

THE BOROUGH OF LITTLESTOWN

FALL
2013

From the Desk of the Borough Manager ...

WELCOME FALL!

It's hard to believe that summer is over and the kids are back in school. Although time seems to fly by, we were able to get quite a few Borough projects completed over the summer. As you are aware the Royal Farms store has finally opened and seems to be doing well. The Borough of Littlestown has now officially become a TWO LIGHT TOWN. During the past several months we have made repairs and renovations to the community park to include replacing the roof on the large pavilion, repairing and staining of the bathrooms, resurfacing of the tennis courts and repair and painting of the ball field fences. Thanks to the VFW the new emergency warning siren has been installed and will sound during dangerous weather emergencies.

The waste water treatment plant upgrades are still in progress and are on schedule to meet DEP requirements to comply with the Chesapeake Bay initiative. The borough crews have been busy maintaining the streets and other public property in order to keep the town presentable for our residents and visitors. Hopefully you had a chance to enjoy some of the town activities that took place this summer. I want to thank everyone that assisted in making the Good Old Days Festival the Alpha fire Co. Carnival and the Parade a success. It seemed that a good time was had by all.

As winter approaches please remember that when we receive snow accumulation which starts to exceed 3 inches, we can anticipate that the State will request a snow emergency be placed into effect. This effect State routes 194 and 97. The Borough will attempt to give as much notice that we can and we will announce it on the radio and television stations in our area. Therefore please keep this in mind when the weather forecasters are calling for snow. Residents that live on Cul-de-sacs are reminded that vehicles need to be moved when any accumulation occurs so the Borough crews can salt and plow these areas.

Charles G. Kellar
Borough Manager

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Just a couple of reminders . . .

- **The October billing is due on October 31, 2013 by 3:30 pm.** Any payments received after 3:30 on that date will be considered late and will incur a 10% penalty.
- **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.

HALLOWEEN IN LITTLESTOWN

The Borough of Littlestown will hold its annual Trick or Treat night for Halloween on:
Thursday, October 31st, between 6:00 pm and 8:00 pm.

Residents interested in receiving these visitors must have their porch light lit.



Littlestown Garden Club Dedication of the Blue Star Marker

On Saturday, August 7, 2013 the Littlestown Garden Club dedicated a Blue Star Marker as a tribute to the Armed Forces of America. The Blue Star Markers have been a project of the National Garden Clubs Inc., since 1945. These markers are placed across the country on highways, rest areas, alongside roads and welcome centers.

Residents and visitors can see the Littlestown marker on the wall along East King Street at the Littlestown History Plaza.



Littlestown 250th Anniversary Committee

In 2015, Littlestown will reach a milestone as it celebrates the 250th anniversary of Peter Little laying out and establishing out the town.

The Littlestown Historical Society is asking for help from individuals, representatives of every community organization, representative from each church in our community, members of Borough Council, representatives of local businesses and industries in and around Littlestown to help develop the 250th anniversary of Littlestown.

You can keep updated on the progress of the event at <http://www.littlestownpa.info/250years>.

If you are interested in helping please leave a phone message at 717-359-5101 ext. 37 or by email at littlestownhistory@gmail.com



photos courtesy of
www.LittlestownBoro.org

38th Annual Good Old Days Parade

Thanks to the Littlestown Jaycees and the Littlestown Lions Club for another successful Littlestown Good Old Days Parade. The parade went off with a hit. The streets were lined with people of all ages anxiously awaiting for the parade to begin. The Town Crier led a line of entertainers, tractors, antique cars, floats and much more. The evening was filled with fun, laughter and smiles.



Christmas On The Square Celebration

The Christmas on the Square Celebration will be held on Saturday December 7, 2013 from 4 pm to 7 pm in square of Littlestown. We will have vendors, food, and entertainment, give a ways for children throughout the evening, as well as the arrival of jolly Old Saint Nick himself.

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 POLICE DEPARTMENT

CRIME PREVENTION AND COMMUNITY RELATIONS

CHARLES G. KELLAR, CHIEF OF POLICE

Personal Protection And SAFETY AWARENESS

What is meant by personal protection?

It means KNOWING how to reduce the risk of being the victim of a crime, and knowing what to do if you are a crime victim. Although there has been an overall decrease in some of the most serious crimes, you are still your own BEST PROTECTION!

Something to think about when it comes to crime:

- People may be reluctant to get involved.
- The police cannot be everywhere at all times, therefore the following information is intended to help you reduce your chances of becoming a victim of a crime.

STREET SMART SAFETY

- **Know the neighborhoods** where you live and work, check out the locations of the police and fire stations, public telephones, hospitals, restaurants or stores that are open early or late.
- **Have to work late?** Make sure there are others in your building and ask someone – a colleague or security officer to walk or drive you to your car, notify someone at home when you are leaving.
- **Park in areas that will be well lit** and well traveled when you return.
- **Always lock your car** – when you get in and out.
- **Have your keys ready** before you reach your car/home door.
- **Look around your car** and in the back seat before you get in.
- **The more aware you are**, the less vulnerable you are. Be Alert! Walk with confidence and purpose.
- **Be aware of your surroundings.** Know who is out there and what is going on.
- **Stay in well traveled, well-lit areas.**
- **Vary your route.**
- **If you think you are being followed**, change direction and head for open stores or a well-lit house



- **Be careful if anyone in a car asks you for directions** – if you answer, keep at least a full arm length from the car.
- **Ignore verbal harassment.** Use discretion acknowledging stranger, look directly at others and be observant, but keep your distance and keep moving.
- **Trust your intuition** about a person or an area. React based on that intuition and avoid areas you feel unsure of, if something or someone makes you uneasy, avoid the person or place – or leave.
- **Do not wear headsets**, if you wear them you will not hear an approaching car or attacker, listen to your surroundings.
- **Carry a purse close to your body.** Put a wallet in your inside coat pocket or in your front pants pocket, not a back pocket.
- **Do not wear a lot of jewelry** or carry large amounts of cash.
- **Consider carrying a cellular phone** – programmed for your local police.
- **Call police immediately** if something happens to you or someone else or you notice anyone out of the ordinary.
- **Do not resist.** Give up your property; do not give up your life it is not worth it!!!!!!!

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

WINTER SAFETY TIPS

Whether winter brings severe storms, light dustings or just cold temperatures, the American Academy of Pediatrics (AAP) has some valuable tips on how to keep your children safe and warm. Please feel free to excerpt these tips or use them in their entirety for any print or broadcast story, with acknowledgment of source.

What to Wear

- *Dress infants and children warmly for outdoor activities.* Several thin layers will keep them dry and warm. Don't forget warm boots, gloves or mittens, and a hat.
- The rule of thumb for older babies and young children is to *dress them in one more layer of clothing* than an adult would wear in the same conditions.
- *Blankets, quilts, pillows, bumpers, sheepskins and other loose bedding* may contribute to Sudden Infant Death Syndrome (SIDS) and should be kept out of an infant's sleeping environment. Sleep clothing like one-piece sleepers or wearable blankets is preferred.
- *If a blanket must be used to keep a sleeping infant warm,* it should be tucked in around the crib mattress, reaching only as far as your baby's chest, so the infant's face is less likely to become covered by bedding materials.

Hypothermia

- *Hypothermia develops when a child's temperature falls below normal* due to exposure to colder temperatures. It often happens when a youngster is playing outdoors in extremely cold weather without wearing proper clothing or when clothes get wet. It can occur more quickly in children than in adults.
- *As hypothermia sets in,* the child may shiver and become lethargic and clumsy. Speech may become slurred and body temperature will decline in more severe cases.
- *If you suspect your child is hypothermic, call 911 at once.* Until help arrives, take the child indoors, remove any wet clothing, and wrap him in blankets or warm clothes.

Frostbite

- *Frostbite happens* when the skin and outer tissues become frozen. This condition tends to happen on extremities like the fingers, toes, ears and nose. They may become pale, gray and blistered. At the same time, the child may complain that his/her skin burns or has become numb.
- *If frostbite occurs, bring the child indoors and place the frostbitten parts of her body in warm (not hot) water.* 104° Fahrenheit (about the temperature of most hot tubs) is recommended. Warm washcloths may be applied to frostbitten nose, ears and lips.
- *Do not rub* the frozen areas.
- *After a few minutes, dry and cover the child with clothing or blankets.* Give him/her something warm to drink.
- *If the numbness continues* for more than a few minutes, call your doctor.

Winter Health

- *If your child suffers from winter nosebleeds,* try using a cold air humidifier in the child's room at night. Saline nose drops or petrolatum may help keep nasal tissues moist. If bleeding is severe or recurrent, consult your pediatrician.
- Many pediatricians feel that *bathing two or three times a week is enough for an infant's first year.* More frequent baths may dry out the skin, especially during the winter.





Winter Health (continued)

- *Cold weather does not cause colds or flu.* But the viruses that cause colds and flu tend to be more common in the winter, when children are in school and are in closer contact with each other. Frequent hand washing and teaching your child to sneeze or cough into the bend of her elbow may help reduce the spread of colds and flu.
- Children 6 months of age and up *should get the influenza vaccine* to reduce their risk of catching the flu.

Winter Sports and Activities

- *Using alcohol or drugs before any winter activity, like snowmobiling or skiing, is dangerous* and should not be permitted in any situation.

Sledding

- Keep sledders away from motor vehicles.
- Children should be supervised while sledding.
- Keep young children separated from older children.
- Sledding feet first or sitting up, instead of lying down head-first, may prevent head injuries.
- Consider having your child wear a helmet while sledding.
- Use steerable sleds, not snow disks or inner tubes.
- Sleds should be structurally sound and free of sharp edges and splinters, and the steering mechanism should be well lubricated.
- Sled slopes should be free of obstructions like trees or fences, be covered in snow, not be too steep (slope of less than 30°), and end with a flat runoff.
- Avoid sledding in crowded areas.

Sun Protection

- The sun's rays can still cause sunburn in the winter, especially when they reflect off snow. Make sure to cover your child's exposed skin with sunscreen.

Fire Protection

Winter is a time when household fires occur. It is a good time to remember to:

- Buy and install smoke alarms on every floor of your home
- Test smoke alarms monthly
- Practice fire drills with your children
- Install a carbon monoxide detector outside bedrooms

Information provided by the American Academy of Pediatrics, www.aap.org



Fall and Winter Energy-Saving Tips



Tips from the U.S. Department of Energy

Here are some tips on how to save energy during the fall and winter months. Some of the ideas below are free and can be used on a daily basis to increase your savings; others are simple and inexpensive actions you can take to ensure maximum savings through the winter.

Take Advantage of Heat from the Sun

- * Open curtains on your south-facing windows during the day to allow sunlight to naturally heat your home, and close them at night to reduce the chill you may feel from cold windows.

Cover Drafty Windows

- Use a heavy-duty, clear plastic sheet on a frame or tape clear plastic film to the inside of your window frames during the cold winter months. Make sure the plastic is sealed tightly to the frame to help reduce infiltration.
- Install tight-fitting, insulating drapes or shades on windows that feel drafty after weatherizing.
- Find out about other window treatments and coverings that can improve energy efficiency.

Adjust the Temperature

- When you are home and awake, set your thermostat as low as is comfortable.
- When you are asleep or out of the house, turn your thermostat back 10° to 15° for eight hours and save around 10% a year on your heating and cooling bills. A programmable thermostat can make it easy to set back your temperature.
- Find out how to operate your thermostat for maximum energy savings. Also see ENERGY STAR's June 5, 2008, podcast for video instructions on operating your programmable thermostat.

Find and Seal Leaks

- Seal the air leaks around utility cut-throughs for pipes ("plumbing penetrations"), gaps around chimneys and recessed lights in insulated ceilings, and unfinished spaces behind cupboards and closets.
- Find out how to detect air leaks.
 - a Learn more about air sealing new and existing homes.
- Add caulk or weatherstripping to seal air leaks around leaky doors and windows.
 - a Find out how to select and apply the appropriate caulk.
 - a Learn how to select and apply weatherstripping.

Maintain Your Heating Systems

- Schedule service for your heating system.
- Find out what maintenance is required to keep your heating system operating efficiently.
- Furnaces: Replace your furnace filter once a month or as needed.
- Find out more about maintaining your furnace or boiler.
- Wood- and Pellet-Burning Heaters: Clean the flue vent regularly and clean the inside of the appliance with a wire brush periodically to ensure that your home is heated efficiently.
- Find other maintenance recommendations for wood- and pellet-burning appliances.

Reduce Heat Loss from the Fireplace

- Keep your fireplace damper closed unless a fire is burning. Keeping the damper open is like keeping a window wide open during the winter; it allows warm air to go right up the chimney.
- When you use the fireplace, reduce heat loss by opening dampers in the bottom of the firebox (if provided) or open the nearest window slightly -- approximately 1 inch -- and close doors leading into the room. Lower the thermostat setting to between 50° and 55°F.
- If you never use your fireplace, plug and seal the chimney flue.
- If you do use the fireplace, install tempered glass doors and a heat-air exchange system that blows warmed air back into the room.
- Check the seal on the fireplace flue damper and make it as snug as possible.
- Purchase grates made of C-shaped metal tubes to draw cool room air into the fireplace and circulate warm air back into the room.
- Add caulking around the fireplace hearth.
- Find out more techniques to improve your fireplace or wood-burning appliance's efficiency.
- Learn tips for safe and efficient fireplace installation and wood burning.

Lower Your Water Heating Costs

- Water heating can account for 14% to 25% of the energy consumed in your home.
- Turn down the temperature of your water heater to the warm setting (120°F). You'll not only save energy, you'll avoid scalding your hands.
- Find other strategies for energy-efficient water heating.

Lower Your Holiday Lighting Costs

- Use light-emitting diode -- or "LED" -- holiday light strings to reduce the cost of decorating your home for the winter holidays.
- Learn about the advantages and potential cost savings of LED holiday light strings.
- Find manufacturers and brands of ENERGY STAR®-qualified decorative light strings.



For more tips on saving energy go to energy.gov

CHRISTMAS TREE PICK-UP

Alpha Fire Company along with the Borough of Littlestown will be collecting Christmas trees on Saturday, January 11, 2014, starting at noon. If you wish to have your tree picked up, place it at your curb before 11:00 a.m. Saturday morning.



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.

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.



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.

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

The Borough Office will be closed on the following dates:

Thursday, November 28th - Thanksgiving
Friday, November 29th - Day after Thanksgiving
Tuesday, December 24th - Christmas Eve
Wednesday, December 25th - Christmas
Tuesday, December 31st - New Years Eve
Wednesday, January 1st - New Years 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.

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 Thursday 9:00 a.m. - 5:00 p.m.
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Sabrina Sterner, PA-C
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