

Steelton Borough Council Agenda

December 3, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: November 5, 2018 & Special Meeting of November 14th, 2018

Public Comment on Agenda Items only:

Presentation:

Mr. Dan Kaldas, HRG, Inc.

Monthly Engineer's Report

Related Action Items

1. Approval of NPDES/MS4 Professional Services Agreement
2. Agreement for Sanitary Sewer Rehabilitation Project Professional Services

Communication:

Ms. Carrie Baker

Letter of Interest/Resume for Appointment to Steelton Zoning Hearing Board

Anti-Defamation League

Guidance on Placement of Religious Displays on Public Property

Dauphin County DCED

Notice of Tourism Grant Request Presentation Date

Dauphin County Office of Tax Assessment

Certification of 2019 Real Property Taxable Assessment Total

Steelton Fire Department

Policy and Procedures Handbook

Center for Employment Opportunities

Invitation to Holiday Dinner

Dauphin County Office of Tax Assessment

Notice of Change in Assessment –
801 S. Front Street

Steve Shaver, Deputy EMC

Notice of TMI Siren System Test on
December 6th at 12:15PM

Dauphin County Office of Tax Assessment

Notice of Change of Assessment for
801 South Front Street.

Representative Patty Kim

Invitation to Holiday Open House
December 14, 2018 5:30 p.m. –
7p.m. at New Jerusalem A.M.E. Zion
Church, 219 Locust Street, Steelton

Humane Society of Harrisburg Area

Invitation to the 17th Annual Fur Ball
Gala & Auction. November 17, 2018.
Sheraton Harrisburg-Hershey Hotel.

Unfinished Business:

Mr. Segina

Follow Up on General Fund
Budget/Appropriation
Recommendations – Personnel
Decisions

Mr. Wion

ORDINANCE NO. 2018-
AN ORDINANCE OF THE BOROUGH OF
STEELTON, DAUPHIN COUNTY,
PENNSYLVANIA, AMENDING THE
CODE OF THE BOROUGH OF
STEELTON, PENNSYLVANIA, BY
ADDING THERETO A NEW CHAPTER 56
ENTITLED "FEES, ATTORNEY
COLLECTIONS" TO CREATE
PROVISIONS APPROVING COLLECTION
PROCEDURES AND ADOPTING
INTEREST AND SCHEDULE OF
ATTORNEY FEES AND CHARGES TO BE
ADDED TO THE AMOUNT COLLECTED
AS PART OF UNPAID REAL ESTATE
TAXES FOR DELINQUENT ACCOUNTS

Mr. Wion

RESOLUTION DIRECTING DAUPHIN
COUNTY TAX CLAIM BUREAU
NOT TO COLLECT DELINQUENT REAL
ESTATE TAX ON BEHALF OF THE
BOROUGH OF STEELTON

Mr. Brown

Review of Jr. Councilperson Applications

New Business:

Mr. Brown

Mockenhaupt Benefits Group Pension Valuation Report for Non-Uniform Plan as of January 1, 2018

Mr. Brown

Appointment of Zoning Hearing Board Vacancy

Mr. Brown

Update on Police Contract

Mr. Brown

Schedule of Committee Meetings for 2019

Mr. Brown

DRAFT 2019 Meeting Schedule

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel

Other Business:

Mr. Minium

Agreement between Steelton Borough and Canine Officers

Mr. Brown

Update on Filling of Highway Laborer Position

Mr. Brown

Update on Filling of Water Department Position

Adjournment:

Steelton Pennsylvania Borough Council Meeting Minutes
December 3, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Dennis Heefner
William Krovic
Kelly Kratzer
Natashia Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Anthony Minium, Chief - Police
Aaron Curry, Codes Officer
Keith Miller
Dan Kaldas, HRG Engineer
Matt Cichy, HRG
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge, Maria Marcinko

The meeting was called to order by President Proctor, who then led the body in the Pledge of Allegiance.

Mr. Krovic led the assembly in a Moment of Silence.

Approval of minutes from previous meeting: November 5, 2018 & Special Meeting of November 14th, 2018. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the minutes be approved as written. The motion passed by a unanimous vote of Council.*

There were no comments from the public on agenda items.

Mr. Dan Kaldas from HRG, Inc. presented the Monthly Engineer's Report. He reported that there has been no change in status of the Franklin Brown Boulevard Townhomes Project, Sanitary Sewer & Water System Valuation Project, 2019 Roadway Improvements Project Hoffer Street Pump Station Improvements or the Capital Improvements Projects. He did highlight some of the 2018-2023 NPDES MS4 General Permit highlights. In order for the Borough to remain eligible for the General Permit, it must:

- Comply with the effluent limitations and reporting requirements contained in the General Permit.
- Implement the Stormwater Management Program (SWMP) to reduce the discharge of pollutants from the MS4 and protect water quality.
- Implement Pollutant Control Measures to achieve the pollutant load reduction as specified by the approved Chesapeake Bay Pollutant Reduction Plan (CBPRP) by May 31, 2023, and
- Submit the Annual MS4 Status Reports which are due September 30th each year.

Ms. Woods had questions regarding the status of the Franklin Brown Townhouse Project. To answer her questions, Mr. Wion informed the group that he had prepared the deed however, the project is to build 12 townhomes on land previously owned by 16 property owners with sixteen land deeds and sixteen (or more) land titles. The developer is currently working with a title company, who has to research each title for these 16 properties. This is a difficult and time

consuming project because multiple titles over at least a 60 year period. Once the searches are completed and the titles are cleared, the company can issue title insurance. Mr. Wion projects that work on the project will most likely begin in the Spring 2019.

Mr. Heefner relayed a conversation he had with Mr. Brown regarding the completion of the Hoffer Street Pumping Station Project. It is his belief that since there are several pipes that need repair, they should be prioritized and the work (and funds) spread out over Hoffer Street and some of other needy streets, like Jefferson Street which was scheduled for repair some time ago, but funding ran out before the work could be started. There is a meeting, with Mr. Brown and staff, scheduled for next week to discuss the feasibility of that proposition. President Proctor wondered if there were any pictures available so that persons could determine the condition of the pipes considered for replacement or lining replacement. Mr. Cichy stated that the sanitary mains and sewer in a previous project were televising the pipes condition and cleaning, so the technology exist to get that work completed. He explained that televising and cleaning the pipes is a very expensive process. Mr. Heefner stated that the Borough has a camera and perhaps, through the use of that camera and his knowledge of the system, Brian Handley could help identify those pipes and assist with the prioritization of work needed. Mr. Heefner stated that he thinks that the Borough should take care of the infrastructure that is going to fall apart before taking care of other issues. President Proctor agreed. Mr. Brown stated that staff members did have input in the development of the Five-Year Capital Improvement Project that was presented earlier.

Following the discussion, Mr. Segina moved and Mr. Krovic seconded the motion that the Engineering Report be received as presented. The motion was approved by a unanimous vote of Council.

Mr. Kaldas discussed the request submitted by HRG to enter into an Agreement for Professional Services pertaining to the implementation of the NPDES/MS4 Professional Services. The proposal is for HRG to receive a payment of \$20,000 per year for the next five years to help the Borough stay in compliance with the General Permit requirements by preparing and submitting the required Annual Report. Mr. Wion stated the proposal, which states that the cost is not to exceed \$20,000.00 for each of the permit years, is an estimated amount, not a fixed amount and the price only includes labor and reimbursable materials. The quote does not include the cost of the completion and submission of the grant application. Following discussion, *Ms. Kratzer moved that the Agreement be approved with the caveat that the project not exceed over \$100,000.00 over the five year period. The motion was seconded by Mr. Segina. Mr. Wion pointed out that HRG would have to accept the caveat limitation. Mr. Kaldas stated that HRG agrees to the limitation. The motion was passed by a unanimous vote of Council.*

Mr. Cichy presented the HRG request for an Agreement for Professional Engineering Services for the 2019 Sanitary Sewer Rehabilitation Project. Borough staff identified 4 sections of sewer that needed for repair. They are:

- Three sections on 3rd Street between Jefferson to Conestoga Streets, which total 500 feet
- 7th Street manhole covers 324 & 344, which is 260 feet.
- Total footage for repair is 760 feet, as stated in the Capital Improvements Plan.

- The agreement is for the investigation, design, bid phase services, construction contract administration services, and resident project representative services on an as need basis. The above services will not exceed \$30,350. If the Borough decides to some of the proposed contract work itself, \$2,000.00 will be deducted from that fee. *Mr. Heefner moved and Ms. Woods seconded the motion that the Borough enter into the agreement with HRG for Professional Services to develop the Sanitary Sewer Rehabilitation Project. The motion carried by a unanimous vote of Council.*

Communications:

Ms. Carrie Baker submitted a Letter of Interest/Resume for Appointment to Steelton Zoning Hearing Board along with references.

The Anti-Defamation League send a letter and handout entitled Guidance on Placement of Religious Displays on Public Property.

Dauphin County DCED sent a Notice of Tourism Grant Request Presentation Date. Steelton is scheduled to make a ten minute Grant Request presentation December 18, 2018 at 10:50 a.m. in the Commissioner's Hearing Room.

Dauphin County Office of Tax Assessment sent the Certification of 2019 Real Property Taxable Assessment Total for 2019. The Total Taxable Assessment of \$143,169,300 for the political subdivision of Steelton Borough is certified by the Dauphin county Board of Assessment appeals. This assessment represents the adjustment in property assessments as a result of additions to and deletions from the assessment roll as well and catastrophic loss adjustments, processed to the date of November 13, 2018.

The Steelton Fire Department submitted a copy of the newly developed Policy and Procedures Handbook for review.

The Center for Employment Opportunities sent an Invitation to Holiday Dinner scheduled for December 3, 2018 from 6:00 – 9:00 p.m.

Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment for 801 S. Front Street Partners LLC Medical Office. The assessment represents an increase in partial value because of new construction.

Steve Shaver, Deputy EMC sent a Notice of TMI Siren System Test scheduled for December 6, 2018 at 12:15p.m. Mr. Segina asked Mr. Brown to advertise this upcoming event.

Representative Patty Kim sent an Invitation to Holiday Open House to be held December 14, 2018 from 5:30 p.m. – 7:00 p.m. at New Jerusalem A.M.E. Zion Church, 219 Locust Street, Steelton, PA.

Humane Society of Harrisburg Area sent an Invitation to the 17th Annual Fur Ball Gala & Auction which was held November 17, 2018. Sheraton Harrisburg-Hershey Hotel.

Mr. Segina said that he asked Mr. Brown to advertise the upcoming testing for TMI. He also pointed out that the Real Property Taxable Assessment Total for 2019, which totaled \$143,169,300 is an increase, which indicated an increase in the Borough's tax base.

Unfinished Business:

Mr. Segina reported that following a meeting with Mr. Brown, and Ms. Paul, an updated version of the General Fund Budget/Appropriation Recommendations personnel decisions will be finalized tomorrow with an updated via email to the Council before the end of the week.

President Proctor announced that Mr. Wion's presentation of an Ordinance to Create Provisions Approving Collection Procedures and Adopting Interest and Schedule of Attorney Fees and Charges to be Added to the Amount Collected as Part of Unpaid Real Estate Taxes for Delinquent Accounts and his presentation regarding a Resolution Directing Dauphin County Tax Claim Bureau Not to Collect Delinquent Real Estate Tax On Behalf Of the Borough of Steelton were tabled.

Mr. Brown stated that there were two applications for the Jr. Councilperson positions. The decision regarding the candidates will be made in January. The candidates' applications will be included in the next meeting's packet for review by members of Council.

New Business:

Mr. Brown explained that the Mockenhaupt Benefits Group Pension Valuation Report for Non-Uniform Plan as of January 1, 2018 is the evaluation of post-retirement benefits other than pensions. The company recommended that the Borough should consider \$877,952.00 as total cost for retirement liabilities.

Mr. Brown noted that in addition to interest shown by Ms. Baker, there are two other persons that are interested in being appointed to fill the Zoning Hearing Board Vacancy. The information for those persons will be included in the next Council packet for review.

Mr. Brown stated that renegotiations of the Police Contract are on-going. There will be a presentation of the final decision at the last Council meeting of 2018.

Mr. Brown distributed the proposed Schedule of Committee Meetings for 2019. He asked that any requests for adjustments be made and shared with his at the next Council meeting. Ms. Kratzer pointed out that there was a Council and the NEDC Committee were scheduled to meet on the same day.

Public Comments:

Cheryl Powell – 321 Lebanon Street – Ms. Powell expressed concern about the two tractor trailer trucks parked in the neighborhood. One is parked on Cameron Street and the other on Reading & Bessemer Streets. Chief Minium stated that, at this time, there is nothing that can be done regarding the trucks being parked in the residential area.

Emmuel Powell – 321 Lebanon Street – Mr. Powell expressed concern about trees hanging out into the street on 19th Street between Lincoln and Bessemer Streets. The trees make it difficult for motorists to see on-coming traffic. Mr. Proctor stated that he was aware of the problem and

instructed Mr. Curry to review the area to determine whether tree's overhang it is a code violation and any action can be taken against the property owner.

Council Concerns:

Ms. Kratzer advised persons to stay safe and take care of themselves.

Mr. Heefner, Mr. Wion and Ms. Leggett-Robinson had no concerns.

Ms. Woods thanked persons for attending the meeting. She also asked that people participate in the Christmas Tree Lighting Ceremony and Celebration Tuesday, December 4th at 6:30 p.m. She also announced that the Steelton Community Development Foundation Free Holiday Dinner will be held at 5:00 p.m. December 22, 2018 at Prince of Peace.

Mr. Krovic announced that Santa was coming to town December 22, 2018 and would make his rounds through town from 3:00 to 5:00 p.m. The route has been established and is ready for publication.

Mr. Brown had two concerns: 1) complaints about turkey buzzards. He asked Mr. Curry to address the issue by being vigilant about open trash and rubbish which attract and keep the birds in the area. He stated that the Department of Agriculture had been contacted. 2) Council needs to hold an Executive Session to discuss personnel issues.

Mr. Segina encouraged persons to support the Fire Department by purchasing the Christmas Tree sale.

Mr. Proctor thanked persons for attending the meeting.

At 7:09 p.m., Mr. Segina moved that Council recess into Executive Session to discuss personnel matters. The motion was seconded by Mr. Heefner and approved by a unanimous vote of Council.

Council resumed Open Session at 7:45 p.m. following a motion by Mr. Segina, second by Ms. Woods, a unanimous vote of Council.

Chief Minium requested that Marchand Pendleton begin conditional employment with the Police Department effective December 4, 2018 with a potential hire date of December 17, 2018. His salary will be \$76,711.00, which, if the Uniformed Contract Agreement goes through will include a 3% increase making his salary \$79,011.00. Mr. Pendleton is receiving the maximum pay because of his of years of service. His physical is scheduled for December 4, 2019, and his psychological examination is scheduled for December 5, 2018. *Mr. Segina moved that Mr. Pendleton be granted conditional employment with the Steelton Police Department beginning December 4, 2018 with a beginning salary of \$ 76, 7111 and potential increase to \$79,011, pending contract changes. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of Council.*

Mr. Segina moved and Mr. Krovic seconded the motion that Council accept the separation agreement presented for Susan Spangler effective December 3, 2018. The motion carried by a unanimous vote of Council.

Mr. Krovic moved and Ms. Woods seconded the motion that Robert Snavley be terminated. The motion passed by a unanimous vote of Council.

Mr. Segina moved and Ms. Kratzer seconded the motion that the position of Full-time Laborer be posted within the Borough then publically. The motion passed by a unanimous vote of Council.

Mr. Segina moved that the position of Part-time Administrative Assistant, for 30 hours per week, for the Codes Department be posted internally then externally. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.

Mr. Segina moved that the December 3, 2018 meeting of the Steelton Pennsylvania Borough Council be adjourned at 8:50 p.m. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'DB', written in a cursive style.

Douglas Brown, Secretary