

LITITZ BOROUGH COUNCIL  
Minutes of Meeting Held February 28, 2017  
7 S. Broad Street, Lititz, PA

The regular meeting of the Lititz Borough Council was called to order at 7:00 P.M. on February 28, 2017, by President Weibel with Council members Greiner, Hain, Sensenich, Van Brookhoven and Weaver present. Others in attendance were Sue Ann Barry (Secretary/Treasurer), Chief Kerry Nye, Andy Garner, Elijah Yearick, Todd Kauffman, Michael Wolgemuth, Collin Kauffman, Sgt. Jared Hahn, Hannah Citsay, Tania, Zachary & Xavier Flaiz, Caitlin Stephey, Rich Felton, Nelson Peters, and Laura Knowles of the Lititz Record Express. The meeting opened with a moment of silence followed by the pledge of allegiance led by Boy Scouts Zachary & Xavier Flaiz. The minutes of the January 31, 2017, Council meeting were unanimously approved on a motion by Weaver with a second by Sensenich.

PETITIONS, CORRESPONDENCE AND QUESTIONS:  
2016 Annual Police Report

Sgt. Jared Hahn presented a recap of the 2016 Annual Police Report including major and minor crimes and their reduction and clearance rates, and heroin and opiate issues. The PD is making increased efforts to casually interact with the community, to provide a visible officer presence for safety and public perception.

REPORT OF THE BOROUGH MANAGER:  
Monthly Meeting Date Reminders

Regular Monthly Meetings:

- \*\*\*\* March 7, 2017 - Tuesday - Planning Commission Meeting - 7:00 P.M.
- \*\*\*\* March 14, 2017 - Tuesday - Council Meeting - 7:00 P.M. - If called by the President
- \*\*\*\* March 20, 2017 - Monday - Zoning Hearing Board Meeting - 7:00 P.M.
- \*\*\*\* March 28, 2017 - Tuesday - Council Meeting - 7:00 P.M.

Other Meetings, etc.:

- \*\*\*\* February 27, 2017 - Monday - Lititz Fire Co. - Fire House - 7:00 P.M.
  - \*\*\*\* February 28, 2017 - Tuesday - Council Meeting - 7:00 P.M.
  - March 1, 2017 - Wednesday - Rock Lititz Pod 2 Tour - 8:00 A.M.
  - March 2, 2017 - Thursday - Safety Committee Meeting - 2:00 P.M.
  - March 6, 2017 - Monday - Lititz Public Library Board of Directors - Library - 7:00 P.M.
  - March 8, 2017 - Wednesday - Venture Lititz - Conference Room - 7:30 A.M.
  - March 14, 2017 - Tuesday - MS4 Committee Meeting - Conference Room - 3:30 A.M.
  - March 15, 2017 - Wednesday - Finance Sub-Committee - Audit Report - 2:30 P.M.
  - March 16, 2017 - Thursday - Regional Housing & Econ Devel - Elizabeth Twp - 7:00 A.M.
  - March 20, 2017 - Monday - Parks Committee - Conference Room - 4:00 P.M.
  - March 20, 2017 - Monday - Historical Area Advisory Committee - 6:00 P.M.
  - March 21, 2017 - Tuesday - WRRRC Partners - Conference Room - 12:00 Noon
  - March 21, 2017 - Tuesday - Flood Control Committee - Conference Room - 3:30 P.M.
  - \*\*\*\* March 21, 2017 - Tuesday - Warwick School Board - District Office - 7:00 P.M.
  - \*\*\*\* March 27, 2017 - Monday - Regional Comp Plan Kick-off - ABC - 5:00 - 7:00 P.M.
  - \*\*\*\* March 27, 2017 - 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:

Interior lighting in the garage is complete and the alley signs are ordered. Kauffman reviewed his Facilities Manager's monthly report, including continuing activities. There are additional DEP fees which will go into effect in 2018.

RTVX Vehicle Purchase

Upon presentation, Greiner moved, Hain seconded to approve the purchase of a Kubota RTVX utility vehicle through the State Contract from Messick's @ \$17,550.04, for the RTVX and \$4,823.00, for the plow and skid sprayer. Motion passed unanimously.

Lead Service Lines

Council is considering requiring (instead of suggesting) homeowners replace lead service lines, if they have them, when a water line replacement project is to begin. This is to be run by the Borough Solicitor.

REPORT OF THE MAYOR & CHIEF OF POLICE:

The Mayor attended an Opiate Addiction Roundtable hosted by Governor Wolfe on February 10, 2017. He swore in both the Lititz Fire Co. Chief and President on February 27, 2017. Chief Nye learned that it takes 270 days to cure an addiction. Patrolman Heise is back from his National Guard duty. Speed checks were held on N. Cedar Street.

Parking and Bollards

The Chief requested consideration of the removal of one parking space on the west side of N. Broad Street, south of Lincoln Avenue for better truck maneuvering. Hain requested consideration of adding parking spaces in front of the Lititz Historical Foundation. Bollards could be used at Broad and Lincoln Avenue. Council will take these issues into consideration.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING:

Yearick reviewed his Director of Community Planning monthly report and continuing activities. A Wittenberg Sketch Plan shows that five units can be placed on the Wittenberg tract by right and the Planning Commission thought that more lots could be added with minor modifications. Versatek Land Development Plan and Derck & Edson Conditional Use Application and Final Plan will be before Planning Commission in March. A field view of the Oak to Locust Street railroad parcel is upcoming. There will be a workshop scheduled for Council on the Conditional Use process.

REPORT OF THE JUNIOR COUNCIL PERSON:

Junior Council Person Kauffman provided a report on his activities at Warwick High School. The high school hosted a talent show that raised ~\$5,000, for childhood cancer. The musical South Pacific is playing in March. The WEF is sponsoring a movie night in March.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:

Severn Trent Report

The monthly Severn Trent report was reviewed. The water treatment plant has been selected again to receive a prestigious Area Wide Optimization Program (AWOP) Award to be presented at the PRWA Annual Conference in State College. The VFD for influent Pump #3 failed and is being replaced by Garden Spot Electric on March 6, 2017, @ ~\$13,000. Utility expenses for the water and wastewater facilities came in well below budget for the contract year. GHD is evaluating explosion proof design for HVAC systems.

Coagulant Change and Water Testing

DEP has approved to have the coagulant used in the water treatment process changed. The coagulant assists with the removal of particles in the water, improving water clarity. As part of DEP's approval, they are requiring the Borough to conduct additional lead and copper sampling in a manner similar to those performed in the past. This sampling requirement is not in response to any type of water quality violation. It is a normal condition DEP requires of water systems that change their treatment process; in this case the coagulant.

SUB-COMMITTEE ON STREETS AND TRAFFIC:

Special Event Permit Application for Lititz Walk for Wounded Warriors

Upon presentation, Sensenich moved, Van Brookhoven seconded to approve a Special Event Permit Application for a Lititz Walk for Wounded Warriors, on Saturday, May 13, 2017, 9:30 A.M. - 3:00 P.M., duration



Special Event Permit Application for Lititz Walk for Wounded Warriors (Cont)

is up to the participants, with a registration table set up at E. Main Street and Sturgis Lane. It is sponsored by the Lititz recCenter and the Ladies Auxiliary to VFW Post 1463. Motion passed unanimously.

Lititz Chocolate Walk Special Event Permit Application

Upon presentation, Sensenich moved, Van Brookhoven seconded to approve a Special Event Permit Application from the Local Kawanis Club for the 16<sup>th</sup> Annual Chocolate Walk on Saturday, October 7, 2017, from 10:00 A.M. to 4:00 P.M., and to bag the downtown parking meters during the event, reimbursing the Borough \$100.00 for the loss of revenue from the meters for the one day of courtesy parking. Motion passed unanimously.

Taste of Lititz Special Event Permit Application

Upon presentation, Sensenich moved, Weaver seconded to approve a Special Event Permit Application for the Venture Lititz Taste of Lititz Street Festival, to be held on June 2, 2017, 5:00 P.M. - 9:00 P.M., on E. Main Street from Broad Street to Church Street and Cedar Street from Juniper Lane to North Lane, with parking meters bagged. Motion passed unanimously.

Memorial Day Parade Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application for the Memorial Day Parade on May 29, 2017, 10:45 A.M. - 1:00 P.M., per submitted route, having the need for six event staff positions and road closures. Motion passed unanimously.

Fourth of July Celebration Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application and fireworks application from the Lititz Springs Park Board for Fourth of July 200<sup>th</sup> Celebration with activities in the Lititz Springs Park on July 4, 2017, rain date July 5, 2017, 12:00 Noon - 10:45 P.M., needing eight special event staff. Motion passed unanimously.

Lititz 200<sup>th</sup> Wine and Whiskey Fest Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for a Lititz 200<sup>th</sup> Wine and Whiskey Fest, a fundraiser for the Lititz Woman's Club and Lititz Springs Park, on April 29, 2017, rain date May 6, 2017, 2:00 P.M. – 5:00 P.M., to be held at the Lititz Historical Foundation Oehme Memorial Gardens, 137-145 E. Main Street. Motion passed unanimously.

Lititz 200<sup>th</sup> Arts Fest Activity Permit Application

Upon presentation, Sensenich moved, Van Brookhoven seconded to approve an Activity Permit Application for a Lititz 200<sup>th</sup> Arts Fest, a fundraiser for the Lititz Springs Park in the Lititz Springs Park on May 29, 2017, from 12:00 Noon – 9:30 P.M. There was concern about parking management, crosswalk control and it being the Memorial Day holiday weekend. Motion and second were withdrawn. Greiner moved, Hain seconded to approve an Activity Permit Application for a Lititz 200<sup>th</sup> Arts Fest, a fundraiser for the Lititz Springs Park in the Lititz Springs Park on May 29, 2017, from 12:00 Noon – 9:30 P.M., pending adequate traffic control be in place for N. Broad Street, approved by the Chief of Police. Motion passed unanimously.

Venture Lititz Spring Clean Up Day Activity Permit Application

Upon presentation, Sensenich moved, Hain seconded to approve an Activity Permit Application for the Venture Lititz Spring Clean Up Day on April 22, 2017, 8:00 A.M. - Noon. Motion passed unanimously.

Lititz Elementary School Carnival Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for the Lititz Elementary School Carnival from 4:00 P.M. to 7:00 P.M., on Friday, May 12, 2017, with no road closures needed. Motion passed unanimously.

Lititz Borough Employees & Council Family Picnic Activity Permit Application

Upon presentation, Sensenich moved, Weaver seconded to approve an Activity Permit Application for the Lititz Borough Employees & Council Family Picnic from 1:00 P.M. to 4:00 P.M., on Sunday, May 21, 2017, at the Spruce Street Park. Motion passed unanimously.

Handicapped Parking Space

Sensenich moved, Van Brookhoven seconded to approve a request for a handicapped parking space for Jeffrey Thomas, 138 S. Broad Street. Motion passed unanimously.

Snow Emergency Procedures and Routes

The Borough Solicitor commented on the draft Snow Emergency Procedures and Routes Ordinance and Council agreed to his changes with the exception of removing “designee” and not defining it. Yearick is to work on getting a final draft back from the Borough Solicitor and then work with the Lititz Record Express to get notification out to the public regarding a future public meeting on the ordinance.

SUB-COMMITTEE ON PLANNING:  
Industrial Zoning and the Downtown Lititz Master Plan

The Planning Commission recommended to Council that the Industrial Zoning within the study area of the Downtown Lititz Master Plan be analyzed to facilitate the vision set forth in the Downtown Master Plan. Many of the uses allowable by right conflict with this vision. After discussion, Council directed Yearick to do the analysis for a zoning amendment that may include the Norfolk-Southern area, a new overlay or a new zone. The new floodplain ordinance will be included in the analysis.

SUB-COMMITTEE ON ZONING:  
Zoning Hearings

Van Brookhoven provided a recap of the three cases that were before the Zoning Hearing Board on February 27, 2017. A special exception for a variance/interpretation of minimum impervious coverage, buffer requirements and dimensional parking requirements for 33 S. Broad Street was approved. A special exception for a home business, a yoga studio at 453 S. Broad Street was approved. An appeal for a fence in the floodplain was approved.

SUB-COMMITTEE ON LITITZ REC AND WRRRC:  
Lititz Springs Swimming Pool Renovation

Dave Pegg represents the Lititz recCenter on the WRRRC and did a financial analysis of two variations of the Lititz Springs Pool restoration: \$4.5 million (includes basic needs and new amenities) vs. \$2 million (basic needs and code compliance without bathhouses). His recommendation was the \$2 million restoration, which puts the recCenter at less risk and still provides a community public pool. The WRRRC agreed. The DCNR grant application should be submitted next spring and a capital campaign started this fall. Groundbreaking can be in September of 2018, and a new pool in the spring of 2019. The feasibility study needs more work and Derck & Edson will be asked for a revised design.

SUB-COMMITTEE ON BUILDINGS, GROUNDS & SWIMMING POOL:  
Parks

The new playset will be installed at the Spruce Street Park by PWD when the weather permits. The yard signs for the Spruce Street Park playground program will be installed again this spring. There were thoughts of increasing next year's contribution to the summer playground program. Access to the New Street Park will be limited due to the bridge replacement and water line replacement projects.

SUB-COMMITTEE ON FLOOD CONTROL COMMITTEE/STORMWATER:  
Watershed Improvements

LandStudies will offer support to the PWD for maintenance of the New Street Park and Butterfly Acres and divide the duties. The permit has been received for the Exelon grant project for watershed improvements at the Haas site.

SUB-COMMITTEE ON PERSONNEL:  
Resignation from Sewer Authority

Weaver has resigned from the Lititz Sewer Authority because two new members of the community are interested. He will still do the books for an interim period if permissible. Hain moved, Sensenich seconded to accept Weaver's resignation from the Lititz Sewer Authority. Motion passed unanimously.

Appointments to Sewer Authority

Weaver moved, Hain seconded to appoint Kevin Sapp to the Lititz Sewer Authority. Motion passed unanimously. Weaver moved, Van Brookhoven seconded to appoint Jeff Bolby to the Lititz Sewer Authority. Motion passed unanimously.

SUB-COMMITTEE ON EMPLOYEE BENEFITS/INSURANCE:  
PPP Mortality Assumptions

Weaver will review the change to the mortality assumption recommended by Conrad Siegel Actuaries for the Police Pension Plan.

SUB-COMMITTEE ON FINANCE:  
LST Refund Requests

Weaver moved, Greiner seconded to approve a 2016 LST refund request from Marlene Weiler @ \$52, as she did not earn the minimum required amount. Motion passed unanimously. Weaver moved, Sensenich seconded to approve a 2016 LST refund request from Alice Gible @ \$12.17, as she did not earn the minimum required amount. Motion passed unanimously. Weaver moved, Sensenich seconded to approve a 2016 LST refund request from Audrey Adams @ \$50, as she did not earn the minimum required amount. Motion passed unanimously.

Debt Management Policies

The Debt Management Policies are still with the Borough Solicitor for comment.

Tax Collection

Tax Collector Jeanne Nearhoof will run again for Tax Collector, however she does not want to fulfill her new term if she wins. Council discussed appointing the Lancaster County Treasurer as the tax collector, as more than half of the County municipalities do. The benefits of appointing the Treasurer's Office to collect taxes was discussed – efficiency, monetary value, difficulty in finding a qualified tax collector, difficulty with the County's new computer software, roll nuisance taxes into the real estate taxes. A five-year revenue comparison of occupation and per capita taxes is to be determined.



SUB-COMMITTEE ON FIRE SERVICES/WESC:  
Lititz Fire Co. No. 1 & WESC

Greiner referred to the 2016 WESC Year-End Report. Year-to-date fire calls are at 61.

REGIONAL COMMITTEE REPORTS:  
Venture Lititz

Weibel provided a report on Venture Lititz. VL is moving forward with the Annual Spring Clean Up Day and Taste of Lititz. The Farmers Market Board may not get approval of a new lease from BB&T and they are looking to move the location of the market from Water Street to Broad Street. They may change the days of operation from Saturdays to Thursday evenings, too. Some, but not all, retailers would like to take a break from a few 2<sup>nd</sup> Fridays.

Fox 43 Live and Local Program

Van Brookhoven reported that Fox 43 has chosen Lititz for their March "Live and Local" special, and were in town shooting interviews. They are creating a video about Lititz, and in addition, will be broadcasting live from the Welcome Center on March 10, 2017, from 4:00 A.M. – 9:00 A.M. Van Brookhoven has been working with their reporters and producers for this event, and he named the speakers from the community. The public is invited.

Regional Built & Natural Infrastructure Committee

Discussion during the most recent Regional Built & Natural Infrastructure Committee meeting was on transportation projects, trails, joint MS4 efforts, and preparation for the update to IMPACT 2017.

RESOLUTION NO. 857:  
Grant Funding for Joint Comprehensive Plan

Weaver moved, Hain seconded to approve Resolution No. 857, grant funding and matching funds for the Joint Comprehensive Plan Update. Motion passed unanimously.

RESOLUTION NO. 858:  
Fee Amendment

Hain moved, Sensenich seconded to approve Resolution No. 858, amending fees for Conditional Use Hearings. Motion passed unanimously.

NEW BUSINESS:  
LCPC Active Transportation Plan Public Meeting

Weibel reminded Council of the LCPC Active Transportation Plan Public Meeting on March 2, 2017, 5:00 P.M. – 8:00 P.M., at the Farm and Home Center.

LCBA Meeting Highlights

Weibel and Greiner attended the most recent LCBA meeting when the following was discussed: 1) Senate Bill 311 and costs and expenses associated with arbitration; 2) a resolution supporting the requirement of voter ID was not adopted; 3) the State passed a law (with no guidance) that will give volunteer firefighters property tax or local income tax credits.

FINANCIAL STATEMENT/BILLS

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

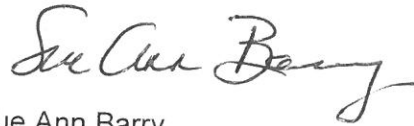
OTHER BUSINESS:  
Special Events

After discussion on costs, reimbursements, trash, event staff, options and alternatives, the Special Events Coordinating Committee should meet and come back with recommendations regarding these special events issues. Members of that committee should include Hain, Van Brookhoven, Sensenich, Nye, and Garner.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:45 P.M. on a motion by Greiner with a second by Van Brookhoven.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sue Ann Barry".

Sue Ann Barry  
Secretary/Treasurer

