

## **July 11, 2023 Council Meeting Minutes**

6:30PM Call to order by Mayor Adams; moment of silence, Pledge of Allegiance, opening prayer by Rev. Chaffin.

Roll Call: Mayor Adams, Councilpersons Washington, Adams and Artim all present. Council person Caldwell absent.

No public comments on Agenda items.

### **Consent Agenda: Motion needed to accept the consent agenda for July 11th,**

1. Approval of Council Meeting Minutes – May 2, 2023.
2. Approval of Council Workshop Minutes - May 30, 2023.
3. Approval of Council Meeting Minutes for June 6, 2023.
4. Approval of Council Workshop Meeting Minutes June 27, 2023.

Motion by Washington, seconded by Artim to approve the consent agenda, unanimously approved.

### **PUBLIC SAFETY: Mayor's report is in writing.**

- a. Motion by Mayor Adams to accept resignation of Officer Hunter Scherf effective June 23, 2023, seconded by A. Adams, all in favor, motion approved 4-0.
- b. Appointment of Samuel Sulkosky City Manager retroactively effective May 22, 2023 and approval of City Manager Employment Agreement, motion by Washington, seconded by A. Adams, unanimously approved 4 -0.
- c. Motion to approve the Emergency Operations Plan (EOP) dated May 2023. Motion by S. Adams, seconded by A. Adams, Motion approved 4-0.
- d. Motion to approve facility use – Pastor Stubbs for August 19, 2023 from 1-4 pm. On a motion by A. Adams, seconded by Artim, motion approved 4-0.
- e. Mayor Adams discussed the Permits at 108 Auriles Street.
- f. Solicitation Ordinance is to be prepared by the Solicitor and have it ready by the August 2023 workshop meeting.

- g. Mayor Adams encouraged everyone to attend the Appreciation Luncheon - July 12, 2023.
- h. Industrial Appraisal response was submitted by the City Manager.
- i. Duquesne Light Energy Efficiency needed a recent electric bill.
- j. Reservoir site shed. James Bricker President of the Two Rivers Amateur Radio Club, location in West Mifflin, there is an abandoned antennae site on City of Duquesne property in West Mifflin Borough. Mayor directed the solicitor to research the process. Mayor will provide Mr. Bricker's email to City Manager and Solicitor. The solicitor clarified a few issues with the property.
- k. Mayor will contact Duquesne Light concerning Lincoln Avenue – street lights at intersection of Lincoln and Wilmot and Lincoln and Catherine.
- l. Discussion occurred concerning the Fire Department maintenance with the building.
- m. Next meeting is August 29, 2023 Workshop due to the summer break.

**PUBLIC WORKS:** Councilperson Washington's reported that interviews are upcoming for the Public Works Supervisor and Codes Enforcement Officer. Councilperson Washington reported about Orchard Court and spraying of overgrown vegetation. Washington reported that Precious Angels Daycare was requesting traffic signs on the street in front of their daycare. Precious Angels has offered to pay for the signs. Community Days was discussed specifically about port-a-johns. Councilperson Washington comments about a city worker cleaning Center Street and compliments from the public.

**WATER DEPARTMENT:** Councilperson Adams reported about Chlorine testing, three water breaks, street closure S 2<sup>nd</sup> Street, caught up on reporting, CCR was completed and notification needs done. The water study is  $\frac{3}{4}$  of the way finished. Bid documents for refuse with comments have been finalized. A motion was made by A. Adams, seconded by Artim, to proceed with advertising and soliciting bids, motion carries 4-0.

A motion was made to waive the new account fee for immediate family members with current up to date billing, seconded Mayor Adams, motion carries 4-0.

Councilman Adams provided an update on the pump station project concerning station 2 and 3. Pump 2 should be ready within the next week. Councilman Adams said a meeting needs to occur including the solicitor to motivate the contractor to move forward and complete the project.

Councilman Adams talked about the 4 valves estimated at \$75,000 cost that are leaking at Duquesne Place and the \$25,000 grant that needs to be submitted.

## **COMMUNITY AND ECONOMIC DEVELOPMENT:**

Mayor asked if the City was contacted by the County Vacant Property Recovery Program? The City was not contacted.

Engineers report is available in writing. Branthoover requested to be notified when notified of the LSA Agreement so bidding can be done. Branthoover reported that the City was awarded \$75,000 CD 49 Safe Neighborhood Demolition Program for up to 23 properties. These properties will need prioritized since money does not exist for all 23 properties. We need to be aware of Act 152 properties to avoid duplication.

**ACCOUNTS AND FINANCES:** Councilperson Artim's reported that we were in a fact-finding phase on point of purchase debit and credit card abilities for the Treasurer's Office.

**TREASURER REPORT:** Ms. Strahl's report is available. She added that Real Estate Tax Report. June real estate tax collections was \$12,910 with 69.45% collected YTD. Bank balance report was provided to Council. Strahl stated interviews for the vacant tax clerk position were to start on July 12, 2023.

A motion by Mayor Adams, seconded by Artim to amend the Treasurer's Office hours to be open from 8 am to 12 pm and 1 pm to 3 pm until the Tax Clerk position is filled. Motion passes 4-0.

**SOLICITOR REPORT:** Solicitor discussed a city retiree's pension opinion letter was to be prepared by the solicitor and were to be provided to the City Manager on July 11<sup>th</sup>.

Solicitor commented on the refuse bidding documents.

Solicitor discussed a complaint letter delivered to the city with various issues raised. Solicitor stated that Council should be provided a copy.

DCED exit hearing is scheduled for July 17, 2023 at 6:00 pm.

**CITY MANAGER REPORT:** Manager requested a motion to accept the resignation of Autumn Milton. A motion was made by Councilman Adams, seconded by Councilman Artim, motion carries 4-0.

Sulkosky reported that 5 applicants were received for the Tax Clerk and 25 applicants for the Public Works/Codes Officer position.

Sulkosky stated that we will need to have a special meeting in the next few weeks to handle the hiring process since we cannot wait until August 29, 2023 to take official action.

**POLICE DEPARTMENT:** Chief Shaw's report is available in writing. Shaw reviewed the reports.

**ACT 47 COORDINATOR REPORT:** Kristen Michaels, DCED stated that the Act 47 Hearing will be Monday, July 17, 2023 at 6:00 pm. DCED representatives will be present to take comments from the public.

**FIRE DEPARTMENT:** Mayor Adams requested a written report be sent to him. Cobb reports for May was 37 calls and 8 fires, 7 in Duquesne and June 34 calls, 3 fires in Duquesne. Additional discussion occurred which was inaudible.

**CITIZEN'S REVIEW BOARD:** Ms. Chaffin stated she received two complaints to the Police Chief. Chaffin asked about the brochures to be handed out at Community Days. About 300 would be needed. The City Manager would check into the matter

Chaffin requested an officer roster with name and rank. Mayor stated that the contact process would be the Chief and then the Assistant Chief who will be responsible for providing information on an officer.

**PUBLIC COMMENT:** Sylvia Deaderick, PA Home Matters, explained the project at 11-31 S. 7<sup>th</sup> Street in Duquesne. Deaderick asked for a waiver for occupancy inspection due to delinquent taxes so a grant can be obtained for the

project and all back taxes and outstanding fees will be paid. Deaderick requested a City of Duquesne Comprehensive Plan. The City Manager would forward a copy of the comprehensive plan.

Pete Zpora, 400 Hardin Avenue, complimented everyone for the professionalism shown by Council compared to behavior by past boards. Zpora complimented Public Works on cleaning up 422 Commonwealth Avenue.

Finally, a motion was made by Councilperson Artim and second by Councilperson Washington to adjourn the meeting. Motion carried 4-0. Adjourned 7:50PM

Mayor R. Scott Adams 

City Manager Samuel Sulkosky 