

LITITZ BOROUGH COUNCIL  
Minutes of Meeting Held February 25, 2020  
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 25, 2020, by President Weaver with Council members Brubaker, Greiner, Lee, Mobley, and Sensenich present. Others in attendance were Mayor Snyder, Sue Ann Barry, Chief Kerry Nye, Sgt. Jared Hahn, Todd Kauffman, Andy Garner, Jordan Garner, Cory Rathman, Nathan Laucks, Doug Westover, Eric Landram, Courtney Richie, Mark Will, Mark Evans, Collin Stebbins, Travis Dantine, Hunter Johnson, Brenda Barnes, Chris Strayer, Missy Deibler, and Laura Knowels of the Lititz Record Express. The meeting opened with an invocation by Chaplin Deibler followed by the pledge of allegiance led by the Mayor. On a motion by Sensenich, with a second by Mobley, the minutes of the January 28, 2020, Council meeting was unanimously approved.

PETITIONS, CORRESPONDENCE AND QUESTIONS:  
Treehouse of Lititz Stormwater Management Plan

Rev. Eric Landram and Courtney Richie of the Lititz Church of the Brethren presented the Post Construction Stormwater Management Plan for the Treehouse of Lititz Project No. 2017E45-001, Dated December 5, 2019, last revised January 24, 2020, 300 W. Orange Street, as prepared by Todd Kurl, RLA, RGS Associates. The Treehouse of Lititz Project is a community funded, all-inclusive, handicap accessible custom design playground with restrooms and a kitchenette that will be built on the church property between April 20, 2020 and May 2, 2020, by volunteers. It was determined that a Land Development Plan was not necessary. After discussion, and on a motion by Greiner with a second by Lee, the Post Construction Stormwater Management Plan for the Treehouse of Lititz Project No. 2017E45-001, dated December 5, 2019, last revised January 24, 2020, was unanimously approved as submitted with the following conditions and waiver:

Conditions -

- Operations & Maintenance Agreement must be filed with Lancaster County Recorder of Deeds;
- Financial Security must be posted at \$9,002.00;

Waiver -

- Section 302 – Volume Control – Based on the ECS geology letter recommending that infiltration not occur on the site due to the presence of carbon geology; and the installation of amended soils and native plant seeding within the expanded stormwater facility.

Golden Street Subdivision Sketch Plan

Mark Will of WPE Partners presented the Golden Street Subdivision Sketch Plan prepared by Harbor Engineering for developing twenty-four (24) single family homes under the form-based code between Golden Street and Hensley Street. Hensley Street will be extended to General Sutter Avenue and to Golden Street. The Borough's existing stormwater basin in the vicinity is planned to be expanded. Grinder pumps will be needed for sewage. Will brought this Sketch Plan before Council as the Borough is in need of attaining additional sewer capacity. The Borough, WTMA and Entech representatives met to assess the potential for re-establishing each municipality's reserved capacity based on the maximum daily design flow instead of annual average design flow at the WWTP. The maximum daily design flow is already part of the DEP permit, so that will not complicate matters. Both municipalities desire the additional flow and an analysis is taking place, with anticipated completion by the end of May, 2020. The next step for the Golden Street Subdivision Plan is the submission of a land development plan. The timing for the capacity resolution is in line with Will's plans for this proposed development.

REPORT OF THE BOROUGH ENGINEER:  
Reduction in Security for 510 S. Walnut Street Subdivision Project

Upon the recommended by the Borough Engineer, Greiner moved, Lee seconded to reduce the security bond for the WPE Partners, LLC, 510 S. Walnut Street Subdivision Project (6<sup>th</sup> Street Development) by \$24,817.00, to \$20,348.00. Motion passed unanimously.

Reduction in Financial Security for Wilbur Redevelopment Project

Upon the recommended by the Borough Engineer and discussion about appropriate adjustments, Lee moved, Greiner seconded to reduce the financial security for the Wilbur Redevelopment Project, 48 N. Broad, LLC by \$204,493.96, to \$717,967.42. Motion passed unanimously.

Reduction in Financial Security for Warwick Woodlands Phase 2A

Upon the recommended by the Borough Engineer, Lee moved, Greiner seconded to reduce the financial security for the Warwick Woodlands Phase 2A by \$876,119.25, to \$959,912.35. Motion passed unanimously.

Options to Reduce Speeding on E. Sixth Street

In further analyzing E. Sixth Street residents' requests to reduce speeding on E. Sixth Street, Rathman offered two potential traffic calming options based on techniques used along Rt. 322 in Hershey, PA. Option No.1 consists of striping a nine foot (9') parking lane, an eleven foot (11') driving lane with a double yellow line in the center. Option No. 2 consists of striping a nine foot (9') parking lane treated with a darker surface, a ten foot (10') driving lane with two double lines in the center spread apart by a two foot (2') ancillary colored (e.g. brick red) pavement surface. After discussion on the two options, Council would like additional information on costs of installation and maintenance associated with Option No. 2, due to the additional surface applications. Nevertheless, Council would want to get public input, continue to collect data from the speed sentry devices and to wait to implement any possible measures until after Sixth Street is extended to Rt. 772 and re-evaluated.

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:

- March 3, 2020 - Tuesday - Planning Commission Meeting - 7:00 P.M.
- \*\*\*\* March 10, 2020 – Tuesday – Council Meeting – if called by the President
- March 16, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M.
- \*\*\*\* March 31, 2020 – Tuesday – Council Meeting - 7:00 P.M.

Other Meetings, etc.:

- February 24, 2020 – Monday - Parks Committee–Conference Rm– 4:00 P.M. (cancelled)
- February 24, 2020 – Monday – EDU Capacity – Warwick Township – 4:00 P.M.
- February 24, 2020 – Monday - HAAC – Conference Room - 6:00 P.M.
- February 24, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- February 24, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M.
- February 25, 2020 – Tuesday – Sub-Committee MEPP Pension- Council Chambers – 10:00 A.M.
- \*\*\*\* February 25, 2020 – Tuesday – Council Meeting – Council Chambers - 7:00 P.M.
- February 26, 2020 – Wednesday – LCBA – Melissa's Country Grille, Quarryville – 6:00 PM
- March 2, 2020 – Monday – Lititz Public Library Board - Library 7:00 P.M.
- March 5, 2020 – Thursday – Safety Committee – Conference Room - 2:00 P.M.
- March 5, 2020 – Thursday – Shade Tree Commission – Conference Room – 4:00 P.M.
- March 10, 2020 – Tuesday - MS4 Committee - Conference Room – 3:30 P.M.
- March 11, 2020 – Wednesday – County Mayor's Assn – Council Chambers – 11:30 A.M.
- March 16, 2020 – Monday - Parks Committee – Conference Room – 4:00 P.M.
- March 16, 2020 – Monday - HAAC – Conference Room - 6:00 P.M.
- March 17, 2020 – Tuesday – Recreation Partners Meeting – Warwick Twp. - 12:00 Noon
- March 17, 2020 – Tuesday – Warwick School Board – District Office – 7:00 P.M.
- March 19, 2020 – Thursday – Regional Housing & Economic Development – Lititz – 7:30 A.M.
- March 19, 2020 – Thursday – LCCD Awards Banquet – Yoder's – 6:15 P.M.
- March 30, 2020 – 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 FOREMAN, FACILITIES MANAGER &  
ENVIRONMENTAL COORDINATOR:  
Purchase of Skid Steer

Upon presentation, Greiner moved, Sensenich seconded to approve the purchase of a Skid Steer with milling machine attachment @ \$51,672, as budgeted. Motion passed unanimously. Two recent water leaks made shut down and boil water advisory necessary for repair. Mr. Rehab will addressing sewer main and lateral lining in the near future.

Sewer Interceptor Relocation Agreement

Details still need worked out for 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 II of the interceptor relocation. As there is an "order to delivery" time frame of six weeks for the manhole covers, Mobley moved, Greiner seconded to approve the Sewer Interceptor Relocation Agreement No. 509, between the Borough and Lititz Reserve contingent upon the satisfaction of Borough Staff, Borough Consulting Engineer and Borough Solicitor, with Lititz Reserve providing a suitable construction deadline for Phase II of the Project, and the correct manhole frame and cover to be installed over the existing interceptor line manholes. Motion passed unanimously.

REPORT OF THE MAYOR & CHIEF OF POLICE:

Mayor Snyder will be hosting a County Mayors Assn. meeting on March 11, 2020, with newly-elected District Attorney Heather Adams to discuss the Lancaster County Drug Task Force funding predicament. He received a thank you letter from the Drug Task Force for the Borough's financial support again this year. The Mayor thanked Venture Lititz, the LBPd and PWD for their part in making this year's Fire & Ice event exceptional.

2019 Annual Police Report

Sgt. Jared Hahn presented a recap of the 2019 Annual Police Report, highlighting the increase in certain incidences mostly due to the LBPd being proactive with officer-initiated measurers, e.g. DUI and drug recognition, car inspection counterfeits, fraud, etc. Clearance rates are higher than the County averages. There was a transition with the records management system and email due to the County no longer hosting the programs. The new K-9 program is in its infancy. The 3-year accreditation update was completed at the end of 2019 and the LBPd is part of 11% of police departments in PA that have that status. The LBPd and Council members are proud of their use of several social media platforms to reach and communicate with a variety of audiences. Where there has been a decrease in opiate overdoses, methamphetamine use is increasing and the effects of the abuse of the two substances are very different. In response to a Council question, the number of times the LBPd requests State Police assistance would not nearly pay for the amount that would be accessed if the Governor's proposal would go through, mandating that every municipality pay a fee for State Police whether they have their own coverage or not. Council thanked Hahn for his efforts and the easy-to-read format of the report.

Body Worn Cameras (BWC)

Sgt. Hahn explained how Body Worn Cameras (BWC) operate. They are cameras worn by police officers as they go out on patrol and are used to record officers' interactions with the community and to record video evidence at crime scenes. Chief Nye ordered fourteen (14) (BWC), as placed in the 2020 budget, arriving during the second quarter of the year. The LBPd applied for a 50% matching grant through the PA Commission on Crime and Delinquency.

LBPd Administrative Assistant Retirement and Hire

Upon presentation, Lee moved, Greiner seconded to accept the retirement of LBPd Administrative Assistant Judy Resh, effective June 24, 2020, and to hire Heather Burkholder as Part-time Administrative Assistant (who previously worked for the LBPd from 2000-2004), effective June 3, 2020. Motion passed unanimously.

Speed Sentry Devices

Upon presentation and after discussion, Greiner moved, Mobley seconded to purchase two solar speed sentry devices to be mounted along E. Sixth Street, and two moveable speed sentry devices that would be placed at a variety of areas in the Borough, @ \$11,378, as budgeted. Motion passed unanimously.

Full and Partial Street Closure of Juniper Lane

As presented and requested by Travis Dantine and Hunter Johnson from TONO Group, Sensenich moved, Lee seconded to approve the full closure of Juniper Lane from Broad Street to the entrance of 5 Juniper Lane (Lititz Shirt Factory) for the week of March 2, 2020, and the week of March 9, 2020, for trenching for the new water service, and for partial closure of Juniper Lane for the week of March 16, 2020, and March 23, 2020, for sidewalk construction, allowing for pedestrian and vehicle traffic before 7:30 A.M. and after 4:30 P.M. Motion passed unanimously.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

The final draft of the Official Map update will be proposed to Council soon. The draft CCRC Ordinance Amendment is before LCPC for review and was advertised for a vote at the March 31, 2020, Council meeting. The Borough Solicitor reviewed the requirements of the PennDOT Green Light-Go Program, and determined that the 2018 Grant Project does not need to be separately bid and can be included under the existing professional services contract with C.M. High, Inc. Council concurred that, as policy, the Planning Commission is permitted to comment on Zoning Hearing Board Applications prior to the Board's decisions, as a number of the cases end up going through the land development process. Representatives of Tomato Pie Cafe, 23 N. Broad Street, are discussing the possibility of utilizing the shed that fronts onto North Lane for Grab & Go sales. After investigation of an alleged illicit discharge, it has been determined that the French drain to the rear of Borough Hall is on the General Sutter Inn property and not connected to the stormwater management system.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:

Laucks introduced Doug Westover as the new Plant Manager for the WWTP after one year as Operations Manager. He referred to the Inframark Monthly Report. The centrifuge back drive VFD is scheduled for replacement in March. Gravity filter #3 and anion filters #2 and #4 are back in service at the Water Plant. Ultraviolet lightbulbs were replaced on Module #3 at the WWTP. A "low water" level switch was replaced at the Water Plant boiler and the touch screen processor for the Kissel Hill Booster Station was replaced. Mobley moved, Greiner seconded to accept the January 2020, Monthly Inframark Report. Motion passed unanimously.

Application for Payment No. 6 – Filter Media Replacement Project

Upon presentation, Mobley moved, Lee seconded to approve the Application for Payment No. 6 from M2 Construction for the Filter Media Replacement Project at the Water Plant @ \$57,415.50. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:  
Lititz Chocolate Walk Special Event Permit Application

Upon presentation, Sensenich moved, Mobley seconded to approve a Special Event Permit Application from the Local Kawanis Club for the 19<sup>th</sup> Annual Chocolate Walk on Saturday, October 10, 2020, from 10:00 A.M. to 4:00 P.M., to close a short section of North Lane, 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.

Memorial Day Parade Special Event Permit Application

Upon presentation, Sensenich moved, Mobley seconded to approve a Special Event Permit Application for the Memorial Day Parade on May 25, 2020, 10:45 A.M. - 1:00 P.M., per submitted route, having the need for six - eight event staff positions and road closures. Motion passed unanimously.

Lititz Craft Beer Fest 2020 Special Event Application

Upon presentation, Sensenich moved, Mobley seconded to approve a Special Event Permit Application from the AMBUCs and WCAA for the Lititz Craft Beer Fest 2020 as a charitable fund raiser to be held on Sunday, September 20, 2020, from 2:00 P.M. to 5:00 P.M. on E. Main Street from Broad Street to Church Square, W. Main Street from Broad Street to Spruce Street and Broad Street from Orange Street to the railroad tracks. Motion passed unanimously.

Lititz Shirt Factory "Live" Special Event Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from Lititz Shirt Factory owner Jim Hoffer, 5 Juniper Lane, to hold the Lititz Shirt Factory "Live", a musical event featuring acoustic act Talbott Brothers, playing from 8:00 P.M. – 10:00 P.M., on Friday, June 5, 2020, in Juniper Lane, with the alley closed from Broad Street to Raspberry Lane from Noon – Midnight. Stray Productions will be providing the tent, stage, audio, and lighting for the non-ticketed event. Motion [passed unanimously.

Taste of Lititz Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application for the Venture Lititz Taste of Lititz Street Festival, to be held on Friday, June 5, 2020, 5:00 P.M. - 9:00 P.M., on E. Main Street from Broad Street to Water Street ideally, with parking meters bagged. With the impending stormwater piping replacement and curb and sidewalk construction on E. Main Street, the approval is for the use of 1-1/2 blocks somewhere on E. Main Street from Broad to Locust Street, avoiding the construction if need be. The idea is also, to expand the outreach for restaurants and merchants to incorporate a weeklong celebration and specials, to be organized by the retailers. Motion passed unanimously.

Lititz Lions Easter Egg Hunt Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from the Lititz Lions Club for an Easter Egg Hunt for the community at Bonfield Elementary School, on April 11, 2020, 9:00 A.M. – 12:00 Noon, with the hunt starting at 10:30 A.M. and ending at 10:35 A.M. Motion passed unanimously.

Request to Close N. Cedar Street for Bridge Utility Engineering Data

Representatives from Rettew Assoc. have requested to close N. Cedar Street from North Lane to Kleine Lane for 2-3 days during the week of March 2, 2020, between 9:00 A.M. – 3:00 P.M., to collect bridge utility engineering data for the Cedar Street Bridge Replacement Project. Subsequently, two undocumented underground storage tanks were delineated to be very close to the new water line route. One of the tanks located on LGH driveway will impact the project; the other will not. PennDOT, under its rapid response contract, will pull the one tank and agreed to pull the other tank at LGH cost. Tank removal will begin on Monday, March 2, 2020. After discussion on passageways for children walking to school, Sensenich moved, Greiner seconded to approve the closure of N. Cedar Street from North Lane to Kleine Lane for 2-3 days during the month of March, 2020, leaving it up to Borough Staff to work out the logistics of a safe walking path for children going to school. Motion passed unanimously.

2020 Resurfacing Project

On a motion by Sensenich with a second by Greiner, the following bids for the 2020 Resurfacing Project (alley overlay) were unanimously accepted, as received through Pennbid, as follows:

- Highway Materials, Inc. \$ 51,476.63
- H & K Group, Inc. \$ 51,628.45
- E. K. Services, Inc. \$ 61,505.40
- Berg Construction, LLC \$ 63,532.90
- JVI Group, Inc. \$ 74,076.00
- Gingerich Landscaping & Excavating, LLC \$ 83,043.43

Upon presentation and recommendation by the Borough Engineer, Sensenich moved, Greiner seconded to award the contract for the 2020 Resurfacing Project to Highway Materials, Inc., as low bidder @ \$51,476.63. Motion passed unanimously.

SUB-COMMITTEE ON PLANNING:

Pending Plans

A Toy Soldier Sketch Plan was presented to the Planning Commission for redeveloping the site at 104 N. Broad Street to create a new restaurant and 32 apartment units. They are patiently awaiting sewage capacity guarantee before progressing with the conditional use and land development processes. A resubmission of the Dunkin Donuts Preliminary/Final Land Development Plan, 737 S. Broad Street, addressing outstanding comments is pending.

SUB-COMMITTEE ON ZONING:

There were two cases before the Zoning Hearing Board in February: 1) Francisco & Julie Cleaves, 329 S. Broad Street, for a Special Exception and a Variance to operate an Airbnb within a structure with less than 2,000 sq.ft., which was denied, and; 2) Lititz Borough Garage, 117 W. Lincoln Avenue, for a Special Exception and a Variance to allow a municipal building, maximum coverage, second primary use, maximum height, maximum accessory building height and size, and plant strip for PWD building improvements and the addition of a police garage, which was approved. Harbor Engineering was waiting for Zoning Hearing Board approval prior to proceeding further on the site plan for the PWD building.

SUB-COMMITTEE ON PERSONNEL:

Appointment to Shade Tree Commission

Upon presentation, Greiner moved, Sensenich seconded to appoint Seth Hiller to the Borough Shade Tree Commission. He will be going off the Parks Committee. Motion passed unanimously.

SUB-COMMITTEE ON FINANCES:

Financial Statement/Bills

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

LST Refund Request

Mobley moved, Greiner seconded to approve a 2019 LST refund request from Susan Geibe @ \$42, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Greiner seconded to approve a 2019 LST refund request from Penny Adams @ \$12, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Greiner seconded to approve a 2019 LST refund request from Jesse Tietjens @ \$38, as he did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Greiner seconded to approve a 2019 LST refund request from Kelly Tucker @ \$27, as she paid to multiple employers. Motion passed unanimously. Mobley moved, Greiner seconded to approve a 2019 LST refund request from Michelle Simmons @ \$50, as she did not earn the minimum required amount. Motion passed unanimously.

SUB-COMMITTEE ON FIRE SERVICES/WESC:  
WESC Fire Commissioner Job Description

During their February 3, 2020, WESC meeting, the Board approved a change to the WESC Administrator's job title to Fire Commissioner and a change to the job description to include more operational duties. Greiner moved, Mobley seconded to approve the job description for the WESC Fire Commissioner, as presented. Motion passed unanimously. The office will be moving from Warwick Township to the Lititz Fire Co. The 2019 WESC Annual Report which was previously distributed was acknowledged. As the new Chief, Mike Smith will be making some other changes regarding staffing, on-call positions, truck purchases and equipment allocation.

Advertise Amending the Volunteer Service Credit Program Ordinance

Upon presentation, Greiner moved, Brubaker seconded to advertise an ordinance amending the previous Volunteer Service Credit Program Ordinance, No. C-569, for tax credits to volunteer members of volunteer fire companies and volunteer 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%. Motion passed unanimously.

REGIONAL COMMITTEE REPORTS:  
Venture Lititz Update

Sensenich reported on Venture Lititz happenings. The Fire & Ice weekend attendance was ~ 40,000, with ~10,000 attending the fire show and ~10, 000 taking advantage of the shuttle service. Children's hats distributed by the Lititz Fire Co. became a trash issue. Spring Cleanup is scheduled for April 25, 2020, and the Taste of Lititz is scheduled for June 5, 2020. Downtown Shop changes are as follows: Lititz Timber House, 201 N. Broad Street, is now a curated home goods store; the Spotted Owl Boutique, 37 E. Min Street, will become a pet shop; Collusion Brewery will be opening in the Shirt Factory, 5 Juniper Lane, in April; LGH will start to occupy 24 N. Cedar Street, in May; JoBoy's Brewpub, 27 E. Main Street, will be occupied by another brewery; City Gate, 101 N. Broad Street, is a faith based coffee shop; the owner of Lititz Framing & Fine Arts, 64 N. Broad Street, will be retiring in the Spring; Grauer's Paint & Decorating, 35 N. Cedar Street, will be moving to Warwick Township and Stoll & Wolfe Distillery will expand into that space; the Sutter House building, 17-19 E. Main Street, has been sold to a retail business; Danner's Deli, 53 E. Main Street, will be taken over by Chef Nino Elia who will open Piccola Eatery; and, there are new owners of the Subway franchise, 64 N. Broad Street.

Regional Built & Natural Infrastructure Committee

The Regional Built & Natural Infrastructure Committee, at their last meeting, received project updates, reviewed the final draft Official Map and heard from Randy Harris, Executive Director of the Historic Preservation Trust of Lancaster County regarding identifying historic resources in Warwick Township.

RESOLUTION NO. 913:  
PennDOT Utility Relocation Reimbursement Agreement

Greiner moved, Mobley seconded to approve Resolution No. 913, the PennDOT Utility Relocation Reimbursement Agreement for the N. Cedar Street Bridge Project. Motion passed unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:35 P.M. on a motion by Greiner with a second by Sensenich.

Respectfully submitted,



Sue Ann Barry, Secretary/Treasurer