**Huntingdon Borough Administrative Committee Meeting Minutes**

**Tuesday, November 10, 2020**

The Huntingdon Borough Administrative Committee meeting was held by Webex Conference in the Borough Council Room, 530 Washington Street, Huntingdon, PA 16652.

Committee member virtual were Sean Steeg.

Members virtual were President Johnathan Hyde, Vice-President Sean Steeg, Councilman David Quarry, Councilman David Fortson, Councilman James Bair, Mayor David Wessels and Borough Solicitor Richard Wilson.

Members present in the Borough Council Room were Borough Manager Chris Stevens and Borough Secretary Richard King.

There were no guest present for public comments.

Sean Steeg called the Administrative Committee meeting to order at 4:30 PM.

Sean Steeg proceeded to the Mayor’s report.

Mayor David Wessels said he is working on another video to do a walk thru on how to use the borough’s website.

Sean Steeg proceeded to the Borough Solicitor’s report.

Richard Wilson said that he is working on getting Penn Street opened.

Richard Wilson said it is a slow process on the Blair Building and mentioned we have talked to PennDOT’s Chief Council by Conference Call.

Sean Steeg proceed to the Borough Manager’s report.

Chris Stevens reported that Lisa McDaniels had resigned from the Zoning Hearing Board.

Chris Stevens said there is a Zoning Hearing Board meeting scheduled for December 10, 2020 and we need to fill this seat quickly. Chris said that if we don’t fill this seat then we will have to cancel this meeting.

Chris Stevens reported that he has received a letter from Timothy Launtz to fill this position on the Zoning Hearing Board.

Sean Steeg directed this to Rich Wilson on what steps to take.

Richard Wilson asked when is the letter dated.

Chris Stevens said he received it on November 6, 2020.

Richard Wilson said this could be presented to Borough Council as a Motion to appoint to this vacant position.

It was mentioned that we should have two alternates to place on the Committee.

**The Administrative Committee recommends a motion to approve the appointment of Timothy Launtz to the Zoning Hearing Board Committee with voting rights.**

Chris Stevens then went over the 2021 Budget. Chris reported the following:

Account Revenue Expense

General $3,579,362.70 $3,579,352.70

Water $2,926,369.99 $2,926,369.99

Sewer $3,027,760.56 $3,027,760.56

Liquid Fuels $236,718.00 $236,718.00

Cemetery $32,600.00 $32,600.00

Isett Pool $98,656.00 $98,656.00

Total Budget **$9,901,467.25 $9,901,467.25**

Chris Stevens said this is a proposed balanced budget and there is no tax increase.

Jim Bair asked how he based the Earned Income Tax and if he considered Westminster Place?

Chris Stevens said that he went back years and with Westminster Place there are only going to be 4 to 5 employee’s.

Jim Bair asked how he based the Snow removal?

Chris Stevens said that he went back 5 years.

Jim Bair asked about the Engineer’s expense.

Chris Stevens said that you need to figure in that most of this was for grants and we get reimbursed for this.

Chris Stevens said that since we went with Municipal Benefit Services for health Insurance that it would only increase 1.5 percent.

Jim Bair asked about the police officers pay and the new police secretaries position.

Chris Stevens said that there will be an officer off of this and with the new officer there will be savings.

**The Administrative Committee recommends a motion to approve the proposed 2021 budget.**

Sean Steeg asked Richard Wilson if the Letters of Interest for the Borough Council vacancy should be public or Executive Session.

Richard Wilson said that if it does not deal with personnel litigation or contract issues then it would be public.

Sean Steeg said that we have received 8 letters of interest for the vacant Borough Council Position.

There was a lengthy discussion on this.

Sean Steeg said about inviting Robert Jackson, Thomas Yoder and Dee Dee Brown to the Borough Council meeting next week.

Sean Steeg proceeded to old business.

There was nothing reported under old business.

Sean Steeg proceeded to new business.

There was nothing reported under new business.

Sean Steeg proceeded to any other business.

There was nothing reported under any other business.

After no further business, the Administrative Committee meeting was adjourned at 5:10 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary