

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL REGULAR MEETING ▪ JULY 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:**

Donna Shadle (Mayor), Rick Adams (President), Kevin Clark (Vice President), Donald Bateman, David Wheeler and William Brown

**Council Members Excused:**

Tim Mayers

**Additional Borough Representation:**

Sandy Conrad (Secretary/Treasurer), Linda Hess (Manager), Timothy Topper (Director of Public Works) and John White (Borough Solicitor)

**Others in Attendance:**

Tim Stonesifer (Evening Sun), Larry Unger, Scott Small, Ken Thomas (Historical Society), Dale Werner (Alpha Fire Company) and William Kelly

**APPROVAL OF MINUTES**

*JUNE 23, 2009 REGULAR  
MEETING MINUTES*

**Council Vice President Clark made a motion seconded by Council Member Brown, to waive the reading of the June 23, 2009 Littlestown Borough Regular Minutes and approve as written. Vote: 5-0 in favor of the motion.**

**DELEGATION**

*WAYNE MOTTS – CIVIL WAR  
TRAILS MARKER*

Mr. Wayne Motts with the Adams County Historical Society presented Council with a proposal for permission, by Council, to erect a Civil War Trails marker highlighting the Littlestown Gettysburg Campaign related to the Civil War Trails Program within the Borough Limits. The marker is very important because it interprets the history of Littlestown during this crucial point in our history and would draw visitors to the Borough to visit the site. The location of the marker would be decided by the Borough Council and the cost is \$1,300.00. There would also be a \$200.00 per year maintenance fee. Council did not object to the proposal however the Council President referred this to the Community Relations Committee for further review.

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**APPROVAL AND  
PAYMENT OF BILLS**

Council Vice President Clark made a motion seconded by Council Member Wheeler, to pay the bills from the general, swimming pool, water, sewer and payroll funds totaling \$54,851.85 for the dates of June 18, 2009 to June 29, 2009 and the payroll disbursements for a total of \$13,689.76 from the period of June 14, 2009 to June 20, 2009 whereas the combined total is \$68,541.61. Vote: 5-0 in favor of the motion.

Council Vice President Clark made a motion seconded by Council Member Bateman, to pay the bills from the general, swimming pool, water, sewer and payroll funds totaling \$64,950.87 for the dates of June 30, 2009 to July 17, 2009 and the payroll disbursements for a total of \$45,049.10 from the period of June 21, 2009 to July 11, 2009 whereas the combined total is \$109,999.97. Vote: 5-0 in favor of the motion.

**APPROVAL OF  
TREASURER REPORT**

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the Treasurer Report for the date period of June 1, 2009 to June 30, 2009. Vote: 5-0 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 July 28, 2009. Vote: 5-0 in favor of the motion.

**APPROVAL OF  
SAVINGS REPORT**

Council Vice President Clark made a motion seconded by Council Member Bateman, to approve the Capital Reserves Savings Account report for July 28, 2009. Vote: 5-0 in favor of the motion.

**UNFINISHED BUSINESS**

***EMERGENCY OPERATIONS  
PLAN***

The Emergency Management Coordinator, Paul Hahn is being contacted to schedule a meeting.

***TCMU ZONING AMENDMENT  
ORDINANCE***

Council President Clark made a motion seconded by Council Member Wheeler, to advertise an Ordinance of the Borough of Littlestown, Adams County, Pennsylvania, amending and supplementing specific sections of Chapter 73 of the Littlestown Borough Code, Zoning, Articles 300, 400 and 700 of said code. Vote: 5-0 in favor of the motion.

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**NEW BUSINESS**

***APPROVAL OF 2<sup>ND</sup> AMENDMENT  
TO THE 2009 BUDGET  
SYSTEM***

**Council Vice President Clark made a motion seconded by Council Member Brown, to approve the budget amendments for the 2009 fiscal year budget whereby transfers of line item funds are as follows:**

- 1) \$4,734.39 from account 01.410.174, police education would be transferred to account 01.410.372, police vehicle maintenance and;**
- 2) \$2,910.81 from account 01.414.341, planning advertising would be transferred to 01.414.313 planning engineering and;**
- 3) \$3,877.00 from account 01.409.226, building cleaning, \$36,924.60 from account 01.409.370, building maintenance, \$4,000.00 from account 01.410.226, police cleaning, \$3,000.00 from account 01.410.231 police gasoline would be transferred to 01.410.700, capital purchases. Vote: 5-0 in favor of the motion**

***ADOPT AN ORDINANCE  
REGARDING COUNCIL OF  
GOVERNMENTS***

**Council Member Wheeler made a motion seconded by Council Member Brown, to adopt an Ordinance of the of the Borough of Littlestown, Adams County, Pennsylvania, Authorizing membership in the Adams County Council of Governments, Approving the “Adams County Council of Governments Proposed Bylaws and Agreement” as and for the Agreement for the Council, Authorizing the Ratification of the Bylaws, and Providing for the Appointment of Delegates by Resolution, with the delegate being Council Member Wheeler and the alternates being Council President Adams and Council Member Mayers. Vote: 5-0 in favor of the motion.**

***APPOINTMENT TO THE  
VACANCY COMMITTEE -  
SCOTT SMALL***

**Council Vice President Clark made a motion seconded by Council Member Bateman, to approve the appointment of Mr. Scott Small to the Littlestown Vacancy Committee. Vote: 5-0 in favor of the motion.**

***APPOINTMENT TO THE  
BOROUGH AUTHORITY -  
MARILYN ZANGER***

**Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the appointment of Ms. Marilyn Zanger to the Littlestown Borough Authority. Vote: 5-0 in favor of the motion.**

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***RELEASE OF LETTER OF  
CREDIT FOR SHEETZ  
STORE #141***

**Council Vice President Clark made a motion seconded by Council Member Bateman, to approve the recommendation of the Borough Building Inspector, Timothy Topper and release financial surety for Sheetz Store #141, 35 East King Street as they have completed their approved final plan as stipulated by Borough Council and contingent upon a 15% maintenance bond being held. Vote: 5-0 in favor of the motion.**

***REQUEST FROM THE ALPHA  
FIRE COMPANY FOR  
ADDITIONAL DONATIONS***

**The Alpha Fire Company is requesting additional donations from the Borough Council due to the lost help with their electric and gas bills. Council President Adams referred this to the Finance Committee to consider for the 2010 budget.**

***REPAIRS TO THE 2003 FORD  
CROWN VICTORIA***

**Council Member Brown made a motion seconded by Council Member Bateman, to approve the recommendation from the Property and Supply Committee to remove all salvageable items from the 2003 Ford Crown Victoria for use as replacement, which include the light bar and radio equipment and; to put the 2003 Ford Crown Victoria out for bid as is, without repair, at the earliest convenience of council approval with a minimum bid of \$200.00 and; for the advertisement of bids noting that repairs needed to the vehicle will be the bidder's responsibility and not the Borough's. Vote: 5-0 in favor of the motion.**

***REPAIRS TO THE 2004  
UNMARKED FORD CROWN  
VICTORIA POLICE CAR***

**Council Member Brown made a motion seconded by Council Member Bateman, to approve the recommendation from the Property and Supply Committee to approve the repairs to the 2004 Unmarked Ford Crown Victoria Police Car for approximately \$662.73 and not to exceed \$1200.00. Vote: 5-0 in favor of the motion.**

***WEEKLY BOROUGH VEHICLE  
VISUAL INSPECTION BY 194  
SERVICE STATION***

**Council Member Brown made a motion seconded by Council Member Bateman, to approve the recommendation from the Property and Supply Committee to enter into an agreement with 194 Service Center for Fleet Service and to perform weekly police car visual inspections.**

***AMENDMENT***

**Council Vice President Clark moved to amend the motion by striking "Police car" and add after inspections "of all borough vehicles". The motion was seconded by Council Member Bateman. Vote: 5-0 in favor of the motion.**

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*FINAL MOTION*

Council Member Brown made a motion seconded by Council Member Bateman, to approve the recommendation from the Property and Supply Committee to enter into an agreement with 194 Service Center for Fleet Service and to perform weekly visual inspections of all borough vehicles. Vote: 5-0 in favor of the motion.

**REPORTS**

*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.

*OFFICER IN CHARGE*

Sergeant Robert Funt'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 stated that he had nothing to report.

**APPROVAL OF REPORTS**

Council Vice President Clark made a motion seconded by Council Member Brown, to approve the monthly reports as written. Vote: 5-0 in favor of the motion.

**REPORTS OF BOARD  
COMMISSIONS AND  
COMMITTEES**

**RECREATION BOARD**

*RECOMMENDATION TO ALLOW  
THE BLUE BAND TO USE A  
PAVILION AND THE POOL*

Council Vice President Clark made a motion seconded by Council Member Bateman, to approve the recommendation of the Littlestown Recreation Board for Jim Sterner and the LASD Blue Band to use any available pavilion and the swimming pool on Thursday, July 30, 2009 from 3:00pm to 6:00 pm for a picnic. Vote: 5-0 in favor of the motion.

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***RECOMMENDATION TO  
APPROVE POOL PARTY***

Council Vice President Clark made a motion seconded by Council Member Brown, to approve the recommendation of the Littlestown Recreation Board for pool parties for the ages of 12-17 years old, to be held at the Community Pool contingent upon availability of adequate staffing for the pool and concession stand on the following dates and times:

- 1) July 25, 2009 from 7:30pm to 10:00pm and;
- 2) August 15, 2009 from 7:30pm to 10:00pm and;
- 3) August 29, 2009 from 7:30pm to 10:00pm and;
- 4) The Littlestown Police receive the schedule.

**Vote: 5-0 in favor of the motion.**

***RECOMMENDATION TO  
APPROVE A VOLLEYBALL  
LEAGUE***

Council Vice President Clark made a motion seconded by Council Member Bateman, to approve the recommendation from the Littlestown Recreation Board, for the development and administration of a Sand Volleyball League contingent upon the waivers for participants and releasing the Borough of Littlestown from any liability in case of accidents or injuries while participating in the said activity or league.

**Vote: 5-0 in favor of the motion.**

**CIVIL SERVICE  
COMMISSION**

There was nothing to report.

**COMMUNITY  
RELATIONS  
COMMITTEE**

The Littlestown Municipal Band will perform on August 29, 2009 from 6:00pm to 7:15pm at the Square.

**FINANCE COMMITTEE**

The budget worksheets have been delivered to all of the Department Heads with a due date of August 21, 2009.

**FIRE PREVENTION  
COMMITTEE**

The Committee will be meeting with Fire Company's Fire Safety Person, Barb North to discuss a few issues.

**HEALTH & SAFETY  
COMMITTEE**

There will be a meeting on August 19, 2009 at 7:00 pm on the second floor of the Borough office.

**PERSONNEL COMMITTEE**

The Committee is collecting information to compile a job description for the Chief of Police position. There were also discussions regarding the Emergency Management Coordinator, Paul Hahn's report. A letter will be sent to his home requesting that he have his fully completed report before Council at their August 25, 2009 regular meeting.

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**UNION/POLICE  
CONTRACT COMMITTEE**

There was nothing to report.

**PROPERTY AND SUPPLY  
COMMITTEE**

The Committee is asking that the Adams County Crime Stoppers signs be posted by the Public Works Department. The next meeting will be August 20, 2009 at 7:00pm on the second floor of the Borough office.

**STREETS AND  
TRANSPORTATION  
COMMITTEE**

The Committee further investigated Clover Lane and there were no further suggestion or changes to be made.

**UTILITIES/I&I  
COMMITTEE**

There was nothing to report.

**YORK/ADAMS TAX  
BUREAU**

The Committee gave a financial report for the Bureau.

**LITTLESTOWN CHAMBER  
OF COMMERCE**

A report was prepared and was provided earlier to the Borough Council.

**SAFETY COMMITTEE**

There was nothing to report.

**COUNCIL OF  
GOVERNMENTS**

Council Member Wheeler discussed the costs that would be associated with the Council of Governments.

**PUBLIC COMMENTS**

Mr. Larry Unger would like to see something in the foyer of the Borough Office honoring our World War II Veterans. Mr. Unger also requested that the second little pond be dipped out and cleaned up.

**ADJOURN FOR  
EXECUTIVE**

**Council Vice President Clark made a motion seconded by Council Member Wheeler, to adjourn the open meeting at 8:25 p.m. for an executive session for potential real estate litigation and personnel matters. Council President Adams asked for discussion. There was no discussion. Vote: 5-0 in favor of the motion.**

**RECONVENE**

The Borough Council reconvened at 9:07 p.m. The public was invited back into the meeting room.

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*DEED TO 46 EAST KING ST.*  
*ALPHA FIRE COMPANY*

Council Vice President Clark made a motion seconded by Council Member Bateman, that the Littlestown Borough Council hereby confirms that the demolition of the building, Community Center, 46 East King Street, is not a restriction contemplated in the deed transfer and; the Alpha Fire Company No. 1, Inc., shall be solely responsible for the payment of the subject property's utilities expenses, effective June 1, 2009 and; if the deed from the Borough to the Fire Company for the subject property is not duly recorded on or before August 11, 2009, the Borough Council will take action to rescind the deed transfer. Vote: 5-0 in favor of the motion.

**ADJOURN**

Council Vice President Clark made a MOTION, seconded by Council Member Brown, to adjourn the Regular Meeting of Council. Vote 5-0 in favor of the motion.

Council President Adams adjourned the meeting at 9:10p.m.

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Sandy Conrad  
Borough Secretary/Treasurer  
(SEAL)