Huntingdon Borough Administrative Committee Meeting Minutes

The Huntingdon Borough Administrative Committee meeting was held in the Borough Conference Room, 530 Washington Street, Huntingdon, PA on Tuesday, January 7, 2025,

There were no guest present for this meeting.

The members present were President James Bair, Councilman Robert Jackson, Councilman David Wessels, Councilwoman DeeDee Brown, Councilman Terry Green, Councilwoman Jennifer Powell, 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 called on the mayor’s report.

Thomas Yoder said that he had nothing to report.

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

Richard Wilson said that he is still working on the scooter ordinance and will have this for the next meeting.

Richard Wilson said he has something for the executive session.

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

Chris Stevens said you will need to approve two resolutions, and this is done yearly.

* Resolution No. 2025-01, naming John Chris Stevens as Chief Administrative Officer (CAO) for the Non-Uniform Pension Plan.
* Resolution No. 2025-02, naming John Chris Stevens as Chief Administrative Officer (CAO) for the Police Pension Plan.

Chairman James Bair called on old business.

There was nothing reported under old business.

Chairman James Bair called on new business.

Chairman James Bair said we need to have a discussion on advertising the Borough Manager’s position and he would like this to be advertised in the Borough News, and LinkedIn.

Councilman David Wessels said we could place the advertisement in Indeed also.

Councilwoman Jennifer Powell asked if the job description was done.

Borough Manager Chris Stevens said he is working on this.

Chairman James Bair said that he would like to do the interviews over Zoom first, narrow down to a couple applications, then bring them into Borough Council.

Chairman James Bair said we will do background checks on each person.

**Executive Session was called at 5:40 PM to discuss personnel issues and proposals.**

**Executive Session ended at 6:29 PM.**

After no further business, the Administrative Committee meeting was adjourned at 6:29 PM.

Minutes submitted by,  
  
  
  
Richard S. King  
Borough Secretary