



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Meeting Agenda - Final

City Council

Wednesday, February 1, 2023

6:30 PM

Council Chambers

Invocation:

Pledge to the Flag

Roll Call

Courtesy of the Floor

Courtesy and Privilege of the Floor Rules

Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website or by email if you contact Council office.

There are multiple opportunities to address Council. Individuals can speak during Courtesy of the Floor (addressing items not on the agenda) and during Bills and Resolutions on Final Passage and Introduction. When given the Floor, please go to the podium and state your name and address. All remarks must be directed towards the presiding officer or council as a body; not a particular Council member or elected official, the audience or city staff. Unless otherwise determined, individuals shall have three minutes to address council and individuals representing a bona-fide group shall have five minutes. Privilege of the Floor will not be extended for personal insults or personal attacks on any individual, name calling or other behavior that is inconsistent with the purpose and intent of conducting official business. Please address council as a body. Refrain from using offensive language, cursing and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.

(Council Speaking Rules: Members and others given the privilege of the floor will address the Presiding Officer. The Presiding Officer will extend the courtesy to the Councilperson(s) responsible for introducing legislation the opportunity to speak first. Each member will have the right to speak twice on any subject. No Member will be allowed to speak more than twice on any subject without permission of the Presiding Officer. No Member will speak more than three (3) times on the question without the unanimous consent of all the Members present.

Contract Approvals

R30

Authorization for a change order with ABE Doors Inc in the amount of \$35,000 for time and materials contract for on-call, on-site Overhead Door replacement, repair, inspection and maintenance, at various City owned and/or operated facilities. The resulting agreement shall include all labor, equipment, licensing, materials, tools, travel and all other items necessary to complete orders on an "as needed" basis. Services will include but not limited to emergency repairs, preventative maintenance, general repairs, and repairs to springs and tracks, as well as door replacements when necessary.

On September 29, 2022, both parties mutually agreed and entered into an agreement that the contractor will provide a time and materials contract for on-call, on-site Overhead Door

replacement, repair, inspection, and maintenance, at various City owned and/or operated facilities. The resulting agreement shall include all labor, equipment, licensing, materials, tools, travel, and all other items necessary to complete orders on an "as needed" basis. Services will include but not limited to emergency repairs, preventative maintenance, general repairs, and repairs to springs and tracks, as well as door replacements when necessary. At this time, the department is requesting an increase in the amount of \$35,000 for A B E Doors and Windows, Inc as there was an increase in services needed to maintain the overhead doors on City properties. Since September, the City has paid out \$33,420.00 of the \$50,000.00 from the original contract.

Sponsors: Administration

Attachments: [R30 Change Order](#)

R31

Authorization for Contract with FIA NYC, Inc., to provide recruitment services in the amount of 25% of the gross annual salary of each employee placed per contract year.

The City advertised the solicitation on December 7, 2022, seeking a qualified firm to provide recruitment services, preferably a firm that is experienced in placing diverse underrepresented talent, in order to expedite the hiring process for City vacancies. On December 21, 2022 a public opening was held for which the City received five (5) proposals. The technical evaluation was held on January 4, 2023, 1:00 PM. All committee members were present. The Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Ability to Meet RFP Requirements (25 Points), Specialize in Diversity (25 Points), Recruitment Methodology (25 Points). Cost proposals were opened on January 4, 2023. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on January 6, 2023, 10:00 AM. All committee members were present. The committee members discussed the cost proposals. The evaluation committee has decided to not hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores.

The Contract term shall commence upon full execution and shall cease one (1) year thereafter. Upon written agreement, this contract may be extended for up to an additional four (4), one (1) year renewals beyond the contract expiration period.

Sponsors: Administration

Attachments: [R31 FIA NYC, LLC](#)

R32

Authorization for a contract with Ross Body & Framework, Inc. dba A-1 Towing Service to provide towing, storage and impounding services to the City of Allentown.

On December 9, 2022, the City advertised a solicitation Towing Services, the intention of this Invitation to Bid is to secure vendors to provide towing, storage and impounding services to the City of Allentown, 24 hours a day, 365 days a year. The City shall at all times receive priority service. Work under this project shall include locked, fence-enclosed lighted compound area, preferably attended for security purposes. The Contract term shall commence upon full execution of said Contract and shall cease

December 31, 2024, with an option to renew for one (1) additional year. Upon written notification, this contract can be extended for up to an additional three (3) months beyond the contract expiration period. On January 5, 2023, there was a public opening held, one (1) bid was received. Upon review of the bid it was determined that Ross Body & Frame Works was the only bid and therefore at this time the City is recommending award to Ross Body & Frame Works.

General Fund for City Vehicles: Budget of \$4,000.00 – Contractor tows City vehicles at one-half the rates established in the bid

Towing Services for the Year 2023: \$303,600.00

Towing Services for the Year 2024: \$318,780.00

Total Revenue for 2023-2024 Towing Services: \$622,380.00

Sponsors: Administration

Attachments: [R32 Ross Body & Frame Work](#)

Minutes of Previous Meeting

October 26, 2022 City Council - Special Meeting on Finance Department Budget Minutes

Attachments: [October 26, 2022 City Council - Special Meeting on Finance Department Budget](#)

November 9, 2022 Special Council Meeting on Public Safety Budget Review Minutes

Attachments: [November 9, 2022 Special Council Meeting on Public Safety Budget Review Minutes](#)

November 14, 2022 Special Council Meeting - Parks and Recreation, Human Resources Budget Review Minutes

Attachments: [November 14, 2022 Special Council Meeting - Parks and Recreation, Human Resources](#)

December 19, 2022 Special Meeting on Council's Vacancy Minutes

Attachments: [December 19, 2022 Special Meeting on Council's Vacancy Minutes](#)

January 4, 2023 Public Works Committee Meeting Minutes

Attachments: [January 4, 2023 Public Works Committee Meeting Minutes](#)

January 4, 2023 Special Meeting on Council Vacancy Minutes

Attachments: [January 4, 2023 Special Meeting on Council Vacancy Minutes](#)

January 4, 2023 City Council Meeting Minutes

Attachments: [January 4, 2023 City Council Meeting Minutes](#)

January 18, 2023 City Council Meeting Minutes

Attachments: [January 18, 2023 City Council Meeting Minutes](#)

Communications

Old Business

REPORTS**APA Meeting Note: President Hendricks**

As a result of discussions with the Allentown Parking Authority, they will be having quarterly evening meetings that will start in the near future at a time and location to meet the public demand.

Budget and Finance: Chair Napoli, Hendricks, Gerlach

The Committee met this evening; the next meeting is scheduled for February 22 – we are scheduled to have our previous auditors review the CAFR.

(Council is responsible for conducting an annual audit per the City Charter, typically it is completed in June. This is late because financial statements relating to the PMRS pension system were not completed.)

(Just a note: Councilperson Zucal has also requested the committee solicit areas of concern to be addressed in a 'forensic' audit, per a resolution introduced last year Mr. Zucal suggested the following items as areas of concern: ARPA funding, overtime, sick time, out of class pay, etc.)

Community and Economic Development: Chair Mota, Napoli, Affa

The committee met this evening; the next meeting is scheduled for February 8th at 6 PM on issues the committee would like to see addressed and priorities the Community and Development Department has.

Human Resources, Administration and Appointments: Chair Santos, Zucal, Napoli

The Committee has not met since the last council meeting; there are no future meetings scheduled at this time.

Parks and Recreation: Chair Gerlach, Affa, Mota

The Committee has not met since the last council meeting; there are no future meetings scheduled at this time

Public Safety: Chair Affa, Hendricks, Zucal

The Committee has not met since the last council meeting; the next meeting is scheduled for February 15th, time to be determined.

Public Works: Chair Zucal, Santos, Hendricks

The Committee has not met since the last council meeting; a future meeting has not yet been scheduled.

Rules, Chambers, Intergovernmental Relations, and Strategy: Chair Hendricks, Mota, Gerlach

The Committee met this evening; a future meeting is scheduled for February 8th at 6:45 PM to review two items being referred to the Committee this evening.

Controller's Report (3 minutes)**Mayor's Report (3 minutes)****ORDINANCES FOR FINAL PASSAGE (To be Voted On):**

Bill 3

Amending Part II General Legislation, Taxation, Article IV Payment of Property Taxes by updating the language in accordance with the Commonwealth of Pennsylvania Act 57

Sponsors: Administration

Attachments: [Bill 3 - Act 57 Tax](#)

CONSENT AGENDA

R33

Sewage Planning Module at 417 North 15th Street Adaptive Reuse

Attachments: [R33 417 North 15th Street Adaptive Reuse - Sewage Planning Module](#)

[415-417 N 15th Street - Sewage Planning Module](#)

R34

Daryl Hendricks, Aggregate Pension Board, 01/01/2024

Attachments: [R34 Appointment to Aggregate Pension Board - Daryl Hendricks](#)

R35

Daryl Hendricks, Police Pension Board, 01/01/2024

Attachments: [R35 Appointment to Police Pension Board - Daryl Hendricks](#)

RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

R29

Denial of a Certificate of Appropriateness – 322 N. 8th Street

Sponsors: Administration

Attachments: [R29 HARB DENIAL - 322 N 8th St](#)

[322 N 8th St Final Review](#)

R36

Appoints Mandy Tolino as Director of Parks and Recreation

Sponsors: Administration

Attachments: [R36 Appointment Director of Parks and Recreation Appointment](#)
[Letter Mandy Tolino Dir Parks and Rec](#)
[Mandy Tolino Resume Dir Parks and Rec](#)
[Common administrative procedures. - Heads of departments, offices and agenc](#)
[Department of Parks and Recreation](#)
[Heads of departments; duties](#)

R37

Appointment of the Director of Finance - Bina Patel

Sponsors: Administration

Attachments: [R37 Appointment of Director of Finance](#)
[Bina Patel Resume](#)
[Memo from Mayor Matt Tuerk regarding the Nomination of Bina Patel for Financ](#)

R38

Approves five transfers: \$73,590 in Health for a part-time position - Community Health Nurse/HIV Navigator; \$15,000 in Parks Maintenance for Overtime for special events; \$12,536.08 - Building Standards and Safety for overtime for weekend and overnight call outs; \$12,349.47 – Buildings Standards & Safety for overtime, longevity and shift differential overages due to personnel issues and manpower shortages; \$5,251.75 – Health to correct a negative account to Zero.

Sponsors: Administration

Attachments: [R38 Transfer Funds](#)
[Funds Required to Pay for OT Needed Special Events Run by City Staff](#)
[Transfer Will Correct A Negative Account to Zero - Health](#)
[OT To Help Assist 4th Floor with Weekend and Overnight Call Outs](#)
[Significant Overtime, Longevity and Shift Differential Overages Due to Personne](#)
[Part Time Position \(#912-001 Community Health Nurse HIV Navigator\)](#)

R25

Amends City Council adding and issues relating to inclusion and equity under the jurisdiction of the Community and Economic Development Committee

Sponsors: Gerlach and Mota

Attachments: [R25 CD Jurisdiction](#)

R35 Forwarded with a proposed amendment

Amends Council Rule VIII, Voting by requiring a councilperson to submit to council a request in writing for abstaining on a vote prior to the meeting, stating the reason for the abstention pursuant to the local, state and federal statutes and in absent of council approval of such request, the vote shall be recorded in the affirmative.

Amendment: See File, adding this sentence and deleting the provision that turns an abstention into an affirmative vote:

If the abstention is approved by Council, the vote of the abstaining Councilperson shall be recorded as an abstention approved by Council. If the abstention is not approved by Council and the Councilperson does not vote yea or nay, the vote shall be recorded as an abstention not approved by Council

Sponsors: Gerlach, Affa and Mr. Zucal

Attachments: [R35 Council Rules](#)
[Rule Change with Proposed Amd](#)
[Abstention The Unexpected Power of Withholding Your Vote](#)
[Roberts-Rules-Cheat-Sheet](#)
[Rules](#)

ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)

Bill 4 Refer to Rules, Chambers, Intergovernmental Relations and Strategy
Amending the 2023 ARPA Fund by transferring One Hundred Thousand (\$100,000) Dollars from the ARPA Fund to the General Fund to develop and evaluate a pilot Credible Messenger Program; and One Million Two Hundred Thousand (\$1,200,000) Dollars from the ARPA Fund to the Capital Fund to cover expenses for the Irving Pool Project.

Attachments: [Bill 4 ARPA Funding Pool and RFP for CMP](#)
[Opportunity--RFP-128-2021-Messenger-Program-06-29-2021-94623 \(1\)](#)
[CM Info](#)

Bill 5 Refer to Budget and Finance Committee
Amending the Police Pension Fund Ordinance with various editorial revisions to enhance its clarity.

Sponsors: Administration

Attachments: [Bill 5 Police Pension Ordinance 2023 revision](#)

RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):

R39 Refer to Rules, Chambers, Intergovernmental Relations and Strategy
Street Dedication

Attachments: [R39 - Street Dedication](#)
[Request](#)
[Dedicating City Assets](#)

NEW BUSINESS

GOOD AND WELFARE

ADJOURN

Council meetings are held on the first and third Wednesday of each month beginning at 6:30 pm in Council

Chambers. For copies of the agenda or meeting announcements, please visit our website at www.allentownpa.gov or contact the Clerk at Michael.Hanlon@allentownpa.gov to receive an email notice of the meetings.