

896

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ MAY 22, 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 Sharpless presiding.

ATTENDANCE

Council Members Present:

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

Council Members Excused:

Council Member Donald Bateman

Borough Authority Member Present:

Authority Chair Karen Louey
Authority Member Chair David Westcott
Authority Sec/Treas. Marilyn Zanger

Borough Authority Members Excused:

Authority Member Pam Snyder
Authority Member Rick Adams

Additional Borough Representation:

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

Others in Attendance:

Bryan Westfall
Harry McKean
Chris Stroup
Fred Miller
Joyce Weatherly
Jess Haines, Gettysburg Times
Craig Paskoski, Evening Sun

APPROVAL OF MINUTES

***MAY 4, 2012
SPECIAL MEETING MINUTES***

Council Member Bucher made a motion seconded by Council Member Westcott to waive the reading of the May 4, 2012 minutes and approve as written. Motion carried unanimously.

MAY 8, 2012 MEETING MINUTES

Council Member Bucher made a motion seconded by Council Member Westcott to waive the reading of the May 8, 2012 minutes and approve as written. Motion carried unanimously.

897

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**APPROVAL AND
PAYMENT OF BILLS**

Council Member Westcott made a motion seconded by Council Member Bucher to approve the accounts payable for the General, Pool, Water and Sewer Funds from May 4, 2012 through May 15, 2012 in the amount of \$93,471.87. Motion carried unanimously.

Council Member Westcott made a motion seconded by Council Member Bucher to approve the payroll from May 4, 2012 through May 15, 2012 in the amount of \$40,812.92. Motion carried unanimously.

Council Member Westcott made a motion seconded by Council Member Bucher to approve the Revenue and Expenditure report for the month of April.

NEW BUSINESS

*HIRE TWO NEW OFFICER
ANTHONY LUPIAN
ANTHONY GILBERTO*

Council Vice President Baird made a motion seconded by Council Member Bucher to hire Anthony Lupian and Anthony Gilberto as full-time Police Officers with a start date of May 29, 2012 and a starting salary of \$47,225.53. Motion carried unanimously.

*SWEARING IN OF ANTHONY LUPIAN
ANTHONY GILBERT*

Mayor James Eline, Sr. swore in Anthony Lupian and Anthony Gilberto.

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.

CONTRACT 11-4 PAYMENT NO. 4

Authority Secretary Zanger made a motion seconded by Authority Member Westcott to approve Payment No. 4 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$112,580.05. Motion carried unanimously.

*CONTRACT 11-1
CHANGE ORDER NO. 2*

Authority Member Westcott made a motion seconded by Authority Secretary Zanger to approve Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 to Fayetteville Contractors, Inc. in the amount of \$9,385.19. Motion made unanimously.

CONTRACT 11-1 FINAL PAYMENT

Authority Member Westcott made a motion seconded by Authority Secretary Zanger to approve the Final Payment to PSI Pumping Solutions, Inc. for Contract 11-4 in the amount of \$124,479.07 contingent upon receipt of acceptable Operation and Maintenance Manuals. Motion made unanimously.

*CONTRACT 11-4
CHANGE ORDER NO. 2*

Authority Secretary Zanger made a motion seconded by Authority Member Westcott to approve Change Order No. 2 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$4,801.32. Motion carried unanimously.

898

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ MAY 22, 2012

***SUPPLEMENT NO. 6 PENNVEST
APPLICATION ASSISTANCE***

Authority Member Westcott made a motion seconded by Authority Secretary Zanger to approve Supplement No. 6 from HRG for Pennvest Application Assistance in the amount of \$9,800.00. Motion carried unanimously.

ADJOURN

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

The meeting of the Littlestown Borough Authority was adjourned at 7:19pm.

RECONVENE

Council President Sharpless reconvened the meeting of the Littlestown Borough Council at 7:19pm.

NEW BUSINESS (Cont'd)

CONTRACT 11-4 PAYMENT NO. 4

Council Member Westcott made a motion seconded by Council Vice President Baird to approve Payment No. 4 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$112,580.05. Motion carried unanimously.

***CONTRACT 11-1
CHANGE ORDER NO. 2***

Council Member Westcott made a motion seconded by Council Vice President Baird to approve Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 to Fayetteville Contractors, Inc. in the amount of \$9,385.19. Motion made unanimously.

CONTRACT 11-1 FINAL PAYMENT

Council Member Westcott made a motion seconded by Council Member Bucher to approve the Final Payment to PSI Pumping Solutions, Inc. for Contract 11-4 in the amount of \$124,479.07 contingent upon receipt of acceptable Operation and Maintenance Manuals. Motion made unanimously.

***CONTRACT 11-4
CHANGE ORDER NO. 2***

Council Member Westcott made a motion seconded by Council Member Bucher to approve Change Order No. 2 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$4,801.32. Motion carried unanimously.

***SUPPLEMENT NO. 6 PENNVEST
APPLICATION ASSISTANCE***

Council Member Westcott made a motion seconded by Council Member Bucher to approve Supplement No. 6 from HRG for Pennvest Application Assistance in the amount of \$9,800.00. Motion carried unanimously.

***PROFESSIONAL SERVICES
LUMBER STREET PHASE II***

Council Member Westcott made a motion seconded by Council Member Bucher to approve the Proposal for Professional Services related to Lumber Street Phase II Improvements for a lump sum fee of \$10,000.00. Motion carried unanimously.

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**RESOLUTION FOR CDBG GRANT
SUBMISSION**

Council Member Westcott made a motion seconded by Council Vice President Baird to approve a Resolution Authorizing the submission of an Application for 2012 Community Development Block Grant Funds to the Pennsylvania Department of Community and Economic Development. Motion carried unanimously.

REPORTS

Mayor

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

Chief of Police/Manager

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

- Progress still continues with Royal Farms and things are moving along
- Parts and the new motor for the Meadowview Lift Station have been ordered
- The Drug Take Back was a big success and thanks went out to all who participated
- Short Term Financing for the WWTP Project

SHORT TERM FINANCING WWTP

Council Member Westcott made a motion seconded by Council Vice President Baird to direct and authorize Sandy Conrad and Charles Kellar to move forward with gather information and options regarding short term funding for the WWTP Project with the assistance from Bond Counsel and HRG. Motion carried unanimously.

- The trailer was picked up and the funds came from the Edna Rec Park Trust Account

Director of Public Works

Director of Public Works, Tim Topper informed Council that his report was turned in earlier to Council and asked if there were any questions.

Code Enforcement Office

Code Enforcement Officer, Bryan Westfall informed Council that there are a lot of grass violations which he is working on getting resolved.

Borough Solicitor

Solicitor Todd King informed Council that he had some items for executive session and the Access Agreement for 33 Lumber Street was completed and was before Council for approval.

Access Agreement Council Member Westcott made a motion seconded by Council Vice President Baird to approve the Access Agreement between the Borough of Littlestown and the property owners of 33 Lumber Street, Patrick G. Foltz and Michelle L. Foltz. Council President Sharpless stated that this was a non-agenda item and asked for public comments. Motion carried unanimously.

Borough Engineer

Borough Engineer, Josh Fox informed Council of the following:

Contract 11-1 – Water System Improvements

- The final inspection was held on May 3, 2012 and all outstanding items have been completed with the exception of the O&M Manuals and Record Drawings.

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Contract 11-4 – Lumber Street Utility & Roadway Improvements

- Work continues on site that generally includes installation of sanitary sewer laterals and installation of water mains.

Wastewater Treatment Plant Upgrade

- Final design is in the process of being completed and two (2) copies of the final design documents will be delivered to the Borough on May 15, 2012.

Borough Consultant

Borough Consultant, Jim Schumacher was not in attendance this evening but an email was received by him indicating that he had nothing to report.

**REPORTS OF BOARD
COMMITTEES AND COMMISSIONS**

PLANNING COMMISSION

No minutes were received.

RECREATION BOARD

POOL HOPS

Council Member Westcott made a motion seconded by Council Member Bucher to approve the recommendation from the Recreation Board to have the following pool hops on June 20th, July 25th and August 22nd between 8:00pm and 10:00pm and to hire Sound Waives Entertainment for their DJ services at \$100 per Hop and guests will be charge an entry fee of \$5.00 per person per Hop. Motion carried unanimously.

LIFEGUARD UMBRELLAS

Council Member Westcott made a motion seconded by Council Member Bucher to approve the recommendation from the Recreation Board to order four lifeguard umbrellas with a total not to exceed \$300.00. Motion carried unanimously.

METAL PICNIC TABLES

Council Member Westcott made a motion seconded by Council Member Bucher to approve the recommendation from the Recreation Board to order two metal picnic tables with a total not to exceed \$500.00. Motion carried unanimously.

PUBLIC COMMENTS

Mr. Fred Miller had concerns regarding the dust on Lumber Street and the amount of traffic that is going back there while it is under construction. The Boroughs Engineer will address the issue with the contractors to see what can be done.

RECESS

Council President Sharpless recessed the meeting of the Littlestown Borough Council at 8:28pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 9:20 pm and the public was invited back in.

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BOROUGH COUNCIL MEETING ▪ MAY 22, 2012

901

POLICE UNION PETITION

Council Vice President Baird made a motion seconded by Council Member Westcott to agree to the joint petition allowing the Teamsters to represent the Police Officers. Council President Sharpless stated that this was a non agenda item and asked for public comment. Motion carried unanimously.

ADJOURN

Council Vice President Baird made a motion seconded by Council Member Westcott to adjourn the meeting of the Littlestown Borough Council. Motion carried unanimously.

The meeting was adjourned at 9:22pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)