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, Councilman Robert Jackson, Councilman David Quarry, Councilwoman Dee Dee Brown, Councilwoman Jennifer Powell, Mayor Thomas Yoder, Borough Solicitor Richard Wilson, Chief of Police Charles Streightiff, Code Enforcement Officer James Morris, Borough Manager Chris Stevens and Borough Secretary Richard King.

There were no guest present for this meeting.

Chairman James Bair called on the Mayor’s report.

Thomas Yoder had nothing to report on.

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

Richard Wilson said he will be advertising the commission for small business loans for the borough.

Richard Wilson said that we should think about getting a consultant in to redo the Zoning Ordinance that this will take some time. Richard said this will probably cost around $25,000.00.

Richard Wilson said there is a business uptown that wants to purchase the property beside it, tear it down and make it a parking lot. The Zoning Ordinance for this area states they cannot put a parking lot in.

Mayor Thomas Yoder said about going to PSAB for information.

Richard Wilson said the maps do not need to change, but we need to make this fit our town.

Richard Wilson said if we could get a grant, then we can get on it and redo the Ordinance.

Code Enforcement Officer James Morris said we need to make this a more friendly environment and to look at the threshold for Zoning. James said with the prices, it does not take long to meet what we have set now for a permit.

Richard Wilson said if we raise the fee, then we will need to advertise this two (2) times.

Richard Wilson said the Zoning Ordinance needs reviewed and revised.

Councilwoman Jennifer Powell said about the strategic planning.

Code Enforcement Officer James Morris said that when he sends items to ECODE, they review this and make their suggestions.

Code Enforcement Officer James Morris said we need to maybe go back to having work sessions or workshops.

Chairman James Bair said to Solicitor Richard Wilson there are private water systems and we want to require them to flush their hydrants and updated Richard with Graystone.

Richard Wilson said we could include in the Ordinance, but said he would send them a letter to do this.

Chairman James Bair said to Solicitor Richard Wilson, that Linda DeArmitt said at a previous meeting that for Mayfest we need to have a board of officers to keep the non-profit status, that she wants this out of her hands.

Borough Manager Chris Stevens said about changing the name to like Borough Events Board.

Richard Wilson said we would need to have a separate account for this that you cannot use taxpayers money.

Richard Wilson said he could close this non-profit and do another one for the borough.

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

Chris Stevens said we usually make a donation to the fire company for the Halloween parade and Christmas parade and we budgeted $500.00 for each.

Chris Stevens said the Halloween parade is on Monday, October 24, 2022 at 7:00 PM with a rain date of Tuesday.

Chris Stevens said the Christmas parade is on Saturday, December 10, 2022 at 7:00 PM.

Chris Stevens said that all of Borough Council had received the 2023 MMO’s for the Police Pension and Non-Uniform Pension Plans.

Chairman James Bair called on Old Business.

There was nothing reported under Old Business.

Chairman James Bair called on New Business.

Borough Manager Chris Stevens said there is $61,000.00 left of the Covid money and said we will put this towards ADA Equipment at the parks.

The committee was in agreement

Borough Manager Chris Stevens said that Halloween is on Monday, October 31, 2022 and ask if we were going to keep this as the Trick or Treat night.

The committee was in agreement to make Monday, October 31, 2022 as Trick or Treat night running from 6:00 PM till 8:00 PM.

Borough Manager Chris Stevens said at the Water & Sewer Committee meeting, they had a recommendation to the Administrative Committee to hire Zach Robison for the Wastewater Treatment Plant position.

**The Administrative Committee recommends a motion to hire Zach Robison for the Wastewater Treatment Plant positon. Motion Carried**

Borough Manager Chris Stevens said we need to approve Resolution No. 2022-13 requesting a Keystone Community Grant in the amount of $125,000.00 from the Commonwealth Financing Authority with a $5,000.00 in-kind match in equipment and personnel to establish utilities to the stage area using force labor and equipment. Chris said they lost the last one we had submitted.

**The Administrative Committee recommends a motion to approve Resolution No. 2022-13 requesting a Keystone Community Grant in the amount of $125,000.00 from the Commonwealth Financing Authority with a $5,000.00 in-kind match in equipment and personnel to establish utilities to the stage area using force labor and equipment. Motion Carried.**

**Executive Session was called at 6:13 PM to go over Personnel issues.**

**Executive Session ended at 6:25 PM with the following recommendations:**

1. **Bring Code Enforcement Officer James Morris pay up to everyone else on January 1, 2023.**
2. **To continue to pay James Morris $100.00 per pay for opting out of the Health Insurance.**

Chairman James Bair said that the Mayor and he would like to attend the PSAB Fall workshop in Gettysburg on October 14 thru October 16 and ask if anyone else would like to attend.

Councilwoman Dee Dee Brown said she would like to attend.

**Executive Session was called on again at 6:32 PM to discuss a couple of issues.**

**Executive Session ended at 6:57 PM.**

Code Enforcement Officer James Morris said he had received papers on Dora the chicken being a support animal and will be sending out a letter giving the ok to keep.

After no further business, the Administrative Committee meeting was adjourned at 7:00 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary