

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ JULY 23, 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:

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

Council Members Excused:

Council Vice President, Donald Bateman

Additional Borough Representation:

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

Borough Authority Members Present:

Authority Chair, Karen Louey
Authority Vice-Chair, David Westcott
Authority Secretary, Marilyn Zanger

Borough Authority Members Excused:

Authority Member, Pam Snyder
Authority Member, Terry Moser

Others in Attendance:

Debbie Heefrer
Richard Messinger
Bryan Westfall
Harry McKean
Fred Miller

MINUTES

***JULY 9, 2013 MEETING
MINUTES***

A motion was made by Council Member Bucher and seconded to waive the reading of the July 9, 2013 minutes and approve as written. Motion adopted.

**APPROVAL AND
PAYMENT OF BILLS**

ACCOUNTS PAYABLE

A motion was made by Council Member Bucher and seconded to approve the accounts payable for the General, Pool, Water and Sewer Funds from July 3, 2013 through July 17, 2013 in the amount of \$13,371.71. Motion adopted.

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PAYROLL

A motion was made by Council Member Bucher and seconded to approve the payroll from July 3, 2013 through July 17, 2013 in the amount of \$42,437.09. Motion adopted.

**REVENUE AND EXPENSE
REPORT FOR JUNE**

A motion was made by Council Member Bucher and seconded to approve the Revenue and Expense Report for the month of June. Motion adopted.

NON-AGENDA ITEMS

LITTLESTOWN BLUE BAND

A motion was made by Council Member Bucher and seconded to approve the request from the Littlestown Blue Band to have use of a pavilion on Thursday Afternoon on August 1, 2013 and to be admitted into the pool from 3:00pm to 5:30pm. Council President Baird stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

**AMENDMENTS TO THE
NON-UNIFORM HANDBOOK**

A motion was made by Council Member Bucher and seconded to to adopt the following amendments to the Non-Uniform Handbook:

1. Under Leave Time add: at their anniversary date. Any unused vacation leave will not be carried over.
2. Add to V. Pension Plans: a.) Defined Benefit Plan – The Borough will provide a pension program for all regular and salaried, full-time employees after twelve consecutive months of employment as provided by Borough Ordinance.
3. Change “his” to “his/her”
4. Under Conditions of Employment – Employee Categories, change C) Part-Time to read:
A part-time employee is one who regularly works up to thirty-two hours per week or may work for a specific period or for the duration of a specific assignment. A part-time employee is paid an hourly rate for the number of hours worked each week up to but not exceeding 32 hours in a work week unless authorized by the Borough Manager or Borough Secretary/Treasurer. From time to time a part-time employee may be offered a permanent position with the Borough. If your status should change from part-time to permanent without a break in service, and you regularly worked at least twenty (20) hours per week in you part-time position, your prior tenure will be applied toward any tenure required for permanent employee benefits and toward your probationary period.

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

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RECREATION BOARD

***RECOMMENDATIONS FROM THE
RECREATION BOARD***

A motion was made by Council Member Bucher and seconded to approve the recommendations from the Recreation Board to deny the following:

1. request from Harvest Chapel requesting to rent the Littlestown Pool for their event.
2. request from Steve Laughman requesting a discount/waiver of recreation field use fees.

And to approve the recommendations from the Recreation Board to approve the following:

1. hire Caren Evans and Justin Keith to fill the vacancies in the summer recreation program for \$7.25/hr.
2. to approve and accept the resignation of board member Cerel Grimaldi effective immediately.

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 for the Borough Authority Meeting to be called to order at 7:15pm.

BOROUGH AUTHORITY

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

***PAYMENT APPLICATION #5
SWAM ELECTRIC, CONTRACT 12-2***

A motion was made by Borough Authority Secretary, Zanger and seconded to approve Payment Application #5 to Swam Electric for contract 12-2 in the amount of \$102,119.40. **Motion adopted**

***PAYMENT APPLICATION #6
T-A-H CONSTRUCTION
CONTRACT 12-1***

A motion was made by Borough Authority Vice-Chair, Westcott and seconded to approve Payment Application #6 to T-A-H Construction for contract 12-1 in the amount of \$415,582.73. **Motion adopted.**

WORK CHANGE DIRECTIVE NO. 1

A motion was made by Borough Authority Vice-Chair, Westcott and seconded to approve Work Change Directive No. 1 for Contract 12-2, Swam Electric in an increased amount of \$2,500.00 for circuit breaker modifications. Borough Authority Chair, Louey stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

RESIGNATION OF PAM SNYDER

A motion was made by Borough Authority Vice-Chair, Westcott and seconded to accept the resignation of board member Pam Snyder effective immediately. Borough Authority Chair, Louey stated that this was a non-agenda item and asked for public comments. **Motion adopted.**

ADJOURN

A motion was made by Borough Authority Vice-Chair, Westcott and seconded to adjourn the meeting of the Littlestown Borough Authority. **Motion adopted.**

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The meeting was adjourned at 7:20pm.

RECONVENE

The meeting of the Littlestown Borough Council reconvened at 7:20pm.

NEW BUSINESS

***PAYMENT APPLICATION #5
SWAM ELECTRIC, CONTRACT 12-2***

A motion was made by Council Member Bucher and seconded to approve Payment Application #5 to Swam Electric for contract 12-2 in the amount of \$102,119.40. Motion adopted

***PAYMENT APPLICATION #6
T-A-H CONSTRUCTION
CONTRACT 12-1***

A motion was made by Council Member Bucher and seconded to approve Payment Application #6 to T-A-H Construction for contract 12-1 in the amount of \$415,582.73. Motion adopted.

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A motion was made by Council Member Bucher and seconded to approve Work Change Directive No. 1 for Contract 12-2, Swam Electric in an increased amount of \$2,500.00 for circuit breaker modifications. Borough Authority Chair, Louey stated that this was a non-agenda item and asked for public comments. Motion adopted.

RESIGNATION OF PAM SNYDER

A motion was made by Council Member Bucher and seconded to accept the resignation or board member Pam Snyder effective immediately. Borough Authority Chair, Louey stated that this was a non-agenda item and asked for public comments. Motion adopted.

PLANNING COMMISSION

18 LUMBER STREET

A motion was made by Council Member Bucher and seconded to approve the recommendation from the Planning Commission to deny the Henry F. G. Trott Subdivision Plan for 18 Lumber Street as presented. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

***CARL'S CREATIONS BUILDING
312 NORTH QUEEN STREET***

A motion was made by Council Member Bucher and seconded to deny the recommendation from the Planning Commission to amend the Zoning Ordinance to allow churches and houses of worship as a use by right in all districts of the Borough of Littlestown. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

***AMERICAN LEGION POST #321
ADDITION, 510 EAST KING STREET***

A motion was made by Council Member Westcott and seconded to table the recommendation from the Planning Commission to approve the plans for the American Legion Post #321 addition at 510 East King Street until the Borough Engineer reviews the plans and provides comments. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

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REPORTS

Monthly reports were received and given by the following:

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

RECESS

Council President Baird recessed the meeting of the Littlestown Borough Council for an executive session to discussion potential litigation and personnel matters.

The meeting recessed at 8:10pm

RECONVENE

The meeting of the Littlestown Borough Council reconvened at 8:19pm with the following action:

ADJOURN

Council President Baird adjourned the meeting of the Littlestown Borough Council at 8:19pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)