

**ADMINISTRATIVE COMMITTEE MEETING  
JULY 11, 2017  
4:30 P.M.**

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

Chairperson Quarry called the meeting to order.

**VISITORS:** Sean Steeg

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

**BOROUGH MANAGER'S REPORT:** Manager Wheeler reported that we have received the bids for the paving. He and Supt. Yarnell have reviewed them and look correct. The low bidder was Hawbaker's at \$289,254.50. We will put it on the Agenda for the Special Meeting today for the council to accept the low bid. Councilperson Gradwell asked how this fits it with Liquid Fuels. Manager Wheeler responded the funds are ok.

Manager Wheeler reported that he received a call from the Department of Labor. HRI is not being as forth coming as the Department of Labor would like. This will be going to an administrative hearing. The water project cannot be closed out until this issue is resolved.

Councilperson Isenberg questioned the general fund budget. She asked if we are at a deficient at 140.6% and do we have enough money to pay the bills? Manager Wheeler stated that he is not sure he has not looked at the budget yet. Manager Wheeler responded that we definitely have enough money to pay the bills.

Manager Wheeler distributed a draft of a letter that he prepared to send out to DCNR regarding some relief from the grant money associated with the Dubois Business College. He stated that he spoke with Ashley Rebert and she is more than happy to help out with this. He asked for Council to review the letter for corrections. The Council and the Mayor offered their suggestions. Manager Wheeler also distributed a

draft of the letter regarding “cancellation of agreement of sale” to the Dubois Business College. He asked for Council’s approval. Council approved the letter with corrections. Manager Wheeler stated that he was instructed to publicly commend you for your insistence in calling Senator Corman’s office. Mayor Brown stated that Scoop Sample played a big part and getting help with this. Councilperson Houck asked what the process for this. She was under the assumption at the last meeting that we had voted that Mr. Quarry and the Solicitor would contact the representatives. We come to the Community Development meeting last week. There were a couple council members along with the Mayor having a meeting in the chambers. She feels like she was out of the loop in communications. All of a sudden there was a conference call and nobody said anything to me and she had no idea how these things came about. She does agree with the outcome. We have 7 members of Council and you can’t pick and choose who you are going to keep in the know. Mayor Brown responded she wants to answer the question about the meeting in the chambers. She had gone over to talk with Representative Richard Irvin and asked him to come to the meeting and hear Council’s side of what they thought about the Dubois situation. He agreed to come. When she asked Mr. Decker to come out into the Chambers it was to let him know so he could introduce Rep. Irvin. Councilperson Houck responded that in the meeting it was decided that Mr. Quarry and the Solicitor were to be the point people. She feels we are making decisions and we are not sticking to them. What’s the point of us having discussions on items? Councilperson Decker stated we need to do better in the future.

Manager Wheeler stated that everyone knows what happen with the Waste Treatment Supervisor applications. The 2 top applicants called to say they were not interested.

Manager Wheeler reported that Kenny Evans started on the Water Plant project today. Mr. Evans felt he would have this completed in a couple of weeks. We got the low bid from Tom’s Tree Service for doing the work along the wall to clear the trees.

Manager Wheeler posted the job for a new maintenance employee.

Manager Wheeler reported that the RFP’s for the 4<sup>TH</sup> St. CSO and Trickling filter media replacement at the Water Water Treatment Plant are due the 14<sup>th</sup>. We had some questions that came back. Ann and Roger met with the people that were bidding and answered their questions.

Manager Wheeler asked if you want to sell both vehicles by closed bid or by Municibid. Supt. Yarnell would like to sell the International. The international will

have to be replaced before winter. Mayor Brown asked why we don't lease our vehicles. Manager Wheeler can look into a new vehicle and get the amounts to Council. He stated the international needs replaced before winter and it needs to be inspected. Manager Wheeler will email Council all the things that are questionable about the truck. He will get a price on all the repairs. Councilperson Bair stated that he would like to have the cruiser go out on Municibid he feels we can get more that way.

Chairperson Quarry asked about the fleet list. He stated that we really need it. Manager Wheeler stated he will reach out to the Supervisors again to get their information in.

**SOLICITOR'S REPORT:** Solicitor Wilson was not present.

**MAYOR'S REPORT:**

**OPEN ISSUES:**

**WWTP SUPERVISOR REPLACEMENT:**

**CODE ENFORCEMENT OFFICER REPLACEMENT:**

**RFP FOR 4<sup>TH</sup> ST. AND TRICKLING FILTER MEDIA REPLACEMENT AT WWTP:**

**TOWN CLOCK FUNDING:** No update on the town clock.

**ORLADY WALL:**

**GRIFFITH SUIT:** Manager Wheeler will set up a meeting the Mr. Griffith

**PARKING METERS:** Chairperson Quarry asked about repairs to the parking meters. He stated that you can't read half of the meters yet. Manager Wheeler will set a deadline for Supt. Yarnell to have the repairs completed.

**JEN HABEL, 5<sup>TH</sup> STREET ALLEY AGREEMENT STATUS:** Manager Wheeler report that Jen Habel feels that the letter that Solicitor Wilson sent to her indicated that we would pave that alley. Manager Wheeler stated that he told Ms. Habel that he has not seen the letter, however, he is absolutely certain that Borough Council never agreed to pave that alley. We agreed to repair it and make it better than it was. We feel we have done that. This is something she needs to work out with Solicitor Wilson.

**SALE OF OLD POLICE CRUIZER AND REVIEW OF BOROUGH FLEET:**

**WATER BILL CHANGE:** Manager Wheeler stated that we talked about it in the office. We went out and got some pricing. He needs to submit to you all the things that it is going to take to make a new billing work. He explained some of the changes

necessary to Council. He asked if Council thought it would be better for pricing to send out a post card with the information Council wants on them.

Adjourned for Special Meeting.

**EXECUTIVE SESSION:** Called at 6:21 pm regarding personnel issues  
Reconvened at 6:32 pm. A decision was made on 2 employees.

Chris Stevens, 911 Director, brought Council an updated report of 911 costs for the year. They hired 1 part-time dispatchers. He is looking at 2 more part-timers. He plans to make it mandatory that part-timers work at least 8 hrs. per month. Mr. Stevens presented a report indicating all the extra duties the 911 dispatchers take care of during their shifts. Manager Wheeler stated that it is important that we meet with the Commissioners. Councilperson Isenberg stated there are a lot of people that go through the dispatch center that should not. She stated that it is a County Center and people should not be going through there. Mr. Stevens is working on this.

Councilperson Decker stated he appreciates the time and effort that Mr. Stevens puts into his report. There is a lot of data there.

Chairperson Quarry recommends that Manager Wheeler make tentative offers to the 2 applicants.

**LIVE STREAMING OF MEETINGS:** Councilperson Houck stated that she feels this allows more people access to our meetings. We can Facebook live every meeting. We can stream it from our Facebook. Councilperson Houck stated she has a friend that has experience doing this. She can ask him about the equipment. Councilperson Bair suggested 2 people in Huntingdon that have the ability to do this. Chairperson Quarry will get in touch with Greg Banks.

**NEW BUSINESS:**

Councilperson Gradwell stated it is July and he wondered when they will see a budget. The budget proposal needs to be out here ASAP. Manager Wheeler stated that within the confines of the hours he is keeping now he is barely able to get the stuff done that he needs to do. It is only July. One of the reasons the budget looked the way it did last time because he is doing a budget in July and August. He stated he is a quarter way from true numbers. He can throw together a budget and it will be 60 % correct.

Councilperson Gradwell asked if we are still maintaining the 2:00 pm start time for the Committee meetings. Chairperson Quarry stated yes. Councilperson Isenberg stated that we need to clarify the workshop session. Manager Wheeler stated that it was advertised as the Thursday after the Council meeting.

Mayor Brown stated that a Wanda Meyash award was not presented for 2016 she would like to recommend Glenn Stample. She would like to recommend Greg and Yvonne Stine for the 2017 Community Wanda Meyash award for the monument they continual take care of and made an amazing changes to it.

Councilperson Isenberg asked Mayor Brown if she has gotten the plaque for the fireman's Bell. She reminded the Mayor of the certificates they decided would be awarded to the Police Dept. and to the Dispatchers for the night of the Robison issue.

**ADJOURNMENT:**

FINAL DRAFT

BY: Melody J. Parsons  
Assistant Borough Secretary