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THE BOROUGH OF LITTLESTOWN

We're growing, one neighbor at a time.

REORGANIZATION MEETING OF THE COUNCIL

10 SOUTH QUEEN STREET, LITTLESTOWN, PENNSYLVANIA 17340

MONDAY • JANUARY 6, 2014 • 7:00 P.M.

Swearing in of Council (by the Mayor) - Charlene Westcott
Betty Bucher
Joyce Weatherly
Paul Sharpless

Call to Order – The Honorable James Eline, Mayor

Pledge of Allegiance

Nomination and Election of Council President

Nomination and Election of Council Vice President

Nomination and Election of Council President Pro Tem

(1) Organization of Rules of Order/Procedure

- A. Parliamentary Procedures
- B. Public Comment Policy
- C. Limitation on Debate
- D. Media Information Policy
- E. Ride-Along Policy

(2) Organization of Committees

- A. Community Relations
- B. Finance Committee
- C. Fire Prevention
- D. Health & Safety
- E. Union/Police Contract
- F. Personnel
- G. Streets & Transportation
- H. Utilities/Inflow & Infiltration

Organization of Appointed Personnel

- Campbell & White – Borough Solicitor
- Clayton Wilcox, Wilcox & James – Zoning Hearing Board Solicitor
- Herbert, Rowland & Grubic, Inc. – Borough Engineers
- Rotz & Stonesifer – Borough Auditor
- Sandy J. Conrad – Borough Secretary/Treasurer
- Charles Keller – Chief of Police and Borough Manager
- Timothy J. Topper – Director of Public Works

Recess for Executive

Meeting Dates to Remember

Borough Council & Authority Meeting (7:00pm)

Jan.14, Jan. 28

Planning Commission Meeting (7:00 pm)

Jan. 9, Feb. 13

Recreation Board Meeting (6:30 pm)

Jan. 21, Feb. 18

All meetings are open to the public and are held at 10 South Queen Street, 1st Floor with the exception Recreation Board meetings June - August 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.