

**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ APRIL 10, 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 Donald Bateman  
Council Member Betty Bucher  
Mayor James Eline, Sr.

**Council Members Excused:**

Council Member Dave Wheeler  
Council Member Charlene Westcott

**Additional Borough Representation:**

Borough Solicitor, Todd King & Bob Campbell  
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  
Borough Consultants, Stover Clark & John Kennedy

**Additional Borough Representation Excused:**

Directory of Public Works, Tim Topper

**Others in Attendance:**

David Westcott  
Steve Laughman  
Harry McKean  
Bryan Westfall  
Joyce Weatherly  
Carolyn Carpenter  
Luke Carpenter  
Matthew Carpenter  
Nicole Farace  
Jess Haines, Gettysburg Times  
Craig Paskoski, Evening Sun  
Fred Miller  
Terry Moser

**APPROVAL OF MINUTES**

***MARCH 27, 2012  
MEETING MINUTES***

**Council Member Bateman made a motion seconded by Council Member Bucher to waive the reading of the March 27, 2012 minutes and approve as written. Motion carried unanimously.**

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**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 March 23, 2012 through April 4, 2012 in the amount of \$34,527.32. Motion carried unanimously.**

**Council Member Bateman made a motion seconded by Council Member Bucher to approve the payroll from March 23, 2012 through April 4, 2012 in the amount of \$42,284.18. Motion carried unanimously.**

**NEW BUSINESS**

***CDBG – PUBLIC HEARING***

As part of the requirements for the Community Development Block Grant (CDBG) the Littlestown Borough Council will hold a Special Meeting on Friday, May 4, 2012 for the purpose of public hearing to consider approving applications for the 2012 Community Development Block Grant (CDBG) funding from local non-profits in Littlestown.

**Council Member Bateman made a motion seconded by Council Member Baird to approve and direct the Borough Secretary to advertise the Public Hearing Notice for a Public Hearing to be held on May 4, 2012. Motion carried unanimously.**

***RESOLUTION FOR RELOCATION  
ASSISTANCE PLAN***

As part of the CDBG Grant the Borough Council will need to adopt an Antidisplacement and Relocation Assistance Plan Resolution. This purpose of this resolution is to relocate individuals who have been displaced due to a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1971.

**Council Member Bateman made a motion seconded by Council Member Baird to adopt an Antidisplacement and Relocation Assistance Plan Resolution. Motion carried unanimously.**

***RESOLUTION FOR MINORITY AND  
WOMEN'S BUSINESS ENTERPRISE  
PLAN AND ADOPTING A SECTION  
3 PLAN***

As part of the CDBG Grant the Borough Council will need to adopt a Resolution Updating the County Minority and Women's Business Enterprise Plan and Adopting a Section 3 Plan.

**Council Member Bateman made a motion seconded by Council Member Bucher to adopt a Resolution Updating the County Minority and Women's Business Enterprise Plan and Adopting a Section 3 Plan. Motion carried unanimously.**

***INTEGRITY POLICY***

As part of the CDBG Grant Borough Council will need to adopt an Integrity Policy. This policy is to make sure that all laws and/or regulations are followed to the highest standards of honesty.

**Council Member Bateman made a motion seconded by Council Member Bucher to adopt an Integrity Policy. Motion carried unanimously.**

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**AGREEMENT BETWEEN THE  
COUNTY AND BOROUGH**

The purpose of this agreement is to have the County assist the Borough of Littlestown staff with the Administration of the Community Development Block Grant Program.

**Council Member Bateman made a motion seconded by Council Member Bucher to enter into an agreement with the County of Adams for the Administration of the Community Development Block Grant Program and to designate the Borough Secretary/Treasurer to act on behalf of the Borough in connection with Program projects. Motion carried unanimously.**

**ADVERTISING COMMITTEE  
MEETINGS**

Some Members of the Borough Council did not feel that the Committee Meetings should be advertised and open to the public because official action was not being taken at these meetings. The Borough Solicitor informed Council that this could be challenged because according to the Sunshine Law all meetings of the body and committees that are meeting to discuss agency business in the form of deliberation, policy formulation and decision making must be advertised and open to the public.

**Council Member Bateman made a motion seconded by Council Member Bucher not to advertise Committee Meetings. Motion carried unanimously.**

**RESOLUTION – PREVAILING WAGES**

**Council Member Bateman made a motion seconded by Council Member Bucher to table the Resolution regarding Prevailing Wages. Motion carried unanimously.**

**REPORTS**

**Mayor**

Mayor, James Eline, Sr. informed Council that he had no report.

**Chief of Police**

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

- The Oral Interviews which is part of the Civil Service Testing process have been completed and the background investigations are in the process of being completed;
- The Police Secretary is out on medical leave and she will be out for at least 3 months

**Borough Manager**

The Borough Manager, Charles Kellar informed Council of the following:

- The Appler Well is repaired and is up and running.
- There is an agreement for professional services provided by HRG regarding the Construction of the Waste Water Treatment Plant which has been given to the Borough Solicitor for his review. Once it has been reviewed by the Solicitor then the agreement will come before Council for their review and approval.

**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.

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**Code Enforcement Office**

Code Enforcement Officer, Bryan Westfall informed Council that he had no report.

**Borough Solicitor**

***DONADIO AGREEMENT***

**Council Member Bateman made a motion seconded by Council Member Bucher to approve the License Agreement between the Borough of Littlestown and Mr. & Mrs. Donadio with the addition of adding that no vehicles will be permitted to park or block access to the driveway.** Council President Sharpless asked if there were any questions. Council Member Baird did not understand why Council agreed to have the attorney to write an agreement giving them access when it could not be proven by the Donadio's that they ever had a right-a-way.  
**Motion carried unanimously.**

***PROPLANT AVENUE***

Borough Solicitor, Todd King informed Council that there has been progress on the quit claim deeds from the surrounding property owners, however the school board has not made a decision yet but they are scheduled to meet so there should be an answer soon.

**Borough Engineer**

Borough Engineer, Josh Fox informed Council of the following:

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

- The contractor continues to complete the punch list items at EP 101, EP 102, EP 104 and EP 107 preparing for final completion inspection.

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

- Work continues on site which includes the installation of sanitary sewer mains, laterals and manholes. There are 3 crews on site completing the sanitary sewer work.

**Wastewater Treatment Plant Upgrade**

- One copy of the 90 percent completed Contract documents to the Borough's WWTP Operator for review. The documents are anticipated to be completed and ready for Public Bidding on May 8, 2012, however the contract currently does not have the provisions necessary to meet PENNVEST requirements.

***AUTHORIZATION FOR ADDITIONAL SERVICES***

**Council Member Bateman made a motion seconded by Council Member Bucher to approve the Authorization for Additional Services for the following:**

- **Stormwater Ordinance in the amount of \$600**
- **NPDES Permit Renewal in the amount of \$1,800**
- **WWTP BNR Upgrade Project in the amount of \$1,600**

**Motion carried unanimously.**

**Borough Consultant**

Borough Consultant, Jim Schumacher informed Council that the grant application was submitted and received. The next step is to wait to see if Littlestown will be awarded any of the funds.

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**REPORTS OF BOARD**  
**COMMITTEES AND COMMISSIONS**

**FINANCE COMMITTEE**

***RE-INVEST BOROUGH FUNDS***

Council Member Bateman made a motion seconded by Council Member Baird to re-invest the following funds in CD's with People's Bank:

- Water Fund - \$263,106.82
- Sewer Fund - \$293,536.63
- Traffic Control Fund - \$87,855.24

Motion carried unanimously.

***TRANSFER EXISTING FUNDS***  
***NEW BOROUGH ACCOUNTS***

Council Member Bateman made a motion seconded by Council Member Baird to transfer existing funds in the General, Pool and Water Funds into new Borough Accounts at PNC Bank which consist of the following:

- Stonesifer Trust Account with a beginning balance of \$7,450.52 which is to be transferred from the Pool Fund;
- Edna Rec Park Trust Account with a beginning balance of \$449,380.66 which is to be transferred out of the General Fund and \$49,380.66 to be transferred by December 31, 2012 which is also to be transferred out of the General Fund;
- Edna Rec Christmas Trust Account with a beginning balance of \$29,349.09 which is to be transferred out of the General Fund;
- CDBG Grant Account with a beginning balance of \$100 which is to be transferred from the Water Fund. This account needs to be a non-interest bearing account in order to comply with the CDBG Grant program.

Motion carried unanimously.

**PUBLIC COMMENTS**

Mr. Fred Miller is concerned with the amount of dust that individuals are making traveling to the YMCA. He stated that these individuals are speeding on Lumber Street and that is what is causing all the dust. He asked if there was anything that could be done. Chief Kellar stated that the police department will run speed and the Borough Engineer stated that he would talk to the contractors to make sure that they spray down the area to keep the dust under control.

**RECESS**

Council President Sharpless recessed the meeting of the Littlestown Borough Council at 8:24pm for an executive session to discuss personnel and potential litigation.

**RECONVENE**

The meeting of the Littlestown Borough Council was reconvened at 8:57 pm and the public was invited back in.

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***KELLAR COMP-TIME***

**Council Member Bateman made a motion seconded by Council Member Bucher to pay the Chief of Police, Charles Kellar, comp-time from 2010 and 2011 as stipulated in the Police Contract. The comp-time will be paid out as follows:**

- **2010 – 48 hours in the amount of \$1,534.08 (\$31.96/hr)**
- **2011 – 48 hours in the amount of \$1,587.84 (\$33.08/hr)**

**Motion carried unanimously.**

**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 9:00pm.

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

**(SEAL)**