

## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, OCTOBER 9, 2018

The Administrative Committee meeting was called to order by Chairwomen Nicole Houck at 4:30 PM.

Committee members present were Councilman Terry Green and Councilman Sean Steeg.

The following members were present, Councilman David Quarry, Councilman James Bair, Councilman Robert Jackson, Mayor David Wessels, Borough Manager Daniel Varner, and Borough Secretary Richard King.

Guest present were from the Human Relations Committee, April Feagley and Chris Stevens.

Chairwomen Nicole Houck asked the guest if they had any comments.

Anthony Bullet said they are here to follow up on the Community Development meeting on where we stand. Nicole Houck said that their proposal of an ordinance was sent to our solicitor and he is on vacation.

Pat Hunter asked if we have any questions on this. Chairman Robert Jackson asked how this ordinance would help. Pat Hunter said that there is no protection and having the ordinance as written would have protection.

Johnathan Hyde arrived at 4:34 PM.

Chairman Robert Jackson ask Pat if they approached the school board and her answer was yes.

### **Borough Manager's Report**

Dan Varner stated that he would like to hire an Administrative staff to replace Rick but before we do this, we need to revisit and work on the salaries for new employees. He said starting out at \$10.00, we are not looking at quality employees.

Mayor David Wessels arrived at 4:42 PM.

Dan Varner stated that he has not advertised for Darwin Itinger position yet due to the salaries in the contract.

Dan Varner said that we also need to look at the contract on sick leave limits. He said that the employees that are maxed out will be taking off and being paid their full rate instead of \$20.00 per day that is stated in the contract. He said there is contract issues that need to be addressed.

Dan Varner told the committee that the budget will be done this week.

### **Solicitors Report**

Solicitor Richard Wilson was not present to go over the Recycling proposal.

### **Mayors Report**

Mayor David Wessels reported that he has found a Christmas tree for downtown. He said he is working with Deb Higgins and Deb Higgins on the Tree Lighting Ceremony. Cisney & O'Donnell is the sponsor and is paying for the tree. Mayor said that he has talked with Deb on future plans. He said there will be church live activity, chorus, and vendors. This will be held December 1<sup>st</sup>.

## **Open Issues**

Dan Varner gave Nicole Houck a name for the Junior Councilperson to contact. Councilman Robert Jackson asked what this person will do. Nicole Houck said they will be put on a couple committee's and requested to do some projects.

Nicole Houck then said that she has 3 names for the College Councilperson. She asked who should interview them for the position. It was recommend that the Administrative Committee should do this.

Nicole Houck stated that she would like to go over the Rental Ordinance at the next workshop this month and would like to have Tom Mincemoyer, Tom Bilich, Bill Cummins, and Mike Davignon to come.

Nicole Houck asked Dan Varner if he has completed the Borough Managers Job Description. Dan said that he has pulled the ordinances from 1972 and forward and needs to pull everything together.

Recycling contract was discussed and 1 contract was picked up by Hollenbaugh's Trash & Recycling. The ad was placed in the paper.

Dan Varner spoke on the Trash pickup ordinance and indicated the Public Safety Committee asked the Code Enforcement Officer James Morris to work with the haulers, and come back with a recommendation.

Nicole Houck said that we need to place an ad in the Daily Newspaper looking for a person to be place on the Planning Commission Board due to a vacancy.

Nicole Houck said that we need someone for the Cemetery Superintendent to sign papers and cemetery renewal application.

**The Administrative Committee recommends that the Maintenance Foreman be the Cemetery Superintendent and to sign papers.**

Dan Varner passed out the Budget for General Fund Receipts and Expenses. Dan said that this is a balance budget and then he went over it. The committee will be reviewing the budget and if any questions they are to contact Dan.

Councilman James Bair informed the committee of the Marathon this weekend.

**Executive Session was held to discuss personnel issues at 5:40 PM.**

**The Executive Session ended at 5:55 PM with no action taken.**

Councilman James Bair asked if we could give employees a certain period of time to get Direct Deposit after they are hired.

Meeting adjourned at 6:00 PM.

Minutes submitted by,

Richard S. King  
Huntingdon Borough Secretary