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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL REGULAR MEETING ▪ AUGUST 25, 2009

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 Tim Mayers

Council Members Excused:

William Brown

Additional Borough Representation:

Sandy Conrad (Secretary/Treasurer), Linda Hess (Manager), Timothy Topper (Director of Public Works), David Arndt, Jr. (Code/Zoning Officer), Paul Hahn (Emergency Management Coordinator) and John White (Borough Solicitor)

Others in Attendance:

Jim Eline, Scott Small, Tim Stonesifer (Evening Sun), Harry McKean, Terry Moser, Dale Werner, William Kelly

APPROVAL OF MINUTES

*JULY 28, 2009 REGULAR
MEETING MINUTES*

Council Vice President Clark made a motion seconded by Council Member Wheeler, to waive the reading of the July 28, 2009 Littlestown Borough Regular Minutes and approve as written. Vote: 5-0 in favor of the motion.

PUBLIC HEARING

Council President Adams preceded with the next agenda items since the Borough Solicitor was running late.

DELEGATION

*PAUL HAHN – EMERGENCY
MANAGEMENT COORDINATOR*

Mr. Hahn reviewed the updated Emergency Operation Plan and the Notification and Resource Manual for the Emergency Operations Plan with Council.

**APPROVAL AND
PAYMENT OF BILLS**

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 \$106,571.82 for the dates of July 18, 2009 to August 17, 2009 and the payroll disbursements for a total of \$56,407.36 from the period of July 12, 2009 to August 8, 2009 whereas the combined total is \$162,979.18. Vote: 5-0 in favor of the motion.

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**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 July 1, 2009 to July 31, 2009. Vote: 5-0 in favor of the motion.

**APPROVAL OF
FINANCIAL REPORT**

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the Financial Report for August 25, 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 August 25, 2009. Vote: 5-0 in favor of the motion.

UNFINISHED BUSINESS
*EMERGENCY OPERATIONS
PLAN*

Council Vice President Clark made a motion seconded by Council Member Wheeler to adopt a policy setting forth a plan of activities to protect the lives and property of the citizens of Littlestown in the event of an emergency or disaster. Vote: 5-0 in favor of the motion.

PUBLIC HEARING
*APPROVAL OF TCMU
PARKING ORDINANCE*

The Borough Solicitor arrived.

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 73 of the Littlestown Borough Code.

Council Vice President Clark made a motion seconded by Council Member Bateman to approve 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 as stated by the Borough Solicitor during our proceedings. Vote: 5-0 in favor of the motion.

UNFINISHED BUSINESS
*AWARD OF 2003 FORD CROWN
VICTORIA*

Council Vice President Clark made a motion seconded by Council Member Bateman to accept the bid for the 2003 Ford Crown Victoria of \$200.00 by Mr. Nick McDaniel, Menges Mill Road, Littlestown, PA and transfer ownership of said vehicle as advertised, "AS IS". Vote: 4-1 in favor of the motion. (Council Member Mayers opposed)

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NEW BUSINESS

REFUND OF SWIMMING POOL

Council President Adams referred this to the Recreation Board.

***EMERGENCY MANAGEMENT
COORDINATOR JOB
DESCRIPTION***

Council Vice President Clark made a motion seconded by Council Member Mayers, to approve the job description, Emergency Management Coordinator for the Borough of Littlestown Vote: 5-0 in favor of the motion.

***CHIEF OF POLICE
JOB DESCRIPTION***

Council Vice President Clark made a motion seconded by Council Member Mayers, to approve the updated version of the job description for the position of Chief of Police of the Littlestown Borough Police Department. Vote: 5-0 in favor of the motion.

***USE OF THE PENNSYLVANIA
POLICE CHIEFS ASSOCIATION
TO PERFORM AN EXECUTIVE
SEARCH FOR THE HIRING OF A
CHIEF OF POLICE FOR THE
LITTLESTOWN POLICE
DEPARTMENT***

Council Vice President Clark made a motion seconded by Council Member Mayers, to approve the use of the Pennsylvania Police Chiefs Association “Executive Search” service as a means towards the hiring of a Police Chief for the Littlestown Borough Police Department and that such costs for this service come from the General Fund, 01.410.700, Capital Purchases. Vote 5-0 in favor of the motion.

***RECOGNITION TO THE
LITTLESTOWN EAGLES***

Borough Manager, Linda Hess stated that herself and the Borough Secretary, Sandy Conrad attended the Board of Trustees meeting at the Littlestown Eagles on August 20, 2009 to ask for a donation towards the water slide to be placed at the Littlestown Community Pool. The Board of Trustees voted that night to donate \$12,000 to the Littlestown Borough contingent upon the Borough being awarded the grant that was applied to through DCNR.

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.

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

BOROUGH SOLICITOR Solicitor White stated that he had nothing to report.
JOHN WHITE

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

**REPORTS OF BOARDS,
COMMISSIONS AND
COMMITTEES**

RECREATION BOARD

***RECOMMENDATION TO
APPROVE 2010 SEASON
MEMBERSHIP RATES***

Council Member Bateman made a motion seconded by Council Member Mayers, to approve the recommendation of the Littlestown Recreation Board to set the membership rates and daily admission rates for 2010 as follows:

1. Individual membership for borough \$75.00
 2. Individual membership for non-borough \$125.00
 3. Family of up to 4 memberships for borough: \$130.00
 4. Family of up to 4 memberships for non-borough: \$210.00
 5. Additional person in family membership borough: \$30.00
 6. Additional person in family membership non-borough: \$50.00
 7. Daily admission rates – 5 years of age and under and 66 years of age and over: \$2.00
 8. Daily admission rates – ages 6-65: \$4.50
- Vote: 5-0 in favor of the motion.**

PLANNING COMMISSION

***RECOMMENDATION TO
APPROVE A NO-IMPACT HOME
BUSINESS AT 9 REVERE COURT***

Council Vice President Clark made a motion seconded by Council Member Wheeler, to approve the recommendation from the Littlestown Planning Commission of a no-impact home business for John Powell, 9 Revere Court, and Mr. Powell abides by the stated contingencies that are noted in the Planning Commission Meeting Minutes of August 13, 2009. **Vote: 5-0 in favor of the motion.**

**CIVIL SERVICE
COMMISSION**

There was nothing to report.

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**COMMUNITY
RELATIONS
COMMITTEE**

There was nothing to report.

FINANCE COMMITTEE

The Borough Treasurer, Borough Manager and Finance Committee are in the process of putting together the 2010 budget.

**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**

Council Vice President Clark resigned from the Committee. Council President Adams announced that he will not be appointing anyone to the vacancy at this time.

PERSONNEL COMMITTEE

*RESIGNATION OF
MICHELE CROUSE*

Council Vice President Clark made a motion seconded by Council Member Mayers, to approve the resignation of the Borough Clerk, Michele Crouse and to approve the advertisement and hiring of a new person to fill the Borough Clerks position at the September 22, 2009 Regular meeting of Council. Vote: 5-0 in favor of the motion.

**UNION/POLICE
CONTRACT COMMITTEE**

There was nothing to report.

**PROPERTY AND SUPPLY
COMMITTEE**

There was nothing to report

**STREETS AND
TRANSPORTATION
COMMITTEE**

CLOVER LANE

A request from Eric Morgan was made to make the section of Clover Lane from St. Johns Road to West Myrtle Street one way thus allowing traffic to come from St. Johns Road to West Myrtle Street.

No action was taken by Council.

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UTILITIES/I&I
COMMITTEE

*ADVERTISING OF AN
ORDINANCE REPEALING
CERTAIN PROVISION OF
CHAPTER 10, ARTICLE IV*

Council Member Mayers made a motion seconded by Council Member Bateman, to advertise an Ordinance Repealing Certain Provisions of Chapter 10, Article IV of the Littlestown Borough Code Pertaining to the International Plumbing Code with the addition of adding the backflow preventor. Vote: 5-0 in favor of the motion.

YORK/ADAMS TAX
BUREAU

There was nothing to report.

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

Terry Moser, on behalf of the Alpha Fire Company, thanked the Mayor and Council for providing extra police officers during the carnival.

Jim Eline complimented Sergeant Robert Funt for handling the situation(s) at the carnival in a professional manner.

Dale Werner thanked the office staff and council for their help with the transfer of 46 East King Street.

ADJOURN FOR
EXECUTIVE

Council Vice President Clark made a motion seconded by Council Member Wheeler, to recess the open meeting at 8:20pm and to hold an executive session at 9:00 p.m. for litigation and personnel matters. Vote: 5-0 in favor of the motion.

Borough Secretary/Treasurer was excused from the meeting. The rest of the meeting minutes were taken from the tape.

RECONVENE

The Borough Council reconvened at 9:35 p.m. The public was invited back into the meeting room.

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ADJOURN

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

Council President Adams adjourned the meeting at 9:36p.m.

Sandy Conrad
Borough Secretary/Treasurer
(SEAL)