

ADMINISTRATIVE COMMITTEE MEETING
MAY 9, 2017
4:30 P.M.

The following persons were present for the meeting: Chairperson David Quarry, Committee member Donna Isenberg; Council members James Decker, Sr. Jim Bair, Solicitor Richard Wilson, Mayor Dee Dee Brown, Melody J. Parsons, Assistant Borough Secretary, and Borough Manager William W. Wheeler.

Chairperson Quarry called the meeting to order.

Visitors: Jinny Cooper, Steve Jackson, and Susan Harry

RECOGNIZE GUESTS AND PUBLIC COMMENT: Jinny Cooper spoke to the Committee expressing her concern about installing parking meters on William Smith Street. She has a handicapped staff who cannot park in the Courthouse Parking lot or Bailey Building Parking lot because of the downhill grade to the sidewalk that runs parallel to Washington Street. She parks on Washington Street near the handicapped entrance to the courthouse. If metered it causes me an issue with her having a place to park. Ms. Cooper stated that at the last meeting you mentioned the possibility of a parking permit at a cost of \$240.00 per year. She stated that if that is the only option then that is the one she will have to explore. Ms. Cooper also asked about the many residential homes that are in that area. She asked if that was considered in the thought process for the metering. Councilperson Isenberg stated that we have had some discussion about the parking meters, she did not feel we have found out how every Councilperson feels about it. She is at the point that she is not really sure that parking meters need to be installed down there. Chairperson Quarry stated that Manager Wheeler was asked to get prices, but it may have not gotten any further than that. Councilperson Decker stated that he propositions Council to consider handicapped parking throughout the borough.

Councilperson Bair made the recommendation that we consider going to a letter/envelope type form for the water and sewer billing so we have the ability to keep people more informed and their information is private. Manager Wheeler will check into this for the next Administrative Committee.

Steve Jackson stated that now we are being told that this parking meter issue has been being worked on for a year. It just came to him recently. Has the area where the meters are being installed been identified?

Steve Jackson asked if the sign on Moore Street designating deaf area that has been brought up twice now, has been approved. Chairperson Quarry stated 20 years ago it may have been approved.

Steve Jackson reported that on William Smith Street the wire has been taken down that was across both lanes of traffic. Now we have the power supply boxes have been smashed and we still have broken tree limbs on the island. If we are having an activity here within the next month someone could really get injured down there. President Quarry responded that our Crews are working on the island. Manager Wheeler stated Supt. Yarnell called Tom Bollinger to let him know he forgot the base and Tom Bollinger said he would take care of it. He has not received an update.

Councilperson Isenberg stated we have to prioritize. We also have the cemetery to get taken care of.

Councilperson Decker stated that he will get the information on Altoona's program for handicapped parking.

Manager Wheeler will check on the clean out on Church Street on the bottom of 2nd St. the grate is full.

BOROUGH MANAGER'S REPORT: Juniata College received their permits today for the Swigart Enrollment Center on 18th Street.

Judy Musselman and the Engineers will be here for a meeting to discuss our Industrial Pretreatment issues

We received our Bio-solids permit.

We meet with the County tomorrow at 1:30.

Manager Wheeler meets with Chris Ellis from Huntingdon Electric. They are putting up additional signage.

We have done some initial testing over at the sewer plant. The exchangers do not look like they are leaking. We are working on checking the valves.

Manager Wheeler has been getting calls from a Company that wants to come in and implement a program with rebates. There was an issue with the sewer plant the last time they wanted to try this and DEP said we cannot participate. The emissions that we had exceeded our limits for allowing us to participate. There is a seminar coming up. He is going to have our Engineers look into this. Councilperson Isenberg stated that she is not comfortable with this program.

Manager Wheeler and Rich meet and went over the information needed for Dubois College. He would like to have George Drobnock come in for \$12.00/hr. to do the research.

He has very minimal amounts of applications for both the Code Enforcement Position and the WWTP Supervisor Position. In the case of the sewer plant, he has not seen anything that rings a bell in terms of the experience that we are looking for. The deadline for both ads is the 26th.

Roger is taking all the necessary steps correct the issues with the ATAD are documented. We had a couple of by-passes from rains so Roger emailed Fred and copied Manager Wheeler so Fred was notified. Everything is begin done the way it should be.

Councilperson Bair asked about the turbidity issues have we gotten GHD involved in that yet. Manager Wheeler stated that he will talk to them tomorrow. Bob White said that he was willing to come up when it is raining. Councilperson Bair asked Manager Wheeler to have Supt. Williams take video when it is going on. Manager Wheeler responded that he will.

Councilperson Isenberg asked to speak to Solicitor Wilson regarding the conversation the Committee had earlier with Chief Buckley regarding the conversation that Chief Buckley had with Judge Wilt. Manager Wheeler reported that the Code Enforcement Officer did citations but some of the citations did not have a judgment filed. How do they get handled moving forward? Solicitor Wilson recommends dropping the citations without a judgment filed.

Chairperson Quarry reported that at 1601 Moore Street you cannot see the house the weeds are so high. Solicitor Wilson stated that they can only be cited by the Police Dept. the borough manager does not have legislative authority. Solicitor Wilson

reported that there isn't anyone to cite as far as the estate has to go. Attorney Ody petitioned the court to have himself appointed as Executor of the Estate so he could sell the property. The Executrix of the Estate does not respond. The Estate does not have any money. Manager Wheeler asked if the borough council could have it cleaned it up and file a lien. Solicitor Wilson responded yes. Solicitor Wilson stated have the work done, pay the bill, and give the bill to Attorney Ody.

SOLICITOR'S REPORT: Solicitor Wilson stated that he needs a recommendation from Council to hire George Drobnock for \$12.00/hr. to go through the documents in the basement regarding the Dubois Business College.

Solicitor Wilson reported that his interpretation of the Clock agreement between the borough and the church is a lease. The Borough has the ability to obtain space in the church tower and chooses to put its clock in the tower and keep the clock repaired in consideration for that the church will wind the clock. This lease can end at any time that the borough wishes to remove the clock or not have anything to do with the clock. This agreement was for an understanding for everyone to know what their duties were for the clock. The agreement states that the church did not want to be responsible for repairing the clock and the borough did not want to be responsible for winding the clock. He does not see any duty in the agreement in perpetuity for the borough to continue to dump public money into a private property. He does not read any mutual consideration. If the borough wishes to improve the clock. It should be noted as a charitable donation. Councilperson Decker asked Solicitor Wilson for a recommendation for the committee that has been formed to seek options for repairing the clock. Solicitor Wilson stated that he recommends informing the Church there is no legal basis that you do not have a duty to repair the clock.

MAYOR'S REPORT: Mayor Brown had nothing to report.

OPEN ISSUES:

WWTP SUPERVISOR REPLACEMENT: Already discussed

CODE ENFORCEMENT OFFICER REPLACEMENT: Chairperson Quarry asked if we have received any Code Enforcement Officer applications. Manager Wheeler responded that we have received some.

RFP FOR 4TH ST. AND TRICKLING FILTER MEDIA REPLACEMENT AT WWTP: Manager Wheeler reported that GHD is working on those.

TOWN CLOCK FUNDING: Councilperson Decker stated that we are pursuing this through a grant which would be 50% of the total cost that could be anywhere from

\$50,000.00-\$175,000.00. We have the option of going for the total repair or for the 3 yr. repair. We are not at a point where we have to determine and amount to be obligated for.

BOND ISSUE FOR WATER MAIN REPLACEMENT, RELOCATION, AND 4TH ST. CSO, ORLADY WALL: Manager Wheeler has not received pricing yet.
GRIFFITH SUIT: Already Discussed.

NEW BUSINESS:

DUBOIS COLLEGE STATUS....DOCUMENT RESEARCH: Already Discussed.

CONTRACT AMENDMENT FOR DISPATCHERS: Manager Wheeler sent this amendment out to everyone. This is a concession that He got the Union to make to resolve a couple of the issues. The dispatchers were accruing vacation and comp. time in excess of what the Contract called for. They agreed to use more part-time dispatchers. Manager Wheeler will resend it out tomorrow to all the members. He will review it with Chris Stevens so he is aware of what was decided. It will be on the agenda Tuesday night for approval.

COMMITTEE MEETING TIMES: Councilperson Houck(per conference call) stated that she is willing to move her Parks, Recreation, and Public Properties back to the 1st Thursday at 5:00 pm. Councilperson Bair stated he thinks if she is willing to do so that would help a lot with shortening this day. He does not have a problem moving Parks, Recreation, and Public Properties. Councilperson Isenberg agrees that this would be a good compromise. Councilperson Decker stated that this also resolves his concern about the 4 meetings on 1 day. Councilperson Decker also addressed the comment about some Councilmembers opinions on not attending all committee meetings. He stated when he was elected on Council he was not elected to be on the Community Development Committee he was elected to be on Council. He feels that we can all take valuable information away from all the Committee Meetings. This will be on the agenda for Council to vote on.

Councilperson Houck asked Council about live-streaming the meetings. She asked Council to think it over until the next meeting.

Chairperson Quarry reported that the Building Inspection Contract with Bureau Veritas is coming up in June. Council needs to decide if they are going to continue for another year or put it out for bid. Manager Wheeler stated that Bureau Veritas

employs very knowledgeable and very professional service. Councilperson Isenberg recommended staying with Bureau Veritas.

Chairperson Quarry reported that COG also needs suggestions for the Hearing Board for Building Code Variances.

Chairperson Quarry reported COG wants to change bylaws to appoint officials if we don't have a volunteer. This will be a yes or no vote.

Councilperson Decker asked if we have any intention of getting rid of the Explorer at the Maintenance Shed. Councilperson Bair stated maintenance uses it on and off. Manager Wheeler will look into it.

Chairperson Quarry asked for a list of our entire fleet. Manager Wheeler stated that Melody is working on it.

Councilperson Bair updated the Committee on the 250th celebration. He asked that the barricades and no parking signs will be available and also that the trash will be cleaned up Saturday night.

Councilperson Bair stated that he feels that Ed Tos has a lot of knowledge and we should use him as a resource to go after some grants. He also mentioned that there is a company at Hollidaysburg that has helped the fire company.

Councilperson Bair stated that he feels he would like to work with Manager Wheeler or Solicitor Wilson to see what we can do with our cable franchise network.

Chairperson Quarry stated he was approached about Hollidaysburg is going to a single haulers system. They need someone to do the recycling. Solicitor Wilson will look into this legally.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary