

**ADMINISTRATIVE COMMITTEE MEETING  
SEPTEMBER 13, 2016  
2:30 P.M.**

The following persons were present for the meeting: Chairperson David Quarry, Committee member Donna Isenberg, and Nicole Houck; Council members Jim Bair, John Gradwell, and James Decker, Sr., 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**: Joe Pierce, Eckert Seamans Cherin & Mellott, LLC., and Ben Kapenstein, Analyst, PFM Financial Advisors. Mr. Kapenstein distributed an informational packet to Council regarding financing of the Orlandy Wall and the Borough's Sewer Separation Project. He explained the steps in detail to Council in order to complete the financing. He included amounts necessary to complete the projects and finally the total amount of debt service. Mr. Pierce asked Council what the status is on obtaining an Engineer for the Sewer Separation Project. Manager Wheeler responded we are in the process of reviewing RFPs for Engineering Services. This process should take 30-60 days. We will then set down with the Engineer selected to go over this project.

Chairperson Quarry reported that Jim Miller from UGI gas will not be able to make it today. He was in for the last Administrative meeting about the "GET GAS" program on 18<sup>th</sup> and Mifflin Street. He wanted Council to modify the ordinance on street openings so that he could run gas lines without having to resurface the street.

Chairperson Quarry asked Solicitor Wilson if Council can do that or do they have to change the ordinance just for the one time. Solicitor Wilson stated that you could put together a simple resolution explaining exactly why you will not be enforcing the Ordinance this one particular time. Manager Wheeler stated however in the resolution it should state how you want them to repair the street. Mayor Brown asked why you are doing this for UGI. Manager Wheeler responded that without doing this the program will not work financially. There is not enough money in providing gas

service to the people that are currently available for hook up in that area. Councilperson Gradwell stated that he is inclined to disagree until he hears more about what they expect. Manager Wheeler stated that they cannot afford to do the curb to center line paving. Council will need to decide what is acceptable. Councilperson Isenberg asked how many residents does this affect. Manager Wheeler responded 3 or 4. President Quarry stated do we want to consider this or do we want to tell the gas company the roads have to be repaired according to the ordinance. Manager Wheeler will contact Mr. Miller and let him know that Council requires the street to be put back according to the ordinance.

**BOROUGH MANAGER’S REPORT:** Manager Wheeler stated that the rest of his report needs to be discussed in executive session.

Manager Wheeler stated that he is currently putting together spreadsheets for Health Care. He completed the calculations with the 35% increase. The health cost will go up 35% if you maintain the 11% that your employees pay. The 35% per employee is \$175.00-\$200.00 for an individual and over \$200.00 for a family. He will get this information to Council.

**SOLICITOR’S REPORT:** Solicitor Wilson does not have a report at this time.

**OPEN ISSUES:**

**ORLADY WALL:** Manager Wheeler asked Council to extend Kenny Evan’s completion date. Solicitor Wilson recommended making an amendment to the contract.

**911 AGREEMENT:** There is not an update at this point.

**BUDGET:** Manager Wheeler will get his draft budget out to Council.

**TAR BUGGY:** Supt. Yarnell feels that there are some safety issues with the tar buggy at Smithfield Township. He is getting Manager Wheeler prices for renting a tar buggy.

**PARK COMMISSION:** Manager Wheeler stated that the way he reads the ordinance on the park commission is the Commission is going to manage the parks and the pool. He stated that they can interface with the supervisor or the manager, but they cannot manage AFSCME employees. Solicitor Wilson stated that they are going to do the day to day maintenance. They will submit a maintenance request list to the Borough.

**ENGINEERING RFP:** President Quarry stated that he would like to have a meeting to reviews RFPs on Monday, September 26<sup>th</sup> at 6:00 pm.

**NON-UNIFORM CONTRACT INPUT:** There was not any update at this time.

**RECYCLING CONTRACT:** Chairperson Quarry asked Manager Wheeler when we can get the Recycling Contract RFPs advertised. Solicitor Wilson would like to schedule a pre-bid meeting. Manager Wheeler will write the advertisement for bid and send it to Solicitor Wilson for approval before he advertises it.

**BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4<sup>TH</sup> STREET CSO:** This was already discussed.

**NEW BUSINESS:**

**INSURANCE COSTS:** This was already discussed.

**RECORDS MANAGEMENT:** Manager Wheeler stated that Melody sent a final price out to Council. He feels that this is money well spent. He has had very good experiences with this Company as past employers. Council agrees to move forward.

Councilperson Decker asked about actively managing our boards and committees. Manager Wheeler will get the information from the Pa Borough Code out to Council.

Manager Wheeler reported that the gentleman that he was supposed to meet with regarding the town clock did not come yet. He has not received a price yet.

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

BY: Melody J. Parsons  
Assistant Borough Secretary