

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL REGULAR MEETING ▪ APRIL 28, 2009

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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), Kevin Clark (Vice President), Donald Bateman, David Wheeler, Tim Mayers and William Brown

Council Members Excused:

Donna Shadle (Mayor)

Additional Borough Representation:

Sandy Conrad (Secretary/Treasurer), Linda Hess (Manager), Timothy Topper (Director of Public Works), David Arndt, Jr. (Zoning/Code Enforcement Officer), John White (Solicitor), Vickie Timmins (Recreation Board), Bo Louey (Recreation Board), Sue Strevig (Recreation Board) and Paul Hahn (Emergency Management Coordinator)

Others in Attendance:

Jim Eline, Tina Bateman, Harry McKean (Stoners Farm), Tim Stonesifer (Evening Sun), Dale Werner (Alpha Fire Company), Aaron Young (Gettysburg Times), Terry Moser and Fred Miller

APPROVAL OF MINUTES

***APRIL 14, 2009 WORKSHOP
MEETING MINUTES***

Council Vice President Clark made a motion seconded by Council Member Brown, to approve the minutes from the April 14, 2009 Workshop meeting of Council as written. Vote: 5-0 in favor of the motion.

Council Member Clark made a motion seconded by Council Member Brown, to amend the minutes from the April 14, 2009 Workshop meeting of Council, where a motion adopted to grant permission to apply for a grant from the Department of Community and Natural Resources. The word "Community" is to be struck and replaced with "Conservation". Vote: 5-0 in favor of the motion.

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*APPOINTMENT TO FILL
COUNCIL SEAT VACANCY*

Council Vice President Clark made a motion seconded by Council Member Wheeler, to appoint Mr. Donald Bateman, Jr., 52 Charlestown Court, as Borough Councilor to fill the vacant Borough Council seat for Ward one (1) pursuant to Pennsylvania Borough Code, Article IX § 901, filling vacancies in elective Borough Offices with said term of office ending December 31, 2009. Vote: 5-0 in favor of the motion.

Councilman Donald Bateman took his seat at the council table.

DELEGATION

PAUL HAHN, EMC

The Emergency Manager Coordinator for the Borough of Littlestown, Paul Hahn discussed and reviewed the Emergency Operations Plan and the Emergency Water Agreement with Roaring Springs with Council.

**APPROVAL AND
PAYMENT OF BILLS**
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PAYMENT OF BILLS**

Council Vice President Clark made a motion seconded by Council Member Mayers, to pay the bills from the general, swimming pool, water, sewer and payroll funds totaling \$85,304.67 for the dates of April 1, 2009 to April 23, 2009 and the payroll disbursements for a total of \$24,200.46 from the period of March 29, 2009 to April 11, 2009 whereas the combined total is \$109,505.13. Vote: 6-0 in favor of the motion.

**APPROVAL OF
FINANCIAL REPORT**

Council Vice President Clark made a motion seconded by Council Member Brown to approve the Financial Report for April 28, 2009. Vote: 6-0 in favor of the motion.

**APPROVAL OF
SAVINGS REPORT**

Council Vice President Clark made a motion seconded by Council Member Wheeler to approve the Capital Reserves Savings Account report for April 28, 2009. Vote: 6-0 in favor of the motion.

UNFINISHED BUSINESS

*APPROVAL OF AUDIT REPORT
FOR FISCAL YEAR 2008*

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the 2008 Borough of Littlestown fiscal audit report as presented to the Borough Council by the appointed Borough of Littlestown Auditor, Rager, Lehman and Houck, P.C. Vote: 6-0 in favor of the motion.

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NEW BUSINESS

DCNR GRANT RESOLUTION

Council Vice President Clark made a motion seconded by Council Member Wheeler, to adopt a Resolution for a grant application to the Department of Conservation and Natural Resources, (“DCNR” herein) whereby said grant is for the purchase of a swimming pool water slide for the Littlestown Community Pool for up to \$50,000.00 or the actual cost of the water slide purchase and installation. Vote: 6-0 in favor of the motion.

***POLLING PLACES FOR
LITTLESTOWN***

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the official action of the Adams County Elections and Voter Registration to designate polling locations as follows:

- 1) That voters residing in Littlestown Ward #1 will go to a polling station at the Y.M.C.A., 95 Keystone Street, Littlestown, PA and;**
- 2) That voters residing in Littlestown Ward #2 shall go to a polling station at the V.F.W. Banquet Hall, 11 West King Street, Littlestown, PA and;**
- 3) That the Community Relations Committee establishes guidelines for communication to our citizens above and beyond those undertaken by the County.**

Vote: 6-0 in favor of the motion.

***APPROVAL OF THE FREE
CAR WASH VOUCHER FOR
POLICE VEHICLES***

Council Member Wheeler made a motion seconded by Council Member Brown, to accept the free car wash vouchers from the owner of the Littlestown Car Wash and; to approve the police department to use the free car wash vouchers for police vehicles and; to approve one of the part-time crossing guard employees to spend an hour a week cleaning the inside of the police vehicles. Vote: 6-0 in favor of the motion.

***APPOINT AS THE COMMUNITY
ASSISTANCE CONTACT FOR
THE BOROUGH OF
LITTLESTOWN***

Council Vice President Clark made a motion seconded by Council Member Brown, to appoint the Borough Manager, Linda Hess as the Community Assistance Contact to the Adams County Conservation District for the Borough of Littlestown. Vote: 6-0 in favor of the motion.

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UPDATED MOU

Council Vice President Clark made a motion seconded by Council Member Brown, to approve the Adams County Conservation District updated Memorandum of Understanding (MOU herein) for Littlestown in the managing of storm water runoff. 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's monthly report was provided earlier to Borough Council.

CHIEF OF POLICE

Chief Baker's monthly report was provided earlier to Borough Council.

DIRECTOR OF PUBLIC WORKS

Director of Public Works, Tim Topper's monthly report was provided earlier to Borough Council.

CODE ENFORCEMENT OFFICER

Code Enforcement Officer, David Arndt, Jr's monthly report was provided earlier to Borough Council.

***BOROUGH SOLICITOR
JOHN WHITE***

Solicitor White nor the Borough office has received a fully executed agreement back from AT&T. Solicitor White has been in contact with AT&T to get a copy of the agreement.

NON-AGENDA

***PROCLAMATION FOR
SECRETARIES WEEK***

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve a proclamation recognizing the week of May 3rd as Municipal Secretaries week. Vote: 6-0 in favor of the motion.

***PROCLAMATION FOR
JAMES E. ELINE SR.***

Council Member Wheeler made a motion seconded by Council Member Brown, to approve a proclamation honoring James Eline, Sr. for his years served on Council. Vote: 6-0 in favor of the motion.

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APPROVAL OF REPORTS

Council Vice President Clark made a motion seconded by Council Member Wheeler to approve the monthly reports as written. Vote: 6-0 in favor of the motion.

**REPORTS OF BOARD
COMMISSIONS AND
COMMITTEES**

RECREATION BOARD

LAMB TO USE CROUSE PARK

Council Vice President Clark made a motion seconded by Council Member Brown to approve the recommendation of the Littlestown Recreation Board to allow Ben Messinger of the Littlestown Area Municipal Band to hold a concert at the Crouse Park Pavilion on Sunday, August 2, 2009 from 12:00pm to 4:00pm contingent upon renovations of the Crouse Park Pavilion Structure being completed. Vote: 6-0 in favor of the motion.

*UNDER COUNTER ICE
MACHINE*

Council Vice President Clark made a motion seconded by Council Member Brown, to approve the recommendation of the Littlestown Recreation Board for the purchase of a Manitowoc QY-0135W ice cube style under the counter, water cooled storage bin ice machine for \$1778.00 and costs associated with shipping and filter, whereas the money for said purchase will come from 05.452.700 (Pool Capital Purchases). Vote: 6-0 in favor of the motion.

OPENING OF POOL

Council Vice President Clark made a motion seconded by Council Member Mayers, to approve the recommendation of the Littlestown Recreation Board for the opening of the Littlestown Community Pool being set for May 23, 2009. Vote: 6-0 in favor of the motion.

YMCA ACTIVITIES

Council Vice President Clark made a motion seconded by Council Member Wheeler, to defer action on the YMCA's request pending further discussion between the YMCA and the Littlestown Recreation Board. Vote: 6-0 in favor of the motion.

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PLANNING COMMISSION

No Council action requested.

**CIVIL SERVICE
COMMISSION**

There was nothing to report.

**COMMUNITY
RELATIONS
COMMITTEE**

The Committee is still looking for any groups that would be interested in playing in the town square. Anyone interested should contact the Borough Office.

FINANCE COMMITTEE

There was nothing to report.

**FIRE PREVENTION
COMMITTEE**

Council President Adams appointed Council Member Bateman to the Fire Prevention Committee.

**HEALTH & SAFETY
COMMITTEE**

There will be a meeting on May 20th. There will be two agenda items and the meeting is open to the public.

PERSONNEL COMMITTEE

***END PROBATION FOR
CHRISTOPHER STROUP***

Council Member Mayers made a motion seconded by Council Member Brown, to place Christopher Stroup on permanent employment status. Vote: 6-0 in favor of the motion.

**UNION/POLICE
CONTRACT COMMITTEE**

There was nothing to report.

**PROPERTY AND SUPPLY
COMMITTEE**

The committee reported that there were no bids for the Sargeant & Greenleaf Safe, so the safe will remain in the Community Center Building for the new owners. The committee will meet May 21st and the meeting is open to the public.

**STREETS AND
TRANSPORTATION
COMMITTEE**

There was nothing to report.

**UTILITIES/I&I
COMMITTEE**

There was nothing to report.

**COMPREHENSIVE PLAN
COMMITTEE**

The Committee was disbanded by Council President Adams.

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**YORK/ADAMS TAX
BUREAU**

Councilman Wheeler gave an update on the delinquent taxes collected.

**LITTLESTOWN CHAMBER
OF COMMERCE**

There was nothing to report.

SAFETY COMMITTEE

There was nothing to report.

**COUNCIL OF
GOVERNMENTS**

Councilman Wheeler stated that the bylaws were accepted with only a few minor changes.

PUBLIC COMMENTS

Harry McKean with New Age Associates informed Council of a post office issue. The postmaster of the Littlestown post office cannot deliver in the Stoners Farm Development until it is at least 50% complete. According to the Lancaster location the postmaster of Littlestown has the authority to waive this decision. Unfortunately, there is nothing that the Borough Council can do. They have no jurisdiction over the post office. Councilman Wheeler informed Mr. McKean to take a picture of a mailbox in the development and to write a letter explaining the issues and he will hand deliver it to Congressman Todd Platt's.

ADJOURN

Council Vice President Clark made a MOTION, seconded by Council Member Wheeler, to adjourn the Regular Meeting of Council. Council President Adams asked for discussion. There was no discussion. **Vote 6-0 in favor of the motion.**

Council President Adams adjourned the meeting at 8:47 p.m.

Sandy Conrad
Borough Secretary/Treasurer

(SEAL)