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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL WORKSHOP MEETING ▪ JANUARY 26, 2010

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
Council Member Donald Bateman
Council Member Charlene Westcott
Council Member Betty Bucher
Council Member Tim Mayers
Mayor Jim Eline

Council Members Excused:

Vice President David Wheeler

Additional Borough Representation:

Secretary/Treasurer Sandy Conrad
Manager Linda Hess
Code/Zoning Officer David Arndt, Jr.
Director of Publicworks Tim Topper
Solicitor John White
Engineer Peggy Miller

Others in Attendance:

Kevin Clark
William Brown
Harry McKean (Stoners Farm)
Fred Miller
Evening Sun Reporter Tim Stonesifer

PROCLAMATIONS

Council President Adams presented former Mayor, Donna Shadle, who was not in attendance to accept, with a proclamation in thanks for her exemplary service.

APPROVAL OF MINUTES

***JANUARY 12, 2010 ORGANIZATION
MEETING MINUTES***

Council Member Bateman made a motion, seconded by Council Member Mayers, to waive the reading of the January 12, 2010 Littlestown Borough Workshop Meeting Minutes and approve. Motion carried unanimously.

**APPROVAL AND
PAYMENT OF BILLS**

Council Member Mayers made a motion, seconded by Council Member Westcott, to approve the accounts payable for the General, Swimming Pool, Water, Sewer and Payroll Funds totaling \$20,734.63 for the dates of January 1, 2010 to January 14, 2010 and the Payroll disbursements for a total of \$52,837.14 from the period of January 2, 2010 to January 9, 2010 whereas the combined total is \$73,571.77. 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 January 26, 2010. Motion carried unanimously.

APPROVAL OF RESERVE SAVINGS REPORT

Council Member Mayers made a motion, seconded by Council Member Bateman, to approve the Capital Reserve Savings Accounts report for January 26, 2010. Motion carried unanimously.

NEW BUSINESS

**HRG PROPOSAL AND SCOPE
Work to Prepare the Chapter 94
Report**

Council Member Bucher made a motion, seconded by Council Member Bateman, to approve the proposal from HRG to provide professional engineering service to prepare the Littlestown Borough Sewer Authority's 2009 Chapter 94 Report at the cost of \$2,500 plus reimbursables. Motion carried unanimously.

REPORTS

BOROUGH MANAGER

Borough Manager, Linda Hess submitted her report earlier to Council.

MAYOR

Mayor, James Eline and former Mayor, Donna Shadle submitted their reports earlier to Council.

POLICE CHIEF

Chief of Police, Charles Kellar submitted his report earlier to Council.

DIRECTOR OF PUBLIC WORKS

Borough Director of Public Works, Tim Topper submitted his report earlier to Council.

ZONING/CODE ENFORCEMENT OFFICER

Borough Zoning/Code Enforcement, David Arndt submitted his report earlier to Council.

BOROUGH ENGINEER, HRG

Borough Engineer, Peggy Miller stated that she has provided recommendations to the Borough Solicitor regarding language to be included as a part of the Intermunicipal Agreement pertaining to the Act 537. She is continuing to work on development of the plan and is focusing on the collection system and capacity presently. She also reminded Council that the Chapter 94 Report is due to the Pennsylvania Department of Environmental Protection by March 31, 2010 and the report must be approved by both the Borough Council and Borough Authority.

BOROUGH SOLICITOR

Borough Solicitor, John White stated that he is continuing to work on the Act 537 plan along with Council, Germany Township, Union Township and Peggy Miller.

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REPORTS

Council Member Westcott made a motion, seconded by Council Member Bateman, to approve the reports as written. Motion carried unanimously.

**REPORTS OF BOARDS,
COMMITTEES AND
COMMISSIONS**

RECREATION BOARD

No Council action required.

PLANNING COMMISSION

No Council action required.

CIVIL SERVICE COMMISSION

Council Member Mayers stated that there will be a reorganization meeting on Monday, February 1, 2010 at 1:00 p.m.

**COMMUNITY RELATIONS
COMMITTEE**

There was nothing to report.

FINANCE COMMITTEE

Council President Adams stated that the Auditors are in and an audit report will be received once the audit is completed.

**HEALTH & SAFETY
COMMITTEE**

Council Member Westcott stated that there was nothing to report.

PERSONNEL COMMITTEE

Council Member Bucher stated that she is still working on putting a meeting together to discuss the Emergency Management Coordinator position.

**UNION/POLICE CONTRACT
COMMITTEE**

Council President Adams stated that there is nothing to report.

**PROPERTY & SUPPLY
COMMITTEE**

NEW SOFTWARE PURCHASE

Council Member Bateman made a motion, seconded by Council Member Westcott, to approve the recommendation from the Property and Supply Committee to approve the funds in the amount of \$21,365.75 for the purchase of phase I Utility Billing software package from KVS Information Systems Inc. with the plan to utilize the new billing software for the next water and sewer billing quarter and to revisit to discuss and purchase phase II of the Financial software package before the third quarter of 2010. Council President Adams asked for questions or comments. Borough Solicitor White stated that due to the language that is implemented into these contracts regarding the software vendor is not responsible for glitches or training error, he requested that he review the agreement to make sure such language has not be implemented.

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NEW SOFTWARE PURCHASE
(Continued)

Council Member Bateman made a motion, seconded by Council Member Westcott, to amend the motion to add “with approval after the complete, thorough review by our Solicitor of the contract”. Motion carried unanimously.

Council Member Bateman made a motion, seconded by Council Member Westcott, to approve the recommendation from the Property and Supply Committee to approve the funds in the amount of \$21,365.75 for the purchase of phase I Utility Billing software package from KVS Information Systems Inc. with approval after the complete, thorough review by our Solicitor of the contract and to utilize the new billing software for the next water and sewer billing quarter and to revisit to discuss and purchase of phase II of the Financial software package before the third quarter of 2010. Motion carried unanimously.

UTILITIES/I&I COMMITTEE

**REQUEST TO REDUCE THE WATER/
SEWER BILL FOR 245 W. KING ST.**

Council Member Mayers made a motion, seconded by Council Member Bateman, to approve the recommendation from the Utilities/I&I Committee to deny the request from Mike Cummings to reduce his October 1, 2010 water and sewer bill for his property located at 245 West King Street. Motion carried unanimously.

PUBLIC COMMENTS

KEVIN CLARK

Kevin Clark took the opportunity to thank the Public Works Department for fixing the signal on East King Street and installing LED lights.

FRED MILLER

Fred Miller stated that there is a concern with Ridden Alley. The alley is not wide enough for two cars. Traffic gets tied up on the main road when a car is exiting from the alley on East King Street and a car is trying to turn onto the alley from the main road. Council President Adams referred this to the Mayor and Police Department to review.

ADJOURN FOR EXECUTIVE

Council Member Westcott made a motion, seconded by Council Member Bateman, to adjourn the Regular Meeting to go into executive session to discuss personnel matters. Motion carried unanimously.

The meeting was adjourned at 8:30 p.m.

RECONVENE

The meeting reconvened at 8:45 p.m. and the public was invited back in. No actions were taken by Council.

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ADJOURN

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

The meeting adjourned at 8:45p.m.

Sandy Conrad
Secretary/Treasurer

(SEAL)