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**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ JULY 26, 2011**

**CALL TO ORDER**

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

**ATTENDANCE**

**Council Members Present:**

Council President Dave Wheeler  
Vice President Tim Mayers  
Council Member Donald Bateman  
Council Member Betty Bucher  
Council Member Rick Adams  
Mayor James Eline, Sr.

**Council Members Excused:**

Council Member Charlene Westcott

**Additional Borough Representation:**

Secretary/Treasurer Sandy Conrad  
Chief of Police, Charles Kellar  
Directory of Public Works, Tim Topper  
Borough Solicitor, John White  
Borough Engineer, Josh Fox

**Others in Attendance:**

Karen Louey  
Paul Sharpless  
Rebecca Baugher  
Richard Messinger  
Mike Caltrider  
Larry Unger  
Harry McKean, Stoners Farm  
Dave Westcott  
Scott Small  
Steve Laughman, Alpha Fire Company  
Joyce Weatherly  
Nadine Devine  
Sharon Daneman  
Francis  
Tom Stellhorn

**APPROVAL OF MINUTES**

*JULY 12, 2011  
MEETING MINUTES*

**Council Member Bateman made a motion seconded by Council Member Bucher, to waive the reading of the July 12, 2011 minutes of Council 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, Pool, Water and Sewer Funds from July 7, 2011 through July 18, 2011 in the amount of \$67,638.50. Motion carried unanimously.**

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Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Payroll from July 7, 2011 through July 18, 2011 in the amount of \$44,846.29. Motion carried unanimously.

**REVENUE & EXPENDITURES**

Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Revenue and Expenditure report date July 30, 2011. Motion carried unanimously.

**NEW BUSINESS**

***ERNEST SPAMER CROP WALK***

Council Member Adams made a motion seconded by Council Member Bucher, to approve the request from Earnest Spamer to hold the Littlestown Community 2011 Crop Walk on October 9, 2011, starting at 1:00pm. Motion carried unanimously.

***ARTHUR BARNES – REDUCTION  
IN SEWER BILL***

Council Member Bateman made a motion seconded by Council Member Bucher, to postpone the request from Arthur Barnes regarding a reduction in his July water/sewer bill, sewer portion only, until it is further investigated. Motion carried unanimously.

***RE-APPOINTMENT TO THE  
BOROUGH AUTHORITY – KAREN  
LOUEY***

Council Member Bateman made a motion seconded by Council Member Adams, to re-appoint Karen Louey to the Borough Authority with a term to expire July 9, 2016. Motion carried unanimously.

***CORRECTION TO  
DECEMBER 14, 2010 MINUTES  
WESTCOTT, BOROUGH AUTHORITY  
TERM EXPIRATION DATE***

Council Member Bateman made a motion seconded by Council Member Adams, to make the following correction to the December 14, 2010:

- Page 742, “Mr. Westcott’s term will expire July 26, 2011”. Should read, “Mr. Westcott’s term will expire July 26, 2014”. Council President Wheeler stated that this was a non-agenda item and asked for public comments. Paul Sharpless of Lumber Street stated that all the other Borough Authority Members terms expire on July 9<sup>th</sup> not July 26<sup>th</sup>. Council Member Bateman made a motion seconded by Council Member Adams, to amend his motion to change July 26, 2014 to July 09, 2014. Council President Wheeler stated that this was a non-agenda item and asked if there were any questions or comments. None were given. Motion carried unanimously.

***AMENDMENT TO LUMBER STREET  
ROADWAY & UTILITY IMPROVEMENT  
PROJECT AGREEMENT***

Borough Engineer Josh Fox informed Council that there was an amendment to the Lumber Street Roadway & Utility Improvement Project. This amendment would be amendment no. 1, which is an authorization for additional services. The additional services includes complete necessary additional field survey to define additional property lines and right of ways at Park Avenue and East Lumber Street (near Well No. 9), review and perform additional Deed research, define property lines and right of ways in plan set, incorporate temporary construction easements into plan set, and prepare exhibits for the Borough’s use in

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acquiring the temporary construction easements necessary for the construction of project. The proposed fees for the increase final design phase is \$1,500.00 lump sum to include reimbursable expenses.

**Construction Easement Exhibits. Motion carried unanimously. Council Member Bateman made a motion seconded by Council Member Adams, to approve Amendment No. 1 for Authorization for Additional Services to the Lumber Street Roadway & Utility Improvement Project. Motion carried unanimously.**

***REQUEST FROM HRG TO APPOINT  
A COMMITTEE***

Borough Engineer, Josh Fox asked Council to consider appointing a committee with a member(s) from both the Borough Council and Borough Authority to meet as necessary to discuss the progress of the design and make recommendations as necessary. The Committee will provide an effective method for communication and discussion of critical components of the upgrade throughout the design process. These discussions can result in recommendations to the entire Borough Council and Borough Authority for critical decisions to avoid potential delays.

Council President Wheeler has designated the I & I Committee as the sub-committee for the wastewater project that the Engineer has suggested.

**REPORTS**

**MAYOR**

Mayor, James Eline Sr. thanked the Rotary Club for acting on the clock situation in a timely manner.

**DIRECTOR OF PUBLIC WORKS**

Tim Topper informed Council that at the beginning of August the Public Works Department will begin re-painting all crosswalks and centerlines in the Borough. Mr. Topper also reports that he has a meeting set up on July 27, 2011 at 7am to meet with a company regarding repairing the town clock. Also, two quotes regarding repairs to the roof have been received and two more quotes are pending.

**BOROUGH ENGINEER**

***WATER SYSTEM IMPROVEMENT***

Borough Engineer, Josh Fox informed Council that the Water System Improvement Project was advertised for public bidding on July 12, 2011 with the bid opening to be held on Thursday, August 11, 2011 at 1:00pm in the Borough Council Chambers. The Public Water Supply Permit was received on July 15, 2011 and will be issued by addendum during the bid process.

***LUMBER STREET UTILITY &  
ROADWAY PROJECT***

The Highway Occupancy Permit was received on July 12, 2011, however the NPDES Permit has not yet been received but HRG anticipates receipt during the bid period.

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The project was advertised for public bidding on Friday, July 22, 2011 with the bid opening to be held on Monday, August 22, 2011 at 1:00pm in the Borough Council Chambers.

It is anticipated that a recommendation for the Notice of Award and Notice to Proceed will be presented at the Borough Council's September 13, 2011 meeting.

***PROJECT SIGNS***

Council was asked if they wish to have a project sign for the current projects. Currently there is not one included for the water project but there is one included for Lumber Street. The signs vary in cost but they are usually under \$600. Josh would work closely with Mr. Topper for placement of the signs. The sign(s) for Lumber Street would be placed in an area where it would not disturb the sight distance coming off of Queen Street and the sign for the well project would be placed on South Queen Street coming into town. Mr. Topper informed Council that the signs would be placed at each end of Lumber Street and on South Queen Street in front of the well area.

**Council Member Bateman made a motion seconded by Council Member Bucher, to approve the purchase of the signs for both the Water Project and the Lumber Street Project. Council President Wheeler stated that this was a non-agenda item and asked for any public comments. None were given. Motion carried unanimously.**

***WASTEWATER TREATMENT  
PLANT UPGRADE***

All survey has been completed, the basemapping prepared, and the wetland absence report completed. The design report to the major manufacturers of wastewater treatment equipment for this project to include the oxidation ditches, clarifiers, and the headworks (fine screen, grit removal, and grease removal) has been issued. Also the ACT 537 Plan has been approved from DEP with no technical comments.

**BOROUGH CONSULTANT**

***CAPITAL IMPROVEMENT PROGRAM***

Borough Consultant, Jim Schumacher, presented Council with a draft Capital Improvement Program (CIP) for the fiscal years 2011 – 2016. The purpose of the CIP is to list expenditures in the year they are needed. As a percentage of the operating budget, capital expenditures are generally the largest single expenditure. The projected expenditures of the draft six-year CIP total \$15,163,000 with the largest expenditure being the sewer improvement projects totaling \$8,933,500, the second largest being the water projects totaling \$4,267,700 and the third being the street reconstruction projects totaling \$1,014,000. All capital expenditures are estimates only and may not reflect the actual cost needed to complete the project or acquisition.

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**REPORTS OF BOARDS  
COMMITTEES & COMMISSIONS**

***BLUE BAND, REFRIGERATOR,  
INTERIM ASSISTANT MANAGER –  
KELLY RALIEGH***

The Recreation Board at their July 19, 2011 meeting made the following recommendations to Council for approval:

- Allow the Blue Band usage of the community pool and pavilion August 4, 2011 with swimming between 3:00pm and 5:30pm;
- Purchase a new refrigerator for the concession stand;
- Promote Kelly Raleigh to Assistant Pool Manager effective immediately following the resignation of Assistant Manager Christopher Sauvageau with an increase of \$1.00/hr bringing her new salary to \$9.15/hr

**Council Member Bateman made a motion seconded by Council Member Adams, to approve all three recommendations from the Recreation Board. Motion carried unanimously.**

**NON-AGENDA ITEM**

***ALPHA FIRE COMPANY  
PRELIMINARY/FINAL DEVELOPMENT  
PLAN EXTENSION REQUEST***

**Council Member Adams made a motion seconded by Council Member Mayers, to approve the request from the Alpha Fire Company for an 120 day extension on the Preliminary/Final Development plans for the Alpha Fire Company's new building. Motion carried unanimously.**

**RECESS FOR EXECUTIVE**

Council President Wheeler recessed for an executive session to discussion personal matters.

The meeting was recessed at 8:12pm

**RECONVENE**

Council President Wheeler reconvened at 9:14pm and the public was invited back in.

**ADJOURN**

Council President Wheeler adjourned the meeting at 9:14pm.

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Sandy Conrad  
Secretary/Treasurer

(SEAL)