

Borough of Huntingdon
Administrative Committee Meeting
Tuesday, February 12, 2019

The Administrative Committee Meeting was called to order by Vice-President Sean Steeg at 4:30 PM in the Borough Conference Room.

Committee members present were Chairman Nicole Houck (4:42 PM) and Councilman Terry Green.

Other members present were Councilman David Quarry, Councilman Jim Bair, Councilman Robert Jackson, Councilman Johnathan Hyde, Mayor David Wessels, Borough Manager Daniel Varner, 911 Director Chris Stevens, Solicitor Richard Wilson, Code Enforcement James Morris and Borough Secretary Richard King.

There were no guest present.

Vice-President Sean Steeg then proceeded to the Mayor's report.

- Mayor Wessels said that he received a letter from Mikaela Reed asking for permission to use the trails at Flag Pole Hill for a 5K run / walk on April 27, 2019 for a fundraiser for mission trips to El Salvador, from July 6th to July 13th and Zimbabwe, from July 18th to July 30th.
- Mayor Wessels updated Solicitor Wilson on the parking solutions QR code and ULR Website.
- Jim Bair updated Solicitor Wilson on the slight changes to the Parking fines and a fee schedule to be set by resolution.

Vice-President Sean Steeg the proceeded to the Solicitor's report.

- Richard Wilson spoke on the Cellular Right of Way Ordinance and wanted permission to send to Engineer Ann Reynolds for her review. He said this ordinance is 18 pages long. Dan Varner said that he did not copy council with this because it needed reviewed before it was brought to the committee. The committee had no objections on him sending this to the engineer.

Nicole Houck arrived at 4:42 PM.

- Richard Wilson then spoke on the Highlands Subdivision and deed of dedications. He said that he has spoken to Attorney Ray Ghaner and he is representing the Home Owners Association. He said that Ray wanted the borough to take the common areas thru eminent domain. He said that we don't need to own the detention ponds, and there is no reason for us to own the median strips. The committee recommends that Richard Wilson draw up an agreement permitting Huntingdon Borough to work on the detention ponds.
- Richard Wilson then spoke on the Stewart property and said that this was a hazardous structure. The committee said that they were going to have him get an Administrative Search Warrant to get inside to see what it was like. He said that we need to also find out what their intentions are on this.
- Dan Varner spoke on Heisey Mechanicals and the liquidated damages for the Trickling Filter Media replacement. He said that a 30 day deadline may have been unreasonable with the limited number of rolloff's containers the landfill would take. However he said in his opinion they did not put any extra effort into this project. He said at the Water & Sewer committee meeting Andy Heisey said that they had projected a 5% profit on this project and would be lucky to break even. He said that GD&F did not have in the bids to get the permits required. He said that Andy Heisey said that if we go for the liquidated damages then he will get his attorney involved and they will pick apart the bid specs.
- Sean Steeg said that we were lucky to the effect that we had one (1) Trickling Filter running and did not have any bypasses that would have required DEP action.
- Dan Varner said that his recommendation would be to not apply the liquidated damages on this project. He said that we will retain the remainder of the money until the final completion.

- Dan Varner said that Richard Wilson had a visit from the Bond Council and they are anxious to do a bond for the 4th Street project. He said that we have the money in the Water & Sewer Accounts that there is no need for a bond. He said that it is not fair to increase the debt charge to the major users when there is sufficient money to cover the project. He said that the sewer funds monthly revenue usually exceeds its expenses and recommends that we do not do a bond issue on 4th Street CSO project.
- Dan Varner said that Michelle Shovlin had contacted us about being put on the council agenda to get permission to transfer her liquor license to 9th Street Deli and she requested a letter to give to PLCB that she was on the agenda.
- Dan Varner said that he is going to close the dormant tax accounts and transfer this money into the Capital Reserve Account.

Open Issues

Nicole Houck proceeded to the Non-Discrimination Ordinance

Nicole Houck said that we will be discussing the Non-Discrimination ordinance at the April Workshop Session.

Nicole Houck then proceeded to the Rental Agreement

- Jim Morris asked for clarification on the following
 1. Page 1A - Immediate family. Richard Wilson said that he will define this better.
 2. Page 1E – Inspections. Richard Wilson said that when an outside agency such as HUD would inspect the property then we are ok with this. He said that this was already regulated and inspected and doesn't need another inspection by us.
 3. Page 3, Section 5 – License required. Jim Morris said that the date would need changed and Sean Steeg said that it would when we approve this.
 4. Page 5, Section 2 – Jim Morris said that instead of mailing the inspection reports that he would recommend getting a program to email and print. Richard Wilson said that unless you get a receipt from the email you cannot win in court. He said that you would need a provable receipt to show. He said that this could be hand delivered.
 5. Page 7, Section 8 B1 – Levels of discipline. Jim Morris said that the formal warning is used to establish a pattern. Richard Wilson said it is either all or nothing and is part of property owners file. He said he would not recommend to remove this.
 6. Page 7, Section 8 B3 – Suspension. It was said that you must comply and have paid all fines, Water and Sewer bills before a new inspection license is given.
 7. Page 12, Exhibit A #6 – Jim Morris asked if we should include circuit breakers. Sean Steeg said that whatever we decide to put in it. The committee recommends going with the HUD Checklist.
 8. Robert Jackson asked about the set fees and suspensions. Richard Wilson recommended that the maximum suspension would be 1 year, and this could be upheld in court and allow Jim Morris to do what he needs to do.
 9. Nicole Houck asked if we have email address for the landlords that have attended our meeting on this and that we send them a copy of this ordinance once changes are made.

Chairman Nicole Houck then proceeded to the Technical Updates.

- Chris Stevens showed on the screen, the laptops that Sean Steeg and he were looking at for council.

1. HP Probook X360, Touchscreen LCD 2 in 1 notebook with Windows version. Cost of this is \$307.99. Chris said that the one they were looking at before were sold out. He said if they have them on stock that we will need to jump on this. The committee gave the go ahead. Dan Varner said that this will be split 3 ways between General, Water and Sewer.
 2. Chris Stevens said that the Sewer Plant will be done by the end of the week on the computers and server.
- Nicole Houck asked the Mayor if he has completed the job description for his intern. Mayor Wessels asked if he should just use bullet points or is there a formal format for this.
 - Nicole Houck brought up about Business Development and wanted to know if she could create an Ad Hoc committee for this and the committee said yes. Mayor Wessels said that he has started a list of organization that are interested in the development of downtown. Nicole asked the mayor to send this to all borough council members and any letters that he sends out.
 - Mayor Wessels said that by creating a committee that this would pave the way to organize the various groups and focus their efforts.
 - Mayor Wessels said that Bob Geissinger is putting Western Auto up for sale in the spring.
 - Nicole Houck said that she is not just looking at downtown but all of Huntingdon Borough.
 - Nicole Houck asked if the Spring Cleanup date has been set. Dan said that he will contact Brad Hollenbaugh with dates and come back to the committee and set something up in April or May.
 - Jim Bair said that he has a plaque from the Huntingdon Fire Department to present to council at the February 19, 2019 council meeting.

Executive Session was called at 6:11 PM and ended at 6:30 PM with no action taken.

- Dan Varner said that he would like to replace the table in the Borough Conference Room

Meeting adjourned at 6:31 PM.

Minutes submitted by,

Richard S. King

Richard S. King
Borough Secretary