

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held May 25, 2021
Zoom Remote Video and Audio Conferencing

Due to the coronavirus (COVID-19) pandemic and the Governor's social distancing measures, the May 25, 2021, 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 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, Rob McFadden, Jordan Garner, Scott Hain, Keith Good, Mary Gattis, Tom Oehme, Charles Yohe, Cheryl Love, Cory Salzano, and Laura Knowels of the Lititz Record Express. Chris Strayer, David Carson and Brad Espenshade all arrived later. 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 27, 2021, Council meeting were unanimously approved as presented.

PRESENTATIONS:

Rotary Club Craft Show Special Event Permit Application

Tom Oehme representing the Rotary Club presented a Special Event Permit Application for the annual Rotary Club Craft Show to be held in August. Effective May 31, 2021, Governor Wolf will be lifting COVID restrictions and capacity limits on businesses and outdoor activities. There is anticipated to be fewer vendors and fewer attendees at the show. After discussion, Sensenich moved, Greiner seconded to approve a Special Event Permit Application to close E. Main Street from Broad Street to Locust Street, and Broad Street from Center Street to Front Street from 5:00 A.M. to 6:00 P.M., for the Rotary Club's Annual Craft Show, to be held on Saturday, August 14, 2021, needing six event staff with expected attendance of 10,000, with the condition that PennDOT approves the street closures and if not, an alternative plan to be put in place. Motion passed unanimously.

Final Land Development Plan for 723 S. Broad Street

Cheryl Love, RLA of ELA Group, Inc. and Charles Yohe, AIA of Yohe Architecture and Design P.C. presented the Final Land Development Plan for 723 S. Broad Street, Lititz, PA, Project No. 1185-001, dated December 14, 2020, last revision May 4, 2021, converting the former Lititz Car Company into offices for a McDonald's Franchise (Rawden Joint Ventures). Stormwater management measures including a rain garden, a landscaping plan, façade improvements with pilasters, copper canopies and aluminum gate were exhibited. There will be an outdoor courtyard for employee breaks. Lee expressed appreciation to the applicant for working well to meet the Form Based Code requirements. On a motion by Lee with a second by Sensenich, the Final Land Development Plan for 723 S. Broad Street, Lititz, PA, Project No. 1185-001, dated December 14, 2020, last revision May 4, 2021, converting the former Lititz Car Company into offices for a McDonald's Franchise (Rawden Joint Ventures), was unanimously approved with the following modifications and conditions:

- §305 – Preliminary Plan submission;
- §405.B – Traffic Study submission;
- §406 – Wetlands Study submission;
- §602.A.7 – Reconstruction of existing streets;
- §603.C.1 – Provide 6" curb reveal within the property instead of 8" reveal;
- §614.D.2 – Horizontal lighting shall meet IESNA Fully Shielded criteria, with the condition that any complaints from Lititz Manor be accepted and addressed;
- FBC 20.24 – Tree island every eight parking spaces.

Final Land Development Plan for New Holland Coffee

Keith Good, President of CGA Architects, Inc. presented the Final Land Development Plan for New Holland Coffee Company, 58 N. Broad Street, rear, Lititz, PA, Project No. 200842, dated December 8, 2020, last revision April 29, 2021, converting an alley structure and backyard of Chilangos Restaurant into a small brewery and coffee shop with outdoor seating. After discussion on the site improvements to Chilangos to tie into the New Holland Coffee Company and the neighboring Wilbur building, on a motion by Lee with a second by Sensenich, the Final Land Development Plan for New Holland Coffee Company, 58 N. Broad Street, rear, Lititz, PA, Project No. 200842, dated December 8, 2020, last revision April 29, 2021, converting an alley structure and backyard of Chilangos Restaurant into a small brewery and coffee shop with outdoor seating was unanimously approved with the following modifications:

- §305 – Preliminary Plan submission;
- §402.C.3 – Show existing features within 200' of the subject property;
- §405.B – Traffic Study submission;
- §406 – Wetlands Study submission;
- §602.A.7 – Reconstruction of existing streets;
- FBC 20.153 – Porticos and stoops;
- SWMO §302.A.2.b – Volume control.

ORDINANCE NO. C-591:
Prohibiting Parking on Kleine Lane

Upon presentation, Sensenich moved, Mobley seconded to approve Ordinance No. C-591, prohibiting parking on the north and south sides of Kleine Lane, 255' east of N. Cedar Street. Motion passed unanimously.

RESOLUTION NO. 930:
Designating Public Works Employees as First Responders

Upon presentation by McFadden and a reading by Weaver, Mobley moved, Lee seconded to approve Resolution No. 930, designating Public Works Employees as First Responders as previously mandated by the President of the United States. Motion passed unanimously.

RESOLUTION NO. 931:
Disposition of Police Records

Upon presentation, Greiner moved, Sensenich seconded to approve Resolution No. 931, Disposition of Police Records, as set forth in the Municipal Records Manual. Motion passed unanimously.

RESOLUTION NO. 932:
Amending Chapter 55 - Fees

On a motion by Mobley with a second by Sensenich, Resolution No. 932, Amending Chapter 55 – Fees, was unanimously approved, as submitted below:

Sketch Plan	\$ 250
Lot Add-On Plan	\$ 300
Subdivision/Land Development	\$ 500 + \$25 per unit or 1,000 sq.ft.
Construction Plan	\$ 300
Zoning Hearing - Residential	\$ 600
Zoning Hearing - Commercial	\$ 700
ZHB Continuance Fee	\$ 100
Zoning Amendment/Map/Petition	\$1,500
Curative Amendment	\$1,500

Amending Chapter 55 – Fees (Cont)

Street Opening Permits:	
Issuance Fee	\$ 200
First 100 ft.	\$ 100
Next 100 ft. or fraction thereof	\$ 50
Pavement Restoration	\$ 125 first 5 sq.yd.
Pavement Restoration	\$ 100 each additional sq.yd.

RESOLUTION NO. 933:
Rescinding the Disaster Emergency Declaration

On March 19, 2020, Lititz Borough Council issued a resolution declaring the existence of a disaster emergency due to COVID-19. With the availability of vaccinations becoming widespread, the state of Pennsylvania lifting COVID related restrictions, the County of Lancaster rescinding their declaration of disaster emergency, and at the Lititz-Warwick Emergency Management Coordinator's encouragement, Sensenich moved, Greiner seconded to approve Resolution No. 933, rescinding the disaster emergency declaration. Motion passed unanimously.

RESOLUTION NO. 934:
Authorizing the Execution of RACP Funding for Runaround Line and Railbanking Project

Sensenich moved, Greiner seconded to approve Resolution No. 934, authorizing the President of Council to execute the documents associated with the \$1.5 million in Redevelopment Assistance Capital Program (RACP) funding for the Lititz Runaround Line and Railbanking Community Revitalization Project. Motion passed unanimously.

AGREEMENT NO. 530:
Moravian Manor Sewer Extender Agreement

Lee moved, Sensenich seconded to approve Agreement No. 530, the Moravian Manor Sewer Extender Agreement. Motion passed unanimously.

AGREEMENT NO. 531:
Moravian Manor Water Extender Agreement

Lee moved, Sensenich seconded to approve Agreement No. 531, the Moravian Manor Water Extender Agreement. Motion passed unanimously.

AGREEMENT NO. 532:
Moravian Manor Stormwater Easement Agreement

Lee moved, Greiner seconded to approve Agreement No. 532, the Moravian Manor Stormwater Easement Agreement. Motion passed unanimously.

AGREEMENT NO. 533:
Moravian Manor Declaration of Private Streets Agreement

Lee moved, Mobley seconded to approve Agreement No. 533, the Moravian Manor Declaration of Private Streets Agreement. Motion passed unanimously.

PETITIONS, CORRESPONDENCE AND QUESTIONS:
Water Street Curb and Sidewalk Work

Brad Espenshade, 451 Water Street, has requested that the concrete contractor that he hired, Cornerstone Construction, be reimbursed for lost time and material associated with curb work in front of his and neighboring properties, due to miscommunications with the Borough. Weaver agreed to a willingness to meet with Espenshade and his neighbors to discuss the matter further.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:
Inframark Report

The biosolids centrifuge gearbox failed and a replacement has been ordered. There are a few punch list items that still have to be addressed prior to finishing up the Filter Media Replacement Project, however all three filters are back on line. Mobley moved, Lee seconded to accept the Inframark April 2021, Monthly Report. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:
Free Community Movie Nights Special Event Permit Application

Upon presentation, Sensenich moved, Mobley seconded to approve a Special Event Permit Application from Stray Production Services and the Lititz Police Department for Free Community Movie Nights on Saturday, June 19, 2021, at the Spruce Street Park, and Saturday July 17, 2021, closing Front Street between N. Elm Street and N. Oak Street from dusk until the movies are over. Motion passed unanimously.

Venture Lititz Apoca-Lititz 5K Special Event Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from Venture Lititz for the Apoca-Lititz 5K Race on October 30, 2021, from 8:00 A.M. – 11:00 A.M., starting and ending at ABC, with Water Street closed from North Lane to Front Street. Motion passed unanimously.

Food Truck in the Park Activity Permit Application

With the Lititz Springs Park concession stand being closed this summer due to lack of staffing, Sensenich moved, Greiner seconded to approve a Food Truck in the Park Activity Permit Application from the Lititz Springs Park for one food truck (on a rotating cycle) in the park from 11:00 A.M. – 7:00 P.M. on Saturdays and Sundays from June 12, 2021 – October 2, 2021. 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.

SUB-COMMITTEE ON PLANNING:
Advertise Amending the Form-Based Code Section of Ordinance

In reference to the Form-Based Codes, Mary Gattis, 27 S. Cedar Street, stated that Lititz Borough is a very unique community, with diversity a part of that uniqueness. She questioned whether Lititz is at risk of having homogeneous architecture referring to earlier mention of the façade of Chilangos to be matching its neighbor, the Wilbur. The ordinance amendment which is before Council for advertisement is meant as a guide for applicants to ensure that architectural design requirements apply to all zoning districts, to preserve the unique character of Lititz. After discussion, Lee moved, Sensenich seconded to advertise an amendment to the Form-Based Code Section of the Subdivision Ordinance. Motion passed unanimously.

SUB-COMMITTEE ON BUILDINGS, AND GROUNDS:
Application for Payment No. 1 – Public Works Garage

Upon presentation, Lee moved, Sensenich seconded to approve the Application for Payment No. 1 from Ondra-Huyett Associates, Inc. for the Public Works Garage Project @ \$93,251.95. Motion passed unanimously.

REPORT OF THE BOROUGH ENGINEER:
Projects

Hain discussed the current projects DMAI is working on: 456 Golden Street Subdivision, the Main Street/Water Street Stormwater, Water Line, Curb, ADA Replacement Project and the RFPs for designing and permitting the N-S Runaround Project.

REPORT OF THE BOROUGH MANAGER:
Monthly Meeting Date Reminders

The Borough Manager reminded Council of the following meeting dates, per submitted report & update. With COVID-19 restrictions loosening up, McFadden is working on technical changes to hold future hybrid meetings.

Regular Monthly Meetings:

- June 1, 2021 – Tuesday – Planning Commission Meeting – 7:00 P.M. (canceled)
- **** June 8, 2021 – Tuesday – Council Meeting – 7:00 P.M. (If called by the President)
- June 21, 2021 – Monday – Zoning Hearing Board Meeting – 7:00 P.M. (tbd)
- **** June 29, 2021 – Tuesday – Council Meeting – 7:00 P.M. (tbd)

Other Meetings, etc.:

- May 24, 2021 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** May 25, 2021 – Tuesday – Council Meeting – 7:00 P.M. (webconf)
- June 2, 2021 – Wednesday – Non-Uniform Pension - Personnel Committee – 10:00 A.M. – (webconf)
- June 3, 2021 – Thursday – Personnel Committee Handbook – Chambers – 8:00 A.M.
- June 3, 2021 – Thursday – Staff Project Meeting – 2:00 P.M. – Council Chambers
- June 3, 2021 – Thursday – Shade Tree Commission – 4:00 PM (tbd)
- June 7, 2021 – Monday – WESC – Rothsville Fire Co. – 6:00 P.M.
- June 7, 2021 – Monday – Lititz Public Library Board – Library – 7:00 P.M. (tbd)
- June 8, 2021 – Tuesday – MS4 Committee – 3:30 P.M. (tbd)
- June 15, 2021 – Tuesday – WRRRC Board Meeting – 8:00 A.M. – recCenter
- June 15, 2021 – Tuesday – Warwick School Board – 7:00 P.M. (tbd)
- June 17, 2021 – Thursday – Regional Housing & Economic Development – 7:30 A.M. (webconf)
- June 21, 2021 – Monday – Parks Committee – 4:00 P.M. (tbd)
- June 21, 2021 – Monday – HAAC – 6:00 P.M. (tbd)
- June 23, 2021 – Wednesday – LCBA – 7:00 P.M. – (tbd)
- June 28, 2021 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** All Council members should plan to be at these meetings

Secretary's Note:

- **** June 8, 2021 – Tuesday – Council Meeting – 7:00 P.M. (Called by the President – webconf)

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

Brookfield Road has been paved. Despite delays in materials and geotechnical issues, the Public Works Garage is still on schedule. Portions of the water line in Main and Water Streets will be replaced in June. The Water System Risk & Resilience Assessment continues to be worked on. Notification and after-action reports have been sent to DEP for an illicit discharge into Lititz Run at 20 Kleine Lane.

REPORT OF THE MAYOR & CHIEF OF POLICE

In reference to a beaver making a home in the Lititz Run, which is causing some backup in the Lititz Springs Park, the Mayor stated that he received a note and an article from a resident on the ecological value of beavers, "these giant rodents are showing us why they're worth a dam," which he will share with the Lititz Borough Environmental Coordinator.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING
Bike Park Project at Cedar Street & North Lane

The previously budgeted Bike Park Project at Cedar Street & North Lane (a Borough-owned parcel) is underway with bike racks ordered to be placed on a concrete base. Bike route signage and a shared bike lane arrow (sharrow) stencil to direct cyclists from the trailhead to the proposed parking area have been ordered.

OTHER BUSINESS:
Donations in Lieu of Taxes

The President acknowledged a donation in lieu of taxes from the Lititz Church of the Brethren. The Secretary will send a letter of thanks.

Venture Lititz Resignation

Venture Lititz Executive Director Holly DeKarske has given her resignation effective in June, 2021.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 P.M. on a motion by Lee with a second by Sensenich.

Respectfully submitted,


Sue Ann Barry
Secretary/Treasurer