**Huntingdon Borough Administrative Committee Meeting**

**Tuesday, June 9, 2020**

The Huntingdon Borough Administrative Committee meeting was held virtually by Webex Conference and streamed on the Huntingdon Borough Facebook page.

The Huntingdon Borough Administrative Committee meeting was called to order at 4:35 PM by Vice-President Sean Steeg.

Committee members present were Chairwomen Nicole Houck (Home on Phone), Vice-President Sean Steeg (Borough Council Room) and Terry Green (Borough Council Room).

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

Guest present were John Young (Borough Council Room), Benjamin Kapenstein – PFM (Home on Computer), Laura Kurtz – Eckert Seamans (Home on Phone) and Joseph Pierce – Eckert Seamans (Home on Phone).

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

Ben Kapenstein from PFM, spoke on the refinancing of the (2013 Sewer Bond) 2020 Sewer Bond and the savings that the borough will have by starting this early. Ben said as of today the savings will be around $400,000 and we will wait until tomorrow to get the final savings.

Solicitor Richard Wilson asked Ben Kapenstein, that before the bond call would Chris Stevens have the final ok on this. Ben said yes, that information would be sent to Chris Stevens and Richard King for their final ok.

Ben Kapenstein asked if we wanted to take the savings all at once or how would we want to do this. The committee recommended doing the savings over 3 years with the big savings the first year. Ben asked if we want to do it 50% first year and 25% the second and third year. The committee agreed.

Joe Pierce spoke on the Ordinance No. 2020-963 for the 2020 bond issue and would need a motion and a second on this.

Solicitor Richard Wilson said he has reviewed the Ordinance and has spoken with Joe on this and has no concerns and feels comfortable with it.

**Motion was made by Councilman James Bair to approve Ordinance No. 2020-963 2020 Bond Issue and second was made by President Johnathan. Motion Carried.**

Borough Secretary Richard King proceeded for a roll call vote on the 2020-963 Bond Ordinance.

 President Johnathan Hyde Voted Yes

 Vice-President Sean Steeg Voted Yes

 Councilman David Quarry Not present for meeting

 Councilman David Fortson Voted Yes

 Councilwomen Nicole Houck Voted Yes

 Councilman James Bair Voted Yes

 Councilman Terry Green Voted Yes

Borough Secretary Richard King reported that the final vote was 6 yes and 0 no.

Ben Kapenstein, Laura Kurtz and Joe Pierce thanked everyone for their time on this and left the meeting.

John Young spoke on Jean Gutshall property and mentioned that this was a sub-division to add a piece of ground to her lot. John said that the Huntingdon County Planning Commission had comments and these were addressed. John said that he would be attending the Borough Council meeting on June 16, 2020 for the vote on this and then get signatures.

Solicitor Richard Wilson said if this was a side lot sub-division, then he was ok with it.

John Young asked Jim Morris, how many copies should I bring with me and Jim said two.

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

Chris Stevens said that at the end of May, the Earned Income Tax was down about $40,000.00 from last year at this time.

Chris Stevens said that we are down a couple thousand in fines.

Chris Stevens said that overall the borough is in good shape. Chris said we are not spending money where we do not need to spend.

Chris Stevens reported that the water usage is down with the school and college being out, but with the new car wash and Westminster building, the usage will go back up.

James Bair asked if we could recoup some of our money from the 600-block fire on water and sewer.

Chris Stevens said that he is exploring options and the meters will be turned into the insurance company for claims.

It was mentioned that 8 million gallons of water was used for this fire.

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

Richard Wilson had nothing to report on.

Vice-President Sean Steeg proceeded to Old Business.

Sean Steeg mentioned that at the Community Development Committee meeting it was discussed about easing the sidewalk ordinance and having a resolution to this to allow restaurants, and businesses to be allowed to have outdoor seating.

**The Administrative Committee recommends a motion to ease the sidewalk ordinance with a resolution to allow outdoor seating for restaurants and businesses. Motion Carried.**

Vice-President Sean Steeg proceeded to New Business.

Chris Stevens asked council if they are ok on going back to normal next month for their meetings? Sean Steeg said if not green then we would have to hold the meetings in the council room. The committee agreed to go back to normal.

**Executive Session was called for at 5:01 PM.**

Nicole Houck left the meeting at 5:09 PM.

**Executive Session ended at 5:18 PM.**

Vice-President Sean Steeg proceeded to any other business.

James Bair said the Car Cruise will be held on July 3, 2020 and there will be no parking on the street. He said they would just be driving thru town.

James Bair said as far as we know the fireworks is still going on.

The Administrative Committee meeting was adjourned at 5:20 PM.

Minutes submitted by,

Richard S. King
Borough Secretary