **Announcements** – Council President Murphy announced Borough Council will hold an information session at 6:00 PM on February 12, 2019 to receive information from its Borough Manager and Borough Solicitor. Borough Council will hold its regular meeting on February 12, 2019 at 7:00 PM
10. Motion to adjourn the meeting at 10:22 PM.

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

MOTIONED AND APPROVED this 12th day of February 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