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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ OCTOBER 9, 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 Charlene Westcott
Council Member Betty Bucher
Council Member Joyce Weatherly
Mayor James Eline, Sr.

Council Members Present:

Council Member Dave Wheeler

Borough Authority Member Present:

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

Additional Borough Representation:

Borough Solicitor, Todd King
Secretary/Treasurer, Sandy Conrad
Chief of Police/Borough Manager, Charles Kellar
Director of Public Works, Tim Topper
Borough Engineer, Josh Fox
Bond Counsel, Joe Pierce
Bond Consultant, Gary Pulcini

Others in Attendance:

Fred Miller
Ernie Spamer
Steve Laughman
Harry McKean
Richard Messinger
Bryan Westfall
Bob Foy

MINUTES

***SEPTEMBER 25, 2012 MEETING
MINUTES***

A motion was made by Council Vice President Bateman and seconded to waive the reading of the September 25, 2012 minutes and approve as written. Motion adopted.

**APPROVAL AND
PAYMENT OF BILLS**

ACCOUNTS PAYABLE

A motion was made by Council Vice President Bateman and seconded to approve the accounts payable for the General, Pool, Water and Sewer Funds from September 21, 2012 through October 4, 2012 in the amount of \$180,443.29. Motion adopted.

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PAYROLL

A motion was made by Council Vice President Bateman and seconded to approve the payroll from September 21, 2012 through October 4, 2012 in the amount of \$40,441.09. Motion adopted.

NEW BUSINESS

**APPOINTMENT TO THE AUTHORITY
TERRY MOSER**

A motion was made by Council Member Bucher and seconded to appoint Terry Moser as a member of the Borough Authority with a term to expire July 9, 2017. Motion adopted.

REPORTS

Chief of Police/Manager

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

- There are two police cars that will need to be replaced in 2013. In a way to save money a lease option is being looked at instead of an outright purchase
- There were problems reported with the Kindig Lift Station which will cost around \$3500 to repair
- There were problems reported with the South Queen Street generator which will cost around \$1700 to repair
- A maintenance program will be put together with the help of the Borough Engineer, which will create a list of all of our equipment assets related to water and sewer. The program will also help with what monthly maintenance will need to be done to help prevent costly repairs
- Some of the Townships would like to set up a meeting to discuss the huge increase in the Fire Company's workers comp premium and also discuss the percentage that is paid b each Township
- The Finance Committee met to review some of the budget and another meeting will be set up to finish reviewing the rest of the funds
- The Fire Company denied the offer from the School District regarding having the fire police do the crossing guard duties. This was denied due to the lack of manpower. The Borough will continue to run the program until December 23, 2012
- The easement agreement between the Borough and Tevis Oil is almost completed. Tevis Oil is reviewing the final agreement
- Todd King is working on the Meadowview Lift Station deed. Once it is completed he will record the deed
- There were some minor changes that had to be done to the Pennvest application. These changes did not hold up the process.

RECESS

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

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BOROUGH AUTHORITY

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

RESOLUTION – REFINANCING OF OLD BONDS

A motion was made by Authority Member Westcott and seconded to adopt a Resolution approving the issuance of General Obligation Bonds by the Borough of Littlestown for the purpose of advance refunding the Borough’s General Obligations Bonds, Series of 2007; further authorizing and approving addendums to a certain water lease agreement with the Borough. Motion adopted.

CHANGE ORDER NO. 5 CONTRACT 11-4

A motion was made by Authority Member Westcott and seconded to approve change order no. 5 to Fayetteville Contractors for the addition of eight (8) days to the Contract Time as a result of additional work for replacement of curbing and unsuitable bearing material for Contract 11-4. Motion adopted.

ADJOURN

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

The meeting of the Littlestown Borough Authority was adjourned at 7:29pm.

RECONVENE

Council President Baird reconvened the meeting of the Littlestown Borough Council at 7:29pm.

NEW BUSINESS (Cont’d)

ORDINANCE – 2012 BOND

A motion was made by Council Vice President Bateman and seconded to adopt an Ordinance authorizing and directing issuance of General Obligation Bonds, Series of 2012, in the aggregate principal amount of \$2,865,000 as permitted by and pursuant to the Local Government Unit Debt Act. Motion adopted.

CHANGE ORDER NO. 5 CONTRACT 11-4

A motion was made by Council Vice President Bateman and seconded to approve change order no. 5 to Fayetteville Contractors for the addition of eight (8) days to the Contract Time as a result of for additional work for replacement of curbing and unsuitable bearing material for Contract 11-4. Motion adopted.

REPORTS (Cont’d)

Chief of Police/Manager

(continued)

- The stormwater easement that was a part of the Appler Subdivision which is located between Wogans and Carl’s Creation is not the Borough’s. The easement was never deeded over to the Borough. Borough Solicitor, Todd King will ask the Appler Homeowners Association to take over the maintenance of the easement. According to deeds it is still a part of the Appler Development.
- Sandy and I met with the Union Contract Police attorney to review the changes the Contract Committee would like to pursue. The attorney will review such changes and provide us with a list of the changes that are suitable.

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Director of Public Works

Tim Topper reported that his report was turned in earlier to the Council and he is continuing to work with the Contractors on the complaints that were received from the residents on Lumber Street.

Borough Engineer

Borough Engineer, Josh Fox updated Council of the following:

Contract 11-4 Lumber Street Utility & Roadway Improvements

A tentative certificate of substantial completion was issued on October 1, 2012 identifying September 19, 2012 as the date for substantial completion.

Wastewater Treatment Plant Upgrade

The low bidder's are being reviewed for the solicitation for Disadvantaged Business Enterprises as required by Pennvest and returned comments to each low bidder.

Borough Solicitor

Solicitor King informed Council that he had items for executive.

**REPORTS OF BOARD
COMMITTEES AND COMMISSIONS**

PLANNING COMMISSION

AIR EXPRESSIONS – 28 S. QUEEN

Motion was made by Council Vice President Bateman and seconded to approve the recommendation from the Planning Commission for a business, Air Expressions Graphic Arts Studio, to be located at 28 South Queen Street conditioned upon compliance with code requirements relating to signage. Motion adopted.

BED & BREAKFAST – 203 W. KING

Motion was made by Council Vice President Bateman and seconded to approve the recommendation from the Planning Commission for a business, Bed and Breakfast, to be located at 203 West King Street and to include the prior approval by the Zoning Hearing board of use as a bed and breakfast in the minutes. Motion adopted.

RECESS

Council President Baird recessed the meeting of the Littlestown Borough Council at 7:53pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 8:15pm and the public was invited back in.

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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 8:17pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)