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, March 4, 2025.

There were no guest present for this meeting.

The members present were President James Bair, Councilman David Wessels, Councilman Robert Jackson, Councilwoman DeeDee Brown, Councilman Terry Green, Councilwoman Jennifer Powell, Mayor Thomas Yoder, Chief of Police Charles Streightiff, Borough Solicitor Richard Wilson, 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 had nothing to report.

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

Richard Wilson said this was for the executive session, but since no guest were present he would go ahead and bring it up.

Richard Wilson said he had emailed a non-binding letter of intent to Juniata College for the Weaver Park Softball field and asked if everyone is good with this. Richard said if they are he will send it to David Andrews for his signature, and then we would advertise this for a public hearing on Tuesday, March 18, 2025 at 6:00 PM before the Borough Council meeting.

Chairman James Bair asked about the building and monument.

Richard Wilson said they are staying where they are but if they decide to move them, they will cover the cost of this.

Richard Wilson said he is working on the agreement.

Councilman Robert Jackson asked if down the road, Juniata College reneges on the agreement do we have to pay back the money.

Richard Wilson said no.

Councilman Robert Jackson said if we sell this to them, and get the money, can we apply for grants to help with the skate park to cover some of the cost.

Councilwoman DeeDee Brown mentioned about getting visual cameras for there.

Borough Manager Chris Stevens said there is an ordinance on parks, where it is closed from dusk to dawn, and this is a violation if caught.

Councilman Terry Green said he doesn’t think there is enough area for a skate park, since there is a gas main that goes through there.

Chairman James Bair said to Solicitor Wilson, that the chicken ordinance will be coming back to him, since some of Borough Council has changed their minds.

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

Chris Stevens said that John Taylor & John Compton will be going over the audit report with Borough Council at the Borough Council meeting.

Chairman James Bair called on old business.

There was nothing reported under old business.

Chairman James Bair called on new business.

Councilman David Wessels said that we need to schedule a kickoff meeting on the mass texting.

The committee agreed to have this on Tuesday, March 18th at around 1:00 PM or 2:00 PM.

Chairman James Bair said that everyone has a copy of the job description for an Assistant Borough Manager position.

Borough Manager Chris Stevens said this is set up to train, like when he did with Dan Varner and then transitioned over to Borough Manager.

Chairman James Bair said we need to advertise this as soon as possible, with applications going to Chris Stevens.

Councilwoman Jennifer Powell asked if we know what the starting salary will be.

Mayor Thomas Yoder said that we will get feedback and then discuss this.

Councilwoman Jennifer Powell asked where do we stand with the Main Street Manager position.

Mayor Thomas Yoder said that George Drobnock is working on this.

Mayor Thomas Yoder said that Jana Weaver will be doing the Mayfest, and said we need to go ahead and hire Christa McGeary for this position.

Executive Session was not called for.

After no further business, the Administrative Committee meeting was adjourned at 5:44 PM.

Minutes submitted by,

Richard S. King  
Borough Secretary