

**Homestead Borough Council**  
Council Work Session/Caucus  
Agenda – Virtual Meeting via ZOOM  
*December 14, 2020*  
5:00 PM

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**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 12<sup>th</sup> 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 6<sup>th</sup> – 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 6<sup>th</sup> Avenue
      2. 7<sup>th</sup> 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 out
  - 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