

**ADMINISTRATIVE COMMITTEE MEETING**  
**JULY 12, 2016**  
**4:00 P.M.**

The following persons were present for the meeting: Chairperson David Quarry, Committee members Donna Isenberg and Nicole Houck; Council members Jim Bair, Jim Decker, John Gradwell, Solicitor Richard Wilson, 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.

**RECOGNIZE GUESTS AND PUBLIC COMMENT:** Jennifer Clark asked about the change in hours for the committee times. Chairman Quarry responded the committee dates and times will be discussed later in the meeting.

**BOROUGH MANAGER'S REPORT:** Manager Wheeler reported that the water line has been fixed. The valves didn't hold around 15<sup>th</sup> Street. When they turned the water on they found the casting had a hole in it. Councilperson Gradwell asked if we will be reimbursed. Chairman Quarry stated Manager Wheeler will check into it.

Manager Wheeler reported that Heaton completed the line painting. He stated Peace Chapel is complete. Councilperson Gradwell stated they did a very professional job.

Manager Wheeler reported that we are waiting for a price from Tyson. There is a problem with opening the gate.

Manager Wheeler reported that he asked Solicitor Wilson to look at the roadway lighting agreement.

Manager Wheeler asked the Committee if they would like for an ad for the pool to be placed in the book at the Comfort Inn Information booklet at a cost of \$250.00. Manager Wheeler reported that the timing of the ad is off from the pool season.

Manager Wheeler received information for recycling clothes in the Borough. They will pay the borough a monthly fee. Councilperson Houck stated we have enough agencies in the borough that need the clothes.

Manager Wheeler stated that he will begin working on the budget as soon as he gets numbers from Amy. He will have it by the end of the week. President Quarry stated we will look at it in the Committee meetings. Also he reminded Manager Wheeler to get input from the Supervisors.

Councilperson Decker asked when they are painting crosswalks are they watching that they are not painting unnecessary crosswalks. Manager Wheeler stated he has not spoken to Supt. Yarnell yet. He is doing stop blocks and center lines. Chairman Quarry stated they are doing only at lights and schools.

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

**SOLICITOR'S REPORT:** Solicitor Wilson asked the Committee if we have received the lighting plans for the lights at Smithfield Bridge. Manager Wheeler will send it out. Manager Wheeler explained that PennDot will come in and make sure everything is in working order they the Borough will assume responsibility from that point.

**OPEN ISSUES:**

**COMMITTEE MEETING TIMES:** Chairperson Quarry stated that he feels it is better to have committee meetings in the evenings. We have poled the Gallery at Meeting and they have always felt that evenings would be better. He stated that 3 of the chairs were in agreement also. Nothing says it can't be done. Councilperson Houck stated we spend hours talking about how to get the community involved. She has been pushing to get hers in the evenings. Councilperson Decker stated that this was spoke of before. He concurs with Donna. He feels he should have a say of what goes on with Council. The rules of the Council and the Mayor's duties does not allow the President to make decisions of this kind. Therefore I think this was done illegally. Councilperson Bair stated it's not the procedure, but how it came about. The Committee members were not included in decision. Councilperson Bair said this is a 7 member council and everyone should have a say.

Councilperson Donna Isenberg arrived at 4:25 pm.

Chairperson Quarry stated that Judy Chambers and Ed Knittel both stated the only people that need to be there are the members. The recommendations come out at the regular meeting. Councilperson Isenberg stated when she received Bill's memo, she called Shelly. Shelly told her that the president cannot change meetings. Chairperson Quarry stated he also spoke with Shelly. There is not a procedure pertaining to this. Shelly stated that unless there is a written policy by Council it can be changed. Councilperson Decker stated to have a policy written for approval at the Regular meeting.

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

**TAR BUGGY:** Manager Wheeler reported there are two issues that need repaired. It will cost \$1000-\$5000 to work safely.

**PARK COMMISSION:** Councilperson Houck reported that they have 5 members now. The Resolution to Form the Park Commission will be on the agenda for the regular meeting.

**ENGINEERING RFP:** Manager Wheeler stated this is still in the process.

**POLICE OFFICER POSITION:** There was not an update.

**RECYCLING CONTRACT:** Solicitor Wilson emailed everyone a draft to review. Councilperson Isenberg has a concern about plastics. Solicitor Wilson stated that he would like to take the contract to a third party, someone that knows about recycling. Manager Wheeler suggest contacting Centre County.

**SALE OF RETIRED FLEET VEHICLES:** Manager Wheeler stated that they have 2 vehicles for sale. The Ford Ranger and the cruiser could be put up for sale. We also have the old copier.

**BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4<sup>TH</sup> STREET CSO:** Solicitor Wilson stated that he will search for some loan options to reimburse the general fund.

**NEW BUSINESS:**

**FUNDING FOR ORLADY WALL:** This was discussed at an earlier meeting.

**BUDGET:** This was discussed earlier in the meeting.

**ADJOURNMENT:**

BY: Melody J. Parsons  
Assistant Borough Secretary

FINAL DRAFT