

THE BOROUGH OF LITTLESTOWN
46 East King Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL REGULAR MEETING ▪ JULY 22, 2008

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CALL TO ORDER

The Borough Council met in 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, David Wheeler, William Brown, Tim Mayers and Donna Shadle (Mayor)

Additional Borough Representation:

Linda Hess (Manager), Sandy Conrad (Secretary/Treasurer), Dave Arndt, Jr (Code Enforcement), John White (Solicitor) and Jonathan Holmes (Engineer)

Others in Attendance:

Harry McKean (Stoners Farm), Bernie Kebil, Aaron Young (Gettysburg Times), Kara Newcomer (Evening Sun), Larry Unger, Mark Hipp (Mette, Evans & Woodside)

APPROVAL OF MINUTES

*JUNE 24, 2008 REGULAR
MEETING MINUTES*

Council Vice President Eline made a MOTION, seconded by Council Member Brown, to approve the minutes from the June 24, 2008 Regular meeting of Council as written. Council President Adams asked if there were any corrections, comments or questions. None were given. Vote: 6-0 in favor of the motion.

PUBLIC HEARINGS

*150 MONARCH STREET
EMINENT DOMAIN
ORDINANCE*

Council Member Clark, made a MOTION, seconded by Council Member Mayers, to adopt an Ordinance authorizing the Littlestown Borough Council of the Littlestown Borough, Adams County, Pennsylvania to appropriate and acquire, by the exercise of its statutory power of eminent domain, for the public purposes of the said Borough, absolute fee in simple to, ownership of and possession of a portion of the said real property of 150 Monarch Street, Monarch Street, LLC, Borough of Littlestown, Adams County, Pennsylvania, [Adams County record book 4412 at page 311], and the termination and extinguishment of the easement there over held by the Sandusky Lee Corporation [Adams County record book 5092 at page 82; deed book 250 at page 110], as and for a public street [extension of Monarch Street] of said Borough. Council President Adams asked if there were any

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*150 MONARCH STREET
EMINENT DOMAIN ORDINANCE
(Continued)*

questions or comments. None were given. **Vote: 6-0 in favor of the motion.**

*COMCAST CABLE TV
FRANCHISE ORDINANCE*

Council Member Clark made a MOTION, seconded by Council Member Brown, to adopt an Ordinance of the Borough of Littlestown, Littlestown, Adams County, Pennsylvania, granting a non-exclusive franchise to Comcast of the Southeast Pennsylvania, LLC and Comcast of Colorado/Pennsylvania/West Virginia, LLC for the construction, maintenance and operation of a Cable Television System within the Borough of Littlestown. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

POLITICAL SIGN ORDINANCE

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to adopt an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania, amending Chapter 73, Articles 100, 700, and 900, § 102.3, 701 and 902, Chapter 45, Article II, § 45-8 of the Littlestown Borough Code regarding Sign Requirements and Definitions. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

*WATER AND SEWER SERVICES
BILLING, COLLECTION AND
WATER SHUT-OFF ORDINANCE*

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to adopt an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania, adopting procedures for Public Water and Sewer Service Billing, Collection and Water Shut-off by amending Chapter 70, Article III, § 70-23 and 70-24 of the Littlestown Borough Code. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

*SNOW REMOVAL IN BOROUGH
CUL-DE-SACS ORDINANCE*

Council Vice President Eline made a MOTION, seconded by Council Member Wheeler, to adopt an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania, amending Chapter 68, Article III-A, § 68-25.1 of the Littlestown Borough Code relating to Designated Snow Emergency Routes and Snow Removal in Borough Cul-de-Sacs. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

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**APPROVAL AND
PAYMENT OF BILLS**

Council Vice President Eline made a MOTION, seconded by Council Member Brown, to pay the bills in the amount of \$234,673.94. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

**APPROVAL OF
SECRETARY'S REPORT**

Council Vice President Eline made a MOTION, seconded by Council Member Brown, to approve the Secretary's Report for the month of June. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

**APPROVAL OF
FINANCIAL REPORT AND
SAVINGS FUND**

Council Vice President Eline made a MOTION, seconded by Council Member Clark, to approve the Financial Report and Savings Fund. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

UNFINISHED BUSINESS

***ADAMS COUNTY TRANSIT
AUTHORITY REQUEST FOR
DONATION***

Council Member Clark made a MOTION, seconded by Council Member Brown, to table the request from the Adams County Transit Authority for a donation to the Finance Committee for review and recommendation to the Borough Council whereas the expenditures are not accounted for within the current fiscal year budget as well as needed consideration of the Committee for future budget inclusions. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

NON-AGENDA ITEMS

***REQUEST FROM LITTLESTOWN
BAND CAMP***

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the request from the Littlestown Band to swim in the pool and use of a pavilion on Thursday afternoon of Band Camp 2008 on Thursday, July 31, 2008 from 3:00 p.m. until 6:00 p.m. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

***MARVIN STREET AND PATRICK
AVENUE TEMPORARY SIGNAGE***

After discussion by Council and the public, Council took no action to extend the review of the signage located at Marvin Street and Patrick Avenue during ball season.

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REPORTS

BOROUGH ENGINEER

Jonathan Holmes with Herbert, Rowland and Grubic gave Council updates on the following projects:

1. King and Queen Streetscape
2. Monarch and Boyer Streets
3. Sells Parking Lot Improvements
4. Lumber Street
5. Pavement Management Program
6. Quarry Filtration
7. Act 537 PADEP Sewage Facilities Plan Update
8. Plan Reviews

BOROUGH MANAGER

Borough Manager Hess stated that her monthly report was provided earlier to Borough Council.

MAYOR

Mayor Shadle stated that she turned in \$265.00 in police fines for the month of June.

CHIEF OF POLICE

Mayor Shadle stated that a total of \$4,965.83 in fines were collected by the police department for the month of June.

DIRECTOR OF PUBLIC WORKS

The report for the Director of Public Works, Tim Topper was provided earlier to Borough Council.

CODE ENFORCEMENT OFFICER

Code Enforcement Officer, David Arndt, Jr. stated that his monthly report was provided earlier to Borough Council and requested Council to consider legislation regarding situations of living in Campers, RV's etc.

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to direct the Borough Solicitor to review the request for a potential legislative solution to the Littlestown Code Officer's request regarding living in Campers, RV's etc. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

APPROVAL OF REPORTS

Council Member Clark made a MOTION, seconded by Council Member Wheeler, to approve the reports as written. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

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REPORTS OF BOARD
COMMISSIONS AND
COMMITTEES

RECREATION BOARD

*PHONE EXTENSION TO
CONCESSION STAND*

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the recommendation from the Littlestown Recreation Board to authorize the Borough Maintenance staff to run a phone extension to the Littlestown Borough Concession Stand and add a door bell chime at a cost not to exceed \$60.00 from the pool fund account 05.452.700, Capital Purchases. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

POOL HOP ON AUGUST 20TH

Council Member Clark made a MOTION, seconded by Council Member Brown, to approve the recommendation from the Recreation Board for the scheduling of the August 20, 2008 pool hop at 8:00 p.m. to 10:00 p.m. with an admission rate of \$3.00 per person and with notification to the Littlestown Police Department of this community event scheduling. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

*RESIGNATION OF EDDIE
RALEIGH*

Council Vice President Eline made a MOTION, seconded by Council Member Clark, to approve the recommendation from the Recreation Board to accept the resignation of the Pool Manager, Eddie Raleigh with regret. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

POOL PERSONNEL

Council Vice President Eline made a MOTION, seconded by Council Member Wheeler, to approve the recommendation from the Recreation Board to keep Jason Spence as Assistant Pool Manager and Marion Barber as Head Lifeguard. Council President Adams asked for any questions or comments. None were given. Vote: 6-0 favor of the motion.

*SOLICITOR TO REVIEW LAW
ON NUMBER OF LIFEGUARDS*

Council Member Clark made a MOTION, seconded by Council Member Mayers, to deny the recommendation from the Recreation Board to direct the Borough Solicitor to the

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***SOLICITOR TO REVIEW LAW
ON NUMBER OF LIFE GUARDS
(Continued)***

law on the number of Lifeguards. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

***REQUEST OF POOL BID
DOCUMENTS***

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the recommendation from the Recreation Board for the bid documents regarding the Littlestown Community Pool Renovations between 2006 and 2007 and if unable to produce such documents that communications from the Borough Secretary as to what reasons said documents are not available to the Board and to Council Members. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

**PLANNING COMMISSION
*APPROVAL OF REVISED PLAN
FOR ROYAL FARMS***

Council Member Clark made a MOTION, seconded by Council Member Mayers, to table the request from the Littlestown Borough Planning Commission regarding the approved final subdivision plans for 450 North Queen Street, Royal Farms until the August 26 Regular Meeting of Council. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

**CIVIL SERVICE
COMMISSION**

Committee Chairman, Mayers stated that there was nothing to report.

**COMMUNITY RELATIONS
COMMITTEE**

Committee Chairman, Brown stated that there was nothing to report.

FINANCE COMMITTEE

Committee Chairman, Adams stated that there was nothing to report.

**FIRE PREVENTION
COMMITTEE**

Committee Chairman, Eline stated that there was nothing to report.

**HEALTH & SAFETY
COMMITTEE**

Committee Chairman, Clark stated that the public is encouraged to attend a Health and Safety Sub Committee Meeting at the VFW on September 3, 2008 at 7:00 p.m. to discuss the new "Residential and Commercial Rental Unit Occupancy Ordinance". Copies of the preliminary draft of the Ordinance

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**HEALTH & SAFETY
COMMITTEE**

(Continued)

will be available August 4, 2008 at the Borough and Littlestown Library for review.

PERSONNEL COMMITTEE

Committee Chairman, Eline stated that Louis Small, Jr. and Borough Manager Hess have completed their probation period.

**UNION/POLICE
CONTRACT COMMITTEE**

Committee Chairman, Adams stated that there was nothing to report.

**PROPERTY AND SUPPLY
COMMITTEE**

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the recommendation from the Property and Supply Committee to purchase a battery backup system generator from Herr Signal Lighting Company for \$6,700.00 and will be paid for from the General Fund Account 01.430.700, Capital Purchases. Council President Adams asked for any questions or comments. None were given.
Vote: 6-0 favor of the motion.

**STREETS AND
TRANSPORTATION
COMMITTEE**

Committee Chairman, Wheeler, stated that he had nothing to report.

**UTILITIES/I&I
COMMITTEE**

Committee Chairman, Mayers, stated that he had nothing to report.

**REGIONAL
COMPREHENSIVE PLAN
COMMITTEE**

Committee Chairman, Clark stated that the committee is working on scheduling a meeting.

**YORK/ADAMS TAX
BUREAU**

Committee Chairman, Wheeler stated that he had nothing to report.

**LITTLESTOWN CHAMBER
OF COMMERCE**

Committee Chairman, Brown stated that he had nothing to report.

SAFETY COMMITTEE

Committee Chairwomen, Conrad stated that she had nothing to report.

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SALDO COMMITTEE

Committee Chairman, Clark stated that a meeting was held on Wednesday, July 16, 2008. The copy with corrections were electronically sent to the Solicitor for his review and comment on July 18, 2008 and it was suggested that final draft copy be sent to the Planning Commission and Adams County Office of Planning for their formal review and final recommendations.

**LITTLESTOWN BOROUGH
AUTHORITY JUNE 10TH
MEETING MINUTES**

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the Littlestown Borough Authority minutes from their June 10, 2008 meeting. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

PUBLIC COMMENTS

Mr. Hipp with Mette, Evans & Woodside came before Council regarding regulations for a cell tower/antenna in the Borough. The proposed antenna would be on private property that belongs to HADCO. After further discussion, Council and the Solicitor will look into an ordinance regarding this issue.

ADJOURN

Council Vice President Eline made a MOTION, seconded by Council Member Brown, to adjourn the Regular Meeting of Council. Council President Adams asked for any questions or comments. None were given. **Vote: 6-0 favor of the motion.**

The meeting adjourned at 9:10 p.m.

Sandy Conrad
Borough Secretary/Treasurer

(SEAL)