

THE BOROUGH OF LITTLESTOWN



SPRING
2014

DID YOU KNOW . . .



As spring arrives, we like to remind the residents of Littlestown about some of the more common violations that the Borough deals with on a day to day basis.

ABANDONED VEHICLES: According to the Littlestown Borough Code an abandoned vehicle is any motor vehicle without a valid registration, current inspection sticker, or the vehicle is physically inoperable and left unattended on public or private property.

To prevent, or to correct this violation from occurring, the vehicle in question must be either garaged or covered with a designed car cover. If the violation is not corrected within a timely manner, a citation will be issued each day the violation exists.

GARBAGE AND RUBBISH: It is unlawful to store garbage or rubbish in containers other than those which are made of durable, water tight, rust-resistant material having a tight fitting lid which must be kept on the container when in use. The container must be kept somewhat clean so as not to provide food or breeding areas for flies or other insects. Burning of garbage or rubbish within the Borough is prohibited.

In addition, lawns must be kept mowed at all times, building permits must be obtained if you are doing any type of construction project, and when walking your dog, clean up after them.

If you have any question regarding this article or the Borough codes, please feel free to call the Borough Office.

Mark Your Calendars!

Littlestown Good Ole Days

August 14th, 15th and 16th

We are looking for individuals/businesses to demonstrate some of the following colonial crafts:

- Black Smith
- Shoe Maker
- Pottery on a Wheel
- Quilter
- Wool Spinning
- Wood Carving
- Chair Caning

If you are interested in participating please call (717) 359-7389.

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Welcome to
Hanover Medical Group/Littlestown

300 W. King St., Suite A, Littlestown, PA 17340
Dr. Charles Kovalchick D.O. & Sabrina Sterner, PA-C
Phone: 717-359-9214 • Fax: 717-359-8120

HOURS:

Monday 7:30 a.m. - 8:00 p.m.
Tuesday 7:30 a.m. - 5:00 p.m.
Wednesday 7:30 a.m. - 8:00 p.m.
Thursday 7:30 a.m. - 5:00 p.m.
Friday 7:30 a.m. - 4:00 p.m.

We are focused on providing high quality care to patients of all ages.



Charles Kovalchick, D.O.
Family Medicine

Sabrina Sterner, PA-C
Family Medicine

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Little's Funeral Home

Richard A. Little, Jr. - Deceased
Shirley H. Little
Lee Ann (Little) Study
John D. Study

P.O. Box 155 • 34 Maple Ave.
Littlestown, PA 17340

Phone: 717-359-4224
Fax: 717-359-9611

email: littlesth@comcast.net
website: www.littlesfh.com

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LITTLESTOWN POLICE DEPARTMENT

CHARLES G. KELLAR, CHIEF OF POLICE

From The Desk Of The Borough Manager and the Chief of Police

Hopefully all of the snow is behind us and we can start looking forward to Spring and Summer activities. As you are well aware the winter took its toll on everyone's time, money and patience this year with all of the snow. I want to thank the Borough Crew for the job they did in keeping our streets plowed and cindered. I was very thankful that no matter when I called them they were quick to respond and did an excellent job.

I can imagine that we like others, will be faced with a whole new crop of pot holes appearing in our streets once everything thaws out. The Borough has material on hand to make those repairs, so please give the Public Works Department a call and report needed road repairs (359-5101). Also some of the projects we will be starting as spring rolls around is the replacement of the play ground surfaces on both of our play grounds which includes the tot lot. Once this is completed we will evaluate the current playground equipment and add some additional pieces for the children to play on.

The borough office building will also get a new roof as soon as weather permits, bids have been received and the funding for this project has been allocated. The Borough has started to replace some of the out dated fleet of police and utility vehicles. These vehicles will be ordered as the budget permits and grants from outside sources become available.

The new upgrades to the Waste Water Treatment Plant are almost completed. As you are well aware the Borough had to comply with the new regulations that were imposed by the Department of Environmental Protection. The Borough was successful in obtaining low interest funding through Penn Vest to complete this multi-million dollar project.

The Littlestown Police Department will host another Prescription Drug Take Back on Saturday April 26th, 2014 from 10:00am to 2:00pm. All unused Prescription Drugs can be dropped off to a Littlestown Police officer at the Alpha Fire Company.

Other dates to remember for planned summer activities are the annual Alpha Fire Company Carnival scheduled for the week of August 4th thru the 9th and Littlestown's Good Old Days Celebration starting with the Parade on Thursday night August 14th, entertainment on the Littlestown Square August 15th, and the main event on Saturday August 16th, in Crouse Park.

Please remember as summer arrives and school closes, be mindful when driving in the Borough that kids will be out and about enjoying summer activities so please slow down.

On behalf of the Borough staff and employees I want to wish all residents a great summer and if you ever have any questions or concerns please do not hesitate to call the Borough office for assistance.

Thank you, Charles G. Kellar



TENANT REGISTRATION

The Littlestown Borough Office is presently updating its registry of all rental units within the borough. If you have a property that you lease or otherwise permit the use of the property by another for a consideration, monetary or otherwise, the Borough Office needs to know!

In accordance with Chapter 39 of the Littlestown Borough Code, within 30 days after the acquisition of a rental property, the property owner must submit to the Borough in writing a list of occupants, consisting of the names and apartment numbers/Addresses of all persons residing or occupying the unit for residential or commercial purposes.

Ways To Save Water

The amount of savings depends on current water consumption habits, water, sewer and energy costs. Current flow rates of fixtures and flush volumes of toilets, system pressure and the amount of water leakage through fitting and toilets. The following chart highlights how much water can be conserved by installing water saving equipment in place of conventional plumbing fixtures, fittings and appliances.

AND APPLIANCES	WATER USE IN GALLONS
Vintage Toilet.....	4 - 6 Per Flush
Conventional Toilet	3.5 Per Flush
Low Consumption Toilet	1.6 Per Flush
Low Flow Shower Head	2 - 2.5 Per Minute
Faucet Aerator.....	3 - 6 Per Minute



AND APPLIANCES	WATER USE IN GALLONS
Flow Regulator Aerator	5 - 5.5 Per Minute
Top Loading Washer	40 - 55 Per Load
Front Loading Washer	22 - 25 Per Load
Dishwasher	8 - 12 Per Load
Conventional Shower Head	3 - 10 Per Minute

Public Works Department



As Spring arrives, I would like to provide some information to the residents pertaining to several borough matters.

It cannot go without being said that we definitely had our fair share of snow and ice this winter. Our Public Works Crew worked many hours and extremely hard clearing our streets and alleys. We appreciated the residents patience and cooperation as we worked to remove the snow and ice.

As spring arrives, the borough will start sweeping all the hard surfaced streets of the borough around the beginning of April. The Public Works Crew will be posting "No Parking" signs when your street is to be swept two (2) days prior to the start of the work. Please be sure to remove your parked vehicles from the posted areas that day of sweeping, or the vehicle will be ticketed. This will help alleviate any difficulty with the sweeping process. This is also an ideal time to clean your sidewalks from any anti-skid or debris that may have accumulated during the past winter storms. Also the Public Works Crew will be doing pothole and alley repairs. Your assistance with the above mentioned issues is important to the success and efficiency of the street cleaning process.

Another Spring project is the annual flushing of the fire hydrants and water distribution system. The hydrant flushing and maintenance is scheduled for May 15th between the hours of 10:00 pm and 5:00 am. During this time your water may be a little cloudy, it's just air in the lines. If your water is cloudy it is recommended that you let your water run for a short period of time to allow it to clear up. This is a necessary preventative maintenance task that is recommended by DEP to be done at least once per year to assure good quality water.

Last, property owners are reminded that any outside building construction or renovations to your property or house requires a building permit. When installing a fence, make sure that you know where your property lines are to avoid any kind of conflict with your neighbors. When applying for a permit, make sure you have a drawing of the property showing the work that you plan to do. If you hire a contractor to do the any kind of home remodeling or construction, please make sure that they are a registered builder with the state before you sign a contract. All contractors must display their official registration number on all estimates, contracts, and proposals. Taking this step will help prevent home improvement frauds. If you have any questions regarding a permit or contractor please feel free to contact me at the borough office.

Tim Topper
Director of Public Works

WALKING THE DOG

With Spring right around the corner many of you will begin to enjoy the outdoors with your dog. Dog owners are reminded that you must clean up after your pet and dispose of the waste properly. *Please be considerate to your neighbors and the public places within the Borough!*



A Message from the Water/Wastewater Department



Grease continues to be a large problem at the wastewater treatment plant. We need residents, schools and businesses of our town to reduce the amount of grease being flushed down the wastewater drain lines. Businesses and schools need to make sure that grease traps, tanks and pit are properly being cleaned out on a regular basis. Residents once grease has cooled pour grease into a glass or plastic container and then dispose of it properly in the trash. This will help keep our drain lines from becoming slow or clogged completely. Thank you for your help in resolving this issue at the wastewater treatment plant.

Water and Sewer Department

Just a reminder, if you find you need a payment plan please come into the Borough Office and we will be happy to assist you in setting up a plan that is comfortable for you. We require that the plan you have be paid in full before the next bill is mailed, so if you know you need assistance please contact us sooner than later. This will give you enough time to span your payments out over a 3 month period.



We also accept payments in the drop box in front of the Borough Office. Please be aware the Police Department also has a drop box. If you would like to use the drop box, it is the silver box located at the end of the handicap ramp. This is checked daily at 7:00 am.

You may also make your payments online at www.littlestownboro.org using Visa, Mastercard or Discover. If you have any problems, feel free to call the office and we will be happy to walk you through the process.

LITTLESTOWN COMMUNITY POOL

2014 Swimming Pool Registration

Liability Waiver:

- I understand that memberships cannot be refunded unless a medical hardship or serious circumstance arises
- I understand that I and my children/wards may be photographed and/or filmed while at the Littlestown Community Pool, and that images or film may be used in marketing or educational materials
- I agree to assume all liability for myself and for my child (children)/wards and guests while attending the Littlestown Community Pool; I further agree to hold harmless the Littlestown Community Pool, or any of its officers, agents, employees or assigns for any complications or injuries that may result to myself or my child (children)/wards and guests while attending the Littlestown Community pool
- I agree to adhere to Littlestown Community Pool rules, policies and procedures

PRINT NAME: _____

SIGN NAME: _____

DATE: _____

NEW THIS YEAR!!!! Please provide email or cell phone to receive daily event, program & inclement weather information

EMAIL: _____

CELL PHONE: _____

***ASK ABOUT FLEXIBLE PAYMENT PLANS FOR MEMBERSHIPS!!**

If you would like to use the flex plan option to purchase a pool membership, you may come into the borough office on **Tuesdays only until June 3rd from 7:00 a.m. until 11:00 a.m.**

LITTLESTOWN COMMUNITY POOL RULES

1. All persons using the pool or pool grounds do so at their own risk and are solely responsible for any accidents or injury in connection with such use.
2. The cost of property damage to the Littlestown Community Pool will be charged to the responsible party.
3. The Borough of Littlestown will not be responsible for any lost or damaged personal property.
4. All guests must present a season pass or pay the admission charge prior to entering the pool facilities. A photo ID must be presented if requested by pool personnel. Failure to do so will result in refusal of entry into the pool.
5. No alcoholic beverages, smoking, drugs or weapons of any kind are permitted on pool grounds.
6. No profane or abusive language will be tolerated. This is a family pool.
7. No pets allowed on pool grounds.
8. All trash must be disposed of using the proper receptacles.
9. Admission can be denied to anyone with signs of illness, skin rashes or infections.
10. Appropriate swimwear is required for all swimmers. No cut-offs allowed.
11. No outside food or drink is allowed to be brought onto the pool grounds.
12. No running, horseplay or bullying. Absolutely no dunking.
13. Children ten (10) years of age and under – regardless of swimming ability – must be accompanied by an adult or a babysitter at least sixteen (16) years of age and must remain with the child the entire time they are at the pool.
14. Use of the baby pool shall be limited to children six (6) years of age and under. Each child must be supervised by an adult or responsible babysitter who is sixteen (16) years of age or older.
15. No floatation devices, inflatable items or toys will be permitted in the main pool. However, Coast Guard Approved Flotation devices permitted in the shallow area of the main pool only if the child in the water is under the supervision of a mature and responsible adult and he or she is at arm's length of that child at all times. Non Coast Guard approved water wings are not permitted. Swim goggles are permitted on slide as long as they are not made from glass.
16. Anyone unable to swim in 10' deep water cannot use the water slide except that young children with the assistance of a guardian may use the water slide during adult swims only when announced by pool personnel.
17. In the event of a storm, the pool area will be cleared for 30 minutes after the last thunder/lightning blast or sighting. The pool may be closed during the inclement weather at the pool manager's discretion (no refunds for inclement weather)
18. Pool checks will take place every hour in the main pool and at the discretion of the pool manager on duty, the baby pool, as needed.
19. Violation of pool rules may result in the suspension or withdrawal of pool privileges (memberships will not be refunded due to violation of pool rules)
20. All injuries, accidents or concerns should be reported immediately to the pool manager/lifeguard in charge.
21. Season memberships and daily admission fees are non-refundable.
22. Pool passes are non-transferable.
23. No ball playing inside the fenced in area of the pool.

**Your signature below represents that you have read and understand the Littlestown Community Pool Rules and Regulations*

PRINT NAME: _____

DATE: _____

RESPONSIBLE PERSON SIGNATURE: _____

Littlestown Community Pool 2014 Program Guide

SWIM LESSONS

Each Session consists of 6 ½ hour lessons
\$35.00 Member • \$45.00 Non-Member



SESSIONS:

June 9 – June 20

June 23 – July 3

July 7 – July 18

July 21 – August 1

August 4 – August 15



LEVELS: (see *Starfish Aquatics Level Guide to determine proper level placement*) - Monday/Wednesday/Friday



STAR BABIES AND TOTS (Parent/Guardian Assisted Class)

10:15 – 10:45 AM

STARFISH SWIM SCHOOL (Ages 3-6)

White	9:30 AM – 10:00 AM
Red	9:30 AM – 10:00 AM
Yellow	10:15 AM – 10:45 AM
Blue	10:15 AM – 10:45 AM
Green	11:00 AM – 11:30 AM



Private Swim Lessons Available Upon Request

\$15.00 per lesson (Minimum 3 lessons) Member
\$20.00 per lesson (Minimum 3 lessons) Non-Member

Star Babies: The purpose of this course is to foster in very young children a high comfort level in the water while at the same time training parents and caregivers in water safety and drowning prevention. This course does not teach children to become accomplished swimmers or to survive in the water; it does provide a confidence building, fun and loving experience.

Starfish Swim School: Students work toward development of the five core swimming competencies and receive color stage awards for each achievement. The color stages are used to divide students into broad ability groups. Children progress at individual rates with the opportunity to learn the core swimming skills and progress to advanced strokes. Learning is self-paced but challenging.

STAGE WHITE: Trust and Submersion

Safety Skill: Always ask permission before getting in the water
Swim Skill: Assisted submersion, relaxed, 5 seconds and then come up to breathe

STAGE YELLOW: Submersion

Safety Skill: Reach or Throw (Don't Go) and know how to call 911
Swim Skill: Jump in, submerge, recover for air, forward movement 10 feet, change direction, and return to wall in swimwear and in regular clothes

STAGE RED: Body Position and Air Recovery

Safety Skill: Put on a lifejacket, float on back, kick 20 feet
Swim Skill: Jump in, submerge, recover for air, roll on back for 5 seconds in swimwear and in regular clothes

STAGE BLUE

Safety Skill: Tread water 15 seconds
Swim Skill: Jump in, submerge, recover to side glide position and kick 10 feet

STAGE GREEN

Safety Skill: Survival float and tread water for 30 seconds
Swim Skill: Start in side glide, swim freestyle 30 feet

Friday Fun Park, Play and Swim

Learn, explore and swim; this two and a half hour Friday program is designed to promote recreation, health and wellness, arts and the humanities. Activities will be centered on team sports (kickball, dodge ball, kickboxing and obstacle courses) and an Individual hour of free swim. Guest speakers will come to explore the humanities, wellness and the environment.



Time: 11:00 AM to 1:30 PM
Dates: June 13, 20, 27
July 11, 18, 25
August 1, 8, 15
Cost: \$10.00 per activity-\$15.00 w/lunch (M)
\$15.00 per activity-\$20.00 w/lunch -(NM)

LITTLESTOWN COMMUNITY POOL

2014 Family Season Membership Application

LITTLESTOWN AREA SCHOOL DISTRICT RESIDENT MEMBERSHIP RATES

Regular Rates:

- Family Rate up to 4 - \$150
- Family Rate up to 6 - \$220
- Each Additional Child - \$45

- Nanny/Daycare Provider - \$50
- Senior Rate - \$50
- Individual Rate - \$90

Discounted Rates (March 18 – April 30, 2014):

- Family Rate up to 4 - \$135
- Family Rate up to 6 - \$198
- Each Additional Child - \$40

- Nanny/Daycare Provider - \$45
- Senior Rate - \$45
- Individual Rate - \$81

NON-LITTLESTOWN AREA SCHOOL DISTRICT RESIDENT MEMBERSHIP RATES

Regular Rates:

- Family Rate up to 4 - \$250
- Family Rate up to 6 - \$320
- Each Additional Child - \$50

- Nanny/Daycare Provider - \$50
- Senior Rate - \$50
- Individual Rate - \$150

Discounted Rates (March 18 – April 30, 2014):

- Family Rate up to 4 - \$237
- Family Rate up to 6 - \$304
- Each Additional Child - \$47

- Nanny/Daycare Provider - \$47
- Senior Rate - \$47
- Individual Rate - \$142

DAILY RATES

\$7 per person • After 4pm - \$2 Per person
3 & under - FREE

A "Family membership" includes up to two adults 18 yrs and older; children 4 yrs of age to 17 yrs of age

A "Senior" membership includes an individual 65 yrs of age or older

POOL HOURS – Monday thru Sunday 11am to 6pm

TICKET INFORMATION - PLEASE PRINT

Address: _____
Street
City
State
Zip

Emergency Contact Name: _____ Contact Phone #: _____

ADULTS ON PASS

Name: _____ M/F: _____ DOB: _____ Age: _____

Name: _____ M/F: _____ DOB: _____ Age: _____

FAMILY UP TO FOUR

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

ADDITIONAL CHILD

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

FAMILY UP TO SIX

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

ADDITIONAL CHILDREN

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

NANNY/DAYCARE PROVIDER

Child's Name: _____ M/F: _____ DOB: _____ Age: _____

Check Municipality: Littlestown Boro Germany Twp Mt. Joy Twp Bonneauville Boro Mt. Pleasant Twp Union Twp Other: _____

MAKE CHECKS PAYABLE TO:

Borough of Littlestown & return with application
 Borough of Littlestown, 10 South Queen Street, Littlestown, PA 17340
 (717) 359-5101 - Monday through Friday, 7:00 a.m. - 3:30 p.m.

Membership can also be paid for via credit card. A per transaction service fee of 2.45% or \$3.00 minimum will be charged by the payment processing company for this service.

Office Use Only: Amount Paid _____ Date Paid _____ Check # _____ Cash Membership # _____

EMPLOYEE NAME: _____ TITLE: _____ DATE: _____

LITTLESTOWN COMMUNITY POOL

2014 Individual/Senior Season Membership Application

LITTLESTOWN AREA SCHOOL DISTRICT RESIDENT MEMBERSHIP RATES

Regular Rates:

- Family Rate up to 4 - \$150
- Family Rate up to 6 - \$220
- Each Additional Child - \$45

- Nanny/Daycare Provider - \$50
- Senior Rate - \$50
- Individual Rate - \$90

Discounted Rates (March 18 – April 30, 2014):

- Family Rate up to 4 - \$135
- Family Rate up to 6 - \$198
- Each Additional Child - \$40

- Nanny/Daycare Provider - \$45
- Senior Rate - \$45
- Individual Rate - \$81

NON-LITTLESTOWN AREA SCHOOL DISTRICT RESIDENT MEMBERSHIP RATES

Regular Rates:

- Family Rate up to 4 - \$250
- Family Rate up to 6 - \$320
- Each Additional Child - \$50

- Nanny/Daycare Provider - \$50
- Senior Rate - \$50
- Individual Rate - \$150

Discounted Rates (March 18 – April 30, 2014):

- Family Rate up to 4 - \$237
- Family Rate up to 6 - \$304
- Each Additional Child - \$47

- Nanny/Daycare Provider - \$47
- Senior Rate - \$47
- Individual Rate - \$142

DAILY RATES

\$7 per person • After 4pm - \$2 Per person
3 & under - FREE

* A Senior membership includes an individual 65 yrs of age or older
**An Individual if under 18 must have head of household or parent/guardian name

POOL HOURS – Monday thru Sunday 11am to 6pm

TICKET INFORMATION - PLEASE PRINT

Name: _____ **Home Phone:** _____ **Work/Cell:** _____

Name of Head of Household or Parent/Guardian if Single Ticket Holder is Under Age 18

Address: _____

Street

City

State

Zip

Name of Single Ticket Holder: _____

Address: _____

Street

City

State

Zip

Emergency Contact Name: _____ **Contact Phone #:** _____

- Check Municipality:**
- Littlestown Boro
 - Germany Twp
 - Mt. Joy Twp
 - Bonneauville Boro
 - Mt. Pleasant Twp
 - Union Twp
 - Other: _____

MAKE CHECKS PAYABLE TO:

Borough of Littlestown & return with application
Borough of Littlestown, 10 South Queen Street, Littlestown, PA 17340
(717) 359-5101 - Monday through Friday, 7:00 a.m. - 3:30 p.m.

Membership can also be paid for via credit card. A per transaction service fee of 2.45% or \$3.00 minimum will be charged by the payment processing company for this service.

Office Use Only: Amount Paid _____ Date Paid _____ Check # _____ Cash Membership # _____

EMPLOYEE NAME: _____ TITLE: _____ DATE: _____

OFFICE HOURS: MONDAY – FRIDAY, 7:00 A.M. TO 3:30 P.M.

The Borough Office will be closed on the following dates:

April 18th – Good Friday

May 26th - Memorial Day

OFFICE HOURS OF THE MAYOR

The Mayor will be available in his office every Wednesday from 8:00 a.m. until 11:00 a.m. The Mayor's office is located at 10 South Queen Street, 2nd Floor.

LITTLESTOWN BOROUGH COUNCIL

James Eline, Sr.	Mayor	Term 2018
Ron Baird	President	Term 2016
David Wheeler	Member	Term 2016
Charlene Westcott	Member	Term 2018
Betty Bucher	Member	Term 2018
Joyce Weatherly	Member	Term 2016
Paul Sharpless	Member	Term 2018

MEETING REMINDERS

- **ALL MEETINGS** of the Littlestown Borough Council and Planning Commission are held in the Littlestown Borough Council Chamber and Borough Meeting Room, 10 South Queen , Littlestown, PA 17340.
- **BOROUGH COUNCIL MEETINGS** are on the second and fourth Tuesday of the each month at 7:00 p.m.
- **UTILITIES/INFLOW & INFILTRATION COMMITTEE** will meet on the Fourth Tuesday of each month at 6:00 pm.
- **FIRE PROTECTION COMMITTEE** will meet on the Third Thursday of each month at 7:00 pm.
- **DEADLINE** to be placed on the agenda for a meeting is one week before the meeting is scheduled to occur.

BOROUGH OF LITTLESTOWN CONTACTS

- **Water and Sewer Billing** contact Karen Skinner at: 717-359-5101 ext. 30 or skinner@littlestownboro.org.
 - **Water and Sewer Operations** contact Chris Stroup at: 717-359-5636 or strouplittlestownboro@comcast.net.
 - Questions, complaints or concerns regarding: **Zoning, Building, Inspections, Permits and Public Works** contact Tim Topper at: 717-359-5101 ext. 34 or publicworks@littlestownboro.org.
 - Questions, complaints or concerns regarding **Code** contact Bryan Westfall at: 717-359-5101 ext. 33 or codeofficer@littlestownboro.org.
 - **General information** regarding the **Borough Office, Budget and Right-to-Know** contact Sandy Conrad at: 717-359-5101 ext. 31 or sandy@littlestownboro.org.
 - **Non-Emergency police issues** contact the Police Department at 717-359-4511 or the non-emergency number at 717-624-2101. For **EMERGENCIES** dial 911.
 - For all **General Compliants or Concerns** contact the Borough Manager Charles Kellar at: 717-359-5101 ext. 32 or ckellar@littlestownboro.org.
- You may also contact the Borough Council Members at: 717-359-5101 ext. 35.

Just a couple of reminders

- **Tenant Registry:** If a property is owned within the borough limits and as the homeowner you are not living in that address and renting it out a status of occupancy form must be filled out per Chapter 39 of the Littlestown Borough Code. This form must be filled out within ten (10) days for a change in tenant.
- **Updating of Files:** We also are still trying to update our files with current phone numbers and email addresses. This way in case there is a high water reading at the residence we would be able to contact you and advise on how to check for leaks in the home.

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Littlestown, PA 17340



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“SHOP THE EXPERIENCE”



Provide the Borough of Littlestown with your email address to receive updates on highlights from the council meetings, notifications, town newsletters and activities/events.

You may contact the Borough Office at 717-359-5101 to provide your email address or you may email it to Sandy@littlestownboro.org.



Who you gonna call when you need a lawyer?

EXPERIENCE COUNTS

JEFFERY M. COOK
Attorney at Law

234 Baltimore St.
Gettysburg, PA 17325

717-334-8516
Fax 717-334-8302

jcookatty@yahoo.com
www.jeffcookattorney.com

Thank You

To The Businesses

The Littlestown Borough Council would like to thank the businesses that appear in this newsletter and to recognize them each as supporters and cornerstones of our community. For it is with their contributions that this newsletter has been produced at no charge to our residents. The Borough would like to further request that citizens, in response, patronize these businesses first when given a choice as these businesses are saving each citizen tax dollars.

THE BOROUGH OF LITTLESTOWN

10 South Queen Street
Littlestown, PA 17340
Phone 717-359-5101
Fax 717-359-8441
www.littlestownboro.org



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