

## COLUMBIA BOROUGH COUNCIL – WORK SESSION

March 5, 2019 | 7:00 PM

Paul W. Myers Council Chambers

### MINUTES

1. 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 absent.

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

2. A moment of silence was observed. Junior Councilperson Misciagna led the pledge to the flag.

3. Finance

- a. Council President Murphy presented the January 2019 finance reports for discussion. Councilperson Novak questioned several items in the finance report. Borough Manager Denlinger responded and noted that Council will receive additional information from Finance Manager Kyle Watts for the questions not answered during the meeting. Resident Frank Doutrich (1001 Ironville Pike, Columbia) questioned the cost of removing the lights from the Locust Street tree, how many credit cards the Borough has issued, and whether the \$10,000 spending limit of the Borough Manager is a separate fund or line item in the budget. Councilpersons Berntheizel and Novak as well as Borough Manager Denlinger responded to the questions. Council President Murphy directed the Borough Manager to place the January 2019 Finance Reports on the March 12, 2019 Regular Borough Council Meeting agenda.

4. Personnel

- a. Councilperson Kress-Hartman presented information on a request to increase the hourly rate (from \$14.16/hour to \$19.16/hour) for Part Time Code Compliance Property Inspector D. Dommel who recently completed the Property Inspector Certification. This increase will be retroactive to February 18, 2019, the date he completed the certification. Resident Frank Doutrich (1001 Ironville Pike, Columbia) asked how many full time and part time inspectors the Borough currently has. Council President Murphy and Code Compliance Manager Paulson responded. Council President Murphy directed the Borough Manager to place this matter on the March 12, 2019 Regular Borough Council Meeting agenda.

5. Public Works & Property

- a. Councilperson Fitzgerald presented for reviewed the draft agreement with CHI St. Joseph Children's Health (CHI) for management of the Columbia Market House. There was detailed discussion between Council and CHI President, Mr. Philp Goropoulos. Several questions and comments from Borough Council were regarding timelines for CHI's proposed opening of a restaurant in the Market including the days and hours of operation. Mr. Goropoulos stated that while CHI is not willing to be contractually obligated to operating a restaurant five days a week, the intention of the restaurateur they are working with is to be open five days a week. Furthermore, Mr. Goropoulos stated that CHI's intention is to implement the proposal previously accepted by the Borough and support that level of restaurant operation. Mr. Goropoulos also commented that CHI is approaching this project in a way that limits the Borough's investment into operations and allows the Market House vendors and activities to grow to be sustainable over the five-year agreement period.
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Borough Council indicated their desire to see the agreement include timeline language regarding a clearer understanding for the establishment of a restaurant vendor operating five days per week. The agreement should also stipulate that the five-year operation period would commence at the opening of the Market House. Council President Murphy requested that a disclaimer be added to Items M and N to read: *“the above statements and exhibits in Item M., Compliance with CHI Standards of Conduct with exhibit “C”, and item N., Ethical and Religious Directives with exhibit “D” above, are solely those of CHI-SJCH and do not bind or necessarily reflect (implied or real) those of the Borough of Columbia Government, Lancaster County, Commonwealth of Pennsylvania.”*

Resident Sharon Lintner (500 Chestnut Street, Columbia) asked for clarification on the RACP funds the Borough applied for. Borough Manager Denlinger responded. Brian Long (Columbia news, views, and reviews) asked for clarification on the current condition and assessment of the mechanicals in the Market House. Mr. Goropoulos responded. Resident Frank Doutrich (1001 Ironville Pike, Columbia) questioned the bidding process of the Boroughs' portion of construction work to be done at the Market House. Mr. Goropoulos responded.

Borough Council directed Borough Manager Denlinger to work with CHI toward final revisions to the Professional Services Agreement as discussed. Council President Murphy directed the Borough Manager to place this matter on the March 12, 2019 Regular Borough Council Meeting agenda.

## 6. Public Safety

- a. Councilperson Burgard led a discussion on new smoke detector regulations being proposed by Interim Code Compliance Manager, Paul Paulsen. Mr. Paulsen provided information on the 10-year Lithium Ion battery-type smoke detector being recommended by both the Columbia Borough Fire Department and Code Compliance. The Borough Manager was directed to continue to work with Code Compliance to prepare a draft ordinance. Borough Council would like to have this matter place on the April 2, 2019 Work Session agenda.

Resident Frank Doutrich (1001 Ironville Pike, Columbia) asked how a rental property owner both knows when their property needs inspected and when changes are made to rental regulations that may impact them. Interim Codes Manager Paulsen responded. Councilperson Novak also requested that Code Compliance staff use discretion for charging for required re-inspections due to “new” compliance regulations. Mr. Doutrich also inquired about the status of a property on his block. Borough Manager Denlinger responded that if Mr. Doutrich provides the address, staff will process his request for documents regarding that property through the Borough's Right to Know request.

## 7. Legislation

- a. Councilperson Novak presented draft Ordinance and Exhibit A for discussion of amending Chapter 5 (Administration of Government) of the Code of the Borough of Columbia for discussion. This amendment is needed due to the change from work being completed through a Borough Council Committee system to a system whereby Borough Council meets once monthly in Work Session (as a Committee of the Whole) and twice per month in Regular Borough Council meetings. Borough Council requested and Borough Manager Denlinger made note of several changes to the draft. Councilperson Novak directed the

Borough Manager to make the revisions as discussed and place this matter on the March 12, 2019 Regular Borough Council Meeting agenda.

- b. Councilperson Novak led a discussion on regulations regarding abandoned and/or hazardous vehicles. He noted a list of questions as discussed at the February Borough Council Work Session and directed the Borough Manager to place this matter on the April 2, 2019 Borough Council Work Session agenda.
- c. Councilperson Novak led a discussion on a policy regarding the use of drones in the Borough noting the materials provided in the packet. He noted that the policy that the Borough develops should include language for control of air space during an emergency. Councilperson Novak directed the Borough Manager to continue internal meetings with all concerned departments and partner organizations to further discuss and develop a proposed policy. Borough Manager Denlinger reported that Police Chief Brommer offered to lead the development of the policy. Councilperson Novak directed the Borough Manager to place this matter on the May 7, 2019 Borough Council Work Session agenda.
- d. Councilperson Novak led a discussion on updated information on regulations regarding short term rentals. Councilperson Novak asked Borough Council to review the materials provided in the meeting packet and directed the Borough Manager to place this matter on the April 2, 2019 Borough Council Work Session agenda for further discussion.
- e. Councilperson Novak led a discussion on the Commonwealth's initiative to review the legalization of Recreational Marijuana. Borough Manager Denlinger provided research obtained by the Franklin and Marshall Intern currently working with the Borough as well as a 2018 report prepared by the International City/County Management Association (ICMA). The Borough Manager also recommended continued engagement and input on this issue from the Columbia Borough Planning Commission. Councilperson Novak directed the Borough Manager to provide an update at the April 2, 2019 Borough Council Work Session.
- f. Councilperson Novak led a discussion on the Historic District expansion application to the PA Historic and Museum Commission (PHMC). Zoning and Planning Manager Jeff Helm provided an update on HARB's activity. Councilperson Novak gave an overview of how the process of expanding the Historic District got started. Councilperson Berntheizel commented that the management of an expanded Historic District will need to be part of the ongoing conversation regarding this application to PHMC. Councilperson Novak directed the Borough Manager to provide an update at the April 2, 2019 Borough Council Work Session.

#### 8. Community Development

- a. Councilperson Berntheizel led discussions on an updated draft of a Social Media Policy: Administration of Columbia Borough Facebook Page. Borough Manager Denlinger reviewed the changes provided by the Borough Solicitor. Councilperson Novak inquired about the Borough use of other social media vehicles along with Facebook. Borough Manager Denlinger responded that while we are going to start with Facebook and will have the ability to link with a Borough Twitter feed, we are only getting started with Facebook. Resident Frank Doutrich (1001 Ironville Pike, Columbia) questioned how this media source will be used and who will be responsible for managing the process. Borough Manager Denlinger responded. Councilperson Berntheizel directed this item to be moved to the agenda for the March 12, 2019 Borough Council meeting.

- b. Property Owner Gerald Hawn (103 N 5<sup>th</sup> Street, Columbia, PA) asked for a status on the property at 119 N 5<sup>th</sup> Street. Zoning Officer Helm responded.

9. Announcements

Council President Murphy announced on March 12, 2019, at 6:00 PM, Council will hold an information session to receive information from its Borough Manager and Solicitor.

Councilperson Williams announced the next Parks and Recreation Committee meeting will be held Thursday, March 14, 2019 at 6:00 PM at Borough Hall.

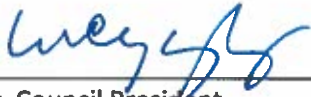
10. Motion to adjourn the meeting at 09:43 PM.

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

**MOTIONED AND APPROVED** this 12<sup>th</sup> day of March 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