

Agenda  
Borough of Steelton  
Reorganization Meeting  
January 6, 2014

Oath of office to the Council Members and Mayor:

Honorable Jeffery L. Wright  
Honorable Maria Marcinko  
Honorable Brian Proctor  
Honorable Thomas F. Acri

**MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE:** Mayor Thomas F. Acri

**INVOCATION BY:** Mayor Thomas F. Acri

**MAYOR ACRI OPENS THE FLOOR FOR NOMINATIONS FOR PRESIDENT OF COUNCIL.**

**NOMINATIONS FOR PRESIDENT OF COUNCIL ARE CLOSED BY MAYOR ACRI.**

**MAYOR ACRI OPENS THE FLOOR FOR NOMINATIONS FOR VICE PRESIDENT OF COUNCIL.**

**NOMINATIONS FOR VICE PRESIDENT OF COUNCIL ARE CLOSED BY MAYOR ACRI.**

**MAYOR ACRI VACATES THE CHAIR AND TURNS THE MEETING OVER TO THE COUNCIL PRESIDENT.**

**PRESIDENT OF COUNCIL OPENS THE FLOOR FOR NOMINATIONS FOR CHAIRMAN PRO TEM OF COUNCIL.**

**NOMINATIONS FOR CHAIRMAN PRO TEM OF COUNCIL ARE CLOSED BY THE COUNCIL PRESIDENT.**

**COUNCIL APPOINTS INDIVIDUALS TO THE FOLLOWING POSITIONS:**

BOROUGH MANAGER/ SECRETARY-TREASURER – Sara Gellatly

ASSISTANT BOROUGH TREASURER – Rose L. Paul

SOLICITOR - David A. Wion

SOLICITOR FOR POLICE NEGOTIATIONS – Michael Miller

SOLICITOR FOR NON-UNIFORM NEGOTIATIONS - Michael Miller

BOROUGH ENGINEER - Robert Grubic, President, Herbert, Rowland & Grubic, Inc.

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CHIEF OF POLICE - Scott Spangler

CODE/ZONING/PLANNING OFFICER - Sylvie A. Brubacher

SUPERINTENDENT OF WATER FILTRATION & LAB - Daniel P. Scheitrum

FIRE CHIEF – Stephen Brubacher, Sr.

ASSISTANT FIRE CHIEF – Gene Vance

BATTALION CHIEF – Matthew Miles

EMERGENCY MANAGEMENT COORDINATOR - Timothy J. Lehman

AUDITOR – Zelenkofske Axelrod LLC

**APPOINTMENT OF COUNCIL COMMITTEE'S BY THE PRESIDENT OF COUNCIL.**

**OFFICIAL ADOPTION OF ROBERT'S RULES OF ORDER 10<sup>TH</sup> EDITION.**

**AUDIENCE PARTICIPATION:**

**COUNCIL'S CONCERNS:**

**ADJOURNMENT:**

Minutes of the Steelton Borough Council Meeting  
Reorganization Meeting of the Steelton Borough Council  
January 6, 2014

**Call to Order:**

The January 6, 2015, reorganization meeting of the Steelton Borough Council Meeting was called to order by President Jeffrey L. Wright at 6:30 PM, followed by the Pledge of Allegiance and Moment of Silence by Mayor Thomas F. Acri.

**Present:**

Jeffrey L. Wright, Councilperson  
Michael Albert, Councilperson  
Maria R. Marcinko - Councilperson  
Steven J. Shaver, Councilman  
Denae House, Councilperson  
Brian Proctor, Councilman  
Thomas F. Acri, Mayor  
Sara Gellatly, Borough Manager  
Steven Brubacher, Fire Chief  
Gene Vance, First-Assistant Fire Chief  
Matthew Mills, Battalion Chief  
Scott Spangler, Police Chief  
Sylvia Brubacher, Codes, Zoning and Planning Officer

**Absent:**

Mary Jo Szada, Councilperson  
Dave Wion, Solicitor

**Invocation:**

The invocation was led by Mayor Thomas F. Acri

**Pledge of Allegiance:**

The Pledge of Allegiance was led by Council President Jeffery L. Wright.

**Moment of Silence:**

A moment of silence was conducted by Mayor Thomas F. Acri.

Mayor Acri assumed Chair of the Reorganization Meeting of the Steelton Borough Council.

**Nomination and Appointment of Steelton Borough Council President:**

Mayor Acri opened the floor for nominations of Council members for Council President.

Mr. Albert nominated Jeffery L. Wright for the position of Council President.

Mayor Acri entertained additional nominations. No further nominations were offered.

With no further nominations offered, Mayor Acri closed the floor for nominations for Steelton Borough Council President.

On a motion by Mr. Albert, seconded by Ms. Marinko, Steelton Borough Council voted unanimously to appoint Councilman Jeffery L. Wright as Borough Council President.

**Nomination and Appointment of Steelton Borough Council Vice-President**

Mayor Acri opened the floor for nominations for Vice-President of Steelton Borough Council.

Mr. Wright nominated Councilperson Marcinko for Vice-President of Steelton Borough Council.

Mayor Acri entertained additional nominations for Vice-President of Steelton Borough Council.

No further nominations were offered.

Mayor Acri closed the floor for nominations for Vice-President.

Mayor Acri entertained a motion to approve the nomination of Councilperson Maria Marcinko for Steelton Borough Council Vice-President.

On a motion by Mr. Shaver, seconded by Mr. Albert, Council voted unanimously to appoint Ms. Marcinko Vice-President of Steelton Borough Council.

Mayor Acri turned the floor over to President Jeffery L. Wright

**Nominations and Appointment of Chairman Pro-Tem of Steelton Borough Council**

President Wright opened the floor to nominations for Chairman Pro-Tem of Steelton Borough Council.

Ms. Marcknko nominated Councilman Michael Albert for the position of Chairman Pro-Tem.

President Wright entertained additional nominees by Council for Chairman Pro-Tem.

No additional nominations were offered.

Mr. Wright closed the floor to nominations for Steelton Borough Council Chairman Pro-Tem.

Mr. Wright entertained a vote to appoint Councilman Michael Albert as Chairman Pro-Tem of Steelton Borough Council. Council voted unanimously to appoint Michael Albert as Chairman Pro-Tem of Steelton Borough Council.

**Nominations and Appointments of Steelton Borough Secretary-Treasurer; Steelton Borough Manager; Steelton Borough Assistant Secretary-Treasurer; Steelton Borough Solicitor; Steelton Borough Solicitor for Police Negotiations; Steelton Borough Solicitor for Non-Uniform Negotiations; Steelton Borough Engineer; Steelton Borough Police Chief; Steelton Borough Codes/Zoning/Planning Officer; Steelton Borough Superintendent of Water Filtration Plant and Lab; Steelton Borough Fire Chief; Steelton Borough First-Assistant Fire Chief; Steelton Borough Fire Battalion Chief; Steelton Borough Emergency Management Coordinator; and Independent Auditor for the Borough of Steelton.**

Mr. Shaver nominated Ms. Sara Gellatly as Steelton Borough Secretary-Treasurer and Steelton Borough Manager; Ms. Rosemarie L. Paul as Steelton Borough Assistant Secretary-Treasurer; Mr. Dave A. Wion as Steelton Borough Solicitor; Michael Miller as Steelton Borough Solicitor for Police Negotiations; Michael Miller as Steelton Borough Solicitor for Non-Uniform Negotiations; Robert Grubic, President of Herbert, Rowland and Grubic, Inc. as Steelton Borough Engineer; Scott Spangler as Steelton Borough Police Chief; Sylvia A. Brubacher as Steelton Borough Codes/Zoning/Planning Officer; Daniel P.

Scheitrum as Steelton Borough Superintendent of Water Filtration Plant and Lab; Stephen Brubacher, Sr. as Steelton Borough Fire Chief; Gene Vance as Steelton Borough First-Assistant Fire Chief; Matthew Mills as Steelton Borough battalion Chief; Timothy J. Lehman as Steelton Borough Emergency Management Coordinator; and Zelenkofske and Axelrod, LLC as Independent Auditor for the Borough of Steelton.

Mr. Albert made a motion to appoint all positions nominated by Mr. Shaver, seconded by Ms. Marcinko. Steelton Borough Council voted unanimously to approve the motion appointing the above to their respective positions.

**Appointment to Committees of Steelton Borough Council:**

Council President Wright announced appointments of Council members, the Mayor, and staff to the following committees of Steelton Borough Council:

**Fire and Ambulance Committee**

Mayor Acri – Chair

Mary Jo Szada – Vice Chair

Maria Marcinko

**Personnel Committee:**

Steven Shaver, Chair

Maria Marcinko, Vice-Chair

Michael Albert

Mayor Thomas Acri

**Police Negotiations Committee**

President Wright noted for the record that when a council member approaches him about taking a leadership position on a committee he does not have a problem stepping down to allow a council member to take on their desired leadership position.

Mayor Thomas Acri, Chair

Maria Marcinko, Vice-Chair

Brian Proctor

Steven Shaver

Sarah Gellatly, Manager

Scott Spangler, Police Chief

**Arcelor Mittal Committee:**

Mayor Thomas F. Acri, Chair

Jeffery L. Wright, Vice-Chair

Maria Marinko  
Denaë House  
Sarah Gellatly, Manager

**Public Works Committee:**

Mr. Wright noted that the Public Works Committee has a great chair that will appointed in Ms. Marcinko.

Maria Marcinko, Chair  
Michael Albert, Vice-Chair  
Brian Proctor  
Mayor Thomas F. Acri  
Sarah Gellatly, Manager

**Finance Committee:**

Mr. Wright announced that he will miss Mr. Raymond Spencer as chair of the Finance Committee and thanked him for the years that he has served as Steelton Borough Council Finance Committee Chair.

Maria Marcinko, Chair  
Jeffery L. Wright, Vice Chair  
Steven Shaver

**Community and Economic Development Committee:**

Mr. Wright announced that he does not have a chair for the committee named and will meet with senior staff to discuss who to appoint as Chair of the committee.

Denaë House  
Brian Proctor  
Maria Marcinko  
Mayor Thomas F. Acri  
Sarah Gellatly, Manager  
Sylvia Brubacher, Codes, Zoning and Planning Officer.

Mr. Wright then announced that within the next two weeks there will be a chair identified for the committee.

**Flood Plain Management and Insurance Committee:**

Steven Shaver, Chair  
Mary Jo Szada, Vice-Chair

Denae House

Dave Wion, Solicitor

Sylvia Brubacher, Codes, Zoning and Planning Officer

Sarah Gellatly, Manager

Mr. Wright entertained a motion for Council to approve his appointments to the standing committees of Steelton Borough Council as presented. Mr. Wright noted that while he has the authority to appoint the members of committees, he prefers to have Council's approval of his appointments.

Mr. Albert motioned to approve President Wright's appointments to Steelton Borough Council committees as presented, seconded by Mr. Shaver. Council voted unanimously to approve the motion.

President Wright then asked Council members to sit at the dais with him.

Mr. Wright clarified to those in attendance that Mr. Proctor is officially a Steelton Borough Council member.

#### **Adoption of Roberts Rules of Order, Edition Ten, as Official Parliamentary Procedure of Steelton Borough Council**

President Wright entertained a motion to adopt Roberts Rules of Order Tenth Edition as the official Parliamentary Procedure of Steelton Borough Council. Mr. Wright then announced that the position of Council President is to facilitate meetings and has no more rights than any other sitting member of Council.

Mr. Albert motioned to adopt Roberts Rules of Order Tenth Edition as the official rules governing parliamentary procedure for Steelton Borough Council, seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Mr. Wright announced that Council had four more appointees to consider. Mr. Wright then handed the floor over to Ms. Marcinko.

Ms. Marcinko made a motion to nominate Ms. Patricia Hindenmyer as chair of the Steelton Borough Council Vacancy Board for a term of one year, seconded by Mr. Shaver.

Ms. Marcinko made a motion to nominate Mr. Dennis Heefner as Chair of the Steelton Borough Planning Commission, seconded by Mr. Shaver.

Ms. Marcinko made a motion to nominate Ms. Robin Kissler as Chair of the Steelton Zoning Hearing Board for a term of two years.

Ms. Marcinko made a motion to nominate Mayor Thomas F. Acri and Mr. Alan Ausman to the Steelton Borough Authority (Water Authority), seconded by Mr. Shaver.

Ms. Marcinko made a motion to nominate Mr. Steven Shaver to the Pinnacle Life Team Board, seconded by Mr. Wright.

Council voted unanimously to approve all five motions made by Ms. Marcinko and seconded by Mr. Shaver through one affirmative vote.

**Audience Participation:**

Mr. Wright opened the floor for public comment and noted that Council will have to go into Executive Session later in the meeting. Mr. Wright asked members of the public to state their name and address for the record and entertained comments and questions.

No members of the public offered comments.

With no comments offered, Mr. Wright asked for Mr. Raymond Spencer to come to the microphone.

**Recognition of Mr. Raymond Spencer for His Service to Steelton Borough as a Member of Council and the Steelton Borough Authority**

Mr. Wright presented Mr. Spencer with a plaque recognizing his contributions to Steelton Borough as a member of Council and a member of the Steelton Borough Authority. Mayor Acri offered comments thanking Mr. Spencer and recognizing him for his contributions.

Mr. Spencer remarked that it has been a labor of love for him and that he is glad to see young people getting involved with Council. Mr. Spencer noted that he would like to continue to help the Borough in the economic development arena and noted that the borough needs to work on engaging the community to continue to build and grow the borough.

**Council Concerns:**

Mr. Wright opened the floor for Council concerns starting with newly elected Councilman Brian Proctor. Council members offered the following concerns and comments:

**Mr. Proctor:** Mr. Proctor stated that he did not have concerns to offer at this time.

**Ms. House:** Ms. House offered no comments or concerns.

**Mr. Albert:** Mr. Albert welcomed Mr. Proctor to Council and reiterated Mr. Spencer's remarks about having young residents like Mr. Proctor engaged on borough council. Mr. Albert stated that Mr. Proctor's heart is in the right place and has given many hours to the community by officiating athletic events for free.

**Mr. Shaver:** Mr. Shaver congratulated the new members of Council. Mr. Shaver stated that he looked forward to working with everyone on Council.

**Ms. Marcinko:** Ms. Marcinko thanked Mr. Spencer for his work and recognized the things he has done for the borough of the last four years. Ms. Marcinko expressed her hope that Mr. Spencer will continue to be involved with the borough and lend his expertise, experience and knowledge.

Ms. Marcinko stated that she looks forward to working with Mr. Proctor and noted that he has great ideas and will learn something new every day like she has.

Ms. Marcinko thanked constituents for their support and patience with Borough Council. She noted that being a councilperson is not an easy job and thanked her family for their support.

Ms. Marcinko congratulated Mr. Wright on his appointment as President and congratulated Mayor Acri on his election.

**Mayor Acri:** Mayor Acri thanked the public and his family for supporting him as Mayor. Mayor Acri thanked his wife for supporting him while he puts hours in attending borough affairs. Mayor Acri

welcomed Mr. Proctor and stated that more young residents need to run for positions on Council. Mayor Acri stated that things must start to get accomplished. Mayor Acri stated that the downtown of Steelton needs to be a priority and it needs to be cleaned up.

**Ms. Gellatly:** Ms. Gellatly welcomed Mr. Proctor to Council.

**Chief Brubacher:** Chief Brubacher thanked Council, staff and the Mayor for their support in his first year as Fire Chief and stated that he looks forward to continuing to work with everyone.

**Chief Spangler:** Chief Spangler congratulated all members of Council, the Mayor, and all appointed positions.

**Mr. Wright:** Mr. Wright stated that this meeting marks the start of his fifth term on Council. He noted that it is not an easy job being a council member but that he loves Steelton. Mr. Wright stated that he promised his son that he would try and do the best he can as a councilperson for him and every child in Steelton. Mr. Wright said that he does not want Council members to wait four years to start looking for younger residents to replace him when he leaves council.

Mr. Wright stated that even though he was not born and raised in Steelton, from day one he was a Steeltonian. He noted that Council commits their time because they love Steelton.

Mr. Wright noted, again, that he will make the appointment of a chairperson to the Neighborhood and Economic Development Committee.

Mr. Wright reiterated that he wants to give every member of Council the chance to do what they have a passion for. He stated that Council is open and leadership/officers on Council do not have any special rights over rank and file members of Council.

#### **Executive Session:**

Mr. Shaver made a motion to recess into Executive Session at 7:06pm. The motion was seconded by Ms. House. Council voted unanimously to approve the motion.

#### **Return to Session:**

Steelton Borough Council returned from Executive Session at 7:11 pm.

#### **Adjournment:**

On a motion by Mr. Shaver, seconded by Ms. Marcinko, Steelton Borough Council voted unanimously to adjourn at 7:12 pm.





**Borough of Steelton  
Council Agenda  
February 3, 2014**

Mr. Wion

Ordinance No. 2014 – 1: No parking zones on both sides of Bridge Alley between 2<sup>nd</sup> Street and 4<sup>th</sup> Street

**AUDIENCE PARTICIPATION:**

**COUNCIL’S CONCERNS:**

**EXECUTIVE SESSION:**

**OTHER BUSINESS:**

**ADJOURNMENT:**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert  
Maria Marcinko  
Brian Proctor  
Jeffrey Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Chief Spangler

Absent:

Denae House  
Steve Shaver  
MaryJo Szada

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:** There were no executive sessions held between meetings.

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Albert to approve the schedules, seconded by Ms. Marcinko and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Mr. Proctor and approved unanimously by all present.

**Fire and Ambulance**  
**Police**  
**Public Works**

**Codes Enforcement**

**NEDC Committee**

**Mayor's Report** – Reminder; anyone going to the workshop at 6:30 on Thursday can meet here at 6:00 and we will car pool to Lower Swatara.

**Borough Manager's Report**

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

**Borough Manager, Sara Gellatly – Engineering Activities December 12, 2013 through January 16, 2014**

Mr. Cichy was unable to attend this meeting. Ms. Gellatly provided a brief overview of his report.

Project No. 1337.0032 (Engineering Retainer) The Borough did receive two CDBG Disaster Recovery Grants. The first award is for \$659,000 for the Sanitary Sewer System Inspection and Cleaning project. The second award is for \$745,000 for the Storm Sewer System Inspection and Cleaning project. We have been notified that the other two Disaster Recovery Grants we applied for have been approved. One is for the Water Plant for a generator and the other one is for sewer grinders.

Project No. 1337.0459 (Borough Building Roof Replacement) The installation of the new roof has been completed. The warranty inspection was completed and approved. There were a few small change orders associated with this project. A motion was made to approve Change Order No. 1 and Change Order No. 2 by Ms. Marcinko, seconded by Mr. Albert and approved unanimously by all present.

Ms. Gellatly reported that we are still waiting to hear back to see if we received any gaming money.

Project No. 1337.0461 (Adams Street Townhomes Revised Plans) – Mr. Ray Spencer and Ms. Gellatly worked on a Grant through DCED requesting \$300,000 and are waiting to hear back.

**COMMUNICATION:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Mr. Wion, Release of Felton Lofts Improvement Guarantee** – Mr. Wion explained that when we have a subdivision and land development plan, such as that submitted by Felton Lofts project, there are, what are categorized as public improvements as part of the project. Felton Lofts had to, as the Law and Borough Code requires, provide the Borough with an Improvement Guarantee. The Improvement Guarantee Agreement, guarantees that if they do not complete those improvements as defined in the project, the money is available for the Borough to draw down to make sure they are completed. HRG recommended the Improvement Guarantee be released in full based upon their calculations. They are also recommending a Maintenance Security in the amount of \$6,811.13 to guarantee the structural integrity as well as function of public improvements for an 18-month period. Mr. Wion recommended that the Council agree to release the full Improvement Guarantee once they have provided the Maintenance bond or letter of credit in the amount of \$6,811.13 to guarantee the structural integrity and function of public improvements. A motion was made by Mr. Albert to release the full Improvement Guarantee once the Maintenance bond of \$6,811.13 has been obtained, seconded by Mr. Proctor and approved unanimously by all present.

**Ms. Gellatly – Resignation of Officer David McCahan and Officer Marchand Pendelton** – President Wright requested a motion to accept the resignations of Officer David McCahan and Officer Marchand Pendelton. A motion was made by Mr. Albert to accept the resignations, second by Mr. Proctor and approved unanimously by all present.

**Mr. Wion – Ordinance No. 215 -1: No Parking Zones on both sides of Bridge Alley between 2<sup>nd</sup> Street and 4<sup>th</sup> Street** – Mr. Wion stated that when you normally deal with the recommendation through traffic studies done by your police, or other recommendations in regard to your vehicle and traffic requirements in the borough, you do that initially by resolution. We have in fact passed a resolution and we test whether or not the action that you are taking is appropriate. Then after six months they are all gathered together and we then adopt an Ordinance, which makes them binding in the Borough. Ordinance No. 2014-1 is the Ordinance that collects everything that you have done in the last six months in regards to vehicle and traffic, which happens to be only Bridge Alley No Parking between 2<sup>nd</sup> and 4<sup>th</sup> streets. A motion was made by Ms. Marcinko to approve Ordinance No. 2014-1, second by Mr. Albert and approved unanimously by all present.

**Ms. Marcinko** – Ms. Marcinko reported that she was contacted by Terrance Slade regarding a Foundation that he has started, The Teddy Slade Foundation Against Gun Violence. Mr. Slade did write a letter to the Borough Manager. He met with Ms. Marcinko and Chief Spangler. Mr. Slade wants to have a March Against Gun Violence on March 15<sup>th</sup> at 11:00 from the William Howard Day Cemetery to near Borough Hall. He is asking for permission and the Borough's support for the police to protect the people who are walking. A motion was made by Mr. Proctor to approve the March Against Gun Violence on March 15<sup>th</sup>, second by Mr. Albert and approved unanimously by all present.

**Mr. Wright** - Mr. Wright reported that Jordan Hill who plays for the Seattle Seahawks will be visiting Steelton and they would like to have a parade in his honor. The NECD Committee will coordinate honoring Mr. Hill.

**AUDIENCE PARTICIPATION:**

None

**COUNCIL'S CONCERNS:**

There were no Council Concerns.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Ms. Marcinko, the meeting adjourned at 6:45 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary



**Borough of Steelton  
Council Agenda  
February 18, 2014**

Borough Manager

Approval of hiring Highway Laborer Employee

Borough Manager

Approval of Matt O’Keefe’s resignation from the Civil Service Commission and Water Authority

Borough Manager

Appointment of Allan Ausman to the Water Authority till December 31, 2014.

**AUDIENCE PARTICIPATION:**

**COUNCIL’S CONCERNS:**

**EXECUTIVE SESSION:** Borough Manager and Mr. Wion are requesting an executive session for: (1) personnel issues involving Officer Crawford, Officer Shaub and Officer Cuckovic, (2) Ted Russ Proof of Claim in Bankruptcy (3) City of Harrisburg Escrow and Settlement Release of Sewer Funds and (4) Litigation tax assessment appeal, Steelton Walnut LP.

**OTHER BUSINESS:**

**ADJOURNMENT:**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Maria Marcinko  
Brian Proctor  
Steve Shaver  
MaryJo Szada  
Jeffrey Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Chief Spangler

Absent:

Michael Albert  
Denae House

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:** There were no executive sessions held between meetings.

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Shaver to approve the schedules, seconded by Mr. Proctor and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Shaver to approve the department reports, seconded by Mr. Proctor and approved unanimously by all present.

**Fire and Ambulance**

**Police –**

**Public Works** – Ms. Marcinko reported that the Public Works has done an excellent job over the last couple of weeks. Ms. Marcinko made comments regarding the recent snow storms.

**Codes Enforcement**

**Water Filtration Plant**

**Borough Manager's Report**

**Mayor's Report** – Mayor Acri reminded everyone of the Intergovernmental Meeting on February 27<sup>th</sup> at the Borough at 7:00 p.m.

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

Pastor Daryl Taylor, 219 Locust Street - Commented that the Borough did a great job with the snow removal.

**PRESENTATIONS:****Matt Cichy, HRG – Engineering Activities January 16, 2014 through February 13, 2014**

Project No. 1337.0032 (Engineering Retainer) HRG congratulated the Borough on their award of a third application submitted for Community Development Block Grants through the Disaster Recovery program associated with Tropical Storm Lee. This award is for \$575,000 for the installation of new sewage grinders with remotely located motors above the 100 year flood plain at the Borough's three sanitary sewer pump stations.

HRG has begun preparing the annual Chapter 94 wasteload management report that must be submitted to the Harrisburg Authority for inclusion in their report submission to DEP.

Project No. 1337.0430 (Blueberry Alley Storm Sewer Replacement) We have updated the design of the of the storm sewer piping to account for the additional flow from 4<sup>th</sup> Street.

Project No. 1337.0462 (Washington Street Storm Sewer Replacement) We have completed preliminary design of the storm sewer replacement on Washington Street. Through coordination with utility companies, it was discovered that a 12" UGI gas main extends along South River Alley. We have a meeting set up with the Borough Manager and staff to review the plans for the completion of test holes to verify existing utility locations.

Project No. 1337.0459 (Borough Building Roof Replacement) – This project has been completed.

**Dennis Heefner – COG Update** – Mr. Heefner provided an update on the February 17, 2015 COG meeting. One of the projects we are working on passing through legislation is that when we go for advertisement is to advertise online instead of in the newspaper. The other item discussed was Act 89. Nathan Spade, Executive Director for Transportation from the Senate, he provided a state overview of the \$2 billion Multi-Modal Funding program. We will receive an increase of 68% for liquid fuels over the next five years. Money will be available through matching funds for street repairs, sidewalk repairs, lighting, etc. They will also be setting aside money for projects associated with low volume roads (any road that 500 or less vehicles travel per day). County Commissioners will be permitted to charge \$5 per vehicle registration. They did not indicate when this would start.

**COMMUNICATION:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Mr. Wion, MOU between Steelton Borough and Dauphin County Conservation District –** Mr. Wion explained that the Dauphin County Conservation District provided, again, their Memorandum of Understanding which deals with five areas in where the District works with and for the Borough in regards to provision of services. The five areas are: Erosion and Sediment Pollution Control, Agricultural Security Areas, Municipal Separate Storm Sewer Systems, General Conservation – Wise uses and Proper Management of our Natural Resources, and West Nile Virus Control Program. A motion was made by Mr. Shaver to approve the MOU between the Borough and Dauphin County Conservation District, seconded by Ms. Szada and approved unanimously by all present.

**Ms. Gellatly – Approval of hiring Highway Laborer Employee –** Ms. Gellatly stated that the Personnel Committee requested approval of the hiring of Keith Miller at the rate of \$11.50 per hour plus an additional \$.20 per hour because he has a CDL license to start March 6, 2014. A motion was made by Ms. Marcinko to approve the hiring, second by Mr. Proctor and approved unanimously by all present.

**Ms. Gellatly – Approval of Matt O’Keefe’s resignation from the Civil Service Commission and Water Authority –** Ms. Gellatly advised that Matt O’Keefe has submitted his letter of resignation from the Civil Service Commission and the Water Authority. Mr. Shaver requested that the Borough Manager send Mr. O’Keefe a letter of thanks for his years of service. A motion was made by Mr. Shaver to accept the resignation, second by Ms. Szada and approved unanimously by all present.

**Ms. Gellatly – Appointment of Allan Ausman to the Water Authority until December 31, 2014 –** Ms. Gellatly advised that the Water Authority requested approval of the appointment of Allan Ausman to finish the term of Matt O’Keefe, due to his resignation. A motion was made by Ms. Marcinko to approve the appointment of Allan Ausman to the Water Authority until December 31, 2014, second by Mr. Proctor and approved unanimously by all present.

**AUDIENCE PARTICIPATION:**

**Ahmed Mohamed, Landlord of 164 N. 2<sup>nd</sup> Street** – Requested the Council waive \$200 from water bill due to pipes freezing and tenant not paying water bill. Mr. Mohamed was instructed that he must speak with the Water Authority regarding this item.

**Markis Millberry, 100 S. 4<sup>th</sup> Street** – Asked why the minutes have not been added to the Borough's website. It was explained that the Borough Manager is overwhelmed with work at this time.

**Natasha Woods, 181 S. Front Street** – Asked about the dates of the school board quarterly meetings

**Pastor Taylor, 219 Locust Street** – stated that Messiah College and HACC could probably assist the Borough with their website through their internship programs.

Mr. Wright requested that anyone who has any ideas or suggestions for the Community Economic Development Committee please come to that meeting.

#### **COUNCIL'S CONCERNS:**

**Mr. Shaver** – Advised that he and Mayor Acri attended the Dauphin/Lebanon Borough's Association meeting. We received a \$25.00 gift certificate for training. Mr. Shaver also advised that he attended the Dauphin County Commissioners seminar for elected officials.

**Ms. Marcinko** – Spoke about the article in the paper regarding Arcelormittal receiving \$11 million investment. She advised that Ms. Gellatly, Mayor Acri and herself met with the Steelton Highspire Railroad several weeks ago and were informed of this item. Ms. Marcinko attended a Grant Writing Seminar and met with Patty Kim regarding Act 89.

**Executive Session** – Mr. Wright advised that Council would be recessing into Executive Session to discuss personnel issues. Mr. Wright thanked everyone for coming out to the meeting.

#### **ADJOURNMENT:**

There being no other business before Council, on a motion made by Ms. Marcinko, seconded by Mr. Proctor, the meeting adjourned at 7:22 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary



**Borough of Steelton  
Council Agenda  
March 17, 2014**

Borough Manger

Appointment of Anne Venesevich to the Civil Service Commission

Mr. Wion

Resolution approving the agreement between Steelton Borough and PPL Electric Utilities in regards to Streetscape Phase 2

Mr. Wion

Municipal Retirement Trust Chief Administrative Officer Resolution

**AUDIENCE PARTICIPATION:**

**COUNCIL'S CONCERNS:**

**EXECUTIVE SESSION:** Borough Manager is requesting an executive session for personnel issues involving a Police Department disciplinary matter, Water Department issue and Zoning Hearing Board issue.

**OTHER BUSINESS:**

**ADJOURNMENT:**

Minutes of the Steelton Borough Council  
March 17, 2014 Meeting

**Call Meeting to Order:**

The meeting of Steelton Borough Council, held at the Steelton Borough Municipal Building, was called to order at 6:30 pm by Council President Jeffery L. Wright.

**Officials Present:**

Jeffery L. Wright	President
Maria Marcinko	Vice President
Michael Albert	Pro Tem
Steven Shaver	Councilperson
Mary Jo Szada	Councilperson
Thomas F. Acri	Mayor
David Wion	Solicitor
Sara Gellatly	Borough Manager
Scott Spangler	Police Chief
Matthew Cichy	Herbert, Rowland and Grubic, Inc.

**Officials Absent:**

Denae House, Councilperson

**Pledge of Allegiance:**

The Pledge of Allegiance was conducted by Council President Jeffery L. Wright

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Sessions Held Between Meetings:**

Councilman Wright announced that no Executive Sessions were conducted between Steelton Borough Council meetings.

**Approval of Meeting Minutes:**

No minutes were presented to Council for approval at this meeting.

**Approval of Department Reports:**

Councilman Wright opened the floor to Council, the Mayor, and Borough staff present at the meeting to ask any questions or make comments about the Department Reports as presented to Council for approval. The following written or oral reports were presented to Council for consideration:

- Fire and Ambulance Report
- Police Report
- Public Works Report
- Code Enforcement Report
- Borough Manager's Report
- Mayor's Report

Ms. Marcinko asked if Mr. Shaver can clarify with Mr. John Logan of Pinnacle Life Team if they can place a column on their monthly Ambulance Report to determine if a response was a basic life support (BLS) or advanced life support (ALS) call. Ms. Marcinko stated that the reason for her question is that the lengths of each call vary and she would like to see if the longer lasting call times are BLS or ALS

responses. Mr. Shaver stated that he will check with Mr. Logan about adding the ALS/BLS column to the Pinnacle Life Team Report.

Ms. Marcinko then asked about the Codes Enforcement monthly report. Ms. Marcinko asked Ms. Gellatly why names were taken off the Codes Enforcement Citation Report. Ms. Gellatly responded that she was not aware of the fact that names were taken off the report and will get an answer to Council.

Mr. Shaver said he would like to see the Codes Citation Report given to Council quarterly, rather than monthly, as he believes it is not administratively efficient to compile the report every month. Ms. Marcinko added that there is old citation data that is left on the report that could be removed. Specifically, paid citations that are on the report do not need to be reported to Council if they are satisfied. Mr. Wright asked the Borough Manager, Ms. Gellately, to work with the Codes Office to streamline the report and determine why names are not on the citation report.

Mr. Wright entertained further questions on Department Reports.

Mr. Shaver stated that he is still in the process of sending his resume to Pinnacle Life Team, as Mr. Shaver sits on the Life Team Board of Directors as a representative from the Borough of Steelton. Mr. Shaver said there was confusion about whether he should be sending a resume of application to Pinnacle Life Team. Mr. Shaver is clearing up the confusion with Pinnacle Life Team.

Mr. Wright entertained any additional questions or comments from council members on Departmental Reports. No questions or comments were offered.

Mr. Wright asked Ms. Gellately if she had anything to offer as part of the Borough Manager's Report. Ms. Gellately replied that she does not have any reports to offer to Council.

Mr. Wright then asked Mayor Acri to provide the Mayor's Report to Council. Mayor Acri informed Council that on Saturday, March 15 he participated in a Mayors Against Illegal Handguns Rally. Mayor Acri said there was a great turnout for the event and that Mayors Against Illegal Handguns solicited donations at the event that went to Dauphin County Crimestoppers. Mr. Acri reported that \$375.21 was collected at the event for Dauphin County Crimestoppers. The donation was tallied at Steelton Borough and Ms. Gellately deposited the money. Ms. Gellately will cut a check to Dauphin County Crimestoppers in the aforementioned amount. Mayor Acri thanked everyone that participated in the event.

Mayor Acri asked Council to make a note that on May 24, 2014 there will be a Veteran's Day Celebration at Midland Cemetery at 1:00 pm. Mayor Acri welcomed Council and members of the audience to attend the ceremony as well as offer remarks. Mayor Acri asked anyone interested in offering remarks at the event to contact Ms. Barbara Barksdale from Friends of Midland Cemetery.

Mayor Acri offered one final item noting that he will be swearing in Mr. Kyle Brown as a part-time Steelton Borough Police Officer if he is approved later in the Council meeting.

With no further comments or questions regarding Department Reports, Mr. Wright entertained a motion to approve Department Reports as presented to Council.

Mr. Albert motioned to approve the Department Reports as presented to Council, seconded by Mr. Proctor. Council voted unanimously to approve the Department Reports as presented.

**Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for September 2015:**

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change order as presented to Council. Mr. Shaver motioned to approve the schedules of billing, requisitions, and change orders as presented, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

**Public Comment on Agenda Items:**

Councilman Wright opened the floor to public comments on agenda items only. Mr. Wright also pointed out to members of the public that agendas were available for their review and were sitting on the podium next to the entrance of Council Chambers.

No members of the public offered comments.

**Presentations:**

**Mr. Matthew Cichy – Herbert, Rowland, and Grubic, Inc – Report on Engineering Activities February 13, 2014 through March 14, 2014**

Mr. Wright opened the floor to Mr. Cichy, the representative of the borough engineer to provide a report on engineering activities and projects over the previous month.

Mr. Cichy highlighted a number of items from the written report submitted to Council prior to the meeting.

Mr. Cichy reported the HRG, Inc. has completed preparation of the Chapter 94 report and has submitted it to the Harrisburg Authority for their inclusion. The Chapter 94 report is an annual support that is submitted to DEP and documents the wastewater flows into the Harrisburg Authority's wastewater treatment system.

Mr. Cichy then reported on the Blueberry Alley/Washington Street Storm Sewer Replacement Project. Mr. Cichy noted that over the past month HRG, Inc. has meeting with borough staff to review the drawings for the project and have coordinated completion of test holes by the public works staff. The test holes will show existing utilities in order to allow the proper placement of the new storm sewer facilities. Mr. Cichy stated that because of the recent cold weather, test holes could not be drilled due to freezing temperatures. Once the weather warms up, the test holes will be worked on. Once the test holes are in place and HRG, Inc. has the utility information they will revise their project drawings and prepare them for bid purposes.

Mr. Cichy reported on the East End Sewer Separation Project, specifically regarding the PENNVEST Loan and reimbursements. Mr. Cichy stated that the PENNVEST loan for the project has been closed out and, with that, PENNVEST has released the holdback funds for design on the project in the amount of approximately \$19,000. The funds have been received by the Borough. Mr. Cichy noted that the total amount of the loan taken out through PENNVEST is approximately \$4.37 million. The Borough should have received a revised amortization schedule showing the new principal and interest payments on the loan based on the closing figures.

Mr. Cichy reported on the Front Street Phase II Streetscape Project. Mr. Cichy stated that the contractor on the project is coordinating the location to place a project trailer. A meeting was held on Friday, March 14 on the project with the contractor. At that meeting, the contractor informed HRG, Inc. and the borough that they are pushing back the start of the project until mid-April due to the weather.

Mr. Cichy stated that he had no further items and entertained questions from members of Council.

Mr. Wright asked Council if there were any questions for Mr. Cichy.

No questions or comments were offered by Council.

**Communications:**

Mr. Wright announced that no communications were presented to Council for consideration at this meeting.

**Unfinished Business:**

Mr. Wright announced that there is no unfinished business on the agenda for consideration by Council at this meeting.

**New Business:**

**Approval to Hire Mr. Kyle Brown as a Part-time Police Officer for Steelton Borough**

Mr. Wright entertained a motion to approve Mr. Brown as a part-time police officer for the Borough of Steelton.

Ms. Gellatly stated that she believes it is important to notify the public of Mr. Brown's starting rate. Mr. Gellatly stated that Mr. Brown will earn \$18.95 per hour in his position.

Ms. Marcinko made a motion to approve the hire of Mr. Kyle Brown as a part-time police officer in the Steelton Borough Police Department at a rate of \$18.95 per hour. Mr. Shaver seconded the motion.

Mr. Wright entertained any questions on the motion. No questions were offered.

With no further questions on the motion, Council voted unanimously to approve Mr. Kyle Brown's hire as a part-time police officer for the Borough of Steelton at a rate of \$18.95 per hour.

**Mayor Acri – Oath of Office for Mr. Kyle Brown**

Following the vote to hire Mr. Kyle Brown as a part-time Steelton Borough Police Officer, Mayor Acri administered the Oath of Office to Mr. Brown, who was present and completed the Oath of Office.

Mr. Wright offered congratulation to Mr. Kyle Brown and offered the Borough's assistance in anything that he may need.

**Appointment of Anne Venesevich to the Civil Service Commission**

Ms. Gellatly noted that Ms. Venesevich would be replacing Mr. Matt O'Keefe. Ms. Venesevich's term will expire on December 31, 2014.

Mr. Wright entertained a motion which was made by Councilman Albert and seconded by Councilman Shaver. The motion passed unanimously to appoint Ms. Anne Venesevich to the Civil Service Commission.

**Resolution approving the agreement between Steelton Borough and PPL Electric Utilities in regards to Streetscape Phase 2**

Mr. Wion shared that PPL would install a number of street lights. The agreement dictates the terms under which PPL will provide the streetlights. PPL will be removing nineteen and installing 52 lamps in locations which the Borough selects. The Borough also paid PPL \$95,056.00 in costs for outlets and the rate schedule that applies. This is part of funding for the project that the Borough receives as part of Streetscape #2. The agreement indicates that if additional lamps are needed, then PPL will supply them

and the contract will continue ten years. This agreement supersedes the agreement dated December 19<sup>th</sup>. The resolution for consideration is 2014-R-1.

Councilman Shaver made a motion to approve the resolution. Councilwoman Marcinko seconded the motion. The motion carried unanimously.

### **Municipal Retirement Trust Chief Administrative Officer Resolution**

Mr. Wion noted Act 205 of 1984 sets the actuarial requirements that the actuary performs in regard to the Municipal Pension Plan Funding Standard and Recovery Act which requires that pension reports be prepared under the supervision of the chief administrative officer of the municipality. In order to comply with the act, we are again appointing the Borough Secretary as the Chief Administrative Officer of the Police and Non Uniform pension plans for the purposes of certifying the minimum municipal obligation and any other administrative duties are necessary under the Act. The resolution for consideration is 2014-R-2.

Councilman Albert made a motion to approve the resolution and Councilwoman Marcinko seconded the motion. The motion carried unanimously.

### **Audience Participation:**

Mr. Powell 321 Lebanon Street

Mr. Powell asked about \$18,000 in grant funding from last year and where it has gone. Mr. Wright asked him to clarify at what time in the year to learn what money he was referring to. Council discussed whether Mr. Powell may have been referring to Community Development Block Grant money which was in the amount of \$18,000 dollars allocated for the beautification project. Mr. Powell questioned whether the money was spent, which it was not. Council clarified how the money is appropriated through the County CDBG program. Mr. Powell shared that he often hears about other municipalities receiving dollars but not the Borough of Steelton. At that time Councilman Wright asked Ms. Gellatly to clarify information relating to recent awarded grants. Ms. Gellatly shared that the Borough recently received three CDBG grants to prevent flood damage and Dauphin County Local Share (Gaming Grant) dollars to work on the Adams Street Project. President Wright shared that grant dollars are coming into the borough.

### **Council Concerns:**

No concerns were shared by Council members, Mr. Wion, or Ms. Gellatly. Chief Spangler gave a second reminder that April 7-November 14 that the street cleaner will be around and tickets will be issued. March 24-April 4 warnings will be given but after that two week period tickets will be issued.

President Wright expressed appreciation for the residents that were present for the swearing-in.

### **Executive Session**

President Wright shared that Council would move into executive session at 7:00 p.m. for personnel issues involving police and disciplinary matters as well as water and zoning board hearing issues. Councilman Albert made a motion to move into Executive Session which was seconded by Councilwoman Marcinko and carried unanimously.

### **Return to Session**

On a motion by Mr. Proctor seconded by Ms. Marcinko, Council returned to regular session at 8:22 p.m.

**Other Business:**

**Termination of Mr. Dan Scheitrum as Superintendent of Steelton Water Filtration Plant and Lab**

Mr. Wright entertained a motion to terminate Mr. Dan Scheitrum as Superintendent of Steelton Water Filtration Plant and Lab. This decision is in concert with the Steelton Borough Authority who met on March 6, 2014, and recommended his termination. On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to terminate Mr. Scheitrum effective 8:22 p.m. on March 17, 2014.

**Approval to Advertise for Part-Time Parking Enforcement Officer Position**

Mr. Wright entertained a motion to allow Ms. Gellatly to advertise for a Parking Enforcement Officer position. Ms. Marcinko made a motion to allow Ms. Gellatly to advertise for a part-time Parking Enforcement Officer positions, seconded by Mr. Shaver. Council voted unanimously to approve the decision.

**Approval to Advertise for Part-Time Property Maintenance Officer Position**

Mr. Wright entertained a motion to allow Ms. Gellatly to advertise for a Part-Time Property Maintenance Enforcement Officer position. Mr. Shaver made a motion to allow Ms. Gellatly to advertise for the Part-Time Property Maintenance Enforcement Officer position. The motion was seconded by Mr. Proctor. Council voted unanimously to approve the motion.

**Adjournment:**

With no other business before Council, Mr. Wright entertained a motion to adjourn the meeting of Steelton Borough Council. Mr. Shaver made a motion to adjourn, seconded by Mr. Proctor. The meeting of Steelton Borough Council adjourned at 8:27pm,





**Borough of Steelton  
Council Agenda  
April 7, 2014**

**AUDIENCE PARTICIPATION:**

**COUNCIL'S CONCERNS:**

**EXECUTIVE SESSION:**

**OTHER BUSINESS:**

**ADJOURNMENT:**

**Steelton Borough Council Meeting  
April 7, 2014**

In Attendance:

Michael Albert  
Denae House  
Maria Marcinko  
MaryJo Szada  
Jeffery Wright  
Brian Proctor

Mayor Thomas Acri  
Sara Gellatly, Borough Manager  
David A. Wion, Solicitor  
Ken Klinepeter  
John King, Police Chief  
Sylvie Brubacher

Absent:

Steve Shaver

**CALL TO ORDER**

The regular scheduled meeting of Steelton Borough Council was called to order at 6:30 p.m. by Council President Jeffery Wright. The pledge of allegiance was led by Mayor Thomas Acri and followed by a moment of silence.

**EXECUTIVE SESSIONS BETWEEN MEETINGS**

President Wright announced that there were no executive sessions held between meetings.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

There were no comments on agenda items.

**PRESENTATIONS**

No presentations took place.

**COMMUNICATIONS**

*Officer Scott Schaeffer, Approval to seek the possibility for opening a soup kitchen.*

President Wright indicated that this was approved for Council's consideration at the Police Committee meeting, and then entertained a motion.

A motion was made by Councilwoman Marcinko to allow Officer Schaeffer to work with Reverend Scott at the Trinity Lutheran Church to open a soup kitchen. It will be staffed by fellow officers and any elected official or Borough employee that would like to help, as well as members of the church congregation.

The motion was seconded by Councilman Proctor to seek approval for opening a soup kitchen.

The motion carried unanimously.

## **UNFINISHED BUSINESS**

### *Friends of Midland, Request for donation*

President Wright indicated that this donation has been approved in prior years and that it is a budgeted item for which the Borough has budgeted \$450.00.

A motion was made by Councilman Albert and seconded by Councilwoman Szada to approve a donation of \$450.00 to Friend of Midland. The motion carried unanimously.

## **NEW BUSINESS:**

### *Borough Manager, Hiring of Mr. James Souder as Parking Enforcement Officer*

Ms. Gellatly indicated that this week the Police Committee met to hire the part-time parking enforcement officer who will be responsible for monitoring cars and ensuring that they are not in the way of the street sweeper. The position will pay \$10.00 an hour, for 24 hours a week, for 26 weeks. The individual is James Souder and his employment is effective tomorrow, April 8, 2014.

A motion was made by Councilman Proctor and seconded by Councilwoman Marcinko to hire Mr. James Souder as a parking enforcement officer during the street sweeping season. The motion carried unanimously.

### *Borough Manager, Approval to accept the Resignation of Police Chief Scott Spangler from the Steelton Police Department*

Ms. Gellatly shared that Chief Spangler sent a resignation letter to the Borough dated April 1, 2014. The retirement date would be effective March 25, 2014.

President Wright entertained a motion to accept the resignation of Police Chief Scott Spangler. A motion was made by Councilman Proctor and seconded by Councilman Albert. The motion carried unanimously.

## **AUDIENCE PARTICIPATION:**

### *Charlie Lawson – 401 Columbia Street*

Mr. Lawson has been a resident of Steelton for 74 years. Mr. Lawson indicated that he was present in regards to the water department problem. Mr. Lawson indicated that he witnessed, in the past year and a half, that eight of his friends passed away on one block. The individuals that are not deceased are on dialysis. Mr. Lawson indicated a number of individuals currently on dialysis.

Mr. Lawson shared that the only reason he was standing before Council is because he saved

money and was seen at Hershey Medical Center. Mr. Lawson indicated that Hershey medical Center couldn't help him and therefore he went to Baltimore Washington. Mr. Lawson shared that he understands that not everyone can afford this option but insisted that the only thing that saved him was John Hopkins Hospital and undergoing experimental surgery to ensure the absence of parasites.

Mr. Lawson shared that the water killed his dog. Mr. Lawson indicated that his nephew, who is eighteen, is sick as well a number of other individuals who are deceased.

Mr. Lawson shared that parasites infested his intestines and gall bladder and almost killed him. Mr. Lawson indicated that he lost 50lbs and is sick every day.

Mr. Lawson shared that his neighbor has sewage backing up in his basement from other people's houses. When someone came to fix the issue, they put a sewer pipe in the man's front yard and it is sticking straight up. The issue us causing sewage to back up in his basement every time. Mr. Lawson shared that he watched his neighbor transform from a healthy man to someone who must wear diapers.

Mr. Lawson stated that his whole block has been decimated and it ridiculous. Mr. Lawson shared that although he understands not everyone has the time or ability to seek help, there are individuals that can help. Mr. Lawson shared that individuals' doctors don't know to look for bacteria because they assume that the water department has the correct amount of chemicals and the proper equipment to treat the water. Mr. Lawson shared that he was unaware if the water department equipment is up to date.

Mr. Lawson stated that the Borough need individuals with technical knowledge. Mr. Lawson stated that there was no way of telling whether the man that was terminated had any chemical engineering or a background to know how much chlorine needed to be added to the water that's pumped into our house every day.

Mr. Lawson shared that the doctors indicated that he has a disease and his life expectancy may be two years. Mr. Lawson stated that it is a shame that something like this is allowed to just kill the public like this. Mr. Lawson shared his frustration that he read in the newspaper yesterday that the Mayor indicated that the issue would not be addressed at this meeting.

Mr. Lawson shared the situation at the Mayor's residence is not like the one the individuals on his block are facing. Mr. Lawson shared that their street is uneven and because of the truck traffic, the Borough allows an individual to erect a commercial garage in the middle of residential homes. Mr. Lawson shared that this wouldn't be permitted elsewhere. Mr. Lawson indicated that Council knows the true story and the public officials have lied to Steelton residents about the drinking water.

**Kristen Tate 704 N. Front Street**

Ms. Tate shared that she owns a business at 23 South Front Street.

Ms. Tate shared her dissatisfaction that the water issue was not placed on the agenda.

Ms. Tate shared that she has two sons who live with her. Further, Ms. Tate's 15 year old has only ever drank water from 9 months old and thereafter. Ms. Tate shared that she stopped attending Borough Council meetings because she feels they are unproductive. Ms. Tate believed that Council doesn't care because if they did this issue would be on the agenda. Ms. Tate indicated that some individuals representing the Borough do not reside in Steelton, such as the Borough Manager. Ms. Tate ensured that she wasn't attempting to attack anybody personally or individually but that the issues facing the residents are a shame.

Ms. Tate indicated that she has complained to her landlord about the stench from her drain. Ms. Tate shared that she stands over a shampoo sink every day of the week. Some days, Ms. Tate shared that she stands for 18 to 24 hours and that the stench is terrible.

Ms. Tate shared that she discussed the issue with Councilwoman House over the past year. Initially, Ms. Tate thought the smell was because of the product she was using on individuals' hair. Ms. Tate thought it may have been a certain product she was using so she changed products. Now, Ms. Tate indicated that she wonders if it is the water. Ms. Tate shared her concern of not knowing what the water actually has done.

Ms. Tate shared that she suffers from eczema, as well as her sons. Ms. Tate shared that she also has asthma. Ms. Tate shared that she had the worst outbreak of eczema she ever experienced that resulted in her appearing as if she had two black eyes. Ms. Tate shared that she wonders if the issue is the water.

Ms. Tate shared her concern about using the water to bathe. Ms. Tate shared her concern for the previous gentleman who spoke who indicated that he has a parasite inside of him. Therefore, Ms. Tate wondered if the water has the ability to affect an individual's internal system then the water must be the reason for her skin condition.

Ms. Tate shared that the public deserves more from the Council and the Borough. The issue should have been on the agenda. Ms. Tate indicated that Councilwoman Szada, as a doctor, may have studied similar issues and may have provided a letter or boil water advisory to residents, but no. At this time, Dr. Szada said she will respond once the public comment period is finished.

Ms. Tate again asserted that she wasn't attacking or accusing anyone but the fact of the matter is that a boil water advisory was not issued. Ms. Tate shared that rather than addressing the press, the Borough Manager should have alerted residents of the Borough.

Ms. Tate shared that this issue and the actions that should have been taken are common sense. Further, Ms. Tate indicated that the residents are owed something. Ms. Tate encouraged Council members to take action and care about the residents of Steelton.

#### **Jerome Davis – 102 N 2<sup>nd</sup> Street Apt B**

Mr. Davis shared that he moved to the Borough from South Carolina in 2010. Mr. Davis shared that when reviewing places in Pennsylvania to reside, he liked what he saw in Steelton: nice,

quiet, and peaceful.

Mr. Davis shared his belief that he thought he voted for every individual of Council.

Mr. Davis shared that he has a parasite in his body. Mr. Davis shared that he has a recorded message from his physician from today and that he has been treated by the physician in Hershey since last year. Mr. Davis shared that he suffers from issues in his neck and knees and now he travels back and forth to the doctor to find learn what is wrong in his intestine because he is bent over in pain all the time.

Mr. Davis shared that Dr. Szada was his physician at one-time and he no longer utilizes her as his physician. Mr. Davis shared his frustration that Dr. Szada didn't act when there was a problem with the water. Further, Mr. Davis shared that no member of Council acted. Mr. Davis said that the issue should have been shared with residents sooner. Mr. Davis questioned how much money the Borough was being fined. Mr. Davis also questioned what was going happen to the residents that have to go to the hospital every day, burn gas to go the doctors, or catch buses to go to doctors, because of something the residents weren't aware of, caused by the water of Steelton.

**Markis Millberry – 100 South 4<sup>th</sup> Street (Felton Lofts)**

Mr. Millberry indicated that he had questions about the water.

Mr. Millberry asked who made the decisions not to notify the residents of Steelton on November 20, 2013, about the violations that DEP discovered.

Mr. Millberry asked when the Borough Manager was appointed to the position of Water Authority Secretary and if Ms. Gellatly is qualified for that position.

Mr. Millberry asked if other employees were questioned about their knowledge of the false reporting.

Mr. Millberry asked how the Borough can more effectively communicate with the residents of Steelton if this issue occurs again in the future.

**Meghan Culpepper – 237 North Harrisburg Street**

Ms. Culpepper indicated that she was bringing her 3 year old daughter to testify before Council along with her because she wants Council to look at her in the face.

Ms. Culpepper thanked the Borough Council of Steelton, the Mayor and all elected officials present for providing the opportunity to speak in reference to the latest news regarding the DEP fines, in reference to contaminated water.

Ms. Culpepper shared that she brought her 3 year old daughter to the meeting to show Council what the residents of Steelton look like. Ms. Culpepper apologized for uneasiness with regards to what she has listened to at the meeting.

Ms. Culpepper shared that there are pregnant woman, young children, elderly, and youth that have been contaminated by the water. Ms. Culpepper shared that she believed Council has forgotten what the people they serve in the Borough look like.

Ms. Culpepper shared that she noticed the murky water almost 5 months ago when her daughter was brushing her teeth. At the time, Ms. Culpepper indicated that she didn't want to tell her daughter not to use the water to rinse her mouth out, but after hearing what has been going on she wishes she would have.

Ms. Culpepper shared that she grew up and attended school in the Borough and currently is raising her daughter here. Ms. Culpepper shared that she never would have thought that the Borough would allow residents to drink contaminated water. Ms. Culpepper said that this is a major health and safety violation and people could have died.

Ms. Culpepper said that this issue has made her reflect on illegal dumping that is taking place in the Borough. Ms. Culpepper shared that she currently lives on Harrisburg Street, but has to park on Lincoln Street because residents are not allowed to park in front of their homes.

Ms. Culpepper stated that she finds chip bags, fast food containers, and empty plastic bottles, and on several different occasions, empty condom wrappers. Ms. Culpepper shared that further down the street at 120 Lincoln Street, she has found old bathtubs, numerous bags of trash, old broken televisions, as well as other items that can affect the environment and water.

Ms. Culpepper shared that she has taken pictures of the trash where the illegal dumping has occurred and that she noticed it almost 2 years ago. It is still there. Ms. Culpepper was not surprised the water was contaminated after witnessing this.

Ms. Culpepper stated that the borough isn't doing enough to keep Steelton clean.

Ms. Culpepper shared that this was the first Council meeting she attended and admitted to not actively engaging in her civil duties.

Ms. Culpepper indicated that she will be moving in the near future but that her mother will still live in the Borough. Ms. Culpepper stated that the ongoing neglect of serious environmental issues this is concerning and shared her hope that Council, the Mayor, and other employees of the Borough of Steelton will go back and remember her daughter's face when making their decisions about the Borough.

Ms. Culpepper restated that she is in possession of the pictures of illegal dumping and that anyone is welcome to look at them, and she is happy to share them. Ms. Culpepper shared that the Borough needs to be cleaned. Ms. Culpepper said that the public cares, not the officials.

### **Candice Ann Kinter – 380 South 7<sup>th</sup> Street**

Ms. Kinter questioned the educational background of the operator, how many years he held the position, and how many hours did he spend there a week. Ms. Kinter questioned what the water

plant operator had to gain by falsifying records.

Ms. Kinter indicated she received the DEP letter and the reasons for the investigation. Ms. Kinter questioned if the operator hadn't been caught if the issue would have persisted. Ms. Kinter questioned the cost of the chemical and when Council was aware of the falsification. Ms. Kinter questioned when Council planned on informing the public and how often the water treated now. Ms. Kinter asked if the treatment is done by sampling, permanently installed analyzer equipment or both. Ms. Kinter asked how many hours the treatment plant is manned and if samples were obtained from different locations in the Borough for testing.

Ms. Kinter shared that some residents have concerns about possible damage to their plumbing, water softeners, and pipes. Ms. Kinter questioned if Council ever heard of Giardia or if anyone cared to look into this. Ms. Kinter shared the seriousness of the issue and asked why wasn't the public informed immediately. Ms. Kinter shared that Council lost an opportunity to inform residents that that this is a 'black eye for the Mayor and Council.'

Ms. Kinter questioned how many other issues are being falsified and thanked Council.

**Valerie Beasley – 187 South 2<sup>nd</sup> Street**

Ms. Beasley asked if the Borough is going to help the residents check or get a health test to see if they have any illnesses. Ms. Beasley indicated that the residents are paying for it with their own health.

**Brenda Hicks – 522 Lincoln Street**

Ms. Hicks shared her concerns are related to the water issue. Ms. Hicks shared that she has been ill with intestinal issues since last year. Ms. Hicks visited the emergency room and they checked her gall bladder, spleen, and other bodily organs. Ms. Hicks shared that she is certain that you have to specifically ask to be tested for this particular parasite for doctors to be aware of it.

Ms. Hicks shared that this incident affects the residents' confidence in the Borough. Ms. Hicks shared that Borough officials knew about it in November and DEP, not Borough officials notified residents in April. Ms. Hicks indicated that she didn't jump to any conclusions but that she had questions so she called the borough office to speak to someone. Ms. Hicks informed Council that she was addressed rather rudely when she called the Borough Office. Ms. Hicks shared that although the individual informed her there was no health risk, she was treated improperly and the answers she received were very disingenuous.

Ms. Hicks indicated she had one other question with regards to a recent rally on Lincoln Street. She indicated that the street was shut down. Ms. Hicks shared that she had to go to work that Saturday and began to move her car and it caused an issue with groups of residents who told her she could not move her car. Ms. Hicks shared that she couldn't get to work and an appointment as a result. Ms. Hicks shared that she was informed that the police put out the barricades and that Council approved the rally. Ms. Hicks questioned if there is any process by which Council can let the tenants or residents of the community know about upcoming rallies or parades.

**Emanuel Powell Jr. – 321 Lebanon Street**

Mr. Powell indicated that there is no communication in the Borough and that the residents aren't aware of what is going on. Ms. Powell shared that he regularly attends Council meetings and that they typically last 20 minutes. Mr. Powell asked how Council can take care of business in 20 minutes.

Mr. Powell shared his frustration that Council didn't make residents aware of the water issue for three months. Mr. Powell said that although Council is terminating the individual at the water plant, he should not have been hired in the first place. Mr. Powell shared his belief that everyone on Council and every employee should be terminated because each individual knew about the issue.

**William Jones – 230 Jefferson Street**

Mr. Jones asked what Council was going to do to address the problem that we have with communication. Mr. Jones shared that this is an ongoing problem and he wants to know what Council is going to do to bring transparency to the community. Mr. Jones questioned how Council can address the issue in a better way to notify the community in the event of an emergency and if there is a plan of action in place.

**Kristen Tate 704 North Front Street**

Ms. Tate indicated that the reason she stopped coming to Council meetings is because Council doesn't do anything and that they are rude and very disrespectful. Ms. Tate shared that she believed Mr. Powell knows that because one meeting he got up and questioned how Council could speak to her and her father, while a pastor was also present, in the way they did. Ms. Tate shared that Council is very disrespectful and rude. Ms. Tate indicated that one meeting, she arrived and the police were standing at the door.

**Council Concerns**

*President Jeffrey Wright*

President Jeffrey Wright indicated that Council does not control the Water Authority. Council did not know until February of 2014 about the water issues. Mr. Wright indicated that Council does oversee the Sewage Department. Further, the Water Authority and the sewage department are two separate entities. Mr. Wright shared that it was late February when he was notified that the water was still being tested by DEP. At that time, there was not a final ruling. Mr. Wright indicated that DEP did not give the Borough adequate time. Because the water authority is a separate entity, it has its own governing body, and their own attorney. Mr. Wright addressed Mr. Lawson's question, and stated that the Mayor doesn't have a vote on Borough Council.

*Councilwoman Mary Jo Szada*

Councilwoman Mary Jo Szada asked for the respect of the community and Council's response

on this issue. Dr. Szada indicated that she had no problem with residents sharing their concerns, which are warranted.

Dr. Szada shared that, according to DEP, there are certain acceptable levels of the protozoa giardia in water. Protoza giardia cannot be completely eradicated. There are certain acceptable levels just like there are certain acceptable levels of bacteria, chemicals and other sorts of elements in the water supply. If you want to completely eliminate their presence, then that issue would need to be addressed with the state.

Dr. Szada discussed Giardia and read directly from Wikipedia. Dr. Szada shared that symptoms of giardia include vomiting, explosive projectile vomiting, stomach cramps, gas, cramping, bloody urine. Dr. Szada indicated that they are usually self-limiting symptoms. Dr. Szada shared that, in most cases, it does not need to be treated. However, if a person has a concern that they have this disease or if they have the intestinal parasite, it can be easily detected by doing a stool sample. A stool sample is taken to a doctor's office and it is sent to the hospital. Giardia is treated easily with an antibiotic.

Dr. Szada shared that she lives in the Borough as does her family. They cook, drink, and bathe with the water, and no one has gotten sick. Dr. Szada indicated that an individual Mr. Lawson stated was one of his neighbors who died, was one of her patients. Further, this individual did not die of any intestinal parasites and his kidney disease was not caused by an intestinal parasite. Dr. Szada said that the reasons behind his death are private.

**ADJOURNMENT:**

A motion made by Mr. Albert for the adjournment of the Borough Council meeting which seconded by Dr Szada. The motion carried and the meeting adjourned at 7:21 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

14008-001/FL\*47448



**Borough of Steelton  
Council Agenda  
April 21, 2014**

Mr. Wion Resolution for Pennsylvania Ethics Act

Mr. Wion Resolution for No Parking for the UGI Project on South Second Street

Mr. Wion Realty Transfer Tax Ordinance

Borough Manager Appointment of Leonard Yablon to the Planning Commission

Borough Manager Approval of the reviewed Non-Union MMO

Maria Marcinko Clean Up the Town Project

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

Steelton Borough Council Regular Meeting  
April 21, 2014

In Attendance:

Jeff Wright, Council President  
Mayor Tom Acri  
Michael Albert  
Denae House

Maria Marcinko  
Steve Shaver  
David Wion, Solicitor  
Sara Gellatly, Borough Manager

Absent:

Brian Proctor

Dr. MaryJo Szada

**Call Meeting to Order:**

Council President Jeffery Wright called the meeting of April 21, 2014, to order at 6:30 p.m. which was followed by the Pledge of Allegiance.

**Moment of Silence:**

Mayor Thomas F. Acri led a moment of silence.

**There were no executive sessions held between meetings:**

Mr. Wright announced that there were no executive sessions held between meetings.

**Approval of Schedules of Billings, Requisitions and Change Orders as Presented for March 2014:**

Mr. Wright entertained a motion to approve the Schedules of Billings, Requisitions and Change Orders as Presented for March 2014. The motion was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

**Approval of Department Reports:**

*Police:* No report.

*NEDC Committee:* Ms. Gellatly indicated that she would provide an update on the NEDC Committee and stated that at the last meeting, on 3/11/2014, the Committee was presented with the idea of the Steelton Community Garden. Ms. Gellatly spoke on behalf of NEDC Committee Chairman, Mr. Proctor, and recommended that the garden idea be tabled until the next NEDC meeting on 5/13/2014 at 6 p.m.

Mr. Rick Sayles was present to provide a brief overview of what he does with an already existing garden in Steelton that he is actively involved in at the high school.

Mr. Sayles shared that his garden in Steelton has been operating for nine years. Ms. Sayles shared that he works with USDA and their Peoples Garden Program as well as the Retired and Senior Volunteer Program which help seniors remain active.

Ms. Sayles said that he and Mr. Markis Millberry have had discussion with regards to Mr. Millberry creating a new garden.

Mr. Sayles shared recent work of the students and the participation of Commissioner George Hartwick. Mr. Sayles shared that he encourages the students to eat the produce that they grow but anything that is not consumed is donated to Channels Food Rescue. Mr. Sayles shared that last year the garden donated 1,200 pounds of food to Channels.

Mr. Sayles shared that his workload is full and he operates six different sites through Steelton and Harrisburg. Mr. Sayles indicated that the work in Steelton and the support he has received has been incredible.

Mr. Sayles shared that they are working on acquiring a gazebo because during hot days, the sun becomes extremely hot. The situation caused him to seek medical attention due to dehydration. Mr. Sayles said that they are going to try to secure funding for the gazebo to create shade. Last year, a pond and fish were incorporated into the garden and the fish survived the winter.

Mr. Sayles indicated that he is more than willing to work with Mr. Millberry to develop his program and idea.

Ms. Marcinko thanked Mr. Sayles for providing his clarification and indicating what role he would play in a Steelton Community Garden. The issue would be discussed at the 5/13/14 NEDC Committee Meeting.

Mr. Wright shared that the idea would be tabled until Mr. Proctor could indicate the direction the NEDC Committee would go with regards to this issue.

Ms. Marcinko spoke on a separate issue with regards to the NEDC Committee and shared that Chairman Proctor did take on the *People in Trouble Program*. At the NEDC Committee meeting, the Committee discussed the distribution of flyers that will be sent with water bills. Neighbors Helping Neighbors will be an adopt-a-neighbor program. The program will provide seniors and homeowners with assistance to keep up with their properties.

*Fire and Ambulance:* Mr. Shaver indicated that the Fire and Ambulance Committee meeting was canceled this month due to schedule with regards to the Chief and the Assistant Chief. Mr. Wright thanked Mr. Shaver.

*Public Works:* No report.

*Code Enforcement:* No report.

*Mayor:* Mayor Acri shared that the Capitol Area Constables Association is holding a yard sale on 4/26/2014 at 8:00 a.m. and at 10:30 a.m. they will have a Chicken BBQ which will go on until everything is sold.

*Borough Manager:* Ms. Gellatly provided an update on how the Borough is trying to communicate with residents. Ms. Gellatly shared that the website is slowly being updated with minutes and Borough projects.

Ms. Gellatly shared that in the end of 2013 the Authority budgeted for a robo-calling system. In the beginning of 2014, the Authority entered in an agreement with Code Red which is a robo-calling system. Residents will receive a letter in the next set of bills in the beginning of May asking them to register their phone numbers if they wish to get the alert calls. The Borough will be able to use this technology for a variety of reasons including road closures, snow emergencies, closure of the Borough building as well as any boil water advisories.

Ms. Gellatly shared that the Borough would be receiving a grant totaling \$186,040 for brownfield cleanup. The funds will be used for the removal of underground storage tanks related to the historic service station across the street from the Borough building, excavation and disposal of impacted soils, followed by backfilling, implementing a groundwater investigation and associated report preparation. The final paperwork with DEP should be filed by the end of next week and then the Borough will wait for their final review before the funding is released. Ms. Gellatly shared that she is working with Hull and Associates to have everything submitted so that a grant contract can be prepared and signed in the near future.

Mr. Wright shared that the Borough Manager will provide an informational update on Borough projects and issues at Council meetings for the public's awareness.

At this time Mr. Wright entertained a motion to approve department reports which was made by Mr. Albert and seconded by Ms. House. The motion carried.

**Public Comment on Agenda Items Only:**

There was no public comment on agenda items only.

**Presentation:**

*Matt Cichy, Engineering Activities March 17/2014-April 17/2014*

- Blueberry Alley Storm Sewer Replacement & Washington Street Storm Water Sewer Replacement: Over the past month, public works staff completed test holes on existing gas mains on Washington Street. The information from the test holes has been incorporated into the design documents for the new storm sewer system. The location of the existing gas mains and an

existing water main will conflict with the proposed storm sewer piping and it appears that they must be rerouted. HRG is setting up a meeting with UGI on April 23, 2014, to discuss the potential rerouting of their utilities in order to install the proposed storm sewer piping. HRG will know more after the meeting with UGI.

- PENNVEST Reimbursements: This goes back to the East End sewer separation project. The Borough received the final reimbursement of approximately \$19,000 from PENNVEST and this project has now been completed.
- Street Scape Phase 2 Project: The contractor has commenced with construction of the project. Construction is to be completed in stages. The first stage was the clearing and grubbing occurring throughout the entire project sites. The next stage will then generally focus between Pine Street and Lincoln Street, then work will generally focus between Cranberry Alley and Elm Street. Traffic control and parking restrictions can be anticipated throughout the area during the duration of construction. The contractor is aware of and will coordinate his construction with the Borough's Annual Parade in May and National Night Out in August.
- Adams Street Redevelopment Storm Sewer Improvements: Mr. Cichy shared that distributed to Council this evening is the Adams Street Redevelopment Storm Sewer Improvements proposal for design, bidding, and construction administration efforts. Mr. Chichy shared his understanding that the Borough was awarded funding for the construction of the storm sewer improvements that are required as part of the Adams Street Redevelopment Project and that the Borough wishes to proceed with this project. Mr. Cichy shared that the design will utilize the storm sewer layout that was previously approved by the Borough as part of the final subdivision and land development plans for the Adams Street Project. This goes to the townhomes that were proposed as part of that site. HRG is proposing to complete the design, bidding, and construction administration phases on a time and materials basis for a not to exceed fee of \$23,400.00. In addition, as requested by the Borough, HRG will also provide resident project representatives services on a time and materials basis.

Ms. Gellatly commented that the estimated total construction and fees will cost \$140,000. Ms. Gellatly indicated that the Borough received \$100,000 in a gaming grant and a \$40,000 CDBG grant for this project. The proposal before Council this evening was included in the engineering fees of \$140,000, so this is not unbudgeted money that Council is voting on this evening.

Ms. Marcinko indicated that she does not want to see a drainage problem on Adams Street and wants to make sure that the drainage problem is addressed as to avoid revisiting the issue in eight months.

Mr. Shaver asked if Mr. Wion looked at terms and conditions of contract, which Mr. Wion indicated he did review and made the necessary changes.

Mr. Wright entertained a motion which was made by Ms. Marcinko and seconded by Mr. Albert. The motion carried.

- Mohn Street Recreational Project: Mr. Cichy shared that distributed to members of Council was the revision of plans. Revisions will reduce construction costs.

Ms. Gellatly shared that one of the major revisions was the removal of the handball court. The project has \$150,000 in gaming funding and \$150,000 in DCNR funding for a total of \$300,000.

When this project went out to bid, the lowest bid came in at \$375,000. If there were no revisions, the Borough risked losing the funding. A small change in the gravel system for the sidewalk path was also present. HRG and the Borough Manager were confident with the slight modifications that the project could be completed by the end of October.

Ms. Marcinko asked the Borough Manager if the tennis court area would be redone as a tennis court. Ms. Gellatly shared that the existing tennis court will remain there.

Mr. Gellatly shared that the sources of funding have been contacted to ensure that the changes were allowable and wouldn't put the funding at risk, which the Borough Manager explained was allowable.

A walking path will still be present.

Mayor Acri asked if lights would be installed. Mr. Cichy said that he would need to consult with design engineers with regards to that question.

Ms. Gellatly shared that she would work with HRG to provide an update to Council this week.

Ms. House asked for clarification for what the funding will provide. Mr. Cichy shared that the funding will cover the resurfacing of the tennis court, installation of new pathways and walkways, two new ADA parking facilities, and a plaza area adjacent to tennis court. Also on South Third Street will be line striping to allow for a walkway for a loop around the park and pedestrian access on Mohn Street. There are also storm sewer improvements.

Mr. Wright allowed for questions relating to HRG work because Mr. Cichy would not be available towards the end of the meeting.

*Ms. Kristen Tate 704 North Front Street*

Ms. Tate questioned what Ms. Marcinko had pointed to with regards to the drainage on Adams Street. Ms. Tate asked if the water would be stopped from running the way it is currently.

Mr. Cichy shared that there is a series of pipes that go underneath the wall, and you will see a couple of them that run continuously, and those pipes are directed out to the curb line right now

which is why the water is running there. Those pipes will be tied into a larger storm pipe that is being installed as part of the upcoming project so the water will continue to run but it will be running through pipes underground.

Ms. Tate asked about the funds being spent on the Mohn Street project and asked for clarification. Mr. Cichy shared that the funding will include resurfacing of the tennis court and walkways. What is currently on the tennis court is broken. Mr. Cichy shared that a plaza will be created between Mohn Street and where the tennis court is located.

Ms. Marcinko shared that this project is a part of a DCNR grant and the funds have to be for specific recreational use.

Ms. Tate asked if there is anything up and coming to revitalize Front Street. Ms. Marcinko restated the grant money that the Borough Manager stated earlier in the meeting is for cleanup. Ms. Tate clarified that she was speaking regarding blighted properties. Ms. Marcinko shared that those properties are owned by individuals and some of them are up for rent. The grant will go towards cleaning up the properties owned by the Borough on Front Street. Cleanup studies are also being done.

Mr. Wright stated that these topics were moving away from the HRG project between Mohn and Adams Street which he opened for questioning and reminded members and the public that the floor will be opened for public comment at the end.

Ms. Gellatly shared that although there will be lots for top lot playground equipment, this grant does not include physical playground equipment.

*Mr. Rick Sayles*

Mr. Sayles asked what the time limit was on the Mohn Street Project. Mr. Sayles also asked what was the source or type of grant for the DCNR funding. Mr. Sayles indicated that Secretary Ferretti is planning on attending Mr. Sayles event tomorrow.

Mr. Cichy shared that the funding is part of the revitalizing parks program for DCNR and that Mr. Cichy would have to review the specific name of the grant. Ms. Marcinko indicated that, at this time, if the Borough doesn't use the money it will be lost. Mr. Cichy stated that the funding needs to be spent by the end of the year.

Mr. Sayles asked when HRG will be breaking ground. Mr. Cichy shared that breaking ground will take place this summer. The plans still need to be advertised for public bidding.

*Mr. Markis Millberry, 849 Spruce Street Apartment A*

Mr. Millberry asked if there is a display of the Mohn Street Project for residents to view. Mr. Cichy said it is available.

Mr. Millberry asked about the Steelton Economic Development Corporation purchase of a funeral home in 2006 for \$125,000 and if that project will take place with the Adams Street project. Mr. Wright indicated that this wasn't part of the Adams Street Redevelopment. Mr. Millberry asked what that was a part of and Ms. Gellatly clarified that it was part of the Adams Street Redevelopment Project as a whole, but that Mr. Cichy was present to discuss the redevelopment with the storm sewer improvements which is specific to the grass plot of land.

Ms. Marcinko posed a question to Mr. Cichy with regards to Streetscape Phase 2. Ms. Marcinko explained that she had a discussion with a resident about a tree across the street. Further, there are memorial trees that individuals paid for and some families had them placed in front of their homes as well as memorial bricks. Phase 2 includes Pine to Lincoln Streets and Elm to Cranberry Streets and those trees will be removed. Ms. Marcinko shared when some of the other trees were replanted, bricks were not placed around them which was probably a good idea. Ms. Marcinko emphasized the need to ensure that the plaques and memorials will be replaced for the individuals who purchased the memorial trees, etc.

Ms. Marcinko shared her understanding that Red Maple trees would be replacing the current trees. Ms. Marcinko stated that she didn't know who authorized planting a different type of tree because it never came back to Council. Ms. Marcinko stated that the mismatching trees warranted some discussion with Council. Ms. Marcinko wants to know how the new trees will appear in contrast to the already existing trees.

Mr. Cichy stated that Public Works staff removed the plaques and bricks for the memorials and that they are in a safe place. Ms. Gellatly said that staff has ensured that the bricks will be replaced in the proper locations.

Mr. Cichy stated that the Red Maple trees date back to the original master plan of the streetscape project and that tree was carried on during part of the Phase 2 work. Ms. Marcinko asked if that is the current planted tree. Mr. Cichy said he would have to research that information. Ms. Marcinko wants reassurance that they won't be different. Ms. Gellatly shared that she will work with HRG to provide an update.

**Communication:**

There were no communications at this time.

**Unfinished Business:**

There was no unfinished business at this time.

**New Business:**

*Mr. Wion: Resolution establishing public meeting rules and regulations, 2014-R-3*

In order to notify the residents of the rules and regulations applicable to the conduct of Steelton Borough Council public meetings, Council has before them Resolution 2014-R-3. That resolution adopts the rules and regulations that are set forth in exhibit A which is attached to the resolution. So that the public understands the rules of public meetings, Mr. Wion stated that he would read the rules and regulations which he did relating to cell phones and communications, proper decorum, signage, guidelines for public comment periods, discretion of Council for public comment period, enforcement of decorum, audio and video recording equipment, and persons desiring to operate recording devices.

Mr. Wion recommended that the rules and regulations be available with meeting agendas to the public.

Ms. House asked if rules and regulations for public meetings were established prior to this meeting or if this is a new resolution. Mr. Wright shared that public meeting rules and regulations were never established via resolution; however, Mr. Wright indicated that the Borough Manager circulated the resolution prior to Council's consideration for review purposes.

Mr. Wion stated that the audio and recording portions of the resolution are taken from language in the Sunshine Act.

Mr. Wright entertained a motion which was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

*Mr. Wion: Resolution for PA Ethics Act 2014-R-4*

Mr. Wion stated that the Pennsylvania Ethics Act requires the filing of a Statement of Financial Interest by specified public officials and public employees. The Ethics Commissions requires governmental bodies to determine if an individual meets the definition of "public official" or "public employee." The Borough has done that and Resolution 2014-R-4 lists the officials and individual employees that are required to file a Statement of Financial Interest which are listed by position and name and are to be filed on or before May 1, 2014.

A motion was made by Ms. Marcinko and seconded by Ms. House. The motion carried.

*Mr. Wion: Resolution for No Parking for the UGI Project on S 2<sup>nd</sup> Street 2014-R-5*

Mr. Wion indicated that, as Council knows, UGI is engaged in a project which will involve the installation of a 12-inch underground natural gas pipeline connecting existing UGI facilities on the east shore of the Susquehanna River in the Borough of Steelton to the Defense Logistics Agency Distribution Center in Fairview Township on the west shore of the Susquehanna River. In order to do that, UGI will have to go from behind the Dollar Store, drill down to the other side. As part of that project, a portion of South Second Street between the northern line of Chambers Street and a point located 130.05 feet north of that line will be temporarily closed. This resolution approves the closure of the aforementioned portion of South Second Street in connection with the project.

Ms. Marcinko shared that this is a very large project and that UGI contacted Steelton Borough regarding this work. The gas line will connect to the Army Depot in New Cumberland. Mr. Marcinko stated that this project was discussed in a meeting with the public and that disruption of traffic will be limited. Sound proof fencing will be present during drilling. The project will last 3-4 months and Ms. Marcinko expressed appreciation of the residents during this time.

Mr. Shaver asked if UGI will be covering the costs of signage, etc. which Council indicated UGI will in fact be responsible for.

A motion was made by Mr. Albert and seconded by Ms. House. The motion carried.

*Mr. Wion: Reality Transfer Tax Ordinance No.2014-2*

Mr. Wion stated that Act 53 of 2013 passed by the Legislature made changes to the Realty Transfer Tax Act of the Commonwealth. In order to be consistent with changes to the Act, Mr. Wion offered Ordinance No. 2014-2 for Council's consideration which amends Chapter 102 of the Borough Code, Article III Section 102-15.

A motion was made by Ms. Marcinko and seconded by Ms. House. The motion carried.

*Borough Manager: Appointment of Leonard Yablon to Planning Commission term to expire 12/31/14*

Ms. Gellatly offered for consideration of Council the appointment of Mr. Leonard Yablon to the Planning Commission for a term to expire December 31, 2014.

Ms. House questioned how appointments are made on planning committees, the Water Authority, Zoning, etc.

Ms. Gellatly shared that Mr. Yablon expressed interest in participating in the Borough to her at a UGI meeting and questioned what positions were open on various Borough boards. Ms. Gellatly shared that she would like to place information in the next newsletter which indicates that anyone who is interested in serving on any board can share their information with the Borough Manager and then the Borough can create a data base which indicates public interest rather than the Borough searching for people when there are vacancies.

Mr. Wright stated that vacancies/position openings will be available on the website and possibly mailed with water bills, as well as announced by the Borough Manger at meetings during the Manager's report to make the public aware of openings.

A motion was made by Ms. Marcinko and seconded by Mr. Albert. The motion carried.

Ms. Marcinko asked if appointed members of the various boards and planning commissions have to be sworn in, which Mr. Wion indicated they do.

*Borough Manager: Civil Service Commission*

Due to new Civil Service Commission Rules established in 2012 the rules now call for a quorum of 3 members to be present for any Civil Service meetings that take place. The old rules indicated a quorum of 2 members. There is currently 3 members on the Civil Service Commission. The Borough is currently looking for an alternate to serve on the committee. If individuals are interested, the Manager expressed that they can share their information with her and that the Borough is currently looking for an alternate.

An individual was interested but after further review they recused themselves and therefore an opening is present.

Mr. Wright said that the issue would be tabled for the moment and that any résumés could be submitted to the Borough Manager. Mr. Wion indicated that there are qualifications for the position.

*Borough Manager: Approval of the reviewed Non-Uniform MMO*

Ms. Gellatly stated that there was a revision in the non-uniform MMO for 2014. The new updated amount is \$147,504. This was an increase in the amount that was earlier approved and the difference between the two was \$4,300. The MMO in front of Council today is for an additional \$4,300 which was discovered when actuaries were finishing their evaluation that the numbers needed to change to reflect their findings.

A motion was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

*Councilwoman Maria Marcinko: Clean Up the Town Project*

Ms. Marcinko asked that Ms. Gellatly register the Borough for the PA Department of Transportation's Clean Up the Town Project to gain free clean up supplies from the Department.

A motion was made by Ms. Marcinko and seconded by Mr. Albert. The motion carried.

**Audience Participation:**

*Kristen Tate, 704 North Front Street*

Ms. Tate asked Mr. Wion if there was anything in the Public Meetings Resolution that pertained to Council member's decorum towards residents. Ms. Tate shared that she was treated poorly by Borough employees and she was asked to leave two weeks prior. Ms. Tate wanted to know if the same rules apply to the officials.

Mr. Wion indicated, no. Further, the Borough Council does not have to respond to members but that public comments and questions are present for Council's consideration. The meeting of Borough

Council is Council's meeting. The Borough encourages public participation and attendance. Members of Council will not be removed because it is their meeting.

Ms. Tate shared that she understood Mr. Wion's answer. Ms. Tate shared that she received a letter from the Borough apologizing for the Borough Manager's disrespectful actions towards her. Ms. Tate shared that there should be some sort of agreement to ensure that all parties are respected properly. Further, the actions of the officials can be very rude and unwarranted. Prior actions of the officials include cutting residents off as well as using expletives. This should not be the case. Ms. Tate thanked Council for their time.

*Markis Millberry, 349 Spruce Street*

Mr. Millberry questioned what the plans were for the \$58,800 refund from the city of Harrisburg that the Borough received in April. Mr. Wion indicated that the money came as part of the settlement with the city for sewer and that it will go into the sewer account. Mr. Millberry stated that during Candidates Night, the Mayor indicated that he would do his best to ensure that the money from the settlement go back to the people of Steelton. Mr. Wion stated that Council would have to determine the proper use under statute and that it has to be used for sewer matters.

Mr. Millberry questioned what projects the Borough be tabling in order to pay for the DEP fine of \$55,000 to the Water Authority. Council clarified that the Water Authority is responsible for their own projects.

Mr. Millberry questioned about the garage that is leased by the Borough and where it is located. Mr. Millberry indicated that it is included as part of the budget. Ms. Marcinko indicated that it is used for storage.

Mr. Millberry shared that he would be speaking on behalf of Steelton residents and that he would like to submit a letter which seeks the resignation of Mayor Acri and Borough Manager, Sara Gellatly. Mayor Acri indicated that he currently serves as the Mayor and intends to finish his term. Mr. Millberry stated that Ms. Gellatly does not have the qualifications to serve as Borough Manager. The letter states that the residents of Steelton find that the Mayor and Borough Manager are incapable of protecting the Borough and that their resignations would ensure optimal municipal governance. Mr. Wright indicated that Council would review the letter.

*Charlie Lawson, 401 Columbia Street*

Mr. Lawson was also present with his granddaughter, Brooklyn Livingston. Mr. Lawson indicated that he is Ms. Livingston's guardian. Mr. Lawson shared that Ms. Livingston was a patient of Doctor Szada and that she was being examined by improperly sanitized medical instruments. Mr. Lawson shared that he visited the Department of Health and learned of other available doctors.

Mr. Wright directed Mr. Lawson that the subject matter he discussed was not appropriate for the Council meeting because Council is not a medical board.

Mr. Lawson said that he is retired from IBM Cooperation as a senior accountant, manager accountant, financial consultant and systems analyst. Mr. Lawson shared that he is a graduate and familiar with auditing, appropriations, purchase orders, etc. and no one individual should be handling appropriations, purchase orders, writing of checks, or salaries administration. Mr. Lawson stated that Mayor Acri should not be in control of a \$3 million budget. Mr. Lawson shared that Mayor Acri does not have the authority to oversee this money.

Mr. Lawson questioned why water and sewer bills are so high and how the salary of the Police Chief is so inflated.

Ms. Marcinko stated as Chair of the Finance Committee that a Mayor in the state of Pennsylvania has no vote on Council. Further, the Mayor has nothing to do with the finances.

Mr. Lawson clarified that he was speaking about the Water Authority budget.

Mr. Wright said there would be no more discussion pertaining to the Water Authority. Meetings of Borough Council are not the appropriate place to vocalize Water Authority issues. Mr. Lawson stated that there is too much overlap and that the Mayor of the Borough serving on the Water Authority is not appropriate.

Mr. Lawson stated that Penn State University graduates studying microbiology and related fields would be appropriate for the position and their salaries would be better for the Borough.

*Candice Ann Kinter, 380 South 7<sup>th</sup> Street*

Ms. Kinter shared that she had a problem calling Borough office and that 80% of the time a resident makes a call to the Borough office that they receive an answering service. Further, the secretaries are rude. Ms. Kinter explained that as a taxpayer she can call as frequently as she feels necessary.

Ms. Kinter shared that Ms. Marcinko should be the Mayor.

Ms. Kinter said that the Borough administrative staff are uninformed and are not aware of meetings. Ms. Kinter explained that she would like that matter addressed immediately.

Ms. Kinter stated that the only office you can successfully contact on the phone is the police.

Ms. Kinter asked how an individual can get an answer on the same day that they call the Borough. Mr. Wright stated that they would discuss the issue in the Personnel Committee.

*Markis Millberry, 349 Spruce Street*

Mr. Millberry indicated that he and Jenna (last name not indicated) would like to volunteer to serve on the Steelton Foundation. Mr. Millberry indicated that he is working to seek non-profit status for

Steelton on the Move, but currently it is just a program. Mr. Millberry stated that he would like to be on the Steelton Foundation in order to start acquiring grant money to benefit the community. Mr. Wright stated that Mr. Millberry can share his interest with the Borough Manager and submit his résumé.

### **Council Concerns:**

*Councilman Albert* stated that Council does care about the community. Further, Mr. Albert indicated that as public officials it is their responsibility to knock on doors and gain signatures for petitions. Mr. Albert stated that Council members are working individuals and have families and they wouldn't be serving if they didn't care about the community.

*Councilwoman House* indicated that when Mr. Millberry approached Council members about the garden project, she felt that she should have been notified.

Ms. House also indicated that she spoke with the Borough Manager about Steelton Youth in Action having access to a basketball league. Ms. House indicated that she spoke with Mr. Proctor. Ms. House shared that she noticed that someone is promoting Steelton Elite and would like to know how that happened. Ms. House asked if anyone can use the playgrounds and if Council has to vote on it. Ms. Gellatly shared that if an individual wants to reserve a park they have to submit a request with a secretary and as long as no one has reserved the park, access to the park will be given if a reservation is granted.

*Councilwoman Marincko* shared that *Borough News* is an excellent publication and encouraged review of articles titled, "How to be a Better Leader" and "Finding Your Way When Making Politically Unpopular Decisions."

Ms. Marcinko shared that members are present for meetings the first and third Monday of every month. Ms. Marcinko shared that Council does not have access to money. Further, Council cares about the community, doesn't get paid large salaries, and doesn't go to paid dinners. Council members are working on Borough issues 5-6 days a week and stated that her phone rings 24 hours a day and that when it rings she answers. Ms. Marcinko stated that staff does work extremely hard to resolve issues. Ms. Marcinko stated that Council will not govern by Facebook and that slanderous remarks and false information must stop. Ms. Marcinko stated that Council is an open book and that individuals can file Right-to-Know requests for accurate information.

Ms. Marcinko indicated that, in regards to the garden, that Mr. Millberry came to the Borough to ask if a piece of Borough property could be used for the garden and that his question for use was appropriate.

Ms. Marcinko shared that Council is available to help residents, not misrepresent them.

### **Other Business:**

There was no other business at this time.

**Adjournment:**

Mr. Wright entertained a motion for adjournment. A motion was made by Mr. Shaver and seconded by Mr. Albert. The Steelton Borough Council meeting of April 21, 2014 was adjourned at 8:24 p.m.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

**Borough of Steelton  
Council Agenda  
May 5, 2014**

**Call meeting to order:** Vice President Maria Marcinko

**Pledge of allegiance:** Vice President Maria Marcinko

**Moment of silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Public Comment on Agenda Items Only**

**Presentations:**

Steelton Italian Club Donation to the Steelton Police Department

Barbara Barksdale Steelton Borough History

**Communication:** None

**Unfinished Business:** None

**New Business:**

Detective Minium & Dectective Elhadj Approval of the Steelton Highspire Junior Police Academy

Mr. Wion Resolution establishing special purpose parking for Ruth Rodirguez-Dejesus on S. 4<sup>th</sup> Street

Mr. Wion Authorization the advertisement of the trash contract

**Borough of Steelton  
Council Agenda  
May 5, 2014**

Maria Marcinko

Discussion on the possibility of leasing parking spaces  
at 107 North Front Street

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

**Borough of Steelton  
Council Agenda  
May 5, 2014**

**Members Present:**

Maria Marcinko, Vice-President  
Michael Albert, Pro-Tem  
Steven Shaver, Councilperson  
Brian Proctor, Councilperson  
Denae House, Councilperson  
Maryjo Szada, Councilperson  
David Wion, Solicitor  
Sara Gelatly, Manager

**Members Absent:**

Jeffery L. Wright, President

**Call meeting to order:**

Vice President Maria Marcinko called the Steelton Borough Council Meeting of May 5, 2014, to order followed by the Pledge of Allegiance.

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Sessions between Meetings:**

Ms. Marcinko announced that there were no executive sessions held between meetings.

**Public Comment on Agenda Items Only:**

There were no comments on agenda items only.

**Presentations:**

*Mayor Acri, Steelton Italian Club Donation to the Steelton Police Department*

The Mayor indicated that the Steelton Italian Club made a donation to the Steelton Police Department. The Mayor provided information about the Italian Club regarding donations they have made in the past to the high school as well as the Borough. Previous donations were made to fund football startup funds, jackets for sports teams, as well as Veterans Park. The Italian Club is committed to contributing to the community.

The President and the Vice President of the Italian Club were present to offer the Club's donation to the Police Department and shared their appreciation for the work of the Borough's Police. The amount of the donation to the Police Department was \$5,000.

*Detective Minium and Detective Elhadj, Approval of the Steelton Highspire Junior Police Academy*

Detective Minimum indicated that the Police Department has decided to fund two programs.

The first is a CPR class which is free to the first 25 residents of the Borough and will be held on July 26<sup>th</sup> from 8 a.m.-12 p.m. Preregistration for the class is required prior to July 18<sup>th</sup>.

The second program is a Junior Police Academy which will be hosted by the Steelton Borough Police Department and the Highspire Police Department. The program is for youth ages 10-16 years old that are interested in law enforcement or the community. It is a 7 week course, 2 hours a week on Thursdays starting June 26<sup>th</sup> ending the week of August 6<sup>th</sup>. The course will include an introduction to law enforcement, a forensics demonstration, a station tour, drug demonstrations, a tour of Dauphin County booking center and the 911 dispatch center, a tour of Dauphin County Courthouse, a canine demonstration, a self-defense demonstration, a firehouse tour with LifeTeam, and a search and rescue demonstration. The program will include graduation and a celebration. The program is funded strictly by donation and by the Department. There is no cost to the Borough or the residents.

There was a round of applause.

A soup kitchen is another project which will be available every other week funded by donations. Trinity Lutheran Church will also be involved.

A Crime Watch meeting will also take place tomorrow May 6<sup>th</sup> at 6:00 p.m.

Ms. Marcinko entertained a motion to approve the Police Academy which was made by Mr. Albert and seconded by Ms. House. The motion carried.

*Barbara Barksdale, Steelton Borough History*

Ms. Barksdale shared the obituary of Mr. Fields from 1916 from the Harrisburg Telegraph. Ms. Barksdale shared that a wealth of information was provided in the obituary sharing that Mr. Fields was a slave for 30 years and helped to found the Monumental AME Church in Steelton.

Ms. Barksdale stated that as she reviews historical obituaries she is discovering a wealth of history.

Ms. Barksdale discussed death certificates kept by the Borough. Unfortunately, the records are beginning to deteriorate. Ms. Barksdale asked what the Borough and community can do to preserve the historical documents and encouraged the participation of the Historical Society. Further, the original historical documents should be properly salvaged not filed like other regular documentation. If the records are not salvaged, they will disintegrate. Ms. Barksdale said that

the Historical Society of Dauphin County or even the State Museum may be able to provide assistance to the Borough.

Ms. Marcinko stated that the issue would be shared with the Neighborhood and Economic Development Committee (NEDC) to ensure that the records are properly preserved.

**Communication:**

Ms. Marcinko stated that, although it isn't on the agenda, she received notice of a 5K Run for Prostate Cancer to be held by Mt. Zion Missionary Baptist Church. Ms. Marcinko said that she would turn it over to Chairman Proctor and the NEDC Committee.

**Unfinished Business:**

Ms. Marcinko stated that there was no unfinished business.

**New Business:**

*Mr. Wion, Resolution establishing special purpose parking for Ruth Rodriguez-Dejesus on S.4th Street*

Mr. Wion stated that Resolution 2014-R-6 provides the completed traffic study and recommendation and authorization of a special purpose parking for Ms. Ruth Rodriguez-Dejesus.

Ms. Marcinko entertain a motion which was made by Mr. Albert and seconded by Ms. House. The motion carried.

Mr. Proctor stated that there was a home on Lincoln Street, and unfortunately the family had a son who passed away, but the special parking was still be utilized a year after the death of the son. Mr. Proctor stated that how the Borough handles special purpose parking needs to be revisited.

Ms. Marcinko stated that the Council rewrote Special Purpose Parking regulations in the last 11-12 months and clarified that residents need to notify the Police.

*Mr. Wion, Authorization the advertisement of the trash contract*

Mr. Wion stated that the Borough is at the end of the 5 year trash contract. The current contract ends June 27<sup>th</sup> with Republic Services. Mr. Wion stated that Council must move forward rapidly

due to bidding processes and allowing interested parties to make an analysis and bid. Mr. Wion requested that Council consider the authorization of the advertisement of the trash contract.

Mr. Shaver made a motion which was seconded by Mr. Proctor. The motion carried. The NEDC Committee will oversee this.

*Maria Marcinko, Discussion on the possibility of leasing parking spaces at 107 North Front Street*

Ms. Marcinko shared that this item was brought to her attention by a resident who lives on the 100 block of Pine Street and asked Council to consider the leasing of parking spaces at 107 North Front Street in order to generate revenue. Ms. Marcinko moved that the issue be taken up by the NEDC Committee for consideration.

**Audience Participation:**

*Mr. Markis Millberry, 349 Spruce Street Apartment A*

Mr. Millberry addressed Council to make them aware of a plaque on the Locust Street steps and the fact that it is missing. Ms. Marcinko indicated that Public Works would look into the issue.

Mr. Millberry asked about the flower pots on the Locust Street steps and asked if Steelton on the Move could use them to plant flowers. Ms. Marcinko said that the NEDC Committee would discuss it in their next meeting.

Mr. Millberry asked about the Community Garden and asked if there would be a resolution generated for approval so that the participating parties could begin digging. Mr. Proctor stated that when the group presents an in-depth plan to the NEDC Committee in their next meeting, the committee will ensure that the plan is fully detailed. Further, Mr. Proctor indicated that the group's original plan wasn't up to par; however, it was Mr. Proctor's understanding that the group is revising its plan to make sure all of the committee's concerns were addressed. Mr. Proctor stated that once those items are addressed, then the garden can get started. Mr. Proctor stated that he had some ideas for Mr. Millberry and shared that raised beds may be a great idea to save money. More discussion on the issue would take place at the NEDC Committee meeting.

Ms. Marcinko explained that when the final plans are approved, Mr. Wion would then need to draft some documentation protecting the Borough from liability.

*Mr. Emmual Powell, 321 Lebanon Street*

Mr. Powell shared concerns about cats in the summer coming around, especially on the Lincoln Street corner.

Further, on Harrisburg and Lincoln Street, Mr. Powell shared concern regarding cars and the children and asked about speed bumps. Mr. Marcinko stated that speed bumps are not permitted

in that area. Ms. House stated that slow down signs may be of value. Council agreed. Mr. Powell stated that there are already signs however it doesn't help.

Mr. Proctor asked specifically where Mr. Powell would like the speed bumps placed. Mr. Powell confirmed that speed bumps along Bessemer and Lebanon Street would be beneficial.

Mr. Marcinko stated that Council would discuss the issue with the Solicitor.

*Ms. Brenda Hicks, 522 Lincoln Street*

Ms. Hicks asked Council if there is any action pending or discussions regarding a Code of Conduct for Councilmembers. Ms. Hicks stated that a Council member was not present and recently had a medical practice close down and placed the community at risk. Ms. Hicks asked if the member would remain on Council.

Ms. Marcinko explained that it is a private matter, and a business. As far as Council is concerned, there is nothing on the Borough Code that directs Council to do anything in relation to this incident and the specific Council seat. Further, Ms. Marcinko stated that it is Dr. Szada's decision if she wants to resign from her seat and that it is a private matter within her business.

Mr. Proctor stated that, for all the public knows, some members of Council may have the same concerns but that it is Dr. Szada's duty to reflect upon the issue.

Ms. Marcinko stated that the Borough Code provides provisions relating to criminal charges of someone in office and that there are steps that can be taken to remove an individual from office; however, the present issue is personal in nature with a license. Further, Ms. Marcinko stated that the Constitution states that every individual is innocent until proven guilty. The Medical Board has provided a suspension of the license and that the license may be reinstated.

*Ms. Natasha Woods, 181 South Front Street*

Ms. Woods asked if there is any ordinance stating that if an elected member does not attend a certain amount of meetings they can be removed. Council informed Ms. Woods that there is no provision in the Borough Code or the Steelton Borough Code requiring meeting attendance. Further, Steelton Borough is limited in their action due to the Borough Code.

Mr. Wion stated that boroughs are also bound by the Constitution.

Ms. Woods asked about street cleaning and if an individual can get a ticket if the street cleaner does not go down the ticketed street on the particular day the ticket was issued. Ms. Marcinko stated that residents cannot assume that the streetcleaner will not come and that they are required to move cars. Mr. Shaver stated that this is an ordinance and signs are enforceable.

*Mr. Markis Millberry*

Mr. Millberry asked if the Borough performs power washing to the municipal building or the bricks. Ms. Marcinko stated that Public Works has a full maintenance staff that cleans the building and other areas owned by the Borough on a regular maintenance schedule.

Mr. Millberry asked if Council knows when the flags will be pinned up on the post. Ms. Marcinko stated that bunting will be done before Saturday's parade and will remain until after the 4<sup>th</sup> of July.

Mr. Millberry asked if the property at Front and Pine Streets is still available for sale. Ms. Marcinko stated that it went up for bid and Mr. Wion stated that no bids were received. Further, Ms. Marcinko stated that if there is interest in the building, a letter can be written to the Borough Manager and it will be brought up for discussion.

*Ms. Barksdale 503 South Second Street*

Ms. Barksdale asked for an update on the water and the individual that still may or may not receive his pension. Mayor Acri said that Council cannot answer the question at this time because it is under litigation.

Ms. Barksdale asked if the information would be available on the website and make it available to the public. Mayor Acri stated that an update will be provided in the upcoming water bill. Ms. Barksdale said that for those individuals who rent property, they may not receive the update and may not get the information. If the information is provided online, it would be available to everyone. Ms. Marcinko stated that the website is being worked on and updates would be provided. Ms. Marcinko stated that the Water Authority is purchasing the Code Red System to assist with alerts.

There being no other business before Council, a motion to adjourn was made by Mr. Shaver, and Mr. Szada. The motion carried unanimously.



**Borough of Steelton  
Council Agenda  
May 19, 2014**

**New Business:**

Borough Manager

Approval of Bill Snyder as a Part-time Police Officer starting Wednesday, June 11, 2014

Mayor Acri

Oath of Office to Bill Snyder

Sylvie Brubacher

Discussion of the Animal Ordinance – Chapter 37

Borough Manager

Paxton Lodge #16 First Annual 5K Prostate Cancer Awareness Run/Walk

Mr. Wion

Discussion about Reserved/Handicap Parking

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert  
Maria Marcinko  
Brian Proctor  
MaryJo Szada  
Jeffrey Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Acting Police Chief John King  
Sylvie Brubacher

Absent:

Denae House  
Steve Shaver

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:** There were no executive sessions held between meetings.

**PRESENTATIONS:**

**Matt Cichy, HRG – Engineering Activities**

Project No. (Land Development Reviews) HRG, Inc. has worked with the Borough in completion of a final minor sub-division plan for Albert and Michael Sporik. This plan consists of combining 4 existing lots into 2 lots. This plan was conditionally approved at the Planning Commission meeting with a few outstanding comments for the zoning officers review letter.

Project No. 1337.0430 (Blueberry Alley Storm Sewer Replacement) HRG has met with UGI to review a potential conflict. We are waiting from an answer back from them to allow that project to move forward.

Project No. 1337.0456 (Mohn Street Recreational Project) HRG has submitted the revised project documents to DCNR. Assuming that DCNR approves the revised documents for the project by May 30<sup>th</sup>, the project will be ready for advertisement for bids in early June, with the bid opening in early July. The potential notice to award and notice to proceed would then be ready for the July 21<sup>st</sup> Borough Council Meeting.

Project No. 1337.0460 (Street Scape Phase 2) – The contractor continues with construction of the project. The work completed over the past month has included; traffic control, tree removal, erosion sedimentation control, curb removal and replacement. Work will continue to focus between the Pine Street and Lincoln Street area of the project.

Project No. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements Project) HRG has commenced with the final design phase for this project and has completed the update to the base mapping and field survey efforts. Updates to the design drawings are currently under way. HRG will coordinate with Borough staff in regards to test holes. HRG anticipates that final design activities will be completed and project documents developed and ready to proceed with bidding in June.

Project No. (Firehouse) – HRG is coordinating a meeting with the Fire Company in regard to the ramp.

### **APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Shaver to approve the schedules, seconded by Mr. Proctor and approved unanimously by all present.

### **APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. Marcinko and approved unanimously by all present.

#### **Fire and Ambulance**

#### **Police**

**Public Works** – Ms. Marcinko reported that the department has been doing some clean-up.

#### **Codes Enforcement**

**NEDC Committee** – Mr. Proctor made comments regarding historical documents. Permit parking was discussed and tabled.

**Borough Manager's Report** – Ms. Gellatly reported that they have been busy working with HRG on various projects. Ms. Gellatly comments on the status of open positions.

**Mayor's Report** – Mayor Acri advised that there will be no parking on Lincoln Street on the right hand side beginning Monday morning from 8:00 a.m. to 6:00 p.m.

### **PUBLIC COMMENT: AGENDA ITEMS ONLY**

Markis Millberry, 349 Spruce Street, Apt. A – Requested clarification of parking meters on Front Street. Ms. Gellatly reported that the discussion was that most of the parking meters on Front Street do not currently work. So we are not putting parking meters in at this time while we explore other options for parking.

#### **PRESENTATIONS:**

**Mark Diffenderfer, Diffenderfer Auction – Proposal to auction 107 N. Front Street** – This property is the old liquor store. Mr. Diffenderfer reviewed his proposal to auction the vacant commercial property. The property has been vacant for a number of years. Mr. Diffenderfer explained why he thought that an auction would be the preferred method. A discussion was held. Ms. Gellatly, Mr. Wion will work with Mr. Diffenderfer to amend the contract and return to Borough Council.

**Frank Spizzieri, 709 S. 2<sup>nd</sup> Street – Resident Concerns** – Mr. Spizzieri proposed a change to the Ordinance that when walking a dog that they are on a leash. There are too many dogs running loose.

**Ms. Sylvie Brubacher – Discussion of the Animal Ordinance – Chapter 37** - Ms. Brubacher reported that we have a lot of people who have been inquiring about having chickens for pets. There is a little bit of discrepancy in Chapter 37 subsection 37-11. Some people want them for eggs and some want them to eat. Under subsection 37-11 it states effective one year from the adoption of this chapter, no horses, donkeys, borrows, cows, pigs, goats, sheep, ducks, geese, or other such animals larger than the average size dog are permitted. She has had discussions with the Mayor because a lot of people do not keep the chickens clean and then the neighbors have to deal with the smell. This item will be turned over to the NEDC Committee for review.

Mr. Wright asked Council to address the issue raised by Mr. Spizzieri. Ms. Marcinko stated that if the animal is at-large and is a danger to any resident, you need to contact the police. Mr. Wion explained that the State has attempted to regulate, to the exclusion of any of the municipalities, dangerous dogs. There is a whole statute that deals with that issue. The Borough does currently have an Ordinance that says residents are not allowed to have animals running at-large. That implies that you have to have them on a leash. It probably would be better for the people if the Council passes an Ordinance that requires animals not confined on their own property to be on a leash, even though, technically we have that provision now. The NEDC Committee will work with Mr. Wion regarding this issue.

#### **COMMUNICATION:**

PA Department of the Auditor General Steelton Borough Police Pension Plan for January 1, 2010 – December 31, 2012

PA Department of the Auditor General Steelton Borough Non-Uniform Pension Plan for January 1, 2010 – December 31, 2012

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Ms. Gellatly, Approval of Bill Snyder as a Part-time Police Officer starting Wednesday, June 11, 2014** – Ms. Gellatly advised that she is requesting approval to hire Bill Snyder as a part-time Police Officer starting June 11, 2014. Acting Police Chief John King provided a short biography of Bill Snyder. A motion was made by Ms. Marcinko to approve the employment of Bill Snyder beginning July 11, 2014, seconded by Mr. Albert and approved unanimously by all present.

**Mayor Acri, Oath of Office to Bill Snyder** – Mayor Acri administered the Oath of Office to Bill Snyder. A motion was made by Ms. Marcinko to approve the hiring, second by Mr. Proctor and approved unanimously by all present.

**Ms. Gellatly, Paxton Lodge #16 First Annual 5K Prostate Cancer Awareness Run/Walk** – Ms. Gellatly advised that the Borough has been contacted by the Paxton Lodge about their first annual 5K Prostate Cancer Awareness Run/Walk that is scheduled for Saturday, June 7, 2014. They are seeking approval of the use of the streets that day and to make sure the route they are using was safe. Acting Chief King did revise the route to be used. A motion was made by Mr. Albert to approve the use of the route as amended, second by Mr. Proctor and approved unanimously by all present.

**Mr. Wion, Discussion about reserved/Handicap Parking** – Mr. Wion reported that he was provided with a traffic study performed by Officer Shaub in relation to the potential handicapped/reserved parking space for Clarence Brigman who resides at 144 Adams Street. This property is along a no parking section of Adams Street. The Officer suggested that we use the special parking space previously used across the street at 139 ½. This location will be directly across from the Adams Street Project. All requirements have been met to use the location across the street. Mr. Wion requested approval of Resolution 2014-R-7. A motion was made by Mr. Proctor to approval Resolution 2014-R-7, seconded by Mr. Albert and approved unanimously by all present.

**AUDIENCE PARTICIPATION:**

**Natashia Woods, 181 S. Front Street** – There are two events coming up this summer. The first is collaboration between the Boy Scouts and Steelton on the Move. We will be having a community cleanup on June 7<sup>th</sup>. The second is that we are doing a first Annual Day in the Park for Father's Day on June 15<sup>th</sup> at the Municipal Park from 12-3. Ms. Woods asked how many hours the part-time police officer position was for. The answer was no more than 40 with no benefits.

**Markis Millberry, 349 Spruce Street** – Asked if the part time police officer position was posted. The position was advertised for several months. The Borough is not required to advertise for part-time positions.

**William Jones, 230 Jefferson Street** – Asked why the park on Bailey Street does not have a restroom. Every park should have a port-a-potty during the summer. He asked why parking is allowed at the baseball field. We do not have jurisdiction at the baseball field. That is Swatara Township.

#### **COUNCIL’S CONCERNS:**

**Ms. Marcinko** – Spoke about trash on properties and porches and the process for citing those properties. Ms. Marcinko stated that she was happy about Paxton Lodge having their event in the Borough. Ms. Marcinko stated that Dauphin County Juvenile Probation will have a community service unit that will be active for junior probationers who are required to do community service. We are planning on using them all around the Borough.

**Mr. Wion** – The committee working on developing the new trash contract has tentatively scheduled bid openings for the bids on June 5<sup>th</sup>. We will need a special meeting of June 9<sup>th</sup> to award that contract.

**Mr. Wright** – Asked everyone to participate in Memorial Day activities in the Borough.

**Executive Session** – There was no executive session. Mr. Wright thanked everyone for coming out to the meeting.

#### **ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Mr. Proctor, the meeting adjourned at 7:56 p.m.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

The regular monthly meeting was called to order at 6:30pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright  
Maria Marcinko  
Michael Albert  
Brian Proctor  
Steve Shaver

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager

Absent:

Denae House  
MaryJo Szada

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Albert to approve the schedules, seconded by Mr. Proctor and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. Marcinko and approved unanimously by all present.

**Neighborhood & Economic Development**

**Fire and Ambulance**

**Police**

**Public Works** – Ms. Marcinko reported that over the Memorial Day weekend there was quite a mix up in trash collection. York Waste put in the paper that they would be on a holiday schedule. Some trash was picked up and some was not. Because of the inconvenience to the residents of the Borough of Steelton, \$2.50 will be taken off of every resident's bill.

The Public Works Department, over the next few weeks, will be up on Swatara Street pulling weeds on the Swatara Street wall and they are also going to do the tan-barking. The Borough had an agreement with an organization to weed the Locust Street steps and nothing has been done. So, this week Public Works Employees will be sent up there to do that work.

**Codes Enforcement**

**NEDC Committee**

**Mayor's Report** – Mr. Acri gave an update on the Police Academy. The first class will begin on June 19, 2014 from 5-7pm. 10 children have signed up. This is an eight week course. At the end of the course there will be a pizza party and a graduation ceremony.

**Borough Manager's Report** – Ms. Gellatly asked to add an agenda item under New Business, Approval of a Block Party. Mr. Cichy will discuss a grant the Borough will apply for in regards to the multiple parks in the borough. On Saturday June 7<sup>th</sup> the Borough held their auction and auctioned off eight vehicles. The gross proceeds were a little over \$25,000.

#### **PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

#### **PRESENTATIONS:**

##### **Matt Cichy, HRG, Engineering Activities – May 14, 2013 through June 13, 2014**

Project No. 1337.0032 (Engineering Retainer) HRG has been in discussion with the Borough Manager regarding a potential grant funding opportunity that is through the Pennsylvania DCED that they have established for new economic stimulus funding through the Commonwealth Financing Authority (CFA). They have this for a variety of project types. However, one of the project types is for parks which they are calling the Greenways, Trails and Recreation Projects. Overall CFA has fourteen million dollars available for a variety of projects. This is for the development, rehabilitation, improvement, planning and acquisition of Greenways, Trails and Recreation. Up to \$250,000 in grant funding can be awarded on a per project basis. It does require a matching fund of not less than 15% of the project cost.

Four Borough parks were identified for possible improvements.

Municipal Park – repurpose old sand volleyball court into a new playing field surface or a new sand volley ball court. It would also include the installation of new picnic tables.

Ridge & Baily Park - replace existing swing set with new playground equipment as well as replacing the chain link fence.

Poplar Street Park – install new picnic tables.

Mohn Street Park – install new playground equipment, as well as, the installation of new picnic tables.

Mr. Cichy provided a proposal for the preparation of the application for this funding on behalf of the Borough. Mr. Cichy reviewed the proposal. The application also requires a Borough resolution requesting the grant and a \$100 non-refundable application fee.

Mr. Wright requested approval pending the draft resolution, not to exceed \$4,100.

A motion was made by Mr. Shaver to approve the proposal for the preparation of the application for the funding on behalf of the Borough pending the draft resolution, not to exceed \$4,100, seconded by Mr. Albert, and approved unanimously by all present.

Project No. 1337.0029 (NPDES Phase II MS4 Stormwater Requirements) – The Annual Report for Permit Year March 2013 to March 2014 was submitted on June 9, 2014.

Project No. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Storm Sewer Replacement) – No Update to report. HRG is still waiting on UGI to identify rerouting of their existing gas mains to allow this project to proceed. Please refer to the May Engineer's report for additional information.

Project No. 1337.0456 (Mohn Street Recreational Project) – This project has been advertised for bid and is available to bidders online via the PennBid system. The bid opening is scheduled for July 3, 2014 with a potential notice of award/notice to proceed issued at the July 21, 2014 Borough Council meeting. Construction is anticipated to begin immediately thereafter and be completed by November 2014.

Project No. 1337.0451 (NPDES MS4s Permit Renewal, Notice of Intent) – No Update to report.

Project No. 1337.0460 (Street Scape Phase 2) – The contractor continues with construction of the project. Work completed over the past month includes: traffic control, curb removal and replacement, storm inlet replacement, street light installation, sidewalk removal and replacement, and bollard installation. Work will continue to focus between Pine Street and Lincoln Street with traffic control and parking restrictions throughout this area during the duration of construction. Work on the fire house ramp, including verification of the ladder truck access with the new ramp elevations, has been coordinated with the Fire Chief and is scheduled to begin this week. The contractor is aware of and will coordinate his construction efforts with the National Night Out in August.

Project No. 1337.0461 (Adams Street Townhomes Revised Plans) – No update to report.

Project NO. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements) – The Borough Public Works staff has completed the test homes on the existing utilities in Adams Street and HRG has incorporated this information into our design. It appears that the proposed storm sewer piping will conflict with the existing water and gas mains due to the location of the existing storm sewer. HRG will coordinate with the Borough and UGI regarding relocation of these utilities in conjunction with the construction of this project. HRG is working on completing the project documents and anticipate being ready to proceed with public bidding later this month.

**Swatara Police Chief Umberger – Presentation of Recognition Award to Officer Martin**

Chief Umberger presented Officer Kevin Martin with the Swatara Township Police Department's Departmental Letter of Commendation from the Office of the Police Chief. Officer Martin was recognized for work he did in Swatara Township on April 6, 2014.

**Barb Coates, Director of the Steelton Senior Center**

Ms. Coates spoke about the Senior Center being under the Steelton Development Foundation, and the importance of submitting grant paperwork in a timely manner.

**Cornelius Beaden, 523 Ridge Street, Stelton**

Mr. Beaden spoke about the streetscape of Front Street.

**Stewart Beaden, Lessee of 154 North Front Street**

Mr. Beaden spoke about the streetscape of Front Street.

**COMMUNICATION:**

**Mr. Wright, Approval of Ryan Mohn Fundraiser** – The event is scheduled for Saturday, August 9, 2014 beginning at 9:00 a.m. Mr. Wright requested that the Council approve the fundraising event. A motion was made by Mr. Albert to approve the fundraising event, seconded by Mr. Shaver and approved unanimously by all present.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Mr. Wion, Approval of Trash Contract** – Mr. Wion reviewed the Trash Contract bidding process and documents. Mr. Wion requested Council approve the Republic Services of Pennsylvania be awarded for alternative #1C for a 5 year period and for the authorization of the president to sign the contract, along with supporting documents. A motion was made by Mr. Shaver to award the contract to Republic Services of Pennsylvania and to authorize the president to sign the contract, along with supporting documents, seconded by Mr. Proctor and approved unanimously by all present.

**Mr. Wion, Approval of the Bill of Sale for the Police Department and the Fire Department Radios** – Mr. Wion reviewed the proposed Bill of Sale between the Borough and the County of Dauphin through which the County will transfer title to the radios now used by Borough police and fire personnel to the Borough. Mr. Shaver made a motion to approve the Bill of Sale, seconded by Mr. Proctor, and unanimously by all present.

**Ms. Gellatly – Appointment of Leonard Yablon, J.D. to the Civil Service Commission** – Borough Manager Gellatly presented the name of Leonard Yablon for appointment to the Civil Service Commission. Mr. Albert moved that Leonard Yablon be appointment to the Civil Service Commission, seconded my Mr. Proctor, and unanimously by all present.

**Ms. Gellatly – Discussion on the proposed Auction Contract and Resolution for the auction107 North Front Street by Diffenderfer Auctions** –

**Ms. Gellatly – Block Party**

**AUDIENCE PARTICIPATION:**

**Pastor Taylor, 219 Locust Street**

Pastor Taylor spoke about Streetscape concerns.

**Ms. Joyce Culpepper, 237 N. Harrisburg Street**

Spoke about her water bill.

**Markis Millberry, 349 Spruce Street**

Mr. Millberry spoke about the Foundation meeting and Musser Consultant fee.

**COUNCIL’S CONCERNS:**

**Mr. Proctor** – provided comments in regards to the communications list.

**Mr. Shaver** – Dauphin – Lebanon July 29 picnic.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Ms. Marcinko, the meeting adjourned at 8:04pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

**Borough of Steelton  
Council Agenda  
June 16, 2014**

**Call meeting to order:** President Jeffery Wright

**Pledge of allegiance:** President Jeffery Wright

**Moment of silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Approval of schedules of billings, requisitions and change orders as presented for:** May 2014

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Public Works  
Code Enforcement  
NEDC Committee  
Mayor's Report  
Borough Manager's Report

**Public Comment on Agenda Items Only**

**Presentations:**

Swatara Police Chief Umberger

Presentation of Recognition Award to Officer Martin

Matt Cichy

Engineering Activities  
(May 14 – June 13, 2014)

Barb Coates

Steelton Borough Senior Center

Stewart Beaden

Lessee of 154 North Front Street – Discussion of Streetscape

Grace Fellowship Harrisburg

Sewer Bill Concerns

Anwar Howlader

Sewer Bill Concerns

Muhammad Fayyaz

Sewer Bill Concerns

**Communication:**

None

**Borough of Steelton  
Council Agenda  
June 16, 2014**

**Unfinished Business:**

None

**New Business:**

Mr. Wion

Approval of the Trash Contract

Mr. Wion

Approval of the Bill of Sale for the Police Department  
and the Fire Department Radios

Borough Manager

Appointment of Lenard Yablon, J.D. to the Civil  
Service Commission

Borough Manager

Discussion on the proposed Auction Contract and  
Resolution for the auction 107 North Front Street by  
Diffenderfer Auctions

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**



The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert  
Denaë House  
Maria Marcinko  
Brian Proctor  
Steve Shaver  
MaryJo Szada  
Jeffery Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Sylvia Brubacher

Absent:

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:**

There was no executive session held between meetings.

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

None

**COMMUNICATION:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Mr. Wion – Resolution requesting a Greenways, Trails, and Recreation Program Grant not to exceed \$250,000 from the Commonwealth Financing Authority** – Mr. Wion stated that at the Council meeting last week Matt Cichy had presented in his report the review for a new potential grant funding under the Commonwealth Financing Authority for the Greenways, Trails, and Recreation Projects. Up to \$250,000 could be awarded per project and the matching fund requirement of not less than 15% is required. The Borough authorized moving ahead to attempt to secure the funding through a grant. One of the requirements of that funding is that we adopt a resolution, which is before you and is Resolution 2014-R-9. We are resolving to request a Greenways, Trails, and Recreation Program Grant in the amount not to exceed \$250,000 from the Commonwealth Financing Authority. A motion was made by Mr. Albert to approve Resolution 2014-R-9, seconded by Mr. Proctor and approved unanimously by all present.

**Ms. Gellatly – Streetscape Curb Cut Discussion** - Mr. Wright advised that this meeting was called to discuss this matter, which involves the request by business owners in the Streetscape Phase II Project Area to have curb cuts installed to allow access to their businesses. Each Council member may speak about the item and at the conclusion of comments a roll call vote will be taken. Mr. Proctor stated that he believes that each business should have one curb, which would be a total of three. Ms. Szada stated that some years ago when the redevelopment plan was set up, it was set up with a purpose in mind in the way we want everything to look. If the economy improves and we have a developer come in, we would want them to develop it the way we originally planned. So she believes we should leave the curbs the way we originally planned it, with no changes. Mr. Shaver made comments about a proposed supermarket and the changes to streetscapes that were planned at that time. His biggest concern is that right now we are getting about \$24,000 a year for those properties. The cost of the pre-cuts is \$40,000. A discussion was held. Ms. Marcinko stated that when proposed last week, she looked at the proposal specifically as a monetary issue and what would happen in the future. We have two options tonight before us, cut or don't cut. Ms. Marcinko stated that it will be upwards of \$22,000 of general fund money because we have no expectation to know if additional monies will be needed. We never had any expectation of renting those properties. So we have the opportunity to lease them for 30 days. She is taking the individuals out of equation and thinking of all tax payers and does not think we should put this on the tax payers. Ms. House stated that Mr. Beaden is requesting that the entrance remains the same, which is access from 230, but improved. Ms. House asked if there a decision made from the \$25,000 made from the sale of the vehicles. Ms. House stated that maybe we could consider the \$25,000 from the sale of the vehicles. She also stated that we need to be more friendly to the people that are trying to do business here. Mr. Cichy advised that the estimated increase in construction cost to put the three driveway access points in is approximately \$22,700, Plus the engineering fees associated with the drawings and coordinating the work with PennDot, around \$2,000. The project would be delayed up to six weeks. The biggest delay is getting the additional material and coordinating with PennDot. Mr. Acri stated that he does not understand why it will take six weeks for PennDOT to do their work, and could not believe the contractor cannot continue working while waiting for PennDot. He stated that he believes that we should cut them and he supports anything that happens. Mr. Wright stated that he feels that we should go with two cut outs. A motion was made by Mr. Proctor to amend the plans to provide two cut outs, seconded by Ms. House.

Roll Call Vote:

Albert	Aye	House	Aye	Marcinko	Nay
Proctor	Aye	Shaver	Aye	Szada	Nay
Wright	Aye				

A motion was made by Mr. Proctor to allow HRG to make the final determination of the location for the additional cut out to provide the most street lighting with regards to the redesign that we approved, seconded by Mr. Albert. A vote was taken:

Ayes: Mr. Albert, Ms. House, Mr. Proctor, Mr. Shaver, Mr. Wright

Nayes: Ms. Marcinko, Ms. Szada

The motion passed with five affirmative votes.

**AUDIENCE PARTICIPATION:**

None

**COUNCIL'S CONCERNS:**

**Mr. Albert** – thanked everyone for all of the cards and phone calls regarding the loss of his mother.

**EXECUTIVE SESSION** – Mr. Wright advised that Council would be recessing into Executive Session to discuss potential litigation and personnel issues.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Mr. Proctor, the meeting adjourned at 6:32 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

**Borough of Steelton  
Council Agenda  
July 21, 2014**

**Call meeting to order:** President Jeffery Wright

**Pledge of allegiance:** President Jeffery Wright

**Moment of silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Approval of schedules of billing, requisitions and change order as present for:**

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Public Works  
Code Enforcement  
NEDC Committee  
Mayor's Report  
Borough Manager's Report  
Borough Treasures Reports

**Public Comment on Agenda Items Only**

**Presentations:**

**Communication:**

**Borough of Steelton  
Council Agenda  
July 21, 2014**

**Unfinished Business:**

**New Business:**

Council Members

To review Civil Services Rules

Council Members

Request approval for road closure at Dupont and Hoffer St for a Block Party August 30, 2014 from 10:00 am until 7:00 pm.

Mr. Wion

Vehicle Traffic Ordinance  
2014-3

Mr. Wion

Resolution 2014-R-11  
Authorizing filling of exemption  
Appeal for east end park and rec area

**Audience Participation**

Markis Millberry would like to  
Address the road conditions at  
4<sup>th</sup> and Walnut St.

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

**Steelton Borough Council Meeting  
July 21, 2014**

**Members Present:**

Jeffery L. Wright, Council President  
Maria Marcinko, Vice-President  
Michael Albert, Pro-Tem  
MaryJo Szada, Councilperson  
Steven Shaver, Councilperson  
Brian Proctor, Councilperson  
Denae House, Councilperson  
Thomas F. Acri, Mayor  
David Wion, Solicitor

**Members Absent:**

Sara Gellatly, Manager

**Call Meeting to Order:**

President Jeffery Wright called the meeting of the Steelton Borough Council to order at 6:30 pm followed by the Pledge of Allegiance.

**Moment of Silence:**

A moment of silence was led by Mayor Acri.

**Executive Session between meetings:**

Mr. Wright announced that there was no executive session held between meetings.

**Approval of Schedules of Billing, Requisitions and Change Order as Presented:**

Mr. Albert made a motion, seconded by Mr. Proctor, and the motion carried to approve the schedules of billing, requisitions, and change orders as presented.

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Public Works  
Code Enforcement

NEDC Committee-Mr. Proctor stated that at the previous NEDC Committee there was discussion about \$8,000 for Steelton Youth in Action. Mr. Proctor indicated that he had questions due to him not being present at the last committee meeting.

Mr. Proctor asked Ms. House how many children are active in the program. Ms. House indicated that there was about 30-40 children involved.

Mr. Proctor asked when the money was allotted to the program. Mr. Wion stated that on October 15, 2012, Ms. Marcinko made a motion to approve the \$8,000 in CDBG funding be allocated to the Steelton Youth in Action Program with the understanding that project manager would be responsible for the Borough property that would be purchased by the program.

Mr. Proctor stated that he was not on Council in 2012 and requested that Mr. Wion explain to Council the requirements that were supposed to be met under the conditions of SYIA receiving the grant funding. Mr. Proctor also asked if Ms. House could then update Council on whether or not the stated requirements have been met.

Mr. Wion replied that in 2013, Mr. George Connor of the Dauphin County Office of Community and Economic Development had sent an email to Ms. House in regards to the \$8,000. Mr. Connor's email indicated seven conditions that must be met per CDBG grant requirements in a document titled, "Steelton Borough CDBG Items Needed for the SYIA Program." Mr. Connor's communication indicated that three of the requirements were completed, one item was halfway completed, and three requirements remained to be completed. Mr. Connor's communication stated that the Dauphin County Office of Community and Economic Development would proceed with the grant allocation despite a number of the conditions not being completed, but with the understanding that all items must be completed due to the grant agreement being a contract under the laws.

Mr. Wion stated that as a result of that communication, Mr. Wion prepared an agreement between Steelton Borough and Dauphin County to clarify who will be responsible for equipment purchase and insuring against losses under the contract. Mr. Wion further stated that as the Borough understood, the Borough would then enter into an agreement with Steelton Youth in Action to transfer the responsibilities outlined by the County to SYIA as a sub-recipient of the CDBG grant funding. Mr. Wion stated that he gave the draft agreements to Council and Ms. House at that time.

Mr. Wion stated that in the agreement, he also took care of item number five from the County, which involved who would take out insurance for the building to be purchased and the equipment to be purchased by SYIA. The insurance obligations were placed in the contract by Mr. Wion to satisfy this requirement by Dauphin County.

Mr. Wion stated that he also indicated that in order for Steelton Borough Council to enter into the contract with SYIA, SYIA needed to be a Pennsylvania non-profit corporation, which is the understanding between Ms. House, SYIA, and the Borough Council. Mr. Wion stated that in addition to non-profit articles of incorporation, which is how you become a non-profit corporation, SYIA would need to establish by-laws of their non-profit corporation and agree to execute the contract with the Borough.

Mr. Wion stated that Mr. Connor's letter also indicated that SYIA must have a lease assigned to them for the building to be purchased for the functions that will take place in the building, particularly with the equipment that will be purchased. Dauphin County would need to see the lease as part of satisfying the grant conditions.

Mr. Wion stated that a letter to the County would not be an acceptable form of satisfying that particular condition. Mr. Wion stated that the aforementioned is basically what SYIA needed to do in order to be eligible for the \$8,000 in grant funding.

Mr. Proctor asked Ms. House if the Steelton Youth in Action program has met all of the requirements laid out by Mr. Wion pursuant to the letter sent by the Dauphin County Office of Community and Economic Development.

Ms. House stated that SYIA has met around 80 percent of the requirements described.

Mr. Proctor asked Ms. Theresa Martin and Mr. Richard Cole to address Council.

Ms. Martin stated that she resides at 316 North Second Street in Steelton. Mr. Richard Cole stated that he resides at 111 South Second Street in Steelton.

Mr. Proctor then asked Ms. Martin if she is affiliated with the Steelton Midget Football Program. Ms. Martin affirmed that she is affiliated with the program.

Mr. Proctor asked Ms. Martin the number of children served by the Steelton Midget Football Program. Ms. Martin replied that the program serves between 120-130 kids. Ms. Martin stated that 90 percent of the participants are from Steelton or Highspire with ten percent of participants living out of town but grandfathered into the program.

Mr. Proctor asked Mr. Albert if he represents the Steelton Midget Basketball Program. Mr. Albert affirmed that he represents the Steelton Midget Basketball Program. Mr. Proctor asked Mr. Albert the number of children served by the Steelton Midget Basketball Program. Mr. Albert replied that the program serves between 175-200 children. Mr. Proctor asked how many of the participants are from Steelton. Mr. Albert replied that approximately 75 percent to 80 percent of participants are from Steelton.

Mr. Proctor stated that after hearing the information presented to Council, he was prepared to make a proposal.

Mr. Proctor proposed that the \$8,000 of Community Development Block Grant funding previously allotted to the Steelton Youth in Action Program be moved to the Steelton Midget Football, Midget Basketball, and Baseball programs with the understanding that the funding will be a one-time donation that will not be replenished once spent. Mr. Proctor also proposed to donate \$2,000 in Borough funds to SYIA to be taken from the funds received from the sale of the 107 N. Front Street property (Old Liquor Store). Mr. Proctor proposed that the \$2,000 donation to SYIA would come with no conditions or stipulations unlike the funding from Dauphin County.

President Wright asked that Mr. Wion make comments on Mr. Proctor's proposal before entertaining any motions.

Mr. Wion stated that the Borough should check with Mr. Connor and the Dauphin County Office of Community and Economic Development to ensure that Mr. Proctor's proposed reallocation of

CDBG funds to the Steelton Midget Football, Basketball, and Baseball programs was an acceptable use.

Mr. Proctor replied that he had discussed his proposed reallocation of funds with Mr. Connor and that the County is on board with his proposal.

Mr. Wion asked if Mr. Connor stated that the use was acceptable.

Mr. Proctor replied that he did.

President Wright asked if there were any more comments or questions from Council.

Ms. Szada asked if it is possible to take Mr. Proctor's motion and split it into two motions; one motion stating that Steelton Borough Council take back the \$8,000 in CDBG funds from SYIA and reallocate it to the midget sports programs and a separate motion approving the \$2,000 donation of borough proceeds from the sale of 107 North Front Street to the SYIA program.

Ms. Marcinko then asked Mr. Wion if there is a provision in the contract for selling 107 North Front Street that stipulates when the sale must be closed. Mr. Wion said the sale must be closed within 45 days. Mr. Wion stated that Borough Council could make the donation conditional upon receipt of the proceeds from the sale of 107 N. Front Street.

Ms. Marcinko then asked if 107 N. Front Street was originally purchased by the Borough with CDBG funds and if the Borough would then have to give all proceeds from the sale of the property back to Dauphin County.

Mr. Wion stated that he was not certain on what funds were used to purchase the building, but that if it were purchased with CDBG funding, the Borough would have to talk with the County to determine the amount of money that would need to be repaid to the CDBG program.

Ms. Marcinko then asked that the second motion include a clause making the donation of the \$2,000 contingent upon the sale of 107 N. Front Street being finalized including settlement of any funding that may be owed back to Dauphin County.

Mr. Albert then made a motion to take \$8,000 in Community and Economic Development Block Grant funding from the Steelton Youth in Action (SYIA) Program and reallocate it to the Steelton Midget Baseball, Basketball, and Football programs, seconded by Mr. Proctor. The motion carried.

Ms. House thanked Mr. Proctor for suggesting the donation of \$2,000 to Steelton Youth in Action. Ms. House stated that SYIA serves everyone regardless of whether they participate in sports activities. Ms. House stated that she knows Steelton is a "sports town" but she believes Council and community should be focusing on supporting educational programs. Ms. House stated that SYIA aims to improve children's academic performance through its after school program. Ms. House stated that she respects the need for athletics, but that Steelton Youth in Action fills a needed void in providing additional educational opportunities. Ms. House stated

that children at Steelton-Highspire School District are struggling academically and the community should be focusing on that, as well as sports. Ms. House stated that the focus should not always be about sports.

Mr. Wright asked for an individual roll call on the previous motion.

Council voted on the motion to take \$8,000 in CDBG funding from the Steelton Youth in Action Program as follows:

Councilman Proctor – Aye  
Councilman Albert – Aye  
Councilwoman Marcinko – Aye  
Councilman Shaver – Aye  
Councilwoman House – Nay  
Councilwoman Szada – Aye  
Councilman Wright – Aye

By a vote of 6 to 1, the motion carried.

Mr. Wright then entertained a second motion to allocate \$2,000 from the sale of 107 North Front Street to Steelton Youth in action pending the final agreement of sale and confirmation of any funding owed to Dauphin County as a result of the sale. Mr. Albert made a motion, seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Mr. Wright stated that there was not a Manager's Report or Treasurer's Report presented to Council for consideration and asked Mayor Acri to give the Mayor's Report.

**Mayor's Report:** Mayor Acri reported that the Steelton Junior Police Academy will hold graduation on August 7, 2014. He stated that he will let Council know the time of the event and welcomed members to attend the graduation.

Mayor Acri then reported that the Police Department has secured 19 vendors for National Night Out which will be held at the Firehouse. Mayor Acri then detailed the street section that will be closed while the National Night Out event takes place. National Night Out will take place on the second Tuesday in August.

**Public Works Report:** Ms. Marcinko provided Council with the Public Works Report. Ms. Marcinko updated Council on an issue involving a tractor trailer damaging borough property on Third and Swatara Streets. Ms. Marcinko stated that the Public Works crew is repairing the site.

Ms. Marcinko also reported that the Public Works Department has completed landscaping and weeding on Sixth Street behind Prince of Peace and also cleaned and laid tanbark at the Swatara Street Wall.

Ms. Marcinko then requested Council's permission to form a Committee to look into organizing an event that will tie into the completion of the Streetscape Phase II Project and the completion

of the Mohn Street Multi-Generational Park. The event will be called the Taste of Steelton and was recommended by a Steelton resident, Bruce Elliott. The event would consist of all of the different cultural groups in Steelton making dishes that represent their heritage. The Streetscape area or the Mohn Street Multi-generational Park will be used as the site for the Taste of Steelton.

Ms. Marcinko clarified, at the request of Mr. Wright, that the Committee would be made up of residents of the Borough, not members of Council,

Mr. Wright deferred to Mr. Proctor and stated that the Neighborhood and Economic Development Committee can handle the issue by forming a sub-committee without the need of Council approval. Council agreed with Mr. Wright's direction.

Ms. Marcinko next stated that she received a phone call from Ms. India Garnett. Ms. Garnett had a brother who was killed in action in Vietnam trying to save his commanding officer. Ms. Marcinko requested that Council form a special committee to determine which Steelton residents died in the Vietnam War in order to properly be recognized at the 2015 Veterans Parade.

Mr. Proctor then stated that he has spoken with numerous family members of veterans who died in Vietnam and said it would be a great idea to properly recognize the residents who sacrificed their lives in the war.

Mr. Wright stated that Fort Indiantown Gap should be able to provide a list of veterans from Steelton who served in the Vietnam War.

Mr. Wright then referred the issue to the Neighborhood and Economic Development Committee.

With no further discussion offered, Mr. Wright entertained a motion to approve the Department Reports as presented to Council. Mr. Albert motioned to approve the Department Reports as presented to Council, seconded by Mr. Shaver. Council voted unanimously to approve the motion.

#### **Public Comments on Agenda Items Only:**

A member of the public asked if Steelton Youth in Action was considered an agenda item on which she could comment. Mr. Wright replied that the Steelton Youth in Action Program was not an agenda item. The member of the public then asked how she can comment on the SYIA program. Mr. Wright stated that she can comment on the item in the open public comment period towards the end of the meeting.

No public comments on agenda items were offered.

#### **Presentations:**

Mr. Wright announced that there were no presentations to be offered at the meeting.

## **Communication:**

### **Dennis Houser – Resignation from the Dauphin-Lebanon County Boroughs Association**

Mr. Wright entertained a motion to accept Mr. Houser's resignation from the Dauphin-Lebanon County Boroughs Association. Mr. Wright asked Mr. Shaver to provide comment on Mr. Houser's resignation.

Mr. Shaver stated that Mr. Houser is the President of Dauphin-Lebanon County Borough's Association and has done an excellent job. Mr. Houser recently left the Jonestown Borough Council which requires him to resign as President of the Dauphin-Lebanon County Borough's Association. Mr. Shaver stated that with Mr. Houser's resignation, Mr. Shaver becomes the President of the Dauphin-Lebanon County Borough's Association. Mr. Shaver stated that he will not assign any work to Steelton Borough Staff related to his position as President of the Dauphin-Lebanon County Borough's Association.

Mr. Shaver then stated that the Steelton Fire Department will hold a Chicken Barbeque on August 2, 2015, and encouraged everyone to attend.

Mr. Albert made a motion to accept the resignation of Mr. Houser from the Dauphin-Lebanon County Borough's Association, seconded by Mr. Shaver. Council voted unanimously to approve the resignation of Mr. Houser.

Mr. Wright then asked Mr. Matthew Cichy of Herbert, Rowland and Grubic, Inc. to present the Monthly Engineer's Report to Council.

### **Monthly Engineer's Report**

Mr. Matthew Cichy of Herbert, Rowland, and Grubic, Inc. (Borough Engineer) presented Council with the Monthly Engineering Report.

Mr. Cichy updated Council on the Streetscape Phase II Project stating that the contractor continues with construction on the project. Work completed over the month of June 2014 included curb removal and replacement, streetlight installation, sidewalk removal and replacement, installation of vault doors on the sidewalk, and work on the fire house ramp. Mr. Cichy stated that, as per the Borough's direction, driveway ramps have been incorporated into the project for the property occupied by El Gallito Restaurant. Work will continue to focus on completing side walk improvements between Pine Street and Lincoln Street.

Mr. Cichy stated that work is anticipated to start in the area between Cranberry Alley and Elm Street in early August. Mr. Cichy stated that traffic control and parking restrictions can be expected throughout the project area throughout the duration of the project. Mr. Cichy stated that the contractor is coordinating activities around the National Night Out event planned in August. Mr. Cichy entertained questions from Council on the Streetscape Phase II Project.

Mr. Proctor commented that Council did approve the street cutouts at Front and Adams Street.

A member of the audience asked for Mr. Cichy to give a summary again using the microphone.

Mr. Cichy reiterated his summary of Streetscape Phase II Progress, per the resident's request.

Mr. Cichy then noted that HRG, Inc. worked with Borough staff to complete and submit a grant funding application to the Commonwealth Financing Authority for the Greenways, Trails, and Recreation Grant Program. The application submitted is for funding to make various improvements to the Borough's parks system. The items in the application were previously discussed with Council at prior meetings.

Mr. Cichy stated that the grant requested was for approximately \$71,000. The Commonwealth Financing Authority is scheduled to make a decision on the grant application at their November 2014 meeting.

Mr. Wright entertained any additional questions from Council.

Ms. Marcinko asked Mr. Cichy to clarify whether or not the grant application will include installation of safety flooring at Mohn Street Park for the tot-lot area. Mr. Cichy stated that he would need to check on that. Mr. Cichy stated that playground equipment is in the grant proposal. Ms. Marcinko replied that in order to have the playground equipment installed (tot-lot) the safety flooring must be a part of the installation.

Ms. House asked Mr. Cichy to explain the process in which HRG, Inc. develops projects for the Borough to consider and how HRG, Inc. identifies funding opportunities for such projects. Ms. House asked if HRG, Inc. has ever held a town hall meeting with residents to gather information on what the community would like to pursue in terms of projects. Ms. House asked for clarification on how projects are chosen and if there is community involvement.

Mr. Cichy replied that the CFA had released a list of grant programs in 2014. HRG, Inc. reviewed the list of programs including the Greenways, Trails, and Recreation Grant Program with Borough Manager Gellatly. Mr. Cichy further noted that there was no town hall meeting or solicitation of community input when deciding to pursue the grant and project.

Mr. Wright told Ms. House that she, or anyone in the community, can bring a project recommendation to the Neighborhood and Economic Development Committee. Mr. Wright instructed the Borough Manager to give a report on all potential grants and possible projects in future Borough Manager Reports given to Council at the second meeting of each month.

Ms. House stated that she understood the fact that Council receives reports on grants. She is more interested in knowing the actual process of identifying projects, deciding to pursue them, and deciding to invest money into the project, including grant funding. Ms. House stated that she understood Mr. Cichy's explanation that HRG, Inc. sits down with the Borough Manager to identify grants that would fit the Borough's needs.

Mr. Wright asked if there were any additional questions or comments from Council for Mr. Cichy.

Hearing none, Mr. Wright entertained a motion to approve the Monthly Engineer's Report as presented by Mr. Cichy. Mr. Albert made a motion to approve the report, seconded by Ms. Marcinko. Council voted unanimously to approve the Monthly Engineer's Report as presented by Mr. Cichy.

### **Unfinished Business:**

Mr. Wright announced that there was no "Unfinished Business" to be considered by Council.

### **New Business:**

#### **Review of Civil Service Rules:**

Mr. Wright announced that Council received an updated review of Civil Service Rules for Council to consider at the August 4<sup>th</sup> meeting. Mr. Wright asked Council members to review the "track changes" in the document in order to be prepared to take action on the document at the August 4, 2014, Council meeting.

Mr. Wion brought up a procedural matter stating that the Civil Service Commission with its solicitor reviews its Rules and Regulations. The Commission with its solicitor then makes any changes to the Rules and Regulations and sends them to Council to approve as official rules of the Borough. Mr. Wion stated that the document before Council encompasses the changes that will be adopted by the Civil Service Commission. Therefore, Mr. Wion stated, if Council members have any concerns or changes before the next Council meeting, they would have to be reviewed by the Civil Service Commission. Council, at its August 4<sup>th</sup> meeting, will adopt a resolution that has already been approved by the Civil Service Commission. Mr. Wion asked Council to contact him with any suggested changes or concerns. Mr. Wion also stated that the Civil Service Rules and Regulations resolution should be adopted at the August 4<sup>th</sup> Council meeting given the new round of Civil Service Applications resumes in August 2014.

Mr. Wright reiterated that if there are any suggested changes or concerns with the current Civil Service Rules and Regulations document before Council, Council members should email Mr. Wion and carbon copy Borough Manager Gellatly.

Mr. Wion added that the framework of the Civil Service Rules and Regulations is provided from the Borough Code. They are also impacted by the Borough's collective bargaining agreement to some extent. Mr. Wion stated that the Rules and Regulations are tightly regulated by law and asked Council to be aware of that.

Mr. Shaver replied to Mr. Wion stating that the changes were made to meet the requirements of state law or changes in statutes that deal with Civil Service. Mr. Wion confirmed Mr. Shaver's statement.

Mr. Wright entertained further questions/comments. No questions or comments were offered.

**Request for Approval to Close Road at Dupont and Hoffer Street for a Block Party on August 30, 2014 from 10:00 AM until 7:00 PM**

Mr. Wright stated that before he entertains a motion to approve the road closure, he would like to ask Acting Police Chief King if he has any concerns about closing the road at that date and time.

Chief King stated that he did not have any concerns. Chief King reminded Council that the requestors must provide their own barricades to close the road.

Mr. Wright then asked for any concerns or comments from Council members.

Ms. Szada stated that there will be a dunk tank and other equipment used at the Block Party and asked who would be responsible for insurance coverage of the event in case someone is injured. Mr. Wion stated that the Block Party is not a borough function (the Borough is simply closing the street) and stated that the organizer of the Block Party is responsible for any insurance coverage and dealing with any liabilities as a result of the Block Party.

Ms. Marcinko stated that Council had previously approved the closure of a section of street from Highland Street to Washington Street for the July 4<sup>th</sup> weekend. Ms. Marcinko stated that the Mayor received calls from Ms. Barksdale because the organizers of the event had not solicited the approval of everyone in the neighborhood that lived on that section of street. Ms. Marcinko stated that "No Parking" signs were put up in the area which were stolen. Ms. Marcinko also stated that there were some residents who lived in the Block Party area who were vacationing during the time of the party and were not notified about the road closure. As a result, their cars were towed by the Police Department without those residents being aware. Ms. Marcinko and Mayor Acri recommended that Council review the procedure for approving road closures including setting parameters and requirements regarding notification/consent of residents in the area where a road will be closed. Ms. Marcinko stated that Council may want to request additional information from the requestor about the August 30<sup>th</sup> road closure including whether or not residents were notified and if they consent to the road closure.

Mr. Wright asked if there is enough time to gather more information and table approval of closing the road between Dupont and Hoffer Streets. Ms. Marcinko stated that she did not even know who is requesting the closure. Ms. Marcinko stated that the Borough will have to find out who the requestor is.

Mr. Wright asked Council if they would agree to table the issue until the August 4<sup>th</sup> meeting until more information is gathered about the requestor and consent of those living in the road closure area.

Mr. Shaver stated that the residents requesting the road closure for August 30<sup>th</sup> have had the same request approved in the past for the same block of road to be closed off. Mr. Shaver asked how it is even possible to get full consent/concurrence from residents in the area.

Mr. Proctor recommended that Council approve the specific request before Council given that it has been approved in the past and work on prospective changes to the request process and guidelines for road closure approval.

No record of a motion/vote is available for this item of business.

### **Ordinance 2014-3 – Vehicle Traffic Ordinance**

Mr. Wion presented Ordinance 2014-3 to Council which approves the designations of two special purpose parking zones: one at 139 and One-half Adams Street and one at 169-171 South Fourth Street.

Mr. Wion stated that both spots are in existence currently due to being approved by Resolution (as per normal Council procedure). It is customary for Council to approve a special purpose parking spot by resolution. After a period of around 6 months, Mr. Wion drafts an ordinance incorporating the special purpose parking zones into the Steelton Borough Code. Mr. Wion stated that Ordinance 2014-3 does just this for the aforementioned special purpose parking zones.

Mr. Shaver made a motion to approve Ordinance 2014-3, seconded by Ms. House. Council voted unanimously to approve Ordinance 2014-3.

### **Resolution 2014-R-11 – Authorizing Filing of Exemption Appeal for East End Park and Recreation Area:**

Mr. Wion stated that Resolution 2014-R-11 is an authorization to file an exemption application with the Dauphin County Board of Assessment Appeals in relation to the East End Park and Recreation Area. Currently, the property is not exempt from taxation despite being a public property being used for a public purpose. In order to begin the process of approving the tax-exempt status of the property, the Borough must file an exemption appeal with the Board of Assessment Appeals before August 1<sup>st</sup>. Mr. Wion requested that Council authorize the filing of an exemption appeal by passing Resolution 2014-R-11.

Mr. Wright entertained a motion to approve Resolution 2014-R-11.

Mr. Albert motioned to approve Resolution 2014-R-11, seconded by Ms. House. Council voted unanimously to pass Resolution 2014-R-11.

### **Audience Participation:**

#### **Mr. Markis Millberry Request to Address Council Regarding Road Conditions at 4<sup>th</sup> Street and Walnut Street**

Ms. House asked Mr. Wright why Mr. Millberry is listed on the agenda under “Audience Participation” rather than under “New Business.” Mr. Wright stated that since the Borough Manager was not present for the meeting, they are doing the best they can.

Ms. House replied that if the Borough knows that Mr. Millberry requested to be on the agenda prior to the meeting he should be able to speak under “New Business” to his particular issue and be able to speak about any other issue under “Audience Participation.”

Mr. Wright stated that Council can return to “New Business” to consider Mr. Millberry’s issue.

**New Business:**

**Mr. Markis Millberry Request to Address Council Regarding Road Conditions at 4<sup>th</sup> Street and Walnut Street**

Mr. Wright returned to “New Business” and asked Mr. Millberry to address Council concerning his issue.

Mr. Millberry stated that he stays at 349 Spruce Street. Mr. Millberry stated that he would like to address Council about the road conditions at 4<sup>th</sup> Street and Walnut Street. Mr. Millberry stated that they are two main roads in the Borough that are heavily traveled and contain numerous pot holes. Mr. Millberry stated that if one were to look at Walnut Street, the potholes do not go up the entire street but, rather, are at the section of Walnut Street between Second and Fourth Streets. Mr. Millberry stated that there are several potholes and his friend recently had a flat tire due to driving on Walnut Street.

Mr. Millberry stated that 4<sup>th</sup> Street also needs repair. He stated that PennDOT is going to be fixing Pine Street and Harrisburg Street, and that the Borough should be taking care of its streets as well. The main focus being Walnut and Fourth Streets.

Mr. Millberry asked if Council can consider repairing and repaving those streets.

Mr. Wright stated that the Chair of the NEDC Committee, Mr. Proctor, will take note of his request for the NEDC Committee to consider. Mr. Wright then corrected himself, stating that Mr. Millberry’s request would be turned over to the Public Works Committee.

**Audience Participation:**

Mr. Wright resumed the “Audience Participation” section of the agenda by opening the floor to the public to discuss any issues of concern.

**Ms. Joyce Culpepper – 237 North Harrisburg Street**

Ms. Culpepper stated her concerns and disagreement with Borough Council for taking \$8,000 from SYIA previously in the meeting. Ms. Culpepper stated that children in Steelton need something to do, whether it is sports or education and that the money should have been divided three ways.

Ms. Culpepper stated that Council is taking away money from a program that provides educational opportunities to children that is sorely needed. Ms. Culpepper asked Council to take

a look at Steelton-Highspire School District's State PSSA scores stating that student test scores are "terrible." Ms. Culpepper stated that children in Steelton need after school programming and education opportunities, and that she is glad that she and Ms. House had the foresight to create an after school program. Ms. Culpepper stated that Ms. House has dedicated a lot of time to the SYIA program. Ms. Culpepper stated that to take the \$8,000 away and give it to two sports program and give SYIA only \$2,000 from a \$30,000 building makes her very upset. Ms. Culpepper stated that, while her children are grown, she knows what education can do: it keeps kids out of the criminal justice system and improves their performance in school. Ms. Culpepper stated that many parents do not have a high school education and that SYIA is trying to change the culture to education kids.

Ms. Culpepper stated that it is an injustice to give SYIA only \$2,000 while taking \$8,000 away from the program. Ms. Culpepper asked Council to consider all children in the borough, not just athletes. Ms. Culpepper stated that it is time for the School Board and Council to come together and work together to change the educational environment for the Borough's children.

Mr. Albert replied to Ms. Culpepper by stating that he has worked with the midget sports programs for 22 years and that the money is not going to only two organization. Mr. Albert stated that the money is going to the basketball, baseball, and football programs. Mr. Albert stated that people do not realize how hard it is for the midget sports programs to support themselves and provide equipment to participants. Mr. Albert stated the 30 to 40 percent of participants do not pay for playing in the sports leagues. Mr. Albert stated that it costs \$200 to \$250 to equip a child for football, but they are only charging participants \$65. Mr. Albert said that organization helps over 200 children. He stated that they hold fundraisers but get very limited participation.

Mr. Albert stated that the \$8,000 is going to good use and will benefit the youth of Steelton.

Ms. House replied by asking Mr. Albert if he thinks it is okay that Steelton youth have an opportunity to play sports, but not get a high school diploma.

Mr. Albert replied to Ms. House by stating that she has not seen the sports programs in action and that he and his brother are well-know at the school because they check up on the academic progress of their program participants. Mr. Albert stated that it is not all about sports.

Ms. Culpepper stated that she sees nothing wrong with sports, but that the Borough must value and consider other youth that do not play sports. Ms. Culpepper talked about her experience being the parent of a music student and the need to have music opportunities.

Ms. Culpepper stated that she knows there is a poverty issue in Steelton that prices many families out of opportunities like sports, music, art, and educational enrichment. Ms. Culpepper stated that she simply believes the money should have been distributed evenly.

Mr. Albert stated that the \$8,000 will be split between four programs (basketball, baseball, football, cheerleading) which each program getting \$2,000 apiece. He then stated that SYIA will also be receiving \$2,000 so it all is evenly distributed. Mr. Albert also stated that reallocating the

\$8,000 in CDBG funds to the sports programs will ensure that it will not sit unused and potentially have to be turned back to the County.

Ms. Culpepper replied that the Council should have never awarded \$8,000 to SYIA if it was going to take the money back.

**Ms. Natasha Woods – 181 South Front Street, Apt. 2**

Ms. Woods stated that her son plays football and basketball, and that she knows what Mr. Albert and those running the midget sports leagues go through. Ms. Woods stated that if SYIA initially received the \$8,000 in CDBG funds in October of 2012, there should have been a reporting system in place to ensure SYIA was spending the money. Ms. Woods stated that the Borough Council or Steelton Community Development Foundation should have been requesting an update on the project status every three months.

Ms. House replied that she would have expected at least a letter informing SYIA that the \$8,000 in CDBG funding needed to be spent by a certain deadline before being reallocated. Ms. House stated that the SYIA Board had reorganized which held up the process of spending the \$8,000 but they were still moving forward. Ms. House stated that the Borough should have notified SYIA of the grant timeline and at least given them an opportunity to spend the funds. Ms. House reminded Council about the \$128,000 in CDBG funding that was almost lost in 2012.

Ms. House asked why the Council is focusing on taking \$8,000 from SYIA when they did not share the same concern over the \$128,000 in CDBG dollars almost lost in 2012.

Ms. Woods stated that she hoped the public will be able to see how the midget sports programs spend the \$8,000.

**Todd Lawson – Business Owner – 349 North Front Street**

Mr. Lawson provided an update on SYIA to Borough Council stating that a couple months ago, he was brought in as a project manager tasked with turning SYIA from a program into a formal organization. Mr. Lawson stated that the fact that the program deals with children makes the process of turning SYIA into a formal organization arduous and time consuming. Mr. Lawson stated that SYIA has put together a board, set up bylaws, created articles of incorporation, drafted policies and procedures, and sent out facility proposals to Steelton-Highspire High School, churches, and Dauphin County. SYIA also started an official membership drive the week of July 14<sup>th</sup> and is setting up a volunteer clearance process on Saturday, July 26<sup>th</sup>. Mr. Lawson stated that he wants Council to know that the SYIA organization is professionalizing and it needs the Borough's support as time moves on.

**Dennis Heefner – 337 Swatara Street**

Mr. Heefner stated that he attended the Capital Area Regional Council of Governments (CAPCOG) meeting as a delegate. One of the issues CapCOG is discussing is getting municipalities together to send out bids for trash removal. Mr. Heefner asked where the Borough

is at with its trash contract. Mr. Wright replied that the Borough is in the middle of a five year trash contract.

Mr. Heefner thanked Ms. Marcinko for sending the Public Works Department to clean up the Swatara Street wall and perform landscaping. Mr. Heefner suggested that Council invest in planting crown vetch in the bank above where the mulch is at the Swatara Street Wall or plant vines that can choke out the weeds in the area.

Mr. Heefner stated that the Swatara Street Retaining Wall is covered in soot from three years of traffic going up and down Swatara Street. Mr. Heefner stated that when the wall was built, the Borough did not have the money to apply a sealant. Mr. Heefner stated that the Borough must pressure treat the wall in order to clean the soot off.

Mr. Heefner stated that the cracks in the wall are also getting bigger and are now including spider cracks. Mr. Heefner stated that if the wall falls down, it will cost at least \$500,000 to put it back up. Mr. Heefner also expressed concern about residents being displaced if the wall collapses due to its disrepair.

Mr. Heefner asked Council to get back into the habit of monitoring and fixing the issues with the Swatara Street Retaining Wall.

Mr. Heefner then notified Council about a pothole at Second Street and Swatara Street stating that it gets deeper and deeper. Mr. Heefner stated that potholes are turning into craters and will cause a large problem if it is not fixed. Mr. Heefner urged Council and the Public Works Department to start fixing the potholes in the Borough before they become larger issues.

Mr. Heefner stated that three months ago he reported the issue with the missing emblem at the bottom of the Locust Street steps. Ms. Marcinko stated that the Borough took the emblem while they are fixing a sewer issue and will replace it when they are finished fixing the sewer issue.

Mr. Heefner then stated that the disabled ramp installed on Front Street as part of the Streetscape Phase II Project does not comply with zoning requirements. Mr. Heefner stated that area is zoned for a four-foot pavement. Mr. Heefner stated that HRG, Inc. and the Borough did not come before the Zoning Hearing Board to request a variance.

Mr. Heefner stated that pavement is not four-feet wide in the location of the disabled ramp. Mr. Heefner stated that there is barely enough room for a wheelchair to get through the disabled ramp. Mr. Heefner stated that if someone is walking along Front Street and comes to a handicapped ramp, there is only room for one person to fit through. Mr. Heefner stated that he cannot believe that the state passed the inspection of the ramp. He stated that he is not sure what happened with the disabled ramp, but that it is not up to code.

Mr. Heefner then stated that there is a television set sitting on the sidewalk on North Front Street that has been sitting for weeks. Mr. Heefner called it an accident waiting to happen.

Mr. Heefner stated that Steelton is looking deplorable with property maintenance down, trashcans sitting out, porches with non-allowable items and furniture on them. Mr. Heefner said that Codes is being inundated with only Ms. McCall and Ms. Brubacher in the Codes Office. Mr. Heefner stated that the Borough should get an Assistant Codes Officer to help with property maintenance enforcement.

Mr. Heefner then stated that he has never seen so many trashcans sitting out in the open and that once we let the blight get to a certain point, it is hard to recover from.

### **Markis Millberry – 349 Spruce Street, Apt. A**

Mr. Millberry asked about the status of the community garden that was proposed for Adams and Harrisburg Streets. Mr. Millberry requested that Council conduct a vote at the meeting to approve starting the community garden in April 2015.

Mr. Wright replied that there will not be a vote tonight and that Mr. Millberry must bring the issue to the NEDC Committee.

Mr. Proctor stated that the NEDC will consider the issue at their next meeting and gave Mr. Millberry a date and time for the meeting.

Mr. Millberry then asked about two summer positions that were recently filled. Ms. Marcinko stated that it is up to the foreman to decide how to fill summer positions.

Ms. House asked Ms. Marcinko for recommendations on how the Borough Council can get more minority applicants and employees for jobs.

Ms. House then asked why the Borough does not go to Steelton Highspire High School to find candidates for employment. Ms. House asked if there are any policies at the Borough regarding recruiting and hiring of minority candidates. Ms. House then asked about the person taking minutes at the meeting and how she was chosen. Ms. House stated that there are many candidates from the high school that could be doing the job.

Ms. Marcinko stated that more minority candidates should be applying.

Mr. Millberry stated that if the Borough had properly advertised the summer public works positions he would have informed a number of African-American candidates.

Ms. House stated that Borough Council must show all ethnicities and people that they are welcome.

Ms. Marcinko stated that there are many ethnicities that are not applying for positions with the Borough.

Mr. Millberry stated that the reason is poor advertisement.

Ms. Marcinko stated that the Borough does advertise positions.

Mr. Millberry replied that the two summer public works positions were not advertised.

Ms. House then asked about the hiring of Mr. Nate Handley as a part-time employee in the Water Distribution Department. Ms. House asked if Mr. Handley's hiring was approved by Council. Ms. Marcinko stated that she believes he was a summer employee that was kept on as a part-time employee.

Mr. Wright stated that at the first of the year, the Borough sends out a list of all meetings of Council, the Steelton Authority, and Committees. Mr. Wright stated that any Council member or member of the public can come to the meetings to sit in the audience and know what is going on.

Ms. House replied that her question had to do with Council voting to approve Mr. Handley's hiring, not about Committees. She also said her question was about hiring policies of the Borough.

Mr. Wright replied that Ms. House, like any Council member, can meet with the Borough Manager at any time to discuss personnel processes. Mr. Wright stated that there is a process and protocol that the Borough Council must follow.

Mr. Wright then stated that arguing back and forth does not help the Borough constituents.

Ms. House replied that she simply stated a question.

Mr. Millberry then stated that the African American Chamber of Commerce could help with the advertisement of positions in the Borough. Mr. Millberry asked about the open Chief of Police position and asked if there could be a candidate's night where applicants can meet with the public. Mr. Millberry stated that he believes they did this type of event in Middletown.

Mr. Wright stated that the Borough will not be doing this, but will be handling the replacement of a Police Chief through the Personnel Committee.

Mr. Millberry then asked about the Codes automobile and where it is at. Ms. Marcinko stated that the car is in the shop. She stated that the car was leased for the Director of Public Works but was transferred to Codes after he retired. Ms. Marcinko stated that they must put miles on the car because of the lease. Ms. Marcinko noted that once the Public Works Department is brought back to a full complement the car will be returned to Public Works.

Mr. Millberry stated that he likes the bricks installed on Front Street as part of the Streetscape Phase II Project. Mr. Millberry voiced concerns over maintenance and cleaning of the bricks based on the condition of the bricks installed in the mid-2000's. Mr. Millberry stated that the bricks do not get power-washed or cleaned and are going to look run down if not maintained. Mr. Millberry asked if there is a maintenance plan for the new streetscape area.

Mr. Wright stated that once the work is completed, Public Works will come up with a plan to maintain and clean the area.

Mr. Millberry stated that he submitted an application for the Assistant Codes Officer position. He stated that he wanted to be on the safe side and let Council know because the Borough hired two summer public works positions without letting the public know.

Mr. Millberry stated that he is submitting his application by hand to be sure the Borough does not put someone in the position without the public knowing. Mr. Wright asked Mr. Millberry to give his resume to the Chair of the Personnel Committee.

Ms. Marcinko stated that she is happy to take the application at this meeting, but that once the job is advertised, he will have to re-apply under the requirements of the new posting.

Mr. Wright asked Mr. Millberry to keep following up with Council.

Mr. Millberry asked when the project to address the surface water running on Adams Street will commence. Mr. Cichy stated that design is being finalized on the project. HRG, Inc. must coordinate with UGI but plans to advertise the bid for the project within the next month.

Mr. Millberry then asked about the money Harrisburg City has given to Steelton as part of its settlement for overcharging the Borough for sewage treatment. Mr. Millberry stated that the Borough will receive \$262,000 by 2019 as part of the settlement. Mr. Millberry asked where that money will go.

Mr. Wright replied that the money will go directly into the Sewer Fund.

### **Emmual Powell – 321 Lebanon Street**

Mr. Powell stated that he has been attending Council meeting since 1953. Mr. Powell stated that no individual ever hired by the Borough has ever went through a Civil Service Exam and that they are hired through Council. Ms. Marcinko stated that no one is hired through Civil Service except for the Police Officers.

Mr. Powell asked who sits on the board for the union and asked who negotiates with the union for contracts. Ms. Marcinko stated that there is a negotiating committee.

Mr. Powell discussed issues with the trash and handling of the trash cans by waste management. Further, because the company can't properly and efficiently do their job, the Borough should contract with a different company.

Mr. Powell asked how many individuals are allowed in a single dwelling home. Mr. Wright indicated that the Codes office has that answer. Mr. Powell stated that there is a house on Lincoln Street with over 40 people in it.

## **Renee Bowers-504 Lincoln Street**

Ms. Bowers shared frustration regarding facebook involvement and negativity about the Borough. Ms. Bowers stated that she can call Mr. Joey Conjar or the Mayor at any time with any issue and they will respond but then there is negativity about them on Facebook. Ms. Bowers said that everyone needs to get along. Ms. Bowers shared that she doesn't understand why people are negative about the Steelton Police when she has found them to be very responsive. As a small community, Ms. Bowers said that everyone needs to get together.

### **Council Concerns:**

Ms. House thanked Ms. Bowers for her comments. Ms. House shared her belief that if the Borough was more transparent it would alleviate a lot of problems, especially with regards to meeting minutes and agendas. Communication with the residents would alleviate a lot of problems. Ms. House stated that Council needs to ensure that meeting minutes are made available to the public. Ms. House stated that there just needs to be more effort from Council.

Mr. Shaver thanked everyone for their attendance and thanked individuals working on the SIYA program. Mr. Shaver stated that Council has tried to work with the school district in the past and will continue trying.

Ms. Marcinko thanked residents for their participation and that the focus of SIYA is wonderful.

Mr. Wright said that the website is being worked on and that is where the information should be available, not facebook.

### **Executive Session:**

Mr. Wright entertained a motion to adjourn into executive session at 8:15 p.m. which was made by Mr. Shaver and seconded by Ms. Marcinko. The motion carried.

### **Adjournment:**

Following Executive Session, Council returned to regular session and adjourned.

**Borough of Steelton  
Council Agenda  
August 18, 2014**

**Call Meeting to order:** President Jeffery Wright

**Pledge of allegiance:** President Jeffery Wright

**Moment of Silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Approval of schedules of billing, requisitions and change order as present for:** July 2014

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Public Works  
Code Enforcement  
NEDC Committee  
Mayor's Report  
Borough Manager's Report  
Borough Treasures Reports

**Public Comment on Agenda Items Only**

**Presentations:**

Capital Region Water

Introduction Presentation

Borough Manager

Engineering Activities  
(July 18 – August 8, 2014)

**Communication:**

Letter from Grace Temple Community Development Inc. request approval to close Mulberry Street from Penn Street to 4<sup>th</sup> Street from 1pm – 4pm pending proof of barricade rental receipt to the Police Chief.

Letter of Recognition for Detective Minium and Officer Martin from Prince of Peace Parish

**Borough of Steelton  
Council Agenda  
August 18, 2014**

Resignation letter from Anne M. Venesevich from Civil Service Commission

**Unfinished Business:**

None

**New Business:**

Mr. Wion

Resolution adopting the revised Civil Service Rules

Borough Manager

Ratification of the Borough supporting the co-applicant letter for the Firehouse Gaming Grant.

Borough Manager

Appointment of Highway Assistant Forman

Borough Manager

Mohn Street Park Bid Discussion

Borough Manager

Approval of the request for County Aid in regards to the Streetscape Phase 2 Construction Manager.

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright  
Denaë House  
Brian Proctor  
Steve Shaver  
Maria Marcinko

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Ken Klinepeter, Public Works Director

Absent:

Michael Albert  
MaryJo Szada

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Proctor to approve the schedules, seconded by Mr. Shaver and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Proctor to approve the department reports, seconded by Ms. Shaver and approved unanimously by all present.

**Fire and Ambulance**

**Police** – Mr. Acri provided an update on the Veterans Memorial.

**Public Works** – Ms. Marcinko spoke about the need for deer crossing signs from 441 out to Orchard Drive, but it was determined that this is Swatara Township.

Ms. Marcinko spoke about preserving archives and preserving the history of Steelton.

Mr. Klinepeter, new Public Works Director, briefly discussed the first week of work.

**Codes Enforcement**

**NEDC Committee**

**Mayor's Report**

**Borough Manager's Report** – Ms. Gellatly provided an update on the Gaming Grant. Budget season has started for staff and department heads. The organizers of the Back-to-school advised that they would like to make this an annual event on the third Saturday of August.

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

**Borough Manager, Sara Gellatly – Engineering Activities July 18, 2014 through August 8, 2014**

Mr. Cichy was unable to attend this meeting. Ms. Gellatly provided a brief overview of his report.

Project No. 1337.0032 (Engineering Retainer) Capital Region Water was to be here this evening to introduce themselves. HRG addressed a repair to a storm sewer issue at the intersection of Mulberry Avenue and Front Street.

Project No. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Storm Sewer Replacement) – HRG is still working with UGI on getting them to move their gas line for this project.

Project No. 1337.0456 (Mohn Street Recreational Project) – Will discuss later in the meeting.

Project No. 1337.0460 (Street Scape Phase 2) – Still on schedule to complete on time.

Project No. 1337.0461 (Adams Street Townhomes Revised Plans) – No update to report.

Project No. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements) – This project is going out to advertisement for bid this week. More information will be provided at the September meeting.

We will find out in November if we were awarded the grant for the project for new playground equipment.

**COMMUNICATION:**

Letter from Grace Temple Community Development Inc. requesting approval to close Mulberry Street from Penn Street from 1:00 p.m. – 4:00 p.m. pending proof of barricade rental receipt to the Police Chief. Mr. Wright requested that the Council approve the request. A motion was

made by Mr. Proctor to approve the request, seconded by Ms. House and approved unanimously by all present.

Letter of Recognition for Detective Minium and Officer Martin from Prince of Peace Parish. A motion was made by Mr. Shaver to place the Letter of Recognition in the officers' personnel files, seconded by Ms. House and approved unanimously by all present.

Resignation letter from Anne M. Venesevich from Civil Service Commission. A motion was made by Ms. House to approve the resignation from Anne M. Venesevich, seconded by Mr. Proctor and approved unanimously by all present.

#### **UNFINISHED BUSINESS:**

None

#### **NEW BUSINESS:**

**Mr. Wion, Resolution adopting the revised Civil Service Rules** – Mr. Wion stated that the Civil Service Commission has been working to bring the Borough Civil Service Rules and Regulations up to date. The procedure is first for the Civil Service Commission to review and accept changes and send them to Council for basic ratification. Resolution 2014 R-12 is the resolution that would adopt the revised Civil Service rules and regulations and is for your consideration this evening. A motion was made by Mr. Proctor to approve Resolution 2014 R-12, seconded by Mr. Shaver and approved unanimously by all present.

**Ms. Gellatly – Ratification of the Borough supporting the co-applicant letter for the Firehouse Gaming Grant** – Ms. Gellatly explained that a letter was needed to support the Firehouse Gaming Grant. A motion was made by Mr. Proctor to ratify the letter of support for the Firehouse Gaming Grant, second by Ms. House and approved unanimously by all present.

**Ms. Gellatly – Appointment of Highway Assistant Forman** – Ms. Gellatly explained that the Highway Department was in need of filling the Highway Assistant Forman position that has been vacant since last summer. The position was advertised to all employees in the Borough. Under the non-uniform contract, if an employee is interested they will receive an additional \$.50 per hour and cell phone reimbursement. Only one person submitted a letter of interest, Keith Miller. Ms. Gellatly is recommended approval Keith Miller, based upon his qualifications. A motion was made by Ms. House to approve the appointment of Keith Miller as Highway Assistant Forman with an increase of \$.50 per hour, second by Mr. Proctor and approved unanimously by all present.

**Ms. Gellatly – Mohn Street Park Bid Discussion** – A discussion was held regarding the Mohn Street Park Project bids. Two bids were submitted. Both bids were over the \$300,000 amount and were not competitive between the two. Due to the timing of the grant, it is the

recommendation of Ms. Gellatly and HRG that we wait until November to rebid the project and plan on breaking ground in April. The only additional fee the Borough will be to rebid is the advertising fee. A motion was made to deny the two bids by Mr. Proctor, second by Ms. House and approved unanimously by all present. A motion to re-advertise the Mohn Street Project bid in November was made by Mr. Proctor, second by Ms. House and approved unanimously by all present.

**Ms. Gellatly – Approval of the request for County Aid in regards to the Streetscape Phase 2 Construction Manager** – This is a request to ask the County for money to help pay forth the cost of the construction manager position in regards to Streetscape Phase 2. There were some issues with Penndot approving the contract. Instead of the Borough incurring that extra money, the Borough will ask for County aid. A motion was made to approve the submission of the application requesting County aid in the amount of \$36,000 by Ms. House, second by Mr. Shaver and approved unanimously by all present.

#### **AUDIENCE PARTICIPATION:**

##### **Natasha Woods, 181 S. Front Street**

Ms. Woods requested clarification on the Mohn Street Project.

##### **Michelle Shehan and Susan Spangler, 2047 S. 3rd Street**

Ms. Shehan and Ms. Spangler spoke about the clean-up of the end of S. 3<sup>rd</sup> and S. 2<sup>nd</sup> at McKinley, street cleaning, open burning, and coyote's.

##### **Mr. Al Sporik, Former Resident and Business Owner, 638 and 642 N. Front Street**

Mr. Sporik spoke about sub-dividing part of his property and has an issue with the Borough's Engineer bill. He would like a detailed, written account of the bill.

#### **COUNCIL'S CONCERNS:**

**Mr. Proctor** – expressed concerns that the Codes Enforcement Officer has not been attending Council meetings. He encouraged all department heads to attend Council meetings on a regular basis.

**Ms. House** – agreed with Mr. Proctor. It is important that department heads do attend Council meetings.

**Mr. Wion** – provided an update on East End Park Tax Assessment Board conclusion.

**Ms. House** – asked for an update on the status of the Borough web-site.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Proctor, seconded by Ms. House, the meeting adjourned at 7:22 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary



**Borough of Steelton  
Council Agenda  
September 15, 2014**

Borough Manager

Approval of hiring Nate Handley for the Water Distribution Department starting on Wednesday, September 17, 2014 with the understanding a CDL license must be obtained within 6 months of the date of hire.

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

**Borough of Steelton Council  
Meeting Minutes  
September 15, 2014**

**Members Present:**

Jeffery L. Wright, President  
Maria Marcinko, Vice-President (Participated by telephone)  
Mike Albert, Pro-Tem  
Denaë House, Councilperson  
Maryjo Szada, Councilperson  
Brian Proctor, Councilperson  
David Wion, Solicitor  
Sara Gelatly, Manager

**Absent:**

Steven Shaver, Councilperson

**Call Meeting to order:**

President Jeffery Wright called the meeting of September 15, 2014, to order at 6:33 p.m. followed by the Pledge of Allegiance.

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Session between Meetings**

Mr. Wright announced that there was no executive session held between meetings.

**Approval of schedules of billing, requisitions and change order as present for: August 2014**

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change orders as presented for August 2014 which was made by Mr. Albert and seconded by Ms. House. The motion carried.

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Code Enforcement  
NEDC Committee  
Mayor's Report  
Public Works Report  
Borough Manager's Report

Mr. Wright entertained a motion to approve department reports which was made by Mr. Proctor, seconded by Mr. Albert, and the motion carried.

**Public Comment on Agenda Items Only:**

*Mr. Charlie Lawson, 401 Columbia Street*

Mr. Lawson asked questions regarding the hiring of Mr. Nate Handley.

**Presentations:**

*Matt Cichy, Engineering Activities*

Mr. Cichy was present to discuss engineering activities from August 8, 2014, through September 12, 2014. Mr. Cichy's summary provided an overview of the following projects performed by HRG for the Borough:

- Engineering Retainer-HRG Project No. 1337.0032
- NPDES Phase II MS4 Stormwater Requirements-HRG Project No. 1337.0029
- Steelton Land Development Reviews-HRG Project No. 1337.0038
- Blueberry Alley Storm Sewer Replacement & Washington Street Storm Sewer Replacement HRG Project Numbers 1337.0430 and 1337.0462
- Mohn Street Recreational Project-HRG Project No. 1337.0456
- NPDES MS4s Permit Renewal, Notice of Intent-HRG Project No. 1337.0451
- Street Scape Phase 2-HRG Project No. 1337.0460
- Adams Street Townhomes Revised Plans-HRG Project No. 1337.0461
- Adams Street Redevelopment Storm Sewer Improvements-HRG Project No. 1337.0467
  - HRG provided the following bid tabulations: Farhat Excavating, \$129,470.00; MacMore Construction, \$185,648.00; Rogele, Inc., \$211,111.00.

HRG recommended awarding the contract to Farhat Excavating.

Mr. Wright entertained a motion to award the contract to Farhat Excavating which was made by Mr. Proctor and seconded by Mr. Albert. The motion carried.

- Greenways, Trails and Recreation Funding Assistance-HRG Project No. 1337.0468

**Communication:**

There were no new communication presented.

**Unfinished Business:**

There was no new unfinished business discussed.

**New Business:**

*Mr. Wion, Resolution establishing special purpose parking for Teresa Heffelfinger on South Locust Street*

Mr. Wion presented Resolution 2014-R-13 which provided a special purpose parking zone for Ms. Teresa A. Heffelfinger beginning at a point, said point located on the southern line of Locust Street, said point also being located 75.2 feet northeast of the southeast corner of the intersection of Locust and Penn Streets; continuing along the southern line of Locust Street in a northeasterly direction, a distance of 20 feet to a point, being the entire frontage of 334 Locust Street.

Mr. Wright entertained a motion to approve special purpose parking for Ms. Heffelfinger via resolution 2014-R-13 which was made by Mr. Albert and seconded by Mr. Proctor. The motion carried.

*Mr. Wion, Ordinance amending special purpose parking zone fines.*

Mr. Wion presented Ordinance 2014-14 which amends the Steelton Borough Code to revise the minimum and maximum fines for violation of Article III Section 110-27 “Special Purpose Parking Zones.” Mr. Wright entertained motion which was made by Mr. Albert and seconded by Mr. Proctor. The motion carried with Dr. Szada voting in the negative.

*Borough Manager, Approval of hiring Nate Handley for the Water Distribution Department starting on Wednesday, September 17, 2014, with the understanding that a CDL license must be obtained within 6 months of the date of hire.*

#### **Audience Participation:**

The following individuals provided comments:

- Ms. Yvette Wilson, 234 N. Second Street, spoke regarding water bills and recognition of her father who was a veteran.
- Mr. Charlie Lawson, 401 Columbia Street, provided comments regarding a residence in the Borough and phone calls on Bessemer Street.
- Ms. Sylvia (last name not provided), 22 Adams Street, provided comments relating to her grandchildren residing in the Borough.
- Mr. Al Sporik, 638 N. Front Street, spoke regarding HRG bill details and asked for understanding as to why he has to pay. Mr. Wion provided comments at this time.
- Ms. Cynthia Richards, 16 Adams Street, confirmed Mr. Lawson’s comments pertaining to 598 Bessemer Street.
- Ms. Natasha Woods, 181 S. Front Street, provided comments in regards to Felton Loft Private Property and stated concerns.
- Mr. Markis Millberry, 349 Spruce Street, invited Council and residents to the Candlelight Vigil on September 28, 2014, at 6:30 p.m. at the football field.
- Ms. Veronica Supan, 2604 S. 4<sup>th</sup> Street, shared concerns regarding over grown property on T Street as well as provided police concerns.

- Mr. Brandon Flood provided comments regarding the Black Caucus Committee.
- Ms. Johanna Mott, 100 S. 4<sup>th</sup> Street, provided comments on the water plant hiring.
- Ms. Eva Cotta, 415 Reading Street, inquired if there is a family policy for borough employees.

**Executive Session:**

Mr. Wright entertained a motion to move into executive session to discuss personnel issues at 8:12 p.m. which was made by Mr. Albert and seconded by Ms. House. The motion carried.

**Adjournment:**

Mr. Wright moved to adjourn at 9:00 p.m. The motion was made by Mr. Albert, seconded by Mr. Proctor, and the motion carried.

**Borough of Steelton  
Council Agenda  
October 6, 2014**

**Call Meeting to Order:** President Jeffery Wright

**Pledge of allegiance:** President Jeffery Wright

**Moment of Silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Public Comment on Agenda Items Only**

**Presentations:**

HRG and Susquehanna Group Advisors (SGA)

Presentation of Harrisburg & Pine Streets Utility Project and Firehouse Improvement Project

**Communication:**

None

**Unfinished Business:**

None

**New Business:**

Borough Manager

Approval of the HRG Agreement for the Pump Station Sewage Grinder Improvement Project funded by the CDBG-DR Grant

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert  
Maria Marcinko (phone)  
Brian Proctor  
Steve Shaver  
Jeffery Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Ken Klinepeter  
Matt Cichy, HRG  
Ed Ellinger

Absent:

Denae House  
MaryJo Szada

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

**HRG and Susquehanna Group Advisors (SGA) – Presentation of Harrisburg & Pine Streets Utility Project and Firehouse Improvement Project**

Mr. Cichy reviewed the Firehouse Improvement Project. The issues are as follows: Groundwater is penetrating through the exterior wall along the back (East) wall and South end wall; Water is leaking through brick façade near the main entrance to the fire house; Causing water damage to the interior drywall, ceiling panels, and electrical system; Appears that mold growth is now also occurring. The proposed solutions are as follows: Install a waterproofing membrane on the exterior face of the wall and a drainage pipe at the base of the wall and connect to existing storm water drainage system.; Install flashing or a waterproofing membrane on top of the brick façade at the main entrance to provide proper protection; Renovate the interior areas that were damaged by water; Remediate any mold present. The total conceptual project cost estimate is \$525,000.

Mr. Ellinger reviewed the Harrisburg & Pine Street Utility Improvements Project Summary. The majority of this project is a water project, with storm and sanitary involved. HRG received good news that PennDOT will pave the entire length of Harrisburg and Pine Streets within the Borough. Anytime that happens you want to look at things under the road because if you are going to have to repair something you don't want to have to come back and have to do the paving yourself. HRG decided to investigate and have meetings with PennDOT about the project and a plan of attack going forward. Mr. Ellinger reviewed the summary. Existing Needs: Water – constructed in 1920s; cast iron pipe. Sanitary and Storm Sewer – constructed in 1940s/1950s; brick manholes and inlets; terra cotta sanitary sewer pipe. On average Steelton has experienced approximately 4 water main breaks annually; Additional flushing. Recommended Phase 1 Improvements: Water: 4,800 feet of water main, 190 service connections, 5 fire hydrants & related facilities; Sanitary Sewer: 2,050 feet of sewer main, 6 manholes, 25 manhole frames and covers and related facilities; Storm Sewer: 22 sewer inlets. Cost Breakdown: The total cost is estimated at \$2,762,000; Water = \$2,317,000, Sanitary and Storm Sewer = \$445,000.

Mr. Jay Wenger of Susquehanna Group Advisors reviewed the Borough's existing debt. Mr. Wenger reviewed the total debt service for the Harrisburg & Pine Streets Utility Project and the Firehouse Improvement Project would be if amortized over 30 years. Counting principle and interest it would be about \$200,000. Mr. Wenger reviewed adding this to the existing debt and the millage. Mr. Wenger reviewed the bond issue associated with the projects.

A motion was made by Mr. Proctor for HRG to move forward with the Steelton Firehouse Improvement Project as described this evening as well as moving forward with the Harrisburg & Pine Street Utility work also described this evening authorizing Susquehanna Group to move forward to develop financing as presented this evening to provide the funding mechanism for these projects, seconded by Mr. Albert and approved unanimously by all present.

#### **COMMUNICATION:**

None

#### **UNFINISHED BUSINESS:**

None

#### **NEW BUSINESS:**

**Ms. Gellatly – Approval of the HRG Agreement for the pump Station Sewage Grinder Improvement Project funded by the CDBG-DR Grant** – Ms. Gellatly reviewed the Borough of Steelton Pump Station Sewage Grinder Improvement Project Agreement for Professional Services. This project will all be funded with the Community Development Block Grant (CDBG) Disaster Recovery Funding Program. HRG's proposal is for the professional services, which include the design, bidding construction, and operations of the project. The total amount of the Grant is \$575,000. HRG's fees will be \$104,000, which will be covered under the Grant.

The contract lays out the schedule of work. Mr. Wion has reviewed the contract. The Borough will be responsible for the fees for advertising. A motion was made by Mr. Proctor to approve the Agreement with HRG in the amount of \$104,000, seconded by Mr. Albert and approved unanimously by all present.

#### **AUDIENCE PARTICIPATION:**

##### **Dennis Heefner, 337 Swatara Street**

Mr. Heefner stated that the Zoning Board does not have enough members to meet quorum. We are unable to deny any variances because of this. If we do not fill the positions, anyone who requests a variance will be granted. Mr. Heefner requested that Mr. Diabblo step down from the Civil Service Board to fill a position on the Zoning Board.

##### **Mr. Powell, 321 Lebanon Street**

Mr. Powell asked what the penalty for removing the yellow sheet on abandoned vehicles. There is not a penalty. The Police follow the Vehicle Code and monitor the cars that have been issued the yellow sheet.

Mr. Powell asked why the presentations from this evening were not shown on the screen. The Borough does not have the equipment to do so.

##### **Markis Millberry, 349 Spruce Street**

Mr. Millberry thanked Public Codes for helping with the candlelight vigil last Sunday. Mr. Millberry spoke about the Phase II Project on Front Street, where the crosswalks are outside of Rite Aid.

Mr. Millberry stated that he noticed that the minutes were not on the website.

Mr. Millberry stated that he submitted his resume for the Steelton Foundation. He would like to know when they will begin.

#### **COUNCIL'S CONCERNS:**

**Mr. Shaver** – provided an update from the monthly fire house meeting. A motion was made by Mr. Shaver to approve the cost of \$200 for class and \$50 for the license for the Fire House Haunted House, seconded by Mr. Albert and approved unanimously by all present.

**Mr. Proctor** – reported that the Job fair has been moved to 2015.

**Ms. Marcinko** – reported that the Senior Center has been relocated.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Mr. Proctor, the meeting adjourned at 7:28 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

**Borough of Steelton  
Council Agenda  
November 3, 2014**

**Call Meeting to Order:** President Jeffery Wright

**Pledge of Allegiance:** President Jeffery Wright

**Moment of Silence:** Mayor Thomas F. Acri

**There were no executive sessions held between meetings.**

**Approval of schedules of billing, requisitions and change order as present for:** September 2014

**Approval of Department Reports:**

Fire and Ambulance  
Police  
Code Enforcement  
NEDC Committee  
Mayor's Report  
Public Works Report  
Borough Manager's Report

**Public Comment on Agenda Items Only**

**Presentations:**

HRG Presentation on their site observation of Swatara Street Retaining Wall

Matt Cichy Engineering Activities  
(September 12- October 17)

**Communication:**

Correspondence from Pastor Scott G. Barkley, New Heritage Christian Church in regards to Children & Family Outreach Ministry-Bright Futures Learning Center located at 10-12 North Front Street

**Unfinished Business:** None

**Borough of Steelton  
Council Agenda  
November 3, 2014**

**New Business:**

Borough Manager

Approval of HRG Proposal for Professional Engineering Services for the Swatara Street Retaining Wall Project

Borough Manager

Approval of the Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) for the amount of \$143,693.

Borough Manager

Approval of the Police Pension Plan Minimum Municipal Obligation (MMO) for the amount of \$134,461.58.

Mr. Wion

Resolution establishing special purpose parking for Sherle Seigle on Reading Street

Mr. Wion

Ordinance for Police Pension Plan Amendment

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

**In Attendance:**

Michael Albert  
Dena House  
Maria Marcinko  
Brian Proctor  
Steve Shaver  
Jeffery Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Ken Klinepeter  
John King, Police Chief  
Sylvie Brubacher

**Absent:**

MaryJo Szada

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Ms. Marcinko to approve the schedules, seconded by Mr. Albert and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. House and approved unanimously by all present.

**Fire and Ambulance** - The Fire Company will start selling Christmas trees after December 6<sup>th</sup>.

**Police** -

**Code Enforcement** -

**NEDC** - Mr. Proctor was contacted to have a Turkey Give-Away. He requested approval to assist with the Turkey Give-Away and to use Borough facility to give away the Thanksgiving meals that will be provided. The tentative date is November 22nd. A motion was made by Mr. Proctor to utilize Council Chambers on November 22nd, seconded by Ms. Marcinko, and approved unanimously by all present.

**Mayor's Report** -

**Public Works** - Ms. Marcinko stated we have been working through some issues with street scape. We are working on a schedule for maintain the trees and tree boxes along Front Street. Bilko doors have been replaced on several businesses. They are going to work on getting the Locust Street steps cleaned up in the next few days. The Borough Manager and the Director of Public Works worked relating to the US Environmental Protection Agency on the MS4 issue. We have had a few calls from Pine Street. There will be some utility work. There will be hydrant flushing over the next few weeks. We have notes to proceed on Adams Street. We have cleaned all of the catch basins on Pine and Harrisburg Streets in preparation for the project next Spring. The street sweeper will end on November 13th. There is a road closure at River Alley to assess damages.

**Borough Manager's Report** - The EPA was not here for a specific issue. They were here for an audit and we should receive the results in a few months.

#### **PUBLIC COMMENT: AGENDA ITEMS ONLY**

**Markis Millberry**, 349 Spruce Street

**Mr. Millberry** asked if there was any money put aside to take care of the bricks on sidewalks, and maintaining the tree boxes. Ms. Marcinko replied that that the bricks are part of the property owner's responsibility.

#### **PRESENTATIONS:**

**Matt Cichy, Dan Long, Matt Warner, PIRG - Presentation on their site observation of Swatara Street Retaining Wall**

A few meetings ago Council had discussed some concerns in regards to the Swatara Street retaining wall. After an initial site visit of the retaining wall, the Borough asked HRG to prepare a proposal for services necessary to evaluate the wall and provide a recommendation to the Borough as well as evaluating the traffic issues along the top of the wall near Woodbine Street/Cottage Hill Lane. Mr. Long spoke about the proposed monitoring plan that HRGG has developed. Mr. Long reviewed photos of the wall. HRG plans on evaluating the need for traffic control, determining what should be in place, and coordinating with the manufacturer as to the best way to install. We would like to go with a two-fold approach to the cracking. HRG will bring in structional engineers to do an observation of the wall, document what cracking is going on, and what the general condition is. The next part of that would then be to bring in our surveyors and install targets on the wall. With these targets we will be able to monitor if there is any movement in the wall. HRG believe the cracking was caused by settlement and now wants to see if that has stopped and the wall is stabilized or if it continues to move. So the initial monitoring would install the targets in thirty nine locations along the wall. In six months HRG will come back and resurvey all the points, do another site observation, and compare to the initial site observation. A final site observation will be

performed approximately one year after the initial site observation to evaluate. A report will be provided after each site observation and the recommendations at that time. After the final report HRG will determine if the targets should remain in place for additional monitoring or if they can be removed.

Ms. Gellatly requested approval of HRG Proposal for Professional Engineering Services for the Swatara Street Retaining Wall Project at a cost of \$27,400. A motion was made by Mr. Shaver, seconded by Mr. Albert, and approved unanimously by all present.

Ms. Gellatly requested approval to purchase 45 targets and fasteners at an estimated cost of \$3,900 including shipping and handling. A motion was made by Mr. Shaver, seconded by Mr. Albert, and approved unanimously by all present.

**Matt Cichy, HRG - Engineering Activities September 12, 2014 through October 17, 2014**

Mr. Cichy provided an overview of his report.

Project No. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Street Storm Sewer Replacement) - HRG has developed an alternate design in an attempt to avoid UGI's existing gas mains on Washington Street. HRG is working with the Public Works Department at this time to have them perform test holes so that we can verify some information on the existing utilities to verify if the alternate design will work. If the alternate design is feasible, the Project can move to finalization and bidding. If it is not feasible, HRG will coordinate with UGI regarding having them relocate their facilities.

Project No. 1337.0456 (Mohn Street Recreational Project) - This project being advertised this week for bidding. So we are going out to bid for a third time on this Project. The intention would be that bids would be received prior to your second meeting in December, so you can take action at that time.

Project No. 1337.0460 (Street Scape phase 2) - The contractor is working towards contract completion of that work. The memorial bricks will be installed later this week. The Project is nearing completion. The contractor has submitted a time extension request. This request is submitted to extend the contract time by 21 days due to delays with getting the new lights from PPL and getting them installed. HRG is recommending that the Borough approve a 21 day time period adjustment to the contractor's schedule. Mr. Wright entertained a motion to approve the 21 day time extension. A motion was made by Mr. Albert, seconded by Ms. Marcinko, and approved unanimously by all present.

Project No. 1337.0032 (Engineering Retainer) HRG assisted the Borough staff in presentation of the Fire House Improvements Grant Application to the Dauphin County Gaming Advisory Board. HRG will assist the Borough in making a presentation to the Dauphin County Gaming Advisory Board on this application.

Project No. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements) - We conducted a Preconstruction Conference for this project. The contractor intends to start work on this project in December. The work should take about a month or a month and a half to do the work on-site. He will have to come back to finish the pavement in the Spring, around mid-April.

**COMMUNICATION:**

The Borough received correspondence from Pastor Scott G. Barkley, New Heritage Christian Church in regards to Children & Family Outreach Ministry Bright Futures Learning Center located at 10-12 North Front Street. Pastor Barkley spoke about expanding their facility. He asked if Day Care facilities are allowed in that zone. Mr. Wion stated that day care centers are not permitted, by right, in the C1 district. It is permitted by right, in the C2 district, so to the extent that it would be asked to be put in C1 simply as a matter of right, the answer would be no. However, day care use has been made on that tract prior to 2009. In 2009 is when the Borough adopted its' comprehensive rezoning ordinance. In doing that the Bright Futures Day Care Center would have become a nonconforming use, because it was lawfully existing at the time of the new zoning ordinance. The zoning ordinance generally requires that you get a certificate of nonconformance of a year within of when the ordinance changed. But even if that hasn't occurred, the Borough would still treat that a nonconforming use because the Borough knows the history. Pastor Barkley requested a nonconforming use certificate to validate their presence there. He suggested that if you check the code, it also says that we can expand, as long as we maintain the height that is permitted and not fall out of the setbacks. We have received a substantial grant, and have hired eight new staff. We have the ability to take in at least 30-32 children for free for 3 year olds to 4 year olds. Mr. Wion stated that you still must meet the requirements of the zoning ordinance as a nonconforming use, indicate what you are doing and the plans must be submitted so we know there is a meeting of all requirements. Pastor Barkely clarified that they are not expanding the building, but putting in a classroom trailer. Mr. Wion stated that you will have to meet the requirements for placing a structure, an accessory building, which is technically what this would be, within the confines of the zone ordinance. Those requirements must be met. Pastor Barkely stated that he submitted the plans and was rejected. Pastor Barkley's petition is that they be allowed to increase their facility, employ six more people, be able to at least put 19 more kids. Mr. Wion stated that he will work with Ms. Brubacher and Pastor Barkley on this issue.

Ms. Marcinko reported that the Borough received a communication from Steelton on the Move thanking Mr. Ken Klinepeter for a donation to the first annual Steelton Highspire Candlelight Vigil that was held on September 29<sup>th</sup>. The donation was that the Borough allowed the use of tents for the vigil. Mr. Albert made a motion to place a copy of this letter in Mr. Klinepeter's personnel file, seconded by Ms. House and approved unanimously by all present.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Ms. Gellatly - Acceptance of the Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) for the amount of \$143,639** - Ms. Gellatly requested acceptance of the Non-Uniformed Employees' Pension Plan Financial Requirement and Minimum Municipal Obligation for 2015. A motion was made by Mr. Shaver to accept the Non-Uniform Employees' Pension Plan MMO for the amount of \$143,639, seconded by Mr. Albert and approved unanimously by all present.

**Ms. Gellatly - Acceptance of the Police Pension Plan Minimum Municipal Obligation (MMO) for the amount of \$134,461.58** - Ms. Gellatly requested acceptance of the Police Pension Plan MMO for the amount of \$134,461.58. A motion was made by Mr. Albert to approve the Policy Pension Plan MMO for the amount of \$134,461.58, seconded by Ms. Marcinko and approved unanimously by all present.

**Mr. Wion - Resolution establishing special purpose parking for Sherle Seigle on Reading Street** - Mr. Wion stated that an application was made by Sherle Seigle of 409 Reading Street for a special purpose parking zone. The police did a traffic survey, as they are required to do, and determined that such a special purpose parking zone would be acceptable for Ms. Seigle. Resolution 2014-R-14 is the resolution which locates the special purpose parking zone on the north east side of Reading Street for Ms. Seigle for Council's consideration. A motion was made by Ms. Marcinko to approve Resolution 2014-R-14, seconded by Ms. House and approved unanimously by all present.

**Mr. Wion - Ordinance for Police Pension Amendment** - Mr. Wion explained that the Actuary for the Borough, in looking at the Police Pension Plan, advised the Borough that because of recent legislation, the definition of spouse as it appears in these types of pension plans had to be redefined to read that spouse means the person married to the participant at the time of the determination as evidenced by marriage license valid under the laws of the place of issuance. In order to make our Steelton Police Department compliant, an amendment was necessary. To do that we have to adopt Ordinance No. 2014-5, which indicates that the 2014 Compliance Amendment is approved by Council and will amend the police pension plan in that respect. A motion was made by Ms. Marcinko to approve Ordinance No. 2014-5, seconded by Mr. Albert and approved unanimously by all present.

**AUDIENCE PARTICIPATION:**

**Ms. Dolly Bennet, 609 S. Second Street**

Ms. Bennet spoke on behalf of Marion Kirby of 528 Front Street. She is 91 years old. She pays for garbage and recycling. She does not have any garbage and recycling. She asked why she has to pay if she does not have any garbage and recycling. She believes she should receive an exemption. Mr. Wien explained that there is no provision for an exemption in the Ordinance. There are many residents who do not use services in the Borough, but they are part of their tax obligation or obligation as a citizen of the Borough.

**Mr. Markis Millberry, 349 Spruce Street**

Mr. Millberry asked about the new web site that has been on-line for the past two week. He asked what the price of the web site and who designed it. Ms. Gellatly stated that the hourly rate of \$40. He asked what the designers' name is. Ms. Gellatly stated that Mr. Proctor has all the information regarding the web site and designer. Mr. Millberry stated that maybe some students would be able to maintain the web site.

Mr. Millberry stated that he submitted his resume for the Zoning Board. He has not received a reply yet. Ms. Gellatly stated that she had asked Markis to send an e-mail to her. She received his e-mail on Friday and submitted it.

Mr. Millberry asked about the columns that have been knocked down on Front and Locust. Ms. Gellatly advised that we are working with a contractor to replace them.

Mr. Millberry asked about the status of Jenna Mott's application for the Water Operator position. A brief discussion was held.

Mr. Millberry asked how long the residents of Lincoln Street will have to deal with the collapse of the church and all of the dirt that is still there. Ms. Gellatly advised that the work was not completed by the owners. We are determining if the Borough will take over the project.

Mr. Millberry asked about the big apartment complex on Lincoln and Second Streets that is for sale. The weeds are overgrown and the tree out front looks like it will fall down. It is a condemned property; however the owner is responsible to maintain the property. A brief discussion was held.

Mr. Millberry asked if the School Board, the Highspire Borough Council, and the Steelton Borough Council can meet to try to fix the problems we are dealing with, with the School District. This Council has attempted to set up these types of meetings.

**Mr. Emmuel Powell, 321 Lebanon Street**

Mr. Powell asked a few questions about the Swatara Street Wall. He expressed concerns that it was not installed properly.

Mr. Powell asked what is happening with the Adams Street problems. The problems are being addressed.

**Eva Cotta, 415 Reading Street**

Ms. Cotta wanted to follow up on the issue brought up about the trucks coming up Cameron Street. The trucks are still coming up and they get stuck. There are some small signs restricting truck weight limit. Mr. Klinepeter explained that he did look into the issue. Mr. Klinepeter stated that the Council should look at changing the name of the street.

The other issue she has is that her side of the street does not have a street sign. A sign will be installed.

**COUNCIL'S CONCERNS:**

**Ms. House** - glad the Deer Signs are up before the deer actually come out. There is going to be coat drive with Steelton Youth in Action along with the Borough staff. Ms. House thanked Markis for making the flyer.

**Mr. Shaver** - thanked everyone for coming out.

**Mr. Albert** - reported that the Steelton Peewees and Ponies are going to the Super bowl again this year.

**Mr. Wion** - reminded everyone that the revised Chapter of your Code of Ordinances for animals is being advertised tomorrow. Please review to make sure you are aware of all of the changes.

**Mr. Acri** - offered congratulations to the footballs teams and thanked Mr. Albert for all he does for the teams.

**Ms. Marcinko** - commented about the tree at 120 Lincoln Street, It takes a process to do many things. It could be a trespassing issue. Tomorrow is Election Day, please exercise your right to vote.

**Mr. Wright** - thanked everyone for coming out.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Albert, seconded by Ms. House, the meeting adjourned at 8:05 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary

14008-001/FL\*47271



**Borough of Steelton  
Council Agenda  
November 17, 2014**

**New Business:**

Mr. Wion

Resolution to self report to the United States Exchange Commission (SEC) through their voluntary settlement program, Municipal Continuing Disclosure Cooperation Initiative

Borough Manager

Approval of the Disclosure Dissemination Agent Agreement with Susquehanna Group Advisors (SGA)

Donna Kreiser – McNees, Wallace & Nurick LLC

Ordinance to (1) refinance the General Obligation Bond Series of 2006 and (2) issuance of the 2014 General Obligation Bond for the Firehouse Improvement Project and the Pine & Harrisburg Street Utility Improvements Project

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert  
Maria Marcinko  
Steve Shaver  
Jeffery Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Ken Klinepeter  
John King, Police Chief  
Sylvie Brubacher

Absent:

Denae House  
Brian Proctor  
MaryJo Szada

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Albert to approve the schedules, seconded by Mr. Shaver and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. Marcinko and approved unanimously by all present.

**Fire and Ambulance** – No report

**Police** - Mr. Shaver reported that there were several trainings that the police undertook. A motion was made by Mr. Shaver that those training certificates be added to the officers' personnel files, seconded by Ms. Marcinko and approved unanimously by all present.

**Code Enforcement** – No report

**NEDC** – No report

**Mayor's Report** - Mr. Acri reported that December 2nd will be the tree lighting ceremony at 6:30 p.m. in front of the hall.

**Public Works** - Ms. Marcinko stated that the final walkthrough Street Scape II happened this week. The Memorial Bricks are all back in place in front of the trees.

Mr. Klinepeter stated that they have developed and implemented a spill control procedure. We continue to work at bringing the filtration plant up to spec and all four filters are operating as designed and to spec.

**Borough Manager's Report - None**

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

**Matt Cichy, HRG - Engineering Activities October 17, 2014 through November 14, 2014** Mr. Cichy provided an overview of his report.

Project No. 1337.0032 (Engineering Retainer) HRG has assisted the Borough staff in presentation of the Fire House Improvements Grant Application to the Dauphin County Gaming Advisory Board. HRG will assist the Borough in making a presentation to the Dauphin County Gaming Advisory Board on this application.

Project No. 1337.0229 (NDES Phase II MS4 Stormwater Requirements) - HRG will continue to assist the Borough on the follow-up actions from the EPA audit.

Project No. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Street Storm Sewer Replacement) - Borough staff completed the test holes on Washington Street on the existing utilities needed for that project. HRG has input that data into the documents to determine the location of the existing utilities and found that the proposed design as HRG revised it, HRG can now avoid a conflict with UGI's existing gas line. Will work with Borough staff to finalize design and bidding for this project.

Project No. 1337.0446 (Pump Station Sewage Grinder Improvement Project) - This project is underway. HRG did meet with the Public Works Department to visit the pump stations and review the scope of work associated with this project. HRG will continue to move forward on design purposes.

Project No. 1337.0456 (Mohn Street Recreational Project) - This project is out for bid on the PennBID Program. Bidders are able to access the bid documents at no cost at [www.PennBID.net](http://www.PennBID.net). Bids are due on December 8, 2014. It is intended that HRG will review the bids at the Council meeting in December.

Project No. 1337.0460 (Street Scape phase 2) - Work on this project is nearing completion. The contractor is working on minor items that remain. It is intended that those items will be completed by the end of this month.

Project No. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements) - HRG conducted a Preconstruction Conference for this project on October 28, 2014. The contractor intends to start work on this project the week of December 15<sup>th</sup>.

Project No. 1337.0470 (Swatara Street Retaining Wall) - HRG worked with the Borough Manager to order the survey targets that are to be installed on the wall. Once we get a delivery date we will work with Borough staff to coordinate a schedule the actual installation and investigation work.

Project No. 0124.0432 (Harrisburg & Pine Streets Utility Improvements Project) - HRG has been working on the survey efforts, designating the utilities and is moving forward in the design efforts for this project. HRG did meet with PennDOT to review the project status and schedule. PennDOT advised that they have revised their schedule and pushed back the date for submitting final plans and specs from late January until March 2, 2015. Mr. Cichy requested an action item to authorize the execution of all necessary documents relative to incorporation of the Borough's sewer facility improvements into the PennDOT construction contract including the Consultant Request form and the Cost Sharing Request form, resolution, and agreement. A motion was made by Mr. Shaver to approve Resolution 2014-R-16, seconded by Mr. Albert and approved unanimously by all present.

#### **COMMUNICATION:**

The Borough received the 2013 Audited Financial Statements and Management Representation Letter prepared by Zelenkofske Axelrod (ZA).

#### **UNFINISHED BUSINESS:**

**Mr. Wion, Proposed Changes to the Animal Ordinance No. 2014-6** - Mr. Wion stated that the Borough is considering, tonight, Ordinance No. 2014-6, which is an Ordinance that amends the Animal Ordinance Chapter and puts in its' place an entirely new Chapter dealing with animals. It provides the definition for the ordinance, prohibits keeping of specified animals in the Borough, regulates the control of dogs and other animals running at-large, provides for the seizure and disposition of animals, the abandonment, mistreatment, or cruelty to animals, requires the removal of waste, prohibits nuisances in the nature of noise, provides for quarantine of animals in certain situations, prohibits hunting of animals, establishes the liability of the owner, requires the licensing and vaccination of dogs, and establishes violations and penalties for the violation of the Ordinance. A motion was made by Mr. Albert to approve Ordinance no. 2014-6, seconded by Ms. Marcinko and approved unanimously by all present.

**NEW BUSINESS:**

**Mr. Wion - Resolution to self-report to the United States Exchange Commission (SEC) through their voluntary settlement program, Municipal Continuing Disclosure Cooperation Initiative** - Mr. Wion explained that Resolution 2014-R-16 deals with the fact that some of the financial institutions who have been dealing with the bond issues on behalf of the Borough and the Borough issuer, as well as some of the other entities that deal with the bonds have been required to indicate that their statements and past issues have either contained the appropriate information, or to some extent, have not contained the materials which the SEC requires to be in them. The resolution authorizes the Borough to file a self-report in a timely fashion. A motion was made by Mr. Albert to approve Resolution 2014-R-16, seconded by Mr. Shaver and approved unanimously by all present.

**Ms. Gellatly - Approval of the Disclosure Dissemination Agent Agreement with Susquehanna Group Advisors (SGA)** - Ms. Gellatly explained that this Agreement goes along with Resolution 2014-R-16 that was just passed. This Agreement authorizes Susquehanna Group Advisors to take care of uploading the necessary required documents annually, as well as, assisting the Borough catching up with what is currently missing for an annual fee of \$1,500.00. A motion was made by Mr. Albert to approve the Agreement, seconded by Ms. Marcinko and approved unanimously by all present.

**Ms. Donna Kreiser, McNeese, Wallace & Nurick LLC -- Ordinance to (1) refinance the General Obligation Bond Series of 2006 and (2) issuance of the 2014 General Obligation Bond for the Firehouse Improvement Project and the Pine & Harrisburg Street Utility Improvements Project** - Ms. Kreiser reviewed the Ordinance that authorizes the Borough to issue \$8,000,000 in maximum amount of bonds to finance a variety of projects. Those projects include capital projects of the Borough, projects to be undertaken on behalf of the Borough's sewer system, projects to be undertaken in connection with the water system owned by the Borough Authority, and also to undertake the refunding of outstanding 2006 Bonds. SGA has been working with the Borough to define the project and get the project ready to be financed through bonds to be issued by the Borough. This Ordinance authorizes the issuance of the bonds and the Borough's pledge of the full faith credit and taxing power to secure those bonds. It otherwise authorizes the Borough and its consultant, bond counsel and other involved parties to proceed with all other action that is needed in order to issue those bonds and finance the project. A motion was made by Mr. Shaver to approve the Ordinance, seconded by Ms. Marcinko and approved unanimously by all present.

**AUDIENCE PARTICIPATION:**

**Mr. Powell, 321 Lebanon Street**

Mr. Powell expressed concerns about no parking during the Adams Street Redevelopment Stormwater Project.

**COUNCIL'S CONCERNS:**

**Mr. Shaver** - reminded everyone about the Christmas Tree lighting on December 2<sup>nd</sup> at 6:30 p.m. Mr. Shaver thanked staff for all the work they did in regards to the budget. We did not have to raise taxes.

**Mr. Albert** - reported that the Steelton Peewees won the Superbowl this year. Mr. Albert congratulated the team. Mr. Albert wished everyone a Happy Thanksgiving.

**Mr. Acri** - wished everyone a Happy Thanksgiving and congratulated the Steelton Peewees.

**Ms. Marcinko** - thanked the staff for all they did in regards to the budget. Ms. Marcinko stated that long time member of the fire department Mr. Dale Novachak passed away last week.

**Mr. Wright** - thanked the staff for all they did in regards to the budget. Wished everyone a Happy Thanksgiving. Mr. Wright expressed sympathy to Ms. Szada on the passing of her mother.

**ADJOURNMENT:**

There being no other business before Council, on a motion made by Mr. Shaver, seconded by Mr. Albert, the meeting adjourned at 7:07 pm.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary



**Borough of Steelton  
Council Agenda  
December 15, 2014**

Mr. Wion

Resolution establishing the Police Pension Contribution for 2015

Mr. Wion

Ordinance establishing tax rates for 2015.

Mr. Wion

Resolution establishing rates and discounts under Ordinance 2014- \_\_\_\_\_

**Audience Participation**

**Council Concerns**

**Executive Session**

**Other Business**

**Adjournment**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

**In Attendance:**

Michael Albert  
Maria Marcinko  
Brian Proctor  
Steve Shaver  
Jeffery Wright

Mayor Thomas Acri  
David A. Wion, Solicitor  
Sara Gellatly, Borough Manager  
Ken Klinepeter  
Chief John King  
Sylvie Brubacher

**Absent:**

Denae House  
MaryJo Szada

**APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED**

A motion was made by Mr. Albert to approve the schedules, seconded by Mr. Proctor and approved unanimously by all present.

**APPROVAL OF DEPARTMENT REPORTS:**

A motion was made by Mr. Albert to approve the department reports, seconded by Mr. Proctor and approved unanimously by all present.

**Fire and Ambulance** – No report

**Police** -- A motion was made by Mr. Shaver that there was quite a bit of training that occurred and that a copy of the certificates for multiple police officers actually be put into their personnel files those training certificates be added to the officers' personnel files, seconded by Mr. Proctor and approved unanimously by all present.

**Code Enforcement** – No report

**NEDC** – No report

**Mayor's Report** – No Report

**Public Works** - Mr. Klinepeter stated that he would point out two quick things under Section 2, Item B of the written Public Works department report there were no events recently and wanted to publicly go on the record and thank the

employees for quick response and good effort to clear the streets. Section 3, under Water Filtration, if you haven't seen it by now you will all be getting a public notice about the drinking water. I will entertain any questions. Mr. Wright asked if there were any questions for Public Works, Council, or the Mayor.

**Borough Manager's Report** - Ms. Gallatly stated that today the Locust Street steps were cleaned again and that Chief King, Mr. Klinepeter have been meeting to discuss ideas and possible deterrents' for the future.

**PUBLIC COMMENT: AGENDA ITEMS ONLY**

None

**PRESENTATIONS:**

**Matt Cichy, HRG - Engineering Activities. November 15, 2014 through December 12, 2014**

Mr. Cichy provided an update on a few items on the engineer report for activities completed over the past month.

Project No. 1337.0446 (Pump Station Sewage Grinder Improvement Project) HRG continues to move forward on the design of that project to determine the size of the equipment needed for the various pump stations. HRG has been working with the Public Works Department regarding information from various manufacturers for their review. HRG is currently looking at that information and contacting references on determining which manufacturer and type of equipment to proceed with for this project. HRG has also been in contact with Solicitor Wion in regards to bidding of this project as it includes general, electrical, and HVAC work. Solicitor Wion had indicated to HRG that with revisions to the Borough Code enacted this year, dealing with the requirements for separate bids for plumbing, heating, HVAC, and electrical work, when a public building is erected or altered and the entire cost of the work exceeds approximately \$18,950, the Code allows for Council to determine whether to prepare and bid separate specifications on each of the branches of work involved and award the contract to the lowest responsible bidder. This project itself, is over the \$18,950 figure, but may, be bid as one prime contract, with subcontracts as indicated. Solicitor Wion had recommended that Council indicate their direction. From a bidding standpoint and contract administrative standpoint HRG would recommend to proceed with one contract with the electrical and HVAC components under one and would like Borough Council to acknowledge that. A motion was made by Mr. Shaver that Council let the professionals and staff develop one specification for one product contract and that the contract not actually be bid it as separate bids as recommended by our Solicitor and our Engineer, seconded by Mr. Proctor and approved unanimously by all present. Mr. Wion provided a clarification that he is not making a recommendation one way or the other because that is solely the Borough's prerogative. He simply pointed out that the laws changed that allows you to do that.

Project No. 1337.0456 (Mohn Street Recreational Project) - Bids for this project were received via the Pennbid Program. They were opened last week on December 8<sup>th</sup>. Attached to the Engineers Report is a summary of the bids that were received. The Borough received nine bids. The apparent low bidder is TR Stoner General Contractor with a base bid amount of \$244,634.65. In reviewing this information with the Solicitor, the Solicitor caught that the Power of Attorney for the bid bond was not dated. So we are currently going to be taking a look at that information at this time. HRG recommended that no action be taken at this time but be considered at a future meeting, until HRG has a chance to review this and determine how to proceed. The apparent second low bidder is Flyway Excavating Inc. with a base bid amount of \$295,305. HRG will report back more after the Solicitor and HRG has a chance to discuss further and look into it. The alternate bid included some storm water improvement items on the adjacent street toward the river side of the project. In some further discussion with DCNR, which is providing plumbing for this project, HRG wanted to see what the costs came in at, but not to fund that component at this time. Ms. Gellatly asked that since they are only providing funding for half of the project, why couldn't the other funds that HRG has cover those costs? Mr. Cichy said that if the Borough has other funds to do it that is something that can be considered. Ms. Gellatly stated that the Borough had a total of \$300,000 why wouldn't the Borough spend the extra to improve other things also. Ms. Gellatly asked Mr. Cichy to talk to DCNR. Mr. Shaver suggested that we let staff review this and the solicitor and then bring us back a recommendation.

Project No. 1337.0460 (Street Scape Phase II) - The contractor was hoping to wrap that up prior to Thanksgiving, by the end of November, actually. But with the weather that we have been having that has pushed them back a little bit. HRG is working with them and PennDot to have them complete the remaining items to close out this work as quickly as they can. Since they have begun this project streetlights are not working. The contractor is aware and is working on resolving this problem.

Project No. 1337.0467 (Adams Street Development Storm Sewer Improvement Project) - HRG has been reviewing the contractors' product and material submittals for that project. HRG also had a meeting with the contractor this past Friday on site. The Public Works Director was there as well as representatives from UGI to discuss coordination of UGI's work. At that meeting the contractor indicated that he is proposing to start the work the week of January 5<sup>th</sup>. That week he is also proposing to do the water line relocation work as well. HRG is working with staff to get notifications out to staff about that week. The contractor indicated that he may start moving some equipment in, in between the Christmas and New Year holiday, so you may see some equipment on site. It is possible that UGI will not have to move their line. If they do not need to move the line the Borough should be reimbursed.

Project No. 1337.0470 (Swatara Street Retaining Wall) - The Borough has received the monitoring survey targets. HRG is working to identify some potential dates for installation of those targets. HRG will be coordinating with staff regarding this because of the need for Borough assistance for traffic control and the access to the retaining wall to position the targets. HRG has met with a representative from Keystone Block to look at the retaining wall. During that

meeting they suggested, as part of the monitoring program, that inlets along the top of the wall be cleaned out and the piping that connects those inlets to be inspected just to see if there are any extraneous water from inside the pipe getting down into the ground. HRG has been working with staff for cleaning of those inlets and completing the investigative work.

Project No. 0124.0432 (Harrisburg & Pine Streets Utility Improvements Project) - HRG continue to move forward on the survey of that project and processing of that data. HRG is also starting to work on the hydraulic model for the water main improvements associated with that job.

**Markis Millberry - Martin Luther King Day Celebration Ideas** - Mr. Wright stated that we had a resident, Mr. Markis Millberry, on the agenda to discuss the Martin Luther King Day Celebration Ideas. He is not here tonight but the Borough Manager spoke to Mr. Wright in regards to what Mr. Millberry's ideas were. Mr. Wright suggests that Mr. Millberry address this with the NEDC Committee as well.

**COMMUNICATION:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Mr. Wion - Ordinance to adopt the 2015 General and Sewer Fund Budgets** - Mr. Wion stated that the Borough Manager, the Department Heads, and the Finance Committee have been working diligently, probably for at least three or four months to put the budget together this year. There were a number of meetings open to the public, where all of the potential matters, both receipts and appropriations, were discussed and reviewed in relation to the requirements for this year, including consideration of the bond issue with which the Borough is involved having passed the Bond Ordinance in November. Ordinance 2014-8 is the Budget Ordinance which has been advertised for consideration for this evening. The Ordinance begins first with the General Fund and its summary of estimated receipts, operations and maintenance capital outlay in total. The total estimated receipts and cash, which are from general receipts and receipts from taxes, are in the amount \$4,151,626.00. Next is the appropriation and the generalized category for each of the areas in which the Borough works, including general governance, legislative, executive, administration, tax collection, municipal building, police, fire, ambulance, protective inspections, emergency preparedness, highways, cleaning streets and gutters, snow removal, signs, signals, markings, street lighting, storm sewer and drains, street repairs, parks department, boat dock, neighborhood economic development, debt service, interest on the debt service, miscellaneous category, inter-fund operating transfers, contribution grants and subsidies, contributions to the Steelton Economic Development Corporation The total of all of those

functions in the categories, either of operation and maintenance or capital outlay is \$4,151,626.00, which is the amount of the total estimated receipts and cash making this portion of the budget, a balanced budget. The Sewer Fund is stated separately. Again, the Ordinance states the summary of estimated receipts under cash and receipts for appropriations and that is the total estimated cash and receipts, which is \$1,971,300.00. There is a likewise summary of appropriations under the Sewer Fund for the municipal building, garage, sewer operating, the plants, the administrative, the neighborhood economic development, debt service, interest payment, and inter-fund operating transfers. The total of all of those functions is \$1,971,300.00, which is balanced with the estimated receipts and cash of the same amount. That is basically the Borough's budget for 2015 and is set forth in Ordinance 2014-8 for Council's consideration. Mr. Wright stated that with a splendid example and explanation of our Borough budget funds for the year for 2015, Ordinance 2014-8, are there any questions. A motion was made by Mr. Albert to approve Ordinance 2014-8, seconded by Mr. Shaver and approved with four affirmative votes, and one nay vote.

**Mr. Wion - Resolution establishing the Police Pension Contribution for 2015** - Mr. Wion stated that the Borough has a police pension plan for its officers and members of the Police Department. In the Collective Bargaining Agreement with the Borough and Steelton Borough Police Association, adopted back in August 20, 2012, there is an Article that provides for officer contributions to their pension based on the determination of the plan actuary relating that to the general, municipal pension fund state aid that is received by the Borough. The Borough's consulting actuaries, who are the plan actuaries, have advised the Borough that the funds are insufficient to meet the municipal obligation. This means that there is a contribution required from the police members of 5% of their monthly compensation. Since the police pension plan requires that mandatory contribution, unless it is otherwise reduced actuarially, which it is not, the 5% is the mandatory amount. So the action taken under this resolution is that the monthly contribution of the participants of the Borough's police pension plan and fund is fixed at 5% of monthly compensation for the period of January 1, 2015 to December 31, 2015. That is Resolution 2014-R-17 for Council consideration. Mr. Wright asked if there were any questions regarding Resolution 2014-R-17. A motion was made by Mr. Shaver to approve Resolution 2014-R-17, seconded by Mr. Proctor and approved unanimously by all present.

**Mr. Wion - Ordinance establishing tax rates for 2015** - Mr. Wion stated that in as much as Council has now adopted the Budget Ordinance making the appropriations balance by estimated receipts, a portion of the taxes that are provided for on an annual basis for the consideration of Council are set forth in Ordinance 2014-9. The tax rate for general purposes is 15 mills on each dollar of assessed valuation on real estate classified as non-farm land and 15 mills on each dollar of assessed valuation on real estate classified as buildings on land pursuant to the Borough Code. The Ordinance also describes farm land as opposed to non-farm land. Again this year, Council will in the Ordinance enact a tax on all occupations which is a tax rate for general purposes of 20 mills on each dollar of assessed valuation pursuant to the Borough Code. Finally, taxes levied for the purpose of paying interest and principal on indebtedness under the Local Unit Debt Act and the provisions of the Borough Code, 2 mills on each dollar of assessed valuation. That is the Ordinance 2014-9 establishing the aforesaid taxes for the year 2015 for Council consideration. Mr. Wright asked if there were

any questions regarding Ordinance 2014-9. A motion was made by Ms. Marcinko to approve Ordinance 2014-9, seconded by Mr. Shaver and approved unanimously by all present.

**Mr. Wion - Resolution establishing rate and discounts under Ordinance 2014-9** - Mr. Wion stated that since the Council just passed Ordinance 2014-9 Council should also consider a Resolution establishing the discount provisions and penalties which are appropriately placed on the tax bills for the taxes just enacted. The Resolution states that if there is a payment of taxes under that Ordinance, there is a 2% discount if you make it within two months of the tax notice. If you don't pay within four months after that date you are subject to a penalty of 5% if it's paid within the period beginning four months after the tax notice and then in six months after the date of the notice. Thereafter, that is after six months, the penalty will be 10%. This is consistent with the Discount and Penalty Resolution that Council has consistently adopted. That is Resolution 2014-R-18 for Council's consideration. Mr. Wright asked if there were any questions regarding Resolution 2014-R-18. A motion was made by Ms. Marcinko to approve Resolution 2014-R-18, seconded by Mr. Shaver and approved unanimously by all present.

#### **AUDIENCE PARTICIPATION:**

##### **Mr. Powell, 321 Lebanon Street**

Mr. Powell stated that he thinks that at the last Council meeting you said that the trash on Lincoln Street would be removed. It has not been removed as of 6:00 p.m. this evening. You said at the last Council meeting it would be removed by the next Council meeting. Mr. Wright stated that this will be discussed in Executive Session.

Mr. Powell asked what happened to the refund we were supposed to get from the water bill. At one meeting it was said that all Borough residents would get a refund. Ms. Marcinko stated that we did not say that residents would get a refund. It was stated that the Borough would receive a refund and that money would go back into the Sewer Fund to make improvement on our sewage system.

Mr. Powell stated that the first statement about the budget was that the public was notified. How was the public notified? Mr. Wright stated that it was advertised. Ms. Marcinko added that it was advertised and open for the last thirty days. It was also announced at the second Council meeting in November.

#### **COUNCIL'S CONCERNS:**

**Mr. Proctor** - on November 24<sup>th</sup> we had a turkey give away. He thanked Dauphin County Commissioners, George Hill, and some Steelton Borough employees who helped out.

**Mr. Shaver** - Wished everyone, depending on what religion you are, a Merry Christmas, happy New Year, happy Hanukah, happy Kwanza, and to have a good holiday season

**Mr. Acri** - wished everyone a very Merry Christmas and a safe and happy New Year.

**Mr. Wion** - wished everyone a Merry Christmas and a safe and happy New Year.

**Ms. Gellatly** - wished everyone a Merry Christmas and a safe and happy New Year.

**Ms. Marcinko** - as far as the budget goes, Ms. Marcinko congratulated the Borough staff, who kept us in check for those many meetings we had regarding it. In this holiday season, the residents of the Borough of Steelton should be very thankful that we didn't raise anything but we kept your services as they were. In regard to snow removal, the one snow that we had this season so far, she congratulated the public works staff for a job well done. Where the people in Middletown are suffering because they are not going to have their roads plowed this year. We need to be very grateful, we went down to the nitty gritty, no furloughs, keep your same services and no raising of everything. Ms. Marcinko thanked all the people in the Borough of Steelton. She has gotten hundreds of emails, phone calls and texts. The support that you have shown me during this time has been phenomenal. Ms. Marcinko congratulated the Mayor on his retirement. Ms. Marcinko wished everyone a happy holiday season, Merry Christmas and a blessed New Year.

**Mr. Wright** - Maria you know you have our love and everything we can do to still support you. Mr. Wright stated that for the last 3 or 4 years the Borough staff have really saved the tax payers, because they have really tightened their expenditures, from direction from Council and the Mayor, had asked those Borough department heads to tighten up those pencils and don't spend when they don't have to spend. So that has been the biggest plus why the Borough of Steelton is not raising taxes, because of our department heads staff. Not because of the seven Council Members, it's because of our staff. To the Chief, you are doing a terrific job, your staff is doing a terrific job under your leadership. There is things that I hear out on the streets, that I never heard before and I have been up here a long-time and I want to tell you in your face, thank you for what you are doing. Continue to do what you are doing and we will support you as we always support that position. Mayor Acri congratulations, I'd like to come right behind you soon. To my colleagues, Merry Christmas, happy New Year, Happy Kwanza, happy Hanukah. We love you guy, please come to these meetings. Mr. Powell, you don't miss any meeting and when you are not here we are always wondering about you, so if there are things that we miss sometimes, you have the green light, come down and talk to our Borough Manager, talk to her staff if there is anything that she can do to correct any Council miscommunication, I'm sure that she and her staff will provide you that right information. If there is anything we say that is wrong, sometimes we do forget, sometimes we don't have meetings that we probably should have meetings, but that is the way of life right now. Once again, I want to thank everyone for coming out I am going to ask to recess into Executive Session to speak on land litigation.

**EXECUTIVE SESSION:**

Council, on a motion made by Mr. Albert, seconded by Mr. Shaver, and approved unanimously, recessed into an Executive Session for potential litigation.

A motion was made at 7:50 pm by Mr. Shaver, seconded by Ms. Marcinko, to go back into regular session. Motion carried unanimously.

**OTHER BUSINESS:**

A motion was made by Mr. Proctor, seconded by Mr. Albert, to adopt Resolution 2014-R-19 making a Declaration of Emergency in relation to the collapse of the structure located at 235 Lincoln Street and retaining JVE Enterprises of Mechanicsburg to mitigate the emergency situation. Motion carried unanimously.

**ADJOURNMENT:**

A motion was made by Mr. Albert, seconded by Mr. Shaver, to adjourn the meeting at 8:00 pm. Motion carried unanimously.

Respectively Submitted:

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Sara Gellatly  
Borough Secretary