

Steelton Borough Council Agenda

January 29, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: December 18, 2017; January 2, 2018 Meetings

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: December 2017

Approval of Department Reports:

Fire Department and Ambulance 2017 Annual Report – Written
Codes Department 2017 Annual Report – Written/Presentation
Police Department 2017 Annual Report – Written/Presentation)
NEDC Committee (Oral Report)
Public Works (Written and Oral Report)
Mayor’s Report (Oral Report)
Borough Manager’s Report (Oral Report)

Presentation:

Barbara Barksdale

Black History Month

Ms. Mary Slade, 2750 S. Third Street

Street Sweeper Issue

Communication:

Pennsylvania Department of Transportation

Information RE Local Technical Assistance Program and Quarterly Newsletter

Pennsylvania Department of Labor and Industry

2018 Bid/Quote Thresholds

Dauphin County Office of Tax Claim Bureau

Notification of 30-day Interest Free Grace Period for Returned 2017 Real Property Taxes

Dauphin County Conservation District

Review of Adams Street (Frank S. Brown Blvd. Townhome Redevelopment) and Required Revisions from County

US Department of Labor

Request to Transfer Funds Withheld from
Steele City Contracting for Back Wages
Related to Midget Baseball Field Project

Herbert, Rowland, and Grubic, Inc.

Preliminary/Final Subdivision Plan for Deniz
Ak, 550 North Front Street

Dauphin County Bureau of Registration and Elections

Update of Elected Municipal Officials and
School Directors

Islamic Society of Greater Harrisburg

Thank You Card

PA Municipal League

Capital Conference Registration
Form for 01/23/2018

Dauphin County

Invitation to Biennial Local
Government Forum for Elected
Officials scheduled for 02/06/2018

Ryan Maxwell

Interest in Codes Appeal or Planning
Commission Position

Dauphin/Lebanon Counties Borough Association

Dinner Meeting January 23, 2018

Unfinished Business:

Mr. Proctor

Appointment of Council Committees

Mr. Brown

Approval of Resolution 2018-R __
Appointing Steven Shaver as Vacancy Board
Chairman

Mr. Brown

Approval of Resolution 2018-R-
__ Authorizing participation in the PA State
Association of Borough Junior Council
Person Program

Mayor Marcinko

Swearing in of Nick Neidlinger as Jr. Council
Person, Steelton Borough

Mr. Brown	Discussion on Re-Appointing or Appointing Members to Fill Expired Terms on Water Authority, Planning Commission, Zoning Hearing Board
Mr. Brown	Approval of Extension to MOU Agreement with Center for Employment Opportunity through April 30, 2018
Mr. Brown	Update on Traffic Signal Issue at Front and Locust Streets and Approval to Purchase New Camera Card at Stop Light
New Business:	
Mr. Brown	Approval of Engagement Letter and Agreement with Caldwell & Kearns for Legal Services as Borough Solicitor
Mr. Brown	Approval of 2018 Committee Calendar for Advertisement
Mr. Brown	Approval to Upgrade Fire Department Kitchen for the Sum of \$7,272.93
Mr. Brown	Appointment of Selection Process Body for Purposes of Reviewing Investment Services Proposals for Steelton Police Pension and Non-Uniform Pension Plans
Mr. Brown	Authorization to Release Request for Proposals for Investment Services for Steelton Police and Non-Uniform Pension Plans Upon Satisfactory Review by Borough Solicitor
Mr. Wion	Approval of Resolution 2018-R-__ removing the Special Purpose Parking Permit at 126 S. 2 nd Street.
Mr. Brown	Authorization to Release Request for Proposals for Auditing Services upon Satisfactory Review by Borough Solicitor
Mr. Brown	Discussion on Entering 548 North Third Street into the Dauphin County Land Bank

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Other Business:

Mr. Brown

Approval to Internally Post and
Advertise Water Laborer Position

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
January 29, 2018**

Present:

Brian Proctor, President
Michael Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natasha Woods

Maria Marcinko, Mayor
Douglas Brown, Borough Manager
Dave Wion, Borough Solicitor
Justin Mendinsky, Borough Engineer
Anthony Minium, Police Chief
Eugene Vance, Fire Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

There were no absences from this meeting.

The Steelton Pennsylvania Borough Council Meeting was called to order by President Brian Proctor at 6:30p.m. The call to order was followed by the Pledge of Allegiance.

Mayor Maria Marcinko let the group in a moment of silent reflection.

President Proctor changed the order of the agenda to make changes in the composition of the Council. He called for Mr. Brown to introduce the new action. Mr. Brown stated that the Pennsylvania State Boroughs Association sponsors Junior Council Person Program to encourage young persons in the community to become involved with the work of local governments and add their viewpoint on items that must be addressed by Borough Councils. There are specific guidelines outlined by the Association which include the fact that the Junior Council Persons can and should attend and participate in Council meetings and activities, however they cannot vote or attend Executive Council Sessions. The Junior Council Person must be a resident of the Borough, in high school or college, serve during their school year and receive no compensation. After review of their request to serve, they must be willing to take the Junior Council Person Pledge and carry out their duties as assigned. Mr. Brown requested approval of Resolution 2018-R-1, Authorizing Participation in the Pennsylvania State Association of Borough Junior Council Person Program. Ms. Hodge moved that Resolution 2018-R-1 be passes as presented. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of Council. Ms. Kratzer moved that Council appoint Mr. Neidlinger as the very first Junior Council Person. The motion was seconded by Ms. Hodge and passed by a unanimous vote of Council. Mayor Maria R. Marcinko led Mr. Neidlinger in the Junior Council Person Pledge after which Mr. Neidlinger received a standing ovation and was led to his Council seat. Mr. Neidlinger read a prepared speech thanking those persons who made the opportunity to participate on Council a reality. He informed the body about his family's Steelton journey beginning with his great-great grandfather moving from Croatia to Steelton, seeking work and a new life in America to his appointment at the first Junior Council Person in the Borough. Mr. Neidlinger is a proud resident of Steelton and looks forward to adding his youthful voice to making Steelton a better place to live.

Approval of Department Reports:

Fire Department and Ambulance submitted a written 2017 Annual Report.

Codes Department 2017 Annual Report was written and highlights presentation by Codes Officer Amrinder Singh. Mr. Singh, who is one of thirteen American Association of Code Enforcement Master Codes Enforcement Professionals in the country, the only one in Pennsylvania. He is bringing innovative

ideas to the Borough’s Code Enforcement Department. This can be seen in the highlights of the extensive 2017 Annual Report, which Mr. Singh presented during the Council meeting. One of the primary accomplishments was updating the reporting and recordkeeping system of the Department by introducing new technology in the notation, documentation of data and recordkeeping of the Department’s work. The Department has increased interaction with the community by making Information more available to the public by the use of handbills, posting information on new bulletin boards, Building Safety Month celebration and workshop and involvement with various Borough events. There has been an increase in the issuance of building permits, landlord-tenants inspections, and street-by-street visits made in the Borough to ensure compliance with Borough codes. Compliance with codes has increased, as has the response time of the Department. The Department has been working with the NEDC Committee and Mr. Wion to move from outdated 2000 International Property Maintenance Codes and other local Ordinances to the 2018 International Property Maintenance Codes, and new Ordinances and other local codes, included updating the fee schedule. The Department works with property owners to assist and encourage them to bring their properties into compliance with the existing codes. The extensive report includes a breakdown of work completed by the Department in 2017 including statistics and maps. The 2017 Annual Report stated that there was a 8.94% increase in revenue as compared with 2016, the use of 95.34% of the budget and a savings to the Borough of \$13,817.17. Also included in the report were goals for 2018 and 2020.

Police Department submitted a written 2017 Annual Report with highlights presented by Police Chief Anthony Minium. Chief Minium stated that the final report for the end of the year showed that the Department came in under budget again – using 96% of the budget and a low of \$ 17,342.00 in overtime. The Department handled 12,332 calls and conducted 9,892 investigations.

Chief asked Council to advise him how to proceed with selecting two towing companies to use during 2018. His research shows the following:

	Towing	Per Mile	Storage
Mars	\$ 175.00		
	\$ 250.00 -weekends & holidays		\$ 40.00
Dailey’ Gulf	\$ 185.00	\$ 3.00 round trip	\$ 35.00
H&S	\$ 295.00		\$ 50.00
C&S	\$ 225. 00 - flat fee for accident		
	\$ 200.00 - impound		\$ 50.00

Chief recommends Mars and Dailey’s Gulf since they offer the least expensive services. Mr. Wion stated that the request be taken under advisement since there is an Ordinance that names the towing companies to be used by the Borough. If the recommended companies are not listed in the Ordinance it must be an amendment to add a new or remove the recorded company. He will research the issue and present the appropriate action, if necessary.

The Department needs a secure area to house Search Warrants and vehicles. There had been an agreement between the Department and Mars to use their building to store search warrants and automobiles. The agreement was made because the Department understood that Mars provided a secure area inside the building. However, after learning that the area is open to the public, that arrangement ended. Currently, The Department is temporarily using Swatara Township as they continue to look for a local area to use. Mayor Marcinko stated that she and the Chief had discussed

the issue and she asked that the NEDC Committee investigate the possibility of using the garage located behind the old Wallace Funeral Home which is located on the corner of Second Street and Frank Brown Boulevard. The building need some repair, however, members of the Police Force volunteered to make the repairs on their own time. Since the property was purchased with CDBG money. Mr. Brown informed her that as long as the money is used for a public purpose those funds could be used to complete the project. The Borough could tear down the funeral home building, leave the garage for use by the Police Department, secure the back parking lot with gates and use the rest of the area as a public parking lot. President Proctor stated that the matter would be referred to the NEDC Committee for their review and recommendation

Public Works – a written report was made and supplemented by Department Chair, Mr. Heffner. Mr. Heefner met with staff and shared some of their upcoming plans. Some of the things they discussed were:

- Experiment with pre-treating streets where snow removal is difficult and if successful, use pre-treating to provide a more efficient use of allocated funds.
- Pull and replace the evergreens by the Steelton sign and repair the light sign.
- Replace tan mulch with black mulch.
- Use professional tree cutters to avoid further staff injuries and ensure their safety.
- Replace/ repair hazardous trucks and develop a protective maintenance plan for the trucks.
- Power wash Swatara Street walls.
- Brainstorm ways to cover the workload during times when the Department is understaffed.
- Use liquid tar to patch spider lines on Swatara Street.
- Strategically place speed bumps in the areas where they would be most useful.
- Paint curbs in front of fire hydrants.
- Arrange to make necessary street repairs.

Mayor's Report – Mayor Marcinko made the following points:

1. Mayor Marcinko Proclaimed Sunday, January 28, 2018 Steelton-Highspire School District 2017-2018 District Three Champion Day. Detective Shaub and Officer Webster attended the Football Banquet and Officer Webster gave a motivational speech on How to be Successful in the Future.
2. Ms. Marcinko is going to follow-up on information regarding the approval of new street sweeper regulations for the East End and plans to request an update on that issue.
3. There have been multiple complaints and street studies conducted on Third and Jefferson Streets where speeding makes the area dangerous for pedestrians and drivers. The Mayor's research finds the only legal way to encourage people to follow the speed limit in that area is to paint **Slow Down** on the street. She is asked President Proctor to send the request a committee for review and recommendation. Ms. Hodge asked if such an action required a motion. Mr. Wion stated that Council should vote on it, however, PennDot should be consulted to ensure that the proper signage is used. Mr. Heffner moved and Ms. Kratzer seconded the motion that **SLOW DOWN** be painted on Third and Jefferson Street following consultation with PennDot. The motion carried by a unanimous vote of Council.
4. The Salvation Army is sponsoring the PRIDE after school program at the Steelton-Highspire High School Wednesdays and Thursdays from 3:15-4:15 p.m. A meal is served at the program. The Mayor asked that persons contact people in the community and encourage as many children as possible to attend the program.

5. The Mayor asked Mr. Brown to discuss the new lights on the Turnpike Building with the Turnpike Commission. She has received complaints saying that the lights are a problem in the East End because they shine into the dark neighborhood.
6. The Mayor asked if Council would consider naming something in the community for Joseph A. Wiedeman. She stated that he was instrumental in so many ways in building up Steelton, that he should be honored in some way. She recommended re-naming the area from Front Street to Third Street in an area called Strawberry Alley. The location will have no impact on the area because there are no residences in that specific area which would cause a change in address. Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Wion be directed to prepare a Resolution to rename that portion of River Alley to Joseph A. Wiedeman Way. The motion passed by a unanimous vote of Council.
7. The Steelton Police Department is the first law enforcement agency to make an arrest under Pennsylvania's new dog law named the Libre's Law. The Mayor had received a lot of feedback from places from as far Scotland and California. The Department has been offered equipment from an organization named "One Dog at a Time" to provide kennels and other items needed to accommodate the law.
8. The Mayor asked if anyone had information regarding a church located on Second and Lincoln Streets that was lost by fire several years ago. It is believed that the church housed a historic bell. Someone believes the bell is stored at the Borough and would it to be located.
9. Mr. Brown and the Mayor participated in a conference call with persons in Washington, D.C. regarding the Front & Main Program. The Mayor will participate with other mayors across the country where the emphasis is on pushing the federal government to provide monies to ensure the towns are kept up. The organization is targeting medium and small towns only. Mr. Brown will have to travel to Washington in April to participate in a conference. The Mayor is asking that Council approve and support this necessary trip.

The Borough Manager's Report:

- a) Mr. Brown is planning to advertise the vacant part-time Property Maintenance Officer position.
- b) He is working with the Capital Regional Economic Development Corporation to renew the Keystone Opportunity Zone project.
- c) Movement is being made on the fundraising effort for the Hygienic School Project. Someone has made a \$5,000.00 donation to the cause.
- d) He will talk with a PennDot Engineer and get clarification on the colors of the lines and where they are to be used.
- e) The financial picture for going into January 1, 2018 shows the General Fund contains a \$ 1.74 million fund balance; the Water Fund has \$ 2.8 million and the Sewer Fund has \$3.816 million.

Public Comments on Agenda Items only.

There were no comments on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for: December 2017

Mr. Segina moved that the billing and requisitions report be accepted as presented. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Approval of minutes from previous meeting:

Mayor Marcinko requested that statement “c” in her final comments recorded in the December 18, 2018 minutes be deleted. Ms. Hodge moved that the minutes from the December 18, 2017 and January 2, 2018 meetings be approved with the noted corrections. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.

Presentations:

Ms. Mary Slade, 2750 S. Third Street – Ms. Slade requested verification that the No Parking restriction will be enforced starting April 1, 2018. Ms. Slade requested that Council place a **No Parking at Any Time** sign on the north side of South Second Alley between Baldwin and F Streets. Parking on both sides of the alley causes problems for persons on Second Street to get mail since their mail boxes which are located in the Alley. Other problems caused by persons parking on both sides of the alley include difficulty for ambulances, police cars, garbage trucks and the general public to drive in the alley. Additionally, persons with garages are often unable to back their automobiles out of their garages. Ms. Victoria Supan, 2604 South Fourth Street, stated that at one time, parking for street sweeping alternated weeks so that there were few problems for persons to find parking on Street Sweeping Day. Mr. Wion outlined the procedure for implementing Ms. Slade’s request, which included a police conducted street study and the preparation and passage of an ordinance. Ms. Hodge, Chair of the NEDC Committee stated that the Committee would coordinate the procedures by meeting with her and collect all the information, request the Police Department conduct a street study, negotiate an agreement that will be beneficial to all parties and bring the recommendation to Council for action. Mr. Heffner, Public Works Committee Chair recapped the discussion explaining that the resolution of the issue would not be completed immediately, but would occur as quickly as following the procedure will allow. President Proctor added the Public Works Chair to the committee for resolution. Mayor Marcinko stated that the issue of no parking areas was discussed and agreed last year, however, no ordinance was passed at that time. President Proctor indicated that the April 1, 2018 start date for street sweeping has not been confirmed at this time.

Barbara Barksdale, Three South Second Street, made a slide presentation on Black History in Steelton. Steelton was a budding little town that attracted a variety of persons, many of whom were colored. The colored children were not able to attend the white school, therefore they were left with no place to learn. Seeing the problem, Monumental African Methodist Episcopal Church on the corner of Second and Adams Street lent their building to house the first classes for colored parents and children. The curriculum was very basic. Steelton began to understand that there was a greater need for a education for all its citizens and the Hygienic School for Color Children was developed about 1872. The school was located in various places, including in the Elks building until the final school building was located on the corner of Adams and Bailey Streets. Ms. Barksdale showed pictures of persons who helped develop and attended the school. She noted that there were many graduates of the school who have gone forth to make great achievements and make a difference in the world. Eventually the school was relocated to the corner of Second and Walnut. Right now, alumni, philanthropist and persons interested in supporting Black History are donating money to place a plaque on the grounds of the original school, which now houses a basketball court for children in the area. It is important that the achievements of Blacks in Steelton be preserved so that persons now and in the future can understand the town and its people. Ms. Barksdale is interested in preserving information about the history of all of Steelton, with a particular interest in preserving information about the achievements of its Black residents. Ms. Barksdale is planning to share this important information in and outside of the Steelton community in as many venues as she can.

Communication:

The Pennsylvania Department of Transportation wrote to provide information regarding the Local Technical Assistance Program. The Quarterly Newsletter was included in the packet.

The Pennsylvania Department of Labor and Industry wrote to provide thresholds for 2018 Bid/Quotes.

Dauphin County Office of Tax Claim Bureau notified the Borough about the 30-day Interest Free Grace Period for Returned 2017 Real Property Taxes.

The Dauphin County Conservation District sent their review of the Adams Street (Frank S. Brown Blvd. Townhome Redevelopment) and included the revisions required by the County.

The U.S. Department of Labor instructed the Borough to transfer funds withheld from Steele City Contracting for back wages related to Midget Baseball Field Project.

Herbert, Rowland, and Grubic, Inc. submitted their Preliminary/Final Subdivision Plan for Deniz Ak, 550 North Front Street.

The Dauphin County Bureau of Registration and Elections requested an update of Elected Municipal Officials and School Directors.

The Islamic Society of Greater Harrisburg sent a Thank You Card for the support Steelton has provided.

The PA Municipal League sent Registration Forms for their January 23, 2018 meeting.

Dauphin County sent an invitation to their Biennial Local Government Forum for Elected Officials which is scheduled for February 6, 2018.

Ms. Ryan Maxwell sent a letter indicating her interest in serving on the Codes Appeal or Planning Commission.

The Dauphin/Lebanon Counties Borough Association sent an announcement regarding a Dinner Meeting scheduled for January 23, 2018.

Mr. Heffner asked if the persons on the Planning Commission will stay on the Commission. He indicated that a timely response is needed on some outstanding projects. Mr. Wion explained that the Planning Commission is one of the Boards where members remain on the Board until their successors are appointed. Mr. Heffner stated that someone sent out letters inviting interested persons to apply to fill Board vacancies. He is concerned that persons appointed to the Planning Commission should have expertise in some area related to planning since their decision have legal implication. Ms. Hodge stated that information regarding Board vacancies was published to give persons in the community the opportunity to apply for Board positions, in the name of transparency of the work of Council. President Proctor stated that if persons who are uniquely qualified for the Board positions do not apply, Council is obligated to accept the persons who do show interest in serving. President Proctor stated that persons on the Planning Commission will continue to serve. Ms. Hodge asked if term limits will be placed on Board membership. President Proctor stated that the issue would be turned over to the NEDC Committee. Mr. Krovic moved and Ms. Kratzer seconded the motion to keep the constitution of the Planning Commission as it is. The motion passed by a majority of votes, with Ms. Hodge abstaining. Mr. Wion clarified that the reappointments will be the staggered terms.

The President reviewed the Steelton Borough Committee Chairs:

- ✓ The Neighborhood and Economic Development Committee is chaired by Ms. Keontay Hodge
- ✓ The Negotiation Committee is chaired by Ms. Kelly Kratzer
- ✓ The Personnel Committee is chaired by Ms. Keontay Hodge
- ✓ The Finance Committee is chaired by Mr. Michael Segina
- ✓ The Public Works Committee is chaired by Mr. Dennis Heffner
- ✓ The Recreation, Parks & Events Committee is chaired by Ms. Natashia Woods,
- ✓ The Fire, Ambulance and Emergency Management Agent Committee is chaired by Mr. Willian Krovic
- ✓ The Police Commission is chaired by Mayor Maria R. Marcinko

Mr. Brown stated that in accordance with the Borough Codes, Council must appoint a person to serve as Chair of a Vacancy Board, which will only be called if Council is unable to fill a vacancy on the Council within a 30 day period. The Vacancy Board Chair would chair the meeting if there is a need for a Vacancy Board meeting. Mr. Brown requested that Council approve the passage of Resolution 2018-R-2, which appoints Mr. Steven Shaver as Vacancy Board Chair. Ms. Kratzer moved and Mr. Segina seconded the motion that the Resolution be passed. The motion passed by a unanimous vote of Council.

Mr. Brown stated that he had wanted Council to be aware that there is a need to re-appoint or appoint persons to the Commissions/Boards in the Borough. The reappointment of members of the Planning Commission was completed earlier in the meeting. He stated that the Zoning Hearing Board must be assigned by Resolution, however, the Water Authority assignments can be done by a vote of Council. President Proctor named persons to serve on the Water Commission: Mr. Alan Ausman, term ending December 31, 2019. Thomas Acri was for one term, is being replaced by Brian Proctor with the term ending December 31, 2018. Ms. Hodge moved and Mr. Heffner seconded the motion that the appointments to the Steelton Water Authority be set as recommended. The motion passed by a unanimous vote of Council. Persons named for the Zoning Hearing Board will be named via Resolution at a later date.

Mr. Brown discussed the work that has been done by the Center for Employment Opportunity group. There have been positive reports on their work from citizens and the Public Works Department. They have been especially helpful to the Public Works Department since they have been able to handle issues that were backlogged. They have presented themselves as a versatile work crew, which makes them even more valuable to the Borough. Another positive about the program is that there is a supervisor working with them to provide guidance and answer questions as needed. This frees Public Works personnel can concentrate on that they are doing without having to stop and answer questions or give direction. At this point the Borough is paying \$ 1,060 per week, which is what was paid in January. Mr. Brown is asking that the Memorandum of Understanding be extended to the end of April 2018 unless either party gives a 30 day notice to terminate the agreement. Ms. Hodge asked if this group might be the answer to Mr. Heffner's notation that the Public Works crew is over extended. She asked if something needed to be added to the MOU or would that need another contract. Mr. Brown stated that this would be for continued services and if there were areas that need daily service that could be worked out with CEO. Mr. Heffner asked since we are short-handed during summer months when staff take vacations, could they be coupled up with staff to get things done. Mr. Brown stated that if the services were continued after April that would be something would be addressed at that time. Ms. Kratzer asked about workers from the ResCare Program. Mr. Brown explained that those workers are helpful, particularly if they can work independently. The person assigned to the Codes Department worked out well. Ms. Kratzer stated that we were paying the crew from the Center of Employment Opportunity on a

monthly basis. She asked if we were now going to pay them on a quarterly basis, and if there was a way that the program could continue without the Council having to continuously vote on the same issue. Mr. Brown stated that some of the issues have been the Borough being able to evaluate the program and the benefits for the Borough. The second issue is finding funds to pay for the program since it was not a budgeted item. To keep the program for a year would cost approximately \$52, 000.00. The solicitor is being consulted to determine if the Borough can make long term use of the program without having to place the services out to bid. Ms. Hodge asked if the agreement could be done every to six months or quarterly. Mr. Brown responded his request for approval is for services until the end of April, at which point the Finance Committee will look at the quarterly report and be able to advise whether or not the service can continue. Mr. Heffner asked how many persons are on the team. [At this point Mr. Neidlinger had to leave the meeting.] Ms. Kia L. Hansard Director of the program stated that the original group size was five, however that number has increased to seven because of the increased demand from persons who want to participate in the program. The number of workers was increased without additional cost to the Borough. As an example of how well the program has been received in the community, Ms. Hansard told the Council about a cab driver who stopped and asked what the group was doing and why. After they explained that this program is a bridge between incarceration and re-entry into the working world, he left and returned with coffee for each member of the crew. This incident was very encouraging to the group. Mayor Marcinko suggested that perhaps persons from this group could apply for some of the current vacancies. Ms. Kratzer moved that the Borough extend the Memorandum of Understanding through April 30, 2018 at a cost of \$13, 080.00. The motion was seconded and passed by a unanimous vote of Council.

Unfinished Business:

Mr. Brown made an update of the work done to help elevate the problem with the traffic light on the corner of Front and Locust Streets. The cross light is often delayed changing when there is no traffic coming that would prevent persons on Locust Street from moving onto Front Street. Mr. Brown has discussed this issue with PA PERCS, INC, the company that services traffic lights for the Borough. The company reviewed the history of the light with Mr. Brown. He reports that there is a timer with that type of traffic light that must meet the standards set by PennDot regarding how long the light must stay green before the light can change over. A video card will sense when a car is waiting and change the light to green. Since the two camera cards are broken, the video card is not alerted to make the light change. The way to remedy the problem is to have two camera cards installed at the price of \$6,171.00. Mr. Brown is reviewing liquid fuel expense monies to determine if replacing the camera cards would be an eligible use of those funds. At this point, he requested Council approve the replacement of the video cards. Mayor Marcinko stated that the traffic light situation has been discussed since 2007. The crux of the conversation was when the wind is high, the camera turned from its original position and tightening the camera back into place solved the problem. She stated that the cost of the video cards was expensive. Ms. Hodge reviewed the original memorandum and she thought the camera cards were only for use when the trucks were going into the mill, giving them preference over pedestrian trucks. She questioned whether or not the video card were needed. Mr. Heefner stated that during the afternoon traffic rush, the pattern of the traffic light changes. He also mentioned a similar issue on Swatara Street. Mr. Brown stated he could have a representative from PERCS come and discuss the issue with the Council. President Proctor tabled the discussion and sent the matter to the Public Works Committee for review and recommended action.

New Business:

Mr. Brown stated that at the reorganization, Mr. Wion was appointed to the Solicitor position. It is now necessary to formalize this appointment by setting the cost of Mr. Wion's services. The Payment Agreement would include an annual retainer, CDBG Land Acquisition; Litigation Matters; Magisterial District Judge Hearings; Non-Jury & Jury Trials, Municipal Financing and Special Legal Services. The total cost is per service rather than a total annual amount. Mr. Segina moved and Ms. Kratzer seconded the motion that A Letter of Engagement & Agreement with Caldwell & Kerns, for the services of Mr. Wion be signed. The motion was carried by a unanimous vote of Council.

Mr. Brown requested approval to advertise the of 2018 Committee Calendar. Approval was granted by the general consent of the Council.

Mr. Brown requested Council approval to upgrade Fire Department kitchen for the sum of \$7,272.93. He stated that the kitchen at the Fire House needed to upgrade. The Department investigated and found prices for the items they determined were needed to improve the kitchen. He would like to use the monies remaining Fire House Capital Improvement Fund to pay the cost of the improvements. Mr. Brown will need to consult with Mr. Wion to ensure that it is an appropriate use of those funds. The decision tabled until Mr. Brown consults with Mr. Wion.

Mr. Brown explained that last year he began the process of developing a Request for Proposal for Pension Plans for uniformed and non-uniformed employees. The draft of the RFP is completed, however a Process Selection Committee must be appointed to review the proposals submitted and make a recommendation to the Council. Mr. Brown recommended the committee be comprised of Mr. Jay Wenger, the Borough Manager and the Finance Committee. Ms. Hodge moved that Council approve the development of the Committee as presented by Mr. Brown. Mr. Krovic seconded the motion, which was passed by a unanimous vote of Council.

Mr. Brown requested authorization to activate the Request for Proposal process by advertising for proposals of Pension Plans for Uniformed and Non-Uniformed Borough Employees, with approval of the advertisement review and approval of the Solicitor. Ms. Kratzer moved that Mr. Brown be authorized to begin advertising for proposals. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Wion requested approval of Resolution 2018-R-3 to remove the Special Purpose Parking Permit at 126 S. 2nd Street. The resident no longer lives at that address. Mr. Heffner moved and Ms. Hodge seconded the motion that the permit be removed. The Resolution was passed by a unanimous vote of Council.

Mr. Brown asked for authorization to Release Request for Proposals for Auditing Services upon a satisfactory review by the Borough Solicitor. Mr. Brown explained that the Borough will keep the previous auditors for this year, however there needs to be an effort to ensure that the Borough is getting the best price for services rendered. Ms. Kratzer moved and Ms. Hodge seconded the motion that Mr. Brown be authorized to advertise to an auditor. The motion passed by a unanimous vote of Council.

Mr. Brown requested Council discuss the possibility of entering into an agreement with the owner of 548 North Third Street and the Dauphin County Land Bank. The request was referred to the NEDC Committee for review and recommendation.

Public Comments:

There were no comments from the public at this meeting.

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Mr. Brown requested permission to advertise for hiring of a full-time Water Laborer Position. He would like to advertise within the Borough, then if there are no eligible persons, to open the advertisement to the public. He is waiting for information the Union regarding the last person who held the position. Once that is cleared, he would like to post the position. Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Brown be authorized to advertise the position internally then externally. The motion passed by a unanimous vote of Council.

Council Concerns:

Ms. Kratzer announced that the Peanut Butter Eggs and Pretzels were on sale of the Fire House. There are two persons going to Wisconsin to look at the new Fire Truck to ensure that it meets the standards set by the Fire Department. She asked for persons to pray for safe travels. Ms. Kratzer was able to attend the PA Municipal League Conference. She was appointed to a legislative committee. She encouraged all Council members to take advantage of the training they receive. She attended Deputy US Marshall Christopher Hill's service. Six Steelton Police Officers, the Police Chief, and Swatara Township also attended. Ms. Kratzer also assisted the families of the other two officers. She stated that when the Departments ask for funds for new equipment, they are asking for because it can save lives. She thanked the people for coming out to the meeting and congratulated Nicholas Neidlinger on his appointment as a Jr. Council Member.

Mr. Heffner had two concerns. There is no Capital Improvement item listed in the budget. Mr. Brown stated that in the sewer budget there is capital purchases and a line item for system projects. Mr. Heffner stated that he would like to see monies that were supposed to set aside placed in the capital improvement fund and used for capital improvements, equipment or returned to the people. Mr. Brown stated that he has been working on a Five-Year Capital Improvement Plan focused on using those funds to improve the system. The draft is almost completed. Mr. Mendinsky from HRG added that some of the money has been used to complete the Washington Street Project. Mr. Brown stated that there is a line item for capital improvements although there is no separate account set aside for that purpose. Mr. Heffner stated that there should be a separate line set up just for capital improvements. Mr. Brown stated that he would meet with the Finance Committee and bring their recommendation the Council can determine how much money will be set aside for that line item. Mr. Heffner suggested using the calculation set up by HRG. Mr. Brown stated that the sewer fund, other than cash on hand reserves is at \$3.3 Million with \$462,364 in cash on hand reserves. President Proctor requested that Mr. Heffner and Mr. Brown meet and review his concerns about the budget. Mr. Heffner's second concern is about automobiles parked on River Alley on Wednesdays when trash is collected. He stated that it is a big problem because the trash trucks can barely get through the street to collect the trash. The cars should not park on that street on Wednesdays. Currently, Borough wide, the Police only write tickets on street no parking zones when the street sweepers are running. Mr. Heffner request that the Police Committee or whichever committee is responsible review the problem on River Alley.

Ms. Woods, Ms. Leggett-Robinson, Mr. Singh, Chief Vance, Chief Minium, Mr. Wion and Ms. Hodge had no concerns to be addressed at this meeting.

Mr. Krovic congratulated Mr. Neidlinger on his appointment as a Junior Council Member.

Mr. Brown reminded Council that there should be an Executive Session to discuss personnel and legal issues.

Mayor Marcinko looked through the minutes and found that on April 3, 2017 Council authorized the development of an ordinance to limit on-street parking so that the street sweeper can operate in the East End. The ordinance was not to take effect until 2018. At that same meeting, Council approved the re-painting the curbs around the fire hydrant in the legal colors to indicate that it is a no parking zone. Ms. Hodge asked if any action was taken on those two directives from Council. The Mayor stated that no action had been taken. The Mayor stated that she was very proud of Police who assisted the City of Harrisburg during the incident with proved fatal to Deputy US Marshall Hill. She was extremely pleased that Chief Minium had Chaplaincy services set up when the force returned to the Borough. Finally the Mayor and Ms. Hodge, Chair of the Public Works Committee, have developed a method of communication in case of a snow emergency. She thanked persons for coming to the meeting and announced that she would be late or not present at the next meeting.

Mr. Segina UGI is doing safety training on March 24, 2018, interested Council members should contact Chief Vance to get more information and sign up to participate.

Mr. Proctor thanked persons for attending the meeting. He stated that in the future he would like the Chairs of the Committees are to make comments on their committee's issues.

Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be recessed to move into Executive Session. The motion carried by a unanimous vote of Council and the meeting was recessed.

The meeting was called back into session. Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be adjourned. By a unanimous vote of Council, the Steelton Borough Council Meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

-0

Douglas Brown, Secretary

A handwritten signature in black ink, appearing to be 'DB', written in a cursive style.