

City of Duquesne  
Regular Council Meeting  
Tuesday, May 28, 2019  
Minutes

The meeting was called to order and opened with a moment of silence, the Pledge of Allegiance to our flag and a prayer.

Present: Mayor Nesby, Rev. Caldwell, Mrs. Henderson-Murphy and Ms. Washington.  
Also Present: City Treasurer David J. Bires, Interim City Manager MaryLouise Bittner, Police Chief Thomas Dunlevy, Fire Chief Frank Cobb, Interim Public Works Director Demeco Poindexter, City Engineer Dave Gilliland and City Solicitor Myron Sainovich  
Absent: Ms. McDaniel  
Excused:

Citizen Comments on Agenda Items

Burton Comensky of 915 Maryland Ave is listed for public comments.

Accounts & Youth Services - Ms. McDaniel: Absent. No report.

Water Department / Dept. of Environmental Resources - Ms. Washington: Councilwoman Washington gave her oral report.

Dept. of Streets & Public Works - Mrs. Henderson-Murphy: **Garbage Removal Proposal:** We are looking to hire 5 residents just for a city clean sweep which will last 6 weeks. Each employee will work for \$8/hr for an eight-hour days which equals \$320 per day or \$1600 per week, therefore at the end of the 6 week program the City will spend approximately \$9600 which can also be considered our summer program.

We also can rent two 40yd roll-off dumpsters from County Hauling for \$590 for seven days then the price is reduced to \$200 a week for the dumpsters. The grand total ends up being \$11,190 to clean each dump site plus various jobs during the time of the summer program.

**Alternative Proposal:** We can pay a garbage removal company to come in and remove blighted areas at their prices.

Ex. #1- 1-800-JUNK gave us a quote of \$4000 to remove the debris from Viola Ave and Cedar St.

Ex. #2- E-loop by far will be the route to go but they charge by the pound but at the end of S. 3<sup>rd</sup> Street there is about 150 tires at \$10 a tire which equals \$1500 and that's not including everything else that is there.

Normal junk removal from multiple locations is \$400 a foot. We have well over 80 yards of junk in the City which now the Health Dept. is involved. The total cost for removal with a company is \$15,000-\$40,000 and that's just to remove debris, that's not including cutting grass, weed whacking or paper clean up in other areas.

**Preventive Maintenance:** We can purchase solar power cameras on the low end for \$150 and put those in high-dumping areas. These items might be covered in the Clean Air Grant. We can put solar flood lights in those dark areas and barriers in non-residential areas to prevent the flow of dumpers. We can also pass an ordinance of at least \$500 to deter dumpers and post crime watch signs.

Dept. of Properties & Community Development - Rev. Caldwell: Rev. Caldwell gave his oral report.

Mayor's Report - Mayor Nesby: I will be creating Mayor Nesby's Innovation Commission. This Commission will address special projects from my office and will be funded independently from the City's budget.

Solicitor's Report - Myron Sainovich: Mr. Sainovich gave his oral report.

Police Chief's Report - Chief Thomas Dunlevy: We had a total of 706 calls for the month of April 2019. There was a total of 184 traffic stops and 62 arrests. We issued 52 traffic citations and 10 non-traffic citations for a total of 62 citations issued. There were 21 motor vehicle accidents resulting in 9 non-reportable and 12 reportable.

Interim Public Works Director's Report - Demeco Poindexter: Director Poindexter gave his oral report.

Interim City Manager's Report - MaryLouise Bittner: From March through today the Interim City Manager team has accomplished or is working on the following:

- **Ordinances/Resolutions:**
  - 2019 Land and Building Tax Rates ordinance
  - 2019 Earned Income Tax Rates for residents and non-residents ordinance
  - Tobacco-free zones at local parks and playground ordinance
  - National Incident Management System resolution
  - Allegheny County 2015 Hazard Mitigation Plan resolution
  - Implementation of the Outdoor Fitness Court resolution
  - Support of Paris Agreement resolution
  - Complete Streets policy resolution
- Researched duplicate and past due payments to vendors and entered invoices to pay as appropriate and have regular schedule for payment processing and great reduction in late fees, penalties and interest charges
- Contacted vendors to gain access to services after bringing accounts up to date, including a renewed contract with Building Inspection Underwriters for commercial inspections
- Researched holds put on by the State for employee withholdings, reimbursable payments for unemployment compensation, delinquent report filings for both and a delinquent loan payment that were holding up grants of over \$350,000
- Submitted the Act 47 grant application for \$235,000 from DCED (included in amount above)
- Completed insurance applications for renewals for property, liability, public officials and automobile
- Completed insurance forms and documents for employee health coverage

- Analyzed and made recommendations for financial software to replace the current software which has on-going issues because of improper implementation
- Completed the bi-weekly payroll beginning with the last pay in April
- Provided agendas and attached all Council workshop and regular meetings, including researching prior meetings and minutes to determine outstanding agenda items and ordinances/resolutions not adopted
- Attended other meetings for both health and property/liability insurance, PennDot, DCED hearing for Act 47 grant, Roundtable on Economic Development, financial software committee, Steel Rivers Council of Governments, hosted SRCOG May meeting, weekly clerical staff meetings and Act 47 Coordinator meetings as necessary
- Researched utility billing issues with staff and made recommendations for correcting billings
- Researched 2018 Minimum Municipal Obligation (MMO) interest charges of over \$13,000 for payment
- Numerous reports filed with the State, which included receiving Liquid Fuels funds this month:
  - Flood Plain Management due 2/28
  - Survey of Financial Condition due 3/15
  - AG-385 Pension report due 3/31
  - AG-64 Ad Hoc Post-Retirement Pension report due 4/1
  - Annual Recycling report due 2/1
  - Uploaded 2017 financial statements for PennVest loan due in 2018
- Organized/cleaned manager and administrative assistant offices
- Responded/sent numerous voice/emails
- Collected credit and fleet/gas cards
- Personnel matters:
  - Built consensus with employees at all levels
  - In process if resolving pension issues from 2018 and YTD 2019
  - Numerous unemployment forms
  - Five pension forms for retired employees
  - Working on numerous unresolved grievances to create goodwill for contract negotiations
  - Employment verifications for agencies and loans
  - Working on workers' compensation insurance issues
  - Two employee terminations
  - Job description for administrative assistant which will be advertised next week
  - In process of developing spreadsheet for 2018 and YTD 2019 for all employees to resolve pension (see above) and other withholding issued relayed to filing reports
  - Resolved banking concerns

City Engineer's Report - David Gilliland: I am asking Mayor and Council for a motion to authorize the Solicitor to begin legal clearance proceedings for the five houses to be demolished under the CD45 program. Once the legal clearances are complete, the County will do the asbestos surveys (which will save the City about \$3500), however they won't do the surveys until the legal clearance is completed.

**First:** Rev. Caldwell. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 4-0.

Controller's Report - Vacant: No Report.

Fire Chief's Report - Chief Cobb: No Report

Treasurer's Report - David J. Bires: Taxes collected for April 2019 were \$869,073.21. The year-to-date breakdown on money collected by Keystone Municipal Services: LST (Local Service Tax) \$18,381.36, Mercantile Tax \$7,975.36 and Earned Income Tax \$2,631.50. The year-to-date breakdown on money collected by Jordan Tax Services: Current Earned Income Tax \$139,049.00, Delinquent Earned Income Tax \$51,127.92, Non-Resident Earned Income Tax \$43,595.05. The year-to-date breakdown on money collected by MBM Collections: Delinquent Real Estate Taxes \$40,590.08, Liened Taxes \$108,421.42. There were 13 new water accounts sent to Jordan Tax Service to check against their tax lists.

Act 47 Coordinator's Report - George Dougherty: No report.

#### New Business

Motion to approve funding in the amount of \$1000-\$1500 for the Citizens Police Review Board for a website and materials.

**First:** Mrs. Henderson-Murphy. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

Motion to add Cornell Brownfield to the Duquesne Youth Council bank account.

**First:** Mrs. Henderson-Murphy. **Second:** Ms. Washington. **Motion carried:** 3-0.

Motion to approve \$3598 for the Police Department car motor installed by the mechanic.

**First:** Mayor Nesby. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

1. Motion to ratify approval for the Democratic Party to hold a "Meet-the-Endorsed-Candidates" in Veterans' Park on May 18, 2019.

**First:** Rev. Caldwell. **Second:** Ms. Washington. **Motion carried:** 4-0.

2. Motion to ratify approval to shut down Fourth Street from 10am to 3pm on May 25, 2019 for the New Life Ministries flea market to pay for a roof.

**First:** Mayor Nesby. Ms. Washington. **Motion carried:** 4-0.

3. Motion to form an ad hoc Financial Policies Committee as requested by the Act 47 Coordinator.

**First:** Mrs. Henderson-Murphy. **Second:** Ms. Washington. **Motion carried:** 3-0.

#### Old Business

4. Motion on a resolution to authorize the filing of an application for CDBG funds with Allegheny County Economic Development.

**First:** Ms. Washington. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

5. Motion to approve the Steel Rivers Council of Governments agreement for street sweeping services for 2019 at the rate of \$85/hr. plus ½ hr. travel time to and from the City and provide an appropriate dump site for debris only if we need it.

**First:** Rev. Caldwell. **Second:** Mayor Nesby. **Motion carried:** 4-0.

6. Motion to approve an agreement with Building Inspection Underwriters of PA (BIU) for commercial inspections as needed.

**First:** Mrs. Henderson-Murphy. **Second:** Ms. Washington. **Motion carried:** 4-0.

7. Motion to approve renewal of property, liability, commercial and workers' compensation insurances with EHD (Engle-Hambright & Davies Inc.). Mayor Nesby states that the insurance is \$3000 less than the current policy. Ms. Bittner states yes and that may change slightly once the underwriters look at the policy and everything. Ms. Bittner states that it should be about the same as last year maybe a little less, maybe a few bucks more but it is a good quote.

**First:** Rev. Caldwell. **Second:** Ms. Washington. **Motion carried:** 4-0.

8. Motion to approve registration for Council to attend the 2019 Duquesne Community Day Annual Golf Outing on August 2, 2019 at the Riverview Golf Club in Elizabeth, PA. Mrs. Henderson-Murphy states that she doesn't want to go. Rev. Caldwell states that since no one else wants to go he'll go and that he will also pay for himself so that the City isn't paying. Mayor Nesby states that she thinks that it's a very good opportunity for networking purposes and that she is sure that he will meet a lot of different people out there that can certainly help move the City forward. Ms. Bittner states that you really don't need a motion for this.

9. Motion to approve departmental and individual spending max with/without approval. Mayor Nesby asks if we have the numbers yet. Ms. Bittner responds saying no. Mayor Nesby asks for a motion and Ms. Bittner interjects asking what the motion is for. Mayor Nesby states that she is making a motion for departmental and individual spending with or without max approval and that the answer for that is going to come from the Ad Hoc/Financial Committee, the Act 47 Coordinator. Ms. Bittner states so then you don't need a motion now.

10. Motion to accept the resignation of Fawn McDaniel effective May 28, 2019 from Council via a letter dated May 5, 2019.

**First:** Ms. Washington. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

Ms. Bittner states to Council just letting you know that in your packet tonight she copied applicable part of the Third Class City Code so you know what the process is for appointing someone to replace Mrs. McDaniel.

11. Second reading of an ordinance setting the Land and Building Tax rates for 2019.

**First:** Mrs. Henderson-Murphy. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

12. Motion to adopt the ordinance setting the Land and Building Tax rates for 2019.

Ms. Bittner states that she spoke with Michael Foreman, from DCED, to make sure that she was putting it on the agenda correctly.

**First:** Ms. Washington. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 4-0.

13. Second reading of an ordinance setting the Earned Income Tax rates for 2019.

**First:** Mrs. Henderson-Murphy. **Second:** Mayor Nesby. **Motion carried:** 4-0.

14. Motion to adopt the ordinance setting the Earned Income Tax rates for 2019.

**First:** Mrs. Henderson-Murphy. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

15. Motion to adopt the Landlord Tenant Ordinance. Ms. Bittner states that there is a question but you should make the motion first.

**First:** Rev. Caldwell. **Second:** Mrs. Henderson-Murphy.

Mr. Dougherty states that from the review he got from other municipalities the most common fee was \$50 per unit. The Mayor has asked for a lot more than that but we had talked about potentially \$75 per unit. I think that this will be challenged and actually I think no matter what the Mayor says that it will be challenge so \$50 is kind of more of the norm. Mr. Dougherty states that the question that the City Managers and I had a discussion about is whether or not there should be some kind discount on multi units. Ms. Bittner states that there are two different fees though. There is the \$50 annual registration fee per unit and separate from that is the inspection fee and that's what Mr. Dougherty is talking about. Ms. Bittner asks if that should be for every unit. Ms. Bittner states that the second part of that is the inspection fee for occupancy which does not happen every year.

Motion to adopt the Landlord Tenant ordinance is tabled until further discussion.

16. First reading of an ordinance creating Tobacco-Free Zones at our local parks and playgrounds.

**First:** Rev. Caldwell. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 4-0.

17. Motion to adopt a resolution for the Complete Streets Policy.

**First:** Rev. Caldwell. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 4-0.

Motion to approve the May bills.

**First:** Ms. Washington. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

Motion to adjourn.

**First:** Mrs. Henderson-Murphy. **Second:** Rev. Caldwell. **Motion carried:** 4-0.

---

NICKOLE NESBY, MAYOR

---

MARYLOUISE BITTNER, INTERIM CITY MANAGER