

THE BOROUGH OF LITTLESTOWN



SUMMER 2013

From the Desk of the Borough Manager ...

NEW RATES IN EFFECT

Attention All Littlestown Water and Sewer Customers

As you are well aware the Borough of Littlestown is currently upgrading its Waste Water Treatment Plant in order to comply with the mandatory requirements, set forth by the Department of Environmental Protection. Unfortunately these mandates are unfunded and therefore, it is the responsibility of the Borough and the Authority to adjust rates and secure funding sources necessary to cover the costs of the upgrade and maintain our current operation. The current upgrade to the facility will cost between 7.5 and 8.0 million dollars to complete. Fortunately the Borough was successful in securing Pennvest funding in the form of low interest loans that over the life of the loan, will save the facility users approximately 1.5 million dollars compared to conventional bond loans. The Borough contracted our engineering firm HRG to complete a rate study and based upon review, it is necessary for Littlestown Borough to increase both water and sewer rates in order to cover upcoming expenditures for both systems.

The Borough currently bills customers using a minimum quarterly charge plus a charge for use over an allocated amount per quarter. Existing rates are outlined below:

Sewer Service Rate Schedule

\$57 / quarter
\$0.060 per cu. ft. per quarter

Water Service Rate Schedule

\$32 / quarter
\$0.061 per cu. ft. per quarter

Over the past years, operation and maintenance costs have continued to rise. In addition, the Borough has completed capital improvements which increased annual expenses. Due to these additions, it is apparent that a rate increase is necessary to remove the disparity between actual operational expenses and customer revenue.

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Lee Ann (Little) Study
John D. Study

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SEWER SYSTEM

Analysis of Revenue Requirements

As part of the study, year 2010, 2011 and 2012 income and expenses, along with the 2013 budget was used to analyze costs over a prospective rate period from 2013 through 2019. This allowed us to determine rate requirements necessary to meet projected revenue requirements over the next seven (7) years. Proforma adjustments were made to Year 2015 expenses such as Sludge Disposal, Electrical and Chemical costs as they are expected to significantly change when the upgrades to the wastewater treatment plant comes online. In addition, the introduction of an equipment replacement fund in Year 2014 was made (discussed below). All expenses were increased between three (3%) to five (5%) percent to account for anticipated inflation over the seven-year period of our analysis.



Establishing an Equipment Replacement Fund

The Borough's upgrades to the wastewater treatment facility will have many mechanical components in addition to the pump stations owned by the Borough. To plan ahead for replacement of the minor equipment (less than \$200,000) at these facilities in future years, it is recommended that the Borough start an equipment replacement fund in 2014.

Many utility systems use equipment replacement funds as a way to preserve long-term financial wellbeing for their system. By setting aside money each year to finance future replacement purchases, funds are on hand when equipment wears out. Since most equipment has similar design lives, this fund allows the Borough to finance the costs out of savings as opposed to needing a major rate increase in the future.

Requirements of this fund were determined by compiling the current cost of major system components along with their anticipated life span. Based upon this information, the Borough's annual cost of equipment was determined to be approximately \$55,000. This amount has been added as a new expense category to the proposed 2014 budget, entitled "Equipment Replacement Fund" and has been escalated by 3% per year to keep up with inflation.

Debt Service Obligations

The Borough has existing debt service of approximately \$273,000 per year that is set to retire in 2019. Once this existing debt service retires it will free up funds to cover rising operation and maintenance expenses or required future capital improvements.

The Borough is projected to complete mandatory DEP required upgrades to the wastewater treatment plant in 2015 which is financed with PENNVEST funds. The twenty-year loan requires the Borough to make annual principal and interest payments of \$507,972.60 from 2015 to 2018 and \$525,836.88 from 2019 to the end of the loan term.

Capital Improvement Needs

A meeting was held on April 18, 2013 between HRG and the Borough to review preliminary findings and discuss potential capital improvement needs. It was determined that a vehicle replacement will likely be necessary in 2017 costing approximately \$100,000. Therefore, \$50,000 was set aside in 2015 and 2016 to cover this capital expense. In addition, the debt service for the approximate cost of the sewer portion of the Glenwyn Drive Road and Utility Improvement Project has been incorporated.

New Sewer Rate Effective October 2013 Billing Cycle

To derive the projected necessary revenue from rates, income from other sources, such as interest income, penalties for late payment, etc. were deducted from expenses. As outlined above, the Borough currently bills customers based upon a minimum charge and volumetric rate. This includes a charge for usage over an allocated amount per quarter. With this rate structure all customers pay the same quarterly rate based upon equivalent number of dwelling units (EDUs) and usage (if any) over the allocated amount. Based upon the projected expenses showing revenue requirements through Year 2019, the existing rates will not cover expenses from 2013 through 2019 and a rate increase is necessary. Billing data shows that 95% of the Borough's sewer customers are Residential Users. In addition, 41% of all customers use less than 1000 cu. ft., 41% use between 1001 cu. ft. to 2000 cu. ft., with the remaining 18% using between 2001 cu. ft. to 30,000 cu. ft.

Since the system primarily serves residential customers with similar usage volumes. Residential users tend to have comparable peak-to-average sewer demand ratios. For systems serving several industrial users, it may be favorable to provide a discount to these industries by utilizing a Declining Block, rate structure since they have lower peak-to-average demand ratios, however, as indicated above the Borough's dominate use is Residential. Lowering the per EDU allocation from 1,000 cu. ft. to 750 cu. ft. per quarter is also recommended for the Borough because it is more equitable for smaller residential users whose bills are currently subsidizing usage costs for the remaining larger consumers. Finally, the current wastewater treatment plant upgrade is providing production-related fixed costs, which means the new debt service should be spread out evenly upon all users which is accomplished through the first portion of the minimum charge rate structure.

Therefore Effective October 1, 2013 which covers usage from June 13, 2013 through September 13, 2013 the new sewer rate is a base rate of \$92/quarter with a \$.095/cu. ft. charge for any usage over 750 cu. ft.

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WATER SYSTEM

Analysis of Revenue Requirements

As part of the study Year 2010, 2011 and 2012 income and expenses, along with the 2013 budget was used to analyze costs over a prospective rate period from 2013 through 2019. This allowed us to determine rate requirements necessary to meet projected revenue requirements over the next seven (7) years. Proforma adjustments were made to Year 2014 for the creation of an equipment replacement fund. All expenses were increased between three (3%) to five (5%) percent to account for anticipated inflation over the seven-year period of our analysis.

Establishing an Equipment Replacement Fund

Similar to the sewer system, the Borough needs to create an equipment replacement fund for the water system. The Borough has supplied water to the area for many years and recently updated the well houses. To plan ahead for replacement of the minor equipment at these facilities in future years, it is necessary that the Borough start an equipment replacement fund in 2014.

Based upon data from comparable municipal water authorities, a \$15,000 fund was set aside in 2014. This amount has been added as a new expense category to the proposed 2014 budget, entitled "Equipment Replacement Fund" and has been escalated by 3% per year to keep up with inflation.

Debt Service Obligations

The Borough has existing debt service of approximately \$230,000 associated to the water system from Year 2002 and 2011 capital improvements. In 2015 approximately \$58,000 is set to retire, however, the "2012 Bond" debt service is scheduled to increase at that time resulting in maintaining an approximate total debt service of \$250,000 between Years 2016 through 2019.

Capital Improvement Needs

Similar to the sewer study, it was determined that a vehicle replacement will likely be necessary in 2017 costing approximately \$100,000. Therefore, \$50,000 was set aside in 2015 and 2016 to cover this capital expense. In addition, the debt service for the approximate cost of the Glenwyn Drive Road and Utility Improvement Project and Maple Avenue Roadway and Utility Improvement Project has been incorporated.

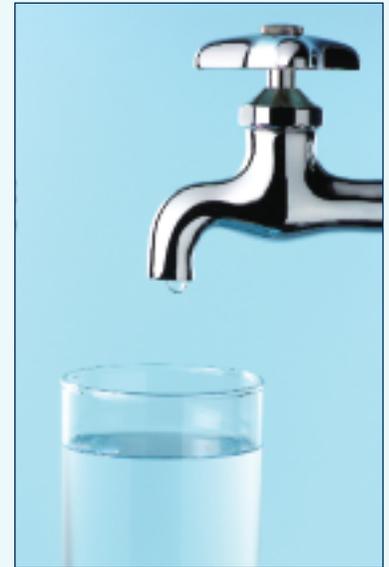
New Water Rate Effective October Billing Cycle

In order to derive the projected necessary revenue from rates, income from other sources such as cell tower rent, interest income, penalties for late payment, etc., were deducted from expenses. As referenced above, the Borough currently bills customers based upon a minimum charge and volumetric rate structure. This includes a charge for usage over an allocated amount per quarter. With this rate structure, all customers pay the same quarterly rate based upon equivalent number of dwelling units (EDUs) and usage (if any) over the allocated amount. Based upon the projected expenses revenue the existing rates will not cover expenses from 2014 through 2019 and a rate increase is necessary. Billing data shows that 95% of the Borough's water customers are Residential Users. In addition, 41% of all customers use less than 1000 cu. ft., 41% use between 1001 cu. ft. to 2000 cu. ft., with the remaining 18% using between 2001 cu. ft. to 30,000 cu. ft.+. In 2012, the average residential water customer used approximately 1,483 cu. ft. (11,093 gallons) per quarter and was, therefore, billed \$70 per quarter. All options analyzed assume a quarterly billing system with approximately 2,052 water system customers and no growth in the Borough's customer base was attributed through Year 2019 (conservative).

The Borough proposes to increase the base rate to \$33/quarter with a \$0.080/cu. ft. charge for any usage over 750 cu. ft. on the October 2013 bills.

It was decided that the water system rate structure should match the sewer system structure for simplicity of billing. In addition, the Borough decided since the water system primarily serves residential customers with similar usage volumes. Lowering the per EDU allocation from 1,000 cu. ft. to 750 cu. ft. per quarter is recommended for the water system because it is more equitable for smaller residential users whose bills are currently subsidizing usage costs for the other larger users.

Therefore effective October 2013 which covers usage from June 13, 2013 through September 13, 2013 will be a base rate of \$33.00/quarter with a \$0.080/cu. ft. charge for any usage over 750 cu. ft.



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OLD RATE vs NEW RATE

CONSUMPTION	MIINIMUM	WATER OVERAGE	SEWER OVERAGE	TOTAL	CONSUMPTION	MINIMUM	WATER OVERAGE	SEWER OVERAGE	TOTAL	DIFF
1000	\$89.00	\$0.00	\$0.00	\$89.00	750	\$125.00	\$0.00	\$0.00	\$125.00	\$36.00
1200	\$89.00	\$12.20	\$12.00	\$113.20	1200	\$125.00	\$36.00	\$42.75	\$203.75	\$90.55
1500	\$89.00	\$30.50	\$30.00	\$149.50	1500	\$125.00	\$60.00	\$71.25	\$256.25	\$106.75
1800	\$89.00	\$48.80	\$48.00	\$185.80	1800	\$125.00	\$84.00	\$99.75	\$308.75	\$122.95
2000	\$89.00	\$61.00	\$60.00	\$210.00	2000	\$125.00	\$100.00	\$118.75	\$343.75	\$133.75
2100	\$89.00	\$67.10	\$66.00	\$222.10	2100	\$125.00	\$108.00	\$128.25	\$361.25	\$139.15
2500	\$89.00	\$91.50	\$90.00	\$270.50	2500	\$125.00	\$140.00	\$166.25	\$431.25	\$160.75
3000	\$89.00	\$122.00	\$120.00	\$331.00	3000	\$125.00	\$180.00	\$213.75	\$518.75	\$187.75
3500	\$89.00	\$152.50	\$150.00	\$391.50	3500	\$125.00	\$220.00	\$261.25	\$606.25	\$214.75

Allotted Consumption - 750 Cu. Ft.

Consumption = Cubic Feet used for the quarter

Minimum Bill = \$125.00 (\$33 for water and \$92 for sewer (this is for usage up to and including 750 cu. ft.))

Water Overage Amount = \$0.080

Sewer Overage Amount = \$0.095

Formula to Calculate your New Bill

Calculate Consumption over allotted Consumption: Consumption - Allotted Consumption = Overage Consumption

Calculate Total for Water Overage: Overage Consumption x Water Overage Amount = Total Water Amount

Calculate Total for Sewer Overage: Overage Consumption x Sewer Overage Amount = Total Sewer Amount

Calculate Total Bill: Minimum Bill + Total Water Amount + Total Sewer Amount = Total Bill Amount

Example of a Bill Calculation

Allotted Consumption - 750 Cu. Ft.

Consumption = 1500

Minimum Bill = \$125.00 (\$33 for water and \$92 for sewer (this is for usage up to and including 750 cu. ft.))

Water Overage Amount = \$0.080

Sewer Overage Amount = \$0.095

Calculate Consumption over allotted Consumption: (Consumption) 1500 - (Allotted Consumption) 750 = (Overage Consumption) 750

Calculate Total for Water Overage: (Overage Consumption) 750 x (Water Overage Amount) **\$0.080** = (Total Water Amount) **\$60.00**

Calculate Total for Sewer Overage: (Overage Consumption) 750 x (Sewer Overage Amount) **\$0.095** = (Total Sewer Amount) **\$71.25**

Calculate Total Bill: (Minimum Bill) **\$125.00** + (Total Water Amount) **\$60.00** + (Total Sewer Amount) **\$71.25** = (Total Bill Amount) **\$256.25**



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.

Good Ole Days Festival

Celebrating Our Past - Our Present - and Our Future

August 15, 16 & 17, 2013

THURSDAY, AUGUST 15 at 6:30 PM

PARADE

followed by

*Dedication of THE BLUE STAR MEMORIAL HIGHWAY MARKER
by the Littlestown Garden Club & LITTLESTOWN COMMUNITY BAND ON THE SQUARE*

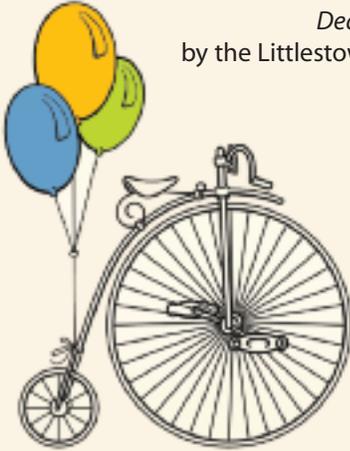
FRIDAY, AUGUST 16 at 7:00 PM on the SQUARE

GRAND OLD CABERET

The Bittle Brothers present
MYRTLE LOUISE'S HOLLYWOOD FRIENDS

SATURDAY, AUGUST 17 at 8:00 AM until 4:00 PM at CROUSE PARK

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AND MORE!**



NEW TABLES AND A BENCH AT THE LITTLESTOWN COMMUNITY POOL DONATED AND INSTALLED BY THE LITTLESTOWN ROTARY CLUB

On May 21, 2013 the Littlestown Rotary Club met at the Littlestown Community Pool to install 3 picnic tables and 1 bench.

About a year ago the Rotary Club and the Borough discussed a need for new tables for the concession stand area because the old tables were wooden picnic tables which were weathered and difficult to maintain. The tables were replaced with ones that are made out of metal and are coated with a rubber material to prevent corrosion and weathering.

The tables were purchased with a matching grant obtained by Ms. Deb Bowers with the Littlestown Rotary Club and the Borough contributing \$500 towards the purchase of the tables.

The Borough and the Rotary Club have worked together in the past on projects and it is our hope that we continue this in the future to help preserve and maintain the Community of Littlestown.



*To learn more about the Littlestown
Rotary Club please visit their website at
<http://www.littlestownpa.info/rotary>*

FROM THE DESK OF PUBLIC WORKS

by Tim Topper, Director of Public Works

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

As stated in the last town crier, The Wastewater Treatment Plant Upgrade is underway. Work continues on-site with the forming, reinforcing and pouring of concrete for the Aerobic Digester and Anaerobic Tank. Excavation has started for the Electrical Building and Solids Handling Building footers, also with the installation of miscellaneous yard piping. The project is still scheduled to be completed in February 2014.

The Borough once again is offering a Summer Clean Up to all Borough residents and property owners. The Borough will be accepting the following items at the stone lot beside the Alpha Fire Company (40 East King Street) on Saturday, July 20th from 9:00 am until Noon.

Items accepted consist of chairs, couch/sofa, mattresses, box springs computers, carpet, dryers, stoves, washers, televisions, refrigerators, dehumidifiers, freezers, air conditioners, ect. CFS/Fesmire (items containing Freon) must be removed and we will not accept any hazardous materials or tires. A flat rate of \$20.00 per truck load (for vehicles up to 1 ton in size). Persons using larger vehicles will be assessed a proportionately higher fee. For additional information regarding Clean Up, please contact the Borough Office.



The Borough also provides a brush pile where residents can bring tree branches, limbs and bush cuttings. These items may be brought to the old Lawver property, located beside the Quarry, during Borough business hours (Monday through Friday from 7:00 am until 3:30 pm). However, there is a small charge of \$5.00 per load. This fee must be paid at the Borough Office before the brush can be dropped off.



Property owners are also reminded that any outside building construction or renovations to your property or house requires a building permit. When erecting 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 are hiring a contractor to do any kind of home remodeling or construction, please make sure your contractor is registered with the State before you sign a contract, and do not rely on a handshake. All contractors must display their official registrations number on all estimates, contracts, and proposals. Taking this step will help prevent home improvement frauds.

If you have any questions regarding the information discussed in this article, please feel free to contact me at the Borough office.

Tim Topper, Director of Public Works

LEAF COLLECTION

It is that time of year to begin Leaf Collection in The Borough of Littlestown. Every Monday starting on October 28th through December 9th, the Borough will be offering Leaf Collection.

Leaves must be bagged and placed along the curb by 7:30 AM. It is very important that the bags contain ONLY leaves and that they are separated from garbage that is also scheduled for pickup on Mondays.



LITTLESTOWN POLICE DEPARTMENT

CRIME PREVENTION AND COMMUNITY RELATIONS

Stranger/Danger Safety Program

Attention Mom and Dad

The Littlestown Police Department has assembled the following information to aid you as parents in teaching your child about the problem of those individuals who would harm a child. As parents, you have a role in this problem. The child needs to know some very basic steps in avoiding this situation, without frightening the child.

The child is taught through STRANGER DANGER that a stranger is just someone they don't know. They need to learn how to tell the difference between a good stranger and STRANGER DANGER.

STRANGER DANGER will try to trick the child using a toy, money, candy or anything else they might think of. They will also try to take the child away from places where they play.

We hope the following information can be used as a valuable tool for the child when aided by mom and/or dad.

Charles G. Kellar, *Chief of Police*

STRANGER DANGER

Who Is A Stranger?

- A Stranger is someone you don't know.
- Most strangers will not try to harm you, but some strangers are dangerous, even if they dress nice or friendly.



**Never take rides, candy, gifts, or money from strangers.
It's okay to say NO THANK YOU!!!!!!!!!!!!**

Always report to a police officer, a parent, a teacher or any adult you know if a stranger:

- Tries to join in your play.
- Asks you to go with him or her.
- Tries to have a conversation with you or touch you while at the movies, playground or walking anywhere.
- Offers you a ride, candy, gum or money.
- Always try to get a full description of the stranger.
- If you see a suspicious car, take down the license number with a pencil and paper; write it in the dirt or on the sidewalk with a stick or stone.

If you don't know, Don't go!

Parents . . . Teach Your Children:

- Their full name, address and phone number, including the area code.
- Your full name, where you work and a phone number.
- Your SECRET PASSWORD – A word known only by you and your child.
- Never to go with anyone who does not give your Secret Password.
- A Police Officer is his/her friend.
- To scream "HELP" if they are in trouble.
- How to make a long distance call, get the operator and dial 9-1-1.

**Children . . . Beware of Strangers,
Watch out for STRANGER DANGER!**

Children . . . Remember Stranger Danger Rules:

- SAY NO!
- GET AWAY!
- TELL SOMEONE!
- SOMETIMES YOU NEED TO YELL!

PLAY SAFE!

- Never play in alleys or deserted buildings.
- Take a friend along when you go to playgrounds, stores, movies, etc.
- Come home after dark.
- Never go anywhere unless you have your parent's permission and Secret Password.

**Play in Safe places with friends.
Never ever play in strange places.**

Telephone Tips

- Phone home to tell your parents where you are if you change locations or will be late.
- Never tell a caller that you are home alone.
- Dial 9-1-1 if you are home alone and need help in an emergency.

**Let your mom or dad know where you are.
Remember, always ask before you go somewhere.**



YOUR VOTE COUNTS!

Important Election Dates to Remember:

MUNICIPAL ELECTION: <i>Last day to circulate and file nomination papers</i>	August 1, 2013
MUNICIPAL ELECTION: <i>Last day for withdrawal by candidates nominated by nomination papers</i>	August 8, 2013
MUNICIPAL ELECTION: <i>Last day for withdrawal by candidates nominated at the primary</i>	August 12, 2013
MUNICIPAL ELECTION: <i>Last day to REGISTER before the NOVEMBER election</i>	October 7, 2013
MUNICIPAL ELECTION: <i>Last day to apply for a civilian absentee ballot</i>	October 29, 2013
MUNICIPAL ELECTION: <i>Last day County Board of Elections to receive voted civilian absentee ballots</i>	November 1, 2013
MUNICIPAL ELECTION	November 5, 2013
MUNICIPAL ELECTION: <i>Last day for County Board of Elections to receive voted military and overseas absentee ballots (must be postmarked no later than November 4)</i>	November 12, 2013

To register to vote in the State of Pennsylvania, an individual must meet the following qualifications:

- **Must be a US citizen** for at least one month before the next primary, special, municipal, or general election.
- **A resident of Pennsylvania** and the election district in which you want to register and vote for at least 30 days before the next primary, special, municipal, or general election.
- **At least 18 years of age** on or before the day of the next primary, special, municipal, or general election.

For more information regarding voter registration please visit:

<http://www.adamscounty.us/CountyOffices/Administrative/ElectionsVoterRegistration.aspx>

What to Expect at the Polls . . .

- When going to the polls to vote, do not wear any campaign material that is exposed. You will be asked to remove it.
- Do not discuss any political subjects inside the polling place.
- When entering the polls, the Election Officials at the table may ask your name, address, and possibly your birth date. In the Primaries you may also be asked your party affiliation.
- After determining you are eligible to vote, you will be asked to sign your name in the poll book. When doing this, check your address listed. If it is incorrect tell the Official, who will give you a Change of Address Form.
- After signing your name, you will be given a Ballot and a secrecy sleeve.
- Before entering the voting booth, if you are unsure of the instructions, ask one of the Election Officials for clarification.
- To begin voting, slide your ballot out of the sleeve and mark your ballot with the pen provided.
- If you make a mistake, notify the Election Official and you will be given another ballot.
- When you have completed voting, place your ballot back in the sleeve and take your ballot to the precinct scanner. Remove the numbered stub from your ballot and deposit it in the precinct scanner. PLEASE NOTE: Once you have placed your ballot in the precinct scanner, your vote has been cast and you cannot be issued another ballot.

information from www.adamscounty.us

BOROUGH OF LITTLESTOWN CONTACTS

- **Water and Sewer Billing** contact Karen Skinner at: 717-359-5101 ext. 30 or skinner@littlestownboro.org and Ashleigh Serrano at: 717-359-5101 ext. 36 or assistantclerk@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 Complainants 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.

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.



*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:

*Thursday, July 4th - Fourth of July
Monday, September 2nd - Labor 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

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

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.
- However, the Recreation Board meets at 10 South Queen Street, Littlestown PA 17340 January thru April and September thru November 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 the each month at 7:00 p.m.
- Planning Commission Meetings are on the second Thursday of the month at 7:00 p.m.
- Finance Committee will meet on the first Thursday of each month at 6:00 pm.
- 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.

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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