



Homestead Borough Council
Agenda Setting Meeting - Caucus

December 14, 2020
5:00 PM

Call to Order 5:04 PM

Roll Call

Roll Call

President Dais	X	Vice President Cunningham	X
Rev. Benton	X	Mr. Borcik	arrived at 6:00 pm
Min. Burwell	arrived at 5:11 pm	Mrs. Burwell	arrived at 5:18
Ms. Nesby	X	Mayor Esper	X

A quorum is established (4 or more Council members)

Borough Manager	X	Solicitor	X
Chief DeSimone	X	Fire Chief Eads	X
Code Enforcement	No	Public Works	No
Engineering	No		

Other Attendees:

Pledge of Allegiance

Public Comment – Items on Agenda

Name, Address, Comment

Agenda Items:

1. Borough Manager
 - a. Hiring of Vanessa McCarthy-Johnson
 - b. Discussion to be held in Executive Session
2. Solicitor
 - a. Discussion to be held in Executive Session
3. Change banks
 - a. Manager to send a letter to Council from PNC detailing their offer
 - b. To be placed on legislative meeting on Thursday
4. Accepting Paychex to do Payroll
 - a. Manager to send a letter to Council from Paychex detailing their offer
 - b. To be placed on legislative meeting on Thursday
5. Resolutions- 2021 millage adoption of 2021 budget & Fixing 2021 tax rates

- a. Manager to send resolutions to Council for review before legislative meeting
 - b. LC said the budget must be done by ordinance
- 6. Tax collection: Releasing Jordan Tax & delinquent tax collector- Current tax collector to handle delinquent & sending notices
 - a. Legal opinion requested
- 7. Hiring temps for DPW
 - a. Manager explained the details of being short-handed and the need for additional staffing
 - b. President of Council recounted conversation with union who said it was okay
- 8. Hiring Part Time Parking enforcement
 - a. Manager explained the details of needing a part-time Parking Enforcement Officer to work on Saturdays and during the week for no more than 30 hours
 - b. President of Council recounted conversation with union who said it was okay
- 9. Alcosan sewage rates
 - a. Increase our rates by the 7%
- 10. Manager Report – sent to Council in packet
 - a. Dates for 2021 meetings
 - b. COVID19 Policy updated
 - c. Steel Valley Enterprise Zone Corp needs new reps
 - d. Memberships to APMM; PSAB
 - e. Liberty National benefits offered to staff
 - f. DCED Letter of Intent
 - g. Fire Station repairs
 - h. Alcosan
 - i. Allegheny League of Municipalities – 2021 Banner Community application
 - j. Duquesne Light – Cobra head Street Light Program
 - i. Mayor suggested using the police department to determine where the dark streets are
 - ii. Mary suggested looking at alleyways
 - iii. Lloyd suggested West – across 12th to Amity
 - iv. Residents should be involved in the decision
 - v. Mayor – one area at a time; list consecutively; are alleys a priority?
 - vi. Manager should schedule a meeting with Duquesne Light
 - vii. Connie suggested main street where people work and walk
 - viii. Chief – do the streets before alleys
- 11. Chief report
 - a. Police involved shooting
 - b. Drug and Alcohol policy – Manager has sent the policy Solicitor worked on
 - c. Resident-involved shooting – county police investigating
 - d. McClure to 6th – needs no truck signage – just a posting weight requirements
 - i. Does not have a weights and measurement officer, but does have a scale
 - ii. Penn Dot/signage/resolution or ordinance
 - 1. McClure, Ann and 6th Avenue

- 2. 7th McClure and Ann
 - e. Hosting a mandatory Inservice training in 2021
 - i. Will send a list of dates
 - 1. Uses Council chambers for 2 weeks
 - 2. Looking at January
 - 3. Council concerned with COVID issues/gathering numbers
 - f. Joe – Duane Schulte and the Civil Service List
 - i. Letter to remove last candidate on the list
 - g. Chief would like to promote 2 PT officers due to shortage
 - i. 16 – 18 officers; currently 13 FT/3 PT
 - ii. While under Act 47, 20 officers with 16 FT
 - iii. Advertise Civil Service test where? – colleges; FOP newsletter/COG/local newspapers/Allegheny County Policy Academy
12. Code – in packet
13. Solicitor – would like an executive session
14. Fire will be in training on Thursday and will not be in the Legislative session
- a. Discussed the replacement of ladder truck – 18 years old
 - i. Demo units: \$1,000,000/953,000/879,000
 - a. Can finance \$800,000 for \$62,000 per year
 - ii. Repairs of current truck are becoming more costly and maintenance is high
 - iii. Lloyd would like to explore other funding
 - iv. Don stated how much income is reduced greatly
15. Bank - change to PNC who will charge no fees
- a. Council would like to see this offer in writing
16. Borough Manager employment
- a. Min. Burwell recommends hiring Vanessa McCarthy-Johnson as Borough Manager
 - b. Personnel Committee agrees to what terms – would like to discuss during Executive Session
17. Paychex – Motion at Legislative session
- a. Vs. Freedom - \$14,000
 - b. Would start in January 2021
 - c. Council wants to see a contract; how much savings removing the payroll module
 - i. Keep Freedom for the Budget Prep/Land Management/Accounts Payable
18. Resolutions
- a. 2021 Milage – Tax Levy
 - b. Adoption of 2021 Budget
 - c. 2021 Fee Schedule – need to revise credit card fee to flat rate of 3%
19. Tax Collection
- a. What is legal opinion to end contract with Keystone and Jordan to have tax collector do those things
 - b. Page 38 of Tax Collector Manual

- c. Can the tax collector handle the additional work?
 - i. Don explained that it only takes two people to do the work
 - ii. 742 letters are sent our
- d. Drew is in disagreement with this and does not feel it is a legal issue

Regular meeting ended at 7:26 to go into Executive Session

Executive Session ended at 8:33 to return to regular meeting

Adjournment

**Motion: Min. Burwell
All in Favor – 7 / 0**

Second: Rev. Benton

at 8:34

Approved

Date

Vanessa McCarthy-Johnson
Borough Manager

Don Dais
President of Council