

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

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

Visitors: See attached sign in sheet.

Chairman Quarry called the meeting to order.

RECOGNIZE GUESTS AND PUBLIC COMMENT: Chairperson Quarry stated that the County Commissioners have rescheduled for next month's meeting.

Joe Thompson wanted to make the Committee aware some projects that the Safety Committee has achieved. He reported that the Committee meets monthly.

BOROUGH MANAGER'S REPORT: Manager Wheeler stated that it was reported to DEP that the emergency generator tank at the Water Plant was filled prior to having a permit. Manager Wheeler stated that it will not be used until permit is received. Councilperson Isenberg asked whose responsibility was it. Manager Wheeler stated that it is the Contractor's responsibility but DEP says it is our generator.

Manager Wheeler reported proper drainage was not installed in at the Chlorine scrubber pad by the Contractor.

Manager Wheeler reported that he submitted his findings regarding the dispute filed with Labor and Industry.

Manager Wheeler reported that he sent a letter to Heaton Construction reminding them of our policy regarding water they are using.

Manager Wheeler reported that he sent a letter to the Superintendent at SCI Huntingdon asking to improve communications when withdrawing water from the Borough's water supply.

Manager Wheeler reported that he has received a list from Councilperson Bair with the applicants to set up for interviews for sewer plant.

SOLICITOR'S REPORT: Solicitor Wilson stated that the new Code Enforcement Officer is doing a great job.

OPEN ISSUES:

POLICE OFFICER POSITION: Manager Wheeler reported that Chief Brenneman is in the process of doing background checks.

ISETT POOL: Chairperson Quarry reported that the adjustment of the new fees were taken care of in the Parks and Recreation Committee. Manager Wheeler reported that the date the DOC crew will be working has changed so the Borough Crew will be removing the pool cover.

MOWING CREW TRUCK: Chairperson Quarry stated that we will be replacing the mowing crew truck with the truck from the water plant. Manager Wheeler stated that the white cruiser is having a major issue. He will retire the cruiser and bring the ford truck up to the Borough building for his and the Code Enforcement Officer's use. Manager Wheeler will advertise the old mowing truck and the white cruiser for sale.

GRANTS ADMINISTRATOR: Manager Wheeler stated holding off on hiring a grants administrator until after the Strategic plan is final. At that point Council will know more of what they will need. Councilperson Decker stated the key is to be able to identify the needs.

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

SEWER PLANT EMPLOYEE POSITION: Manager Wheeler discussed the sewer plan position during his report.

PARK COMMISSION: Solicitor Wilson stated that he emailed Council the Park Commission ordinance. He asked for their feedback. His recommendation is to

advertise for volunteers to serve on the Park Commission. Councilperson Houck stated that she would like to see it done similarly to the process for replacing a councilperson. We could ask for letters of interest to be received within 2 weeks.

ENGINEERING RFP: Chairperson Quarry stated we will have a meeting with Donna, Jim Bair, Manager Wheeler, and Solicitor Wilson to review the Engineering RFP's. Manager Wheeler will set up a meeting with Tracy Fairbaugh from PennDOT to set up a ranking system. Chairperson Quarry stated to call bigger Borough's for references on Engineers.

NEW BUSINESS:

RECYCLING (NEW CONTRACT OR IN-HOUSE): Solicitor Wilson recommended that the Council consider doing recycling in-house. He stated that it would be very expensive for the Borough to pay him to write a recycling contract. He asked that they make their decision within the next 2-3 months.

Manager Wheeler asked Council to review the current union contract.

ADJOURNMENT:

FINAL DRAFT

BY: Melody J. Parsons
Assistant Borough Secretary