

823

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ NOVEMBER 29, 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

Council Members Excused:

Council Member, Rick Adams
Mayor James Eline, Sr.

Borough Authority Members:

Chairperson, Karen Louey
Vice Chair, Dave Westcott
Secretary/Treasurer, Marilyn Zanger

Borough Authority Members Excused:

Member, Richard Adams
Member, Pam Snyder

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

Additional Borough Representation Excused:

Borough Solicitor, John White

Others in Attendance:

Paul Sharpless
Harry McKean
Louis Small
Nicole Farace
Jess Haines, Gettysburg Times
Fred Miller
Richard Messinger
Scott Small, Alpha Fire Company
Bryan Westfall
Kenneth White
Joyce Weatherly
Steve Laughman
Rebecca Baugher
Craig Paskoski, Evening Sun

824

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APPROVAL OF MINUTES

**NOVEMBER 15, 2011
MEETING MINUTES**

Council Member Bateman made a motion seconded by Council Member Bucher, to waive the reading of the November 15, 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 November 10, 2011 through November 21, 2011 in the amount of \$70.00. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Payroll from November 10, 2011 through November 21, 2011 in the amount of \$35,871.37. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Revenue and Expense Report for the month of October as presented. Motion carried unanimously.

RECESS

Council President Wheeler recessed the meeting of Council at 7:15pm for the Borough Authority.

BOROUGH AUTHORITY

Authority Chairperson, Louey opened the meeting of the Authority at 7:15pm.

**CONTRACT 11-1 CHANGE ORDER
NO. 1**

Authority Secretary/Treasurer Zanger made a motion seconded by Authority Vice-Chair Westcott, to approve Change Order No. 1 for Contract 11-1 in the amount of \$7,666.61. Motion carried unanimously.

**CONTRACT 11-1 APPLICATION OF
PAYMENT NO. 1**

Authority Vice-Chair Westcott made a motion seconded by Authority Secretary/Treasurer Zanger, to approve Application for Payment No. 1 for contract 11-1 to PSI Pumping Solutions, Inc. in the amount of \$118,701.90. Motion carried unanimously.

ADJOURN

Authority Vice-Chair Westcott, made a motion seconded by Authority Secretary/Treasurer Zanger, to adjourn the meeting of the Borough Authority.

The meeting was adjourned at 7:17pm.

NEW BUSINESS

CONTRACT 11-1 CHANGE ORDER

Council Member Westcott made a motion seconded by Council Member Bucher, to approve Change Order No. 1 for Contract 11-1 in the amount of \$7,666.61. Motion carried unanimously.

825

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**CONTRACT 11-1 APPLICATION OF
PAYMENT NO. 1**

Council Member Westcott made a motion seconded by Council Member Bateman, to approve Application for Payment No. 1 for contract 11-1 to PSI Pumping Solutions, Inc. in the amount of \$118,701.90. Motion carried unanimously.

NEW BUSINESS

NICOLE FARACE

Ms. Farace came before Council to claim that the Monarch Street Project that was completed in 2008 has caused her basement to continuously flood. This claim was submitted to the Contractors and Boroughs insurance company which both companies denied the claim. Ms. Farace is seeking reimbursement for the costs that she incurred to correct the problem. No action was taken by Council

2010 AUDIT

Council Member Westcott made a motion seconded by Council Member Bateman, to approve the 2010 Audit presented and prepared by Rager, Lehman and Houck. Motion carried unanimously.

***ADVERTISE FOR 2012 SUMMER
POSITIONS***

Council Member Westcott made a motion seconded by Council Member Bateman, to postpone advertising for the 2012 summer positions until further clarification from the Finance Committee as to how many openings the budget will allot. Motion denied with Council Member Mayers, Council Member Bucher and Council President Wheeler casting the opposing votes.

***APPOINTMENT TO THE PLANNING
COMMISSION***

Council President Wheeler appoint Mayor James Eline, Sr. to fill the vacant position on the Planning Commission with a term to expire January 1, 2013.

***UPGRADE TO STARTER ON
ELEVATOR***

Council Member Westcott made a motion seconded by Council Member Bateman, to not upgrade the starter for the elevator located in the Borough Building. Motion carried unanimously.

***REVISED CIVIL SERVICE
REGULATIONS***

Council Member Bateman made a motion seconded by Council Member Bucher, to approve the Civil Service Rules and Regulations as revised. Motion carried unanimously.

**REPORTS OF BOARDS,
COMMITTEES & COMMISSIONS**

FINANCE COMMITTEE

APPOINT NEW AUDITORS

Council Member Westcott made a motion seconded by Council Member Bateman, to appoint Rotz & Stonesifer as the Borough Auditors. Motion carried unanimously.

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826

I & I COMMITTEE

WATER/SEWER REQUESTS

Council Member Mayers made a motion seconded by Council Member Bucher, to deny the request from the following and to approve any necessary payment arrangements that may be needed:

- 1. Sandusky Lee to reimburse for the sewer component of their October 1, 2011 water/sewer bill for the former Master Brand building;**
- 2. Lou and Karen Hobson to reduce the October 1, 2011 water/sewer bill for 118 West King Street; and**
- 3. Tammi McGregor to adjust her October 1, 2011 water/sewer bill.**

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 8:13pm.

RECONVENE

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

No action was taken.

ADJOURN

Council President Wheeler adjourned the meeting at 9:15pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)