

**ADMINISTRATIVE COMMITTEE MEETING**  
**JUNE 14, 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, Mayor DeeDee Brown, Chief Rufus Brenneman, 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.

Chairperson Quarry explained that he would be conducting the meeting as the Committee Rules state. Any visitors requesting to speak may do so at the beginning and then hold all comments until the end.

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

Executive Session call at 3:10 pm to discuss Personnel  
Reconvened at 3:30 pm

**BOROUGH MANAGER'S REPORT:** Manager Wheeler stated that he needs a final ok from Council for Stoltzfus to proceed. Councilperson Bair stated that he thinks we should move forward with this.

Manager Wheeler stated that he will be working on the 2017 budget as soon as the 6 month numbers are in.

**MAYOR'S REPORT:** Mayor Brown did not have a report

**SOLICITOR'S REPORT:** Solicitor Wilson was not present

**OPEN ISSUES:**

**POLICE OFFICER POSITION:** This was already discussed.

**GRIFFITH ISSUE/ACCESS TO SMITHFIELD TANK:** Councilperson Bair stated that there is not an update.

**TAR BUGGY:** Chairperson Quarry stated that we will have to go look at it and if it is not expensive go forward with the repairs.

**PARK COMMISSION:** Councilperson Houck explained that she has not received any more letters of interest. Mayor Brown said she would serve on the Commission. Councilperson Houck contacted John Hyde and he will fill the last seat on the Commission.

**ENGINEERING RFP:** Manager Wheeler stated that the meeting to review and rate the RFP's has been scheduled for June 16<sup>th</sup> at 2:30.

**SEWER PLANT EMPLOYEE POSITION:** Manager Wheeler stated if it is Council's wishes this will be put on the agenda for the regular meeting this month.

**RECYCLING CONTRACT:** Solicitor Wilson emailed everyone a draft to review.

**SALE OF RETIRED FLEET VEHICLES:** Manager Wheeler stated that there may not be any vehicles up for sale. Supt. Yarnell is using the vehicles. Manager Wheeler stated we may be able to sale the Explorer, Cruiser, and Ranger. Manager Wheeler will meeting with Supt. Yarnell and get back to Council.

**NEW BUSINESS:**

**PROPOSAL IRON MOUNTAIN RECORDS MANAGEMENT:** Manager Wheeler stated that the Office staff has been taking time to go through the stored files in the basement.

**CDBG PROGRAM TRAINING:** Manager Wheeler asked the Committee if they wanted to send Melody to the Financial Training for the CDBG funding. Chairperson Quarry stated that he thinks it is a good idea.

**WATER MAIN REPLACEMENT, RELOCATION, AND 4<sup>TH</sup> ST. CSO. (BOND ISSUE?).** Manager Wheeler stated that as the present we have 3 major projects in this borough that need taken care of. Relocations of water line at William Smith Street, 4<sup>th</sup> Street CSO, replacement of water line at Shadyside and Washington Street from 9<sup>th</sup> to 2<sup>nd</sup> Street. Chairperson Quarry suggested a bond issue. He asked Manager Wheeler to obtain estimated costs for these projects.

Mayor Brown stated that she received 2 emails. One was from Hsiung's and one from Gembinski's. Manager Wheeler stated that we are looking at replacing the line at 14<sup>th</sup> and Shadyside. This will alleviate this problem.

Chief Brenneman explained that the Dept. needs a new ERRADD System. He can purchase a good used one from Mount Union Police Dept. at approximately \$1,000.00. They also need new Tasers at a cost of \$150.00 per month per Taser. Finally, Chief Brenneman explained that the Police Dept. and Dispatch are short a phone line. He would like to open up a previously used phone line to be used by the Police Dept. Chairperson Quarry that he so no problem with this items and they will be on the agenda for approval at the next regular meeting.

Mayor Brown asked why Chief Brenneman does not have a credit card when all the other supervisors do. Manager Wheeler responded that the other supervisors do not.

Mayor Brown asked why Adam Miller never came in when he was invited to come in and speak with Council about Grant Administration. Manager Wheeler responded that Council decided that they were going to wait to make any decisions about Grant Administration until after the Strategic Plan has been completed.

Chairperson Quarry stated that he would lap tops for all Council members to be included in the Budget for 2017.

Chairperson Quarry stated that the Supervision of the Code Enforcement Officer will be given to the Chief Brenneman.

Mayor Brown stated that she received a letter from the Drop in Center asking the Borough Council to research the possibility of getting a pain clinic in the borough. This will be referred to JC Blair Memorial Hospital.

**ADJOURNMENT:**

BY: Melody J. Parsons  
Assistant Borough Secretary