

ADMINISTRATIVE COMMITTEE MEETING
JUNE 13, 2017
4:30 P.M.

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

Chairperson Quarry called the meeting to order.

Visitors: Rick Bair and John Taylor from Baker and Tilly, Huntingdon County 911 Director Chris Stevens,

RECOGNIZE GUESTS AND PUBLIC COMMENT:

John Taylor reviewed the 2016 Annual Borough Audit with the Committee. He reviewed the required communications and went through the financial statements.

Chris Stevens, Huntingdon County 911 Director, distributed the year today costs for operating 911 Center. Total Contract with the County total through 5 months is \$257,500.00. To date the Borough has spent \$262,581.92. The Borough has spent \$5081.92 above what the contract is with the County. He also distributed a reported he created to the Committee of duties and responsibilities that the 911 Center handles that you would have to come up with an alternative way to cover. Councilperson Isenberg asked if we have any agreement with the people that come in to take the tests and that we pay for their training..... Chris responded that the County pays for all training. She continued does the County have an agreement saying that they must stay here part-time. She further explained the investment on the training is here but if they choose to go somewhere else does the County have a way to be reimbursed for their training. Manager Wheeler explained when we call them part-time employees they are basically on-call employees that are paid a part-time wage. Chris also included the letter from the County regarding beginning agreement discussions. Solicitor Wilson stated that he likes the terms of the contract. They are good terms. He is not speaking about the dollar amounts. He asked Chris what date you think you could put together a budget of what it would cost for 2018. Manager Wheeler stated

that he can't. We do not want to sign a contract with the County until after we reach a health care agreement with the Union. He stated that he should have something from Highmark in August telling us what their increases are anticipated to be for 2018. When we receive this information then we will have to schedule a Health Containment Committee meeting. Solicitor Wilson will send a correspondence to the County asking them to meet in early September to keep communications open. He will also invite the Commissioners to attend the August 8th Administrative Committee meeting.

BOROUGH MANAGER'S REPORT: Manager Wheeler stated there are a lot of maintenance projects for completion. First on the list is the Blair Field Parking lot project. We are committed to using borough forces for the majority of that work. He is down 1 permanent employee and another going out on medical leave at the end of the month. He has line painting to get done. He has Washington Street water project to get done. He will be down to six employees. He is also short-handed at the sewer plant. These are the things that are on our plate and they have to be taken care of. Chairperson Quarry suggested that we go ahead and hire a replacement for the maintenance employee that retired. Manager Wheeler stated that he is saving the borough \$45,000.00-\$50,000.00 by not filling that position. Manager Wheeler replied that maybe we should consider going ahead and replacing him. Manager Wheeler stated they he needs an equipment operating Councilperson Bair agreed. Manager Wheeler stated that if Council is willing he will go ahead and post the maintenance position in-house. Council agreed.

Councilperson Decker questioned some of the frequencies of the services that we provide. If there isn't anything on the street then we do not need to take the sweeper on that street. Manager Wheeler stated that he would like to change the street sweeper routes to every other week. He would to take the daily routes and change them to every other day. Councilperson Bair asked about outsourcing the line painting. Manager Wheeler responded he would have to sit down with the Union and explain to them what is going on and say in order for us to accomplish these other jobs he would like for you to agree that we contract this out for this year.

Manager Wheeler reminded Council that he cannot close the account out with PennVest. He has not heard anything back from the Department of Labor. As long as the issue with DOL is open he cannot pay all the money out and cannot get the money back for the rest of the project.

Manager Wheeler reported that the Juniata College job is starting on the 21st. Letters will go out to the two property owners that have properties on College Avenue at the upper side of Cold Springs. There will be a detour set that you will not be able to come down on that section of College to Cold Springs for a couple weeks.

Manager Wheeler reported that he is having some small issues with John Sewell the New Owner of the property on William Smith and Penn Streets. Manager Wheeler received an email from Karen Arnold, PHMC Grant Manager, stated that there is nothing in their files that prevents him from making changes. He will get in touch with Kelly at the Historical Society. The property is on the National Historical Registry.

Manager Wheeler reported that he hired Lakeside Landscaping to clean up the Hess Property. Manager Wheeler will send the bill to David Ody, Attorney for the property, for a lien on the property.

Chairperson Quarry asked Solicitor Wilson about the property at 5th and Church Streets. It is a vacant lot. The neighbor is using the property. Solicitor Wilson has asked the County repeatedly to put the property up for judicial sale. There is a large tax bill against.

Councilperson Bair explained to Solicitor Wilson the situation regarding the vehicles that were towed away during the 250th Celebration from the Huntingdon Electric property. We need to find out if that is a borough street and they were just parked in that yellow. Huntingdon Electric does not have the right to have a vehicle towed. Councilperson Bair asked if Huntingdon Electric has the right to have a vehicle towed because of parking on the paper street that runs behind their property. Solicitor Wilson responded they may have the right to tow from there. Solicitor Wilson will look into this.

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

MAYOR'S REPORT: Mayor Brown explained that the Borough has a donation account that she has Rick King maintaining for her. She asked that David Bowers the gentleman that made the plaques for the Bloombtown arrangements be permitted to make his invoice out to the Borough.

Mayor Brown asked if the height of the "No Parking" signs is a regulation. Manager Wheeler responded there is a regulation from the State that says signs have to be 7'. The bottom of the sign has to be 7' off of the curb.

Mayor Brown asked Council if the Borough would pay for a plaque to be installed at the monument explaining the history of the bell. Councilperson Isenberg offered to pay for it.

Mayor Brown reported that in 2016 there was not a Wanda Meyash award given. She recommended to Council two names for 2016. They are James Savory and Glenn Stampfle. The recipients of the 2017 award that she recommends are Greg and Yvonne Stine. They have completed revamped the monument. She asked Council to send her their recommendations for candidates if they have any. She stated that she received a recommendation from Chairperson Quarry for Glenn Stampfle to receive the 2016 award. Council agreed.

Mayor Brown stated that she and Manager Wheeler will provide a plaque to the 911 Dispatchers and the Police Dept. for appreciation for the year 2017. Mayor Brown stated they will have this done by July meeting.

OPEN ISSUES:

WWTP SUPERVISOR REPLACEMENT: Manager Wheeler reported that Council has received the applications. Manager Wheeler stated that he feels we have applicants that would make good operators. They applicants lack supervision skills. He asked for 3 recommendations from each council member.

CODE ENFORCEMENT OFFICER REPLACEMENT: Manager Wheeler reported that Council has received the applications. He asked for 4 recommendations from each council member.

Manager Wheeler asked who will be on the interview committee for the WWTP interviews. Chairperson Quarry appointed Donna Isenberg, Manager Wheeler, Jim Bair, Jim Decker, and himself.

The interview committee for the Code Enforcement Officer interviews. Chairperson Quarry appointed Donna Isenberg, Chief Jeff Buckley, Jim Bair, and himself.

Manager Wheeler asked to have the names by June 20th.

RFP FOR 4TH ST. AND TRICKLING FILTER MEDIA REPLACEMENT AT

WWTP: Manager Wheeler reported that he has a meeting with GHD this week to complete this.

TOWN CLOCK FUNDING: Chairperson Quarry stated he thinks we should set an amount that we plan to contribute to the Clock. Manager Wheeler asked to have another bid completed. It will cost \$520.00. Council agreed.

ORLADY WALL: Manager Wheeler reported that Kenny Evans was cut a check for 50% of the total for the project at the water plant. He will also lay the bricks at the fireman's monument. Then he will be working on the Wall.

DUBOIS COLLEGE STATUS: This will be discussed in Executive Session.

GRIFFITH SUIT: Manager Wheeler reported that he and Supt. Williams will be meeting with Dave to try to make a settlement.

NEW BUSINESS:

JEN HABEL, 5TH STREET ALLEY AGREEMENT STATUS: Chairperson Quarry reported that Jen spoke with him and stated that she understood that the Borough was going to make more improvements to the alley. Solicitor Wilson stated that the last time we spoke it was too cold to do anything with her alley. Maintenance Dept. put on a top coat and came back in and cleaned it up for her. Manager Wheeler stated that she wants a paved street. Solicitor Wilson stated that was never agreed on.

SALE OF OLD POLICE CRUIZER AND REVIEW OF BOROUGH FLEET: Melody is working on the borough fleet list.

Chairperson Quarry stated that Councilperson Houck asked him to bring up about live streaming the regular meetings. Do we want to consider it? This was tabled.

EXECUTIVE SESSION: An Executive Session was called at 6:44 pm for legal matters.

ADJOURNMENT:

BY: Melody J. Parsons
Assistant Borough Secretary