

Administrative Committee Meeting

September 11, 2018 – 4:30 PM

The meeting of the Administrative Committee Meeting was called to Order by President Nicole Houck.

The following committee members were present: Vice President Sean Steeg and Councilman Terry Green.

The following members were present: Council Robert Jackson, Councilman Johnathan Hyde, Mayor David Wessels, and Borough Manager Daniel Varner.

Richard King took the minutes of this meeting.

Recognize guest for public comments. There were no guest present.

Borough Manager's Report.

Dan Varner stated that he was going to get with Solicitor Wilson to talk with the S & A Homeowners Association on taking over the detention ponds and not the common areas.

Dan Varner stated that he talked with Regina Hileman of Penn Township and he told her that Huntingdon Borough wanted to honor their agreement and to offer services now. He said we should not worry about the 20 hours. Dan said that Regina asked about just taking this off of their bill each month and Dan told her that he needs to check with the Auditor and Solicitor to see if we can do this. Regina said that she has a board meeting tonight at 6:00 PM.

Dan Varner said that he will have Roger go out to Penn Township to look things over to see what all we can do.

Dan Varner stated that the Halloween Parade donation and Ambulance Division donation is already in the budget and he wants to go ahead and make payment.

The Administrative Committee recommends the payment of donations to the Halloween Parade and the Ambulance Division.

The Administrative Committee recommends that Trick or Treat night be set for Wednesday, October 31, 2018 from 6:00 PM till 8:00 PM.

Executive Session was held at 4:40 PM to go over Personal Issues.

Executive Session ended at 5:00 PM.

The Administrative Committee recommends the hiring of Richard King as Borough Secretary of Huntingdon Borough.

Dan Varner stated that we need to get the Health Care Committee together and start working on the Health Insurance. Dan told Nicole that Chris will be contacting her to set a date to meet with the Committee. Dan said that we need to look at the group the county has which is part of PSAB and the group organized by this deals with different brokers.

Dan Varner mentioned that we will be working with Cisney & O'Donnell at the pool to repair and inspect all systems.

Dan Varner mentioned that we have some minor electrical issues in the borough building and he suggested the generator should be put under a load test to make sure the major systems and the 911 equipment is going to work.

Dan Varner talked about how Chris Stevens has helped out with the pool this summer. He said that he was there almost every day for an hour or more.

The Administrative Committee recommends paying Chris Stevens a stipend for his work at the pool, to be paid out of the pool account.

Solicitor Richard Wilson joined the meeting at 5:10 PM.

Dan Varner asked Solicitor Wilson if the Ordinance that restricts Bow and Arrow hunting supersedes the game law. He asked if this ordinance allows hunting with a Bow and Arrow in season on Borough property. Rich then said that we could do a resolution allowing Archery hunting and issuing permits to be \$10.00 annually and open only to the residents of Huntingdon Borough and to do by a lottery. He mentioned that we could do 2 years in a row then give to someone else. The Archery season runs from September 29th thru November 12th. The deadline to have permit applications will be September 24, 2018 by 12:00 PM. He said there should be a release to sign also.

The regulations should have no hunting in a safety zone, so many feet off of trails, not to erect tree stands, no motorized vehicles, and must follow the PA Game Commission laws. It was mentioned to talk to Alexander Water Authority on how they do theirs.

Nicole Houck stated that she is have trouble finding a Junior Councilperson. It was mentioned that they must be a high school student and to live in Huntingdon Borough. Dan Varner said that he would help in the search for a junior council member

Nicole Houck talked about the College councilperson and said that Madison Traho was interested. Nicole is to set up interviews.

Nicole Houck talked about getting internships from Juniata College and Richard King should have a conversation with them on this.

Nicole Houck stated that she would like to have a meeting on the Rental Ordinance and to have a few landlords come in for this. It was decided to have an informal setting of 3 council persons, Tom Mincemoyer, Tom Bilich, Bill Cummins or Mike Davignon.

Councilman Johnathan Hyde joined the meeting at 5:45 PM.

The Borough Managers job description was brought up and Dan Varner said that we should model PSAB description of the Borough Manager job, and Dan will get with Rich Wilson to go over the Borough Ordinance.

Dan Varner is to do the same for the Borough Secretaries job description

Dan Varner spoke on the Budget and he stated that he has talked to the Department supervisors and Chief Buckley to get them involved. Dan said he wants to nail down health insurance cost. He said that he would like to have a preliminary budget in October, post it in November and adopt it in December.

Dan Varner asked who was on the Health Care Committee and they are Nicole Houck, Sean Steeg and Terry Green. Dan Varner stated that he will have Chris Stevens reach out to them by next week at the latest.

Dan Varner stated that Rich Wilson and he had a meeting with Brad Hollenbaugh on the Recycling Contract since it expires the end of the year. He mentioned about having clean up days included in this where they will charge per ton. Dan said that we can get the inmates to help on clean up. Dan said that we need to keep away from graduation, homecoming, Easter etc. Dan said that the recycling center need to be open the hours it is supposed to be open.

Rich Wilson said that the Recycling Bids need to be advertised and would like to have a draft for bids at the October meeting.

Meeting adjourned at 6:15 PM.