

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held May 26, 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 May 26, 2020, Lititz Borough Council meeting was 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, Cory Rathman, Chris Strayer, Duane Ober, Mike Brubaker, Travis Dantine, Porter Stevens, and Laura Knowels of the Lititz Record Express. 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 April 28, 2020, Council meeting were unanimously approved as amended.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:
Inframark Monthly Report

There has been little impact to chemical supplies and distribution system sampling site access related to the COVID-19. The Anion Filter Project at the WTP is on hold until October. The WTP surge protector valve is now functioning. The WWTP HVAC project will see substantial completion in July. After presentation, Mobley moved, Sensenich seconded to accept the April 2020, Monthly Inframark Report. Motion passed unanimously.

Determination of Future Sewer EDUs

Entech has completed their assessment of both Lititz Borough's EDUs and Warwick Township's EDUs based on permit capacity and determined that there is a significant amount available for both municipalities. An Amendment to the Water Agreement will be drafted in the near future, followed by a rewriting of the entire agreement. Yearick is to inform those developers who were awaiting the results of the study.

SUB-COMMITTEE ON STREETS AND TRAFFIC:
Installation of Restricting Trucks Signs

After presentation and discussion, Sensenich moved, Brubaker seconded to approve the installation of signs prohibiting trucks and trucks turning around at Kleine Lane and N. Locust Street and North Lane and Front Street, at the entrance to the ally and near the Lititz Planing Mill, to avoid damage to private property. Motion passed unanimously.

SUB-COMMITTEE ON FINANCES:
LST Refund Request

Mobley moved, Sensenich seconded to approve a 2019 LST refund request from Holly Kreider @ \$27, as she had multiple employers deduct the tax. Motion passed unanimously.

Financial Statement/Bills

Mobley moved, Brubaker seconded to approve the Financial Statement and pay the bills. Motion passed unanimously. Mobley reported that the Finance Committee has been proactive with Barry monitoring the finances in this time of COVID-19. Through the first 4-½ months of 2020, the Borough has experienced minimal shortfall in revenues from several sources. The economic crisis is expected to get worse and potentially challenge the Borough's budgeted revenue for several quarters. To prepare for the coming economic outbreak, the Finance Committee has reviewed all expenses planned for 2020. The current revenue is sufficient to support public safety of our residents, water, sewer and refuse collection services, and provide ongoing maintenance or community improvement projects. However, if the crisis creates a significant revenue

Financial Statement/Bills (Cont)

shortfall, the committee wants to have a contingency plan available to reduce or delay expenses to match revenue. To accomplish this, a list of budgeted items was made and prioritized based on the following criteria: cost; timing; necessity; service to the most residents. The committee determined that some projects could be paused/delayed if necessary and provided Council with a spreadsheet, welcoming feedback. Next steps will be to continue to monitor the Borough revenue sources and collaborate closely with staff, Facility Manager and engineers to navigate in these uncertain times.

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:

- **** June 2, 2020 - Tuesday - Planning Commission Meeting - 7:00 P.M. (webconf)
- **** June 9, 2020 – Tuesday – Council Meeting – if called by the President
- **** June 15, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M. (webconf)
- **** June 30, 2020 – Tuesday – Council Meeting - 7:00 P.M. (webconf - tentative)

Other Meetings, etc.:

- **** May 26, 2020 – Tuesday – Entech Sewer Capacity – 3:00 P.M. (webconf)
- **** May 26, 2020 – Tuesday – Council Meeting – Council Chambers - 7:00 P.M. (webconf)
- May 29, 2020 – Friday – Police Union Negotiations – Council Chambers – 3:00 P.M.
- June 1, 2020 – Monday – WESC – Lititz Fire Co. – 6:30 P.M.
- June 1, 2020 – Monday – Lititz Public Library Board – Library - 7:00 P.M. (webconf)
- June 9, 2020 – Tuesday - MS4 Committee - Conference Room – 3:30 P.M. (webconf)
- June 10, 2020 – Wednesday – Finance Committee – Conference Room – 1:00 P.M.
- June 15, 2020 – Monday - Parks Committee – Conference Room – 4:00 P.M. (tbd)
- June 15, 2020 – Monday - HAAC – Conference Room - 6:00 P.M. (webconf)
- June 16, 2020 – Tuesday – Warwick School Board – District Office – 7:00 P.M. (tbd)
- June 18, 2020 – Thursday – Regional Housing & Economic Development – 7:30 A.M. (webconf)
- June 29, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M. (tbd)
- **** All Council members should plan to be at these meetings

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

Rathman will continue to monitor the PennDOT E. Main Street/Water Street Repaving Project, as the construction date may change due to the nonessential business closure as a result of the coronavirus. The stormwater pipe replacement associated with that project that the Borough needs to have done was discussed as well as the possibility of shifting the work from the fall of 2020 to the late winter/early spring of 2021.

Sinkhole and Seepage Bed at 40 S. Broad Street

A Geotechnical Engineering Sinkhole Remediation Summary has been submitted for the Mike Brubaker property at 40 S. Broad Street. A sinkhole under the recently installed seepage bed on the property was remediated. The project includes another seepage pit for the back garage building. According to the Remediation Summary, it is recommended that this second seepage pit be removed from the design and allow stormwater to sheet flow off site. The karst nature of the underlying geology and the recently drilled geothermal wells along with the known shallow rock elevation around the pool area contribute to a high risk of future sinkhole development, therefore a request for a waiver of this requirement has been requested.

Upon review and discussion, Lee moved, Sensenich seconded to grant a waiver request for a Small Project Permit for not installing the second infiltration facility for the proposed garage at 40 S. Broad Street, with the condition that a contribution be made to the Lititz Borough Stormwater Management Program in an amount

Sinkhole and Seepage Bed at 40 S. Broad Street (Cont)

equal to the cost of installing the proposed infiltration facility. A cost for installation of the infiltration facility, including labor and materials, is to be submitted for the Borough Engineer's review. After confirming the amount, the Borough will then issue a formal letter stating that the waiver has been granted with the amount of the contribution due. Motion passed unanimously.

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

A PWD employee is out of commission due to a heart attack; another is quarantined following possible exposure to the coronavirus. Missing nets will be replaced at the New Street Park. After bacteria testing is complete, the Arrowhead Drive Meter Pit will be put back in service. Mr. Rehab is lining the sewer mains on Main Street and N. Water Street at night. Work on Phase 1 of the Sewer Interceptor Relocation Project will begin on May 28, 2020. Staff will be completing outfall inspections and submitting them to LandStudies for the annual report.

REPORT OF THE MAYOR & CHIEF OF POLICE:
Reopening from the Coronavirus Shutdown

The Chief, Mayor and Council discussed the PA Reopening Guidelines now that Lancaster County will be going into the Yellow Phase on June 5, 2020, with restrictions (preferring curbside pickup and takeout) for food and retail but allowing limited indoor transactions with CDC guidelines followed, including 50% maximum occupancy. In the event the County will go into the Green Phase, large gatherings of over 250 people will not be permitted. There are a number of large events that are planned for the upcoming months, e.g. the Rotary Club Craft Show, the AMBUCS Beer Fest, etc. that generate groups well over 250. The Fourth of July celebration has already been cancelled. Council discussed encouraging the non-profit groups planning these events to be creative in making significant changes in the way they hold events as they need to be compliant with the guidelines. The Chief stressed that timing is of the essence due to all the preparation that goes into police support staff and suggested a 45-day lead time for groups to share their new plan if they have one. Future event applications will only be approved if compliance can be met. A Reopening Committee has been assigned led by Yearick with their first meeting to be held virtually on May 27, 2020.

PETITIONS, CORRESPONDENCE AND QUESTIONS:

Reporter for the Lititz Record Express Laura Knowles had submitted questions electronically for tonight's meeting regarding enforcement of masks and social distancing on the streets and the reopening plans. Council supports the CDC guidelines wearing masks and social distancing but does not feel that it is the role for police to cite folks. Retail has to assess their individual situations and be compliant. The Borough does not have local regulations for this situation. She had no further questions. There were no further public comments that came in via email or written submission.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

Yearick followed up with Norfolk Southern regarding the CFA grant application and it seems as though there may be some tax liability. He will be coordinating with the Zoning Officer regarding the additional EDUs and those individual contractors who need a few. LCPC Community Planners have been reassigned regionally in accordance with the County's Strategic Plan Places 2040, and Gwen Newell is being replaced in the Northeast Region by Porter Stevens who was in attendance virtually. There being no further business, the meeting adjourned at 8:15 P.M. on a motion by Lee with a second by Sensenich.

Respectfully submitted,


Sue Ann Barry, Secretary/Treasurer