

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held April 24, 2018
7 S. Broad Street, Lititz, PA

The regular meeting of the Lititz Borough Council was called to order at 7:00 P.M. on April 24, 2018, by President Weaver with Council members Bear, Greiner, Hain and Sensenich present. Others in attendance were Mayor Snyder, Sue Ann Barry, Elijah Yearick, Andy Garner, Chief Kerry Nye, Todd Kauffman arrived later, Gwen Newell, members of the Lititz Police Department, Nicholas Barbura and his parents Michael & Donna Barbura, Tiffany Barbura, Nyssa Kanavins, Devin Donmoyer, William Brandt, Todd Dickinson, Darryl Kreitz, Steve Gergely, Brenda Mertz, Doug & Arlene Klugh, Susan Shirk, Ken Arnold, Mike & Karen Healy, Joan Clair, Paul & Lisa Cameron, Adam Kossove, Janette Mastromatteo, Jerry McGrath, Dave Bucher, Jeff & Babs DiFrank, Rev. Bonnie Oplinger, and Laura Knowles of the Lititz Record Express. The meeting opened with an invocation by Rev. Oplinger followed by the pledge of allegiance led by the Mayor. On a motion by Hain with a second by Sensenich, the minutes of the March 27, 2018, Council meeting were unanimously approved.

PETITIONS, CORRESPONDENCE AND QUESTIONS:
Hire & Swear In New Patrol Officer

After welcome and introductions, Greiner moved, Sensenich seconded to take the recommendation of the Civil Service Commission and hire Nicholas Barbura as Police Officer, effective April 9, 2018. Motion passed unanimously. The Mayor administered the Oath of Office to Barbura. Weaver called for a 10 minute recess for photos. The new officer, family and members of the Lititz Police Department left after the 10 minute break.

Hydrant Flushing and Water Pressure

Dave Bucher, 634 S. Spruce Street, noticed poor water pressure when the Works Crew recently flushed fire hydrants in his neighborhood. He asked that area residents be notified when the PWD plans to flush hydrants. They do place a notice in the Lititz Record Express, however, prior to the flushing.

Infrastructure Concerns

Bill Brandt, 210 N. Cedar Street, and former member of the Lititz Sewer Authority had infrastructure concerns regarding re-routing truck traffic to Newport Road and water and sewer capacity with new development, i.e. Warwick Woodlands and Wilbur. The re-routing of Rt. 772 remains in the comprehensive plan update and Hain continues to keep those discussions at the forefront. Water and sewer capacity has been studied and there is adequate capacity for both of those developments. Water and sewer tapping fees will be assessed, also.

REPORT BY THE BOROUGH ENGINEER:
Preliminary/Final Subdivision Plan for 510 S. Walnut Street

Steve Gergely of Harbor Engineering presented the 510 S. Walnut Street Preliminary/Final Subdivision Plan No. 17390-003, dated January 16, 2018, revised March 19, 2018, further revised April 16, 2018, north side of W. Sixth Street, south of W. Third Street, west of S. Spruce Street, 7 lots, 4.8 acres, R-S Residential (Lot #7 Wittenberg house), 1.88 acres R-1 Residential (Lots #1-6 proposed residences), total 6.68 acres. An original concept of three lots was not formally presented. Greater density in this subdivision is supported by the Form Based Codes, SALDO, Joint Comprehensive Plan, LCPC, and Lititz Planning Commission. If Council does not approve the plan, an extension of time would need to be requested. Gergely discussed modification requests, i.e., number of lots to be served by a shared driveway and sidewalks, water and sewer common easements, trash station and cluster mailbox locations, stormwater detention basin connecting to the existing stormwater system, shared driveway access agreement, etc. A separated path concept at the driveway was not proposed and the driveway will only have an access easement and not become a public street. The utilities will be dedicated, however. There is no parking in the access easement. The fee in lieu of parkland will be \$12,000. The existing stormwater problem in this area will be resolved by the basin located on Lot #4, to become the responsibility of the homeowner and to be kept mowed.

Preliminary/Final Subdivision Plan for 510 S. Walnut Street (Cont)

Bill Rogers, 506 S. Spruce Street, stated that a similar plan had been recommended for approval by the Planning Commission and denied by Borough Council approximately ten years ago. He asked for consistency with history. He requested reconsideration of the modification request for the number of lots on a shared driveway, stating that smart people developed those ordinances. He questioned how five property owners will agree to the maintenance of the shared driveway, citing problems with a private alley behind his house. He does not see a hardship for granting the modification request. He objected to a modification for the clear sight triangle at Sixth Street due to the amount of traffic. Gergely stated that it is a stop controlled intersection so the waiver is appropriate. Weaver and Lee both explained that modification requests are not unusual for subdivision plans in a Borough. LCPC simply encourages density within growth boundaries to save farmland. Housing options are an issue in the Borough. Safety is not a factor in having more than three homes with a shared driveway. Gergely explained how the maintenance agreement will work.

Mike Healy, 522 S. Spruce Street, questioned the effectiveness of the stormwater plan. He agreed with Rogers regarding five property owners agreeing on the maintenance of the shared driveway. He sees the two homes fronting Sixth Street as a public safety hazard. He had a concern with residents and visitors parking along Sixth Street. He also, thought the Planning Commission wanted to see sidewalk options. He thinks too many homes are being wedged into the space and encouraged the original concept of fewer lots to make it more consistent with the neighborhoods and with the ordinance.

Janette Mastromatteo, 624 S. Spruce Street, had a concern with safety, i.e., fire trucks, ambulances, handicapped access, having only one way in and out of the properties. She stated that the development is not up to standards; it does not fit in with the existing neighborhood. Lee explained that the plan was reviewed by members of the Lititz Fire Co. and by WESC for safety access.

Brenda Mertz, 151 W. Sixth Street in Warwick Township, owns the property that abuts the proposed trash station. She sees the following problems with the location of the trash station: the property owners will have to roll their trash by the existing homes, trash will be left there all day, property owners will have to maintain the trash station, the sight of it, the driveway conflicts, etc. The trash concrete pad will have a wooden enclosure on three sides. It will not be a permanent structure. There is not enough room for a buffer and a buffer is not required.

Jerry McGrath, 122 W. Third Avenue, said that high density is not with keeping the small town flair of Lititz. Gwen Newell, LCPC Community Planner, explained the County's housing policy to encourage enough housing stock. The overall County goal is 7.5 units per acre. The Lititz Borough and Warwick Township region has 5.5 units per acre. The Borough allows 8.7 units per acre.

Jeff DiFrank, 603 S. Spruce Street, stated that he is new to Lititz and likes the Lititz sense of community. His neighbors welcomed him. He has lots of concerns with the residents that will be living in this development. He is concerned that they won't agree on the maintenance of the shared driveway and that the density is not keeping with the neighborhood. He said that Borough Council represents Lititz residents.

Karen Healy, 522 S. Spruce Street, stated that she is not a fan of this plan. She agreed that Borough Council represents everyone in Lititz. She stated that this plan is compromising the neighborhood and the entire town. She stated that it puts a hardship on everyone who lives there and the new owners of the properties.

Susan Shirk, 628 S. Spruce Street, said that this development will add a different flavor to the neighborhood. She prefers the original concept of fewer lots. She is concerned with stormwater. She has sympathy for the Mertz' regarding the trash station. She has a huge tree in her back yard and wants to make sure she continues to have access to it.

Preliminary/Final Subdivision Plan for 510 S. Walnut Street (Cont)

Lisa Cameron, 12 Justin Court in Warwick Township, is not in favor of this plan. The way in which the original owner developed the land in the area left an odd tract. Approximately ten years ago, the Planning Commission recommended approval of a similar plan with flag lots and Council did not approve it. She thinks this plan is the same. She stated that the trash station will be unsightly and those who pass by will be tempted to drop their trash there. Even though there will be no parking on the shared driveway, she envisions people parking there. She said that walking along Sixth Street from Spruce Street to Justin Court is dangerous now. She anticipates that folks will park on both sides of Sixth Street when this development is built and that will add to safety concerns. She said that a better plan can be made, suggesting removing one house and building a parking lot.

Adam Kossove, 112 W. Third Street, questioned the number of trash cans permitted in the trash station and calculated fifteen cans plus recycling bins and questioned the amount of room there. He questioned five property owners agreeing on a maintenance plan for the shared driveway. He said that Borough Council represents everyone in the Borough. If the plan is approved he recommended the driveway be built to street standards which is intended and no parking signs be posted along the driveway. He recommended that the shared driveway maintenance agreement be recorded and remain in perpetuity.

Paul Cameron, 12 Justin Court, stated that traffic and speeding will continue to get worse with Sixth Street opening up. He challenged housing being affordable. He said the plan could be better. The Sycamore Builders signs were up on the property and now removed. That will have no impact on the plan. He questioned the enforcement of the shared driveway maintenance agreement. In answer to his question, the scrub trees that are remaining will be removed and replaced.

After discussion, on a motion by Hain with a second by Greiner, the 510 S. Walnut Street Preliminary/Final Subdivision Plan No. 17390-003, dated January 16, 2018, revised March 19, 2018, further revised April 16, 2018, north side of W. Sixth Street, south of W. Third Street, west of S. Spruce Street, 7 lots, 4.8 acres, R-S Residential (Lot #7 Wittenberg house), 1.88 acres R-1 Residential (Lots #1-6 proposed residences), total 6.68 acres, was approved with Sensenich casting a nay, with the following conditions and modifications:

Conditions –

- The access and maintenance agreement for the shared driveway access be included in the deeds of Lots 2 through 6 and be approved by the Borough Solicitor;
- A financial guarantee be provided.

Subdivision and Land Development Ordinance Waivers –

- § 305 – Preliminary Plan;
- § 402.C.3 – Existing features within 200’;
- § 403.E.3.b. & 405.B – Traffic Evaluation Report be provided;
- § 602.F.7 – A 75’ clear sight triangle be provided;
- § 602.J.3 – Common driveways that serve three dwelling units;
- § 603.B – Sidewalks required;
- § 609.D.3 – Shade tree trunk caliper be a minimum of 3”.

Stormwater Management Ordinance Waivers -

- § 402.1.F.1 & 402.1.F.2 - Stormwater facilities within 100’ of closed depressions;
- § 403.2.A – Post development peak rates of runoff;
- § 403.3 & 404.A.1 - Groundwater recharge requirements;
- § 408.1 - Emergency spillway freeboard;
- § 408.4.L - Minimum floor elevations;
- § 409.5.L – Gutter flows;
- § 409.19 – Stormwater discharge not exceeding the capacity of existing facilities;
- § 410.3.H - Basin length to width ratio;
- § 410.3.J - Basin underdrains.

This plan is to be recorded within ninety (90) days of approval. Hain requested that Sheets 1-14 be recorded.

PUBLIC HEARING:

Forge the Future 2022 – Update to the Warwick Region Joint Strategic Comprehensive Plan

President Weaver recessed the regular meeting and opened a Public Hearing to receive public comments on Forge the Future 2022 – Update to the Warwick Region Joint Strategic Comprehensive Plan. Forge the Future 2022 is a multi-municipal comprehensive plan developed by Lititz Borough, Elizabeth Township and Warwick Township setting goals and objectives for the next five years and providing current census, economic development data and relevant maps. Todd Dickinson, 415 Hensley Street, commented that the overall document was strong. The final draft was on the municipal websites. Gwen Newell, LCPC Community Planner, stated that she holds this region as a best example of regional planning. LCPC had few comments. Bear stated that he knows of folks outside the community, i.e., Pottsville, monitoring what this region is doing. There being no further comments, Weaver closed the Public Hearing.

REPORT OF THE BOROUGH MANAGER:

Monthly Meeting Date Reminders

Regular Monthly Meetings:

- May 1, 2018 - Tuesday - Planning Commission Meeting - 7:00 P.M.
- **** May 8, 2018 – Tuesday – Council Meeting – 7:00 P.M. – If called by the President
- May 21, 2018 – Monday – Zoning Hearing Board Meeting – 7:00 P.M.
- **** May 29, 2018 – Tuesday – Council Meeting - 7:00 P.M.

Other Meetings, etc.:

- April 30, 2018 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** April 24, 2018 – Tuesday – Council Meeting – 7:00 P.M.
- April 25, 2017 – Wednesday – Regional Rail Trail – Warwick Twp – 7:30 A.M.
- April 25, 2018 – Wednesday – LCBA – Fireside Tavern, Strasburg – 6:00 P.M.
- **** April 26, 2018 – Thursday, Joint Meeting – Lititz, WT, ET, WSD – WSD – 7:00 P.M.
- May 7, 2018 – Monday – Lititz Public Library Board of Director-Library 7:00 P.M.
- May 8, 2018 – Thursday – Safety Committee Meeting – 2:00 P.M.
- May 8, 2018 – Tuesday – MS4 Committee - Conference Room – 3:30 P.M.
- May 9, 2018 – Wednesday – Venture Lititz – Conference Room – 7:30 A.M.
- May 17, 2018 – Thursday – Regional Built & Natural Infrastructure – E-Twp – 7:30 A.M.
- May 17, 2018 – Thursday – LCPC Places 2040 – Earl Township – 12:00 Noon
- May 21, 2018 – Monday - Parks Committee – Conference Room – 4:00 P.M.
- May 21, 2018 – Monday - HAAC – Conference Room - 6:00 P.M.
- May 15, 2018 – Tuesday – Warwick School Board – District Office – 7:00 P.M.
- May 28, 2018 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** All Council members should plan to be at these meetings.

REPORT OF THE PUBLIC WORKS DIRECTOR AND FACILITIES MANAGER:

USG Services will be providing quotes for repairs to the four meter pits that are accumulating water and were pumped out.

REPORT OF THE MAYOR & CHIEF OF POLICE:

The Mayor will accept the Tree City recognition that will be given to the Borough on April 28, 2018, in conjunction with Arbor Day and Venture Lititz Spring Cleanup event. All of the old wooden Christmas stars that are placed on the street light poles at Christmastime were sold in turn for a sponsorship of a new aluminum powder coated star for the upcoming holiday season. The two recent hires in the Police Department are performing DUI training. There have been numerous accidents at the intersection of Orange and Spruce Streets and the traffic signal timing at Orange and Broad Streets may be a contributing factor. Traffic specialists Grove Miller Engineering will be looking at the timings.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING:

Yearick reviewed his Director of Community Planning monthly report and continuing activities.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:

Water Plant Salt Room Roof

Sensenich left the room. Included in the Inframark Report was the needed replacement of the Water Plant salt room roof. Staff received three quotes and M&E was the low bidder. The Water Plant clear well roof was budgeted to be replaced in 2018, but it recommended to replace the salt roof room now and push the well roof off until 2019. Bear moved, Hain seconded to have M&E replace the Water Plant salt room roof in 2018, @ \$17,775. Motion passed unanimously. Sensenich returned to Council Chambers.

Water Plant SCADA and Telemetry System Upgrades

On a motion by Bear with a second by Hain, the following bids for the Water Plant SCADA and Telemetry System Upgrades were unanimously accepted, as follows:

- | | |
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| • Garden Spot Electric, Inc. | \$ 88,000.00 |
| • Barry J. Hoffman Co. | \$ 67,400.00 |
| • Pagoda Electrical, Inc. | \$ 59,743.00 |

Upon presentation and recommendation by Entech, Bear moved, Hain seconded to award the contract for the Water Plant SCADA and Telemetry System Upgrades to Pagoda Electrical, Inc., as low bidder @ \$59,743.00. Motion passed unanimously. Upon presentation, Bear moved, Greiner seconded to have Tri-Star, Inc., integrate the Water Plant SCADA and Telemetry System equipment into the existing SCADA system. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:

Fourth of July Celebration Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application and fireworks application from the Lititz Springs Park Board for the Fourth of July 201st Celebration with activities in the Lititz Springs Park on July 4, 2018, rain date July 5, 2018, 12:00 Noon - 11:00 P.M., with meters bagged in front of the Lititz Springs Park and needing seven special event staff. Motion passed unanimously.

Annual Pretzel Twist Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from the Lititz recCenter for the 41st Annual Lititz Pretzel Twist on Saturday, September 22, 2018, from 8:30 A.M. – 10:00 A.M., per submitted race course having the need for one special event staff position. Motion passed unanimously.

Fresh Burst 5-Mile Run Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from J&J, to hold the Fresh Burst 5-Mile Run and a 5K Walk on July 7, 2018, 7:30 A.M. - 9:30 A.M., having the need for three special event staff positions. All road closures are in Warwick Township. Motion passed unanimously.

Servant Stage Co. Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for Servant Stage Co. to hold a free concert open to the community, called "I'll Fly Away," in the Lititz Springs Park, featuring a mix of folk, bluegrass and old time gospel music on August 5, 2018, 3:00 P.M. - 4:30 P.M., and again at 6:30 P.M. – 8:00 P.M. Motion passed unanimously.

Farmers Market Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from Venture Lititz for the Lititz Farmers Market to be set up in the Lititz Springs Park on Thursdays between May 17, 2018 and October 11, 2018, from 4:00 P.M. – 8:30 P.M. Motion passed unanimously.

Paws in the Park Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from Leo's Helping Paws, Inc. for a Paws in the Park Dog Festival in the Lititz Springs Park on September 29, 2018, 11:00 A.M. - 3:00 P.M. Motion passed unanimously.

Lancaster Symphony Orchestra Concert in the Park Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for a Lancaster Symphony Orchestra Concert in the Park in the band shell of the Lititz Springs Park, on May 26, 2018, from 6:30 P.M. – 10:00 P.M. Motion passed unanimously.

Memorial Day Celebration, Lititz Remembers Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Event Permit Application for the Memorial Day Celebration, Lititz Remembers, a time line of military encampment, on May 28, 2018, 12:00 Noon - 5:00 P.M., in the Lititz Springs Park. Motion passed unanimously.

SUB-COMMITTEE ON ZONING:
Zoning Hearings

Hain provided a recap of the one case that was before the Zoning Hearing Board on April 16, 2018. A request for a variance was approved for detached private garages and to reduce the required side yard setback.

SUB-COMMITTEE ON FLOOD CONTROL COMMITTEE/STORMWATER:
Stormwater Projects

The work Oak Street Local Stormwater BMP Implementation Grant Project at the Garman property will begin shortly. One of the Low Volume Road Grant Projects, Blackberry Lane, is finished and the two on North Lane will be will begin soon. An application has been submitted for a Green Alley Low Volume Roads QAB Grant located to the rear of Lockup Lane.

SUB-COMMITTEE ON PERSONNEL:
Hire Part-time Administrative Assistant

Upon presentation, Greiner moved, Hain seconded to hire Nadine Clay as part-time Administrative Assistant for the Borough Office. Motion passed unanimously.

Appointment to HAAC

Greiner moved, Hain seconded to appoint Priscilla Stoner to an abandoned term on the Historic Area Advisory Committee. Motion passed unanimously.

2017 Annual Audit Report

Upon presentation, Bear moved, Sensenich seconded to accept and advertise the 2017 Audit Report as prepared by Trout, Ebersole & Groff. Motion passed unanimously.

SUB-COMMITTEE ON FINANCE:
LST Refund Requests

Bear moved, Sensenich seconded to approve a 2017 LST refund request from Diana Mattos @ \$52, as she did not earn the minimum required amount. Motion passed unanimously. Bear moved, Sensenich seconded to approve a 2016 LST refund request from Diana Mattos @ \$52, as she did not earn the minimum required amount. Motion passed unanimously. Bear moved, Sensenich seconded to approve a 2017 LST refund request from Hanna R. Shelly @ \$52, as she did not earn the minimum required amount. Motion passed unanimously. Bear moved, Sensenich seconded to approve a 2016 LST refund request from Hanna R. Shelly @ \$50, as she did not earn the minimum required amount. Motion passed unanimously. Bear moved, Sensenich seconded to approve a 2015 LST refund request from Hanna R. Shelly @ \$32, as she did not earn the minimum required amount. Motion passed unanimously.

REGIONAL COMMITTEE REPORTS:
Venture Lititz

Sensenich provided a report on Venture Lititz. There is plenty of participation in the Spring Cleanup Event scheduled for April 28, 2018. The merchants are scheduling regular monthly meetings to be held on the fourth Wednesday of every month. JoBoys Brew Pub, 27-31 E. Main Street, is for sale.

Regional Coordinating Meeting

A presentation from LCPC on the County Strategic Plan, places2040, was provided at the Regional Coordinating Committee meeting held on April 19, 2018. The Forge the Future 2022 Plan adoption schedule was reviewed. Updates were provided on stormwater banking grants, housing initiatives, WRRC, WESC, Venture Lititz, Lititz Public Library, and Warwick School District.

NEW BUSINESS:
Lititz Regional Community Development Corporation (LRCDC)

Upon presentation, Council agreed that they could be the conduit for the Lititz Regional Community Development Corporation (LRCDC) for RCAP grants for projects in the Borough, as Warwick Township Supervisors are for projects in the Township.

RESOLUTION NO. 879:
Federal Program Policies Allowable Costs

Hain moved, Sensenich seconded to adopt Resolution No. 879, Federal Program Policies Allowable Costs. Motion passed unanimously.

RESOLUTION NO. 880:
Federal Program Policies Cash Management

Greiner moved, Sensenich seconded to adopt Resolution No. 880, Federal Program Policies Cash Management. Motion passed unanimously.

RESOLUTION NO. 881:
Application for Traffic Signal Approval – Broad & Orange Streets

Greiner moved, Sensenich seconded to adopt Resolution No. 881, application for traffic signal approval for Broad and Orange Streets. Motion passed unanimously.

RESOLUTION NO. 882:
Application for Traffic Signal Approval – Main & Cedar Streets

Greiner moved, Sensenich seconded to adopt Resolution No. 882, application for traffic signal approval for Main and Cedar Streets. Motion passed unanimously.

RESOLUTION NO. 883:
Application for Traffic Signal Approval – Main & Oak Streets

Greiner moved, Sensenich seconded to adopt Resolution No. 883, application for traffic signal approval for Main and Oak Streets. Motion passed unanimously.

FINANCIAL STATEMENT/BILLS

Bear moved, Sensenich seconded to approve the Financial Statement and pay the bills. Motion passed unanimously.


OTHER BUSINESS:
Welcome to Lititz Sign at Garman Builder's

Garman Builder's, 529 E. Main Street, is considering installing a Welcome to Lititz sign along a wall on the west side of their property and requested permission to do so. The Borough will work with Garman's on developing a rendering of the sign.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 P.M. on a motion by Sensenich with a second by Greiner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sue Ann Barry". The signature is fluid and cursive, with the first name "Sue" being the most prominent.

Sue Ann Barry
Secretary/Treasurer