

## **COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

June 11, 2019 | 7:00 PM

### **AGENDA**

1. Call to Order and Roll Call
2. Invocation/Moment of Silence
3. Pledge to the Flag
4. Announcement of Executive and Information Session(s)
  - a. On June 5, 2019 at 6:00 PM Council held an Executive Session to discuss personnel matters with the Borough Manager.
  - b. On June 5, 2019 at 7:00 PM Council held an Executive Session to discuss ongoing litigation with the Borough Solicitor as well as discussion on potential acquisition of real estate.
  - c. On June 11, 2019 at 6:00 PM Council held an information session to receive information only items from its Borough Manager and Solicitor.
5. Presentation: Beautification Awards
  - a. Jay and Beverly Frerichs, 855 Chestnut Street
  - b. Reverend Robert and Elizabeth Drescher, 229 North Sixth Street
6. Citizen Comments (Agenda Items Only)
7. Minutes for Approval
  - a. Consider approval of the Borough Council Meeting Minutes for May 28, 2019
  - b. Consider approval of the Borough Council Work Session for June 4, 2019
8. Mayor Lutz
9. Legislation
  - a. Update on Historic District Expansion efforts
10. Finance
  - a. Consider Memorandum of Understanding with Lancaster County Redevelopment Authority and the Columbia Land Bank regarding property located at 14 Lancaster Avenue
  - b. Consider transfer of unused funds provided to Community First Fund for the Revolving Loan Fund
  - c. Consider request from Lancaster Housing Opportunity Partnership regarding reassignment of Columbia Housing Improvement and Homeownership Loan (CHIHL) Program funds

11. Personnel

- a. Consider proposal from Kathy McCool for Human Resources Consulting professional services

12. Public Works & Property

- a. Accept Public Works and Property Report – May 2019
- b. Announcement of 2019 CDBG Funding Awards
- c. Consider Lancaster County Conservation District Memorandum of Understanding

13. Public Safety

- a. Update on Food Safety Inspection transition to PA Department of Agriculture
- b. Accept Public Safety Reports for May 2019: Columbia Borough Police Department; Columbia Borough School Resource Officer; Columbia Borough Fire Department; Columbia EMS (CQRS); SVEMS
- c. Accept Codes Compliance Report – May 2019
- d. Accept Board of Health / Zoning and Planning / EMOC Reports for May 2019

14. Parks and Recreation

- a. Consider acceptance of the Columbia River Park Phase III Master Site Development Plan

15. Community Development

- a. Update on 132 Locust Street Redevelopment Project

16. Reports, Comments, and Announcements

- a. Solicitor
- b. Secretary/Treasurer
- c. Boards and Commissions
- d. Council Members
- e. Citizen Comments (Non-Agenda Items Only)
- f. Announcement of Next Meetings. At 6:00 PM on June 25, 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.

17. Adjournment

# *Certificate of Appreciation*



THIS ACKNOWLEDGES THAT  
**Jay and Beverly Frerichs, Owners of 855 Chestnut Street**

HAS BEEN RECOGNIZED FOR CONTRIBUTING TO THE BEAUTIFICATION OF COLUMBIA BOROUGH

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OFFICIAL'S SIGNATURE

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DATE

# *Certificate of Appreciation*



THIS ACKNOWLEDGES THAT  
**The Reverend Robert and Elizabeth Drescher, Owners of 229 North 6th Street**  
HAS BEEN RECOGNIZED FOR CONTRIBUTING TO THE BEAUTIFICATION OF COLUMBIA BOROUGH

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OFFICIAL'S SIGNATURE

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DATE

**COLUMBIA BOROUGH COUNCIL – REGULAR MEETING**

May 28, 2019 | 7:00 PM  
Paul W. Myers Council Chambers

**MINUTES**

1. Council President Murphy called the meeting to order at 7:01 PM.

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

Council President Murphy made the following changes/additions to the Agenda:

- Insert 9b. Consider the motion to accept the immediate resignation of Elizabeth Smedley from the Columbia Borough Board of Health
- Insert 11c. Consider motion to accept bid for tree removal on the 700 & 800 blocks of Walnut Street
- Insert 14f. Announcement of Next Meeting. At 6:00 PM on June 4, 2019, Council will hold a Work Session.

2. Moment of Silence offered by Council President Murphy
3. Mayor Lutz lead the pledge to the flag
4. Council President Murphy announced that on April 20, 2019 at 4:30 PM, Council held an executive session to discuss Personnel issues and receive information from its Borough Manager. On April 28, 2019 at 6:00 PM, Council held an information session to receive information only items from its Borough Manager and Solicitor.
5. Presentation: Mike Reiner and Alissa Harrison of Sager, Swisher and Company, LLP presented the Audit Report of the 2018 Columbia Borough Financial Statements.

Council President Murphy announced that the meeting was being Live Streamed. He asked that all cell phones be turned off or silenced and that all side conversation be kept to a minimum out of respect for the person speaking and to ensure Council can hear the individual speaking. He stated that Citizen Comments allow individuals to communicate to Council, but Council's comments are given at the discretion of Council. If you need immediate answers, please contact the Borough Manager or Borough staff.

6. Citizen Comments on Agenda Items Only are incorporated at the end of these minutes
7. Motion to approve Borough Council Meeting Minutes for May 14, 2019.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Novak	P. Williams	All Favored – Motion Carried

Councilperson Burgard corrected the May 14, 2019 Minutes Agenda Item 10, to include Police Chief Brommer as being present at the meeting pertaining to security and Lock Box master keys.

8. Personnel

- a. Mayor Lutz swore in Tristan Anderson as Columbia Borough Junior Councilperson
- b. Motion to accept the immediate resignation of Elizabeth Smedley from the Columbia Borough Board of Health.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
M. Kress Hartman	T. Burgard	All Favored – Motion Carried

c. Board & Commission Openings

- i. Board of Health- Councilperson Kress Hartman announced that the Board of Health has a vacancy due to the resignation of Elizabeth Smedley. Borough Manager Denlinger stated the vacancy is not necessarily for the Chair position. The vacancy will be posted on social media and the website. Once filled, the board will self-select a chair.
- ii. Historic Architecture Board – Councilperson Kress Hartman announced that HARB still has a vacancy for a Real Estate Broker. Borough Manager stated that no one has contacted the Borough expressing interest in the position and the Borough will continue the search and reach out to real estate professionals.

9. Finance

- a. Motion to approve the April 2019 Financial Reports including Check Register Report, Treasurer's Report, Budget Performance Report: General Fund, Capital Fund, State Fund (Liquid Fuels), Capital Fund and Tax Collector Report.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
C. Berntheizel	J. Novak	All Favored – Motion Carried

10. Public Works & Property

- a. Motion to consider approval of Change Order No. 1 for the South 8th Street CDBG Phase 3 Improvements Contract with Doli Construction in the amount of \$3,290.00 for work in the 000 Block of South Eighth Street.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
F. FitzGerald	J. Novak	All Favored – Motion Carried

- b. Motion to consider approval of an Application for Payment for the South 8th Street CDBG Phase 3 Improvements Contract with Doli Construction in the amount of \$145,500.00 for work completed in the 000 Block of South Eighth Street. Payment includes 10% retainage in the amount of \$13,524.30. Payment will be drawn from the \$200,000 2018 CDBG Grant.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
F. FitzGerald	J. Novak	All Favored – Motion Carried

c. Motion to consider proposal from Doug's Tree Service in the total amount of \$10,600.00 to remove six trees from the 700 & 800 block of Walnut Street.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
F. FitzGerald	T. Burgard	All Favored – Motion Carried

Borough Manager stated that many residents have voiced opinions on replacement trees. Residents will have the opportunity to work with the Shade Tree Commission and Public Works Department, if they requested replacements.

d. Motion to consider Bids received for the 700 to 800 Block Walnut Street Improvement Project and award the contract to Reamstown Excavating and Concrete, Inc with the (low) bid of \$841,195.00.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
F. FitzGerald	J. Novak	All Favored – Motion Carried

e. Motion to consider advertising Invitation to Bid Borough Recycling Facility Project

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
F. FitzGerald	J. Novak	All Favored – Motion Carried

## 11. Legislation

a. Motion to consider Ordinance 911 of the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, amending Chapter 207 by adding an Article XVIII – Hazardous Vehicle Parking.

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Novak	T. Burgard	All Favored – Motion Carried

## 12. Community Development

a. Councilperson Berntheizel announced that Red Rose Transit Authority is proposing route and schedule changes. Borough Manager stated that Red Rose Transit will conduct a public hearing on June 17, 2019 This is an opportunity for individuals to vocalize their opinions on the proposed changes.

## 13. Reports, Comments, and Announcements

- Solicitor - None
- Secretary/Treasurer - None
- Boards and Commissions - None
- Council Members - None

e. Citizen Comments Non-Agenda Items Only are incorporated at the end of these minutes

f. At 6:00 PM on June 4, 2019 Council will hold a Work Session

At 6:00 PM on June 11, 2019 Columbia Borough Council will hold an information session to receive information from its Borough Manager and Solicitor. The Regular Meeting of Columbia Borough Council will follow at 7:00 PM

14. Motion to adjourn the meeting at 8:20 PM

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Novak	P. Williams	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 28<sup>th</sup> day of May 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:**

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Kelly Murphy, Council President

**ATTEST:**

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Rebecca S. Denlinger, Secretary/Treasurer

BOROUGH COUNCIL MEETING

May 28, 2019

CITIZENS COMMENTS

**AGENDA ITEMS ONLY**

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

Stated he received incomplete packet, missing check register. Inquired about the sale amount of the Conveyance System and everything associated with it. What was the net among turned over to the Borough? Council President Murphy responded. Asked how much of the ten million the Borough borrowed is left and if figure represents most updated amount. Finance Manager Watts answered. Mr. Doutrich recently visited a real estate firm in Lancaster and admired a poster about integrity and trust/honesty.

**NON-AGENDA ITEMS**

**JoAnn Fritz – 1060 Locust Street, Columbia PA**

Inquired about properties on 11<sup>th</sup> Street and Ridge Avenue and the property 11<sup>th</sup> and Locust Streets. She is very concerned about high weeds and grass. Mayor Lutz and Borough Manager Denlinger assured her that staff will investigate the situation. Asked if Locust Estates will be grandfathered into ordinance pertaining to STR. Mayor Lutz, Councilpersons Novak and Murphy answered.

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

Inquired about the bidding process and the \$11,100.00 threshold for requiring the need to seek bids. She asked how often does that threshold changes and who changes it. Borough Manager Denlinger and Councilperson Novak responded.

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

Asked what meeting the need for a Borough Recycling Building was discussed. Council President Murphy responded. Asked how much of taxpayers' money has been spent on the present lawsuit. Finance Manager Watts and Council President Murphy answered. Asked if Council members recall the oath they took.

**COLUMBIA BOROUGH COUNCIL – WORK SESSION**

June 4, 2019 | 6:00 PM

Paul W. Myers Council Chambers

**MINUTES**

1. Council President Murphy called the meeting to order at 6:00 PM.

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

**Junior Councilperson present:** None.

2. A moment of silence was observed. Council President Murphy noted the recent lives lost in Virginia Beach and the loss of former Council Member Sandra Duncan's husband Charles Duncan.

Councilperson Fitzgerald led the pledge to the flag.

Council President Murphy requested phones be turned off or silenced, reviewed proper meeting protocol and announced the meeting is being live streamed.

**3. Announcements regarding Executive and Information Session (s)**

- a. On May 29, 2019 at 5:30 PM Borough Council held an Executive session to discuss the possible acquisition of real estate within the Borough.

**4. Parks and Recreation**

- a. Hope Byers & Mary Wickenheiser, (Columbia River Park Advisory Committee) introduced members of the Committee in attendance and presented the final report of the Columbia River Park Phase III Master Site Development Plan. They asked Council to consider accepting the plan as presented. Several members of Council and the audience asked questions and made comments that Mary and Hope responded to.

**5. Finance**

- a. Matthew Sternberg, Executive Director of the Lancaster County Redevelopment Authority, discussed the proposed Land Bank Memorandum of Understanding regarding 14 Lancaster Avenue and detailed the acquisition of the property. He asked Council if they are interested in taking title to the property. Several Council Members discussed the use of the property once it would be turned over to the Borough as an expansion of town square. Resident Heather Zink questioned the tax loss impact on the Borough. Borough Manager Denlinger responded.
- b. Council President Murphy led a discussion regarding unused funds provided to Community First Fund for revolving loan fund. He explained the transfer of the funds and requested this item be added to the agenda for the June 11, 2019 Council meeting.
- c. Council President Murphy led a discussion regarding reassignment of funds within the Columbia Housing Improvement and Homeownership Loan (CHIHL) Program. He explained the transfer of the funds from the rehab portion of the program to the home buyers' (down

payment assistance) portion and requested this item be added to the agenda for the June 11, 2019 Council meeting.

Resident Frank Doutrich (1001 Ironville Pike) asked for clarification on the revolving loan fund change. Several council members responded. He also asked for clarification on the Urban Land Institute work session. Borough Manager Denlinger responded. Mr. Doutrich then passed out a document provided by Norm Meiskey to Borough Council and staff.

## **6. Public Safety**

- a. Councilperson Burgard asked Jeff Helm to provide an update on the Food Safety Inspection transition to PA Department of Agriculture. Several Council Members asked questions pertaining to timing and scope of services provided by the state. Jeff Helm responded. Council directed Borough Manager Denlinger to put this item on the agenda for another update at their next meeting.

Resident Heather Zink (31 S. 9<sup>th</sup> Street) asked for clarification on inspections of Churches. Jeff Helm responded. Resident Joanne Fritz (1060 Locust Street) asked for clarification on current health inspections being done in the Borough. Health Officer Jeff Helm and Councilperson Novak responded.

- b. Councilperson Burgard asked Interim Code Compliance Manager Paul Paulsen to provide an overview of the recent Restoration Contractor meeting. Several Council members and members of the audience asked questions that Manager Paulsen answered.

## **7. Community Development**

- a. Councilperson Berntheizel asked Borough Manager Denlinger to provide an update of the development at 132 Locust Street. Manager Denlinger and Planning/Zoning Manager Jeff Helm led a brief discussion about the redevelopment effort and answered questions regarding the current developers continued expression of intent to complete the mixed used project on Locust Street. over to who provided information from the current property owner. Planning/Zoning Manager Helm also added an update of permitting for the project and proposed work at the site.

Resident Heather Zink (31 S. 9<sup>th</sup> Street) asked who is responsible for the weeds and construction materials on the property. Planning/Zoning Manager Helm and Codes Manager Paulson responded. She also asked if the Borough has policy in place to prevent a project from being started and not finished. Borough Manager Denlinger and Councilperson Novak responded.

Borough Council directed Planning/Zoning Manager Helm and Codes Manager Paulson to go out to the property and report back to them at their next meeting as to any actions the Borough can take to ensure the safety and security of the site.

## **8. Legislation**

- a. Councilperson Novak provided an update of the proposed Historic District expansion efforts. He asked Planning/Zoning Manager Helm for an update on the communication with the HARB. Helm indicated that both the Planning Commission and HARB have reviewed the proposed expansion areas and have agreed to continue to seek approval from the PA Historic and

Museum Commission (PHMC). Resident Frank Doutrich (1001 Ironville Pike) asked for clarification on the regulated areas of the proposed Historic District. Council President Murphy responded. After discussion to clarify the specific areas/parcels to be included in the historic district expansion area, including which areas will be and which will not be immediately regulated, Councilperson Novak directed Planning/Zoning Manager Helm to continue the work with the county on associated mapping and parcel lists and with the HARB report back on progress on everything to Borough Council at their meeting on June 11, 2019.

b. Councilperson Novak gave an update on a meeting he recently had with Codes Manager Paulsen and Planning/Zoning Manager Helm on the Borough's ordinance on Fire Safety Inspections. Chairman Novak directed Borough Manager Denlinger to work with Paulsen and Helm and bring proposed changes to Council at their June 25, 2019 meeting. Resident Frank Doutrich (1001 Ironville Pike) asked for clarification on the frequency of fire inspections required on a commercial property. Councilperson Novak responded.

## 9. Announcements

Borough Manager Denlinger provided an update on the Borough's Notice of Intent to apply for funding through the Lancaster County's Smart Growth Transportation Program.

Councilperson Novak discussed the condition of the tree wells throughout the Borough. Council directed Borough Manager Denlinger to discuss the issue with Public Works Manager Graham and report back to them.

Council President Murphy announced on June 11, 2019, at 6:00 PM, 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.

**10. Motion to adjourn the meeting at 08:55 PM.**

<b>Motion by:</b>	<b>Second by:</b>	<b>Voice Vote:</b>
J. Novak	C. Berntheizel	All Favored – Motion Carried

**MOTIONED AND APPROVED** this 11<sup>th</sup> day of June 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

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 9.a. Update on Historic District Expansion efforts**

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Notes:

No document for the Meeting Packet. Information will be provided during the meeting.

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 10.a. Consider Memorandum of Understanding with Lancaster County  
Redevelopment Authority and the Columbia Land Bank regarding  
property located at 14 Lancaster Avenue**

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Notes:

No document for the Meeting Packet. Information will be provided during the meeting.

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 10.b. Consider the transfer of unused funds provided to Community First Fund for the Revolving Loan Fund**

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Notes:

\$50,000.00 of the original \$300,000.00 dollars transferred into the Wells Fargo Revolving Loan Fund checking account (xx8323) remains unreserved. The third-party Loan Fund Administrator, Community First Fund, has indicated that the loan originally in process to utilize those funds has been subsequently withdrawn and the funds are not needed at this time. Transferring these funds from our Economic Development Revolving Loan Fund (Fund 40) to our General Fund (Fund 01) would both maximize interest revenue while increasing our General Fund Unreserved Fund Balance in kind.

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 10.c. Consider request from Lancaster Housing Opportunity Partnership regarding reassignment of Columbia Housing Improvement and Homeownership Loan (CHIHL) Program funds**

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Notes:

Consider request from the Lancaster Housing Opportunity Partnership (LHOP) to reassign \$50,000.00 of unused funds within the Columbia Housing Improvement and Homeownership Loan (CHIHL) Program administered by them.

Request is to move money from the housing improvement portion to the homeownership (down payment assistance) loan program due to escalated usage of – and continued strong interest in – that portion of the program.

Agenda Item 11.a

# Human Resources Consulting

Kathy J. McCool, SPHR, SHRM-SCP

935 Lockport Road  
Lewistown, PA  
717-250-5396

## **A. QUALIFICATIONS**

I am a sole proprietor and Human Resources Consultant. I have over 25 years of experience in human resources, with 12 years of that experience in a public school environment.

## **B. SKILLS**

Employee Relations	Recruiting
New Employee Orientation	Training
Policy Development	Workers Compensation Administration
Unemployment Compensation Administration	Job Analysis/Job Description Development
403 (b) Administration	Compensation Administration
Incentive Program Development	HRIS Management
Employee Performance Management	Benefits Administration
Payroll Processing	Advisor to Senior Management
Annual Personnel Budget Development	Volunteer Management
Human Resource Process Development	Safety Team Advisor
OSHA Compliance	Health Care Plan Administration
401 (k) Administration	Human Resource Department Supervision
Leadership Development	Affirmative Action Compliance
Labor Relations	Affordable Care Act Compliance
Contract Negotiations	Extensive HR Knowledge in PA Public Schools

## **C. CERTIFICATION**

Senior Professional Human Resources, 2007-present  
SHRM-SCP, 2015-Present

## **D. COMPUTER SKILLS**

Microsoft Office, PeopleSoft, PeopleTrak, Unitime, WinPunch, Trackcomp, Ceridian, Kronos, ABRA, Adobe Photo Deluxe, Adobe Acrobat, CSIU Payroll/Personnel System, Applitrack, AESOP

## **E. FEE STRUCTURE**

HR Audit	\$2500
HR Hourly Work	\$75/hour

An invoice with an overview of activities will be emailed to the organization's designee on a monthly basis by the 5<sup>th</sup> of a month for the prior month's activities. Payment is expected within fourteen (14) days.

## **F. MISSION, VISION, VALUES**

In my consulting practice, I find it very important to understand the mission, vision, and values of an organization and how my consulting services can support them. It is my belief that by assisting an organization to how the HR function operates within the nine competencies of HR, I can support the mission, vision and values of the organization.

## **G. COLLABORATION**

In my consulting practice, I provide my expertise in the area of human resources, but believe the best solutions come from a collaborative effort with the client. With this type of arrangement, "problem solving becomes a joint effort" (Block, 2011, p. 26).

## H. NINE COMPETENCIES OF HR

I incorporate the nine competencies of human resources into my work. These competencies (Table 1) are grounded in over thirty years of research (Woodhouse, 2017).

<b>Core Drivers</b>	Strategic positioner	Evaluates both the external and internal environments to provide practical insights that help position the organization to be successful
	Credible activist	Achieves the trust and respect needed to be viewed as valued and valuable partners
	Paradox navigator	Maximizes ideas and outcomes that may be inherently in opposition with each other
<b>Organization Enablers</b>	Culture and change champion	Crafts the right organizational culture to deliver organizational results; Identifies the key steps for initiating change and helps people understand why change is important
	Human capital curator	Offers integrated and innovative HR solutions for managing people within their organization
	Total reward steward	Able to create total reward systems which include compensation and benefits (financial rewards) as well as meaning from work (non-financial rewards)
<b>Tactical or Foundational Elements</b>	Technology and media integrator	Able to leverage technology and technological tools to support their efforts to create high performing organizations; relies on social media to recruit, retain, develop and engage human capital,
	Analytics designer and interpreter	Able to use analytics to impact decision making
	Compliance manager	Able to manage the processes related to compliance by following regulatory guidelines,

Table 1 – Nine Competencies of Human Resources (Woodhouse, 2017; RBL Group, 2016)

To: Fran FitzGerald, Public Works/Property Chairperson, Columbia Borough Council  
From: Jake Graham, Columbia Borough Public Works Department  
RE: **Public Works Department Report for May 2019**

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○ **South Eighth Street CDBG Phase III – Locust Street to Ridge Avenue**

Doli Construction has completed installation of the proposed main line storm sewer and precast structures. Removal of curb and sidewalk will resume the week of June 17, 2019.

○ **Bethel Street - Locust Street to Cherry Street**

Contractor is onsite continuing the excavation of the roadway. Due to the subgrade being soft and showing movement from loaded dump trucks, an additional 4" of subgrade has been removed. 4" of 3A modified stone is being installed prior to geo-grid application. The geo-grid is being covered with 8" of 3A modified stone for a total of 12" stone base. The concrete sidewalk from Locust St. to Ridge Ave. has been completed and currently, the contractor's crews are working from Ridge Ave. to Cherry St.

○ **700 – 800 Blocks Walnut Street**

Reamstown Excavating (low-bidder) was awarded the contract for this project, with a tentative start date of the week of July 15, 2019. The Scope of work for this project will include stormwater improvements, new curb and sidewalk, and restoration of the roadway.

○ **2019 Streets Paving Project (944 Bid)**

JVI Group Inc. original starting time of May 28, 2019 has been pushed back. They are planning on starting this project in the next few weeks. Work in the following blocks will include paving, various curb repair, storm water replacement, and ADA ramp improvements where needed.

Maple St. (N. 7<sup>TH</sup> to N. 6<sup>TH</sup>)

Houston St. (S. 9<sup>TH</sup> to S.10<sup>TH</sup>)

7<sup>TH</sup> St. (Maple to Poplar)

S. 9<sup>TH</sup> St. (Manor to Cemetery)

Avenue H (N. 3<sup>RD</sup> to N. 5<sup>TH</sup>)

Central Ave. (S. 10<sup>TH</sup> to S. 13<sup>TH</sup>)

○ **Borough Yard Waste Recycling Facility**

A high volume of materials continue to come in from the contracted Municipalities with May's total being approximately 476 Tons of yard waste. Crews will continue processing materials, as time permits, in order to keep up with the yard waste recycling.

○ **Storm Drains and Inlets – Maintenance & Repairs**

- Borough Personnel made repairs to a failed corrugated metal drain pipe on North 13<sup>TH</sup> St.
- Borough Crews repaired a failed culvert type drain in the 200 block of Ave. H.

○ **2019 Paving Projects – Borough Crew**

- Borough Personnel have completed paving of the 300 block of Ave. E.
- Borough Crews have been performing patch repairs in various locations throughout the Borough.

## Columbia Borough Council | Meeting Packet Information

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Meeting Date: June 11, 2019

**Agenda Item: 12.b. Announcement of 2019 CDBG Funding Awards**

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Notes:

Project	CDBG Funds Awarded	Borough / Other Funds	Est. Total Project Costs
<b>300 Block South Second Street Improvement Project</b>	<b>\$125,000.00</b>	<b>\$40,000.00</b>	<b>\$165,000.00</b>
Proposed infrastructure improvements to the 300 Block of South Second Street in the area between Lawrence Street and Perry Street. The work will include street, curb and sidewalk as well as associated stormwater management improvements.			
<b>Columbia Market House Improvements</b>	<b>\$200,000.00</b>	<b>\$920,000.00</b>	<b>\$1,120,000.00</b>
Columbia Borough proposes to make improvements to the Historic Columbia Market House toward the goal of re-establishing a public farmer's market, securing a restaurant as an anchor tenant and providing community-based activities. Improvements will be made to the floors, restrooms, electric and HVAC systems, and internal fit out for vendors.			



June 05, 2019

Rebecca S. Denlinger, Borough Manager  
Columbia Borough  
308 Locust Street  
Columbia, PA 17512

**Subject: Fiscal Year 2019 CDBG Allocation for Public Improvements; South Second Street Improvements**

Dear Ms. Denlinger

Lancaster County's Citizen Participation Process for fiscal year 2019 is now complete. The Community Development Steering Committee ranked Columbia Borough's project fourth (4<sup>th</sup>) out of seven (7) projects. With this ranking, the Redevelopment Authority has recommended that Columbia Borough receive \$125,000 for the South Second Street Improvements.

Your project was included in Lancaster County's Fiscal Year 2019 Annual Action Plan. This Plan (including comments) was presented to the Lancaster County Commissioners for review and approval at their board meeting on June 05, 2019.

Do not incur any project costs prior to executing a contract with the Redevelopment Authority. Contracts will be brought before the Redevelopment Authority Board during the June 25<sup>th</sup>, 2019 Meeting. After contracts are approved by the board, they will be sent for your review and approval. The borough will have 30 days from the time of receipt to approve, sign, and mail back the contract.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that appears to read "Jocelynn Ritchey".

Jocelynn Ritchey  
Program Coordinator  
(717) 394-0793 x210  
[jritchey@lchra.com](mailto:jritchey@lchra.com)



June 5, 2019

Rebecca S. Denlinger, Borough Manager  
Columbia Borough  
308 Locust Street  
Columbia, PA 17512

**Subject: Fiscal Year 2019 CDBG Allocation for Public Improvements; Historic Market House**

Dear Ms. Denlinger

Lancaster County's Citizen Participation Process for fiscal year 2019 is now complete. The Community Development Steering Committee ranked Columbia Borough's project second (2<sup>nd</sup>) out of seven (7) projects. With this ranking, the Redevelopment Authority has recommended that Columbia Borough receive \$200,000 for the Historic Market House Improvements.

Your project was included in Lancaster County's Fiscal Year 2019 Annual Action Plan. This Plan (including comments) was presented to the Lancaster County Commissioners for review and approval at their board meeting on June 05, 2019.

Do not incur any project costs prior to executing a contract with the Redevelopment Authority. Contracts will be brought before the Redevelopment Authority Board during the June 25<sup>th</sup>, 2019 Meeting. After contracts are approved by the board, they will be sent for your review and approval. The borough will have 30 days from the time of receipt to approve, sign, and mail back the contract.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jocelynn Ritchey".

Jocelynn Ritchey  
Program Coordinator  
(717) 394-0793 x210  
jritchey@lchra.com



**To:** Lancaster County Township and Borough Managers  
**From:** Christopher M. Thompson, Administrator  
**Date:** April 6<sup>th</sup>, 2019  
**Re:** Memorandum of Understanding

---

The enclosed document is a Memorandum of Understanding (MOU) between the Lancaster County Conservation District (LCCD) and your municipality. This document outlines the scope and scale of responsibilities and expectations between our organizations. The MOU will also serve as a document to validate the linkage between your municipality and LCCD as required by the Municipal Separate Storm Sewer System (MS4) protocol. The terms of this document will remain in effect unless terminated or renewed in writing by either party.

This MOU requires action by your municipal board - Changes to the 2019 MOU were only minor wording and punctuation corrections on pages 7 and 12, but we are using the review/renew process to reestablish our partnership and provide you with updated MOU documentation. Please return only a signed copy of the Execution page and Attachment A – Municipal Contact Information, pages 16 & 17, in the enclosed self-addressed envelope by July 1<sup>st</sup>, 2019. Please keep a copy of the full document for your records.

The District will continue to coordinate efforts with municipalities and valued partners to better determine how we can help meet mutual goals and objectives, but if you have natural resource concerns in your municipality that are not identified within the MOU please review attachment C for a list of contact agencies/people that can assist you with these concerns.

If you have questions regarding this MOU or would like a district representative to present this MOU to your Board please contact the office at (717) 299-5361 x 5.

Cordially,

Christopher M. Thompson



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
LANCASTER COUNTY CONSERVATION DISTRICT  
AND  
COLUMBIA BOROUGH**

WHEREAS, the Lancaster County Conservation District, hereafter referred to as "LCCD", and COLUMBIA BOROUGH, hereafter referred to as Municipality, have common areas of responsibility in serving the citizens of COLUMBIA BOROUGH and

WHEREAS, there are common areas of work that require communication and support of each of these parties to the other party, and

WHEREAS, the District and the Municipality desire to formalize their interactions in relation to common programs and responsibilities, and

WHEREAS, this Memorandum of Understanding will serve as a foundation for a cooperative and mutually beneficial working relationship between the District and the Municipality,

NOW THEREFORE, the parties agree to jointly enter into this Memorandum of Understanding. The Memorandum of Understanding has six component parts as listed herein:

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II. Chapter 105- Dam Safety & Waterway Management	6
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**I. EROSION AND SEDIMENT POLLUTION CONTROL**  
**&**  
**NPDES for Stormwater Discharges Associated with Construction Activities**

**PURPOSE:** Erosion and the resulting deposition of sediment in our waterways is the primary pollutant by volume of our streams. Minimizing erosion and sediment pollution of our streams requires initiatives at the federal, state, county and local municipal levels of government. The purpose of this Memorandum of Understanding (MOU) is to serve as a joint commitment to control accelerated erosion and to prevent sediment pollution to the waters of the Commonwealth, which may result from the conduct of earth disturbance activities. This MOU also serves as a basis for stating the role of each party in appropriately updating and administering appropriate Ordinances of the municipality in relation to Erosion and Sediment Pollution Control.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Erosion and Sediment and Stormwater Control (Chapter 102 and Chapter 92- NPDES) Programs:

**1. Records, Resources, Materials and Documents:**

- a. Provide to the Municipality a schedule of plan review fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any change in the plan review fee schedule and provide updated forms and educational materials in a timely manner.
- b. Upon request, provide all applicants with a DEP Erosion and Sediment Pollution Control Program Manual, National Pollutant Discharge Elimination System (NPDES) permit applications, and related forms, worksheets, checklists and all other forms and documents necessary to successfully prepare an E&S plan and/or NPDES permit application for discharge of stormwater from construction activities.
- c. Provide the municipality with a year-end summary of NPDES and Erosion and Sediment Pollution Control activities within the municipality. The summary is intended to inform the municipality of activities and document activities for municipal MS4 permit requirements. The report is titled "Annual MS-4 Supplemental Report for COLUMBIA BOROUGH".
- d. Serve as a repository for all erosion and sediment control plans (E&S) plans, permit applications, plan and permit reviews, complaints, inspection reports, correspondence and other materials and documents concerning the conduct of earth disturbance activities permitted under the municipal ordinance. All such information shall be contained in a dedicated filing system, which shall be available for inspection by municipal officials at any time.

- e. The LCCD will maintain information and materials on its website related to NPDES permitting and the E&S program. Municipalities may provide links to the LCCD website from municipal websites. This activity provides additional outreach and satisfies relevant MS4 requirements.
- f. The LCCD shall maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal official review.

**2. Plan Reviews and Permitting:**

- a. Receive all applications and ESCP plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by DEP.
- b. Receive all E & S plans required by municipal ordinance or submitted voluntarily, and complete reviews of the plans within time frames established by the LCCD.
- c. Within 10 calendar days of a review action, the LCCD will forward to the municipality, applicant and/or responsible party:
  - I. Notice of NPDES permit decisions including permit and plan approvals and renewal deficiency letters, denials and withdrawals.
  - II. Notice of E & S plan decisions where NPDES permits are not required including approvals and deficiency letters.

**3. Inspections:**

- a. The LCCD will inspect earth disturbance activities to ensure that the implementation and maintenance of the E & S plan and E & S practices are in compliance with the NPDES program and Chapter 102 regulations.
- b. Inspections will be performed:
  - I. At a minimum, in compliance with DEP inspection schedules for permitted projects
  - II. At the request of the municipality.
  - III. Within 10 calendar days of receipt, in response to a complaint from the municipality or the public.
  - IV. Routinely, as time, workload, or staffing resources may allow.
- c. Within 10 calendar days of completion the LCCD will forward to the municipality and applicant or responsible party:

- I. Inspection reports resulting from complaints investigations and other inspections
- d. Initiate enforcement actions within the scope of the delegation agreement between the LCCD and the PA DEP.

**4. Municipal Assistance:**

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope of the LCCD's role under the NPDES and Chapter 102 program. The LCCD will enlist assistance from cooperating agencies when appropriate.
- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. At the request of the municipality, the LCCD will review appropriate sections of municipal stormwater management and subdivision and land development ordinances and make recommendations for consistency with current Chapter 102 regulations and NPDES permit requirements.
- d. Meetings:
  - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited. Attendance and choice of representative is at the discretion of the municipality.
  - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to NPDES permitting and Chapter 102 regulations.
  - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall:

**1. Resources and Information:**

- a. Inform those involved with earth disturbance activities of any Erosion and Sediment Pollution Control and NPDES permitting requirements involving municipal ordinances.
- b. Retain a sufficient quantity of the application form for E & S plans and issue such information to all proposed earth disturbance projects that require review and approval in accordance

with the provisions of the municipal ordinance. The municipality shall provide instructions as necessary to have the plans submitted to the LCCD.

- c. Distribute education information about the LCCD's programs and provide contact information to the public for the LCCD.
- d. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, denials and withdrawals, notices of violations; E & S plan approvals and other correspondence needed by the municipality for MS4 permit documentation or other municipal purposes.

## **2. Notice and Referral to the District:**

- a. Forward complaints involving earth disturbance activities to the LCCD within 10 calendar days of receipt for inspection.
- b. Forward all questions related to the preparation of E & S plans and NPDES permit applications to the LCCD.
- c. Notify the LCCD of the receipt of a building permit application involving earth disturbance of one acre or more within five (5) working days of receipt. (Required under 25 PA Code §102.42).
- d. Forward to the LCCD an Act 167 consistency letter to confirm that projects meet the intent of the municipality's stormwater ordinance, if covered under an Act 167 ordinance.
- e. Forward to the LCCD copies of municipal engineer review letters when comments pertain to the E & S plans, stormwater management plans, and/or NPDES applications.
- f. Coordinate pre-application meetings with the LCCD whenever possible.
- g. Complete **Attachment A**, contained in this MOU, to better facilitate communications between the municipality and the LCCD.

## **3. Municipal Approvals and Actions:**

- a. Before issuing any permits or approvals, with the exception of local stormwater approvals, the municipality will require evidence of an issued Individual NPDES permit, authorized General NPDES permit or approved E & S permit if required, or an approved E & S plan where municipal regulations require an approved E & S plan where NPDES or E & S permits are required. Per Section 102.43, municipalities may not issue building or other permits to applicants proposing earth disturbance activities requiring a permit under Chapter 102.
- b. Where violations of Chapter 102 or NPDES permitting regulations are discovered, the municipality will cooperate with the LCCD to document and resolve the violations.

Cooperation may entail providing access or copies of approved subdivision or land development plans, issued permits, review comments, revocation of municipal permits and other reasonable measures legally and practically available to the municipality.

- c. Encourage the preservation and responsible use of all of Lancaster County's natural resources.

## **II. Chapter 105- Dam Safety & Waterway Management**

**PURPOSE:** Pennsylvania's Chapter 105 program regulates the waterways and wetlands of the Commonwealth. Chapter 105 establishes the thresholds for permitting requirements for encroachment or obstruction activities to jurisdictional waters and wetlands. The regulations also specify requirements related to dam and floodway activities. This section of the MOU establishes the delegation authority for the Chapter 105 program given to the LCCD by PA DEP.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Chapter 105 program.

### **1. Records, Resources, Materials & Documents:**

- a. Provide to the Municipality a schedule of Chapter 105 application fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any changes in the application fees or regulations.
- b. Serve as a repository for all Chapter 105 General Permit applications and associated E & S plans, inspection reports, complaint information, and other materials and documents concerning the conduct of encroachment and obstruction activities related to the Chapter 105 program.
- c. The LCCD will maintain information and materials on its website related to the Chapter 105 program. Municipalities are encouraged to provide the link to the LCCD website on their own municipal website.
- d. The LCCD will maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal review.

### **2. Chapter 105 General Permit Review & Permit Acknowledgement:**

- a. Receive all Chapter 105 General Permit #'s 1, 2, 3, 4, 5, 6, 7, 8, and 9 applications and corresponding fee application for review. Applications will be processed in the timeframes established by DEP.
- b. Within 10 calendar days of permit acknowledgement, forward notice of permit use to the municipality.

### **3. Municipal Assistance:**

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope and resources of the LCCD's role under the Chapter 105 program. The LCCD will enlist assistance from cooperating agencies when appropriate.
- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. Meetings:
  - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited.
  - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to the Chapter 105 regulations.
  - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

### **MUNICIPAL RESPONSIBILITIES:**

- a. Refer residents to the LCCD when they have questions on permitting or earth moving activities related to streams, wetlands, ponds, springs or other waters regulated under Chapter 105.
- b. Distribute fact sheets and other educational materials provided by the LCCD.
- c. Retain copies of all correspondence from the LCCD pertaining to the Chapter 105 program for municipal purposes.
- d. Forward any complaints related to the Chapter 105 program to LCCD within 10 calendar days of receipt.

### **III. NPDES Municipal Separate Storm Sewer Systems** **(MS-4 – NPDES Permit PAG-13)**

**PURPOSE:** Many municipalities in Lancaster County and the County itself are subject to NPDES permit requirements for Municipal Separate Storm Sewer Systems (MS4). The purpose of this agreement is to coordinate, where possible and desirable, the activities of the municipalities and the county associated with MS4 permit requirements. While not all requirements lend

themselves to coordination, several of the requirements are such that coordination will result in decreased compliance cost and greater efficiency for both the municipality and county. The following details the municipal and LCCD responsibilities by Minimum Control Measure (MCM)

## **MCM 1 – PUBLIC EDUCATION AND OUTREACH**

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Distribute an educational publication to developers, contractors, farmers and other stakeholders in Lancaster County, once per permit year at minimum.
- b. Maintain on the LCCD website, information related to stormwater regulations, educational materials and resources. It is recommended that Municipalities provide a link from the municipal website, if available, to the LCCD website.
- c. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of the above activities and any other educational activities conducted by the LCCD that would be applicable for MS4 permit compliance. Where possible, copies of the educational materials, the dates distributed and a summary or list of those the material was distributed to will be included in the summary.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Annually, no later than 30 days prior to the end of the permit year, provide a summary to the LCCD of the use and or distribution of educational posters.
- b. Where practical and applicable, notify the LCCD at least 15 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.

## **MCM 2 – PUBLIC PARTICIPATION**

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify regulated municipalities of public participation events, as appropriate 30 days prior to the event.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the LCCD of public participation events, as appropriate, at least 30 days prior to the event.

## MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Meet all of its responsibilities listed in the E & S section of this MOU.
- a. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of LCCD activities conducted in the municipality. The summary will include:
  - I. The number of sites inspected and the number of inspections conducted.
  - II. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
  - III. The number of enforcement actions taken.
  - IV. The number of NPDES permits issued.
  - V. The number of E & S plans reviewed.
  - VI. A list of NPDES permits issued with the date of issuance, expirations and permit number.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. The municipality will meet all of its responsibilities listed in the E & S section of this MOU.
- b. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, notices of violation; E & S plan approvals and other correspondence needed by the municipality for MS4 documentation purposes.
- c. Annually provide the LCCD with a list of contacts, their company, address, email and phone number, as to where the municipality would like copies of correspondences sent.
- d. Provide copies of ordinances related to stormwater management, erosion and sediment control and illicit discharges. The municipality will provide the LCCD with copies of any revised ordinances within 30 days of adoption.

#### **IV. AGRICULTURAL RELATED ACTIVITIES** **(MANURE MANAGEMENT & EROSION CONTROL)**

**PURPOSE:** To conserve the agricultural resources of Lancaster County, by educating local municipalities and the public. This document encompasses but is not limited to, Nutrient Management, erosion control on farms, and compliance related topics.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD is a clearing house of information relating to agricultural farming. The following items are available to municipalities across Lancaster County.

- a. Administer the State's Act 38 program, also known as the Nutrient Management Law. LCCD staff reviews nutrient management plans, conducts onsite yearly status reviews relating to nutrient application. These plans are developed on an animal density calculation. Any operation that has over 2.0 Animal Equivalent Units (AEU's)/Acre, is required to have an approved Act 38 Nutrient Management Plan.
- b. The Commonwealth also requires farmers to have a Manure Management Plan (Chapter 91.36), developed for every farm that produces or applies manure on their ground, no limit on size or scope of operation. Once farm size reaches certain thresholds based on livestock, further requirement for nutrient management may be required (such as Act 38 or CAFO). These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- c. Erosion and Sediment Control on farming operations:
  - i. The LCCD will oversee PA Code Chapter 102.4(a) (Erosion & Sediment Control) relating to agriculture operations. Chapter 102.4 requires all farming operations that disturb over 5,000 sq. ft. to have a Conservation Plan or Ag E & S plan developed and implemented. This also includes no-till as an earth disturbing practice. These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- d. The LCCD will offer Technical Assistance for farming operations within the county. This technical assistance can be used by the farming landowner/operator to help with the implementation of BMPs found within their Conservation Plans. When needed, for BMP implementation, a reviewed design packet will accompany, along with spot inspections of construction implementation, and certification.
- e. Conduct complaint investigations regarding nutrient and sediment pollution events. (See Attachment B)
- f. When applicable, provide guidance on conservation planning, within the Bio-Solids Program.

- g. Provide the LCCD wide fee schedule, which includes fees pertinent to agricultural operations.
- h. Provide the municipality with a reasonable quantity of related resource materials at the request of the municipality.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, within the limits of its capabilities and available resources, the municipality shall:

- a. Forward to the LCCD (Ag Compliance Coordinator), any agricultural complaint relating to, but not limited to: Nutrient pollution, and sediment pollution.
- b. The LCCD highly recommends that the municipality require development of these plans before building permits for agricultural operations are approved. The municipality should not release permits to agricultural operations, until those landowners can produce a Nutrient or Manure Management Plan AND Conservation, or Ag E & S Plan.
- c. Make available to the public any educational materials provided by the LCCD.

#### **IV.1 Plain Sect Outreach**

**PURPOSE:** The LCCD dedicates an Ag staff person as the 'Plain Sect' Outreach Coordinator. This person has experience working with the 'Plain Sect' community and is available to meet with municipal representatives to provide information related to conservation issues within the 'Plain Sect' community. This staff person is available to meet with individual 'Plain Sect' farmers and can serve as a resource person for any municipal sponsored informational meeting for the agriculture community.

**DISTRICT RESPONSIBILITIES:**

- a. Provide assistance to the "Plain Sect" community by informing the community on agricultural regulatory requirements and best management farming practices.
- b. Refer farmers to the appropriate Agricultural Technician within the LCCD for technical guidance and planning.
- c. Provide assistance to municipalities when they need support in dealing with the Plain Sect.

**MUNICIPAL RESPONSIBILITIES:**

- a. Be aware that the Plain Sect Outreach Coordinator position exists and is available for assistance.
- b. Refer Plain Sect farmers to the LCCD for assistance, when appropriate.

## V. EDUCATION & OUTREACH

**PURPOSE:** The mission of the LCCD is to promote stewardship of the land, water, and other natural resources; and to make all citizens aware of the interrelationships between human activities and the natural environment; to provide assistance for current efforts in natural resource conservation; and to develop and implement programs which promote the stewardship of natural resources; while enlisting and coordinating help from public and private sources in accomplishing this mission. The education departments of the LCCD serve as a beginning point for many of our goals. Educating the public about our county's natural resources is a primary goal. Through education we can protect, preserve and promote the mission of the LCCD.

### V.I Watershed Program

**PURPOSE:** The LCCD's Watershed Program goals are to educate, create and foster grassroot volunteer watershed efforts, water quality monitor, and be a resource on all things water related in Lancaster County. The Watershed Coordinator for the LCCD should be used as a resource tool by community members, businesses, schools, and especially municipalities. Items the Watershed Program can deal with include, but are not limited to, stream water quality, wetlands, pond management, stormwater education, groundwater recharge, volunteer conservation efforts, and many additional issues. One of the ultimate goals of the watershed program is to get local streams off the state's list of impaired waterways. This goal can be accomplished through combined efforts from the LCCD, surrounding landowners, businesses, and the municipality. This MOU outlines general areas of cooperation between both parties.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Help to keep all municipalities informed of local watershed associations/group activities within their jurisdiction. The types of activities these organizations conduct can assist municipalities in their MS4 requirements. (i.e. public education and public participation)
- b. Provide the municipality with any volunteer water monitoring data that may be gathered for streams within your municipal boundary. All of this data can be found on the Lancaster County Watersheds website, [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org), under the volunteer monitoring data tab.
- c. Provide copies of resource and educational materials the LCCD may create. Limited amounts of such copies will be provided at no charge. For larger quantities, the LCCD will provide copies in a format, where practical, suitable for producing copies or at cost. (i.e. stormwater management, riparian buffers, floodplains, groundwater recharge, water conservation, backyard conservation, and other natural resource issues.)

- d. Maintain a Lancaster County Watershed website ([www.lancasterwatersheds.org](http://www.lancasterwatersheds.org)) that provides current and useful local, regional, and statewide water resources that municipalities can use. (i.e. local watershed plans, list of volunteer watershed groups, stormwater action plans, local TMDL plans, electronic versions of educational publications, and a host of other useful tools.)
- e. Assist the municipality with watershed or water quality/quantity issues and permit applications that fall within the LCCD's area of expertise. The LCCD will enlist the services of cooperating agencies when necessary.
- f. Provide the municipality with watershed technical training opportunities and points of contact for LCCD programs.
- g. Notify municipalities of public participation events, as appropriate 30 days prior to the event.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Be an active participant in local volunteer watershed groups as they devise ways to educate, restore, or improve the local watershed within your municipality.
- b. Inform the LCCD of natural resource issues especially those that are water related.
- c. Where practical and applicable, notify the LCCD at least 30 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.
- d. Cooperate with the LCCD on studies, pilot projects or surveys related to water resource conservation within the municipality.

**IT IS MUTUALLY AGREED WITHIN THE LIMITS OF ABILITIES AND RESOURCES:**

- a. Both parties will provide for the mutual sharing of information.
- b. Both parties will supply each other with available maps, geographic information system and computer aided drafting files, printed material, photos/slides, video and displays pertaining to pertinent programs.
- c. Both parties will work on projects mutually benefiting the LCCD and the municipality.

## **V.2 Education Program**

**PURPOSE:** The purpose of this agreement is to define educational programs provided by the LCCD and available to the municipalities and the county. The mission of the LCCD is the

stewardship of land, water, and other natural resources. The LCCD administers and participates in a variety of programs to protect and promote the wise use of natural resources.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Develop and present lessons and programs designed to address the PA Department of Education Environment and Ecology Standards for teachers, students, community organizations, watershed organizations, and the public within municipalities.
- b. Publish and distribute educational materials for teachers, students, and the public.
- c. Provide educational materials requested by municipalities for schools or public outreach.

**LCCD Education Program Links**

- [www.lancasterconservation.org](http://www.lancasterconservation.org)
- [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org)

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the Conservation LCCD when possible and applicable of municipal public outreach activities or events where the LCCD could be of assistance in providing educational presentations or materials.
- b. Notify the Conservation LCCD of public participation events, as appropriate.
- c. Post educational materials or programs available from the LCCD, as appropriate.

### **V.3 Agricultural Ombudsman Program**

**PURPOSE:** The PA Agricultural Ombudsman Program handles public relations, education and conflict management related to agriculture. The Program offers statewide liaison services to communities on issues affecting agriculture, land use, environment and planning. The Ombudsman Program focuses on pro-active education, but has re-active responsibilities, too. The Agricultural Ombudsman is not an advocate for any particular party, but seeks to achieve a satisfactory resolution to disputes through training and education.

**DISTRICT RESPONSIBILITIES:**

- a. Serve as an intermediary between agricultural producers and municipalities, Conservation Districts and regulatory authorities, and to assist producers in navigating applications and permit and plan review processes to ensure the producer is treated

fairly and expeditiously in that process, while ensuring municipalities, Districts and regulatory agencies that the producer has met all the applicable requirements.

- b. Provide assistance to help municipal officials prepare for meetings expected to attract significant public interest or concern. Sample policies are available for municipalities to review and consider using to ensure an orderly, productive meeting that allows all parties involved to give their input.
- c. Inform municipalities and residents about current farming practices and help dispel myths about modern agriculture.
- d. Provide educational materials to help address public concerns about agricultural operations.

**MUNICIPAL RESPONSIBILITIES:**

- a. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with conflict management, resulting from the interface of production agriculture and suburban/urban constituents.
- b. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with educational input or non-legal advice regarding impacts on agriculture and the potential for farmer/resident conflicts because of what is currently written or proposed in a municipal ordinance.
- c. Direct residents to contact the Agricultural Ombudsman when residents are experiencing fly concerns, odor management concerns or other concerns generated by agricultural activities.

## VI. EXECUTION

This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

This Memorandum of Understanding may be terminated by either party for any reason. Termination of this Memorandum of Understanding must be by certified mail. Termination shall become effective 30 days after receipt of the notice of termination.

This Memorandum of Understanding shall be reviewed periodically by either or both parties and may be amended by mutual consent of both parties.

With the execution of this Memorandum of Understanding any previous Memorandum of Understandings between the Municipality and the District shall be invalid.

### LANCASTER COUNTY CONSERVATION DISTRICT

By: \_\_\_\_\_



Title: \_\_\_\_\_ Chairman \_\_\_\_\_

Date: \_\_\_\_\_ March 6, 2019 \_\_\_\_\_

### COLUMBIA BOROUGH

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(SIGN AND RETURN THIS PAGE ALONG WITH THE NEXT PAGE, ATTACHMENT A)

## ATTACHMENT A- Municipal Contact Information

*Please complete the entire form. Contact information will be used by the LCCD to communicate with your municipal officials throughout the year.*

### Municipal Information

Municipal Manager: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

Road Master: \_\_\_\_\_

Municipality Mailing Address:

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Phone Number \_\_\_\_\_

Manager's email address: \_\_\_\_\_

### Municipal Engineer Information

Municipal Engineer (Name): \_\_\_\_\_

Engineer's Email Address: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Firm Mailing Address: \_\_\_\_\_

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### MS-4/167 Information

Who should the MS-4 Report be mailed to (Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

MS-4 Permit Period (Beginning Date/End Date) \_\_\_\_\_

MS-4 Information Requested by Date: \_\_\_\_\_

ACT 167 Adopted (Date): \_\_\_\_\_

## ATTACHMENT B- Common Complaint Contacts List

### What the Lancaster County Conservation District is Responsible for:

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#### 1) Biosolids Application to Farmland Complaints

Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361 Ext. 2524  
(If unavailable, see "Other Organizations")

#### 2) Excessive Soil Erosion from Ag Operations

Kevin Seibert, Agricultural Compliance Coordinator  
(717) 299-5361, Ext. 2524

#### 3) Excessive Soil Erosion from Construction Sites

Nate Kurtz, E&S Program Manager  
(717) 299-5361, Ext. 2522

#### 4) Manure Complaints

Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361, Ext. 2524  
(If unavailable, see "Other Organizations")

#### 5) Act 38 Nutrient Management Law Compliance Complaints

Jeff Hill, Agriculture Program Manager  
(717) 299-5361, Ext. 2542

#### 6) Fly Related Complaints

Shelly Dehoff  
Pennsylvania Agriculture Ombudsman Program  
(717) 299-5361 Ext. 2547  
(717) 880-0848  
shelly.dehoff@gmail.com  
OR  
Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361 Ext. 2524

### What Other Organizations are Responsible for:

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#### Stormwater Complaints (Vary from case to case)

1. Local (Borough or Township)
2. Lancaster County Planning Commission  
Dean Severson (717) 299-8333
3. Pennsylvania Department of Transportation  
(717) 299-7621

#### Invasive Species Complaints (plant or insects)

PA Dept of Agriculture Region VI Office  
717-772-5209

#### Dead Animal (Mortality) Disposal Complaints

PA Dept of Agriculture Region VI Office  
Joyce McLaughlin (717) 783-8300  
Fax: 717-787-1868

#### Pesticide Application Complaints

PA Dept of Agriculture Region VI Office  
Joe Uran (717) 772-5212  
Hypersensitivity Registry Forms  
Dona McCory (717) 787-4392

#### Stream & Wetland Encroachment Complaints

PA Dept of Environmental Protection  
Jeff Minski (717) 705-4709

#### Biosolids Application to Farmland Complaints

PA Dept of Environmental Protection  
Eric Laur, Soil Scientist  
(717) 507-4773

#### Manure or Other Contaminant Complaints

PA Dept of Environmental Protection  
Deborah Miller (717) 705-4780  
e-mail – debomiller@state.pa.us  
And/Or  
PA Fish and Boat Commission  
Lancaster Co. Office (Lititz)  
(717) 626-0228

#### Manure Odor Complaints

PA Dept of Environmental Protection  
Jeff Minski  
717-705-4709  
OR  
State Conservation Commission  
Karl Diamond  
570-836-2181 Ext. 120

Date Received \_\_\_\_\_

Date Notified Municipality that request can/cannot be fulfilled: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

**ATTACHMENT C**

**Lancaster County Conservation District  
Fee for Services Schedule/Request for Information  
Municipal MS-4 Report Assistance**

*The Lancaster County Conservation District charges a fee for services provided to municipalities that will assist them with compiling information for their MS-4 Annual Report. The fee is required because information is being requested that is above and beyond what is provided by the District free of charge, as outlined in the Memorandum of Understanding for the current year.*

**SECTION 1: CONTACT INFORMATION**

Municipality		Date of Request
--------------	--	-----------------

Person in Charge of Compiling the MS-4 Report	
Company/Firm	
Phone Number	
Email Address	
Mailing Address	

Date Information is Requested By	
----------------------------------	--

Municipal Contact	
Phone Number	
Email Address	
Mailing Address	

**SECTION 2: REQUEST FOR INFORMATION:**

*Outline, in detail, what additional information your municipality is requesting beyond the MS-4 report already supplied. Your municipality will be invoiced at a rate of \$75 per hour for the work requested. Payment will be due to the LCCD within 30 days of delivery of the requested information. You will be notified within seven (7) business days whether or not your request can be fulfilled. If so, the LCCD will deliver the requested information within 30 days of the date of request.*

*Attach Additional Pages for Description*

[Date]

[Municipality]  
[Contact Person]  
[Address]  
[City, State, Zip Code]

RE: Invoice for Services Provide- Information Request for MS-4 Reporting

## **SAMPLE INVOICE**

*Payment is due within thirty (30) calendar days of this invoice. Checks should be made payable to "LCCD" and mailed, along with a copy of the invoice to:*

*Lancaster County Conservation District  
E&S Department  
1383 Arcadia Road Room 200  
Lancaster, PA 17601*

April 6, 2019

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 13.a. Update on Food Safety Inspection transition to PA Department of Agriculture**

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Notes:

No document for the Meeting Packet. Information will be provided during the meeting.

**COLUMBIA BOROUGH POLICE DEPARTMENT**  
**REPORT OF MONTHLY OFFENSES**

CLASSIFICATION OF OFFENSES	2019												2019	2018
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TYTD	TLYTD
Murder & Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape by Force	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Rape Attempt (Assault)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery (Armed)	0	1	0	0	1	0	0	0	0	0	0	0	2	0
Robbery (Strong Armed)	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Assault (Gun)	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Assault (Knife/cutting)	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Assault (Other Weapon)	0	0	0	2	0	0	0	0	0	0	0	0	2	0
Assault (Other Aggravated)	0	0	6	1	7	0	0	0	0	0	0	0	14	1
Burglary (Forced Entry)	2	0	0	0	1	0	0	0	0	0	0	0	3	1
Burglary (Unlawful Entry)	1	0	1	0	1	0	0	0	0	0	0	0	3	2
Burglary (Attempted)	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Theft (\$50 & Over)	9	7	6	4	8	0	0	0	0	0	0	0	34	11
Theft (Under \$50)	5	6	7	6	3	0	0	0	0	0	0	0	27	12
Auto Theft	0	0	1	0	1	0	0	0	0	0	0	0	2	3
Assault (Other)	2	1	6	2	1	0	0	0	0	0	0	0	12	4
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forgery & Counterfeiting	3	0	1	0	0	0	0	0	0	0	0	0	4	0
Fraud	4	1	4	0	1	0	0	0	0	0	0	0	10	11
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	1	0	0	0	1	0	0	0	0	0	0	0	2	0
Vandal iminal Misc.	12	5	9	8	15	0	0	0	0	0	0	0	49	22
Weapons	1	0	1	0	0	0	0	0	0	0	0	0	2	0
Prostitution & Commercial Vice	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Except Rape/Prostitution)	1	4	5	1	4	0	0	0	0	0	0	0	15	7
Narcotic Drug Laws	10	1	11	6	5	0	0	0	0	0	0	0	33	6
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family & Children	1	3	3	1	1	0	0	0	0	0	0	0	9	1
Driving Under Influence	4	0	1	2	2	0	0	0	0	0	0	0	9	3
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drunkenness	3	1	0	2	2	0	0	0	0	0	0	0	8	9
Disorderly Conduct	3	4	8	1	9	0	0	0	0	0	0	0	25	8
All Other (Except Traffic)	41	29	36	23	41	0	0	0	0	0	0	0	251	103
<b>TOTAL MONTHLY OFFENSES</b>	<b>104</b>	<b>65</b>	<b>106</b>	<b>60</b>	<b>105</b>	<b>0</b>	<b>521</b>	<b>183</b>						

**COLUMBIA BORO POLICE DEPARTMENT MONTHLY REPORT TO BORO COUNCIL**

MAY 2019

MAY 2019

YTD  
2019

LYTD  
2018

## Weekly Log 32

1. Volleyball open gym after school Wednesday 18 students
2. Workout before school Tuesday 8 students
3. Counseling with student who his repeat runaway, discussed options and decision making
4. Counseling with high school female student with bullying issue
5. Taylor Tuesday recess
6. Student came to me with concern about two males who plan on fighting again, worked with school to prevent (at least on school property)
7. SRO meeting at District Attorney's office
8. Spoke with two Taylor students about behavior after school and respecting the crossing guard
9. Thursday morning workout 4 students
10. Student report stolen air pods (headphones) quickly able to determine suspect who then gave them back, 7<sup>th</sup> grade, school and parent handling consequence
11. Two females arguing in classroom, Dr. Smith and I arrived at same time helped to diffuse situation
12. Showed Police Cruiser to Miss Hogan's learning support class at Park School as a reward for good behavior
13. Taught gun safety with Sgt Jacobs to entire kindergarten class

### Weekly Log 33

1. Prom Promise, mock crash at Hempfield High School
2. Mediation between two high school girls who have ongoing issue and nearly fought in office, seems to finally be resolved
3. Taylor Tuesday, recess and lunch
4. Spoke with student at Taylor about issue walking to school and his behavior
5. High School Faculty meeting regarding ALICE training and Crimson Alert
6. At park school meeting with several parents and students regarding, vandalism, threats, pushing/fighting
7. Spoke with two students at Taylor school who were harassing a student after school
8. Spoke with high school social studies class about prison system, deterrents, and rehabilitation
9. Met with mother who was concerned about her middle school daughter being harassed at school
10. Monday volleyball open gym 20 attendees
11. Morning workouts, Tuesday 8, Thursday 4
12. Student being picked on after school, spoke to girls involved, found video, and principal called parents
13. Large fight during week in early evening hours, supplied video of incident by student, helped patrol to identify many involved

## Weekly Log 34

1. Met with female middle school student being harassed on Snapchat, other party does not attend Columbia, talked about ways to handle the issue
2. Met with group of 4<sup>th</sup> grade girls who have ongoing issues harassing each other
3. Dealt with harassment issue that was occurring outside of school and social media, counseling with three involved and issued warnings to cease
4. Ongoing issue with student runaway, worked with parent and CYA
5. Spoke with female student about domestic violence issue at home, mother already reported it to police
6. BOOM afterschool meeting, Chris Smiley was the speaker, 12 guys attended
7. Afterschool disturbance, helped patrol with identification
8. Issue in town regarding domestic violence on Wednesday, on Thursday male half came to high school to get a house key from student, removed him from school and spoke with patrol about the issue
9. Edible garden at Park school
10. Lockdown drill at park school
11. Removed student from a room that was involved in a verbal confrontation, walked with me without issue, middle school male

Weekly Log 35

5/20-5/23/19

1. First grade student at Park brought in toy gun, facing school discipline, I spoke with him and grandmother about the seriousness of the issue. It was left in his back pack from playing over the weekend.
2. Spoke to high school class about ALICE/Run, hide, fight per their request
3. Stolen phone charger at high school, identified student who stole the item, school consequence
4. Helped students with a video for, "Welcome to CHS"
5. Middle School and Park school faculty meetings, spoke about Crimson Alert and ALICE
6. Drug paraphernalia found on middle school student
7. Lock down drill at Taylor school
8. Taylor Tuesday recess
9. Counseling with BOOM member about failing grades and finishing strong
10. Out of control IU13 student at Taylor helped to remove her from class and calm her down
11. Investigation money stolen from cafeteria possibly by employee
12. Near fight after school which did not occur because I was already on scene, 800 block Ave G, walked 5 blocks with  $\frac{1}{2}$  of the group until they dispersed
13. Tuesday and Thursday workouts
14. Volleyball open gym after work, 16 attended
15. Small amount of drug paraphernalia found on two middle school females, charges to be sent to Youth Aid Panel

Weekly Log 36

5/28/19-5/31/19

1. Volleyball open gym
2. Morning workouts
3. Female student reported domestic violence with boyfriend to school counselor, talked about PFA with her
4. Kindergarten Car Show
5. BOOM meeting at school
6. Assisted patrol with identification regarding theft
7. Field day at Jansen Park for Park school



# Columbia Borough Fire Department

726 Manor Street  
P O Box 426  
Columbia, PA 17512-0426

## MONTHLY FIRE CHIEF'S REPORT

### May 2019

Incident response statistics and additional Fire Department Activities for the month of May 2019 along with Year-to-Date information.

Douglas J. Kemmerly, Fire Chief

Information released by the CBFD for informational purposes to the Columbia Borough Manager and Columbia Council members on June 3, 2019.

## INCIDENT RESPONSE STATISTICS (TOTALS):

**KEY - Incident Type \***

- 100 Fire Incidents including structures, mobile properties, vegetation and rubbish.
- 200 Over pressurized Incidents (No Fire) including boiler, pipelines, and process vessels.
- 300 Rescue/EMS Incidents including vehicle accidents, water rescue, searches, and industrial rescues.
- 400 Hazardous Materials Incidents including combustible spills, radioactive & biological, and electrical issues.
- 500 Service Incidents including water removal, smoke/odor issue, animal issue, and public service.
- 600 Good Intent Incidents including unknown type of alarms, controlled burns, steam mistaken for smoke.
- 700 False Alarm Incidents including unintentional fire alarms.
- 800 False Alarm Incidents including malicious alarms, bomb scares.
- 900 Special Incidents including citizen complaints, special types and miscellaneous incidents.

## MAY INCIDENTS:

- 60 dispatched fire incidents with **639** volunteer man-hours.
- **\$2,094,448.00** of property was in danger of fire loss in Columbia Borough.
- **\$359,200.00** of property was destroyed in Columbia Borough:

➤ 5/02	531 North 3 <sup>rd</sup> Street	Accidental – Vehicle	\$6,000.00 loss
➤ 5/02	521 Locust Street	Accidental – Kitchen	\$303,000.00 loss
➤ 5/02	519 Locust Street	Accidental – Exposure	\$30,000.00 loss
➤ 5/02	523 Locust Street	Accidental – Exposure	\$10,000.00 loss
➤ 5/04	Route 30 West Bound	Accidental – Tractor/Trailer	\$9,000.00 loss
➤ 5/23	221 Lawrence Street	Accidental – Kitchen	\$1,000.00 loss
➤ 5/30	200 Luther Lane	Accidental – Electrical	\$200.00 loss

- 3 firefighter injuries reported.
  - 5/02 521 Locust Street Electrical Shock Evaluated in ER
  - 5/02 521 Locust Street Electrical Shock Evaluated in ER
  - 5/02 521 Locust Street Heat Exhaustion Evaluated in ER
- 0 firefighter exposures reported.
- Response time for first arriving fire truck in Columbia Borough (from dispatch to arrival) for the month of **May** was 5:50.
- **Wednesday and Thursday** was our busiest day with 11 incidents.
- Incidents by shifts and our average number of volunteers:
  - 07:00am – 02:59pm 24 incidents averaging 10.5 volunteers.
  - 03:00pm – 10:59pm 28 incidents averaging 16.7 volunteers.
  - 11:00pm – 06:59am 08 incidents averaging 10.1 volunteers.
  - All Shifts 60 incidents averaging 13.3 volunteers.
- **Building Fires and Vehicle Accidents** was our most dispatched incident type with 12.
- Incidents location by Municipality:
 

➢ Columbia Borough	34	57%
➢ West Hempfield Township	14	23%
➢ All others	12	30%

#### TRAINING STATISTICS (TOTALS):

	January	February	March	April	May	June	July	August	September	October	November	December	2019 Year To Date Totals	2018 Totals
Training Classes:	10	21	16	17	15								79	208
Volunteers Attending:	48	66	61	67	66								308	609
Training Hours:	132	324	180	174	171								981	2201

#### FIRE DEPARTMENT ACTIVITIES:

- Fundraising totaled 61% of our **May** Activity events with 61 man-hours and a total of 17 volunteers assisting.
- Public Education Specialists had 6 events with 86 man-hours:
 

➢ 5/04 Park School Elementary	Sesame Street Puppet Show
➢ 5/05 Fox 43 Water Safety Event	Columbia River Park
➢ 5/06 High School Prom Promise	Hempfield High School
➢ 5/06 Boy Scout Troop	CBFD Headquarters
➢ 5/18 Blueberry Jamboree	St. John Herr Estates
➢ 5/30 Fire Extinguisher Program	Cherry Street Guest Home

- Other activities for **May** totaled **13** events with **256** man-hours:
  - 5/01 CBFD Company meeting.
  - 5/08 Flag detail at Glatfelter's field.
  - 5/14 Columbia Borough Council meeting.
  - 5/16 CBFD Board of Directors meeting.
  - 5/18 Traffic control on Route 462 bridge for 5K race.
  - 5/18 Traffic control on Route 462 for DUI Check Point.
  - 5/19 Traffic control for Motorcycle run.
  - 5/20 CBFD Fireman's Relief meeting.
  - 5/24 Wash down boat launch at Columbia River Park.
  - 5/25 Memorial Day Parade – Mountville, PA
  - 5/25 Memorial Day Parade – Mount Joy, PA
  - 5/26 Memorial Day Parade – Columbia, PA
  - 5/27 Memorial Day Parade – Marietta, PA

**1,213 VOLUNTEER HOURS WERE SPENT IN THE MONTH OF  
MAY FOR OUR COMMUNITY!  
39.1 VOLUNTEER MAN HOURS PER DAY!**



# Columbia Borough Fire Department

## Fire Report - Summarized

Alarm Date Between {05/01/2019} And {05/31/2019}

Count	Incident Type
1	Alarm Bells
4	Automatic Alarm - High Occupancy
1	Automatic Alarm - Residential
2	Building - Apartment
1	Building - Chimney
1	Building - Church
1	Building - Commercial
5	Building - Dwelling
1	Building - Industrial
1	Building - Mobile Home
2	Cardiac Arrest
1	CO Alarm
4	Gas Leak
1	Investigation - Fire Chief
4	Investigation - Inside
1	Investigation - Outside
1	Medical Assist
2	Person Struck
2	Rescue - Water
1	Rescue - Boat In Distress
2	Spill Control
1	Standby - In Station
1	Unknown Type Fire
1	Utility/Wires
3	Vehicle Accident - Class 1
6	Vehicle Accident - Class 2
1	Vehicle Accident - Entrapment
1	Vehicle Accident - Standby
1	Vehicle Accident - Unknown Injury
2	Vehicle Fire
1	Vehicle Fire - Tractor Trailer
3	Fire Police
<b>60</b>	<b>Total Incident Count:</b>
<b>803</b>	<b>Total Responding Personnel:</b>
<b>13.3</b>	<b>Average Staff Per Incident:</b>
<b>41.24</b>	<b>Company Time In Service:</b>
<b>638.70</b>	<b>Total Staff Hours:</b>
<b>4 / 3</b>	<b>Civilian Injuries / Deaths:</b>
<b>3 / 0</b>	<b>Firefighter Injuries / Deaths:</b>
<b>\$2,094,448.00</b>	<b>Estimated Property Value:</b>
<b>\$359,200.00</b>	<b>Estimated Property Loss:</b>



# Columbia Borough Fire Department

## District and Zones Station 80

Alarm Date Between {01/01/2019} And {12/31/2019} and District = "80"

Box	Box Description	Count	Percent of Incidents	Estimated Losses	Percent of Losses
80-05	Southwest Columbia Borough	69	46.30 %	\$611,920.00	88.28 %
80-01	Northeast Columbia Borough	28	18.79 %	\$50,200.00	7.24 %
80-02	Northwest Columbia Borough	26	17.44 %	\$22,000.00	3.17 %
80-06	Southeast Columbia Borough	10	6.71 %	\$0.00	0.00 %
80-07	Route 30	7	4.69 %	\$9,000.00	1.30 %
80-03	Non-Hydrant North Columbia Borough	5	3.35 %	\$0.00	0.00 %
80-09	Susquehanna River North of 30	2	1.34 %	\$0.00	0.00 %
80-10	Susquehanna River South of 30	2	1.34 %	\$0.00	0.00 %
<b>Total Incident Count:</b>		<b>149</b>		<b>Estimated Losses:</b>	<b>\$693,120.00</b>





## Columbia Borough Fire Department

### Incidents by Municipality - Summary

Alarm Date Between {05/01/2019} And {05/31/2019}

Municipality	Count	Pct of Incidents	Est Losses	Pct of Losses
Columbia Borough	34	56.66%	\$359,200	100.00 %
West Hempfield Township	14	23.33%	\$0	0.00 %
East Donegal Township	3	5.00%	\$0	0.00 %
Manor Township	3	5.00%	\$0	0.00 %
Conoy Township	1	1.66%	\$0	0.00 %
East Hempfield Township	1	1.66%	\$0	0.00 %
Hallam Borough	1	1.66%	\$0	0.00 %
Lower Windsor Township	1	1.66%	\$0	0.00 %
Mountville Borough	1	1.66%	\$0	0.00 %
Wrightsville Borough	1	1.66%	\$0	0.00 %
<b>Total Incident Count:</b>	<b>60</b>		<b>Total Est Losses:</b>	<b>\$359,200</b>



# Columbia Borough Fire Department

## Training Report - Summary

Class Date Between {05/01/2019} And {05/31/2019}

Classes Description	Classes	Attendees	Hours
80 Truck Check	2	3	03:00
First Aid	1	5	15:00
CPR/AED Certification	1	5	15:00
Fire Control, General	1	11	22:00
Anhydrous Ammonia Training	4	4	32:00
Facility Tour	2	18	13:30
Vehicle Fires Live Burn	1	17	51:00
Water Rescue Emergency Responder	3	3	19:30
<b>Totals</b>	<b>15</b>	<b>66</b>	<b>171:00</b>



# Columbia Borough Fire Department

## Activity Report - Summary

Date Between {05/01/2019} And {05/31/2019}

Activity Code	Staff Count	Total Hrs	Pct Hrs
Parade Activity	49	115:00	28.82 %
Bingo	17	61:00	15.28 %
Meeting - Company	25	50:00	12.53 %
Fire Police Detail	14	48:30	12.15 %
Fire Safety Education	10	25:00	6.26 %
Public Safety Education	6	24:00	6.01 %
Public Safety Education	6	18:00	4.51 %
Board Of Directors - CBFD	8	16:00	4.01 %
Fire Safety Education	5	12:30	3.13 %
Meeting - Miscellaneous	5	12:30	3.13 %
Duty Crew	5	07:30	1.87 %
Fire Safety Education	4	04:00	1.00 %
Meeting - Fireman's Relief	3	03:00	0.75 %
Extinguisher Program	2	02:00	0.50 %
	<b>159</b>	<b>399:00</b>	



# Columbia Borough Fire Department

## Staff Incident Participation

Activity Date Between {01/01/2019} And {05/31/2019}

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
ANDERSON, NIKKI R.	0	0	0	0	3	0	0	0	0	0	0	0	3	1.04
ANDERSON, JR., RICKY W.	16	23	10	11	12	0	0	0	0	0	0	0	72	25.08
ARMOLD, MICHAEL P.	34	20	19	13	25	0	0	0	0	0	0	0	111	38.67
BARNINGER, JARED R.	8	14	13	13	15	0	0	0	0	0	0	0	63	21.95
BELL, TYLER J.	0	0	0	4	10	0	0	0	0	0	0	0	14	4.87
BOYLES, TODD M.	11	23	18	7	17	0	0	0	0	0	0	0	76	26.48
BRAUNGARD, EMILY M.	6	12	13	11	13	0	0	0	0	0	0	0	55	19.16
FISHER, JASON S.	10	13	10	17	12	0	0	0	0	0	0	0	62	21.60
FRITZ, KEITH A.	17	24	24	21	21	0	0	0	0	0	0	0	107	37.28
FRITZ, KRISTAL A.	10	13	12	24	7	0	0	0	0	0	0	0	66	22.99
FRITZ, KYLE N.	19	18	19	21	18	0	0	0	0	0	0	0	95	33.10
FRITZ, LAUREN A.	15	9	6	6	11	0	0	0	0	0	0	0	47	16.37
FRITZ, MARK A.	33	46	37	39	32	0	0	0	0	0	0	0	187	65.15
GOMEZ, LORENZO C.	4	4	1	4	12	0	0	0	0	0	0	0	25	8.71
GOODMAN, JORDAN M.	13	28	15	11	7	0	0	0	0	0	0	0	74	25.78
GREENYA, ALFRED A.	0	2	11	15	25	0	0	0	0	0	0	0	53	18.46
HERSHEY, DAVID P.	13	25	18	17	19	0	0	0	0	0	0	0	92	32.05
HERSHEY, DENNY P.	14	22	16	15	13	0	0	0	0	0	0	0	80	27.87
HETTER, ADAM M.	2	13	15	12	13	0	0	0	0	0	0	0	55	19.16
HETTER, ROBERT J.	2	2	1	0	0	0	0	0	0	0	0	0	5	1.74
HINKLE, RYAN J.	4	19	18	22	27	0	0	0	0	0	0	0	90	31.35
KEMMERLY, DOUGLAS J.	17	27	23	16	34	0	0	0	0	0	0	0	117	40.76
KEYSER, BRENT M.	3	0	1	1	0	0	0	0	0	0	0	0	5	1.74
KEYSER, BRYAN E.	8	22	5	14	15	0	0	0	0	0	0	0	64	22.29
KEYSER, KEVIN A.	12	1	0	2	31	0	0	0	0	0	0	0	46	16.02
LIGHTCAP, JOHN A.	5	1	10	10	1	0	0	0	0	0	0	0	27	9.40
LIGHTCAP, JR., TODD M.	3	1	1	3	4	0	0	0	0	0	0	0	12	4.18
LIGHTCAP, SR., TODD M.	10	11	10	18	11	0	0	0	0	0	0	0	60	20.90
LONG, JEFFREY G.	22	23	12	20	25	0	0	0	0	0	0	0	102	35.54
LONG, MICHAEL A.	0	1	1	1	1	0	0	0	0	0	0	0	4	1.39
LONGENECKER, DILLAN L.	1	0	0	0	0	0	0	0	0	0	0	0	1	0.34
MANLEY, RONALD L.	16	25	18	24	23	0	0	0	0	0	0	0	106	36.93
MARTIN, NICK D.	22	12	11	19	16	0	0	0	0	0	0	0	80	27.87
MENTZER, JR., BRIAN K.	1	0	0	0	4	0	0	0	0	0	0	0	5	1.74
MEYERS, WILLIAM L.	30	31	16	1	16	0	0	0	0	0	0	0	94	32.75
MISAL, JUSTIN S.	21	21	19	20	18	0	0	0	0	0	0	0	99	34.49
MONTGOMERY, SEAN M.	2	14	19	20	22	0	0	0	0	0	0	0	77	26.82
MOSTELLER, JARED D.	17	15	20	13	14	0	0	0	0	0	0	0	79	27.52
PETERS, JAMES A.	0	0	0	2	0	0	0	0	0	0	0	0	2	0.69
REIFSNYDER, ROBERT M.	9	11	11	6	2	0	0	0	0	0	0	0	39	13.58
RHOADS, JORDAN M.	27	36	33	24	27	0	0	0	0	0	0	0	147	51.21



# Columbia Borough Fire Department

## Staff Incident Participation

Activity Date Between {01/01/2019} And {05/31/2019}

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
RHODES, MICHAEL E.	29	39	28	28	44	0	0	0	0	0	0	0	168	58.53
RIGGS, JONATHAN R.	16	16	25	25	19	0	0	0	0	0	0	0	101	35.19
RYNO, SCOTT K.	1	3	12	12	13	0	0	0	0	0	0	0	41	14.28
SCHMITT, EUGENE V.	1	0	0	0	1	0	0	0	0	0	0	0	2	0.69
SCHOELKOPH, SR., LESTER R.	11	16	10	9	13	0	0	0	0	0	0	0	59	20.55
SHAEFFER, CRYSTAL A.	0	0	0	0	4	0	0	0	0	0	0	0	4	1.39
SHAEFFER, JOHN M.	4	0	1	2	10	0	0	0	0	0	0	0	17	5.92
SHEARER, CURTIS L.	0	0	0	0	8	0	0	0	0	0	0	0	8	2.78
SPLAIN, MICHAEL A.	21	19	18	19	9	0	0	0	0	0	0	0	86	29.96
STOCK, MICHAEL D.	4	8	8	4	10	0	0	0	0	0	0	0	34	11.84
TORBERT, DEBORAH L.	1	10	0	0	2	0	0	0	0	0	0	0	13	4.52
TORBERT, JR., JOHN E.	3	7	0	0	3	0	0	0	0	0	0	0	13	4.52
UHLRICH, KATHERINE C.	1	0	7	3	2	0	0	0	0	0	0	0	13	4.52
WAGNER, TODD A.	0	0	1	0	0	0	0	0	0	0	0	0	1	0.34
WARFEL, ROBERT E.	1	0	0	0	0	0	0	0	0	0	0	0	1	0.34
WARNER, JUSTIN M.	2	2	0	4	5	0	0	0	0	0	0	0	13	4.52
WINE, ADRIAN G.	0	15	9	11	2	0	0	0	0	0	0	0	37	12.89
ZERCHER, JOHN M.	38	45	33	21	30	0	0	0	0	0	0	0	167	58.18

### Total Runs by Month

Jan	60	Feb	60	Mar	57	Apr	52	May	58	Jun	0
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 287



**COLUMBIA EMERGENCY MEDICAL SERVICES**  
**336 NORTH 7TH STREET**  
**P.O. Box 30**  
**COLUMBIA, PA. 17512**  
**(717)-684-3500**

# **MONTHLY**

# **REPORT**

**MAY 2019**

This information is released by the Columbia Quick Response Service Inc.; doing business as Columbia Emergency Medical Services. The purpose of this report is to provide monthly information to the CEMS Board of Directors, CEMS Membership, Columbia Borough Manager & the Columbia Borough Council.

This report contains information on incident response statistics and the other activities of the Columbia Emergency Medical Services.

**STEVEN C HENRY, JR., BS, NREMT**  
**EMS CHIEF**

# Columbia Emergency Medical Services

May 2019

<b>Incidents: 150 Incidents May 2019</b>	
<b><u>Unit Dispatches:</u></b>	<b><u>Total:</u></b>
Squad-8-1:	125
Squad-8-2:	17
Squad-8-3:	2
Ambulance 8-1	2
Squad-800: (Supervisors Only)	4
EMS Chief 8: (Chief Only)	2
<b><u>Class Response Break Down:</u></b>	<b><u>Total:</u></b>
Class I:	73
Class II:	16
Class III:	51
Stand-By @ Event(s):	2
EMS Activity:	9
<b>Average Response Time: 1min, 53 seconds</b>	
<b>Average Dispatch to Arrival on Scene:</b>	
<b>4 mins</b>	
<b><u>Time Of Responses:</u></b>	<b><u>Total:</u></b>
07:00-15:00-	
15:00-23:00-	
23:00-07:00-	

<b><u>Municipality:</u></b>	<b><u>Number of Responses:</u></b>
Columbia Borough	139
West Hempfield Twp.	8
York County	1
Manor Township	1
Manheim Township	1

# Columbia Emergency Medical Services

May 2019

## Incident Type Break Down:

Incident Type:	Amount:	Incident Type:	Amount:
Abdominal Pain:	4	Hemorrhage:	1
Allergic Reaction:		Industrial Rescue:	
Animal Bite:		Investigation-With BLS:	
Assault/Injured Person:		Laceration:	2
Assist Police Department:	1	Landing Zone:	
Attempted Suicide:		Medical Alarm:	4
Back Pain:	1	Medical Assist:	
Breathing Problem:	18	Overdose/Poisoning:	7
Building-Apartment:		Pedestrian Struck:	1
Building-Commercial:		Pregnancy/Maternity:	
Building-Dwelling:		Psychiatric/Emotional Problem:	3
Building-Industrial:		Public Service-Child Locked In Vehicle:	1
Building-Nursing/Hospital:		Public Service- Lifting Assistance:	
Building-Outbuilding:		Routine Transport:	
Burn Victim:		Shooting:	1
Cardiac Arrest:	3	Sick Person:	19
Check On Welfare:		Stabbing:	
Chest Pain:	16	Stand-By @ Event:	1
Choking:		Stand-By-In Station:	
Convulsion/Seizure:	1	Stand-By-Transfer To Station:	
CO Alarm-With BLS:		Stroke/CVA:	3
CO Inhalation:		Traumatic/Injured Person:	5
Diabetic Problem:	1	Unconscious Person:	7
Drowning:		Unknown Problem/Person Down:	4
Electrocution:		Vehicle Accident-Class I:	5
EMS Activity:	10	Vehicle Accident-Class II:	
Environmental Rescue:		Vehicle Accident-Class III-EMS Only:	
Eye Problem/Injured:		Vehicle Accident-Entrapment-Class I:	1
Fall/Injured Person:	17	Vehicle Accident-Unknown Injuries:	
Gas Leak:	4	Vehicle Accident-Tractor Trailer-Class I:	1
Head Ache:	1	Vehicle Accident-Vehicle On Fire-Class I:	
Heart Problem:	5	Vehicle Fire:	
Heat/Cold Exposure:		Water Rescue:	

# Columbia Emergency Medical Services

May 2019

## May 2019 Chiefs Report

The month of May 2019 was a very productive month with regards to Emergency Medical Services not only for the Borough of Columbia, but as a nationwide community. During this month, these are the highlights that transpired. They are as follows:

1. Mayor Leo Lutz announced Proclamations during Columbia Borough Council meeting recognizing not only Police Officer week, but importantly, Emergency Medical Services Week.
2. Education delivered to Kindergarten students at Park School Elementary on Summer Safety and poison control.
3. EMS Managers gathering in Harrisburg where the Regional leadership shared experiences in new programs, treatments, protocols and staffing.
4. EMS Practitioner Awards Ceremony took place at the State Capital Rotunda. This event was lead by the Emergency Health Services Federation. Our Board of Directors Chairman, Mr. Clyde "Tim" Brown, Jr., was recognized for his 50 years of active EMT service. Mr. Brown obtained his Emergency Medical Technician on March 31<sup>st</sup>, 1969.
5. CEMS participated in Mountville Memorial Day Parade and Columbia Borough Memorial Day Parade; observance wreaths were laid at each memorial appropriately in remembrance and recognition.
6. Education was delivered to residents for CPR, First Aid and AED, 15 people in attendance.
7. 2 new members being on boarded as new providers.
8. 2 Ambulance incidents were handled by Ambulance 8. This unit was placed into service as a result of out of town units coming in when SVEMS was not available (already on another call). The out of town unit wa from Maytown and Lancaster City.



May 1, 2018 to May 31, 2018 – Columbia Borough Only

Dayshift truck in service every day about 0620 until 1840.

Nightshift truck in service every day about 1820 until 0640

Total calls for the month: 205

Total patient not transport: 55

SVEMS unit:

Class 1 – 73

Class 2 - 27

Class 3 – 83

Total SVEMS calls: 183

Covered call by outside unit:

Total covered calls: 22

Total calls QRS was dispatched, responded, arrived on scene for more than 5 minutes – 102 calls

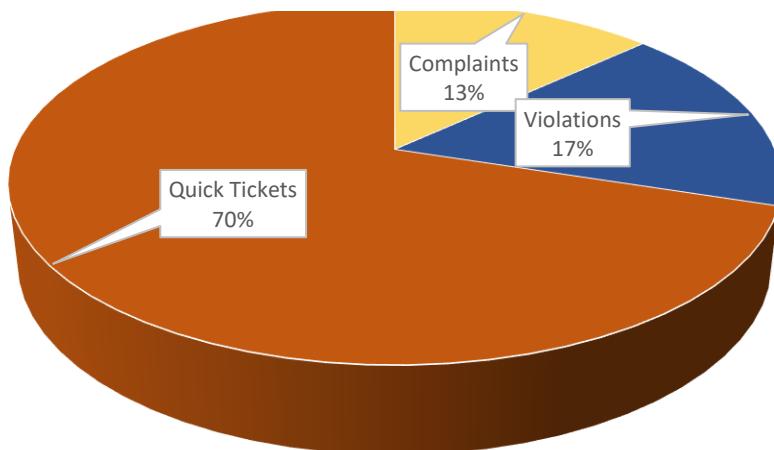
Highlights: Next paid EMT academy class starts June 10, 2019.

**CODES DEPARTMENT**

Agenda Item 13.c

**Year to Date REPORT**

MONTH	COMPLAINTS	R	H	VIOLATION NOTICES	R	H	QUICK TICKETS	R	H
JANUARY	27	15	12	23	12	11	66	35	30
CLOSED	25			8			53		
FEBRUARY	19	15	4	17	11	6	39	24	15
CLOSED	18			10			29		
MARCH	32	19	13	28	16	12	50	28	22
CLOSED	20			1			24		
APRIL	36	23	13	15	10	5	62	42	20
CLOSED	19			5			48		
MAY	18	4	14	23	5	18	96	42	54
CLOSED	6			1			52		
JUNE									
CLOSED									
JULY									
CLOSED									
AUGUST									
CLOSED									
SEPTEMBER									
CLOSED									
OCTOBER									
CLOSED									
NOVEMBER									
CLOSED									
DECEMBER									
CLOSED									
Y2D	132	76	56	106	54	52	313	171	141
CLOSED	88			25			206		

*R - Rental      H - Owner*

To: Todd Burgard, Public Safety Chairperson, Columbia Borough Council  
From: Jeff Helm, Columbia Borough Planning & Zoning Department  
RE: **Board of Health, Zoning, Planning & EMA Report for May 2019**

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**1. Board of Health**

- a. Board of Health members attended the eighth Public Engagement Session of the Columbia Comprehensive Planning Process on May 6, at the Columbia Public Library to provide their input
- b. Columbia Borough School District kitchens were inspected as required by the state's mandatory semi-annual food establishment inspection requirement.

**2. Zoning Permit / Determinations / Zoning Hearing Board**

- a. The Zoning Hearing Board had no applications for the month of May.
- b. Met with Buchart-Horn project manager on a proposed additional parking lot project for St. Peter Apartments.
- c. Met with PA Labor & Industry Uniform Construction Code auditor and toured the following completed projects selected for audit of accessibility compliance at Columbia Animal Shelter, Turkey Hill Experience, and Columbia Public Library. A PA Department of Labor & Industry Summary Report is pending.
- d. Met with borough officials, Lancaster County Redevelopment Authority officials, and investors seeking input on the Hotel Columbia/Locust property for possible future interest.
- e. Scheduled a fireworks display professional for and attended the bimonthly Lancaster County Zoning & Building Permit Officers Association meeting for an update on new state fireworks retail/use regulations and permitting tips.
- f. Met with Mike and Patty McKonly on need for inspections of their various rental properties.

**3. Planning / Planning Commission**

- a. Hosted Public Engagement Sessions for the Columbia Comprehensive Planning Process to secure community input on "What Challenges Does Columbia Face and What Opportunities Are Available to Help Columbia Thrive":
  - May 1 at Hinkles (Business community)
  - May 6 at Columbia Public Library
  - May 9 at Columbia Historic Preservation Society
  - May 13 at Columbia Church of God
  - May 16 at Columbia Animal Shelter
  - May 20 at Columbia Public Library
  - May 23 at St. Paul's Baptist Church
- b. Met with LCHRA and borough officials at the monthly Land Bank Advisory Group meeting.
- c. Met with the Myers development team on the continuing attempt to secure complete funding and planning for a restart of the construction phase of the 132 Locust Street mixed use project.
- d. Met with the Borough Engineer and NuTec engineer to discuss the storm water issues of the Columbia Outpatient Center proposed additional parking lot project.

- e. Met with Haz Mat engineering consultant and borough officials on the 1020 Manor Street property.
- f. Met with Planning Commission chairperson, Mary Wickenheiser, and LCPC representative, Laura Proctor, on conceptualizing the future borough Comprehensive Plan.
- g. Met with borough officials, LHOP, and a property owner about a master plan to divest a large number of residential properties in Columbia.
- h. Toured the finished 304 Cherry Street CAPitol Work Force dwelling prior to the Ribbon Cutting Ceremony.
- i. Attended HARB meeting where the proposed historic district revision map was discussed.
- j. Attended the 401 Locust Street Child Care & Family Center Groundbreaking Ceremony on May 22.
- k. Viewed the PSAB webinar on Census Collection challenges in preparation for the borough's support in assisting Census takers for their May/June/July 2020 role.
- l. Attended the Planning Commission Comprehensive Planning Work Session on May 2 (to continue the Columbia 2040 Comprehensive Planning process) and regular monthly meeting of the Columbia Planning Commission on May 22.
- m. Met with Architects Ted Vedock and Craig Dzurko from Hammel Associates on the proposed Market House renovations.

#### **4. Emergency Management**

- a. As Chair of the Borough's Employer-Employee Safety Committee I outlined at the May 22, meeting a comprehensive list of emergency preparedness topics including Active Shooter, Shelter-in-Place, Evacuation, Employee Death on Duty, Windstorm, Bomb Threat, etc. that will be memorialized in a standard operating guideline handbook for future exercises and daily use.

#### **End of Report**

Jeffrey Helm, Zoning & Planning Officer

June 6, 2019

**Columbia Borough Council | Meeting Packet Information**

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Meeting Date: June 11, 2019

**Agenda Item: 14.a. Consider acceptance of the Columbia River Park Phase III Master Site Development Plan**

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Notes:

Follow up to presentation made to Borough Council at the June 4, 2019 Work Session.

Meeting Date: June 11, 2019

**Agenda Item: 15.a. Update on 132 Locust Street Redevelopment Project**

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Notes:

Jeff Helm and Paul Paulsen visited the 132 Locust Street demolition site at June 7, 2019 and found the following items and issues:

1. The temporary construction fence is intact around the excavated hazardous hole in the ground and excludes public use of the front sidewalk.
2. The erosion and sedimentation socks encircle the rear of the site and are intact. They appear to be preventing the site's sedimentation from spilling onto the public streets as designed.
3. There is a pile of dimensional lumber stacked near the middle of the rear yard along with several sections of concrete storm water piping lying stable on the ground.
4. Weeds abound inside and outside the fence.
5. The front sidewalk is unsafe due to the excavated ground beneath the inside half of the sidewalk along its entire length.
6. No collection of water is visible on the site.

The proposed plan of action is as follows:

1. The Code Compliance Department will issue a Notice of Violation (14-day correction time) requiring removal of the pile of construction lumber and the unused concrete piping.
2. The Code Compliance Department will issue a Quick Ticket for the weeds.
3. The Borough will direct/require 789 Main Street, LLC, to install concrete Jersey barriers or a similar robust barrier on the street (30-day correction time), leaving a four-foot clear walking path in the south parking lane of the street up to the shared property line between 142 & 144 Locust Street private dwellings which will allow pedestrians to safely get on and off the Locust Street sidewalk and eventually access the Bank Avenue area.
4. The Borough will direct/require 789 Main Street, LLC, to move the temporary fence from the Locust Street parking lane onto the front sidewalk along the length of the present construction site to continue to exclude pedestrians from the excavation site.