

## Huntingdon Borough Administrative Committee Meeting

January 8, 2019 – 4:30 PM

Meeting of the Administrative Committee meeting was called to order by Chairman Nicole Houck.

Committee members present were Vice-President Sean Steeg and Councilman Terry Green.

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

Guest present were Tom Bilich.

Chairman Nicole Houck recognized the guest and asked for their comments at this time.

- Tom Bilich asked where we stand on the Landlord Rental Ordinance. It was mentioned that at the last work session we had some changes and these were sent to Solicitor Richard Wilson. We will be discussing this at the next work session.

Chairman Nicole Houck then proceeded to the Borough Managers report.

- Dan Varner asked that we go into Executive Session at this time.

The Administrative Committee went into Executive Session at 4:33 PM.

The Executive Session ended at 5:10 PM with nothing to report on at this time.

- Dan Varner said that he will be having a meeting this week to go over the 5 year plan.

Chairman Nicole Houck then proceeded to the Solicitors report.

- Solicitor Richard Wilson had nothing to report on.

Chairman Nicole Houck then proceeded to the Mayors report.

- Nicole Houck said that the Mayor would like an intern and she has a person to do this and that is Darwin Keiser. She said that he will be helping with marketing the social media. The Mayor is to do a job description of activities.

Chairman Nicole Houck then proceeded to open issues.

- Nicole Houck said that we will have at our next workshop in February to discuss the Non-Discrimination
- Nicole Houck said that she would like us to get an intern for George Drobnock. Dan Varner is to do a job description.

Chairman Nicole Houck then proceeded to New Business

- Nicole Houck said that she has been asked by several people about paying their Water & Sewer bills on line. Dan Varner said that he has been in contact with the banks on this. Dan mentioned about having a tele check here in the office where the money will go directly into our account.
- Dan Varner asked if it was ok to go ahead with the bids for Curb Cuts and was told yes.

- Dan Varner said that he had emails from Kimberly Polm from CDBG and she indicated they are waiting for more information on a past Micro Loan Application grant from Parks, Design & Ink. Ms. Polm said they needed this before sending us their findings letter.
- Dan Varner gave the amounts of our accounts and said that our financial situation was good.
- Dan Varner reported that we have paid the Water account what was due from General Fund and Sewer Fund.
- Dan Varner reported that the Auditor will be in January 10<sup>th</sup> for an initial review and back January 21 and hopes we get a clean report.
- There was a discussion on Borough Council getting tablets and to use borough email address going to their google mail account. Nicole Houck said that we would have Google Drive. Dan Varner said that we have improved the access points for Wi-Fi. Sean Steeg and Chris Stevens are to do research on these and the committee said they did not want Apple.
- James Bair Jr., mentioned about the SPE Credit Union leaving and we should encourage businesses to stay in Huntingdon. Dan said that he has contacted SPE Credit Union and a lady gave him another number to call. Terry Green said that the problem with businesses leaving was the Parking Meters.
- Dan Varner mentioned that Ted Aurandt and Bill McIlroy came to him and told him that the Borough did not make their donation in 2018 and do we still want to do this since it was not in the budget. The committee said yes.
- Mayor David Wessels spoke on the uptown playground and how their programs were not really good. The committee recommends having a meeting with them about their program last year.
- Dan Varner said to Solicitor Wilson that we need to repeal or make a new ordinance to change Alleghany Street from one way to two way. Dan said that we need to change the angle of the parking.
- Dan Varner spoke on the Small Cell 5G and that the cell providers had pushed a bill limiting what we could charge to \$25.00 but it did not pass. He asked Solicitor Wilson if we should have an ordinance in place to charge them a fee.
- Dan Varner asked Solicitor Wilson if we should have an ordinance in place to tax Marijuana dispensaries if they come into town. Solicitor Wilson said no, we aren't permitted to tax if its medicinal.
- Dan Varner asked Solicitor Wilson if someone was to make a donation to the Cemetery is it tax deductible. Solicitor Wilson said yes.
- Dan Varner said that he has spoken to Joe Meyash to come to the council meeting on Tuesday, January 15, 2019 for the Wanda Meyash Award.
- Dan Varner said that one of the lights on East Penn Street that is out is ours and the others belong to Henderson Township. Penelec has been notified.

Meeting adjourned at 6:00 PM.

Minutes submitted by,

*Richard S. King*

Richard S. King  
Borough Secretary