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, Councilman Terry Green, Councilwoman Jennifer Powell, Borough Solicitor Richard Wilson, Mayor Thomas Yoder, Chief of Police Charles Streightiff, Code Enforcement Officer James Morris, Borough Manager Chris Stevens and Borough Secretary Richard King.

Guest present was Joseph Thompson.

Chairman James Bair called the Administrative Committee meeting to order at 5:45 PM.

Chairman James Bair called on the electric bids.

Borough Manager Chris Stevens said the Constellation Electric ends this month and APPI Energy has gotten bids from Constellation, Engie, Freepoint, Shell Energy and WGL Energy and he would suggest we go with the 36 months.

The price for 36 Months is as follows:

Constellation $0.08927  
 Engie $0.08773  
 Freepoint $0.08677  
 Shell Energy $0.08683  
 WGL Energy $0.08733

**The Administrative Committee recommends a motion to go with the lowest bidder, which is Freepoint at $0.08677.**

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

There were no comments made by the guest present.

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 there will be 2 ordinances that will need approved at the Borough Council meeting, with one being Act 57 of 2022 Real Estate Tax Notices and the other one is the street changes.

Richard Wilson said he is working with James Morris on the Transient Mobile Food Ordinance.

Chairman James Bair ask Richard Wilson what recourse of action do we have on the Blair Building. James said they have 90 days to demo the building and it looks like it will not be done.

Richard Wilson said we can send them a letter of concern of them taking one brick at a time.

Chairman James Bair said this is an eye sore to the residents.

Richard Wilson said that we could take the bond and go with another company.

Richard Wilson said that we should maybe set up a meeting with them before letters are sent.

Code Enforcement Officer James Morris said he has daily conversations with them and will talk to them.

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

Chris Stevens spoke about the part-time dispatchers and said he will be renewing another contract with the County. Chris said that part-time has not had a raise for a while and they are being paid $12.00.

**The Administrative Committee recommends a motion to increase the pay of the part-time dispatchers from $12.00 to $13.25 an hour.**

Chris Stevens reported that the Liquid Fuels Audit was completed and everything was good.

Chris Stevens said that all reports have been filed so far with the Auditor General and the Governor’s Center.

Chairman James Bair called on Old Business.

Borough Manager Chris Stevens said the 2023 Budget will need to be approved at this council meeting and the budget is as follows:

|  |  |  |
| --- | --- | --- |
| Account | Receipts | Expenses |
| General | $3,956,796.71 | $3,956,796.71 |
| Water | $2,446,885.57 | $2,446,885.57 |
| Sewer | $2,518,986.97 | $2,518,986.97 |
| Liquid Fuels | $218,242.57 | $218,242.57 |
| Cemetery | $47,350.00 | $47,350.00 |
| Isett Community Pool | $120,500.00 | $120,500.00 |
| **Totals** | **$9,308,761.82** | **$9,308,761.82** |

**The Administrative Committee recommends a motion to approve the 2023 budget.**

Chairman James Bair called on New Business.

Chairman James Bair read the following Ordinances and Resolution.

Ordinance No. 2022-977 Fixing and Levying the Tax Rate for the fiscal year commencing on January 1, 2023 for Fire purposes 2 mills and General Borough purposes 18 mills.

**The Administrative Committee recommends a motion to approve Ordinance No. 2022-977 Fixing and Levying the Tax Rate for the fiscal year commencing on January 1, 2023 for Fire purposes 2 mills and General Borough purposes 18 mills.**

Ordinance No. 2022-978 amending the Borough’s Taxation Ordinance pertaining to the effect of failure to receive Real Estate Tax Notice, pursuant to Act 57 of 2022; repealing prior inconsistent ordinances and parts of ordinances; providing for severability clause; and containing an effective date.

**The Administrative Committee recommends a motion to approve Ordinance No. 2022-978 amending the Borough’s Taxation Ordinance pertaining to the effect of failure to receive Real Estate Tax Notice, pursuant to Act 57 of 2022; repealing prior inconsistent ordinances and** **parts of ordinances; providing for severability clause; and containing an effective date.**

Ordinance No. 2022-979 amending Chapter 15, section 15-907 of the code of the Borough of Huntingdon to designate a stop intersection at the intersection of 2nd Street and Allegheny Street, and designate a portion of Allegheny Street as a two-way street.

**The Administrative Committee recommends a motion to approve Ordinance No. 2022-979 amending Chapter 15, section 15-907 of the code of the Borough of Huntingdon to designate a stop intersection at the intersection of 2nd Street and Allegheny Street, and designate a portion of Allegheny Street as a two-way street.**

Resolution No. 2022-19 establishing fees to be charged for various licenses, permits, and services to be effective January 1, 2023.

**SCHEDULE OF FEES**

|  |  |
| --- | --- |
| Name | Fee |
| Building Demolition Permit | $125.00 |
| Curb-Cut Permit | $75.00 |
| Right-of-Way Permit (Utility Pole Repair/Replacement) | $15.00 |
| Sidewalk Permit | $35.00 |
| Sign Permit | $40.00 |
| Street/Utility Opening Permit | $350.00 |
| 10-Day Waste Dumpster | $25.00 |
|  |  |
| Daily Parking Permit | $2.00 |
| 7-Day Parking Permit | $8.00 |
| Monthly Parking Permit | $25.00 |
| Monthly Parking Permit - Senior | $15.00 |
| Yearly Parking Permit | $250.00 |
|  |  |
| Zoning Hearing Board | $500.00 |
| Zoning Checklist $0.00 - $1,499 | $0.00 |
| Zoning Checklist $1,500.00 - $100,000.00 | $35.00 |
| Zoning Checklist $100,001.00 - $500,000.00 | $75.00 |
| Zoning Checklist $500,001.00 - $1,000,000.00 | $150.00 |
| Zoning Checklist $1,000,001.00 - $5,000,000.00 | $300.00 |
| Zoning Checklist $5,000,001.00 & Up | $500.00 |
|  |  |
| Accident Copies | $15.00 |
| Addressing – Established by County |  |
| Annual Contractor Permit for Clean Fill (Cemetery) **Delete** |  |
| Annual Yard Waste Permit for Non-Residents & Contractors (Ice Plant Road) | $400.00 |
| Bicycle Permit | $5.00 |
| Fingerprinting | $25.00 |
| Park Pavilion Rental | $40.00 |
|  |  |
| Water Connection for 1 EDU (New Service) + $50.00 Inspection Fee | $1,100.00 |
| Residential Water Meter (5/8”) Approx. $165.00 |  |
| Commercial Water Meter (10”) High as $10,000.00 |  |
|  |  |
| Sewer Connection for 1 EDU (New Service) + $50.00 Inspection Fee | $1,800.00 |
|  |  |
| Annual Mobile Food Vehicle License | $25.00 |
| Daily Mobile Food Vehicle Permit for Bryan Park (Use of Water, Electric, or Sewer) | $15.00 |
| Daily Mobile Food Vehicle or Transient Business Permit for Portstown Park (Use of Water & Electric) | $10.00 |
| Daily Mobile Food Vehicle or Transient Business Permit for Weaver Park (Use of Water & Electric) | $10.00 |
| Daily Transient Business/Non-Mobile Food Permit (Increase from $10.00) | $20.00 |
| Annual Transient Business/Non-Mobile Food Permit (Pending Ordinance Update) | $25.00 |
|  |  |
| One-Time Seated Sidewalk Permit for Alcoholic Beverages | $50.00 |
|  |  |
| One-Time Sidewalk Vending Machine Permit | $15.00 |

**The Administrative Committee recommends a motion to approve Resolution No. 2022-19 for the schedule of fees to be charged for various licenses, permits, and services to be effective January 1, 2023.**

Chairman James Bair said the Administrative appointments for the 2023 year will need approved at this upcoming council meeting and they are as follows:

Borough Solicitor Richard Wilson  
 Borough Engineer Kevin Nester, GHD  
 Borough Treasurer Cheryl Shope  
 Borough Manager Chris Stevens  
 Borough Secretary Richard King  
 Borough Code Enforcement Officer James Morris  
 Borough Zoning Officer James Morris  
 Borough Right to Know Officer James Morris  
 Borough Vacancy Board James Grace  
 Borough EMA Director/Coordinator Shaun Magill  
 Cemetery Superintendent Travis Gutshall  
 Depository of Borough funds Mid Penn Bank and First National Bank  
 Sewer Enforcement Officer Jamie Catanese.  
 Health Officer Richard Buza, MD

Chairman James Bair said we need to contact Jamie Catanese and Richard Buza to see if they are interested.

**The Administrative Committee recommends a motion to approve the Administrative appointments above after checking with Jamie Catanese and Richard Buza, MD**

Chairman James Bair said we need to approve the committee appointments and reappointments for the 2023 at this upcoming council meeting.

Civil Service Commission Daniel L Varner  
 Human Relations Commission Attorney Ray Ghaner  
 Human Relations Commission Tammy Stuber  
 Human Relations Commission Alternate Thomas Yoder  
 Planning Commission Karl Lang  
 Tree Commission Matt Powell  
 Tree Commission Jack Barlow  
 Water & Sewer Authority John Kenyon

**The Administrative Committee recommends a motion to approve the above committee appointments and reappointments above.**

Executive Session was not called for.

After no further business, the Administrative Committee meeting was adjourned at 6:26 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary