

**ADMINISTRATIVE COMMITTEE MEETING**  
**JANUARY 12, 2016**  
**2:30 P.M.**

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

Visitors: There were not any visitors in attendance

Chairman Quarry called the meeting to order.

**RECOGNIZE GUESTS AND PUBLIC COMMENT:** There were not any visitors requesting to speak.

**FINAL DRAFT**

**BOROUGH MANAGER'S REPORT:** Manager Wheeler reported that the Pediatric Dental was not included in the employee's health package this year. The employees were told that this was part of the benefits by the Insurance Agent. His recommendation is to have the employee pay for it out of their pocket then provide a receipt to the borough. Then they would be reimbursed.

**OPEN ISSUES:**

**CAPTAX:** President Quarry recommends that we go ahead with the agreement with Capitol Tax Collection Bureau to collect the Borough's Local Services Tax.

**ISETT POOL:** Manager Wheeler met with Dave Martin. There were a few questions he had i.e. would the Borough's Insurance still cover the pool? They would like for the borough to give them \$500.00 per month for promotion. The Borough would be responsible for maintenance and payroll. They asked that any profit above \$6,000.00 they get a percent of. Councilman Decker asked about forming a Recreation Authority. Mayor Brown said we should pull the members from our local clubs. Solicitor Wilson stated he would have to think this through and get back to Council

**LONG RANGE CAPITAL IMPROVEMENT BUDGETS (per Dept.):** Manager Wheeler has included a line item in each of the budgets. Engr. Nester has provided a list to help with this. Manager Wheeler stated that we have CSO issues around town and there are street improvements needed.

**WTP LIQUIDATED DAMAGES:** Manager Wheeler is trying to get a sit down with GHD and HRI. HRI are sticking to their numbers and GHD is coming back to ask for money out of contingency. We are going to eat the difference.

**GRANTS ADMINISTRATOR:** We will invite Amy Wise from HCBI in to the next Administrative Committee meeting to see if they would be willing to help the borough in writing grants. Manager Wheeler will invite her back to the next meeting.

**TAR BUGGY:** Manager Wheeler responded that Supt. Yarnell is in the process of looking for a tar buggy.

**SEWER PLANT EMPLOYEE POSITION:** TABLED.

**WTP TRUCK PURCHASE:** Manager Wheeler stated that he has turned the WTP truck purchase over to Supt. Williams. The WTP truck will be moved to the mowing crew.

Supt. Yarnell is looking for a bucket truck.

**ENGINEERING RFP:** Manager Wheeler reported that he has finished the RFP for Engineering Services. Solicitor Wilson stated that he reviewed the RFP and he saw no problem with it. Manager Wheeler stated that we are not required by code to bid for borough engineer but PennDOT wanted us to do this.

**COMMITTEE MEETING TIMES:** President Quarry said that the Committee meeting times will remain as they are.

**NEW BUSINESS:**

**CODE ENFORCEMENT POSITION:** Manager Wheeler reported that the advertisement state that the applications closing date is January 22<sup>nd</sup>.

**POLICE OFFICER POSITION:** This will be discussed later.

**NEGOTIATION WITH GHD, HRI:** Already discussed.

**PEDIATRIC DENTAL COVERAGE:** Already discussed.

**EXECUTIVE SESSION:** An executive session was called at 4:50 p.m. to discuss police personnel.

The meeting was reconvened at 5:15 p.m. a decision was made to hire an addition officer.

**ADJOURNMENT:**

BY: Melody J. Parsons  
Assistant Borough Secretary