

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held March 29, 2022
Council Chambers, 7 South Broad Street, Lititz, PA & Zoom

The regular March 29, 2022, Lititz Borough Council meeting was conducted as a hybrid meeting, in person in Council Chambers and virtually utilizing Zoom, which is a cloud-based platform for remote video and audio conferencing. The meeting was called to order at 7:00 P.M. by President Weaver with Council members Brubaker, Greiner, Lee, Mobley and Sensenich present. Others present were Mayor Snyder, Sue Ann Barry, Chief Kerry Nye, Elijah Yearick, Andy Garner, Jordan Garner, Rob McFadden, Scott & Carter Hain, Nathan Laucks, Todd Kauffman, Jared Hahn, Shauna Lukus & her father, Duane Ober, Mike Smith, Rich Motz, Conner Eisenbach, and Laura Knowles of the Lititz Record Express. In virtual attendance was JKW. The meeting opened with the pledge of allegiance led by the Mayor. On a motion by Mobley with a second by Sensenich, the minutes of the February 22, 2022, Council meeting were unanimously approved. Weaver announced that an executive session was held prior to this meeting for information gathering on police technology where no discussions, deliberations nor decisions were made.

PRESENTATIONS:
Citizen Commendation to Shauna Lukus

Mayor Snyder presented a Citizen Commendation from the Lititz Borough Police Department to Shauna Lukus to recognize the 21-year-old for going above and beyond to provide assistance to members of the community in need. On March 2, 2022, around 10:45 PM, Shauna Lukus, while driving through the 500 Block of West Second Avenue, stopped and rendered aid to a 10-year-old juvenile who she encountered along the side of the road. The child's mother was experiencing a sudden life-threatening medical emergency and was unconscious inside the home. The child who was the only other person in the home with their mother, was required to summon help for her mother, a stressful and challenging endeavor for anyone, let alone a young child. Shauna ensured that 911 had been called and also, stayed with the child, comforting them, while emergency personnel arrived and until other family members could be notified and respond to the home. Shauna's actions played a critical role in caring for the needs of the child and contributed to the successful and safe outcome for the child's mother's medical emergency. Shauna Lukus received a round of applause from Borough Council and other meeting attendees.

Lititz Public Library Strategic Plan

Lititz Public Library Director Ryan McCrory thanked Council for the increase in per capita donation made this year and presented the Library's Strategic Plan. Goals are to promote lifelong learning, build capacity, increase public access, and achieve excellence and McCrory detailed the plan to reach those goals. Council thanked McCrory and the Library Board for all they do for the community.

WESC Annual Report

WESC Fire Commissioner Duane Ober presented highlights from the 2021 WESC Annual Report that included the hiring of a part-time Emergency Assistant, creation of service contracts, the review and evaluation of regional fire & EMS services, excellent response times to incidents in the Borough, apparatus replacement plan, subdivision plan reviews, preplanning, fire prevention & fire safety classes at schools, earned income tax credit, live fire training, gift cards for volunteers who complete certified training classes, 9-11 remembrance ceremony, Lititz Fire Co. & WCAA capital purchases, low (30%) community fund drive support, locations of incidents, increase in Lititz Fire Co. staffing levels and younger volunteers, number of certified suppression level firefighters, number of WCAA employees and volunteers, safety planning for events, few notable fire incidents, and ISO ratings to be conducted in 2022. Ober thanked Council for their donations and Weaver thanked Ober and Fire Chief Mike Smith for being good stewards of their funds. In reference to a question from Mobley, Smith attributed their success in getting volunteers to providing realistic expectations and creating a good environment.

WTMA Pumping Station #13 Project

Todd Kauffman of Entech presented the need for WTMA to replace their Pumping Station #13 located at 229 E. Market Street to accommodate existing and future sewage flows, as PADEP has noted that it is hydraulically overloaded. They would like to locate the replacement station to the east of the existing station adjacent to the parking lot for Dean L. Saylor Park, an area that is owned by the Borough. Relocating it will allow the existing pumping station to remain in service during construction and minimize bypass pumping during construction. Entech has presented options for a land swap or transfer to take place. After discussion on liability, snow dumping in the parking lot, and other matters, Sensenich moved, Mobley seconded to have the Council Sub-Committee and Borough staff enter in discussions with WTMA on how to proceed with rebuilding the pumping station on Borough land. Motion passed unanimously.

ORDINANCE NO. C-603:
No Parking on Pine Lane

Upon presentation, Sensenich moved, Lee seconded to approve Ordinance No. C-603, having no parking on Pine Lane from W. Main Street to Second Avenue. Motion passed unanimously.

RESOLUTION NO. 946:
CFA Grant for Culvert at E. Lincoln Avenue & Cedar Street

Upon presentation, Sensenich moved, Lee seconded to approve Resolution No. 946, applying for a CFA Grant for the culvert replacement at E. Lincoln Avenue and Cedar Street. Motion passed unanimously.

RESOLUTION NO. 947:
Recognition of Arbor Day

Upon presentation, Sensenich moved, Lee seconded to approve Resolution No. 947, recognition of Arbor Day in the Borough. Motion passed unanimously.

RESOLUTION NO. 948:
Extending Interest Only on 2020 Note

Upon presentation, Sensenich moved, Lee seconded to approve Resolution No. 948, extending interest only for payment on the 2020 loan. Motion passed unanimously.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:
Inframark Report

Laucks reviewed the most recent Inframark Report. Final clarifier T14 surface skinning arm support structure broke and is being repaired. Foaming on the surface of the first and second stage process tanks is subsiding. Quotes are being obtained for three planned projects for this year. The latest and the fourth quarter WET Toxicity Reduction test passed. Alternatives to de-dusting oil are being investigated. Mobley moved, Sensenich seconded to accept the Inframark February 2022, Monthly Report. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:
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 Friday, July 1, 2022, 5:30 P.M. - 8:30 P.M., with a new route starting at Locust and Main Streets, having the need for 6-8 special event staff positions and road closures, with concert and food vendors in the Lititz Springs Park following the parade. 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 which showcases local culinary, visual and performing arts and talent, to be held on June 3, 2022, 5:00 P.M. - 9:00 P.M., on E. Main Street from Broad Street to Water Street and on Cedar Street from Juniper Lane to North Lane, with parking meters bagged. Motion passed unanimously.

Then Sings My Soul Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application for a Then Sings My Soul pay-as-you-will concert at the bandshell in the Lititz Springs Park to be held on August 21, 2022, 3:00 P.M. - 5:00 P.M. Motion passed unanimously.

Lititz Lions Easter Egg Hunt Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from the Lititz Lions Club for an Easter Egg Hunt for the community at Bonfield Elementary School, on April 16, 2022, 9:00 A.M. – 11:30 A.M., with the hunt starting at 10:30 A.M. Motion passed unanimously.

Lititz Elementary School Spring Festival Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for the Lititz Elementary School Spring Festival with food, bingo, dunk tank, arts and sports activities, on Friday, May 13, 2022, rain date May 20, 2022, from 4:00 P.M. to 7:00 P.M., with no road closures needed. Motion passed unanimously.

Lititz Outdoor Fine Art Show Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from the Lititz Art Assn. for the Annual Lititz Outdoor Fine Art Show in the Lititz Springs Park on July 30, 2022, 6:00 A.M. – 7:00 P.M. The show runs from 9:00 A.M. – 5:00 P.M., with no road closures needed. Motion passed unanimously.

Camporee in the Park Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for the Boy & Girl Scouts of America's Camporee in the Lititz Springs Park from 5:00 P.M. on April 1, 2022, to 11:00 A.M. on April 3, 2022, with no road closures needed. Motion passed unanimously.

Lititz Pride Fest Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from Lititz Chooses Love for the Lititz Pride Fest in the Lititz Springs Park on June 19, 2022, from 12:00 Noon to 8:00 P.M., featuring family entertainment including musical performances, yoga, meditation, arts and crafts, dancing, listening, food trucks, and non-food vendors. Motion passed unanimously.

2nd Fridays Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a request from Venture Lititz for all 2nd Friday events in 2022 in downtown Lititz along Main and Broad Streets from 5:00 P.M. to 9:00 P.M. with Juniper Lane closed from Raspberry Lane to Broad Street 4:00 P.M. to 10:00 P.M. Merchants will be open in the evenings offering special promotions. 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 28, 2022, from 7:00 P.M. – 9:00 P.M. Motion passed unanimously.

Delivery/Drop Off Zone on S. Broad Street

As requested by Chief Nye since Juniper Lane has been made one-way eastbound, Sensenich moved, Greiner seconded to make 19 feet from the last parking space on the southeast side of the first half block of S. Broad Street a Delivery/Drop Off Zone for local businesses and local government, with a sign reading Delivery/Drop Off, 15-minute limit, use flashers, violators will be ticketed. Motion passed unanimously.

Solar Speed Sentry Devices

Upon presentation and on a motion by Sensenich with a second by Greiner, the purchase of four solar speed sentry devices @ \$12,323.00, was unanimously approved to be mounted as follows:

- 200-300-block of N. Cedar Street (southbound);
- 400-500-block of N. Water Street (southbound);
- 500-600-block of Kissel Hill Road (northbound);
- 300-block of W. Orange Street (eastbound).

SUB-COMMITTEE ON FINANCES:
ARPA Funding Recommendations

Lititz Borough ARP Funding Recommendations

(REVISED 3/16/2022)

	Allocation 2021	Allocation 2022
	\$485,347 (received July 2021)	\$485,347 (expected June 2022)
Recommended Funding Use		
Lost Revenue Replacement		
General Fund	\$420,593 (Government services, public works, police department, administration)	\$0.00
Investment (water, sewer, broadband)		
Water Construction Fund	\$252,014 (Filter media project, Water Street Water Main Replacement)	\$288,087 (SCADA, VFDs, PLC, Complete filter media project)
Sewer Fund		
Address Negative Economic Impacts		
General Fund	\$0.00 Venture Lititz	\$30,000 Venture Lititz
Water Construction Fund Supplement the Difference	\$0.00	\$0.00

As discussed with the Trout CPA auditors and upon presentation, Mobley moved, Sensenich seconded to approve the use of American Rescue Plan Act (ARPA) funds (revised March 16, 2022, as stated above) for lost revenue replacement, government services including police department, public works and administration and addressing negative economic impacts in the General Fund, and investment in infrastructure in the Water Construction Fund, all within the Treasury's Final Rule guidelines as of January, 2022, effective April 1, 2022. Motion passed unanimously.

LST Refund Requests

Mobley moved, Sensenich seconded to approve a 2021 LST refund request from Michael Gerfen @ \$36.00, as he did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2021 LST refund request from Delaney Baringer @ \$10.00, as she did not earn the minimum required amount. Motion passed unanimously. Mobley moved, Sensenich seconded to approve a 2021 LST refund request from Patricia Ketner @ \$52.00, as she paid multiple employers. Motion passed unanimously.

2021 Annual Audit Report

Upon presentation, Mobley moved, Sensenich seconded to accept and advertise the 2021 Audit Report as prepared by Trout CPA. Motion passed unanimously.

Financial Statement/Bills

Mobley moved, Sensenich seconded to approve the Financial Statement and pay the bills. Motion passed unanimously. Mobley highlighted invoices this month related to firefighters tax incentive, drug task force support and rebuilding the skatepark.

SUB-COMMITTEE ON BUILDINGS, AND GROUNDS:
Change Order No. 004 - Public Works Garage

Upon presentation, Lee moved, Mobley seconded to approve Change Order No. 004, from Ondra-Huyett Associates, Inc., for a credit for the Public Works Garage Project, @ (\$36,455.00). Motion passed unanimously.

Application for Payment No. 12 – Public Works Garage

Upon presentation, Sensenich moved, Mobley seconded to approve the Application for Payment No. 12, from Ondra-Huyett Associates, Inc. for the Public Works Garage Project @ \$51,745.56. Motion passed unanimously.

Request for Sale of Property on Cambridge Lane

The Borough has received notice from the County Tax Claim Bureau that a prospective buyer has placed a bid to purchase the Cambridge Lane Stormwater Basin off the Repository of Unsold Properties. After the prospective buyer was informed of the stormwater maintenance and public access that comes with the property thereby, severely limiting the redevelopment of the property, he requested that the Borough deny the sale. This property serves to manage the stormwater and recreational needs of the Newport Square/Newport Commons developments from the early 2000s and was approved to do so in perpetuity. A third party currently has maintenance and management responsibilities for the tract, although it is not maintained to standards. Upon discussion, Lee moved, Sensenich seconded to deny the sale of Tax Parcel 370-39684-0-0000 on Cambridge Lane, owned by Newport Square Associates aka Newport Commons LLP as it is listed on the Repository of Unsold Properties. Motion passed unanimously.

SUB-COMMITTEE ON PLANNING:
104 N. Broad Street Preliminary/Final Land Development Plan Extension of Time

Upon presentation, Lee moved, Mobley seconded to acknowledge a letter of approval for a 90-day extension in time for the Preliminary/Final Subdivision and Land Development Plan for 104 N. Broad Street, dated January 10, 2022, for the Toy Soldier restaurant and apartments to be redeveloped into a mixed-use development. The extension is until July 9, 2022. Motion passed unanimously.

Reduction in Escrow for Warwick Woodlands Phase 2B

Upon presentation and recommendation by the Borough Engineer, Lee moved, Sensenich seconded to reduce escrow for the Warwick Woodlands Phase 2B by \$240,216.72 to \$1,881,511.00. Motion passed unanimously.

SUB-COMMITTEE ON PERSONNEL:
Public Works Department Employee Hire

Upon presentation, Greiner moved, Mobley seconded to hire Adam Stahl as replacement Public Works Department Employee, effective April 4, 2022. Motion passed unanimously.

REPORT OF THE BOROUGH ENGINEER:

Hain provided a brief update to the Report of the Borough Engineer, reviewing the stormwater management as-built plan for 723 South Broad Street Plan, inspecting construction at Warwick Woodlands Phase 2 and the WSD Fieldhouse Project. He has observed that the skatepark is getting a lot of use since its renovation.

REPORT OF THE JUNIOR COUNCIL PERSON

Junior Council Person Carter Hain reported that the Warwick High School Music Department presented "The Music Man" as their spring musical, two seniors were in the National Merit Scholarship Program and the popularity of esports teams.

REPORT OF THE BOROUGH MANAGER:
Monthly Meeting Date Reminders

The Borough Manager reminded Council of the following meeting dates, per submitted report & update. Many public meetings will be held live and/or web conferencing (hybrid).

April 5, 2022 – Tuesday – Planning Commission Meeting – 7:00 P.M. (hybrid)
April 12, 2022 – Tuesday – Council Meeting – 7:00 P.M. – If called by the President
April 18, 2022 – Monday – Zoning Hearing Board Meeting – 7:00 PM. – Council Chambers
**** April 26, 2022 – Tuesday – Council Meeting – 7:00 P.M. (hybrid)

Other Meetings, etc.:

March 28, 2022 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
**** March 29, 2022 – Tuesday – Council Meeting – 7:00 P.M. (hybrid)
**** March 31, 2022 – Thursday - Joint Mtg – Lititz, WT, ET, WSD - 7:00 P.M. (webconf)
April 4, 2022 – Monday – WESC – Rothsville Fire Co - 6:30 P.M.
April 4, 2022 – Monday – Lititz Public Library Board – Library - 7:00 P.M.
April 6, 2022 – Wednesday – Dedication of W. Logan Myers Park – 12:00 Noon
April 12, 2022 – Tuesday - MS4 Committee – 3:30 P.M. (hybrid)
April 18, 2022 – Monday - Parks Committee – 4:00 P.M. (hybrid)
April 18, 2022 – Monday - HAAC Meeting – Conference Room - 6:00 P.M.
April 19, 2022 – Tuesday – Warwick School Board – WSD - 7:00 P.M.
April 21, 2022 – Thursday – Regional Coordinating Meeting – 7:30 A.M. (webconf)
April 21, 2022 – Thursday – Lititz Borough Authority – Chambers - 7:00 P.M.
April 25, 2022 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
April 27, 2022 - Tuesday – LCBA – Clipper Magazine Stadium - 6:00 P.M.

**** All Council members should plan to be at these meetings

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

The Spruce Street Water Main Project will begin on April 4, 2022. Water leak detection is in process. The Shade Tree Commission is requesting a resolution authorizing certain street trees to be planted behind the sidewalk. Sidewalk replacement at 426 Linden Street was discussed. All DEP annual reports have been submitted. The filter rehabilitation project is getting the last touch up of paint. There was discussion on E. Main Street alley aprons. The E. Second Avenue handicapped ramp construction will begin in April.

Public Works Enclosed Trailer

Upon presentation, Greiner moved, Mobley seconded to approve the purchase of an enclosed trailer for the Public Works Department from Appalachian Trailers @ \$8,600.00. Motion passed unanimously.

REPORT OF THE MAYOR & CHIEF OF POLICE

The Mayor acknowledged the annual payment to the County Drug Task Force. Justin Miller started his participation in the Drug Task Force on March 7, 2022. The new radios are now working. The Civil Service Commission will meet shortly to start the selection process to hire a replacement officer this fall, as Christopher Kelley is retiring.

Axon Ecosystem Police Technology

Upon presentation, Greiner moved, Sensenich seconded to authorize \$9,000.00, for the in-car component of the Axon Ecosystem Police Technology Program that will be implemented over the next few years. Motion passed unanimously.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

Yearick reported that the Cedar Street bridge replacement has begun. The Borough was awarded a \$400,000 grant for the culvert at E. Lincoln Avenue and Cedar Street. Property owner outreach has begun for the Southern Gateway Plan. The focus group for the Sixth Street Park will soon be gathering. The Sutter Meadows development stakes are in place.

LCCD MOU

Upon presentation, Lee moved, Mosley seconded to approve an annual Memorandum of Understanding (MOU) between the Lancaster County Conservation District (LCCD) and the Borough, as reviewed by staff, which outlines the responsibilities between the two organizations. Motion passed unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:45 P.M. on a motion by Mobley with a second by Greiner.

Respectfully submitted,



Sue Ann Barry
Secretary/Treasurer