

LITITZ BOROUGH COUNCIL
Minutes of Meeting Held March 26, 2024
Council Chambers, 7 South Broad Street, Lititz, PA & Zoom

The March 26, 2024, Lititz Borough Council meeting was conducted as a hybrid meeting, in-person in Council Chambers and virtually utilizing Zoom. The meeting was called to order at 7:00 P.M. by President Lee with Councilmembers Carpenter, Gattis, Meck, Mobley and Sensenich present. Others present were Mayor Snyder, Chief Kerry Nye, Detective Sergeant Stephen Detz, Deputy Fire Commissioner Mike Smith, Andy Garner, Elijah Yearick, Rob McFadden, Jordan Garner, Mike Wolgemuth, Zachary Pennepacker, Emily Allen, Jennifer Lee, Dennis Kready, Rich Motz, David Carson, Ron Roda, Chris Strayer, Todd Dickinson, Jason Burkholder, Wendy Schmid, Ellen Roth, Bill & Jeannette List, Krista Wagner, Makayla Minnich, the Reverend Deryl Hurst, and Laura Knowles of the Lititz Record Express. Attending via Zoom were Karen Weibel, Barb Mobley, Tim Baum, and "LC". The meeting opened with an invocation by Rev. Hurst of Dove Westgate Church and the pledge of allegiance led by Mayor Snyder. The minutes of the February 27, 2024 Borough Council meeting minutes were approved on a motion by Gattis, seconded by Sensenich.

PRESENTATIONS
Venture Lititz

Allen introduced herself as Venture Lititz's new Executive Director. She shared an update on the recently completed Fire & Ice event, and that the organization's next events would be the Farmers' Market starting on May 16th and Taste of Lititz on June 7th.

Sensenich welcomed Allen and expressed her appreciation for her work thus far. She continued to state how impressed she is with how smoothly Fire & Ice goes for a 10-day event and asked Allen how many volunteers take part in the event. Allen responded that over 50 volunteers took part in 2024. Council thanked Allen for her report and work.

Shade Tree Commission

Garner introduced himself as the Borough's Environmental Coordinator and stated that he works closely with the Borough's Shade Tree Commission. Garner reported that the Commission originated in 1956, but was not formally empowered by Borough Council until 2017. He continued to review the current composition of the Commission, its scheduled meetings, 2024 budget, and shared that the primary project for 2024 would be tree plantings on S. Spruce St. following the paving this year.

Garner continued by reviewing typical work tasks for the Commission including reimbursements to residents for planting new trees, the Borough's shade tree inventory, and the evaluation of planting sites. In total the inventory documents 1,233 shade trees Borough wide, which are comprised of 23 different species with an average diameter of 13 inches. Garner continued to note that Commission sponsored plantings had resulted in 67 new trees to be planted from 2019 through 2023.

Garner reviewed a recent Commission project to install cells under new sidewalk on E. Main St. Carpenter asked if the cells would prevent trees from lifting sidewalks, which Garner indicated was the intent. Council then discussed the cells and structural soil requirements for new developments. Garner concluded by reviewing 2023 Commission activities, the Commission's use of a document to allow homeowners to plant shade trees on their property in lieu of street trees, the Borough's history of being designated a Tree City USA, and the need for Council to pass a resolution recognizing Arbor Day to continue to be designated.

Lee thanked Garner for his work and stated that the Borough's shade trees are another reason he loves Lititz, and that they add to the community. Mobley then clarified with Garner distance from the street to qualify for reimbursement, the designation of Bradford pears as invasive species, and complemented the Commission's online resources. Meck seconded Lee's sentiment concerning shade trees and asked Garner about how the Borough advertises their Tree City USA designation. Garner responded that there are posted street signs, social media postings, and the Arbor Day resolution that all promote the designation. Gattis then asked the audience for questions or comments.

Ellen Roth, 206 E. Third Ave., asked whether the Commission would eliminate sawtooth oaks from being planted since it is non-native and is beginning to be considered as invasive in some states. Roth stated that she would prefer native oaks to be planted in lieu of saw tooth oaks. Garner committed to investigate the research.

Sensenich commended the Commission on the flowering trees on E. Main. Gattis recognized and thanked J. Lee and Kready for their service on the Commission, and asked whether S. Spruce St. residents would be able to work with the Commission on the plantings in front of their homes. Garner responded that several residents have already reached out and the Commission is hopeful to be able to accommodate their requests for a fall planting. Gattis shared that she appreciated the Commission's assistance with replacement of her Bradford pear tree, and thanked Garner for his presentation.

Warwick Emergency Services – 2023 Community Data

Deputy Fire Commissioner Smith introduced himself and reviewed the structure of Warwick Emergency Services Commission (WESC). Council and Smith discussed the recent response to the Weis fire, firehouse staffing and remote work, and volunteer retention efforts while a technical issue was addressed.

Smith then reviewed 2023 year-end numbers for the Lititz Fire Company and Warwick EMS. Smith reported that the Fire Company responded to 403 incidents, 150 of which were within the Borough. He then referenced the Company's service contract with the Borough noting that they exceeded metrics for response time and qualified crew response in 2023. Continuing to Warwick EMS, Smith reviewed that for 2023 overall incident response was 4,621, with 1,302 responses in the Borough which exceeded the performance indicator set forth in their service contract.

Smith concluded by reviewing notable activities including 3 CPR saves, new staff for WESC and member organizations, burn ordinance update, assistance in developing a county-wide volunteer tax credit, and fire education for local students. Lee inquired about the nine-minute standard in both service contracts, to which Smith responded that it was a National Fire Protection Association standard. Council then discussed details of the county-wide tax credit with Smith. Lee thanked Smith for his report.

RESOLUTIONS

Res. 985 – Arbor Day

Gattis read Resolution 985 which recognizes 2024 Arbor Day in the Borough, and encourages residents to take part in the Downtown Cleanup on April 27, 2024. Resolution 985 was then adopted on a motion by Gattis, seconded by Mobley.

Res. 986 – Regional Stormwater Facility

Gattis read Resolution 986 which authorizes Borough staff to apply to the National Fish and Wildlife Foundation for a grant to construct a regional stormwater facility upstream of Lititz Springs Park. Resolution 986 was then adopted unanimously on a motion by Gattis, seconded by Mobley.

SUB-COMMITTEE ON SEWER AND WATER SERVICES:
Inframark Report

Mobley welcomed Wolgemuth to provide Inframarks February report. Wolgemuth reported both plants were operating well before discussing contract-end numbers for 2023, noting that expenses were overbudget by \$39,500. For the first month of 2024's contract, Wolgemuth shared that operations were overbudget by \$7,300 due to cold weather requiring increased chemical and utility usage. Mobley shared that Inframark was confident this overage would be mitigated as the year progresses. Wolgemuth continued to report that the 2023 drinking water report was released and the water plant received the highest rating in its triennial review by the PA DEP. Mobley then moved, Sensenich seconded to approve Inframark's February report. Motion passed unanimously.

Bid for Advertisement for Water Treatment Plant Variable Frequency Drive

Mobley presented that the Borough had received a \$93,500 grant to install variable frequency drives (VFDs) at the water plant. Mobley then moved, Gattis seconded to advertise the installation of VFDs for bid. Motion passed unanimously.

Sub-Committee Report

Gattis reported that a streambank restoration project at the sewer plant was recently completed using ARPA grant funding. The project site surrounds a manhole to the Borough's sewer interceptor around which the bank had previously eroded. Gattis and Mobley both discussed how such improvements can lessen freshwater infiltration into the Borough's sewer lines.

Mobley discussed Water/Sewer Committee activities which include a review of maintenance activities at the water and sewer plants, answering a resident's concerns over drinking water quality, the publication of the 2023 drinking water quality report, and shared that an issue with metering has been addressed on Raspberry Lane. Mobley concluded by sharing dates for the April Water/Sewer Committee and Authority meetings.

SUB-COMMITTEE ON STREETS AND TRAFFIC
Leaman St. – Parking Restriction Request

Carpenter reported that a meeting to discuss WESC's request to limit parking to one side of the 100 block of Leaman Street would be held on Sunday, April 21 at 1 PM on Leaman Street.

E. 2nd/S. Locust Street Intersection Closure – UGI Work

Carpenter then reported on a request from UGI to close the E. 2nd/S. Locust St. intersection to perform utility upgrades, that the work is not emergency in nature, and would not impact gas service to existing customers. She continued by reviewing that Public Works is recommending denial of the request due to the E. 2nd having been paved in 2022 and that the last time UGI made a similar request the restoration provided was of low quality due to the work being performed at the end of the paving season. Council discussed the request and tasked McFadden to confirm that repairs would not be needed prior to 2027, when the paving bond would be lifted.

Special Event – Lititz Lions Patriotic Parade

Upon presentation Carpenter moves, Sensenich seconded to approve the Lititz Lions' Patriotic Parade on July 4th. Motion passed unanimously.

Special Event – Taste of Lititz

Upon presentation Carpenter moves, Mobley seconded to approve the Venture Lititz's Taste of Lititz on June 7th. Motion passed unanimously.

Activity Permit – Lititz Outdoor Fine Art Show

Upon presentation Carpenter moves, Mobley seconded to approve the Lititz Art Association's Outdoor Fine Art Show on July 27^h. Motion passed unanimously.

Activity Permit – Lititz Craft Beer Fest 2024

Upon presentation Carpenter moves, Mobley seconded to approve the Lititz AMBUCS and WCAA's Craft Beer Fest on September 21st. Motion passed unanimously.

Handicap Parking Request

Carpenter reviewed a request for a handicap parking space across N. Spruce Street from the VFW to allow for easier access to the entrance. After Gattis confirmed that the requested location was a legal parking space with Chief Nye, Carpenter moved, Sensenich seconded to approve the request. Motion passed unanimously.

SUB-COMMITTEE ON FINANCES

Financial Statement/Bills

Mobley reviewed the monthly financial statement, noting that expenses were exceeding revenue which is typical for this time of year. He continued to report that monthly financial reports had been distributed to department heads, that the 2023 audit was filed with the DCED, and the audit of the financial statement is expected in May. Mobley then moved, Sensenich seconded to approve the financial statement and pay the bills.

Donation in Lieu of Taxes – Lititz Mennonite Church

Mobley recognized and thanked the Lititz Mennonite Church for their donation in lieu of taxes.

Sub-Committee Report

Mobley reported that the Finance Committee had invested park funds into a 9-month CD, reviewed both pension funds with their administrators, and that the committee continues to work on the capital scorecard with a specific focus on the Borough's vehicles.

SUB-COMMITTEE ON PERSONNEL

Hire of part-time Police Administrator

Meck reviewed the Police Department's request to hire an Administrative Assistant for 32 hours a week, at hourly rate of \$23 without benefits, effective in May. Lee confirmed that the hire would be a replacement and not a new position. The hiring was unanimously approved on a motion by Meck, seconded by Sensenich.

SUB-COMMITTEE ON PLANNING

Dunkin Donuts Financial Security Release

Upon presentation of DMA's review Sensenich moved, Mobley seconded to release the remaining financial security for the Dunkin Donuts development at 737 S. Broad St. Motion passed unanimously.

SUB-COMMITTEE ON BUILDING & GROUNDS

Sub-Committee Report

Mobley reported on the March Parks Committee meeting and reviewed a request from Warwick Township to install a rain garden on the Borough-owned portion of Saylor Park using grant funding. He indicated that the Committee is open to supporting a project that would mutually benefit the Township and Borough.

REPORT ON THE REGIONAL PLAN

Gattis updated Council and the audience on the progress of Strengthening Community 2030, the fifth update of the regional comprehensive plan. She continued to review that a public review draft is expected in April, at which time it will be distributed to adjacent municipalities, the School District, and County Planning Department for comments. After 45 days each municipal Planning Commission will review received comments and will forward their recommendation onto their governing bodies to discuss at a public hearing. Gattis stated that optimistic adoption could be in July, though that could get pushed back. Gattis concluded that housing will be a major focus and encouraged everyone to review and provide feedback on the document.

REPORT OF THE MAYOR AND CHIEF OF POLICE

Mayor Snyder reported that he presented on local government to the Warwick High School civic club, took part in an Eagle Scout Ceremony, and attended a recent meeting of Lancaster County mayors.

REPORT BY MANAGING DIRECTORS

Yearick reviewed that paving of the Lincoln St. culvert is expected in the next week, though a date of Cedar St. closure has not been determined at this time. He continued to review that an A-Frame sign ordinance is being

developed by the Planning Commission, that Phase 3 of the Skate Park renovation has been completed with another three expected in the future for a total project cost of \$180,000. Yearick noted that this is much less than the \$500,000 originally budgeted. He concluded by commending Garner on his efforts for the NFWF grant.

McFadden reported that staff is still working on audio issues in Council chambers and feedback from the audience attending this meeting has been positive. He anticipated having more information about the improvements for the May Council meeting. He reviewed that the HVAC improvements are out to bid with an award expected in May and that a new sever is being set up to support water/sewer/trash bills transition from a cloud server.

UNFINISHED BUSINESS
Council Goal Update

Mobley briefly reviewed the process followed by Meck reviewing the following proposed guiding principles:

These principles serve as the foundation for how we lead our Lititz government and deliver services to our community:

- We will be Open and Transparent in our actions and communications.
- We safeguard public resources and are Fiscally Responsible.
- We use a Data-driven Approach to evaluate Lititz Borough services and improve our response to community needs.
- We collaborate with Community Partners to address issues of mutual concern.
- We are a Forward-thinking Council that anticipates opportunities and trends that will transform our community.

Meck then moved, Mobley seconded to adopt the Guiding Principles. Motion passed unanimously.

Mobley then presented the following goals for the Borough's Sub-Committees noting that they will be further developed through the year:

- Sub-Committee on Buildings/Grounds/Pool
 - Evaluate and explore storage space for Public Works (in anticipation of Icehouse lease expiration).
 - Evaluate Borough office and storage space to determine if the current building meets the future needs of the Borough.
 - Utilize 2023 Borough Hall facility assessment to develop plan.
- Sub-Committee on Finances
 - Maintain or improve the Lititz Borough - Standard & Poor's AA financial rating.
 - Establish a funding plan for capital projects based on the capital scorecard.
- Sub-Committee on Personnel & Negotiations
 - L.B.P.D. Police Chief Leadership transition.
 - Negotiate labor contract with L.B.P.D.

- Sub-Committee on Streets & Traffic
 - Continuous paving strategy – pave 1.5 miles annually to maintain 20-year lifecycle.
 - Conduct 6th Street Traffic Study with Warwick Township to determine impact on the community.
 - Update special event permit form.
 - Update activity permit update form.
- Sub-Committee on Water/Sewer Services
 - Evaluate water user fee using the capital plan (/Water Facility) and updated (Water Facility) operation cost to determine quarterly rate.
 - Create a multi-year capital improvement plan for the water and waste/water facilities.
 - Implement federal lead service line replacement requirements for Lititz residents; including communication and remediation activities to meet timeline.
- Sub-Committee on Planning
 - Include components of the Regional Comprehensive Plan in the Lititz Borough plan.

Mobley noted that the Sub-Committees on Zoning and Benefits and Insurance were still developing their goals. Lee thanked Mobley and Meck for their presentation noting that the goals could be changed or modified as new needs arise during the year, but was an effort for Council to be transparent with their priorities. Sensenich noted that Public Works contract negotiation should be added under Personnel, and Lee encouraged Councilmembers to discuss these goals as part of their monthly reports. Mobley agreed and mentioned that a framework is being developed by he and Meck. Gattis offered that she appreciates the goals because they better show the nexus of Council responsibilities with staff and commended the staff for their constant assistance in the day-to-day operation of the Borough. Lee then asked for questions on the goals from the audience.

David Carson, 220 E. Sixth St., stated that he appreciated the goals and asked when the Chief would be retiring. He continued to ask whether public citizens could be appointed to the Council Sub-Committees. Council thanked him for his questions. Meck responded that the Chief is preparing to retire in 2025 and more information would be forthcoming at future meetings. Lee offered that many of the Council Sub-Committees are supported by committees comprised of appointed citizens such as the Planning Commission and Borough Authority. Mobley also highlighted his previous invitation to the public to attend Water & Sewer Sub-Committee meeting. Lee stated that he was fine with Council members inviting citizens to Sub-Committee discussions, so long as they didn't deal with confidential information such as Personnel. Gattis reviewed her own efforts to better understand the existing committee structure at the Borough, noting that a sub-committee focused on the Zoning Hearing Board may not be necessary since the Zoning Hearing Board is an autonomous body who holds its own public hearings. She continued by stating that she agreed there may be more opportunities for citizen participation and asked Carson to be patient as Council reevaluates its current Sub-Committee structure in light of the Borough's current staffing. Lee noted that the term Sub-Committee is a misnomer in some cases since for ones like Planning it offers an opportunity for Councilmembers to report on the activities of the appointed citizen committees.

Carson then repeatedly stated his support for Borough Police before suggesting that the Borough use Chief Nye's retirement as an opportunity to cut Police Department expenditures. Lee thanked him for his comments.

PETITIONS, CORRESPONDENCE, AND QUESTIONS

Public Comment

Ron Roda, 114 E. Sixth, expressed his concerns for Norfolk Southern in light of the derailment in East Palestine. He cited lack of information on hazardous rail cargo getting to First Responders to be a concern. Ron continued to discuss his efforts to bring attention to the matter and asked the Council to reach out to elected officials to support draft legislation. Roda then supplied handouts to Council. Gattis and Deputy Fire Commissioner Smith responded that Kenvue is required to report the chemicals and that they are public record.

“LC” (Name & Address undisclosed) submitted a question via Zoom that was read by McFadden. LC asked if there is a requirement for the Borough Engineer to attend Council meetings. Lee responded that Council can request the Engineer’s attendance, but typically does not unless there are specific questions since the Engineer is an outside consultant and would be paid for their attendance.

Gattis offered that the Lititz Public Library will be holding a 25th Anniversary celebration of the current building on June 23rd, 2024. Lee noted that Library Director McCrory would be presenting in April.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:50 P.M. on a motion by Sensenich with a second by Mobley.

Respectfully submitted,

Elijah Yearick
Secretary