

**ADMINISTRATIVE COMMITTEE MEETING
NOVEMBER 8, 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, 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: There was not any visitors requesting to speak or public comments at this time.

BOROUGH MANAGER'S REPORT: Manager Wheeler reported that CORE Co. intends to install one permanent monitoring well and advance six soil borings within the sidewalk along the north side of Penn Street (adjacent to the dance academy). Manager Wheeler requested confirmation that the property owners are aware of this and agreeable.

Manager Wheeler reported Sonoco is involved with obtaining an application for installation of a new liquid gas pipeline. They are going to start working on it in 2017. They have requested a letter of service from the Water Dept. stating that we can provide them 200,000 gallons. of potable water per day during the length of this project. Manager Wheeler explained that at this time we are not agreeing to anything all we are saying is yes we have the capability of providing time with up to 200,000 gallons per day.

Manager Wheeler reported that it is too late in the year to do anything with it on 5th Avenue and that does not belong to the borough anymore. We are going to let it stand the way it is and see what plays out through the winter. Solicitor Wilson stated that he responded to the property owner's attorney that we will be putting a coating on it.

Manager Wheeler reported that we are in the midst of another pension review from the Dept. of the Auditor General's office. She will be in on the 16th to have the exit interview. He does not expect any issues.

SOLICITOR'S REPORT: Solicitor Wilson does not have anything to report.

MAYOR'S REPORT: Mayor Brown will do her report at the end of the meeting.

OPEN ISSUES:

BUDGET: Manager Wheeler will be distributing draft 2 of the 2017 borough budget. He has made the corrections and revisions. Councilperson Isenberg expressed her concern with dropping the \$10,000.00 donation to the Ambulance Authority. After a lengthy discussion devoted to the donation, Manager Wheeler suggested that since it is already included in the budget. He suggested that Council looks at the Ambulance Authority's audit and review their situation and look and see if the Borough does need to step in and contribution. Manager Wheeler stated that we go back to the Ambulance Authority and request that we have the Audit to us by December 13th. This will give Council time to review the figures. If the Borough needs to make a contribution they can approve it at the December meeting.

President Quarry asked Manager Wheeler about the meter money. Manager Wheeler responded that Supt. Yarnell will be purchasing parts for meters repairs or upgrading them to new meters. Manager Wheeler stated that council has discussed in the past to install new meters down around the Courthouse. Do you want to move forward with the plan? He would like to purchase new meters and poles out of this year's budget. Manager Wheeler was instructed to move forward.

INSURANCE COSTS: Manager Wheeler reported that we will not be receiving a bid from Geisinger they asked questions for the quote that I could not answer. He felt they were a HIPPA violations. He has not received anything from UPMC.

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

ENGINEERING RFP: President Quarry stated that he has scheduled a meeting of the Committee for November 17th at 6:30 pm.

NON-UNIFORM CONTRACT INPUT: This was already discussed.

RECYCLING CONTRACT: Solicitor Wilson reported that the Recycling Contract will be going out for bid to be returned on December 13 by 12:30 to be opened at the Admin Committee at 2:30. The bids will be awarded at the December 20th Regular Meeting.

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

NEW BUSINESS:

CONTRACTOR LICENSE ORDINANCE: President Quarry would like to bring the subject of the Contractor's License Ordinance again. He thinks this is both good for the borough but good for the public as well. Solicitor Wilson sent copies out to council previously in August of 2015. He feels we should pass this ordinance. Solicitor Wilson will resend the Landlord License and Contractors License Ordinances to Council.

Tony Miller, Stiffler and McGraw, and Maureen Safko were present to discuss the Blair Field Parking Lot Project. It was the committee's recommendation to have the engineer continue forward with the Blair Field Parking Lot Project.

Councilperson Houck discussed the current DCNR grant opportunity.

EXECUTIVE SESSION: Called at 5:04 pm to discuss contractual issues.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary