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**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ NOVEMBER 15, 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 Charlene Westcott  
Mayor James Eline, Sr.

**Council Members Excused:**

Council Member, Rick Adams

**Additional Borough Representation:**

Secretary/Treasurer Sandy Conrad  
Directory of Public Works, Tim Topper  
Borough Engineer, Josh Fox  
Borough Consultant, Jim Schumacher  
Chief Water/Sewer Operator, Chris Stroup  
Borough Auditors, Sam Miller & Harriet Gillan

**Others in Attendance:**

Paul Sharpless  
Nicole Farace  
Richard Messinger  
Tori Spangler, Alpha Fire Company  
Dave Westcott  
James Bealing, Jr., Alpha Fire Company  
Chuck Figler, Alpha Fire Company  
Terry Moser  
Ron Baird  
Jess Haines, Gettysburg Times  
Craig Paskoski, Evening Sun  
Scott Small, Alpha Fire Company  
Fred Miller

**APPROVAL OF MINUTES**

***OCTOBER 25, 2011  
MEETING MINUTES***

**Council Member Bateman made a motion seconded by Council Member Bucher, to waive the reading of the October 25, 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 October 21, 2011 through November 9, 2011 in the amount of \$573,060.46. Motion carried unanimously.**

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Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Payroll from October 21, 2011 through November 9, 2011 in the amount of \$57,095.81. Motion carried unanimously.

**PUBLIC HEARING**

***ACT 32 ORDINANCE***

Council Member Bateman made a motion seconded by Council Member Bucher, to adopt Ordinance 653 of 2011, Amending Chapter 63, Article IV, Section 63-31., entitled "Earned Income Tax Levied" of the code of ordinances of the said Borough and adopting the following legislation to levy and impose a tax for general revenue purposes on Earned Income and Net Profits of residents as well as non-borough residents deriving income from within the Borough of Littlestown; requiring the filing of tax returns; requiring employers to register, withhold and remit taxes and file tax returns; providing for the administration and enforcement of this ordinance, including collection of and prosecution of delinquent accounts and costs thereof; and imposing penalties for violations of such ordinance. Motion carried unanimously.

**NEW BUSINESS**

***REQUEST FROM ACTA FOR DONATION***

Council has requested that this be sent to the Borough Solicitor for review.

***REQUEST FOR SATURDAY BRUSH PICK-UP***

No action taken by Council at this time.

**REPORTS**

**BOROUGH ENGINEER**

***PRESENTATION BY MR. SHARPLESS REGARDING 2012 BUDGET***

Mr. Paul Sharpless of Lumber Street gave a 30 minute presentation on the 2012 budget.

***2010 AUDIT REVIEW BY RAGER, LEHMAN & HOUCK***

Ms. Harriet Gillan with Rager, Lehman and Houck gave a brief overview of the 2010 Final Audit.

***ADVERTISE 2012 TAX ORDINANCE***

Council Member Bucher made a motion seconded by Council Member Westcott, to approve the advertising an Ordinance, Establishing and levying the taxes upon real property, persons, earned income and net profits, local services, and the transfer of real property within the Borough of Littlestown, Adams County, Pennsylvania, for the Fiscal Year 2012. Motion carried unanimously.

***PROPOSAL OF ENGAGEMENT FROM THE LAW FIRM OF LAVERY, FAHERTY, PATTERSON***

Council Member Bucher made a motion seconded by Council Member Westcott, to accept the proposal of engagement from the Law Firm of Lavery, Faherty, Patterson as special counsel to the Borough. Motion carried unanimously.

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***BOROUGH ENGINEER***

***ADDITIONAL SERVICE NO. 3***

**Council Member Westcott made a motion seconded by Council Member Bateman, to approve the Authorization for Additional Services for the Waste Water Treatment Plan BNR Upgrade Project, Authorization Number: 3, for Supplemental Carbon Chemical Addition, Replacement of Air Piping and Diffusers in Equalization Basin, Design Solids Handling Facilities for Class B Biosolids and Oxidation Ditches Effluent Weir Replacement, for a proposed fee of \$18,030.00 plus reimbursable expenses. Motion carried unanimously.**

***BOROUGH CONSULTANT***

Borough Consultant, Jim Schumacher gave a summarization of the 2012 budget.

**RECESS FOR EXECUTIVE**

Council President Wheeler recessed the meeting of Council to go into an executive session to discuss personnel and potential litigation.

The meeting was recessed at 8:35m.

**RECONVENE**

Council President Wheeler reconvened the meeting of Council at 9:20pm and the public was invited back in.

***139 CHARLES STREET***

**Council Member Westcott made a motion seconded by Council Member Bateman, to authorize the Director of Public Works, Tim Topper, to take action to hire a contractor to clean up 139 Charles Street and forward the bill along with a 10% administration fee to the Borough Solicitor, John White, to start the procedure for payment by filing a municipal lien.**

**ADJOURN**

Council President Wheeler adjourned the meeting at 9:25pm.

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Sandy Conrad  
Secretary/Treasurer

(SEAL)