

**THE BOROUGH OF LITTLESTOWN  
232 NORTH QUEEN ST, COMMUNITY ROOM  
LITTLESTOWN PA 17340  
BOROUGH COUNCIL MEETING ▪ SEPTEMBER 26, 2023**

**CALL TO ORDER**

The Borough Council met in session and the meeting was called to order at 6:30p.m. with Council President Rosendale presiding.

**Council Members Present:**

James Eline, Sr. Mayor  
Craig Rosendale, President  
David Westcott, Vice President  
James Long, Member  
Betty Bucher, Member  
Brent Sheely, Member

**Council Members Excused**

Terry Moser, President ProTem

**Additional Borough Representation:**

Charles Kellar (Borough Manager)  
Sandy Conrad (Secretary/Treasurer)

**Public in Attendance:**

Karen Louey  
Grace Beaton  
Harry McKean  
Scott Zanger

**CALL TO ORDER**

The Borough Council met in session and the meeting was called to order at 6:30pm with Council President Rosendale presiding.

**MINUTES**

**SEPTEMBER 12, 2023**

**A motion was made by Council Member Bucher and seconded by Council Vice President Westcott, to approve the September 12, 2023, meeting minutes as written. Motion approved.**

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**APPROVAL AND PAYMENT OF BILLS**

***ACCOUNTS PAYABLE***

**A motion was made by Council Member Bucher and seconded by Council Vice President Westcott, to approve the accounts payable report from September 8, 2023, to September 21, 2023, in the amount of \$175,613.13. Motion approved.**

***PAYROLL***

**A motion was made by Council Member Bucher, and seconded by Council Member Long, to approve the payroll report from September 8, 2023, to September 21, 2023, in the amount of \$57,894.80. Motion approved.**

**NEW BUSINESS**

***REQUEST FROM  
ARTHUR BARNES  
ATOMIC AVENUE***

**A motion was made by Council Vice President Westcott to deny the request from Arthur Barnes to purchase the property between 529 Prince Street and 605 Prince Street. Motion died due to a lack of second. Council President Rosendale asked for questions. Several members stated that Mr. Barnes request should be considered. Mr. Barnes has been taking care of the property for 60 years. Borough Manager Kellar stated that the lot is big enough for a home and Council should consider getting an appraisal and selling the property. Council Member Sheely and Council Member Bucher disagreed with the Borough Manager. They felt that Mr. Barnes requested should be considered and more research be done. Secretary/Treasurer Conrad stated that according to the Borough Code Council can only sell land without a bid process is it is \$6,000 and under. If it is over \$6,000 then the Borough has to do a bidding process or public auction. Council President Rosendale stated that the matter will be tabled until further information is received, and the attorney is consulted.**

***UPDATE FEE RESOLUTION***

**A motion was made by Council Member Bucher and seconded by Council Vice President Westcott, to approve the Resolution amending the Fees by adding the Sewer Reserve Fees in the amount of \$55.20 per EDU. Motion adopted.**

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**CYBER SECURITY INS.**      **A motion was made by Council Member Sheely and seconded by Council Vice President Westcott, to approve the quote in the amount of \$10,670.00 from Coalition Insurance Solutions, Inc. for cyber insurance. Motion adopted.**

**SCANTEK INFOMANGEMENT SOLUTIONS**      **A motion was made by Council Vice President Westcott and seconded by Council Member Sheely, to approve the Document Conversion Proposal from Scantek Infomanagement Solutions in the amount of \$119,234.25. Motion adopted.**

**2024 DRAFT BUDGET**      Borough Manager Kellar stated that the budget is balanced but a  $\frac{1}{4}$  mill increase was used to balance the general fund. Unfortunately, not all the actual final figures have come in such as health insurance costs for 2024 and other insurances. This cost may result in increasing the millage rate by  $\frac{1}{2}$  mill. Another solution to balancing the budget is to keep the  $\frac{1}{4}$  mill increase and move the electric for the street lighting to the Highway Aid Fund. If that is done there will be about \$55,000 less for roads each year.

The reserve funds for General, Water, and Sewer will change due to the upcoming projects in 2024. The projects consist of:

1. Sewer – Estimated cost is \$1,820,000.00
  - Headwork screening
  - Headworks building have system improvements
  - Meadowview pump station
  - Oxidation ditch cleaning
  - Chlorine contact tank post aeration system
  - Camera main trunk line 28" (rocks)
2. Water – Estimated cost is \$1,055,000.00
  - Water upgrade Scada level monitoring
  - Generator project for well houses
  - RFP Hydro Geologist for well assessments

**\*\*the result of these projects will significantly decrease our reserve funds and in order to keep our reserves water and sewer rates may need to increase for 2024.**

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3. General – Estimated cost is \$460,000.00

- Replace 1995 bucket truck
- Replace 1996 street sweeper

Borough Manager Kellar explained that preventative maintenance is done on all equipment and vehicles but they get to a point where they become unrepairable and that is what is starting to happen.

**UNFINISHED BUSINESS**

***SGS PRELIMINARY  
MEETING ROOM DESIGN***

**A motion was made by Council Member Long and seconded by Council Vice President Westcott, to approve the preliminary meeting room design and to move forward with the next step. Motion adopted.**

**REPORTS**

***MAYOR***

The Mayor reported that between 8/15/23 and 9/20/23 \$455.25 was collected in fines.

***MANAGER***

Borough Manager Kellar reported the following to Council:

- Sewer plant and well work continues. The ultraviolet and chlorine heads are being rebuilt/replaced.
- Mayberry Development continues to progress.
- Met with Kinsley and the 2019 Curb Cut Ramp project is completed, and the 2020 Curb Cut Ramp project is starting. There will be a site meeting next week for inspections and to close out the 2019 Curb Cut Ramp project.
- Sewer relining is completed; however, the manhole projects continues.
- Since relining there has been no high flow events during rain events, so relining has decreased our Inflow and Infiltration.
- Lead and Copper project continues. A mailing is being prepared to go out with the January 2024 water/sewer bills.

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- Memorial bench is being fixed, however unsure when.
- Waterline testing continues.
- New police and codes vehicle should be in Thursday, September 28<sup>th</sup>.
- We are done a public works employee due to a resignation and will need to advertise for that position and a temporary part-time data entry clerk.

Borough Secretary Conrad stated that in order to advertise/hire a temporary part-time data entry clerk Council must first approve a job description and salary for the position.

**BOARDS AND COMMISSIONS**

***PLANNING COMMISSION  
09/13/23 MEETING***

No action to be taken.

**ADJOURN**

With no further business the meeting of the Littlestown Borough Council was adjourned at 7:45p.m.

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**Sandy Conrad  
Borough Secretary/Treasurer**

**(SEAL)**