



Agenda

To: City Council Members, Mayor Chris Frye
From: Stephanie A. Dean, City Clerk *SAD*
Date: 04/14/2021
Re: April 22, 2021 Caucus Meeting

I. Meeting Schedule

There is a public hearing scheduled for 5:45 pm for a CDBG Modification (separate agenda to follow).

The Caucus meeting will begin at 6:00 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 8, 2021 meeting will be provided to you via email prior to the April 22, 2021 Council meeting for your review.

IV. Presentations

- a. Department Head 1st Q 2021 Reports

V. Public Comments

Public Comments must be related to items listed on the Caucus agenda and a form must be completed and submitted to the Council President prior to the start of the meeting. Forms are in Council Chambers for public access. Comments shall be limited to five minutes unless otherwise extended by the President of City Council in cases where a reasonable opportunity to comment cannot be provided within six minutes given the complexity of the subject matter.

For virtual meetings, public comments may be submitted on the City's website at newcastlepa.org/events prior to the start of the meeting to be read by Council President.

VI. Planning Commission Reports

- a. None

VII. Petitions to Vacate Streets and Alleys

- a. None

VIII. Request to Bid

- a. None

IX. Bids to Be Received and Opened

- a. None

X. Bids Opened and Referred to Administration for Recommendation.

The following bids were received and opened at the **April 8, 2021** Council Meeting:

- a. **2021-07; Proposal to Purchase Vacant Lots**
 - i. **Franklin Avenue (lot behind Noga Ambulance); Bid Received in the amount of \$7,500 from Noga Ambulance Service, Inc.**
 - ii. **Former Cooper-Butler Bldg; Bid Received in the amount of \$850.00 from Fraternal Order of Eagles #455**
 - iii. **Former Traveler's Inn; No Bid**
 - iv. **Former Fisher Building; No Bid**

XI. Resolutions for Consideration

- a. **Work Site for Youth Employment Program**

West Central Job Partnership has provided a master agreement and a trainee agreement for your consideration of the City being an approved work site for youth.

b. CDBG-CV Grant Program Administration

After several weeks of revisions to the CDBG-CV application at the behest of our DCED Regional Manager, I was able to adjust and draft the activities and verbiage in the proper format to get them approved. All grantees with approved "Business Assistance" activities were required to attend a webinar on the facilitation of that activity as the guidelines would be very stringent and compliance would be an issue. In this webinar they advised us all to use the funding allotted for admin to hire a third-party firm to vet the applications as the penalty for improper administration could be severe. Then, recently, in talking to Ernie Scutella, he advised me several times to ensure that I followed the appropriate bid process when selecting the third-party firm and inquired as to the bid process we were using to secure a firm to administer our annual CDBG. He stated that it would be the simplest process to allow that chosen firm to vet the applications for the CDBG-CV funding as well. I contacted Mullin and Lonergan and found out that they are aware of the process for administering these grants and would bill us their standard rate per the RFP not to exceed \$26,000. They felt that we are well within compliance in utilizing them to administer the Small Business Grants and have all the documentation and processes ready to go. We are asking that you vote on approving us to have them handle this program on our behalf.

c. United Way Annual Campaign

The Mayor would like to authorize the Administration to grant one day off work to all employees who contribute \$4 a pay to the United Way Annual Campaign through payroll deduction.

d. Emergency Declaration

The solicitor is recommending that R-2021-011 which declared an existence of a disaster emergency throughout the City be extended to June 29, 2021.

e. New Castle Transit Appointment Board Appointment

The Mayor is recommending that Morgan Boyd be appointed to the New Castle Transit Authority Board.

f. R-2021-040 Amendment for the HOMES Contract

DCED is requiring that the resolution passed by City Council on 3/25/2021, be amended to include language as stated Lawrence County Social Services, Inc. has conducted the required citizen participation process "on behalf of the City of New Castle"

g. Ryan Avenue Change Order

A change order to complete base bid paving to Stanton Avenue in the amount of \$30,299.60 is attached for your consideration.

h. Fund Transfer Request

The Parks and Recreation Committee, in conjunction with administration, is requesting to make the following line-item transfer resulting from the resignation of the Golf Course Superintendent. The Golf Course Manager will be promoted to the Golf Course Superintendent position, with an annual salary of \$40,100 with benefits. The spraying of the course will be done by an independent contractor. The part time line item and concession supplies are also increased to accommodate additional staff and costs associated with alcohol sales.

		Adopted Budget	Amended Budget
Golf Course Superintendent	01.452.00.112	\$50,787.72	\$47,986.75
Golf Course Manager; Part Time	01.452.00.112	\$30,100.00	\$5,788.45
Part-Time; Club House/Grounds	01.452.00.115	\$32,000.00	\$47,000.00
FICA	01.452.00.192	\$10,173.56	\$9,300.00
Concession Supplies	01.452.00.202	\$20,400.00	\$23,386.08
Chemicals	01.452.00.210	\$20,000.00	\$30,000.00

XII. Resolutions on the Table

- a. See attached memo for resolutions on the table.

XIII. Ordinances for Consideration

- a. None

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

- a. CB2020-43; Adding Article 184-Greater New Castle Recreation Authority introduced by Ms. Gavrilc at the 12/30/2020 City Council meeting. The public hearing has been scheduled for May 19, 2021 at 6:30 pm.

XV. Conditional Use Requests

- a. None

XVI. New Business

- a. None

XVII. Executive Session

- a. Personnel
- b. Potential Litigation
- c. Threatened Litigation
 - i. Don Enterprises, Inc.