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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ FEBRUARY 28, 2012

CALL TO ORDER

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

ATTENDANCE

Council Members Present:

Council President Paul Sharpless
Council Vice President Ron Baird
Council Member Dave Wheeler
Council Member Donald Bateman
Council Member Betty Bucher
Council Member Charlene Westcott
Mayor James Eline, Sr.

Additional Borough Representation:

Borough Solicitor, Bob Campbell & Todd King
Secretary/Treasurer Sandy Conrad
Chief of Police/Borough Manager, Charles Kellar
Directory of Public Works, Tim Topper
Borough Engineer, Josh Fox
Borough Consultant, Jim Schumacher

Borough Authority Members Present:

Chairperson Karen Louey
Authority Secretary/Treasurer Marilyn Zanger
Authority Member Dave Westcott
Authority Member Pam Snyder

Borough Authority Members Excused:

Authority Member Rick Adams

Others in Attendance:

Katie Triplett
Ray Donadio
Dave Jaeckels
Ivan Lufriu
Richard Messinger
Scott Zanger
Harry McKean
Fred Miller
Jess Haines, Gettysburg Times
Eric Gladhill
Scott Small
Steve Laughman
Bryan Westfall
Terry Moser
Craig Paskoski, Evening Sun

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APPROVAL OF MINUTES

***FEBRUARY 14, 2012
MEETING MINUTES***

Council Member Bateman made a motion seconded by Council Member Bucher to waive the reading of the February 14, 2012 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, Pool, Water and Sewer Funds from January 20, 2012 through February 21, 2012 in the amount of \$73,771.01. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher to approve the payroll form January 20, 2012 through February 21, 2012 in the amount of \$100,814.53. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher to approve the Revenue and Expenditure report for the month of January. Motion carried unanimously.

NEW BUSINESS

***MR. STOVER CLARK &
MR. JOHN KENNEDY
PERSONAL SERVICES CONTRACT***

Mr. Clark and Mr. Kennedy are consultants that go after large grants and low interest loans for municipalities. Both gentlemen met with the finance committee to discuss possible grants for the upgrade to the wastewater treatment plant project. Mr. Clark and Mr. Kennedy informed Council that the Borough fits into a lot of the categories that would make the Borough eligible to receive grants. The last grant that they received was for Loyalsock in Lycoming County in the amount of \$3.5 million. This grant was for the upgrade to their wastewater treatment plant. Mr. Stover also noted that through Pennvest East Berlin Joint Authority received a \$3.95 million grant and Bonneauville both received a \$4 million grant.

Council Member Bateman made a motion to approve the Personal Services Contract between the Borough of Littlestown and John Kennedy and Stover Clark as consultants with the contract commencing March 1, 2012 and terminating of February 28, 2013. Motion died due to a lack of second.

REQUEST FROM MR. ZIMMERMAN

Mr. Zimmerman submitted a letter to Council requesting that the penalty applied to his January 1, 2012 water/sewer in the amount of \$8.90 be waived.

Council President Sharpless referred this to the I & I Committee for review.

***CDBG GRANT "SUBRECIPIENT
AGREEMENT"***

Council Member Westcott made a motion seconded by Council Member Bateman to approve and direct the Council President to sign the Subrecipient Agreement Between the County of Adams and the Littlestown Borough Lumber Street Revitalization Project. Motion carried unanimously.

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REPORTS

Mayor

Mayor, James Eline, Sr. submitted his report earlier to Council and turned over \$450.00 in fines to the Borough Clerk.

Chief of Police

Chief of Police, Charles Kellar submitted his report earlier to Council. He informed Council that the physical agility test, which is part of the Civil Service testing, was conducted on February 25, 2012. Chief Kellar also announced that he had received the resignation from Officer Douglas Hilyard. Chief Kellar stated that Officer Hilyard served the department and community with distinction and he has always done a wonderful job and wishes him well in his future endeavors.

Borough Manager

Borough Manager, Charles Kellar submitted his report earlier to Council. He informed Council that the permit/application for the traffic signal needs to be signed by the Borough Secretary and submitted. PennDot has preliminary approved but they will not do a final approval until the permit/application is submitted.

***TRAFFIC SIGNAL APPLICATION
NORTH QUEEN/SOUTH COLUMBUS***

Council Member Bateman made a motion seconded by Council Member Bucher to direct the Borough Secretary to sign and submit the Traffic Signal Permit/Application. Motion carried unanimously.

RECESS

Council President Sharpless recessed the meeting of Council at 7:43pm to allow the Borough Authority to go into session.

BOROUGH AUTHORITY

The meeting of the Littlestown Borough Authority was call to order at 7:43pm with Authority Chairperson, Karen Louey presiding.

***CONTRACT 11-4, PAYMENT NO. 1
FAYETTEVILLE CONSTRUCTION, INC.***

Authority Member Westcott made a motion seconded by Authority Member Snyder to approve payment no. 1 for Contract 11-4, in the amount of \$248,574.63 to Fayetteville Construction, Inc. Motion carried unanimously.

***CONTRACT 11-1, PAYMENT NO. 4
PSI PUMPING SOLUTIONS, INC.***

Authority Member Westcott made a motion seconded by Authority Member Snyder to approve payment no. 4 for Contract 11-1, in the amount of \$261,941.55 to PSI Pumping Solutions, Inc. Authority Chairperson, Louey stated that this was a non-agenda item and asked for public comments. Motion carried unanimously.

ADJOURN

Authority Member Westcott made a motion seconded by Authority Member Snyder to adjourn the meeting of the Littlestown Borough Authority. Motion carried unanimously.

The meeting of the Littlestown Borough Authority was adjourned at 7:45pm.

RECONVENE

Council President Sharpless reconvened the meeting of the Littlestown Borough Council at 7:45pm.

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NEW BUSINESS (Cont'd)

**CONTRACT 11-4, PAYMENT NO. 1
FAYETTEVILLE CONSTRUCTION, INC.**

Council Member Bateman made a motion seconded by Council Member Bucher to approve payment no. 1 for Contract 11-4, in the amount of \$248,574.63 to Fayetteville Construction, Inc. Motion carried unanimously.

**CONTRACT 11-1, PAYMENT NO. 4
PSI PUMPING SOLUTIONS, INC.**

Council Member Bateman made a motion seconded by Council Member Bucher to approve payment no. 4 for Contract 11-1, in the amount of \$261,941.55 to PSI Pumping Solutions, Inc. Council President Sharpless stated that this was a non-agenda item and asked for public comments. Motion carried unanimously.

SANDUSKY LEE

Council Member Bateman made a motion seconded by Council Member Wheeler to approve the revised Final Subdivision Plan contingent upon HRG's review and approval of the Planning Module. Motion carried unanimously.

REPORTS (Cont'd)

Director of Public Works

Director of Public Works, Tim Topper submitted his report earlier to Council.

LIFTING OF THE WATER BAN

Council Member Bateman made a motion seconded Council Member Westcott to lift the current water ban effective immediately. Council President Sharpless stated that this was a non-agenda item and asked for public comments. Motion carried unanimously.

Borough Clerk

Borough Clerk, Rebecca Baugher provided Council with a listing of current properties that are in the lien process and current properties where their water/sewer bills are delinquent.

Borough Solicitor

AT&T PROPOSAL

Borough Solicitor, Todd King researched the type of agreement that AT&T were looking to make with the Borough for the cell tower located in the Community Park. AT&T is proposing a 49 year lease with the option to purchase for \$1.00 at the end of the term. Mr. King provided Council with the proposed agreement.

Council took no action on due to the fact that they had not had adequate time to review the proposed agreement. This matter will be placed on the March 13, 2012 agenda.

PROPLANT AVENUE

Borough Solicitor, Bob Campbell gave the Council an update on ProPlant Avenue. At this time nothing has been found through the deeds. It is recommended that the Borough proceed with process of a variance through Union Township and the Attorney's office will also continue their research.

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Borough Engineer

Borough Engineer, Josh Fox informed Council that the Chapter 94 report will need to go on the March 13, 2012 agenda.

Borough Consultant

Borough Consultant, Jim Schumacher submitted his report earlier to Council. He also informed Council that the Recreation Board is recommending the following park projects which are in order of priority:

1. Restoration of Tennis Courts
2. ADA Sidewalks to pavilion & restrooms
3. New "T" ball field
4. New playground

Council Member Westcott made a motion seconded by Council Member Bateman to approve the recommendation from the Recreation Board of the above listed park projects with an amendment to the priority of the projects which consists of number 3 "New "T" ball field" and number 4 "New playground" be switched. Motion carried unanimously.

**REPORTS OF BOARD
AND COMMISSIONS**

Recreation Board

***WAIVE PAVILION FEE
HISTORICAL SOCIETY***

Council Member Wheeler made a motion seconded by Council Member Bucher to deny the request from the Recreation Board and to allow the Historical Society to utilize the Pavilions at no charge. Motion carried 5-1 with Council President Sharpless casting the opposing vote.

HIRING OF SUMMER PERSONNEL

Council Member Bateman made a motion seconded by Council Member Bucher to approve the recommendation from the Recreation Board and hire the following personnel for the 2012 Pool/Summer Rec/Concession Season:

Concession Stand:

- Janelle Kagarise (manager) at \$11.00/hr
- Taylor Amoss (concessionaire) at \$7.25/hr
- Veronica Howard (concessionaire) at \$7.25/hr
- Elin Blanchard (concessionaire) at \$7.25/hr
- Grace Simmon (concessionaire) at \$7.25/hr
- Kirby Dinsmore (on-call concessionaire) at \$7.25/hr

Recreation Program:

- Devin Heller (director) at \$11.00/hr
- Janelle Kagarise (art director) at \$7.25/hr
- McKenna Farquharson (counselor) at \$7.46/hr
- George Simmons (counselor) at \$7.25/hr
- Chelsi Amoss (counselor) at \$7.25/hr
- Caitlin Price (counselor) at \$7.25/hr
- Hunter Keith (counselor) at \$7.25/hr

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- Katherine Thompson (counselor) at \$7.25/hr
- Kayla Smith (counselor) at \$7.25/hr

Community Pool:

- Louise Luckinich (manager) at \$12.50/hr
- Christopher Sauvageau (assistant manager) at \$10.00/hr
- Melissa Lyons (lifeguard) at \$7.92/hr
- Matthew Stroda (lifeguard) at \$7.92/hr
- Adam Amspacher (lifeguard) at \$7.92/hr
- Kendra Kelch (lifeguard) at \$7.92/hr
- Elizabeth Snively (lifeguard) at \$7.92/hr
- Bryce Kuhn (lifeguard) at \$7.92/hr
- Sierra Suarez (part-time lifeguard) at \$7.95/hr
- Nicole Miller (ticket-taker) at \$7.46/hr
- Austin Albright (ticket-taker) at \$7.25/hr
- Garrick Lackey (possible substitute ticket-taker)
- Xavier Sauvageau (possible substitute ticket-taker)

Council President Sharpless asked for questions or comments. Council Member Westcott expressed her concern with the amount of lifeguards that were being hired and also the re-hiring of the pool manager. **Council Member Westcott made a motion seconded by Council Member Wheeler to amend the current motion with the following:**

“to deny the hiring of the pool manager, Louise Luckinich”

Motion failed 2-4 with Council President Sharpless, Council Members, Bateman, Bucher and Baird casting the opposing votes.

Council Member Bateman made a motion seconded by Council Member Bucher to approve the recommendation from the Recreation Board to hire the above personnel, listed in the original motion, for the 2012 pool/summer rec/concession season. Motion carried 4-2 with Council Members Westcott and Wheeler casting the opposing votes.

Planning Commission

***POOR MAN’S TREASURE
28 SOUTH QUEEN STREET***

Council Member Bucher made a motion seconded by Council Member Bateman to approve the recommendation from the Planning Commission to approve “Poor Man’s Treasure” a retail sale of second hand goods on a consignment basis to open at 28 South Queen Street. Motion carried unanimously.

I&I Committee

***DINADIO – REQUEST
OF SEWER RELIEF***

Council Member Wheeler made a motion seconded by Council Member Bucher to deny the request from the Dinadio’s regarding waiver of sewer charges. Motion carried unanimously.

RECESS

Council President Sharpless recessed the meeting of the Littlestown Borough Council at 10:11pm for an executive session to discuss personnel.

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RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 11:12 pm and the public was invited back in.

***HIRING OF PART-TIME
ASSISTANT CLERK***

Council Member Bucher made a motion to hire Brenda Storey to fill the position of part-time Assistant Borough Clerk at a starting of \$10.00/hr and \$10.50/hr after three months probation. Motion carried unanimously.

EMC – SCOTT SMALL

Council Member Bateman made a motion seconded by Council Member Bucher to appoint Scott Small as the Emergency Management Coordinator and to add the current EMC salary of \$5500.00 to his current salary. Council Member Sharpless stated that this was a non-agenda item and asked for public comments. Motion carried unanimously.

PAYMENT OF 2011 COMP-TIME

Council Member Bateman made a motion seconded by Council Member Bucher to pay Tim Topper for his 2011 comp-time in the amount of \$1,558.12 and to pay Sandy Conrad for her 2011 comp-time in the amount of \$2,083.01. Council Member Sharpless stated that this was a non-agenda item and asked for public comments. Motion carried 4-1 with Council Member Wheeler casting the opposing vote.

ADJOURN

Council Member Bateman made a motion seconded by Council Member Bucher to adjourn the meeting of Council. Motion carried unanimously.

The meeting was adjourned at 11:20pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)