

**ADMINISTRATIVE COMMITTEE MEETING
FEBRUARY 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, Dave Quarry, Solicitor Richard Wilson, Borough Secretary Melody J. Parsons, and Borough Manager William W. Wheeler.

Chairperson Houck called the meeting to order.

VISITORS: There were not any visitors.

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

BOROUGH MANAGER'S REPORT:

- Manager Wheeler stated he received a large number of applications for the Water Treatment Plant Operator.
- Friday is the last day for Pool Manager Applications.
- We have not been using a certificate of use. He will create a certificate.
- He stated that we need a different kind of zoning permit. He will get with Jim Morris.
- Manager Wheeler will get a copy of the contract with Bureau Veritas.
- Manager Wheeler updated the group on the issues with DCED and the FY2014 grant.

SOLICITOR'S REPORT:

Solicitor Wilson reported that he received a call from Jen Habel. Solicitor Wilson informed Council that 5th Street was vacated by the Borough. Ms. Habel wanted it to be at a point when Borough vacated it that it could be plowed. Manager Wheeler stated the alley was prepared with cold patch and millings. The surface was fine for a snow blower. Solicitor Wilson asked if there is something that we can do to compromise on this. Manager Wheeler responded we can pay someone to put hot mix on it. Solicitor Wilson stated Mrs. Habel will have to sign a statement that she accepts it the way it is done.

Solicitor Wilson recommended to Council that the Zoning Ordinance be updated. He stated that it is very hard to interpret. He recommends that a consultant is hired to update it.

Solicitor Wilson stated that Council before the reorganization was looking at updating the sidewalk ordinance. The Ordinance states that Borough has the right to do the sidewalk and bill the property owner if the sidewalks are blacktop or brick. CEO Morris agreed that the Ordinance needs to be updated. Chairperson Houck stated that this will be put in the Public Safety Committee.

MAYOR'S REPORT: Mayor Wessels does not have a report at this time.

OPEN ISSUES:

BOROUGH FLEET: Manager Wheeler stated that he needs to get the truck that the Code Enforcement Officer is using back to the borough fleet.

PURCHASE OF PICK-UP FOR CODE ENFORCEMENT OFFICER: Manager Wheeler is still looking for a truck for the Code Enforcement Officer. He asked that Council raise the cost that he is allowed to spend from \$8,000.00-\$10,000.00.

WTP REPLACEMENT:

POOL MANAGER: Manager Wheeler reported that he should receive his first batch of applications Friday.

RECORDS PRESERVATION: Tabled.

ORLADY WALL STATUS: Manager Wheeler reported that after Kenny Evans gets the door fixed for the police dept. he is going to start on the Wall again.

MAINTNENACE DEPARTMENT REPLACEMENT: Tabled.

LIVE STREAMING OF BOROUGH MEETINGS: Tabled.

NEW BUSINESS:

GRANT WRITER POSITION: discussed in Executive Session

INTERNS:

G-SUITE PROPOSAL/TECHNOLOGY UPDATE: Councilperson Steeg reported the setup quote for G-Suite is \$5,000.00 then \$10.00/user/month.

Councilperson Steeg stated that has a copy of Bellefonte Borough's Employee handbook. He stated that the Council should review it. Chairperson Houck asked him to send it out to everyone.

Councilperson Bair reported that HRG is the Engineering Group that was picked for the 4th Street CSO project. Manager Wheeler is checking price there were extra hours added. Solicitor Wilson reminded the Council that the Bond Council should be gotten in touch with. Solicitor Wilson will contact them.

EXECUTIVE SESSION:

Executive Session called 5:40 pm
Reconvened at 5:48 pm

They have not reached a decision on the Grant writer position.
George will meet with the Administration Committee.
The Pool Manager Position will be offered to Mary Ann Buckley.
Solicitor Wilson will write the ordinance for full-time Code Enforcement Officer
Council will appoint a new full-time Code Enforcement Officer
Chris Ledeker has completed is 6 months' probation
Council will be relieving Tom Yarnell.

Mayor Wessels reported that they will begin implementing one parking meter permit for each business with the exception of All American they will get two.

ADJOURNMENT:

BY: Melody J. Parsons
Borough Secretary