

**ADMINISTRATIVE COMMITTEE MEETING**  
**AUGUST 8, 2017**  
**4:30 P.M.**

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

Chairperson Quarry called the meeting to order.

**VISITORS:** There were not any guests

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

**BOROUGH MANAGER'S REPORT:** Manager Wheeler reported that there have been a couple of issues at the Cold Springs Road Project involving a sanitary line. Also, assess to the main water valve needs to be moved. They expect to be paving as early as next week.

Manager Wheeler reported that we are not able to get access to the new software program as of earlier today. Which means right now he cannot get access to the banking for the payroll this week. If not, payroll will have to be completed manually.

Manager Wheeler stated that he understands everyone's concerns and desires to stay and do business with companies that operate in the Borough but he thinks the time has come for us to find a more competent company to take care of our IT needs. Councilperson Isenberg asked Manager Wheeler if other Boroughs use this software company. Manager Wheeler responded that they do. She stated then it is obviously Mr. Myer's issue. Manager Wheeler stated that he feels that it is time to find someone to take care of our IT needs. He needs Council's ok for him to move forward and investigate this and get some pricing. President Quarry stated that the Committee recommends for Manager Wheeler to proceed with this.

Manager Wheeler stated that we have not received any applications for the Wastewater Treatment Plant Supervisor position.

Manager Wheeler stated that he has been notified of another potential retirement in September 2017. If this happens I would suspect we would lose our lab accreditation until he can get Chris trained on it.

Manager Wheeler reported that the Grant that we applied for the Town Clock was denied.

**SOLICITOR'S REPORT:** Solicitor Wilson reported that he was asked to review the Borough's policy and procedure on handicapped parking spaces. The Borough can grant handicapped parking spaces but there is nothing in the law that requires them to. He has a problem with the Presbyterian Church putting up their own plaques on Borough Streets. Councilperson Isenberg explained that we were getting so many requests for permanent handicapped parking spaces in talking with Karen Faust it was said that Council only approved signs in private parking lots not on the streets. We are under the understanding that they could put a portable temporary sign on their sidewalk.

Solicitor Wilson reported on 407 Moore Street. We had a soft closure with Debra Allen. She came into the office and signed the papers. The Council has the ability to advertise it in the paper. Solicitor Wilson will go ahead and record the deed and advertise the house for bids if Council agrees to reimburse Ody and Wilson for the \$1,040.00 for back taxes. It will have a minimum of \$2,500.00 and within a year the roof has to be replaced and be brought up to code.

**MAYOR'S REPORT:** Mayor Brown asked if we changed the Street sweeping to every other week. Manager Wheeler stated they changed the days that it is out. The Washington Street schedule has not been changed.

Mayor Brown asked about what is going on regarding the sign for the deaf. The person that called her asked if we were going to remove the sign. Councilperson Isenberg stated that we first have to find when and for whom they were placed. Manager Wheeler stated that he will take the signs down and let the post up.

Chris Stevens asked Mayor Brown to present his report. She explained that he knew he was going into the red in July. He also wanted her to point out the amount of the Ameriflex costs. His other concern was to ask President Quarry to make a phone call to the County Commissioners to make arrangements for a meeting. Solicitor Wilson stated there is not any reason to meet until we have the health insurance numbers. President Quarry will call them to let them know.

**OPEN ISSUES:**

**WWTP SUPERVISOR REPLACEMENT:** President Quarry stated that we need to get this position filled. Manager Wheeler explained that we advertised on the free websites and it will be expensive to advertise on the others. Councilperson Bair stated that he thinks we need to advertise in other areas or look into increasing the salary. He stated he thinks it is too important of a position to let lingering. President Quarry stated he thinks we should raise the salary some. Manager Wheeler stated that he thinks Council should have him to go out and look at a salary survey for this size municipality and water and sewer plant in Pennsylvania.

**LIVE STREAMING OF MEETINGS:** President Quarry said he has left messages for Greg Banks. He will let everyone know when he gets back to him.

**RFP FOR 4<sup>TH</sup> ST. AND TRICKLING FILTER MEDIA REPLACEMENT AT WWTP:** Manager Wheeler asked if anyone had a chance to look at the RFPs. Councilperson Bair stated he looked at them but he thinks we are going to need to wait until next month to make a decision.

**TOWN CLOCK FUNDING:** President Quarry stated we did not get the grant we applied for. Manager Wheeler stated we have not received bid from the other company. He feels the Council needs to decide on an amount they are willing to spend towards the clock.

**ORLADY WALL:** Manager Wheeler stated that he does not think Kenny Evans will be starting next week.

**GRIFFITH SUIT STATUS:** Solicitor Wilson explained the current status with the Griffith's.

**MAINTENANCE DEPT. REPLACEMENT:** Manager Wheeler stated the applications are due on August 11<sup>th</sup>. He has received 4 or 5 so far. He has received some good individuals. Steve Baker is working for the maintenance dept. Joel Gibboney is retiring as of October 2<sup>rd</sup>.

**PARKING METERS:** Chairperson Quarry stated that in the past we have discussed putting meters down by the courthouse on William Smith Street and along Washington Street. Councilperson Bair would like to drop the thought of parking meters on William Smith Street and concentrate on other areas. Manager Wheeler will get Council the price on two different machines to put in the parking lots.

**JEN HABEL, 5<sup>TH</sup> STREET ALLEY AGREEMENT STATUS:** Manager Wheeler stated we have completed what we agreed to. Solicitor Wilson will write her a letter.

**SALE OF OLD POLICE CRUIZER AND REVIEW OF BOROUGH FLEET:**  
**WATER BILL CHANGE:** Manager Wheeler stated that he thinks we should accept the high bid on Muncibid for \$1,700.00. Council agreed to accept the bid from Muncibid. Manager Wheeler will advertise the Ford Expedition on Muncibid for bid. The Council reviewed the list of Borough Equipment.

**WATER BILL CHANGE:** Manager Wheeler reported that the idea of changing the water bill is going to be much more than you want. You would be better off than trying to do what you want with a separate mailing. Manager Wheeler will put a package of costs together to change the bills for next month's administrative committee.

**NEW BUSINESS:**

**RECORDS PRESERVATION:** President Quarry stated that last month we talked about records preservation. Councilperson Isenberg stated that she thought we approved Iron Mountain Melody stated that if we continue the records retention policy the records would be a manageable amount. Councilperson Bair stated that we need to do something.

**DUBOIS BUSINESS COLLEGE PROPERTY. BACK ON TAX ROLLS:**

Councilperson Isenberg asked if the school is closed and they still own the building can't they be put on the tax rolls.

**TAX COLLECTOR IS HE RECEIVING NEEDED INFO FROM BUILDING PERMITS, ETC:** Solicitor Wilson will get in touch with Ken Tucker at the Assessment office to check into this.

**ORDINANCE CHANGE FOR OLDER SECTION OF BOROUGH(SET BACKS):** Solicitor Wilson will get the Ordinance for this change ready for the next month for Council's review.

**911 AGREEMENT:** Manager Wheeler is working on getting the insurance rates. Councilperson Bair stated that he thinks we should meet with the Commissioner's. Manager Wheeler stated we could meet with them and get an agreement for a dollar amount and the clause states that number will increase by the percentage increase in healthcare. Solicitor Wilson feels they will not agree to that.

Executive session called 6:27 pm  
Reconvened at 7:04 pm

**ADJOURNMENT:**

FINAL DRAFT

BY: Melody J. Parsons  
Assistant Borough Secretary