



**Homestead Borough Council
Agenda Setting Meeting - Caucus**

*January 11, 2021
5:00 PM*

Call to Order – 5:11 PM Vice President Cunningham presided over the meeting until President Dais arrived at ??? pm

Roll Call

President Dais	arrived at ????? pm	Vice President Cunningham	X
Rev. Benton	X	Mr. Borcik	X
Min. Burwell	X	Mrs. Burwell	X
Ms. Nesby	X	Mayor Esper	X

A quorum is established

Borough Manager	X	Solicitor	X
Chief DeSimone	X	Fire Chief Eads	X
Code Enforcement	X	Public Works	not present
Engineering	not present		

Other Attendees: there were several members of the public in attendance

Pledge of Allegiance

Public Comment

Connie Portis, no address – wanted to make sure that her notes from the October and November Legislative meeting were added.

Public Safety

1. Police Chief's report
 - a. discussed administrative issues – solicitor suggested that a form be created to allow staff to include all deductions
 - b. requested a contract for the retired police dog, Max between the current owner (Officer Ilgenfritz) and the Borough – solicitor will review
 - c. MIST classes – solicitor will work with Chief to get a COVID19 waiver to the convener's of the classes
2. Fire Chief's report – included in packet
3. Mayor's report – no report

Department Reports

1. Building Code included in packet

- a. Quality of Life Ordinance – the Solicitor will work with the Borough and make it relevant to Homestead
 - i. Connie Portis spoke about the mud that seeped down the street after a water main break
 - ii. Ms. Benton – cost to residents; that is to be determined based on a discussion of Council
 - iii. Chief – how do you hold tenant responsible – ticket turns into a citation giving Code more reinforcement with proceeds going to Code to allow for the program costs to be covered
- b. General Code Ordinance update
 - i. Was approved to be advertised at the Nov/Dec meeting
 - ii. Add to 1/14/21 to officially adopt the ordinance
- 2. Parking
- 3. Public Works – included in packet
- 4. Engineering – including in packet
 - a. Solicited bids for Storm Inlet repairs and pole replacements
 - i. Inlet – received bids from
 - 1. Satira Construction \$4,150
 - 2. Soli Construction \$4,700
 - 3. Urban Construction \$16,900
 - 4. Engineering recommends award in the rebuilding the inlet at West & Plum to Satira Construction for \$4,150
 - ii. Poles – Sargent Electric was the only contractor of the 4 solicited to respond. The quote Engineering recommends the following for a total of \$10,262.00.
 - 1. 12th & Amity, replace pole & reinstall existing signs \$2,336.00
 - 2. 7th & McClure, replace pole and install new service, panel box, meter socket, reinstall old light, \$4,981.00
 - 3. 7th & McClure, replace all 4 lights with new LED fixtures, \$2,945.00
- 5. Manager's report – see below

Finance/Administration/Personnel

- 1. Review Bill list – some minor errors, will be corrected and the new bill list will be sent electronically to Council
 - a. Questions were asked about several line items – answered
- 2. Statement of Revenues & Expenditures to date – Issue with Freedom not allowing the print out of this report
- 3. Financial manager discussion –
 - a. Borough manager suggest a review of financial policies
 - b. Create tighter checks and balances as there have been bills being paid for long periods of time without review
 - c. Finance Committee will need to meet once a month to review the bill list prior to Council meetings.

President/Council Review

1. Accepting Council meeting minutes: August, September, October, November 9, 2020 and December.
 - a. Motion to accept all above Council meetings will be added to 1/14/21
 - b. Council needs to determine how long to keep recordings of meetings.
2. PW Building roof repair – needs to be put on hold
 - a. Don – bid sent was rather high, so new bids should be solicited
3. PW Furnaces – one already approved, need to add an additional one
 - a. The original bid from Ed Kemp in the amount of \$2,996.00 for one furnace was accepted at the 11/12/20 meeting and needs to be rescinded
 - b. New bid for 2 furnaces should be added to motion list 1/14/21
4. 2nd Floor Women’s restroom repair
 - a. The internal work cannot be done until the leak on the roof from the AC is repaired
 - b. Hruska should return to fix it
5. Civil Service
 - a. Duane Schulte spoke on the following
 - i. Independent Review – looking into having an outside agency do background checks on candidates
 - ii. Removal of current candidates on list – letter should come from the Commission and not Council; previous Solicitor suggested that the letter come from Council to Commission asking to vacate the list.
 - iii. An entry level exam will be held jointly with Duquesne City police chief sometime in late January
 - iv. Would like a motion to be added to the 1/14/21 meeting to promote Homestead current PT officers to FT and clear the current list
 - v. Advertise the next Civil Service Commission meeting
6. DCED Police Peer Consultant
 - a. Borough Manager will complete the letter of intent and have a motion made on 1/14/21 to approve the application to the program
7. Credit Card Policy
 - a. Borough manager is researching a policy for use of a Borough credit card
 - b. Borough manager also asked for permission to apply for a PNC credit card – consensus of Council approved; will add motion to 1/14/21 meeting
8. Cell phone policy
 - a. The current policy of allowing staff to use their personal phones and getting a stipend is outdated. A updated policy will be sent to the Solicitor for review and staff and Council will be receiving Borough owned phones for Borough business use.
9. Municibid – winning building bid
 - a. Consensus of Council to approve the winning bid of \$2800 by Mr. William Weaver; motion will be added to Council meeting on 1/14/21

10. Real Estate appeal – Mr. Cunningham
 - a. 3 lots owned by the Borough need to be appealed to have their use changed to municipal ownership – Solicitor will review and make the appeal
11. Delinquent Taxes – Keystone – Resolution needed
 - a. Solicitor will review the legality and see if there is a contract
12. Interns
 - a. Borough Manager has made contact with Chatham University to have an intern and would like Council to consider offering a stipend to intern; will add motion to 1/14/21 meeting
 - b. Local Government Academy – Municipal Intern Program
 - i. Borough Manager would like to apply to the program
 - ii. Decision on what the Intern will be working on can be discussed by the Personnel Committee and presented at the February Council meeting
13. Borough Manager Contract – Executive session discussion
14. Borough Boards & Commissions – review
 - a. Council Committees should be updated with members and should be meeting in a consistent manner
15. Antique Military Cannon
 - a. Citizen interested in restoring cannon – Council would like more information

Public Comment – General Information

Ms. Paylor-Dais

- Gave information on the Junior Council program and suggested having a male and female
- Suggested that the Borough get event insurance for any community events

Executive Session – 8:00 pm

No action taken

Adjournment

Motion to adjourn at 8:37

Motion: Drew Borcik

Second: Jou’Al Burwell

Vote: Roll call – all in favor

****Reminders****

Any notes on upcoming meetings – Executive Sessions, Planning,

NEXT MEETING DATES

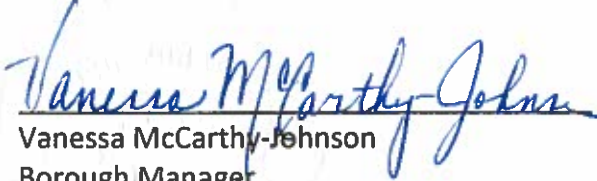
Legislative Session – January 14, 2021

Civil Service Meeting – January 27, 2021, 5:00 pm
Zoning Hearing Board – January 27, 2021, 6:00 pm
Planning Commission – January 27, 2021, 7:00 pm
Work Session/Caucus – February 8, 2021, 5:00 pm
Legislative Session – February 11, 2021, 6:00 pm
Historic Architecture Review Board – February 3, 2021, 7:00 pm

Approved

2/26/2021

Date


Vanessa McCarthy-Johnson
Borough Manager


Don Dais
President of Council