

**THE BOROUGH OF LITTLESTOWN**  
46 East King Street • Littlestown, PA 17340 • Council Chamber

**BOROUGH COUNCIL WORKSHOP MEETING • JANUARY 8, 2008**

**CALL TO ORDER**

The Borough Council met in a regular session and the meeting was called to order at 7:00 p.m. with Council President Rick Adams presiding.

**ATTENDANCE**

Council Members Present:

Donna Shadle (*Mayor*), Rick Adams (*President*), Kevin Clark (*President Pro-Tem*), David Wheeler, Timothy Mayers, William Brown and Jim Eline

Additional Borough Representation:

Sandy Conrad (*Borough Secretary/Acting Treasurer*), Mike Sneeringer (*Water/Sewer Supervisor*) and Tim Topper (*Acting Borough Manager/Director of Public Works*)

Others in Attendance:

Tony Conover (*Littlestown School Board*), Mike Benton (*Littlestown School District, Facilities Manager*), Aaron Young (*Gettysburg Times*), Steve Shanebrook

**APPROVAL OF MINUTES**

None\_\_

**PUBLIC COMMENTS**

There were no public comments.

**DISCUSSION ITEMS**

***REQUEST FROM LASD TO  
REDUCE OCTOBER 1, 2007  
WATER BILL***

Tony Conover, member of the Littlestown Area School Board, presented a request on behalf of the School District to be given a rebate of a portion of the monies charged for sewer on the October 1, 2007 water and sewer bill for Alloway Creek. The total bill indicated a charge of \$18,538.25 for water and \$20,500.00 for sewer. Mike Benton, Facilities Manager of LASD, stated that the water consumption was due to the watering of the soccer field behind Alloway Creek. President Adams stated that this issue will be referred to the Utilities Committee and Finance Committee.

***RESOLUTION APPOINTING  
SANDRA J. CONRAD - CHIEF  
ADMINISTRATIVE OFFICER TO  
BOROUGH'S POLICE PENSION  
PLAN***

**Council Vice President Eline, made a MOTION seconded by Council Member Clark, to appoint Sandra J. Conrad as the Chief Administrative Officer for the Borough's Police Pension Plan.** Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 6-0 in favor of the motion.**

***RESOLUTION APPOINTING  
SANDRA J. CONRAD - CHIEF  
ADMINISTRATIVE OFFICER TO  
BOROUGH'S NON-UNIFORM  
PENSION PLAN***

**Council Vice President Eline, made a MOTION seconded by Council Member Brown, to appoint Sandra J. Conrad as the Chief Administrative Officer for the Borough's Non-Uniform Pension Plan.** Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 6-0 in favor of the motion.**

**NON-AGENDA ITEMS**

**REAPPOINT TIM MAYERS TO  
CIVIL SERVICE COMMISSION**

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to reappoint Tim Mayers to the Civil Service Commission with the term to expire December 31, 2010.** Council President Adams stated that this is a non-agenda and asked if there were any questions or comments. No questions or comments were provided. **Vote: 6-0 in favor of the motion.**

**CELL PHONE INSURANCE**

Borough Council referred this subject to the Property and Supply Committee.

**EXIT AUDIT - YVETTE KREITZ**

Council President Adams stated that the Borough just received the completed Exit Audit that was done after Yvette Kreitz, former Borough Manager, resigned. This Exit Audit is available for review and will be discussed in detail at the January 22, 2008 Regular Meeting of Borough Council.

**SHANEBROOK APPEAL**

**Council Member Clark, made a MOTION seconded by Council Member Brown, to approve the adoption of the document titled Local Agency Appeal - Appeal of Steven A. Shanebrook and Wanda L. Shanebrook, from denial of four waiver/modification requests.** Council President Adams stated that this is a non-agenda and asked if there were any questions or comments. No questions or comments were provided. **Vote: 4-0 in favor of the motion. (Council Member Wheeler and Council Member Mayers abstained due to the fact that they did not take part in the Hearing held on December 19, 2007)**

**RECESS**

Council President Adams announced, at 7:25 p.m. that the Borough Council would recess for an Executive Session for personnel matters.

**RECONVENE**

The Borough Council reconvened at 7:38 p.m. and the public was invited back into the meeting room.

**START DATE - LINDA HESS,  
BOROUGH MANAGER**

**Council Vice President Eline, made a MOTION seconded by Council Member Clark, to allow Ms. Linda Hess to start as Borough Manager on Monday, January 14, 2008.** Council President Adams stated that this is a non-agenda and asked if there were any questions or comments. No questions or comments were provided. **Vote: 5-1 in favor of the motion. (Council Member Wheeler opposed)**

**HIRING LOUIS SMALL -  
MAINTENANCE CREWMAN**

**Council Vice President Eline, made a MOTION seconded by Council Member Brown, to hire Louis Small as a Maintenance Crewman at a starting rate of \$10.50/hour contingent upon a background check being completed.** Council President Adams stated that this is a non-agenda and asked if there were any questions or comments. No questions or comments were provided. **Vote: 6-0 in favor of the motion.**

**RECESS**

Council President Adams announced, at 7:46 p.m. that the Borough Council would recess for an Executive Session for personnel matters.

**RECONVENE**

The Borough Council reconvened at 7:49 p.m. and the public was invited back into the meeting room.

**ADJOURN**

**Council Vice President Eline, made a MOTION seconded by Council Member Wheeler, to adjourn the Workshop Meeting of Council. Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 6-0 in favor of the motion.****

**The meeting adjourned at 7:50 p.m.**

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**Sandy Conrad**  
**Borough Secretary**

**(SEAL)**