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**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL REGULAR MEETING ▪ MARCH 23, 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  
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  
Director of Public Works Tim Topper  
Chief Charles Kellar  
Solicitor John White  
Engineer Peggy Miller

**Others in Attendance:**

Kevin Clark  
Brian Byers, Littlestown Jaycees  
Louis J. Small, Jr.  
Ken White, Appler Home Owners Association  
William H. Brown  
Carl Whitehill, Littlestown Jaycees  
Tim Stonesifer Evening Sun Reporter  
Mark Walters, Gettysburg Times  
Casey Deller, C.S. Davidson (Royal Farm Rep.)  
Harry McKean, New Age Associates  
Terry Moser  
Jeff Bainbridge, Director of Real Estate for Royal Farm

**APPROVAL OF MINUTES**

***FEBRUARY 23, 2010 WORKSHOP  
MEETING MINUTES***

**Council Member Mayers made a motion, seconded by Council Member Bateman, to waive the reading of the February 23, 2010 Littlestown Borough Workshop Meeting Minutes and approve with a correction to strike "Council Member Mayers entered the meeting at 7:03pm" from the bottom of page 675. Motion carried unanimously.**

**APPROVAL AND  
PAYMENT OF BILLS**

**Council Member Bateman made a motion, seconded by Council Member Bucher, to approve the accounts payable for the General, Swimming Pool, Water, Sewer and Payroll Funds totaling \$102,227.00 for the dates of February 18, 2010 to March 15, 2010 and the Payroll disbursements for a total of \$36,189.75 from the period of February 14, 2010 to March 10, 2010 whereas the combined total is \$138,416.75. Motion carried unanimously.**

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**APPROVAL OF FINANCIAL REPORT**

Council Member Bateman made a motion, seconded by Council Member Westcott, to approve the financial report for March 23, 2010. Motion carried unanimously.

**APPROVAL OF RESERVE SAVINGS REPORT**

Council Member Bateman made a motion, seconded by Council Member Mayers, to approve the Capital Reserve Savings Accounts report for March 23, 2010. Motion carried unanimously.

**UNFINISHED BUSINESS**

**APPROVAL OF REVISED LEASE AGREEMENT FOR THE LIBRARY AT 232 NORTH QUEEN STREET**

Council Vice President Wheeler made a motion, seconded by Council Member Bateman, to approve the signing of the lease agreement between the Borough of Littlestown and Mr. & Mrs. Ronald Baird for the property at 232 North Queen Street. Council Member Westcott asked if Council had any control over what the owner could do with the back portion of the building. She was concerned for the kids who would be attending the Library. Council President Adams informed her that we have ordinances to protect us. There was no further discussion. **Motion carried unanimously.**

**NEW BUSINESS**

**APPOINTMENT TO THE PLANNING COMMISSION**

Council Member Bateman made a motion, seconded by Council Member Bucher, to appoint Mr. James Long to the Planning Commission. Motion carried unanimously.

**RESIGNATION OF DAVE ARNDT ZONING CODE OFFICER**

Council Member Westcott made a motion seconded by Council Member Bateman, to accept the resignation of the Zoning Code Officer, Dave Arndt. Motion carried unanimously.

**ORDINANCE FOR BAD CHECK FEE**

Council Member Bateman made a motion seconded by Council Member Mayers, to advertise an Ordinance raising the bad check fee from \$25.00 to \$35.00. Council Member Westcott asked if this was a good time to raise the amount because of the economy. Borough Manager Hess explained that it has to be raised to cover the administrative cost, regular mail postage, certified mail postage and bank fees. Council President Adams stated that this was a non-agenda item. **Motion carried unanimously.**

**REPORTS**

**BOROUGH MANAGER**

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

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<b>MAYOR</b>	Mayor James Eline, submitted his report earlier to Council.
<b>REMOVE CHIEF KELLAR FROM PROBATION</b>	<b>Council Member Bateman made a motion seconded by Council Member Westcott, to remove Chief Charles Kellar from probation period and place him on a permanent status. Motion carried unanimously.</b>
<b>POLICE CHIEF</b>	Chief of Police, Charles Kellar, submitted his report earlier to Council.
<b>DIRECTOR OF PUBLIC WORKS</b>	Borough Director of Public Works, Tim Topper, submitted his report earlier to Council.
<b>ZONING/CODE ENFORCEMENT OFFICER</b>	Borough Zoning/Code Enforcement, David Arndt, submitted his his report earlier to Council.
<b>BOROUGH ENGINEER, HRG</b>	There was nothing to report.
<b>BOROUGH SOLICITOR</b>	Borough Solicitor, John White, stated that there will be an Act 537 meeting on Wednesday, April 7 <sup>th</sup> at 2:00pm. Solicitor White went over the progress of the Act 537 regarding Germany and Union Townships.
<b><u>REPORTS</u></b>	<b>Council Member Bateman made a motion, seconded by Council Member Bucher, to approve the reports as written. Motion carried unanimously.</b>
<b><u>REPORTS OF BOARDS, COMMITTEES AND COMMISSIONS</u></b>	
<b><u>RECREATION BOARD</u></b>	
<b>MUNICIPAL BAND USE OF CROUSE PARK</b>	<b>Council Member Bateman made a motion seconded by Council Member Westcott, to approve the recommendation from the Recreation Board to grant the request from the Littlestown Area Municipal Band to hold a concert in Crouse Park on August 8, 2010 from 12-4pm. Motion carried unanimously.</b>
<b>OPEN AND CLOSING OF THE POOL</b>	<b>Council Vice President Wheeler made a motion seconded by Council Member Bateman, to approve the recommendation from the Recreation Board to have the pool ready to open on May 29<sup>th</sup> and to close on September 6<sup>th</sup>. Motion carried unanimously.</b>

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**PLANNING COMMISSION**

**APPROVAL OF THE PRELIMINARY/  
FINAL PLANS FOR ROYAL FARM**

Council Member Westcott expressed her concern along with concerns of some of the residents with Mr. Casey Deller regarding the property for the proposed Royal Farm store. The people are upset over the fact that the property is an eyesore and it is also affecting the sale of some homes in that general area. Council would like a commitment date. Royal Farm Director of Real Estate, Mr. Bainbridge stated that he will commit to the leveling of the hill, grading, clearing out the concrete, correcting the entrance and fixing the sediment control fence by April 30th. However, he can not commit to when Royal Farms will be up and running due to their approval being held up by PennDot.

**Council Member Westcott made a motion seconded by Council Member Bateman, to postpone the action on the approval of the preliminary/final plans for Royal Farms until the Borough Council Meeting on April 27<sup>th</sup> pending the clarification and completion of the conditions of approval. Motion carried unanimously.**

**CIVIL SERVICE COMMISSION**

Council Member Mayers stated that there is nothing to report.

**COMMUNITY RELATIONS  
COMMITTEE**

Council Vice President Wheeler stated that there is nothing to report.

**FINANCE COMMITTEE**

Council President Adams stated that the Auditors are still working on the audit; it is expected to be finalized shortly.

**HEALTH & SAFETY  
COMMITTEE**

Council Member Westcott stated that there is nothing to report.

**PERSONNEL COMMITTEE**

Council Member Bucher stated that there is nothing to report.

**UNION/POLICE CONTRACT  
COMMITTEE**

Council President Adams stated that there is nothing to report.

**PROPERTY & SUPPLY  
COMMITTEE**

Council Member Bateman stated that there is nothing to report.

**UTILITIES/I&I COMMITTEE**

Council Member Mayers state that there will be an Act 537 meeting on April 7<sup>th</sup> at 2:00pm.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURN FOR EXECUTIVE**

**Council Member Bateman made a motion, seconded by Council Member Westcott, to adjourn the Regular Meeting to go into executive session to discuss real estate matters and potential litigation. Motion carried unanimously.**

The meeting was adjourned at 8:28 p.m.

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**RECONVENE**

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

**ADJOURN**

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

The meeting adjourned at 9:35p.m.

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Sandy Conrad  
Secretary/Treasurer

(SEAL)