

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held April 14, 2020
Zoom Remote Video and Audio Conferencing

Due to the coronavirus (COVID-19) pandemic, the disease caused by a new respiratory virus, and the Governor's stay-at-home social distancing measures, the April 14, 2020, Lititz Borough Council meeting was called by the President and conducted virtually utilizing Zoom, which is a cloud-based platform for remote video and audio conferencing. The Borough Hall was not open for this meeting. The general public could join the meeting at no cost by utilizing the information advertised in the Lititz Record, posted on the front door and on the Borough website. The meeting was called to order at 7:00 P.M. by President Weaver with Council members Brubaker, Greiner, Lee, Mobley, and Sensenich present virtually. Others in virtual attendance were Mayor Snyder, Sue Ann Barry, Chief Kerry Nye, Elijah Yearick, Todd Kauffman, Andy Garner, Jordan Garner, and Cory Rathman. In order to accommodate public comments at this meeting, the Borough accepted comments via email and written submission. On a motion by Greiner, with a second by Sensenich, the minutes of the February 25, 2020, and March 19, 2020, Council meetings were unanimously approved. There was not a March 31, 2010, meeting.

RESOLUTION NO. 916:
2020 Property Tax Relief

Upon presentation, Lee moved, Sensenich seconded to approve Resolution No. 916, extending the period in which real estate taxes may be paid at the base rate by adopting a penalty rate of 0%, until November 30, 2020, due to mandatory business closures, widespread unemployment and uncertainty in the financial markets, and the livelihoods of many constituents, residents, taxpayers because of COVID-19. Motion passed unanimously.

Join the Petition for the 2020 Upset Tax Sales

Lee moved, Sensenich seconded to join the Lancaster County Tax Claim Bureau Courts Petition to postpone the 2020 Upset Tax Sale, having delinquent taxes on parcels in the County including the Borough, due to the current coronavirus pandemic and the economic distress it has caused. Motion passed unanimously.

RESOLUTION NO. 917:
Authorization to Sign the Federal Aid Reimbursement Agreement

Greiner moved, Lee seconded to approve Resolution No. 917, authorizing individuals to sign the Federal Aid Reimbursement Agreement for the Locust Street Bridge Project @ \$62,302.26. Motion passed unanimously.

ORDINANCE NO. C-581:
Volunteer Service Tax Credit Program Amendment

Greiner moved, Sensenich seconded to approve Ordinance No. C-581, Volunteer Service Tax Credit Program Amendment that provides for tax credits to volunteer members of fire companies and ambulance agencies for an Earned Income Tax Credit of \$200 instead of \$100, and a Municipal Real Estate Property Tax Credit of 0% instead of 10%. This makes it more equitable throughout the region. Motion passed unanimously.

AGREEMENT NO. 509:
Reimbursement Agreement for the Locust Street Bridge

Lee moved, Sensenich seconded to approve Agreement No. 509, the Reimbursement Agreement for the Locust Street Bridge Project. Motion passed unanimously.

AGREEMENT NO. 510:
Suspension of Work and Tolling Agreement

The Water Plant Rehab project will be coming to a stoppage in the near future after Filter #2 (of three) and nitrate removal unit #3 (of four) are back in operation. Before beginning work on the last two units and in light

Suspension of Work and Tolling Agreement (Cont)

of the current COVID-19 situation, discussions with the contractor (M2), Inframark and Entech, Greiner moved, Sensenich seconded to approve Agreement No. 510, Suspension of Work and Tolling Agreement with M2 Construction for the Water Plant Rehab Project so that all treatment units are fully operational before moving into the summer months of higher water demand. Motion passed unanimously

AGREEMENT NO. 511:

Yard Waste Recycling Agreement with Columbia Borough

Greiner moved, Sensenich seconded to approve Agreement No. 511, Yard Waste Recycling Agreement with Columbia Borough increasing the tipping fees by \$5/ton due to operating at full capacity and a substantial increase in contaminated material being delivered. Motion passed unanimously.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:

There are no current compliance issues at the WTP and at the WWTP. The HVAC upgrade at the WWTP is ongoing. There was a water leak at the WTP over the weekend involving an aging value. Mobley moved, Sensenich seconded to accept the February 2020, Monthly Inframark Report. Motion passed unanimously.

Application for Payment No. 7 – Filter Media Replacement Project

Upon presentation, Mobley moved, Lee seconded to approve the Application for Payment No. 7 from M2 Construction for the Filter Media Replacement Project at the Water Plant @ \$74,100.20. Motion passed unanimously.

Water and Sewer Tapping Fee Study Proposals

Upon presentation, Mobley moved, Sensenich seconded to approve the Water Tapping Fee Study Proposal No. P20-02-02 from Keystone Alliance @ \$4,000.00. Motion passed unanimously. Mobley moved, Sensenich seconded to approve the Sewer Tapping Fee Study Proposal No. P20-02-01 from Keystone Alliance @ \$4,000.00. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:

Annual Pretzel Twist Special Event Permit Application

Upon presentation, Sensenich moved, Mobley seconded to approve the Special Event Permit Application from the Lititz recCenter for the Annual Lititz Pretzel Twist on Saturday, September 19, 2020, from 8:00 A.M. – 9:30 A.M., per submitted race course having the need for four special event staff positions. Motion passed unanimously.

Patriotic Parade Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application for the Lititz Lions Patriotic Parade and Entertainment on Thursday, July 3, 2020, 5:30 P.M. - 8:30 P.M., with the same route as last year's route having the need for ten special event staff positions and road closures. Motion passed unanimously.

Lofts at Lititz Springs Construction Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for Wohlsen Construction Co. to restrict Warwick Street to one lane moving north from Kleine Street to W. Lincoln Avenue , maintaining street parking, from May, 2020, to January, 2021, for the construction of the Lofts at Lititz, a 32-unit, 4 floor, 55+ senior living apartment building. Motion passed unanimously.

Rotary Club Craft Show Special Event Permit Application

Upon presentation, Sensenich moved, Mobley seconded to approve a Special Event Permit Application to close E. Main Street from Broad Street to Locust Street, and Broad Street from Center Street to Front Street from 5:00 A.M. to 6:00 P.M., for the Rotary Club's Annual Craft Show, to be held on Saturday, August 8, 2020, needing six event staff with expected attendance of >20,000. Motion passed unanimously.

Events Cancelled Due to COVID-19

The following submitted events have been cancelled due to COVID-19: Spring Bud Event at Wilbur Chocolate on April 25, 2020; Lititz Elementary PTO Spring Festival on May 29, 2020; Lititz Spring into History Festival at the Lititz Historic Foundation on May 30, 2020; and the Lititz Outdoor Fine Art Show on July 25, 2020.

SUB-COMMITTEE ON ZONING:

Request for Permit Fee Waivers for the Tree House of Lititz Foundation

Upon presentation, Lee moved, Sensenich seconded to approve a waiver of the permit fees @ \$2,119.50 + 10% of Code Administrators' fee, for the Tree House of Lititz Foundation for a fully accessible playground to be constructed at the Lititz Church of the Brethren, 300 W. Orange Street. Motion passed unanimously.

SUB-COMMITTEE ON BUILDINGS, GROUNDS AND SWIMMING POOL:

Public Works Garage Renovations

After discussion on the Beers and Hoffman Proposal for architectural fees @ \$114,215.00, for the Public Works Garage Renovations and Expansion Project, and the uncertainties surrounding the financial and construction impact of COVID-19, Council agreed to postpone a decision on these fees until September, 2020. If the decision is to move forward with the project, it could be bid in January or February. Stormwater management for the improvements could be handled through the Regional Stormwater Basin Project.

SUB-COMMITTEE ON FINANCES:

LST Refund Request

Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Michael Stephan @ \$39, as he did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Susan Janoski @ \$48, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Agnes Deabreu @ \$12, as she paid multiple employers. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Steven Turanicza @ \$14, as he did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Lisa Fegley @ \$2.60, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Amber Houser @ \$30, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Hayley Winters @ \$20.80, as she did not earn the minimum required amount. Motion passed unanimously.

2019 Annual Audit Report

Upon presentation, Mobley moved, Sensenich seconded to accept and advertise the 2019 Audit Report as prepared by Trout CPA. Motion passed unanimously. Weaver would like to meet in May to review the impact of COVID-19 on the budget.

Financial Statement/Bills

Mobley moved, Sensenich seconded to approve the March 31, 2020, and the April 14, 2020, Financial Statements and pay the bills. Motion passed unanimously

REPORT OF THE BOROUGH ENGINEER:
E. Main Street PennDOT Repaving Project

Rathman submitted the HOP to PennDOT for the work associated with the E. Main Street PennDOT Repaving Project, including stormwater piping repairs which can be done this year. Comments received were minimal. It may be best to put off the sidewalk replacement for the first block of E. Main Street until March, 2021. Rathman will make an inquiry with PennDOT to find out if the timing of the E. Main Street Repaving Project may change due to the nonessential business closure as a result of the coronavirus.

REPORT OF THE BOROUGH MANAGER:
Monthly Meeting Date Reminders

The Borough Manager reminded Council of the following meeting dates, per submitted report & update:
Regular Monthly Meetings:

Cancelled / tentative / web conferencing meetings are due to the worldwide coronavirus pandemic that has hit the US – Please check with the organizations closer to the time

Regular Monthly Meetings:

- April 7, 2020 - Tuesday - Planning Commission Meeting - 7:00 P.M. (cancelled)
- **** April 14, 2020 – Tuesday – Council Meeting – has been called by the President (webconf)
- April 20, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M. (cancelled)
- **** April 28, 2020 – Tuesday – Council Meeting – 7:00 P.M. (webconf)

Other Meetings, etc.:

- March 30, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M. (cancelled)
- **** March 31, 2020 – Tuesday – Council Meeting – Council Chambers - 7:00 P.M. (cancelled)
- April 6, 2020 – Monday – WESC – Brickerville Fire Co. – 6:30 P.M. (cancelled)
- April 6, 2020 – Monday – Lititz Public Library Board - Library 7:00 P.M. (cancelled)
- April 14, 2020 – Tuesday - MS4 Committee - Conference Room – 3:30 P.M. (webconf)
- April 15, 2020 – Wednesday – Flood Control Committee – Conference Room – 3:30 PM (cancelled)
- April 16, 2020 – Thursday – Regional Coordinating Meeting – Warwick Twp – 7:30 A.M. (cancelled)
- April 20, 2020 – Monday - Parks Committee – Conference Room – 4:00 P.M. (cancelled)
- April 20, 2020 – Monday - HAAC – Conference Room - 6:00 P.M. (cancelled)
- April 21, 2020 – Tuesday – Warwick School Board – District Office – 7:00 P.M. (webconf)
- April 22, 2020 – Wednesday – WERT Committee – WT – 7:30 A.M. (cancelled)
- April 22, 2020 – Wednesday – Gerhart Case Staff Depositions – (cancelled)
- April 23, 2020 – Thursday – Gerhart Case Consultant Depositions – (cancelled)
- April 23, 2020 – Thursday – Lititz Borough Authority – WWTP - 7:00 P.M. (webconf)
- April 27, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M. (cancelled)
- April 29, 2020 – Wednesday – Lancaster County Boroughs Assn – tbd – 6:00 P.M. (cancelled)
- **** April 30, 2020 – Thursday, Joint Meeting – Lititz, WT, ET, WSD – ET – 7:00 P.M. (cancelled)
- **** All Council members should plan to be at these meetings.

REPORT OF THE PUBLIC WORKS FOREMAN, FACILITIES MANAGER &
ENVIRONMENTAL COORDINATOR:

The PWD employees are working alone, every other day, wearing masks, and whipping down the trucks due to CORVID-19. There was much clean up from the wind storm of April 9, 2020. Mr. Rehab proposals will be evaluated to determine how much work can be completed in 2020. The Arrowhead Drive meter pit replacement is anticipated for mid-May, depending on COVID-19 restrictions. The 537 Plan Update is approximately 30% complete. The Shade Tree Commission is looking at replacing a few trees in the first block of E. Main Street using structural soils and/or soil cells to be completed in coordination with sidewalk replacement.

Sewer Interceptor Relocation Agreement

Although Council conditionally approved the Sewer Interceptor Relocation Agreement between Lititz Borough and Lititz Reserve regarding the watertight manhole frame and cover rating, and the completion date for Phase 2 of the interceptor relocation, final details still need to be worked out. A teleconference with Lititz Reserve, WTMA, ELA, and Warwick Crossing development was productive and because of the needed project coordination, the developer may be able to perform the relocation with a direct payment from the Borough.

REPORT OF THE MAYOR & CHIEF OF POLICE:

On a light note, the Mayor reported that Lititz was voted the Fun 101.3 Radio Station's Small-Town Throwdown Champion for 2020. An officer has been quarantined as he tested positive for the coronavirus. WSD will honor their share of the payment for the SRO amid COVID-19. The PD placed hundreds of Easter gifts in wooden eggs around town for children to find.

License Plate Reader

As the one license plate reader (LPR) that the PD has is no longer functioning or supported, Greiner moved, Sensenich seconded to lease one LPR system for a five year period @ \$2,388 per year. Motion passed unanimously.

Voice-Stress Analysis Training

Upon presentation, Greiner moved, Sensenich seconded to approve the cost of training and equipment @ ~\$6,000, for both PD detectives to attend a Voice-Stress Analysis training at a date tbd, using donated funds. Motion passed unanimously.

Crime Scene Van

Upon presentation, Greiner moved, Sensenich seconded to approve the donation of \$1 to the Lititz Fire Co. for a 2006 Ford Expedition as a special services vehicle for crime scene/accident investigation, and use the funds budgeted for this type of vehicle to purchase equipment and supplies for the investigations. Motion passed unanimously.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

The Planning Commission has three active plans that they will be reviewing in May – Dunkin Donuts, Luther Acres Welcome Center and Cargill Parking Lot Expansion. Comcast has received a waiver from the State to continue working on installations as they are considered an essential service. Yearick continues to do stormwater fee outreach.

REGIONAL COMMITTEE REPORTS:

Venture Lititz Update

Venture Lititz thanks the Borough for the extra efforts they have put out amidst the coronavirus pandemic. During this time of mandated business closures, some restaurants have been doing carry out business, online sales and social media outreach. VL wants to help with landlord/tenant relationships regarding rent in this time of shut down.

PETITIONS, CORRESPONDENCE AND QUESTIONS:

There were no public comments that came in via email or written submission. There being no further business, the meeting adjourned at 8:35 P.M. on a motion by Greiner with a second by Sensenich.

Respectfully submitted,



Sue Ann Barry
Secretary/Treasurer