

## Huntingdon Borough Administrative Committee Meeting

Tuesday, December 11, 2018

The meeting of the Administrative Committee meeting was called to order by Vice-President Sean Steeg at 4:30 PM.

Committee members present were Chairman Nicole Houck (5:05 PM) and Councilman Terry Green.

Members present were Councilman James Bair Jr., Councilman Robert Jackson Jr., Councilman Johnathan Hyde, Borough Manager Daniel Varner, and Borough Secretary Richard King.

Guest present were 911 Director Chris Stevens.

Vice-President Sean Steeg recognized the guests present and asked if they had any comments. There were none.

Borough Manager's Report.

- Dan Varner mentioned that he has recommended to the Administrative Committee last meeting that he would like to move the PLGIT money back to our local banks and the committee did not let him know if this was ok.

**The Administrative Committee recommends a motion to have the Capital Reserve Fund moved from PLGIT to First National Bank.**

- Dan Varner reported on his ongoing discussions with the local financial institutions regarding the interest rates on our deposits.
- Dan Varner spoke on GHD Engineering and there was a very lengthy discussion. Dan said the purpose of having an Engineering firm is for them to do projects. Dan said that we need to start preparing things now for redoing the other trickling filter and putting it out for bids.
- Dan Varner is to ask GHD Engineering to give us a cost for engineering to do the other Trickling Filter. Dan will then bring this to the Water & Sewer Committee.
- Chris Stevens mentioned that we are finally done with setting up the Health Insurance and the Ameriflex.

Since Solicitor Wilson was not present Vice-President Sean Steeg asked if we had anything to take to him and there was nothing.

Mayor's Report.

- Mayor David Wessels asked about the Wastewater Treatment Plant vacancy and wanted to know when we will be filling that position. Dan Varner said that we will discuss this at the January Committee meetings.

Open Issues.

- There was a very lengthy discussion on the Rental Ordinance that was handed out.

- Nicole Houck then asked about the budget and Dan Varner reported the 2019 Budget has been available for public inspection since December 3, 2018.
- Dan Varner spoke on the Audit and how things have changed. He said the Auditor has 90 days to finish the audit and have to us a Detailed Financial Statement and this is to be published in the Daily News.
- Dan Varner stated that there will be no increase in the millage rate for 2019.

**The Administrative Committee recommends a motion to approve the following 2019 budget.**

<b>ACCOUNT</b>	<b>REVENUE</b>	<b>EXPENSES</b>
<b>GENERAL</b>	<b>\$3,410,238.97</b>	<b>\$3,410,238.97</b>
<b>WATER</b>	<b>\$2,347,638.00</b>	<b>\$2,347,638.00</b>
<b>SEWER</b>	<b>\$2,971,525.00</b>	<b>\$2,971,525.00</b>
<b>LIQUID FUELS</b>	<b>\$ 261,224.00</b>	<b>\$ 261,224.00</b>
<b>CEMETERY</b>	<b>\$ 42,050.00</b>	<b>\$ 42,050.00</b>
<b>ISETT COMMUNITY SWIMMING POOL</b>	<b>\$ 82,560.00</b>	<b>\$ 82,560.00</b>
<b>TOTAL BUDGET</b>	<b>\$9,115,235.97</b>	<b>\$9,115,235.97</b>

The following reappointment were made by the Administrative Committee.

**The Administrative Committee recommends a motion to reappoint J. Jackson Barlow for a 5-year term to the Tree Commission.**

**The Administrative Committee recommends a motion to reappoint Michael Keating for a 6-year term to the Civil Service Commission.**

**The Administrative Committee recommends a motion to reappoint James Savory for a 5-year term to the Huntingdon Ambulance Authority.**

**The Administrative Committee recommends a motion to reappoint Phillip G. Thompson for a 5-year term to the Huntingdon Area Water & Sewer Authority.**

**The Administrative Committee recommends a motion to appoint Grant Stewart to fill a vacancy for an unexpired term to the Huntingdon Borough Parks Commission to expire January 2021.**

- There was a discussion on the email system. Sean Steeg said that Google mail is not free to the borough. He said it will be \$10.00 per user, per month. Dan Varner is to set up a meeting with Dave Myers of County Systems on this. Nicole Houck said that she will look into other providers.
- Sean Steeg mentioned that we need to implement this email system into the 5-year plan.
- James Bair Jr. asked where we stand on the Borough Managers position. Dan Varner said that we should post the position in January 2019 and that he would like to stick around a few months to train.

Meeting adjourned at 6:10 PM.

Minutes submitted by,

*Richard S. King*

Richard S. King  
Huntingdon Borough Secretary