

Steelton Borough Council Agenda

September 17, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Recognition Ceremony: Mayor Marcinko

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

Approval of minutes from previous meeting: August 20, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: August 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)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Dan Kaldas, HRG, Inc.

August 2018 Engineer's Report

Communication:

Dauphin County Redevelopment Authority

Notice of Bid Acceptance to
Integrated Development Partners,
LLC for the Front Street
Revitalization Project.

Dauphin County Board of Assessments	Appeal & Change of Assessment of 273 South Second Street.
Dauphin County Conservation District	Reminder to Meet New MS4 Ordinance Requirements by 2022.
Dauphin County CED	Announcing Acceptance of 2019 CDBG & HOME Investment Partnership Program Funding Grant Proposals Submission Deadline - 4:30p.m. November 2, 2018.
Neighborhood Dispute Settlement	Announcement of New Partnership Providing Training, Presentations, and Education of Municipal Staff, Appointed and Elected Officials.
Douglas Brown - Steelton Borough	Letter to Equity Trust Company Custodian Sending Partial Refund for Steelton Borough Real Estate Taxes.
Unfinished Business:	
Mr. Brown	Resolution 2018-R-___ Confirming Elected and Appointed Officials Required to Take NIMS Training
Mr. Brown	Quote from Robert Snyder Excavating for Demolition of Garages at River/Second.
Ms. Hodge	Addition of Two Members to Steelton Community Development Foundation
New Business:	
Mr. Wion	Adoption of Ordinance 2018-01 (Vehicles and Traffic)
Mr. Wion	Adoption of Dauphin County Repetitive Loss Area Analysis
Mr. Brown	Acceptance of Proposal from Donley's to Repair Lights in Bailey Park.

Mr. Brown	Letter to Retain McNeese, Wallace & Nurick, LLC as Dissemination Agent for Issuer Continuing Disclosure of Outstanding General Obligation Bonds/Notes
Mr. Brown	NEDC Recommendation to Enacted Community Liaison Program for Trial Period
Mr. Brown	CDBG FY2019 Application Ideas
Mr. Proctor	No Parking Designation for Certain Areas of Front Street
Mr. Segina	Reminder About Budget Meetings/Upcoming Budget Season

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Ms. Hodge	Acceptance of Resignation of Jacob Dohmen Effective September 11, 2018
Ms. Hodge	Promotion of Aaron Curry to Codes Director/Building Codes Official with Probationary Period of 180 Days

Adjournment:

**Steelton Pennsylvania Borough Council Minutes
September 17, 2018**

Present:

Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
William Krovic
Natashia Woods

Mayor Maria Marcinko
Dave Wion, Solicitor
Aaron Curry, Director – Codes Depart.
Anthony Minium, Chief – Police Depart.
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor, Dennis Heefner, Kelly Kratzer, Nicholas Neidlinger, Douglas Brown, Chief Vance

Vice President Mike Segina called the meeting to order at 6:30 p.m.

Mr. Segina led the group in the Pledge of Allegiance, after which Mayor Marcinko led the body in a Moment of Silence.

Recognition Ceremony: Mayor Marcinko presented the following members of the Steelton Pennsylvania Police Department the City of Harrisburg Distinguished Unit Citation Award:

Chief Anthony Minium
Patrol Officer Arthur Etnoyer
Patrol Officer Michael Smith
Patrol Officer Dennis Basonic

Following review by Council, *Mr. Krovic moved, and Ms. Hodge seconded the motion that the minutes of the August 20, 2018 meeting be approved as presented. The motion passed by a unanimous vote of Council.*

There were no Public Comments on agenda items.

After review, Ms. Hodge moved, and Mr. Krovic seconded the motion to approve the Schedule of Billing, Requisitions and Change Orders for August 2018 as presented. Council passed the action by a unanimous vote.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

In addition to his written report, Chief Minium announced that Rayzors Tattoo Shop was co-sponsoring a Police Dog Fund Raising Event September 30, 2018. The event will be a Chicken Bar-be-que and Auto Show from 11:00 a.m. until sold out. The event will be held on the green area on Front Street, across the street from the Frederick Douglas Borough Building. Tickets are \$9.00 and may be purchased from the Police or Fire Department.

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report) – there was no report.

NEDC Committee (Oral Report)

Ms. Hodge brought attention to the new projector which allowed persons in the room to view information on the back wall of Council Chambers. This was a project of the NEDC Committee. The Committee is scheduled to meet next week.

Stormwater Committee (Oral Update) – there was no report.

Mayor's Report (Oral Report)

Mayor Marcinko reported that she and Mr. Segina attended the First Responder Prayer Service which was held September 9, 2018. She stated that she had the honor of attending the 100th Birthday Celebration of Ms. Francis Verroca of the 300 block of South Second Street. The Mayor thanked Chief Minium and Mr. Segina for installing the projector in Council Chambers and stated that she was anxious for the Canine to arrive.

Borough Manager's Report (Oral Report) – there was no report presented in Mr. Brown's absence.

Ms. Hodge moved, and Mr. Krovic seconded the motion that the Department Reports be accepted as presented. Council approved the action by a unanimous vote.

Presentation:

Mr. Dan Kaldas, HRG, Inc. presented the August 2018 Engineer's Report, and the highlights were:

- ❖ *The Storm Water Management Program (MS4 Program) Annual Report is due September 2018.*
- ❖ *The HRG participation in the Franklin Brown Boulevard Townhomes ZHB and Final Subdivision/Land Development Plan is complete unless there are additional requests made for their assistance. The agency was informed that the project director anticipates construction on the first unit to begin in the Summer of 2018 with a planned completion date of Fall/Winter 2018. There are some issues between the County and the Construction Company that must be worked out before construction can begin.*
- ❖ *Washington Street Sewer Rehabilitation Project – All work on this project has been completed. The closeout forms from DeTraglia Excavating have been presented to the Borough requesting the County makes the final payment to that company.*
- ❖ *Sanitary Sewer & Water System Valuation – HRG continues to provide assistance to the project team as needed. A representative of the firm will attend the August 27, 2018, Authority meeting to discuss sale versus retainage of the water system.*
- ❖ *2018 Roadway Improvements Projects – HRG designed and bid the project for Summer 2018 construction. Bids for the project were opened on 8/14/2018; however no proposals were received. A possible cause for the lack of proposals may be that the work falls towards the end of the paving season when Contractors are focused on completing their existing 2018 paving projects, whereby they may not have the capacity to take on*

additional paving work in 2018. The Borough may want to consider re-bidding the project early in 2019 for a planned Spring 2019 construction.

- ❖ Blueberry Alley Emergency Repair – HRG has provided assistance to the Borough in identifying the appropriate scope of repair to address the issue of stormwater backing up into the Steelton Italian Club building. DeTraglia Excavating has been selected by the Borough to perform the repairs under an emergency contract. The work was completed.

Ms. Hodge if any member of the Council has seen or heard about the Italian Club work? Mayor Marcinko stated that she has not seen it but did hear that there is some water with some of the rain and she guessed that they were dealing with it. She has not seen it but heard that there was still an issue. Ms. Hodge stated that she also heard there was still a problem with water. Mr. Segina noted that he talked with former Mayor Acri about it and they are looking at some things they have going on at the Italian Club to try to mitigate possible water coming in. They will get back to the Borough about it. He stated that some of the problems came from the water on their roof, so they are changing something around. After the next rains happened they will share the information with the Borough Mr. Segina further stated that at this point, the work has been done. At a later date if the problem is not mitigated there is another area that the Borough may be replacing; however the Italian Club has to inform the Borough the results of their actions Mr. Segina stated that he has received complaints from citizens about the paving on that project. He asked Mr. Kaldas if the final paving had been done. He responded that he did not know if the final paving had been done; however it was supposed to be done. Mr. Segina stated that he was told that the drains were not flush with the pavement. Mr. Kaldas noted that in the future the Blueberry Alley project will be completed and there is on the list of things to accomplish. He said that when the work is complete, the pavement and drain should be flush. *Ms. Hodge moved, and Mr. Krovic seconded the motion that the Engineer's Report is accepted as received. Council approved the action by a unanimous vote.*

Communication:

Dauphin County Redevelopment Authority sent notice that the bid from Integrated Development Partners, LLC for the Front Street Revitalization Project was accepted.

Dauphin County Board of Assessments forward an Appeal and Change of Assessment of 273 South Second Street.

Dauphin County Conservation District sent a letter to the Borough as a reminder that the new MS4 Ordinance Requirements must be met by 2022.

Dauphin County CED sent an announcement stating that they are accepting 2019 CDBG & HOME Investment Partnership Program Funding Grant Proposals. The deadline for submissions of 4:30p.m. November 2, 2018.

Neighborhood Dispute Settlement announced that New Partnership Providing Training, Presentations, and Education of Municipal Staff, Appointed and Elected Officials in available.

Douglas Brown - Steelton Borough sent a letter to Equity Trust Company Custodian which included a partial refund Borough Real Estate Taxes. Mr. Wion reminded Council that the Borough had received information about what the reduction should be on behalf of Dauphin County. Mr. Brown was tasked with calculating the Borough's portion of the refund. He recommended Council ratify the calculations and refund sent by Mr. Brown on behalf of the

Borough. *Ms. Hodge moved, and Ms. Wood seconded a motion that accepts the partial refund of \$257.00 to parcel 580804. The motion carried by a unanimous vote of Council.*

Unfinished Business:

Mr. Wion requested Council approve a Resolution Confirming Elected and Appointed Officials Required to Take NIMS Training. He explained that Emergency Management training is required as determined by the U.S. Department of Homeland Security. The training consist of online courses of which 700 and ICS-100 are the basic required courses. *Ms. Hodge moved that Resolution-2018-R-17 Confirming Elected and Appointed Officials Required to take NIMS Training be approved. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Segina presented a quote from Robert Snyder Excavating for the demolition and excavation of the two garages on River Alley and Second Street. Ms. Hodge said that Council had discussed a limit of \$6,000 for the project and having the demolition completed by the Department of Public Works. Mr. Brown expressed concern about having the Public Works Department complete the work in case there was asbestos present in the building. Mr. Segina informed Council that \$50,000.00 had been budgeted for demolition and none of those funds had been used so far this year. *Ms. Hodge moved to approve the bid for the demolition of the garages on River Alley and Second Street not to exceed \$8,000.00. Ms. Woods seconded the motion, which was passed by a unanimous vote of Council.*

Ms. Hodge stated that there are not two persons to be named to the Steelton Community Development Foundation because no one from the Community has applied for the positions. She said that she intended to have it on record that the seats are available. She asked that anyone interested reach out to her or Mr. Brown. The Foundation is beginning to plan the Christmas Party. Mr. Keith Miller has agreed to help with Santa this year. Mr. Segina requested additional information regarding the positions so it can be placed on the website.

New Business:

Mr. Wion requested Council approve the adoption of Ordinance 2018-01 which recognizes the addition of Special Purpose Parking Permits issued to Jacquelyn Randolph at 242 and a portion 244 North Second Street and Walter Sanchez at 339 South Third Street and the removal of Special Purpose Parking Permit of Nichole Williams at 126 and a portion of 128 South Second Street. *Ms. Woods moved, and Ms. Hodge seconded the motion that Ordinance 2018-01 be approved. The motion carried by a unanimous vote of Council.*

Mr. Wion stated that the Borough has received correspondence about the Repetitive Loss Area Analysis (RLAA) which was done for the Borough and other municipalities by the Dauphin County Department of Community & Economic Development. He reminded Council that a lot of flooding occurs throughout Dauphin County and also in the Borough. The Federal Government provides National Flood Insurance through The Federal Emergency Management Agency (FEMA). FEMA uses a rating system and gives discounts on certain flood insurance premiums to communities that participate in the program. The Repetitive Loss Area Analysis having been done, determines certain areas where there are repetitive flooding and repetitive losses, and they look at these areas and reduce the insurance premiums by having the communities take specific

steps. Mr. Wion asked the Council to adopt the RLAA and implement the recommendation included. *Ms. Woods moved that Council approve Resolution 2018-R-18 Adopting the Dauphin County Repetitive Loss Area Analysis and implement the suggestion included. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.* During the discussion period, Mr. Segina asked Mr. Wion to confirm that the Borough's Flood Plain Administrator is the Codes Officer, Aaron Curry with Mr. Brown serving as backup. Mr. Wion answered in the affirmative.

Mr. Segina provided information regarding the need for new lighting at the Bailey Street Park. The light, located to the left of the Tot Lot, has been inoperable for over a year. There was a discussion about the problem of things not being repaired when they are broken. Of concern is the fact that the light has been a problem for over a year. Ms. Hodge asked who should be contacted when problems are noted. Mr. Segina stated that he would speak to Mr. Heefner, the head of the Public Works Committee about developing a procedure. Chief Minium noted that the Police Department conducts monthly checks of street lights and works with PPL to repair lights that are not working. The Mayor recommended that something be placed in the newsletter instructing citizens to contact the Borough at (717) 939- 9842 when things are not working correctly so persons can be alerted to the problem. *Ms. Hodge moved, and Mr. Krovic seconded a motion to accept the proposal from Donley's to repair the lights, put in a new panel box and fix broken receptacles in the Bailey Street Park for \$1,880.79. The motion passed by a unanimous vote of Council.*

Mr. Segina stated that the Borough received an unsolicited letter from McNees, Wallace & Nurick, LLC, asking to serve as the Borough's Dissemination Agent for Issuer Continuing Disclosure of Outstanding General Obligation Bonds/Notes. The letter is being referred to the Finance Committee for review and recommendation.

The NEDC recommended that the Borough participate in the Community Liaison Program on a trial basis. The program would provide more structure and support to Mr. Brown and the Mayor. The NEDC Committee will continue to review the proposal then make a final recommendation to Council.

The NEDC Committee was assigned to solicit and recommend ideas for the CDBG FY2019 Application to Council.

Mr. Segina discussed the proposal to establish No Parking designation for specific areas of Front Street. The discussion was a follow up on the problem with tractor trailers parking on Front Street. Mayor Marcinko reported determined that the trucks parked on the East End at Durabond are on private property/ However, Chief Minium confirmed that they have been moving the trucks. There was discussion regarding the posting of signs on Front Street, Pine Street and Second Street. The discussion concluded with the decision to that Mr. Wion, Chief Minium, Mayor Marcinko, Mr. Brown, HRG and PennDot should meet to discuss the problem and possible remedy.

Mr. Wion requested that the Council approve the Minimum Municipal Obligation (MMO) established for the Police Pension Plan. *Mr. Krovic moved, and Ms. Woods seconded the motion that the \$186,629.12, be accepted as the amount Certified as the MMO for the Police. The*

motion passed by a unanimous vote of Council. Ms. Hodge requested a copy of the action, which she obtained from Mr. Wion.

Mr. Segina reminded Council that this is budget season. The Finance will hold be four public budget hearing. They are scheduled to be held at 6:00 p.m. on October 3, 10, 17 and, 24 2018. He encouraged persons to attend the meetings.

Public Comments:

Joyce Culpepper 237 North Harrisburg Street would like the name of the people who excavated Harrisburg Street two years ago. They damaged her limestone wall, and now she is having a problem with water under the porch. She has obtained two quotes for the repair, which were \$8,000.00 and \$12,000.00. Mr. Segina informed her that it was a PennDot project, but he would have to find out who did the actual work. Whoever dug up the street is responsible since the rock that hit the wall popped up at that time. Mr. Segina stated that he get her a phone number and contact her after he talks with Mr. Brown. Ms. Culpepper noted that she would like to speak with Ms. Hodge, Mayor Marcinko, and Mr. Segina about a Borough employee.

Cheryl Hippenstein, 318 South Fourth Street – she asked is Council would install a camera by the football field. There has been property damage to cars and the grandstand. She is concerned her property being damaged. Mayor Marcinko informed her that placing a camera in the area would be handled by the School Board. Ms. Culpepper, who is a member of the School Board said she was informed that cars were damaged, but the grandstand was not damaged. The School Board is aware of the problem, and it is scheduled for discussion. There was an inaudible discussion. Ms. Hodge asked Chief Minium if there was any way the Borough could assist with the problem. Chief stated the Department is present at the games; however the game was at Trinity, so there was no Borough presence. He said that for Borough police to be involved that it would be essential to define who can be at the stadium. Without that understanding, they could be harassing persons who have permission to be on the property. He also discussed the futility of patrolling the area because there are so many places to hide that someone who wanted to do damage could hide until the patrol car went by to do their damage.

Ms. Geraldine Pendelton, 414 Jasmine Avenue – asked if the Council had come up with a solution to her problem. Her concerns were referred to Mr. Wion since it was concerning a previously discussed legal issue. Mr. Wion reminded Ms. Pendleton about previous discussions in which she was told that the Borough is not responsible for the damage on her property since the since it is located on a non-Borough property. She stated that the Borough should not have approved the construction if the specifications did not meet standards. Mr. Wion recommended she take action with the developer of the property. Ms. Pendleton stated that she has been unable to locate the developer. She also reported that she has copies of correspondence from Mr. Brown, written in 2016, which said that the Borough would remedy the problem and that it was unfair that the action promised. Her lawyer resigned because he said that it would take years to complete a lawsuit on the Borough. Mr. Wion stated that at that time, Mr. Brown did not know that the drain was not located on Borough property, therefore, ineligible for repair by the Borough. Mr. Segina supported Mr. Wion by stating that the fix was budgeted, however, after investigation it was determined that it was not on Borough property, therefore, the Borough is unable to install a larger drain. Ms. Pendelton said that she bought the property in 2000 and when

she purchased the house there was not a problem. Ms. Hodge noted that at the time she purchased her home, no one could have predicted that a problem would occur in the future.

Council Concerns:

Ms. Woods and Mr. Krovic thanked persons for attending the meeting.

Chief Minium requested that the Canine Fundraiser would be advertised on the website. Mr. Segina said that he would post the information.

Mr. Curry, Mr. Wion nor Ms. Leggett-Robinson had comments.

Mayor Marcinko stated that:

1. She received an email from Swatara Township regarding how helpful, and concerned Officer Cory Alwin was during a situation that occurred in Steelton. She asked that a copy of the email be placed in Officer Alwin's personnel file. She said that this is an example of people recognizing what a great job they are doing the community policing.
2. She announced that within the last month there were two very large seizures by the TNT and there was another one this past week that included stolen weapons. The group is really being effective in the Borough.
3. She announced that Santa would be riding the firetruck around the Borough like he did last year. The ride is scheduled for December 22, 2018.
4. Chief added that he received an email from the Swatara Fire Chief, Mike Emerson complimenting Officer Cody Webster. Officer Webster was off duty when he saw a motorist stranded on Derry Street and stopped to help. He requested the information be placed in Officer Webster's personnel file.
5. Finally, the Mayor wished Council Pro Tem Keontay Hodge Happy Birthday.

Ms. Hodge thanked the community for attending the meeting and being a part of the process. She stated that it is not a pretty process, but is one that they will all work through as long as people continues to come and keep Council informed so that they can make informed decisions. She noted that it is not easy to be a governing body when you know what you would like to do but must instead make decision, based on what is good for the citizens She thanked people for welcoming her nephew, the Police Department, the Fire Department and the Mayor for remembering her birthday and getting her a crown. Ms. Hodge said that she feels that are getting closer, moving forward and doing a lot of progressive things and Steelton is getting finally getting a lot of good recognition. She thinks things should keep moving forward.

Mr. Segina announced the UGI would be flaring this week, so seeing flames is no need for concern. There is a job position open for Filter Plant Operator, with applications being accepted until September 21st. There has been a vacancy on the Zoning Hearing Board for about a year. Residents interested in the position should submit their resume to Mr. Brown. There is an opening for a Jr. Councilperson. Any Jr. or Sr. High School student who is a resident of the Borough is eligible for the position. Anyone interested should send a letter of intent to Mr. Brown. These positions are listed on the website. Mr. Segina apologized for the 2008 Street Paving Projects that fell behind. The action was not taken promptly; however, \$100,000.00 in grant money is available, and there has been a discussion about requesting additional street paving money next year. He mentioned the Police Chicken Bar-be-cue on the 30th, and the November 3, 2018 Flu Shot Clinic will be held at Borough Hall from 9am-1pm. The event is co-

sponsored by the Police Department and Penn State Hershey. Chief added that it is free to the public.

Mr. Segina noted that there was a problem with trash pickup on River Alley because of a hanging utility line and construction issues on Blueberry that prevented the recycling truck could not get through. Chief Minium spoke with Mr. Brown regarding when preparing the next contract that trash day is consistently on Wednesday because of the street ordinance. Mr. Segina indicated contract renewal is coming up soon and he would also like to include supplying new trash cans. He thanked persons for coming to the meeting.

Mr. Wion clarified that the Executive Session is to discuss personnel issues.

Council went into Executive Session at 8:07 p.m. upon the passage of a motion made by Ms. Hodge and seconded by Mr. Krovic.

Council resumed the open meeting at 8:42p.m. upon a motion made by Ms. Hodge, seconded by Ms. Woods and passed by a unanimous vote of Council.

Other Business:

Ms. Hodge moved that Council accept the resignation of Jacob Dohmen effective September 11, 2018. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

Ms. Hodge moved that Aaron Curry be promoted to Codes Director/Building Codes Official with a salary of \$45,000.00 pending the signing of the contract and with a probationary period of 180 Days. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.

Mr. Keith Miller requested the use of a Borough vehicle and staff to join other area municipalities assisting those areas affected by Hurricane Florence. He stated that he had discussed the proposal with both Mr. Segina and Mr. Brown, who instructed him to bring it to Council for review and response. The conclusion was that Mr. Miller and any other employee may go as volunteers using their accumulated time. Council will work to develop a plan for vehicle liability and paid time off for staff so that something will be in place should there be similar request in the future.

Ms. Hodge moved that the meeting be adjourned. Ms. Woods seconded the motion which passed by a unanimous vote of Council. The Steelton Pennsylvania Borough Council Meeting was adjourned at 8:58 p.m.

Respectfully Submitted,



Douglas Brown, Secretary