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

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

Guest present was Greg Larson.

Chairman James Bair called the Administrative Committee meeting to order at 5:53 PM.

Chairman James Bair recognized the guest present and ask for their comments.

Code Enforcement Officer James Morris said that Greg Larson was there to discuss the loading and unloading of items for Domino’s.

James Morris said their deliveries are on Monday’s at around 9:00 PM and Thursday’s at around 4:00 or 5:00 AM.

James Morris said the tractor and trailer is 53’ and they can either park on 7th Street and truck their material, going into the parking lot would be a hassle with getting out on 6th Street or to park on Washington Street.

President James Bair said they cannot park in the fire lane.

It was mentioned about placing cones on parking places the night before.

The committee suggest that Greg Larson go to them and see if they cannot change their hours of delivery on Monday.

Chairman James Bair called on the Borough Solicitor’s report.

Richard Wilson said the only thing he had was that he submitted a sidewalk ordinance for review.

Chairman James Bair ask about the upcoming hearing on the Blair Building.

Code Enforcement Officer James Morris said he would like to move this to maybe August.

Richard Wilson said he would continue on a monthly basis as long as we have good communication.

Councilwoman Jennifer Powell ask if we give them a date will that give them the power to demo the building?

Chairman James Bair said he would like them to place a drapery from the roof down on the front and side.

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

Chris Stevens said we will be signing the adoption agreement amendment with PMRS going from 5 year average to a 3 year average on the retirement.

Chris Stevens said the actuary study was completed on the Police Pension Plan.

Chris Stevens ask if everyone was in agreement to remove Jeff Buckley from Probationary Status to Full-time Status.

**The Administrative Committee recommends a motion to remove Jeff Buckley from Probationary Status to Full-time Status.**

Chris Stevens said that Robert Ritchey has retired from the bank and we will need to get another Treasurer.

Solicitor Richard Wilson said he would get someone where our General Fund was held.

Chris Stevens said he will get with Mid Penn Bank.

Chairman James Bair called on Old Business.

There was nothing reported under Old Business.

Chairman James Bair called on New Business.

Code Enforcement Officer James Morris said he has one person interested in serving on the Zoning Board and one on the Planning Commission.

James Morris said he would recommend Dr. Bruce Thomas to the Zoning Board with voting rights.

**The Administrative Committee recommends a motion to appoint Dr. Bruce Thomas to serve on the Zoning Board, with voting rights and with term to expire January 2025.**

James Morris said he would recommend Robert Bob Gentry to the Planning Commission and said they are still down 1 member and would recommend James Hudack as an alternate.

**The Administrative Committee recommends a motion to appoint Robert Bob Gentry to the Planning Commission and to appoint James Hudack as an alternate with terms to expire January 2025.**

**Executive Session was called at 6:40 PM to discuss personnel issues.**

**Executive Session ended with no action at 6:45 PM.**

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 6:46 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary