

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held October 27, 2020
Zoom Remote Video and Audio Conferencing

Due to the coronavirus (COVID-19) pandemic and the Governor's social distancing measures, the October 27, 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, Charity Burkhart, 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 September 29, 2020, Council meeting were unanimously approved as presented.

PRESENTATIONS:
Annual MS4 Stormwater Report

Charity Burkhart of LandStudies presented the Annual MS4 Stormwater Report, a report on the status of the 2020 MS4 Program and the Borough's Stormwater Management Plan (SWMP). Burkhart provided the status of the SWMP goals, highlights of the latest SWMP Review/Assessment and Annual Report, summary of IDDE efforts and investigations, highlights of upcoming permit year and focus activities, and planned/known activities that the public may participate in. The activities scheduled for 2020 were either canceled, postponed or conducted virtually due to COVID-19. Weaver asked for comments or questions from the public. There were no comments or questions. He thought the roll out of the stormwater fee went well with good communication with the major stakeholders. Council members discussed Best Management Practices (BMPs), e.g., detention and retention basins, rain gardens, etc. There are ~50 BMPs in the Borough and growing.

RESOLUTION NO. 920:
Authorization to Sign Winter Maintenance Supplemental Agreement

Upon presentation, Mobley moved, Sensenich seconded to approve Resolution No. 920, authorization for the President to sign the Winter Maintenance Agreement with PennDOT, as revised. Motion passed unanimously.

AGREEMENT NO. 520:
Winter Maintenance Agreement

Upon presentation, Mobley moved, Sensenich seconded to approve Agreement No. 520, the Winter Maintenance Agreement with PennDOT, as revised. Motion passed unanimously.

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

The Whole Effluent Toxicity Test (WETT) for minnow and water flea survival and reproduction in the effluent has been failing, the cause unknown, which may lead to the need for a Toxicity Reduction Evaluation (TRE). Nitrogen and phosphorus credits will soon be available. After presentation, Mobley moved, Greiner seconded to accept the September 2020, Monthly Inframark Report. Motion passed unanimously.

SUB-COMMITTEE ON STREETS AND TRAFFIC:
Special Event Permit Application for Closure of N. Cedar Street at the Mill Building

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from Ironstag Crane Service for the closure of N. Cedar Street at the Mill Building for a crane lift to replace rooftop HVAC units in October, dates tbd, between 9:00 A.M. – 12:00 Noon. Motion passed unanimously.

Special Event Permit Application to Close Juniper Lane for 2nd Friday

Upon presentation, Sensenich moved, Greiner seconded to approve a Special Event Permit Application from Jim Hoffer of The Shirt Factory to close Juniper Lane from Broad Street to Raspberry Lane on 2nd Friday, November 13, 2020, from 5:00, P.M. – 9:00 P.M. Motion passed unanimously.

Lititz Historical Foundation Annual Christmas Carol Sing Activity Permit Application

Upon presentation and after Brubaker questioned the number expected to attend and the inability to police social distancing and mask wearing, Sensenich moved, Greiner seconded to approve an Activity Permit Application from the Lititz Historical Foundation for the Annual Christmas Carol Sing on December 10, 2020, from 7:00 P.M. - 8:00 P.M., at Moravian Church Square. It is the individual's choice to attend the singalong and it is anticipated that attendees will adhere to the CDC and Governor's guidelines. Motion passed unanimously.

Christmas in the Park Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application for the Lititz Springs Park Board to hold the annual Christmas in the Park, tree lighting and community choral sing, in the band shell of the Lititz Springs Park from 6:00 P.M. to 7:00 P.M., on December 4, 5 & 6, 2020, a ticketed event with pre-registration required for a maximum of 200 guests each night. Motion passed unanimously.

Fumes from Asphalt Trucks and Brake Retarders

Lisa Cunliffe, 405 S. Broad Street, had two concerns for Council via email. Her first concern is about the fumes from asphalt trucks driving by her house every 10-15 minutes. Chief Nye is familiar with the asphalt trucks that are traveling from Baltimore to an asphalt shingle plant in Myerstown and follow that particular route. Since these are public roadways, truck drivers cannot not be made to go another route. She asked about having brake retarders within the Borough limits. Nye explained that Borough Council adopted an ordinance against jake brakes twenty years ago. Some of the brake retarder signs have been removed as street projects were completed and those signs will be replaced. As it is difficult to enforce, Cunliffe will be asked to attempt to get license plate numbers when the truck violators drive by her house and then report them to the PD.

SUB-COMMITTEE ON PERSONNEL:

Appointment of Facilities Manager

Upon presentation, Greiner moved, Sensenich seconded to hire Robert McFadden as Facilities Manager, effective November 30, 2020, to work along with Kauffman for six to seven months prior to his retirement. Motion passed unanimously.

Resignation & Appointment to the Civil Service Commission

Upon presentation, Greiner moved, Sensenich seconded to accept the resignation of Ronald Miller from the Civil Service Commission due to his move from the Borough. Motion passed unanimously. Greiner moved, Brubaker seconded to appoint Chris Strayer to the Civil Service Commission. Motion passed unanimously. Greiner moved, Sensenich seconded to appoint Richard Felton as Alternate on the Civil Service Commission. Motion passed unanimously.

Regional Cooperation Study

As initiated by Warwick Township, upon presentation and after discussion, Greiner moved, Sensenich seconded to participate with Warwick Township on a study through North Group Consultants for governance advisory services and recommendations on the future of collaborations between the municipalities. Motion passed unanimously.

SUB-COMMITTEE ON FINANCES:
Financial Statement/Bills

Mobley reported that the Borough has not yet received the month of October 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.

Additional CARES Act Funds

It appears as though the County Commissioners plan to distribute a supplemental allocation of CARES Act funds available to municipalities, libraries and school districts (and others). They will formally consider a Resolution at their public meeting tomorrow.

SUB-COMMITTEE ON PLANNING:
Official Map & Ordinance

Upon presentation by Lee and Yearick, Lee moved, Sensenich seconded to refer the proposed Borough Official Map and the accompanying ordinance to the Borough Planning Commission for review and recommendation, pursuant to Sections 303(a) and 402(a) of the MPC. Motion passed unanimously.

REPORT OF THE BOROUGH ENGINEER:

Rathman is currently developing a budget for proposed roads to be paved in 2021. A 4" water line replacement project has been incorporated into the E. Main Street and Water Street Resurfacing Project. Lee requested a pre-construction meeting with the developers of Dunkin Donuts.

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:

- November 3, 2020 - Tuesday - Planning Commission Meeting - 7:00 P.M. (webconf)
- **** November 10, 2020 – Tuesday – 2021 Budget Meeting (webconf & in person)
- November 16, 2020 – Monday – Zoning Hearing Board Meeting – 7:00 P.M. (webconf)
- **** November 24, 2020 – Tuesday – Council Meeting – 7:00 P.M. (webconf)

Other Meetings, etc.:

- October 26, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- October 27, 2020 – Tuesday – Lititz Run Watershed Alliance – 4:00 P.M. (webconf)
- **** October 27, 2020 – Tuesday – Council Meeting – 7:00 P.M. (webconf)
- October 28, 2020 – Wednesday – WERT Committee – 7:30 A.M. (webconf)
- **** October 29, 2020 – Thursday, Joint Meeting – Lititz, WT, ET, WSD - 7:00 P.M. (webconf)
- October 30, 2020 – Friday – County-wide Trick-or-Treat – 6:00 - 8:00 P.M.
- November 2, 2020 – Monday – Finance Committee Budget – Council Chambers - 1:00 PM
- November 2, 2020 – Monday – Lititz Public Library Board – Library - 7:00 P.M. (tbd)
- November 10, 2020 – Tuesday - MS4 Committee - 3:30 P.M. (webconf)
- November 16, 2020 – Monday - Parks Committee – 4:00 P.M. (webconf)
- November 16, 2020 – Monday - HAAC – Conference Room - 6:00 P.M. (webconf)
- November 17, 2020 – Tuesday - Partners Meeting – 12:00 Noon (webconf)
- November 17, 2020 – Tuesday – Warwick School Board – 7:00 P.M. (webconf)
- November 19, 2020 – Thursday – Regional Built/Natural Infrastructure – 7:30 A.M. (webconf)
- November 30, 2020 – Monday – Lititz Fire Co. – Fire House – 7:00 P.M.
- **** All Council members should plan to be at these meetings

Future Council Meetings

Weaver led the discussion about the possibility of not only holding virtual meetings but holding future in-person Council meetings. There will be a need for developing a formal process for staging, access control, limiting staff attendance, keeping Council and attendees six feet apart, etc. With the exception of the November 10, 2020, Budget Meeting, the rest of the meetings in 2020, will be held virtually only.

Regional Joint Meeting

Two agenda items for the October 29, 2020, Regional Joint Meeting, will be the hiring of the Facilities Manager and the Wilbur/Norfolk Southern grant application.

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

A copy of the Draft Act 537 Plan update is on display at the Borough Office and it will be discussed at the Regional Joint Meeting; there appears to be no plans for an expansion of the WWTP. Consultants continue to review sewer billing and EDU discrepancies. The tapping fee update will be completed soon. The Borough received \$16,410, from Lititz Reserve toward the Interceptor Project. Kauffman explained the complex details of the 7 Kleine Lane sump pump issue that created an icy condition in the winter and stormwater problems on an adjacent property. PWD leaf collection has begun. A leak detector found one water main broken and it has been repaired. The missing Jake break signs have been re-installed. The Borough will be planting six trees through the TreeVitalize Grant. Parking lots for the snow routes are being verified.

REPORT OF THE MAYOR & CHIEF OF POLICE

The Mayor attended the Tree House of Lititz Foundation accessible playground Grand Opening on October 24, 2020, with temporary occupancy. As a precaution, additional police will be on duty on election day. Upon presentation and after discussion, Greiner moved, Sensenich seconded to donate the 2013 Impala to the Warwick School District, instead of removing the stripes off the vehicle and putting it up for public sale. Motion passed unanimously.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING

The contractors for the Shirt Factory will be reaching out to adjacent property owners with the idea to extend the sidewalk beyond the face of the building. A Conditional Use for the partial demolition of the Toy Soldier will be before Council on November 24, 2020. The Draft Rt. 772 Re-routing Study is being reviewed. The former Lititz Car Co., 723 S. Broad Street, is being transformed into training offices for McDonald's and has not had to submit a land development plan.

WESC Report

Greiner requested that Council review the WESC budget request. They plan on hiring a part-time Administrative Assistant in April. The Intergovernmental Agreement and bylaws have been updated.

There being no further business, the meeting adjourned at 9:00 P.M. on a motion by Greiner with a second by Sensenich.

Respectfully submitted,



Sue Ann Barry, Secretary/Treasurer