



## REVISED

### THE BOROUGH OF LITTLESTOWN

#### MEETING OF THE COUNCIL

10 SOUTH QUEEN STREET, LITTLESTOWN, PENNSYLVANIA 17340

TUESDAY • APRIL 23, 2013 • 7:00 P.M.

Call to Order  
Pledge of Allegiance

Public Comment (limited at this time to Agenda items only)

#### Minutes

- Approval of Minutes from the April 9, 2013 Council Meeting

#### Finances

- Approval of Accounts Payable
- Approval of Payroll
- Revenue and Expenditure Report for March

#### Borough Authority – (7:15pm)

- Approval of Application for Payment No. 3 for Contract 12-1 to TAH Construction, Inc.
- Approval of Application for Payment No. 2 for contract 12-2 to Swam Electric Co., Inc.
- Approval of Change Order No. 1 for Contract 12-2 for a credit

#### New Business

- Approval of the 2012 Audit Report as prepared by Rotz & Stonesifer – *(Dan Simpson)*
- Approval of Application for Payment No. 3 for Contract 12-1 to TAH Construction, Inc.
- Approval of Application for Payment No. 2 for contract 12-2 to Swam Electric Co., Inc.
- Approval of Change Order No. 1 for Contract 12-2 for a credit
- Approval to Bid Lumber Street Phase II Project (CDBG)
- Approval of a three year agreement with J.P. Harris Associates, LLC
- Approval of the American Tower Lease Extension Agreement

#### Public Hearing

- CCRC Text Amendment Ordinance

#### Reports

- Mayor
- Chief of Police
- Borough Manager
- Director of Public Works
- Borough Solicitor
- Borough Engineer

#### Reports of Boards, Committees and Commission

##### ***Planning Commission: April 11, 2013 meeting minutes:***

- Recommendation to approve the new site plan for Pine Creek Structures Business located at 530 North Queen Street

- Recommendation to approve the corrective amendments to the Subdivision and Land Development Ordinance
- Recommendation to approve the relocation of the Snowball Stand to the corner of North Queen Street and Carroll Street subject to the requirements for setbacks and the sight triangle being met

**Recreation Board: April 16, 2013 meeting minutes:**

- Recommendation to approve the request from Steve Laughman requesting the usage of 2 softball fields at the Community Park and the field at Maple Avenue for Saturday, August 24, 2013.
- Recommendation to approve the request from the Class of 2008 to allow a DJ to set up at the community Park on June 29, 2013 for their five year class reunion

**Correspondence**

- Alpha Fire Company Incident List for 03/01/13 to 03/31/13
- Alpha EMS March 2013 Activity Report

Public Comment (agenda issues, non-agenda issues and all other matters of concern)

Recess for Executive

Adjourn Meeting

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Borough Council Meeting (7:00pm)

JANUARY 8<sup>TH</sup>, JANUARY 22<sup>ND</sup>, FEBRUARY 12<sup>TH</sup>, FEBRUARY 26<sup>TH</sup>, MARCH 12<sup>TH</sup>, MARCH 26<sup>TH</sup>, APRIL 9<sup>TH</sup>, APRIL 23<sup>RD</sup>, MAY 14<sup>TH</sup>, MAY 28<sup>TH</sup>, JUNE 11<sup>TH</sup>, JUNE 25<sup>TH</sup>, JULY 9<sup>TH</sup>, JULY 23<sup>RD</sup>, AUGUST 13<sup>TH</sup>, AUGUST 27<sup>TH</sup>, SEPTEMBER 10<sup>TH</sup>, SEPTEMBER 24<sup>TH</sup>, OCTOBER 8<sup>TH</sup>, OCTOBER 22<sup>ND</sup>, NOVEMBER 12<sup>TH</sup>, NOVEMBER 26<sup>TH</sup>, DECEMBER 10<sup>TH</sup>

Planning Commission Meeting (7:00 pm)

JANUARY 10<sup>TH</sup>, FEBRUARY 14<sup>TH</sup>, MARCH 14<sup>TH</sup>, APRIL 11<sup>TH</sup>, MAY 9<sup>TH</sup>, JUNE 13<sup>TH</sup>, JULY 11<sup>TH</sup>, AUGUST 8<sup>TH</sup>, SEPTEMBER 12<sup>TH</sup>, OCTOBER 10<sup>TH</sup>, NOVEMBER 14<sup>TH</sup>, DECEMBER 12<sup>TH</sup>

Recreation Board Meeting (6:30pm) (Meeting Place: 10 South Queen Street)

JANUARY 15<sup>TH</sup>, FEBRUARY 19<sup>TH</sup>, MARCH 19<sup>TH</sup>, APRIL 16<sup>TH</sup>, SEPTEMBER 17<sup>TH</sup>, OCTOBER 15<sup>TH</sup>, NOVEMBER 19<sup>TH</sup>

Recreation Board Meeting (6:30pm) (Meeting Place: Community Park, Pavilion #2)

MAY 21<sup>ST</sup>, JUNE 18<sup>TH</sup>, JULY 16<sup>TH</sup>, AUGUST 20<sup>TH</sup>

All meetings are open to the public and are held at 10 South Queen Street, with the exception of Recreation Board meetings May-September, which are held in Pavilion #2, Littlestown Community Park

**PUBLIC COMMENT AND MEDIA INFORMATION POLICY OF THE BOROUGH OF LITTLESTOWN**

*It is the policy of the Borough of Littlestown, by the Littlestown Borough Council, to comply with the public participation provisions of the Sunshine Act (65 Pa.C.S.A. §710.1.), as amended. In view of the multiplicity of issues with which the Littlestown Borough Council must deal during each public meeting, as well as the number of residents and/or taxpayers who may desire to participate in and provide comment relative to matters of concern, official action or deliberations which are or may come before the Borough Council, it is necessary and appropriate to establish the present policy, pursuant to and in accordance with the provisions of the Sunshine Act (65 Pa.C.S.A. §§710., 710.1.), regarding the Littlestown Borough Council's receipt of public comment and the amount of time to be allocated therefore during regular and special Borough Council meetings. Therefore, each resident and/or taxpayer of the Borough of Littlestown who wishes to provide public comment shall be allocated and shall be limited to a maximum of three (3) minutes per agenda item or matter of concern, not to exceed in the aggregate ten (10) minutes per meeting relative to all agenda items or matters of concern; provided, however, that each such resident and/or taxpayer shall be allocated and shall be limited to a maximum of an additional three (3) minutes per non-agenda item/issue which may come before Borough Council for official action or deliberation. Public comment shall be requested, received, and limited to agenda items only at the beginning of each meeting, prior to any official public action or deliberation by Borough Council during such meeting. Public comment shall also be requested and received during the meeting prior to Borough Council's official public action relative to any non-agenda items/issues. An additional public comment period shall occur prior to adjournment of the meeting, during which public comment regarding agenda issues, non-agenda issues and other matters of concern will be requested and received.*

*Residents and/or taxpayers of the Borough of Littlestown who wish to provide public comments must state their name, address and, if applicable, the organization/agency which they represent, before making their comments. Any person wishing to speak, who is not a Borough resident or a Borough taxpayer, shall state that fact and provide his/her name, address, reason for requesting to provide public comment, and if applicable, the organization/agency which he/she represents, before making his/her comments.*

*This policy was originally effective on and as of January 1, 1999. The second paragraph of this policy was added and effective on and as of June 27, 2000. This policy was further amended on April 26, 2011, effective immediately.*

*The Borough Council will provide up to a ten (10) minute question and answer period at the end of the regular and special meetings to respond to media inquiries.*