

Huntingdon Borough Administrative Committee Meeting Minutes

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

Members present were Chairman James Bair, Vice-President David Fortson, Councilwoman Dee Dee Brown, Councilwoman Jennifer Powell, Councilman Robert Jackson, Councilman David Quarry, Mayor Thomas Yoder, Code Enforcement Officer James Morris, Chief of Police Charles Streightiff, Borough Solicitor Richard Wilson, Borough Manager Chris Stevens and Borough Secretary Richard King.

There were no guest present for this meeting.

Chairman James Bair said that before he calls this meeting to order that he is adding Committee meeting time change and an Ordinance on digging in public streets.

Chairman James Bair called the Administrative Committee meeting to order at 7:00 PM.

Chairman James Bair called on the Mayor's report.

Thomas Yoder had nothing to report.

Chairman James Bair called on the Solicitor's report.

Richard Wilson had nothing to report.

Chairman James Bair called on the Borough Manager's report.

Chris Stevens went over the PMRS cost study for non-uniform pension plan.

Chris Stevens said that currently, PMRS takes the last 5 years of salary and averages it out.

Chris Stevens said this study presented is to change from 5 years to 3 years of salary and average it out.

Chris Stevens said we would have 3 years to start budgeting for this.

Chris Stevens said that Borough Council will need to vote to approve 3 years instead of 5 years and then we would send to them.

Chairman James Bair said this would be a change to the employee's retirement amount received but this will also cost the borough more money.

Councilman Robert Jackson ask if it can't be the highest 3 years?

Chris Stevens said the retirement fund is partially state funded.

**The Administrative Committee recommends a motion to change the PMRS retirement from 5 years to 3 years.**

Chairman James Bair called on Old Business.

There was a discussion on the Knox Box.

Chairman James Bair said we need to revisit this ordinance and to add what we want in it.

Code Enforcement Officer James Morris presented a list of buildings with units.

- Schools

- Hospital
- Nursing Care Facilities
- Crawford Apartments – 88 Units
- Deforest Apartments – 84 Units
- Buildings with 5 units – 7
- Buildings with 6 units – 10
- Buildings with 7 units – 4
- Buildings with 8 units – 4
- Buildings with 9 units – 3
- Buildings with 10 units – 2
- Buildings with 11 units – 1
- Buildings with 13 units – 1

James Morris said we could do a permit and charge like \$25.00 to recoup some of our money.

Councilman David Fortson said we are here to help people and we will work with them to purchase.

James Morris said we will be including all new buildings and businesses.

Councilwoman Jennifer Powell said that it may be better for the Borough to specify which Knox Box should be purchased rather than putting the burden directly on the people.

Chairman James Bair said we should have 10 or more units, Schools, Hospital, Nursing Care Facilities, Crawford Apartments and Deforest Apartments purchase the Knox Box.

Chairman James Bair said we need to change the name from Huntingdon Borough Police Department to Huntingdon Borough on Knox Box.

Councilwoman Jennifer Powell ask what the burden is on the borough and what steps should people take to purchase.

Chairman James Bair said they will contact Knox Box, purchase it and then the fire department will receive an email to this effect and receive the Knox Box. James said there is no burden on the borough but this will help the residents.

Solicitor Richard Wilson said we would need to keep records of these.

James Morris said he will make the changes and have ready for the next committee meeting in February. James said this will not take effect until July 1, 2022.

Councilwoman Jennifer Powell ask what the definition of schools would be.

The committee said to add Public schools instead of just schools.

Chairman James Bair called on New Business.

Borough Manager Chris Stevens said there are 2 resolutions that will need approved and this is done every year on the retirements system.

Resolution No. 2022-01 Chief Administrative Officer for the Non-Uniform Pension Plan – naming John Chris Stevens as the CAO.

**The Administrative Committee recommends a motion to approve Resolution No. 2022-01 Chief Administrative Officer for the Non-Uniform Pension Plan naming John Chris Stevens as the CAO.**

Resolution No. 2022-02 Chief Administrative Officer for the Police Pension Plan – naming John Chris Stevens as the CAO.

**The Administrative Committee recommends a motion to approve Resolution No. 2022-02 Chief Administrative Officer for the Police Pension Plan naming John Chris Stevens as the CAO.**

Councilman Robert Jackson brought up the Human Relations Commission and there was a discussion on this and the ordinance.

Borough Manager Chris Stevens said that Anthony Bullett and Ned Craft was reappointed last month to the Human Relations Commission.

Solicitor Richard Wilson said he would not change the ordinance.

Councilwoman Jennifer Powell said that other Municipalities are re looking at their ordinance.

Solicitor Richard Wilson said the borough is just the mediator.

Borough Manager Chris Stevens said the Human Relations Commission is the 1<sup>st</sup> point of talking and then it goes to the State.

Councilman Robert Jackson said that since Thomas Yoder is the new Mayor that he cannot be an alternate of this commission.

Chairman James Bair then brought up the Ordinance on public streets when disturbed.

Code Enforcement Officer James Morris said we need to be more precise on the hold dimensions and should use linear feet.

Chairman James Bair then brought up the committee meeting time changes that he would like to see approved.

- Maintenance 2:00 PM
- Water & Sewer 2:30 PM
- Public Safety 3:30 PM
- Community Development 4:30 PM
- Parks, Recreation & Public Property 5:00 PM
- Administrative 5:30 PM

**The Administrative Committee recommend a motion to approve the above committee meeting times and to advertise this in the daily newspaper.**

Executive Session was not called for.

Chairman James Bair called on Any Other Business.

There was nothing reported under Any Other Business

After no further business, the Administrative Committee meeting was adjourned at 7:40 PM.

Minutes submitted by,

Richard S. King  
Borough Secretary