

**ADMINISTRATIVE COMMITTEE MEETING**  
**MARCH 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 member Jim Bair, Solicitor Richard Wilson, Corp. Chuck Streightiff, Corp. Jeff Buckley, Mayor Dee Dee Brown, and Borough Manager William W. Wheeler.

Chairperson Quarry called the meeting to order.

Visitors: There were not any visitors.

The members went immediately into an executive session.  
Reconvened at 6:32 pm

Mayor Brown asked if Chairperson Quarry minded if Corp. Streightiff attend.

Corp. Streightiff reported the price for a new ford interceptor utility is \$36,866.00 The municipal leasing agreement splits this into 3 municipal payments over the next 3 years. 1<sup>st</sup> payment due the date of pick up. This will placed be on the agenda for Tuesday night.

**BOROUGH MANAGER'S REPORT:** Manager Wheeler reported on the Cold Springs Road Project will kick off on June 5<sup>th</sup>. Everyone has a package to see how the road work is going to be done. We are still waiting to hear from Heberling and Associates about the digging for the Blair field Parking lot project.

**SOLICITOR'S REPORT:** Manager Wheeler asked Solicitor Wilson to see where the borough's right of way is at Griffith's property.

Solicitor Wilson reported that we are filing objections to the response from Dubois.

Chairperson Quarry stated that people have built ramps up at flagpole hill. If they get hurt who is responsible. Manager Wheeler will have this removed.

Chairperson Quarry asked Solicitor Wilson to revisit the Park's Commission ordinance.

Chief Buckley asked about removing the drop off box for parking tickets. The new citation will be printed with drop off location being at borough office. Manager Wheeler suggested that they use the water bill drop off box. Manager Wheeler feels that it is a clerical duty and this should be a function of the Borough Office.

**OPEN ISSUES:**

**NEW POLICE CRUISER:** Already discussed.

**EMERGENCY MANAGEMENT DIRECTOR:** Manager Wheeler reported that he spoke with Joe Thompson and he is willing to fill the position. Joe would discuss with us before he signs up for any training. He believes that there is a recertification every year or two years.

**REPLACEMENT OF POLICE OFFICER:** Already discussed

**BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4<sup>TH</sup> ST. CSO:** Manager Wheeler reported there will be a bond to cover the CSO and then there will be a line of credit for the Or Lady Wall and the Town Clock. What Joe needs to know is if you want them to go out and start soliciting banks for this line of credit.

Councilperson Bair stated for the record this clock is getting out of hand. I do not want to see a lot of money going out for this clock. We do not have money in the budget or should we be taking bond issues to do this. He is not willing to spend any money like that.

Chairperson Quarry stated that Mr. Shaffer requested to attend a \$375.00 official building code officials training. This is a duplicated of Bureau Veritas. He can agree to send him to this. Councilperson Isenberg stated that this kind of training is for a full-time employee and it is duplication with Bureau Veritas. Councilperson Isenberg stated that this is a discussion for in the future if the position becomes full-time.

**STATUS OF GRIFFITH SUIT:** Already discussed.

**NEW BUSINESS:**

**YARD WASTE AND CHRISTMAS TREE RECYCLING:** Chairperson Quarry stated that we left out the Christmas trees for the recycling. He suggested that we contract the recycling for collection at the waste plant. Councilperson Isenberg asked

that on the financial status report we have a line item for the recycling contractor. We have overspent our budget. Manager Wheeler will check into the budget.

Chairperson Quarry asked Manager Wheeler if he had anything to say about the Supervisors raises. Manager Wheeler stated that he wrapped up the performance appraisals for both. The two we talked about. I cannot in good conscience say that I would not recommend the two people we talked about not giving anything to in order to maintain the separation between a supervisor and an hourly employee. I would like to give them each 1% and let them know that it is a Cost of living increase as well as to ensure that their separation from an supervisor and an hourly employee and we will review them again in 6 months. All Council members agreed. Manager Wheeler asked how should we do this on Tuesday night. Should we just state that we are giving 1-3% raises to the exempt employees. Manager Wheeler stated that on Monday he will do the performance appraisals on those two employees.

Manager Wheeler would like to get a bid to replace the door into the police officers section of the building, Manager Wheeler will go ahead with this.

Seth has replaced the phone for visitors that need to enter the building.

**ADJOURNMENT:**

BY: Melody J. Parsons  
Assistant Borough Secretary