

## Huntingdon Borough Administrative Committee Meeting

Tuesday, March 12, 2019

The Administrative Committee meeting was called to order at 4:30 PM by Chairman Nicole Houck.

Committee member present were Councilman Terry Green and Vice-President Sean Steeg.

Member present were Councilman James Bair, Councilman Robert Jackson, Mayor David Wessels, 911 Director Chris Stevens, Borough Solicitor Richard Wilson, Borough Manager Daniel Varner and Borough Secretary Richard King.

Guest present were John Taylor, Auditor and Mr. & Mrs. Tom Bilich.

Chairman Nicole Houck recognized the guest present and proceeded with John Taylor, Auditor.

John Taylor gave the results of the Borough's Audit that was completed and went over the very high points.

John spoke on the turnaround of the audit and commended Dan and staff for getting him the information that he needed. He said that normally he would not have been setting here in March to discuss the audit.

John spoke on the following.

- Page 1 – this was a clean opinion of the audit.
- Page 10 – operating income or loss
- Page 11 – cash flows
- Page 27 – budget versus actual
- Increase over \$300,000.00
- Page 16 – GASB
- Page 26 – new standards over a 2 or 3 year period
- Page 19, 20 & 21 – current debt
- Page 31, 32, & 33 – findings
- Page 33 – is a repeat finding regarding journal entries and our working towards reducing the number of entries by the auditor.
- Has met with management and staff and gone over the audit report

Dan Varner said that he feels that this finding, regarding journal entries was mostly a carryover from the first half of last year and should not reappear next year.

John said that the other 4 findings have been taken care.

Dan Varner spoke on an interfund transfer from the Cemetery to the General Fund of \$5,899.00 from a previous year's audit that was never completed. John Taylor said that all we need to do to forgive this is a motion at the Council meeting and then a journal entry to clear this up so it does not show next year.

Chairman Nicole Houck then proceeded to the Mayor's report.

Mayor David Wessels said that he had an email from a Juniata College student asking for an intern position with the mayor.

Chairman Nicole Houck then proceeded to the Solicitors report.

Solicitor Richard Wilson said that there were two (2) borough ordinances that are out there and need to be advertised and they are the Landlord Rental Agreement and the revised ticket ordinance. Dan said that there was a Cellular Tower ordinance also.

Chairman Nicole Houck then proceeded to the Rental Ordinance.

Tom Bilich spoke on the changing of the Code Enforcements checklist to the Hud checklist. Rich Wilson will need to reinsert the Hud checklist. There was a discussion on the exhibits and Rich said that we need to have these. Tom said that Hud will be updating their standards in the future.

Tom Bilich then spoke on the permission of access and that it was so vague. Rich said this is just for a unit and there will be no looking at all of the areas.

Dan said that we will have to advertise the ordinance and Rich asked for it to be in May because he will not be able to make April's council meeting. Dan suggested a motion to place the ad in April, then vote on it at the May meeting.

Chairman Nicole Houck then proceeded to the Borough Managers report.

Dan Varner said that he gave the notice of intent to award the splash pad construction to Yenter's Assoc.

He has spoken to Rain Drop and will be issuing a purchase order to Rain Drop for the apparatus, then the invoice will be given to Mr. Isett. Mr. Isett has indicated that the J. Melvin Isett and Beulah M. Isett Foundation will be paying for the entire project. Dan updated Rich on the Isett Foundation and buying of the toys. He said that we would have the apparatus by May and hopefully ready for the opening of the Isett Pool

Dan said that there will be a meeting with High School Baseball, Softball League, Little League and Legion League at 7:00 PM and if anyone wants to come back they can. He said that we have made commitments and we need to honor them. He mentioned that he wants them to work together to accommodate everyone's schedule.

Dan talked about the possibility of a Keystone Opportunity grant and reported on a conversation with Mandy Book from DCED regarding a \$125,000 no match grant being available. He said he was given a window of applying between now and May 29<sup>th</sup>.

Dan said that Sonny Heine came to him and told him that he wants to give the borough two (2) lots that are wetlands and brought in the parcel numbers. Rich is to get in touch with Mr. Heine and do the paper work for the transfer of the deeds.

Dan said that if approved by council at its regular meeting, items may be set out for Spring cleanup April 5<sup>th</sup>, 6<sup>st</sup> & 7<sup>th</sup>, and Hollenbaugh will be picking up April 8<sup>th</sup> thru April 12<sup>th</sup>. Dan said that any items set out after 7:00 AM on April 8<sup>th</sup>, offenders may be cited.

The committee recommends the process of advertising the Assistant Borough Manager in house.

Chairman Nicole Houck then proceeded to the Open Issues.

Chris Stevens said that the laptops are finally ordered and there were some problems with ordering and having fraud alerts.

Chris handed out the 5 year plan packets and talked about this being a guide and a continuing process that we need to keep updating. There was a discussion on the 5 year plan. Chris said that the supervisors were very cooperative and seemed to understand the necessity to controlling expenses when using public money. He said if they didn't need something right now then they told him they could wait.

Dan Varner said that he has met with the president of the union and AFSCME Representative and discussed language in the contract. Dan said that both labor contracts expire next year and the possibility exists to extend the non-uniform contract another 2 years. Dan is to set down with Rich and go over this.

Dan Varner handed out a packet on the 4<sup>th</sup> Street CSO project. He spoke on the bids, and said that they must submit a change order to redo and finish the project. Rich said that if we negotiate this then there will be no leverage, and to tell them, that if they do not submit a change order, then they should back out and we should go with another engineer. If they back out then they should let us know what we owe them.

James Bair asked where we stand with the non-discrimination and Nicole said that we will discuss this at the May workshop session.

Meeting adjourned at 6:15 PM.

Minutes submitted by,

Richard S. King  
Borough Secretary