Huntingdon Borough Administrative Committee Meeting Minutes

Thursday, February 9, 2021

The Huntingdon Borough Administrative Committee meeting was held in the Borough Council Room, 530 Washington Street, Huntingdon, PA 16652, virtually by Webex Conference, Huntingdon Borough Facebook page and in-person.

Committee members present were Chairman David Quarry and Councilman Terry Green.

Committee member virtual was Vice-President Sean Steeg.

Members present were Councilman James Bair, Councilwomen Dee Dee Brown, Borough Manager Chris Stevens and Borough Secretary Richard King.

Members virtual was President Johnathan Hyde, Councilman David Fortson and Borough Solicitor Richard Wilson.

There were no guest present or virtual for this meeting.

Chairman David Quarry called the Administrative Committee meeting to order at 4:30 PM.

Chairman David Quarry proceeded to the Borough Solicitor’s report.

Richard Wilson said he is working on properties in estate with Chris Stevens, James Morris and Richard King to get these sold.

Richard Wilson said that he was working with Adam Miller on 2 grants.

Chairman David Quarry proceeded to the Borough Manager’s report.

Chris Stevens recapped on the 2020 budget by saying there was an increase in the General Fund of $169,466.00, Water Fund of $283,134.00 and Sewer Fund of $926,882.00. Chris clarified the Sewer Fund by saying when we refinanced the 2013 bond there was a saving of $217,000.00 and he had budgeted $500,000.00 in Capital Outlay with the Sewer saving of $209,882.00.

Chris Stevens said the Liquid Fuels Audit has been completed and was perfect.

Chris Stevens said that he has talked with all 7 people for the Human Relations Commission and they are Attorney Ray Ghaner, Thomas Guisler, Ned Craft, Thomas Yoder, Tammy Stuber, Anthony Bullet and Adam Steele.

Chris Stevens said when they have their organizational meeting, they can pick their chairperson and 2 alternates.

Sean Steeg asked about the terms of office.

Chris Stevens said they can discuss this at their organizational meeting also.

Richard Wilson said it is up to Borough Council to set terms now or wait until the organizational meeting. Richard said the terms need to be staggered.

Chris Stevens said there could be a maximum of a 5-year term with the minimum of a 2-year term. Chris said they will all work very well together.

Dee Dee Brown asked will they be required to submit minutes to Borough Council.

Chris Stevens said they will be required to submit minutes, whether they meet monthly or quarterly that this will be up to them.

Chairman David Quarry proceeded to Old Business.

There was nothing reported under Old Business.

Chairman David Quarry proceeded to New Business.

Chairman David Quarry said we have a Legal Service Agreement for a grant and a loan for 169 Waterworks Avenue through the United States Department of Agriculture for repairs and upgrades to the municipal building, repairs and upgrades to the maintenance building and the purchase of a municipal vehicle in the amount of $23,345.00.

Chairman David Quarry said we have a Legal Service Agreement for a grant and a loan for 530 Washington Street through the United States Department of Agriculture for repairs and upgrades to the municipal building, repairs and upgrades to the maintenance building and the purchase of a municipal vehicle in the amount of $80,386.79.

Richard Wilson said these loans are small and there is no need or provisions for bond council. Richard said the attorney fees are capped.

**The Administrative Committee recommend a motion to proceed in signing the Legal Service Agreement for a grant and a loan for 169 Waterworks Avenue through the United States Department of Agriculture for repairs and upgrades to the municipal building, repairs and upgrades to the maintenance building and the purchase of a municipal vehicle in the amount of $23,345.00.**

**The Administrative Committee recommend a motion to proceed in signing the Legal Service Agreement for a grant and a loan for 530 Washington Street through the United States Department of Agriculture for repairs and upgrades to the municipal building, repairs and upgrades to the maintenance building and the purchase of a municipal vehicle in the amount of $80,386.79.**

Chris Stevens said the grant supplies 60% and we take the loan then pay off the loan.

Chairman David Quarry read Resolution No. 2021-05 for authorization of submittal for modification #2 of the FFY 2017 Community Development Block Grant Contract C000069514.

**The Administrative Committee recommends a motion to approve Resolution No. 2021-05 for authorization of submittal for modification #2 of the FFY 2017 Community Development Block Grant Contract C000069514.**

Chairman David Quarry said the Resolution No. 2021-5 is to transfer funds to be used for Habitat for Humanity.

Chris Stevens said we had money left over from 2017 and we will be consolidating what was left over to purchase and rehab 912 Washington Street property. Chris said that Habitat will sell this to a Low-Moderate Income family. Chris said by doing this dilapidated property, we would not have to tear it down and by rehabbing it we can get it on the tax rolls again.

Chris Stevens said that Stacia-Fe Gillen has done a good job with this.

Chairman David Quarry proceeded to Any Other Business.

Sean Steeg talked about the Huntingdon Landmarks and their dealing with a Main Street Manager in Huntingdon Borough. Sean said there will need to be a resolution passed supporting this. Sean said this will be a viable person in the area and Landmarks is working on funding for this person, rent and material and this person will do work for Huntingdon Borough.

Sean Steeg said that Landmarks is looking at a grant of $250,000.00 over a 5-year period. Sean said Landmarks is looking to secure funding from all around the area.

Sean Steeg asked what can Huntingdon Borough do? He said to look at the budget to see if we could give $5,000.00 to $10,000.00 to help.

Chris Stevens said that Senator Korman is looking at buying an office space for this.

Richard Wilson said that by helping Landmarks, thanking Kathleen Jones, members of council and community, that this would be a great thing for this town.

Chris Stevens said that he has looked at the budget and we could give $8,500.00 a year for 5-years.

Johnathan Hyde said our downtown is in dire need of help and to look at the other areas to see their improvements. Johnathan said there will be more people on board and our downtown is not doing well due to COVID and they need our help.

Sean Steeg said that this person could also work with the Amphitheater.

Sean Steeg said that we need to pay a person that cares about Huntingdon Borough.

James Bair said that he is fine with this, if we don’t need to raise taxes.

Dee Dee Brown said we need to do more talking and investigation into this.

Chairman David Quarry said that downtown does need our help.

Chris Stevens said that he has been thru 3 Main Street Managers and we need to look at who we hire for this position.

Dee Dee Brown said we need to look at what we expect out of a Main Street Manager and what Borough Council wants them to do.

Chairman David Quarry said that we should table this until next month’s Community Development Committee meeting.

Johnathan Hyde said that he would get as much information on the Main Street Manager and said that Landmarks is having their meeting by ZOOM tomorrow and he will find out what the Main Street Manager actually does and what is expected.

Sean Steeg said that Landmarks meeting are advertised and there was a lot of stuff that was held off due to COVID.

After no further business, Chairman David Quarry adjourned the meeting at 5:00 PM.

Minutes submitted by,

Richard S. King
Borough Secretary