

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL WORKSHOP MEETING ▪ JANUARY 12, 2010

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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:

President Rick Adams
Vice President David Wheeler
Council Member Donald Bateman
Council Member Charlene Westcott
Council Member Betty Bucher
Council Member Tim Mayers
Mayor Jim Eline

Additional Borough Representation:

Secretary/Treasurer Sandy Conrad
Manager Linda Hess
Solicitor John White
Engineer Peggy Miller

Others in Attendance:

Kevin Clark
William Brown
Harry McKean (Stoners Farm)
Tim Topper
Chuck Kellar
Dave Arndt
Evening Sun Reporter Tim Stonesifer

APPROVAL OF MINUTES

***JANUARY 4, 2010 ORGANIZATION
MEETING MINUTES***

Council Member Bateman made a motion, seconded by Council Member Westcott, to waive the reading of the January 4, 2010 Littlestown Borough Organization Meeting Minutes and approve. Motion carried unanimously.

PROCLAMATIONS

Council President Adams presented former Council Members Kevin Clark and William Brown with proclamations in thanks for their exemplary service.

**APPROVAL AND
PAYMENT OF BILLS**

Council Member Mayers made a motion, seconded by Council Vice President Wheeler, to approve the accounts payable for the General, Swimming Pool, Water, Sewer and Payroll Funds totaling \$92,771.69 for the dates of December 2, 2009 to December 31, 2009 and the Payroll disbursements for a total of \$51,201.52 from the period of November 28, 2009 to December 31, 2009 whereas the combined total is \$143,973.21. Motion carried unanimously.

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APPROVAL OF FINANCIAL REPORT

Council Member Mayers made a motion, seconded by Council Member Bateman, to approve the financial report for December 31, 2009. Motion carried unanimously.

APPROVAL OF RESERVE SAVINGS REPORT

Council Member Mayers made a motion, seconded by Council Member Bucher, to approve the Capital Reserve Savings Accounts report for December 31, 2009. Motion carried unanimously.

ORGANIZATION OF RULES OF ORDER/PROCEDURE

PARLIAMENTARY PROCEDURES

Council Member Bucher made a motion, seconded by Council Member Bateman, to adopt the Parliamentary Procedures. Council Vice President Wheeler stated in writing that picking a Parliamentary Procedure is not a requirement to running of a meeting, the naming of one over another only restricts the Councils ability to function in as open a matter as they chose. Since all the various "Rules of Order" follow the same structure of Motion, Second, Discussion, Vote, the naming of one over the other is unnecessary. Simply stating that council will follow parliamentary procedures should be sufficient. **Motion carried with a vote of 5-1, with Council Vice President Wheeler opposed.**

Public Comment Policy

Council Member Bateman made a motion, seconded by Council Member Mayers, to adopt the Public Comment Policy. Council Vice President Wheeler stated in writing that the only part of the current policy that needs to remain is that all who wish to speak on an issue before Council shall identify themselves, name, address, organization or agency and their reason for speaking. Any resident/taxpayer of Littlestown should have the right to speak on any issue before Council. The citizens have a right to speak on any issue before a vote is taken on that issue either agenda or non-agenda. It is up to the chair to control the flow of the meeting and keep the discussion on topic. **Motion carried with a vote of 5-1, with Council Vice President Wheeler opposed.**

Limitation on Debate

Council Member Bateman made a motion, seconded by Council Member Mayers, to adopt the Limitation on Debate. Council Vice President Wheeler stated in writing that if an issue is important enough to bring to the floor, then it is important enough to debate fully before a vote is cast or to postpone to a future meeting to allow for more research and study. **Motion carried with a vote of 5-1 with Council Vice President Wheeler opposed.**

MEDIA INFORMATION POLICY

Council Member Bateman made a motion, seconded by Council Member Mayers, to adopt the Media Information Policy. Council Vice President Wheeler stated in writing that the Borough Council should be the primary spokespersons for the

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**MEDIA INFORMATION POLICE
(CONTINUED)**

Borough, the citizens elected the Council to act and speak for them and that is what Council should do. If the Council wants to appoint a member as spokesperson, ok. **Motion carried with a vote of 5-1 with Council Vice President Wheeler opposed.**

RIDE-ALONG POLICY

Council Member Bateman made a motion, seconded by Council Member Westcott, to adopt the Ride-Along Policy with the exception of Council and Mayor who shall only be required to sign the form once during each term. Motion carried unanimously.

**ORGANIZATIONS OF
APPOINTED PERSONNEL**

**CAMPBELL & WHITE
ATTORNEYS AT LAW, AS
BOROUGH SOLICITOR**

Council Member Mayers made a motion, seconded by Council Member Bateman, to appoint Campbell & White, Attorneys at Law as the Borough Solicitor. Motion carried unanimously.

**CLAYTON WILCOX, AS
ZONING HEARING BOARD
SOLICITOR**

Council Member Mayers made a motion, seconded by Council Member Bateman, to appoint Clayton Wilcox as the Zoning Hearing Board Solicitor. Motion carried unanimously.

**HERBERT, ROWLAND & GRUBIC,
AS BOROUGH ENGINEERS**

Council Member Mayers made a motion, seconded by Council Member Bucher, to appoint Herbert, Rowland and Grubic as the Borough Engineers. Motion carried unanimously.

**RAGER, LEHMAN & HOUCK, INC.,
AS BOROUGH AUDITOR**

Council Member Mayers made a motion, seconded by Council Member Bucher, to appoint Rager, Lehman & Houck, Inc. as Borough Auditor. Motion carried unanimously.

**LINDA M. HESS, AS
BOROUGH MANAGER**

Council Member Mayers made a motion, seconded by Council Member Bateman, to appoint Linda M. Hess as Borough Manager. Motion carried unanimously.

**SANDY J. CONRAD, AS
BOROUGH SECRETARY/TREASURER**

Council Member Mayers made a motion, seconded by Council Member Westcott, to appoint Sandy J. Conrad as Borough Secretary/Treasurer. Motion carried unanimously.

**CHARLES KELLAR, AS
CHIEF OF POLICE**

Council Member Mayers made a motion, seconded by Council Member Bateman, to appoint Charles Kellar as Chief of Police. Motion carried unanimously.

**TIMOTHY J. TOPPER, AS
DIRECTOR OF PUBLIC WORKS**

Council Member Mayers made a motion, seconded by Council Member Bateman, to appoint Timothy J. Topper as Director of Public Works. Motion carried unanimously.

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SOLICITOR JOHN WHITE

**ADOPTION OF AN ORDINANCE
AMENDING AND SUPPLEMENTING
CHAPTER 73 OF THE LITTLESTOWN
BOROUGH ZONING ORDINANCE**

Borough Solicitor White stated that this was the duly advertised date, time and place for a public hearing for the Borough Council to consider the enactment of an ordinance Amending and Supplementing the Provisions of the Littlestown Borough Zoning Ordinance, Chapter 73 of the Littlestown Borough Code, Relative to Definitions, Professional Offices, Outdoor Wood-Fire Boilers, and Power Generation Facilities. The proposed effective date of the ordinance is this evening. Solicitor White asked for any public comments. Hearing no comments the public hearing was concluded.

Solicitor White asked for questions or comments from Borough Council. Council Member Bucher asked for clarification of the ordinance. Solicitor White stated that a resident now can obtain a permit for installation of the aforementioned equipment in the ordinance subject to the requirements. Council Member Westcott asked for clarification of who would set the parameters surrounding when it is appropriate to approve or not approve the permit for such items. Solicitor White stated the Code/Zoning Officer, Dave Arndt is responsible for approving or not approving a permit for such equipment, which at that time he will confirm that the equipment conforms with the parameters set forth in the ordinance.

Council Member Bucher made a motion, seconded by Council Member Bateman, to adopt an ordinance Amending and Supplementing the provisions of Chapter 73 of the Littlestown Borough Code, Relative to Definitions, Professional Offices, Outdoor Wood-Fired Boilers, and Power Generation Facilities. Motion carried unanimously.

CORRESPONDENCE

Borough Manager Hess informed Council that they were provided with the following:

- 1) The plan scope letter dated December 10, 2009 for the 2009 audit from Rager, Lehman & Houck, P.C. The auditors were in yesterday and they have started the preliminary work for the audit.
- 2) The October and November EMS report from the Alpha Fire Company.
- 3) The notice of commencement of construction dated December 17, 2009 for Two Taverns Road Bridge was also provided.
- 4) Information on the Adams County State of Waters Conference to be held on February 10, 2010 that Manager Hess will be attending along with anyone else who wishes.
- 5) Information on training for Newly Elected Officials to be held on February 26 & 27, 2010. Council Member Westcott will be attending.

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UNFINISHED BUSINESS

COMMITTEE MEETING DATES

Borough Manager Hess informed Council that meetings had to be set with the following committees:

- 1) Personnel Committee to hire an Emergency Management Coordination (EMC). No meeting date was set this evening.
- 2) Property and Supplies Committee to discuss purchasing a new utility and financial software package. A tentative meeting date was set for Monday, January 25, 2010 at 6:00 pm.
- 3) Utilities Committee to discuss a utility bill. No meeting date was set this evening.

ADJOURN

Council Member Bateman made a motion, seconded by Council Member Westcott, to adjourn the Workshop Meeting of Council. Motion carried unanimously.

The meeting adjourned at 8:00p.m.

Sandy Conrad
Secretary/Treasurer

(SEAL)