

**ADMINISTRATIVE COMMITTEE MEETING
JANUARY 10, 2017
2:30 P.M.**

The following persons were present for the meeting: Chairperson David Quarry, Committee members Nicole Houck and Donna Isenberg; Council members Jim Bair, and James Decker, Sr., Solicitor Richard Wilson, Chief Rufus Brenneman, Mayor Dee Dee Brown, Code Enforcement Officer Scott Shaffer, Assistant Borough Secretary Melody J. Parsons, and Borough Manager William W. Wheeler.

Visitors: There were not any visitors

Chairperson Quarry called the meeting to order.

RECOGNIZE GUESTS AND PUBLIC COMMENT: There were not any public comments at this time.

Code Enforcement Officer Scott Shaffer reported on 1318 Washington Street. He provided Council with pictures and his report on the property. This property has major roof problems. He is asking Council to authorize him to move forward with the enforcement of the dangerous structure ordinance. He has a second property at 1514 Moore Street to present information to Council regarding the structure. Mr. Shaffer stated that if the owner does not comply with the Magisterial Judge's ruling the Borough can go do the work and put a lien against the property. Solicitor Wilson stated that this can be done after a dangerous structure hearing. Finally, Mr. Shaffer reported on 407 Moore Street. Judge Wilt asked the Owner of 407 Moore Street if she would convey the property over to the Borough to get out from underneath it for a \$1.00. She is willing to do this. She is one year in the arrears of taxes. Mr. Shaffer told her that she would have to pay the back taxes. There is not mortgage or liens on the property. The Council would have to decide if they want this house. Mr. Shaffer would want to talk to the Contractors through. Solicitor Wilson stated that he doesn't see a downside. If Council is ok with his, he would like to move forward. Judge Wilt will give us 2 months to get this done. Councilperson Isenberg said that she comfortable with going ahead with taken action for 407 Moore Street.

BOROUGH MANAGER'S REPORT: Manager Wheeler reported that he received a call from the Department of Labor and the issues are not resolved. He gave them the contact information for Adam Shienvold. Mr. Shienvold will get additional information to the DOL.

Manager Wheeler reported there is a meeting scheduled for Thursday, January 12th at 8:00 with HRI to go over the punch list.

Manager Wheeler reported that he was contacted by an assessment company who is looking for information on the nursing rehab facility up by the Hospital. They wanted information regarding when it was built, who owns it, and any code violations that we are aware. He worked with Mr. Shaffer to get this information returned to them.

Manager Wheeler reported that he got the information back from Ameriflex so he can now put in the information for the retirees to receive debit cards. He stated that he feels that the Borough should receive copies of the receipts so we have a paper trail for the expenses. Manager Wheeler will move forward with this.

SOLICITOR'S REPORT: Solicitor Wilson stated to Council that he would like them to consider suing Dubois Business College. There was an agreement that Council entered into with Dubois Business College, previously call Kenawell, when they purchased the Building. That agreement said that if the property even stopped being used by the Community Center then Kenawell would or their assessors and assigns would have to repay a federal grant in the amount of \$40,000.00. Solicitor Wilson reported that he wrote to the President of Dubois College and reminded him that we have this agreement and since they are no longer using the gymnasium for the Community Center, this will need to be repaid. He received a response from their Solicitor stated that no they are not paying this. Solicitor Wilson feels that they are obligated to pay it. Manager Wheeler stated that there was a total of either \$70,000.00 or \$80,000.00 involved in this for renovations. There was actually two separate grants issued. Solicitor Wilson is concerned because Kenawell has profited by the actions of the borough. Councilperson Decker asked what the estimated cost is to sue Dubois. Solicitor Wilson responded \$1,500.00. Councilperson Isenberg stated that she may have a conflict because she was on the advisory board for Dubois. She felt she should not comment. Solicitor Wilson will begin the process.

Solicitor Wilson stated to Council that the Africa property was raised there was a lien placed on the property. He would like Council's approval to proceed with a turning the lien into a judgement. Council agreed.

OPEN ISSUES:

CONTRACTOR LICENSE ORDINANCE: Councilperson Isenberg stated that she had a few questions regarding the ordinance. She questioned under suspension of license section 10 item D obtaining a license under fraud or misrepresentation etc. she asked how would we know. Solicitor Wilson stated he does not know, but if anything did happen we would be able to suspend their license. She asked about the revocation of the license. Who is the Committee that is going to hear the issues regarding non-compliance of their contractor's license? Solicitor Wilson suggested that this all be taken care before the Code Enforcement Officer and the Borough Manager. Solicitor Wilson will make the discussed changes to the ordinance. Councilperson Isenberg asked when this ordinance will be effective. Solicitor Wilson responded that he can be enacted in 2017 but not enforce it until 2018.

RECOMMENDATION FOR BOROUGH ENGINEER: Councilperson Bair explained that the committee has narrowed the candidates down to 3 firms Stiffler McGraw, HRG, and Keller Engineering. President Quarry, Councilperson Isenberg, and Councilperson Bair were at the interviews. Councilperson Bair stated that his recommendation is Keller Engineering. Councilperson Isenberg stated that her recommendation is Keller Engineering. Although, she feels that we should have interviewed GHD. We had a lengthy discussion regarding this. Manager Wheeler stated that the things that happen at the water plant are distressing to him as well. He stated that with the day to day service GHD has always been available. He suggested that we continue with GHD and have them do the day to day items. Then with any project over a certain amount you put out an RFP to give another firms an opportunity. President Quarry stated that he would choose Keller Engineering. The remaining members could not comment because they did not attend the interviews. Councilperson Decker stated that with new leadership at the firm maybe it would be a good idea to stay with them for another year. Councilperson Isenberg responded that if she does not have to pick from the 3 firms interviewed. She would stay with GHD. President Quarry stated that he feels the census is we should stay with GHD.

COMMITTEE MEETING TIMES: President Quarry asked for input on Councilperson Enyeart's request to change meeting times. Councilperson Houck

stated that she requested at the beginning of the year to change her meeting time and it was ignored. She stated that we have tried it one way and now we should try something new. She stated people are asking that the meetings be moved to late in the day. Councilperson Decker stated that he does not oppose what Councilperson Houck is saying. He feels that we should consider what she is offering here. He thinks we need to measure it. The history shows that moving the meetings does not increase attendance. If moving the Parks and Recreation Committee to the evening gets more people to respond then that is what we should do. Councilperson Isenberg stated that she would be willing to try changing the Parks, and Recreation Committee meeting. President Quarry will get in touch with Councilperson Houck to reschedule her committee meeting.

BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4TH ST. CSO: Manager Wheeler reported that right now they are waiting on Council's decisions. Solicitor Wilson will get in touch with Joe Pierce.

NEW BUSINESS:

REPLACEMENT OF RETIRING POLICE OFFICER: Mayor Brown stated that they have been working on this and moving forward due to the situation that we have. We have been looking at the budget to see what the cheapest and easiest way to do this for the borough. We looked at the civil service list which was approved by Council. Chief Brenneman stated that as soon as the background checks come in, he would like to start interviewing.

REPLACEMENT OF POLICE CHIEF: Chief Brenneman presented a cost report indicating the savings for promoting from within as opposed to hiring a police chief from outside the police dept. Mayor Brown stated we have a team in our police dept. She would hate to see something happen to this team that the moral would drop. She asked for questions from the Council. Mayor Brown stated that this is their recommendation for Council.

Manager Wheeler asked Chief Brenneman to give his input about an Emergency Management Coordinator. President Quarry asked Chief Brenneman if he had any suggestions. Councilperson Bair suggested Jeff Jackson. Manager Wheeler will contact Mr. Jackson to see if he is interested.

President Quarry stated that we should continue with the bond issues discussion. Solicitor Wilson stated that there are two capital projects one is the 4th Street CSO and the second one is the Or Lady Wall. Mr. Pierce is waiting for the go-ahead from Council. This will be added to the agenda for the regular meeting.

ADJOURNMENT:

FINAL DRAFT

BY: Melody J. Parsons
Assistant Borough Secretary