**Huntingdon Borough Administrative Committee Meeting**

**Tuesday, July 14, 2020**

The Huntingdon Borough Administrative Committee Meeting was held in the Borough Council Room, 530 Washington Street, Huntingdon, PA 16652.

Committee Members present were Chairwomen Nicole Houck and Vice-President Sean Steeg.

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

Guest present was Adam Steele.

Chairwomen Nicole Houck called the meeting to order at 4:34 PM.

Chairwomen Nicole Houck asked the committee if they wanted the option to continue Webex Conference. The committee was in agreement.

Chairwomen Nicole Houck recognized the guest present and asked for his comments.

Adam Steele said he was there to talk about the Borough’s website.

Adam Steele gave the committee a report of the analytics of the website.

Adam Steele said he is available to give training on the website.

Adam Steele said he is available for any questions and said to reach out to him.

Councilwomen Nicole Houck proceeded to the Mayor’s report.

Mayor David Wessels said this Friday, July 17, 2020 at 11:00 AM at Detwiler Field, the Community Center is having a grand opening of the new playground.

Mayor David Wessels asked what the plan was for the schools opening. David said about the busing and school crossing and asked if we need to change drop off point.

Nicole Houck said that none of the school districts have any ideas. Nicole said they are waiting on mandates from the Department of Education.

Councilwomen Nicole Houck proceeded to the Borough Manager’s report.

Chris Stevens spoke about the Human Relations Commission Committee and was to have names for this committee. Chris said that Solicitor Richard Wilson has plans in process to contact him and he has a number to call for the state HRC.

The committee recommended that we put on the Facebook page, Borough Website and the Daily News requesting that the public submit a letter of interest to be on this committee.

**Executive Session was called to discuss Personnel issues at 4:40 PM.**

**Executive Session ended at 4:44 PM.**

Chairwomen Nicole Houck proceeded to New Business.

Chris Stevens said we will have our 1st public hearing on Tuesday, July 21, 2020 for the COVID-19 funding Cares Act in the amount of $69,001.00. Chris said the County, Smithfield Township and Huntingdon Borough portion is going to the Center for Community Action. Chris said the County did not have enough people to work with this and the Center for Community Action said they would do it.

Chris Stevens said we will to make a recommendation to approve the resolution at Borough Council.

James Bair updated Nicole Houck on the parking situation at Juniata College on Moore Street.

Sean Steeg spoke on the HRC and that we need a plan and a point of contact.

The Administrative Committee meeting adjourned at 4:55 PM.

Minutes submitted by,

Richard S. King
Borough Secretary