

ADMINISTRATIVE COMMITTEE MEETING
AUGUST 9, 2016
2:30 P.M.

The following persons were present for the meeting: Chairperson David Quarry, Committee member Donna Isenberg; Council members Jim Bair, Mayor Dee Dee Brown, 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: Mr. Jim Miller, UGI, presented information to the Committee regarding a new pilot program “GET Gas”. UGI is helping to give more consumers greater access to natural gas and make the conversion process more affordable with the new “GET Gas” pilot program. This is an innovative pilot program designed to provide natural gas service to areas without access. They plan to extend to the 1800 block of Mifflin Street. Mr. Miller explained that in order for the program to work, He is asking for some flexibility in the gas company’s responsibility in street restoration. The program only has enough money for a finish coat. He asked that the Committee consider his request. Manager Wheeler responded that Council will discuss this and get back to him within the next 2 months.

BAKER TILLY 2015 ANNUAL AUDIT REPORT: Rick Bair and John Taylor from Baker Tilly, the Borough’s auditing firm, were present. Mr. Taylor presented the 2015 Annual Audit Report to the Committee. Mr. Taylor explained that there was a delay in finishing up the audit report due to documentation needed from a 3rd party specifically the pension plans. Mr. Taylor reported that there were not any findings. He commended the borough for moving in the right direction.

Councilperson Isenberg explained to Mr. Taylor that the Borough is looking at new accounting software. The current software we are using is going to need to be upgraded. She asked if he had a preference or a recommendation. He stated that he

does not. Councilperson Isenberg asked Mr. Taylor if he would like to be involved in the software replacement process. He expressed yes he would be.

MAYOR'S REPORT: Mayor Brown stated she feels that it is important to have a Finance Committee. She asked that the President consider establishing a Finance Committee.

Mayor Brown distributed pictures of areas that the borough has bump outs. The bump outs are broken in places and weeds growing in them. She reported that trees are not taken care of. The Borough is not doing their job. President Quarry stated that originally the agreement was the property owner was responsibility for taking care of the base around the tree. Manager Wheeler responded that he will have someone take care of the weeds in the parking lots and look at the bump outs. Manager Wheeler stated that the Borough is not permitted to use round up. Solicitor Wilson stated he saw no problem with using Round Up for killing weeds.

BOROUGH MANAGER'S REPORT: Manager Wheeler stated that he will have a copy of the budget in Council's mailboxes by the end of the week.

Manager Wheeler reported that Juniata College's Board approved the changes for the Cold Spring Road Project.

Manager Wheeler reported that the Winton Hill Project will not be completed this year as planned. They are going to have to do a flood test on the new tennis courts. The Soccer field, however, is completed. It is very nice. Councilperson Isenberg asked what the ordinance says about moving in mobile units for the use of changing rooms. She also asked about sewer. Manager Wheeler responded that the College will hook on to their own sewer. He will check the ordinance regarding mobile units.

SOLICITOR'S REPORT: Solicitor Wilson asked where we are with Kenny Evans and the Orlady Wall. Manager Wheeler stated that he has not been able to get the 3rd bidder to respond.

Solicitor Wilson reported that he has a meeting planned with Kevin Nester to review the comments from the County and Borough's Planning Commissions for the ISMA building.

OPEN ISSUES:

TAR BUGGY: Supt. Yarnell stated that he plans to go to Smithfield Twp. and look at their Tar Buggy. They are willing to let us use theirs.

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 he will get a date to Council next week to review Engineering RFP's.

POLICE OFFICER POSITION: Mayor Brown reported that the new Police officer will be starting on August 13, 2016. He is from the area and knows the town.

RECYCLING CONTRACT: Solicitor Wilson reported that he made the requested revisions and the contract is ready to put out for bid. He stated that in the contract the recycler will not be paying the borough anything and they will be providing a clean-up day in the spring. Solicitor Wilson stated that when the contract is put out for bid that he would like to have a meeting with the prospective bidders. The new contract is for 2 years.

BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4TH STREET CSO: Solicitor Wilson stated that he does not have anything to update.

Solicitor Wilson asked if Council would like him to have Bond Counsel attend the next Admin Committee meeting to discuss the 2008 bond. Solicitor Wilson will set this up.

Executive Session was called at 4:46 pm. The executive session was on personnel and a decision was made. The motion to reimburse the employees involved for their sick time was what was decided.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary

FINAL DRAFT