

**City of Duquesne  
September 10, 2019  
Workshop Minutes**

6:31 pm Meeting was called to order by Mayor Nesby  
There was a moment of Silence followed by the Pledge of Allegiance and  
Opening Prayer

**Present:** Richard Scott Adams, Rev. Timothy Caldwell, Terra Henderson-Murphy, Elaine Washington, Mayor Nickole Nesby

**Others Present:** Interim City Manager MaryLouise Bittner, City Solicitor Myron Sainovich, City Engineer Gilliland, Police Chief Thomas Dunlevy, Fire Chief Frank Cobb, Police Citizen Review Board Deborah Chaffin; Administrative Assistant Marian Marko-Eberle

**Public Comments:**

Mr. George Kraus of 729 Richford St spoke on Workshop Item # 6 ( Discussion on approving payment of the \$500.00 deductible or an accident on March 25, 2019 to Enterprise Car Rental). Resident requested proof of the approval of the vehicle used for the trip; and if vehicle was not approved why the residents of the City of Duquesne should be held responsible to pay this bill. Councilman, Richard Scott Adams interjected and asked the question “Was the vehicle actually approved?” Mayor Nesby responded by saying the approval for this vehicle was sent out in an email to the City of Duquesne Board Members and should be in the February 2019 minutes. Mr. Kraus then requested proof of the email of which the Mayor responded she will locate the email and resend it to all the Board Members.

**New Business:**

**Workshop Item #1** - Motion to authorize the Interim City Manager to advertise the hearing dates for the approval of the 2019 Earned Income Tax rates under Act 47:

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

**Workshop Item #2** - Discussion on approving the draft Credit Card Purchasing Policy as recommended by the Finance Committee:

At this time, there are no current policies. However, Solicitor Sainovich sent the Board Members a draft letter to review showing how the Credit Cards should be managed. The Mayor asked who’s on the Finance Committee. Councilwoman Terra Henderson-Murphy responded herself, MaryLouise Bittner, and George Dougherty, the Act 47 Coordinator sit on the Finance Committee.

**Workshop Item #3** - Discussion on authorization for the proper officials to sign four documents related to the credit card account at First Commonwealth Bank (FCB will provide the documents in time for the regular meeting):

Currently – Mayor Nickole Nesby, Interim City Manager Virginia Finnegan and Treasurer David Bires sign checks at this time. There are 2 credit cards – Chief Tom Dunlevy and Mayor Nesby hold the cards at this time and any old credit cards have been destroyed. It will be up to Council to decide who will hold credit cards and will set the process.

**Workshop Item #4** – Discussion on the draft Financial Policies as recommended by the Finance Committee: No discussion

**Workshop Item #5** – Discussion on use of Council Chambers by A Second Chance for the Your Engagement Services (YES) every Thursday:

They want to hold meetings in the City of Duquesne Board Room. Mayor Nesby responded that she would be responsible for letting the students in and out of the building along with the Agency being involved in the evening's activity.

**Workshop Item #6** – Discussion on Approving payment of the \$500.00 deductible for an accident on March 25, 2019 to Enterprise car Rental: No other discussion.

**Workshop Item #7** – Discussion on approving the Community Pet Outreach Event for Saturday, November 9, 2019 by the Proper Pitt Bull, Biggies Bullies and Humane Animal Rescue at the Park next to the City building:

Per MaryLouise, two women presented this event at a previous meeting. Richard Scott and Terra asked what was available. All City residents are welcome and all services are FREE; medical care was given as an example. The event is to be held outside, however, if the weather is bad the event will held in the City Garage.

**Workshop Item #8** – Discussion on participating in the Macedonia Missionary Baptist Church 30<sup>th</sup> Pastoral Anniversary of Rev. Archie D. Perrin, Jr by purchasing an ad in the souvenir booklet:

A full page ad is \$50.00. Solicitor Sainovich stressed that an ad could be purchased as long as the citizens of Duquesne benefit. If there's no benefits to the citizens, Solicitor Sainovich stressed this cannot be done.

**Workshop Item #9** – Discussion on renaming Wylie with adjacent Cochran Street to Rev. Archie D. Perrin Jr. Court to further honor Rev. Perrin:

Councilman, Rev. Tim Caldwell suggested treating this as a Proclamation. Solicitor Sainovich mentioned that 911 would need to be notified to keep them in the loop of a street change. Chief Dunlevy mentioned notifying PENNDOT, however, PENNDOT has already inquired about this street change. Solicitor Sainovich offered to do more research and report back to the Board Members.

**Workshop Item #10** – Discussion of renewing the contract with Snyder Brothers Inc. for natural gas supplies at three locations owned by the City of Duquesne. (Quote will be provided for the meeting):

Mayor suggested getting quotes from both companies and that she will get the contact.

**Workshop Item #11** – Discussion on renewing the membership to the PA State Mayor's Association at a cost of \$60.00:

This would allow the Mayor to have access to a lot of informational issues around the State. Solicitor Sainovich strongly recommended this membership to be worthwhile and that many other cities have memberships.

**Workshop Item #12** – Discussion on participating in the Partner 4 Work Program to secure a file clerk for 20 hours/week to assist the Administrative Assistant in organizing the files at no cost to the City:

MaryLouise shared that the Earn to Learn program made a recommendation of a strong candidate. Clearances to be checked on this candidate. Mayor Nesby to check on this at a meeting she has on Friday September 13 and report back to the Board and will also check if the

candidate is a local resident. Mayor Nesby mention that if the candidate works through the school year 180 school hours would be available. The candidate would report to the City Manager and Administrative Assistant.

**7:25 pm** – Motion to go into Executive Session

**First:** Elaine Washington **Second:** Terra Henderson-Murphy **Motion carried: 5-0**

8:07 pm – Motion to go back into Regular Session

**First:** Elaine Washington **Second:** Rev. Timothy Caldwell **Motion carried: 5-0**

**Workshop Item #13** – Motion to ratify actions taken in Executive Session related to personnel matters: No other comments:

**First:** Terra Henderson-Murphy **Second:** Richard Scott Adams **Motion carried: 5-0**

**Workshop Item #14** – Motion to ratify the approval to hire two new Police Officers.

**First:** Rev. Timothy Caldwell **Second:** Mayor Nesby **Motion carried: 5-0**

**Workshop Item #15** – Motion to ratify approving the list of projects for CD46 Block Grant pre-application:

**First:** Rev. Timothy Caldwell **Second:** Richard Scott Adams **Motion carried: 5-0**

**Workshop Item #16** – Motion to ratify approval for payment of all invoices for August 2019.

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

**Workshop Item #17** – Motion to ratify the lease between the City of Duquesne and the City of Duquesne Volunteer Fire Department:

**First:** Terra Henderson-Murphy **Second:** Mayor Nesby **Motion carried: 5-0**

**Workshop Item #18** – Motion to ratify the purchase of signs for the four parks as per the requirements of grants/funding from the PA Department of Natural Resources (DCNR) in 1987. At this time, four temporary signs are hung in specified areas until the permanent signs arrive (Route 837 Parklet, Hamilton/3<sup>rd</sup> Avenue Park, City Park, and Memorial Park):

**First:** Richard Scott Adams **Second:** Terra Henderson-Murphy **Motion carried: 5-0**

**Workshop Item #19** – Motion to ratify authorization for the Interim City Manager to submit a letter of intent (LOI) to the Department of Community and Economic Development (DCED) to provide IT services to design and build a website for the City under their Peer Consultant Program:

**First:** Mayor Nesby **Second:** Rev. Timothy Caldwell **Motion carried: 5-0**

**Workshop Item #20** – Motion to ratify authorization for the interim City Manager to send a letter accepting the bid offer for rock sale from the SHACOG with no requirement to purchase in any quantity in the future:

Richard Scott Adams inquired as to when the salt would be purchased and where it would be stored. Due to unpaid past bills, rock salt will not be purchased from former vendor

**First:** Mayor Nesby **Second:** Terra Henderson-Murphy **Motion carried: 5-0**

**Workshop Item #21** – Discussion on an ordinance to repeal the ordinance setting the Mayor’s annual salary at \$65,000.00 beginning January, 2022:

Mayor prepared for a repeal of this ordinance which will be ready the week of September 16 when a vote can then take place.

**Workshop Item #22** – Discussion on rejecting all bids for the Fire Hall Door Project and approve re-advertising the project:

MaryLouise reported she was in contact with the Allegheny County Economic Development and yes it was sent. Per Solicitor Sainovich plans are moving forward for a possible funding.

**Workshop Item #23** – Discussion on Sabol Kennels Payment and other proposed options as presented by the City Solicitor:

Solicitor Sainovich asked for a more reasonable price with no response to date. If no response, it was suggested to let it go.

8:09 pm – Motion to adjourn:

**First:** Rev. Timothy Caldwell **Second:** Elaine Washington **Motion carried: 5-0**

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Nickole Nesby, Mayor

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Marian Marko-Eberle, Administrative Assistant