

The Steelton Borough Council Meeting Agenda

March 19, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Reflection: Mayor Maria Marcinko

RECESS INTO SPECIAL JOINT SESSION OF STEELTON BOROUGH COUNCIL AND STEELTON BOROUGH AUTHORITY

Special Order of Business:

Ms. Kathy Pape

Presentation of Draft Request for Proposals for Purchase of Steelton Borough Water and Wastewater Systems

Adjournment of Joint Borough Council/Authority Meeting

Enter Back into Regular Session of Steelton Borough Council

Approval of minutes from previous meeting: March 5, 2018

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: February 2018

Approval of Department Reports:

- Fire Department and Ambulance – Written Report
- Police Department - Written Report
- NEDC Committee - Written Report
- Public Works - Written Report
- Codes Department - Written Report
- Mayor’s Report – Written Report
- Borough Manager Report – Oral Report

Presentation: None

Communication:

Chief Gene Vance, Steelton Fire Department

Notification of Promotion of Stephen Brubacher, II to Battalion Chief

National Storm Water Center	MS4 Compliance Webinar for Municipal Storm Water Executives
Teamsters Local Union 776	Request to Begin Bargaining for Successor Collective Bargaining Agreement between Steelton Borough and Teamsters 776 Expiring December 31, 2018
PA Public Utility Commission	Application of Comcast Cable Communications LLC for Utilities Crossing Franklin Street/Norfolk Southern Railway
PA Department of General Services	Approval to Participate in Statewide Contract for Road Salt (August 2018-July 2018 Season)
Dauphin County Bureau of Registration and Elections	Official Notification of Changes in Election Districts and Corresponding Polling Locations in Steelton Borough Effective Immediately
Mr. Stephen Polinski	Resume for Steelton Zoning Hearing
Friends of Midland Cemetery	Request for \$500.00 Donation for Routine Maintenance
PA DEP	Regarding the Correction of Surface Mining Permit #7174SMIC8 for Hemp Brothers.
Dauphin County Office of Tax Assessment	Supplemental New Construction Billing
Daretzes Family	Application to Adopt-a-Block
Unfinished Business:	
Mr. Wion	Update on Transfer of 24-26 Adams Street
Mr. Heefner	East End Street Sweeper Parking Update
Mr. Brown	Update on Pension RFP Selection Process

New Business:

Mr. Wion	Resolution 2018-R-___ Adopting the Emergency Operations Plan of the Borough of Steelton
Mr. Wion	Recommendation to Pennsylvania Emergency Management Agency to Appoint Steven J. Shaver as Deputy Emergency Management Coordinator
Mr. Heefner	Repair of Garage on Mulberry Street for Police Equipment and Vehicles
Mr. Heefner	Discussion of Repairs to Locust Street Steps
Mr. Wion	Resolution 2018-R-___ Establishing Special Purpose Parking for Ms. Jacquelyn Randolph
Mr. Brown	Approval to Hold Rain Barrel Workshop in Partnership with Dauphin County Conversation District on Thursday, June 21, 2018
Mr. Brown	Acceptance of Sewage Facilities Planning Module Mailer Patrick & Michele Rozman Subdivision
Mayor Marcinko	Canine Donation

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Pending Litigation.

Other Business:

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
March 19, 2018**

Present:

Brian Proctor, President	Mayor Maria Marcinko
Michael Segina, Vice President	Dave Wion, Borough Solicitor
Keontay Hodge, President Pro-Tem	Michael Solomon, Authority Solicitor
Dennis Heefner, Councilman	Douglas Brown, Borough Manager
Kelly Kratzer, Councilwoman	Anthony Minium, Police Chief
William Krovic, Councilman	Eugene Vance, Fire Chief
Natasha Woods, Councilwoman	Amrinder Singh, Codes Officer
Nick Neidlinger	Thommie Leggett-Robinson, Exec. Asst.

Authority Members

Alan Ausman, Chair
Ryan Maxwell, Vice Chair
Kathleen Handley, Treasurer

The March 19, 2018 meeting of the Steelton Pennsylvania Borough Council was called to order at 6:30p.m.by President Brian Proctor. Upon the opening of the meeting, Mr. Proctor led the body in the Pledge of Allegiance.

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

Mr. Segina moved and Ms. Hodge seconded the motion that the Council Meeting recess into a Special Joint Session of Steelton Borough Council and Steelton Borough Water Authority. The motion was passed by a unanimous vote of Council.

Ms. Kathy Pape made a special presentation to the joint bodies regarding the development of a Request for Proposal for the sale of the Water System. The minutes of this meeting are located separately from the Council Meeting Minutes.

Mr. Segina moved and Mr. Heefner seconded the motion that the Joint Session end and the Council resume the scheduled meeting. The motion passed by a unanimous vote of the Council.

The minutes from the March 5, 2018 Council meeting were review. Ms. Hodge moved and Mr. Segina seconded that the minutes be approved. The motion was approved by a unanimous vote of Council.

The schedule of billing, requisitions, and change orders for February 2018 were presented to Council. Ms. Hodge moved and Ms. Kratzer seconded the motion that the report be approved as presented. The motion was passed by a unanimous vote of Council.

There were no public comments on agenda items.

President Proctor called for a review, comments and approval of the Department Reports.

Fire Department and Ambulance – The Department submitted a written report with no additional comments.

Police Department – The Department submitted a written report. The only information added to the report was that Chief Minium will be out of the office March 20, 2018.

NEDC Committee – There is no report from this Committee since it has not met.

Public Works – The Department submitted a written statistical report. Mr. Heefner added Mr. Heefner also reported:

- That the Public Works Committee meeting will be changed to the second Tuesday in the month so that a more complete report can be presented to Council.
- The lights at the East End are being replaced.
- The Department wants to make the Baseball Field a priority. The UGI project has dumped a lot of dirt on the field. In order to make the field playable by the 14th, the dirt must be removed and the field regraded.
- The Department anticipated mulching to start in two weeks.
- The four dead trees have been removed from in front of the bank. New trees will be planted.

Codes Department – The Department submitted a written report. No additional information was added.

Junior Council – Junior Council Member Neidlinger reported that he will meet with Police Chief Minium on the anti-suicide project at the school. The Superintendent has given his approved.

Mayor’s Report – The Mayor made an oral report which included the following information:

- The Mayor will continue to work with the Codes Department and Mr. Brown on the mouse infestation on the 700 block of North Second Street.
- She attended the Tripwire Property Breach training.
- As a “Thank You”, the Mayor and Chief Minium will present a proposal to Council at the next meeting.
- The Mayor and Chief Minium have discussed naming several police officers to a special team. It will be named the **Tactical Narcotics Team (TNT)**. This team will only consist of officers from the Steelton Police Department. No additional funding is required for the team. The program has been approved and Chief Minium and the Department has received a very positive response from the press.
- The Mayor attended a meeting with Commissioner Connely and Mayor Hoerner regarding joint efforts with the SH School District on active shooting training at the schools.

Borough Manager Brown reported that there is \$1.2 million in the General Fund. He anticipates an increase in the fund since March and April are heavy revenue collection months.

Ms. Hodge moved and Mr. Heefner seconded the motion to accept the Department Reports as presented. The motion passed by a unanimous vote of Council.

Communication:

Chief Gene Vance wrote the Council to request that Stephen Brubacher, II be promoted to Battalion Chief. Council took immediate action on his request, Ms. Hodge moved and Mr. Krovic seconded a motion to promote Mr. Stephen Brubacher to Battalion Chief effective April 1, 2018. The motion passed by a unanimous vote of Council.

The National Stormwater Center wrote to announce MS4 Compliance Webinar for Municipal Storm Water Executives. The webinar is scheduled for May 23, 2018, beginning at 10:00 a.m. EST. Ms. Kratzer asked if Council was considering having someone attend the webinar. She stated that she knew that Mr. Brown would like to attend, however, the workshop is costly.

The Chauffeurs, Teamsters and Helpers Teamsters Local Union #776 wrote to request to that Steelton Borough begin to work with them to develop a Successor Bargaining Agreement. The Bargaining Agreement covers the Steelton Police Department and expires December 31, 2018. Ms. Hodge asked if Mr. Proctor responded in the affirmative. Ms. Kratzer announced the dates of the meetings.

The Public Utility Commission announced that it has approved the alternation of the crossing where Franklin Street crosses, at grade, the tracks of Norfolk Southern Railway Company located in Steelton Borough, by reason of the installation of a new aerial communication line.

The Pennsylvania Department of General Services has approved the Borough's participation in the Statewide Contract for Road Salt for the August 2018-July 2019 Season.

Dauphin County Bureau of Registration and Elections provided Official Notification of Changes in Election Districts and Corresponding Polling Locations in Steelton Borough Effective Immediately.

Mr. Stephen Polinski submitted his application for consideration selection as a member of the Steelton Zoning Hearing Board. It was announced at the meeting that he withdrew his application.

Friends of Midland Cemetery requested a \$500.00 donation for routine maintenance of this historical site which is located in Steelton Borough. Council made an immediate response to the request. Mr. Heefner moved and Ms. Hodge seconded the motion that Steelton Borough donate \$500.00 for routine maintenance of Midland Cemetery. The motion passed with a unanimous vote of Council.

The Department of Environmental Protection stated that the Surface Mining Permit issued to Hempt Brothers had been updated to approve the company's request to allow approximately 89,250 years of material from the SR300-008 PA Route 283 Project to be used in reclamation of the quarry. This change represents an addendum to the Permit issued to Hempt Brothers in 1981.

The Dauphin County Office of Tax Assessment sent a memorandum to all Dauphin County Officials providing an Interim Assessment List for all qualifying properties added to the Tax Roll during the second half of the calendar year 2017. With this list, the Borough is authorized to levy

interim taxes prorated from the first day of the month following the date appearing for each property.

The Daretzes Family submitted an Application to Adopt-a-Block. They want to adopt the 400 block of South Second Street between Mohn and Highland Streets.

Unfinished Business:

Mr. Wion reviewed **Resolution 2018-R-7** which represents an agreement and the President authorized to sign the agreement and deed to transfer 24-26 Frank Brown Boulevard to the Dauphin County Land Bank who will serve as a sales agent for the property. CDBG funds are being used to finance this project. Ms. Hodge moved and Mr. Heefner seconded the approval of Resolution 2018-R-7. The motion was passed by a unanimous vote of Council.

Mr. Heefner reported that there was no additional information available regarding the East End Street Sweeping. Ms. Hodge reminded the body that it was determined that residents will receive a letter to announce the development of the Ordinance. There will also be a warning period.

Mr. Brown reported that he has received ten proposals in response to the Request for Proposal a reasonable Pension Plan. Of the ten, four will be selected for further review.

New Business:

Mr. Wion stated that the **Resolution 2018-R-8** Adopting the Emergency Operations Plan of the Borough of Steelton. Ms. Hodge moved and Mr. Heefner seconded the motion that the Resolution be adopted. The motion was passed by a unanimous vote of Council.

Mayor Marcinko requested Council to approve a recommendation to Pennsylvania Emergency Management Agency to Appoint Steven J. Shaver as Deputy Emergency Management Coordinator for Steelton Borough. Mr. Heefner moved and Mr. Segina seconded the motion to recommend Mr. Shaver serve as Deputy Emergency Management Coordinator for the Steelton Borough. The motion passed by a unanimous vote of Council.

Mr. Heefner discussed two issues related to the Public Works Department. The issues were:

- a. The garage located on Mulberry Street is in a state of disrepair and needs to be repaired in general. However, there is hope that the garage can be repaired and secured to use house Police Department evidence. Pictures were provided to help Council better understand the condition of the building.
- b. Mr. Heefner asked Council permission to seek bids to make the necessary repairs to the garage. He projects the cost of repair will be approximately \$12,000.00. He recommends the Borough take a pro-active measures to prevent major repairs in the future. Mr. Segina moved and Ms. Kratzer seconded a motion to allow Mr. Brown to seek three bids for the repair of the garage. The motion was passed by a unanimous vote of Council.
- c. There are several cracks on the steps and wall of the Locust Street Steps as shown in the photographs provided. The Public Works Department will repair the railing, however the issues with the steps and wall must be addressed before they become a safety hazard.

- d. The Department had concerns if and how the housing renovation would affect the wall. Again, there is a need to take a pro-active stance to make these repairs. Mr. Brown will check with Armet Concrete to see if they will bid on the project since the Borough has already worked with them in the construction of the Skate Park. There were suggestions that the Borough could apply for a grant to pay for the repair. Mr. Brown stated that he would speak to his contact at Habitat for Humanities since they are doing the work to rehabilitate the Locust Street Housing Project.

Mr. Wion requested that the Resolution to Establish Special Purpose Parking for Ms. Jacquelyn Randolph be tabled.

Mr. Brown requested Council Approve the Borough's participation in a Rain Barrel Workshop in Partnership with Dauphin County Conservation District on Thursday, June 21, 2018. Mr. Brown explained that this would be another outreach program to get people more involved in the MS4 Waste Water Program. The program will consist of 20 participants, of who will receive rain barrels to encourage use of the information learned at the workshop. Ms. Hodge moved and Mr. Krovic seconded the motion that the Borough sponsor a Rain Barrel Workshop. The motion passed by a unanimous vote of Council.

Mr. Brown introduced discussion regarding the Borough's acceptance of sewage facilities Plan which is located in Swatara Township and the Module Mailer for Mr. Patrick & Ms. Michele Rozman Subdivision at 753 Orchard Drive The request for connecting to the Borough's sewage system has been reviewed by HRG and they stated the connection will not cause a problem for the Borough. With the approval of the engineers, Mr. Brown is requesting that Council approve the use of the sewage system by the Rozman Subdivision which is located in Swatara Township. Ms. Hodge moved and Mr. Heefner seconded the motion that the Borough accept the sewage plan. The motion passed by a unanimous vote of Council.

Mayor Marcinko introduced the discussion about the Canine Donation. Chief Minium had the opportunity to attend a training program offered by Technical Resources for Incident Prevention wire (TRIPwire) which is a division of the Department of Homeland Security. Following the training program, the Steelton Police Department was offered ownership of a trained a bomb certified animal, a donation worth \$35,000.00. This is a **bomb/explosives identifying dog**, not a bite, drug or patrol dog. It will not attack, it is not trained to do that. It will never be used for anything other than what he was trained to do. In addition to locating explosives, he will sit at football games to identify anyone armed with a gun. The Officer Schaeffer is already trained, is a trainer and has agreed to take on a canine partner. He will use two hours each day for grooming the dog. Free services that are a part of the project are: training, veterinary services from the Vetting Zoo in Palmyra and food. Policemen in the Department have already determined that they will make sacrifices to ensure that the dog is properly cared for if the need arises. Insurance will be an additional \$500.00 per year. One problem is that the Department does not have an automobile to assign specifically to Officer Schaeffer. There are several companies willing to donate toward the purchase of a vehicle. Their only requirement is that their names be listed on the vehicle and on the Department website. Chief stated that an old State Trooper car would work very well. Since the Department will take custody of the dog April 1, 2018, a temporary fix will be to put a cage in Car 28. Conversations have been held with other police jurisdictions to discuss sharing canine resources. If Council is in agreement to accept the donation, Mr. Wion

will need to review the Memorandum of Understanding (MOU) to determine that it meets the requirement of Pennsylvania law and current Steelton codes. Ms. Kratzer moved and Ms. Hodge seconded that the Council add the Bomb Sniffing Dog to the Steelton Police Department provided the Solicitor approve the MOU. The motion passed by a unanimous vote of Council.

Public Comments:

Mr. Emmuel Powell, 137 Lebanon Street – Mr. Powell expressed concern that the dump trucks that travel from Franklin Street to Front Street near Winfield Funeral Home raises a tremendous amount of dirt. The level of dirt negatively affects the Funeral Home because they are constantly cleaning the side and from of the establishment because of the dirt. Mr. Powell wanted to know if there was any way that the amount dirt could be reduced by having the trucks covered or by any other means. It seems that traveling on Franklin Street is the only way the trucks can get to Front Street. Chief Minium stated that the Police Department will investigate the matter. He also discussed properties that are in the midst of renovations.

Council Concerns:

Ms. Woods – announced the Easter Egg Hunt to be held on the Steelton High School Football Field from 11:00 a.m.to 1:00 p.m. Saturday, March 24, 2018. There will be arts and crafts, food, Dauphin County Library, games and other interesting things happening at the affair.

Mr. Krovic Thanked persons for coming to the meeting. He reminded people that the Fire Department is still selling Peanut Butter Eggs and Chocolate Pretzels. Easter flowers will be on sale at the Fire House beginning March 28, 2018.

Ms. Kratzer – March 24, 2018 UGI Training for Public Officials.

Mr. Heefner stated that Council should consider approve the addition of speed bumps on Swatara Street. He has noted many instances that could have ended in serious accidents including both pedestrian and automobile. He is having the Department of Public Works research the cost of adding speed bumps. He discussed the need to place meters to measure the actual sanitary sewer usage of Swatara Township, so that the Borough knows how much is being used. At this point, Swatara Township notifies Steelton how much they use. Mr. Heefner requested clarification on how much of the bill is the Steel Mill actually paying the Borough. He heard that they were only paying about 15% of the bill.

Neither Ms. Leggett-Robinson nor Mr., Wion had not comments.

Mr. Brown announced that there was a need for Council to move into Executive Session later in the meeting.

Ms. Marcinko that Saturday UGI Energy Service Training at I.E. Able Hall. She also inquired about pictures from the Habitat for Humanity's Project.

Ms. Hodge thanked persons for attending the meeting. She expressed commendations to Officer Schaeffer for accepting the additional duties required by having a canine partner.

Mr. Segina reiterated the comments made by Mr. Krovic regarding the Fire Department's sale of Eggs, Pretzels and Flowers.

Mr. Proctor thanked persons for coming to the meeting.

Executive Session:

At 9:05 p.m. Mr. Segina moved and Mr. Krovic seconded the motion that Council recess into Executive Session to discuss personnel and legal matters. The motion passed by a unanimous vote of Council.

Council resumed open meeting at 9:06 p.m.

Other Business:

Mr. Segina moved and Ms. Kratzer seconded the motion that the Side Letter to increase the salary of William Kagel by \$1.25 per hour for the duration of 2018 be approved. The motion received a unanimous vote supporting the motion.

Adjournment:

Mr. Segina moved and Mr. Krovic seconded the motion that the meeting be adjourned at 9:06 p.m. By a unanimous vote of Council, the March 19, 2018 meeting of the Steelton Pennsylvania Borough Council Meeting was adjourned.

Respectfully Submitted,



Douglas Brown, Secretary