

**City of Duquesne  
Council Agenda  
Tuesday, April 1, 2025  
6:30 pm**

Meeting being held in person and remotely using ZOOM:

<https://us02web.zoom.us/j/5251078707?pwd=Z01uVXI0MmZaYm5BazJnYmR4MwslQT09#success>

**CALL TO ORDER (PLEASE MUTE YOUR PHONES)  
MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
ROLL CALL**

**Councilperson Elaine Washington  
Councilperson Aaron Adams  
Councilperson Derek Artim  
Councilperson Denise Brownfield  
Mayor R. Scott Adams**

**PUBLIC COMMENTS ON AGENDA ITEMS**

*At this time, citizens may address the Council of Duquesne on any issue appearing on today's agenda. 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 5 minutes. Groups of people will be required to designate a spokesperson to represent them before the Council who may speak for a maximum of 10 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 and sign in on the sign in sheet.*

**CONSENT AGENDA**

- a. Review of Minutes – March 4, 2025
- b. Bill List – February 28, 2025

**MOTION: approve the April 01, 2025, Consent Agenda**

**NEW BUSINESS**

- 1. Public Safety – Report by Mayor Scott Adams**
  - a. Military Banner Update
  - b. Marriage Ceremony on April 18, 2025
- 2. Public Works – Report by Councilperson Elaine Washington**
- 3. Water Dept. – Report by Councilperson Aaron Adams**

#### ***4. Community & Economic Development – Report by Councilperson Denise Brownfield***

- a. **First Reading of Pet Waste Ordinance No. 2025-001** – adopting a Pet Waste Ordinance to comply with the provisions of the City’s MS4 Stormwater Ordinance. Second and Third Readings and consideration have been advertised for the May 6, 2025 Council Meeting.
- b. Allegheny County Vacant Property Program – this program allows individuals/entities to acquire vacant and blighted properties. The City is required to complete an Assessment of the Property being requested, confirm the applicant has no outstanding Code Violations at their primary residence, and pass a Resolution that subsequent disposition of the property would be in accordance with the comprehensive plan of the Municipality.
  - i. Patricia and Paul Manfredo, 111 Kennedy Ave. (378-E-224)  
**MOTION: to adopt Resolution 2024-005 authorizing the acquisition and subsequent disposition of parcel(s) 378-E-224 and would be in accordance with the Comprehensive Plan of City of Duquesne.**
  - ii. Cliff Hughes, 316 Commonwealth Ave. (304-E-70)  
**MOTION: to adopt Resolution 2024-006 authorizing the acquisition and subsequent disposition of parcel(s) 304-E-70 and would be in accordance with the Comprehensive Plan of City of Duquesne.**
- c. Polish Hill Park Field Request – People Residing in Duquesne Equally (PRIDE) is requesting is requesting use of Polish Hill Park Field on Saturday, April 12, 2025 from 10 AM to 2 PM for their Easter Egg Hunt.  
**MOTION: to allow PRIDE the use of Polish Hill Park Field for their Easter Egg Hunt on April from 10 AM to 2 PM.**
- d. Zoning Hearing Board – No Update
- e. Planning Commission – No Update

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

- a. Act 32 Tax Collector – requires uniform withholding of earned income taxes and remittance to a single local collector or Tax Officer per each County in the Commonwealth. Due to its larger size, Allegheny County was divided into 4 separate Tax Collector Districts. Duquesne falls under the Southwest Tax Collection District (SWTCD), which is currently being collected by Jordan Tax. That contract is expiring in 2025 and the Management Committee of the SWTCD issued an RFP and is recommending that Jordan Tax Service be awarded a three-year contract, with the option of another 2-year extension. The full SWTCD will be meeting in April to discuss the recommendation.

**6. Treasurer Dept. – Report by Maureen Strahl**

**7. Engineer – Report by Laura Branthoover**

**8. Solicitor – Report by Myron Sainovich**

- a. Comcast Franchise Agreement Renewal – a cable television franchise fee is an annual fee charged by a local government to a private cable television company as compensation for using public property it owns as right-of-way for its cable.

**MOTION: to approve the Franchise Agreement between the City of Duquesne and Comcast Cable Communications Management, LLC pending review and approval by the City’s Solicitor.**

**9. City Manager – Report by Douglas Sample**

**10. Police Dept. – Report by Chief William Shaw**

**11. Fire Dept. – Report by Chief Frank Cobb**

**12. Police Citizen Review Board – Report by Debra Chaffin**

**OLD BUSINESS**

**COMMUNITY ANNOUNCEMENTS**

- 1. Upcoming Workshop Meeting – Tuesday, April 22, 2025 at 6:30 PM.**
- 2. Easter Egg Hunt -- PRIDE (People Residing in Duquesne Equally), co-sponsor, along with the city and the Duquesne PartnerSHIP, the annual community Easter Egg Hunt celebration will be held on Saturday, April 12, 2025 in Polish Hill Park from Noon to 2 PM.**
- 3. Home Rule Government Study Commission – Monday, April 21, 2025 at 6:30 PM.**

**PUBLIC COMMENT**

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**ADJOURNMENT**