

# COLUMBIA BOROUGH COUNCIL – WORK SESSION

August 8, 2019 | 6:00 PM

## AGENDA

1. Call to Order and Roll Call
2. Moment of Silence & Pledge to the Flag
3. Announcements
4. Finance
  - a. Update on 2019 Budget Review and 2020 Budget Development
  - b. Discussion regarding the collection of delinquent taxes
5. Public Safety
  - a. Update on Food Inspections
  - b. Discussion of Columbia Borough Code – Chapter 24: Fire Department *(Agenda information only. This matter will be forwarded to the August 27, 2019 Agenda)*
  - c. Discussion of Columbia Borough Code – Chapter 2: Fire Inspector *(Agenda information only. This matter will be forwarded to the August 27, 2019 Agenda)*
  - d. Discussion of Columbia Borough Code – Chapter 31: Fire Police *(Agenda information only. This matter will be forwarded to the August 27, 2019 Agenda)*
6. Legislation
  - a. Update on Historic District Expansion effort
  - b. Update on Columbia Borough Planning Commission discussion of Columbia Borough Code – Chapter 220; Article III, 220-28.1: Airport District Overlay
7. Community Development
  - a. Discuss proposed Special Event Alcohol Addendum and BYOB Restaurant Policy for the Columbia Market House
  - b. Update on Redevelopment Assistance Capital Program (RACP) Application
  - c. Discuss Columbia Trolley Request
8. Announcements
  - a. Announcement of Next Meeting. At 6:00 PM on August 13, 2019, Borough Council will hold an information session to receive information from its Borough Manager and Solicitor prior to the regularly scheduled Borough Council meeting at 7:00 PM that evening.
9. Adjournment

Meeting Date: August 8, 2019

Agenda Item: Update on 2019 Budget Review and 2020 Budget Development

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Notes:

No materials for the meeting packet.

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: August 8, 2019

Agenda Item: Discussion on Delinquent Tax Collection

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Notes:

No materials for the meeting packet.

Meeting Date: August 8, 2019

Agenda Item: Update on Food Inspections

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Notes:

No materials for the meeting packet.

Meeting Date: August 8, 2019

Agenda Item: Update on Historic District Expansion

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Notes:

No materials for the meeting packet.

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: August 8, 2019

Agenda Item: Update on Airport District Overlay Discussion

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Notes:

No materials for the meeting packet.

## Agenda Item 7.a.

### Columbia Market House

#### Alcohol Addendum to Facility Rental Guidelines Special Events Alcohol Addendum

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The Applicant is prohibited from consuming, distributing or selling alcohol at the Columbia Market House except in accordance with this Addendum. Any alcohol consumed or distributed on the premises must be provided either by the Applicant or the Caterer. Guests are not allowed to bring their own alcohol. The terms of this Addendum are mandatory and will be strictly enforced. The following guidelines and procedures must be followed if utilizing alcohol at your event at the Columbia Market House and failure to comply may result in your event being shut down and/or ending early with no refund of the rental fee:

1. The Applicant and/or the individual signing this Application on behalf of the Applicant are responsible for compliance with all terms set forth in the Addendum for the consumption of alcohol by their guests and/or customers, including underage attendees.
2. Applicant is responsible for obtaining any necessary permits and licenses required by the Pennsylvania Liquor Code and the Pennsylvania Liquor Control Board. Applicant will ensure that it provision of alcohol will at all times comply with the Pennsylvania Liquor Code, the Regulations of the Pennsylvania Liquor Control Board, and the applicable laws of the County of Lancaster and the Borough of Columbia.
- 2.3. Alcoholic beverages consumed and/or distributed during your event shall be limited to liquor, bottled or canned beer, wine, champagne and alcoholic cider.
  - If liquor is being served to guests, no straight liquor drinks are to be served (i.e. shots, martinis, etc.).
  - Kegs are prohibited on the premises.
- 3.4. All alcoholic beverage containers shall be collected by the Applicant for recycling and removed from the building and grounds at the conclusion of the event for proper disposal and recycling.
- 4.5. Any and all alcohol served may only be served with food and distributed in accordance with applicable laws of the County of Lancaster, Commonwealth of Pennsylvania and the United States of America.
- 5.6. The applicant must hire or contract a RAMP certified bar-tender for their event. The only person permitted to serve alcohol is the RAMP certified bar tender on duty for the event. An additional charge may apply. No person serving alcohol shall be permitted to consume alcohol during the event.
- 6.7. The maximum length of bar service of alcohol for any event is five hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event, or not later than 10pm.

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~~7.8.~~ Alcoholic beverages may not be distributed to or consumed by anyone under the age of 21 years. All guests are required to provide a valid ID to be served. Any guests providing alcohol to an individual under 21 years will be required to leave the grounds immediately.

Any alcohol consumed, serviced or distributed in accordance with the Alcohol Addendum must be provided by the Applicant, or the caterer.

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~~8.9.~~ Alcoholic beverages, as allowed by this Addendum, are allowed to be ~~serviced~~, distributed and consumed only inside the Columbia Market House building. ~~No alcohol may be removed from the building. No alcohol may be distributed or consumed in the parking lot or anywhere on the grounds of the Columbia Market House. No alcohol may be removed from the building, consumed or distributed in the parking lots or any other portion of the ground which the Columbia Market House is located.~~

~~9.10.~~ No consumption of alcohol is permitted during clean-up.

~~10.11.~~ Any alcohol-related problems or disturbances or other failures to comply with the terms of this Addendum which are not satisfactorily resolved will cause the immediate forfeiture of the deposit and possible early closure of the event.

- Any guest ~~who is not cooperative in their consumption of alcoholic beverages who fails to comply with the Alcohol Policy~~, is behaving in a manner that is disruptive, is a danger to the facility, grounds or other people, or is receiving alcohol when visibly intoxicated may be removed from the premises.
- No one will be permitted to leave the event with an open container of alcohol.
- Any damage caused by intoxicated guests will be charged to the Applicant.

~~11.12.~~ At least 14 days prior to the date of your event, you must submit a certificate of insurance showing that you and/or your entity have insurance, including personal and or commercial liquor liability coverage of at least \$1,000,000 per occurrence, naming both CHI St. Joseph Children's Health and the Borough of Columbia as additional insured or such other general liability insurance acceptable to both CHI St. Joseph Children's Health and the Borough of Columbia. The policy of insurance must be issued by an insurance company acceptable and approved by CHI St. Joseph Children's Health and the Borough of Columbia.

~~12.13.~~ The Applicant, for itself, its successors, personal representatives, heirs and assigns, defends and holds harmless the Borough of Columbia and CHI St. Joseph Children's Health, their appointed officials, elected officials, officers, directors and employees (the "Indemnitees") of and from any and all actions, suits, damages, expenses (including court cost and reasonable attorneys' fees), claims (including tort claims). And demands rising directly or indirectly from Applicant's event, regardless of whether a claim arises in whole or in part from any negligence or alleged negligence, including the sole, joint, concurrent or contributory negligence of the Indemnitees.

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For any event at which alcohol is served, an additional charge of \$ \_\_\_\_ per hour will be charged to the Applicant and a deposit of \$ \_\_\_\_\_ shall be required with the Application.

As set forth above, if you are at any time found to be in violation of any of the terms of this Addendum, your event may be shut down, with no refund, by the official representative on site.

Please review and return to the Columbia Market to be signed and dated.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
APPLICANT Signature

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CHI St. Joseph Children's Health  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_

\_\_\_\_\_  
WITNESS

**Columbia Market House**  
~~Restaurant~~BYOB Restaurant Policy  
BYOB Policy

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The operation of a Bring Your Own Bottle (BYOB) ~~R~~restaurant within the Columbia Market House is subject to the following terms:

- I. All BYOB guests are required to provide a valid ID to be served. Staff should follow the industry standard of carding anyone who looks 30 years old or younger and must ensure that alcohol is not being consumed by minors on the premises.
- II. Restaurant staff has the right to refuse service to visibly intoxicated patrons.
- III. Open containers are not permitted to leave the restaurant seating area in the Columbia Market House. This includes in the restrooms, the vendor stand area and any outside seating.
- IV. A corkage fee may be charged at the discretion of the restaurant operator.

V. Patrons are not permitted to leave the restaurant area with an open container of alcohol.

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VI. Patrons are not permitted to leave the premises with any unused alcohol from a container brought into and opened at the Columbia Market House.

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[Need to discuss VI – regarding impact on operations]

V.

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VII. Patrons are prohibited from re-entering the premises with additional alcohol while they are dining at the restaurant.

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VIII. Any wine, spirits, or malt or brewed beverages brought by the guests must be legally procured in Pennsylvania. Restaurant staff are, therefore, free to allow or disallow patrons from bringing their own alcohol onto the premises.

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[Need to discuss VIII – what is this looking to accomplish?]

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Restaurant is not permitted to furnish, serve or allow people to consume any alcoholic beverages during hours the Restaurant could not legally sell alcoholic beverages.

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VI, IX. Restaurant will abide by this Policy, the Pennsylvania Liquor Code, the Regulations of the Pennsylvania Liquor Control Board, and Chapter 77 of the Borough of Columbia's Code.

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Columbia Borough Council | Meeting Packet Information

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Meeting Date: August 8, 2019

Agenda Item: Update on RACP Application

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Notes:

**Project Name**

Columbia Economic Development Initiative

**Beneficiary of Prospective Award**

Columbia Borough

**County**

Lancaster

**Municipality**

Columbia Borough

**Grant Amount REQUESTED**

\$3,420,000

**Grant Amount AWARDED**

\$1,750,000

**Brief Project Description**

The Initiative will include investment into 2 primary project elements: (1) re-establishing a public farmer's market, introducing a restaurant, and providing community-based activities at the Columbia Market House; and (2) construction of parking improvements to support economic development project(s) in the Borough's downtown. The renovations at the Borough-owned Columbia Market House include new flooring, new restrooms, upgrades to the electrical service, painting, installation of new combined Heating/AC system, and the construction of a restaurant kitchen within the building. The proposed parking improvements will include acquisition of property, selective demolition (as needed) as well as construction of off-street parking (surface and/or structured) facilities that will be planned, designed, and engineered in support of proposed private sector development projects in the downtown.

Meeting Date: August 8, 2019

Agenda Item: Columbia Trolley Request

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Notes:

**From:** HPTrust Director  
**Sent:** Friday, August 2, 2019 8:24 AM  
**To:** Rebecca Denlinger  
**Subject:** Use of Columbia Borough Trolley

Columbia Borough Council,

The Historic Preservation Trust of Lancaster County will be conducting an Architectural Tour of Columbia on September 28, 2019. This will bring a large number of individuals to Columbia to see the amazing historical buildings and the resurgence of Columbia.

We request consideration to have the Columbia Trolley running this day for the convenience of the visitors to Columbia.

I would be glad to address any concerns or questions you may have on this matter.

Sincerely,  
Robert J Price  
Executive Director



Historic Preservation Trust  
of Lancaster County