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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ FEBRUARY 12, 2013

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:

Mayor, James Eline, Sr.
Council President, Ron Baird
Council Vice President, Donald Bateman
Council Member, Charlene Westcott
Council Member Betty Bucher
Council Member, Joyce Weatherly
Council Member, Dave Wheeler

Additional Borough Representation:

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

Borough Authority Present:

Vice Chair, David Westcott
Secretary, Marilyn Zanger
Member, Pam Snyder
Member, Terry Moser

Borough Authority Excused:

Chair, Karen Louey

Others in Attendance:

Richard Messinger
Tommy Riggs, Gettysburg Times
Terry Moser
Harry McKean
Bryan Westfall
Fred Miller
Craig Paskoski, Evening Sun

MINUTES

***JANUARY 22, 2013 MEETING
MINUTES***

A motion was made by Council Vice President Bateman and seconded to waive the reading of the January 22, 2013 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 January 17, 2012 through February 7, 2013 in the amount of \$43,948.01. Motion adopted.

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PAYROLL

A motion was made by Council Vice President Bateman and seconded to approve the payroll from January 17, 2012 through February 7, 2013 in the amount of \$60,811.64. Motion adopted.

NEW BUSINESS

**MEMORIAL BLUE STAR
GARDEN CLUB**

A motion was made by Council Vice President Bateman and seconded to approve the request from the Littlestown Garden Club to install and dedicate a Blue Star Memorial By-Way Marker that tributes to the Armed Forces of America. The marker will be located in the Littlestown History Plaza contingent upon the approval of the location from Borough Council. Motion adopted.

**2013 SEWER SYSTEM PROJECT
PENNVEST BANK ACCOUNT**

A motion was made by Council Vice President Bateman and seconded to direct the Borough Secretary/Treasurer to open a checking account entitled "Borough of Littlestown 2013 Sewer System Project (Pennvest)" for the sole purpose of transferring money into the account to pay the WWTP Project bills and to name Council President Ron Baird, Council Member Charlene Westcott, Borough Manager Charles Kellar and Borough Secretary/Treasurer Sandy Conrad as signers on the account. Motion adopted.

**INTER-MUNICIPAL AGREEMENT
UNION TOWNSHIP**

A motion was made by Council Vice President Bateman and seconded to approve and sign the Inter-Municipal Agreement between the Borough of Littlestown and Union Township with the following contingencies:

1. The Township receiving the last two years of the sewer audit
2. The addition of the following wording to be added into paragraph 3: "The Authority and the Borough hereby agree to properly maintain and repair all facilities of the Township System, including, but not limited to, manholes and valve boxes, during the term hereof to insure the proper functioning thereof and to prevent safety hazards from arising within public rights of way.

BOROUGH AUTHORITY

The meeting of the Littlestown Borough Authority was called to order at 7:15pm by Vice-Chair, David Westcott.

**INTER-MUNICIPAL AGREEMENT
UNION TOWNSHIP**

A motion was made by Borough Authority Member Snyder and seconded to approve and sign the Inter-Municipal Agreement between the Borough of Littlestown and Union Township with the following contingencies:

1. The township receiving the last two years of the sewer audit
2. The addition of the following wording to be added into paragraph 3: "The Authority and the Borough hereby agree to properly maintain and repair all facilities of the Township System, including, but not limited to, manholes and valve boxes, during the term hereof to insure the proper functioning thereof and to prevent safety hazards from arising within public rights of way.

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***2013 LITTLESTOWN AUTHORITY
ACH, PENNVEST, BANK ACCOUNT***

A motion was made by Borough Authority Member Moser and seconded to direct the Borough Secretary/Treasurer to open and ACH account entitled "Littlestown Borough Authority 2013 ACH" for the sole purpose of transferring money from the account to pay the WWTP Project bills and transferring money to the account for loan payments and to name council President Ron Baird, Council Member Charlene Westcott, Borough Manager Charles Kellar and Borough Secretary/Treasurer Sandy Conrad as signers on the account. Motion adopted.

LEE PROPERTY REQUEST

Attorney Todd King informed the Authority that Mr. Lee would like the Authority to reconsider the request to construct a road across the Authority's property to access the northern portion of their property.

Borough Manager Kellar stated that the Adams County Conservation District has been out and at this time they can determine if there are wetlands there. This will not be able to be determined until the spring when growth starts to occur in that area. Manager Kellar recommends that the Authority and the Council wait on the reconsideration until there is an answer from Adams County.

ADJOURN

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

The meeting was adjourned at 7:20pm.

RECONVENE

Council President Baird reconvened the meeting of the Littlestown Borough Council at 7:21pm.

UNFINISHED BUSINESS

HIRE POOL MANAGER FOR 2013

A motion was made by Council Member Westcott and seconded to table the hiring of the pool manager Louise Luckinich until after the meeting with the American Management Pool Company. Motion adopted.

WATER/SEWER LATE FEE POLICY

Council Member Westcott presented Council with a draft copy of a policy regarding the waiving of water/sewer late fees. She asked the Council to look at the policy and let her know if they had any recommendations on changes to it.

REPORTS

Mayor

The Mayor reported that Royal Farms is in the beginning stages of being built.

Chief of Police

Two new vests have been purchased. The vest replacements are every five years. There is a grant that the Borough is eligible for that allows us to be reimbursed for at least ½ of the cost.

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Computers from the County has been received and are being installed in the cars.

Two of the police cars are in poor shape, so lease quotes for two new vehicles will be obtained earlier than expected. The two new vehicles will replace the 2004 and 2007.

Borough Manager

The Public Works crew has been working on the picnic tables located in the park.

The roof on the pavilion located by the pool is in bad shape and needs to be repaired. Director of Public Works Tim Topper has received one quote at this time and is working on getting others. Borough Manager Kellar will be speaking with the individuals/companies to see if a deal can be worked out to save money if they do the pavilion roof and the roof at the Borough office.

The Fire Company was explained on the land exchange however they would like further detail on the exchange as far as connection fees, demolition of the buildings. Borough Manager Kellar asked that the Fire Company put their concerns/questions in writing.

There are a lot of builders/developers that would like to connect to the Borough's system. A lot of them are looking outside of the Borough; however the Borough has an obligation to serve the Borough first. A study would need to be done in order to determine how much capacity is needed for the current development, on the moratorium list, and further re-growth. Then what ever capacity is left over then it can be distributed outside the Borough. This study will determine borders as to how far the Borough will extend their services outside. This study will cost nothing to the Borough. The cost of the study will on the interested developers/builders. The Borough Manager and Engineer are looking for Councils blessing on beginning the first step which is to meet with the builders/developers to explain the study and to see if there is still interest. Council agreed to pursue the builders/developers.

Borough Engineer, Josh Fox wanted to stress that there would be no new connections until the moratorium was lifted but by starting the study now the Borough will be ready to allow new connections. Also this is not increasing the plants capacity. The plant runs at about ½ capacity now because of the nutrient level. This is why the moratorium was put into place. Once the upgrades are completed the plant will fix the nutrient levels and be able to run the plant a full capacity.

Dale Christensen – Byer Alley

Dale Christensen is asking the Borough Council to vacate Byers Alley. There is only one other property that would be affected. Borough Solicitor King informed Council that if the alley is vacated it would be split down the middle and both properties would get half. The Borough will also no longer be responsible for maintaining the property.

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A motion was made by Council Vice President Bateman and seconded to direct the Borough Manager and the Borough Solicitor to proceed with the process of vacating Byers Alley. Motion adopted.

RECESS

Council President Baird recessed the meeting of the Littlestown Borough Council at 8:20pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 9:05pm and the public was invited back in.

ADJOURN

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

The meeting of the Littlestown Borough Council was adjourned at 9:06pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)