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THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ FEBRUARY 26, 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, Justin Mewdiwsky
Borough Solicitor, Todd King

Borough Authority Present:

Chair, Karen Louey
Vice Chair, David Westcott
Member, Terry Moser

Borough Authority Excused:

Member, Pam Snyder
Secretary, Marilyn Zanger

Others in Attendance:

Bryan Westfall
Fred Miller
Christina Donnely
Harry McKean
John Phillips
Courtney Biblehimer, Evening Sun
Craig Paskoski, Evening Sun

MINUTES

***FEBRUARY 12, 2013 MEETING
MINUTES***

A motion was made by Council Vice President Bateman and seconded to waive the reading of the February 12, 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 February 8, 2012 through February 20, 2013 in the amount of \$49,268.69. Motion adopted.

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PAYROLL

A motion was made by Council Vice President Bateman and seconded to approve the payroll from February 8, 2012 through February 20, 2013 in the amount of \$40,134.75. Motion adopted.

REVENUE & EXPENSE REPORT

A motion was made by Council Vice President Bateman and seconded to approve the Revenue and Expense report for the month of January.

NEW BUSINESS

**ADVERTISE FOR A CONDITIONAL
USE HEARING – 27 W. KING ST.**

A motion was made by Council Vice President Bateman and seconded to direct the Borough Solicitor to schedule and advertise a conditional use hearing for the property located at 27 W. King Street. Motion adopted 5 -1 with Council Member Westcott casting the opposing vote.

BOROUGH AUTHORITY

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

**PAYMENT NO. 1 – TAH
CONTRACT 12-1**

A motion was made by Borough Authority Vice-Chair Westcott and seconded to approve payment No. 1 to TAH Construction, Inc., Contract 12-1 in the amount of \$185,715.00. Motion adopted.

CHAPTER 94 REPORT

Authority Chair Louey stated that no action will be taken on the Chapter 94 report since there was not enough adequate time for review. This will be acted upon at the March 12, 2013 meeting of the Authority.

**RESOLUTION – ASSISTANT
SECRETARY**

A motion was made by Borough Authority Vice-Chair Westcott and seconded to approve a Resolution temporarily appointing Borough Authority Member Terry Moser as the Assistant Secretary to sign the Inter-municipal Agreement which will be forwarded to Pennvest by February 28, 2013. Authority Chair Louey stated that this was a non-agenda item and asked for public comment. Motion adopted.

ADJOURN

A motion was made by Borough Vice-Chair Westcott 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 7:20pm.

NEW BUSINESS (Cont'd)

**PAYMENT NO. 1 - TAH
CONTRACT 12-1**

A motion was made by Council Vice-President Bateman and seconded to approve payment No. 1 to TAH Construction, Inc., Contract 12-1 in the amount of \$185,715.00. Motion adopted.

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UNFINISHED BUSINESS

WATER/SEWER LATE FEE POLICY

A motion was made by Council Member Westcott and seconded to adopt an administrative policy entitled "Waiving of Water/Sewer Late Fee Policy". Motion adopted.

NEW BUSINESS (Cont'd)

POOL MANAGEMENT COMPANY

A motion was made by Council Vice President Bateman and seconded to enter into an agreement with Hammerguard Aquatics, LLC for the purpose of them managing the Littlestown Community Pool for the 2013 Season. Council President Baird stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

***ALPHA FIRE COMPANY
EXTENSION***

A motion was made by Council Vice President Bateman 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. He also stated that this extension would expire August 24, 2013. **Motion adopted.**

UNFINISHED BUSINESS

***HIRING OF POOL MANAGER
LOUISE LUCKINICH***

No action was taken on this since Hammerguard Aquatics would be doing the hiring for the Pool. The Borough Secretary was asked to forward all applications that were received to Hammerguard Aquatics for the purpose of interviews.

REPORTS

Mayor

The Mayor reported that \$390 was collected and turned. The money collected were for fines and reports.

Chief of Police

The new radio that the County was to install this year has been postponed until next year. The new police cars have not been ordered because the police department was waiting until the radio system was installed. However, the department cannot wait until next year to order the cars so estimates of leasing will be gathered for Council to review and approve.

Borough Manager

The Public Works crew completed the repairs to the picnic tables and they are to be commended for the outstanding job that they did on them.

Quotes are still being obtained for the roof at the pavilion located by the pool. Once three quotes have been received they will be forwarded to Council.

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Borough Solicitor

DALE CHRISTENSEN – BYER ALLEY A motion was made by Council Member Westcott and seconded to approve the Reimbursement Agreement between the Borough of Littlestown and Dale Christensen, Marie Christensen and Dale Deckert. Council President Baird stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

REPORTS OF BOARDS

Recreation Board

TAPE AT PAVILIONS

A motion was made by Council Vice-President Bateman and seconded to approve the recommendation from the Recreation Board to add/change the rules for park applications to only allow tape to be used on Borough property such as pavilions and picnic tables. Council President Baird stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

RECESS

Council President Baird recessed the meeting of the Littlestown Borough Council at 8:35pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 9:10pm and the public was invited back in.

2013 POOL FEES

A motion was made by Council Member Westcott and seconded to approve the following fees for the 2013 Pool Season:

Borough Residents

- Individual - \$90
- Family up to 4 - \$150
- Family up to 6 - \$220
- Additional Children - \$45
- Senior 65+ - \$50
- Nanny/Daycare Provider - \$50

Non-Borough Residents

- Individual - \$150
- Family up to 4 - \$250
- Family up to 6 - \$320
- Additional Children - \$50
- Senior 65+ - \$50
- Nanny/Daycare Provider - \$50

Daily Admission

- All ages over 3 - \$7
- 3 years of age and under – Free
- After 5pm - \$4

A “Family” membership will consist of 2 adults 18+ years of age and children 4 to 17 years of age.

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Senior passes are for individuals 65 years of age and older.

Council President Baird stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

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 9:13pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)