**Huntingdon Borough Administrative Committee Meeting Minutes**

**Tuesday, December 8, 2020**

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

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

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

Members present in the Borough Council room were Councilwomen Dee Dee Brown, Borough Manager Chris Stevens and Borough Secretary Richard King.

There were no guest present or virtual for this meeting

The Administrative Committee meeting was called to order at 4:30 PM.

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

Mayor David Wessels thanked everyone that was at the Tree Lighting.

Mayor David Wessels said that he performed one wedding in a tree stand.

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

Solicitor Richard Wilson had nothing to report.

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

Borough Manager Chris Stevens reported on the PennPrime Worker’s Compensation Trust Renewal Proposal and said this was $16,084.00 less and said that in addition we have a Member Credit of $35,979.00.

Borough Manager Chris Stevens said that he would like to have people come in to do the Wanda Meyash Award and the Beloved Citizen Award when the meetings return to in person.

Mayor David Wessels said that he has these and can print these out and present.

Vice-President Sean Steeg said that we could do it at Portstown Park if we need to.

Vice-President Sean Steeg proceeded to old business.

Borough Manager Chris Stevens spoke on the Solar Street Lights and said the EADS Group should have their study done this week. Chris said this study will show us how many we will have and where they should go.

Vice-President Sean Steeg asked if there was any discussion on the 2021 Proposed Budget that was presented last month.

**The Administrative Committee recommends a motion to approve the 2021 Proposed Budget.**

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| --- | --- | --- |
| **Account** | **Revenue’s** | **Expense’s** |
| **General** | **$3,579,362.70** | **$3,579,362.70** |
| **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** | **$9,901,467.25** | **$9,901,467.25** |

Borough Manager Chris Stevens said that GHD has not submitted their update quote for the Physical Risk Resilience Assessment, Cyber Risk Resilience Assessment and the Emergency Response Plan.

President Johnathan Hyde said that we should do virtual interviews for the Human Relations Commission.

Borough Manager Chris Stevens is to contact the people and set up a meeting.

Vice-President Sean Steeg proceeded to new business.

Vice-President Sean Steeg went over the following appointments and reappointment for the 2021 year:

* Richard Wilson as Borough Solicitor
* GHD as Borough Engineer
* CBT Bank and First National Bank as Depository of all Borough funds
* Robert Ritchey as Borough Treasurer
* Richard S. King as Borough Secretary
* John C. Stevens as Borough Manager
* James Grace to the Vacancy Board
* Mayor David Wessels as the Right-to-Know Officer
* James Morris as Code Enforcement Officer
* Musser Sewer & Septic, LLC as Sewage Enforcement Officer
* Andrew Young as Emergency Management Director / Coordinator
* Richard Buza, MD as Health Officer
* Donna Isenberg for a 5-year term to the Huntingdon Ambulance Authority
* William McIlroy for a 6-year term to the Civil Service Commission
* Grant Stewart for a 5-year term to the Parks Commission
* Thomas Guisler for a 5-year term to the Water & Sewer Authority
* Raymond Kemp for a 5-year term to the Zoning Hearing Board
* Thomas Guisler for a 5-year term to the Zoning Hearing Board

**The Administrative Committee recommends a motion to approve the above appointments or reappointments for the 2021 year.**

Borough Manager Chris Stevens presented the committee with fee increases for Demolition Permits and Zoning checklist for their approval and this would need to be a resolution.

Demolition Permits going from current fee $25.00 to 2021 fee of $125.00.

Vice-President Sean Steeg asked why we are raising the Demolition Fee?

Borough Manager Chris Stevens said that we are losing money from the fires, getting fencing and the security of this.

Borough Manager Chris Stevens then presented the Zoning checklist fee increases for 2021 year.

Project cost of $0.00 to $1,499.00 to be $0.00.  
Project cost of $1,500.00 to $100,000.00 to be $35.00.  
Project cost of $100,001.00 to $500,000.00 to be $75.00.  
Project cost of $500,001.00 to $1,000,000.00 to be $150.00.  
Project cost of $1,000,001.00 to $5,000,000.00 to be $300.00.  
Project cost of $5,000,001.00 and up to be $500.00.

Borough Manager Chris Stevens said the reason for the Zoning checklist is that the more money involved the more time the Code Enforcement Officer has to deal with.

**The Administrative Committee recommends a motion to approve Resolution 2020-15 for fee increases of the Demolition permits and the Zoning Checklist fees for the 2021 year.**

Vice-President Sean Steeg then presented Ordinance No. 2020-964 for fixing and levying the tax rate for the fiscal year commencing January 1, 2021. Sean said that this needs done every year and that this year there is no tax increase.

**The Administrative Committee recommends a motion to approve Ordinance No. 2020-964 for fixing and levying the tax rate for the fiscal year commending January 1, 2020 with no tax increase.**

Vice-President Sean Steeg proceeded to the Chairperson of the Administrative Committee and turned it over to Johnathan Hyde.

President Johnathan Hyde said he would like to shift or move David Quarry from chairman of the Community Development Committee to chairman of the Administrative Committee and to make Dee Dee Brown Chairman of the Community Development. Dee Dee Brown was also placed on the Parks, Recreation and Public Property Committee.

Executive Session was not called for.

Chairman proceeded to any other business.

Vice-President Sean Steeg said that this virus is hot and has doubled the number of cases. Sean said to take care of yourself and the citizens by wearing a mask.

The Administrative Committee meeting was adjourned at 4:53 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary