

ADMINISTRATIVE COMMITTEE MEETING

JUNE 12, 2018

4:50 PM

The following persons were present for the meeting: Chairperson Nicole Houck (Speaker Phone), Committee members Terry Green and Sean Steeg, Councilmembers David Quarry, James Bair, Johnathan Hyde, Robert Jackson, Mayor David Wessels, Borough Manager Daniel Varner, Solicitor Richard Wilson.

Richard King was present to take the minutes.

Chairperson Houck called the meeting to order.

Visitors: None

Borough Managers Report:

- There has been a lot more emails and phone calls from Kim Polm on the DCED program since he last talked to Nicole Houck. He said that Kim will be coming in on July 9th and then there will be a meeting with her with all of Council. She wants to go over the records kept.
- George Drobnock was in on Monday, June 11, 2018 and has been searching for the records.
- Because of moving between two offices and not wanting to miss calls, I have temporarily changed the automated phone system to include only the Code Enforcement Officer or the Mayor by punching in their extension. All other calls will be answered by a staff member and directed to the appropriate place.
- The Administrative Committee recommends the removal of Melody Parsons and William Wheeler as authorized signers on all Borough Accounts; and, to add James Bair as an additional signer to be effective June 12, 2018.
- Told Nicole that he has forms from DCED and the Pension Plans of the Uniform and Non-Uniform to sign plus resolutions.
- We have not found the minutes or notes that Melody has taken of the last meeting, but are still looking.
- Will be calling on William Wheeler, Thursday, June 14, 2018, because he has a lot of questions to ask him.
- Will not be using the Borough Managers or Borough Secretary's main computer. He has the laptop from the Sewer Department that has been wiped cleaned and will be using this for Borough business.
- He said that he has an email account and it is dvarner@huntingdonboro.com.

Solicitor's Report

- Solicitor Wilson stated he has nothing to report.

Mayor's Report

- Reported that he has received a Right to Know request and wanted to know what the status was of the last recording of the Special Council Meeting. He stated this person requested the last recording be given to him. Mayor said he has until Friday or he can request an extension and give to him next week. Committee recommends making a copy of it and that we can charge for this.

Open Issues

- Nicole Houck asked about the hiring of summer maintenance help. Dan Varner reported that we still have an open position, that he was given 3 names and 1 was available, 1 found another job and the other did not return his call. He has hired 2 others since and one was a 16 year old but they can hire them with a work permit. Dan mentioned that Travis Gutshall was very happy with them and that there was money in the budget to hire another person.
- Dan Varner mentioned that he has contacted Career Link and the Ad is still running and can receive other applications.
- Jim Bair mentioned about putting this on Facebook and the Website.
- Grants Administrator was mentioned and we need to hire someone to take care of any new grants. George Drobnock will be taking care of the outstanding grants.
- The Borough has received applications for the Grants Administrators position and Dan will be provided a copy of them, so he can give them a call and set up interviews.
- Borough Ordinances have not been put on the website apparently for the last several years. Dan Varner will be reviewing them for any changes to be brought back to the Committee before adding to the site.
- Parks & Recreation Committee ordinance amendments need to be approved. For future references, all ordinances must be advertised for 7 days prior to voting. It may take to until the following month's council meeting to act on new or amended ordinances.
- Rental Agreement was brought up and the ordinance has not been updated. Jim Bair mentioned that he was at a conference and they said that you can do what you want that this is your right and to not cave in. You can take things out to shorten it. He also mention that as an Entity, the Code Enforcement Officer has the right to go into the home. Should get a hold of the landlord and give him time to get there. Solicitor Wilson will have the revised ordinance by the General meeting.
- Dan Varner will be reviewing the Borough Secretaries position and the Borough Managers position. Will be discussing with Nicole Houck.

- Committee requested to re-advertise the Ad for the Borough Managers position and any that have applied in the past may reapply.
- Solicitor Wilson stated that the Recycling Contract will be coming up at the end of the year. He would like to see us to proceed and put this out for bid and present at the September meeting. He said if we wait then we will run into issues. He said that we can stick with a 2 year contract or go for a 3 year contract

Richard King was asked to leave the meeting due to Council going into Executive Session at 5:45 PM.

The Executive Session ended at 6:35 PM with no additional action taken.