**Huntingdon Borough Administrative Committee Meeting**

**Tuesday, May 12, 2020**

Due to the COVID-19 restrictions, the Huntingdon Borough Administrative Committee meeting was held by Webex Conference.

The Administrative Committee meeting was called to order by Vice-President Sean Steeg at 4:30 PM.

Committee members present were Chairwomen Nicole Houck (Home on Computer), Vice-President Sean Steeg (Home on Computer) and Councilman Terry Green (Home on Computer).

Members present were President Johnathan Hyde (Council Room), Councilman David Quarry (Home on Computer), Councilman David Fortson (Home on Computer), Councilman James Bair (Council Room), Borough Solicitor Richard Wilson (Home on Computer), Borough Manager Chris Stevens (Council Room) and Borough Secretary Richard King (Council Room).

Vice-President Sean Steeg asked if there were any guest. There were none.

Vice-President Sean Steeg then proceeded to the Borough Managers report.

Chris Stevens updated everyone on where we stand financially.

Chris Stevens updated everyone on the Earned Income Tax, and Property Taxes. Chris Stevens said that due to businesses being shut down due to the Governor’s orders, there is no payrolls being made, and the Earned Income Tax Revenue that Huntingdon Borough receives is down about $58,000.00.

Chris Stevens thanked Juniata College for allowing us to use their radio station and Joe Thompson for working on this. Chris said that there would be Public Service Announcements, EMA Announcements and Borough Announcements. If there are no announcements, then there will be music.

Chris Stevens said that HRI will start the Muddy Run Culvert replacement around June 17, 2020.

Chris Stevens updated everyone on the Micro-Enterprise Loan Program and said that we have sent a 2nd revision 2-page application process, in which CDBG has sent their changes and we have corrected ours and sent back to them. Chris said that hopefully we will hear something soon.

Vice-President Sean Steeg then proceeded to the Borough Solicitors report.

Chairman Nicole Houck came on line.

Rich Wilson reported that he, Chris Stevens, and Rick King had a ½ hour telephone conference with the Bond Council and Financial Consultants. Rich said they will be proposing a time-line on what we need to do. Rich said there will need to be advertisements and an Ordinance on refinancing. Rich said that when we receive this we will sent it to Borough Council.

James Bair said he appreciates the Fire Company and Police Department for getting people out of the building.

Chris Stevens said that people should contact the Center for Community Action and the American Red Cross for donations to assist those displaced by the fire.

Chairwomen Nicole Houck then proceeded to the Mayor’s report.

Mayor David Wessels said we need to funnel people to the right places. David said they can reach out to the American Red Cross for information.

Mayor David Wessels said that maybe we can get the fairgrounds to donate one of the building to store the donations. It was mentioned to also check with N. E. Reiharts.

The Administrative Committee meeting was adjourned at 4:50 PM.

Minutes submitted by,

Richard S. King
Borough Secretary