Huntingdon Borough Administrative Committee Meeting Minutes

Tuesday, March 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 virtually was Vice-President Sean Steeg.

Members present were Councilman James Bair, Councilwomen Dee Dee Brown, Mayor David Wessels, Borough Solicitor Richard Wilson, Borough Manager Chris Stevens and Borough Secretary Richard King.

Member virtually was Councilman David Fortson.

BakerTilly Auditors virtually were John Compton and John Taylor.

There were no guest virtually or present for this meeting.

Chairman David Quarry called on John Taylor to give his report of the borough’s audit.

Chris Stevens gave John Taylor rights to the Webex Conference screen.

John Taylor put up the December 31, 2020 Financial Statement on the screen and turned it over to John Compton.

John Compton said that the reports have been filed with DCED and PennVest.

John Compton said this was a good year for Huntingdon Borough even during the pandemic.

John Compton then went over the audit report pausing for any questions by Borough Council.

John Compton then turned it over to John Taylor.

John Taylor then went over the 4 deficiencies findings.

Sean Steeg talked on the finding 2020-04 Internal Control Over Financial Reporting – Segregation of duties over cash receipts.

John Taylor said that we don’t do a 100% audit and if we did we would have to look at each receipt and expense.

John Compton said if we did this we would need to have additional employees to help with the audit.

John Taylor said there is a risk of a person taking money then recording and depositing.

Chris Stevens said that he is reviewing the reports to make sure this is not happening and is looking for anything unusual.

John Taylor said this will be addressed in the findings of the 2021 audit.

**John Taylor and John Compton left the meeting.**

Chris Stevens went over all of the findings and explained that we need to add new codes in our system. Chris said for example we have an expense code and not an income code if something is reimbursed back, that it shows up in the expense or an income code and not an expense code.

Chairman David Quarry called on the Mayors report.

David Wessels said he would like to create a Poet Laureate. David said this would be a poetry contest to all Huntingdon Borough residents where they submit their entries. David said we will have 3 judges that pick the top 3 candidates and then we will bring in the top 3 to a Community Development Committee meeting to announce publicly.

David Wessels said that Borough Council will need to do this by a Resolution.

Richard Wilson was asked if he would draw this up and he said yes.

David Wessels said he has not heard back from the Weis Store management if they are going to donate to Weaver Park.

Chairman David Quarry called on the Solicitors report.

Richard Wilson said he had nothing to report.

Chairman David Quarry called on the Borough Managers report.

Chris Stevens said that Representative Joyce had sent a certificate to all person of the Human Relations Commission.

Sean Steeg asked Chris Stevens to give an update on the Clean-up week.

Chris Stevens said you will be allowed to set items out on Friday, April 16th thru Sunday, April 18th and items will be picked up from Monday, April 19th thru Friday, April 23rd.

Chairman David Quarry called on old business.

There was nothing reported under old business.

Chairman David Quarry called on new business.

David Quarry said that he was contacted about the snow ordinance that is in place. David said this ordinance is under 15-507 dealing with snow removal on parking on the odd and even side of the streets.

There was a discussion on this to remove this portion or not, to enforce this then if not removed, how would we notify the residents and how to notify, and talked about manpower to do this.

The committee suggested to get with the Maintenance Department and Travis Gutshall for their input on this and bring back to the committee next month.

Richard Wilson said that when we decide to remove this to give him the green light and he will do the ordinance change.

**Executive Session was called for Personnel and Litigation issues at 5:30 PM.**

**Executive Session ended at 5:50 PM with the following approved.**

**The Administrative Committee recommends a motion to move the April 13, 2021 committee meetings to April 6, 2021 for just April.**

Chairman David Quarry called on any other business.

There was nothing reported for any other business.

After no further business, the Administrative Committee meeting was adjourned at 5:51 PM.

Minutes submitted by,

Richard S. King
Borough Secretary