**Huntingdon Borough Administrative Committee Meeting**

**March 10, 2020**

The Huntingdon Borough Administrative Committee Meeting was called to order by Vice-President Sean Steeg at 4:35 PM in the Borough Conference Room, 530 Washington Street, Huntingdon, PA 16652.

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

Members present were President Johnathan Hyde, Councilman James Bair, Councilman David Quarry, Councilman David Fortson, Mayor David Wessels, Dan Varner, Borough Manager Chris Stevens and Borough Secretary Richard King.

Guest present was Auditor John Taylor from Baker Tilly Virchow Krause, LLP.

Vice-President Sean Steeg proceeded to the Audit Report.

John Taylor was present to go over the January 1, 2019 to December 31, 2019 Financial Statements and Supplementary Information Audit.

The findings were a clean audit.

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

Mayor David Wessels said that Linda DeArmitt is back and will be presenting here the Beloved Citizen Award at the next Borough Council meeting. Mayor said that we just need to get her here.

The committee agreed to tell her and to give her a check in the amount of $500.00 for Mayfest.

Mayor David Wessels said he has started the process with the Weis Store on the basketball court behind them. David said they will need a letter from the borough explaining what they need this money for. The committee is looking at repaving the basketball court, basketball backboards and hoops with nets.

Councilman David Fortson left the meeting at 5:10 PM.

Vice-President Sean Steeg proceeded to the Borough Manager’s report.

Chris Stevens reported that the audit on the retirements were completed and there were four years that a part-time employee was included in the AG385 report and should not have been and an email was submitted at the last audit stating this.

The finding was that Huntingdon Borough will need to pay the Commonwealth of Pennsylvania Auditor General’s Office $18,768.00 out of the General Fund.

**The Administrative Committee recommends a motion to reimburse the Commonwealth of Pennsylvania Auditor General’s Office $18,768.00 out of the General Fund for overpayment received for State Aid.**

Chris Stevens reported that the Borough has received a letter from DCED that the monitoring of CDBG FY2012-FY2014 has been completed and they are satisfied with the information provided.

Vice-President Sean Steeg proceeded to New Business.

The following resolutions needs approved every year.

 Resolution No. 2020-03 MRT Chief Administrative Officer Police Pension Plan

 Resolution No. 2020-04 Chief Administrative Office Non-Uniform Pension Plan

Resolution No. 2020-05 National Program for Minority Business Enterprises & Women Business Enterprises

Resolution No. 2020-06 Fair Housing

Resolution No. 2020-07 Section 3 Plan

Resolution No. 2020-08 Federal Grant & CDBG Related Assurance and Plans

**The Administrative Committee recommends a motion that the Resolutions mentioned above be approved.**

President Johnathan Hyde spoke on the South Central Borough’s Association saying this is a good thing but they need directions.

President Johnathan Hyde said the Vision Huntingdon meeting will be held here on May 31, 2020 at 6:30 PM.

There was a discussion on the Main Street program about being centered on the Downtown, looking for grants, Community Outreach, Businesses, Investors, reform Merchant Association. It was asked how much the borough would have to pay for a Main Street Manager and an amount was not given.

James Bair asked for the status of Councilwomen Nicole Houck. Mayor David Wessels said Nicole had turned her keys into him but there has not been a letter received on her resignation.

The Administrative meeting was adjourned at 5:35 PM.

Minutes submitted by,

Richard S. King
Borough Secretary