

**ADMINISTRATIVE COMMITTEE MEETING  
MAY 10, 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, John Gradwell, James Decker, Sr.; Mayor DeeDee 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.

Chairman Quarry called the meeting to order.

**RECOGNIZE GUESTS AND PUBLIC COMMENT:** Mark Sather and Michelle Cerett from the Huntingdon County Commissioners Office were present to initiate discussion on the agreement between the Borough and The County regarding the 911 services.

**BOROUGH MANAGER'S REPORT:** Manager Wheeler stated the borough won the arbitration hearing.

The State liquid Fuels Auditor was in and there was only 1 finding regarding late submission of a form. This will not affect our funding.

This is the second day the CDBG Monitors have been in doing their monitoring.

**MAYOR'S REPORT:** She has given a permit to Lieberman Books. She received a letter from the forum of churches asking to change the date of the Christmas Parade. She will respond.

**SOLICITOR'S REPORT:** Solicitor Wilson did not a report.

**OPEN ISSUES:**

**POLICE OFFICER POSITION:** Mayor Brown reported that Chief Brenneman is moving forward with hiring a new officer.

**GRIFFITH ISSUE/ACCESS TO SMITHFIELD TANK:** Chairman Quarry asked Solicitor Wilson what his recommendation is. Solicitor Wilson responded that Mr. Griffith should not be paid. Manager Wheeler stated that he feels we should listen to what Mr. Griffith has to say. Councilperson Bair stated that he wanted to give Mr. Griffith a chance. Mr. Griffith feels he was not been given enough time to explain. Councilperson Isenberg stated she doesn't understand that he is asking us to pay. He changed for his stock. Manager Wheeler stated that the borough should not be asked to pay. Mr. Griffith will be invited in for a meeting.

**MOWING CREW TRUCK:** Chairperson Quarry asked Manager Wheeler if he changed the trucks for the mowing crew. Mr. Wheeler responded he has not. Manager Wheeler will advertise to sell the Cruiser and old mowing truck. Manager Wheeler would like to sell the Ranger as well. President Quarry said we will need to purchase something to replace it. Councilperson Isenberg stated that if we have a vehicle without air bags then it needs to be red tagged by the Safety Committee. Manager Wheeler will evaluate each vehicle. Manager Wheeler will look into the purchase of a small vehicle for the Code Enforcement Officer's use.

**5<sup>TH</sup> & CHURCH St. PROPERTY(Gene Grove):** Councilperson Gradwell stated the he was contacted by an individual that is interested in purchasing the property at 5<sup>th</sup> and Church Streets. Solicitor Wilson will research the liens on the property.

**TAR BUGGY:** Manager Wheeler stated that he does not have any more information on this at this time.

**SEWER PLANT EMPLOYEE POSITION:** The Interviewing Committee has a recommendation ready to take to the Regular Meeting this month.

**PARK COMMISSION:** Manager Wheeler we are still short persons of interest for the Park Commission. He will have it put on face book again.

**ENGINEERING RFP:** Manager Wheeler stated that he is still waiting for a date from Tracy that she is available to meet.

**NEW BUSINESS:**

**PROPOSAL IRON MOUNTAIN RECORDS MANAGEMENT:** After discussion it was decided that the office will go thru the stored files in basement to separate the files that can be destroyed and get a count on how many records will need retained.

**PROPOSAL GENERAL CODE FOR UPDATE TO CODIFICATION:** Manager Wheeler will have the quote for codification on the agenda at the Regular meeting this month.

Councilperson Houck stated that she would like to look into live streaming the Council meetings.

Councilperson Houck suggested that we implement Google calendar.

Executive session was called at 4:27 pm  
Reconvened at 4:44 pm

**ADJOURNMENT:**

FINAL DRAFT

BY: Melody J. Parsons  
Assistant Borough Secretary