

Steelton Borough Council Agenda

April 2, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting:

March 19th Council Meeting

March 19th Joint Authority-Council Meeting
Minutes

Public Comment of Agenda items only:

Presentation:

Justin Mendinsky

Monthly Engineer's Report and
Related Action Items

Communication:

Dauphin County Office of Tax Claim Bureau

Notice of Repository Property Sold –
321 S. 4th Street

Dauphin County Office of County Commissioners

Notice of Gaming Grant Award for
Repayment of Skate Park Loan

Dauphin County Office of Tax Assessment

Notice of Change in Assessment

Dauphin County Commissioners

Invitation to State of the County
Address

Unfinished Business:

Mr. Brown

Approval of Quote for New Dump
Bed for Truck #7

Mr. Wion

Resolution 2018-R-___ Establishing
Special Purpose Parking for Ms.
Jacquelyn Randolph

Mr. Heefner/Segina

Update on Street Sweeper
Ordinance

New Business:

Mr. Brown

Need for NIMS Training for Council and Employees – Take at Least 100 and 700, Senior Officials

Mr. Brown

Resolution 2018-R-___ Providing List of Officials Required to Submit Ethics Statement to Steelton Borough

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

- Approval of Conciliation Agreement with HRC/HUD RE Randolph Parking

Other Business:

Ms. Hodge

Approval of Employee Complaint Form and Procedure

Adjournment:

**STEELTON PENNSYLVANIA BOROUGH COUNCIL MEETING MINUTES
APRIL 2, 2018**

Present:

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

Absent with cause: Nicholas Neidlinger

Council President Brian Proctor called the meeting to order at 6:30 p.m. and led the assembly in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silence

Several meeting minutes were presented for approval. Their presentation resulted in the following:

February 20, 2018 – Ms. Hodge moved and Mr. Heefner seconded the motion to accept the minutes as presented. The motion carried by a unanimous vote of Council.

March 19, 2018 – Mr. Krovic moved and Ms. Hodge seconded the motion to accept the minutes as presented. The motion carried by a unanimous vote of Council.

March 19, 2018 – Mr. Segina moved and Ms. Woods seconded that the minutes of the Joint Session of Steelton Borough Council and Water Authority be approved with corrections. The motion carried by a unanimous vote of Council.

There were no remarks on Agenda Items.

Mr. Justin Mendinsky made an oral review of the written Monthly Engineer's Report dated March 28, 2018. The following report highlights were presented:

- Storm Water Management Program (MS4) HRG has submitted a response to correspondence received From the PA Department of Environmental Protection (DEP) regarding the Pollution Reduction Plan.
- Midget Baseball Field Project – efforts are continuing to closeout this construction project. The latest correspondence from the Western Surety Company was received April 2, 2018. Mr. Brown coordinated the disbursement of payment to the U.S. Department of Labor for back wages owed by Steele City to four of its employees. Reimbursement to the Borough for this payment will be provided by the County through the Community Development Block Grant Funds allocated to the project.
- Franklin Brown Boulevard Townhome Project – HRG provided no new services on this project.

- Washington Street Sewer Rehabilitation – DeTraglia Excavating Company has completed the American with Disabilities Act ramp requirements and is preparing a schedule for repairing the wearing course street pavement work for presentation to Council.
- 5-Year Capital Improvement Plan – HRG is continuing to gather information regarding the sanitary sewer system.
- Land Development Plan Reviews – Subdivision Plan for Deniz Ak at 550 North Front Street – A letter recommending the plan’s approval has been prepared for presentation at the April 4, 2018 Planning Commission Meeting.
- Sewer Engineering Retainer – The annual Chapter 94 Wasteload Management Report for Calendar Year 2017 has been submitted to the PA DEP for their review and response.
- Conducted a visual assessment of the Borough garages that might be used to house materials for the Police Department. The results of the review have been shared with Chief Minium and a written assessment sent to Mr. Brown. Mr. Heefner stated that the Borough owns the property and intends to sell it, therefore, funds to improve the garage should be kept to a minimum. Mr. Mendinsky recommends that the HRG, Borough staff and a contractor meet on the site and discuss the necessary work and a quote.
- 2018 Roadway Improvement Project – the condition of existing pavement has been reviewed with Borough staff and a visual assessment has been conducted by staff from HRG. Mr. Mendinsky stated that there was money included in the budget and anticipated CDBG funds to support the project. However, since the initial conversation about street repair, other streets that need attention has been identified. Therefore, in addition to determining the needed repairs, the limited budget also had to be considered. The HRG proposals were presented in writing and colored maps so that Council could visually see where and what changes were being recommended. Mr. Mendinsky introduced his co-worker Mr. Matt Lina, who discussed the two proposals developed for this project.
 - There are four target areas:
 - 4th street - from Mulberry Alley to Walnut Street from Columbia Street to Harrisburg Street;
 - Lincoln Street (phase 1) from Harrisburg Street to Front Street;
 - Lincoln Street (phase 2);
 - Q Street - from 2nd Street to 4th Street;
 - Walnut Street - from 2nd Alley to 4th Street
 - Option A – includes in-depth work (including excavation) with an estimated total construction cost of \$372,236.00.
 - Option B - includes minimal work (mill and overlay) with an estimated total cost of \$77,230.00

There was discussion and questions from and among the Council members. Mr. Mendinsky requested that Council study the report and maps and determine what work they would like completed at this time and notify HRG so they can place the work out to bid by summer. Mr. Mendinsky agreed to meet with the Public Works Committee to get their input on the project. There was also discussion about possible funding sources so that the Borough could make the best long-term investment in street improvements. Mr. Seqina moved that the Monthly Engineering Report be accepted as presented. Ms. Hodqe seconded the motion, which was passed by a unanimous vote of Council.

Communication:

The Dauphin County Office of Tax Claim Bureau Notice of Repository Property Sold – 321 S. 4th Street (58-008-005 & 58-008-035)

The Dauphin County Office of County Commissioners Notice of Gaming Grant Award in the amount of \$17,165 for Repayment of Skate Park Loan.

The Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment Correction for 360 Pine Street. The new assessment lowered the Taxable Total from \$ 71,000.00 to \$58,900.00.

The Dauphin County Commissioners sent an Invitation to The 2018 State of the County Address to Be held at 5:00 p.m. Tuesday, April 17, 2018 at the Hilton Harrisburg & Towers. Donations will be accepted on behalf of Christian Churches United of the Tri-County Area.

Unfinished Business:

Mr. Brown presented the information regarding the poor condition of the Borough's dump truck. Three quotes were presented to Council. The quotes were from U.S. Municipal, A & H Equipment and MJR Equipment. The stainless steel bed of the truck is rotting and the truck also needs other repairs. The bed of the truck is rotting to the point that soon it will be unusable. In presenting the bids, Mr. Brown stated that he had discussed the truck needs and bids with Brian Handley and Keith Miller, both of whom recommended U.S. Municipal. Their bid was for \$19,942.86. In addition, the company will assess the hoist. If the hoist continues to be usable, they will reattach it to the truck, if not, the company will charge an additional \$2,915.47 to install a new hoist. None of the other quotes included a provision for the hoist. Mr. Brown requested Council approve of quote for repair of the dump bed for Truck #7. Mr. Heefner stated that he had been told that a new bed would cost \$ 5,700.00. He was curious about the discrepancy in the numbers. Mr. Brown did not have the necessary information to respond to the question. Mr. Heefner asked the cost for purchasing a new dump truck. Mr. Brown stated that a new truck would cost \$100,000.00+. Mr. Segina confirmed the approximate cost of a new truck from discussions held by the Water Authority. Mr. Segina moved and Mr. Heefner seconded the motion that the truck bed be replaced by U. S. Municipal, including the replacement of the hoist, if absolutely necessary. The motion was passed by a unanimous vote of Council.

Mr. Wion presented a resolution to establish a Special Purpose Parking Permit for Ms. Jacquelyn Randolph at 242 North Second Street. The initial request for approval of the Parking Permit was denied because additional footage was needed to meet the ordinance requirement of 20 feet. A second street study was conducted and footage from 244 North Second Street was included in the measurements, thus allowing the additional space to meet the required footage. Mr. Wion also stated that Human Rights Commission Litigation will be resolved by taking this action. Mr. Segina moved and Mr. Heefner seconded the motion that **Resolution 2018-R-9** granted a Special Purpose Parking Permit Jacquelyn M. Randolph be approved. The motion was passed by a unanimous vote of the Council.

Mr. Brown stated that Josh Sherrid, the Borough's Emergency Management Coordinator is in the process of updating the Emergency Response Plan. Mr. Sherrid recommended that the Mayor, all members of Council and identified staff persons take the 100 and 700 level **National Incident Management System Training (NIMS)**. Mr. Sherrid has provided links for the classes to be taken on-line. President Proctor informed persons that they should contact Mr. Brown for further information. Certificates will be issued when classwork is completed. Mr. Brown would like a copy of the certificate for the record, so that he can make a list of persons who have completed the training. Ms. Marcinko stated that training units 100, 200 and 700 are required in order for the Borough to receive financial aid if involved in an incident.

Mr. Heefner and Mr. Segina provided an update on Street Sweeper Ordinance. Mr. Heefner yielded to Mr. Segina to make the report. Mr. Segina reported that the Ordinance has been placed in the newspaper and on the website with maps that he created. He also added a Google map. Mr. Segina, Mr. Heefner, Mr. Kroger from the Public Works Department will hold a small Town Hall meeting April 10, 2018 at 7:00 p.m. at the church on the East End. Mr. Brown will notify the residence about the meeting and the opportunity to have their questions answered. Mr. Segina stated that the Ordinance is scheduled to be submitted to Council for vote April 16, 2017.

Mr. Brown presented Resolution 2018-R- 10 to Council for approval. The resolution included the designation of persons required to file a Statement of Financial Interest as detailed in PA Ethics Act, Act 170 of 1978. Those persons include specified current and some past public officials and public employees. Ms. Hodge moved and Mr. Krovic seconded the motion that **Resolution 2018-R-10** be approved. The motion was passed by a unanimous vote of Council.

Mr. Brown informed the Council that it is time to negotiate a new Franchise Agreement with Comcast. He requested Council approve the engagement of Cohen Law Group to renegotiate the Cable Franchise Agreement. Mr. Wion stated that he believes that The Law Group is the best firm to work on this project since it works with several municipalities to negotiate the best price for the group. Ms. Hodge moved and Mr. Segina seconded the motion that the Borough join the other members of **Capital Region Council Of Governments (COG)** by engaging Cohen Law Group to renegotiate the Comcast Franchise Agreement. The motion was passed by a unanimous vote of Council.

As Chair of the Personnel Committee, Ms. Hodge presented an Employee Complaint Form and accompanying procedures. The Form has been reviewed by legal and labor personnel and both have approved the use of the form. Several Council members had suggestions on how the form should be changed, however, President Proctor stated that this is an in-house complaint form and the inclusion of the Union Representative would be the next step. Chief Minium asked if this form would also be for the Police Department since they already have a Complaint Report. The response was that the Police Department should continue using their form. Mr. Heefner moved and Ms. Woods seconded the motion to approve the use of the Employee Complaint Form. The motion passed by a unanimous vote of Council.

Chief Minium requested consideration on naming towing services for use by the Police Department. The last Ordinance on the towing was approved in 2001 and the agreement was with Ritchey's Towing, which the Borough has not used since 2008. The managers of the towing company stated that in 2008 they received a letter ending the contract. The company is not sure who initiated the letter. Chief is asking if the Ordinance can be updated to add two other companies which will give the Department a choice in of companies to use for towing. President Proctor stated that the issue was discussed before. Chief stated that he has not received any direction since he presented the matter at the January 28, 2018 meeting. In response to a question from a Council person, Chief stated that he emailed the names of two companies to Mr. Wion. Those companies were Mars Towing and Daily's Towing in Middletown. Both companies are low cost. In response to a question from Ms. Hodge, Chief stated that the Department is currently using Mars Towing, however he would like to have a choice of towing services, so he is requesting permission to include Daily's Towing Service. Mr. Wion stated that he thought there was discussion of sending the issue to one of the Committees or he would look into the matter. He has not had the opportunity to actually speak with the Chief and requested that he sit down with Chief and the Mayor to discuss some issues. Mr. Wion recommended that in the meantime, the Department continue to use the company they have been using.

Chief discussed the need for storage space. He spoke to two different tow truck drivers who informed him that a car could not be towed and placed in the garage off River Alley because of the way the building sat on the property. Therefore, that garage is no longer an option. He received two other suggestions. One was using space at the Highway Department. A bay is located there and the only impediment to using it is the need to build a fence. He stated that dog kennels could also be placed there for use during the 72 hour dog hold that is done before taking the dog to the Humane Society. He noted that delaying the move to the Humane Society reduces expenses for the Department. The second suggestion was to install a six foot fence on the parking lot of the Frederick Douglas Municipal Building. Ms. Hodge noted that the liability of using that space is high, because there is no physical structure to protection for the vehicle or evidence from the elements. Also the location would not provide the necessary security. When the suggestion about using an area at the Water Plant was raised, Chief expressed concern about the probability of burglars breaking into the Water Plant. Chief Minium stated that the garage toward the river would be the perfect location to meet the Department's needs. There is enough space to tow an automobile in the bay, it could hold two kennels, and it is a secure place. Mr. Heefner stated that he had talked to Keith Miller about using one of the bays at that garage. Mr. Miller informed him there was no place to park an additional vehicle because of the importance of ensuring all the trucks are parked in the garages. Following additional discussion, Ms. Hodge moved that the Police Department be approved to use the far garage until further notice or until there is a decision that the trucks absolutely must be parked in a garage. Mr. Krovic seconded the motion which was approved by a unanimous vote of Council.

Public Comments:

Susan Spangler, 2047 South Third Street – Ms. Spangler brought four concerns to the Council:

- a) Ms. Spangler thinks the street cleaning in the East End is a good idea, however it will be inconvenience a lot of people, especially the elderly, persons with disabilities and persons who work. Recently there was a lot of confusion concerning whether or not there would be opposite street parking, however, the information on the Borough web-site clarified the concerns.
- b) What are the steps necessary to get an assessment of a street? McKinley Street is really bad with holes, unevenness and it seems to be sinking. In trying to pinpoint the location of the problem, Ms. Spangler stated that it was located between 2nd Alley and 3rd Street.
- c) Ms. Spangler has talked to Mr. Brown regarding the street light and will follow his instructions regarding getting that issue resolved.
- d) She asked about the Ordinance regarding driving golf carts and lawn mowers being driven in the street. She wanted to know if they needed lights, seat belts or what the requirements were. Ms. Hodge stated that she though in order to drive in the street, that form of transportation was required to be registered. Lawn movers can be driven to work on several lawns in one area. It is illegal to drive a golf cart in the street. Mr. Medinsky stated that HRG is getting request from staff requesting HRG complete road assessments. Mr. Heefner stated that the Borough plans to work on the alleys. The Borough has a machine that can lay the asphalt in the alleys.

Veronica Supan 2604 South Fourth Street – Ms. Supan reviewed the ordinance on the web-site, was able to follow it and thinks it is a good plan. She has always wondered why people on the East End had never been required to remove their vehicles for street sweeping since with the vehicles parked on the street, the sweeper carries trash that eventually gets into the gutters because they have to work around several automobile. She hopes people come to meeting so they can understand what is happening. Ms. Supan asked whether or not the alley work would occur in 2018 or 2019. Mr. Heefner responded that he was unsure because he had not prepared a schedule. Ms. Supan reported that between 3rd Alley Bridge & Baldwin Street the garbage trucks have torn up the street.

Council Concerns:

Ms. Kratzer reported that she, Mayor Marcinko, Mr. Segina, Fire Chief Vance and several fire fighters attended the UGI 1st Responder Training. She recommends that persons take advantage of future training events because the training was good as well as beneficial. Ms. Kratzer requested that a letter be provided stating that the Steelton Pennsylvania Volunteer Fire Department owns the new Fire Truck. Mr. Segina stated that if the name of the Fire Department cannot be added to the loan papers, Mr. Wion will need to develop a written agreement between the Borough and the Company stating that the truck must be given to the Volunteer Fire Department.

Mr. Heefner reported that he received a call from Mayor Acri regarding the sewer smelling water that gets into the Italian Club. The water running into the Club has been a long standing issue and Mr. Heefner wondered how Washington Street was the first water/sewer/waste water repair completed. Mr. Mendinsky reported that the preliminary design created by HRG in 2012-13 had included several streets. The cost of getting all the repairs completed exceeded the

budget. In addition, there were CDBG funds specifically designated to be used toward the completion of the Washington Street Project. Efforts will be made to determine exactly what is causing the problem at the Italian Club.

Ms. Woods – March 31, 2018 was the date of a very successful Easter Egg Hunt. Three thousand eggs were gone in five minutes. She thanked everyone who helped with the project. The Community Garden Meeting and Work Day will be held April 21st at 11:00 a.m. at Municipal Park.

Mr. Krovic thanked persons for supporting the Easter Egg Hunt. Several local businesses donated certificates which were given to the children.

Mr. Wion – reminded Council that it needs to move into Executive Session to handle legal matters.

Ms. Hodge – thanked persons for attending the meeting.

Mr. Segina had no additional comments.

President Proctor – thanked everyone for coming out to the meeting. Discussed the need for Committees to function

Chief Vance- Thanked persons for supporting the Easter eggs, pretzels and flowers project.

Chief Minium – Thanked Costco’s for free dog food for the canine. He reported that Penn State Medical Center, Children’s Hospital has applied for grant on behalf of Steelton Borough with the opening of the Skate Board Park. They are hoping to purchase helmets, pads, and skate boards. They applied for a \$10,000.00 for the project. He requested Council approve Explosive Training by TRIPwire April 20, 2018. Mr. Segina moved and Ms. Hodge seconded the motion to approve explosive training by TRIPwire April 20, 2018. The motion passed by a unanimous vote of Council.

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

The Council moved back into Public Session at which time Ms. Woods moved that the meeting be adjourned at 8:15 p.m. The motion was seconded by Mr. Krovic and was passed by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary