

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

BOROUGH COUNCIL WORKSHOP MEETING • APRIL 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:

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

Additional Borough Representation:

Linda Hess (*Borough Manager*), Sandy Conrad (*Borough Secretary/Treasurer*), Mike Sneeringer (*Water/Sewer Supervisor*), David Arndt, Jr. (*Code Enforcement Officer*) and Tim Topper (*Director of Public Works*)

Others in Attendance:

Larry Unger, Harry McKean (*Stoners Farm*), Todd Mace (*PA Environmental Solutions*), Richard Lackey (*Littlestown Baseball for Youth*), Aaron Young (*Gettysburg Times*)

APPROVAL OF MINUTES

FEBRUARY 20, 2008

Council Member Clark, made a MOTION seconded by Council Member Mayers, to approve the minutes from the February 20, 2008 Special Meeting of Council, with corrections. Council President Adams asked if there were any corrections, questions or comments. No corrections, questions or comments were provided. **Vote: 5-1 in favor of the motion.** (*Council Member Brown abstained because he was not in attendance of the February 20, 2008 meeting*)

MARCH 25, 2008

Council Member Clark, made a MOTION seconded by Council Member Brown, to table the minutes from the March 25, 2008 Regular Meeting of Council until all pages are available for review. Council President Adams asked if there were any corrections, questions or comments. No corrections, questions or comments were provided. **Vote: 6-0 in favor of the motion.**

PUBLIC COMMENTS

LARRY UNGER

Mr. Larry Unger was inquiring an update on his request that were made at the last Council meeting. These request included the shifting of the parking lines located at the 10 South Queen Street parking lot, to be moved about 3 ½ feet east.

Director of Public Works, Topper stated that the best solution for the issue is to move the meters instead of the lines. This way we keep the parking the same. The poles would be moved and a double head meter would be installed. Mr. Topper emphasized that the only thing the Borough was to purchase were the double head brackets. The borough already has the meters in stock.

Mr. Ungers other issues were regarding the situation with Mr. Frock and the

*LARRY UNGER
(Continued)*

Kingsdale Fire Company tapping into our water system in the middle of the night.

Borough Manager Hess stated that it was her understanding that Chief Baker has sent a letter to Kingsdale advising them that they are not allowed to tap into the Borough's water system without a permit.

DELEGATION

*TODD MACE - PA
ENVIRONMENTAL SOLUTIONS,
INC. REGARDING WATER AND
WASTEWATER OPERATIONS*

Mr. Todd Mace with the PA Environmental Solutions Inc. supplied Council with a draft Water/Wastewater Operations Professional Services Agreement. Mr. Mace reviewed the agreement with Council. The company would provide contract operations and maintenance services to the Littlestown Borough for the licensing, sampling, discharge monitoring report preparation, troubleshooting of process control problems, record keeping, routine equipment maintenance, general housekeeping, and other miscellaneous items required to maintain the facilities' operation within the applicable rules and regulations of the Pennsylvania Department of Environment Protection. This agreement under the basic services will also furnish one (1) certified operator five (5) days a week and also on-site DEP certified training to Borough operators as needed at a maximum of six (6) hours per week.

This was referred to the Utilities Committee for a more in depth review of the Services Agreement.

APPROVAL OF BILLS

Council Vice President Eline, made a MOTION seconded by Council Member Mayers, to pay the bills in the amount of \$70,336.92. 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.**

UNFINISHED BUSINESS

*APPRAISAL OF PERMANENT
PUBLIC STREET RIGHT-OF-WAY
FOR 150 MONARCH STREET*

Borough Solicitor White stated that the appraisal was ordered on March 28, 2008 for the portion of Monarch that is not ordained, no right of way nor no deed. The appraiser is wrapping up the appraisal and will be releasing the paperwork shortly. The portion of Monarch Street that is in question is owned by 150 Monarch Street, LLC. Mr. White asked approximately how long the street has been used as a public street. After discussion, which included Members of Council and Members of the Public, it was safe to say that for about 50 years more than fifty percent (50%) of the street has been used as a public street.

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to authorize and direct the Borough Solicitor to proceed with the eminent domain proceedings to acquire 3/4 of an acre owned by 150 Monarch Street, LLC. for a public right-of-way. 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.**

*CORROSION CONTROL
CONTRACT FOR ANNUAL
MAINTENANCE OF BOTH WATER
TANKS*

Council Member Clark, made a MOTION seconded by Council Member Brown, to approve the recommendation from the I & I Utilities Committee to enter into an agreement with the Corrosion Control Corporation from New Jersey, who specializes in water tank management for the explicit purpose of painting, cleaning, inspecting, and maintaining the water tank located on Locust Street and Cemetery Street at an annual cost of

**CORROSION CONTROL
CONTRACT FOR ANNUAL
MAINTENANCE OF BOTH WATER
TANKS**
(Continued)

\$36,700.00. Council President Adams asked if there were any questions or comments. Director of Public Works, Topper was concerned with the comparison of the contracts between USCI and CCC. Mr. Topper was informed that in essence the contracts were compared in such a way to make sure both contracts were consistent. No other questions or comments were provided. **Vote: 6-0 in favor of the motion.**

**CONDITIONAL USE HEARING
FOR CARLO TRIPOLI OF 107
SOUTH QUEEN STREET FOR A
PROPOSED PIZZA SHOP**

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to approve the advertising of a Conditional Use application for Carlo Tripoli for 107 South Queen Street, Littlestown, PA for a proposed Pizzeria in the TCMU zoning district. 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.**

**SHANEBROOK - 401 SOUTH
QUEEN STREET - REQUEST FOR
WAIVER OF PRELIMINARY PLAN**

A letter was received from Scott Barnhart with Hanover Land Services, which is the engineer for Mr. Shanebrook, asking Council to waive the plans for 401 South Queen Street to be submitted as a final plan, skipping the preliminary plan process. This request was already approved by the Planning Commission at their July 12, 2007 meeting,

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to approve the recommendation of the Planning Commission from their July 12, 2007 meeting, to approve a waiver of the requirement to submit a separate preliminary and final plan for the subdivision plan for 401 South Queen Street , Littlestown, PA, Adams County, Steven and Wanda Shanebrook. 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.**

**AMENDMENT TO THE POLICE
CONTRACT**

Council Vice President Eline, made a MOTION seconded by Council Member Brown, to approve the recommendation from the Police/Union Contract Committee to have Attachment "B" Salary Schedule and all references thereto stricken from the Collective Bargaining Agreement between the Borough of Littlestown and Littlestown Borough Police Officers' Association and to have all full-time officers follow the Attachment "A" Salary Schedule. Council President Adams asked if there were any questions or comments. Council Member Clark stated that the contract is being opened and does not agree that it should be opened to negotiations until their contract is ready to be renewed. Council Member Clark further stated that Attachment "A" and "B" Salary Schedule only affects two officers and feels that this should not be entertained at this time. The new officers knew the contract when they were hired and the Borough should not be expending anymore money considering the fact of what is coming up for this Borough in terms of infrastructure. No other questions or comments were provided. **Vote: 3-3 tie. (Council Member Clark, Wheeler and Mayers were opposed) The mayor broke the tie in favor of the motion.**

**NON-UNIFORM HANDBOOK
REVIEW**

The Borough of Littlestown Non-Uniform Handbook is before Council this evening for review and comments. Council Member Wheeler has an issue with the benefit package. He feels that the employees do earn their pay but feels some of the benefits that have been in place are out of line.

NEW BUSINESS

Kingsdale Fire Company is asking permission to conduct their annual fire hose service testing in the Littlestown Borough on a proposed date of Saturday, April 26, 2008.

Council Member Clark, made a MOTION seconded by Council Member Wheeler, to direct the Borough Manager to send a letter to Kingsdale Fire Company informing them that they may try to work something out with our local fire company but otherwise they are not allowed to use our fire hydrants. 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.**

***APPROVAL OF CHANGE OF
BOROUGH OFFICE HOURS ON A
TRIAL BASIS***

Council Vice President Eline stated that there has been a consideration of changing the office hours. The hours for the office staff would be 7:00 a.m. until 3:30 p.m. and the Borough Manager would remain 8:00 a.m. until 4:30 p.m. This would be on a trial period.

Council Member Clark, made a MOTION seconded by Council Member Brown, to approve the Borough Office staff only to change the office hours, on a trial basis, from 7:00 a.m. until 3:30 p.m. and the Borough Manager resume the hours of 8:00 a.m. until 4:30 p.m. The trial period beginning Monday April 14, 2008 and running through September 23, 2008. 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.**

***REQUEST FROM RICHARD
LACKEY, LITTLESTOWN
BASEBALL FOR YOUTH
ASSOCIATION***

Mr. Lackey asked Council to consider installing either permanent or temporary speed bumps on Marvin Street and Patrick Avenue during the baseball season which runs from April through August. There is a safety concern for the children during the baseball season because of the amount of traffic and the speed of the traffic that flows on those streets.

Council President Adams referred this to the Streets and Transportation Committee for further review.

***ACCEPTANCE OF MIKE
SNEERINGS RETIREMENT -
EFFECTIVE JULY 31, 2008***

Council Vice President Eline, made a MOTION seconded by Council Member Brown, to accept a letter of retirement, with regret, from Michael Sneeringer with an effective retirement date of July 31, 2008 with all benefits being paid in accordance of the old handbook. 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.**

**ADJOURN THE OPEN
MEETING**

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to adjourn the open meeting of Council for an executive session to discuss personnel matters and possible litigation. 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 opened meeting adjourned at 8:26 p.m.

RECONVENE

The Borough Council reconvened at 8:50 p.m. and the public was invited back into the Council Chamber.

TENANT REGISTRY ORDINANCE

Council Member Clark, made a MOTION seconded by Council Vice President Eline, to direct Borough Solicitor White to continue to research and work on an updated Tenant Registration Ordinance for the Borough of Littlestown. 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 President Adams opposed)

THREE MONTH EVALUATION OF THE BOROUGH MANAGER, LINDA HESS

Council Vice President Eline, made a MOTION seconded by Council Member Clark, to approve the recommendation from the Personnel Committee to approve the evaluation of the Borough Manager and an increase in salary from \$50,000.00 to \$52,000.00 and to perform another evaluation in three months. 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.**

PROMOTE SANDY CONRAD TO SECRETARY/TREASURER

Council Vice President Eline, made a MOTION seconded by Council Member Brown, to promote the Borough Secretary, Sandy Conrad, to Borough Secretary/Treasurer with an annual salary of \$43,825.60. Council President Adams stated that this is a non-agenda and asked if there were any questions or comments. Council Member Wheeler feels that Council needs to be more conscientious when it comes to the budget. No other questions or comments were provided. **Vote: 6-0 in favor of the motion.**

ADJOURN

Council Member Clark, made a MOTION seconded by Council Member Brown, to adjourn the Workshop Meeting of Council. 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. No questions or comments were provided. **Vote: 6-0 in favor of the motion.**

The meeting adjourned at 9:35 p.m.

**Sandy Conrad
Borough Secretary**

(SEAL)