Huntingdon Borough Community Development Committee Meeting Minutes

The Huntingdon Borough Community Development Committee meeting was held in the Borough Conference Room, 530 Washington Street, Huntingdon, PA on Tuesday, July 1, 2025.

The members present were President James Bair, Vice-President David Fortson, Councilman Robert Jackson, Councilwoman DeeDee Brown, Councilman Terry Green Councilwoman Jennifer Powell, Borough Engineer Qian Zhang, Mayor Thomas Yoder, Chief of Police Charles Streightiff, Code Enforcement Officer James Morris (4:08), Borough Manager Chris Stevens and Borough Secretary Richard King.

The guest present were Jennifer Clark, Gary Cramer, Tim Furlong and Luis Nunez (Teams).

The Community Development Committee meeting was called to order by Chairwoman Jennifer Powell at 3:30 PM.

Chairwoman Jennifer Powell recognize the guest present and asked for their comments.

There were no comments made by the guest present.

Chairwoman Jennifer Powell said that she was going to go to the GHD presentation of the Strategic Business Plan.

Borough Engineer Qian Zhang then introduced Luis Nunez, who was on Teams Meeting on the tv.

Luis Nunez then went over the presentation on grant funding, Mainstreet program, strength, weakness, opportunities and threats.

Luis Nunez said that he would recommend hiring a Mainstreet Manager first, then do the application. Luis said you would need to write up a set of bylaws, join with a 501c3 organization and not have an office in the same building.

Chairwoman Jennifer Powell asked if we should set up a Mainstreet Manager email account.

Luis Nunez said yes.

Qian Zhang said we would also need a separate commission with board members.

Qian Zhang then spoke on façade grants.

Chairwoman Jennifer Powell said that there would be value to present updates at these meetings.

Chairwoman Jennifer Powell called on the Grants Administrator’s report.

Borough Manager Chris Stevens said that Keller Engineers is finalizing their input on the 7th Street Parking Lot and should have something to us soon.

Borough Manager Chris Stevens said that Thursday, July 3rd, Keller Engineers, Huntingdon County Planning, Huntingdon Community Center and the Borough will be meeting at Detwiler Field to look at their light situation for the 2025 CDBG grant.

Borough Manager Chris Stevens said he is pushing the Huntingdon County Commissioners to help with the Huntingdon County Library funding.

Borough Manager Chris Stevens said that if you are going to proceed with a Mainstreet Manager, let him know.

Borough Manager Chris Stevens said that if you start them out at $50,000, that with benefits, the amount would be $100,000.

Borough Engineer Qian Zhang asked what if you went with a part-time Mainstreet Manager.

Borough Manager Chris Stevens said there would be no benefits.

Borough Manager Chris Stevens said to mull this over with a vision and Landmarks would be the 501c3 organization.

Mayor Thomas Yoder said there is an office area at the back of their building.

Borough Manager Chris Stevens said that you need to look at who you want on the commission and set this up.

Chairwoman Jennifer Powell said that this person would be an employee and will report to the commission and the first step is to work on façade grants.

Chairwoman Jennifer Powell said we need to hire sooner than later and start this person in 6-months.

Borough Manager Chris Stevens said this person would be under the Administrative and not a union employee.

Councilman Robert Jackson said he had talked to our events coordinator on preparing for Mayfest, etc. that one person cannot do this on their own that there needs to be more people get involved and help.

Mayor Thomas Yoder said that Mainstreet Manager should be a part of this agenda.

Councilwoman DeeDee Brown said that one time we used to have a Merchants Committee and now they are not working together.

There was a lengthy discussion on this issue.

Mayor Thomas Yoder said that we need to get the apartments filled up downtown.

Chairwoman Jennifer Powell said that we need to have an ordinance to fill these vacancies or be penalized.

There was a discussion on people living out of town and owning these buildings that are vacant.

Vice-President said that we need to hire part-time first.

Chairwoman Jennifer Powell said that this need to be a full-time position.

Councilman Robert Jackson said that this needs to be full-time also.

Chairwoman Jennifer Powell called on the Borough Manager’s report.

Chris Stevens said he had nothing to report.

Chairwoman Jennifer Powell called on the mayor’s report.

Thomas Yoder said he had nothing to report.

Chairwoman Jennifer Powell called on old business.

President James Bair said that we need to get moving on the Text My Gov, advertise this, update the borough website.

President James Bair said that we need to contact the Text My Gov people and do another refresher update on this.

Vice-President David Fortson said he is in favor of hiring a Mainstreet Manager.

President James Bair said to think about the Mainstreet Manager.

Chairwoman Jennifer Powell said we will need a job description for the Mainstreet Manager.

Borough Manager Chris Stevens said that we can place this on the Administrative Committee meeting next month.

President James Bair said we will bring this up next month at the Community Development Committee meeting and decide.

Councilman Robert Jackson said that for the radio station, letters have been sent out and the borough has not received any donations.

Chairwoman Jennifer Powell called on new business.

There was nothing reported under new business.

Executive Session was not called for.

After no further business, the Community Development Committee meeting was adjourned at 4:18 PM.

Minutes submitted by,

Richard S. King  
Borough Secretary