

City of Duquesne
Council Workshop Meeting
July 9, 2019
Minutes

The meeting was called to order at 6:35PM and opened with a moment of silence, the Pledge of Allegiance to our flag and a prayer.

Present: Mayor Nickole Nesby, Mr. Scott R. Adams, Rev. Timothy Caldwell (was not present a roll call but arrived at 6:42PM), Mrs. Terra Henderson-Murphy and Ms. Elaine Washington.
Also Present: Interim City Manager MaryLouise Bittner, Police Chief Tom Dunlevy, Fire Chief Frank Cobb, City Engineer Dave Gilliland and City Solicitor Myron Sainovich.
Absent: City Treasurer David J Bires, Act 47 Coordinator George Dougherty
Excused:

Public Comments on Agenda Items

Keisha Bryant at 110 S. 7th Street spoke, requesting a street closure for block party with six houses.

Motion to approve a street closure on August 25 from 1PM to 5PM on West Oliver between 2nd and 3rd Streets and the alley.

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

New Business

Workshop Item #1: Discussion on appointing Lieutenant Shaw as the Code Enforcement Officer.

Workshop Item #2: Discussion on the job description and advertisement for the position of City Manager.

Council will review the job description and announcement for approval. Once it's approved the position can be advertised.

Workshop Item #3: Discussion on the job description and advertisement for the position of Public Works Director.

Council will review the job description for approval. Once it's approved the position can be advertised.

Workshop Item #4: Discussion on appointing an Administrative assistant per the recommendation of the Hiring Committee.

The Hiring Committee is conducting interviews and hopes to have a recommendation for to fill the position for the next meeting.

Workshop Item #5: Discussion on the draft Financial Policies as recommended by the Finance Committee.

The Finance Committee reviewed the draft policy and wants to have it approved at the next meeting. The main changes to the policy is the section VI. Debt Policies, E. Refunding Bonds: to add language to allow advance refundings for economic savings with a net present value savings of at least five percent of the refunded debt. This language could be revised and deleted once a

refunding occurs to prevent any further debt. Council is asked to review before the next meeting to facilitate any potential refunding in the near future.

Workshop Item #6: Discussion on giving a key to the appropriate person at the Borough of West Mifflin so that they have access to the reservoir for maintenance and cleaning.

Workshop Item #7: Discussion on deed for conveyance of 411-413 Priscilla Avenue from the Allegheny County Housing Authority to the City of Duquesne for the location of a Fitness Court in connection with the National Fitness Campaign Grant.

The County sent a follow-up letter regarding the conveyance. A comment was made that the City needs matching funds to proceed with the fitness court.

Old Business

At 7:43PM the Duquesne City Council went into Executive Session.

First: Rev. Caldwell. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 5-0.

City Engineer, David Gilliland asked to add the bid award for the waterline replacement on Edith Street. The lowest responsible bidder was North Beaver Contracting at \$134,096. The grant for this project is \$100,000. Mr. Gilliland recommends awarding the bid after determining the balance of the Water Fund to offset the \$34,000 balance of the project.

Motion to award the project to North Beaver Contracting if the funds are available from the Water Fund account.

First: Rev. Caldwell. **Second:** Mrs. Henderson-Murphy. **Motion carried:** 5-0.

Workshop Item #8: Motion to ratify actions taken in executive session related to personnel matters.

Workshop Item #9: Discussion on an agreement with Pennsylvania-American Water Company (PAWC) for the City to provide water consumption reports to PAWC so that PAWC can bill customers for wastewater services based upon the consumption amounts.

The Water Department will give Mr. Adams a contact at Pennsylvania American so that he can discuss both agreements.

Workshop Item #10: Discussion on an agreement with Pennsylvania-American Water Company for water shut-off services and the collection of wastewater charges by the City.

Mr. Adams asked rhetorically if it's possible to hire part-time employees to do the shut offs.

Workshop Item #11: Discussion of storm water management ordinance authorized to advertise at October 9, 2018 meeting.

Ms. Bittner noted that the City will use the model ordinance from the County.

Workshop Item #12: Discussion Sabol Kennels payment and other proposed options.

Mr. Sainovich said that he and Chief Dunlevy will review the invoice and details of the circumstances that occurred in order to resolve the matter.

Workshop Item #13: Discussion on an ordinance to repeal the ordinance setting the Mayor's annual salary at \$65,000 beginning January, 2022.

Mr. Sainovich will email the ordinance to Council for review.

Workshop Item #14: Discussion on membership to the Mayor's Innovation Project for \$500 tabled from May 14, 2019 meeting.

Workshop Item #15: Discussion on registration for an employee to attend the PA Procurement Expo & Forum on September 4 & 5, 2019 in Harrisburg, PA at a cost of approximately \$500 for registration, travel and lodging.

Council asked that Ms. Bittner resend the information on this item.

Workshop Item #16: Discussion on a towing services agreement with another company in Duquesne.

Chief Dunlevy sent a detailed memo with suggestions to a contract for tow services to Mayor, Council and the City Managers. Chief Dunlevy indicated in the memo that he is willing to meet and discuss elements of the contract so that a Request for Proposals (RFP) can be initiated if Council so desires. Another company in Duquesne is interested in providing tow services but Council should consider accident response time and equipment and develop specs for a fair process.

Motion to adjourn at 8:41PM.

First: Mayor Nesby. **Second:** Mrs. Henderson-Murphy. **Motion Carried:** 5-0.

Nickole Nesby, Mayor

MaryLouise Bittner, Interim City Manager