

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

BOROUGH COUNCIL WORKSHOP MEETING • FEBRUARY 12, 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.

Council President Adams stated that Tim Mayers has been temporarily excused.

ATTENDANCE

Council Members Present:

Rick Adams (*President*), Jim Eline (*Vice President*), Kevin Clark (*President Pro-Tem*), David Wheeler and Timothy Mayers

Council Members Excused:

Donna Shadle (Mayor) and William Brown

Additional Borough Representation:

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

Others in Attendance:

Larry Unger, Chris (*Evening Sun*)

APPROVAL OF MINUTES

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to approve the minutes from the January 22, 2008 Regular Meeting of Council, as written. Council President Adams asked if there were any corrections, questions or comments. No corrections, questions or comments were provided. **Vote: 4-0 in favor of the motion.** _____

PUBLIC COMMENTS

LARRY UNGER

Mr. Larry Unger was concerned with why the lights at the square that sit above the traffic signals were not working and also was concerned with the lights on Prince Street.

Director of Public Works, Tim Topper, stated that the Borough is waiting on Herra to complete the wiring for the lights at the square and Swam's at this time is waiting for the Middle Department of Inspections to inspect their work on Prince Street.

Tim Mayers re-entered the meeting at 7:04.

UNFINISHED BUSINESS

**ADOPTION OF AN ORDINANCE
ADOPTING AND ORDAINING
PORTIONS OF CERTAIN STREETS
IN THE BOROUGH**

Borough Manager Hess stated that the ordinance has been duly advertised for tonight in the Gettysburg Times and is now before Council for adoption.

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to adopt an Ordinance, adopting and ordaining portions of Ocker Avenue, Parkway Drive, Boyer Street, West Myrtle Street, and all

(Continued)

*ADOPTION OF AN ORDINANCE
ADOPTING AND ORDAINING
PORTIONS OF CERTAIN STREETS
IN THE BOROUGH*

of Stayman Way, Smokehouse Court, Colorado Avenue, Appler Court, Yorktown Court, Shenandoah Court and Potomac Avenue. Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 5-0 in favor of the motion.**

*SHANEBROOK 155/159 EAST
KING STREET*

Borough Manager, Hess stated that this is correspondence only.

*LITTLESTOWN AREA SCHOOL
DISTRICT - WATER AND SEWER
BILL*

Council Member Mayers stated that after review of our ordinances by the Borough Solicitor, John White, it is the recommendation of the Utilities Committee not to grant any reductions for the Alloway Creek Intermediate School October water bill. This is based on the fact that no reduction/exceptions have ever been given in the past for high water bills and the ordinance does not allow the Borough to give reductions/exceptions. The ordinance, however does allow the Borough to make prior arrangements for a separate meter, but it does not allow the Borough to make those arrangements/exceptions after the fact.

Council Member Mayers, made a MOTION seconded by Council Member Clark, to approve the recommendation from the Utilities Committee to deny any reduction of the Littlestown Area School District's October water bill for Alloway Creek Intermediate School. Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 5-0 in favor of the motion.**

APPROVAL OF BILLS

Council Vice President Eline, made a MOTION seconded by Council Member Clark, to pay the bills in the amount of \$142,292.01. Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 5-0 in favor of the motion.**

NON-AGENDA ITEMS

*AMENDMENTS TO THE CURRENT
BOROUGH JOB APPLICATION*

Council Member Clark stated that the current Borough Job Application needs to be amended to include a section for references for contact for all applicants.

Council Member Wheeler also included that it should be noted as to how many references are required and if they are personnel or business.

Council President Adams referred this to the Personnel Committee for their review.

*RESIGNATION OF CATHY
WEAVER*

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to approve the resignation of Cathy Weaver effective February 22, 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: 5-0 in favor of the motion.**

*RESIGNATION OF LEONARD
POTTER FROM THE BOROUGH
AUTHORITY BOARD*

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to approve the resignation of Leonard Potter from the Borough Authority Board effective immediately. 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: 5-0 in favor of the motion.**

**LETTER FROM GARY REED TO
TAKE AN ADDITIONAL PART-
TIME JOB**

Council President Adams stated that he had received a letter from Officer Gary Reed requesting permission to allow him to take on an additional part-time job outside of the Borough.

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to table the request, until the February 26, 2008 Regular Borough Council meeting, from Officer Gary Reed to allow him to take an additional part-time job outside of the Borough, until the Police/Union Committee reviews the policies stated in the Police Contract. 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: 5-0 in favor of the motion.**

**ADJOURN THE OPEN
MEETING**

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to adjourn the open meeting of Council for an executive session to discuss personnel matters. Council President Adams asked if there were any questions or comments. No questions or comments were provided. **Vote: 5-0 in favor of the motion.**

The opened meeting adjourned at 7:17 p.m.

RECONVENE

The Borough Council reconvened at 7:56 p.m. and the public was invited back into the Council Chamber.

**HIRING MICHELE RORRER AS
THE FULL-TIME BOROUGH
CLERK**

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to hire Michele Rorrer to the position of Full-Time Borough Clerk with a starting salary of \$13/hour which comes out to an annual salary of \$27,040.00. 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: 5-0 in favor of the motion.**

**APPRECIATION OF TIMOTHY
TOPPER AND SANDY CONRAD**

Council Vice President Eline, made a MOTION seconded by Council Member Clark, to give Sandy Conrad and Tim Topper a \$5,000.00 bonus and one extra week vacation in appreciation for performing additional duties as Borough Manager and Treasurer. This is a one time offer. 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: 5-0 in favor of the motion.**

**APPRECIATION OF MIKE
SNEERINGER**

Council Vice President Eline, made a MOTION seconded by Council Member Clark, to give Mike Sneeringer one extra week of vacation as a thank you for filling in after the passing of Kimberly Musser. This is a one time offer. 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: 5-0 in favor of the motion.**

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 8:00 p.m.

Sandy Conrad
Borough Secretary

(SEAL)