

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 14, 2018 – 4:31PM

The following persons were present for the meeting: Chairperson/President Nicole Houck, Committee members Sean Steeg and Terry Green, Council members David Quarry, James Bair Jr., Johnathan Hyde, Robert Jackson Jr., Borough Manager Daniel Varner, Borough Solicitor Richard Wilson.

Guest Present was Ben Kapenstein from PFM Financial.

Daniel Varner took the minutes.

Sean Steeg reported that Mayor, David Wessels was unable to attend but requested a motion be made to approve the Borough filing a grant application for funding to support the establishment of a police canine unit.

Ben Kapenstein began a presentation regarding options for financing the payments for the emergency repairs to Muddy Run Creek Culvert caused by the recent collapse.

(4:36 PM Joe Pierce and Laura Kurtz of Eckert Seamans Cherin & Mellott, Bond Council joined the meeting.)

Various options were presented and discussed regarding Huntingdon Borough's short term and long term financial needs. It is recommended that Huntingdon Borough obtain a short term loan for \$300,000.00 and use any remaining money from the Orlady wall financing first, and then this new money. There was also discussion regarding the need to identify the financial needs for the next several years and to proceed with a bond issue to cover all the needs.

(5:30 PM Ben Kapenstein, Joe Pierce and Laura King left the meeting.)

**Executive Session was called for personal issues at 5:31 PM.**

**Executive Session ended at 5:55 PM**

Dan Varner was instructed to place an ad on our Web page, Facebook and with PA Career Link for a part-time temporary Assistant to the Manager and to hire one as soon as a suitable applicant applies.

The Administrative Committee authorized Dan Varner to request AFSCME Local 3157 to meet and approve an amendment to the current contract to create a Maintenance Foreman position.

The Administrative Committee asked Dan Varner to research switching to Google Mail.

Dan Varner indicated that he was going to replace several of the oldest computers in the Borough Offices and recommends to Council that they institute a program of regularly updating a portion of the computers every year to avoid the necessity of replacing a large number at one time.

Dan Varner requested the names of the Council Representatives on the Health Committee and indicated his intent to hold a Health Committee meeting the week of the August 27<sup>th</sup>. The Council Representatives are Nicole Houck, Sean Steeg and Terry Green.

The Administrative Committee requested Dan Varner to purchase some Recycling Bins utilizing Recycling money and make them available to our Residents who need a replacement bin.

Solicitor Rich Wilson and Dan Varner are going to meet with Brad Hollenbaugh and discuss any issues regarding recycling.

Discussion was held regarding the Recycling Truck and the previous Borough Manager requiring Brad Hollenbaugh to carry insurance on Huntingdon Boroughs Recycling Truck. Boroughs insurance carrier indicated that was not necessary.

Solicitor Rich Wilson asked council to revisit and make a final decision on the Landlord Tenant Ordinance.

Solicitor Rich Wilson recommends strongly that the borough modernize the Zoning Ordinance.

Nicole Houck indicated that she would Scan and Email the applications for Borough Secretary to all for review.

Administrative Committee authorized Dan Varner to forgive \$827.57 of the Water and Sewer bill for 1100 Washington Street. Building is being purchased by Habitat for Humanities.

Discussion was held regarding amending the sick leave policy which limits the accumulations of leave and in effect encourage employees to use sick leave. The cost of an employee using 8 hours sick leave compared to receiving \$20.00 a day upon retirement was review and discussed. This matter will be discussed at a future meeting.