



# THE BOROUGH OF LITTLESTOWN

## MEETING OF THE COUNCIL

232 N. QUEEN STREET, LITTLESTOWN PA 17340

TUESDAY • NOVEMBER 28, 2023 @ 6:30PM

Call to Order - Pledge of Allegiance

### **(1) Minutes**

- a) November 14, 2023, Council Minutes (*for vote*)

### **(2) Finances**

- a) Payables from 11/09/23 to 11/20/23 (*for vote*)
- b) Payroll from 11/09/23 to 11/20/23 (*for vote*)

### **(3) New Business**

- a) Appointment to the Zoning Hearing Board – Miatta Gbany (*for vote*)
- b) Resolution to Fill Vacant Position on Council (*for vote*)
- c) Resolution LSA Submission (*vote*)
- d) Bill Toth – Right-of-Way that Adjoins 579 E. King Street (*for discussion/consideration*)
- e) 2023 ADA Ramp Project Contract No. 23-19 - Application for Payment No. 2 (*for vote*)
- f) South Queen Street Rehabilitation Project – Application for Payment No. 1 (*for vote*)
- g) New Law Regarding Amendments to the Agenda (*for informational purposes only*)
  - Approval of the Part-Time Temporary Data Entry Clerk Job Description (*for vote*)

### **(4) Unfinished Business**

- a) Developers Approval Agreement for Mayberry at Mason Dixon (*for review/vote*)

### **(5) Reports (verbal, if any)**

- a) Mayor
  - Council President Updates
  - Borough Manager/Chief of Police
  - Borough Solicitor
  - Borough Engineer
  - Treasurer
- b) Code Officer

### **(6) Reports of Boards, Committees and Commissions**

- a) Planning Commission – November 9, 2023 Meeting – No Action
  - Park Committee – Craig Rosendale
  - Adams County Tax Collection Committee – Brent Sheely
  - York Adams Tax Bureau – David Westcott
  - Council of Governments – David Westcott

### **Recess**

**Public Comment** (agenda items, non-agenda items and/or all other matters of concern)

### **Adjourn Meeting**



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### 2023 - MEETINGS NOTICE

#### Borough Council (6:30pm) and Borough Authority (6:45pm) Meetings

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

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#### Planning Commission (6:30pm) Meeting

JANUARY 12<sup>TH</sup>, FEBRUARY 9<sup>TH</sup>, MARCH 9<sup>TH</sup>, APRIL 13<sup>TH</sup>, MAY 11<sup>TH</sup>, JUNE 8<sup>TH</sup>, JULY 13<sup>TH</sup>, AUGUST 10<sup>TH</sup>, SEPTEMBER 14<sup>TH</sup>, OCTOBER 12<sup>TH</sup>, \*\*NOVEMBER 9<sup>TH</sup>, DECEMBER 14<sup>TH</sup>

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**\*\*ALL MEETINGS ARE HELD AT THE LITTLESTOWN LIBRARY, UNLESS OTHERWISE ADVERTISED\*\***

#### 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.*