

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held November 24, 2020
Zoom Remote Video and Audio Conferencing

Due to the coronavirus (COVID-19) pandemic and the Governor's social distancing measures, the November 24, 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 Express, 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, David Busch, Duane Ober, Chris Strayer, Richard Ranalli, Karen Genevish, Jason Tarbart, 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 Sensenich, with a second by Greiner, the minutes of the October 27, 2020, and the November 10, 2020, Council meetings were unanimously approved as presented.

PRESENTATIONS:
Water and Sewer Tapping Fees

David Busch of Keystone Alliance Consulting, Inc. presented two separate reports on the calculation of the tapping fees for the water and the sewer systems in accordance with PA Act 57 of 2003. The water tapping fee is based on capacity and distribution and the sewer tapping fee is based on capacity and collection. After questions and discussion, Mobley moved, Sensenich seconded to accept the updated water and sewer tapping fee reports, as presented by David Busch, with fees calculated as follows: total water tapping fee shall be \$1,251.71 per EDU based on a 170.3 gallon per day EDU value; total sewer tapping fee shall be \$5,364.45 per EDU based on a 235.8 gallon per day EDU value. Motion passed unanimously.

WESC Intergovernmental Cooperation Agreement, Bylaws and Service Contracts

Duane Ober of WESC presented changes to the Intergovernmental Cooperation Agreement, Bylaws and Service Contracts. Intergovernmental Cooperation Agreement – duration of three years, continuation of the regional emergency services system and WESC, provision of fire and EMS services, cost sharing, budget timeline, management oversight, additional municipalities becoming members, withdrawal of member municipalities, and enactment of an ordinance. Bylaws – roles, duties and meeting minutes. Fire and Ambulance Service Contracts – expectations, standards of response, financial reports, apparatus replacement plans, and municipal financial support. The service contracts shall have annual reviews each year. After questions and comments and following review by the WESC Board, the documents will be acted upon at the next Council meeting.

CONDITIONAL USE APPLICATION:
102-104 N. Broad Street (Toy Soldier)

Upon presentation by Jason Talbart, Greiner moved, Sensenich seconded to entertain a Conditional Use Hearing for the partial demolition of the Toy Soldier, 102-104 N. Broad Street, at the December 29, 2020, Council meeting instead of this meeting, since the owner of the property removed the posted notice. Motion passed unanimously.

RESOLUTION NO. 921:
Appoint Auditor

Mobley moved, Sensenich seconded to approve Resolution No. 921, appointing Trout CPA as auditor for 2020. Motion passed unanimously.

RESOLUTION NO. 922:
2021 Earned Income Tax

Greiner moved, Sensenich seconded to approve Resolution No. 922, Earned Income Tax for 2021. Motion passed unanimously.

RESOLUTION NO. 923:
2021 Realty Transfer Tax

Greiner moved, Sensenich seconded to approve Resolution No. 923, Realty Transfer Tax for 2021. Motion passed unanimously

RESOLUTION NO. 924:
Appoint Lancaster County as Tax Collector

Greiner moved, Sensenich seconded to approve Resolution No. 924, appointing Lancaster County as Tax Collector for 2021. Motion passed unanimously.

ORDINANCE NO. C-584:
Official Map

Upon presentation, Lee moved, Sensenich seconded to approve Ordinance No. C-584, adopting the amended Official Map, dated November 24, 2020. Motion passed unanimously.

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

The Water Plant Gravity Filter #1 rehab work resumed on October 20, 2020. A utility line leak was repaired and the annual refueling of the emergency generator was performed at the WWTP. It is the goal to pass the Whole Effluent Toxicity Test (WETT) for minnow and water flea survival and reproduction in the effluent, so that quarterly testing can resume and a Toxicity Reduction Evaluation (TRE) will not be needed. After presentation, Mobley moved, Sensenich seconded to accept the October 2020, Monthly Inframark Report. Motion passed unanimously. Weaver acknowledged that the Water Plant received an Area Wide Optimization Program (AWOP) award recognizing outstanding efforts toward optimizing filter plant turbidity performance.

Application for Payment No. 9 – Filter Media Replacement Project

Upon presentation, Mobley moved, Sensenich seconded to approve the Application for Payment No. 9 from M2 Construction for the Filter Media Replacement Project at the Water Plant @ \$33,125.00. Motion passed unanimously.

Change Order No. 1 – Filter Media Replacement Project

Upon presentation, Mobley moved, Sensenich seconded to ratify approval of Change Order No. 1 from M2 Construction to apply specialty paint filler on the angle stiffeners for the Filter Media Replacement Project at the Water Plant @ \$3,778.13. Motion passed unanimously.

Advertise for Bids for the 2nd Phase of the Interceptor Relocation

Upon presentation, Mobley moved, Sensenich seconded to advertise for bids for the second phase of the interceptor relocation at Lititz Reserve in December, to award in January 2021. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:
Christmas Light Display Activity Permit Application

Upon presentation, with Brubaker stressing that the folks should not be congregating over the next three to four months, Sensenich moved, Greiner seconded to approve an Activity Permit Application for a drive-through Christmas light display at 659 Laurel Avenue, starting on November 28, 2020, through December 31, 2020, from 5:30 P.M. - 10:00 P.M. Motion passed unanimously.

Activity Permit Application for Simply Christmas

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for the 9th Annual Simply Christmas, a drive-through event at the Lititz United Methodist Church, 201 Market Street, on December 13, 2020, 4:00 P.M. - 7:30 P.M. Motion passed unanimously.

Lititz Historical Foundation Annual Candlelight Tour Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from the Lititz Historical Foundation for a Candlelight Tour, an abbreviated tour of the Muller House following the CDC and State guidelines for number of people in attendance, on December 11, 2020, from 7:00 P.M. - 9:00 P.M. Motion passed unanimously.

Request for Bistro Lighting Over Juniper Lane

After discussion and upon presentation, Sensenich moved, Greiner seconded to approve a request from Jim Hoffer of The Shirt Factory to install café/bistro style lighting over Juniper Lane as submitted. Chris Strayer, who will be installing the lights, indicated that the reason is to draw people's eyes to the new business. Motion passed unanimously.

SUB-COMMITTEE ON PERSONNEL:
Committee Reappointments

Greiner moved, Sensenich seconded to reappoint John Piazza to the Planning Commission. Motion passed unanimously. Greiner moved, Sensenich seconded to reappoint Kim Kane to the Historical Area Advisory Committee. Motion passed unanimously. Greiner moved, Sensenich seconded to reappoint Kevin Sapp to the Lititz Borough Authority. Motion passed unanimously. Greiner moved, Sensenich seconded to reappoint Steve and Jen Lee to the Parks Committee. Motion passed unanimously.

SUB-COMMITTEE ON FINANCES:
Financial Statement/Bills

Mobley reported that the Borough has not yet received the month of November Earned Income Tax (EIT) report. Other revenue sources are continuing to be monitored, also in this time of COVID-19. Mobley moved, Sensenich seconded to approve the Financial Statement and pay the bills. Motion passed unanimously.

Advertise Real Estate Taxes

Upon presentation, Mobley moved, Sensenich seconded to advertise an ordinance for 2021 real estate tax at 2 mills. Motion passed unanimously.

Amend Water Construction Fund Budget

Upon recommendation of Kauffman, Mobley moved, Sensenich seconded to amend the 2021 Water Construction Fund Budget to include the Water Street water line replacement instead of the Spruce Street water line replacement. Motion Passed unanimously.

Year 2021 Proposed Budget

Mobley moved, Sensenich seconded to advertise the 2021 Budget as amended for public display. Motion passed unanimously.

SUB-COMMITTEE ON PLANNING:
Advertise Ordinance Regulating Short Term Rentals

Upon presentation and discussion, Lee moved, Sensenich seconded to advertise an ordinance regulating short-term rentals in appropriate zoning districts. Motion passed unanimously.

Advertise Ordinance Requiring Historic Significance Review

Upon presentation, Lee moved, Sensenich seconded to advertise an ordinance amending the Zoning Ordinance to require historic significance review be conducted for demolitions, as revised by the Borough Solicitor. Motion passed unanimously.

REPORT OF THE BOROUGH ENGINEER:

Rathman provided a timeline for the Main Street/Water Street Stormwater Pipe Replacement Project: January 2021 – receive HOP permit, bid project, award project; March 2021 – construction starts; Summer 2021 – construction completed (all dependent on PennDOT HOP review time).

REPORT OF THE BOROUGH MANAGER:
Monthly Meeting Date Reminders

The Borough Manager reminded Council of the following meeting dates, per submitted report & update. The Council meetings will continue to be Zoom meetings until further notice, due to COVID-19.

Regular Monthly Meetings:

- December 7, 2020 - Tuesday - Planning Commission Meeting - 7:00 P.M. (webconf)
- **** December 14, 2020 – Tuesday – Council Meeting – 7:00 P.M. (if called by the President)
- December 21, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M. (webconf)
- **** December 29, 2020 – Tuesday – Council Meeting – 7:00 P.M. (webconf)

Other Meetings, etc.:

- **** November 24, 2020 – Tuesday – Council Meeting – 7:00 P.M. (webconf)
- November 30, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- December 7, 2020 – Monday – Lititz Public Library Board – Library - 7:00 P.M. (tbd)
- December 8, 2020 – Tuesday - MS4 Committee - 3:30 P.M. (webconf)
- December 15, 2020 – Tuesday – Warwick School Board – 7:00 P.M. (webconf)
- December 15, 2020 – Tuesday – WRRC Board – Lititz recCenter – 8:30 A.M. (tbd)
- December 17, 2020 – Thursday – Regional Housing & Econ Development – 7:30 A.M. (webconf)
- December 18, 2020 – Friday – Managers Meeting with Legislators– 9:00 A.M. (webconf)
- December 21, 2020 – Monday - Parks Committee – 4:00 P.M. (webconf)
- December 21, 2020 – Monday - HAAC – 6:00 P.M. (webconf)
- December 28, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** All Council members should plan to be at these meetings

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

PWD is caught up with leaf collection and the Christmas stars have been activated. The dump truck, which was ordered in January, has finally arrived. Kauffman reported on his plan for orientation of the newly hired Facilities Manager. The Bare Root TreeVitalize Grant trees were planted on November 13, 2020.

REPORT OF THE MAYOR & CHIEF OF POLICE

The downtown parking meters have been bagged for free parking during the holiday season. As there has been a positive COVID test in the LBDP, the Chief is requiring masks being worn inside the building and recommended that other departments follow suit. Council concurred.

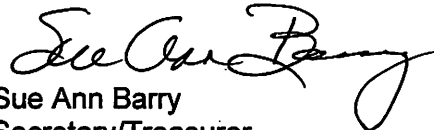
REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

Harbor Engineering is working on the land development and stormwater management plans for the renovations to the PWD and new police garage. The former Lititz Car Co., 723 S. Broad Street, is being transformed into training offices for McDonald's and is now going through the land development process. The Dunkin Donuts Project is awaiting a PennDOT HOP permit. With Windstream utility relocation continuing to hold up the N. Cedar Street Bridge Project, follow up will be made by the Borough Solicitor and the State Representative.

ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sue Ann Barry".

Sue Ann Barry
Secretary/Treasurer