

**THE BOROUGH OF LITTLESTOWN**  
 10 South Queen Street  
 Littlestown, PA 17340  
 Phone 717-359-5101  
 Fax 717-359-8441  
[www.littlestownboro.org](http://www.littlestownboro.org)

# THE BOROUGH OF LITTLESTOWN



## CHIEF'S CORNER/BOROUGH MANAGER'S UPDATE

First of all I hope everyone had a wonderful holiday season and had the opportunity to join us at Christmas On The Square. For those of you that did I am sure you can agree it was a success. The event was well attended and everyone seemed to enjoy the evening. As usual the arrival of Santa Clause compliments of the Alpha Fire Company was the hit of the evening for all of the youngsters as well as the lighting of the town Christmas tree. I would like to thank everyone who donated their time and talents to making this event a success.

Just a friendly reminder that now that the Winter season is upon us to please stay tuned to your local news station during snow events in case snow emergencies are declared. They are generally declared when snow accumulations are expected to exceed 3 to 4 inches. Please remember that parking on cul-de-sacs is prohibited when there is any accumulation.

### The Borough bids farewell to a friend and Co-worker

It was with great regret that I had to accept the resignation of fellow employee Scott Small, who was employed by the borough for many years. Scott served as the public works supervisor and as many of you know still serves as our Fire Chief for the Alpha Fire Co. Scott has accepted a new position and is now serving as a public works supervisor in Conewago Twp. On behalf of the Borough I wish to thank Scott for his many years of dedicated service and wish him well in his new career.

### Thanks to the Littlestown VFW, The siren will soon be sounding again in the Borough

Thanks to the kindness and generosity of our Littlestown VFW, the emergency siren in Littlestown will soon be up and running in the very near future. Members of the VFW approved and presented Borough officials with a check for the sum of \$30,000.00 to be used for the purchase, installation and maintenance of a new emergency warning siren. The borough is currently obtaining bids and radio specifications for the new siren and is planning for it to be installed in the next few months.

The siren will be used to alert residents of dangerous weather situations and other emergencies as determined by the Adams Co Emergency Management Agency.

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 Lee Ann (Little) Study  
 John D. Study

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 Littlestown, PA 17340  
 Phone: 717-359-4224  
 Fax: 717-359-9611  
 email: littlesfh@comcast.net  
 website: www.littlesfh.com

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**From the Desk of Public Works . . .**



Winter is upon us again, and with the winter months comes snow and ice. In an effort to ease some of the tension that comes with bad weather, the public work's crew asks for your assistance in moving your vehicle(s) from the street when a winter snow event arrives. If you live in a cul-de-sac, when snow begins to accumulate you need to move your vehicle(s) out of the cul-de-sac area and utilize your off-street parking spaces. This greatly improves the snow removal efforts. Signs have been posted to help snow removal in these areas. This will allow for effective plowing of the borough streets and alleys.

When cleaning your driveway entrance prior to the plows passing through, snow should be blown or shoveled to the right side of the driveway (when you are facing the roadway). By cleaning the driveway snow away from the direction of oncoming plows, it helps to prevent the bulk of the roadway snow from being pushed back into your driveway, and please do not throw the snow from your driveway and sidewalk into the street. Snow removal is a tough job and we do not like pushing snow into driveways any more than you like shoveling it out, but hopefully we can both tackle the job of snow removal and come away at the end with a good feeling of a job well done.

Alpha Fire Company will be again collecting Christmas trees on Saturday, January 12, 2013, starting at noon. If you wish to have your tree picked up, place it at your curb before 11:00 a.m. Saturday morning.

As always, I would like to thank you in advance for your cooperation in these matters. If you have any questions regarding the information discussed in this article, please feel free to contact me at the Borough Office.

Sincerely,  
 Tim Topper  
 Director of Public Works

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Kerry Stonesifer Secretary 873-3681 Celebrating 40 Years Serving The Community Benjamin Stonesifer Treasury 873-0730

**Here are a few things to remember as we head into the cold winter months:**

Fallen branches, limbs and leaves need to be gathered up and disposed of properly and garbage that is kept outside must be kept in containers having a tight fitting lid, so as not to provide food or shelter for any uninvited rodents or animals.

Snow must be removed from the sidewalks within twenty-four (24) hours after the accumulation of snow has stopped. Sidewalks must be opened to a minimum of twenty-four (24) inches. Snow may not be deposited, thrown or strewn into any streets or alleys. When ice starts to develop on the sidewalks, salting or an anti-skid material should be applied to help prevent any slips or falls. There may be penalties enforced for not removing snow and ice from the sidewalks. It is also the responsibility of the property owner to make sure the sidewalks are cleared at your rental property. When a snow storm arrives, if possible, please remove your vehicles from the streets that way more effective plowing can take place. And if you have a fire hydrant located on or near your property please make sure that the snow is removed from around it so that it can easily be seen and accessed during an emergency.

Trees need to be trimmed to a minimum of seven (7) feet above any public sidewalk or twelve (12) feet over any street or alley. This will allow the snow plow vehicles to get under those trees that are overhanging the streets or alleys without damaging the vehicles or your trees.

If we can remember these things, hopefully this winter will be safe and accident free.

Please feel free to contact me at the borough office with questions regarding these or any other borough ordinances.

Bryan Westfall  
 Code Enforcement Office




*Who you gonna call when you need a lawyer?*

**EXPERIENCE COUNTS**

**JEFFERY M. COOK**  
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**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.

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

The Borough Office will be closed on the following dates:

*Fri., March 29th* - Good Friday  
*Mon., May 27th* - Memorial Day  
*Thurs., July 4th* - Fourth of July  
*Mon., Sept. 2nd* - Labor Day  
*Mon., Nov. 11th* - Veterans' Day  
*Thurs., Nov. 28th* - Thanksgiving Day

*Fri., Nov. 29th* - Day After Thanksgiving  
*Tues., Dec. 24th* - Christmas Eve  
*Wed., Dec. 25th* - Christmas Day  
*Tues., Dec. 31st* - New Year's Eve  
*Wed., Jan. 1st* - New Year's 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.

## MEETING REMINDERS

- All meetings of the **Littlestown Borough Council and Planning Commission** are held in the Littlestown Borough Council's Meeting Room, 10 South Queen, Littlestown, PA 17340.
- However, the **Recreation Board** meets at 10 South Queen Street, Littlestown, PA 17340 January thru April and September thru November and the Board meets at the small pavilion (#2) in the Community Park, Lakeview Drive, Littlestown, PA 17340 May thru August.
- **Borough Council Meetings** are on the second and fourth Tuesday of each month at 7:00 p.m.
- **Planning Commission Meetings** are on the second Thursday of each month at 7:00 p.m.
- **Finance Committee** will meet on the first Thursday of each month at 6:00 p.m.
- **Utilities/Inflow & Infiltration Committee** will meet on the fourth Tuesday of each month at 6:00 p.m.
- **Fire Protection Committee** will meet on the third Thursday of each month at 7:00 p.m.

*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** call 717-359-5101 ext. 30 to speak to Rebecca or email her at [rebecca@littlestownboro.org](mailto:rebecca@littlestownboro.org), or ext 36 to speak to Karen or email her at [karen@littlestownboro.org](mailto:karen@littlestownboro.org).
- **Water and Sewer Operations** contact Chris Stroup at: 717-359-5636 or [strouplittlestownboro@comcast.net](mailto: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](mailto:publicworks@littlestownboro.org).
- Questions, complaints or concerns regarding **Code** contact Bryan Westfall at: 717-359-5101 ext. 33 or [codeofficer@littlestownboro.org](mailto: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](mailto: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 Complainants or Concerns** contact the Borough Manager Charles Kellar at: 717-359-5101 ext. 32 or [ckellar@littlestownboro.org](mailto:ckellar@littlestownboro.org).

You may also contact the Borough Council Members at: 717-359-5101 ext. 35.

## LITTLESTOWN BOROUGH COUNCIL

Ron Baird	President	Term 2016
Donald Bateman	Vice Pres.	Term 2014
David Wheeler	Member	Term 2016
Charlene Westcott	Member	Term 2014
Betty Bucher	Member	Term 2014
Joyce Weatherly	Member	Term 2014 <sup>o</sup>
James Eline, Sr.	Mayor	Term 2014

## CHIEF'S CORNER/BOROUGH MANAGERS UPDATE *(continued from front page)*

### Thanks to the Littlestown Eagles Club, Littlestown Police will receive much needed equipment

The Littlestown Police Department will be receiving several pieces of specialized equipment that will be utilized by its members compliment of the Littlestown Eagles Club. At the December 11th 2012 Borough Council meeting, Officers from the Littlestown Eagles Club presented Borough Officials with a check for the sum of \$10,850.00 dollars. These funds will be used to purchase equipment that is required for special type of incidents to include high risk entries, search warrants and any other type of call that requires this type of equipment.

### PAY YOUR WATER/SEWER BILL ONLINE...

The Borough of Littlestown now offers the convenience of paying your water/sewer bill online through our website, [www.littlestownboro.org](http://www.littlestownboro.org). These payments can be made via Mastercard, Visa or Discover. A third party convenience fee of 2.45% will apply for credit card payments.

Payment plans are also offered as well. To inquire about a payment plan option please contact the Borough Office at (717) 359-5101 and speak to either Rebecca at ext. 30 or Karen at ext. 36.

Just a reminder that water and sewer bills come out quarterly: January 1st, April 1st, July 1st and October 1st and they are always due on the last business day of the month. A minimum bill is \$89.00 for 1000 cubic feet or less.



### CHRISTMAS TREE PICK-UP

Alpha Fire Company will be again collecting Christmas trees on Saturday, January 12, 2013, starting at noon. If you wish to have your tree picked up, place it at your curb before 11:00 a.m. Saturday morning.



### NEWEST ADDITION TO THE BOROUGH OFFICE...

Please take time to welcome Karen Skinner the newest addition to the Borough Office. Karen was hired as the Assistant Borough Clerk. Her function as the Assistant Borough Clerk will be to learn all the facets of the front office including water and sewer procedures. She will also help the Borough Manager and Borough Secretary/Treasurer as needed. She is new to the Littlestown area and is very eager to meet everyone, so please stop in to say hello to her.

### The Waste Water Treatment Plant Upgrades are now under way

The long awaited upgrades for the boroughs waste water treatment plant are now under way. After what seemed to be a life time of planning, design, meetings and acquiring 8.5 million dollars in funding from Penn-Vest. I am happy to announce that construction is under way. The project at this point is on schedule and should be completed in about 18 months.

### 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.



### THANKS TO THE LITTLESTOWN VFW POST 6954

On November 29, 2012 the Littlestown VFW Post 6954, presented the Borough of Littlestown with a check in the amount of \$30,000.00 for a new fire siren. This new siren will take the place of the old siren that was disconnected on March 10, 2012. The purpose of the siren will be to alert the residents of the Borough of emergencies.

On behalf of the Littlestown Borough Council, I would like to thank the Littlestown VFW for their continued support to the Borough and the Residents of the Borough.



## Christmas on the Square Celebration



On December 3, 2012 the Borough of Littlestown gathered together to celebrate the holiday season. Organizations, families and children filled the streets. It was a very joyous evening to have the community share the holiday season together.

A Special Thank You to the Supporters/Organizers: Littlestown Borough Council • Mayor Eline • Littlestown Police Department • Littlestown Borough Office Staff • Alpha Fire Company • Mr. & Mrs. Claus • Community Relations Committee • Littlestown High School Band

A Special Thank you to our Sponsors:

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 Sandusky Lee Metals  
 Utz Quality Food

A very Special Thank you to all of the citizens, vendors, organizations and businesses for their participation in making the 2012 Christmas on the Square a success.



The Community Relations committee would like to send out a heartfelt thank you to everyone who came out to enjoy the Annual tree lighting. The evening brought our community together to kick off the Christmas season in a grand manor.

## Cyber Safety for Kids Online: A Parents' Guide

LITTLESTOWN POLICE DEPARTMENT • Charles G. Kellar, Chief of Police

The internet has opened up a world of information for anyone with a Computer and a connection! On behalf of myself and the members of the Littlestown Police Department, I would like to offer the following tips on ensuring that your children's journey on the Internet is a safe one.

Just as you wouldn't send children near a busy road without some safety rules, you shouldn't allow them on to the information superhighway without rules of the road.



### GETTING STARTED

- Explain that although a person may be alone in a room using the computer, once logged on to the Internet, he or she is no longer alone. People skilled in using the Internet can find out who you are and where you are. They can even tap into information in your computer.
- Set aside time to explore the Internet together. If you child has some computer experience, let him or her take the lead. Visit areas of the World Wide Web that have special sites for children.

### CONTROLLING ACCESS

- The best tool a child has for screening material found on the Internet is his or her brain. Teach children about exploitation, pornography, hate literature, excessive violence and other issues that concern you, so they know how to respond when they see this material.
- Choose commercial online service that offers parental control features. These features can block contact that is not clearly marked as appropriate for children; chat rooms, bulletin boards, news groups, and discussion groups; or even access to the Internet.
- Purchase blocking software and design you own safety system. Different packages can block sites by name, search for unacceptable words and block access to sites containing those words, block entire categories of material, and prevent children from giving out personal information.
- Monitor your children when they're online and monitor the time they spend online. If a child becomes uneasy or defensive when you walk into the room or when you linger, this could be sign that he or she is up to something unusual or even dangerous.

### TELL YOUR CHILDREN....

- To always let you know immediately if they find something scary or threatening on the Internet.
- Never give out their name, address, telephone number, passwords, school name, parent's name or any other personal information.
- Never to agree to meet face to face with someone they've met online.

- Never to respond to messages that have bad words or seems scary or weird.
- Never send a picture of themselves to anyone without your permission.
- Never to enter an area that charges for services without asking you first.

### WHAT YOU CAN DO IN THE COMMUNITY

- Make sure that access to the Internet at your children's school is monitored by adults.
- Know your children's friends and their parents. If you child's friend has Internet access at home, talk to the parents about the rules they have established. Find out if the children are monitored while they are online.
- Make sure that your child's school has an Acceptable Use Policy (AUP). This policy should include a list of acceptable and unacceptable activities or resources, information on "netiquette" (etiquette on the Internet), consequences for violations, and a place for you and your child to sign. Your family can design its own AUP for the home computer.
- If you child receives threatening E-Mails or pornographic material, save the offensive material and contact that user's Internet service provider and your local law enforcement agency.
- If you come across sites that are inappropriate for children when you are surfing on the Net, send the address to online services that offer parental control features or to sites advertising protection software to add to their list to be reviewed for inclusion or exclusion. Even if you don't subscribe to the service or own the protection software, you can help protect other children.

For Additional Information Contact Littlestown Police Department  
 (717) 359-4511

## THANKS TO THE LITTLESTOWN FOE 2226

On December 11, 2012 the Littlestown Eagles, FOE 2226, presented the Littlestown Police Department with a check in the amount of \$10,850.00 for some much needed police equipment. This new equipment will help ensure the safety of our officers while they are out on patrol.

On behalf of the Littlestown Police Department, Mayor and Borough Council, I would like to thank the Littlestown Eagles, FOE 2226 for their continued support to the Borough and the Residents of the Borough.

