

City of Duquesne
April 25, 2023
6:30PM
Workshop Agenda Meeting Minutes

CALL TO ORDER 6:32PM (PLEASE MUTE YOUR PHONES)

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

ROLL CALL

Councilperson Caldwell (Absent)

Councilperson A. Adams (Excused)

Councilperson Washington

Councilperson Artim

Mayor R. Scott Adams

Interim City Manager MaryLouise Bittner

Act 47 Coordinator George Dougherty and his associate Kristen Michaels

City Engineer Laura Branthoover

City Solicitor Myron Sainovich

Motion by Councilperson Washington, second by Councilman Artim. Motion passed 3-0.

New Business:

1. Public Safety – Report by Mayor Scott Adams

- a. Item #1 – Proclamation for Sergeant Patrick Vroman
 - i. postponed until decorative medals come in.
- b. Item #2 – Sign Cooperative Agreement for the Allegheny County Vacant Property Program
 - i. County Redevelopment papers signed. Once County receives all paperwork they will put our application on their May Agenda.
- c. Item #3 – City Managers’ recruitment
 - i. Manager’s interviews set for 4-27-23. Council has 4 interviews.
- d. Item #4 – MOU with Duquesne City School District
 - i. new MOU between School district and Police outlining each role in dealing with law enforcement situations.
- e. Item #5 – Agreement between City of Duquesne/Duquesne City School District/Carnegie Library of McKeesport
 - i. school district seeking funds as per agreement concerning Duquesne Library Branch. Prior agreement was for \$5 per citizens. Will discuss at regular meeting.
- f. Item #6 – Negotiations for Collective Bargaining Agreement for City of Duquesne Police Department beginning January 2, 2024
 - i. Negotiations to start with Police union.

2. *Public Works – Report by Councilperson Elaine Washington*

- a. Item #1 – Filled two Laborers positions
 - i. 2 laborer positions filled and have started working.
- b. Item #2 – Filled two seasonal laborers at a rate of \$12.50/hour
 - i. Seasonal laborers to start soon.
- c. Item #3 – Possible Emergency Funding for three more demolitions
- d. Item #4 – Councilperson Washington thanked Denise Brownfield and Catherine Scharding for their continued help in the beautification of the City.

3. *Water Dept. – Report by Councilperson Aaron Adams*

- a. Item #1 – Report will be submitted for May 2 Council Meeting
- b. Item #2 – PA American Water H2O Program
 - i. the mayor made Council aware of new water assistance program. Information will be passed on thru fliers, on the City website and Facebook page.
- c. Item #3 – Status of Water Rate Study
 - i. need report on water study status.
- d. Item #4 - Begin process to bid out solid waste collection beginning January 2, 2024.
 - i. Process for bidding on solid waste collection needs to start soon.

4. *Community & Economic Development – Report by Councilperson Timothy Caldwell (Engineers also Report here)*

- a. Item #1 – Upgrade lighting in City Hall
 - i. Mayor will contact rep from Duquesne light for possible walk through and estimate to upgrade.
- b. Item #2 – Use of Polish Hill Park on July 29 from 8am-5pm to host Children’s Business Fair by Acton Academy and How To HR LLC.
 - i.
- c. Item #3 – Block off N 5th Street between Grant and Hamilton from 8am-5pm on May 13 for a garage sale by New Evangelistic Ministries Hospitality Ministry
- d. Item #4 – Use of Ballfield on August 5 from 8am-7pm for Duquesne Community Day with hand washing stations, port-a-johns and electricity
- e. Item #5 – Block off S 4th between Kennedy and Grant on May 20 from 10am-2pm for a resource fair and kindergarten recruitment by the City of Duquesne School District
- f. Item #6 - will be added to Regular meeting agenda to vote on.
 - i. Engineer submitted update on Grants applied for and made council aware of a new grant applied for \$212,075 for renovations to Polish Hill ballfield. Also will need a resolution acknowledging this. (Mayor concern about football usage not applying.

5. *Accounts & Finances. – Report by Councilperson Derek Artim*

- a. Item #1 – Report Submitted
- b. Item #2 – Financial Policies and Budget Process.
 - i. Councilperson Artim suggest members of Council review Financial Policies and Budget Process.

6. Treasurer Dept. – Report by Maureen Strahl

7. Solicitor – Report by Myron Sainovich

- a. Item #1 – Solicitor Sainovich stated he will submit the resolution dissolving the Duquesne Redevelopment Authority to the proper board and will have legal clearances ready for 600, 602, 604 and 606 Crawford Avenue.

8. City Manager – Report by MaryLouise Bittner

- a. Item #1 – Ongoing insurance renewal process—electrical inspection report due to insurance company
 - i. Process of reviewing insurances within the City. Also submitted electrical inspection to the insurance company.
- b. Item #2 – Completion of State Ethics Forms
 - i. State Ethics forms need to be filed ASAP
- c. Item #3 – Industrial Appraisals removing “certified values” and “Loss Protection Service” no longer in effect.
 - i. City Manager believes City needs to have appraisal done on all City assets.
- d. Item #4 – Sign annual contract for cleaning service at City Hall beginning April 1, 2023 at a cost of \$585/week (no increase)
 - i. Need to sign cleaning contract with company currently performing those duties. Mayor Adams asked if new hires could possibly take this task over. According to Councilperson Washington it may be a problem with the union. Mr. Dougherty added Act 47 supersedes all City contracts and the current contract saves the City money. Cost for service is \$585/week and is not an increase in price.
- e. Item #5 – Executive Session to discuss personnel matter

9. Police Dept. – Report by Acting Chief William Shaw

10. Act 47 Coordinator – Report by George Dougherty

- a. Item #1 – Mr. Dougherty will have report complete on the City’s financial status on 5-19-2023 and will have a follow up comment meeting in early June of 2023. This will be advertised in Pittsburgh Legal journal and the Mon Valley independent.
- b. Item #2 - Mayor Adams asked about timeline for codification and Mr. Dougherty responded he will check with DCED concerning Grant approval but believes this should be approved shortly and then when company/person is

selecting to perform this task it shall begin. Mayor Adams asked if this would be complete by the end of the year and Mr. Dougherty said he sees no reason why it should not be.

11. Fire Dept. – Report by Chief Frank Cobbe.

PUBLIC COMMENT

At this time, citizens may address the Council on any issue. Only residents and taxpayers of the City of Duquesne will be permitted to address the Council. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 3 minutes. Groups of people will be required to designate a spokesperson to represent them before the Board who may speak for a maximum of 3 minutes. Speakers are asked to use the microphone at the speaker's stand, clearly state their name and address for the record and keep comments brief and to the point. Please spell your name for the record.

Rosie Reid stated she would supply Mayor Adams with a few numbers concerning Duquesne Youth Football.

Pat Bluett relayed to council the City is in line for a new picnic bench from a local Lions Club because of a recycling effort. Councilperson Washington stated that would be a nice addition at Polish Hill.

Interim City Manager MaryLouise Bittner requested an Executive session to discuss a personnel issue.

Motion by Mayor Adams to go into Executive Session to discuss a personnel matter, second by Councilperson Washington. Motion carried 3-0.

Motion to go back into Regular Session by Councilperson Artim, second by Councilperson Washington. Motion carried 3-0 to exit.

Councilperson Artim made a motion to adjourn, second by Councilperson Washington. Motion carried 3-0.

Adjournment at 7:25PM:



Mayor R. Scott Adams

M. L. Bittner

MaryLouise Bittner – Interim City Manager