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**THE BOROUGH OF LITTLESTOWN**  
**10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber**  
**BOROUGH COUNCIL MEETING ▪ JULY 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 Baird 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.

**Additional Borough Representation:**

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

**Others in Attendance:**

Dave Westcott  
Larry Unger  
Rebecca Baugher  
Bryan Westfall  
Richard Messinger  
Jess Haines, Gettysburg Times  
Joyce Weatherly  
Casey Deller, Royal Farms  
Fred Miller  
Terry Moser  
Craig Paskoski, Evening Sun

**APPROVAL OF MINUTES**

***JUNE 26, 2012 MEETING MINUTES***

**A motion was made by Council Vice President Bateman and seconded to waive the reading of the June 26, 2012 minutes Motion adopted with Council Member Sharpless opposing.**

**APPROVAL AND  
PAYMENT OF BILLS**

**A motion was made by Vice President Bateman and seconded to approve the accounts payable for the General, Pool, Water and Sewer Funds from June 20, 2012 through July 3, 2012 in the amount of \$118,366.25. Motion adopted with Council Member Sharpless opposing.**

**A motion was made by Council Vice President Bateman and seconded to approve the payroll from June 20, 2012 through July 3, 2012 in the amount of \$52,320.56. Motion adopted with Council Member Sharpless opposing.**

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**NEW BUSINESS**

***STORMWATER ORDINANCE***

A motion was made Council Vice President Bateman and seconded to adopt an Ordinance Repealing and Replacing Chapter 62, Stormwater Management of the Littlestown Borough Code with the following correction: page 27 changing the signature line from Paul Sharpless Council President to Ron Baird Council President. Motion adopted.

***EMERGENCY OPERATION PLAN  
RESOLUTION AND PROMULGATION***

A motion was made by Council Member Westcott and seconded to adopt a Resolution and Plan Promulgation to Prepare, Maintain and Keep a Current Emergency Operations Plan for the Prevention and Minimization of Injury and Damage Caused by a Major Emergency or Disaster with the Borough. Motion adopted.

***EMERGENCY SUCCESSION  
RESOLUTION***

A motion was made by Council Member Westcott and seconded to adopt a Resolution Authorizing and Directing the Emergency Succession of Municipal Officers the Continuity of Municipal Government. Motion adopted.

***COMMITTEE SYSTEM***

A motion was made by Council Member Sharpless and seconded to retain the Committee System and advertise each meeting of the Committee when necessary. Motion adopted with Council President Baird, Council Member Westcott and Council Member Wheeler casting the opposing votes. Mayor James Eline broke the tie casting his vote in favor of the motion.

***BUDGET AMENDMENTS***

A motion was made Council Member Sharpless and seconded to approve the General Fund budget amendments in the amount of 11,232.52 and Sewer Fund budget amendments in the amount of 17,000.00. Motion adopted.

***ALPHA FIRE COMPANY  
EXTENSION***

A motion was made by Council Member Bucher and seconded to approve the request from the Alpha Fire Company for an 180 day extension on the Preliminary/Final Development Plan for the Alpha Fire Company's new building. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

***LITTLESTOWN BLUE BAND***

A motion was made by Council Vice President Bateman and seconded to approve the request from the Littlestown Blue Band for permission to swim in the Littlestown Community Pool and to have use of a pavilion on Thursday, August 2, 2012 from 3:00pm until 5:30pm. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

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**REPORTS**

**Chief of Police/Manager**

Chief of Police/Borough Manager, Charles Kellar informed Council of the following:

- The new officers are adjusting well and they should be out in the car by themselves, with another officer on duty, around the beginning of next month.
- Working on the Police budget along with the rest of the budget.
- The paperwork has been filed with the Pa Labor Relations Board relating to the Teamsters.
- Revisions on the Non-Uniform Employee Handbook are being finalized. Once completed it will go to the Council for review and further changes and suggestions.
- Met with the insurance agent to go over the renewal rates and the workers comp increased \$32,000.00. The rate went from \$63,000.00 to \$95,000.00. The increase was due to a large claim related to the Ambulance Department of the Alpha Fire Company. Since the payout was over 100 percent no other company would write it, so we had to say with our current carrier. The Borough's work loss for all the employees was minimal.
- The Borough currently owns land that has to be constantly mowed and really serves no purpose. A list of the vacant land owned by the Borough will be compiled and Council at that time can review the property and determine if these properties should be sold. By selling some of the properties the Borough will be putting them on the tax roll and it will also alleviate some of the mowing duties performed by the Public Works Crew.

**Director of Public Works**

Mr. Topper stated that he turned in his report earlier to Borough Council and asked if there were any questions from Council.

**Borough Solicitor**

***HUNTERS INN FORECLOSURE***

**A motion was made Council Vice President Bateman and seconded to direct the Borough Solicitor to move forward with the foreclosure procedures for the property located at 36 South Queen Street, known as Hunter's Inn. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.**

**Borough Engineer**

***SOLICITOR TO WORK DIRECTLY  
WITH PUBLIC WORKS DIRECTOR TO  
PREPARE EASEMENT AGREEMENTS***

**A motion was made by Council Vice President Bateman and seconded to direct the Solicitor to work directly with the Director of Public Works to prepare and obtain Easement Agreements relating to the Lumber Street Project. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.**

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***BIDDING THE WWTP PROJECT***

A motion was made by Council Member Westcott and seconded to direct the Borough Engineer, Josh Fox to advertise the WWTP Project for bids on July 11, 2012. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

**REPORTS OF BOARD**  
**COMMITTEES AND COMMISIONS**

**PLANNING COMMISSION**

***ROYAL FARMS***

Motion was made by Council Member Bucher and seconded to revoke the previously approved Royal Farms plan and to approve the revised/amended Royal Farms Plan contingent upon final seals and signatures on the plan, receiving a letter from the Adams County Conservation District, final review and approval from HRG and adding an amendment page to the Developers Approval Agreement updating the approval dates. Motion adopted.

**PUBLIC COMMENTS**

Mr. Larry Unger expressed concerns regarding the following:

- making Riden Alley one-way
- trimming the shrubs/bushes that are along side of alley's
- making Lumber Street one-way from Walnut Street to South Queen Street

**RECESS**

Council President Baird recessed the meeting of the Littlestown Borough Council at 8:56pm for an executive session to discuss potential litigation and personnel matters.

**RECONVENE**

Council President Baird reconvened the meeting of the Littlestown Borough Council at 9:24pm and the public was invited back in.

***PROPLANT AVENUE AND  
LASD***

A motion was made by Council Member Sharpless and seconded to pay the Littlestown School Board \$1,000.00 in exchanges for a quit claim deed for a portion of Proplant Avenue. Motion adopted.

**ADJOURN**

A motion was made by Council Vice President Bateman and seconded to adjourn the meeting of the Littlestown Borough Council. Motion adopted.

The meeting was adjourned at 9:25pm.

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

**(SEAL)**