

**ADMINISTRATIVE COMMITTEE MEETING
OCTOBER 11, 2016
2:30 P.M.**

The following persons were present for the meeting: Chairperson David Quarry, Committee member Donna Isenberg, and Nicole Houck; Council members Jim Bair, John Gradwell, and James Decker, Sr., Mayor Dee Dee Brown, Chief Rufus Brenneman, Solicitor Richard Wilson, Assistant Borough Secretary Melody J. Parsons, and Borough Manager William W. Wheeler.

Visitors: See attached sign-in sheet.

Chairperson Quarry called the meeting to order.

RECOGNIZE GUESTS AND PUBLIC COMMENT: Mr. Scott Shaffer, Huntingdon Code Enforcement Officer, asked Council to consider putting money in the 2017 Budget for his position to be made full time. He is not saying it will, but to be safe in the event this becomes possible.

BOROUGH MANAGER'S REPORT: Manager Wheeler distributed the draft of the 2017 borough budget. Manager Wheeler stated that when looking at the expenses we should be at about 75%. You will notice the red ink when the expenditures exceeded the revenues. He asked the council to look at where we were at by the end of September. You will notice that currently you are about \$300,000.00 in the black in the General Fund and overall you are looking at a balance on the positive side for the year. He asked that Council please look over the drafts he has provided. He stated that the Water and Sewer budgets are good at taking care of themselves.

Chairperson Quarry stated that he would like a Special Meeting of the Admin Committee to discuss the 2017 borough budget on Thursday, October 27th at 6:00 pm. It will be the Admin Com. and Manager Wheeler.

Manager Wheeler reported that the Liquid Fuels money should be here on October 14th in the approximate amount of \$168,000.00. We will meet with John Pecze and close out this year's project.

President Quarry instructed Manager Wheeler to send the donation checks out to Bob Geisinger for the fireworks and to Huntingdon Fire Company for the 2016 Halloween Parade.

SOLICITOR'S REPORT: Solicitor Wilson reported that he has looked into, as requested by Council, what can be done with an individual who is cited by the Code Enforcement Officer continually but they do not take any corrective action. Solicitor Wilson stated that he has spoken with Mr. Shaffer. Mr. Shaffer stated that we are in the process of establishing a ticket ordinance. Mr. Shaffer will be able to issue tickets daily.

Solicitor Wilson stated that the Borough entered into an agreement with Kenawell Educational Technologies in July of 1997. It is a poorly written agreement. It does not protect the borough. If the contract is terminated for any reason the IRRA Grant has to be paid back. Solicitor Wilson will get in touch with the Bankruptcy Attorney for Dubois College.

OPEN ISSUES:

ORLADY WALL: Manager Wheeler reported that the Or Lady Wall will be done tomorrow. Manager Wheeler stated that there is an overage on Kenny's bill for building the capstones.

911 AGREEMENT: There is not an update at this point.

BUDGET: Manager Wheeler distributed the draft of the 2017 borough budget.

TAR BUGGY: Manager Wheeler reported that Supt. Yarnell has rented a tar buggy and any money spent on renting it will go towards the purchase price if we decide to buy one.

PARK COMMISSION: Manager Wheeler stated that the Park Commission should bring everything to Councilperson Houck and then she will bring it to the Borough Manager.

ENGINEERING RFP: President Quarry stated that he will schedule another meeting to review RFPs.

NON-UNIFORM CONTRACT INPUT: Manager Wheeler compiled a spreadsheet on costs for four Highmark Blue Cross and Blue Shield Plans. He distributed this to Council. It is important that everyone know what these costs are. Ameriflex would like us to have our renewal to them no later than Tuesday, November 1st and Highmark would like to have our renewal to them no later than Tuesday, November 15th.

RECYCLING CONTRACT: Manager Wheeler reported there is a pre-bid meeting scheduled on October 20th at 1:00 pm. Manager Wheeler stated he sent the bid package out to 5 vendors. There will be an ad in the Newspaper announcing the meeting.

BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4TH STREET CSO: This will be tabled.

NEW BUSINESS:

INSURANCE COSTS: This was already discussed.

EXECUTIVE SESSION: Executive Session called at 3:30 pm
Reconvened at 4:58 pm. The discussion was on a recommendation to Solicitor Wilson regarding the 911 Contract.

Councilperson Gradwell asked if anyone has made any decision on the Clock. Manager Wheeler stated that we need to have their Solicitor tell us if we are legally bound to repair that clock by that agreement from 1872. Solicitor Wilson asked if we could get a price on repairing the clock. Manager Wheeler stated he will send the information that he has to Solicitor Wilson.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary