

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ FEBRUARY 8, 2011

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CALL TO ORDER

The Borough Council met in session and the meeting was called to order at 7:00 p.m. with Council President Dave Wheeler presiding.

ATTENDANCE

Council Members Present:

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

Additional Borough Representation:

Secretary/Treasurer Sandy Conrad
Directory of Public Works, Tim Topper
Chief Water/Sewer Operator, Chris Stroup

Others in Attendance:

Harry McKean
Rebecca Baugher
Bill Hill, WM.F. Hill & Associates
Fred Heerbrandt, WM.F. Hill & Associates
Ben Shull, WM.F. Hill & Associates
Joyce Weatherly
Fred Miller
Daniel Miller
Louis Small, Jr.
Kevin Clark

APPROVAL OF MINUTES

*JANUARY 25, 2011
MEETING MINUTES*

Council Member Bateman made a motion seconded by Council Member Bucher, to waive the reading of the January 25, 2011 Council Meeting Minutes and approve as written. 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 \$33,120.68 for the dates of January 20, 2011 to February 1, 2011. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher to approve the Payroll disbursements for a total of \$58,427.54 from the period of January 20, 2011 to February 4, 2011. Motion carried unanimously.

**APPROVAL OF REVENUE
AND EXPENDITURE REPORT**

Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Revenue and Expenditure Report from January 1, 2011 to February 1, 2011. Motion carried unanimously.

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NEW BUSINESS

***REQUEST FOR A PAYMENT PLAN
HUNTERS INN***

Hunters Inn had established two payment plans which both were defaulted on. Mr. & Mrs. Via, the owners of Hunter's Inn, has requested to come before Council to ask for another payment plan before a Writ of Execution is filed. There was no representation from Hunter's Inn present.

Council Member Westcott made a motion seconded by Council Member Mayers to direct Borough Solicitor White to proceed with the next step. Council Member Bateman and Council Member Bucher agreed that the owners of Hunters Inn should be given another payment plan. Council Member Bateman explained that Mrs. Via has had severe medical problems and there would be around 24 people without a place to live if they lose their business. Council Member Westcott felt that they should not be given another payment plan due to the fact that they defaulted on two others and this has been going on since 2009 and their current billing exceeds \$10,000.00. **Motion carried 4-2 in favor with Council Member Bateman and Council Member Bucher casting the opposing votes.**

***IDEA OF A SHREDDING COMPANY
COMING TO LITTLESTOWN***

Council Member Westcott brought the idea of a shredding company coming to Littlestown. She feels, due to her own experience, that this could help a lot of residents destroy unwanted documents in a safe and secure manner. The thought of doing this at Good Old Days was an idea and it would be asked that a donation of clothing, canned goods or toys be donated in lieu of a charge for the shredding from residents. This could be a project where we help the residents and help organizations with donations.

Borough Secretary Conrad stated that the Fire Company has a company come in once a month to shred their documents and this could be a project that the Fire Company and Borough could do together.

EMERGENCY RESPONSE PLAN

Chief Water/Sewer Operator, Chris Stroup informed Council that our current EMC, Chris Folster has not provided an updated response plan to the Borough. Due to current mandates with the water/sewer there is certain information that needs to be updated in the plan.

Council President Wheeler contacted Mr. Folster via email asking him to contact the Borough Secretary to discuss the updates. At this time the Secretary has not seen any response from Mr. Folster.

***PRESENTATION FROM
WM.F HILL & ASSOCIATES***

WM.F. Hill & Associates was established in 1982. The firm provides engineering and consulting services for civil, municipal and environmental engineering. The company is capable of sewer

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system operations, water system services and municipal zoning and subdivision and land development. They also have experience in roadways and stormwater management, construction and contract administration, general environmental regulatory compliance, on-lot sewage system oversight and field surveys. Mr. William (Bill) Hill and

***PRESENTATION FROM
WM.F HILL & ASSOCIATES
(CONTINUED)***

a few members of his staff further explained, through a slide show presentation, different projects completed by the company.

UPDATED ON CAPITAL PROJECTS

Mr. Gary Pulcini with Valco Capital presented Council with a rate impact study. This study includes water, sewer and general obligation debt. The purpose of the debt is to perform the reconstruction of Lumber Street including the replacement of water and sewer lines. Also to upgrade our sewer plant, this is mandated by EPA and DEP. The estimated increases that Council would need to put in place include: the millage requirement of 0.22 mills for the budget year 2012. The water increase requirement of \$82.80 by April 1, 2013 and the sewer increase requirement of \$170.96 by February 15, 2014.

CAPITAL PROJECT RESOLUTION

Borough Solicitor White informed Council that they would need to adopt a Resolution which allows members of the Borough staff, consultants, bond council and financial advisor to take certain action in preparing the issuance of debt for the capital projects. If Council wishes to proceed then the following Resolution must be adopted:

RESOLUTION

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF LITTLESTOWN (THE "BOROUGH"), EXPRESSING THE INTENTION OF THE BOROUGH TO UNDERTAKE ALL OR SOME OF CERTAIN CAPITAL PROJECTS CONSISTING OF, BUT NOT LIMITED TO, (I) UPGRADES AND IMPROVEMENTS TO THE BOROUGH DRINKING WATER SYSTEM, (II) DESIGN AND ENGINEERING WORK RELATED TO UPGRADES AND IMPROVEMENTS TO THE BOROUGH WASTEWATER TREATMENT PLANT, AND (III) UPGRADES AND IMPROVEMENTS TO BOROUGH STREETS AND ROADWAYS; TO ISSUE DEBT IN ACCORDANCE WITH THE LOCAL GOVERNMENT UNIT DEBT ACT; ESTABLISH A PRIORITY FOR SAID CAPITAL PROJECTS AND UNDERTAKE SUCH CAPITAL PROJECTS AS AUTHORIZED AND ISSUED FUNDS PERMIT; AUTHORIZING AND DIRECTING OFFICIALS OF THE BOROUGH TOGETHER WITH THE SOLICITOR, SPECIAL CONSULTANT, FINANCIAL CONSULTANT AND BOND COUNSEL HEREBY APPOINTED BY THE BOROUGH TO DO AND TO TAKE CERTAIN ACTION PREPARATORY TO AND IN FURTHERANCE OF THE ISSUANCE OF SUCH DEBT, AND RESCINDING PRIOR INCONSISTENT RESOLUTIONS.

Council Member Adams made a motion seconded by Council Member Bateman to adopt the Capital Projects Resolution.

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Motion carried unanimously. *(the resolution that was adopted is reference above)*

CDBG APPLICATION

Borough Consultant, Jim Schumacher informed Council that the Community Development Block Grant Application has been submitted. This application is to apply for a grant in the amount of \$265,000.00 for the Lumber Street Revitalization and Reconstruction Project. Mr. Schumacher also extended his thank you to all of the volunteers that came out to help complete the surveys on Lumber Street. The surveys were required as part of the submission of the grant application. The volunteers consisted of Borough Staff and Members of Council. Council member Westcott showed appreciation and thanks to Mr. Schumacher for going over and beyond the call of duty.

***CDBG APPLICATION
(CONTINUED)***

REPORTS

MAYOR

Mayor, James Eline reported that the grand opening of the Library was held on Saturday, January 29, 2011 and he had the honor of cutting the ribbon. He further encouraged everyone who hasn't seen the Library to take the time to stop in and see it.

PUBLIC COMMENT

There were no public comments given.

ADJOURN

Council President Wheeler adjourned the meeting at 8:15pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)