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, Borough Solicitor Richard Wilson, Mayor Thomas Yoder, Chief of Police Charles Streightiff, Borough Manager Chris Stevens and Borough Secretary Richard King.

Guest present were Joseph Thompson and Corinne Puglisi Leonard.

The Administrative Committee meeting was called to order at 5:33 PM by Chairman James Bair.

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

There were no comments made by the guest present.

Chairman James Bair called on the Mayor’s report.

Thomas Yoder update Borough Solicitor Richard Wilson on making 15th Street from Mifflin to Moore and from Moore to Oneida back to a two-way.

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

Richard Wilson said he had sent out the revised ordinance on mobile food vehicles and transient business licenses. Richard said the previous one dealt with milk routes in town etc.

Richard Wilson said he will be advertising this and we will act on the ordinance in March.

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

Chris Stevens said there are series issues with the roof at the courthouse and they will be remodeling this, so they will not be using the courthouse from May to Oct.

Chris Stevens said they will be having Jury selections coming up.

Chris Stevens said they would like to use the Borough Council Room for the Criminal Trial dates of July 11, 2023 thru July 18, 2023; and from September 12, 2023 thru September 19, 2023.

Chris Stevens said there must be a chambers for the jurors and the Borough Conference Room would be good for this.

Chris Stevens said the Sheriff’s Department will be here the whole time for this.

Chris Stevens said they would also like to use the Borough Council Room on May 22, 2023 for the Tax Sale.

**The Administrative Committee recommends a motion to allow Huntingdon County Courthouse to use the Borough Council Room and Borough Conference Room for the Criminal Trials on the dates mentioned and for their tax sale.**

Chairman James Bair called on old business.

There was nothing reported under old business.

Chairman James Bair said the committee meetings in July is on the 4th and this is a holiday and suggested we change the date.

**The Administrative Committee suggested the committee meetings be held on Monday, July 10, 2023 at their regular times.**

Chairman James Bair said he has heard many times about the meetings start times and wanting to shorten these up.

Chairman James Bair said his recommendation would be to start at 3:00 PM and run the meetings a half an hour and if it runs over then start the next meeting.

Borough Manager Chris Stevens said you have to look at the supervisors where they are done at 3:00 PM and have to stay longer.

The suggestion was to have the Maintenance Committee meeting at 2:00 PM; Water & Sewer at 2:30 PM; Community Development at 3:00 PM; move the Parks, Recreation & Public Property to 3:30 PM; have the Public Safety at 4:00 PM and the Administrative Committee at 4:30 PM.

Councilwoman Jennifer Powell said why not make a change in the middle of the year instead of beginning.

Chairman James Bair said why don’t we wait until June before making any changes and revisit this.

The committee meeting time changes was tabled until June 2023 when we will revisit this.

**Executive Session was called for at 5:53 PM for personnel issues.**

**Executive Session ended at 5:57 PM.**

After no further business, the Administrative Committee meeting was adjourned at 5:59 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary