**Huntingdon Borough Administrative Committee Meeting Minutes  
Tuesday, January 9, 2024  
Members: Chairman James Bair, David Fortson and DeeDee Brown**

Executive Session was called at 5:15 PM, to discuss a Right to Know request.

Executive Session ended at 5:28 PM.

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

The guest present was Joe Thompson.

Members present were President James Bair, Vice-President David Fortson, Councilman Robert Jackson, 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.

Chairman James Bair called the Administrative Committee meeting to order at 5:30 PM.

Chairman James Bair recognized the guest present and asked for his comments.

There were no comments made.

Chairman James Bair called on the Mayor’s report.

Thomas Yoder said at one of our meetings, it was discussed and approved to place stop signs at Autumn Wood Drive and Arbor Bluff Drive and we have not done an ordinance to this effect.

Borough Solicitor Richard Wilson said he will draw the ordinance up for Council’s approval.

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

Richard Wilson said he had sent the ordinance amending Section 15-903 to designate and confirm 15th Street from Mifflin to Oneida as a one-way street.

Richard Wilson said you pay me to draw up ordinances, and in the future if the ordinance is voted on, that it stays. Richard said if you are concerned with the public, then have a public meeting first.

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

Chris Stevens said the Courthouse has awarded bids for their renovation and they are requesting the use of the Borough Council Room and holding cell. Chris said the Sheriff’s Department will be here to secure the place.

Chris Stevens said the dates of their requests were May 7th – May 10th; May 13th – May 14th; June 11th – June 14th; June 17th; July 9th – July 13th; July 15th – July 16th; August 6th – August 9th; August 12th – August 13th; September 10th – September 13th; and September 16th.

Chris Stevens said there is one day that conflicts with this and that is May 7th.

**The Administrative Committee recommends a motion to approve the dates of Jury Trials in the Borough Council Room, except for May 7th, for the Courthouse, while it is being renovated.**

Chairman James Bair called on old business.

There was nothing reported under old business.

Chairman James Bair called on new business.

The following Resolutions will need approved:

1. Resolution No. 2024-01 naming John Chris Stevens as the Chief Administrative Officer (CAO) for the Non-Uniform Pension Plan.
2. Resolution No. 2024-02 naming John Chris Stevens as the Chief Administrative Officer (CAO) for the Police Pension Plan.

**The Administrative Committee recommends a motion that we approve Resolution No. 2024-01 and Resolution No. 2024-02 naming John Chris Stevens as the Chief Administrative Officer for the Non-Uniform Pension Plan and Police Pension Plan.**

After no further business, the Administrative Committee meeting was adjourned at 5:37 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary