

**ADMINISTRATIVE COMMITTEE MEETING
FEBRUARY 14, 2017
5:30 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, Corp. Jeff Buckley, Mayor Dee Dee Brown, Assistant Borough Secretary Melody J. Parsons, and Borough Manager William W. Wheeler.

Visitors: Visitors present were David Griffith, Gregory Jackson, and Joe Thompson.

Chairperson Quarry called the meeting to order.

RECOGNIZE GUESTS AND PUBLIC COMMENT: David Griffith was the first visitor requesting to speak. He stated were in court last week in regards to his access gate that the borough uses to get to the Smithfield water tank. He spoke with Solicitor Wilson about coming in and talking to Council because the judge may put together an injunction of his own that would suit either side. He thought that it may make sense to talk and see if we can come to a conclusion ourselves. Solicitor Wilson stated that he will not comment on litigation. He stated that the judge has not made an order yet and he would like to get this resolved. Solicitor Wilson asked Mr. Griffith if he had a proposal for Council. Mr. Griffith asked if the Borough would be willing to pay \$175.00/month to help maintain the gate and to give you unlimited access. President Quarry responded that Council could give him a decision at this time. We will discuss it and get back to you.

Joe Thompson, Chairman of the Safety Committee, was present to give Council an update on the Borough's Safety Committee. He reported the safety committee is celebrating 10 years. One significant thing that the Committee has is restructured the membership. We had 12 members. It was suggested that we trim down the committee to one representative from each dept. We have 7 appointed members. We have one representative from Council and one from the Fire Dept. It is required that each dept. submit monthly safety reports. The response is very good. We have completed the Bloodborne Pathogen training. We are working on getting Chlorine Training. We are

also working on tours of the Water and Wastewater Treatment Plants for emergency responders.

MAYOR'S REPORT: Mayor Brown wanted to that thank everyone for their support at the meeting last month. Corp. Buckley will be Acting Chief for now. It will be on the Agenda for Tuesday to confirm Corp. Buckley's hiring. She also wanted to mention that they are moving ahead with the hiring of the first police officer. Corp. Buckley asked to speak to the Committee. He has been on the force for 19 yrs. He has been a Corporal for six years and filled in when the chief was away. He was the School Resource officer for seven years. Councilperson Isenberg stated that the Administrative Committee has not had an opportunity to sit down and talk about each other's expectations. She hoped that she is not getting the impression that he is just not going to say that he is interested and take the position without an interview. Mayor Brown responded that he is here you can ask him anything you want. Councilperson Isenberg stated that is not a typical interview. She also was concerned that Rufus and Mayor Brown had made this suggestion and requested that Council at the last meeting agree that we would not hire from outside the force. She stated that anything she reads in the Pennsylvania Code does not give the Mayor the authority to tell us how to hire someone. Mayor Brown responded that is not what she is doing. The Chief and I came to the Administrative Committee last month and presented to Council their recommendation on the person they recommending hiring. At that time we asked if you had any questions or concerns. At which time no one had any questions or concerns. Then Tuesday at the regular meeting we had made the recommendation that we hire from within and you had it on your agenda. At that time you approved to hire from within. Councilperson Isenberg stated again the Pa Code does not say anything about the Mayor being part of the hiring process and us as an administrative committee never had the opportunity to sit down and discuss it before it when into a public meeting for a vote. Mayor Brown responded that was probably from the meeting when you were asked if you had any concerns and there were none. So your administrative committee made the motion in your public meeting to approve of hiring from within. Councilperson Houck stated that she agreed with Councilperson Isenberg that the other hiring that we have done has been at least a meeting and a conversation. President Quarry stated that we passed the motion at the regular council meeting last. They asked if anyone is interested in the Chief Position from within the Dept. No one from in the Dept. applied for the job. President Quarry

asked Mayor Brown if anyone else is interested. Mayor Brown responded that there is no one. President Quarry stated that Corp. Buckley is the only person that has shown an interest in the job. Rufus will be done at the end of the month. Since we agreed to hire from within and no one showed an interest. Councilperson Houck agreed this is now a timely matter. She does not feel that it is inappropriate for the administrative committee to have a conversation with him. It was decided that the Administrative Committee would meet with Corp. Buckley Friday, February 17th at 4:00 pm. Councilperson Houck stated that she would be comfortable with making the recommendation to Council for Corp. Buckley to Chief of Police until the Administrative Committee meets.

BOROUGH MANAGER'S REPORT: Manager Wheeler reported that Penn Vest is still holding money from the Water Plant project. They will continue to hold the money until such time as we are allowed to close the project. When DOL closes the case. Adam will be continuing to work with the Investigator from DOL. We are moving ahead with the things that have to be done then when the Penn Vest money comes through we will be paying the Water Dept. back.

Councilperson Bair asked Manager Wheeler for a quick update on the Water Project. Manager Wheeler responded that most of the punch list has been completed. There are only a couple small things that need to be done. They are pretty well done.

Manager Wheeler stated the President and one of the Stewards of the Union were not happy with the language regarding the incident about the change made regarding the transfer. He wrote up a suggested language change and sent it to Allen Neely. It has now been distributed and we are waiting for a response back from Union.

SOLICITOR'S REPORT: Solicitor Wilson asked to talk about the Contractor's License Ordinance. He was contacted by an attorney from the Pa. Builders Association. There is a home improvement contractor's ordinance that was passed by the Commonwealth of Pennsylvania. It preempts local municipalities from charging a fee, licensing, or registering and home improvement, and contractor. Council will not be approving this at the Regular Meeting this month.

OPEN ISSUES:

CONTRACTOR LICENSE ORDINANCE:

REPLACEMENT OF POLICE CHIEF:

REPLACEMENT OF POLICE OFFICER:

BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND

4TH ST. CSO: Manager Wheeler reported that GHD reported that we are talking about 3 million dollars. They are saying it will take up to 18 months.

Manager Wheeler reported that the prices that he has currently for the Orlady Wall range from \$2.00 per linear foot to \$5.00 per linear foot. Supt. Yarnell measured it at approximately 400 linear feet of total wall.

Manager Wheeler stated that he spoke with the people at the Historical Society and is the Borough legally responsible for repairs to the clock. Solicitor Wilson stated that we are not legally bound to repair the clock. Manager Wheeler has contacted 2 more companies for bids. The Orlady Wall and the Clock projects are both 1 year projects so you might want to consider a bank draw down loan and a Municipal Bond for the 3 million dollars. Councilperson Houck that she realizes that it is historical and a landmark but that is a lot of money. Manager Wheeler stated that he has the same concerns about spending that money on the Orlady Wall.

Councilperson Bair wanted to make sure that it is clear about the water line replacement, relocation, and 4th Street CSO. This project will go out for bid for Engineering Services.

Councilperson Bair asked how we are going to move forward with the Washington Street side of the project. Manager Wheeler stated this is separate from the bond issue. Manager Wheeler asked how much of Washington Street do they want to do. Where do you want to start? Councilperson Decker stated 5th to 8th Street. Manager Wheeler will get GHD to do an RFP. Manager Wheeler will put out an RFP for Orlady Wall.

STATUS OF GRIFFITH SUIT:

NEW BUSINESS:

STRATEGIC PLAN: President Quarry stated that we working on Goal 4 of the Strategic Plan which is infrastructure in the borough. Which we are working on now. Manager Wheeler stated the 2nd choice is Joe Thompson. Mayor Brown agreed that Joe Thompson would be a good choice.

SUPERVISOR RAISES:

EMERGENCY MANAGEMENT COORDINATOR: Manager Wheeler stated that Jeff Jackson is not interested in filling the Emergency Manager Coordinator position.

SUPERVISOR WILLIAM'S PHONE: Manager Wheeler reported that Supt. Williams asked the Borough to pay 50% of a new phone. He needs a phone that has smartphone capabilities. Councilperson Bair stated this would be approximately \$18.00 per month for 2 years. He is on call 24 hrs. a day 7 days a week. If something happens at the plant he needs to be able to look at it from his phone. Manager Wheeler stated that he could go to Supt. Williams and tell him that the borough will help pay for the phone but then he will have to log in and be on call.

Councilperson Bair asked Council if they wanted to put an ad in the booklet for the 250th Celebration. He would like to recommend to the celebration committee that since we are taking care of the parade and buying banners that we could get a full page ad for ½ price. The Committee recommended that he do so.

EXECUTIVE SESSION:

Executive Session called 7:33 pm Reconvened at 8:30 pm. There was not a decision made.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary