

LITITZ BOROUGH COUNCIL  
Minutes of Meeting Held January 30, 2024  
Council Chambers, 7 South Broad Street, Lititz, PA & Zoom

The January 30, 2024, Lititz Borough Council meeting was conducted as a hybrid meeting, in person in Council Chambers and virtually utilizing Zoom. The meeting was called to order at 7:00 P.M. by President Lee with Councilmembers Carpenter, Gattis, Meck, Mobley and Sensenich present. Others present were Mayor Snyder, Chief Kerry Nye, Sergeant Stephen Detz, Deputy Fire Commissioner Mike Smith, Andy Garner, Lorne Mowrer, Elijah Yearick, Rob McFadden, Nathan Laucks, Zachary Pennepacker, Ryan McCrory, Rich Motz, David Carson, Jim & Peggy Smith, Wendy Schmid, Bev Hasler, Brad Bergman, Ron Roda, Chris Strayer, Pastor Jeremiah Kleylein, and Laura Knowles of the Lititz Record Express. Attending via Zoom were Karen Weibel, Timonhy Baum, Barb Mobley, and two unnamed attendees. The meeting opened with an invocation by Pastor Kleylein of 717 Church and the pledge of allegiance led by Mayor Snyder. The minutes of the December 19, 2023 Borough Council meeting minutes were approved on a motion by Mobley, seconded by Sensenich. The minutes of the January 2, 2024 reorganization minutes were approved on a motion by Sensenich, seconded by Mobley.

RESOLUTIONS

Res. 983 – Main Street Peddler Anniversary Recognition

Lee read Resolution 983 which recognized and celebrates the 30<sup>th</sup> anniversary of the Main Street Peddler on East Main Street, noting that it is one of the oldest continually operated shops in the Borough. Gattis moved, Mobley seconded the motion. The motion passed unanimously with Sensenich abstaining due to her previous ownership of the shop.

AGREEMENTS

Agree. 560 – 2024 Fire Services Contract

Upon presentation, Mobley moved, Sensenich seconded to approve the 2024 Fire Services Contract with the Lititz Fire Company. Motion passed unanimously.

Agree. 561 – 2024 Ambulance Services Contract

Upon presentation, Mobley moved, Sensenich seconded to approve the 2024 Ambulance Services Contract with the Warwick EMS. Motion passed unanimously.

Agree. 562 – East Hempfield Emergency Management Cooperation

Mobley reviewed that the Borough and Township had previously engaged with East Hempfield and East Petersburg to recognize each other's Emergency Management Coordinators in the event of an emergency. With East Petersburg withdrawing from the previous agreement, the remaining partners are required to re-ratify the document. Mobley moved, Sensenich seconded to approve the updated cooperation agreement. Motion passed unanimously. After the motion, Meck expressed gratitude towards the Boroughs EMS providers and stated his appreciation for the continued cooperation and the direct influence that cooperation has on the service to the community.

APPOINTMENTS OF SUB-COMMITTEES BY PRESIDENT

President Lee made the following appointments to the Council Sub-Committees and regional liaisons:

Council Sub-Committees

Sub-Committee Employee Benefits/Insurance -  
Meck, Chair  
Mobley

Sub-Committee on Streets & Traffic -  
Carpenter, Chair  
Mobley

Sub-Committee on Buildings/Grounds/Pool -  
Mobley, Chair  
Meck

Sub-Committee on Water/Sewer Services -  
Mobley, Chair  
Gattis

Sub-Committee on Finances -  
Mobley, Chair  
Sensenich

Sub-Committee on Planning -  
Sensenich, Chair  
Meck

Sub-Committee on Personnel & Negotiations -  
Meck, Chair  
Sensenich

Sub-Committee on Zoning -  
Gattis, Chair  
Carpenter

Liaisons & Regional Committees

Fire Company Liaison -  
Carpenter

School District Liaison -  
Gattis-

Lititz Public Library Liaison -  
Gattis

Venture Lititz Representative-  
Sensenich

Rec Center Liaison -  
Meck

Warwick Emergency Services Commission-  
Carpenter

Regional Comp Plan –  
Gattis

Warwick to Ephrata Rail Trail Committee -  
Sensenich

Regional Community Development Committee -  
Mobley

Warwick Regional Recreation Committee -  
Gattis  
Carpenter

Junior Council Person Coordinator -  
Snyder

After the appointment, Gattis requested staff provide Council with an updated list of all Borough sub-committees, boards, and commissions along with terms, and to ensure that information is shared publicly on the website. She then thanked the audience for their attendance, requested that they attend other public committee meetings if interested, and encouraged anyone interested in volunteering to reach out. Meck commented that

more visibility and an easier application process could lead to more volunteers coming forward, and that currently the Borough has approximately 55 appointments across various committees.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:  
Inframark Report

Mobley recognized Laucks and requested Inframark's monthly report. Laucks began his report by noting that chemical and utility costs are going up due to cooler temperatures impacting the plant's processes. Costs for December were \$10,023.87 over budget, which brought year-to-date costs to be over budget by \$45,236.05. Laucks reported that January would be the end of the contract year, discussed reconciliation, and reported on adjustments to reported costs. Chemical costs and PPL billing were cited as reasons for the reconciliation. Laucks then reviewed monthly maintenance items, and discussed Council tours of both plants.

Meck asked if any major expenses could be expected this year. Laucks responded that Inframark plans to purchase a new influent pump for the water plant costing approximately \$50,000, and another pump would be replaced at the water plant. Other costs would become evident after facility inspections. Mobley then moved, Gattis seconded to approve Inframark's December report. Motion passed unanimously.

Mobley then reported on recent activities of the Water/Sewer Committee which included cyber security upgrades, an issue with a domestic service line passing through a private property on W. Orange, and the upcoming water main service replacement on Front Street to address legacy lead service lines. His report continued to note that repairs of the Cedar/Lincoln Culvert are proceeding well and that Public Works is assisting in investigating a future replacement of a water line to Kenvue under the Norfolk Southern track. Mobley concluded by reporting on activities of the previous week's Borough Authority meeting. Gattis then added that the Borough has a proactive team that ensures water and sewer services for the Borough.

SUB-COMMITTEE ON STREETS AND TRAFFIC  
Leaman Street Parking Restrictions

Carpenter reminded the public that a public meeting to discuss the Warwick Emergency Services Commission's (WESC) parking restriction request for Leaman would be scheduled in the coming months.

Special Event – Lititz Chocolate Walk

Upon presentation, Carpenter moved, Gattis seconded to approve the Lititz Chocolate Walk on October 12, 2024 from 10 AM to 4 PM in Downtown Lititz. During the event North Lane would be closed at Broad Street. Motion passed unanimously.

Special Event – Lititz Rec Triathlon

Upon presentation, Carpenter moved, Sensenich seconded to approve the Lititz Rec Triathlon on August 4, 2024 from 8 AM to 11 AM at the RecCenter and on roads between Lititz and Manheim. Motion passed unanimously.

Special Event – Fire & Ice

Upon presentation, Carpenter moved, Mobley seconded to approve the Fire and Ice Festival from February 15 through February 25, 2024 in Downtown Lititz. As part of the event, Juniper Lane would be closed during the evenings of February 15 and February 19. Motion passed unanimously.

Special Event – Pretzel Fest

Upon presentation, Carpenter moved, Mobley seconded to approve the Lititz Pretzel Fest on May 4, 2024 from 11 AM to 4 PM in Downtown Lititz. Motion passed unanimously.

Activity Permit – Lions Easter Egg Hunt

Upon presentation, Carpenter moved, Mobley seconded to approve the Lititz Lions Easter Egg Hunt on March 30, 2024 from 10:30 AM to 11:30 AM at Bonfield Elementary School. Motion passed unanimously.

Carpenter then shared that the Borough had received an anonymous letter expressing concerns with plowed snow being pushed onto shoveled sidewalks. She thanked the author and shared that she discussed it with Public Works. She expressed gratitude to the Public Works crew for the many hours spent clearing the Borough after the last storm, encouraged residents to share such concerns publicly so that they could be directly addressed, and asked for grace on both sides.

SUB-COMMITTEE ON FINANCES

Financial Statement/Bills

Mobley reported that as typical, expenses were trending above revenue due to taxes not coming in until later in the year. He continued to highlight that street opening permit revenue was unexpectedly higher due to UGI work, and that the Borough's auditors would be on-site in early February. Mobley then moved, Sensenich seconded to approve the Financial Statement and pay the bills. Motion passed unanimously.

Mobley then reported the Finance Committee typically meets a few days after the Borough Council meeting, and would be looking into capital purchases and equipment replacements.

SUB-COMMITTEE ON PERSONNEL

Accept resignation from WESC

Upon presentation, Meck moved, Sensenich seconded to accept Chris Strayer's resignation as the citizen representative to WESC. The motion passed with Gattis voting against accepting the resignation.

Advertisement of LBPD Administrative Assistant

Meck reported that the Police Department's previous administrative assistant resigned at the end of 2023 and that the Department would like to begin looking for a replacement. Chief Nye shared that it would be a part-time position working four days a week, but could possibly transition to full time in the future. Meck moved, Sensenich seconded to advertise the vacancy. Motion passed unanimously.

SUB-COMMITTEE ON PLANNING  
Warwick Woodlands Phase 1 Security Reduction Request

Sensenich reviewed DMA's recommendation to fully release the \$386,842.06 remaining on Warwick Woodland's Phase 1 letter of credit. Sensenich moved, Carpenter seconded to make the recommended reduction. Motion passed unanimously.

Warwick Woodlands Phase 2A Security Reduction Request

Sensenich reviewed DMA's recommendation to release \$1,590 from Warwick Woodland's Phase 2A letter of credit leaving \$70,661.25. Sensenich moved, Mobley seconded to make the recommended reduction. Motion passed unanimously.

Warwick Woodlands Phase 2B Security Reduction Request

Sensenich reviewed DMA's recommendation to release \$100,520.20 from Warwick Woodland's Phase 2B letter of credit leaving \$72,369. Sensenich moved, Mobley seconded to make the recommended reduction. Motion passed unanimously.

SUB-COMMITTEE ON BUILDING & GROUNDS  
Land Swap for NS Runabout Line

Yearick reported that the design of the Runabout Line was nearly complete, and as part of that design it was indicated that approximately .25 acres would be needed from Lititz Springs Park for Right-of-Way. The Borough has been in discussion with the Moravian Church and the Park over the past year to secure this land. The Church is supportive of the transfer, and is requesting a matching amount of unimproved land be transferred from the RecCenter site in return. The Church would also like to convey land currently leased to the RecCenter for their parking lot in the transfer. Yearick continued to state that the Church had asked the Borough to assist the Park with flooding, which resulted in both parties being included in the design of the Regional Stormwater Bank that is currently being planned north of the RecCenter building. Currently, the Church and Park are supportive of efforts to extend the basin onto current and future park property to mitigate the flooding. Yearick then requested that Council vote to advertise a resolution which would be necessary to facilitate the land swap.

Meck stated that while complicated, he was supportive of the land swap and the efforts to extend the rail trail and lessen the flooding on the park. Upon a brief discussion of the effort over the years and funding, Gattis asked about the source of flooding. Yearick confirmed that while stormwater from the School District Campus, Warwick Woodlands, and Sutter Village drains to the site, flooding is largely tied to groundwater levels in the caves leading to the spring. He shared that typically the water table is close to the surface so during wet periods water has no way to infiltrate and travels overland. He also shared that historic stormwater maps from fifty years ago referred to this area as "the ponding area". Carpenter asked if flooding could impact the trail, to which Yearick responded that it could, but that the trail will likely end at Broad Street. Gattis then requested a short presentation on the project at the February Council meeting. Gattis then moved, Meck seconded to advertise a resolution indicating Council's intent to perform the land swap. Motion passed unanimously.

REPORT OF THE MAYOR AND CHIEF OF POLICE

Mayor Snyder shared that he hosted the County Mayor Association meeting in January with the former and current Venture Lititz Executive Directors presenting. The Mayor shared that the Association was very appreciative, and that Lititz is very fortunate.

AED Purchase Request

Chief Nye requested Council allow him to purchase one additional AED for the Department beyond what is currently budgeted for 2024 and shared a proposed source for the funding. Sensenich moved to approve the total purchase at \$15,340, Mobley seconded to approve the request. Motion passed unanimously.

Donation of Vehicle to WESC

Chief Nye reported that the Police Department has received a donation of a 2006 Ford Expedition from the Fire Company several years ago, but that it has not seen much use. He requested the Council donate the Expedition to Warwick EMS for use by a paramedic. Sensenich moved, Meck seconded to approve the donation. Motion passed unanimously.

Fire and Ice

Chief Nye shared that he and his wife organize the Chili Cookoff during Fire and Ice and encouraged everyone to attend the competition on February 17 from 11 AM to 2 PM.

REPORT BY MANAGING DIRECTORS

Yearick reported that the draft Comp Plan has been reviewed by the Steering Committee and is currently being updated in response to comments. Once complete, it will go back to the Steering Committee for a final review before being released to the public. Yearick then updated Council on efforts to acquire ROW for the Runabout Line from the School District, paving of the Lincoln Avenue Culvert, and that the next phase of the Skatepark renovation has begun and is anticipated to be completed by the end of February. Gattis clarified the Comprehensive Plan adoption process with Yearick confirming that it would be discussed at Planning Commission before being recommended to Council. Council then discussed the importance of the Comprehensive Plan.

McFadden reported that Public Works focused on snow removal and Christmas tree pick-up in January. He continued to note that online payments for water and sewer billing represented 20% of total bills, which surprised him for a rollout and that 2024 paving bid approval would be at the February meeting. He then briefed Council on an issue with a cloud service hosing the Borough's water and sewer billing program. While staff had looked into the service as an alternative to a costly server upgrade, the performance of the service is very poor and staff is now looking to host the program on-site with a new server. The cost of this server is unbudgeted. McFadden stated that estimated costs for a new server are not known at this time, but that he anticipated it to be in excess of \$10,000. Sensenich asked if there were similar problems with the cloud server used for the Borough's accounting software, to which McFadden responded that there was not. Sensenich then requested a memo outlining the issues with the billing cloud server. Gattis asked for an update on the PA Small Water Grant. McFadden responded that the Borough received a grant to fund the upgrade of Variable Frequency Drives at the water plant and he is optimistic the work will be completed this year.

Gattis asked about the Spruce Street Shade Tree planting described in the Environmental Coordinator's report, specifically why there are currently empty tree wells on the street and how residents are notified for tree planting projects. Lee responded that the Commission looks at streets in accordance with the paving plan, and Yearick shared that the Commission sends letters in advance of the planting. Yearick and Council then reviewed the Commission's general procedures and policies for planting new trees, the Borough's tree inventory, and tree planting requirements.

NEW BUSINESS

Ad Hoc Committee to Establish Council Goals.

Lee disclosed that Mobley and Meck have volunteered to serve on an Ad Hoc Committee to look into goals for Borough Council. Mobley thanked Lee for the opportunity.

PETITIONS, CORRESPONDENCE, AND QUESTIONS

Public Comment

Rich Motz, 669 Laurel Avenue, shared that he was newly elected as Park Board President and described his decade long effort to mitigate flooding in the park. He expressed his appreciation for Council and staff working with the Park to advance both the Rail Trail and flooding in the park. Gattis thanked Motz for his service on the Park Board.

Dave Carson, 220 E. Sixth Street, welcomed the new members of the Council. Carson then refuted recent stories in the Lititz Record that he claimed wrongly painted him as being against the Borough Police. He then stated that his request was that Council look at ways to reduce expenditures and questioned why a projected deficit ended up as a surplus. He continued by stating his opposition to the 2023 budget format and that it was his belief that the format change was to hide information from the public. Carson then stated that he did not believe the Borough needed the previous year's tax increase and called on the new Council to reopen the 2024 budget and rescind it. He concluded by asking the Council for questions or comments. Hearing none, Lee thanked Carson for his comments.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:15 P.M. on a motion by Gattis with a second by Sensenich.

Respectfully submitted,

Elijah Yearick  
Secretary