



THE BOROUGH OF LITTLESTOWN
MEETING OF THE COUNCIL
10 SOUTH QUEEN STREET, LITTLESTOWN, PENNSYLVANIA 17340
TUESDAY • JANUARY 14, 2014 • 7:00 P.M.

Call to Order
Pledge of Allegiance
Public Comment (limited at this time to Agenda items **only**)

(1) Minutes

- a) Minutes from the December 10, 2013 Council Meeting
- b) Minutes from the January 6, 2014 Re-Organization Meeting of Council

(2) Finances

- a) Payables from November 22, 2013 to January 9, 2014
- b) Payroll from November 22, 2013 to January 9, 2014
- c) Revenue and Expenditure Report for December 2013

Borough Authority – 7:15pm

- a) Application for Payment No. 11 to TAH Construction for Contract 12-1 in the amount of **\$111,374.00**
- b) Application for Payment No. 10 to Swam Electric Company for Contract 12-2 in the amount of **\$110,182.49**
- c) Application for Payment No. 3 to Davidson H. & C. Co., Inc. for Contract 12-3 in the amount of **\$40,596.49**
- d) Authorization for HRG to complete the 2013 Chapter 94 Report for a time and materials fee not to exceed **\$2,000**
- e) Intermunicipal Agreement

(3) New Business

- a) Final Application for Payment No. 2 to JA Myers Building and Development for Contract 12-4 in the amount of **\$4,235.21**
- b) Approval of Final Change Order for Contract 12-4 for a decrease in the Contract Price of **\$21,944.80**
- c) Littlestown Area Historical Society public events for 2014
- d) Dave Westcott to be considered as a candidate to fill the vacant position of the Civil Service Commission with a term to expire 12/31/2015
- e) Resignation of Scott Small as the Littlestown Borough Emergency Management Coordinator and Borough Fire Marshal effective 01/01/14
 - Appoint a Fire Marshal for the Borough of Littlestown
 - Direct the Borough Secretary to advertise for Concession Stand Manager and Staff for the 2014 Pool Season and to allow the Borough Manager and Secretary to conduct interviews and to fill such positions
- f) Resolution 1 assigning a delegate and alternate to the Adams County Tax Collection Committee
- g) Resolution 2 assigning a delegate and alternate to the Adams County Council of Government
- h) Resolution 3 assigning a delegate and alternate to the York Adams Tax Bureau
- i) Police Pension Ordinance
- j) Application for Payment No. 11 to TAH Construction for Contract 12-1 in the amount of **\$111,374.00**
- k) Application for Payment No. 10 to Swam Electric Company for Contract 12-2 in the amount of **\$110,182.49**
- l) Application for Payment No. 3 to Davidson H. & C. Co., Inc. for Contract 12-3 in the amount of **\$40,596.49**
- m) Authorization for HRG to complete the 2013 Chapter 94 Report for a time and materials fee not to exceed **\$2,000**
 - Intermunicipal Agreement

(4) RECESS AT 8:00PM TO CONDUCT INTERVIEWS

Reports

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

(5) Reports of Boards, Committees and Commissions

a) Planning Commission – December 12, 2013 Meeting – No action to be taken

(6) Correspondence

a) Alpha EMS December 2013 Report

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

Recess for Executive

Adjourn Meeting

Borough Council Meeting (7:00pm)

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

Planning Commission Meeting (7:00 pm)

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

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

JANUARY 21ST, FEBRUARY 18TH, MARCH 18TH, APRIL 15TH, MAY 20TH, SEPTEMBER 16TH, OCTOBER 21ST, NOVEMBER 18TH

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

JUNE 17TH, JULY 15TH, AUGUST 19TH

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.