**Huntingdon Borough Administrative Committee Meeting**

**February 11, 2020**

The Huntingdon Borough Administrative Committee Meeting was called to order by Vice-President Sean Steeg at 4:41 PM in the Borough Conference Room, 530 Washington Street, Huntingdon, PA 16652.

Committee members present were Vice-President Sean Steeg.

Members present were President Johnathan Hyde, Councilman James Bair, Councilman David Quarry, Councilman David Fortson, Mayor David Wessels, Mayor’s Intern Justin Lotito, Code Enforcement James Morris, Dan Varner, Borough Manager Chris Stevens and Borough Secretary Richard King.

Guest present were John Sepp, Penn Terra Engineers, Chad Evans, Westminster Woods and Chris Wilson, Westminster Woods.

Vice-President Sean Steeg recognized the guest present and asked for their comments.

Maps of the plans for Westminster Place was placed on the table for the committee to review.

John Sepp reported that this is a 5-acre lot with a proposal for a 48-unit apartment building.

John Sepp said that they have the Zoning Hearing Board approval and is here for Huntingdon Borough’s approval.

John Sepp said this will be for ages 62 and above.

John Sepp mentioned that they have addressed the Borough engineer’s comments and are now waiting for a final review from them.

John Sepp said the rent will be based on the income, but 25% will be market rate.

James Morris spoke on this project.

John Sepp said there will be a sidewalk to Stone Ridge Drive.

John Sepp said that when this is completed, they would ask the Borough to accept Chestnut Drive as a Borough Street. Beech Drive will remain private.

John Sepp said they will have a Part-time Manager, Social Worker and a Maintenance person.

It was asked about the landscaping and John Sepp said there will be trees in the parking lot and hedge rows towards Cold Springs Road, where the vehicle headlight will be blocked.

**The Administrative Committee recommends a motion to conditionally approve the plans of the 48-unit apartment building, known as Westminster Place as long as other permit conditions are met.**

John Sepp said he had one recommendation, that he would like for Huntingdon Borough to contact DEP telling them how important this project is to them.

Vice-President Sean Steeg called on the Mayor’s report.

Mayor David Wessels updated Solicitor Richard Wilson on the mass texting messaging project under consideration.

Vice-President Sean Steeg called on the Solicitor’s report.

Richard Wilson spoke on the Anti-Discrimination Ordinance and said we need to appoint a Commission.

Richard Wilson said this needs done within 90 days from the date of approval of the Ordinance.

Richard Wilson said that when the Commission is picked that he will need to give them documentation.

Richard Wilson said we need to pick reasonable qualified individuals.

Dan Varner said we could have two property rental unit’s owners, a social worker. Richard Wilson said we need five people on this commission.

Richard Wilson said he could possibly get Attorney Robin Binder Heath to assist this commission.

Richard Wilson said we should have the names by Administrative Committee meeting in March and appoint them at the Borough Council meeting in March 2020.

Vice-President Sean Steeg called on the Borough Manager’s report.

Chris Stevens said we have met with Clearfield Bank about the interest rates they are given us and they have met and they are waiting on their CEO’s approval to increase our rates.

**Executive Session was called at 5:07 PM to discuss Personnel Issues.**

**Executive Session ended at 5:30 PM.**

The Administrative Committee meeting was adjourned at 5:36 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary