

Steelton Borough Council Agenda

March 5, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: February 20, 2018

Public Comment of Agenda items only:

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehab Partnership with Borough to Provide Clerical Work to One Participant in OVR Program.

Mr. Matt Ward Updated Resource Roadmap

Mr. Frederick O. Hamilton Request to change Ordinance 72-9 which refers to all property owners as landlords, subject to landlord/tenant requirements.

Mr. Jerry Feaser Review of Voting Changes

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. Presentation of Monthly Engineers Report.

Mr. Mendinsky Approval of Chapter 94 Wasteload Management Report for Calendar Year 2017

Communication:

PA Department of Environmental Protection Required Reduction

PA DEP MS4 Inspection Reports

Americomm, LLC Copy of letter to Public Utilities Commission notification that required work for Wire, Conduit and Cable Occupancy of Norfolk Southern property has been completed.

Defense Logistics Agency

Notification to Susquehanna River surface water users and municipalities within 20 downstream miles that six regulated Above Ground Storage Tanks are registered with DEP.

Michael Cherewka, JD

Notification of dissolution of New Birth Christian Fellowship Inc.

Unfinished Business:

Chief Minium

Presentation of Traffic Study for Joe Romano

Mr. Heefner

Update on East End Street Sweeping Ordinance.

Ms. Hodge

NEDC Recommendation to transfer 24-26 Adams Street to Dauphin County Land Bank (DCLB)

Mayor Marcinko

Approval of thee 2018 Municipal Domestic Animal Protective Service Agreement.

New Business:

Mr. Brown

Mulching/Planting at Locust Street Steps and Swatara Street

Chief Minium

Tactical Explosive Breaching Operations Training Program at 118 N. Front St & 24-26 Adams St.

Mr. Brown

Authorization to Begin the Comcast Informal Review Process

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
March 5, 2018**

Present:

Brian Proctor, President	Dave Wion, Borough Solicitor
Michael Segina, Vice President	Justin Mendinsky, HRG
Keontay Hodge, President Pro-Tem	Rosemarie Paul, Asst. Sec. /Treasurer
Dennis Heefner, Councilman	Anthony Minium, Police Chief
Kelly Kratzer, Councilwoman	Thommie Leggett-Robinson, Exec. Asst.
William Krovic, Councilman	
Natasha Woods, Councilwoman	
Mayor Maria Marcinko	

Absent with cause: Nicholas Neidlinger, Douglas Brown, Amrinder Singh, and Eugene Vance

The March 5, 2018 meeting of Steelton Borough Council was called to order at 6:30p.m.by President Brian Proctor followed by the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Ms. Kratzer moved and Mr. Krovic seconded that the minutes from the February 20, 2018 minutes be accepted with the correction of showing Mr. Krovic as absent from the meeting. The motion passed by a unanimous vote of Council.

There were no Public Comment of Agenda Items at this meeting.

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehabilitation proposed that the Borough and the Office of Occupational and Vocational Rehabilitation form a partnership to participate in the My Work Initiative. The program provides an on-the-job training experience for a high school students with a disabilities. The work opportunity will provide a real- life work experience to help develop the skills necessary to find and maintain a real-life job. The work currently identified as available within the Borough is a clerical position. The program is provided at no cost to the Borough. *Ms. Hodge moved and Ms. Kratzer seconded the motion to participate in the My Work Initiative Program pending review and approval of the Solicitor. The motion carried by a unanimous vote of Council.*

Mr. Matt Ward, who was to make a presented on the Updated Resource Roadmap, was not present at the meeting.

Mr. Frederick O. Hamilton, 1140 Fifth Street, Oberlin Gardens requested that Council consider changing Ordinance 72-9 which refers to all property owners as landlords, subject to Landlord/Tenant requirements. He explained that he owned two properties in Steelton – 349 Lincoln Street and 307 Reading Street. Both properties have been vacant for several years, he

has plans to rent the properties and they both are on the market for sale. Mr. Hamilton believes that persons who own vacant properties with plans to sell should not be considered Landlords but Property Owners. The Property Owner designation will eliminate the need to register and pay Landlord fees. Ms. Hodge agreed with Mr. Hamilton's assessment of the Ordinance and agreed to bring it before the NEDC Committee for review and recommendation.

Mr. Jerry Feaser provided a review of the Election Process Changes in the Steelton area.

- The Election Districts and polling places will be reduced from six to four.
- Ward 2/Precinct 1 and Ward 2/Precinct 2 have been merged and are now considered Ward 2.
- Ward 3/ Precinct 1 and Ward 3/Precinct 2 have been merged and are now considered Ward 3.
- Persons in Ward 2 will vote at the Trinity Lutheran Church located at 221 South 2nd Street.
- Persons in Ward 3 will vote at the Volunteer Fire House located at 185 North Front Street.
- Persons can no longer vote at Prince of Peace and St. John's Lutheran Church.

Ms. Hodge and Mr. Heefner had questions about the how's and whys of the change. Mr. Wion suggested that in the future, Wards be referred to as Election Districts to avoid confusion.

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. presentation of Monthly Engineers Report. The highlights of his report are:

- ❖ Storm Water Management Program (MS4 Program) Work continues on the Permit Year #5 of the current permit cycle. Overall feedback from PA DEP was good and they noted that the Borough was complying with the permit. PA DEP suggested that the Borough go "above and beyond" what the permit requires.
- ❖ Midget Baseball Field CDDG – Things with the Surety Company have been worked out and we are currently waiting to close out the contract.
- ❖ Franklin Brown Boulevard Townhome ZHB and Final Subdivision/Land Development Plan the revised Subdivision and Land Development Plan for the new 12-unit plan was approved by Council. The Erosion and Sedimentation control Plan has also been approved by the Dauphin County Conservation District. The Plan was recorded at the Dauphin County Recorder of Deeds. Construction is scheduled to begin this Spring 2018.
- ❖ Washington Street Sewer Rehabilitation is essentially complete. There are two things that require work. One is bringing a ramp into compliance with the ADA and the other is completion of paving which cannot be completed until weather permits.
- ❖ 5-Year Capital Improvements Plan was presented to Council and work is continuing on making the final recommendations.
- ❖ Land Development Review Subdivision Plan for Deniz Ak, 550 North Front Street has been placed on hold pending approval and acceptance of the development plan.
- ❖ Sewer Engineering Retainer has been requested by HRG in order
- ❖ Sanitary Sewer & Water System Valuation is being implemented to categorize the assets of the sanitary sewer system.

- ❖ Roadway Improvements Projects plans and estimated cost is being completed.

Mr. Segina moved and Ms. Hodge seconded the motion to approve the Engineering Report as presented by Mr. Medinsky. The motion was carried by a unanimous vote of Council.

Mr. Mendinsky presented the Chapter 94 Wasteload Management Report for Calendar Year 2017 to Council for discussion and approval. The Report summarizes wastewater flows from the Borough which were conveyed to the Harrisburg Advanced Wastewater Treatment Facility during 2017 and also projects future wastewater flows for the next 5 years. Ms. Kratzer moved and Mr. Krovic seconded the motion that the Wasteland Management Report for Calendar Year 2017 be approved. The motion was approved by a unanimous vote of Council.

Communication:

PA Department of Environmental Protection wrote the Borough regarding required action. The report stated that the agency had received the Borough's Notice of Intent for NPDES permit coverage, however, there are some things that must be done before the permit can be issued. The letter detailed the things that needed to be completed.

The Borough received a copy of the PA Department of Environmental Protection MS4 Inspection Reports following the inspection conducted the week of March 9, 2017. The inspector indicated that the Borough had made improvements in its efforts to meet the requirements. It also recorded some additional work that must be done to be in full compliance.

Americomm, LLC submitted a copy of a letter to Public Utilities Commission notifying the PUC that the required work for Wire, Conduit and Cable Occupancy of Norfolk Southern property has been completed.

The Defense Logistics Agency sent a notification to Susquehanna River surface water users and Municipalities 20 miles downstream from the Susquehanna River that six regulated Above Ground Storage Tanks are registered with DEP. There have been no spills or releases from the tanks.

Attorney Michael Cherewka, wrote to notify the Borough that New Birth Christian Fellowship, Inc. has voluntarily dissolving the corporation.

Unfinished Business:

Chief Minium stated that the Department received a request for a Special Purpose Parking Permit from Mr. Joe Romano, 26 Chestnut Street. A Street Study was conducted and it was found that the area in which Mr. Romano lives only has space for one Special Parking Permit. One Permit is already in that area, which means that Mr. Romano is not eligible to receive the permit. The Police Department recommends the request be denied. After consultation with Council members, it was determined that the Request would be tabled, pending a review by the Department of Public Works.

Mr. Heefner and the Public Works Committee met with Mr. Segina regarding the possibility of developing an East End Street Sweeping Ordinance. The Committee is now asking Mr. Wion to write an Ordinance. Chief Minimum stated that they were still researching the No Parking In The Alley issue. Mayor Marcinko clarified that she had requested a Traffic Study be conducted between E Avenue and Baldwin. Mr. Heefner stated that he will have Public Works staff deliver a letter to each residence in the area informing them about the change. He asked that the police issue a warning ticket when they park contrary to the Ordinance to help persons become more aware of the changes in parking regulations. Chief Minium mentioned that two weeks before the Street Sweeping begins, the Department puts out information notifying the residents that they will need to remove their cars on the dates and times the Sweeper is scheduled to be in their neighborhood. The Department is supporting the Mayor's recommendation that Street Sweeping be conducted April 1st to November 30th every year in order to eliminate confusion over the dates. Ms. Hodge recommends that residents be notified prior to the Ordinance's passing. Mr. Segina moved that the residents be notified of the pending new Ordinance prior to the approval of the Council. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Ms. Hodge, representing the NEDC Committee, stated that there is a potential buyer for 24-26 Franklin Brown Boulevard. The body is recommending the land be transferred to the Land Bank so that it can be sold. Mr. Wion clarified that the recommendation is to set in motion the legal work that must be completed for the transfer of the land. Mr. Heefner moved and Ms. Hodge seconded the motion that Council approve Mr. Wion to begin the necessary legal work after which 24-26 Franklin Brown Boulevard will be transferred to the Land Bank. The motion was approved by a unanimous vote of Council.

Mayor Marcinko requested approval of the 2018 Municipal Domestic Animal Protective Service Agreement. At the direction of Council, Mayor Marcinko and Mr. Brown met with the Humane Society regarding an amendment to the contract renewal. The amendment states that in the event an animal is surrendered to the Society by a Police Officer or other Borough employee, and the animal is reclaimed by the owner or a representative of the owner the Society will contact the Borough within fifteen days providing the name and all identifiable information about the owner. The Society agrees with the amendment. The revised contract need to be passed immediately since further delay could result in losing the contract. Mayor Marcinko stated that this issue was originally discussed by Council in October 2017. It is the same contract that was in force before, with the addition of the Borough's amendment. President Proctor stated that the agreement would be passed among the Council members for their review and a vote taken following the Executive Session.

New Business:

Mr. Brown was to discuss plans for Mulching/Planting at Locust Street Steps and Swatara Street. In his absence, Mr. Heefner presented some ideas that he had thought about. He stated that area looks presentable at this time. While there is a desire to re-mulch the entire area, it is

cost prohibited at this time. He suggest re-mulching a small area then try to find a groundcover that can grow in the shell, which is on the ground in that area. Such a groundcover will also choke weeds, which will make it an asset to having a nice looking area. The President instructed Mr. Heefner to talk with Mr. Brown and bring back a report at the next meeting. Mr. Krovic asked if the Borough could take advantage of the free mulch available on Kelker Street. Ms. Kratzer was concerned about the quality of the mulch and suggested the better mulch be used.

Chief Minium introduced the Tactical Explosive Breaching Operations Training Program which will be held March 5-9 at two designated locations in the Borough. The locations are 118 N. Front St & 24-26 Adams. The realistic simulations will be mostly completed within the buildings, which will be boarded up upon the completion of the exercise. Residents will be notified about the scheduling of the training. Because the exercises will be small, there is no need to block off the streets. Chief Minium stated that the decision to allow the training to occur in the Borough was made by Mr. Singh and Mr. Brown. Mr. Wion noted that 24-26 Frank Brown Boulevard is included in the training session. He was wondering if the potential buyers have been notified that the training course will be conducted in that building. Mr. Seqina moved that the Tactical Training Program be approved, provided Mr. Brown notifies the Land Bank that 24-26 Frank Brown Boulevard of the activity prior to the transfer. Mr. Heefner seconded the motion which passed by a unanimous vote of Council.

Mr. Brown's request for authorization to begin the Comcast Informal Review Process was tabled to the next meeting.

Public Comments:

Frederick Hamilton, 1140 Fifth Avenue, Oberlin Gardens – Has the Borough taken into consideration to the explosions at 24-27 Franklin Brown Boulevard will affect properties in the area? Chief Minium explained that the explosions will be very small, so will cause no damage to nearby properties. He assured Mr. Hamilton that the explosive would not damage the foundation Monumental A.M.E. Church.

Emmuel Powell, 321 Lebanon Street – He requested clarification on the beginning date of the Franklin Brown Boulevard Townhome Project. In the plans for work on Lincoln Street, has any consideration to removing the trees from Harrisburg to the Cemetery. Mr. Heefner stated that the tree issue would be addressed in Phase II of the project. Mr. Powell encouraged the Council to move more expediently on the completion of projects.

Cheryl Powell, 321 Lebanon Street – How will the residents of the East Side know that a new Parking Ordinance has been passed and will be enforced? According to the law, the Borough must advertise in a paper of general circulation. In addition the information will be posted on the Borough website. Is the Dauphin Deposit Building for sale? Mr. Proctor stated that there is someone who has shown interest in purchasing the building. Since the project across the street has been cancelled, what are the plans for that land? Mr. Brown is looking for other developers.

Council Concerns:

Chief Minium stated that the door of the garage the Police Department has been using has lost one door. In fact, the door fell on a Patrolman. He asked if there were funds available to repair the garage. Ms. Hodge asked if it was a secure building, to which Chief answered in the negative. Chief Minium reiterated the need for a secure place for the Department to store evidence, analyze evidence and other task that might have the public or other legal agencies look at their work as inadequate or not handled information as required chain of evidence. HRG will talk to Mr. Brown about securing property the Borough already owns. It was noted that there is a small space available in the Water Department that might be used by the Police Department.

Mr. Krovic thanked persons for attending the meeting. He announced that the Fire Department still has Peanut Butter Eggs and Chocolate Pretzels for sale. He also announced that Easter Lilies will be on sale at the Fire House beginning March 28, 2018.

Ms. Kratzer thanked persons for coming out to the meeting. She expressed concern that the SHSD High School will be operating a concession stand during the Easter Egg Hunt. She suggested that the Fire Department be given preference when those events are held because they do need money to operate.

Mr. Heefner noted that Public Works has removed four dead trees and wish to plant four more trees with the \$10,000.00 included in the plan. He also noted that Mr. Brown stop giving his extra staff not Borough eliminate stress on current Public Works staff, particularly during vacation time.

Chief Vance, Ms. Woods, Ms. Hodge, Ms. Paul nor Ms. Leggett-Robinson had concerns to discuss at this point in the meeting.

Mr. Wion reminded Council that there is a need to conduct an Executive Session to discuss legal matters.

Mayor Marcinko stated that:

- ✓ Council discussed the signing of the Humane Society Agreement, however no action was taken. The decision was left pending the involvement of the New Council members. There is also a new dog law.
- ✓ After attending the Emergency Webinar, she realized that the Borough needs a Deputy Emergency Coordinator. Mr. Steven Shaver has shown an interest in filling that position.
- ✓ She received an email from Mr. Steven Lewis. He was very complimentary about how Officer Palmer handled an incident at the Family Dollar Store. Mr. Lewis reported that the Officer was very polite and positive.

Mr. Segina thanked persons for attending the meeting. Human needs to be impacted.

Mr. Proctor stated that he felt positive because things seemed to be moving forward. He stated that Steelton residents were very resilient and could work together to make this a good community.

Mr. Segina moved and Ms. Kratzer seconded the motion that Council move into Executive Session at 8:05p.m. The motion passed by a unanimous vote of Council.

Council reconvened at 8:45 p.m.

Ms. Kratzer moved and Mr. Heefner seconded the motion that the contract with the Humane Society be approved. The motion was passed by a unanimous vote of Council.

Mr. Segina moved and Ms. Hodge seconded the motion that the Steelton Pennsylvania Borough Council Meeting be adjourned at 8:47 p.m. The motion passed by a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB', written over a horizontal line.

Douglas Brown, Secretary