Huntingdon Borough Administrative Committee Meeting Minutes

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

The guest present were Connie Banks, Marti Brown, and Joseph Thompson.

The members present were President James Bair, Vice-President David Fortson, Councilman David Wessels, Councilman Robert Jackson, Councilwoman DeeDee Brown, Councilman Terry Green, Councilwoman Jennifer Powell, Borough Solicitor Richard Wilson, Chief of Police Charles Streightiff, 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 said we will now have public comments on the proposed ordinance requesting handicapped parking spaces and increasing fines for illegally parked in handicapped designated areas and other parking situation.

Connie Banks said that you need to ticket the ones that are parked in the handicapped parking spaces. Connie Banks mentioned about the one across from Pub 303.

Chief of Police Charles Streightiff said that if you see this happening, to please call in and let us know. Chief said they are out ticketing.

Connie Banks asked about the price for putting in a handicapped parking space.

Borough Solicitor Richard Wilson then explained the handicapped parking space ordinance and said this need codified so it is part of the Borough Code.

Richard Wilson said you will pay for the application, and if approved you will not get your money back, but if not approved you will get your money back.

Councilwoman DeeDee Brown said there are requirement needs to get this.

Richard Wilson said that he will advertise this for the Borough Council vote in December.

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

There were no comments made by the guest present.

Chairman James Bair called on the mayor’s report.

Thomas Yoder said he had nothing to report.

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

Richard Wilson said there are water extension agreements that need signed by the borough for Rutters to take to Smithfield Townships meeting.

Richard Wilson spoke on the Borough Council, Council President and mayor’s compensation ordinance. Richard Wilson said this ordinance can be passed, but it does not take effect until the next election. Richard Wilson said if you run next year, the increase does not take effect until January 2026.

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

Chris Stevens said you all have the 2025 budget prepared to look over this. Chris said that we need to advertise this for a ten-day review before approval. Chris said that this will be announced at the Borough Council meeting for residents to come in to look at this. Chris said that we will need to approve this at the December Borough Council meeting.

Chris Stevens said you will also need to approve the ordinance on fixing and levying the tax rate.

Chris Stevens said the Workplace Safety Committee Certification has been approved by the state.

Chris Stevens said all of you were emailed a copy of the Department of the Auditor General Municipal Pension Audit that was done.

Chris Stevens said that Jamie Brown six-month probationary period is up on November 22, 2024 and he suggested removing her from probationary status to full time status.

**The Administrative Committee recommends a motion to remove Jamie Brown from Probationary Status to Full-time status.**

Chris Stevens said the Liquid Fuels Audit was done on November 6, 2024 and things went well.

Chris Stevens reminded everyone that the proposals for the Strategic Business Development Plan will be opened at the Borough Council meeting on November 19, 2024.

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 all of you have a copy of the fee structure resolution that will need approved and to look over this.

**Executive Session was called at 6:03 for personnel and contract issues.**

**Executive Session ended at 6:43.**

Interviews will be set up to hire two in the Maintenance Department now and to hire one in the Spring.

After no further business, the Administrative Committee meeting was adjourned at 6:43 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary