Council Meeting Minutes
September 19, 2016

President Jeffrey Wright
Marie Marcinko
Jeffrey Proctor
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Mayor Thomas Acri, Mayor
David Wion, Solicitor
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exe. Admin.

Call Meeting to Order:
President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:
President Jeffrey Wright let the body in the Pledge of Allegiance

Moment of Silence:
Mayor Thomas F. Acri led the group in a moment of silence to honor those who have passed on. He made special mention of Mr. Barry Baumgartner, who served on the Steelton-Highspire School Board for 28 years.

Special Presentation:
Chief Anthony Minium presented Officer Bret Palmer as a newly employed officer in the Steelton Borough Police Department. Mayor Thomas Acri conducted the swearing in ceremony as Mrs. Palmer held the Bible for Officer Palmer as he took the Oath of Office. Officer Palmer thanked the Council for the opportunity to serve the Borough. Immediately following the ceremony, Officer Palmer left to fulfil his job responsibilities since he was on duty.

Executive Sessions held between Meetings:
There was no Executive meeting held between meetings.

Approval of Minutes from previous meeting:
There were no additions or corrections on the previous meetings minutes. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes of the September 6, 2016 Council meeting be approved as presented. The Council responded with a unanimous vote.

Public Comment on Agenda Items only:
There were no comments from the public on items on the meeting agenda.

Approval of schedule of billing, requisitions, and change orders as presented for August 2016:
Following a motion by Mr. Segina and a second by Mr. Albert the Council unanimously approved the schedule of billing, requisitions and change orders for the month of August.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)
Chief Minium added to his written report the fact that the Police Department has moved to a twelve hour shift the results of which put more officers on the street. The Department has had 1019 calls for service within a thirty day period. At the end of August they were at 66% of their budget. Letters were

sent out last week for special permit parking and have received 25 calls so far, including those who reported some spaces are no longer in use. There have been some issues at the football games. At the last game there were no issues before or after the game, however, there were some curfew violations. For that game, $945.00 was paid out to police staff for overtime There is an effort to decrease the amount of overtime pay and project that the next game's overtime pay should be $208.00. Chief is creating a status report detailing the actions of the Police Department and comparing those stats with statewide stats. As of October 7, 2016. Statistics/demographics are within standards in every aspect of policing. There is concern about one area and a remedy for that issue will presenter at a later date. Ms. Marcinko asked if the Sargent's test has been administered. Chief stated the Sargent's test will be on the November 10th and 11th with oral interviews held the next week. All necessary work with the Civil Service has been completed.

NEDC Committee (Written Report)
Instead of a written report, Mr. Proctor made an oral report. Mr. Proctor gave an update on Movie Night. Mr. Proctor stated that he, Mr. Segina and Mr. Brown had discussions the ides. Mr. Brown found a company that will show the movie and $599.00 per show. He further stated that we would serve popcorn and other snacks. Mr. Brown is to request that MidPenn allow the use of the $500.00 they donated for the Fishing Tournament to be used to partially fund this need. Mr. Proctor also proposed that Ms. Kratzer is responsible for the Christmas Tree Lighting event this year.

Public Works (Written Report) –
Ms. Marcinko added to the written report that the Public Works Department has power washed buildings along Front Street. She stated that the work the Department has done has been evident as shown by a letter received by a person who lives in Middletown, who wrote to compliment the Borough on the lovely conditions he observes as he drives through the Borough. There should be a meeting of the Public Works Committee before the next Council meeting.

Codes Department (Written Report)
In addition to the written report, Mr. Singh reported that: in the month of August 1) two stop work orders were issued for work without permits 2) one property was condemned for illegal occupancy 3) 61 rental units were inspected which resulted in the finding of 468 violations 4) 21 notices of violation were issued to buildings which resulted in the finding of 190 violations, There has been an increase of three more vacant properties. This increase brings the number of vacant properties in the Borough to 179. There is no property maintenance report for the month of August because of the absence of one staff member.

Mayor's Report (Oral Report)
The Mayor made not report at this meeting.

Borough Manager's Report (Oral Report)
Mr. Brown proudly reported that all departments were working diligently to keep cost down, so that the Borough remained within the budget. In fact, to date only 66% of the total budget has been used. Income to the Borough was $3.4 million and expenditures were $2.7 million making the year-to-date surplus $708,000. The sewer fund has a surplus of $523,000. The Administration is working on the Fall Newsletter and persons are encouraged to contribute information to be included in the newsletter. There is work being done to restructure the sewer rate, which should be ready for presentation to the Council in October. The Borough has received a pretty good response regarding people getting rid of the weeds in the sidewalk. The Borough has discussed strategies with Steelton-Highspire School

District on how to strengthen partnerships within the Borough to improve services to the community. One strategy would be to operate a Farmer's Market across the street from the Borough Hall in the grassy area. The Market could be there until there are plans for other development on the property. He is working on the PennVest grant which will provide 100% funding to move the sewer line across from Borough Hall, which is a critical issue to make the property ready for development. There is a sewer rate study is being conducted to see if there is a way to make the sewer rates more affordable, particularly for institutional users. The report should be completed by mid-October when it will be presented to the Finance Committee for consideration. Included with the sewer rate study will be a recommendation for a Discharge for CDU, which is a rate that will be charged on vacant properties. The Adopt-a-Block Program is going well although there is a need for more. Mr. William Jones has completed two clean-ups on Lincoln Street, so that group is eligible for a sign for Bailey and Lincoln Street. The Adopt-a-Block project headed by Mr. Steve Mull has one more cleanup to complete before that group is eligible for a sign. More groups are needed to participate in the program. Surplus vehicles and property are being prepared for auction. The auction is used because there is no provision in the law for individual sales of surplus. The development of a Blue Ribbon Group is underway, spearheaded by Pastor Barkley and Mr. Hill, This will be a group of concerned community members to discuss issues that could the Borough members of the community could collaborate on to improve things in the community. The first Coffee with the Crew, which consist of Department heads and Mr. Brown was a success. Persons did take advantage of the opportunity to discuss issues with staff on a one-on-one basis. The second one, scheduled for October 7, 2016 at 7:00 a.m. Budgeting meetings are being held with Department Heads and there is an anticipated date for presentation to the Finance Committee of October 5, 2016. Special Finance Meetings are scheduled for October 5, 12, 19 and 29 2016 in Council Chambers at 6:00 p.m. The meetings will be advertised in the Patriot News. PPL has repaired lights on and near the football field, which has helped with visibility in the area. Persons in the Department of Public Works received comprehensive training on illicit discharge reporting and follow-up from the Borough engineer, which is a part of our National Pollution Discharge Elimination System Permit that the Borough obtained. The Administrative staff will have the training Tuesday of this week. All administrative staff have been given a copy of the policy approved at the September 5, 2016 Council meeting. Mayor Acri asked for clarification on the tax information Mr. Brown presented. Of the projected compliance, the Borough has collected 97% of property taxes, 95% land taxes, 70% of personal taxes, 76% occupational taxes and 73% earned income tax. Mr. Proctor stated that there should be an Inter-Governmental Committee to work with the School Board to ensure both entities are on the same page regarding mutual issues. Mr. Acri and Ms. Marcinko stated that there had been such a Board, but it voluntarily disbanded when persons at the table could accept constructive criticism without becoming defensive. Following the presentation and discussion of the reports, Mr. Albert moved and Ms. Kratzer seconded the motion that the reports be accepted as presented. The Council passed the motion with a unanimous vote.

Presentations:
There were no presentations made at this Council Meeting.

Communication:
The following communications were brought before Council with no discussion:

- Notice from Dauphin County Tax Claim Bureau that property number 59-003-054 on Ridge Street had been sold.
- Notice from Dauphin County Board of Assessment Appeals that some changes in assessments have been made as a result of appeals made to the Board.

- An announcement from the Dauphin County Department of Community Economic Development that Steelton's request for a grant to build a Skate Park has been approved.
- A request from Ms. Heather Neidlinger to purchase the 0.29 acre tract of Borough Property adjacent to 49 South Harrisburg Street.
- A letter from Mr. David Lidle of Middletown which complimented the Borough on the "clean and neat" streets and sidewalks.

New Business:
Mr. Wion presented a request to approve the Contract of Extension with Community Champions (formally known as Federal Property Registry Corporation). The motion to approve the extension of the contract was made by Mr. Albert and seconded by Mr. Proctor. The Council voted unanimously to pass the motion.

Mr. Wion requested that a Veteran's Special Parking Permit be removed at the request of Mr. Carl M. Johnson who resides at 539 Lincoln Street. Mr. Wion presented Resolution 2016-R-30 in support of this request. Ms. Hodge moved and Mr. Proctor seconded the motion that the parking permit be removed as request and memorialized in Resolution 2016-R-30. The Council cast a unanimous vote in support of the motion.

Mr. Wion requested the adoption of Resolution 2016-R-31 which would allow the Borough to expunge certain records. Mr. Wion stated that we have held some records held by the Borough are past the time Municipal Records Manual of Pennsylvania deemed for disposal. These records are maintained by the Police Department and Finance and Accounts Payable Department, specifically Purchase Orders from 2006, certain District Justice reports from 2010 and parking and insurance receipts from 2015. Mr. Albert moved and Ms. Kratzer seconded the motion that the records be expunged as presented in Resolution 2016-R-31. The Council voted in support of the motion, unanimously.

Mr. Brown requested there be an appointment of a Delegate to attend the Pennsylvania Municipal League 2016 Resolutions Committee Meeting and Annual Business Meeting October 5-7 2016 in Lancaster, PA. The Borough has one vote. According to the by-laws the Mayor has the authority to appoint a delegate. The Council President, Jeffrey Wright recommended Ms. Hodge for the delegate position with Ms. Kratzer alternate. These appointments will allow the expansion of responsibilities and involvement of the new Council members.

Mr. Singh requested, in compliance with Codes Chapter Two, the reactivation of the Codes Appeals Hearing Board and in compliance with Codes Chapter 107, the activation of the Shade Tree Commission. He proposed to use the Planning Commission members to fulfil the responsibilities of those two entities. He has already spoken to Chairman Heefner regarding the Planning Commission accepting those responsibilities. Prior to the Council's vote to accept Mr. Singh's request, Mr. Wion informed the body that the appointments must be made by resolution, not a vote. The ensuing discussion included information about the Planning Commission; how members are notified about meetings; the need for and the fact that the Codes Appeal Hearing Committee would hear appeals on property maintenance issues and the need for timely meetings of said committee. It was suggested by Mr. Proctor that membership on the Code Appeal Committee be opened to the public. If no one from the public is interested in serving on the committee, then the Planning Committee should be considered to perform the task. Mr. Wion advised that the persons who ask for membership on the Committee should include persons with knowledge of codes and code enforcement, therefore, some criteria for membership should be established. President Wright instructed Mr. Brown, Mr. Singh and any interested Council member get together and bring suggestions back to the Council.

Public Comments:

Mr. Aram Riley, 722 N. 2nd St. – Mr. Riley was requesting information regarding his application for special permit parking. It was explained that the problem noted during the Traffic Study has been resolved and a resolution will be prepared for the next Council meeting

Ms. Cheryl Powell 321 Lebanon St. – Ms. Powell was concerned about the letter from the Borough regarding the testing level of the water. Mr. Brown explained that the water is tested on a quarterly basis. The test were taken at the two worst sites in the water system. The average within the previous three quarters were under level but one was over, which made the overall test result high. The test can be conducted anytime during the quarter. 2) Ms. Powell remarked about the joint meeting of the Steelton-Highspire School District and the Borough Council. She suggested that a neutral party be involved in the meeting to keep things balanced. Perhaps a moderator who is not invested with either group. This person should be able to look at the actions of both parties and make suggestions on how they could collaborate on items of mutual concern. Ms. Powell suggested perhaps a college student could be considered. Mr. Acri noted that no one had ever brought up the subject of having a neutral person act as facilitator, however he agreed that having such a person might help retain attendance at the meetings. 3) Ms. Powell noted that the roof on Russell's had caved in, which increased the hazard presented by the vacant building. Mr. Proctor commented that the entire area is a part of the new comprehensive plan for that area.

Mr. Emmuel Powell 321 Lebanon St. – Mr. Powell asked how long it takes to repair a hole, 6-7 inches deep, in the street. The hole is at 138 Adams Street. Ms. Marcinko stated that the Department of Public works does not have the material to patching their storeroom, therefore the materials have to be ordered. Waiting for the materials can slow down the process of making repairs. Mr. Brown stated that the Borough is in the progress of revamping some processes, in fact, work on creating a work order system is in progress. Mr. Powell asked if the Borough owned property. President Wright noted that the Borough does own property, however it cannot be sold out right, because it must be sold by auction.

Ms. Ina Alcendor 109 E. Conestoga Street – Ms. Alcendor asked when the work on Harrisburg Street will be completed. Mr. Brown stated that the scheduled date for completion is the end of September. He also clarified that the street is State property, not Borough property.

Markis Mulberry 349 Spruce St. - Mr. Mulberry asked about the progress being made on the Adams Street Redevelopment Project. Mr. Brown explained that at the last meeting the Borough, Tri-County Housing Development Corporation and Dauphin County Redevelopment Industrial Authority worked toward completion of an agreement which will be presented to the NEDC, and should be ready for presentation to the Council at the October 17, 2016 meeting. Tri-County has requested a Gaming Commission grant, funds from HUD which is needed to start the project. Further, Mr. Brown explained that the projection for starting the work in early spring. 2) What is the progress being made on the Swatara Street wall? Mr. Brown reported that the guard rail has been installed, which prevents parking in a place where the weight of parked cars could lead to instability of the wall. The engineers also recommended that epoxy be used to fill in some of the small cracks in the wall next year. The engineer stated that the wall is stable. 3) Who updates the Borough website? Councilman Segina has volunteered to keep the website updated and has done a good job of doing so. However, he has changed jobs which has limited the time he has available to post information in a timely manner. At this time, there are two sets of minutes and some resolutions that need to be posted and they will be done before the end of the week.

Council Concerns:

Ms. Kratzer thanked the Police Department for their attendance at the football games and will have a plan to present at the next Council meeting.

Mr. Segina requested information from Chief Vance regarding the Chicken BBQ fundraiser. Chief Vance reported that the Fire Department would not have the BBQ because of the renovation of the Fire House however, they will be selling subs and soup with orders do on October 13, 2016 with delivery on October 21, 2016. The information will be posted on the website.

Ms. Hodge thanked Chief Minium for doing a great job. She also thanked the resident for their participation in the meeting because much can be accomplished if everyone works together.

Chief Vance stated that the final inspection of the Fire House has been completed and they are allowed to occupy the building. An Open House will be held October 2, 2016. The firemen attended a disaster drill at the airport and they were graded by the Federal Government. They toured Durabon facility and got some safety tips from them. UGI has a two million gallon propane tank and the Fire Department is now ready to handle any disaster that could occur if there was a problem with the container.

Chief Minium thanked Chief Vance for volunteering to bring and use the fire trucks to provide light at the football games. Some Juvenile Probation Officers were present and it was good that they all worked together. There were no incidents at the second football game.

Mr. Proctor reminded the group that the NEDC meeting is scheduled for next Tuesday at 6:30p.m.

Ms. Marcinko announced the Steelton-Highspire United and the Steelton Fire Department are sponsoring a Pumpkin Painting contest October 24, 2016. She stated that there is a wild life problem in the Borough and was recommending that perhaps getting suggestions from the Game Commission that could assist the Borough and Police as they address the problems. Call Dauphin County Control, call someone. Ms. Marcinko also asked to be excused from the October 3, 2016 meeting because of work obligations.

President Wright thanked all persons present for having such a positive meeting. He stated that although the Borough continues to have problems, the issues are being addressed but will take time to resolve all of the problems. He stated that he was happy with the new council and the way they are moving the Borough.

Executive Meeting:
Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be recessed at 7:28 pm to move into Executive Session to discuss personnel and legal issues. The motion was unanimously passed by the Council.

The meeting was reconvened at 7:50 p.m. with a unanimous vote following the motion of Mr. Albert and second by Mr. Segina.

Adjournment:

Mr. Proctor moved and Mr. Albert seconded a motion that the meeting be adjourned. The Council unanimously passed the motion that the meeting be adjourned at 7:51 p.m.

Respectfully Submitted,

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Douglas Brown, Secretary