

**ADMINISTRATIVE COMMITTEE MEETING  
MARCH 13, 2018  
4:30 P.M.**

The following persons were present for the meeting: Chairperson Nicole Houck, Committee members Terry Green and Sean Steeg; Councilmembers Jim Bair, John Hyde, Robert Jackson, Dave Quarry, Solicitor Richard Wilson, Borough Secretary Melody J. Parsons, and Borough Manager William W. Wheeler.

Chairperson Houck called the meeting to order.

**VISITORS:** Dean Harris and Beverly Green

**RECOGNIZE GUESTS AND PUBLIC COMMENT:**

Beverly Green, Manager External Affairs 1<sup>st</sup> Energy, was present to explain to the committee the new smart meter program.

**BOROUGH MANAGER'S REPORT:**

- He will advertise that the Community Development Committee will be from 5:00 pm -6:00 pm and the Water & Sewer Committee will be at 3:30 pm-5:00 pm. Parks and Recreation will be at 6:00 pm.
- He distributed zoning information regarding a Bed & Breakfast. Gary O’Korn’s would like to be able to have a Airbnb at his property at 2420 Moore Street. He informed the Committee that it is not for commercial use. There will not be a sign. It was decided that we do not have any zoning regulations for an Airbnb. Manager Wheeler will contact Mr. O’Korn with permission to move forward.
- Manager Wheeler reported that the proposal from GDF is \$3,000.00 in excess of the original proposal.
- Manager Wheeler reported that both Assistant Managers are willing to come to work at the pool for \$12.00/hr.
- Water Treatment Plant Operator interviews have been scheduled for Thursday and Friday.
- He gave an updated on the Microloan request from DCED and the FY2014 status.

**SOLICITOR'S REPORT:**

- Solicitor Wilson reported to the Committee that DCED has changed the enforcement of the current Flood Plain plan. The Council needs to approve an updated ordinance. He will have this ready for the April meeting for enactment.

**MAYOR’S REPORT:** Mayor Wessels was not present.

**OPEN ISSUES:**

**CEO VEHICLE:** Manager Wheeler did not have any update.

**WTP REPLACEMENT:** This was already discussed.

**RECORDS PRESERVATION:** Tabled.

**G-SUITE PROPOSAL/TECH UPDATE:** Councilperson Steeg stated that he has not set up meeting yet. Manager Wheeler will get it set up.

**RENTAL ORDINANCE:** Tabled.

**LANDLORD FORMS:** Tabled.

**NEW BUSINESS:**

**GRANT WRITER POSITION:** This will be discussed in Executive Session.  
Assistant:

**INTERNSHIPS:** Chairperson Houck stated that she has an intern that is interested. She asked Manager Wheeler to get to her areas that he would want the assistance in.

**PURCHASING POLICY:** Manager Wheeler asked the committee for a revision to the Administrative purchasing policy. He asked that Supervisors be given a \$1,000.00 spending limit in his absence. The Committee was in agreement.

**MEETING STRUCTURE:** Chairperson Houck stated that she wanted to continue the 5-7 min limit for speakers at the meetings. She asked that Council allow the person to ask all of their questions then their answers will be given at the end so not to short someone from any of their time.

**MICROLOAN MEETING SUMMARY:** This was discussed earlier.

**HR POLICIES:** Chairperson Houck has a draft of the HR Policies completed. She will give it to Solicitor Wilson for review for approval at the next meeting.

Manager Wheeler reported that he meet with Fred Foster, George Zanic, and the Manager of the School District regarding the Baseball League not being able to use the field. Councilperson Bair stated that is just not acceptable. Manager Wheeler stated someone tell him how to get past DEP. Manager Wheeler stated that the High School maintains the field. Solicitor Wilson stated that this needs rectified. The Borough gives money to the school let them do it. Councilperson Green stated that if we do it this year then we will have to do it every year. Solicitor Wilson will look into the DEP regulations.

**EXECUTIVE SESSION:**

Executive Session called 6:16 pm

**ADJOURNMENT:**

BY: Melody J. Parsons  
Borough Secretary