

Steelton Council Agenda

July 16, 2018

Call Meeting to Order: President Brian Proctor

Pledge of Allegiance: President Brian Proctor

Moment of Silence: President Brian Proctor

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: July 2, 2018 Meeting

Public Comment on Agenda Items only:

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

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Written Report)
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Recreation, Parks & Events (Oral Report)
- Junior Council Activities (Oral Report)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentations:

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| Mr. Justin Bell, Zelenkofske Axelrod | Review of Fiscal Year 2017 Borough Audit |
| Mr. Segina | Regulatory Program Fee Schedule Update |
| Rebecca Kann | Request to Address Council Regarding Fair Funding Resolution |

Communication:

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| UGI | Termination of Gas Service at 24 Adams Street |
| Borough of Steelton Codes Office | Open Notice of Violation |

Hamilton & Musser, PC	Solicitation of Accounting Services Contract for 2018.
Dauphin County	Notices of Change of Assessment for 319 S. 4 th St. 404 Swatara St., and 406 Swatara St.
Janette Tepsich	Complaint about Service Line Warranties of America
Cindy Marburger	Copy of Letter for Steelton Borough Municipal Directory & Map for 2018 Sent to Businesses in Steelton
Unfinished Business:	
Mr. Brown	Award of Bid to Hughes Lawncare for Mowing Services on Borough Properties through December 31, 2019.
Mr. Wion	Approval of Second Addendum to Memorandum of Understanding Between Steelton Borough, Dauphin County Redevelopment Authority, and Tri-County Housing Development Corporation Regarding Frank S. Brown Blvd Town Home Project
Mr. Wion	Resolution 2018-R-14 Authorizing the Transfer of Lots 1-12 Related to the Frank S. Brown Blvd Town House Project
Mr. Kaldas	Authorization to Advertise Bids for 2018 Steelton Paving Project
Chief Anthony Minium	Discussion of approval for Purchase of Police Garage
New Business:	
Mr. Brown	Approval of Supplementary Agreement with Highspire to Provide Reciprocal Codes Services
Mr. Brown	Approval of Metering Proposal Based on New Information

Mr. Brown Approval of Gaming Grant Application for Steelton Skate Park Loan Repayment/Phase II and Fire Truck Debt Reduction and Equipment Purchases

Mr. Wion Approval of Repository Bid of \$500.00 for 331 South 3rd Street

Ms. Woods Approval for End of Summer Camp Picnic, August 17, 2018. Request to block off 4th Street between Pine and Mulberry Streets

Mr. Brown Mid-Penn Bank Request for Gaming Grant Co-Sponsorship for Breast Cancer Awareness Project

Council Concerns:

Public Comments:

Executive Meeting: To discuss legal and personnel matters

- Highway Laborer Hire
- Steve Wilbert Retirement – Replacement
- Short-staffed at Filter Plant

Other Business:

Mr. Brown Promotion of Aaron Curry to Senior Property Maintenance Officer Position with Starting Salary of \$40,000; increased to \$45,000 with Attainment of Building Code Official Certification

Mr. Brown Approval to Move Jacob Dohmen to 40 Hours per Week as Property Maintenance Officer

Mr. Brown Decision Regarding Sewer System Bid

Adjournment:

Steelton Pennsylvania Borough Council Minutes July 16, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natashia Woods

Dave Wion, Solicitor
Douglas Brown, Borough Manager
Eugene Vance, Chief – Fire Department
Anthony Minium, Chief – Police Department
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Mayor Maria Marcinko, Nicholas Neidlinger

President Proctor led the group in the recitation of the Pledge of Allegiance.

In the absence of the Mayor, Ms. Kratzer led the group in a moment of silence.

There was no Executive Session between meetings.

Ms. Hodge moved that the minutes from the July 2, 2018 meeting be accepted as presented. The motion was seconded by Ms. Kratzer and passed by unanimous vote of Council.

There were no comments on agenda items public.

Mr. Segina moved, and Ms. Kratzer seconded the motion to approve the schedule of billing requisitions, and change orders for 2018. Council passed the motion by unanimous vote.

The following Departmental Reports were made:

Fire Department and Ambulance – Written Report

Mr. Krovic thanked the Department for the use of the generator the Steelton Fest.

Police Department - Written Report

Codes Department - Written Report

The Department was instructed to complete the three missing statistics before the next meeting.

Public Works - Written Report

Parks & Recreation –

Ms. Woods the meeting for this Committee is scheduled for July 19, 2018

NEDC Committee –

Ms. Hodge stated that the Committee is expected to meet July 24, 2018.

Stormwater Committee – Oral Report

Ms. Kratzer reported that a Legislative Committee Meeting is scheduled for July 23, 2018. On the agenda is a discussion on establishing the Committee and organizing a Car Wash at Advanced Auto.

Junior Council Activities – No Report
Mayor’s Report – No Report
Borough Manager Report – Oral Report

Mr. Brown wanted to make Council aware of three things:

- ✓ The Fire Department will hold training on July 21-22.
- ✓ Responses to the RFP for the property of Front Street should be in by the end of July.
- ✓ Interviews to fill a vacant position will be held July 19, 2018.

Ms. Hodge moved that the Department Reports be accepted as presented, with the caveat that the Codes Report be updated at the next Council Meeting. The motion was seconded by Mr. Segina and was passed by a unanimous vote of Council.

Presentations:

Mr. Justin Bell, Zelenkofske Axelrod presented a review of the Fiscal Year 2017 Borough Audit. There was a good response from the staff, and things are in order. Following the presentation, *Ms. Hodge moved, and Mr. Krovic seconded the motion that the Fiscal Year 2017 Steelton Borough Audit be accepted as presented. The motion passed by a unanimous vote of Council.*

Communication:

UGI sent notice of the termination of Gas Service at 24 Adams Street.

The Borough of Steelton Codes Office sent the Borough an Open Notice of Violation for the property located at 1 North Front Street. The violation occurred on March 3, 2016, and no notice of resolution had been provided to the Department since that time. The letter instructs the Borough to notify the Department if the issue has been resolved. Ms. Hodge questioned the dates on the letter and the extension and was satisfied by the response from Mr. Brown.

Hamilton & Musser, PC wrote to solicit an Accounting Services Contract for 2018.

Dauphin County sent notice of assessment changes for 319 South Fourth Street, 404 Swatara Street, and 406 Swatara Street.

Ms. Jannette Tepich wrote a letter of complaint regarding the letter from Service Line Warranties of America.

Ms. Cindy Marburger sent a copy of the solicitation letter sent to area businesses requesting that they participate in the development of the Steelton Borough Municipal directory & Map for 2018.

Unfinished Business:

Mr. Brown presented the response of the RFP sent out for lawn care and maintenance services of 28 properties owned by the Borough. Potential bidders had the opportunity to visit each location with Public Works staff. Two proposals were received. The proposals were from Nick Foster who bid \$4,100 per month. The second proposal was accepted from Hughes Lawn Care who bid \$680.00 per week. Mr. Brown recommended Council approve the proposal from Hughes Lawn Care since it was the lower of the two bids. The lawn care services will be provided effective 2018 through December 31, 2019. *Mr.*

Segina moved that the contract be awarded to Hughes Lawn Care. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Wion presented the Second Addendum to the Memorandum of Understanding between Steelton Borough, Dauphin County Redevelopment Authority, and Tri-County Housing Development Corporation Regarding the Frank. S. Brown Boulevard Town Home Project. The current project for development began with a MOU between the three entities October 10, 2016. This was a basic agreement to develop 12 residential units. An addendum was added April 17 to seek and get specific grants to finance the approved plan. Recently there are indications that in addition to the funding already mentioned, there is a need for additional funds. Now the parties understand that there is a need to set an additional addendum to the agreement. The second addendum transfers the property to the Dauphin County Redevelopment Authority and the Tri-County Redevelopment Corporation for development of the Frank S. Brown Boulevard Town Home Project with the understanding that the transfer and authorization to develop the property is not contingent upon funding from the Affordable Housing Program in Pittsburg, but can seek other funding sources. Mr. Gary Lenker, Executive Director of Tri-County Housing Development Corporation, which is located at 1514 Derry Street in Harrisburg was present to share information regarding the addendum. He noted that the addendum has already been approved by the Board of Directors of both the Tri-County Redevelopment Corporation and Dauphin County Redevelopment Authority. He stated that the application to the Pittsburg Affordable Housing Project was unsuccessful last year because all available selling points were not considered by the reviewers. He said that it is possible to secure a loan from Home Loan Bank. The amount of funding has increased to \$100,000. Mr. Proctor asked Mr. Lenker to provide information about successful projects managed by the Corporation. Mr. Lenker's list included projects in Middletown, Cumberland Borough, and Shippensburg. Ms. Kratzer asked if this addendum was contingent on new funding and why the increase in funding was needed. Mr. Lenker explained that funding would be broken down and the State has changed the law making it necessary to pay prevailing wage for housing construction as small as 12 units. He also said that if he was unable to get funding from the Home Loan Bank, he would continue to seek funding from other sources. Two good things have happened, 1) \$300,000+ funding has been amassed to sponsor the project and 2) Mid-Penn Bank has provided pre-approval for construction financing. The real issue is trying to make it affordable by keeping the purchase price under \$100,000. Mr. Lenker advised that Council should look forward to a Press Conference and the Groundbreaking to start the development of the project. *Ms. Hodge moved, and Mr. Segina seconded the motion that the Second Addendum to the Memorandum of Understanding between Dauphin Redevelopment Authority, Tri-County Redevelopment Corporation, and Steelton Borough be approved. Mr. Proctor called for a roll call vote. Ms. Woods, Mr. Krovic, Ms. Hodge, Mr. Proctor, Mr. Segina, Mr. Heefner and Ms. Kratzer each cast their vote in support of the change. The motion passed by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-14 Authorizing the Transfer of Lots 1-12 related to the Frank S. Brown Boulevard Town Home Project. The Resolution authorizes the transfer lots 1-12 plus the four lots across the street from the housing units that have been designated to occupant parking. The President of the Council is authorized to sign the transfer of the deeds and any to take any other action necessary to implement the addendum. *Ms. Hodge moved, and Ms. Kratzer seconded the motion approving Resolution 2018-R-14. The motion passed by a unanimous vote of Council.*

Mr. Kaldas presented the HRG authorization to advertise for bids on the 2018 Paving Projects. This is requested to keep the project on the planned schedule so that it will be completed before the end of

the paving season. Mr. Brown advertising must be done on July 17, 2018, then three days after but not less than 10 days before the bid ends. The expectation is for the project to be in the ground by October. *Ms. Hodge moved, and Ms. Woods seconded the motion that HRG be authorized to advertise an RFP for the 2018 Steelton Paving Projects. The motion passed by a unanimous vote of Council.*

Chief Minium approached Council to discuss approval of the purchase of a garage for the Police Department. Ms. Hodge stated this issue had been reviewed and approved that the Department could spend no more than \$6,000.00 on garage. There was discussion regarding the placement of the unit and other related issues. Ms. Hodge moved that Chief Minium be authorized to purchase a one bay garage for no more than \$6,000.00. The motion was seconded by Mr. Heefner and approved by a unanimous vote of Council.

New Business:

Mr. Brown requested Council approve a Supplementary Agreement with Highspire to Provide Reciprocal Codes Services. The Borough already has a relationship with CCIS as BCO and Permit Inspector. In 2015 Terry Watts, the Codes Inspector in Highspire was sworn in as an additional Zoning and Codes Officer. He would like to extend the agreement so that Mr. Watts could assist the Codes Office during this transition period. He will be paid \$30.76 per hour, \$.56 mileage and authorized to spend \$.485 for mail and other amounts listed on the schedule for other services. Ms. Hodge asked if we had the staff to cover the clerical responsibilities. Mr. Brown stated that we had administrative staff available at the Borough to handle those things. Mr. Watts is assisting the Borough Office two days per week at 8 hours per day. Anything other than his fees are in place just in case they are needed; however, the Borough has everything in order at this time. Ms. Kratzer asked if he was being paid a per diem rate or an hourly wage. Mr. Brown responded that he receives an hourly wage. Mr. Heefner stated that he met Mr. Watts and was impressed by how he handles himself. *Ms. Hodge moved, and Mr. Krovic seconded the motion that a Supplementary Agreement be signed with Highspire to provide Reciprocal Codes Services. The motion passed by a unanimous vote of Council.*

Mr. Brown requested the Council to approve a metering proposal submitted by Mr. Rehab, based on new information regarding Swatara Township's sewage use. The Borough has been monitoring the flow of Swatara Township through Steelton to ensure that Steelton is receiving the correct reimbursement for sewer services. Mr. Brian Handley highly recommends we do the weekly maintenance and meter reading to ensure the accuracy of the evaluation. *Mr. Heefner moved, and Mr. Segina seconded the motion that Mr. Rehab be hired to provide pipeline and meter flow service for a cost of \$ 9,240.00. The action was approved by a six-one vote with Mr. Proctor abstaining because of his business relationship with Mr. Rehab, Inc.*

Mr. Brown requested Council approve the Gaming Grant Application for Steelton Skate Park Loan Repayment/Phase II and Fire Truck Debt Reduction and Equipment Purchases. The NEDC committee meets Tuesday and letters are due to Dauphin County August 1, 2018. *Ms. Hodge moved that Council approve the Gaming Grant applications for the Skate Park and Fire Department. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion presented a Repository Bid of \$500.00 for property located at 331 South Third Street. *Ms. Hodge moved, and Ms. Woods seconded the \$500.00 bid be accepted. The motion was passed by a unanimous vote of Council.*

Ms. Woods requested Council approve an End of Summer Church Camp Picnic to be held August 17, 2018. The church is requesting that vehicular traffic be prohibited on Fourth Street between Pine and Mulberry Streets during the event. Ms. Hodge asked if permission had ever been given to block off that section of the Borough. The response was no. Ms. Hodge and other persons expressed their belief that blocking off the area would create a traffic flow problem since that would eliminate one of two streets persons could use to travel east. Ms. Woods stated that she would talk with persons at the church again. It was suggested that they use their parking lot for the event.

Mr. Brown presented the Mid-Penn Bank request for Gaming Grant Sponsorship to Council for informational purposes. Their appeal is to fund a Breast Cancer Awareness Project. It was noted that Mid-Penn is the only bank located in Steelton. The request is being forwarded to the NEDC Committee for a recommendation, just as all other applications for sponsorship.

Citizen Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell expressed concern about the trash situation in the Borough. She does not believe that the problem can be resolved without pressure. The children in the neighborhood are litterers. She asked if the Borough had considered sending Brochures to renters explaining Borough codes regarding trash and yard maintenance. She suggested publishing some before and after photos so that persons could see what was expected. Mr. Heefner stated that information was available. Mr. Segina noted that the information has been published in Borough Newsletters. Mr. Heefner suggested giving residents instructions instead of citations for home maintenance issues. Mr. Segina added that before and after pictures are posted on the wall outside the Codes office and will be published on the Borough website. He also recommended that instructions be handed out with the citation.

Geraldine Pendleton, 414 Jasmine Avenue – is concerned that water from the storm drain that runs along 6th Street pools on her back patio. She was informed that those were not Borough pipes; therefore, the Borough could not provide a remedy for her problem. Since the water and piping are on private property. Mr. Wion stated that this is a legal and insurance carrier issue that should not be discussed in this forum.

Emmuel Powell, 321 Lebanon Street – Mr. Powell expressed concern about the chemicals used on the Adams Street project to manage the weeds and trees. Whatever chemicals used has killed the grass, and the issue needs to be addressed.

Council Concerns:

Ms. Kratzer thanked persons for participating in the Steelton Fest. It was a terrific first event. She thanked the Fire and Police Departments and organizers of the event. Ms. Kratzer announced that she is taking an eight-week sabbatical from attending the Council meetings, however, she will be available by phone and email.

Mr. Heefner Saturday was a wonderful day with the music. He thanked the Police and Fire Departments for their involvement. He received several calls regarding the boat docks. In particular, he was called regarding the potholes under the tracks. They were fixed but fell into disrepair again. He went to the boat dock and stated that it was atrocious. The grass was cut, and the litter picked up, but

there was no mulch, he observed dead plants, the benches were rotten and unsafe to sit on, and the side wall is cracking and ready to cave in. He was told that persons are parking under the pavilion. He asked Chief Minium if the area was being patrolled. Chief stated that the area is regularly patrolled by the Police Department. Mr. Heefner stated that the Boat Dock was supposed to be one of the gems in the area. And suggested that he and Mr. Proctor make a visit together. Ms. Kratzer asked if that could become a project for the Storm Water Committee. Ms. Woods stated that it is a park and that she and Mr. Brown had discussed the possibilities for improving the area. Mr. Heefner's second concern was the trash in Steelton. He indicated that there was no consistency in the storage or maintenance of garbage. He stated that he had talked to the Codes Department who said that they were told not to write too many citations because there is no Codes Officer. There was further discussion; however, the debate was inaudible.

Ms. Woods stated that she thought the Steelton Fest went well. People are telling her that they enjoyed it and were talking about "next year." The Parks & Recreation Committee is scheduled to meet July 19, 2018. The Back-to-School Block Party planned for August 18, 2018, and would like to close off the street.

Mr. Krovic stated that he had a good time at the Steelton Fest. He also thanked people for coming out.

Ms. Leggett-Robinson informed the body that a young lady that graduated from Steel-High is working as an intern through a program of the State Vocational Rehabilitation Program. The young lady is doing well and learning through her involvement with such projects as putting the Council packets together.

Mr. Brown expressed his thanks to the Fire and Police Departments for their participation and support with the project.

Ms. Hodge gave kudos to everyone involved in planning and carrying out the Steelton Fest. Changes are going on in the community with people moving in and out of the Borough. She stated that it would be good to have conversations and get to know the neighbors before making rules and regulations. At Steelton Fest, she learned that people can be different but always find something in common with another person. She hopes that the Borough can have more events like the Fest.

Mr. Segina stated that the Steelton Fest was a good event. He thanked Mr. Brown for his hard work getting it organized and all the staff that worked to make it a success. He also thanked the Dauphin County Commissioners for funding something new.

Chief Minium thought Steelton Fest was good. His other comments were inaudible.

Chief Vance announced that the new Fire Truck is ready and will be picked up within the next fourteen days. He also announced that the Borough won two trophies at the Dauphin County Fireman's Association event.

Mr. Proctor thanked Mr. Brown for a great job in organizing the Steelton Fest. He thanked everyone involved with making it a success and the Commissioners for funding the project. He thanked the Dauphin County Commissioners for all the things they do for the Borough. Ms. Kratzer added thanking the Commissioners for the funding, support, and presence. Commissioner Conner attended the Fest.

Ms. Hodge moved, and Mr. Krovic seconded the motion that Council move into Executive Session at 7:55 p.m. The motion passed by a unanimous vote of Council.

Ms. Hodge moved ad Mr. Krovic seconded the motion that Council resume the open session at 8:13 p.m. The motion passed, and the Council meeting was re-opened to the public.

Mr. Brown stated that Aaron Curry has taken over a lot of the responsibilities in the Codes office. He is working to achieve the certification necessary to take responsibility for the operation of the Codes Department. He recommends that Mr. Curry be hired as Senior Property Manager at a salary of \$40,000.00 which, with the attainment of the Building Code Official and Commercial Residential Inspector Certification and completes a six month probation period the salary increases to \$45,000.00. Ms. Hodge moved that Mr. Curry be hired under the terms presented by Mr. Brown. The second was inaudible. The President called for a roll call vote. As a point of order, Ms. Kratzer asked if the probationary period could be for one year. Ms. Hodge responded in the negative. Roll call vote: Ms. Woods, Mr. Krovic, Ms. Kratzer, Ms. Hodge and Mr. Proctor voter in support of the motion. Mr. Heefner and Mr. Segina voted no. The motion carried by a 5-2 vote.

Mr. Wenger presented projected rates for the sewage system operation. He stated that the bids for the sewer system are much less than the assessed value expressed by an independent assessor. If the system were sold, there would be a minimal, incremental value. If the assessment of the value of the sewer system in greater than He stated that if the Water Authority approves the sale of the water system, the payout could be used along with other available funds to pay off sewer debt, thus allowing the lowering of the current sewer rate. The HRG report suggested that there was very little capital investment required to sustain the system within the next ten years. He further stated that if nothing is done on the water, the rates will need to increase by 6% next year. However, if the water system is sold, and funds used to pay off debts the rates could be lowered by as much as 15%. *Ms. Hodge moved that all proposals for the purchase of the sewer plant be rejected. The motion was seconded by Mr. Segina and carried by unanimous roll call vote.*

Mr. Segina moved, and Ms. Woods seconded the motion that the meeting be adjourned. The motion carried by a unanimous vote and the Steelton Pennsylvania Borough Council Meeting was adjourned at 8:20p.m.

Respectfully Submitted,



Douglas Brown