

**Steelton Borough Council Agenda**

August 20, 2018

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Special Ceremonies:** Mayor Marcinko

Recognition Ceremony:

Bureau of Police of the City of Harrisburg Distinguished Unit Citation Recipients

*Chief Anthony Minium*

*Patrol Officer Arthur Etnoyer*

*Patrol Officer Michael Smith*

*Patrol Officer Dennis Basonic*

Swearing in to Office:

*Jacob Dohmen - Property Maintenance Officer*

**Approval of minutes from previous meeting:**

August 6, 2018

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** July 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 (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Junior Council Activities (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

**Presentation:**

Mr. Bruce Elliott

Request to Address Council  
Regarding Historical Plaque for West  
Side

**Communication:**

Dauphin County EMA	All-Hazard Mitigation Plan Update Annual Meeting
PA Department of Auditor General	Compliance Audit of Steelton Firemen’s Relief Association for 2017
Dauphin County Planning Commission	Updated Requirements Regarding Submission of SALDO Plans Starting January 1, 2019
Angela Zaragoza	Complaint Regarding Skunk Problem on East End
PA Dept. of General Services	Approval of Steelton Borough’s Participation in Federal Surplus Property Program
Elliott Claims Group	Update Regarding Restoration of Borough Hall from Water Damage
Dauphin County EDC	Fully Executed CDBG Grant Agreement - \$100,000 – Paving Project
Federal Communications Commission	FCC Announcement Regarding Access to Utility Poles to Promote Broadband, 5G Deployment
<b>Unfinished Business:</b>	
Mr. Brown	NIMS Training in Borough – Drafting of Resolution RE: NIMS Training
Mr. Brown	Council Direction on Demolishing Garage at Second Street and River Alley
Mr. Wion	Approval of Lease Agreement with Fulton Bank, N.A. for Lease of 2017 Ford Police Utility Vehicle (K-9 Unit)

Mr. Brown	Approval of Emergency Work at Blueberry Alley Related to Storm Water Backups
Mr. Brown	Consideration of Purchase of New Plotter Cutter for Making Steelton Borough Signs – Quote from URW America
Mr. Brown	Update on North Front Street Redevelopment RFP Response
<b>New Business:</b> Mr. Wion	Approval of Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Non-Uniform Pension Plan
Mr. Wion	Approval of Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Uniform Pension Plan
Mr. Wion	Approval of Resolution 2018-R-_____ Authorizing the Trade-In of Police Vehicle as part of Purchase of Drug Task Force Vehicle
Ms. Woods	Park Request Form – Steelton Fire Department – Use of Steelton Boat Launch for First Annual Fire Company Picnic – September 29 <sup>th</sup> from 9am – 9pm
Mr. Wion	Certification of Minimum Municipal Obligation for Steelton Borough Non-Uniformed Employee’s Pension Plan

Mr. Proctor	GPS Units for Borough Vehicles
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 25 North Third Street
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 540 N Front Street
Ms. Hodge	Addition of Two Members to Steelton Community Development Foundation
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 2643 S. 3 <sup>rd</sup> Street
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 377 S. Second Street

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel and Legal Issues

- Employee Opt Out - \$3k once per year or twice per year? January/July
- Aaron Curry BCO Certification – Appointment as Steelton Borough Codes Officer, Swearing In
- Codes Issue

**Other Business:**

Ms. Hodge	Acceptance of Resignation of William Kegel from Steelton Public Works Department Effective September 2018.
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Ms. Hodge

Appointment of Aaron Curry as  
Steelton Borough Codes  
Enforcement Officer with  
Probationary Period not to Exceed  
180 days

Ms. Hodge

Approval to Advertise Full-Time  
Property Maintenance Officer  
Position Starting at \$14 per Hour

Ms. Hodge

Approval to Advertise Highway  
Laborer Position Starting at \$12 per  
Hour

Ms. Hodge

Approval to Advertise Full-Time  
Filtration Plant Operator at \$17 per  
Hour with Condition that Position is  
Subject to Sale of Water Plant

**Adjournment:**

## **Steelton Pennsylvania Borough Council Minutes August 20, 2018**

**Present:**

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

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

**Absent with Cause:** Dennis Heefner, Kelly Kratzer, Nicholas Neidlinger

President Proctor led the group in the Pledge of Allegiance.

Mayor Marcinko led the body in a Moment of Silence.

*After review of Council, Mr. Krovic moved, and Ms. Woods seconded a motion to accept the minutes of the August 6, 2018 meeting as presented. The motion carried by a unanimous vote of Council.*

There were no comments from the public on agenda items.

**Special Ceremonies:** Mayor Marcinko swore Mr. Jacob Dohmen into office as the Steelton Borough Property Maintenance Officer. Ms. Keemberly Benavides, Mr. Dohmen's fiancé, held the Bible for the ceremony.

*Mr. Segina moved to appoint Mr. Arron Curry the Steelton Borough Codes Enforcement Officer. The motion was seconded by Ms. Woods. The motion passed by a unanimous vote of Council.*

Mayor Marcinko swore Mr. Aaron A. Curry into office as the Steelton Borough Codes Enforcement Officer. Councilwoman Pro-Tem Keontay Hodge held the Bible for the ceremony.

*After review by Council, Mr. Krovic moved and Ms. Hodge seconded the motion that the August 6, 2018, Council Meeting Minutes be accepted as presented. The motion passed by a unanimous vote of Council.*

There were no comments from the public on agenda items.

After review by Council, Mr. Segina moved, and Ms. Hodge seconded the motion that the schedule of billing, requisitions, and change orders submitted for July 2018 be accepted as presented. The motion passed by a unanimous vote of Council.

The Department Reports submitted by Department Heads and Committee Chair were:  
Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

NEDC Committee No Report, in anticipation of the August 21, 2018 meeting.

Stormwater Committee - No Report

Junior Council Activities – No Report. Another Junior Council Person must be selected because of Mr. Neidlinger's graduation from Steelton-Highspire H.S.

Mayor Marcinko reported the following oral report supplemented by a written report, the contents of which are recorded below:

- “Citizen's Advisory Committee met for the second time in July – still working on Mission Statement, Claus, goals, and objectives. Will be fully functional by 1/1/2019.
- Received information from HRG on tractor-trailer parking which we will be further discussing at Police Committee meeting August 22, 2018, and will prepare a recommendation to Council
- We are currently evaluating our police ride-along policy. There are concerns regarding protected info that comes over the in-car computer from JNET.
- Waiting for Officer Snyder the new accident, reconstruction, and Traffic Study Officer to sit with Officer Shaub to come up with changes to our current policy. That being said, there is something that needs to be discussed regarding the legality of the program as we know it.
- I attended the PA Association of Mayor's Conference in Lancaster. I received extremely valuable information. Former Mayor Kim Bracy is not the ED of the Local Government Commission at DCED. She has developed a curriculum for local governments, Council, Mayor, Department Heads, and Managers on how to work effectively together. If you are interested in her doing something like this, let me know.
- Thanks to the Council for their support in acquiring our new drug canine.
- Congratulations to the TNT Unit for their work on the massive drug and cash seizures”.

Borough Manager's Report (Oral Report)

- ✓ The Borough has been billed for the sewer flow meters to measure input from Swatara Township to ensure the accuracy of the payments we receive for their use for sewage. The monitoring will take place in the next few weeks.
- ✓ The budgeting process has begun for 2019. Department heads have been asked to turn in their list of needed items to be considered for the budget. The process will take place between September and October at which time it will be given to the Finance Committee for their review and recommendation to Council.
- ✓ Year-to-date we appear to be on target. There is \$ 550,000 in surplus funds.
- ✓ A developer who is interested in building a project on the Front Street property has contacted the property owner. Information regarding their plan has been included in Council packets.

Mr. Proctor asked that Mr. Brown checks with the Public Works Department to ensure things are in place, especially that salt is available for the winter months.

*Ms. Hodge moved, and Ms. Woods seconded the motion that all reports be accepted as presented. The motion passed by a unanimous vote of Council.*

Mr. Bruce Elliott is a life-long resident of Steelton Borough. He implored Council to determine a way to place a Historical Plaque to commemorate the West Side of Steelton, which was destroyed in the 1972 Flood. Mr. Elliot said many residents were displaced, and still live in Steelton. He thinks the "Westside should never be

forgotten" because it was a viable section of Steelton. Mr. Elliott did not specify a specific placement for the plaque. President Proctor referred his request to the NEDC Committee for review and recommendation.

**Communication:**

Dauphin County, Emergency Management Agency, sent an invitation for persons to attend the Annual Hazard Mitigation Plan update meeting. The meeting will be Thursday, November 15, 2018, from 2:00 – 6:00 p.m. at the Dauphin County Conservation District, 1451 Peters Mountain Road, Dauphin, PA 17018.

PA Department of Auditor General submitted the Steelton Fireman's Relief Association Compliance Audit for January 1, 2016, to December 31, 2017.

Dauphin County Planning Commission sent notice that it is updating the requirements for all subdivision and land development applications for review and approval to maintain compliance with their long-term document retention policy. The digital files will be available in January 2019.

A written notice of a verbal complaint from Ms. Angela Zaragoza telephone complaint regarding skunks in the East End. She stated the problem was so bad that residents are not coming out in the evenings. She indicated the skunks are comfortable in the neighborhood and are destroying property.

PA Dept. of General Services sent a notice approving Steelton Borough's Participation in Federal Surplus Property Program.

Elliott Claims Group, LLC sent a letter advising the Borough of the status of the insurance claim for water damage to the Frederick Douglas Borough Hall.

Dauphin County Economic Development Corporation sent the fully executed Subrecipient Agreement for the Community Block Grant Agreement for \$100,000 to finance the Paving Project.

Federal Communications Commission sent a Press Release regarding Access to Utility Poles to Promote Broadband, 5G Deployment. This action will enable broadband providers to enter new markets and deploy high-speed networks by allowing access to poles in a swift, predictable, safe, and affordable manner. Pole accessibility is essential in the race to implement fast 5G wireless service, which relies on smack cells and wireline backhaul.

**Unfinished Business:**

Mr. Brown stated that he has asked Mr. Wion to prepare a Resolution to memorialize those persons who have taken three courses, including the on-line the 100 and 700 level National Incident Management System (NIMS) Training. All Council Members and staff should receive the training, which is available online. President Proctor asked Mr. Brown to send a notice to everyone who has not completed the courses.

Mr. Brown requested direction from Council regarding the demolition of the garage located on Second Street and River Alley. After discussion, *Ms. Hodge moved, and Mr. Krovic seconded the motion to demolish the garage.* By doing so, blight will be eliminated.

Mr. Wion introduced Ms. Erica Kosner, from McNeese, Wallace & Nurick, Inc., which was authorized to

negotiate and secure a lease document with Fulton Bank for a 2017 Ford Police Vehicle. The lease document allows the negotiation of its payments as qualified tax exempt obligations, and represents that its total amount of tax exempt obligations will not exceed \$10,000,000.00 of current obligations. Since the lease is for four years, the lease amount must be appropriated each year until the contract is paid. It is expected that the agreement should be completed within a week. *Ms. Hodge moved, and Mr. Segina seconded the motion for passage of Resolution 2018-R-15 that approves the execution of a Master Lease with Fulton Bank for a 2017 Ford Police Vehicle (K-9 Police Vehicle) for a cost of \$42,241.14. The motion was passed by a unanimous vote of Council.*

Mr. Brown requested approval of emergency work at River Alley and Blueberry Alley related to stormwater backups. There has been a problem with storm water back up between Second Street and Blueberry Alley. There was a need for emergency repair of that area. Mr. Wion explained that a project with a cost of this amount would typically require full bid proposal action, but because this was an emergency action those steps were not taken. An engineer had already verified that the pipe was broken and needed repair. At the point that action was made, the Borough was at risk of causing property damage due to its inaction; therefore emergency steps were necessary. In seeking to find a contractor to complete the work, DeTraglia Excavating presented the lowest proposal. Mr. Brown reminded Council that funds for stormwater repair and maintenance were included in the 2018 budget. To date, \$40,315.24 remains under that line item. *Ms. Hodge moved that Council accept the proposal from DeTraglia to add a 160-foot 64-inch pipe to connect to the pipes already in place between Blueberry and River alley at the cost of \$23,900. Mr. Segina seconded the motion which was passed by a unanimous vote of Council.*

Mr. Brown asked Council to consider purchasing a New Plotter Cutter for the Public Works Department. The cutter was broken, and Mr. Brown was informed by the manufacturer of the Cutter that at nine years of age, the Cutter is obsolete and parts were no longer available for its repair. The Plotter Cutter is used to make all necessary signs for the Borough. In particular, he asked that Council consider the quote from URW America, is the only company that makes this type of Plotter Cutter and their references are good. If signs were outsourced, it would cost \$100.00 – 150.00 per sign. The cost of staff making the signs is \$40.00 to 60.00. The Borough requires about 100 signs per year, therefore obtaining new equipment is the best possible action. Any remaining Liquid Fuel funds can be used for this purchase. After discussion, *Ms. Hodge moved that the proposal from URW for a total package including new hardware, new software, installation and training for \$9,745.00 be accepted. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.*

Mr. Brown shared the one response to the Request for Proposal submitted for the redevelopment of property the Steelton Economic Development Corporation property located on North Front Street. The reaction was received from Integrated Development Partners. The proposal is being studied, and an agreement is being developed. Additional information will be shared as it comes in.

#### **New Business:**

Mr. Wion requested Council approve an Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Non-Uniform Pension Plan. Mr. Wion, reminded Council earlier this year, a committee was formed to review proposals from potential investment managers for pension plans. The action that Council acted on earlier this year is now required by law through Act 44. Per the committee's recommendation, on April 8, 2018, Council awarded the bid to PFM Asset Management LLC. Mr. Wion noted that the documents before Council at this meeting are the approval of the agreement for management of

pension fund by PRM Asset Management LLC., for the Non-Uniform staff. The second document presented is to approve the agreement for investment management of the Police Pension Plan by this same company. After accepting the bid, the Council must approve the initial covering documents for the agreement between the company and the Borough. The documents authorize the management agreement with PFM and are looking for custody agreement with U.S. Bank. *Mr. Segina moved that Council approve the Investment Advisory Agreement with PFM Assessment Management LLC for Non-Uniform Employees. Mr. Krovic seconded the motion which was passed by a unanimous vote of Council.*

*Mr. Segina moved that Council approve the Investment Advisory Agreement with PFM Assessment Management LLC for Police Employees. Ms. Woods seconded the motion which was passed by a unanimous vote of Council.*

Mr. Wion explained that per the signature of Mr. Brown, the Chief Administrative Officer, the minimal Municipal Obligation for Non-Uniformed Employees, under the Non-Uniformed Employees' Pension Plan, of \$191,342.00 was determined. *Ms. Hodge moved, and Mr. Krovic seconded the recommendation to accept the Certification of the Minimum Municipal Obligation of \$191,342.00 for Non-Uniformed Employees. The motion was approved by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-16 Authorizing the Trade-In of Police Vehicle as part of Purchase of Drug Task Force Vehicle. The Resolution agrees that Paul's Auto Sale LLC will accept the trade-in of a 2013 Chevrolet sedan police vehicle for \$2,500.00 plus \$2,812.00 in exchange for a 2003 Dodge Dakota truck. The trade in and funds exchanged will make the total cost of the car is \$5,000.00. The resolution authorizes the Borough Manager to execute the any and all appropriate documents, required to finalize the purchase. *Mr. Segina moved, and Mr. Krovic seconded the motion that **Resolution 2018-R-16** trading in a vehicle and purchasing a car for the canine program be approved. By unanimous vote, Council passed the motion.*

Ms. Woods presented the required paperwork to support the approval of the Steelton Fire Department to hold the First Annual Fire Company Picnic, September 29<sup>th</sup> from 9:00 a.m. – 9:00 p.m.

Mr. Proctor presented the request that Steelton Borough purchase GPS Units for Borough Vehicles. He stated that the systems will assist with vehicle insurance as well as keeping track of Borough vehicles. Having a system would have been a great help in trying to locate the Public Works vehicle when it was stolen. Police Chief Minium stated that the Police Department was currently using Real-Time Nationwide GPS Fleet Tracking Solution through Dauphin County. He said that so far, they have provided excellent service to the Department. Verizon also submitted a bid for supplying GPS services; however, their bid was higher than the other company. After discussion, *Ms. Hodge moved that Council authorizes securing GPS services for Borough vehicles through Real-Time Nationwide GPS Fleet Tracking System for the initial cost of \$ 1,290.00 and a monthly cost of \$ 269.85 monthly. Mr. Krovic seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief for 25 North Third Street. The committee recommended that although Council had provided relief on this property in 2014, 2015, and 2017, no action be taken at this time because as of April 30, 2018, there was no outstanding sewer bill for this property.

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief for 540 N Front Street. Upon investigation, it was found that the water did enter the property and had entered

the sewer system. The Authority is recommending no relief on the bill and that the property owner set up a payment plan to pay the bill. *Ms. Hodge moved, and Mr. Krovic seconded the motion to accept the Authority's recommendation to offer no relief, but have Water System staff work out a payment system to ensure that the bill is paid off. Council passed the motion by a unanimous vote.*

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief 2643 South Third Street was given to Council for informational purposes only.

Ms. Segina stated that the last Review is for 377 South Second Street. It was found that the water did enter the property and had entered the sewer system. The Authority is recommending no relief on the bill and that the property owner set up a payment plan to pay the bill. *Ms. Hodge moved, and Mr. Krovic seconded the motion to accept the Authority's recommendation to offer no relief, but have Water System staff work out a payment system to ensure that the bill is paid off. Council passed the motion by a unanimous vote.*

It was determined that the discussion regarding adding two new members to the Steelton Community Development Foundation be tabled.

Following the recommendation of the Committee, Ms. Hodge requested Council move on several personnel issues. In response to the recommendations:

- 1. Mr. Segina moved that Council approve the advertisement of a Full-Time Property Maintenance Officer Position with a starting salary of \$14.00 per hour. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*
- 2. Mr. Segina moved that Mr. Brown be authorized to advertise for a Highway Laborer position, with a starting salary of \$12.00 per hour. Ms. Woods seconded the motion which was passed by a unanimous vote of Council. This position is to fill a position which became vacant because of a retirement.*
- 3. Mr. Segina moved, and Ms. Woods seconded a motion to approve the advertisement of a Full-Time Filtration Plant Operator at a salary of \$17.00 per hour with the understanding that the position is subject to the sale of the Water Plant. Council approved the motion with a unanimous vote.*
- 4. Mr. Krovic moved that Council accept the resignation of William Kegel from the Steelton Public Works Department effective September 2018. Ms. Woods seconded the motion which passed by a unanimous vote of Council.*

#### **Public Comments:**

John Dellinger, 727 North Second Street – Mr. Dellinger was concerned that the application from Steelton-Highspire United to use the Fire House for the Pumpkin Decorating Contest was not presented to Council. President Proctor stated that it was not offered because it would not be approved. The President explained that the Steelton Community would hold only one Halloween event. The Borough has already planned program which will be held on the 24<sup>th</sup> or 29<sup>th</sup> of October, 2018. Ms. Proctor offered the organization the opportunity to combine efforts with the Borough, which Ms. Dellinger refused. Mr. Dellinger stated that he did not think parents would want children painting pumpkins in their costumes, which is what will happen if the programs were combined. Mr. Proctor reported that the Borough is not planning a parade this year; however,

activities planned include showing a movie, bobbing for apples, and other activities. Mr. Dellinger stated that the Pumpkin Painting Contest has been a long-standing event held in the Fire House. Mr. Proctor reiterated that there will only be one Halloween Event in the community and that will be the one developed by the Borough. He again offered to work in partnership with Steelton-Highspire United. Mr. Dellinger still refused the connection. Further, he stated that he did not think that it was fair to shut out a community organization that provides services to the community.

Geraldine Pendelton, 414 Jasmine – Ms. Pendelton discussed the problem she has with water rising to the level of her patio because of poor drainage. She has sustained property damage and has worked with her insurance company, an attorney and the Borough's attorney and nothing has been accomplished. Because the problem is the result of faulty piping by the developer, the Borough cannot accept responsibility for it nor can it use taxpayer money to fix the private property. Mr. Wion stated that she and her attorney must contact the developer to repair the water problem. Ms. Pendelton noted that she has been unable to find the developer. The issue can be quickly resolved by installing a larger drainage pipe at Jasmine and Sixth Street. Ms. Pendelton stated that Mr. Brown told her that the Borough would take steps to address the problem. Mr. Brown noted that the conversation was held when he first accepted the Borough Manager Position in 2015, so did not fully understand the issues involved. Money was set aside in the Borough budget to resolve the problem, however; at that time he was not familiar with all the nuances of the problem. Mr. Wion again stated that the issue is between the property owner and the developer and the Borough should not participate in the resolution of the problem.

**Council Concerns:**

Ms. Woods and Mr. Krovic thanked persons for coming out to the meeting.

Mr. Wion stated that an Executive Session was needed to discuss a possible legal issue with 192 North Second Street.

Mayor Marcinko announced that on September 9, 2018, Prince of Peace will host an Ecumenical Prayer Service for First Responders. Invitations have been sent out to Fire and Police Departments in the area. There will be a small reception following the service. She Congratulated the Fire Department on the acquisition of the new Fire Engine, and she thanked persons for coming out to the meeting.

Mr. Segina stated that the new Fire Truck came on Friday and training is scheduled.

Mr. Proctor thanked persons for coming out to the meeting. He also mentioned that the Borough was able to secure a new Fire Truck without raising taxes.

Mr. Segina moved that Council move into Executive Session at 7:40 p.m. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.

The Steelton Pennsylvania Borough Council Meeting was adjourned at 7:59 p.m.

Respectfully submitted,

  
Douglas Brown, Secretary