

1027

THE BOROUGH OF LITTLESTOWN
10 South Queen Street ▪ Littlestown, PA 17340 ▪ Council Chamber
BOROUGH COUNCIL MEETING ▪ SEPTEMBER 10, 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 Vice President, Donald Bateman
Council Member, Charlene Westcott
Council Member, Dave Wheeler
Council Member Betty Bucher
Council Member, Joyce Weatherly
Mayor, James Eline, Sr.

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

Others in Attendance:

Richard Messinger
Harry McKean
David Westcott
Grant Muller

MINUTES

***AUGUST 27, 2013 MEETING
MINUTES***

A motion was made by Council Vice-President Bateman and seconded to waive the reading of the August 27, 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 August 21, 2013 through September 3, 2013 in the amount of \$12,509.37. Motion adopted.

PAYROLL

A motion was made by Council Vice-President Bateman and seconded to approve the payroll from August 21, 2013 through September 3, 2013 in the amount of \$39,481.14. Motion adopted.

UNFINISHED BUSINESS

***CHARGES FOR FIRE HYDRANTS
LOCATED OUTSIDE THE BOROUGH***

A motion was made by Council Member Westcott and seconded to charge \$55 per hydrant per quarter for hydrants located outside of the Borough with such charge being reviewed and updated on a yearly basis. Motion adopted 5-1 with Council Member Wheeler casting the opposing vote.

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NEW BUSINESS

HIPAA PRIVACY POLICY

A motion was made by Council Vice President Bateman and seconded to adopt a Privacy Policy which is the basis for HIPAA Compliance. Motion adopted.

***AMEND SECRETARY/TREASURER
JOB DESCRIPTION (HIPAA)***

A motion was made by Council Vice President Bateman and seconded to amend the Borough Secretary/Treasurers job description to add the responsibilities listed on the Privacy Official Job Responsibilities in accordance with HIPAA which is attached to the minutes. Motion adopted.

PNC LOAN FOR POLICE CAR

A motion was made by Council Member Westcott and seconded to adopt a Resolution to acquire a loan from PNC Bank for the purchase of a police cruiser and authorize Council President Ron Baird, Borough Manager Charles Kellar and Borough Secretary/Treasurer Sandra Conrad to sign the loan documents. Motion adopted.

***DESIGNATE LITTLESTOWN
DEVELOPMENT AUTHORITY MONEY***

A motion was made by Council Vice President Bateman and seconded to designate the money received from the Littlestown Industrial Development for the following items:

- Replace roof at 10 South Queen Street (Borough Office)
- General Codes (Codification of Code Book)
- 8 - Laptops for Council Meetings

Motion adopted.

***ADVERTISE WATER/SEWER
OPERATOR***

A motion was made by Council Member Westcott and seconded to advertise for a Licensed Water/Sewer Operator. Council President Baird stated that this was a non-agenda item and asked for public comments. Motion adopted.

***KAREN SKINNER AS PART-TIME
BOROUGH CLERK***

A motion was made by Council Member Westcott and seconded to change Karen Skinners status from Temporary to Regular as the Part-Time Borough Clerk. 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 an executive session to discussion potential litigation and personnel matters.

The meeting recessed at 8:22pm

RECONVENE

The meeting of the Littlestown Borough Council reconvened at 8:45pm

ADJOURN

Council President Baird adjourned the meeting of the Littlestown Borough Council at 8:45pm.

Sandy Conrad
Secretary/Treasurer

(SEAL)