

LITITZ BOROUGH COUNCIL
Draft Minutes of Meeting Held November 14, 2017
7 S. Broad Street, Lititz, PA

The Lititz Borough Council meeting was called to order at 5:30 P.M. on November 14, 2017, by President Weibel with Council members Greiner, Hain, Sensenich, and Weaver present. Van Brookhoven and Junior Council Person Delmont were absent. Sue Barry was excused due to her recent injury. Others in attendance were Mayor Snyder, Andy Garner, Todd Kauffman, Chief Kerry Nye, Elijah Yearick, and Laura Knowles. Council member-elect John Bear arrived later.

NEW BUSINESS
Gaming Discussion

Weibel discussed the recently passed state gaming legislation and that municipalities now have a short window in which to opt-out of consideration for new mini-casino locations. This opt-out is done via resolution. To date only three residents had contacted the Borough concerning this legislation, all of them supportive of the opt-out. Council decided that the public would be encouraged to comment on the new resolution at the November 27 Council meeting and a resolution would be considered.

The Future of Per Capita and Occupation Tax

Weibel discussed the Finance Committee's recommendation to eliminate the Per Capita and Occupation Taxes. The Committee found that the taxes were unwieldy, difficult to collect, required paying the School District to conduct a census, and would not be feasible if the Borough moves to County tax collection as planned. The loss of this tax revenue is proposed to be offset by a modest increase of the revenue neutral millage rate.

Curb and Sidewalk Installation Procedures

Weibel reviewed the proposal to change the way future sidewalk, curb, and tree replacements are funded. Instead of relying on individual homeowners to fund these replacements, the Borough is considering paying for these out of the general fund with a single contractor. Hain described the process for the recent replacement of sidewalks on Broad Street and the widely varying appearances and quality the resulted from homeowners doing their own. Greiner asked what the liability and prevailing wage implications would be. Weibel appointed a Sidewalk Committee consisting of Hain, Greiner, Garner, Snyder and Yearick to look into these issues. The Committee was asked to report to Council by the end of March, 2018.

REPORT BY BOROUGH MANAGER
2018 Municipal Calendar

On a motion by Greiner with a second by Sensenich, the advertisement of the Year 2018 Municipal Calendar was unanimously approved as follows:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
*1 ST COUNCIL 7:00 PM	**2	13	13	10	8	12	17	14	11	9	****13	11
2 ND COUNCIL 7:00 PM	30	27	27	24	29	26	31	28	25	***30	27	18
PLANNING COMMISSION 7:00 PM	3	6	6	3	1	5	10	7	4	2	6	4
ZONING HEARING 7:00 PM	22	26	19	16	21	18	16	20	17	15	19	17
PARKS COMMITTEE 4:00 PM	22	26	19	16	21	18	16	20	17	15	19	17
FLOOD CONTROL 3:30 PM	16		20		15		17		18		20	
SEWER AUTHORITY 7:00 PM	25			26			26			25		
LITITZ/WARWICK/ ELIZABETH/WARWICK SCHOOL DIST JOINT MTG				26 WSD 7:00PM						25 ET 7:00PM		
FORGE THE FUTURE 2022 COORDINATING COMMITTEE MEETING 7:30 AM	18 WT			19 WT			19 WT			18 WT		
FORGE THE FUTURE 2022 BUILT & NATURAL INFRASTRUCTURE MEETING 7:30 AM		15 LB			17 LB			16 LB			15 LB	
FORGE THE FUTURE 2022 HOUSING & ECONOMIC DEV COMMITTEE MEETING 7:30 AM			15 ET			21 ET			20 ET			20 ET
WARWICK EMERGENCY SERVICES COMMISSION 6:00 PM	15 BFC			16 BKFC			16 WCA			15 RFC		

Council, Planning, Zoning, Parks Committee, and Flood Control meetings are held in the Lititz Borough Council Chambers, 7 South Broad Street, Lititz, PA. Sewer Authority meetings are held at the Wastewater Treatment Plant, 50 Lititz Run Rd, Lititz, PA

2018 Recognition Dinner is Wednesday, December 12, 2018, 6:30 PM, at the General Sutter Inn

*First Council Meeting each month, if called by President

**Reorganization Meeting

***MS4 Annual Report

****Budget Meeting, November 13, will be held at 5:30 PM

2018 Municipal Calendar (Cont)

WT – Meeting held at Warwick Township Building – 315 Clay Rd
LB – Meeting held at Lititz Borough building – 7 S Broad St
ET – Meeting held at Elizabeth Township building – 423 Southview Dr
WSD – Meeting held at Warwick School District office – 301 W Orange St
WCA – Meeting held at Warwick Community Ambulance – 151 North Ln
LFC – Meeting held at Lititz Fire Co. – 24 W Main St
BFC – Meeting held at Brunnerville Fire Co. – 1302 Church St, Brunnerville
BKFC – Meeting held at Brickerville Fire Co. – 10 Hopeland Rd
RFC – Meeting held at Rothsville Fire Co. – 2071 Main St, Rothsville

SUB-COMMITTEE ON FINANCES
2018 Budget

Deliberation and discussion ended in the following summary of items to be included in the year 2018 Proposed Budget:

General Fund -

Revenue:

- # New assessed property values will go into effect for 2018.
- # State law prohibits a net increase in revenue more than 10% of the previous year's.
- # The millage rate is proposed to be 2%, which is a 7% increase.
- # Due to the plan to transition to county tax collection, per capita and occupational taxes will be abolished.
- # The 7% increase in revenue will serve to replace the retired taxes.
- # Reality transfer taxes are projected to increase slightly based on the sale of Wilbur and BB&T.
- # Local Service Taxes are projected down due to the downsizing at BB&T.
- # Revenue of the sub-lease of the Triangle to ABC is included in miscellaneous income.

Expenses:

- # Hospitalization insurance to increase by 5.7% overall.
- # Employee contributions to hospitalization now reflected in expenses.
- # Bookkeeping will be outsourced to the Walz Group.
- # Borough-wide phone system upgrade.
- # The 2018 fiduciary bond will be paid early and incorporated into the 2017 ending budget.
- # The Borough will transition to the Lancaster County Treasurer's Office for tax collections.
- # An additional part-time position will be hired in 2018 to assist with administrative duties.
- # Cyber insurance
- # Carpet replacement in Council Chambers and other rooms
- # Police Air Conditioning unit.

Year 2018 Proposed Budget (Cont)

- # Police garage roof repair.
- # Install door in Council Chambers.
- # One new officer to be hired, another will replace a retirement.
- # Uniform costs for new hires.
- # New tasers and in-vehicle cameras.
- # Plate tamper, ditch shoring, and other small tools for public works.
- # Public Works building improvements
- # Butterfly Acres walking path reconstruction
- # Swing replacements in parks

Water Fund -

Revenue:

- # Revenues are generally flat from 2017

Expenses:

- # Capital repairs including telemetry and partial ion exchange
- # Engineering for anion work and additional of the Bonfield well to the Wellhead Protection Plan.
- # Anion engineering.
- # Leak detection.
- # Safe Drinking Water Act Fees
- # 2003 Loan payments
- # Capital budget.

Sewer Fund -

Revenue:

- # Revenues are generally flat from 2017
- # WTMA at 38% flow.

Expenses:

- # Meter fees down due to construction phasing
- # Legal fees for industrial pretreatment
- # LSA Administration fees and Act 537 Plan update
- # Digester cleaning
- # Capital budget.

Year 2018 Proposed Budget (Cont)

Swimming Pool Fund -

Revenue:

- # Donation will be made as part pool rehab project

General Capital Improvement Fund -

Expenses:

- # Norfolk Southern Project.
- # LCHRA.
- # Parking Garage start-up potential

Equipment Reserve Fund

Expenses:

- # New Police vehicle
- # Gasoline powered truck and plow
- # New mower
- # Manhole lid opener

Storm Drainage Construction Fund

Revenue:

- # Floodplain, Low Volume Road, and Excelon Mitigation grants

Expenses:

- # MS4 program costs
- # Stormwater line televising
- # Oak Street Floodplain Restoration
- # Low Volume Road projects on North Lane
- # Completion of the Haas floodplain restoration
- # Public works stormwater improvements

Water Construction Fund

Expenses:

- # Filter rehab beginning in 2018
- # Arrowhead meter pit improvements.

Year 2018 Proposed Budget (Cont)

Highway Aid Fund

Revenue:

- # Liquid Fuels funding
- # Green Light Go signal grants
- # State/Federal Bridge reimbursements

Expenses

- # Green Light Go signal projects
- # Signal retiming
- # N. Locust St. Bridge replacement completion
- # Resurfacing

Police Contributions Special Reserve Fund

Revenue

- # Contributions

Expenses

- # Community outreach
- # Protection supplies

ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 P.M. on a motion by Greiner with a second by Sensenich.

Respectfully submitted,

Elijah Yearick

Director of Planning & Community Development