

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

July 23, 2019 | 7:00 PM

Paul W. Myers Council Chambers

**MINUTES**

1. Council President Murphy called the meeting to order at 7:00 PM

Council President Murphy made two announcements:

- Agenda 12.a. Removed
- Reminder that cell phones be turned off or silenced and that all side conversation be kept to a minimum out of respect for the person speaking. He reminded individual signed up to make Agenda/Non-Agenda comments to both identify themselves and provide their address. He announced that the meeting was being live streamed to the Borough’s Facebook page.

**Councilpersons Present: Council President Murphy, Councilperson Novak, Councilperson Kress Hartman, Councilperson Berntheizel, Councilperson Burgard, Councilperson Williams. Mayor Lutz is also present**

**Councilperson Absent: Councilperson FitzGerald**

**Junior Councilpersons Present: Absent**

2. Randi Wolf from Manor Church lead the invocation. Following the invocation, Council President Murphy asked for a moment of silence to honor the passing of former Borough Councilperson and Columbia Borough School Board Member Barry Ford.

3. Councilperson Kress Hartman led the Pledge to the Flag

4. Council President Murphy made the following announcements:

- a. On July 23, 2019 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.
- b. During the meeting’s citizen comment periods, it is Borough Council and Borough Staff’s discretion to respond to comments made and/or questions asked. Borough Council recommends that any citizen having a question that requires an immediate response, should contact the Borough Manager or other Borough Department Manager in advance of the meeting, or at the time of the issue to expedite the response.

5. Citizen Comments on Agenda Items Only are incorporated at the end of theses minutes

6. Motion to approve Borough Council Meeting Minutes for July 9, 2019

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

7. Mayor Lutz – None

8. Finance

a. Motion to consider approval of June 2019 Finance Report

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

Finance Manager, Kyle Watts, highlighted changes to the Balance Sheet of General Fund. It is now broken down by designation for fund balance. Designations are Restricted, Committed, Assigned and Unreserved.

b. Motion to consider approval of Mid-Year Budget Changes

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

Council President Murphy referred all to the documentation included in Borough Council Meeting Packet and that these changes were discussed at the July 11, 2019 Budget Meeting of Borough Council. He thanked Councilperson Novak for presiding over the July 11<sup>th</sup> meeting in his absence.

c. Motion to consider adoption of Ordinance 914-2019 regarding the 2016 General Obligation Bond

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

Borough Manager Denlinger thanked Donna Kreiser, Columbia Borough Bond Counsel for her guidance during the ordinance process.

d. Council President Murphy provided comments on the proposed Resolution to rescind Fund 19 Highway Capital Improvement Fund. He directed Borough Manager Denlinger to place on the August 13, 2019 Borough Council Meeting Agenda

e. Councilperson Novak requested Finance Manager, Kyle Watts, to provide an update on Borough Invoicing Procedures. Mr. Watts provided information on six main points of focus for the Finance Department: Invoice Generation, Accounts Receivable Reporting, Internal Communication Workflow, Aging Timeline Collections, and Liens. The Finance Department has accomplished Invoice Generation and Accounts Receivable and are drafting the remaining items. Councilperson Novak commented on these improvements as an opportunity to coordinate all billing procedures in the Borough.

f. Councilperson Novak requested Finance Manager, Kyle Watts, to provide an update on 137 South Front Street Assessment Appeal. Mr. Watts provided information on the \$1.2 Million assessment was appealed and the County came back with an assessment of \$919,500.00. The County also sought the 2019-2020 School Taxes be exonerated. Borough Staff will be in communication with the County to address County Taxes. Mr. Watts also stated that the Finance Department will be tracking expenses and revenues in more detail going forward for the Borough-owned property at 137 South Front Street.

g. Motion to consider approval of payment of budgeted community organization contributions

Councilperson Novak commented on the process that community organizations go through to request support from the Borough and the timing of the release of approved funds. Council President Murph read the list of the organizations receiving funds, as follows:

- o 01-452-505 Columbia Historic Preservation Society \$5,000.00
- o 01-452-541 Mt. Bethel Cemetery \$5,000.00
- o 01-452-544 Columbia Public Library \$5,000.00
- o 01-452-555 Columbia Public Library Capital Fund Drive \$25,000.00
- o 01-452-545 Columbia United Veterans Council \$500.00
- o 01-452-546 Susquehanna Valley EMS \$5,000.00
- o 01-452-560 CRC-CHIL program \$25,000.00

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

9. Personnel

a. Motion to consider retitling and posting of Coordinator of Services position for the Columbia Borough Police Department

Council President Murphy commented that this is a union position and replacing a retiree. Chief Brommer spoke to the job description and the critical nature of the work performed by this employee to the functioning of the Police Department. Mayor Lutz stated that filling this position is paramount to restructuring the department. Council Burgard stated that the job will be posted internally first.

Motion by:	Second by:	Voice Vote:
M. Kress Hartman	J. Novak	All Favored – Motion Carried

b. Motion to accept resignation from Thomas G. Ziegler, Secretary, Columbia Borough Civil Service Commission

Motion by:	Second by:	Voice Vote:
M. Kress Hartman	J. Novak	All Favored – Motion Carried

Mayor Lutz directed Borough Manager to advertise two vacant position with Civil Service Commission.

c. Councilperson Kress Hartman directed the Borough Manager to advertise for a Crossing Guard position. Mayor Lutz invited interested individuals to apply.

10. Public Works & Property

a. Motion to consider authorization to bid the Chestnut St./Ironville Pike Drainage Improvement Project.

Borough Manager Denlinger provided information on this project, that was discussed by the Borough Engineer at previous meeting.

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

- b. Councilperson Burgard asked Borough Manager Denlinger to provide an update on Columbia Borough’s 2019 Smart Growth Transportation Application for Funding. Using a graphic to showcase the overall streetscape planning area, Denlinger explained that the project will focus on the area starting at Columbia River Park, heading up Walnut Street, over 3<sup>rd</sup> Street, down Locust Street and across Front Street. The initial opinion of probable costs for streetscape related improvements in that area are estimated at \$1.5 million. The Borough is requesting \$1.2 million through the Smart Growth Transportation grant. The Borough’s match will be \$300,000.00. These are Federal funds for 2021-2022 federal fiscal year.

11. Legislation

- a. Motion to consider upholding the HARB denial of a Certificate of Appropriateness application for proposed alteration at 616 Chestnut Street

Councilperson Novak stated that invitations to tonight’s meeting were extended to HARB chair, Glenn Schaeffer, 616 Chestnut Street property owner along with their contractor.

HARB Chair, Glenn Schaeffer, addressed the denial and stated that work proposed was not aligned with U.S. Secretary of Interior Standards with regards to historical details. Mr. Schaeffer stressed the importance of consistency with applying the Borough HARB Ordinance regulations. Further, Mr. Schaeffer indicated that the HARB looked at the address in question and not the surrounding structures and made an informed decision based on that address only.

Councilpersons Burgard and Kress Hartman asked questions about enforcement of the regulations. Mr. Schaeffer explained that enforcement does not happen through the HARB, but rather through the Zoning enforcement authority of the Borough. He expressed the importance of the community calling in and shared an example of receiving a call regarding painting at “the bank” and notifying the Borough, and that a stop work order was issued and that the painting was stopped.

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

- b. Motion to consider adoption of Resolution 2019-13 Regarding Video Gaming Terminal Opt-out

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

Following the vote, Councilperson Novak stated Planning /Zoning Manager, Jeff Helm, had identified six possible locations that could be considered applicable under this proposed allowance. Passing this resolution is a proactive measure.

- c. Motion to consider adoption of Ordinance 2019-15 regarding Fire Inspector

Councilperson Novak reminded all that the changes are to allow for fire inspections to happen every two years and to clarify in-home business exemptions where the business owner lives in the same building.

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

d. Motion to consider adoption of Ordinance 2019-16 Regarding Smoke Alarms

Councilperson Novak reminded all that the changes through this ordinance will be borough wide.

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

12. Community Development

- a. The discussion of a request for the use of Columbia Trolley for National Night Out was removed from the agenda at the beginning of the meeting. The Boys & Girls Club are no longer requesting use of the Columbia Trolley for National Night Out.
- b. Councilperson Berntheizel and Borough Manager Denlinger gave communication Updates: Given the considerable effort involved with its development and management, the Borough will not be advancing the discussion of using a Comcast Channel for communication. The Borough is looking into establishing a YouTube Channel to post the meeting videos for future access. Residents are reminded that they do not need to have a Facebook account to access the currently posted meetings on Facebook. Further, Staff is currently meeting with audio visual companies to help think through options for reconfiguring Borough Council Chambers and allow for better video and audio results for capturing meetings. Regarding the Columbia Connection Newsletter, the Borough will commit to two newsletters a year, focusing on seasonal information and less date-specific information, information from community partner organizations, as well as updates on larger community initiatives.

13. Reports, Comments, and Announcements

- a. Solicitor - None
- b. Secretary/Treasurer

Borough Manager Denlinger updated this week's meeting schedule to include the Columbia River Park Advisory Board on July 25, 2019 at the Borough Office. A new traffic pattern, starting July 30, 2019, changing Bethel Street from Ridge Avenue to Locust Street traveling North – to Bethel Street from Locust Street to Cherry Street heading South. Councilperson indicated that residents were notified by mail 30 days in advance of the change. Reminder of National Night Out is August 6, 2019.

- c. Boards and Commissions - None
- d. Council Members - None
- e. Citizen Comments on-Non-Agenda Items Only are incorporated at the end of these minutes
- f. Announcement of Next Meeting. At 6:00 PM on Thursday, August 8, 2019 Borough Council will hold a Work Session. Council President Murphy reminded all that this is a Thursday and not the normal Tuesday evening meeting, due to National Night Out.

14. Motion to adjourn the meeting at 8:38 PM

Motion by:	Second by:	Voice Vote:
C. Berntheizel	P. Williams	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 13th day of August 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:**

  
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Rebecca S. Denlinger, Secretary/Treasurer

BOROUGH COUNCIL MEETING

July 23, 2019

CITIZENS COMMENTS

**NON-AGENDA ITEMS**

**Sharon Lintner, 500 Chestnut Street- Passed**

**Howard Stevens – 430 Linden Street, Columbia PA**

Mr. Stevens made comments on the 94 residents that currently owe back taxes. He stated that this is significantly higher than area Boroughs of similar size. Staff explained that delinquent taxes are handed over to the County. Mr. Stevens stated that there are three towns that have adopted ordinances to address delinquent taxes. Mayor Lutz asked him to forward the information to staff.

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

Mr. Doutrich stated he believed that questions should be answered directly during the citizen comment portion of Borough Council meetings. Mr. Doutrich asked Council for the Columbia Borough law allowing them to give money to Columbia Life Network. Mayor Lutz referred to the PA Borough Code Article 1202, Sections 42, 49, and 54. Mr. Doutrich noted a permit posted on a building on Locust street. He expressed concern with consistency of enforcement. He also stated that he is concerned with the amount of demolition in the Borough and the monetary effect it has on the Borough with losing tax revenue.

**Heather Zink – 31 South 9<sup>th</sup> Street, Columbia PA**

Ms. Zink stated that she attended the July 17, 2019 HARB meeting and questioned inconsistencies between HARB's and Borough Council's understanding of HARB regulations and permit procedures. She encouraged the equitable enforcement of regulations. She also questioned permit execution and the extent of detail included on displayed permits. Councilperson Novak responded.

**Roche Fitzgerald – 801 Chestnut Street, Columbia PA**

Mr. Fitzgerald informed Council that the owner of Café 301 stated that their sales have increased 35% since the recent Taste of Columbia tour, mostly out of towners. He also shared that he recently met a couple from the West Coast that choose Columbia to buy a house in the Borough.

**Robert Misciagna – 1045 Spruce Street, Columbia PA**

Inquired about who writes grants for Borough. Borough Manager Denlinger responded that she does most of the current grant work. She continued to explain her process for approaching both project development and the funding application submission process. Mr. Masciagna stated that School District has an individual just for grants and asked thinks it is a good idea for Borough too.

BOROUGH COUNCIL MEETING  
July 23, 2019  
CITIZENS COMMENTS

**AGENDA ITEMS ONLY**

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

Mrs. Lintner inquired about the Coordinator of Services Position and where it will be advertised. Borough Manager responded that the position will be posted internally first and then, if needed, Lancaster Newspapers, Indeed and any media source the Police Chief wants to advertise in. Mrs. Lintner commented on the enforcement inconsistencies within the Historic District. She asked as to what consequence there would be for Bootleg Antiques for painting their brick. Berntheizel explained that sometimes property owners are not aware of the Borough's HARB regulations. Mrs. Lintner agreed to the importance of educating property owners but felt that something should have been done since the painting had been going on for weeks.

**Georgia Mountz – Pass**

**Randi Wolf – Pass**

**Glen Schaeffer- 525 Chestnut Street, Columbia PA - Pass**

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

Mr. Doutrich asked if information changed in the Finance Packet since the July 11, 2019 Budget Meeting. Finance Manager, Kyle Watts, responded. Mr. Doutrich questioned "two new employees" under various Highway Department line items. Finance Manager, Kyle Watts, answered that the two employees previously worked in the Wastewater Department and are therefore "new" to Highway Department but not new Borough employees. Mr. Doutrich questioned Council's ability to give money to Columbia Life Network. Mr. Doutrich asked who the Codes Manager is and who they report to. Council President Murphy and Borough Manager Denlinger responded.