

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

**BOROUGH COUNCIL WORKSHOP MEETING • MAY 13, 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 and Donna Shadle (*Mayor*)

Council Members Excused:

William Brown

Additional Borough Representation:

Linda Hess (*Borough Manager*), Sandy Conrad (*Borough Secretary/Treasurer*), David Arndt, Jr. (*Code Enforcement Officer*), Tim Topper (*Director of Public Works*) and Sam Miller (*Rager Lehman & Houck, P.C.*)

Others in Attendance:

Larry Unger, Harry McKean (*Stoners Farm*), Steve Shanebrook (*401 South Queen Street*), Aaron Young (*Gettysburg Times*)

**APPROVAL OF MINUTES**

*APRIL 22, 2008*

**Council Member Clark, made a MOTION seconded by Council Member Mayers, to approve the minutes from the April 22, 2008 Workshop 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: 5-0 in favor of the motion.**

**DELEGATION**

*SAM MILLER - RAGER LEHMAN  
& HOUCK, P.C. - 2007 AUDIT  
REPORT*

The Borough's auditor, Sam Miller with Rager, Lehman and Houck, P.C. reviewed the audit for the year ending December 31, 2007.

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to approve the audit report prepared by Rager, Lehman and Houck, P.C., as written, for the fiscal year ending December 31, 2007.** 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 \$178,491.61.** 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.**

**NEW BUSINESS*****PERMISSION TO PLACE A  
MACADAM ALONG SOUTH  
COLUMBUS AVENUE INSTEAD OF  
SIDEWALK***

The owner of Lot #203, located on South Columbus Avenue, is asking permission to put in a temporary macadam instead of a sidewalk at this time. The reason being is that once sewer becomes available and he is able to develop the property the sidewalk will need to be dug up to access the sewer line. Also, at this time the builder does not know where the access drive(s) will need to be located. Mr. Harry McKean on behalf of the property owner stated that as a builder it would be a lot of money wasted because of the issue of having to come back at a later time to dig up the sidewalk. A macadam will still serve the purpose of a walking path for the residents, that the Council is looking for, but at a cheaper cost for the builder. Either way eventually the sidewalk will be put in place but it makes more sense at this time to do a temporary macadam.

**Council Member Eline, made a MOTION seconded by Council Member Clark, to authorize the developer of Lot#203 to install a temporary four foot (4') macadam on South Columbus 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.**

***WAIVER OF PARK PAVILION  
FEES FOR THE LITTLESTOWN  
AREA GARDEN CLUB***

Borough Manager Hess informed Council that the Littlestown Area Garden Club is requesting to reserve the small pavilion at the park, free of charge, on May 22, 2008 at 1:00 p.m., August 28, 2008 at 6:00 p.m. and September 25, 2008 at 1:00 p.m., In addition, Manager Hess asked Council for direction in regards to what other organizations are permitted to reserve pavilions free of charge.

**Council Member Mayers, made a MOTION seconded by Council Vice President Eline, to approve the request from the Garden Club waiving the reservation fee of \$35 for the small pavilion for May 22, 2008, August 28, 2008 and September 25, 2008.** 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.**

**Council Member Clark, made a MOTION seconded by Council Member Wheeler, to apply user fees to groups who wish to reserve the community park pavilions for use on Friday, Saturday and Sunday plus holidays and to charge pavilion fees for group(s) wishing to guarantee the reservation of a pavilion on a weekday.** Council President Adams stated this was a non-agenda item and asked if there were any public questions or comments. No public questions or comments were provided. **Vote: 5-0 in favor of the motion.**

***2008 BUDGET AMENDMENTS***

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to approve the budget amendments for the 2008 fiscal year budget as listed for the General, Water and Sewer Funds.** 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.**

CORRESPONDENCE*DISCUSSION OF BOROUGH-WIDE  
CLEAN UP*

Borough Manager Hess informed Council that it would be a good idea to hold a Borough wide clean up. A date would have to be set and the Borough should get the whole community involved, which would include organizations, business owners, residents, etc. Director of Public Works, Topper stated that maybe the Borough wide clean up could coincide with the existing summer clean up day that the Borough offers to the residents each year. Council President Adams directed the Director of Public Works Topper and Borough Manager Hess to work together on putting a date together and coordinating the clean-up activities.

REPORTSSOLICITOR WHITE*MONARCH STREET*

**Council Vice President Eline, made a MOTION seconded by Council Member Clark, to authorize and direct the Borough Solicitor to initiate the eminent domain proceedings against all of the holders of easements in the Monarch Street project area and to acquire the stormwater easements from Maricand LLC.** Council President Adams stated that this was a non-agenda item and asked if there were any public questions or comments. No public questions or comments were provided. **Vote: 5-0 in favor of the motion.**

PUBLIC COMMENT

No public comments were given.

ADJOURN THE OPEN  
MEETING

**Council Vice President Eline, made a MOTION seconded by Council Member Clark, 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 8:50 p.m.

RECONVENE

The Borough Council reconvened at 9:10 p.m. and the public was invited back into the Council Chamber.

*CREATE THE POSITION OF CHIEF  
WATER/WASTEWATER  
OPERATOR*

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to create the position of Chief Water/Wastewater Operator with a starting salary of \$44,000.00.** 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.**

*CREATE THE POSITION OF  
WATER/WASTEWATER  
OPERATOR*

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to create the position of Water/Sewer Operator with a starting salary of \$32,500.00.** 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.**

*DIRECT THE BOROUGH  
MANAGER TO FILL THE  
POSITIONS OF CHIEF  
WATER/WASTEWATER  
OPERATOR AND  
WATER/WASTEWATER  
OPERATOR*

**Council Member Clark, made a MOTION seconded by Council Vice President Eline, to direct the Borough Manager to fill the positions of Chief Water/Wastewater Operator and Water/Wastewater Operator.** 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 Clark, 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: 5-0 in favor of the motion.**

**The meeting adjourned at 9:15 p.m.**

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

**(SEAL)**