

**THE BOROUGH OF LITTLESTOWN**  
**46 East King Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL WORKSHOP MEETING ▪ JANUARY 13, 2009**

550

**CALL TO ORDER**

The Borough Council met in a workshop 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), Kevin Clark, David Wheeler, Tim Mayers, Donna Shadle (Mayor), and Jim Eline (Vice President)

**Council Members Excused:**

William Brown

**Additional Borough Representation:**

Linda Hess (Borough Manager), Sandy Conrad (Borough Secretary/Treasurer)

**Others in Attendance:**

Rob Leshner, Kara Newcomer (Evening Sun), Dwight Sheesly, Fred Miller, Harry McKean, Ronald Jones, Ivan, Barbara Steele, Ryan Steele, Emily, William Kelley, Mary Svikhourt

**APPROVAL OF MINUTES**

***DECEMBER 9, 2008 REGULAR  
MEETING MINUTES***

**Council Member Clark made a motion seconded by Council Member Wheeler, to approve the minutes from the December 9, 2008 Regular meeting of Council as distributed. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

**APPROVAL AND  
PAYMENT OF BILLS**

**Council Vice President Eline made a motion seconded by Council Member Mayers, to approve the bills in the amount of \$164,908.61. Council President Adams asked for discussion. There was no discussion. Vote 4-1 in favor of the motion (Council Member Wheeler opposed)**

**PUBLIC HEARING**

***ADOPTION OF AN ORDINANCE  
AMENDING CHAPTER 68***

The Borough Solicitor, John White informed Council and the public that this was the date, time and place for a public hearing to consider the adoption of an ordinance amending chapter 68 of the Littlestown Borough Code.

*ADOPTION OF AN ORDINANCE  
AMENDING CHAPTER 68  
(CONTINUED)*

**Council Member Clark made a motion seconded by Council Member Wheeler, to approve an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania amending certain provisions of Chapter 68 Section 68-28 of the Littlestown Borough code relating to Designation of Individual Parking Spaces and Municipally-Owned Off-Street Parking Facilities. Council President Adams asked for discussion. There was no discussion. Vote 4-1 in favor of the motion (Council Vice President Eline was opposed)**

**APPROVAL OF  
REVENUE AND  
EXPENDITURES**

*TREASURER'S REPORT*

**Council Vice President Eline made a motion seconded by Council Member Clark, to approve the Treasurer Report for the month of December. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

*FINANCIAL REPORT*

**Council Vice President Eline made a motion seconded by Council Member Clark, to approve the Financial Report for the month of December. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

*RESERVE SAVINGS REPORT*

**Council Vice President Eline made a motion seconded by Council Member Clark, to approve the Reserve Savings Account Report. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

**NON-AGENDA**

*COST INCURRED AT  
10 SOUTH QUEEN STREET*

**Council Member Clark made a motion seconded by Council Member Mayers, to approve the inclusion, on the record of the minutes for this meeting, the total costs of the 10 South Queen Street facility as presented to Council this evening and the time period in which these costs were incurred. Council President Adams asked for discussion. Council Member Wheeler pointed out that the total cost is inaccurate because it did not include any labor costs. Vote 4-1 in favor of the motion. (Council Member Wheeler opposed)**

**UNFINISHED BUSINESS**

***PLANNING COMMISSION  
MINUTES***

**Council Vice President Eline made a motion seconded by Council Member Clark, to approve the December 11, 2008 Planning Commission Minutes. Council President Adams asked for discussion. Council Member Wheeler discussed whether Littlestown was a historic district. Vote 5-0 in favor of the motion.**

***SPCA AGREEMENT***

**Council Member Clark made a motion seconded by Council Member Mayers, to enter into a contract agreement with the SPCA in the amount of \$1576.00 for 2009, funds to be taken from the General Fund, contingent upon the review of the contract by the Borough Solicitor. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

***REMOVAL OF ONE PARKING  
METER, SHEETZ***

**Council Member Clark made a motion seconded by Council Vice President Eline, to approve a 90 day temporary designation of the former parking space on the east side of the East King Street entrance for the property located at 35 East King Street, Sheetz, Inc., as prohibited parking at all times and marked as such by the Public Works Crew. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

**NEW BUSINESS**

***ROYAL FARMS 45-DAY  
EXTENSION***

**Council Member Clark made a motion seconded by Council Member Wheeler, to approve the 45-day extension for the final land development plans, 450 North Queen Street, Royal Farms, Incorporated, which will expire on 02/23/2009. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

***ZONING HEARING BOARD  
LYNETTE ZEITLER***

**Council Vice President Eline made a motion seconded by Council Member Clark, to appoint Lynette Zeitler to the Zoning Hearing Board as a member. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

*NPDES PERMIT*

**Council member Clark made a motion seconded by Council Vice President Eline**, to approve the proposal from the Borough Engineer, HRG, for the National Pollutant Discharge Elimination System (NPDES) Permit Renewal for a cost of \$7500.00 and be drawn from the Borough Fund 08, Sewer, Account Number, 08.429.313. **Council President Adams asked for discussion.** Council Member Mayers explained to the public the process and what was involved with NPDES permit. **Vote 5-0 in favor of the motion.**

*CHAPTER 94 PROPOSAL*

**Council Member Clark made a motion seconded by Council Member Mayers**, to approve the proposal from the Borough Engineer, HRG, for the preparation of the 2009 Chapter 94 report for a cost of \$2500.00 plus receipted reimbursable items and be drawn from the Borough fund 08, Sewer, Account Number 08.429.313. **Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

**NON-AGENDA**

*RIGHT TO KNOW*

**Council Member Clark made a motion seconded by Council Member Wheeler**, to direct the Borough Solicitor to review, provide recommendations, and advise the Council on updating the current version of Chapter 49, Right to Know Ordinance of the Littlestown Borough Code and provide recommendations to the Littlestown Borough Staff on interpretation along with staff communication to the public as well as provide a brief summary of the law for publication in the next edition of the Town Crier after formal adoption of an updated ordinance. **Council President Adams asked for discussion on the non-agenda item. There was no discussion. Vote 5-0 in favor of the motion.**

**MANAGER REPORT**

*LITTLESTOWN LIBRARY  
WAIVER OF PARKING  
TCMU DISTRICT*

**Council Member Clark made a motion seconded by Council Member Mayers**, to approve a waiver for the parking requirements within the TCMU district at the 3 West King Street as provided for in the Littlestown Borough Code, Chapter 73, Article 700, Section 702.9, Paragraph E, Off Street Limited Parking Waiver, contingent upon ratification by the Planning Commission at their next meeting of their recommendation for the off street-parking waiver. **Council President Adams asked for discussion. There was no discussion.**

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***LITTLESTOWN LIBRARY  
WAIVER OF PARKING  
TCMU DISTRICT  
(CONTINUED)***

**Vote 4-1 in favor of the motion. (Council Member Wheeler opposed)**

***ENTER INTO AN AGREEMENT  
WITH PAUL KELLET FOR  
LITTLESTOWN LIBRARY***

**Council Member Clark made a motion seconded by Council Member Mayers, to enter into a rental agreement with Paul Kellett for a six month lease at the monthly rate of \$250.00 per month, \$3000.00 a year rent to rent space at 3 West King Street for the direct purpose of maintaining a satellite branch of the Adams County System for continued community access to materials and services of a public library and that funds for such agreement will come from the General Operating Fund, Account 01.456.500. Council President Adams asked for discussion. There was no discussion. Vote 4-1 in favor of the motion. (Council Member Wheeler opposed)**

***BUDGET AMENDMENTS***

**Council Member Clark made a motion seconded by Council Member Mayers, to approve the transfer of \$1800 in the General Fund from account 01.409.361, Electricity to the General Fund account, 01.456.500, Library contingent upon the execution of a contractual agreement between the Landlord, Paul Kellett, for 3 West King Street and the Borough of Littlestown. Council President Adams asked for discussion. There was no discussion. Vote 4-1 in favor of the motion. (Council Member Wheeler opposed)**

**NON-AGENDA**

***PROPOSAL FROM WILLIAM  
KELLEY FOR COMMUNITY  
CENTER BUILDING 46 EAST  
STREET***

**Council Member Mayers made a motion seconded by Council Member Wheeler, to allow William Kelley 60 days, which will expire on March 10, 2008, to provide a proposal to Council for the Community Center Building located at 46 East King Street. Council President Adams asked for discussion. There was no discussion. Vote 5-0 in favor of the motion.**

**ADJOURNMENT**

**Council Vice President Eline made a motion seconded by Council Member Clark, to adjourn. Council President Adams asked for discussion. There was no discussion. Vote 4-1 in favor of the motion. (Council Member Wheeler opposed)**

Council President Adams adjourned the meeting at 8:55 p.m.

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

**(SEAL)**

DRAFT