Huntingdon Borough Administrative Committee Meeting Minutes  
Tuesday, December 3, 2024

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

There were no guest present for this meeting.

The members present were President James Bair, Vice-President David Fortson, Councilman Robert Jackson, Councilman David Wessels, Councilman Terry Green, Councilwoman Jennifer Powell, Code Enforcement Officer James Morris, Mayor Thomas Yoder, 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.

There were no guests to be recognized for comments.

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 asked if everyone had looked over the E-Bike Ordinance that he had sent and asked if anyone had any comments.

There were comments made about Scooters not allowed on public highways, Electric Scooter not allowed on sidewalks, mini motorcycles, age limits of 16 years and older.

Richard Wilson said he will revise the E-Bike Ordinance.

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

Chris Stevens said he had nothing to report but wanted to speak about the old business.

Chairman James Bair called on old business.

Borough Manager Chris Stevens asked if everyone looked over the budget.

Borough Manager Chris Stevens said you will need to approve the following 2025 Budget:

Account \_\_\_ Revenue Expense\_\_\_\_\_\_

General $4,222,544.99 $4,222,544.99  
Water $3,047,600.00 $3,047,600.00  
Sewer $3,144,235.00 $3,144,235.00  
Liquid Fuels $ 438,716.47 $ 438,716.47  
Cemetery $ 68,725.00 $ 68,725.00  
Isett Community Pool $ 144,500.00 $ 144,500.00  
Total $11,066,321.46 $11,066,321.46

**The Administrative Committee recommends a motion to approve the 2025 Budget.**

Borough Manager Chris Stevens said you will need to approve Ordinance No. 2024-988 on fixing and levying the tax rate for the fiscal year commencing on January 1, 2025.

**The Administrative Committee recommends a motion to approve Ordinance No. 2024-988 on fixing and levying the tax rate for the fiscal year commencing on January 1, 2025.**

Borough Manager Chris Stevens said you will need to approve Ordinance No. 2024-989 to establish regulations and procedures for residents requesting handicapped parking spaces in the borough and increasing fines for illegally parking in handicapped designated areas and other parking violations.

**The Administrative Committee recommends a motion to approve Ordinance No. 2024-989 to establish regulations and procedures for residents requesting handicapped parking spaces in the borough and increasing fines for illegally parking in handicapped designated areas and other parking violations.**

Borough Manager Chris Stevens said you will need to approve Resolution No. 2024-12 establishing fees to be charged for various licenses, permits and services to be effective January 1, 2025.

**The Administrative Committee recommends a motion to approve Resolution No. 2024-12 establishing fees to be charged for various licenses, permits and services to be effective January 1, 2025.**

Borough Manager Chris Stevens said you will need to approve Ordinance No. 2024-990 amending portions of the code of the Borough of Huntingdon to provide compensation rates for Borough Council members, Council President and the mayor to be effective January 1, 2025.

**The Administrative Committee recommends a motion to approve Ordinance No. 2024-990 amending portions of the code of the Borough of Huntingdon to provide compensation rates for Borough Council members, Council President and the mayor to be effective January 1, 2025.**

Borough Manager Chris Stevens said you will need to approve Ordinance No. 2024-991 amending its Non-Uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law; agreeing to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities.

**The Administrative Committee recommends a motion to approve Ordinance No. 2024-991 amending its Non-Uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law; agreeing to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities.**

Chairman James Bair called on new business.

Borough Manager Chris Stevens said you will need to approve the reappointments of Boards, Commission or Authorities as listed below:

Ambulance Authority – Terry Green & John Roth  
Civil Service Commission – Michael Keating  
Human Relations Commission – Anthony Bullet, Ned Craft  
Planning Commission – DeeDee Brown  
Tree Commission – Ginny Gill & James Dodson  
Water & Sewer Authority – Raymond Myers & Timothy Launtz  
Zoning Hearing Board – Raymond D Kemp & Bruce L Thomas

**The Administrative Committee recommends a motion to reappoint the Boards, Commissions or Authorities listed above.**

Borough Manager Chris Stevens said you will need to approve the Administrative appointments as follows:

Borough Manager Chris Stevens  
Borough Secretary Richard King  
Borough Solicitor Richard Wilson  
Borough Engineer Andy Glitzer, GHD

Borough Treasurer Cheryl Shope

Borough Code Enforcement Officer James Morris

Borough Zoning Officer James Morris

Borough Vacancy Board James Grace

Borough EMA Director/Coordinator Shaun Magill

Riverview Cemetery Superintendent Travis Gutshall

Depository of Borough Funds – Mid Penn Bank, and Kish Bank

Sewer Enforcement Officer James Catanese

Health Officer Richard Buza

**The Administrative Committee recommends a motion to approve the Administrative appointments listed above.**

**Executive Session was called at 5:50 PM to discuss personnel issues, and legal issues.**

**Executive Session ended at 6:19 PM.**

After no further business, the Administrative Committee meeting was adjourned at 6:20 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary