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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL REGULAR MEETING ▪ OCTOBER 27, 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:

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

Council Members Excused:

None

Additional Borough Representation:

Sandy Conrad (Secretary/Treasurer), Linda Hess (Manager), Sergeant Robert Funt (Officer in Charge), Tim Topper (Director of Public Works, David Arndt, Jr. (Zoning/Code Officer) and John White (Borough Solicitor)

Others in Attendance:

Tim Stonesifer (Evening Sun), Harry McKean (Stoner's Farm), Jim Eline, William Kelly and Mandy Six.

APPROVAL OF MINUTES

*OCTOBER 13, 2009 WORKSHOP
MEETING MINUTES*

Council Vice President Clark made a motion, seconded by Council Member Brown, to waive the reading of the October 13, 2009 Littlestown Borough Workshop Minutes and approved as written. Vote: 6-0 in favor of the motion.

PUBLIC HEARING

None

**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 \$1,247,243.05 for the dates of October 7, 2009 to October 21, 2009 and the payroll disbursements for a total of \$24,355.71 from the period of October 4, 2009 to October 17, 2009 whereas the combined total is \$1,271,578.76. Vote: 6-0 in favor of the motion.

**APPROVAL OF
FINANCIAL REPORT**

Council Vice President Clark made a motion, seconded by Council Member Bateman, to approve the Financial Report for October 27, 2009. Vote: 6-0 in favor of the motion.

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**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 October 27, 2009. Vote: 6-0 in favor of the motion.

UNFINISHED BUSINESS

***Crouse Park Pavilion
Renovation Grant***

Two (2) bids were received for the Crouse Park Pavilion Renovation project, with the low bid coming in at \$121,000 which was more than double the anticipated bid to be funded by a DCNR grant of \$40,000; \$20,000 of which has been received.

Council Member Wheeler made a motion, seconded by Council Member Brown to return the \$20,000 DCNR grant money. Vote: 6-0 in favor of the motion.

NEW BUSINESS

***Resolution of Tentative
Adoption of the 2010 Budget***

Council Vice President Clark made a motion, seconded by Council Member Wheeler, that the Council approve the Borough of Littlestown, Adams County, tentative adoption of the 2010 Littlestown Borough Fiscal Year Budget. The 2010 Budget, Tax Ordinance, Water Rate Increase Ordinance, and Sewer Rate Increase Ordinance will be advertised for final passage on December 8, 2009. Vote: 6-0 in favor of the motion.

***Advertise for the Position
of the Littlestown Emergency
Management Coordinator***

Council Vice President Clark made a motion, seconded by Council Member Brown, to advertise for the position of Littlestown Emergency Management Coordinator. Vote: 6-0 in favor of the motion.

CORRESPONDENCE

Correspondence was noted, no action necessary.

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.

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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 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: 6-0 in favor of the motion.

**REPORTS OF BOARDS,
COMMISSIONS AND
COMMITTEES**

RECREATION BOARD No action to be taken.

PLANNING COMMISSION No action to be taken.

**CIVIL SERVICE
COMMISSION** There was nothing to report.

**COMMUNITY
RELATIONS
COMMITTEE** There was nothing to report.

FINANCE COMMITTEE There was nothing to report.

**FIRE PREVENTION
COMMITTEE** There was nothing to report.

**HEALTH & SAFETY
COMMITTEE** There was nothing to report.

PERSONNEL COMMITTEE Council Member Clark advised that the Committee has met with Tom Armstrong of the PA Chiefs of Police Association and the Process for hiring a Chief of Police for Littlestown has begun with interviews by the Association to start the first week of November.

**UNION/POLICE
CONTRACT COMMITTEE** There was nothing to report.

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**PROPERTY AND SUPPLY
COMMITTEE**

Council Vice President Clark stated that he has received a proposal for the purchase of Council chairs, staff chairs and attendee chairs for the new Council Chamber.

Council Vice President Clark made a motion, seconded by Council Member Bateman, to approve the purchase of Council Chamber chairs for a total cost of \$2,384.76. Vote: 6-0 in favor of the motion.

**STREETS AND
TRANSPORTATION
COMMITTEE**

There was nothing to report.

**UTILITIES/I&I
COMMITTEE**

Council Member Mayers advised that Wilbur Sentz' water bill was reviewed and a letter sent advising that the bill would remain as presented to him.

**YORK/ADAMS TAX
BUREAU**

There was nothing to report.

**LITTLESTOWN CHAMBER
OF COMMERCE**

There was nothing to report.

SAFETY COMMITTEE

There was nothing to report.

**COUNCIL OF
GOVERNMENTS**

Council Member Wheeler advised that COG is currently getting shared cost for police vehicles for participating municipalities.

PUBLIC COMMENTS

None.

ADJOURN

Council Vice President Clark made a motion, seconded by Council Member Wheeler, to adjourn the Regular Meeting of Council to go into Executive Session pursuant to Title 65, of the Pennsylvania Consolidated Statute, Section 708, Executive Session, Paragraph A-1, for the purpose of personnel discussions of the Borough. Vote 6-0 in favor of the motion.

RECONVENE

The Borough Council reconvened at 8:40 p.m. The public was invited back into the meeting room.

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***HIRE OF MANDY SIX FOR THE
POSITION OF OFFICE CLERK***

Council Member Brown made a motion, seconded by Council Member Wheeler, to hire Mandy Six for the position of Borough Office Clerk to begin employment after 14 day notice to her former employer. Vote: 6-0 in favor of the motion.

ADJOURN

Council Member Brown made a motion, seconded by Council Vice President Clark, to adjourn the Regular Meeting of Council. Vote 6-0 in favor of the motion.

Council President Adams adjourned the meeting at 8:42 p.m.

Sandy Conrad
Borough Secretary/Treasurer

(SEAL)