

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held November 9, 2021
7 South Broad Street, Lititz, PA

The November 9, 2021, Lititz Borough Council meeting was conducted in-person and virtually utilizing Zoom, which is a cloud-based platform for remote video and audio conferencing. The meeting was called to order at 5:30 P.M. by President Weaver with Council members Brubaker, Greiner, Lee, Mobley and Sensenich present. Others in attendance were Mayor Snyder, Sue Ann Barry, Andy Garner, Kerry Nye, Elijah Yearick, Rob McFadden, and Steve Detz. In virtual attendance were Mary Gattis, Kim Keister and Barbara Mobley. Weaver announced that an executive session was held prior to this meeting to discuss personnel matters.

REPORT OF BOROUGH MANAGER:
2022 Municipal Calendar

On a motion by Greiner with a second by Sensenich, the advertisement of the Year 2022 Municipal Calendar was unanimously approved as follows:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
*1 ST COUNCIL 7:00 PM	**3	8	8	12	10	14	12	9	13	11	****8	13
2 ND COUNCIL 7:00 PM	25	22	29	26	31	28	26	30	27	***25	29	20
PLANNING COMMISSION 7:00 PM	4	1	1	5	4	7	5	2	6	4	1	6
ZONING HEARING 7:00 PM	24	28	21	18	16	20	18	15	19	17	21	19
PARKS COMMITTEE 4:00 PM	24	28	21	18	16	20	18	15	19	17	21	19
FLOOD CONTROL 3:30 PM				19						18		
BOROUGH AUTHORITY 7:00 PM	27			21			28			27		
SHADE TREE COMMISSION 12:00 NOON	6		3			2			8			
LITITZ/WARWICK/ ELIZABETH/WSD JOINT 7:00 PM			31 ET						29 WSD			
FORGE THE FUTURE 2022 COORDINATING COMM 7:30 AM	20 WT			21 WT			21 WT			20 WT		
FORGE THE FUTURE 2022 BUILT & NATURAL INFRASTRUCTURE 7:30 AM		17 ET			19 ET			18 ET			17 ET	
FORGE THE FUTURE 2022 HOUSING & ECONOMIC DEV 7:30 AM			17 LB			16 LB			15 LB			15 LB
WARWICK EMERGENCY SERVICES COMMISSION 6:30 PM		7 WCA		4 RFC		6 LFC		1 BFC		3 BKFC		5 WCA

All Council, Planning, Zoning, Parks, Flood Control, Shade Tree, and Lititz Borough Authority meetings are held at the Lititz Borough Office, 7 South Broad Street, Lititz, PA. However, due to COVID-19, meetings could be held remotely via Zoom or as a Hybrid. Check the Lititz Borough website at lititzborough.org prior to the meeting to see if a remote meeting has been scheduled instead of, or along with, an in-person meeting.

*First Council Meeting each month, if called by President

** Reorganization Meeting

***MS4 Annual Report

2022 Municipal Calendar (Cont)

****Budget Meeting, November 8, 2022, will be held at 5:30 PM

2022 Recognition Dinner is Wednesday, December 14, 2022, 6:30 PM, at the Lititz Springs Inn & Spa

WT – Meeting held at Warwick Township Building – 315 Clay Rd

LB – Meeting held at Lititz Borough building – 7 S Broad St

ET – Meeting held at Elizabeth Township building – 423 Southview Dr

WSD – Meeting held at Warwick School District office – 301 W Orange St

WCA – Meeting held at Warwick Community Ambulance – 151 North Ln

LFC – Meeting held at Lititz Fire Co. – 24 W Main St

BFC – Meeting held at Brunnerville Fire Co. – 1302 Church St, Brunnerville

BKFC – Meeting held at Brickerville Fire Co. – 10 Hopeland Rd

RFC – Meeting held at Rothsville Fire Co. – 2071 Main St, Rothsville

SUB-COMMITTEE ON FINANCES:
Year 2022 Proposed Budget

Deliberation and discussion ended in the following summary of items to be included in the year 2022 Proposed Budget:

General Fund -

Revenue:

- Real estate tax millage remains at 2 mills with taxable assessment increasing.
- LCTCB projections on earned income tax increasing due to higher wages.
- Administrative Late fee reinstated for all four quarters.
- WSD events police assistance no longer needed as it once was.
- Main Street sidewalk reimbursements.
- Increase rates for parking meters for half of the year.
- Misc - RR triangle rental, event personnel, tower rental, police patrol reimbursement.

Expenses:

- Cloud based server.
- PWB renovation architecture and inspection expenses reduction.
- Replacement signs in front of Borough Office.
- Borough Office HVAC replacement.
- Continuing rental of police garage.
- Additional subscriptions and memberships for police officers.
- Police mapping, MOU and ADVOZ.
- WESC increase.
- Donation to Fire Co. for equipment.
- WCAA equipment request.
- Venture Lititz donation.
- LRCDC donation.
- Master Plan update.
- Southern Gateway and Form Based Codes.
- Trash hauling and LCSWMA increases.
- AED for public works.
- Janitorial services for public works.
- Rent for RR triangle.
- Public works track hoe rental.
- Additional public works memberships.

Year 2022 Proposed Budget (Cont)

- R&M public works – pole barn decking, PWD & quarry fences, garage doors, lighting protector.
- Signal Project Wilbur match.
- New parking meters to accept credit cards.
- 2nd year capital contribution to new pool.
- Maintenance and sidewalk replacements at parks.
- Possible new pocket park.
- New park at 6th & Locust Street.
- Summer playground at parks by recCenter.
- Increase contribution the library.
- No additional contributions other than the MMO to MEPP.
- Transfer to Skate Park Fund.

Lititz Borough ARP Funding Recommendations

	Allocation 2021	Allocation 2022
	\$495,347 (received July 2021)	\$495,347 (expected June 2022)
Recommended Funding Use		
Replace Lost Revenue		
General Fund	\$330,593 (realty transfer tax, earned income tax, admin late fees)	\$0.00
Invest in water infrastructure		
Water Construction Fund	\$149,754 (Filter media project, Water Street Water Main Replacement) Note: an additional \$428,752 was allocated from the Water Construction Fund to finance the projects	\$387,039 (SCADA, VFDs, PLC, Complete filter media project) Note: remaining \$93,908 will be used before December 2024 deadline
Address Negative Economic Impacts for Lititz		
General Fund	\$15,000 Venture Lititz	\$15,000 Venture Lititz

Approved use of ARP funds in response to the COVID-19 emergency can: 1) address economic effects, including aid to households, small businesses, nonprofits and industries such as tourism and hospitality; 2) provide premium pay to essential employees or grants to their employers; 3) provide government services affected by a revenue reduction; 4) make investments in water, sewer and broadband infrastructure, transfer funds to private nonprofit groups, public benefit corporations involved in passenger or cargo transportation, or special purpose unit of State or local government; 5) funds not intended for use towards pensions or to offset tax cuts enacted since 3/3/21. The recommendation for Lititz Borough's use of the funds is: 1) to replace loss revenue; 2) invest in water infrastructure; 3) address negative economic impacts for downtown Lititz. Mobley presented the above ARP funding recommendations from the Sub-Committee on Finances, reflecting the use of ARP funds.

Mary Gattis, 27 S. Cedar Street, asked if Council will be reaching out to any other community organizations that are helping people who are struggling, other than Venture Lititz, e.g. Lititz Community Chest. The proposed funding structure assists all Borough residents equally by keeping taxes and water rates from rising. Council discussed the possibility of funding some community groups, but in the process needing to make sure those groups are fiscally responsible.

Year 2022 Proposed Budget (Cont)

Park Fund -

Revenue:

- Golden Street fee in lieu of.

Expenses:

- Transfer to General Fund.

Water Fund -

Revenue:

- Tapping fees for Pleasant View, Toy Soldier and Golden Street.

Expenses:

- Contract operations.
- Misc. engineering services.
- Meter replacement program.
- PA Warn membership.
- Leak detection twice a year.
- Loan retirement in 2021.

Sewer Fund -

Revenue:

- WTMA at 45% flow.
- Tapping fees for Pleasant View and Toy Soldier.

Expenses:

- Meter replacement program.
- Misc. engineering services.
- Infiltration/Infill.
- LBA capital projects.
- NPDES sampling requirements.
- Contract operations.
- Digester cleaning.
- PA Warn membership.

Skate Park Fund -

Revenue:

- Transfer from General Fund.

Expenses:

- Skate Park design/equipment.

General Capital Improvement Fund -

Revenue:

- RACP Grant for rail relocation.
- Drawdown loan for stormwater projects, rail project & PWD building improvements and LBPD garage.

Expenses:

- Norfolk Southern Project.
- Finishing the PWB building improvements and LBPD garage.
- Runaround rail project.
- Debt service.
- Transfer to Stormwater Fund

Equipment Reserve Fund -

Revenue:

- Transfers from other funds.

Year 2022 Proposed Budget (Cont)

Expenses:

- LBPB 2021 Ford Interceptor.
- LBPB Motorola radios (18).
- Last of the LBPB Taser payments.
- Solar speed devices (4).
- PWB 2021 Chevy 3500 HD, plow, lift, gate.
- PWB replace Truck #3 dump bed.
- PWB John Deere Gator.
- PWB 7'X16' enclosed trailer for job sites, water main replacement, mowers.
- PWB replace 30 year old air compressor.

Storm Drainage Construction Fund -

Revenue:

- Stormwater utility fee.
- NFWF grant for basin design.
- Clean H2O Grant.
- Transfer from GCI Fund.

Expenses:

- MS4 compliance, regional basin, Cedar St culvert engineering.
- Televising for paving projects.
- Rental of trac hoe tamper
- Curbing for E. Second Ave Project.
- Regional basin.
- North Lane Low Volume Road Grant Project.
- Debt service.
- Transfer to General Fund.

Water Construction Fund -

Revenue:

- Transfer from Water Fund.
- ARP funds.

Expenses:

- Water Street or Spruce Street water main.
- Filter rehab.
- W. Orange Street meter pit.
- Filter probes, SCADA.
- Cedar Street bridge.
- PLC and VFDs.

Highway Aid Fund -

Revenue:

- PA Liquid Fuels.
- Cedar Street bridge replacement project.
- Green Light-Go grant.

Expenses:

- Signal modifications under Green Light-Go grant.
- N. Cedar Street bridge replacement.
- Paving – E. Second Avenue from Broad St to Kissel Hill Rd.

Police Contributions Special Revenue Fund -

Revenue:

- Contributions.

Year 2021 Proposed Budget (Cont)

Expenses:

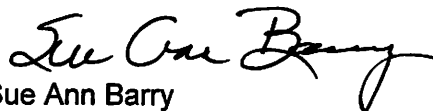
- K-9, community outreach, protection supplies.

Mobley moved, Sensenich seconded to amend the draft 2022 Budget as presented for the November 30, 2021, Council meeting to then approve for public display. Motion passed unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:05 P.M. on a motion by Greiner with a second by Sensenich.

Respectfully submitted,



Sue Ann Barry
Secretary/Treasurer