

The Steelton Borough Council Meeting Agenda

April 16, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Reflection: Mayor Maria Marcinko

Approval of minutes from previous meeting: April 2, 2018

Public Comment of Agenda items only:

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

Approval of Department Reports:

Fire Department and Ambulance – Written Report
Police Department - Written Report
Public Works - Written Report
Codes Department - Written Report
NEDC Committee - Oral Report
Junior Council - Oral Report
Recreation, Parks and Events Committee - Oral Report
Mayor’s Report – Oral Report
Borough Manager Report – Oral Report

Presentation: None

Communication:

Cohen Law Group

Update on Verizon Cable Franchise Agreement

HRG

Chapter 94 Wasteload Management Report for Calendar Year 2017

Capital Region Council of Governments

Package for April 16, 2018 meeting

PA State Association of Boroughs

Deferred Compensation Documents

PA State Association of Boroughs

36th Annual Road and Bridge Safety Award Nominations

Salzmann Hughes, PC

Proposed Distribution of CRW/Harrisburg-Municipal Settlement Funds for 2018

Steelton-Highspire School District

National Network of Partnership
School Meeting.

PA Depart. Of Labor & Industry – Vocational Rehabilitation

Early Reach Academy for Students
with Difficulties

Detective Shaub

Joseph Ramano Request for Special
Purpose Parking Permit

Unfinished Business:

Mr. Segina

Finance Committee
Recommendation to Award Proposal
for Investment Management
Services for Steelton Borough's
Uniform and Non-Uniform Pension
Plans to PFM Asset Management
LLC.

Mr. Segina/Heefner

Update Related to Draft Street
Sweeper Ordinance Pursuant to
Town Hall Meeting Held on April
10th

Mr. Wion

Consideration of Ordinance 2018-
Establishing Street Sweeper
for the East End

Mr. Brown

Update on North Front Street
Redevelopment MOU

New Business:

Mr. Segina

Finance Committee
Recommendation to Move Fire
Department Insurance to Robert
Herr Agency

Mr. Brown

Approval of CDBG Subrecipient
Agreement with Dauphin County for
Codes Project

Mr. Heefner

Public Works Committee
Recommendation Regarding Fixing
Blueberry Alley Storm water Issue

Mr. Wion

Resolution 2018-R-__ Special
Parking Permit for Walter Sanchez.

Mr. Heefner

Discussion of Stormwater Issue at Barbush Property

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Pending Litigation.

Mr. Brown

Recommendation to Hire Mr. Jacob Dohman for Part-Time Property Maintenance Officer Position

Mr. Heefner

Recommendation to Hire New Public Works Laborer in Preparation of Retirements

Mr. Brown

Discussion of Water Distribution Laborer Position

Other Business:

Adjournment:

BOROUGH OF STEELTON PENNSYLVANIA COUNCIL MEETING MINUTES
April 16, 2018

Present:

Mr. Brian Proctor, President	Mayor Maria Marcinko
Keontay Hodge	Dave Wion, Solicitor
Dennis Heefner	Douglas Brown, Borough Manager
Kelly Kratzer	Amrinder Singh, Codes Officer
William Krovic	Anthony Minium, Chief – Police Department
	Stephen Brubacher, Jr. – Fire Department

Absent with Cause: Mike Segina, Natasha Woods, Nicholas Neidlinger

President Brian Proctor opened the meeting at 6:31 p.m. and led the body in the Pledge of Allegiance.

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

After reviewing the minutes of April 2, 2018, Mr. Heefner moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

After review of the March 2018 schedule of billing, requisitions and change orders, Ms. Kratzer moved and Mr. Krovic seconded the motion that the report be accepted as presented. The motion passed by a unanimous vote of Council.

The following **Departmental and Committee Reports** were made:

Fire Department and Ambulance submitted a written statistical report. In addition the Department had asked permission to use 24-26 Frank Brown Boulevard. Mr. Brubacher explained that they wanted to practice roof cutting and other realistic training to benefit the volunteer staff. Mr. Brubacher asked how long the building would be available for use. Hopefully, the demolition would occur May 2, 2018. The Fire Department will schedule their training before that date.

Police Department submitted a written statistical report and had no additional comments.

The Department of Public Works submitted a written statistical report. In addition the Committee Chair, Mr. Heefner shared additional information. He stated that the Department has started repairing potholes and mulching. Although at the last meeting, Council voted to use the last bay at the Public Works garage for Police parking, the decision was made without full knowledge of the garages. Mr. Heefner reported that there is no garage space available for use by the Police Department because Public Works keeps their trucks in garage full time because they use diesel fuel. He and Mr. Segina discussed the matter and recommended the Borough purchase a garage for Police

Department use for approximately \$6,000.00. During their conversation, Mr. Segina thought a two bay garage would be better, however the cost of the garage would double and would be a stretch on the budget at this time. The two determined that a one bay garage would serve.

Codes Department – a written statistical report was submitted. Mr. Singh made no additional comments.

NEDC Committee – in the Chairperson’s absence, no report was made.

Junior Council – in the Junior Councilperson’s absence, no report was made.

Recreation, Parks and Events Committee – in the Chairperson’s absence, no report was made.

Mayor’s Report:

- Chief Minium received a \$5,000.00 check and the Dutch Club donated \$100.00 toward purchase of a canine car.
- The Mayor, Mr. Wion, Chief Minium, Detective Shaub and Officer Snyder met to discuss updating the current Special Purpose Parking Permit rules. She is pleased to report that Officer has completed the required training and will not be conducting the street studies for the Permits.
- Commercial trucks parked on Front Street in Steelton.
- Attended the Public Works Department meeting where there was a discussion regarding East End parking for sweeper. She had received calls asking if persons could park back in their spots once the sweeper passed. It was concluded that the street must be vacant for the entire 2 hour time period listed on the sign.
- The Mayor has been in touch with both the Fire Department and Police Department regarding things needed to improve their financial situations. Both Departments will hold fund raisers - the Fire Department to raise funds to put toward new fire truck and the Police Department to purchase the needed canine vehicle.

Borough Manager’s Report – Mr. Brown reported:

- ✓ The Medical Cannabis Dispensary will have final State inspection April 18, 2018. It has completed and passed all other inspections. The Ribbon-Cutting Ceremony will occur April 20, 2018. Time to be announced.
- ✓ Mr. Brown thanked Council, individuals and other municipalities for sending letters regarding the tractor trailer trucks parking on Cameron Street. The practice has been stopped, which makes entering the Borough safer.
- ✓ He is working with the Emergency Management Coordinator to update the list of persons with disabilities that might need additional help during a state of emergency. The information obtained will be shared with the EMS so they can be aware of where those persons are located within the Borough.

- ✓ He is in the process of making a list of Council Members and others that need to take the Emergency Management training the four courses.
- ✓ The Cottage Hill Fishing Association has requested the use of the Steelton Boat Dock July 6-8, 2018 for their Annual Fishing Tournament. The group has held this event at the Boat Dock for the past 30+ years.

Mr. Heefner asked what kind of traffic study has to be performed to determine whether or not a vehicle can be restricted from parking on the street and how much does it cost. Mr. Wion stated that in order to prohibit or disallow a vehicle of a certain weight to operate on that street, an engineer must complete a study of the street. The engineer must determine how much weight the street can bear before the road is destroyed and the weight load of a vehicle traveling on that road can be determined. Since Cameron/Front Street is supervised by the PA Department of Transportation (PennDot), they follow their own process to determine the weight limits. Mr. Heefner stated that in the past it was decided that since a tractor trailer took up two parking spaces it would not be allowed to park on the street. Mr. Wion responded that he did not know about that rule or how it was determined. Chief Minium stated that when there were parking meters on Front Street, the large vehicles had to pay for the spaces they required. Mr. Heefner stated that he asked because he wanted to know how the issue is currently being handled within the Borough. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the reports be accepted as presented. The motion passed by a unanimous vote of Council.*

The President called for public comments of agenda items. There were no comments.

The following **Communications** were received:

The Cohen Law Group wrote to update Council on the Verizon Cable Franchise Agreement negotiations.

HRG provided a copy of the Chapter 94 Wastewater Management Report for Calendar Year 2017. This report fulfilled the requirement from the Department of Environmental Protection that Steelton Borough file an annual report.

The Capital Region Council of Governments sent a packet of information in preparation of their April 16, 2018 meeting.

The Pennsylvania Association of Boroughs sent documents regarding Deferred Compensation for Borough Employees.

The Pennsylvania Association of Boroughs requested nominees for the 36th Annual Road and Bridge Safety Award.

Salzmann Hughes, PC sent the proposed Distribution of Capital Region Water/Harrisburg Municipal Settlement Funds for 2018.

The Steelton Highspire School District sent an invitation to attend the National Network of Partnership School Meeting.

The Pennsylvania Department of Labor & Industry, Division of Vocational Rehabilitation send information regarding their Early Reach for Students with Difficulties Program.

Detective Shaub sent a letter rejecting the Application for Special Purpose Parking Permit submitted by Mr. Joseph Ramano because the designated area does not meet current parking rules.

Unfinished Business:

Ms. Kratzer stated that the Finance Committee met and reviewed the responses from the Request for Proposals to award the Proposal for Investment Management Services for Steelton Borough's Uniform and Non-Uniform Pension Plans to PFM Asset Management. Mr. Wion stated Council would be accepting the recommendation of the Committee. Other procedural steps will need to be completed before the contract can be finalized. Ms. Kratzer moved and Mr. Heefner seconded the motion that Investment Management Services be engaged to provide Investment Management Services. The motion passed by a unanimous vote of Council.

Mr. Heffner stated a Town Hall Meeting was held with the residents of the East End. Mr. Segina, Mr. Krovic and the Mayor also attended the meeting. The conclusion is that the majority of the East End residents do not want postings for street sweeping. The residents have no problem with the current schedule, however there are some residents who do not move their automobiles when street sweeping is scheduled, therefore debris piles up and is unsightly. The residents who attended the meeting had several suggestions: keep the current schedule but use parking cones or signs in those areas where persons do not heed the "no parking" for street sweeping, send out monthly notices reminding them not to park on those streets on a during certain hours on a particular day or allowing persons to park on their lawns for that specific period only. Mr. Krovic asked if another meeting could be scheduled since attendance at the meeting was low. Mr. Heefner stated that he did not believe another meeting should be scheduled and stated that the residents' suggestions seemed reasonable. He further stated that he would talk with Public Works staff regarding how the suggestions might be accomplished. Mr. Wion stated the Ordinance prepared for approval at this meeting could be revised to ensure that the Borough is legally covered with whatever action is determined. Mayor Marcinko suggested that the current parking requirements be kept in place but observed on a monthly rather than a weekly basis. Mr. Heefner moved that the proposed ordinance be tabled pending a decision regarding the language of the ordinance. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.

Mr. Brown presented information regarding the proposed Memorandum of Understanding (MOU) with the Dauphin County Redevelopment Authority and the SCEC At this time the proposed MOU is being reviewed by our consultant, Mr. Musser, who is to ensure that everything agreed upon is included in the MOU. A committee will be appointed (two persons from the DCRA, SCEC and Council) to review all proposals submitted for the Front Street Redevelopment Project.

New Business:

Ms. Kratzer stated that some of the insurance on the Fire Department is covered by H.A. Thompson with additional coverage provided by the Robert Herr Agency. After review, the Finance Committee recommends the insurance for the Fire Department be consolidated under the Robert Herr Agency. Mr. Wion suggested the issue be tabled for now. He explained that the Fire Department is a separate entity and should make the decision regarding insurance coverage even though the Borough finances their purchase. He added that Mr. Brown will review and determine what coverage currently provided by the Borough and bring that information for review and discussion. The Fire Department should review the policies, make a decision and provide their decision to the Finance Committee. Ms. Kratzer moved that the recommendation regarding insurance for the Fire Department be tabled. Mr. Krovic seconded the motion, which passed by a unanimous vote of Council.

Mr. Brown requested that Council approve the Community Development Block Grant (CDBG) Agreement with Dauphin County to continue the Codes Project. The Borough is required to sign an agreement with Dauphin County regarding the use of CDBG funds. It is now time to sign an agreement to receive the \$50,000.00 grant for the Codes Department. Mr. Heefner moved and Mr. Krovic seconded the motion to continue the agreement with Dauphin County. The motion passed by a unanimous vote of Council.

Mr. Heefner presented the Public Works Committee recommendation regarding the resolution of the Blueberry Alley Storm Water problem. The President of the Italian Club contacted Mr. Heefner regarding the pipe break and the continued increase of flooding it causes in the Club. Mr. Heefner discussed the problem with Brian Handley, who stated that Borough staff could make a stopgap repair of the crack for approximately \$5,000.00. President Proctor requested Mr. Heefner prepare a list of those projects staff feel can be completed by the Borough. The list should include the specific repairs and cost of the repairs. The President requested the information be presented at the next Council meeting.

Mr. Wion requested Council approve **Resolution 2018-R-11** granting Mr. Walter Sanchez a Special Purpose Parking Permit. Mr. Sanchez has met all the requirements of the parking law. Mr. Heefner moved and Mr. Krovic seconded the motion that Mr. Sanchez's request for a Special Purpose Parking Permit be granted. The motion passed by a unanimous vote of Council.

Mr. Heefner led Council's discussion on the storm water issue at Barbush Property. Mr. Heefner referred to the photographs included in the Council packet. Mr. & Mrs. Barbush's property is being damaged by the storm water and debris that runs onto their property. The Borough has made unsuccessful attempts to make long-term repairs to the area. Brian Handley stated that there was some work that could be done by Borough Staff to resolve the problem for approximately \$5,000.00. Mrs. Barbush was came forward to discuss the issue from her perspective. She stated that the problem has been ongoing since 2005. The Borough has fixed the yard each of the six times the yard has been damaged. She stated that the Borough told them that a maintenance plan would be installed, but the installation has not occurred. Mrs. Barbush believes that the plan presented by Mr. Heefner would resolve the problem because the debris would not come onto the property. President Proctor requested that Mr. Heefner present a specific plan, including the actual cost of the project.

Public Comments:

Caroline Trevey, 333 R Street –expressed her frustration with snow removal on her block. She request that the snow plow removes snow as close to the curb as possible on both sides of the street, not just one side as it has done in the past. She also ask that the backhoe driver not put the pile of snow in her driveway.

Cheryl Powell, 321 Lebanon Street – sought information regarding why the East End residents do not want street sweeping in the area. Mr. Heefner stated that the residents do not believe their streets get dirty or most of them take care of the issues themselves. Ms. Powell stated she had wanted to know what the problem was with signage.

Brenda Bird, 2194 S. 4th Street – attended the meeting and stated that the concerns were not so much with signage but with the schedule for extra cleaning. The streets on the East Side do not get as dirty as the other streets because there is not a lot of traffic on that end of town. She stated that instead of more cleaning, perhaps the funds could be better used for snow plowing. Mr. Heefner stated that he received calls regarding snow plowing. He addressed those issues with Borough staff and the problem has been resolved for next year.

Emmuel Powell, 321 Lebanon Street – suggested the Borough use one of the Borough’s vacant lots and build a garage for \$1,200.00 instead of spending \$6,000.00 to purchase one.

Council Concerns:

Ms. Kratzer expressed concern regarding the 400 block of Swatara Street. She also asked that Council be advised of activities scheduled in the Borough before they are advertised and/or placed on social media. Mr. Brown agreed to keep Council better informed.

Mr. Heefner is concerned about a report from Brian Handley that the Borough is processing more solid waste than Swatara Township is paying for. He would like to have flow meters installed for a quarterly reading instead of the one month reading done before. He believes it will provide a better sense of what is happening and increase the Borough’s revenue if it is losing money because the Township is not paying its share of the bill. Mr. Heefner is also concerned about information he received from Brian Handley that the mill gets a discount on their sewer bill. He thought their rates were the same as the residents. Mr. Brown explained that they pay the commercial rate rather than the residential rate. Also, the % they pay is based on the waste water as sanitary water to cool down. Mr. Heefner is concerned about the poor condition of the store front buildings on Front Street in the area of the Steelton Pharmacy. He would like to see the empty building look their best as opposed to their current deplorable condition. The President explained that the look of those properties has been a concern for some time, however, it has been difficult to get the property owners to fix up the front of the buildings. Mr. Singh added that the current codes do not cover some of the areas that would remedy the blighted condition of the buildings. Finally, Mr. Heefner attended a meeting regarding the problem of slowing down traffic on Swatara Street. He was impressed with the tone of the meeting and feels like progress is being made. In closing he mentioned the fantastic job the Fire Department did on a large fire in the area.

Mr. Krovic thanked persons for attending the meeting and gave Kudos to the Fire Department for their great work.

Mayor Marcinko reiterated Ms. Kratzer's remark regarding the need for details of events scheduled in the Borough to be shared with Council members and staff prior to announcements being made in the community. The Mayor expressed appreciation and thank you to the Steelton Fire and Police Departments as well as the Mutual Aide Companies.

Mr. Brown reminded Council of the need for an Executive Session to discuss personnel matters.

Neither Mr. Wion nor Ms. Hodge had additional concerns to discuss.

President Proctor thanked persons for attending the meeting.

Ms. Hodge moved that Council move into Executive Session at 7:39 p.m. The motion was seconded by Mr. Krovic and received a unanimous vote of Council.

Council returned to open session.

Mr. Brown recommended Mr. Jacob Dohman be hired for the part-time Property Maintenance Officer Position. Mr. Heefner moved and Me. Krovic seconded the motion which passed by a unanimous vote of Council. Mr. Dolman will receive a salary of \$14.00 per hour beginning April 30, 2018.

Two proposed actions, one submitted by Mr. Heefner and one by Mr. Brown were referred to the Personnel Committee. The issues were to hire a Public Works Laborer in preparation for a retirement. The other issue concerned the hiring of a Water Distribution Laborer.

Mr. Heefner moved and Mr. Krovic seconded the motion that the Borough of Steelton Pennsylvania Council Meeting be adjourned at 8:03.p.m. The motion passed by a unanimous vote of Council.

Respectfully submitted,



Douglas Brown, Secretary