




Agenda

To: City Council Members, Mayor Chris Frye
From: Stephanie A. Dean, City Clerk 
Date: 05/01/2020
Re: **May 5, 2020** Caucus Meeting will be held virtually via ZOOM.

I. Meeting Schedule

The Caucus meeting be held via ZOOM at 6:30 pm (agenda items below).

II. Opening Exercises

Call to Order

Pledge of Allegiance & Moment of Silence

Roll Call

III. Announcements

The minutes of the April 9, 2020 will be provided to you via email prior to the May 7, 2020 Council meeting for your review.

IV. Presentations

a. None

V. Public Comments

Public Comments must be related to items listed on the Caucus agenda. Comments must be emailed to the City Clerk, Stephanie Dean, at cfo@newcastlepa.org no later than 5:45 pm on May 5, 2020 and will be given to the Council President and will be read during the meeting.

VI. Planning Commission Reports

- a. None

VII. Request to Bid

VIII. Resolutions for Consideration

a. PA Municipal Internship Program

The Mayor would like to host an intern through the PML. This is fully reimbursed to the City from the PML, please see attached 2020 Internship Contract. The intern will be paid \$18.00 an hour for 480 hours for a reimbursement of \$8,640. The 2020 budget does not have a line item for an intern, so the Mayor is requesting that City Council create this line item or allow the use of Council Contingency funds to pay the intern initially and then credit with the reimbursement.

b. Approved Leave of Absence for Pension Purposes

As a result of COVID-19 and financial implications to the City, the Mayor made the decision to furlough 34 employees. In an effort not to impact their pension benefits, we are requesting that City Council authorize an approved leave of absence for pension purposes, effective April 20, 2020.

c. Pennsylvania Emergency Management Agency (PEMA)

As a result of COVID-19, we are requesting that City Council authorize that the City submit the Designation of Agent Resolution and the Agreement for Financial Assistance so that the City is eligible for emergency funds if/when they become available.

d. City Appointments to the Community Development Corporation (CDC)

The Mayor would like to make the following appointment to the CDC:

Shawn Anderson; City of New Castle and David Richards; NC Transit Authority

e. Back To The 50's

f. Human Services Center

Attorney Gene Tempesta, on behalf of Human Services Center, is requesting that city council approve the transfer of two small parcels of real estate (the old chamber of commerce train station on the Columbus Innerbelt) from the Shenango Street Station. Shenango Street Station is another nonprofit that owns the parcels but will be dissolving in the very near future. Because the property was purchased years ago through the redevelopment authority using grant funds, the transfer must be approved by the city.

g. CDBG 2019 Modification

Modification to allow for assistance to small business within the City due to COVID-19.

h. EZP Modification

Modifications to expand eligible uses of EZ RLF money to include raw materials and inventory a way to address the COVID-19 emergency.

i. Fair Housing Officer

The current Fair Housing Officer on record is still Tamara Gibson, so we are requesting that this be changed to Shawn Anderson via resolution.

j. Penn Dot MTF Program

k. Distressed City Technical Assistance Grant from HUD Application

IX. Ordinances for Consideration

l. CB-2020-; Code Enforcement Ordinance Amendments

X. Ordinances on the Table; attached to caucus agenda for review

a. CB-2020-07; Towing and Impound Fees

This ordinance can be acted on at the May 7, 2020 Council Meeting; Introduced by Ms. Gavril at the 2/13/20 Council Meeting.

XI. Conditional Use Request

None

XII. Executive Session

a. Personnel

i. Collective Bargaining Agreement for the Fraternal Order of Police for the years 2020-2022

b. Threatened Litigation

i. Municipal Waste Litigation



PA Municipal Internship Program

2020 Internship Contract

The Governor's Center for Local Government Services (GCLGS) is dedicated to providing valuable on-the-job training opportunities for college and graduate level students, who can assist Pennsylvania municipalities in better serving their constituents. The GCLGS connects students and municipalities through the Pennsylvania Municipal Internship Program (PA MIP), which is a strategic and collaborative initiative with the Pennsylvania Municipal League (PML).

PA MIP is a conduit that connects college students with municipalities across the Commonwealth. The year-round program provides a dual opportunity for college students and municipalities. Interns gain valuable on-the-job experience and municipalities benefit from having additional resources to tackle important projects.

Interns will benefit from:

- ❖ Practical, significant experience in local government
- ❖ The opportunity to test skills
- ❖ Completion of a quality project, and copies of reports to supplement your resume
- ❖ Experience in interpersonal communication, group dynamics, and organizational politics
- ❖ Networking with local government practitioners and other interns. Contacts for possible future employment
- ❖ The opportunity to learn from others through coaching, supervision and mentoring
- ❖ Experience gained from bridging the gap between the academic and professional worlds

The Program Involves:

- ❖ PA MIP identifying and developing meaningful projects to benefit the intern and placement site
- ❖ PA MIP coordinating the placement of graduate and undergraduate students at local universities and colleges. Providing students with valuable interview experience and facilitating a quality match between the intern and the municipal project
- ❖ Monitoring the projects and assuring ongoing evaluation by site supervisors and interns

Sample Criteria for Intern Selection:

- ❖ Superior academic credentials, effective interpersonal skills, strong writing & computer skills
- ❖ Past work or applicable volunteer experience
- ❖ Interest in or familiarity with local government, budgeting, planning, computer systems, or other applicable areas
- ❖ Self-motivation and ability to work well with minimal supervision
- ❖ The program is for students who have at least completed their sophomore year of undergraduate school. Students continuing their education after the internship are eligible. Students who have completed their program or earned their degree are not eligible

Municipal Intern Program Process:

- 1) Potential internship placement sites must submit an application and project outline. The PA MIP will rank projects for inclusion in the program based on the following criteria:
 - ❖ Overall benefit of the completed project to the municipality
 - ❖ Application of skills learned in the classroom and significant experience to be gained by the student in completing the project
 - ❖ Level of supervision and mentoring available to the intern
- 2) PA MIP will facilitate a quality match between the project and interested candidates.
- 3) Communities participating in the program are responsible for selecting and hiring their student intern.
- 4) Due to the variety of schedules of schools and individuals involved, we do not mandate specific starting and ending dates. Intern will be paid by the placement site and will be compensated at an hourly rate of \$18.00 for 480 for a total of \$8,640.00.

Intern Evaluation:

In order to ensure that the internship experience is as valuable as possible, interns will be evaluated much like a municipal employee in a similar position. While regular interaction and discussion with supervisors is critical, formal evaluations will take place at the mid-point and the end of the internship.

Final Report:

A final presentation will be required at the end of the internship in order to evaluate the effectiveness of the program to the student interns. (This report is in addition to any internship requirements your school may have.) The presentation can be made in any format (video, power point, etc.) and should describe the internship project, actual duties performed, what was learned, the benefit of participating in the Municipal Intern Program, and any changes the intern would suggest for the program.

Date:

Date:

Municipality Contact Name:

Intern Name:

Signature:

Signature:

Memo



To: City Council Members, Mayor Chris Frye

From: Ciara Buck, Deputy City Clerk

Date: April 29, 2020

RE: Ordinances on the table.

The following Ordinance is on the table:

1. CB2020-07 Amending and Supplementing ARTICLE 505 - Vehicle Removal and Impounding, Section 505.04 - TOWING AND IMPOUND FEES, Subsection (A) of the Codified Ordinances of the City of New Castle, Pa. (Introduced by Ms. Gavrilc at the 02/13/2020 Council Meeting.)

This Ordinance can acted on at the May 7, 2020 Council Meeting.

COUNCIL BILL NO. 2020-07

AN ORDINANCE

AMENDING AND SUPPLEMENTING ARTICLE 505 - VEHICLE REMOVAL AND IMPOUNDING, SECTION 505.04 - TOWING AND IMPOUND FEES, SUBSECTION (A) OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CASTLE, PA.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF NEW CASTLE, PENNSYLVANIA, that ARTICLE 505 - Vehicle Removal and Impounding, Section 505.04 - TOWING AND IMPOUND FEES, Subsection (a) of the Codified Ordinances of the City of New Castle, PA, is hereby amended as follows:

SECTION 1. That Subsection (a) of Section 505.05 - TOWING AND IMPOUND FEES, is hereby amended to read as follows:

505.05 TOWING AND IMPOUND FEES.

(a) Unless otherwise provided herein, the following fees apply to all vehicles or equipment impounded pursuant to this Article.

- (1) One hundred dollar (\$100.00) administrative fee for any vehicle impounded.
- (2) One hundred and twenty-five dollars (\$125.00) per day for vehicles weighing less than 11,000 pounds.
- (3) One hundred and fifty dollars (\$150.00) per day for vehicles weighing more than 11,000 pounds but less than 17,000 pounds.
- (4) One hundred and seventy-five dollars (\$175.00) per day for vehicles weighing more than 17,000 pounds.

SECTION 2. That this Ordinance, when adopted, shall be incorporated in and made a part of the Codified Ordinances of the City of New Castle, Pennsylvania.

INTRODUCED this 13th day of February, 2020.

ADOPTED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

Mayor

CERTIFIED this _____ day of _____, 2020.

City Clerk