

ADMINISTRATIVE COMMITTEE MEETING

July 10, 2018

4:30 PM

The following persons were present for the meeting: Chairperson/President Nicole Houck, Committee members Terry Green and Sean Steeg, Council members David Quarry, James Bair, Johnathan Hyde, Mayor David Wessels, Borough Manager Dan Varner.

Kylie Morningstar was present to take the minutes.

Chairperson Houck called the meeting to order.

Visitors: None

Borough Managers Report:

- Borough Manager Dan Varner reported they are finishing up the Growing Greener Grant.
- A/C unit is working. The controls on the computer are messed up. The company needs to physically come onsite and will be here on Friday, July 13, 2018 to fix. The expense is unknown at this time. Jimmy Burkey from Brenneman Mechanicals fixed the A/C and tightened the belts and replaced filters.
- The ARLE Grant has been submitted.
- Manager Varner reported that he came across paperwork in his office regarding the Flood Plain Management Act. The deadline was 2/28/2018 and it appears it was not met. He is going to research it some more.
- Manager Varner talked with John Taylor (Auditor) from Baker Tilley to see if he would come sit down with him to review the audit. Manager Varner would like to get a cost from John to see about doing an audit from Jan. 1, 2018 – July 1, 2018. He believe the cost is going to be around \$2,500.00 - \$3,500.00, but needs to check into it some more as far as what the cost would cover.
- The Commissions need to be updated, Manager Varner said he will work on that. We are one short on the Planning Commission.

Open Issues

- Mayor Dave Wessels reported that the circular fact sheet that was printed in The Daily News is incorrect. It list that we do not have a Borough Secretary. Dan Varner has been appointed as Borough Secretary since the release of Secretary Melody Parsons.
- President Nicole Houck asked that all council member please be sure to get their agenda in for the council meeting.
- President Nicole Houck report that the HR Policy need reviewed by council and they need to decide what that want to include / not include.

- President Nicole Houck reported that Matt Baer is checking on a Junior Council Person to serve and will follow up with him.
- President Houck reported that the Parks Commission Ordinance was taken care of at the last council meeting and they are reviewing the Rental / Manager and Secretary Ordinances with Solicitor Rich Wilson.
- Manager Dan Varner reported that the Secretary Ad has been advertised on Facebook, Website, and The Daily News. President Nicole Houck said she will complete and have reviewed the Assistant to the Borough Manager Ad and then advertise.
- The Borough Managers job description will be reviewed with Nicole.
- Discussion was held on the Employee Appreciation Picnic to be held on August 17, 2018
- Executive session was called at 5:18pm
- Returned at 5:47pm from Executive Session – No Action Taken
- Meeting was adjourned at 5:47pm.