THE BOROUGH OF LITTLESTOWN

REGULAR MEETING OF THE COUNCIL

ALPHA FIRE COMPANY MEETING ROOM
40 EAST KING STREET, LITTLESTOWN PA 17340
TUESDAY NOVEMBER 10, 2026 @ 6:30PM

Call to Order - Pledge of Allegiance

Recess for the Littlestown Borough Authority Meeting

(1) Minutes
a) October 13, 2026 Regular Meeting
b) October 22, 2026 Special Meeting

(2) Finances
a) Payables from 10/01/26 to 10/31/26
b) Payroll for Pay Period 09/20/26 to 10/03/26 and 10/04/26 to 10/17/26 and 10/18/26 to 10/31/26
c) Revenue and Expense Report for October
d) Balance Sheet Report for October

(3) Budget
a) 2027 Draft Budget
b) Resolution for Tentative Adoption
c) Budget Notice

(4) New Business
- Appointing a Borough Manager
- Appointing a Secretary/Treasurer
- Advertise for Office Administrator and Public Works Crew Member
- Littlestown Baseball for Youth Request for Storage Shed at the Community Park

a) Consider Time Extension for the Smith Farm
b) Application for Payment No. 2 – Electrical
c) Application for Payment No. 2 – ECI
d) Proposal to Trim Trees Back to Property Line Behind 43 South Columbus Avenue
e) Application for Payment No. 5 for Meadowview Pumping Station – PSI
f) Application for Payment No. 2 for Meadowview Pumping Station – Electrical
g) Appointment to the Zoning Hearing Board

(5) Reports – *(written and/or verbal, if any)*
- Council President
- Mayor
  Chief of Police

a) Acting Borough Manager
- Borough Solicitor
- Borough Engineer
- Borough Secretary

b) Code/Zoning Officer
c) Water and Sewer Department
d) Public Works Department

(6) Reports of Boards, Committees and Commissions
a) Planning Commission – October 8, 2026 Meeting
   1) 71 West King Street
   - Meadow Gardens
   2) Littlestown Borough Zoning Amendment for Convenience Stores

3) Littlestown Borough Zoning Amendment for Convenience Stores – Use Authorization with Standards

- Adams County Boroughs Association
- Adams County Tax Collection Committee – David Westcott
- York Adams Tax Bureau – Dave Westcott
- Council of Governments – Dave Westcott

PUBLIC COMMENTS

EXECUTIVE - The Littlestown Borough Council and Littlestown Union/Police Contract Committee will Recess for an Executive Session to discuss personnel matters, collective bargaining, potential litigation, and negotiating strategies, with possible action to be taken during a subsequent public meeting.

RECONVENE

Adjourn Meeting

THE BOROUGH OF LITTLESTOWN

REGULAR MEETING OF THE COUNCIL

ALPHA FIRE COMPANY MEETING ROOM
40 EAST KING STREET, LITTLESTOWN PA 17340
TUESDAY NOVEMBER 10, 2026 @ 6:30PM

2026 - MEETINGS

The **Borough Council** of the Borough of Littlestown will convene its **reorganizational meeting** at 6:30 PM, prevailing time, in the Council Meeting Room, 43 South Columbus Avenue, Littlestown, Pennsylvania 17340, on the following date during 2026:

JANUARY 5TH

---

*The **Borough Council** of the Borough of Littlestown will convene in a **Regular Session** on the second Tuesday of each month unless otherwise noted, at 6:30 p.m., prevailing time, in the Council Meeting Room, 43 South Columbus Avenue, Littlestown, Pennsylvania 17340, on the following date during 2026:*

January 13th, February 10th, March 10th, April 14th, May 12th, June 9th, July 14th
August 11th, September 8th, October 13th, November 10th, December 8th

---

*The **Borough Authority** of the Borough of Littlestown will convene in a **Regular Session** on the second Tuesday of each month unless otherwise noted, at 6:30 p.m., prevailing time, in the Council Meeting Room, 43 South Columbus Avenue, Littlestown, Pennsylvania 17340, on the following date during 2026:*

January 13th, February 10th, March 10th, April 14th, May 12th, June 9th, July 14th
August 11th, September 8th, October 13th, November 10th, December 8th

---

*The **Planning Commission** of the Borough of Littlestown will convene in **Regular Session** on the second Thursday of each month unless otherwise noted, at 6:30 p.m., prevailing time, in the Council Meeting Room, 43 South Columbus Avenue, Littlestown, Pennsylvania 17340, on the following date during 2026:*

January 8th, February 12th, March 12th, April 9th, May 14h, June 11th, July 9th
August 20th, September 10th, October 8th, November 12th, December 10th

*****Planning will be on the third Thursday of the month in August due to the Good Old Days event*****

Deliberations will occur; recommendations and official actions may be taken during meetings held in Regular Session.

MAYORS OFFICE HOURS

The Mayor will be available for meeting by appointment only

Community Planning – 1st Monday of the month – 6pm – 7pm at the Littlestown Library Community Room, 232 North Queen Street, Littlestown PA 17340

THE BOROUGH OF LITTLESTOWN

REGULAR MEETING OF THE COUNCIL

ALPHA FIRE COMPANY MEETING ROOM

40 EAST KING STREET, LITTLESTOWN PA 17340

TUESDAY NOVEMBER 10, 2026 @ 6:30PM

PUBLIC COMMENT POLICY OF THE BOROUGH OF LITTLESTOWN

Resident/taxpayer: *Borough Council will give residents and/or taxpayers the right to provide public comment on issues that are or may be before Borough Council at time(s) in the agenda to be set by Council. These matters are defined by the Borough Code which sets forth the powers and responsibilities and delineates the corporate and specific powers of Borough Council. Public comment is not intended for the purpose of solely reciting or reading legislation, ordinances, or other such documents.*

Public comment is not a question-and-answer session; it is time available to an individual to provide their comments regarding a matter of borough business that may come before the elected officials.

In addition to any designated public comment period, during the course of each regular and/or special meeting, residents and/or taxpayers may also be recognized at the discretion of the Borough Council President, Vice President or president pro tempore (hereinafter the "presiding officer"), whoever is presiding over the meeting on behalf of Borough Council, in order to provide comments or information which may be helpful to Borough Council in its deliberations on a matter before Borough Council.

Nonresident/non-taxpayer: *Extending the courtesy of public comment to nonresident/non-taxpayer individuals is at the discretion of the presiding officer. If a nonresident/non-taxpayer wishes to address Borough Council on a matter for official action or a matter of concern, Borough Council may extend the courtesy of public comment and may want to provide for this comment, especially if the individual(s) has information that may be helpful or in the best interests of the Borough, for Borough Council to consider.*

Name and address: *The Presiding Officer will request that all citizens addressing Borough Council to state their full legal name and their full legal address for the minutes (as required by the Sunshine Act). In lieu of a public pronouncement, the Borough Secretary is permitted to take one's name in writing either directly during public comment or from a required sign- in sheet at the entrance to the room.*

Time limits: *The purpose of a time limit is to assure that all wishing to speak have the opportunity to do so, that all shall have an equal opportunity to speak and that the Borough Council shall receive all comments on matters for official action prior to voting, and that Borough Council shall be able to conduct the required business of the meeting agenda.*

Each person to address Borough Council during public comment shall be provided a maximum of three (3) minutes.

In certain circumstances, including if a large crowd wants to speak, a time limit of fewer than three (3) minutes may be utilized due to a desire to accommodate as many individuals during public comment as time allows, the presiding officer shall indicate the limit at the beginning of the public comment portion of the meeting and such limit shall be uniformly enforced during the meeting. In no case shall a time limit of fewer than two (2) minutes be designated.

On any given subject, no more than one (1) public speaking opportunity will be afforded to any speaker. Time cannot be yielded to another speaker.

The presiding officer shall designate the timekeeper, usually the Borough Secretary. The speaker will be told when one (1) minute remains on time.

Written comments: *There is no limitation on the submission of written comments, which may be used as a substitute for time to speak at a Borough Council meeting. Written comments can be submitted to the Borough Secretary before, during, or after any public meeting. In the event that an individual desires to provide written comments to Borough Council prior to a public meeting, such written comments must be received by the Borough Secretary in hard copy or electronically no later than 3:00 p.m., prevailing time, the day of the meeting.*

CONDUCT AND PROTOCOL:

a. *All public comments shall be directed directly to the presiding officer, who will provide a response if appropriate. The speaker shall not address any other person in the room unless in response to a direct question permitted by the presiding officer. This shall include comments related to any presentation made to Borough Council. In those instances, the presenter, when asked to make responses, shall also do so through the presiding officer.*

b. *If a member of Borough Council has information he or she wishes to offer, the member may request to be recognized by the presiding officer, and then provide the information to the presiding officer. The presiding officer may also, at his or her discretion, request or offer a member of Borough Council the opportunity to respond to a comment.*

THE BOROUGH OF LITTLESTOWN

REGULAR MEETING OF THE COUNCIL

ALPHA FIRE COMPANY MEETING ROOM

40 EAST KING STREET, LITTLESTOWN PA 17340

TUESDAY NOVEMBER 10, 2026 @ 6:30PM

c. *The public and members of Borough Council are at all times to demonstrate mutual respect and decorum. Borough Council is not to engage members of the public in argument, nor are members of the public to speak out from their seats or engage one another in argument. Any Council member or members of the public engaging in any such conduct shall be called out of order.*

d. *Comments which are obscene, profane, or threatening shall not be permitted.*

e. *In general, Robert's Rules, as modified by Littlestown's unique Council traditions and procedures, are used as a general guide for public meetings. However, any actions by Borough Council which may not be in strict accordance with Robert's Rules or the within Rules and Regulations shall not be deemed invalid or illegal unless and except any federal, state or local law or ordinance is violated. The presiding officer will determine the application of Robert's Rules and may use the or Borough Manager as the Parliamentarian.*

USE OF RECORDING DEVICES:

1. *Recording devices include tape recorders, video cameras, television cameras, microphones, cameras, wireless telephones, and other similar mechanical or electric or electronic devices.*
2. *Set up all video recording equipment prior to the commencement of the Council or Board meeting or in a manner that will not disrupt the meeting.*
3. *Comply with any reasonable request made by the Council President or other meeting chair for the purpose of maintaining order at the meeting.*
4. *No recording devices which produce sound distracting to the audience or to meeting participants shall be permitted.*
5. *Only available light is to be used.*
6. *Television camera equipment and stationary video cameras, tape recorders or microphones shall be positioned only in the location designated by the Council or Board, which designation shall provide reasonable access to record the proceedings, without distracting or blocking the view of audience members and without being affixed to or occupying spaces on furniture, walls or fixtures in the meeting room.*
7. *Movement about the room while a meeting is in progress may be distracting and bothersome to the audience and to meeting participants. Persons operating recording devices shall remain in a single location during the meeting and will not be permitted to move about in order to videotape, tape record, take pictures or otherwise record while a meeting is in progress.*
8. *No recording device may be operated while concealed.*
9. *No recording device may be operated prior to the meeting being called to order, while a meeting is in recess, or after a meeting is adjourned.*
10. *No recording device may be used to record private conversations between audience members, officials, or others whose comments or questions are made privately and not for public consumption.*
11. *Recording devices may not be plugged into municipal outlets.*
12. *Recording devices operated in violation of this policy will be confiscated for the duration of the meeting.*
13. *Operators of recording devices who violate this policy may be removed from the meeting at which the violation occurred and may be barred from recording meetings occurring for 90 days following the violation.*