

## Work Session Meeting Minutes – March 23, 2023

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Thursday, March 23, 2023 @ 4 p.m.; Council convened at their regular Work Session with Mayor Walsh in the Chair. Other Council Members present were: Jim Aughenbaugh (Phone), Diane Bernardo, Shane Dietz, and Shannon Gabriel. Also present were: City Engineer/Public Work Director, Chris Nasuti; Redevelopment Authority Director/Assistant Public Works Superintendent, Joe Mitchell; Code Enforcement/Zoning Officer, Zac Lawhead; Public Works Superintendent, Scott Farrell; Police Chief, Blaine Clark; Corporal Lanny Prosper; IT Director, Matt Johnson; Deputy Treasurer, Tom Nowak; and Finance Officer, DeLean Shepherd.

Mayor Walsh opened the meeting with a statement that comment period has never been and never will be a part of the Thursday Work Session. He hoped to see everyone on Monday evening when they would be free to speak during Public Comments.

**Cooperation Agreement between the Redevelopment Authority of the City of DuBois and the City of DuBois for CDBG Program and general Economic & Community Development Assistance**

### COOPERATION AGREEMENT BY AND BETWEEN THE REDEVELOPMENT AUTHORITY OF THE CITY OF DUBOIS AND THE CITY OF DUBOIS FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS AND GENERAL ECONOMIC AND COMMUNITY DEVELOPMENT ASSISTANCE

This Agreement, made and entered into this 14th day of March 2023, by and between the Redevelopment Authority of the City of DuBois, a body corporate and politic, having its principal office at 16 West Scribner Avenue, DuBois, Pennsylvania, hereinafter referred to as the "AUTHORITY",

AND

The City of DuBois, a corporation organized and existing under the Third-Class City Code, having its principal office at 16 West Scribner Avenue, DuBois, Pennsylvania, hereinafter referred to as the "City".

**WITNESS THAT:**

**WHEREAS**, the **CITY** has requested the **AUTHORITY** to provide Economic and Community Development Assistance to the City on various projects and Administration of the Community Development Block Grant Program; and

**WHEREAS**, the City has funding available through the CDBG Program and the Riverside UDAG Payback Account, for various purposes and projects (i.e. economic development, revolving loan fund, etc.), the City shall allocate a portion of these funds for compensation of the staff of the Redevelopment Authority; and

**WHEREAS**, the **AUTHORITY** will provide the following services:

1. Investigations of grants, endowments, and loans that may be available to the **CITY**.
2. Preparation of all grant applications and associated documentation (i.e. downtown development projects, **CITY** infrastructure projects, and **CITY** departmental projects) in cooperation with the City Manager, Mayor, Council, Public Works Director and **CITY** Departmental Supervisors.
3. Administration of grant applications when the **CITY** is successful in obtaining funds.
4. Preparation of project-specific Request for Proposals for professional services.
5. The **AUTHORITY** shall properly document payment requisitions to the **CITY** for payments to be made to contractors or for reimbursement if the invoice has been paid by the **AUTHORITY**.



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Cooperation Agreement between the Redevelopment Authority of the City of DuBois and the City of DuBois for CDBG Program and general Economic & Community Development Assistance (Cont'd.)

6. The **AUTHORITY** shall be paid by the **CITY** for administration of programs activities, in relation to specific projects including:
  - a. Preparing and submitting required program reports to the funding agency.
  - b. Insuring contract compliance and work performance of all contractors and subcontractors.
  - c. Collections and evaluation of program data for assessment of performance and compliance.
  - d. Respond to the funding agencies monitoring visits and any possible monitoring findings.
7. In addition, both parties consent to the following:
  - a. The **CITY** and the **AUTHORITY**, as its agent, will comply with all **FEDERAL** and **STATE** rules and regulations pertaining to the activities described herein.
  - b. Either party may terminate this agreement within thirty (30) days following service or written notice; this agreement may be amended in writing, from time to time by the parties hereto to provide for additional program activities and/or services or to redefine said activities or services.
  - c. In addition, the Redevelopment Authority shall be permitted to charge the **CITY** for mileage at current federal reimbursement rate and actual costs for meals, lodging and other travel/subsistence expenses.
  - d. The funds committed to the Redevelopment Authority from the City of DuBois 2023 CDBG Program Administration activity.

**IN WITNESS WHEREOF**, the City of DuBois and the Redevelopment Authority of the City of DuBois has caused this agreement to be executed by their official seals the day and year first above written.

The motion was made by Gabriel and seconded by Bernardo that Council approve the Cooperation Agreement by and between the Redevelopment Authority of the City of DuBois and the City of DuBois for Community Development Block Grant Programs and General Economic and Community Development Assistance. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

### **Request from Penn Highland Healthcare for use of the park and walkway on August 11, 2023, for the annual Dr. Dugan Memorial 5K Run/Walk**

Mayor stated that the paperwork is in order and the insurance is good. The motion was made by Dietz and seconded by Gabriel that Council approve the request from Penn Highland Healthcare for use of the park and walkway on August 11, 2023 for the annual Dr. Dugan Memorial 5K Run/Walk. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

### **Request from DuBois Area Jaycees for use of park on April 8, 2023 for annual Easter Egg Hunt**

Mayor Walsh stated that all paperwork is in order and they will be using the park and ballfield. The motion was made by Gabriel and seconded by Dietz that Council approve the request from the DuBois Area Jaycees for use of the park on April 8, 2023, for the annual Easter Egg Hunt.

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Request from DuBois Area Jaycees for use of park on April 8, 2023 for annual Easter Egg Hunt (Cont'd.)

Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Annual Spring Clean-Up – April 22<sup>nd</sup>, with Fire Department hose down on Friday, April 21<sup>st</sup>

Councilwoman Gabriel stated that because we are trying to integrate with Sandy Township, she would like to extend an invitation to Sandy for the wash-down. Fire Department President Mitchell stated that he would. Also, Mitchell went on to say that the date has been changed to Sunday, April 23<sup>rd</sup> due to traffic.

Executive Session for Personnel Matter

Councilwoman Gabriel asked that an Executive Session be called for a Personnel Issue. The motion was made by Bernardo and seconded by Dietz that Council have an Executive Session for a Personnel Issue. Gabriel stated that no action would be taken tonight, if any action is taken it will be on Monday. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

ATTEST:  APPROVE: 