

ADMINISTRATIVE COMMITTEE MEETING
MARCH 8, 2016
2:30 P.M.

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

Visitors: Jennifer Clark, Gary Cramer, George Drobnock, and The Daily News.

Chairman Quarry called the meeting to order.

RECOGNIZE GUESTS AND PUBLIC COMMENT: George Drobnock was present to ask the Committee if they would be interested in obtaining a digital reproduction of the Stuart 801-1802 portrait of William Smith for the Borough's 250th anniversary. The cost is \$100.00 for the rights to use. Mr. Drobnock was given permission to proceed with the application.

BOROUGH MANAGER'S REPORT: Report will be later in the meeting.

SOLICITOR'S REPORT: Solicitor Wilson will proceed with the Ordinance to vacate 26th Street. Solicitor Wilson stated that the property owners received notices and have 10 days to file a petition.

Councilperson Isenberg stated to Solicitor Wilson that Council would like to rename Alley "A" at the Cemetery "Decker Lane". Solicitor Wilson will prepare the Ordinance for Council's approval.

Solicitor Wilson will also start the procedure for vacating 5th Avenue.

Solicitor Wilson asked Council if they looked at the Ordinance he emailed for the establishing a Park Commission. He asked how they felt about interfacing with Parks and Recreation Commission. Councilperson Isenberg questioned the length of terms for the members. Solicitor Wilson will correct it on Ordinance and sent it out.

Councilperson Shaffer suggested that we put it on Facebook and see if anyone would be interested on setting on the committee. Jennifer Clark stated she would be interested.

President Quarry asked Solicitor Wilson about Griffith Brothers not giving the Borough access the water tank. Solicitor Wilson stated that the borough has the right to access to the tank. Griffiths have to let the borough gain access. Manager Wheeler stated that Mr. Griffith asked that the borough help pay for the maintenance for the gate at \$175.00/month. Solicitor Wilson strongly recommended not getting in business with Griffith Brothers.

OPEN ISSUES:

BOROUGH WEBSITE: Councilman Bair reported that everything is going good with the website. The office is getting the things to Laura. They plan to up and running by April 1st. There will be some additional cost for hosting.

POLICE OFFICER POSITION: Mayor Brown reported that Chief Brenneman is in the process of hiring a police officer.

ISETT POOL: Chairperson Quarry reported that there will not be any change in the pool admission costs this year. Manager Wheeler stated he will be meeting with Kristen to discuss the advertisement for hiring lifeguards. Manager Wheeler reported that the DOC crew will be here two weeks before the pool opens to remove the cover.

BUCKET TRUCK: Supt. Yarnell is looking at a bucket truck. The cost is \$9,995.00.

GRANTS ADMINISTRATOR: Councilperson Bair reported that he and Manager Wheeler had a brief discussion with Adam Miller and what he has to offer. He stated the next step would be for Mr. Miller to come to a Community Development Committee meeting. Mayor Brown stated Mr. Miller is very interested in the town. Manager Wheeler stated that he is very impressed with the depth of his knowledge

TAR BUGGY: This was already discussed at the Maintenance Committee meeting.

SEWER PLANT EMPLOYEE POSITION: Manager Wheeler all applications for the sewer plan position are due by the end of the next week.

FAX/COPIER FOR 911 CENTER/POLICE:

ENGINEERING RFP: Manager Wheeler stated that they need to set aside a day to review then RFPs.

CODE ENFORCEMENT POSITION: Manager Wheeler reported that the interviews for Code Enforcement Officer are scheduled for this week.

PARK COMMISSION: This was discussed earlier.

NEW BUSINESS:

PERMIT FEES: Mayor Brown asked if we budgeted for new meters. Councilperson Isenberg stated that the Council had discussed putting meters at the Bailey Building. She stated that we should speak to the Commission before we put the meters in.

NEW COPIER FOR OFFICE: Melody explained that the cost for a new copier should cut the expense in half. Now we are paying only for maintenance and supplies for the current copier.

Manager Wheeler reported that he received a request from Amy Leffard regarding a zoning issue at her property. She has put her property up for sale and there is an apartment on the property that was there when she purchased the property. The Reality has asked for proof that the property has been zoned for an apartment. Manager Wheeler stated that he would like to send her a letter stated that the property falls under non-conforming use. i.e. it is grandfathered in. Manager Wheeler will send the letter to Solicitor Wilson to review.

Councilperson Shaffer stated that they could schedule a workshop to discuss the agreement for possibly changing to one hauler and that hauler would collect both garbage and recycling. He asked if we should pursue this. There will be a workshop scheduled for April 24th at 6:30 pm to review this.

Executive Session was called at 4:59 pm regarding legal ramifications.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary