Huntingdon Borough Administrative Committee Meeting

Tuesday, November 9, 2021

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

Members present were President Johnathan Hyde, Vice-President Sean Steeg, Councilman David Quarry, Councilman David Fortson, Councilwoman Dee Dee Brown, Councilman James Bair, Councilman Terry Green, Mayor David Wessels, Borough Solicitor Richard Wilson, Borough Manager Chris Stevens and Borough Secretary Richard King.

Guest present was Robert Jackson.

Chairman David Quarry called the Administrative Committee meeting to order at 7:00 PM.

Chairman David Quarry recognized the guest present and asked for his comments.

Robert Jackson asked Solicitor Richard Wilson if the Parks Commission can raise funds by a go fund me page?

Solicitor Richard Wilson said yes as long as the money goes to the commission and list what the money is to be used for and expend all of the funds.

Robert Jackson asked Solicitor Richard Wilson if he is the Chairman of the Parks Commission and is going on council would this be a conflict of interest and should he step down as chairman.

Solicitor Richard Wilson said he should step down as chairman but he can still serve.

Chairman David Quarry called on the Mayor’s report.

David Wessels said about the Wanda Meyash award for a person that might not be here again to receive it and mentioned about going to the 2nd person this month and then back to the first person in December.

David Wessels said he would like to have the beloved citizen award in December.

David Wessels said the tree lighting will be held on December 3rd and the Geissinger family will be lighting the tree.

David Wessels said the Holiday contest is all set and he is taking care of the prizes. David said he would like to have an organization meeting with the committee.

David Wessels asked if the maintenance department was putting up the Christmas decorations?

Borough Manager Chris Stevens said when Veterans Day is over then maintenance will be taking down the banners and put up the decorations.

David Wessels said he would like to meet in Chris’s officer and make a call to Lex Bloom on the parking mobile.

Chairman David Quarry called on the Solicitor’s report.

Richard Wilson spoke on the chipper and on the competitive bidding we can purchase this if this unit is particular and if not it will need to be put out to bid. Rich said we can have a special meeting for this to open bids. Rich said we could put a non-refundable deposit in the bid.

Richard Wilson said he is working on the Randolf Estate and Chris is the executor. Rich said we can list this property with a realtor or have it auctioned off. Rich said this needs put back on the tax rolls.

Richard Wilson spoke on the Beard Estate and Habitat for Humanity will be purchasing this property.

Richard Wilson said he is drafting all documents for the USDA and will have done by next Tuesday.

Chairman David Quarry called on the Borough Manager’s report.

Chris Stevens asked if anyone had any comments on the 2022 budget and if not then we will place an ad in the newspaper for residents to review and we can approve the budget at the December Council meeting.

The committee gave the ok to advertise that the budget is available for review at the borough office.

Chairman David Quarry called on old business.

Chris Stevens said the maintenance guys are doing a great job at the recycling center and they are taking time to learn. Chris said they are using the recycling truck and bailing the cardboard and papers. Chris said the drop off area is all set up.

Chris Stevens said they corrected all the safety issues in the building.

Chris Stevens said they will be picking up every day

Chris Stevens said we need 2 people for the Water & Sewer Authority and a meeting is scheduled for this Wednesday at 5:30 PM to reorganize.

Chris Stevens said we will run ads for the Water & Sewer and Zoning Hearing Board for letters of interest.

Chairman David Quarry called on new business.

Vice-President Sean Steeg said he would like to see us get started on the small business loan program.

Borough Manager Chris Stevens said we have outstanding loans of around $32,000.00 and we can take $50,000.00 out of the General Fund and place into this account as seed money. Chris said we will need to set guidelines, rules and regulations.

Borough Manager Chris Stevens said we cannot bring in more than $35,000.00 per year.

Vice President Sean Steeg said we need to kick start this today by having seed money and what the max is that we will give out.

Borough Manager Chris Stevens said we will need one person with banking experience and two others to review and make recommendations. Chris said we can charge 1% interest.

Chairwoman Dee Dee Brown said she would like to see everyone in the community considered equal.

Vice-President Sean Steeg said we need to set an amount council is comfortable with and have for the December Administrative Committee meeting.

Borough Manager Chris Stevens said you can add more money at any time to this.

**The Administrative Committee recommends a motion to place $88,000.00 out of the General Fund into the loan program.**

The Loan committee will consist of Dee Dee Brown, George Drobnock and Solicitor Richard Wilson.

Chairman David Quarry called on any other business.

Councilman James Bair mentioned to Solicitor Richard Wilson about the 14th Street Hill owned by the hospital and said they had it in their budget to fix but removed it from the budget.

Councilman James Bair asked Solicitor Richard Wilson about taking over this road or put pressure on them to repair the road.

Solicitor Richard Wilson said the minute you touch something it is on the borough and this is a private road and said it is not a good idea of putting tax payers money into it.

Solicitor Richard Wilson wants council to look at all of their options without using tax payers money.

Solicitor Richard Wilson said the road needs to be in a proper state of repair and up to standards meaning perfect condition.

Solicitor Richard Wilson said if we take over this road then the hospital can put in driveways and add building to make their property more valuable.

Solicitor Richard Wilson said we could include this into the paving bid, pave it and bill them for their portion.

Solicitor Richard Wilson said you could even start citing them until they fix the road.

Vice-President Sean Steeg asked Dee Dee Brown which council position was she going to take and said we need to have a person in place to appoint in January 2022 at the reorganizational meeting. Sean said we need to seek letters of interest and resumes and have these for the next Administrative Committee meeting to review.

Councilwoman Dee Dee Brown said she is not ready to do this that she needs to talk to the courthouse and others.

Vice-President Sean Steeg said his goal was to have 7 council members in place.

After no further business, the Administrative Committee meeting was adjourned at 8:07 PM.

Minutes submitted by,

Richard S. King
Borough Secretary