

LITITZ BOROUGH COUNCIL  
Minutes of Meeting Held September 26, 2017  
7 S. Broad Street, Lititz, PA

The regular meeting of the Lititz Borough Council was called to order at 7:00 P.M. on September 26, 2017, by President Weibel with Council members Greiner, Hain, Sensenich, Van Brookhoven, and Weaver present. Others in attendance were Mayor Snyder, Sue Ann Barry (Secretary/Treasurer), Chief Nye, Elijah Yearick, Andy Garner, Todd Kauffman, Peter Smith, Michael Wolgemuth, Brenda Barnes, Nancy Joley, Darryl Kreitz, Leon Zimmerman, Paul & Kristine Castellitto, Winnie Liu, Deborah Hall, Spencer Todd, Andy, Lisa & Tabitha Delmont, and Laura Knowles of the Lititz Record Express. The meeting opened with an invocation by Pastor Leon Zimmerman followed by the pledge of allegiance led by the Mayor. On a motion by Hain with a second by Van Brookhoven, the minutes of the August 29, 2017, Council meeting were unanimously approved. The President acknowledged a donation in lieu of taxes from Lititz Mennonite Church.

PETITIONS, CORRESPONDENCE AND QUESTIONS:  
Junior Council Person

Mayor Snyder administered the Loyalty Oath to Tabitha Delmont as Junior Council Person for the full 2017-2018 school year, as opposed to half of a year in the past. She was welcomed by all. If she has a particular interest in any committee or department, she should seek information from the Council person in charge of that committee or department. The Mayor thanked Paul Castellitto as advisor for the Civic Club at WHS for continuing to recruit quality students for the position of Junior Council Person.

REPORT OF THE BOROUGH MANAGER:  
Monthly Meeting Date Reminders

Regular Monthly Meetings:

- October 3, 2017 - Tuesday - Planning Commission Meeting - 7:00 P.M.
- \*\*\*\* October 10, 2017 - Tuesday - Council Meeting 7:00 P.M. - If called by the President
- October 16, 2017 - Monday - Zoning Hearing Board Meeting - 7:00 P.M.
- \*\*\*\* October 24, 2017 - Tuesday - Council Meeting - 7:00 P.M. 4<sup>th</sup> Tues instead of last Tues

Other Meetings, etc.:

- September 25, 2017 - Monday - Lititz Fire Co. - Fire House - 7:00 P.M.
- \*\*\*\* September 26, 2017 - Tuesday - Council Meeting - 7:00 P.M.
- September 27, 2017 - Wednesday - Regional Rail Trail - Warwick Twp - 7:30 A.M.
- September 27, 2017 - Wednesday - LCBA Meeting - Millersville - 6:00 P.M.
- October 5, 2017 - Thursday - Safety Committee Meeting - 1:30 P.M. (Cancelled)
- October 2, 2017 - Monday - Lititz Public Library Board of Director-Library 7:00 P.M.
- October 10, 2017 - Tuesday - MS4 Committee - Conference Room - 3:30 P.M.
- October 11, 2017 - Wednesday - Venture Lititz - Conference Room - 7:30 A.M.
- October 16, 2017 - Monday - Parks Committee - Conference Room - 4:00 P.M.
- October 16, 2017 - Monday - HAAC - Conference Room - 6:00 P.M.
- October 17, 2017 - Tuesday - WRRRC - Lititz recCenter - 8:00 A.M. (Cancelled)
- October 17, 2017 - Tuesday - Public Works Negotiations - 3:00 P.M.
- October 17, 2017 - Tuesday - Warwick School Board - District Office - 7:00 P.M.
- October 26, 2017 - Thursday, Lititz Sewer Authority - WWTP - 7:00 P.M.
- October 30, 2017 - 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 DIRECTOR AND FACILITIES MANAGER:

There were no questions or comments on the Public Works Department's monthly report. Kauffman reviewed his Facilities Manager's monthly report, including continuing activities. The annual sewer main lining will be finished at the end of the week. Fire hydrant flushing is underway. The DEP stormwater program inspection resulted in a good report. The Locust Street Bridge Project is completed except for tree planting.

REPORT OF THE MAYOR & CHIEF OF POLICE:

The Lancaster County Mayors Association met with LNP staff to keep the line of communication open. Upon recommendation by Chief Nye, Weaver moved, Van Brookhoven seconded to appoint Police Officer Andrew Heise as a permanent officer in the Police Department following his one year probation and service in the National Guard, effective immediately. Motion passed unanimously. Chief Nye commented on how the AMBUCS Beer Fest was well run.

REPORT OF THE DIRECTOR OF COMMUNITY PLANNING:

Yearick reviewed his Director of Community Planning monthly report and continuing activities. The Garman land donation agreement associated with Oak Street Local Stormwater BMP Implementation Grant Project is being prepared. The media center in Council Chambers is fully functional. The recent zoning ordinance amendments and map update are in place. The Lancaster Marriot at Penn Square hosted the PA Association of Housing and Redevelopment Authorities (PAHRA) Annual Conference and as part of the conference there was a bus tour of downtown Lititz with Weibel and Yearick.

REPORT OF THE JUNIOR COUNCIL PERSON:

Council welcomed Tabitha Delmont as Junior Council Person for the 2017-2018 school year. She is a junior at WHS and her favorite subject is math. She has interest in dance, is on the tennis team, is in HYPE Poster Organization, PALS working with special needs students, the Civics Club, and Spanish Honor Society.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:

Severn Trent Report

Smith reviewed his report and fielded questions. Noteworthy events were discussed. The WWTP digester cleaning began on September 11, 2017, and completed on September 25, 2017. It is a very complex process and turned out to be a much more complicated project. There will be a plan to clean it more often. There was a telemetry failure between the water plant, Kissel Hill and remote wells. The HVAC upgrades at the wastewater treatment plant will begin the first week in October. A draft copy of the NPDES permit arrived. They had a meeting with DEP regarding some of the new requirements, and were granted exemptions from some of them, i.e, industrial pre-treatment and testing. Limits for thalene will be revisited. Brenda Barnes, 242 S. Spruce Street, asked what thalene is? It is a synthetic organic chemical and the wastewater treatment plant was not designed to have the limits as low as they are now. She questioned the recent change that was made at the water plan and that was a change in coagulant. Kauffman provided more details on the permitting process.

SUB-COMMITTEE ON STREETS AND TRAFFIC:

Lititz Historical Foundation Annual Christmas Carol Sing Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from the Lititz Historical Foundation and Moravian Archives for the Annual Christmas Carol Sing on December 7, 2017, from 7:00 P.M. - 8:30 P.M. Motion passed with Van Brookhoven abstaining due to a conflict of interest.

Venture Lititz ExtraOrdinary Give Activity Permit Application

Upon presentation, Sensenich moved, Greiner seconded to approve an Activity Permit Application from Venture Lititz for the ExtraOrdinary Give, bagging four parking spots on the southwest side of E. Main Street, on November 17, 2017, from 3:30 P.M. – 6:00 P.M., for the Lancaster County Community Give Foundation bus/truck to be parked. The ExtraOrdinary Give helps non-profits raise funds through local charitable donations by promoting a day of giving in their communities. Motion passed unanimously.



Christmas Light Display Activity Permit Application

Upon presentation, Sensenich moved, Van Brookhoven seconded to approve an Activity Permit Application for a grand opening for a Christmas light display and free concert at 659 Laurel Avenue, on November 30, 2017, from 6:00 P.M. - 8:30 P.M. Motion passed unanimously

2<sup>nd</sup> Fridays 2018 Activity Permit Application

Upon presentation, Sensenich moved, Van Brookhoven seconded to approve a request from Venture Lititz for all 2<sup>nd</sup> Friday events in 2018 in downtown Lititz along Main and Broad Streets. Merchants will be open in the evenings offering special promotions. Motion passed unanimously.

Warwick Little League Car Show / End of Season Party Activity Permit Application

After Spenser Todd of the Warwick Little League presented an event sponsored by Custom Hot Whips in the Wilbur parking lot and Little League ballfields off Kleine Street, Sensenich moved, Greiner seconded to approve an Activity Permit Application for a Warwick Little League Car Show and End of Season Party, on October 29, 2017, from Noon – 9:00 P.M., including carnival activities and a movie night as the last event for the Little League at the Wilbur fields, donation going to the Warwick Little League. Motion passed unanimously.

Restrict Parking on S. Cedar Street off E. Main Street

As requested by Chief Nye and discussed, Hain moved, Sensenich seconded to restrict parking at four meters on S. Cedar Street between E. Main Street and Juniper Lane, from 6:00 A.M. – 8:00 A.M. on school days to better accommodate school bus turning. Motion passed unanimously.

Parking in the Load/Unload Zone on E. Main Street

As requested by Chief Nye and discussed, Sensenich moved, Greiner seconded to restrict parking to twenty minutes in the Load/Unload Zone in front of the General Sutter Inn, 14 E. Main Street, and car flashers must be used. This has caused ongoing problems and the General Sutter Inn management has not been able to monitor it. Motion passed unanimously.

Kissel Hill Elementary School Flashing Zones

A new crossing guard is stationed at Landis Valley Road and Brubaker Valley Road at the Kissel Hill Elementary School and has reported a lot of speeding in that area. It may require a flashing zone. The school district has changed kindergarten at the Kissel Hill Elementary School from partial days to full days so the flashing light zone permit must be revised through PennDOT.

Shade Tree Commission Ordinance

Upon Yearick explaining the changes to the draft Shade Tree Commission Ordinance since July, regulating the planting, maintenance, and removal of shade trees in the Borough, Greiner moved, Van Brookhoven seconded to advertise the August, 2017 draft Shade Tree Commission Ordinance. Motion passed unanimously.

& The Beat Goes On Bounce Fest Activity Permit Application

An Activity Permit Application from the Children's Heart Foundation for an & The Beat Goes On Bounce Fest in the Lititz Springs Park for September 16, 2017, that was only received on September 7, 2017, and already held, was discussed. Members of Council wish to meet with members of the Lititz Springs Park Board to review communication about future activities in the Lititz Springs Park and the timing of applications.

Thanks for Temporary Handicapped Space

Sensenich acknowledged a nice letter of thanks from a resident who was granted a temporary handicapped space in front of her home while she was recovering from a serious car accident.

Crosswalks

The PWD has installed a piano key crosswalk at E. Main Street and Water Street and signage improvements may take place in the future. Other crosswalks in that area were discussed.

Condition of Some Streets in Downtown Lititz

A letter has been received from an area resident who brought visitors downtown only to find the streets, particularly on N. Sturgis Lane, full of debris on the sidewalk, curb and street, i.e. cigarette butts, paper and food. She is embarrassed by that. The landlord will be notified.

SUB-COMMITTEE ON ZONING:

Zoning Hearing

Van Brookhoven provided a recap of the two cases that were before the Zoning Hearing Board on September 18, 2017. A variance for a garage in the clear sight triangle was approved and testimony was closed for a variance for garage setbacks, pending a decision next month.

SUB-COMMITTEE ON LITITZ REC AND WRRC:

Lititz recCenter Free Playground Program

Hain noticed that at the WRRC Partners meeting, the decision to not charge children who are outside of the Warwick School District a fee in 2018 to attend their Playground Program was made, due to the few instances and logistics of it.

SUB-COMMITTEE ON BUILDINGS, GROUNDS/PARKS AND SWIMMING POOL:

State of the Pool Meeting

Council will call a State of the Pool meeting after the final draft of the Lititz Springs Pool upgrades are completed. Hain will follow up with Steve Sproles from Derck & Edson.

Parks Committee Meeting

The Parks Committee is reviewing replacement options for the merry-go-round at Spruce Street Park having surplus funds in the park budget. They agreed to order the pavilion at New Street Park with budgeted funds. The committee reviewed the outstanding items in the park budget, to which there is currently \$17,000, of unused funds. Of these funds, \$10,000, had been designated for a pocket park on E. Main, however it does not look like it will be able to occur during this budget year. There will be follow-up with the landowner. Considering the available funds, the Committee decided to pursue the following purchases before the end of the 2017 budget year: Spruce Street merry-go-round replacement, toddler equipment pieces to be added to Spruce Street, bench repairs at Butterfly Acres, split rail fencing for Spruce Street, transplanted street trees for the Triangle on Water Street and at the corner of Sixth and Locust Streets in Butterfly Acres, new signs for New Street Park and Butterfly Acres, and silver maple pesticide application in Butterfly Acres if needed.

SUB-COMMITTEE ON FLOOD CONTROL COMMITTEE/STORMWATER:  
Low Volume Road Grants

One 2017/2018 Low Volume Road Program Grant has been awarded from the LCCD for the North Lane Project @ \$47,385. There will be in-kind work by the PWD. The Shenk Lane Project was not funded at this time but can be reapplied for in the future.

Local Bridge Inspections

Mackin Engineering Company has been contracted with PennDOT to perform local bridge inspections beginning in 2018 through 2022. They have recently inspected the Locust Street Bridge.

SUB-COMMITTEE ON FINANCE:  
Annual Minimum Municipal Obligation

Upon presentation, Weaver moved, Hain seconded to accept the Minimum Municipal Obligation (MMO) for the Police Pension Plan and for the Non-Uniform Employees Pension Plan for Year 2018 budgeting purposes, as submitted. Motion passed unanimously. Act 205 funds from the State offset some of the costs of the plans.

Year 2018 Preliminary Sewer Fund Budget

After discussion, Weaver moved, Greiner seconded to accept the Year 2018 Preliminary Sewer Fund Budget to submit to Warwick Township Municipal Authority. Motion passed unanimously.

Presentation by Lititz Regional Community Development Corp.

As they request of other non-profits in the area who request funds, i.e., Lititz Public Library, Lititz recCenter, Fire Co., etc., Council would like a representative from the Lititz Regional Community Development Corp. (LRCDC) to attend the next Borough Council meeting to take 5-10 minutes to explain their organization and why Council should continue to provide monetary support to them.

SUB-COMMITTEE ON FIRE SERVICES/WESC:  
WCAA First Responder Contest

The Warwick Community Ambulance Assn. (WCAA) would like to enter a UPMC Pinnacle First Responder Contest and would like the Borough to nominate them describing how the item they will be purchasing from the contest funds will better their local community. Council agreed to do such.

REGIONAL COMMITTEE REPORTS:  
Venture Lititz

Weibel provided a report on Venture Lititz. The new Executive Director began her duties on September 5, 2017, and her background is in economic development and redevelopment. The annual gala is on October 14, 2017, and they are making efforts to get the movie marquee. In conjunction with ABC, VL is co-sponsoring a 5K race on October 28, 2017. VL will most likely take over the Fire & Ice Event in 2018.

Regional Comprehensive Plan – Forge the Future 2022 Draft Strategies

Yearick reported on the Forge the Future 2022 Public Meeting that was held at the Warwick Middle School on September 21, 2017, and attended by about 50 residents. A public presentation was made of the "Big Ideas" that have emerged during the planning process that, to-date, is in its sixth month. The Big Ideas relate to the following topics that have been identified by the community as the key issues facing the region in the next five to ten years: Housing, Transportation and Infrastructure, Planning and Growth, Economic Development, and Protection and Preservation. The plan is for adoption of the comprehensive plan in March, 2018.



FINANCIAL STATEMENT/BILLS

Weaver moved, Sensenich seconded to approve the Financial Statement and pay the bills. Motion passed unanimously.

OTHER BUSINESS:

A member of Council received a complaint from a resident about a rental unit that changed hands recently. The complaint should be directed to the Codes Enforcement Officer. Weibel received a letter from a retailer at the far northeast side of the first block of E. Main Street, commenting that their Open Signs are not visible from mid-block and folks are not walking down to the end of the block. She asked other member of Council to look at it. The North Group is having an Open House on October 5, 2017, from 3:30 P.M. – 7:00 P.M., and the Mayor will attend.

Fair Districts PA Organization

A non-partisan group, the Fair Districts PA Organization, has created an independent commission to handle PA's redistricting process. They plan to attend the Lititz Borough's October Council meeting to present their request for a signed resolution in support of the Fair Districts PA plans. Weibel told them that Council does not usually support that type of resolution, but they are welcome to attend the meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:35 P.M. on a motion by Greiner with a second by Van Brookhoven.

Respectfully submitted,

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

Sue Ann Barry  
Secretary/Treasurer