

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

February 26, 2019 | 7:00 PM

Paul W. Myers Council Chambers

**Minutes**

1. Council President Murphy called the meeting to order at 7:03 PM

Councilpersons present: Murphy, Novak, Williams, FitzGerald, Kress Hartmnan, Berntheizel, Burgard. Mayor Lutz was also present

Junior Councilpersons Present: Misciagna. Cover, Black and Simpson was absent

2. Prayer was offered by Father Kelly of Holy Trinity Catholic Church
3. Mayor Lutz lead the pledge to the flag
4. Council President Murphy announced that on February 26, 2019 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.
5. Citizen Comments on Agenda Items Only are incorporated at the end of these minutes
6. Minutes for Approval

- a. Motion to approve Borough Council Meeting Minutes for February 5, 2019

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

Councilperson Novak asked for revision to February 5, 2019 Work Session Minutes 7.b. to add to “Borough Manager to work with Solicitor to create Borough policy regarding specific use of drones by the 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 System requires a clear air space for their observation.”

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

Borough Council then voted on the original motion with the revision as stated.

- b. Motion to approve Borough Council Regular Meeting Minutes for February 12, 2019

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

Council Person Novak asked for a revision to the February 12, 2019 Borough Council Regular Council Meeting to Citizen Comments for non-agenda items. Frank Doutrich’s comment to read, “Discussed the list of unpaid Borough property taxes....”

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

Borough Council then voted on the original motion with the revision as stated.

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7. Presentation: Jeff Helm, Planning & Zoning Manager – Columbia 2040: Comprehensive Plan Overview

Jeff Helm provided an overview of the Columbia 2040: Comprehensive Plan. The Columbia Borough Planning Commission (CBPC) is committed to initiating the development of an updated Comprehensive Plan and engaging the public throughout the process. CBPC is modeling this effort after the Lancaster County Planning Commission's Places 2040 theme-based countywide planning process as well as the best practices and framework for urban planning from Pittsburgh's most recent planning process. Overarching themes include planning for Columbia to be a walkable, more connected, safe, healthy, and ultimately a more thriving community.

CBPC has secured seven venues for public engagement sessions and will communicate information about the sessions and the overall Columbia 2040 process with the public. CBPC and Borough Staff will endeavor to complete the Columbia 2040 plan in house, with the assistance of the staff of the Lancaster County Planning Commission; however, without contracting the services of a professional planning firm. Information, ideas, and input from residents will be the highest priority in developing the Columbia 2040 Plan. CBPC has designated an aggressive timeline for approval by the end of 2019. To that end, CBPC Chairperson Mary Wickenheiser announced that they have designated a special work session meeting solely for Comprehensive Plan discussions to be held on the first Thursday of each month at 6PM beginning on March 7, 2019.

8. Mayor Lutz referenced the latest edition of Borough News and a specific article detailing the importance and growing popularity of parks and recreational facilities. Mayor Lutz addressed the recent notices given out to unregistered/unlicensed cars by the Police Department and the Active Shooter/Security in Places of Worship Training that was held last week. The Borough and the Chief of Police are committed to public safety and organizations are encouraged to reach out for more information.

9. Community Development

- a. A revised Social Media Policy addressing the Administration of the proposed Columbia Borough Facebook page prepared by the Borough Solicitor was included in the Meeting Packet. This policy will be discussed at the March 5, 2019 Borough Council Work Session.

10. Finance

- a. Council President announced that the January 2019 Financial Reports will be considered at the March 12, 2019 Regular Borough Council Meeting
- b. Council received information on the proposed projects that Columbia will consider making application to the Lancaster County Housing & Redevelopment Authority through the FY 2019 Community Development Block Grant (CDBG) program. Currently, there are two potential applications. The Borough Engineer and Highway Manager Graham are looking into several blocks of S. Second Street for consideration as the first application. The second application involves Market House improvements. More information for consideration and action by Council will take place at the March 12, 2019 Regular Borough Council Meeting.

11. Public Works & Property

- a. Councilperson Fitzgerald gave an update on the Professional Services Agreement (PSA) with CHI St. Joseph for the operation and management of the Columbia Market House. The PSA is currently under review by Solicitor. Borough Manager Denlinger stated that the agreement will be discussed at the March 5, 2019 Borough Council Work Session and considered at the March 12, 2019 Regular Borough Council Meeting.

- b. Motion to approve a (month-to-month) License Agreement with KT Graham for temporary use of Borough owned property at 147-149 South Front Street.

Motion by:	Second by:	Voice Vote:
F. FitzGerald	C. Berntheizel	All Favored – Motion Carried

- c. Motion to approve proposal from Roadbotics for services to scan and rate Borough Streets at a cost not to exceed \$5,000.00 conditioned upon review of the contract by the Borough Solicitor.

Motion by:	Second by:	Voice Vote:
F. FitzGerald	J. Novak	All Favored – Motion Carried

- d. Motion to approve proposal from Utility Services Group (USG) for services to complete Phase I Storm Sewer Investigation at a cost not to exceed \$28,000.00 conditioned upon review of the contract by the Borough Solicitor.

Motion by:	Second by:	Voice Vote:
F. FitzGerald	J. Novak	All Favored – Motion Carried

- e. Motion to approve to advertise the 2019 Street Improvements 944 Bid, pending Solicitor review, to include Maple Street (N. 7<sup>th</sup> to N. 6<sup>th</sup>), 7<sup>th</sup> Street (Maple to Poplar), Avenue H (N. 3<sup>rd</sup> to N. 5<sup>th</sup>), Houston Street (S. 9<sup>th</sup> to S. 10<sup>th</sup>), S. 9<sup>th</sup> Street (Manor to Cemetery Entrance) and Central Avenue (S. 10<sup>th</sup> to S. 13<sup>th</sup>).

Motion by:	Second by:	Voice Vote:
F. FitzGerald	C. Berntheizel	All Favored – Motion Carried

- f. Motion to approve the Change Order for the South 8<sup>th</sup> Street CDBG Phase 2 Improvements Contract with Pennsy Supply in the amount of \$33,850.90 for work in the 000 block of South Eighth Street.

Motion by:	Second by:	Voice Vote:
F. FitzGerald	J. Novak	All Favored – Motion Carried

- g. Motion to consider approval of an Application for Payment for the South 8th Street CDBG Phase 2 Improvements Contract with Pennsy Supply in the amount of \$219,241.94, reflecting the retainage amount of \$3,337.88 for remaining punchlist items in the 000 block of South Eighth Street. \$200,000 of this amount to be paid with 2018 CDBG Grant Funds.

Motion by:	Second by:	Voice Vote:
F. FitzGerald	J. Novak	All Favored – Motion Carried

12. Reports, Comments, and Announcements

- a. Solicitor- No Report
- b. Secretary/Treasurer

Borough Manager Denlinger announced that the Borough will be advertising an update to the 2019 Borough Meeting Calendar, as follows:

Borough Council Work Sessions – Change of Start time to 6:00 PM (at Borough Hall)  
Planning Commission Work Sessions for Columbia 2040 – (1<sup>st</sup> Thursdays at 6:00 PM at Borough Hall)  
Planning Commission Meeting change from May 21, 2019 to May 22, 2019  
Parks & Recreation Advisory Committee Meetings (2<sup>nd</sup> Thursday at 6:00 PM at Borough Hall)  
Columbia River Park Advisory Committee Meetings (4<sup>th</sup> Thursday at 6:00 PM at Columbia Crossing)  
Address any other errors or needed changes from the originally advertised Meeting Calendar.

Announcement that the preliminary public draft of the Lancaster Active Transportation Plan is now available for public review and comment at [www.lancasteratp.org](http://www.lancasteratp.org). The plan is a joint effort of the Lancaster County Planning Commission, the Lancaster Intermunicipal Committee (LIMC), and the City of Lancaster. The plan identifies priority on- and off-road bicycle and pedestrian facilities and makes recommendations, policies, and programs to implement the plan. The public comment period will run until March 22, 2019. A public open house will be held on March 4, 2019 from 5:00 PM – 7:00 PM, at Lancaster City Hall. Assuming only minor edits are required, the final draft will be released on April 1, 2019, with a projected adoption date of April 22, 2019 by the County Metropolitan Planning Organization (MPO). The Borough will post a link to the Lancaster Active Transportation Plan on our website.

- c. Boards and Commissions

Planning Chairperson Wickenheiser announced the May 21, 2019 Planning Commission Work Session and Regular Meeting will take place on May 22, 2019, 7:00 PM, due to a conflict with Election Day. The change to the meeting date will be included in a forthcoming legal advertisement referencing Updates to 2019 Borough Meeting Calendar.

- d. Council Members

Councilperson Novak acknowledged the Columbia Borough Planning Commission efforts in taking on the Comprehensive Plan process for Columbia 2040.

- e. Citizen Comments on Non-Agenda Items are incorporated at the end of these minutes
- f. At 7:00 PM on March 5, 2019 Borough Council will hold a Work Session Meeting.
- g. At 6:00pm on March 12, 2019 Council will hold an information session to receive information from its Borough Manager and Solicitor.

13. Motion to adjourn the meeting at 9:12 PM.

Motion by:	Second by:	Voice Vote:
P. Williams	J. Novak	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 12th 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

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CITIZENS COMMENTS

**AGENDA ITEMS ONLY**

**Sharon Lintner – 500 Chestnut Street, Columbia PA**

Questioned agenda item 11C. Proposal from Roadbotics to scan and rate the Borough Streets and if this is an annual subscription/expense. Borough Manager Denlinger replied. Ms. Lintner asked cost. Borough Manager Denlinger replied. Ms. Lintner asked what came from a previous study performed several years ago. Borough Manager Denlinger responded.

**Chris Courogen- Lancaster Newspapers, Lancaster PA**

Chris Courogen introduced himself as the reported that Lancaster Newspaper has assigned to Columbia and gave a brief overview of his work history/experience.

**Frank Doutrich—1001 Ironville Pike, Columbia PA**

Questioned why there is no Treasurers and Budget Report included in the January 2019 Finance Report in the 2-26-19 Regular Borough Council Meeting Packet. Council President Murphy responded. Asked if Council will return to providing a monthly Treasurers Report. Council President Murphy responded.

**Gerald Hawn – 501 Walnut Street, Columbia PA**

Questioned why the Borough is still using Pennsy Supply after poor performance in 500 & 600 blocks of Walnut Street. Council President Murphy replied. Questioned if Pennsy awarded Projects listed as 11F and 11G on Agenda. Council President Murphy and Borough Manager Denlinger both replied. Questioned when next bid will go out. Council President Murphy and Borough Manager Denlinger responded. Questioned if he attends BC Meeting, will he be informed of when bids go out and awards made. Borough Manager Denlinger replied.

**NON-AGENDA ITEMS**

**JoAnne Fritz, 1060 Locust Street, Columbia PA**

Asked for an update on the Airbnb on Locust Street. Councilperson Novak responded. Questioned Mayor Lutz if the unregistered cars parked on street will be ticketed or when moving. Mayor Lutz responded. Questioned if consideration was given to putting storm sewers on 11<sup>th</sup> Street. Mayor Lutz and Council President Murphy answered.

**Sharon Lintner, 500 Chestnut Street, Columbia PA**

Commented on storm water pooling and if a storm sewer can be added after the fact. Questioned when the TAP (Technical Assistance Program) is going to happen. Borough Manager Denlinger responded. Ms. Lintner asked if it is a two-day project. Borough Manager Denlinger answered.

**Peg Knoll, representing 1020 Manor Street, Columbia PA**

Questioned the process and timeline for seeking information from Borough. How are questions supposed to be supplied to the Borough? Should all requests go through Borough Manager? Ms. Knoll mentioned an email that she sent to Borough Manager went to SPAM. Borough Manager Denlinger and

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Council President Murphy answered. Ms. Knoll stated she doesn't understand the loan process. She wants to know how to receive written answers to all her questions. Councilperson Berntheizel and Council President Murphy responded.

**Jim McGuiness, representing 1020 Manor Street, Columbia PA**

Questioned the allotment of time for citizen comments and requested Borough Council to consider changing the policy. Council President Murphy and Councilperson Williams and Councilperson Berntheizel responded.

**Michele Keiper**

**Frank Doutrich, 1001 Ironville Pike, Columbia, PA**

Voiced his disappointment that the Borough Solicitor is not in attendance. Questioned how the Solicitor is paid and the importance of having an attorney at meetings. Borough Manager responded. Stated that he comes to meetings and points out violations to assist the Council. He tried to speak at last month's meeting regarding CLN and was not allowed to participate but another resident was permitted to speak. Mr. Doutrich asked who is following the Comprehensive Plan process. Councilperson Berntheizel answered. Mr. Doutrich stated he is concerned about building demolitions and wants to see the Comprehensive Plan address this concern. Mr. Doutrich inquired about Live Streaming of meetings. Borough Manager Denlinger answered. Mr. Doutrich asked if 147-149 Front Street property is taxable. Borough Manager Denlinger responded. Mr. Doutrich asked if Borough is taking in revenue for 147-149 Property. Borough Manager Denlinger responded. Mr. Doutrich asked what the 944 Plan is. Borough Manager gave explanation. Mr. Doutrich asked who pays for 944 Plan projects. Borough Manager Denlinger responded. Mr. Doutrich asked when the Borough is going to hold utility companies responsible for fixing issues they cause in streets. He gave examples. Council President Murphy responded. Mr. Doutrich asked for clarification on Work Sessions. He reported that he heard that individuals think that there is not enough dialog happening. Councilperson Novak responded. Mr. Doutrich stated that he was never derogatory and open to conversation without profanity.

**Gerald Hawn – 501 Walnut Street, Columbia, PA**

Mr. Hawn stated that he toured the Columbia Life Network office and spoke to the Executive Director. Mr. Hawn asked who is responsible for making sure road contracts are physically correct. Borough Manager Denlinger responded. Mr. Hawn gave examples of road projects and voiced concern with who is reviewing and providing Council with information. He questioned the present Borough Engineer's role. Borough Manager responded. He asked the status of 119 N. 5<sup>th</sup> Street. Borough Manager Denlinger answered.