

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

858

**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, Todd King  
Secretary/Treasurer Sandy Conrad  
Chief of Police/Borough Manager, Charles Kellar  
Chief Water/Sewer Operator, Chris Stroup  
Borough Engineer, Josh Fox  
Borough Consultant, Jim Schumacher

**Additional Borough Representation Excused:**

Directory of Public Works, Tim Topper

**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:**

Richard Messinger  
Bryan Westfall  
Rebecca Baugher  
Stover Clark  
John Kennedy  
Joyce Weatherly  
Fred Miller

**APPROVAL OF MINUTES**

***FEBRUARY 28, 2012  
MEETING MINUTES***

**Council Member Bateman made a motion seconded by Council Member Bucher to waive the reading of the February 28, 2012 minutes and approve as written.** Council President Sharpless noted that there was a correction on page 856, change the spelling of "Dinadio" to "Donadio" and on page 857, under "Payment of 2011 Comp-Time" change "Motion carried 4-1" to Motion carried 5-1". **Council Member Bateman made a motion seconded by Council Member Bucher to**

859

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

waive the reading of the February 28, 2012 minutes and to approve with the following corrections:

- on page 856, change the spelling of “Dinadio” to “Donadio”
- on page 857, under “Payment of 2011 Comp-Time” change “Motion carried 4-1” to Motion carried 5-1”

Motion carried unanimously. Council Member Bateman made a motion seconded by Council Member Bucher, to waive the reading of the February 28, 2012 minutes and approve as written.

**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 February 22, 2012 through March 8, 2012 in the amount of \$35,246.63. Motion carried unanimously.

Council Member Bateman made a motion seconded by Council Member Bucher to approve the payroll from February 22, 2012 through March 8, 2012 in the amount of \$39,217.30. Motion carried unanimously.

**NEW BUSINESS**

*HIRE SHANNON CHILDS  
PART-TIME ASSISTANT CLERK*

Council Member Bucher made a motion seconded by Council Member Bateman to hire Shannon Childs at a starting of \$10.00/hr and \$10.50/hr after three months probation. Motion carried unanimously.

**OLD BUSINESS**

*AT&T PROSPOSAL (BUY OUT)*

Borough Solicitor, Todd King informed Council that the Borough could not sell any of the land that was part of the Community Park, therefore the proposal offered by AT&T, which was to offer a buyout option to the Borough. This buyout option would eliminate the monthly rent payments that the Borough receives. Council concurred that the best option at this time was to finish out the last 2 years of the 5 year lease agreement and then negotiate at that time as to whether a buyout option is possible without the selling of the land or to lease for another 5 years. Borough Manager, Kellar was directed to call AT&T to inform them of Council's decision.

**RECESS**

Council President Sharpless recessed the meeting of Council at 7:15pm to allow the Borough Authority to go into session.

**BOROUGH AUTHORITY**

The meeting of the Littlestown Borough Authority was call to order at 7:15pm with Authority Chairperson, Karen Louey presiding.

*CHAPTER 94 REPORT*

Authority Member Westcott made a motion seconded by Authority Member Snyder to approve the Chapter 94 Report and to authorize the Chief Water/Sewer Operator, Chris Stroup to sign the report. Motion carried unanimously.

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

860

**SANDUSKY LEE EXEMPTION**

**Authority Member Westcott made a motion seconded by Authority Member Snyder to accept the planning module exemption for Sandusky Lee.** Authority Chairperson Louey stated that this was a non-agenda item and asked for public comments. **Motion carried unanimously.**

**DISPOSAL OF THE ALUM TANK LIQUIDS AT WWTP**

**Authority Member Westcott made a motion seconded by Authority Member Snyder to approve the removal of the alum tank liquids at the Waste Water Treatment Plant at a cost not to exceed \$7000, contingent upon approval of solicitor that no other quotes are necessary.** 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 7:20pm.

**RECONVENE**

Council President Sharpless reconvened the meeting of the Littlestown Borough Council at 7:20pm.

**NEW BUSINESS (cont'd)**

**CHAPTER 94 REPORT**

**Council Member Bateman made a motion seconded by Council Member Bucher to approve the Chapter 94 Report and to authorize the Chief Water/Sewer Operator, Chris Stroup to sign the report. Motion carried unanimously.**

**SANDUSKY LEE EXEMPTION**

**Council Member Bateman made a motion seconded by Council Member Bucher to accept the planning module exemption for Sandusky Lee.** Council President Sharpless stated that this was a non-agenda item and asked for public comments. **Motion carried unanimously.**

**DISPOSAL OF THE ALUM TANK LIQUIDS AT WWTP**

**Council Member Bateman made a motion seconded by Authority Member Westcott to approve the removal of the alum tank liquids at the Wastewater Treatment Plant at a cost not to exceed \$7000, contingent upon approval of solicitor that no other quotes are necessary.** Council President Sharpless stated that this was a non-agenda item and asked for public comments. **Motion carried unanimously.**

**REPORTS**

**Mayor**

Mayor, James Eline, Sr. informed Council that he had nothing to report.

**Chief of Police**

Chief of Police, Charles Kellar informed Council of the following:

- The Smoke Shop is closed. There was a raid and five locations which included the Littlestown location

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

861

- The negotiation of the Police Union Contract will be started shortly
- April 28<sup>th</sup> is the target date for the Drug Take Back. It will be held at the Alpha Fire Company back parking lot

**Borough Manager**

Borough Manager, Charles Kellar informed Council of the following:

- Temporary approval for the partial operation permit of the St. John's Well, which is schedule to start March 14, 2012
- A lift pump went bad and the repairs could cost up to \$6,000, which includes rebuilding of main controls.

**Director of Public Works**

Council President Sharpless stated that the Director of Public Works had been excused from the meeting this evening however a report had been submitted to Council.

**Borough Clerk**

Borough Clerk, Rebecca Baugher informed Council that she had nothing to report.

**Borough Solicitor**

Borough Solicitor, Todd King informed Council of the following:

- The deed for the Donadio's and the deed for the Borough were pulled and the deed for the Donadio's do not show any right-a-way or an easement, so the if there is one that exists then the Donadio's will have to produce the document showing otherwise
- Solicitor Bob Campbell is handling ProPlant Avenue. Adjoining property owners are being contact via mail regarding their interest in signing quit claim deeds to the Borough

**Borough Engineer**

Borough Engineer, Josh Fox informed Council of the following:

**Contract 11-1 – Water System Improvements**

- The contractors continues to work at EP 107 which includes installation of the louvers and replacement of the doors
- The start up of EP 10 was successfully completed on March 2, 2012
- Start up and testing of EP 102 was successfully completed on March 8, 2012

**Contract 11-4 – Lumber Street Utility & Roadway Improvements**

- Work continues on-site with the installation of the sanitary sewer mains, manholes, and lateral reconnections

**Wastewater Treatment Plant Upgrade**

- Exhibits have been provided to complete the quitclaim deed for the proposed ProPlant Avenue

**Park Projects Grant Application Assistance (C2P2)**

- A confirmation of assignment has been put together to provide the Borough Staff and Financial Consultant with assistance in preparing a C2P2 Grant Application, which includes a Community Park Concept Sketch, Construction Cost Estimates and Stormwater Management Narrative, at a fee not to exceed \$2,400

**Council Member Westcott made a motion seconded by Council Member Bateman to approve the Confirmation of Assignment prepared by HRG that provides the Borough Staff and Financial**

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

862

**Consultant with assistance in preparing a C2P2 Grant Application with a cost not to exceed \$2,400. Motion carried unanimously.**

**Borough Consultant**

Borough Consultant, Jim Schumacher informed Council of the following:

- The parks projects grant application is about 30% complete
- March 27, 2012 Council will need to give authorization to submit final park application to DCNR
- March 29, 2012 deadline to submit application to DCNR
- A recommendation is being given that Adams County be given the primary administrative responsibility to implement the CDBG grant program

**REPORTS OF BOARD AND COMMISSIONS**

**STREETS AND TRANSPORTATION**

***RIDEN ALLEY***

Committee Chairman, Bateman informed Council that the Committee wishes to put the idea of making Riden Alley a potential one way street until the completion of Lumber Street.

**UTILITIES/INFLOW & INFILTRATION**

***REQUEST FROM ZIMMERMAN TO WAIVE PENALTY***

Committee Chairman, Wheeler informed Council that there was no action to be taken because the bill had been paid in full.

***WATER SHUT OFF ORDINANCE***

Council Chairman, Wheeler informed Council that there was a water shut off ordinance that was adopted in 2008 and then shortly after it was rescinded. The ordinance was rescinded because there were some issues that the Borough could open themselves up to, so at this time the Council will have to decide as to whether or not they wish to re-enact the ordinance or continue to do as we have been. The Committee feels that there is a way to shut water off that would cover the issues. Council asked the Committee to look into other townships and boroughs that shut water off to see how they overcome the issues of concern.

***MONTHLY WATER/SEWER BILLING***

Council Chairman, Wheeler informed Council that there is no update at this time.

**ACT 32 TAX COLLECTION**

Council Member, Wheeler informed Council that the re-organization meeting was completed and the YATB Executive Committee is looking to move the Adams County Office.

**YORK ADAMS TAX BUREAU**

There will be a meeting on April 30, 2012.

**COUNCIL OF GOVERNMENTS**

There will be a meeting on May 24, 2012 to give a legislative update. Council Member, Wheeler informed the public and Council that all of the meetings are open to the public.

**PUBLIC COMMENTS**

Joyce Weatherly had a concern regarding smoking in the Tot Lot. She feels that inside the Tot Lot should not be a place for smoking. Borough

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ MARCH 13, 2012**

863

Manager, Kellar stated that the Code Enforcement Officer will post the property non-smoking.

Council Member, Bucher informed Council that she had some citizens that were concerned with eliminating the siren. They were concerned that they would not be warned of threatening weather. Borough Manager Kellar will look into the concern.

**RECESS**

Council President Sharpless recessed the meeting of the Littlestown Borough Council at 8:38pm for an executive session to discuss personnel.

**RECONVENE**

The meeting of the Littlestown Borough Council was reconvened at 9:48 pm and the public was invited back in.

***CLARK & KENNEDY CONSULTANT  
PROPOSAL***

**Council Member Bateman made a motion seconded by Council Member Baird to approve the Personal Services Contract between the Borough of Littlestown and John Kennedy and Stover Clark as consultants with the contract commencing March 13, 2012 and terminating of February 28, 2013, contingent upon contract adjustments and the approval from the Borough Solicitor. Motion carried unanimously.**

**ADJOURN**

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

The meeting was adjourned at 9:50pm.

---

**Sandy Conrad**  
**Secretary/Treasurer**

**(SEAL)**