

988

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ MARCH 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 Members Excused:

Council Member, Dave Wheeler

Additional Borough Representation:

Secretary/Treasurer, Sandy Conrad
Chief of Police/Borough Manager, Charles Kellar
Borough Engineer, Josh Fox
Borough Solicitor, Todd King

Borough Authority Present:

Chair, Karen Louey
Vice Chair, David Westcott
Secretary, Marilyn Zanger
Member, Terry Moser

Borough Authority Excused:

Member, Pam Snyder

Others in Attendance:

Fred Miller
Andrew Robinson, Gettysburg Times
Richard Messinger
Bryan Westfall
Lynn Crosley
Harry McKean
Brent Sauter

MINUTES

***MARCH 12, 2013 MEETING
MINUTES***

A motion was made by Council Vice President Bateman and seconded to waive the reading of the March 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 March 7, 2013 through March 19, 2013 in the amount of \$55,701.00. Motion adopted.

989

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PAYROLL

A motion was made by Council Vice President Bateman and seconded to approve the payroll from March 7, 2013 through March 19, 2013 in the amount of \$37,553.59. Motion adopted.

REVENUE AND EXPENDITURE

A motion was made by Council Vice President Bateman and seconded to approve the revenue/expense control report for the month of February. Motion adopted.

NEW BUSINESS

CONCESSION STAND RAISES

A motion was made by Council Vice President Bateman and seconded to approve a 2% increase for the Concession Stand employee's. Motion adopted.

SUMMER REC RAISES

A motion was made by Council Vice President Bateman and seconded to approve a 2% increase for the Summer Rec employee's. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

**HAMMERGUARD – POOL
MANAGEMENT SERVICES
AGREEMENT**

A motion was made by Council Member Westcott and seconded to approve the Pool Management Services Agreement between the Borough of Littlestown and HammerGuard Aquatics. Motion adopted

UNFINISHED BUSINESS

**ADVERTISE FOR A PUBLIC HEARING
FOR THE CCRC TEXT AMENDMENT**

A motion was made by Council Vice President Bateman and seconded to direct the Borough Solicitor to advertise a Public Hearing for the CCRC Text Amendment. Motion adopted.

**COG – SOLID WASTE HAULING
BIDDING PARTICIPATION**

A motion was made by Council Vice President Bateman and seconded to deny the participation in the Solid Waste hauling Bidding Process through the Council of Governments. Motion adopted.

BOROUGH AUTHORITY

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

**TAH CONSTRUCTION – PAYMENT 2
CONTRACT 12-1**

A motion was made by Borough Authority Vice-Chair Westcott and seconded to approve payment to TAH Construction, Inc. for Application of Payment No. 2 in the amount of \$131,211.00. Motion adopted.

**SWAM ELECTRIC – PAYMENT 1
CONTRACT 12-2**

A motion was made by Borough Authority Vice-Chair Westcott and seconded to approve payment of SWAM Electric Co., Inc. for Application of Payment No. 1 in the amount of \$25,177.50. Motion adopted.

ADJOURN

A motion was made by Borough Authority Member Moser and seconded to adjourn the meeting of the Littlestown Borough Authority. Motion adopted.
The meeting was adjourned at 7:21pm.

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10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ MARCH 26, 2013

990

RECONVENE

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

NEW BUSINESS *(Cont'd)*

***TAH CONSTRUCTION – PAYMENT 2
CONTRACT 12-1***

A motion was made by Council Vice President Bateman and seconded to approve payment to TAH Construction, Inc. for Application for Payment No. 2 in the amount of \$131,211.00. Motion adopted.

***SWAM ELECTRIC – PAYMENT 1
CONTRACT 12-2***

A motion was made by Council Vice President Bateman and seconded to approve payment of SWAM Electric Co., Inc. for Application for Payment No. 1 in the amount of \$25,177.50. Motion adopted.

REPORTS

Mayor

The Mayor reported that he has received and turned over \$1,070.00 in fines to the Borough Clerk.

Chief of Police

Chief Kellar reported the following items:

- There were some issues with the engine in the dodge police car. The vehicle has been repaired and was covered under the warranty;
- Still working on obtaining quotes for the 2 new police cars that will be leased;

Borough Manager

Borough Manager Kellar updated Council on the following items:

- The public works crew was commended for repairing the water main break on West King Street. Manager Kellar especially commended George Weishaar and Lynn Crosley for their hard work in that process;
- The shingles for the pavilion roof have been generously donated. Quotes have been received for the labor to repair the roof but the Rotary Club will be contacted first to see if they would be willing to help in the repairs;
- Pennvest is officially closed. The short term loan will remain open as a precaution until we see how long the process is for drawn downs from Pennvest;
- Before the roof is repaired at the Borough Office there is an outside concrete wall that needs to be repaired. This wall will need to be re-grouted. This will need to be done first since it is part of the problem;
- The Rotary Club has donated 3 picnic tables and one portable bench for the Pool;

991

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ MARCH 26, 2013

- The Town Criers should be completed and received shortly. Criers will be taken to the schools to be passed out to the kids to take home.

Borough Engineer

Waste Water Treatment Plant Upgrade:

Work continues on-site with forming, reinforcing, and pouring of the concrete base slab the Aerobic Digester, excavation for the Anaerobic Tank, and installation of temporary utilities. The Electrical Contractor has begun the submittal process and is coordinating conduit penetrations and locations with the General Contractor.

Lumber Street Phase II Improvements:

HRG will be providing a copy of the Project Manual and Plan Set to Adams County Planning for their review by March 28, 2013 to ensure compliance with the CDBG funding requirements.

REPORTS OF BOARDS

Recreation Board - MARCH 19, 2013 MINUTES

YMCA SUMMER CAMP

A motion was made by Council Vice President Bateman and seconded to approve the recommendation from the Recreation Board to allow the YMCA Summer Camp Program to use the Pavilion closest to the bathrooms from June 10th to August 21st contingent upon liability insurance being submitted to the Borough Office. Motion adopted.

BASEBALL FOR YOUTH

A motion was made by Council Member Westcott and seconded to approve the recommendation from the Recreation Board to allow the Baseball for Youth to utilize Fields 1, 4, 5 and 6 – Monday thru Saturday from 5pm to 9pm during the period of March 15th to August 11th. Motion adopted.

HIRE SUMMER REC PERSONNEL

A motion was made by Council Member Bucher and seconded to approve the recommendation from the Recreation Board to hire Chase Dipietro, Janelle Kagarise, Hunter Keith, Caitlyn Price, George Simmons, Kayla Smith and Katherine Thompson as Counselors for the summer Rec Program. Motion adopted.

HIRE CONCESSION STAND PERSONNEL

A motion was made by Council Vice President Bateman and seconded to approve the recommendation from the Recreation Board to hire Elin Blanchard, Veronica Howard, Grace Simmons, Megan Smith and Briana Smith as Concessionaires and to hire Caren Evans as an on-call Concessionaire. Motion adopted.

992

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
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Planning Commission – MARCH 14, 2013 MINUTES

**103 SOUTH QUEEN STREET
LA TRATTORIA PIZZA SHOP**

A motion was made by Council Member Bucher and seconded to approve the recommendation from the Planning Commission to approve the submitted parking plan and recommend the approval of a business permit to be issued for La Trattoria Pizza Shop at 103 South Queen Street. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

**45 NORTH QUEEN STREET
B3 CUSTOM CREATIONS**

A motion was made by Council Member Bucher and seconded to to approve the recommendation from the Planning Commission to approve the application for business, B3 Custom Creations at 45 North Queen Street with the condition that the air compressor cease at 8:00pm each day. 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 7:55pm for an executive session to discuss personnel and potential litigation.

RECONVENE

The meeting of the Littlestown Borough Council was reconvened at 8:35pm 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 8:36pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)