

COLUMBIA BOROUGH COUNCIL – REGULAR MEETING

August 27, 2019 | 7:00 PM

Paul W. Myers Council Chambers

MINUTES

1. Council President Murphy called the meeting to order at 7:04 PM.

Councilpersons present: Berntheizel, Burgard, Fitzgerald, Kress-Hartman, Murphy, Novak and Williams. Mayor Lutz was also present.

Junior Councilperson present: Anderson

2. An invocation was provided by Father Swami from St. Peters Roman Catholic Church.

3. Junior Councilperson Anderson lead the pledge to the flag.

President Murphy requested phones be silenced or turned off and reviewed proper meeting protocol. He also announced the meeting is being live streamed on social media.

4. Council President Murphy announced the following personnel, executive and information sessions:

a. On August 27, 2019 at 5:00 PM Borough Council held a Personnel Meeting concerning internal personnel movements and potential personnel policy revisions.

b. On August 27, 2019 at 6:00 PM Borough Council held and Executive Session to discuss potential land accusations

c. On August 27, 2019 at 6:00 PM Borough Council held an information session to receive information only items from its Borough Manager and Solicitor

Council President Murphy also announced the following changes to the meeting agenda:

a. Item 12-c address is 155 not 135

b. Item 13 c change "update" to "consider"

c. The new date for the Parks & Recreation meeting is September 9, 2019

5. Citizen Comments on Agenda Items Only are included at the end of these minutes

6. Motion to approve Borough Council Meeting Minutes for August 13, 2019.

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

7. Mayor Lutz

Discussed a press release from PA DEP regarding their efforts to improve water quality within the Chesapeake Bay watershed, including a potential change to the way the Commonwealth provides funding support to municipalities implementing water quality improvements projects.

8. Finance

- a. Motion to accept for approval the July 2019 Finance Report.

Councilperson Burgard and Mayor Lutz asked for and received clarification on a number of items from Kyle Watts, Finance Manager and the Borough Manager.

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

- b. Councilperson Novak referred to Borough Manager Denlinger for an update on Request for Proposals for Borough Solicitor Professional Services. The RFP is being drafted and will be posted when ready.
- c. Councilperson Novak referred to Borough Manager Denlinger for an update on Request for Proposals for Borough Auditor Professional Services. The RFP is being drafted and will be posted when ready.
- d. Councilperson Novak led a discussion on the proposed changes to the Columbia Borough Fee Schedule. Changes are being considered for Board of Health Fees, Rental Inspection Fees, Yard Waste Hauler Fees, and Breathalyzer Testing Fees.

Motion to direct Borough Manager Denlinger to draft a resolution for the Columbia Borough 2020 Fee Schedule with the proposed revisions for presentation at the September 10, 2019 meeting.

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

9. Personnel

- a. Councilperson Kress-Hartman announced that the Borough received one proposal through the Request for Proposal for Meter Technician Contract. Mr. James Wolpert submitted the proposal by the deadline and met the requirements for the contract.
- b. Motion to award Meter Technician Contract to James Wolpert in the amount of \$1,800.00 annually effective September 2019.

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

- c. Motion to hire Scott Mimmall as Coordinator of Services for the Columbia Borough Police Department.

Motion by:	Second by:	Voice Vote:
M. Kress-Hartman	T. Burgard	All Favored – Motion Carried

Borough Manager Denlinger announced that with the appointment of Scott Mimmall to the Coordinator of Services position, his current position of full time Community Service Aide will now be vacant. She confirmed that the direction will be to have Police Chief Brommer complete a Hiring Plan to find a replacement for the vacancy.

10. Public Works & Property

- a. Motion to accept change order #1, an increase of \$4,228.99, for the 700 and 800 Blocks of Walnut Street Improvement Project.

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

- b. Motion to accept Application for Payment: Reamstown Excavating, Inc. for the 700 and 800 Blocks of Walnut Street Improvement Project contract in the amount of \$99,632.14.

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

- c. Motion to accept Change Order #3, an increase of \$1,882.43, for the 500 and 600 Blocks of Walnut Street Project.

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

- d. Motion to accept Application for Final Payment to Pennsy Supply, Inc. for the 500 and 600 Blocks of Walnut Street Project in the amount of \$21,024.70.

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

- e. Councilperson Fitzgerald referred to Borough Manager Denlinger for an update on the 2019 Smart Growth Transportation Application for Funding. The Borough held a walk through of the project area with members of the Lancaster County Planning Commission and Smart Growth Transportation Review Committee. The Borough will be formally interviewed by the full Review Committee as part of their funding award process in mid-September. The County has advised that this round of funding is highly competitive.

11. Public Safety

- a. Councilperson Burgard provided an update on Park Elementary School street closure for school dismissal. He shared a communication from Police Chief Brommer with his observations and suggestions for continued improvement of the new dismissal process. Mayor Lutz noted that the School District is setting up a follow up meeting for the District and Borough to meet with residents of the blocks to get additional feedback.

12. Legislation

- a. Councilperson Novak asked Borough Manager Denlinger for an update on the Borough's Request for Proposals for the Historic District Expansion Survey. The RFP was posted on the Borough website and on relevant professional industry association online lists. As of this date, the Borough has not received any inquiries.
- b. Councilperson Novak asked Borough Health Inspector Jeffrey Helm for an update on Food Facilities Inspection postings. The hand-off of the food inspections to PA Department of Agriculture is underway. The end of September to complete the paperwork turnover is still the target. The posting of 2019 inspections, including complaint-based inspections, is

complete; however, Borough Council directed staff to ensure a direct link from the Borough’s website home page to the food inspections.

- c. Councilperson Novak read a statement regarding the facts, findings, and possible outcomes related to the stop work order regarding the painting at 155 Bridge Street. That statement is included with these minutes. Following the statement, Council President Murphy remarked on the need to improve Borough processes, procedures, and communication with regard to Borough and HARB work. He mentioned that a series of meetings has already begun between the HARB, Borough Council, and staff to discuss and implement those needed improvements. He also reiterated Borough Council’s desire to work with the property owner to resolve this particular matter.

13. Community Development

- a. Councilperson Berntheizel asked Borough Manager Denlinger for an update on the proposals for a Parking Study Professional Services. The RFP is being drafted and will be posted when ready.
- b. Motion to direct Borough Manager Denlinger to draft and send a formal letter of acceptance of the Redevelopment Assistance Capital Program Award in the amount of \$1,750,000.00 granted to the Borough.

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

- c. Motion to approve request for use of the Columbia Trolley on September 8, 2019 from 10 AM to 5:00 PM during the Historic Trust of Lancaster County Architecture Tour of Columbia with Columbia Borough absorbing the approximate cost of \$300.00 for a driver and fuel.

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

- d. Councilperson Berntheizel referred to Borough Manager Denlinger for a discussion on support for a Keystone Communities Application – Public Improvement Grant. The Lancaster County Housing and Redevelopment Authority has requested a letter of support for funding they are seeking from PA Department of Community and Economic Development. The funding will be used to continue their Land Bank efforts to combat blight in Columbia and other Lancaster communities. Borough Council directed Denlinger to provide a letter of support.

14. Reports, Comments, and Announcements

- a. Solicitor – No Report
- b. Secretary/Treasurer
 - 1) Borough Manager Denlinger read an announcement from the Lancaster County Assessment Office concerning permit applications issued by the Borough and the follow up inspections that will be done subsequently by the County Assessment Office.
 - 2) The following changes to meeting dates and times were announced:
 - 1. Parks & Recreation Meeting new date: September 9, 2019 at 6:00 PM

2. 2020 Budget Meeting on September 12, 2019: New start time of 7:00 PM

3) It was also announced the Borough office will be closed Monday, September 2, 2019 in observance of Labor Day.

- c. Boards and Commissions – No Report
- d. Council Member – No Report
- e. Citizen Comments on Non-Agenda Items Only are included at the end of these minutes
- f. Announcement of next meeting. At 6:00 PM on September 3, 2019 Columbia Borough Council will hold a Work Session.

15. Motion to adjourn the meeting at 08:43 PM.

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

MOTIONED AND APPROVED this 10th day of September 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

BOROUGH COUNCIL MEETING
August 27, 2019
CITIZENS COMMENTS

AGENDA ITEMS ONLY

Frank Doutrich -1001 Ironville Pike

Asked for clarification on several items in agenda item 8 a: July 2019 Finance Report, including fund balance assigned, purchase of mulch, park mowing expenses, attorneys fees, and destruction of records. Finance Manager Watts, Borough Manager Denlinger, and several Council Members responded.

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CITIZENS COMMENTS

NON-AGENDA ITEMS

Shirley McBride – 219 Perry Street, Columbia Pa

Discussed a condemned property in her neighborhood and asked for help resolving and issue with a chirping smoke detector. Councilperson Kress-Hartman responded. Discussed a property in her neighborhood with suspected overcrowding. Zoning/Planning Officer Helm responded.

Frank Doutrich, 1001 Ironville Pike, Columbia Pa.

Asked for clarification on a meeting held in reference to the painting issue at 155 Bridge Street. Voiced his opinion on the issue.