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**THE BOROUGH OF LITTLESTOWN**  
**46 East King Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL REGULAR MEETING ▪ NOVEMBER 25, 2008**

**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:**

Sandy Conrad (Secretary/Treasurer), Linda Hess (Manager) Dave Arndt, Jr (Code Enforcement), Timothy Topper (Director of Public Works), and John White (Solicitor)

**Others in Attendance:**

Larry L. Unger, Marilyn Basehoar (GFWC), Kara Newcomer (Evening Sun), Marcia Wilson (GFWC), Rob Leshner (ACLS), Scott Small, Aaron Young (Gettysburg Times), William Kelly and Pepper Howes (GFWC)

**APPROVAL OF MINUTES**

***OCTOBER 28, 2008 REGULAR  
MEETING MINUTES***

**Council Member Clark made a MOTION, seconded by Council Member Brown, to approve the minutes from the October 28, 2008 Regular Meeting of Council.** Council President Adams asked if there were any corrections, comments or questions. None were provided. **Vote: 6-0 in favor of the motion.**

**PUBLIC HEARING**

***ADOPTION OF AN ORDINANCE  
AMENDING CHAPTER 68,  
ARTICLE IV, SECTION 68-28***

Borough Solicitor, John White stated the proposed ordinance up for adoption has been advertised. The ordinance is to amend Chapter 68-28 of the Littlestown Borough Code to designate the parking lot located at 10 South Queen Street private and to designate the parking lot located at 26 East King Street public. Solicitor White reviewed the ordinance with Council and the public in detail. Solicitor White asked for questions or comments from the Council and public. Mr. Larry Unger informed Council that he was opposed to making the parking lot at 10 South Queen Street private. He feels that this parking lot should at least be opened to the public during the period of time the Borough Office is closed. Council Member Mayers informed

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*ADOPTION OF AN ORDINANCE  
AMENDING CHAPTER 68,  
ARTICLE IV, SECTION 68-28  
(CONTINUED)*

Mr. Unger that if the Borough does not pass this ordinance the Borough would be in violation of their own ordinance. Mr. Unger was aware of the violation, but still feels the parking lot should not be private. After further discussion by Council the following motion was made:

**Council Member Wheeler made a MOTION, to approve an ordinance amending Chapter 68, Article IV, Section 68-28 of the Littlestown Borough Code. (*Motion died due to lack of second*)**

Council President Adams referred the 10 South Queen Street parking lot issue to the Streets and Transportation Committee for further review.

*ADOPTION OF AN ORDINANCE  
ORDAINING NEW BUILDING  
PERMITS AND FLOODPLAIN  
MANAGEMENT*

Borough Solicitor, John White stated the proposed Ordinance up for adoption has been advertised. The proposed ordinance is to ordain a new Building Permits and Floodplain Management. Solicitor White reviewed the ordinance with Council and the public in detail. Solicitor White asked for questions or comments from the Council and Public. None were provided.

Solicitor White further stated the following minor changes:

1. Section 2.08A, Subparagraph B, which referred to the authority of the Building Permit Officer to enter any building, structure premises or development upon presentation of proper credentials at any reasonable hour to enforce the provisions of the ordinance and the state draft had that is was limited to any building, structure, premises or development in a flood zone. **The words “in a flood zone” were removed.**
2. The purpose of the inspections during the construction by the Building Permit Officer is to determine that the work is progressing in compliance with the information provided on the building permit application and with all applicable laws, rules, regulations and ordinance. **The words “as well as the Borough of Littlestown Construction and Materials Specifications for Land Development” were added.**

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*ADOPTION OF AN ORDINANCE  
ORDAINING NEW BUILDING  
PERMITS AND FLOODPLAIN  
MANAGEMENT  
(CONTINUED)*

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to adopt an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania, Chapter 12, Building Regulations whereby the proposed Ordinance will repeal current Articles V and VI and reconstitute Article V to be known as the Building Permits and Floodplain Management with stated adjustments as read by the Solicitor. Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

**CHANGE OF PROCEDURES**

*DISCUSSION OF 2009 BUDGET*

Council Member Clark made a MOTION, seconded by Council Member Wheeler, to call a suspension of rules to change procedures to open up the discussion of the 2009 budget to the public. Council President Adams asked for any questions or comments. Council Member Wheeler voiced his opposition of the budget. He feels that the budget can be balanced and passed without a tax increase. **Vote: 6-0 in favor of the motion.**

**DELEGATION**

*GFWC - MARCIA WILSON*

Ms. Wilson with the General Federation of Womens Club of Littlestown (GFWC) came before Council informing them that they were here to help the Littlestown Library. They would like to be part of the solution to help the library stay in Littlestown. The GFWC has been helping the Littlestown Community and many other communities for many years in many different ways.

**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 \$571,915.31. Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 favor of the motion.**

**APPROVAL OF  
TREASURER REPORT**

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

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**APPROVAL OF  
FINANCIAL REPORT**

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

**UNFINISHED BUSINESS**

***LEASE AGREEMENT WITH  
LAMAR FOR BILLBOARD  
RENTAL***

Council Member Clark made a MOTION, seconded by Council Member Wheeler, to direct the Borough Solicitor to prepare and send to Lamar Billboard Rental a revised lease agreement. Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

***AT&T LEASE AGREEMENT***

Council Member Clark made a MOTION, seconded by Council Member Wheeler, to approve the Cellular Communications Facilities Option and Lease Agreement between the Borough of Littlestown, Adams County, Pennsylvania and New Cingular Wireless PCS, LLC (AT&T) Norcross, Georgia with the terms and provisions as set forth in said agreement. Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

***ADAMS COUNTY SPCA  
AGREEMENT***

Council Member Wheeler made a MOTION, seconded by Council Member Clark, to table the SPCA agreement for 2009. Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

***RE-APPOINTMENTS TO  
COMMISSION, COMMITTEES  
AND BOARDS***

Council Member Clark made a MOTION, seconded by Council Vice President Eline, to approve the following re-appointments to the Committees, Boards and Commission;

1. Wayne Redding, Zoning Hearing Board, for a 3 year term expiring 01/01/2012;
2. Denton Barnhart, Civil Service Commission, for a 2 year term expiring 01/01/2012;
3. David Lentzner, Mike Sneeringer and Larry Unger, Planning Commission, each serving a 3 year term expiring on 01/01/2012;

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*RE-APPOINTMENTS TO  
COMMISSION, COMMITTEES  
AND BOARDS  
(CONTINUED)*

4. Vickie Timmins, Karen “Bo” Louey, Recreation Board each serving a 3 year term expiring on 01/01/2012.

Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

*VACANCY ON ZONING  
HEARING BOARD*

**Council Member Clark made a MOTION, seconded by Council Member Brown, to advertise for a vacant alternate seat on the Zoning Hearing Board.** Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

*APPROVAL OF A 45 DAY  
EXTENSION FOR ROYAL FARMS*

**Council Member Clark made a MOTION, seconded by Council Member Mayers, to approve the request of a 45 day extension by Royal Farms, 450 North Queen Street Final Land Development Plan with an expiration of 01/09/09.** Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 favor of the motion.**

**NEW BUSINESS**

*STOP SIGN AT BOYER STREET  
AND SOUTH COLUMBUS  
AVENUE*

**Council Member Clark made a MOTION, seconded by Council Member Brown, to approve the recommendations of the Director of Public Works, Tim Topper to extend the painted yellow markings in all directions of the South Columbus Avenue and Boyer Street intersections and have the Code Enforcement Officer notify and request trimming of shrubbery, trees, and foliage that encroaches the sight lines of said intersection as regulated in the Littlestown Borough Code, Chapter 61, Article V § 501, Paragraph F, Street Sight Distance.** Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

*APPROVAL AND  
ADVERTISEMENT OF 2009  
MEETING NOTICE*

**Council Member Clark made a MOTION, seconded by Council Member Wheeler, to approve and advertise the 2009 Meeting Notice.** Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

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**NON-AGENDA**

***SUSPENSION OF WATER SHUT  
OFF ORDINANCE***

**Council Member Clark made a MOTION, seconded by Council Member Wheeler, to suspend the execution and implementation of any water shut-off procedures pursuant to the provision of the Littlestown Borough Code, Chapter 70, Section 70.23-2, and that the filing of Municipal Claims/Liens to collect delinquent water and sewer accounts be re-instated in lieu of water shut-offs until further official action by the Littlestown Borough Council. Council President Adams stated that this was a non-agenda item and asked for any public questions or comments. None were provided. **Vote: 6-0 in favor of the motion.****

**REPORTS**

***BOROUGH ENGINEER***

The Borough Engineer's monthly report was provided earlier to Borough Council.

***BOROUGH MANAGER***

The Borough Manager's monthly report was provided earlier to Borough Council.

***MAYOR***

Mayor Shadle stated that she turned in \$245.00 in fines.

***CHIEF OF POLICE***

Mayor Shadle stated that the police department for the month of September collected a total of \$4,592.68 in fines.

***DIRECTOR OF PUBLIC WORKS***

Director of Public Works, Tim Topper stated that his monthly report 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.

**APPROVAL OF REPORTS**

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

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**REPORTS OF BOARD**  
**COMMISSIONS AND**  
**COMMITTEES**

**RECREATION BOARD**

***HIRING FOR POOL AND  
CONCESSION PERSONNEL***

**Council Vice President Eline made a MOTION, seconded by Council Member Clark, to approve the recommendation from the Personnel Committee that the Borough Manager perform the hiring for the pool and concession personnel. Council President Adams asked for any questions or comments. None were provided. Vote: 6-0 in favor of the motion.**

***JOIN THE PENNSYLVANIA  
RECREATION & PARK SOCIETY  
FOR 2009***

**Council Member Clark made a MOTION, seconded by Council Member Wheeler, to join the Pennsylvania Recreation & Park Society for 2009 and that dues do not exceed \$100.00 and funds to be taken from the General Fund 01.451.174. Council President Adams asked for any questions or comments. None were provided. Vote: 6-0 in favor of the motion.**

**PLANNING COMMISSION**

There was nothing to report.

**CIVIL SERVICE  
COMMISSION**

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

**COMMUNITY RELATIONS  
COMMITTEE**

Committee Chairman, Brown stated that the lighting of the Christmas tree will be held on November 30<sup>th</sup> at 6:00 p.m. The residents are welcome to bring ornaments to hang on the community tree.

**FINANCE COMMITTEE**

Committee Chairman, Adams stated that the final budget will be up for approval at the December 9, 2008 meeting of Council.

**FIRE PREVENTION  
COMMITTEE**

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

**HEALTH & SAFETY  
COMMITTEE**

Committee Chairman, Clark stated that there is nothing to report.

**PERSONNEL COMMITTEE**

Committee Chairman, Eline stated that the committee met to discuss the four-day work week and at this time it will be put on hold until the Borough is operating out of 10 South Queen Street.

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**UNION/POLICE  
CONTRACT COMMITTEE**

Committee Chairman, Adams stated that negotiations will begin in 2009.

**PROPERTY AND SUPPLY  
COMMITTEE**

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

**STREETS AND  
TRANSPORTATION  
COMMITTEE**

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

**UTILITIES/I&I  
COMMITTEE**

**Council Member Mayers made a MOTION seconded by Council Member Wheeler to enter into an agreement with the Littlestown Area School District for bulk water sales.** Council President Adams asked for any questions or comments. None were provided. **Vote: 6-0 in favor of the motion.**

**COMPREHENSIVE PLAN  
COMMITTEE**

Committee Chairman, Clark stated that Germany Township has responded with dates for 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 there was nothing to report.

**SAFETY COMMITTEE**

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

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURN**

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

The meeting adjourned at 8:50 p.m.

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Sandy Conrad  
Borough Secretary/Treasurer

(SEAL)