

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ JULY 24, 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.

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
 Borough Engineer, Josh Fox
 Director of Public Works, Tim Topper
 EMC, Scott Small

Others in Attendance:

Joyce Weatherly
 Steve Laughman
 Richard Messinger
 Jess Haines, Gettysburg Times
 Bryan Westfall
 Craig Paskoski, Evening Sun
 Fred Miller
 Terry Moser

APPROVAL OF MINUTES***JULY 10, 2012 MEETING MINUTES***

A motion was made by Council Vice President Bateman and seconded to waive the reading of the July 10, 2012 minutes Motion adopted.

**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 July 4, 2012 through July 17, 2012 in the amount of \$201,410.76. Motion adopted.

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A motion was made by Council Vice President Bateman and seconded to approve the payroll from July 4, 2012 through July 17, 2012 in the amount of \$48,606.10. Motion adopted.

A motion was made by Council Vice President Bateman and seconded to approve the Revenue and Expenditure report for July. Motion adopted.

NEW BUSINESS

***APPOINT CHARLES KELLAR
AS BOROUGH MANAGER***

A motion was made by Council Member Wheeler and seconded to table the appointment of Charles Kellar to the position of Borough Manager until the Code and Ordinance relating to the Borough Manager have been reviewed and revised by Borough Council. Motion was tied with Council President Baird, Council Vice President Bateman and Council Member Westcott casting the opposing votes. Council President Baird asked for a roll call vote:

Council Member Sharpless – yes
Council Member Wheeler – yes
Council Member Bucher – yes
Council President Baird – no
Council Vice President Bateman – no
Council Member Westcott – no

Mayor James Eline, Sr. broke the tie casting his vote not in favor of the motion.

A motion was made by Council Member Sharpless and seconded to appoint Charles Kellar to the position of Borough Manager for the fiscal year 2013 to December 31, 2013 at a salary of \$30,000.00 plus benefits. Motion adopted.

RECESS

Council President Baird recessed the meeting of Council at 7:18pm for the meeting of the Borough Authority.

BOROUGH AUTHORITY

The meeting of the Littlestown Borough Authority was call to order at 7:18pm with Authority Chair, Karen Louey presiding.

***CONTRACT 11-4 PAYMENT NO. 6
FAYETTESVILLE CONTRACTORS***

A motion was made by Authority Member Westcott and seconded to approve Payment No. 6 to Fayetteville Contractors for Contract 11-4 in the amount of \$152,466.67. Motion adopted.

ADJOURN

A motion was made by Authority Member Westcott and seconded to adjourn the meeting of the Littlestown Borough Authority. Motion adopted.

The meeting of the Littlestown Borough Authority was adjourned at 7:20pm.

RECONVENE

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

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NEW BUSINESS (Cont'd)

***CONTRACT 11-4 PAYMENT NO. 6
FAYETTEVILLE CONTRACTORS***

A motion was made by Council Vice President Bateman and seconded to approve Payment No. 6 to Fayetteville Contractors for Contract 11-4 in the amount of \$152,466.67. Motion adopted.

UPDATE ON BOND – GARY PULCINI

A motion was made by Council Member Sharpless to direct Gary Pulcini authorizing VALCO Capital and Eckert Seamens to proceed with the refunding of the 2007 Bonds. Motion adopted.

MOTION TO ADVERTISE ORDINANCE

A motion was made by Council Member Westcott and seconded to approve Bond Counsel and the Borough Solicitor to advertise the First Debt Act Ordinance. Motion adopted.

***ADDENDUM TO THE DEVELOPERS
APPROVAL AGREEMENT – ROYAL
FARMS***

A motion was made by Council Vice President Bateman and seconded to approve the First Addendum to Royal Farms Store Development Approval Agreement. Motion adopted.

***REQUEST FROM DALE & KATE
DECKERT – W/S BILL***

A motion was made by Council Member Sharpless and seconded to deny the request from Dale and Kate Deckert to reduce their July water/sewer for the property located at 402 East King Street. Motion adopted.

***REQUEST FROM MARY WILLIAMS
BOUNCE HOUSE AT THE PARK***

A motion was made by Council Member Sharpless and seconded to deny the request from Mary Williams to have a Bounce House back at the Community Park on August 11, 2012. Motion adopted with Council Vice President Bateman casting the opposing vote.

RE-ORGANIZATION OF COMMITTEES

Council President Baird added Council Vice President Bateman to the Personnel Committee and made Council Member Wheeler Chairman of the Union/Police Contract and also added Council Vice President Bateman, Council Member Westcott and himself to the Committee.

HIRE LIFEGUARDS

A motion was made by Council Vice President Bateman and seconded to hire Maria Kretz and Robert Kretz as Lifeguards with an hourly rate of \$7.92/hr. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

***ROTARY CLUB CONTRIBUTION
TOWARDS GRANT***

A motion was made by Council Vice President Bateman and seconded to approve contributing \$500.00 to the share the cost of the Rotary Club Grant to purchase picnic tables for the pool contingent upon the grant being received. Motion adopted.

REPORTS

Chief of Police/Manager

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

- Royal Farms are in its final stages of planning and has received all approvals from the Borough Engineer and Adams County Conservation District.

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- There was job conference for the Lumber Street project held on July 17th to discuss where the project is at.
- The DCNR Grant is under review and the Borough will not hear anything until late September.
- The parts for the Meadowview Lift Station have arrived and are scheduled to be installed on July 25th.

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.

Code Enforcement Officer

Mr. Westfall reported that he continues to work on violations and cleaning up the town.

Borough Engineer

Contract 11-1 Water System Improvements

Record drawings have been prepared and submitted to Mr. Stroup for review.

Contract 11-4 Lumber Street Utility & Roadway Improvements

Contractor continues to work on site that generally includes installation of storm water facilities and curbing as well as demotion of the remaining existing roadway. Lumber Street will be closed July 25th and will remain closed until further notice.

Wastewater Treatment Plant Upgrade

PennVest requirements have been incorporated into the Project Manual and the project was advertised for public bidding on July 11, 2012.

PUBLIC COMMENTS

Steve Laughman with the Alpha Fire Company presented to Council a request from the Fire Company which asks the Borough to budget in the 2013 budget a donation to the Alpha Fire Company in the amount of \$50,000.00.

**REPORTS OF BOARD
COMMITTEES AND COMMISSIONS**

RECREATION BOARD

HIRE LIFEGUARDS

Motion was made by Council Vice President Bateman and seconded to approve the recommendation from the Recreation Board to hire Matt Sirois and Alex Rhone as lifeguards with an hourly rate of \$7.92/hr. Motion adopted.

NON-AGENDA ITEMS

POLICY ON WRITING THE MINUTES

A motion was made by Council Member Sharpless and seconded to record in the minutes the name of the individual who made the motion and the name of the individual who made the second. Motion failed with Council Member Wheeler, Council Member Bucher, Council President Baird and Council Member Westcott casting the opposing votes.

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A motion was made by Council Member Sharpless to record in the minutes the name of the individual who made the motion. Motion died due to a lack of a second.

A motion was made by Council Member Sharpless and seconded to correct the following motions from the June 26, 2012 minutes by recording the individual who made each motion:

A motion was made by Council Member Bucher and seconded to waive the reading of the June 7, 2012 minutes and approve with the following corrections:

- Add “Bob Campbell” under “Additional Borough Representation”
Motion adopted.

A motion was made by Council Member Bucher and seconded to waive the reading of the June 12, 2012 minutes and approve with the following corrections:

- Page 904, Remove “Sharpless” from the “Call to Order” and replace it with “Baird”
- Page 905, under “Purchase a Nacho Cheese Machine” Remove “Council Vice President Baird” and replace it with “Council Vice President Bateman”
- Page 907, under “Borough Engineer, (Contract 11-1 – Water System Improvements)” Remove “\$89,743.29” and replace it with “\$889,743.29”
Motion adopted.

A motion was made by Council Member Westcott and seconded to approve the accounts payable for the General, Pool, Water and Sewer Funds from June 7, 2012 through June 19, 2012 in the amount of \$55,699.52. Motion adopted.

A motion was made by Council Member Westcott and seconded to approve the payroll from June 7, 2012 through June 19, 2012 in the amount of \$48,155.29. Motion adopted.

A motion was made by Council Member Westcott and seconded to approve the revenue and expenditure report for the month ending May 31, 2012.

A motion was made by Council Member Bucher and seconded to accept the resignation from Borough Consultant, Jim Schumacher effective July 14, 2012. Motion adopted.

A motion was made by Borough Authority Member Snyder and seconded to approve Payment No. 5 to Fayetteville Contractors for Contract 11-4 in the amount of \$113,026.11. Motion adopted.

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A motion was made by Borough Authority Member Snyder and seconded to adjourn the meeting of the Littlestown Borough Authority. Motion adopted.

A motion was made by Council Member Westcott and seconded to ratify the Borough Managers decision regarding the Parks Grant with the Boroughs cash contribution not to exceed \$38,726.50. Motion adopted.

A motion was made by Council Member Westcott and seconded to approve Payment No. 5 to Fayetteville Contractors for Contract 11-4 in the amount of \$113,026.11. Motion adopted.

A motion was made by Council Member Bucher and seconded to approve hanging a banner to advertise information regarding Myrtle Louise Stonesifer-King contingent upon the approval of the Borough Manager and Tim Topper. Council Vice President Bateman stated that this was non-agenda item and asked for public comment. Motion adopted.

A motion was made by Council Member Sharpless and seconded to move forward with the Penn Vest option for the financing of the WWTP upgrade project. Motion adopted.

A motion was made by Council Member Wheeler and seconded to direct the Borough Engineer, Josh Fox to move forward with the plans for Proplant Avenue. Motion adopted.

A motion was made by Council Member Sharpless and seconded to approve the recommendation from the Recreation Board to hire Caren Evans as an on-call employee for the Concession Stand with an hourly rate of \$7.25/hr. Motion adopted.

A motion was made by Council Member Sharpless and seconded to approve the recommendation from the Recreation Board to allow the Bittle Brothers and the Myrtle Louis Stonesifer-King Living Legacy Guild the usage of the Community Pool to set up a table to promote their upcoming play on July 7, 2012, July 14, 2012 and July 21, 2012 between the hours of noon and 3pm and to display a laminated 24 x 36" poster a the Community Pool. Motion adopted.

A motion was made by Council Member Wheeler and seconded to approve the recommendation Twenty Free Pool Passes from the Recreation Board to deny the request from the Hoffman Homes to receive twenty free pool passes. Council Vice President Bateman stated that this was non-agenda item and asked for public comments. Motion adopted.

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A motion was made by Council Member Westcott and seconded to approve the recommendation from the Recreation Board to allow Coast Guard approved life vests in the shallow end of the main pool only. Council Vice President Bateman stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

A motion was made by Council Member Bucher and seconded to adjourn the meeting of the Littlestown Borough Council. Motion adopted.

Motion adopted.

ADJOURN

A motion was made by Council Member Westcott and seconded to adjourn the meeting of the Littlestown Borough Council. Motion adopted.

The meeting was adjourned at 9:00pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)