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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ JUNE 12, 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 Ron Baird
Council Vice President Donald Bateman
Council Member Dave Wheeler
Council Member Charlene Westcott
Council Member Betty Bucher
Council Member Paul Sharpless
Mayor James Eline, Sr.

Borough Authority Member Present:

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

Borough Authority Members Excused:

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
Richard Messinger
Jess Haines, Gettysburg Times
Terry Moser
Joyce Weatherly
Craig Paskoski, Evening Sun

APPROVAL OF MINUTES

MAY 22, 2012 MEETING MINUTES

Council Vice President Bateman made a motion seconded by Council Member Bucher to waive the reading of the May 22, 2012 minutes and approve as written. Motion adopted.

**APPROVAL AND
PAYMENT OF BILLS**

Council Vice President Bateman made a motion seconded by Council Member Sharpless to approve the accounts payable for the General, Pool, Water and Sewer Funds from May 16, 2012 through June 6, 2012 in the amount of \$35,044.56. Motion adopted.

Council Vice President Bateman made a motion seconded by Council Member Bucher to approve the payroll from May 16, 2012 through June 6, 2012 in the amount of \$63,473.08. Motion adopted.

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NEW BUSINESS

***PURCHASE A NACHO CHEESE
MACHINE – CONCESSION STAND***

Council Vice President Baird made a motion seconded by Council Member Sharpless to purchase a Nacho Cheese machine for the Concession Stand with an amount not to exceed \$100 plus shipping and handling. Motion adopted.

HIRE XAVIER SAUVAGEAU

Council Member Westcott made a motion seconded by Council Member Sharpless to hire Xavier Sauvageau as a part-time lifeguard at an hourly rate of \$7.92/hr contingent upon him passing the lifeguard class. Motion adopted.

***ADVERTISE THE STORMWATER
MANAGEMENT ORDINANCE***

Council Vice President Bateman made a motion seconded by Council Member Westcott to direct the Borough Solicitor to advertise the Stormwater Management Ordinance for adoption at the July 10, 2012 meeting of Council. Motion adopted.

***END PROBATION FOR SAM NAPIER
AND BRYAN WESTFALL***

Council Member Westcott made a motion seconded by Council Member Sharpless to end the probation period for Sam Napier and place him on a permanent status with a salary increase of \$1.00/hr and to end the probation period for Bryan Westfall and place him on a permanent status with a salary increase of \$.50/hr. Motion adopted.

***RESIGNATION OF SHANNON CHILDS
PART-TIME ASSISTANT CLERK***

Council Vice President Bateman made a motion seconded by Council Member Westcott to accept the resignation of Shannon Childs, Part-time Assistant Clerk effective June 8, 2012. Motion adopted.

***ADVERTISE PART-TIME ASSISTANT
CLERK POSITION***

Council Member Westcott made a motion seconded by Council Member Sharpless to advertise the Part-Time Assistant Clerk position. Motion adopted.

RECESS

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

BOROUGH AUTHORITY

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

***RESCIND MOTION FROM THE
MAY 22, 2012 MEETING
CONTRACT 11-1
CHANGE ORDER NO. 2***

Authority Member Westcott made a motion seconded by Authority Member Snyder to rescind the motion from the May 22, 2012 meeting approving Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$9,385.19. Authority President Louey stated that this was a non-agenda item and asked for public comments. Motion adopted.

***FINAL CHANGE ORDER NO. 2
CONTRACT 11-1, PSI***

Authority Member Zanger made a motion seconded by Authority Member Westcott to approve Final Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$12,789.68. Motion adopted.

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CONTRACT 11-1 FINAL PAYMENT

Authority Member Snyder made a motion seconded by Authority Member Westcott to approve the Final Payment to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$127,883.56. Motion adopted.

**CONTRACT 11-4
CHANGE ORDER NO. 3**

Authority Member Snyder made a motion seconded by Authority Secretary Zanger to approve Change Order No. 3 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$26,173.00. Motion adopted.

ADJOURN

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

The meeting of the Littlestown Borough Authority was adjourned at 7:22pm.

RECONVENE

Council President Baird reconvened the meeting of the Littlestown Borough Council at 7:22pm.

NEW BUSINESS (Cont'd)

**RESCIND MOTION FROM THE
MAY 22, 2012 MEETING
CONTRACT 11-1
CHANGE ORDER NO. 2**

Council Member Westcott made a motion seconded by Council Member Sharpless to rescind the motion from the May 22, 2012 meeting approving Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$9,385.19. Council President Baird stated that this was a non-agenda item and asked for public comment. Motion adopted.

**FINAL CHANGE ORDER NO. 2
CONTRACT 11-1, PSI**

Council Vice President Bateman made a motion seconded by Council Member Westcott to approve Final Change Order No. 2 to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$12,789.68, to approve the Final Payment to PSI Pumping Solutions, Inc. for Contract 11-1 in the amount of \$127,883.56 and to approve Change Order No. 3 to Fayetteville Contractors, Inc. for Contract 11-4 in the amount of \$26,173.00. Motion adopted.

CONTRACT 11-1 FINAL PAYMENT

**CONTRACT 11-4
CHANGE ORDER NO. 3**

GOOD OLD DAYS

Council Vice President Bateman made a motion seconded by Council Member Bucher to approve the following request for the 41st Annual Good Old Days Festival to be held August 16th, 17th & 18th, 2012:

- To hold a Civil War encampment on the Maple Avenue Play Ground on Saturday August 18th;
- To hold a parade on Thursday evening, August 16th, with a route similar to past years;
- To use the Borough parking lot at the square for the municipal Band to entertain for the community on Thursday evening following the parade;
- To hold activities at Maple Avenue playground and Crouse Park on Saturday August 18th from 6:00am to 5:00pm, with preparation beginning on Friday August 17th;
- To block the roads to thru traffic around Crouse park on Saturday August 18th from 6:00am to 5:00pm;

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- To close Glenwyn Drive to traffic on Saturday August 18th from 7:00am to 4:00pm for the antique auto display;
- To close Maple Avenue to through traffic along the playground on Saturday, August 18th from 6:00am to 5:00pm;
- To have public rest rooms at Maple Avenue open on Thursday evening and all day Saturday.

Motion adopted.

REPORTS

Mayor

Mayor, James Eline, Sr. thanked the Allied Veterans and everyone who participated in the Memorial Day Parade.

Chief of Police/Manager

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

- The Emergency Management Coordinator is putting the finishing touches on the Emergency Operations Plan;
- The two new officers are doing well with their training;
- The Charles Street fire report from the coroner shows that it was carbon dioxide that was the cause of death;
- There were some minor repairs that had to be done on the police vehicles;
- The revised Royal Farms plans have been received and distributed. The plan will be reviewed by the Planning Commission on June 14, 2012;
- Application has been submitted for the Good Old Days Parade;
- The postings from the Labor Board have been received and posted regarding the agreement for a joint petition;
- Attended a Benecon workshop on June 11, 1012; and
- There was a Columbia Gas awareness workshop held at the Borough Office

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.

Borough Engineer

Borough Engineer, Josh Fox informed Council of the following:

Contract 11-1 – Water System Improvements

- The final contract price for the project is \$89,743.29, 2.35% over the initial contract price which includes the replacement of well pumps and piping for Well No. 5 and Well No. 11 and the replacement of well pump piping for Well No. 2.

Contract 11-4 – Lumber Street Utility & Roadway Improvements

- Work continues on site that generally includes installation of water mains and services.

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Wastewater Treatment Plant Upgrade

- The post-construction NPDES Stormwater Permit, NPDES permit renewal, and water quality management pat II permit have been received and will be incorporated into the construction contract. Approval of the Land Development Plan and building permits are still pending at this time.

Borough Consultant

Borough Consultant, Jim Schumacher was not in attendance this evening.

REPORTS OF BOARD
COMMITTEES AND COMMISSIONS

PLANNING COMMISSION

313 South Queen Street

Council Member Bucher made a motion seconded by Council President Baird to approve the recommendation from the Planning Commission to allow a retail store at 313 South Queen Street. Motion adopted.

PUBLIC COMMENTS

Karen Louey expressed her concern regarding how the town looks. She was advised that Bryan was working on it and the Borough Manager informed her that he will see what else can be done to get the residents to cooperate.

RECESS

Council President Baird recessed the meeting of the Littlestown Borough Council at 8:10pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 8:40 pm and the public was invited back in.

Council President Baird stated that there was no action to be taken by Council.

ADJOURN

Council Vice President Bateman made a motion seconded by Council Member Westcott to adjourn the meeting of the Littlestown Borough Council. Motion adopted.

The meeting was adjourned at 8:41pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)