

**Minutes of Steelton Borough Council
Reorganization Meeting
January 4th 2016**

Oath of Office for Councilmembers-Elect:

Mayor Acri began the meeting by announcing that all present Councilmembers-Elect had submitted their Affidavits of Residency to the Borough to confirm residency in the Borough of Steelton.

Prior to calling the January 4, 2016, Steelton Borough Council Reorganization Meeting to order, the following Councilmembers-Elect were sworn in and administered the Oath of Office:

Councilwoman Keontay Hodge – Sworn in by the Honorable Sonya McKnight
Councilwoman Kelly Kratzer – Sworn in by the Honorable Thomas F. Acri
Councilman Michael Segina – Sworn in by the Honorable Thomas F. Acri

Councilwoman-elect Sharon Salov was not present to be sworn in.

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice President
Brian Proctor, Councilman Pro Tem
Michael Segina, Councilman
Keontay Hodge, Councilwoman
Kelly Kratzer, Councilwoman
Mayor Thomas F. Acri

Absent:

Sharon Salov, Councilwoman-Elect

Staff:

Douglas E. Brown, Borough Manager
Rosemarie Paul, Assistant Secretary-Treasurer
Steven Brubacher, Fire Chief
Gene Vance, Assistant Fire Chief
Anthony Minium, Steelton Police Officer-in-Charge
David A. Wion, Solicitor

Call to Order:

The January 4, 2016, Reorganization Meeting of the Steelton Borough Council was called to order by Mayor Thomas F. Acri at 6:35 PM.

Pledge of Allegiance:

The Pledge of Allegiance and a moment of silence was led by Mayor Thomas F. Acri.

Presentation of Plaque to Former Councilman Michael K. Albert:

Councilman Wright and Mayor Acri presented a plaque to Mr. Michael K. Albert in recognition of his dedicated service to the Borough of Steelton.

Mr. Wright thanked Mr. Albert for his service and noted that no matter what, Mr. Albert will always be a part of the Steelton Community and hopes that he will continue to serve the Borough of Steelton.

Mayor Acri noted that Mr. Albert had served 16 years on Steelton Borough Council and recognized Mr. Albert for his work with the youth sports leagues in the Borough.

Mr. Albert thanked the constituents of Steelton for supporting him for 16 years. Mr. Albert wished the new and current Council members congratulations and stated that he is not going anywhere.

Nominations for President of Council:

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

Ms. Marcinko nominated Jeffery L. Wright for President of Steelton Borough Council.

Ms. Kratzer nominated Maria Marcinko for President of Steelton Borough Council.

Mayor Acri entertained further nominations.

There being no further nominations, Mayor Acri closed nominations and asked for a vote on the nomination of Jeffery L. Wright for President of Steelton Borough Council.

Mayor Acri took a roll call vote for the nomination of Jeffery L. Wright for President of Steelton Borough Council. The roll call vote was recorded as follows:

Ms. Hodge – Yay
Mr. Proctor – Yay
Mr. Wright – Yay
Ms. Marcinko – No
Mr. Segina – Yay
Ms. Kratzer – No

Mayor Acri announced that the nomination of Jeffery L. Wright as Steelton Borough Council President was approved by a roll call vote of four to two. Mayor Acri asked Mr. Brown to reiterate the roll call vote. Mr. Brown confirmed the roll call vote as stated above.

Nominations for Vice President of Borough Council:

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

Ms. Hodge nominated Maria Marcinko for Vice President of Steelton Borough Council.

Mayor Acri entertained further nominations.

There being no further nominations, Mayor Acri closed nominations and asked for a vote on the nomination of Maria Maricnko for Vice President of Steelton Borough Council.

Mayor Acri took a roll call vote for the nomination of Maria Marickno for Vice President of Steelton Borough Council. The roll call vote was recorded as follows:

Ms. Hodge – Yay
Mr. Proctor – No
Mr. Wright – Yay
Ms. Marcinko – Yay
Mr. Segina – Yay
Ms. Kratzer – Yay

Mayor Acri announced that the nomination of Maria Marcinko as Vice President of Steelton Borough Council was approved by a roll call vote of five to one. Mayor Acri asked Mr. Brown to reiterate the roll call vote. Mr. Brown confirmed the roll call vote as stated above.

Following the election of President and Vice President of Council, Mayor Acri vacated his position Chairing the Reorganization Meeting and turned the Chair over to President Wright.

Mr. Wright stated that it is a privilege to serve as President of Council.

Nominations for President Pro Tem of Council:

Mr. Wright entertained nominations for President Pro Tem of Steelton Borough Council.

Ms. Marcinko nominated Brian Proctor for President Pro Tem of Steelton Borough Council.

Mr. Wright entertained additional nominations.

Hearing no further nominations, Mr. Wright closed the floor to nominations.

Mr. Wright took a roll call vote for the nomination of Brian Proctor for President Pro Tem of Steelton Borough Council. The roll call vote was recorded as follows:

Ms. Hodge – Yay
Mr. Proctor – Yay
Mr. Wright – Yay
Ms. Marcinko – Yay
Mr. Segina – Yay
Ms. Kratzer – Yay

Mr. Wright announced that the nomination of Brian Proctor as Steelton Borough Council President Pro Tem was approved by a roll call vote of six to zero. Mr. Wright asked Mr. Brown to reiterate the roll call vote. Mr. Brown confirmed the roll call vote as stated above.

Appointment of Borough Manager/Secretary Treasurer; Assistant Borough Secretary Treasurer; Borough Solicitor; Solicitor for Police Negotiations; Solicitor for Non-Uniform Negotiations; Borough Engineer; Codes/Zoning/Planning Officer; Fire Chief; Assistant Fire Chief; Battalion Chief; Emergency Management Coordinator; and Independent Auditor:

Mr. Wright entertained a motion to appoint the following positions:

Borough Manager/Secretary-Treasurer – Douglas E. Brown
Assistant Borough Secretary-Treasurer – Rosemarie L. Paul
Borough Solicitor – David A. Wion, Caldwell & Kearns, PC
Solicitor for Police Negotiations – Michael M. Miller, Eckert Seamans LLP
Solicitor for Non-Uniform Negotiations – Michael M. Miller, Eckert Seamans LLP
Borough Engineer – Herbert, Rowland and Grubic, Inc.
Codes/Zoning/Planning Officer – Amrinder Singh
Fire Chief – Stephen Brubacher, Sr.
Assistant Fire Chief – Gene Vance
Battalion Chief – Andrew Mahalchick
Emergency Management Coordinator – Timothy J. Lehman
Auditor – Zelenkofske Axelrod, LLC

Mr. Segina made a motion to accept the appointments as stated above, which was seconded by Ms. Hodge. Council voted unanimously to accept the appointments as stated above.

Appointments to Council Committees by President of Council:

Mr. Wright announced that he will not be appointing Council members to committees at this meeting. Mr. Wright stated that he will be meeting with Council members to discuss the Committees and determine their best fit for committees.

Mr. Wright then reviewed the list of standing committees of Steelton Borough Council that he will be meeting with Council members about between now and the next meeting.

Mr. Wright then noted that he knows some current Council members would like to retain certain positions on Council committees. Mr. Wright stated that he would like to see Ms. Marcinko remain Chair of the Public Works Committee and see Mr. Proctor as the Chair of the Neighborhood and Economic Development Committee.

Adoption of Roberts Rules of Order, 11th Edition:

Mr. Wright entertained a motion to approve Robert's Rules of Order as the official parliamentary procedure guidelines for the Steelton Borough Council. Ms. Marcinko made a motion to approve Robert's Rules of Order, 11th Edition as the official parliamentary procedure of Steelton Borough Council, which was seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Approval of Minutes from Previous Meeting: December 21, 2015:

Mr. Wright entertained a motion to approve the minutes of the December 21, 2015, Steelton Borough Council meeting.

Ms. Marcinko made a motion to approve the minutes of December 21, 2015, which was seconded by Ms. Hodge. Council voted unanimously to approve the minutes.

Approval of Minutes of Previous Meetings as Presented:

Mr. Wright entertained a motion to approve the minutes of the following meetings as presented:

Meeting Minutes of September 15, 2014
Meeting Minutes of July 21, 2014
Meeting Minutes of May 5, 2014
Meeting Minutes of April 21, 2014
Meeting Minutes of February 3, 2014
Meeting Minutes of November 18, 2013
Meeting Minutes of November 4, 2013
Meeting Minutes of October 21, 2013

Ms. Marcinko made a motion to approve the minutes of the meetings listed above as presented, which was seconded by Mr. Proctor. Council voted unanimously to approve the minutes.

Other Business:

Presentation of Monthly Engineer's Report – Herbert, Rowland, and Grubic, Inc.

Mr. Justin Mendisky of HRG presented the monthly engineer's report prepared by HRG to Council. Mr. Mendisky noted that the majority of the Sewer Grinder Improvement Project has been completed with the exception of the exterior access improvements at the Trewick Pump Station. The construction at Trewick Pump Station should be completed by the end of January.

Mr. Mendisky then reviewed the Storm and Sanitary Sewer Inspection and Cleaning Project noting that work continues on classifying and mapping Steelton's manholes and sanitary and storm sewer structures. HRG is in the process of finalizing the contract documents for this project which will then be provided to Mr. Wion for his review. HRG's goal is to have the contract document to Mr. Wion by the end of January.

Mr. Mendisky then reviewed the status of the Swatara Street Retaining Wall Project stating that the project team has completed its final observations on the wall and their measurement survey. Mr. Mendisky stated that the team is in the process of finalizing a report on the retaining wall for Council and are in the process of coordinating final recommendations with the wall manufacturer based on the measurements that they have recorded over 2015. The report should be finished and submitted to Council by the end of January.

Mr. Mendisky reviewed the Harrisburg/Pine Street Utilities Improvement Project stating that all sanitary sewer and water line improvements on Pine Street have been completed. Mr. Mendisky noted that, as of the meeting, the contractor on the project is suspending work during the winter due to weather. In spring 2016, final restoration work will begin on Pine Street and work will begin on Harrisburg Street.

Mr. Mendisky noted that HRG has submitted the contract documents for the Firehouse Improvement Project to Mr. Wion for review. Once HRG receives Mr. Wion's comments they will revise the documents as necessary. The project should be advertised for public bidding in the next few weeks according to Mr. Mendisky.

Mr. Wright thanked Mr. Mendisky for his report and entertained any questions Council or staff may have.

Mr. Wright entertained a motion to approve the Monthly Engineer's Report as presented by Mr. Mendisky. Mr. Segina made a motion to approve the Monthly Engineer's Report, which was seconded by Mr. Proctor. Council voted unanimously to approve the Monthly Engineering Report.

Reappointment of Michael Segina to Steelton Borough Authority for a Three Year Term Ending December 31, 2018

Mr. Brown stated that Council would be voting to reappoint Mr. Segina to the Steelton Borough Authority for a three year term that would end on December 31, 2018. Mr. Brown informed Council that, by law, the terms of the Steelton Borough Authority must be staggered in a five year term, four year term, three year term, two year term, and one year term fashion. Mr. Brown stated that he has spent the previous weeks cleaning up the terms of various boards including the Steelton Borough Authority in order to comply with either law or Steelton Borough Code. Mr. Segina's term would end in 2018 while other members of the Authority would have the appropriately staggered terms ending on the appropriate dates.

Mr. Wright entertained a motion to appoint Mr. Segina to the Steelton Borough Authority for a three year term ending on December 31, 2018.

Ms. Marcinko made a motion, which was seconded by Mr. Proctor. Council voted unanimously to reappoint Mr. Segina to the term.

Appointment of Mr. Thomas F. Acri to the Steelton Borough Authority for a Once Year Term Ending December 31, 2016

Mr. Brown stated that the reappointment of Mr. Acri is very similar to the motion/vote that just took place for Mr. Segina. With Council's approval, Mr. Acri would be placed on the Authority for a one-year term ending in 2016. This term would, again, be staggered in a fashion that allows a reappointment or new appointment after Mr. Acri's term to be staggered according to the requirements noted above.

Mr. Wright entertained a motion to appoint Mr. Thomas F. Acri to the Steelton Borough Authority for a one-year term ending on December 31, 2016.

Ms. Marcinko made a motion, which was seconded by Ms. Hodge. Council voted unanimously to approve the motion.

Reappointment of Mr. Chris Hughes to the Steelton Planning Commission for a Term Ending December 31, 2017

Mr. Wright asked Mr. Brown to clarify if Mr. Hughes' term is a two year term. Mr. Brown affirmed that Mr. Wright is correct.

Mr. Brown then notified Council that the item before them is a reappointment of Mr. Hughes to the Steelton Borough Planning Commission that has been recommended by the Chairman of the Planning Commission, Dennis Heefner.

Mr. Brown stated that Mr. Hughes has served well on the Planning Commission and that his reappointment would be for a term that is staggered pursuant to the Steelton Borough Code. Mr. Wright entertained a motion to appoint Mr. Chris Hughes to the Steelton Planning Commission for a two-year term ending December 31, 2016.

Ms. Kratzer made a motion, which was seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Approval of Resolution 2016-R-1 Appointing Mr. Michael Rozman to the Steelton Zoning Hearing Board

Mr. Wion stated that the Zoning Hearing Board appointments are required by statute to be made by resolution. Mr. Wion stated that Resolution 2016-R-1 appoints Mr. Michael Rozman of 706 North Third Street to the Zoning Hearing Board for a term to end December 31, 2017.

Mr. Wright entertained a motion to approve Resolution 2016-R-1.

Ms. Hodge made a motion to approve Resolution 2016-R-1, which was seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Approval of Resolution 2016-R-2 Appointing Ms. Robin Kissler to the Steelton Zoning Hearing Board

Mr. Wion stated that, in a similar fashion to Resolution 2016-R-1, Resolution 2016-R-2 appoints Robin G. Kissler of 308 Angle Avenue to the Steelton Zoning Hearing Board for a term to end December 31, 2018.

Mr Wright entertained a motion to appoint Ms. Robin Kissler to the Steelton Zoning Hearing Board for a three year term ending December 31, 2018.

Ms. Marcinko made a motion to approve Resolution 2016-R-2, which was seconded by Mr. Segina. Council voted unanimously to approve the motion.

After the motion passed, Mr. Brown noted that there is still one vacancy that is outstanding for the Steelton Zoning Hearing Board. Mr. Rozman and Ms. Kissler were reappointed to the Steelton Zoning Hearing Board as a result of the passage of Resolution 2016 R-1 and Resolution 2016-R-2 while the third vacancy will still need to be filled.

Mr. Brown stated that the Borough is soliciting resumes from residents interested in being appointed to the Zoning Hearing Board and welcomed members of the audience to submit a resume.

Mr. Brown also noted that there is one existing vacancy on the Steelton Borough Planning Commission for which the Borough is also soliciting resumes.

Approval of Resolution 2016-R-3 Confirming the Membership and Terms of the Steelton Borough Authority

Mr. Brown noted that Resolution 2016-R-3 is simply a housekeeping matter that lays out every members term on the Steelton Borough Authority, including the terms just approved for Mr. Segina and Mr. Acri.

Mr. Brown stated that the other three members of the Authority are currently in the middle of their terms. Resolution 2016-R-3 sets forth the terms of all five members and clarifies the expiration of each term. Mr. Brown stated that the resolution is a way for the Borough to go back at any time and ensure they are re-appointing or appointing members to the Authority based on properly staggered terms.

Mr Wright entertained a motion to adopt Resolution 2016-R-3.

Ms. Hodge made a motion, which was seconded by Ms. Marcinko. Council voted unanimously to approve Resolution 2016-R-3.

Approval of Resolution 2016-R-4 Confirming the Membership and Terms of the Steelton Borough Planning Commission

Mr. Wion stated that Resolution 2016-R-4 is presented in a fashion similar to what Mr. Brown had just presented. Resolution 2016-R-4 reflects the membership of the Steelton Planning Commission and their terms of office including the reappointment of Mr. Hughes earlier in the meeting.

Mr. Wion stated that the Resolution will allow the Borough to have a proper listing of the membership and terms for the Steelton Borough Planning Commission.

Mr. Wright entertained a motion to approve Resolution 2016-R-4.

Ms. Marcinko made a motion, which was seconded by Ms. Hodge. Council voted unanimously to approve Resolution 2016 R-4.

Adoption of Resolution 2016 R-5 Confirming the Membership and Terms of the Steelton Zoning Hearing Board

Mr. Wion stated that Resolution 2016-R-5 is similar to the previous to resolutions in that it clarifies the terms of the Steelton Zoning Hearing Board, including the vacancy mentioned previously in the meeting.

Mr. Wright entertained a motion to approve Resolution 2016-R-5. Ms. Kratzer made a motion, which was seconded by Ms. Hodge. Council voted unanimously to approve Resolution 2016-R-5.

Audience Participation:

Mr. Wright opened the floor for public comment on any items.

Mr. Emmuel Powell – 321 Lebanon Street

Mr. Powell stated his concerns about work being done at 431 Cameron Street. Mr. Powell stated that there is a trench that has been dug that is four feet by 18 feet in length. Mr. Powell asked how someone could dig a trench of that size without Codes knowing about it.

Mr. Wion stated that if there is a zoning issue with the work being done at 431 Cameron Street, it would have to comply with the Steelton Borough Code and further that the issue would be looked into.

Mr. Powell replied that someone should have to get a building permit to dig a trench that size.

Mr. Wright replied that if they have not followed the proper procedures laid out in the Steelton Borough Code, they are not being compliant and are doing work outside of the law.

Mr. Brown stated that the Steelton Borough Codes Office is aware of the issue. Mr. Brown stated that Mr. Terry Watts, who is contracted to act as a Codes/Zoning Officer for the Borough, issued a stop work order on that property. Mr. Brown stated that the work had been started without the property owner having it reviewed for any permitting or zoning needs. A stop work order has been issued in order for the work to be properly permitted.

Mr. Powell stated that he cannot understand how Council allowed a man to come into town and block off the street for three days to dig a trench without anyone knowing. Mr. Powell stated that no individual was aware of the issue until he came to Borough Hall to report it. Mr. Powell stated that he has no business reporting work being done in the Borough.

Mr. Wright stated that he appreciated Mr. Powell informing the borough about the situations and that he hopes the new Council will be proactive in addressing issues to avoid them in the future.

Cheryl Powell – 321 Lebanon Street

Ms. Powell asked for an update on the reports about gangs coming to Steelton Borough. Ms. Powell requested that any police officer present at the meeting give those residents present the facts versus what the media is reporting.

Mr. Minium stated that he made a decision early on to report about the “600 Gang” as a courtesy to the public due to reports of individuals in their late-teens and early-twenties coming from Harrisburg and assaulting Steelton teens. Mr. Minium stated that he was not sure if the assaults were targeted or a random attack but wanted to put a notice to the public.

Mr. Minium stated that since they have put the notice out, the public has stepped up and called in an increased amount of suspicious activities. Mr. Minium stated that since the Police Department posted the gang activity to Crime Watch there has not been a single assault.

Mr. Minium stated that they are working with the Harrisburg Police Department and have confirmed that there is a gang called the “600 Gang” that is known for robbery and assaults much like the individuals assaulting teens in Steelton.

Mr. Wright then entertained any additional comments or concerns from the public.

There being no further public comments, Mr. Wright entertained Council Concerns.

Before Mr. Wright opened the floor to Council Concerns, he stated that a Councilmember-elect, Ms. Sharon Salov, notified the Borough Office that she would not be retaining her seat. Mr. Wright stated that Ms. Salov had ten days from January 4, 2016, to be sworn in as a Council member, after which Council will announce her Council seat as vacated. Mr. Wright stated that she has decided not to take her seat on Council due to personal commitments.

Council Concerns:

Mr. Wright stated that he would leave the closing concerns to the three newly seated members of Council. He then opened the floor for concerns from the following Council members.

Mr. Proctor - Mr. Proctor welcomed new Council members and stated that he looks forward to working with them for the next two years.

Mayor Acri – Mayor Acri wished those in attendance a Happy New Year. Mr. Acri wished luck to the new Council members and stated that the Council and Borough need to get an agenda together for the new session and work together as a team to get things accomplished.

Mr. Wion – Mr. Wion welcomed the new members of Council and stated that he hopes to meet soon with the new Council Members and review the relationship between Council and the Solicitor’s Office. Mr. Wion offered himself as a resource to Council.

Mr. Minium – Mr. Minium welcomed new Council members and stated that he is excited to have 2015 over and looks forward to a positive 2016.

Mr. Brown – Mr. Brown stated that he echoes the sentiments of those that spoke before him. Mr. Brown stated that he is very much looking forward to working with the new Council and working on executing a proactive agenda for the Borough. Mr. Brown stated that he has only been back at the Borough for three months but one thing he has learned is that the best course for the Manager’s Office is to keep our nose to the grindstone, do what’s right, and keep moving forward.

Mr. Singh – Mr. Singh stated that he looks forward to working with everyone when he starts as the new Codes Enforcement/Zoning/Planning Officer.

Ms. Paul – Ms. Paul congratulated the new Council members and stated that she is very excited for 2016.

Mr. Wright stated that Ms. Paul is an anchor for Mr. Brown and is his right hand person. Mr. Wright thanked Ms. Paul for being instrumental in keeping the budget together and being the person behind Mr. Brown who keeps things moving behind the scenes. The audience applauded Ms. Paul.

Ms. Marcinko – Ms. Marcinko welcomed new Council members. Ms. Marcinko thanked Council for allowing her to serve in a leadership position.

Ms. Marcinko thanked Mr. Brown for his hard work stating that in three months the Borough has progressed beyond what she had imagined.

Ms. Marcinko then thanked Mr. Segina for his work on updating the website and thanked Officer in Charge Minium for the job he is doing running the Police Department and keeping the public informed.

Ms. Marcinko shared that Commissioner Hartwick had contacted her and told her, “Please send my congratulations and commitment to help where my heart always is: Steelton.”

Ms. Kratzer – Ms. Kratzer thanked everyone and noted the full turnout for the meeting. Ms. Kratzer stated that if every meeting had this type of turnout in a positive way, the Borough would be in a much better place. Ms. Kratzer stated that she is looking forward to working with a great group of colleagues and recognized the staff that work behind the scenes. Ms. Kratzer stated that Mr. Brown is doing a wonderful job and has been available any time she has needed him. Ms. Kratzer stated that she is looking forward to 2016.

Mr. Segina – Mr. Segina thanked everyone including the residents, staff, and current Council for their support. Mr. Segina stated that he is overwhelmed by the support he has received over the past nine months from not only the public but the staff. Mr. Segina stated that he has spent a significant amount of time talking with both current and former Council members and thanked them. Mr. Segina stated that he believes everyone is on the same page and has the right attitude moving forward. Mr. Segina stated that Council will do what is best for the residents of the Borough and has the same goals in mind despite having differences at times.

Ms. Hodge – Ms. Hodge congratulated the newly elected and current Council members and noted the tough skin that they need to deal with the job of being a member of Council. Ms. Hodge thanked the community for electing her and supporting her vision and the vision of Council as a whole. Ms. Hodge stated that 2015 is over, and it is now 2016 and a new session. Ms. Hodge recognized that Council cannot make changes overnight but will work diligently to make sure they are working as a team and community for Steelton.

Ms. Hodge stated that she would appreciate the time and patience of the community as new Council members learn the job. Ms. Hodge stated that she needs time to learn and asked the public to communicate what they see with Council.

Ms. Hodge stated that she looks forward to building bridges, building a better community, building a relationship with the Police Department and the community, and taking those relationships further. Ms. Hodge stated that she is supportive of her colleagues on Council and is supportive of the community.

Ms. Hodge urged that the community approach 2016 with positivity and put away the negativity of 2015. Ms. Hodge stated that the community and Council needs to be united, otherwise they will not be successful. Ms. Hodge stated that she is always open and available to any residents in the Borough.

Mr. Wright- Mr. Wright stated that he looks forward to serving with the new Council over the next two years and noted that they will be the last two years of his term in office. Mr. Wright stated that he will not be running again for Council unless things significantly change.

Mr. Wright noted that the vision of Council is changing for 2016 and that the reason he did not appoint Council members to committees at the meeting was due to the fact that he would like to talk with all new members and does not plan to be on as many committees as he has been on in the past. Mr. Wright stated that it is time for ‘new blood’ on Council and urged new Council members to take on their role with vigor and zeal. Mr. Wright stated that he will stay on the Personnel and Finance Committees but will be meeting individual members about the other committees. Mr. Wright stated that he is counting on Ms. Marcinko as Public Works Chair and Mr. Proctor as Chairman of the NEDC Committee with Mr. Segina as Vice-Chair of the NEDC Committee.

Mr. Wright then stated that Robert’s Rules of Order is the guideline for Council and stressed their importance.

Mr. Wright recognized that previous Councils have been criticized for rushing through policy issues and that the new Council will spend more time deliberating on issues at meetings.

Mr. Wright requested that Robert’s Rules of Order, 11th Edition be ordered by Mr. Brown for all Council members.

Mr. Wright then thanked everyone for their support. He also asked that Council be professional about their conduct and not use social media and Facebook to settle issues. Mr. Wright stated that Council used to have a comraderie and bond beyond issues that come up at meetings and asked for Council to act as a family.

Recess Into Executive Session to Discuss Personnel Issues and Potential Litigation:

Mr. Wright then reiterated that there is a potential vacancy on Council with a number of people expressing interest. Mr. Wright stated that Ms. Salov has 10 days to determine what she would like to do, but that the seat will become vacant as of January 14th.

Mr. Wright then entertained a motion to go into Executive Session at 7:26 pm to discuss personnel issues and potential litigation. Ms. Hodge motioned to enter into Executive Session, which was seconded by Mr. Proctor. The motion carried.

Return from Executive Session and Adjournment:

Council returned from Executive Session at 7:55pm.

Mr. Wright entertained a motion to adjourn at 7:56pm. On a motion by Mr. Proctor, seconded by Ms. Marcinko, Council adjourned.

Respectfully Submitted:

Douglas E. Brown, Secretary-Treasurer

Agenda
Borough of Steelton
Reorganization Meeting
January 4, 2016

Oath of Office to the Council Members:

Honorable Michael Segina – Administered by The Hon. Thomas F. Acri, Mayor

Honorable Kelly Kratzer – Administered by The Hon. Thomas F. Acri, Mayor

Honorable Keontay Hodge – Administered by The Hon. Sonya McKnight

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

INVOCATION BY: Mayor Thomas F. Acri

SPECIAL PRESENTATION:

Jeffery L. Wright/Mayor Thomas F. Acri – Honoring Councilperson Denae House

Jeffery L. Wright/Mayor Thomas F. Acri – Honoring Councilperson Mike Albert

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 – Douglas E. Brown

ASSISTANT BOROUGH SECRETARY-TREASURER – Rosemarie L. Paul

SOLICITOR - David A. Wion, Caldwell & Kearns, PC

SOLICITOR FOR POLICE NEGOTIATIONS – Michael M. Miller, Eckert Seamans LLP

Agenda
Borough of Steelton
Reorganization Meeting
January 4, 2016

SOLICITOR FOR NON-UNIFORM NEGOTIATIONS - Michael M. Miller, Eckert Seamans LLP

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

CODE/ZONING/PLANNING OFFICER – Amrinder Singh

FIRE CHIEF – Stephen Brubacher, Sr.

ASSISTANT FIRE CHIEF – Gene Vance

BATTALION CHIEF – Andrew Mahalchick

EMERGENCY MANAGEMENT COORDINATOR - Timothy J. Lehman

AUDITOR – Zelenkofske Axelrod LLC

APPOINTMENT OF COUNCIL COMMITTEE’S BY THE PRESIDENT OF COUNCIL.

FINANCE COMMITTEE

PERSONNEL COMMITTEE

PUBLIC WORKS COMMITTEE

NEIGHBORHOOD AND ECONOMIC DEVELOPMENT COMMITTEE

FIRE, AMBULANCE, AND EMA COMMITTEE

POLICE ISSUES AND NEGOTIATING COMMITTEE

ARCELOR-MITTAL COMMITTEE

FLOOD PLAIN MANAGEMENT AND FLOOD INSURANCE COMMITTEE

OFFICIAL ADOPTION OF ROBERT’S RULES OF ORDER 11TH EDITION.

APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Minutes of December 21, 2015 Meeting

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

Minutes of April 21, 2014

Minutes of July 21, 2014

Minutes of September 15, 2014

Minutes of May 5, 2014

Minutes of February 3, 2014

Minutes of November 18, 2013

Minutes of November 4, 2013

Minutes of October 21, 2013

Agenda
Borough of Steelton
Reorganization Meeting
January 4, 2016

OTHER BUSINESS:

Mr. Josh Fox, Herbert, Rowland, and Grubic, Inc.	Presentation of Monthly Engineer's Report
Mr. Brown	Reappointment of Michael Segina to the Steelton Borough Authority for a Three Year Term Ending December 31, 2018
Mr. Brown	Reappointment of Thomas F. Acri to the Steelton Borough Authority for a One Year Term Ending December 31, 2016
Mr. Brown	Reappointment of Mr. Chris Hughes to Steelton Planning Commission for a term ending December 31, 2017
Mr. Wion	Resolution 2016-R-1 Appointing Michael Rozman to the Steelton Zoning Hearing Board
Mr. Wion	Resolution 2016-R-2 Appointing Robin Kissler to the Steelton Zoning Hearing Board
Mr. Brown	Adoption of Resolution 2016-R-3 Clarifying Appointments and Terms for the Steelton Borough Authority
Mr. Wion	Adoption of Resolution 2016-R-4 Clarifying Appointments and Terms for the Steelton Planning Commission
Mr. Wion	Adoption of Resolution 2016 R-5 Clarifying Appointments and Terms for the Steelton Zoning Hearing Board

Agenda
Borough of Steelton
Reorganization Meeting
January 4, 2016

AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

EXECUTIVE SESSION: To discuss personnel issues.

ADJOURNMENT:

Council Agenda
January 19, 2016

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: January 4, 2016 Reorganization Meeting

Approval of minutes of previous meetings as presented:

Minutes of February 18, 2014

Minutes of May 19, 2014

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: December 2015

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

MOTION/SECOND/APPROVAL

Presentation:

Mr. Chris Koberlein

Request to Address Council Regarding
Renovating Borough Properties

Mr. Thomas Evans

Request to Address Council Regarding Sewer
Rate Classifications

Ms. Maria March

Request to Address Council Regarding Special
Purpose Parking Request Denial

Communication:

Dauphin County Office of Community and Economic Development

Invitation to Dauphin County Regional
Community Rating System (CRS) informational
meetings.

Dauphin County Office of Tax Claim Bureau

Notice of Repository Bid Properties Sold

Storb Environmental Incorporated

Downstream Notification and Public Notice

Dauphin County Office of Tax Claim Bureau

Tax Claim Bureau Interest-Free Grace Period

Unfinished Business:

President Wright

Assignment of Council Committees

New Business:

David A. Wion

Declaration of Vacancy – Ms. Sharon Salov

Mr. Wion

Appointment of Resolution 2016R-_____
Appointing Raymond Spencer as Chair of the
Vacancy Board

Mr. Brown

Approval of Engagement Letter with Caldwell &
Kearns, PC (David A. Wion)

Mr. Wion

Elimination of Disabled Parking Space for Ms.
Delores Moser at 356 Locust Street.

Mr. Brown

Approval of UGI Agreement for Firehouse
Project

Ms. Marcinko

Maintenance of Tree Wells Along Front Street
Streetscape Area

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and pending litigation.

- Police Contract
- AFSCME Greivances
- Litigation Involving Former Employees
- Spruce Street Sewer Issues
- Sewer Issue for 407 N. Front Street

Business

Adjournment

**Steelton Borough Council Meeting
January 19, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice President
Michael Segina, Councilman
Keontay Hodge, Councilwoman
Kelly Kratzer, Councilwoman
Mayor Thomas F. Acri

Absent:

Brian Proctor, Councilman Pro Tem

Call Meeting to Order:

Council President Jeffrey Wright called the Steelton Borough Council meeting of January 19, 2016, to order followed by the Pledge of Allegiance.

Moment of Silence:

Mayor Acri led a moment of silence.

Executive Sessions held between meetings:

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

Approval of minutes from previous meeting:

Mr. Wright entertained a motion to approve the meeting minutes of the Reorganization Meeting on January 4, 2016.

Mr. Wion recommended that on page 12, on the motion to recess into executive session, in the second paragraph, the language stating "Mr. Wright then entertained a motion to go into executive session" be edited to add "for personnel issues and litigation matters at 7:26 p.m." Mr. Wright acknowledged the need for the change.

Ms. Marcinko also noted that on page 12, in the second paragraph, the minutes state that "Mr. Wright stated that he is counting on Ms. Marcinko as Public Works Chair and Mr. Proctor and Mr. Segina as co-chairs." Ms. Marcinko questioned if the language should read, "Chair and Vice Chair." Mr. Wright noted that Ms. Marcinko was correct. Ms. Marcinko requested the change.

Mr. Wright asked if there were any other corrections, which there were not. Mr. Wright entertained a motion to approve the minutes of January 4, 2016, with the requested changes. A motion was made by Mr. Segina and seconded by Ms. Marcinko. The motion carried.

Approval of minutes of previous meetings as presented:

Mr. Wright entertained a motion to approve the meeting minutes from February 18, 2014, and May 19, 2014.

Ms. Marcinko noted that on the minutes from the February 18, 2014, meeting that there was a slight correction needed on page 4. It currently states in the council concerns section that Ms. Marcinko attended a grant writing seminar and met with State Representative Patty Kim regarding Act 89. Ms. Marcinko stated that the meeting regarding Act 89 was correct; however, the seminar was regarding what grants were available and was hosted by Senator Folmer. Further, it was not a grant writing seminar. Ms. Marcinko stated that a change should be made to reflect that the seminar was regarding grant writing availability by Senator Folmer.

Mr. Wright asked for any other corrections. Seeing none, Mr. Wright entertained a motion which was made by Ms. Marcinko and seconded by Ms. Hodge. The motion carried.

Public Comments on Agenda Items Only:

There were no comments on agenda items only.

Approval of schedules of billing, requisitions, and change order as presented for December 2015:

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change order as presented for December 2015. Ms. Marcinko made a motion which was seconded by Ms. Kratzer. The motion carried.

Approval of Department Reports:

Ms. Marcinko shared that she had a couple questions. On the Fire Department and Ambulance Report, Ms. Marcinko noticed that the response times were “getting out of hand.” When the Borough contracted with Life Team, Ms. Marcinko stated that Council was concerned about response times due to distance. While Life Team is doing a wonderful job, Ms. Marcinko shared that some ALS calls were beyond 16 minutes from dispatch to arrival which are crucial minutes in an advanced life support call.

Ms. Marcinko stated her understanding that Mr. Shaver has agreed to remain on the board of Life Team. Further, Ms. Marcinko asked that Mr. Brown contact Mr. Shaver to speak with Mr. Craig Chandler regarding the issue to see if the times can be brought under ten minutes. Mr. Brown agreed to the action item.

Mr. Wright noted the following reports:

- Fire Department and Ambulance
- Police Department
- NEDC Committee
- Public Works Report
- Codes Department

Mayor's Report
Borough Manager's Report

Ms. Marcinko asked Acting Police Chief Minium, with regards to the provided yearly report, if the monies that the County owes the Borough are up to date. Acting Chief Minium stated that they are up to date.

Acting Police Chief Minium provided the department report orally and announced that as of January 1, 2016, to current date, the department is running at 484 calls for service, 46 of which are criminal cases. 15 have been sent to detectives for follow-up. Of the 46 criminal cases, 23 were serious crimes.

Additionally, Mr. Minium shared that he gathered an evaluation and analysis of accident reports from 2014, 2015, and 2016. In 2014, there were 141 accidents. In 2015, there were 144 accidents. In 2016 so far there have been 8 accidents. Most of the accidents have occurred on Front Street between noon and 6:00 p.m.

Mr. Minium stated that the department conducted a traffic detail between 11:30 a.m. and 2:30 p.m. During that time, 30 traffic stops were conducted with people moving 12 miles per hour over the speed limit. In addition, the department has logged 15 hours of foot patrol, most of which was performed during the midnight shift around parks and businesses to reduce vandalism. The department also logged 12 hours of community service most of which was performed during the 3-11 shift with the afterschool program and the youth basketball program.

Ms. Marcinko stated that the Public Works Department is ready for the upcoming weather and that schedules are ready. Ms. Marcinko stated that the Christmas lights have also been taken down. Further, Ms. Marcinko stated that a new laborer, Michael Hayes, began employment today.

Mr. Wright noted that Mr. Proctor, the Chair of the NEDC Committee, was not present at the Council meeting due to a scheduling conflict. Further, Mr. Proctor was not available to provide a report and did not shared anything with Mr. Wright that needed to be stated during the Council meeting.

Mr. Wright noted that today was the first day Mr. Amrinder Singh was present in the office as the new Codes Director. Mr. Wright asked if Mr. Singh had anything to report on his first day. Mr. Singh stated that he looks forward to working residents of the Borough and taking care of any Codes related issues.

Mayor Acri stated that he did not have any items to report.

Mr. Brown reiterated that Mr. Singh began employment today and that they have already engaged in great conversations regarding the direction of the Codes Office as well as implementing a strategic plan and standard operating procedures for the office.

Mr. Brown noted that Mr. Hayes started as a laborer in the Highway Department and the Sewer laborer will begin employment in early February.

Mr. Brown stated that Council is in receipt of the December 2015 financial report. The financial year ended December 2015 with the General Fund sitting around \$1.1 million. The Water Fund sits around \$2.9 million. The Sewer Fund currently sits at \$2.6 million.

Mr. Brown also shared correspondence from the County regarding the Police Regionalization Study and that the report totals 121 pages. The report that can be viewed at [dauphincounty.org \(http://www.dauphincounty.org/government/publicly-elected-officials/commissioners/pages/police-regionalization-study.aspx\)](http://www.dauphincounty.org/government/publicly-elected-officials/commissioners/pages/police-regionalization-study.aspx).

Mr. Brown noted that there is funding available from the County Gaming Grants as well as the Department of Community and Economic Development to pay for startup costs associated with regionalization.

Mr. Brown shared that during the weekly staff meeting that took place today, the upcoming snow was discussed. Mr. Brown stated that 12 Public Works staff members are ready to plow and treat the roads.

Mr. Brown shared that he also reached out to the Fire Department as well as the Emergency Management Coordinator to discuss any needs regarding emergency preparedness before the snow. Mr. Brown noted that the Fire Chief requested that the Borough let residents know if they are a property owner with a fire hydrant close to or in front their property to please be diligent about clearing them of snow. The Fire Department will be working to clear snow from the hydrants but cooperation in doing so assists the Department greatly.

Mr. Brown reported on the brownfields project at 140 North Front Street and the adjoining properties. Mr. Brown stated that Mr. Wion conducted extensive work reviewing a large bid document with Hall and Associates. The bid will be advertised by January 24, 2016, and based on that, schedule construction should begin March 2016. The project is expected to be completed in May 2016.

Ms. Marcinko asked if the request from the Fire Department regarding shoveling out the fire hydrants can be placed on the website. Mr. Brown shared that information would be provided on the website.

Mr. Wright entertained a motion to approve department reports which was made by Ms. Marcinko, seconded by Ms. Hodge, and the motion carried.

Presentation:

Mr. Chris Koberlein, Request to address Council regarding renovating Borough properties

Acting Police Chief Minium advised Council that he had the pleasure to work with Mr. Koberlein over the past few months on several incidents, one of which was a serious

investigation. Mr. Minium wanted to remind Council and advise Mr. Koberlein that under the Child Protective Services Law, reporting sources are confidential and the Borough is prohibited from discussing cases that the Borough is involved in.

Mr. Koberlein addressed Council and noted his residence at 1330 Waterford Drive in Camp Hill Pennsylvania. Mr. Koberlein provided documents to Council. Mr. Koberlein thanked Council for allowing him to speak today.

Mr. Koberlein stated that he has engaged in the purchasing of properties in Steelton since 2011 and it has come to his attention that a number of properties are owned by the Borough. Mr. Koberlein provided an example of the work he has done in renovating properties.

Mr. Koberlein shared his belief that the Borough has three options regarding to the properties under the Borough's ownership. 1.) The properties can continue to sit and be "constant losers"; 2.) The Borough could attempt to sell them for \$10,000-\$20,000 to a landlord that might invest \$5,000 in a "patchwork job"; or 3.) Sell the property at a lower price, possibly to Mr. Koberlein, and allow the purchaser to put the money back into the house.

Mr. Koberlein provided pictures of 266 South Second Street and shared that is what he has in mind to renovate properties. Mr. Koberlein shared his interest in acquiring 10 houses in a row on one street. Further, Mr. Koberlein shared that he wants to put new roofs, siding, replacement windows and wiring in the houses and renovate them from start to finish.

Mr. Koberlein stated the benefits to the Borough being the generated tax revenue, contributions to sewer, etc. Further, Mr. Koberlein expressed his interest in working with the Borough to renovate properties and, at the end of the process, give people the ability to rent or own the home.

Mr. Koberlein shared that if he secured a property at a lower price from the Borough, he would then be able to sell the property to a Borough resident at a price below market value.

Mr. Koberlein reflected on an experience with one of his contractors, Mr. Randy Smith. Mr. Koberlein shared that Mr. Smith made "every mistake in the book." After doing so, Mr. Koberlein stated that they sat down together and discussed Mr. Smith's situation and learned that what Mr. Smith didn't have was a home base. Mr. Koberlein shared that he and Mr. Smith secured a trailer in Mechanicsburg, in the preferred school district for his daughter, and paid \$500 for the trailer. Together, Mr. Koberlein and Mr. Smith "fixed it up." Mr. Koberlein said that the most important part to the arrangement was Mr. Smith's response. Mr. Smith found responsibility and a desire to properly care for the property and in return he gained a sense of pride. This feeling of pride infiltrated the rest of Mr. Smith's decisions.

Mr. Koberlein stated that this is also what Steelton needs - a sense of pride. Rebuilding a house is simple; however, working on something larger, to allow Borough residents become homeowners, could be very beneficial to individuals and the Borough.

Mr. Koberlein stated that updating electrical systems in houses would also reduce fires.

Mr. Koberlein stated that he creates jobs for the community and has eight individuals currently working for him and that he would like to expand that number. Mr. Koberlein expressed that he has engaged in conversations with Mr. Brown and emphasized that he would like to work with the Borough to start rebuilding Steelton.

Mr. Koberlein stated that he doesn't plan on moving, that he has been approved for a loan through Members First Federal Credit Union, and that he is before Council asking where he should spend it. Further, Mr. Koberlein questioned how he can start investing in the Borough to make major improvements, possibly on Adams Street. Mr. Koberlein invited Council members to visit the property on South Second Street to learn what can be done. Mr. Koberlein stated that this is an opportunity not only to build up the houses but also build up the people.

Ms. Kratzer thanked Mr. Koberlein for his work thus far. Ms. Kratzer asked, in the properties that Mr. Koberlein has renovated, how many are currently being rented. Mr. Koberlein expressed that he has 100% occupancy. Mr. Kratzer asked if Mr. Koberlein offers a rent to own program, owner financing, or if those are options he may consider down the road.

Mr. Koberlein stated that finished houses would be placed on the market for two to three months. If someone were to offer to purchase the home with traditional financing that would be wonderful; however, if someone would like to engage in a rent to own option they would be able to work that out given that certain parameters are properly met. Mr. Koberlein expressed the goal to encourage ownership so that residents are more encouraged to take ownership of their property, street, the Borough, etc.

Ms. Kratzer asked if Mr. Koberlein has current properties available now. Mr. Koberlein stated no and that he is closing a deal on 181 through 183 South Front Street which is five units. Mr. Koberlein stated that he hopes to put in a commercial unit in the commercial space below. Mr. Koberlein stated again that he has 100% occupancy and actually that he has a waiting list of interested tenants. Mr. Koberlein shared that he has a wonderful group of tenants.

Ms. Marcinko thanked Mr. Koberlein for his work thus far in renovating properties she remembers from her childhood. Ms. Marcinko asked if Mr. Koberlein is interested in properties outside of those that the Borough owns because, contrary to popular belief, the Borough doesn't own that many private houses; however, there are several that the Borough does own. Ms. Marcinko asked for confirmation that Mr. Koberlein wants to negotiate with private owners that have houses available. Mr. Koberlein clarified that this isn't an either or situation; rather, this is in addition to his efforts to secure houses through independent owners. Mr. Koberlein expressed that he is going to continue his efforts but hopes to work with the Borough to coordinate.

Mr. Wright encouraged Mr. Koberlein to continue working with Mr. Brown to identify what properties the Borough owns and share his interest with Council and the NEDC Committee.

Mayor Acri asked for clarification on where the purchased properties on Front Street are located. Mr. Koberlein clarified that he is closing on 181-183 South Front Street, the "old Steelworkers' bar." Mayor Acri expressed his interest in working together especially on Front Street. Mr. Koberlein shared that his brother is looking to bring a business into the Borough and doing so

preferably in a building on Front Street. Further, Mayor Acri expressed his interest in cleaning up Front Street and encouraging business.

Council thanked Mr. Koberlein for his presentation.

Mr. Thomas Evans, Request to address Council regarding sewer rate classifications

Mr. Evans shared that he owns 638 North Front Street, half of which is residential and the other half is commercial. Mr. Evans shared his belief that most of the sewage is being produced upstairs which is the residential section; however, the whole building is being charged the commercial rate.

Mr. Evans shared that his last sewer bill was \$971. Mr. Evans said that he has an individual coming in to occupy the business portion but that he won't be able to afford this. Further, the individual that will run the business will also reside upstairs. Mr. Evans questioned if the meters can be separated between residential and commercial. Mr. Evans shared that he spoke with the Water Authority and they informed Mr. Evans that two curb keys would be necessary. Mr. Evans stated that he pays his water bills on a consistent basis but that this sewer bill will run the tenant out of business.

Mr. Wright asked if Mr. Evans has spoken with Mr. Brown about this issue and if the Public Works Committee has worked on the issue.

Ms. Marcinko asked Mr. Evans if the business downstairs is open. Mr. Evans stated that the business is not open yet and that repairs are being done to the location. Further, the location will be a used appliance store. Mr. Evans stated that the new tenant has a location on Cameron Street and does well there but that the rents are too high. After the tenant's lease is completed at the Cameron Street location, he plans to move to Mr. Evan's property. Mr. Evans stated that a toilet facility and a slop sink are located in the property downstairs. Mr. Evans is confident that most of the sewage is being created upstairs. Mr. Evans further expressed his interest in separating the commercial meter from the residential.

Mr. Wright recommended to move the issue to the Public Works Committee so that members of the committee and the Borough Manager can investigate the issue which is standard protocol for such requests. Once the Committee and the Borough Manager have properly discussed the issue, Mr. Evans would be notified.

Mr. Evans thanked Council.

Ms. Mary March, Request to address Council regarding Special Purpose Parking Request Denial

Ms. March shared that she resides at 251 South Second Street. Ms. March expressed that Mr. Chris Koberlein did an excellent job on the house across the street and that the transformation is amazing and brought "the neighborhood back a little bit."

Ms. March stated that she has a handicap placard and was told she could not secure a handicap parking spot unless she has a handicap license. Ms. March stated that she secured a handicap license. Mr. March shared that she is now being told that because she has a barn/carriage house in the back of her property, which is not usable, that she cannot secure a spot for handicap parking in the front of the residence.

Ms. March provided pictures and shared that in order to park in the barn she would need to open barn doors that are twice as tall as Ms. March and have been sealed for many years. Further, Ms. March pointed out the entrance will not allow for a car to pass through.

Ms. March shared that she was advised to construct a ramp at the entrance. Ms. March shared that she physically cannot create the ramp. Ms. March provided her medical reports which detail her five heart attacks, stroke and COPD. Ms. March stated that she was in the hospital five times over the past year for heart conditions. The garage will not accept a car and it isn't a traditional garage. It is an old barn meant for horses.

Mr. Wright asked Ms. March the distance between the street and the top of the garage. Ms. March shared that it is knee height.

Mayor Acri shared that members of the Police Department were present at the meeting and asked if they looked at the residence. Detective Schaub shared that according to Borough restrictions, Ms. March has off street parking.

Mayor Acri questioned Mr. Wion if the Borough Code speaks to garages in addition to driveways. Mr. Wion shared that the policy states that if off street parking is available to the premises then the resident is not eligible for special purpose parking because off street parking is available. Mr. Wion stated that the question is if off street parking is available. Ms. March shared that she cannot afford to tear down the garage to create the parking.

Mayor Acri stated that he lived on Locust Street for some time and that he had a two car garage; however, you couldn't drive a car down the alley. Mayor Acri shared his belief that Ms. March should be afforded special purpose parking because she physically cannot get a car in the garage. Ms. March also stated that the barn floor is not stable.

Ms. March said that the house was purchased as a pre-foreclosure and that they have done major renovations; however, the barn is not a priority. Ms. March shared that she is trying to better the property. Further, the said garage is not a garage, it is a barn. Ms. March said that new neighbors have moved in and have multiple cars which take up a large amount of parking on the street.

Mr. Segina asked Mr. Wion to clarify if the ordinance pertains to the garage or the cutout leading to the garage from the curb. Mr. Wion stated that he was not aware of the request until this evening; however, Mr. Wion stated that the policy simply states that if there is available off street parking then the requestor is not available to receive special purpose parking. Therefore, the question is if off street parking exists in this case. Detective Schaub deferred to Council to make a decision on this.

Ms. Marcinko clarified that the garage is located on Third Street. Ms. March stated that she wishes to park on Second Street. Ms. Marcinko asked Detective Shaub if no parking is permitted on both sides of the area on Third Street. Detective Shaub shared that no parking is permitted on the other side of the garage. Parking is permitted on the garage side. Ms. Marcinko asked if it would be more reasonable to park on Third Street. Ms. March clarified that she wishes to park on Second Street.

Mr. Wright stated that the issue would be moved to the NEDC Committee.

Ms. Hodge asked if the barn/garage would become a priority at some point during Ms. March's renovations. Ms. March stated no and that it probably would not become a priority due to the expenses. Ms. Hodge asked if the floor of the barn was wooden or cement. Ms. March shared that it is wooden.

Mr. Wright said that the proper people would take a look at the issue and come back with a recommendation.

Mr. Wright thanked Ms. March for her presentation.

Communication:

Mr. Wright shared the following communications:

Dauphin County Office of Community and Economic Development, Invitation to Dauphin County Regional Community Rating System (CRS) Informational meetings

Dauphin County Office of Tax Claim Bureau, Notice of Repository Bid Properties Sold

Storb Environmental Incorporated, Downstream Notification and Public Notice

Dauphin County Office of Tax Claim Bureau, Tax Claim Bureau Interest-Free Grace Period

Unfinished Business:

President Wright, Assignment of Council Committees

Mr. Wright shared that he assigned members of Council to committees and worked to properly assign members to interested committee.

New Business:

Mr. David A. Wion, Declaration of Vacancy-Ms. Sharon Salov

Mr. Wright noted that during the reorganization meeting on January 4, 2016, only three of the four Council members were sworn in including Ms. Hodge, Ms. Kratzer, and Mr. Segina.

Further, Ms. Salov declined to take her seat as a Council person. During the time of January 4, 2016, through January 15, 2016, Ms. Salov had time to reconsider her decision. To the knowledge of Council, Ms. Salov did not indicate that she would like to assume her seat on Council.

Therefore, Mr. Wright entertained a motion to declare Ms. Salov's seat on Council as open for a two year term. Ms. Marcinko made a motion to declare a vacancy on Borough Council due to Ms. Sharon Salov deciding not to take the oath of office. Ms. Hodge seconded the motion and the motion carried.

Mr. Segina made a nomination to appoint Mr. Michael Albert to fill the vacant Council seat.

Mayor Acri indicated that although he does not have a vote, he had a question regarding the nomination. He understands the Mr. Albert has been Council member for 16 years and knows that he wants to fill the vacant position. Mayor Acri then asked if anyone else in attendance wishes to be nominated for appointment to the vacant Council seat.

Mr. Wright reiterated that there is already a nomination on the floor for Mr. Albert, but he was going to entertain further nominations for the vacant seat as the floor was still open for nominations.

Mr. Wright then asked if there are any other nominations for appointment to the seat vacated by Ms. Sharon Salov.

Mr. Wright then entertained further nominations from Council for appointment to the vacant Council seat.

Councilwoman Hodge asked how it is possible to vote on filling the vacant seat when a Vacancy Board chair has not been appointed.

Mr. Wright replied that Council can fill the position by a motion/vote without the need to have a Vacancy Board. The Vacancy Board would convene if Council cannot fill the position within 30 days of a declared vacancy. However, Council can act in the interim without the need to convene a Vacancy Board.

Mayor Acri stated that the Borough should be advertising the open position if other members of the community are interested in taking the vacant Council seat. Mayor Acri stated that not advertising the position or having further public consideration of filling the seat was unfair.

Mayor Acri stated that he understands that Mr. Albert was the next highest "vote-getter" amongst the candidates for Council who lost in the general election. Mayor Acri stated that he has admiration for Mr. Albert and that he is a great person, but feels that others in the community should have an opportunity to express interest in the position. Mayor Acri then asked if anyone in the audience was interested in the Council seat.

A member of the public, Ms. Julianna Paoletti, stood up and expressed her interest in the position.

Mr. Wright then entertained any further nominations by Steelton Borough Council of candidates for the vacant Council position.

Mayor Acri replied that Council is moving ahead prematurely and appointing the position without any public process. Mr. Acri stated that it is not fair.

Mr. Wright then closed the floor for nominations as no further nominations were announced.

Mr. Wion then explained the procedure for filling a vacant position on Borough Council stating that Council has the authority to appoint someone to the position within the first 30 days after a vacancy is declared. Mr. Wion stated that Council has indicated that there has been a motion by Mr. Segina to have Mr. Albert fill the vacancy. Mr. Wion stated that the appointment must be done by Council resolution.

Mr. Wion stated that the resolution would be 2016-R-6 which recognizes the fact that the vacancy has occurred because Council has declared the seat vacant and pursuant to the Borough Code Council has the authority to fill said vacancy. Mr. Wion further stated that if Council is appointing Mr. Albert to the position, in the Resolution they should state that Mr. Albert is a registered elector in the Borough that will be appointed as the Councilperson for the Borough of Steelton until the first Monday in January 2018. Mr. Wion stated that if this is a resolution in which Council desires to act upon then there should be a motion to adopt Resolution 2016-R-6.

Ms. Marcinko stated that she remembers at the reorganization meeting of Steelton Borough Council that took place on January 4, 2016, Mr. Wright did state that if there was anyone interested in being appointed to Council, that person should inform Council and the Borough.

Ms. Marcinko asked if the Borough or Council had received any expression of interest or resumes for the vacant seat.

Mr. Wright stated that there was nothing in writing submitted to the Borough indicating the interest of any other candidates.

Mayor Acri stated that the statement was disingenuous because the Borough did not advertise the position or put in a good faith effort to solicit interested candidates for the position.

Mr. Wright then entertained a motion to pass Resolution 2016-R-6. Ms. Marcinko made a motion to approve Resolution 2016-R-6 appointing Mr. Michael K. Albert to Steelton Borough Council. Mr. Segina seconded the motion. Upon the motion and second, Mr. Wright asked for a roll call vote to pass Resolution 2016-R-6.

Mr. Brown took the roll call vote on Resolution 2016-R-6 as follows:

Ms. Hodge - Nay

Mr. Wright Yay
Ms. Maricenko Yay
Mr. Segina Yay
Ms. Kratzer Nay

Mr. Brown stated that by a vote of 3 Yays to 2 Nays, the motion carried to approve Resolution 2016-R-6.

Mr. Wion, Resolution 2016-R-7 Appointing Mr. Raymond Spencer as Chair of the Steelton Borough Council Vacancy Board

Mr. Wion explained that the Borough Code provides that in the event of a vacancy for certain elected offices within the Borough where Council fails to fill the position within 30 days, the vacancy must be filled by the Vacancy Board, which is comprised of Council and an appointed Chair that is a registered elector in the Borough. The Mayor is excluded from the Vacancy Board.

Resolution 2016-R-7 appoints Mr. Raymond L. Spencer as Chair of the Vacancy Board.

Mr. Wright entertained a motion to approve Resolution 2016-R-7. Mr. Wright asked if there were any questions on the resolution.

Ms. Hodge asked Mr. Wion if the resolution is in order since Council has already filled the vacancy left by Ms. Salov. Ms. Hodge stated that the purpose of Resolution 2016-R-6 was to appoint a Chair to the board for a public process of appointing a replacement to Council.

Mr. Wion replied that the Borough Code says that a Vacancy Board Chairman must be appointed in order to consider appointments to vacancies throughout the entire year. Mr. Wion stated that the Resolution is in order because it establishes a Chair for the Vacancy Board that will act in such capacity for the year and be appointed to consider any further vacancies during the year in which Council cannot fill a vacancy.

Ms. Hodge then asked if it is a violation of the Sunshine Act that the public did not know a resolution to appoint Mr. Michael K. Albert would be considered by Council and that it was not placed on the meeting agenda. Ms. Hodge stated that every other item is on the agenda, but Mr. Albert's appointment was not. Further, Ms. Hodge stated that his appointment was not sunshined or placed on the public agenda and asked if it is a violation of the Sunshine Act.

Mr. Wion replied that there is no violation of the Sunshine Act taking place. Mr. Wion stated that there is no requirement in the Sunshine Act that a Council treat an appointment any different from any other and that an item can be added to an agenda at any moment, as long as it is considered in a public meeting.

Ms. Hodge asked if the President is the one who adds items to the agenda. Mr. Wion replied that any member of Council could add an item to the agenda at any moment during a public meeting.

Ms. Hodge then questioned whether it is okay or legal to appoint Mr. Albert in the manner in which Council made the appointment. Mr. Wion replied that there is no problem or legal issue with the procedure that was used.

Ms. Hodge stated that the solicitation for interested candidates announced at the reorganization meeting was not sufficient. Ms. Hodge stated that the reorganization meeting was a celebratory meeting in which not many members of the public attended. Ms. Hodge stated that the Borough never officially posted anything soliciting resumes or letters of interest from potential candidates for Council. Ms. Hodge stated that she is confused as to why it was okay to appoint Mr. Albert in the fashion that Council did when the public had no preparation for the appointment taking place.

Ms. Hodge stated that there are other residents interested in the position that are not present at the meeting who should be given the opportunity to be considered for the vacant Council position.

Mr. Wion stated that there is no legal requirement for a borough to advertise a vacancy on Council. The only requirement under the Pennsylvania Borough Code is that Council fill the vacancy or the issue gets sent to the Vacancy Board.

Ms. Hodge asked if, under those circumstances, she could have nominated anyone from the audience to be considered for the Council position earlier in the evening.

Mr. Wion stated that she is within her rights to do so. Mr. Wright also stated that that was the reason he asked for additional nominations before considering the motion to appoint Mr. Albert.

Ms. Hodge asked if the intent was to nominate off the cuff.

Mr. Wright replied that when Ms. Poletti stood up to express interest, she could have been nominated by a member of Council. She was not.

Ms. Hodge stated that she does not agree with the process and has issues with how Mr. Albert was appointed, not personally with Mr. Albert.

Ms. Marcinko made a motion to approve Resolution 2016-R-7 appointing Mr. Raymond Spencer to the Steelton Borough Vacancy Board for 2016. Mr. Segina seconded the motion. Council voted unanimously to approve Resolution 2016-R-7.

Mr. Brown, Approval of Engagement Letter with Caldwell & Kearns, PC (David A. Wion)

Mr. Brown stated that the engagement letter formalizes the Borough's agreement with Caldwell & Kearns, PC and, specifically, Mr. Wion, to act as solicitor for the Borough of Steelton. Mr. Brown reviewed the rates and retainer for Mr. Wion with Council. Mr. Brown stated that the rates were shared by Mr. Wion during preparation of the 2016 budget and are costs that are anticipated in the budget.

Ms. Kratzer made a motion to approve the engagement letter with Caldwell & Kearns, PC and David A. Wion to serve as Steelton Borough solicitor as presented. Ms. Marcinko seconded the motion. The motion carried unanimously.

Mr. Wion, Elimination of Disabled Parking Space for Ms. Delores Moser at 356 Locust Street

Mr. Wion stated that the Borough had received written verification that Ms. Moser no longer resided at 356 Locust Street. Ms. Moser had a special purpose parking space in front of her former residence. Mr. Wion stated that Resolution 2016-R-8 will eliminate Ms. Moser's special purpose parking space due to her no longer residing at the property.

Ms. Marcinko motioned to eliminate the parking space for Ms. Moser which was seconded by Ms. Kratzer. The motion carried.

Mr. Brown, Approval of UGI Agreement for Firehouse Project

Mr. Brown stated that this approval is necessary to move forward with the Firehouse Improvements Project which is expected to begin in Spring 2016. Part of the project is a natural gas service upgrade to be completed by UGI in part by the contractor to be selected during the bidding for the firehouse project. The connection is required to provide adequate service for the new emergency generator.

Ms. Marcinko asked Mr. Wion if the contract was satisfactory and Mr. Wion stated that he reviewed the letter and that it was properly executed. Ms. Marcinko made a motion to approve the UGI agreement for the Firehouse Project which was seconded by Mr. Segina. The motion carried.

Ms. Marcinko, Maintenance of Tree Wells along Front Street Streetscape Area.

Ms. Marcinko indicated that she would like to gain Council's opinion. Further, Ms. Marcinko shared that the streetscape was completed and trees were put back in place. The trees no longer living will be replaced by the contractor in the spring. The weeds in the wells of the trees are getting "bad." Ms. Marcinko questioned who would maintain them because it has never been determined even with Streetscape #1. Problems occurred with bricks and lifting due to the types of trees. Ms. Marcinko asked if Public Works would be in charge of them and would like to learn before spring.

Mr. Wright expressed his understanding that Ms. Marcinko, as Chairperson for Public Works, would like the committee to oversee the project. Council discussed potential individuals to attend to the issue including Dauphin County Probation/community service. Ms. Marcinko said that she would share the idea with Public Works to learn their opinion.

Mr. Wright entertained a motion to allow Public Works to oversee the project.

Mayor Acri asked Ms. Marcinko to look into an individual who would maintain the Christmas tree. Mayor Acri shared that Council had agreed that an individual knowledgeable about landscaping would look into the issue as the roots are beginning to look sickly.

Mr. Wion recommended that the Public Works committee meet with HRG in regards to the provisions of the streetscape program and the bidding documents, and to determine provisions for maintenance had been provided for within the language. Then Council can look beyond that if it is the responsibility of the property owners or perhaps the Borough but the issue would need to be more deeply understood.

Ms. Marcinko shared that she had looked into the responsibility; however, no one is stepping up to the plate regarding the maintenance.

Mayor Acri shared that a lot of the individuals who donated the trees do not live in the Borough; rather, the individuals contributed the trees because the placement was in front of their previous home.

Mr. Wright shared that Ms. Marcinko, as Public Works Chair, would look into the issue with HRG.

Mayor Acri, Swearing in of Mr. Amrinder Singh as Codes Enforcement/Zoning Officer

Mr. Singh took the oath of office as Codes Officer for the Borough of Steelton. There was a round of applause.

Mayor Acri, Swearing in of Mr. Michael Albert as Council Member

Mr. Albert took the oath of office as Council member. There was a round of applause.

Mr. Wright asked Mr. Albert to assume his seat as Councilperson amongst the other Council members.

Audience Participation:

Mr. Wright opened the floor for audience participation. No members of the public presented comments.

Council Concerns:

Ms. Kratzer shared her belief that Council has the sole discretion to appoint who they would like to on Council; however, with Resolution 2016-R-6, Ms. Kratzer shared that she was “blindsided.” Further, Ms. Kratzer shared that she would have preferred if there would have been more discussion or audience participation.

Ms. Hodge welcome Mr. Albert back to Council. Ms. Hodge prefaced her statements with the fact that they had nothing to do with Mr. Albert as an individual; however, Ms. Hodge wanted

the record to reflect that she does not agree to or appreciate the manner in which Mr. Albert was appointed to Council. Further, this action is a contributing factor to the lack of relationship with the community. Ms. Hodge stated that the position should have been advertised. Whether or not anyone came or a decision was made about Council's preference, the community should have been given an opportunity to indicate interest. Ms. Hodge shared that the process was unfair and that she was blindsided similar to Ms. Kratzer. Ms. Hodge shared that this is not the manner in which she intends to do business and further expressed her disagreement.

Mr. Albert thanked Council for voting him back to Council. As a member who served for 16 years, he looks forward to continuing to serve.

Mayor Acri welcomed everyone to a New Year and believed the first meeting of the New Year was a good one. Mayor Acri welcomed Mr. Albert back to Council.

Ms. Marcinko shared that she attended the webinar from the State Borough's Association on conducting a professional meeting and that she made those points known to Mr. Wright and Mr. Proctor. Further, she hopes Council can have a conversation about the items shared.

Further, Ms. Marcinko shared that Council will be blindsided by processes and that it is the way Council functions. Further, members must "roll with different things as they come up."

Ms. Marcinko shared why she voted to have Mr. Albert return to Council. Ms. Marcinko stated that if this vacancy would have occurred mid-term, meaning that someone in their term would die or move out of the Borough, this would have been handled differently. Ms. Marcinko shared that an election just took place less than two and a half months ago. Further, Ms. Marcinko shared her belief that she voted "the people's voice in this vote tonight." Ms. Marcinko stated that the people elected candidates, one being Ms. Sharon Salov. Ms. Salov did not take her seat. The next highest "vote getter" was Mr. Mike Albert. Mr. Salov won with 27 votes over Mr. Albert. Ms. Marcinko shared her vote was for the 300 and some individuals who voted for Mr. Albert to be a part of Council. Ms. Marcinko reiterated that this was not a mid-term election. Ms. Marcinko shared that her vote reflected the wishes of the people.

Mr. Segina echoed Ms. Marcinko's statements and that an election just took place. Unfortunately, Ms. Salov decided not to take office and that Mr. Segina felt it was prudent to appoint to the position who the people, the residents of this Borough, voted.

Mr. Segina shared thoughts regarding the new Borough website and noted that it was just activated prior to the meeting. Mr. Segina shared that the website is mobile friendly. Mr. Segina encouraged individuals to visit the website and let the Borough know their thoughts. Mr. Segina shared that there is a "report a pothole" option on the website that will go right to the Codes Officer. Additionally, there is an anonymous section to report a Codes violation. A mechanism is in place to file a complaint against a Police Officer as well as file a letter of recommendation to a Police Officer. An option also exists for residents who would like Police Officers to keep an eye on a resident's house if they are out of town. Mr. Segina encouraged residents to visit the website.

Mr. Wright thanked individuals for their attendance. Mr. Wright also noted that all the outstanding minutes have been completed. Mr. Wright thanked Mr. Brown and his staff for their efforts.

Executive Session:

Mr. Wright made a motion to recess into executive session at 7:55 p.m. Mr. Albert made a motion which was seconded by Ms. Marcinko. The motion carried.

Adjournment:

Council returned to regular session at 9:30 pm. On a motion by Mr. Albert, seconded by Ms. Marcinko, Council adjourned at 9:31 pm.

Council Agenda
Monday February 1, 2016

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: January 18, 2016

Public Comment on Agenda Items Only

Presentation:

Herbert, Rowland, and Grubic, Inc.

Monthly Engineer's Report for January 2016

Herbert, Rowland, and Grubic, Inc.

Presentation of Final Report on Swatara Street Retaining Wall

Herbert, Rowland, and Grubic, Inc.

Approval of the Final Application for Payment in the amount of \$44,087.41 for Contract 2015-01: Pump Station Sewage Grinder Improvements Project made payable to PSI Pumping Solutions, Inc.

Herbert, Rowland, and Grubic, Inc.

Authorization to Publically Bid the Steelton Firehouse Improvements Project

Communication:

Constables Association

Request to Change Sewer Designation from Commercial to Residential

Mr. Darren Jones

Request to use Council Chambers for Steelton Midget Baseball League Signups on February 6, February 13th, February 20th, and February 27th from 9:00AM-12:00PM

Dauphin County Office of Tax Assessment

Notice of Changes in Tax Assessment for Properties in the Borough of Steelton

Unfinished Business:

Mr. Wright

Update on Disabled Parking Exception Request for Ms. Mary March at 251 S. 2nd Street

Mr. Brown

Update on Sewer Billing Issue with Mr. Thomas Evans

New Business:

Mr. Brown

Update on Snow Removal/Recovery Plan for Winter Strom Jonas

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Other Business:

Mr. Wright

Personnel Committee Recommendation to Hire Nate Handley as Full-Time Water Distribution Laborer

Adjournment

**Steelton Borough Council Meeting
February 1, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice-President
Michael Albert, Council Pro-Tem
Brian Proctor, Councilperson
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Thomas F. Acri, Mayor
David Wion, Solicitor

Absent:

Douglas Brown, Borough Manager

Call Meeting to Order:

Mr. Wright called the February 1, 2016 meeting of the Steelton Borough Council to order at 6:30pm..

Pledge of Allegiance:

Mr. Wright led the Pledge of Allegiance.

Moment of Silence:

Mayor Acri led a moment of silence.

Executive Sessions held between meetings:

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

Approval of January 19th, 2016 Meeting Minutes:

Mr. Wright entertained a motion to approve the minutes of the January 19th, 2016 Steelton Borough Council meeting. Mr. Albert motioned to approve the January 19th, 2016 minutes, seconded by Mr. Segina. Council voted unanimously to approve the motion.

Public Comment on Agenda Items Only:

Members of the public offered no comments on agenda items.

Presentations:

Herbert, Rowland, and Grubic, Inc. – Monthly Engineer's Report for January 2016

A representative from Herbert, Rowland, and Grubic, Inc. provided an update on the monthly engineer's report for January 2016.

Herbert, Rowland, and Grubic, Inc. – Approval of Final Application for Payment in the amount of \$44,087.41 for Contract 2015-01: Pump Station Sewage Grinder Improvements Project made payable to PSI Pumping Solutions, Inc.

Mr. Wright entertained a motion for the approval of the final application for payment which was made by Mr. Albert and seconded by Mr. Proctor. The motion carried.

Mr. Wright entertained a motion to approve the advertisement for bids for the Storm and Sanitary Sewer Cleaning and Inspection Project which was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

Herbert, Rowland, and Grubic, Inc. – Authorization to Publically Bid the Steelton Firehouse Improvements Project

Mr. Wright entertained a motion to approve the advertisement for bids for the Firehouse Improvements Project which was made by Mr. Albert and seconded by Ms. Hodge. The motion carried.

Herbert, Rowland, and Grubic, Inc. – Presentation of Final Report on Swatara Street Retaining Wall

A representative from Herbert, Rowland, and Grubic, Inc., Mr. Dan Long, presented the final report on the Swatara Street Retaining Wall. Mr. Long indicated that there was some slight movement in the wall but nothing of a significant nature and some cracking. Mr. Long presented two options for repairing the cracking. Mr. Long recommended leaving the targets in place with regards to any movement and continue to monitor the wall. If there is additional concern, additional surveys can be completed. Mr. Long shared a recommendation that guide rails be placed along the top of the wall to provide safety.

Mr. Wright asked about additional costs to repair the cracks. Mr. Long indicated that there would be a cost to repair the cracks which was not calculated.

Mr. Wright asked if the current mechanism for keeping cars away from the area at the top would simply be reinforced or would additional safeguards be put in place. Mr. Long stated that additional safeguards would only be erected where there are not currently any present.

Ms. Hodge shared her understanding that last year, in May, Council approved the retaining wall study to be completed by HRG in the amount of \$330,000. Mr. Wright stated that he didn't believe the amount for the contract to do the study was that high. Ms. Hodge indicated her question was in relation to the snow and asked if the snow has any impact on the bearing of the wall. Mr. Long stated that Winter Storm Jonas should not have any impact and also spoke about proper drainage during snow and rain events. Ms. Hodge indicated that she lived on Swatara Street when the wall was rebuilt and indicated that she wasn't sure who built the wall but was sure she could get the information. Ms. Hodge asked if HRG is now handling the maintenance of the wall. Mr. Long stated that is correct and pointed to a question regarding additional costs

and shared that depending on the costs of potential activity it may be someone that would need to be bid out. Ms. Hodge stated that costs are being incurred by repairs and maintenance of the wall and questioned if it simply should have been rebuilt. Ms. Hodge encouraged preventative maintenance of the wall in the future. Mr. Long agreed that the preventative maintenance HRG is recommending at this point, such as sealing cracks, will help with the longevity of the wall. Further, continued monitoring is recommended as with any other wall.

Ms. Marcinko indicated that this was the best report received thus far on the issue and stated that erecting the barriers/guiderail would be a good use of dollars.

Mr. Long, when questioned by Mr. Wright, indicated that there are two options for repairing the cracks. Mr. Wright asked Mr. Proctor, Chairman of the NEDC Committee to work with the Borough Manager and HRG to provide a recommendation to Council on what option the Borough should pursue. Mr. Proctor indicated that he would do so, and Council agreed.

Communication:

Ms. Barbara Barksdale, Dauphin County Historical Society

Ms. Barksdale indicated that she was present on behalf of the Dauphin County Historical Society to provide an update. Ms. Barksdale shared that Steelton Borough's history dates before the 1880's. Ms. Barksdale encouraged that the Borough's historical documents be properly maintained and preserved. Ms. Barksdale indicated that the Historical Society submitted for a grant; however, Ms. Barksdale shared the Historical Society's interest in working with the Borough. Ms. Barksdale said that she had not heard back from anyone in the Borough with regards to a partnership in writing a grant to properly secure funds. Ms. Barksdale shared that she is happy to share any other information the Borough may need to move forward. Ms. Barksdale stated that if anyone comes in contact with historical documents in the Borough that they are not touched in order to preserve them. Ms. Barksdale shared discomfort with the previous Borough Manager's handling of a historical book in her office and that it was not properly stored.

Mr. Wright asked that Ms. Barksdale touch base with Mr. Brown regarding her concerns.

Ms. Hodge shared her interest in Ms. Barksdale's work and her efforts and offered to help her.

Ms. Marcinko asked about the grant and where they are in the process. Ms. Barksdale said that the grant has already been submitted and encouraged future participation of the Borough. Ms. Barksdale stated that a letter of support would be beneficial moving forward.

Mr. Wright stated that Mr. Brown would be happy to work with Ms. Barksdale in the future.

Mr. Proctor stated that he spoke with Ms. Barksdale and discussed Black History Month. Mr. Proctor wanted to honor the lives of certain individuals from the Borough during Black History Month on the Borough website. Mr. Proctor said that Ms. Barksdale is going to provide a

biography of Mr. Samuel Cole. With the approval of Council, a different individual will be highlighted each week during Black History Month and published on the website.

Mr. Proctor wanted to thank staff members from Public Works for their efforts during Winter Storm Jonas. Mr. Proctor stated that the Borough was the first in the area to gain the assistance of contractors to help with snow removal efforts. Mr. Proctor stated that he spoke with an individual who resides in Bellevue who hadn't seen a snowplow for many days after the storm. Mr. Proctor wanted to commend staff members of Public Works and the Fire Department for stepping up and taking care of the Borough.

Communication:

Constables Association – Request to Change Sewer Designation from Commercial to Residential

Mr. Wright indicated that Mr. Wion would speak on this item.

Mr. Wion pointed to communication from the Constables Association dated January 28, 2016. Mr. Wion stated that this was a request for Council to consider reducing their sewer and water rate. The Constables Association is currently paying a commercial rate and indicated that they are a non-profit. Mr. Wion shared the differences between commercial and residential per Steelton Borough Ordinances. Further, the Constables operation falls under a commercial establishment. Mr. Wion states that per Borough ordinance, no abatement of sewer rentals unless the property is physically disconnected from the sewer system; however, recent case law has allowed and required a borough to look at the sewer bill where there is a leak or faulty meter involved and then consideration can be made in each case. Mr. Wion stated that is not the case here. The fact that Association is non-profit does not mean that the Association does not receive income. Rather it means that income is received through various activities and net profits are not distributed to members. A non-profit cooperation is like any business except that the owners/members do not receive profits. Further, profits are used for charitable matters. Mr. Wion clarified that under the Code of Ordinances, the Association would not be entitled to the relief that they are seeking.

Mr. Wright stated that, there being no Council questions or comments, he would direct Mr. Brown to send a response to the Association noting the items Mr. Wion just shared.

Mr. Darren Jones – Request to use Council Chambers for Steelton Midget Baseball League Signups on February 6, 13, 20 and 27 from 9:00 a.m. to 12:00 p.m.

Mr. Wright indicated that the Borough has allowed this use of Borough chambers in the past.

Mr. Albert asked if these dates are Saturdays. Mr. Wright indicated that they fall Saturdays.

Acting Police Chief Minimum stated that, since Council and the Police Department are in receipt of the dates in advance, that the Police are available to open and close.

Mr. Wright entertained a motion which was made by Mr. Albert, seconded by Ms. Hodge and the motion carried.

Dauphin County Office of Tax Assessment – Notice of Changes in Tax Assessment for Properties in the Borough of Steelton

No comments on this item.

Mr. Brandon Flood – Letter of Interest and Resume for the Steelton Borough Zoning Hearing Board

Mr. Wright indicated that Ms. Patsy Taylor Moore was also interested in the position; however, in speaking with Mr. Dennis Heefner, he indicated that her service could be utilized on the Planning Commission rather than the Zoning Hearing Board.

Mr. Wright indicated that Ms. Hodge would abstain from voting on this motion due to conflict of interest.

Mr. Flood was present and Mr. Wright thanked him for showing interest in the position.

Mr. Flood provided an overview of his background in research and analysis and indicated he would gladly serve the residents of the Borough of Steelton with honor and fidelity.

Mr. Wion presented Resolution 2016-R-9 appointing a member to the Steelton Zoning Hearing Board and recited the chapter of the Code of Ordinances that authorizes the appointment of members to the Zoning Hearing Board and resolves that Mr. Brandon J. Flood of 2611 South Second Street Steelton Pennsylvania is hereby appointed to the Zoning Hearing Board with a term to end December 31, 2016. Mr. Wion indicated that Council previously approved a resolution, with terms being three years, and in order to clarify terms and stagger terms. Mr. Wion stated that at the end of the year, an extension could be made.

Mr. Wright entertained a motion to approve Resolution 2016-R-9 to appoint Mr. Brandon Flood to the Zoning Hearing Board. The motion was made by Ms. Marcinko and seconded by Mr. Albert. The motion carried.

Mr. Wright entertained a motion to approve Ms. Patsy Taylor Moore to the Steelton Planning Commission. A motion was made by Mr. Albert, seconded by Ms. Hodge and the motion carried.

Unfinished Business:

Mr. Wright – Update on disabled parking exception request for Ms. Mary March at 251 S. 2nd Street.

Mr. Wright indicated that due to Winter Storm Jonas, the meeting of the NEDC Committee during which the issue was to be discussed was cancelled. Mr. Wright indicated that the issue would be tabled for tonight's meeting.

Public Works – Update on Sewer Billing Issue with Mr. Thomas Evans

Ms. Marcinko stated that Mr. Brown planned to schedule a meeting with Mr. Evans but due to the storm the issue was held up. Mr. Brown and Public Works plans to schedule a meeting and speak with Mr. Evans on the issue. Mr. Wright expected to discuss this issue at the next Council meeting.

New Business:

Public Works – Update on Snow Removal/Recovery Plan for Winter Storm Jonas

Ms. Marcinko indicated that the Borough has a snow removal plan that has been in effect for many years. Ms. Marcinko stated that the Borough was ahead of the storm and that Public Works staff, totaling 12, scheduled for shifts. Contractors were also hired on Friday before the storm even began and were ready to work on Monday. The Fire Department, Police Department, and Public Works Department had a schedule. The Fire Department offered their bunking arrangement to allow workers to sleep and also provided three meals a day. Some important equipment broke the first night of the storm including a truck and a plow. Ms. Marcinko explained what an emergency declaration actually is and stated that when the Mayor declares a state of emergency, the Borough is eligible for PEMA disaster funding. Snow emergency routes in the Borough include Front Street and Second Street. Ms. Marcinko explained that the costs from Storm Jonas are extensive and still being calculated. The contractors were secured through Rogel and Templin Excavating which included dump trucks and front end loaders with operators. Ms. Marcinko explained that it is necessary to first remove the snow from major arteries. Ms. Marcinko explained that the fundamental responsibility in Public Works for snow removal is to make the roads open and passable and that is what was completed. The first night state roads including Route 230, Swatara Street, Pine Street, Mohn Street were completed. If Front Street had not been cleared, it would have caused a disaster therefore it was imperative that this was done first. The response costs are expected to be \$50,000. The amount budgeted for this year was \$30,000. PEMA calculates the costs for the most expensive 48 hours of the storm if communities are eligible; therefore, Ms. Marcinko shared the Borough's hopes that we are eligible. Ms. Marcinko shared that she worked closely with Mr. Brown throughout the storm. Ms. Marcinko stated that it was reported that the total cost of Winter Storm Jonas for Pennsylvania could be upwards of \$18 million and that all communities would be applying for reimbursement. Ms. Marcinko stated that she hopes FEMA/PEMA funding will be available to help reimburse communities for the cost of responding to Winter Storm. Jonas. Ms. Marcinko stated that what those individuals operating the snow plows did was amazing. Ms. Marcinko expressed gratitude for the melt but also noted that the Borough would be under flood watch until Thursday. Ms. Marcinko stated that the Public Works Committee met with staff on Tuesday and noted that everyone, including staff in Public Works, the Fire Department and the Police Department had an equal share in this effort. Ms. Marcinko thanked the Public Works

staff repeatedly and noted that they would be in the Borough this week still working. Ms. Marcinko also thanked the residents of Steelton.

Mr. Wion questioned if Council would take a recommendation that Council ratify the declarations made by the Mayor and also ratify the entering into of contracts necessary in this emergency.

Mr. Wright made a motion, which was made by Mr. Albert, seconded by Ms. Marcinko, and the motion passed to ratify the declarations and contracts.

Other Business:

Mr. Wright – Personnel Committee Recommendation to Hire Mr. Nate Handley as Full-Time Water Distribution Laborer

Mr. Wright indicated that there were four candidates for the position and two individuals were interviewed. Mr. Wright indicated that Mr. Handley is a current employee of the Borough, Mr. Wright noted that it was the recommendation of the Committee that Council move to hire Mr. Nate Handley as the full-time Water Distribution Laborer.

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

Ms. Hodge questioned if the position needs to be filled at this time. Mr. Wright indicated that was the recommendation of Public Works.

Ms. Marcinko shared that this position was posted last year, interviews were conducted. The union indicated their belief that Mr. Nate Handley has rights to the job. The union contract requires that the position be posted internally, which was done. Two employees bid on the position. Ms. Marcinko shared the belief that this portion of the contract was ambiguous; therefore, the position was posted outside. Ms. Marcinko stated that the position needs to be filled. The position has been vacant for quite some time while Mr. Handley has been working in the position part-time.

Ms. Hodge questioned if he is guaranteed for the position because he had been operating in the position for three years. Ms. Marcinko stated that the union's belief that Mr. Handley had seniority for the position; however, the Borough believed that the position needed to be posted outside. Ms. Marcinko stated that Mr. Handley, among the candidates, had the most experience.

Council unanimously moved to hire Mr. Nate Handley as Full-Time Water Distribution Laborer.

Audience Participation:

There were no audience comments.

Council Concerns:

Ms. Kratzer thanked members of the Fire Department, Police Department and Public Works for their efforts during the storm. Ms. Kratzer expressed that the Borough was lucky not to suffer any power outages and the storm was simply an inconvenience.

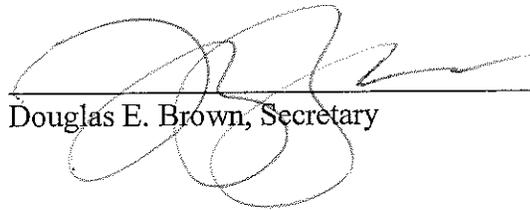
Mr. Segina reiterated what Ms. Kratzer stated with regards to the appreciation of the efforts of those involved in the storm cleanup.

Executive Session: There was no Executive Session held.

Adjournment:

At pm, on a motion by Mr. Segina, seconded by Mr. Albert, Council adjourned at 7:55pm.

Respectfully Submitted,



Douglas E. Brown, Secretary

Council Agenda
February 16, 2016

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: February 1, 2016 Meeting

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: January 2015

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Brandon Meyers, Herbert, Rowland, and Grubic, Inc.

MS4 Public Meeting Presentation

Mr. Amrinder Singh, Codes Officer

Review of Need for Codes Software

Communication:

Ms. Colleen Hughes

Letter of Thanks to Public Works Department for Handling of Winter Storm

ArcelorMittal

Notification – Plan Approval Application to Construct and Operate Walking Beam Furnace

Capital Region Water

2015 Harrisburg Wastewater System Chapter 94 Report

FEMA

Flood Risk Study for Lower Susquehanna-Swatara Watershed

PennDOT

Traffic Signal Asset Management Notification

Unfinished Business:

Ms. Marcinko

Discussion of Formulating 2016 Committee Goals

Mr. Brown

Update on Winter Storm Jonas Costs and FEMA Reimbursement Process

Mr. Wion

Resolution 2016-R-____ Granting Special Purpose Parking for Ms. Mary March at 251 S. Second Street

New Business:

Mr. Wion

Award of Contract for the Pre-Demolition Environmental Clearance and Demolition Project for 120, 140, and 154 North Front Street

Mr. Wion

Approval of "Completion Report" for the DEP Floodplain Management Permit issued for the work at the Trewick Street Pump Station and Authorization for President Wright to Sign Completion Report

Mr. Wright

Resignation of Mr. Christopher Hughes from the Steelton Planning Commission

Mr. Wright

Announcement of Vacancy on Planning Commission and Solicitation of Resumes

Mr. Brown

Announcement of Advertisements for Firehouse Project, Sanitary Sewer Inspection and Cleaning Project, and Storm Sewer Inspection and Cleaning Project

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and pending litigation.

Other Business:

Mr. Brown

Approval of Settlement Between Steelton Borough and AFSCME Council 90 RE: Employee Grievance

Adjournment:

Minutes of the Steelton Borough Council
February 16, 2016 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
Kelly Kratzer	Councilperson
Michael Segina	Councilperson
Thomas F. Acri	Mayor
David A. Wion	Solicitor
Douglas E. Brown	Borough Manager
Anthony Minium	Police Officer-in-Charge
Amrinder Singh	Codes Officer

Officials Absent:

Brian Proctor	Council Pro Tem
Michael Albert	Councilperson
Keontay Hodge	Councilperson

Pledge of Allegiance:

The Pledge of Allegiance was conducted by Mayor Thomas F. Acri

Moment of Silence:

Mayor Acri led a moment of silence.

Mr. Wright then commented that there are three empty Council seats to his left. He noted that he heard from the Council members that could not make the meeting due to other obligation. Mr. Wright stated that he wanted to apologize on their behalf but stated that when members take their seats on Council the most important thing is to be at every Council meeting unless there is something of utmost importance to attend.

Executive Sessions Held Between Meetings:

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

Approval of Meeting Minutes:

Councilman Wright entertained a motion to approve the minutes as presented for the February 1, 2016 meeting of Steelton Borough Council.

Ms. Marcinko moved to approve the minutes of February 1, 2016, seconded by Ms. Kratzer. The motion carried by unanimous vote.

Public Comment on Agenda Items:

Councilman Wright opened the floor to public comments on agenda items only. No members of the public offered comments.

Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for January 2016:

Ms. Marcinko made a motion to approve the schedules of billings, requisition, and change orders as presented for January 2016. Mr. Segina seconded the motion. The motion carried unanimously by Council vote.

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.

Fire Department and Ambulance Report: Ms. Marcinko reported that Mr. Brown had reached out to Mr. Stephen Shaver regarding the response times reported by Pinnacle LifeTeam in their ambulance reports for December 2015. There was concern about response time being longer than normal.

Mr. Craig Chandler of Pinnacle LifeTeam clarified that the long response times were for the Harrisburg Pinnacle base, not the Swatara base, and they were only for basic life support (BLS) calls and not advanced life support calls. Pinnacle LifeTeam has noted Steelton Borough's concern and stated that they will make it a point to shorten response times for BLS calls.

Police Report: Officer-in-Charge Minium requested to give an oral report on top of the written report received by Council. Mr. Minium reported that the Steelton Police Department has increased its overall arrest count for the year. He emphasized that this does not mean there was a crime increase. Rather, Mr. Minium noted that major crimes have steadily decreased in the Borough. The increase in arrests is attributed to the increase in the solvability rate of cases. Steelton Borough's solvability rate is at an 87 percent which is well above the average.

Mr. Minium further reported that the Police Department has fully staffed their Criminal Investigation division by adding Detective Troy Elhadj. In the past 30 days the Criminal Investigation Division has cleared 21 major crimes which Mr. Minium said is impressive.

Mr. Minium noted that, in addition, officers have completed 85 hours of community service, 18.5 foot patrol hours, and 670 business, park, and house checks in the last 30 days.

Mr. Minium reported that as of February 16, the Department is at 7 percent of its budget which is \$3,500 less than last year. Most of the savings are attributed to the reduced overtime line item.

Mr. Minium finally reported that he will present a 2016 strategic plan to the Police Committee before bringing it to Council for consideration.

NEDC Committee: Ms. Marcinko stated that the NEDC Committee did not meet in January due to the winter storm.

Public Works Committee: Ms. Marcinko requested that Mr. Brown give an update on Winter Storm Jonas.

Mr. Brown reported that Winter Storm Jonas was a snow storm of historic magnitude. Mr. Brown stated that there was over 30 inches of snow accumulation that fell at a rate of over 2 inches per hour at some points. The Borough's Finance Office is continuing to break down the final expense numbers for the storm because there are still items impacted by the storm that will need to be tallied like replenishing supplies and vehicle repairs. Mr. Brown stated that the Borough has calculated personnel costs, material costs, contracted costs, and equipment costs using a FEMA-provided rate.

Mr. Brown stated that throughout the storm the Borough utilized 12 public works staff, police staff, and volunteers from the Fire Department to respond to the storm. Mr. Brown directed Council to a written summary in their packets outlining the storm costs.

Public Works staff were responsible for the majority of overtime costs and equipment related costs during the immediate response to the storm. Mr. Brown stated that the Public Works Department used the following equipment:

- 4 Borough dump trucks
- 5 1 ½ ton trucks
- 1 front end loader
- 1 back hoe

Mr. Brown noted that all trucks had salt spreaders and plows attached to them.

The response of the storm was broken down into two phases: clearing/plowing, and snow removal.

During the heaviest period of the storm (January 23-24) Borough Staff worked continuously for 48 hours over two days with equipment running continuously. Mr. Brown stated that this was necessary to keep up with the snowfall and keep main roads as clear as possible.

Mr. Brown then reported that one 1 ½ ton dump truck and two dump trucks were rendered out-of-service in response to the storm. Mr. Brown stated that the Borough was already planning to replace one dump truck, however, the other large dump truck will need to be repaired with a cost in the \$10,000 to \$15,000 range.

Mr. Brown reported that through Monday January 25th through Friday January 29th the Borough utilized contracted snow removal services. The Borough used Rogele, Inc. and Gary Templin Excavating for snow removal and flaggers from Opportunity Construction, Inc. to assist with traffic control.

Mr. Brown tallied direct costs for wages, materials, and contracted services at \$66,266 for the week. However, when FEMA rates are added to the hourly operation of equipment the induced cost is \$104, 734 for the week.

Mr. Brown reported that the Borough has submitted all required initial paperwork to Dauphin County. The Pennsylvania Emergency Management Agency (PEMA) will not determine if the state and Dauphin County have met the cost threshold from the storm to trigger the request for Federal disaster relief funds. The Borough will be eligible for reimbursement from FEMA for costs incurred due to the storm *if* the state requests such funds after meeting the cost threshold.

Mr. Brown stated that the costs that are initially reported for purposes of meeting the cost threshold are for the most expensive 48 hour period of the storm. For the Borough, that period was January 23rd through January 24th.

Mr. Wright then asked Mr. Brown to give the rest of the Borough Manager's report.

Mr. Brown updated Council on the outstanding issues related to the Department of Labor and Industry investigation into the Steelton Borough Codes office. Mr. Brown stated that there are still three minor items that need to be followed up on with the state.

Mr. Brown stated that Mr. Singh, Codes Officer, did send a follow up report to the Department of Labor and Industry and that there are only a few minor things to finish up before being completely closed out with the investigation and report.

Mr. Brown then gave a monthly financial overview stating that the General Fund is sitting around \$1 million. In March and April revenues will begin to pick up with tax returns. However, Mr. Brown stated that regardless of cash flow and incoming revenues, he has implemented a spending freeze except for minor items due to the cost of Winter Storm Jonas. Mr. Brown stated that the spending freeze will be in place until the quarterly Finance Committee meeting when the Committee will review the budget and what spending changes need to be made.

Mr. Brown stated that the departments will continue purchase small items, but anything over \$1,000 must get Mr. Brown's approval.

Mr. Brown reported that he is planning to hold a Finance Committee meeting in early April where they will make spending adjustments for the remainder of the year and discuss next year's budget.

Mr. Brown then followed up on the issue with Mr. Thomas Evans from a previous Council meeting. Mr. Brown stated that the Public Works Committee will be meeting with Mr. Evans to review his options for splitting his lines between the commercial and residential property.

Mr. Brown further reported that the Borough has the following projects out to bid. They have been advertised and are posted in Borough Hall and on the Borough bulletin board:

- Firehouse Improvements Project – General and Electrical Work
- Sanitary and Storm Sewer Cleaning and Inspection Projects

Mr. Brown then reviewed upcoming meetings noting that Mr. Singh will be conducting the Zoning Hearing Board meeting on February 18th at 6pm. The Neighborhood and Economic Development Committee meeting will be meeting on February 23rd at 6:30pm. At this meeting the NEDC will discuss the recommendations for the retaining wall repairs as well as upcoming grants that will be due in May and July including CDBG grants and tourism grants. This concluded Mr. Brown's report.

Codes Department: Mr. Singh then provided the Codes Department report. Mr. Singh reported that for January 2016 the Codes Office issued four permits, six citations, and had 14 court hearings. The Codes Department also mailed out 28 violation notices. The Department also performed 23 inspections that found 89 different property maintenance code violations. The violations ranged from the serious like not having a smoke detector to smaller violations. Mr. Singh reported that the Property Maintenance Officer

was at 175 properties in January doing courtesy warnings to let tenants know that they are currently in violation of Borough ordinances. Mr. Singh stated that they were able to make contact with most people who confirmed they would address their respective violations.

Mr. Singh added that it has been almost a month that he has been at the Codes Office and he has identified many strengths with the office such as the personnel. Mr. Singh noted, however, that the Department is lacking some tools that are necessary to do their job efficiently like Codes Software.

Mayor's Report: Mayor Acri thanked everyone that worked on the Strategic Plan for 2016 and shared that they did a terrific job.

Ms. Marcinko stated that she had a question for Mr. Singh and asked if carbon monoxide detectors are required under the Uniform Construction Code. Mr. Singh stated yes and that the specific state statute was passed in 2013. Every borough, city, and town in the state had 18 months after the law passed to enforce the ordinance.

Mr. Singh shared that since the day he started in the Borough of Steelton this ordinance was being enforced. Further, a letter has been drafted for property owners, with regards to inspections, informing them that the Borough would be enforcing this ordinance. The letter also shares the required location of the detectors. Moving forward this requirement will be enforced for every property inspected.

Mr. Singh shared that he has been working with Mr. Brown to create more information for the website specifically for property owners including guidelines and what the Borough looks for under rental inspections, commercial items, residential, etc. Mr. Singh shared that in the next month he hopes to have more information under the Codes section of the website, specifically ordinances that the Borough enforces.

Mayor Acri questioned if detectors that cover carbon monoxide and fire are permissible under the respective codes law. Mr. Singh stated yes and that combination smoke and carbon monoxide detectors are allowable. Further, the carbon monoxide detectors need to be placed in certain locations, similar to fire detectors, but that additional smoke detectors would need to be added in specific places such as bedrooms where carbon monoxide detectors are not required. For the most part, Mr. Singh shared that most property owners are using combination detectors, but that smoke detectors would still be needed in bedrooms.

Mr. Wright entertained a motion to approve department reports after hearing no further questions. A motion was made by Ms. Marcinko and seconded by Mr. Segina. The motion carried.

Presentations:

Mr. Brandon Meyers, Herbert, Rowland, and Grubic, Inc. – MS4 Public Meeting Presentation

Mr. Meyers shared that the MS4 permit is an ongoing permit that the Department of Environmental Protection requires. This has been taking place approximately 15 years. The main goal is to keep storm water clean. Everything that goes into the inlets flows directly into the Susquehanna River. Mr. Meyers shared an outline to guide members of Council and attending residents through what he planned to discuss in the presentation.

Mr. Meyers briefly went over the outline stating the MS4 permit, problems with storm water, permit compliance, and regulatory inspections (which is relatively new and the Borough just went through an inspection recently from the EPA).

Level 1 is compliance with activity based permit requirements.

Level 2 is changes in attitudes, knowledge, and awareness.

Level 3 is behavioral changes and BMP implementation.

Level 4 is load reductions.

Level 5 is change in urban runoff and discharge quality.

Level 6 is change in actual water quality.

Right now, Mr. Meyers said we are hovering around levels 2 and 3. The goal is to get to level 6 with this permit.

MS4 permit is a national pollutant discharge elimination system general permit for the Borough for storm water discharge from small municipal separate storm sewer systems commonly referred to as MS4s. This is a water quality permit which focuses on storm water runoff that carries pollutants.

Mr. Meyers shared to two major problems with storm water runoff:

1. Economic progress - which is basically land development increase in quantity and a decrease in quality. This results in more development, more runoff, and more pollution.
2. Aging infrastructure – The Borough has an aging infrastructure and also funding challenges. Replacements, updates, repairs, etc. cost money.

Storm sewer does not have treatment unlike sanitary sewer which includes waste water from home such as that produced by washing machines, sinks, toilets which is processed at the treatment plant. From a treatment plant, sanitary water is then sent to the river.

Products that make their way through the system which decompose such as grass clippings, leaves, etc. take up oxygen from aquatic life in the river. Oil and grease, toxic chemicals, chlorides also have a negative effect on the river.

The EPA will look for things that were missed in the permit and it potentially punitive. The Borough could be fined.

The DEP inspection takes place once every five years and does not impose fines; further they simply want to provide assistance.

Documentation must be present for public education and participation, pollution prevention and treatment, public works, planning department, codes enforcement and administration. Evidence must be given to shown that these procedures are actually being followed.

There are six parts to the permit:

1. Public education and outreach.
2. Public involvement and participation which includes education for municipal employees and individuals associated with the Borough.

Steelton Borough Council

Meeting Minutes

February 16, 2016

Page 6

3. Elicit discharge, detection, and elimination.
4. Construction site storm water runoff control.
5. Post construction storm water management.
6. Pollution prevention good housekeeping for municipal operations.

Council, the Mayor and Mr. Myers continued to discuss the need to be careful about what residents and the Borough are putting into the streets and into the storm sewer system as it ultimately enters the river and impacts the quality of the source water Steelton must then treat as potable water.

Mr. Meyers noted that the MS4 and NPDES permitting process imposes significant costs on municipalities and that he hopes DEP and the EPA recognize the cost component.

Mr. Meyers then reviewed regulatory inspection preparations that the Borough must conduct to be ready for an MS4/NPDES inspection. Mr. Meyers stated that the Borough must have organized documents that are available in the case that DEP and the EPA give the Borough a short notice of an inspection. These documents should tell the DEP and EPA what the borough is doing to comply with MS4/NPDES requirements. Further, the staff should be familiar with the actual NPDES Program.

Mr. Meyers noted that he prepared a Frequently Asked Questions document that was submitted to Mr. Brown that he should share with staff. The document outlines the MS4/NPDES program as well as guides staff on how to handle MS4/NPDES related complaints.

Mr. Meyers stated that HRG, Inc. is here to help the Borough and keep the Borough in compliance. He recognizes the level of work needed to be compliant with the MS4 program and stated that it is a very large undertaking.

Mr. Meyers then reported that the Borough is ultimately going for the Level 6 permit. Mr. Meyers stated that he does not see an end to the MS4/NPDES permitting process.

Mr. Meyers then entertained any questions from Council or members of the audience.

The audience engaged Mr. Meyers with questions regarding the MS4/NPDES permit as it relates to Steelton.

One member of the public asked where the education component is being utilized by the Borough. Mr. Meyers replied that the employees are regularly trained. As well, the Borough has posters throughout the Borough building educating residents about the MS4.

Mr. Wright stated that the Borough would also place MS4/NPDES information on the website.

Ms. Powell, who was in the audience, asked what the average age of a Steelton resident is and if the website is really the most effective way to reach residents.

Mr. Wright responded that there would also be hard copy information sent out periodically with mailings.

Mr. Amrinder Singh, Codes Officer – Review of Need for Codes Software

Mr. Singh reiterated many points he stated in his Department Report.

Mr. Segina asked Mr. Singh if he could share the information regarding the carbon monoxide detectors so the information could be shared on the website as soon as possible. Mr. Singh stated that this would not be a problem.

Council also questioned if warning signs of carbon monoxide poisoning should also be posted on the website. Mr. Segina stated that information is available online and he would be able to share this on the website. Mr. Singh described signs of poisoning which are often times not immediately noticeable.

Mr. Singh stated that while Codes Department has significant strengths in personnel, he shared that they lack some essential tools. The Borough is 1.9 square miles and we currently have 2,571 parcels with significant property maintenance issues. Mr. Singh stated that the Borough Codes Office currently utilizes a paper-based record-keeping and management system that significantly hampers their ability to do their jobs efficiently. The paper-based system is used to keep track of permits, property maintenance citations, issue reports, issue notices of violations, keep track of property owners and businesses, rental inspections, etc.

The paper-based system leaves much room for human error and takes a substantial amount of administrative time and effort because all follow-up and tracking must be currently done by paper. Mr. Singh has been researching electronic software systems for Codes enforcement that track properties, schedule inspections, send follow up reminders, automatically generate notices of violations and citations, generate invoices, provide GIS-based mapping to track Codes activities in the Borough and allow Codes Enforcement Officers to electronically document, cite, and print citations while on the street through its mobile capabilities.

Mr. Singh gave examples of how the software makes the administration of the Codes Office far more efficient, organized, and effective.

While working for Reading, Mr. Singh reported, he had thorough experience working with an electronic Codes system and highly recommends that Council consider implementing a similar system.

Mr. Singh reviewed the WagSys system with Council, noting that there are over 30 Codes software companies. Some of these companies are very expensive while others are more modestly priced. Mr. Singh stated that WagSys is the best software solution for Steelton Borough in that it has a rich amount of features, especially specific to property maintenance and it is modestly priced.

WagSys is a web-based program that has an initial startup cost of under \$5,000 and a low annual maintenance fee. Mr. Singh checked with six references provided by WagSys including two municipalities from Dauphin County that use WagSys (Derry Township and Lower Swatara Township). The heads of the Codes Departments in both municipalities had very strong recommendations for the WagSys software, according to Mr. Singh.

Elizabeth Township, Hanover Township, West Bradford Township, and a third-party company that services 29 municipalities also recommended the software to Mr. Singh.

Mr. Singh stated that the software provides everything that the Codes Office will need. Mr. Singh then reviewed different features of the software and how they will specifically benefit different Codes operations in the Borough. He noted that he is working with Mr. Brown to develop new tools and

enforcement mechanisms within the Borough to combat blight including updating property maintenance and Codes ordinances. This includes enforcing new state laws, creating a vacant property registry, etc.

Mr. Singh further noted that the software can track all meeting information for the Zoning Hearing Board and Planning Commission, floodplain management records and reports, and additional items that the Codes Office currently has trouble efficiently tracking due to the paper-based system.

Mr. Singh then reviewed the “Citizen’s Portal” feature of the software. Under this feature, if the Codes Office issues a ticket/violation, the property owner can go online to see their violation and pay the associated fine. From the Codes Office perspective, they can track every violation/action/permit associated with every property in the system. Currently, staff must dig through paperwork to keep track of all of the aforementioned, including rental inspections.

By freeing up staff from the current administrative workload associated with a paper-based reporting system, the Codes staff can spend more time on foot doing what Mr. Singh calls “sweeps” of sections of the Borough to enforce codes.

The software also allows the Codes staff to take pictures of properties with their mobile devices, issue instant notices, and track all information associated with a property. Mr. Singh stated that the WagSys system will bring efficiency to the Codes Office and free up staff to focus on proactive enforcement.

Mr. Wright entertained questions from Council to Mr. Singh regarding his software proposal.

Ms. Marcinko asked if the software can be loaded onto other computers in the Borough like the Police Department and Public Works Department.

Mr. Singh replied that the software is web-based so anyone with the authorized username/password can access the database. Mr. Singh noted that there is no need to upgrade the server and there are no limits on licenses per user. Any Council member or staff member with clearance can log into the web-based system to view it.

Mr. Singh further stated that he could use the system to create lists of properties to track for the Police Department and Fire Department.

Mr. Segina asked about the mobile-reporting feature of the software. Mr. Segina asked how the “on-the-spot” reporting feature is done and if it is done through a mobile device requiring internet access.

Mr. Singh replied that he is estimating the need for three iPads and three mobile printers in order to use the mobile feature of the WagSys software. The cost of these will be approximately \$1,500 according to Mr. Singh. This will make the Steelton Codes Office mobile. The software also allows the Codes Office to quickly follow up on items that require a 24 hour window to address. Mr. Singh stated that the WagSys software is the best way of the Codes Office to have a much-needed central database where they can store documents, track items, and run reports that analyze Codes Office performance and trends in permits, violations, etc. Mr. Singh further stated that the Codes Office can even use the software to identify trending items that the Borough can hold informational seminars on like the most common Codes Violations. Mr. Singh foresees community trainings that will be conducted using the software.

Mr. Marcinko stated that on the quote it states, “ Please contact WagSys technologies for funding option #2.”, which has no initial costs for a municipality. Ms. Marcinko asked if Mr. Singh contacte WagSys about option #2.

Mr. Singh replied that he did contact them about option #2. The option was made available for municipalities beta-testing the software due to the fact that the municipality would be working out the glitches in the software. Mr. Singh stated that WagSys no longer offers option #2 since the beta version of the software has already been tested.

Mr. Singh further reported to Council that he had checked with five software companies and had received quotes of up to \$100,000 to purchase the software. The more expensive products are actual software systems that are purchased and internally installed on municipal servers. The WagSys system is a web-based system on the “cloud”. All information is stored on the web-based cloud and any updates to the software will be included for the Borough to take advantage of since it is web-based.

Mr. Wion then informed Council that he had just looked over the WagSys proposal and stated that the Borough would not own the software. WagSys would own the software; the Borough would simply be buying a license to use the web-based software. Mr. Wion stated that the Borough must look at what the licensing arrangement would be by reviewing the licensing contract. Mr. Wion asked if the WagSys agreement is the only agreement that Mr. Singh is looking and recommending. Mr. Wion also asked Council to provide direction on how they would like to procedurally consider the item. Mr. Wion will, at some juncture, need to look at the documents related to the WagSys proposal, agreement, and terms and conditions, if Council is to consider the software for purchase.

Mr. Wright raised concerns about the “cloud” and the fact that information gathered by the Steelton Borough Codes Office would be stored in the “cloud”, which Mr. Wright stated is not secure. Mr. Wright is concerned about information falling into the wrong hands.

Mr. Singh stated that he contacted WagSys with questions about security and keeping information stored in WagSys safe. Mr. Singh stated that he is going to forward the responses from WagSys to Mr. Segina.

Mr. Wright stated that the reason he brought it up is because he has concerns over the modest price tag of the software and has concerns that the reason it is so cheap is because it is not secure or has the security features that may increase the price tag of the program.

Mr. Wright is concerned that information would be stored on the internet through “cloud-based storage” and wants to make sure no sensitive information that is stored by the Codes Office is made available.

Mayor Acri asked if sensitive information like social security numbers are kept by the Codes Office. Mr. Singh replied that no sensitive information is stored by the Codes Office. The only information stored is addresses, violation history, property conditions, landlord tenant reports, phone numbers, etc. He stated that WagSys is operating in 11 states and has never had a security issue. Mr. Singh reiterated that he would submit the security question responses by WagSys to Mr. Segina.

Mr. Singh also replied to Mr. Wion’s statements about licenses by clarifying that there is an unlimited amount of licenses that the Borough can have meaning anyone that is given rights to the Borough’s web-portal can view the software. The Borough can give only a limited number of employees administrative

rights to actually enter information in the program, while giving others view only access or no access at all.

Mr. Singh reiterated that the software will give the Codes Office an important tool that is needed to fight blight, track records, and increase revenue.

Mr. Wright stated that he is not advocating against purchasing the software. Rather, Mr. Wright wants to make sure any information that is stored on the WagSys system is secure. Mr. Wright reiterated that he is concerned that information, even if it is not sensitive social security information, can fall in the wrong hands.

Mr. Wright then stated that he will refer the issue of purchasing the WagSys software to the Neighborhood and Economic Development Committee where Mr. Singh, the committee, and Mr. Segina can fully vet the security issues, as well as other issues, and bring a formal recommendation to Council.

Mr. Segina stated that he and Mr. Singh can work with WagSys to discuss security features such as limiting the IP addresses from which users can access the WagSys portal. This would allow only certain devices to access the web-portal, such only the Codes computers in Borough Hall, or the iPads, etc.

Mayor Acri asked why it is important to give access to Borough residents to the Codes Software? He would not like people to get information about their next door neighbors using their information.

Mr. Singh stated that there will be no data shared nor will the system be shared with members of the public. It will be limited to selected Borough employees and, if preferred, certain Council members.

Mr. Singh stated that the only publically accessible portion of the program would be the “front-end” section of the site where they can make payments for violations.

Mayor Acri stated that he supports Mr. Wright’s recommendation to refer the issue to the NEDC Committee in consultation with Mr. Singh.

Mr. Wright stated that he would like the purchase of the WagSys System to be fully vetted because there are many intricacies and details that must be worked out that many people do not realize. Because it is a software/IT program, Mr. Wright believes there are many details about ownership, rights, pricing, security, etc. that must be vetted in the NEDC Committee before it can be brought to Council for approval.

Mr. Wright then asked Council if they agree with his directive to refer the issue to the NEDC Committee. Council agreed through consensus with Mr. Wright’s directive.

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

Communications:

Mr. Wright announced that Steelton Borough Council reviewed the following communications:

Ms. Colleen Hughes – Letter of Thanks to Public Works Department for Handling of Winter Storm

Mr. Wright asked Mr. Brown to read the letter from Mrs. Hughes to Council and the public. Mr. Brown read the letter, which thanked the Borough and Public Works Department for their effective job clearing

roads and removing snow during Winter Storm Jonas. The letter highlighted the difference between Steelton Borough and surrounding municipalities regarding road quality during the snow storm. Ms. Hughes works in Middletown and was required to travel during the storm for work. Ms. Hughes stated that she can personally tell the Borough that as she travelled through neighboring municipalities during the storm she “held her breath” but had not problems in Steelton as the roads were bare and/or cleared in many spots. The letter also stated that the Steelton Borough Public Works Department always does a superior job in clearing roads during winter storms.

Ms. Marcinko requested that Mr. Brown place a copy of the letter in the personnel files of the Public Works and Police Department employees as well as the Fire Chief. Mr. Wright noted the request and Mr. Brown will place the letter in their files.

Arcelor Mittal – Notification and Plan Approval for Application to Construct and Operate the Walking Beam Furnace

No comments were offered on this communication.

Capital Region Water – 2015 Harrisburg Wastewater System Chapter 94 Report

Mr. Wright noted that all correspondence including this letter is in Council’s agenda packets and was available for review prior to the meeting.

Federal Emergency Management Agency (FEMA) – Flood Risk Study for Lower Susquehanna-Swatara Watershed

No comments were offered on this communication.

Pennsylvania Department of Transportation (PennDOT) – Traffic Signal Asset Management Notification

No comments were offered on this communication.

Unfinished Business:

Discussion of Formulating 2016 Committee Goals

Ms. Marcinko reviewed a document in the Council packet regarding formulating goals for each Council committee in 2016. Ms. Marcinko stated that she had requested from Mr. Wright authorization to meet with all committees and come up with a Strategic Plan for 2016.

Mr. Wright put together a list of possible goals for each committee and asked Council members to send any additional ideas to Ms. Marcinko.

Ms. Marcinko then noted that an idea fleshed out by Mr. Segina, but of interest by a number of Council members and something that has been brought up in the past, is the idea of a Citizen’s Advisory Board. Ms. Marcinko stated that the NEDC Committee will be discussing that shortly.

Ms. Marcinko further noted that President Wright has given her the assignment to attend each committee meeting and discuss a strategic plan and goals with each committee. After this, Council prepare a Strategic Planning Committee and draft a plan for approval.

Mr. Wright noted that Council has discussed committee goals in the past as well as policies and procedures. Mr. Wright brought up the example of the lack of personnel policies and procedures including evaluations, noting that it was a project that spanned back to Mr. Brown’s first tenure as

Manager. Mr. Wright noted that the Committee got sidetracked and did not do the follow up needed to see the project through. Mr. Wright stated that when Ms. Marcinko brought the draft goal ideas to the Personnel Committee he had no issues with them and supports them as top priorities.

Mr. Wright specifically stressed the need to make employee policies and evaluations a goal in the Strategic Plan.

Mr. Brown – Update on Winter Storm Jonas Costs and FEMA Reimbursement Process

Mr. Wright noted that Mr. Brown already covered this item previously in the Borough Manager's Report. Mr. Brown did note that despite the fact that the Borough incurred significant costs due to the storm the costs are manageable. Mr. Brown stated that the Borough can absorb the costs and adjust the budget to effectively manage the costs without breaking the Borough's budget.

Resolution 2016 – R- 10 Granting Special Purpose Parking for Ms. Mary March at 251 S. Second Street

Mr. Wright reminded Council of Ms. March's situation, which she previously shared with Council. The item has been tabled twice while Council reviewed the issue of whether or not Ms. March meets the qualifications to be granted a special purpose parking space.

Mr. Wright stated that Council is not here to deny any resident a special purpose parking space but that Council must perform its due diligence before granting such requests. Mr. Wright also noted that Ms. Kratzer had visited the property between meetings to inspect the claim that Ms. March's garage is not suitable for off-street parking, which was the basis for the Police Department initially recommending denying the special purpose parking in its original traffic study.

The Steelton Police Department, based on further inspection, revised the traffic study recommending approval of special purpose parking for Ms. March.

Mr. Wion then reviewed the history of Ms. March's request with Council. Mr. Wion noted that the issue was referred to the NEDC Committee, but the committee had cancelled its January meeting and therefore did not have a formal recommendation.

Mr. Wion wanted to be sure that, given that fact, the Resolution and new traffic study was acceptable to Council. Mr. Wion stated that if Council is satisfied with the sources of information/recommendation present excluding the NEDC Committee recommendation, Council can vote to approve Resolution 2016-R-10.

Mr. Wright stated that while the NEDC Committee did cancel its meeting due to weather, members of the Committee had expressed their support for granting the special purpose parking to Ms. March. Furthermore, Ms. Kratzer also recommended approval based on her site visit.

Mayor Acri also stated that he visited Ms. March's property. Mayor Acri stated that the garage that could be considered off-street parking is actually a foot off of the ground, is more consistent with a shed, and was not built as a garage intended for parking a vehicle. Mayor Acri stated that it would be in the best interest of Borough Council to approve the resolution.

Ms. Kratzer added that the slope of Ms. March's backyard makes it not feasible for her to walk from the barn to her back door given her documented medical conditions.

Mayor Acri then informed Council that Ms. March actually ended up in the hospital over the Winter Storm due to an accident she had walking to her property.

Ms. Marcinko made a motion to approve Resolution 2016-R-10, seconded by Ms. Kratzer. The motion was approved unanimously by Council.

Review of Bids for Pre-Demolition, Environmental Clearance, and Demolition Contract for 120, 140 and 154 North Front Streets

Mr. Wion stated that on Thursday, February 11, 2016 at 11 a.m. bids were received for the above-mentioned project. The bids were accepted online via the Pennbid.org program which involved electronic bidding.

Hull and Associates, Inc. representative Tim Lois and Mr. Brown received the bids on behalf of the Borough.

Four bid packages were submitted for the project. The bidders were:

- Active Environmental Technologies – 203 Pine Street, Mount Holly, NJ
- Environmental Management Specialists, Inc. – 6909 Angle Road, Suite C-31, Cleveland, OH
- Neumeier Environmental Services, Inc. – 3527 Smallman Street, Pittsburgh, PA
- Environmental Restoration, Inc. – 191 Courtdale Avenue, Courtdale, PA

The bid packets were reviewed by Mr. Brown, Hull and Associates, and Mr. Wion.

The review of the bid packets resulted in the disqualification of all bidders. Errors that led to the disqualification of each bidder are as follows:

- Active Environmental Technologies – Failed to submit a bid security as required by the bid advertisement and the instructions to bidders. Specifically, the instructions to bidders provided in paragraph 8.2.D.Z.I requires that the bid security be submitted as a condition of the bid. Failure to provide this document shall result in disqualification of the bid. In addition, AET failed to complete the required Public Works employment verification form by failing to identify the contracting public body, the contract/project number, the project description, and the project location. Section 6.2B of the instructions provides that the bid forms when improperly prepared will be, at the discretion of the owner, declared unacceptable. Paragraph 8.2.D.Z.L requires this completed document as a condition of the bid. AET also failed to submit the Drug-Free Safety Workplace Solutions Program documentation required under paragraph 8.2.D.Z.K. AET also failed to provide the previous two years of audited financial statements required in paragraph 5.1.A in the Invitation to Bidders.
- Environmental Management Specialists – Provided a bid form signed by Chris Tucker, Senior Project Manager/Estimator. The requirement of the instructions to bidder Paragraph 7.6.A.3 states that “if the bid is signed by officials other than the President and Secretary of the company or the President and Secretary-Treasurer of the company, a copy of the by-laws resolution of the Board of Directors authoring the alternate signor to sign on behalf of the company must also be submitted with the bid form. EMS provided no such resolution. In addition, EMS provided its bid form dated February 11, 2016 but submitted a bid bond dated February 3, 2016. As provided in the advertisement for bids, if a bid bond is provided, the date of the bid shall be on a date before

or on the date of the bid bond. If a bid bond is dated before the date of the bid there is no certainty that the bid bond is still valid on the date of the bid opening. As a result, the bid of EMS is disqualified for consideration.

- Neumeier Environmental Services, Inc. – Submitted a bid dated February 11, 2016 but accompanied it with a bid bond dated February 9, 2016. NES also failed to provide an experience record document requiring evidence of five similar projects over the past ten years. NES submitted only three similar projects. NES also failed to submit a drug-free safety workplace solutions program documentation in violation of conditions of the bid as set forth in Section 8.2DZK. NES further failed to submit the Public Works Employment Verification Form in violation of Section 8.2DEZL. NES also failed to provide a certificate of liability insurance pursuant to paragraph 7.3A and the OSHA 300-A form.
- Environmental Restoration, Inc. – Failed to submit the required Drug-Free Safety Workplace Solution Program documentation and indicated that ERI is not enrolled in Pennsylvania’s program in a letter dated February 10, 2016. This is a failure under Paragraph 8.2DZK and required disqualification of the bid. ERI also failed to provide an OSHA 300-A form and did not provide two years of audited financial statements required in Paragraph 5.1A of the instruction to bidders.

Mr. Wion stated that these findings were also provided in a letter submitted by Hull and Associates in a letter dated February 15, 2016. Mr. Wion stated that no bidders have qualified under the conditions of bid documents. Therefore, it is the recommendation of Mr. Wion, Hull and Associates, and staff, that the project be rebid.

Mr. Wright entertained a motion to disqualify all current bidders for the aforementioned project and have the project rebid.

Ms. Marcinko asked Mr. Wion if the Borough must pay to re-advertise the bid.

Mr. Wion replied that the Borough will have to do so. Mr. Wion stated that it will cost more than the re-advertisement because Hull and Associates will have to do additional work to revise the bid documents and re-prepare the bid. The Borough will have to go through the bidding process again.

Mayor Acri asked if the four disqualified bidders will be notified of their errors.

Mr. Wion replied that they will receive a letter indicating the reasons for disqualification.

Mayor Acri asked if a new bidder can now bid on the project once re-advertised. Mr. Wion indicated that a new bidder can bid on the re-advertised project. He also clarified that all bidders including the four disqualified bidders will have to rebid the project.

Mayor Acri asked if the project will now be delayed again. Mr. Wion replied that it will be delayed. Mr. Brown stated that Hull and Associates still feels comfortable with the timeline and meeting the grant deadline if the project is re-bid.

Mr. Segina asked what the new costs of the rebidding will be. Mr. Wion reviewed the additional cost-drivers but stated that most of the documents have already been prepared.

Mr. Wion stated that the items that were missed by the current bidders should be pointed out in the next site walkthrough once the project is rebid. Mr. Wion stated that the items missed are things that contractors routinely do not do properly, hence the Borough specifically spelling them out in the bid documents.

Mr. Wright asked if the Borough will need to update anything in the requirements section of the bid documents based on the disqualification of current bidders. Mr. Wion stated that the Borough does not have to do so.

On a motion by Ms. Marcinko, seconded by Mr. Segina, Council voted unanimously to disqualify all bidders that submitted bids to Steelton Borough for the Environmental Clearance, Pre-Demolition, and Demolition Project at 120, 140, and 154 North Front Street.

Approval of Completion Report for DEP Floodplain Management Permit Issued for Work at the Trewick Street Pump Station and Authorization for President Wright to Sign Completion Report

Mr. Wion presented Council with the above completion report. As part of the Trewick Pump Station project, the Borough was required to secure a permit from the Department of Environmental Protection (DEP) which Mr. Wright signed with Council authorization. The permit has been completed as has the project, and HRG, Inc. has been provided with the Floodplain Management Completion Report which requires the authorization that the work was completed on February 8, 2016 in accordance with the plans of the permit. Mr. Wright would be required to sign the completion report with Council authorization in order to execute to the report and close the project out.

On a motion by Mr. Segina, seconded by Ms. Marcinko, Council voted unanimously to authorize Mr. Jeffery L. Wright to sign the DEP Floodplain Management Completion Report for the Trewick Street Pump Station Project.

Resignation of Mr. Christopher Hughes from the Steelton Borough Planning Commission

Mr. Wright presented Council with a resignation letter from Mr. Christopher Hughes announcing his resignation from the Steelton Borough Planning Commission. Mr. Hughes submitted the letter to Mr. Brown on February 10, 2016. Mr. Wright read the letter to Council and the public.

On a motion by Ms. Marcinko, seconded by Ms. Kratzer, Steelton Borough Council voted unanimously to approve Mr. Christopher Hughes' resignation from the Steelton Borough Planning Commission effective February 10, 2016.

Ms. Marcinko requested that the Borough send Mr. Hughes a letter thanking him for his years of service.

Announcement of Vacancy on Steelton Borough Planning Commission and Solicitation of Resumes

Mr. Wright announced that there is a vacancy on the Steelton Borough Planning Commission and stated that the Borough is soliciting resumes from interested candidates to fill Mr. Hughes' unexpired term. Mr. Wright stated that they will announce the vacancy via the www.steeltonpa.com website and through word of mouth. Mr. Wright asked the audience members in attendance to spread the word to the community that the Borough is looking for candidates to fill the vacancy. There is no deadline currently set for receiving resumes but the Borough would like to fill the vacancy sooner than later.

Mr. Segina informed Council that he and Mr. Brown are going to try and place a standing section on the website that accepts resumes on a rolling basis for Water Authority, Planning Commission, and Zoning Hearing Board positions that are either currently vacant or may be vacant. This will allow the Borough to collect the information of qualified candidates on a rolling basis to provide a dossier of qualified and interested candidates when a vacancy arises.

Announcement of Advertisements for Firehouse Project, Sanitary Sewer Cleaning and Inspection Project, and Storm Sewer Cleaning and Inspection Project

Mr. Brown announced the advertisement for bids for the above three projects. Mr. Brown informed Council and the public that they can go on Pennbid.net, search for “Steelton” under the “Solicitations” tab, and find the bid advertisement and documents.

Mr. Brown further stated that all three bid advertisements are posted throughout the Borough building as well as posted throughout different spots in the community. Mr. Brown has also created a specific Bid Advertisements section on the Community Bulletin Board at the front of Borough Hall with bid advertisements posted and extras available for someone to take with them.

Finally, the bid advertisements are also posted on the www.steeltonpa.com website.

Audience Participation:

Councilman Wright opened the floor to the public to address Council with any concerns.

Mr. Emmuel Powell – 329 Lebanon Street

Mr. Powell stated that he has been coming to Council meeting for decades and this is the first Council meeting he has been to in the last 25 years that anyone gave a report as thorough as the Codes Office, Police Department, and Manager’s Office. Mr. Powell stated that they all gave a tremendous report about what is going on in the Borough.

Mr. Powell specifically complimented Mr. Singh’s report, his knowledge, and his presentation of issues. Mr. Powell then asked about the Borough’s Codes as it relates to coal/gas furnaces. Mr. Powell would like to know if an exhaust chimney is needed for natural gas powered furnaces.

Mr. Singh stated that there are state Uniform Construction Codes that govern requirements related to installation of natural gas burning furnaces. The Borough follows the 2009 International Building Code and the 2009 International Mechanical Code which regulates furnaces including changing from one fuel burning source to another. There are codes that residents must follow. Not all situations require a chimney exhaust due to advances in technology but others do.

Mr. Singh stated that the Codes Office has a description of what is required when a permit is applied for related to a project changing the fuel source in a home. The Steelton Borough Codes office will inspect these type of projects to ensure no dangers exist.

Mr. Powell stated that he switched from oil to gas around five years ago. The company placed the intake 18 inches from the ground and Mr. Powell questioned it.

Mr. Singh stated that he will arrange a site visit to Mr. Powell’s property to look at the installation of his natural gas furnace and system and advise him of any issues.

Ms. Cheryl Powell – 329 Lebanon Street

Ms. Powell asked what the status is of the properties across from Front Street. Mr. Wright stated that those properties are subject to the bid that was discussed earlier in the meeting. Ms. Marcinko then reviewed the work that will be done to those properties.

Council Concerns:

Ms. Kratzer – No concerns.

Mr. Segina – Mr. Segina thanked Mr. Proctor for talking with Ms. Barbara Barksdale about doing the Black History Month Website project. He also thanked Ms. Barksdale for contacting family members of individuals featured in the project. Mr. Segina stated that there was great feedback on the Black History Month features on the website with two weeks left to go in the project. Mr. Segina stated that NEDC will discuss expanding the project into a series featuring periodic stories about the history of prominent Steelton residents. Mr. Segina would also like to identify individuals to write about different properties and areas of town that are part of Steelton's history.

Mayor Acri – No concerns.

Mr. Wion – No concerns.

Mr. Singh – Mr. Singh reported that the last report the Codes Office sent to the Pennsylvania Department of Labor and Industry was submitted on January 29th. The Codes Office is currently in the process of closing out two items remaining from the investigation. One item cannot be addressed due to the weather elements. However, the goal is to have all L&I items cleared by mid-March and the report closed out. The Borough would then be in full compliance with L&I and will continue to do so. Mr. Singh also emphasized that moving forward, he will stress consistent enforcement of the Borough's Codes with every property owner being treated equally. Mr. Singh stated that there will be no selective enforcement of codes. Rather, all property owners will be held to the same standard. Mr. Singh also reported that he will be working on new initiatives for the Codes Office including a property registration system, drafting a quality of life ordinance, and working on updating codes in consultation with Mr. Wion.

Mr. Minium – Mr. Minium thanked Mr. Powell for his compliment stating that he, Mr. Brown, and Mr. Singh are working very hard to do the best job for the Borough and its residents.

Mr. Brown – No concerns.

Ms. Marcinko – Ms. Marcinko thanked Mr. Powell for his patience and for sticking it out while Council works on making improvements in the Borough. Ms. Marcinko noted that the Council meetings many times deal with issues that are not the most exciting, but Mr. Powell comes to every meeting and cares about every issue. Ms. Marcinko thanked Mr. Singh, Mr. Minium, and Mr. Brown for their work stating that they are working very hard for the Borough and have already brought significant improvement in the last few months. Ms. Marcinko reiterated that the Borough is working on strategic plan but noted that there are unforeseen events that happen that sometimes slow the process down like the winter storm or the bid issues discussed earlier. Ms. Marcinko then asked Mr. Minium if he has arranged a meeting regarding the noise at Durabond. Mr. Minium stated that they have not done so to date and will discuss it at the Police Committee meeting. Mr. Minium said he did receive two additional complaints about the noise via email. Ms. Marcinko then asked Mr. Wright if HRG could come back to do an update on commercial

rates for the Sewer System due to the recent concerns of mixed use properties paying a high portion because they are categorized as commercial.

Mr. Wright – Mr. Wright emphasized the reasons why he refers many items to the NEDC Committee and Public Works Committee stating that there is significant overlap on the committees that allows them to tackle many issues in a timely manner. Mr. Wright then stated how important good reporting is to the Borough. Mr. Wright stated that one or two Council members cannot do everything on their own. It takes a core of Council members to implement change. Mr. Wright stated that he does not like being told to have Council “speed things up.” Borough Council relies on staff to operate the Borough and be the ears and eyes of the Borough for Council. Therefore, their reports to Council are of utmost importance. Mr. Wright stated that Department Heads should give Council the monthly reports. Mr. Wright stated that he hopes it becomes mandatory that Department Heads give reports at the second Council meeting of each month. Mr. Wright then thanked Mr. Powell and Ms. Powell for being at the meeting and his dedication to being at the Borough meetings.

Executive Session:

Mr. Wright announced that Council will recess into Executive Session to discuss personnel issues and pending litigation at 8:27 pm.

Other Business:

Approval of Settlement Between Steelton Borough and AFSCME Council 90 (Mark Handley, Thomas Cleckner, Brian Handley, Robert Wierzbic)

On a motion by Ms. Marcinko, seconded by Mr. Segina, Council voted unanimously to approve the settlement between the Borough of Steelton and AFSCME Council 90, Thomas Cleckner, Mark Handley, Brian Handley, and Robert Wierzbic related to a grievance filed for lost wages and disciplinary actions against Mr. Handley. The agreement restores half of the raises provided to the aforementioned employees retroactively and prospectively, changes the job title and responsibilities of each employee to that of “Lead” employee for their respective department, reduces Mr. Brian Handley’s suspension to a written warning, and restores Mr. Brian Handley’s lost overtime wages.

Adjournment:

On a motion by Ms. Marcinko, seconded by Ms. Kratzer, Council adjourned at 8:45 pm.

Respectfully submitted:

Douglas E. Brown, Secretary

Council Agenda
Monday March 7, 2016
*Agenda subject to change

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: February 16, 2016

Public Comment on Agenda Items Only

Presentation:

Herbert, Rowland, and Grubic, Inc.

Monthly Engineer's Report for February 2016

Herbert, Rowland, and Grubic, Inc.

Approval of Final Payment Application for Rogele, Inc. for Front Street Streetscape Phase II Project in the Amount of \$74,270.67

Herbert, Rowland and Grubic, Inc.

Recommendation for Awarding of Bid for Steelton Sanitary Sewer Cleaning and Inspection Project

Herbert, Rowland and Grubic, Inc.

Recommendation for Awarding of Bid for Steelton Storm Sewer Cleaning and Inspection Project

Communication:

Senator Robert Casey

Letter to ArcelorMittal Regarding Sale of Steel Mill

Friends of Midland Cemetery

Invitation to Annual Memorial Event on May 28, 2016

Friends of Midland Cemetery

Request for Donation to Friends of Midland Cemetery

Mr. George Parmer

Request for Abatement on Penalties for Taxes on 2212 South Second Street Property

Herbert, Rowland, and Grubic, Inc.

Documents for CDBG-DR Projects (Standby Electrical Generator and Sewage Grinder Project)

Zelenkofske Axelrod

Request for Increase in Contract Scope to Due to GASB 68 Requirements and Additional Work Related to 2015 Bond

Dauphin County Board of Assessment Appeals

Letter to Mr. James Drabenstadt Regarding Disabled Veteran Real Estate Tax Exemption

ArcelorMittal

Parking Request for Open House Event

Unfinished Business:

Mr. Proctor/Mr. Segina

Update on NEDC Items

New Business:

Mr. Proctor

NEDC Recommendation to Purchase Codes Software

Mr. Proctor

NEDC Recommendations Regarding Swatara Street Retaining Wall

Mr. Wion

Resolution 2016 R-____ Authorizing Mr. Brown to Advertise and Sell Vermeer Wood Chipper

Mr. Wion

Resolution 2016-R-____ Regarding Filing of Ethics Act Forms

Mr. Brown

Resignation of Ms. Patsy Taylor-Moore from Steelton Planning Commission

Mr. Brown

Resignation of Mr. Howard Gray from Property Maintenance Officer Position

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and potential litigation.

Other Business:

Mr. Brown

Resolution 2016-R-____ Between Steelton Borough and Teamsters Local 776

Mr. Wion

Approval of Mutual Release Agreement with CRW and Suburban Municipalities

Adjournment

Council Meeting Minutes
Monday March 7, 2016

Present:

Jeffery L. Wright, President
Maria Marcinko, Vice-President
Brian Proctor, President Pro-Tem
Mike Albert, Councilperson
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Dave A. Wion, Solicitor
Amrinder Singh, Codes Officer
Anthony Minium, Officer-in-Charge

Absent:

Douglas Brown, Manager

Call Meeting to Order:

The meeting of Steelton Borough Council was called to order by President Jeffery Wright at 6:30 pm.

Pledge of Allegiance:

President Jeffery Wright led the recitation of the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri led a moment of silence honoring those no longer with us and honoring active and veteran members of the armed services.

Executive Sessions held between meetings:

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

Approval of minutes from previous meeting:

On a motion by Mr. Albert, seconded by Ms. Hodge the minutes of the February 16, 2016 Steelton Borough Council meeting were approved by unanimous vote.

Public Comment on Agenda Items Only

Mr. Wright opened the floor for public comments on agenda items only. No public comments were offered.

Presentations:

Herbert, Rowland and Grubic, Inc. – Presentation of Monthly Engineers Report

Mr. Justin Mendinsky of Herbert, Rowland and Grubic, Inc. presented a report on engineering activities within the Borough as of March 2016. Mr. Mendinsky requested action on the following items:

Approval of Final Payment Application to Rogele, Inc. for the Front Street Phase II Project in the Amount of \$74,270.67.

Mr. Mendinsky explained the context in which the final request for payment by Rogele, Inc. was being made. This final payment was delayed due to issues with PennDOT's ECMS system.

A motion was made by Mr. Albert to approve the Final Application for Payment for the Front Street Phase II Streetscape Project in the amount of \$74,270.67 to Rogele, Inc. The motion included the condition that PennDOT approve the payment application prior to Steelton Borough making the payment. Mr. Segina seconded the motion and it was approved by unanimous vote of Council.

Recommendation Regarding Awarding of Bid for the Steelton Sanitary Sewer Cleaning and Inspection Project:

Mr. Wright requested that this item be tabled until the March 21, 2016 meeting. The item was tabled.

Recommendation Regarding Award of Bid for the Steelton Storm Sewer Cleaning and Inspection Project:

Mr. Wright requested that this item be tabled until the March 21, 2016 meeting. The item was tabled.

Communication:

Mr. Wright announced that the following communications were received by Council:

Senator Robert Casey – Letter to Arcelor Mittal Expressing Concern over Sale of the Steel Mill

Friends of Midland Cemetery – Invitation to Annual Memorial Event on May 28, 2016

Friends of Midland Cemetery – Request for Donation to Friends of Midland Cemetery

Mr. Wright entertained a motion to donate \$450 to Friends of Midland Cemetery. On a motion by Ms. Marcinko, seconded by Ms. Kratzer, Council voted unanimously to approve the \$450 donation.

Mr. George Parmer – Request for Abatement on Penalties for Taxes on 2212 South Second Street Property

Mr. Parmer is requesting that \$130.09 in penalties be returned to him based on the claim that a mistake by Ms. Marianne Reider caused his taxes to be submitted late. Mr. Proctor motioned to return the requested funds contingent upon confirmation that Ms. Reider's mistake caused Mr. Parmer to receive the penalties in question. Mr. Albert seconded the motion and Council voted unanimously to approve it.

Herbert, Rowland and Grubic, Inc. – Cover Letter for Closeout Documents Related to CDBG-DR Projects (Standby Electrical Generator and Sewage Grinder Projects)

Zelenkofske Axelrod – Request for Increase in Auditing Contract Scope Due to GASB 68 Requirements and Additional Work Related to 2015 Bond Issuance

Mr. Wright requested that this item be tabled until the March 21, 2016 meeting when Mr. Brown will be present.

Dauphin County Board of Assessment Appeals – Letter to Mr. James Drabenstadt Regarding Disabled Veteran Real Estate Tax Exemption

Arcelor Mittal – Parking Request for Open House Event on April 12th

Ms. Hodge made a motion to approve Arcelor Mittal’s request to have the Borough refrain from ticketing the street sweeper route on Front Street in order to accommodate additional parking for their April 12th open house. Mr. Albert seconded the motion and it was approved unanimously by Council vote.

Unfinished Business:

Mr. Proctor – Update on NEDC Committee Items

Identifying Steelton-Owned Properties for Land Bank and Auction

Mr. Proctor provided a thorough update on the status of NEDC items as detailed below. Mr. Proctor discussed the need to identify properties to enter into the Dauphin County land bank and/or auction off. Mr. Albert made a motion to identify properties to be placed in the Dauphin County land bank as well as identify properties to be auctioned off. The motion was seconded by Ms. Kratzer and approved unanimously by Council vote.

Use of Baseball Field for Steelton-Highspire United Soccer Clinic

Mr. Proctor discussed the request by Steelton-Highspire United to use the Borough’s baseball field for a soccer clinic. Mr. Proctor stated that the baseball field is not an appropriate venue for a soccer clinic. Mr. Proctor recommended approving the use of Mohn Street and Municipal Parks for the soccer clinic. Council approved allowing Steelton-Highspire United to use Municipal Park or Mohn Street Park as the location for their soccer clinic.

Mr. Proctor then announced that the baseball field would be used on March 23rd for an Easter Egg Hunt from 10-11 am.

New Business:

Mr. Proctor - NEDC Recommendation to Purchase Codes

Mr. Proctor discussed the purchase of the WagSys Codes Software. The software can be purchased using CDBG funds as an eligible expense. On a motion by Ms. Marcinko, seconded by Mr. Albert, Council voted unanimously to purchase the WagSys software program contingent upon review and approval of a contract by Mr. Wion.

Mr. Proctor, NEDC Recommendations Regarding Swatara Street Retaining Wall

Mr. Proctor shared that HRG provided Council with a breakdown of total costs including construction of the guiderail, repair and epoxy of small cracks, and grout of large cracks. \$11,030.00 is the total cost.

Mr. Wright indicated that he spoke with Mr. Brown regarding this payment and there would be a few options. First option would be payment from the General Fund. Second option would be to try to secure a grant for this purpose. Third option would be to make cuts elsewhere in the budget.

Mr. Proctor shared that the guiderail could be added for \$5,720.00. The crack repairs could be done at a later time.

Mr. Wright asked for the recommendation of the committee.

Ms. Marcinko questioned if this had to be addressed today and recommended that the Finance Committee look at the available options and the quarterly budget.

Mr. Wright asked if the NEDC Committee was okay with waiting for action until a later time, after the Finance Committee has had the opportunity to review the options. Mr. Proctor agreed.

Ms. Hodge stated that she was not on the NEDC Committee but shared that she has issues with the retaining wall. Ms. Hodge stated that she would prefer if a grant was pursued to address the needs of the wall repairs. Ms. Hodge asked if these repairs would happen every year or if the patch work would resolve the issue. A representative from HRG shared that cracks could likely occur again and that further evaluation could take place to monitor it. Further repairs could take place. Ms. Hodge wanted to ensure that the repairs weren't only for beautification purposes but to also make it safe.

Ms. Marcinko stated that dollars were not spent on the wall aside from the targets.

Ms. Hodge reiterated that she wanted to make sure the wall was safe.

Ms. Marcinko stated that the construction of the guiderails were very important.

Mr. Wright stated that the Finance Committee will be meeting in the near future to review quarterly projections and will be able to review these costs and options. Mr. Wright stated that Ms. Rose Paul, Assistant Borough Secretary, was in attendance, noted the projected costs, and will be able to discuss them with the Finance Committee.

Mr. Proctor, Easter egg Hunt

Mr. Proctor shared that the Easter Egg Hunt would take place on March 26, 2016 from 10:00-11:00 a.m. The softball/baseball field would be utilized for this purpose. Mr. Proctor shared that the hunt would begin promptly at 10:00 a.m. Mr. Proctor shared that there would be a disc jockey, and Easter bunny, and that baskets would be raffled for various age groups.

Mr. Wright called for a motion to approve the Easter Egg Hunt on March 26, 2016. The motion was made by Mr. Albert, seconded by Ms. Hodge. The motion carried.

Mr. Proctor, Veterans Day Parade

Mr. Proctor shared that May 7, 2016 is the Veterans Day Parade.

Mr. Proctor, Baseball Field

Mr. Proctor stated that last year there were issues with individuals using the baseball field for soccer drills, etc. Mr. Proctor stated that the committee came up with resolutions. Mr. Proctor stated that the committee tasked Officer in Charge, Tony Minium, with measuring all the fields in the Borough that are available. Officer Minium provided the measurements. Mr. Proctor stated that there are ample places for soccer practices or any outdoor camp to be held at Municipal Park and Mohn Street Park. Mohn Street Park has the space for six under six fields or two youth eight fields. Municipal Park has the space for ten youth six fields, three youth eight fields, or one youth ten field.

Mr. Wright asked Mr. Proctor if someone is requesting to use fields for soccer events, they can utilize those parks if they contact the Borough Manager's Office for permission. Mr. Proctor confirmed.

Mr. Wright asked for a motion to approve the committee's recommendation to allow Municipal Park and Mohn Street Park for day camp purposes with the prior approval of the Borough Manager's Office. A motion was made by Mr. Albert, seconded by Ms. Kratzer. The motion carried.

Mr. Wion, Resolution 2016 R- 11 Authorizing Mr. Brown to Advertise and Sell Vermeer Wood Chipper

Mr. Wion stated that the Borough owns a used 1999 Vermeer BC935 brush chipper. It is not in good condition and it is not used frequently. Mr. Wion shared the suggestion of Mr. Brown to place the chipper out for bid because it is valued at more than \$1,000.00. Under the Borough Code it has to be done through public bidding. Resolution 2016-R-11, which Mr. Wion presented to Council, permits the Borough Manager to advertise the terms and conditions of the sale through public bid.

Mr. Wright called for a motion which was made by Mr. Proctor, seconded by Mr. Albert, and the motion carried.

Mr. Wion, Resolution 2016-R- 12 Regarding Filing of Ethics Act Forms

This item was held for a future Council meeting due to Mr. Brown's absence.

Mr. Wright, Resignation of Ms. Patsy Taylor-Moore from Steelton Planning Commission

Mr. Wright shared the resignation letter of Ms. Patsy Taylor-Moore seeking resignation from the Steelton Planning Commission which was effective as of February 28, 2016. Mr. Wright called for a motion to accept the resignation, which was made by Mr. Albert and seconded by Mr. Proctor. The motion carried.

Mr. Segina noted that this resignation opened up two vacancies on the Planning Commission. Mr. Segina shared that there has been in interest in the position; however, no resumes have been submitted.

Ms. Hodge asked if the notice has been posted on the website. Mr. Segina shared that it was posted and brought up at the last Council meeting. Mr. Wright noted that consideration will only be given to individuals that submit a resume.

Mr. Wright requested a thank you be drafted to Ms. Taylor-Moore.

Mr. Wright, Resignation of Mr. Howard Gray from Property Maintenance Officer Position

Mr. Wright shared the resignation letter of Mr. Gray effective as of Wednesday March 2, 2016. Mr. Wright shared that the Codes Officer and Mr. Brown would discuss recommendations to present to the Personnel Committee.

Ms. Marcinko made a motion to accept the resignation. Ms. Marcinko also asked that Mr. Brown craft a thank you letter to Mr. Gray thanking him for his service. Mr. Proctor seconded the motion. The motion carried.

Mr. Wion, Resolution 2016-R-12, Special Purpose Parking for Ms. Renee Stecco at 224 Elm Street

Mr. Wion shared that a traffic study was completed by the Police Department which concluded that Ms. Stecco is entitled to special purpose parking. Mr. Wion presented Resolution 2016-R-12 for Council's consideration. A motion was made by Mr. Albert and seconded by Mr. Segina. The motion carried.

Audience Participation

Mr. Markis Millberry, 349 Spruce Street Apartment A

Mr. Millberry asked if someone could elaborate on the Phase 2 Project on Front Street. A representative from HRG shared the final payment application for the contract and that the process is being reviewed by HRG and PennDOT.

Mr. Millberry shared that Mr. Segina has done an excellent job updating the website. Mr. Segina thanked Mr. Millberry.

Mr. Millberry thanked Officer Minium for his participation in the afterschool program.

Mr. Millberry inquired about when the Borough will be placing flower planters through the Borough. Ms. Marcinko shared that it hasn't been discussed but that it will be brought up at the next Public Works Committee Meeting.

Ms. Sheryl Powell, 321 Lebanon Street

Ms. Powell asked Ms. Marcinko about the new system paying for itself, but questioned how many years it would take. Ms. Marcinko shared that a tracking system is not available at this time but that the system will track fines.

Mr. Segina explained that 1.) The Borough will be able to better track the work that was done, the fines that have been sent out, and if they were collected. 2.) The system will automatically generate templated reports; whereas, right now they have to be created one at a time. A staff member being paid an hourly salary to craft documents from the current system as opposed to clicking a button which would generate an automatic report would greatly differ.

Ms. Powell questioned if there would be less enforcement. Mr. Segina shared that, until tonight, the Borough had one full time codes officer and two part time property maintenance workers in addition to a secretary.

Ms. Powell asked if there would be a reduction in the staff which Mr. Segina shared there would not be.

Ms. Marcinko stated that a lot of manual time would be saved.

Ms. Powell shared her concerns with regards to collecting fines from people.

Mr. Singh shared that when he states that the system will pay for itself, he is referring to the fact that the system will increase efficiency. Also, the tools are not currently available in the Codes Office to pursue property owners that are currently renting properties who have invalid rental certificates or who have no paid rental permit fees or have purposefully or mistakenly avoided to schedule inspections.

Mr. Singh shared that there are 2,571 parcels in the Borough, which 1,300 properties are known rentals. Mr. Singh estimated that another 250 that are possible rental properties.

Mr. Singh stated that this system will allow for an accurate database of who the owners are, when officials were last at the property, whether inspections passed, and what type of violations have been found. If inspections do not pass, then the Office will be able to schedule follow-up inspections and keep an up-to-date database on their status. Currently, if a property does not pass, the current system allows the property owner to contact the Office to schedule a re-inspection because the Borough does not have the tools to properly plan ahead and schedule. Also, Mr. Singh stated that the Office is working with Mr. Wion to revamp current codes. Mr. Singh said the office is also looking into other initiatives to try to make property owners in the Borough more responsible and take more responsibility for the exteriors of the properties as well as the interiors and make owners more accountable to follow the Borough codes.

The software, although \$7,000.00 in initial costs, will allow officials to be out in the field more frequently. Currently, the Office is only doing inspections as scheduled. Mr. Segina shared that it currently takes a substantial amount of time to craft reports on individual properties which is time that is not spent on foot patrol.

Mr. Singh shared that he plans to do inspection sweeps of the entire Borough meaning officials will walk entire streets of the Borough, stand in front of each property in the Borough, see the conditions of homes, and if there are violations, notices will be given. Currently, if notices are given it is very difficult to track. This computer system will increase efficiency and accuracy. Further, property maintenance issues in the Borough will be tackled.

Ms. Powell questioned what is downtown. Ms. Marcinko shared that the Borough has a zoning book which has an area called the town center. Ms. Marcinko shared that if Ms. Powell would like to see what that encompasses Mr. Brown can guide her through it. Ms. Powell shared that the houses, especially on Front Street, look very dirty and need to be washed.

Ms. Powell asked if the committee meeting dates that are given at the beginning of the year are the dates that should be followed or if residents should look on the website. Ms. Powell shared that she showed up to an NEDC Committee meeting in February but that it did not take place. Mr. Wright shared that the dates that are set in the beginning of the year are those dates that the various committees are scheduled to meet; however, the dates of meetings can change. Ms. Marcinko stated that residents can also email Council members to verify the dates of meetings. Mr. Segina stated that the meeting change of date was posted on the website and future meeting cancellations will also be posted.

Mr. Emmuel Powell, 321 Lebanon Street

Mr. Powell questioned members if the Borough is in the business of selling properties. Council clarified that they are not in the business of real estate and that they are not interested in holding properties. Mayor Acri shared that Council is interested in getting rid of the properties it currently owns because they are not interested in holding properties.

Mr. Powell mentioned a property on Adams Street and Bailey. Ms. Marcinko stated that the Borough does not own the specific building.

Mayor Acri shared that the Borough must bid out properties.

Mr. Powell questioned if the steel mill pays a water bill. Mayor Acri stated yes and that their water bill is the largest in the Borough.

Mr. Powell said that his water bill increased. Mr. Wright asked that Mr. Powell share his water bill with the office so it can be reviewed and explained.

J. Deimler 131 North Third Street

Compliment given. Council thanked the resident. Thanked Mr. Brown and the office for the new reflective street signs placed at Third and Angle Avenue. The gentlemen then asked what the maximum income limit is for exemption from the local personal tax. Ms. Marcinko stated that earned income must be under \$4,000.

The gentleman asked if there is a sunset on the tax exemption. Mayor Acri stated that there is not.

Ms. Marcinko instructed the resident to check with Ms. Marianne Reider, Tax Collector, about any question she may have concerning his taxes.

The gentleman then asked if the Borough has a percentage of houses that are rental properties. Ms. Marcinko stated that it is under 50 percent. Mr. Singh added that the Borough has 2,571 parcels out of which 1,300 are identified as rental properties.

The gentleman then asked about the fire properties on Pine Street as well as Third Street. Ms. Marcinko stated that the owner of the Pine Street property is resuming demolition work and was waiting on an insurance issue. Ms. Marcinko said she is also following up on the Third Street property.

The gentleman then lodged a complaint against the steel mill regarding the dirt and “soot” that accumulates on his property due to the location of their scrap yard. The gentleman asked if they can place siding on the scrap facility to reduce the blowing or dirt and debris.

The gentleman thanks Council stating he had not been to a meeting in over one year and noticed a difference in the quality of the meeting this time.

Markis Millberry – 349 Spruce Street

Mr. Millberry asked if there is Borough money set aside to replace basketball nets at the public parks.

Ms. Marcinko stated that the Public Works Department replaces basketball nets regularly when they determine a net is in a condition needing replacing. Ms. Marcinko stated that the Public Works Department will replace nets in the spring as part of their regular maintenance schedule.

Mr. Millberry asked about the condition of the basketball courts at Cole Crest. Ms. Marcinko replied that they are maintained by the Dauphin County Housing Authority.

Mr. Millberry asked about paving of streets, noting that the conditions at 4th and Walnut Street are in terrible condition. He also asked about plans on Second and Front Streets.

Council Concerns:

Ms. Hodge: Ms. Hodge thanked the audience for attending Council meetings and recognized Harrisburg City Councilperson, Destiny Hodges, who was in attendance. Ms. Hodge also thanked HRG and staff for answering her questions regarding the retaining wall. Ms. Hodge complimented the Borough’s response to the latest Tier II Disinfection Byproduct Violation Notification, noting that the information given to residents was thorough, concise, and left few questions regarding the context in which the notice was sent.

Ms. Kratzer: Ms. Kratzer thanked Mr. Millberry for the flowers that he presented to the female members of Council. Ms. Kratzer asked Mr. Millberry what the date and time of his community cleanup day is. He stated that it will be on April 23rd. Ms. Kratzer announced that the Taste of Steelton event will be in conjunction with the May Veterans Parade. Ms. Kratzer stated that committee meeting times will be placed on the website. She stressed how much she appreciated the volunteers and stated that the Taste of Steelton Committee must double their efforts. Ms. Kratzer stated that she must work with the Fire Department and the schedule of their improvements project which is slated to start in May.

Mr. Segina: Mr. Segina announced that there is a Steelton Borough (Water) Authority meeting scheduled for March 14th at 5pm and welcomed members to attend the meeting and ask questions about the latest public notice they had received.

Mr. Segina replied to a previous question by Ms. Powell stating that the information on Council appointments can be found on the Borough Website. Mr. Segina stated that anyone can go on the website and find out what the desired backgrounds are for candidates that are appointed to Borough Boards and Commissions.

Mayor Acri: Mayor Acri stated that he and Ms. Salov are putting together a work group to prepare for the May Veterans Parade.

Mr. Singh: Mr. Singh thanked the NEDC Committee for listening to the Codes Department's needs regarding the WagSys software. Mr. Singh thanked Council for approving the purchase of the WagSys program conditional upon Mr. Wion's review.

Mr. Singh encouraged residents of the Borough to reach out to the Codes Office to lodge complaints about problem properties within the Borough. Mr. Singh stated that it is hard for the Codes staff to be at every location given the small size of the department. Therefore, he would like to encourage residents to be proactive in communicating issues to the Codes Office.

Mr. Singh thanked Mr. Howard Gray for his service as a Property Maintenance Officer. Mr. Gray offered his official resignation and will have his last day on March 9th. Mr. Singh stated that Mr. Gray has a very strong work ethic and was a great team player in the Codes Office. Mr. Singh stated that he would welcome Mr. Gray back should he decide to return to the Codes Office.

Mr. Minium: Mr. Minium stated that he understands her concern about the Borough relying too heavily on newer mediums for communicating to the public, including the website. Mr. Minium stated that every department has an open door policy and welcomed her to stop down and knock on the door of any department if she has issues to be addressed.

Ms. Marcinko: Ms. Marcinko provided an update on the Borough Strategic Plan, which she was tasked to develop with the consultation of each committee. Ms. Marcinko stated that she has discussed the plan with the NEDC Committee, and has also discussed it with the Fire and EMS Committee. Ms. Marcinko also is working on Codes-specific goals for the Strategic Plan with Mr. Singh.

Ms. Marcinko then mentioned a call she received from the Kaboom Organization. This organization works with municipalities to improve playgrounds and parks. Kaboom has grant dollars available to do a project in Steelton. Ms. Marcinko stated that Mr. Brown is in contact with Kaboom to work on improving the Borough's parks.

Ms. Marcinko also stated that she received an email from former Councilperson Lisa Weideman requesting Council sponsorship/advertisement of a Knights of Columbus event. Ms. Marcinko asked if Council has sponsored advertisements in the past. The Borough has not done so.

Ms. Marcinko then provided an update on the recent fire that occurred on the East End. Ms. Marcinko stated that the State Fire Marshall found that the cause of the fire was most likely the result of storing fire-inducing materials like batteries.

Ms. Marcinko stated that if the public stores batteries in any piece of equipment, they should place masking tape on top of the batteries because they can short out and cause fires. This is specific to 9 volt batteries.

Executive Session

Mr. Wright asked for a motion to recess into Executive Session to discuss personnel issues and pending litigation at 8:12pm. Mr. Albert made a motion, seconded by Ms. Marcinko and Council entered Executive Session.

Ms. Marcinko announced that Council returned to Session at 8:45 pm.

Other Business:

Approval of Mutual Release Agreement with Capitol Region Water and Suburban Municipalities Including Steelton Borough

Ms. Marcinko entertained a motion to authorize the execution of the Mutual Release Agreement with Capitol Region Water and suburban municipalities including Steelton Borough. On a motion by Mr. Proctor, seconded by Mr. Segina, the motion carried by unanimous vote.

Approval of Resolution 2016-R-13 Approving the Collective Bargaining Agreement with Teamsters Local 776 and Steelton Borough

Ms. Marcinko entertained a motion to approve Resolution 2016-R-13 as presented. This resolution approved the Collective Bargaining Agreement between the Borough of Steelton and Teamsters Local 776, the bargaining agent for the Steelton Borough Police. Council received the agreement for review and was actively engaged in negotiations that led to the agreement presented before them.

On a motion by Councilperson Kratzer, seconded by Mr. Segina, the motion to approve Resolution 2016-R-13 carried by unanimous vote.

Adjournment:

Ms. Marcinko entertained a motion to adjourn at 8:47 pm. On a motion by Mr. Proctor, seconded by Ms. Kratzer, Council voted unanimously to adjourn.

Respectfully Submitted:

Douglas E. Brown, Borough Secretary-Treasurer

Council Agenda
March 21, 2016
*Agenda Subject to Change

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: March 7, 2016

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: February 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Communication:

PA State Association of Boroughs

Legislative Alert: House Bill 340

Herbert, Rowland, and Grubic, Inc.

Construction Project Review Report for Pump Station Sewage Grinder Improvements Project

*Requires Borough response/follow up.

STV Energy Services, Inc.

Notification of DEP Permitting for Proposed UGI LNG Peaking Facility

PIRMA

Notice of Closeout of Claim for Ms. Mabel Yerger

Dauphin County Tax Assessment

Notices in Changes in Assessment for ERSA Medical Group (Ridge Street, Columbia Street), NAW Properties (S Front Street) and PHFA (616 N Front Street)

Unfinished Business:

Mr. Wion

Recommendation for Award of Brownfields Pre-Demolition, Demolition, and Environmental Clearance Project

Mr. Wion

Recommendation for Award of Sanitary Sewer Inspection and Cleaning Project Project

Mr. Wion	Recommendation for Award of Storm Sewer Inspection and Cleaning Project Project
Mr. Wion	Recommendation for Awarding of Steelton Firehouse Improvements Project
Mr. Brown	Zelenkofske Axelrod Request to Extend Scope of Audit Services
New Business:	
Mr. Brown	Approval of Designation of Agent Resolution – PEMA DAP-2 Form
Mr. Brown	Authorization to Perform Appraisal on 24-26 Adams Street
Mr. Wion	Ratification of Filing of Proof of Claim in Bankruptcy Michael Rebok, 21 S. Second Street
Mr. Brown	Approval for Golden Motor Equipment to Repair Street Sweeper at Quoted Price of \$17,979.15
Mr. Brown	Approval of Quote for Repair of Dump Truck #7
Mr. Wion	Resolution 2016-R-_____ Approving Special Purpose Parking for Mr. George Parthemore of 517 S. Front St.
Mr. Wion	Resolution 2016-R-_____ Approving Special Purpose Parking for Mr. Calvin A. Smith of 146 Conestoga St.
Mr. Brown	Resolution 2016-R-_____ Designating Steelton Borough Officials Required to File a Public Financial Interest Statement
Mr. Brown	Update on 120 Lincoln Street Cleanup

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and pending litigation.

Other Business:

Adjournment:

Minutes of the Steelton Borough Council Meeting

March 21, 2016

Call to Order:

The March 21, 2016 regularly scheduled Steelton Borough Council Meeting was called to order by President Jeffrey L. Wright at 6:31 PM.

Present:

Jeffrey L. Wright, President
Maria Marcinko, Vice-President
Brian Proctor, President Pro-Tem
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Michael Albert, Councilperson
Thomas F. Acri, Mayor
David A. Wion, Solicitor
Anthony Minium, Officer-in-Charge
Amrinder Singh, Codes Officer
Douglas Brown, Borough Manager

Absent:

None

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. Mr. Acri asked those in attendance to remember the men and women who serve and have served in the Armed Forces.

Executive Sessions Held Between Meetings:

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

Approval of Minutes from Previous Meeting: March 7, 2016

Ms. Marcinko offered the following corrections to the minutes:

- Under “Presentation” Section, the engineer that presented the Engineer’s Report to Borough Council should be changed from Ed Ellinger to Justin Mendinsky in all instances Mr. Ellinger’s name appears.
- On Page 6, replace “Mr. Millberry asked a question that was inaudible,” to reflect that he was asking a question about bringing the flower planters back onto the sidewalks for the spring.
- The resident’s name marked as “inaudible” under the Public Comments section was named James Deimler.

Mr. Wright entertained a motion to approve the minutes as presented from the March 7th, 2016 Steelton Borough Council meeting with the revisions noted by Ms. Marcinko. Ms. Marcinko made a motion, seconded by Mr. Albert, and approved unanimously.

Public Comment on Agenda Items Only:

Councilman Wright announced that there were agendas available to the right of the door to Council Chambers for those in the audience.

Councilman Wright opened the floor to the public for comments on agenda items only. No members of the public offered comment.

Approval of Schedules of Billings, Requisitions and Change order as presented for February 2016:

A motion was made by Mr. Albert, seconded by Mr. Proctor, to accept the schedule of billings, requisitions and change orders as presented for the month of February 2016. Motion carried unanimously.

Approval of Department Reports:

Mr. Wright opened the floor for Council Committee Chairpersons and Borough Staff to provide Departmental Reports to Council for approval.

Fire and Ambulance Committee: Ms. Marcinko noted that the Fire Department was concerned about the construction schedule for the Firehouse Improvements Project due to the firehouse being a Primary Election polling place and the host of the “Taste of Steelton Event” and Veterans Parade event. Ms. Marcinko stated that the construction will start well after these events and should not present a conflict.

Police Committee: Mr. Minium reported that in the last 30 days, the Steelton Police Department has handled 1,173 calls-143 of which were crimes that required investigation. There was an increase in crime with 92 “Part I and Part II” calls. Mr. Minium stated that the warmer weather played a role in the increase in crime that has includes several large fights in Steelton amongst teens. Several suspects have been arrested in connection to the fights. In addition, there were 124 arrests in the last month, 10 accident responses (many of which were not on Front Street), 21 reported foot patrols totaling 4 and ½ hours, 132 house, business and park checks, 10 community policing events totaling 31 ½ hours of community policing activity. Mr. Minium further reported that March 21 was the first day of a warrant sweep that has already resulted in 44 warrants served and 72 notifications.

Mayor Acri thanked Mr. Minium for the job he is doing as Officer-in-Charge.

Mr. Proctor asked if patrols could be increased on the Sixth Street hill due to residents reporting fights in the area. Mr. Minium replied that the Police Department has placed extra patrols in that area and, in addition, they are requesting restitution for the overtime being spent to have extra officers out. The Police Department has made 15 juvenile arrests related to the fights, including those around Sixth Street Hill.

Ms. Marcinko raised concerns about reports of juveniles disrupting service at the Prince of Peace church. Ms. Marcinko asked if the Police Department has a plan to address this problem in all of Steelton’s churches, especially during the Easter Week that many observe. Mr. Minium replied that there was an incident on Friday night. The juveniles were between the ages of 8 and 14 but were not properly identified. Therefore, the Police Department, at the moment, cannot identify the juveniles until they catch them again. The Police Department has put a request out to officers to work extra shifts over the Easter holiday weekend to provide extra patrols.

Neighborhood and Economic Development Committee:

Mr. Proctor reported that over the past several months he has been trying to coordinate a Spring Cleanup with Nikki Salov and Republic Services. Mr. Proctor requested 4 to 6 trucks and 6 to 8 dumpsters. Unfortunately, Republic Services' quote for providing the dumpsters and trucks was very expensive.

At the next NEDC Committee, the committee will discuss securing dumpsters only and having the Fire Company pick up the large items.

Mr. Acri asked for clarification on how the arrangement Mr. Proctor detailed would work.

Mr. Proctor replied that residents would pay for a tag/permit to dump large items and be able to drop them off at dumpsters located around town.

Mr. Acri questioned why the Borough needs to hold a Spring Cleanup day when residents can put one bulk item out per week to have picked up with their regular trash.

Mr. Proctor replied that there is no set decision to do the Spring Cleanup, the NEDC is just exploring the option. Mr. Proctor asked Mr. Singh to comment on the volume of items/debris that is currently at some residents' homes. Mr. Acri stated that he is not debating with Mr. Proctor, but that residents already have a trash service that allows them one bulk item per week. He stated that if they are too lazy to put something out for the trash truck that is the residents' problem.

Mr. Proctor replied that while some residents' should be more active in setting bulk items out for service, the Borough is unfortunately in a position where action needs to be taken to clean up properties by providing a cleanup day.

Mr. Proctor then reminded Council and those in attendance that the Easter egg hunt is on Saturday at 10am.

Mr. Segina noted that he put the Easter Event on the website and on Social Media.

Public Works: Ms. Marcinko reported that the Public Works Department is short-staffed due to deaths in staff members' families and an injury.

Ms. Marcinko reported about a complaint about a cone covering a manhole cover on R Street that is causing traffic problems. Staff reported to Ms. Marcinko that they will have the issue resolved by the next Monday.

Ms. Marcinko the read a proclamation from the House of Representatives and Representative Patty Kim honoring the Public Works Department, Fire Department, Police Department, Codes Department, and their staff for their effort to keep the Borough safe during Winter Storm Jonas.

Ms. Marcinko made a motion to put a copy of the Proclamation in each staff member's personnel file. Mr. Proctor seconded the motion. The motion was approved unanimously.

Codes: Mr. Singh reported that for the month of February, the Codes Department issued eight permits, 38 citations, and had 15 court hearing. The Codes Department also inspected 61 rental units and found 176 different violations. 38 rental units received their license by meeting all Codes requirements upon inspection.

Mr. Singh further reported that 129 properties were visited for quality of life issues and 16 notices of violations were issued for 72 exterior and interior violations pursuant to those visits. Three properties were condemned in February 2016.

Mr. Singh added that as of March 21, 2016, all properties that were required to be inspected under the Pennsylvania Department of Labor and Industry investigation report have been inspected and have passed. Mr. Singh is currently in the process of finishing the paperwork required to be filed with the state to close out the investigation.

Mayor's Report: Mr. Acri stated that he had nothing to report at this time.

Borough Manager's Report: Mr. Brown provided an update on Borough Finances as of the end February 2016. Mr. Brown stated that even though the Borough is in a very lean time of year where revenue collection is low, departments were able to keep costs down and still have revenues exceed expenses for the month. At the end of February, the General Fund had a \$993,483 balance. Mr. Brown projected that as of March 21, the General Fund balance was in excess of \$1 million. In February, the Borough brought in \$513,000 in revenues deposited and spent \$484,000 which included two payrolls. This left a February surplus of \$28,095. Mr. Brown supported that the Sewer Fund continues to exhibit strong revenue performance ending February with \$2.7 million in revenues, mainly through sales. Only \$45,684 were spent. Mr. Brown noted the reserve fund stating that he is working with HRG, Inc. on a capital plan to spend the dollars to improve sewer infrastructure.

Mr. Brown then reviewed upcoming Borough Committee meetings.

Mr. Brown reported on progress on the Borough Strategic Plan and creating a Community Advisory Board, as well as determining CDBG funding priorities for 2017.

Mr. Brown then provided an update on staffing issues given recent changes in staff. Mr. Brown stated that the application deadline for the Part-Time Administrative Assistant Position was Friday, March 18th at 4:30 pm. Ten applications were received reflecting various degrees of experience and education. Mr. Brown stated that he had received some high quality applications. Mr. Brown announced that the Personnel Committee would review all ten applications and determine who will proceed to the interview round based on minimum requirements.

Mr. Brown then informed Council that the Personnel Committee will be considering the future of the Property Maintenance Officer position which was left vacant by the resignation of Mr. Howard Gray.

Mr. Brown stated that the Personnel Committee and Council will need to determine if they would like to move back to having one full-time Property Maintenance Officer or continue to have two part-time Property Maintenance Officers.

Mr. Brown reminded the audience that there are two vacancies that remain on the Planning Commission. Mr. Brown encouraged residents to submit resumes to him via email or in person. Mr. Brown asked for assistance in getting the word out about the two open vacancies.

Mr. Brown reported that a focus is turning to cleaning up the Borough in preparation of spring with an emphasis on cleaning up litter. Mr. Brown reported that the Codes and Public Works Departments have worked on two problem properties. Mr. Brown reported that the Borough cleaned up the 120 Lincoln Street site where people were dumping. Republic Services and the Public Works Department worked to clean the site. The Police Department put up "No Dumping" signs and cameras to deter dumping.

Mr. Singh worked to get the owner of the Casa Chica property on Swatara to clean up his property, which was the subject of numerous resident complaints.

Mr. Brown reported that he is working on adopting Loss Compliance Standards in the Borough to get the Borough a 15 percent discount on Workmen's Compensation Insurance.

Mr. Wright entertained a motion to approve the Department Reports as presented. Mr. Albert made a motion, seconded by Mr. Proctor. The motion was carried unanimously.

Presentations:

Mr. Wright announced that there were no presentation on the agenda.

Communications:

Mr. Wright announced the following communications:

PA State Association of Boroughs - Legislative Alert: House Bill 340

Mr. Wright thanked Ms. Hodge for sharing the legislative alert with Council.

Herbert, Rowland, and Grubic, Inc. - Construction Project Review Report for Pump Station Sewage Grinder Improvements Project

Mr. Wright asked Mr. Mendinsky to provide a brief review of the correspondence. Mr. Mendinsky stated that HRG, Inc. submitted closeout documentation for the Pump Station Sewer Grinder Project to Dauphin County as per CDBG-DR funding requirements. The reviewer of the closeout documents notified the Borough of two observations regarding contract administration. Mr. Mendinsky noted that the observations were not findings and are minor. The two findings were related to following up on Davis-Bacon Act interviews of employees working on the project. Mr. Mendinsky will assist Mr. Brown in responding to the County. The response will include noting that the Borough will conduct Davis-Bacon wage interviews on future projects.

Mr. Wright then asked Ms. Hodge if she would like to comment on the previous correspondence from the Pennsylvania State Boroughs Association. Ms. Hodge declined to comment on the correspondence.

Ms. Marcinko then asked Ms. Hodge when House Bill 340 is expected to come up for a vote. Ms. Hodge responded that it is not currently scheduled for a vote and there is still time to write representatives about the bill.

STV Energy Services, Inc. Notification of DEP Permitting for Proposed UGI LNG Peaking Facility

No comments were offered on this correspondence.

PIRMA Notice of Closeout of Claim for Ms. Mabel Yerger

No comments were offered on this correspondence.

Dauphin County Tax Assessment Notices in Changes in Assessment for ERSA Medical Group (Ridge Street, Columbia Street), NAW Properties (S Front Street) and PHFA (616 N Front Street)

Ms. Marcinko asked about the change in tax assessment for the property at 616 North Front Street owned by the Pennsylvania Housing Finance Agency. Ms. Marcinko wanted to know why the assessment was changed to reflect no taxes being paid on the property. Mr. Brown replied that the property was purchased by PFA as a non-profit which makes it exempt from taxes.

No further comments were offered on communications.

Unfinished Business:

**Recommendation for Award of Brownfields Pre-Demolition
Environmental Clearance and Demolition Project for 120, 140, and 154 North Front Street**

Mr. Wright opened the floor to Mr. Dominick Anselmo of Hull and Associates, Inc. to provide their recommendation for the Pre-Demolition Environmental Clearance and Demolition Project contract award.

Mr. Anselmo stated that four bids were received for the project over the Pennbid.net bidding portal that were opened at 11am on Friday, March 18, 2016.

The lowest bid was submitted by Active Environmental Technologies, who submitted a base bid of \$58,550.00. However, Active Environmental Technologies did not submit the required bid surety affidavit form and were, therefore, disqualified.

The next lowest bid was submitted by Environmental Management Specialists, Inc. in the amount of \$63,910.00. Environmental Management Specialists, Inc. provided all documents required by the bidding instructions. Mr. Anselmo informed Council that Hull and Associates recommends awarding the bid for the Brownfields Pre-demolition Environmental Clearance and Demolition Project to Environmental Management Specialists, Inc. Their recommendation is based both on the second lowest base-bid amount and Hull's positive experience working with the company.

The other base-bids offered for the project were from Lobar Associates, Inc. in the amount of \$204,380.00 and Environmental Restoration, Inc. in the amount \$147,658.00.

Mr. Wright asked for further clarification on how Hull chose the lowest qualified bidder. Mr. Anselmo gave an overview of the bid tabulation sheets and how they came to their decision.

Mr. Anselmo also recommended that the Council approve alternates in the bid submissions. Alternates are items that are not included in the base-bid, but are extras that can be added on to the project as the budget permits. The alternates for this particular project are:

- 02-01: Removal of Flexible/Rigid Pavement - \$23,973 (as quoted by EMS, Inc.)
- 02-02: Additional Excavation Associated with Underground Storage Tanks
-\$58.25 per cubic yard (as quoted by EMS, Inc.)
- 02-03: Offsite Non-Hazardous Materials Transportation and Disposal - \$59.40/ton (as quoted by EMS, Inc.)
- 02-04: Offsite Hazardous Materials Transportation and Disposal - \$120.00/ton (as quoted by EMS, Inc.)
- 02-05: Demolition of Foundations for Identified Properties/Buildings/Slabs/Structures
Property Wide Surface/Subsurface Utility Removal/Disposal - \$9,250.00 (as quoted by EMS, Inc.)

Mr. Anselmo recommended that Council approve all alternates as presented in order to allow the Borough to get the most out of the DEP grant funding the project.

Ms. Marcinko asked Mr. Brown to inform Council of the total amount of the DEP grant funding the project. Mr. Brown replied approximately \$180,000.

Mr. Wright entertained a motion to award the bid for the Brownfield Pre-demolition and Environmental Clearance and Demolition Project contract to Environmental Management Specialists, Inc. in the amount of \$63,910.00 (the base bid amount). Mr. Proctor made a motion, seconded by Mr. Albert and approved unanimously by Council vote.

Mr. Wright entertained a motion to approve the Alternate number 02-01 in amount of \$23,973 as presented by Environmental Specialists, Inc. Mr. Albert made a motion, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-02 in amount of \$58.25 per cubic yard as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Segina. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-03 in amount of \$59.40 per ton as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Albert. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-04 in amount of \$120.00 per ton as presented by Environmental Specialists, Inc. Mr. Albert made a motion, seconded by Mr. Segina. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-05 in amount of \$9,250.00 as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Ms. Marcinko asked Mr. Anselmo when he believes construction will start. Mr. Anselmo replied that construction should start within 30 days with demolition first.

Recommendation for Award of Sanitary Sewer Inspection and Cleaning Project

Mr. Justin Mendinsky presented Herbert, Rowland, and Grubic, Inc.'s recommendation for awarding two contracts: Contract 2016-01 (Sanitary Sewer Inspection and Cleaning Project) and 2016-02 (Storm Sewer Inspection and Cleaning Project).

Bids for both projects were received on March 3, 2016. Summaries of bids received were provided to Council for review.

Mr. Mendinsky informed Council that on March 7, 2016, HRG, Inc. received a letter of withdrawal from the lowest bidder, Aqua Infrastructure Rehabilitation Co., LLC requesting their bid be withdrawn from both Contract 2016-01 and 2016-02. The reason for the withdraw request was a mathematical error in their submitted bid.

Upon receiving the request for withdrawal letter from Aqua Infrastructure Rehabilitation Co, Inc. HRG, Inc. provided the bid documents of the second lowest bidder, Video Pipe Services, Inc. to Mr. Wion.

No irregularities were identified in the documents submitted by Video Pipe Services, Inc. for both contracts. Video Pipe Services submitted the second lowest bid for both contracts as follows:

- Contract 2016-001: \$443,108.80
- Contract 2016-001: \$302,680.50

Mr. Mendinsky reminded Council that both projects are being completely funded with a CDBG-Disaster Recovery grant.

Mr. Mendinsky recommended that Council first consider approving the withdrawal letter submitted by Aqua Infrastructure Rehabilitation, Inc. The letter withdrawals Aqua Infrastructure Rehabilitation, Inc. Contract 2016-001 and 2016-002.

Mr. Proctor asked Mr. Mendinsky to confirm that the withdrawal by Aqua Infrastructure is due to an error that they were responsible for when submitting their bid. Mr. Mendinsky affirmed this and stated that bid documents clearly provide direction when clerical or mathematical errors are made.

Mr. Proctor stated that he wanted to make sure that fact was on the record given the drastic difference between the lowest bidder and the second lowest bidder.

Ms. Marcinko made a motion to approve the withdrawal letter of Aqua Infrastructure Rehabilitation, Inc. for Contract 2016-01 seconded by Mr. Proctor. Council voted unanimously to accept the withdrawal letter.

Mr. Albert made a motion to approve the withdrawal letter of Aqua Infrastructure Rehabilitation, Inc. for Contract 2016-02, seconded by Mr. Segina. Council voted unanimously to accept the withdrawal letter.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-01 in the amount of \$443,108.80.

Mr. Wright entertained a motion.

Ms. Marcinko made a motion, seconded by Mr. Albert and approved unanimously by Council vote.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-02 in the amount of \$302,680.50.

Ms. Hodge stated that she cannot vote in favor of awarding the contracts.

Mr. Wright asked Mr. Brown to retake the vote on awarding Contract 2016-01 (Storm Sewer Cleaning and Inspection) to Video Pipe Services, Inc. in the amount of \$443,108.80 by roll call.

The roll call vote was recorded as follows:

Mr. Albert – Aye
Ms. Hodge – No
Mr. Proctor – Aye
Mr. Wright – Aye
Ms. Marcinko – Aye
Mr. Segina – Aye
Ms. Kratzer – Aye

Mr. Wright announced that the award of the bid for Contract 2016-01 to Video Pipe Services, Inc. in the amount of \$443,108.80 was approved by a roll call vote of 6 to 1.

Mr. Mendinsky then stated that even though the bid awards are going to the second highest bidder, they are within the CDBG-DR grant amount and will be fully paid by that grant.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-02 in the amount of \$302,680.50.

Mr. Wright entertained a motion. A motion was made by Ms. Marcinko, seconded by Mr. Albert. Mr. Wright asked for a roll call vote to approve awarding the bid for Contract 2016-02 to Video Pipe Services, Inc. in the amount of \$302,680.50.

The roll call vote was recorded as follows:

Mr. Albert – Aye
Ms. Hodge – Aye
Mr. Proctor – Aye
Mr. Wright – Aye
Ms. Marcinko – Aye
Mr. Segina – Aye
Ms. Kratzer – Aye

The motion carried by a vote of 7 to 0.

Ms. Hodge stated that she did not vote for approving the award of the bid for Contract 2016-01 because of the significant disparity between the lowest and second-lowest bidder.

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. - Recommendation for Awarding of Steelton Firehouse Improvements Project

Mr. Mendinsky reported that bids for the Steelton Firehouse Improvements Project were received on March 3, 2016. Six bids were received for Contract 2015-02 (General Construction) and 8 bids were received for Contract 2015-03 (electrical construction).

Mr. Wion reviewed all bid documents submitted by the lowest bidder.

Mr. Mendinsky recommended awarding the bid for Contract 2015-02 to Lobar Associates, Inc. in the amount of \$121,566.00. Lowbar was the lowest bidder.

Mr. Mendinsky recommended awarding the bid for Contract 2015-03 to MidState Mechanical and Electrical, LLC for the amount of \$66,800.00.

Mr. Wright entertained a motion to award Contract 2015-02 to Lobar Associates, Inc. in the amount of \$121,566.00. Mr. Albert made a motion, seconded by Mr. Proctor.

Ms. Marcinko requested that Mr. Mendinsky state for the record that the funding for this project is coming from Gaming Grant funding. Mr. Mendinsky said that it is his understanding that there was a bond taken out to fund the project which is intended to be paid back with Gaming Grant funds.

Mr. Brown clarified that there is a \$50,000 portion of Gaming Funding that was awarded to help finance the Firehouse Improvements Project. However, Mr. Brown clarified that the majority of the project is being paid out of the 2015 General Obligation Bond whose debt service costs will be offset by the 2 Mill special purpose tax that was enacted in 2015.

With a motion on the floor, Mr. Wright entertained a vote. The motion to award Contract 2015-02 to Lobar Associates, Inc. was approved unanimously.

Mr. Wright entertained a motion to award Contract 2015-03 to MidState Mechanical and Electrical, LLC in the amount of \$66,800.00. Mr. Albert made a motion, seconded by Mr. Segina and approved unanimously by Council vote.

Ms. Marcinko asked Mr. Mendinsky when the PennDOT repaving project would restart on Pine Street. Mr. Mendinsky replied that the HRG, Inc. just had a construction meeting with PennDOT. They will be resuming paving/milling work in the last week of March. Water/sewer line replacement on Harrisburg Street will begin the week of April 11, 2016.

Ms. Marcinko asked if Mr. Brown if the Borough would notify residents in advance of the work like was done in the past. Mr. Brown stated that he would work with Mr. Brian Handley to get the proper notification out to residents.

Mr. Mendinsky further commented that beginning the week of April 4th, Pine Street will be under flagging conditions as the contractor on the project begins milling work.

Mr. Segina asked Mr. Brown to follow up with the gentleman on Pine Street who has special needs regarding parking.

Mr. Brown Zelenkofske - Axelrod Request to Extend Scope of Audit Services

Mr. Brown stated that this item has previously been on Council's agenda and was tabled at the last meeting. Mr. Brown stated that the Governmental Accounting Standards Board Statement #68 requires additional auditing work that is outside of the scope of the Borough's original auditing agreement with Zelenkofske Axelrod, LLC. GASB Statement #68 has an amendment #71 (Pension Transition for Contributions Made Subsequent to the Measurement Date) that changes how pension contributions are accounted for.

Mr. Brown noted that additionally there is work that was not covered under the original scope of the contract with ZA for work associated with the issuance of the 2015 General Obligation Bond.

Zelenkofske Axelrod has stated that it will take them an additional 60 to 100 hours to account for the two additions to their auditing responsibilities for 2015. ZA is requesting that Council approve an additional \$6,000 to \$10,000 change of scope to the auditing contract. Zelekofske Axelrod has sent an engagement letter that will be signed by Mr. Wright upon Council approval.

Mr. Wright stated that he would like the motion to include the condition "not to exceed \$10,000."

Ms. Marcinko made a motion to approve the change of scope to the contract with Zelenkofske Axelrod, LLC for auditing services for the year 2015 in an amount not to exceed \$10,000 in order to complete the audit with the additional work associated with the 2015 GOB and additional GASB requirements.

Mr. Proctor seconded the motion.

Mr. Segina asked Mr. Brown if the price and estimated increase in hours seems reasonable to Mr. Brown and Ms. Rosemarie Paul, Assistance Secretary-Treasurer. Mr. Brown replied that he is comfortable with the change in scope for a number of reasons: the change GASB requirements is complex and accounting for and auditing the 2015 GOB is a complex undertaking because it involves all three funds. Mr. Brown stated that he agrees with Mr. Wright and Ms. Marcinko that the change in scope should not exceed \$10,000. Mr. Brown also noted for the record that the same change of scope was approved by the Steelton Borough Authority at their March 14th meeting.

With a motion on the floor Mr. Wright entertained a vote to approve the change in the scope of work. Council voted unanimously to approve the motion.

Approval of Resolution 2016-R-14: Designation of Agent Resolution as Requirement by FEMA for Winter Storm Jonas

Mr. Brown informed Council that the state and county had met the threshold to receive Federal reimbursement for certain costs related to Winter Storm Jonas. The President approved release of Federal funds and the documentation process is now beginning in order to claim costs for reimbursement.

Mr. Brown stated that part of this process is requiring municipalities to pass a Designation of Agent Resolution (FEMA DAP-2 Form) which authorizes one person to handle the processing of reimbursement to the municipality, including signing off on all forms required by FEMA.

Mr. Brown stated that this type of resolution is similar to what was passed during Tropical Storm Lee in the past.

The Designation of Agent Resolution will be Resolution 2016-R-14.

Mr. Brown stated that he has a copy that every Council member will sign if approved.

Mr. Wright entertained a motion to approve Resolution 2016-R-14.

On a motion by Mr. Albert, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-14.

New Business:

Authorization to Perform Appraisal of 24-26 Adams Street

Mr. Brown reminded Council that this is the funeral home property owned by the Borough that the Borough is attempting to convey to the Dauphin County Redevelopment Authority in order for Dr. Kambic's practice to by the property, demolition the property, and turn it into additional parking for their new doctor's office.

Part of the process requires the Borough to obtain an appraisal of the property to determine its value.

Mr. Brown also stated that he had spoken with Dauphin County who confirmed that the end use of the property as a parking lot is acceptable and will not trigger repayment of CDBG funds used to purchase the property.

The appraisal will cost only a few hundred dollars.

Mr. Wright entertained a motion to authorize the appraisal of 24-26 Adams Street.

On a motion by Mr. Proctor, seconded by Mr. Segina, Council voted unanimously to authorize the appraisal.

Ratification of Filing of Proof of Claim for 21 South Second Street

Mr. Brown stated that Mr. Wion had previously filed a proof of claim for the outstanding sewer bill in order to claim the funds as part of the property owner's bankruptcy. Mr. Brown stated that the Borough is essentially staking a claim for the unpaid sewer portion for 21 South Second Street to be part of a bankruptcy settlement for the owner of the property. The claim is for \$898.23.

Mr. Wright entertained a motion to ratify the filing of a proof of claim for 21 South Second Street for unpaid sewer bills in the amount of \$898.23.

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council voted unanimously to ratify the proof of claim.

Approval of Golden Motor Equipment Quote to Repair Steelton Borough Street Sweeper

Mr. Brown stated that under the Borough Code, the Borough must make a good faith effort to solicit at least three quotes for certain items once they are over a price threshold. In this instance, the repair of the Street Sweeper is over the price threshold for requiring three quotes.

Mr. Brown stated that the Borough made a good faith attempt to solicit three quotes. The first quote is from Golden Equipment, Inc. who quoted a price of \$17,979.00. Quote number two was from Stewart Amos Equipment Company who provided written notification that they cannot service Timco Sweepers (the brand/model of sweeper the Borough owns).

Mr. Brown stated that he was hoping to have the third quote submitted by the Council meeting, but had not yet obtained the quote. Mr. Brown stated that he should have the quote by March 22nd.

Mr. Brown stated that Council needs to take action on the repair of the street sweeper because it is supposed to be operating in early-April.

Mr. Brown recommended that Council give him authority to approve the repair of the street sweeper based on the receipt of the third quote by A and H Equipment.

Mr. Brown stated that the street sweeper was actually built by Golden Equipment, Inc. and he has been told that they are the only company that services Timco Sweepers in the area. Mr. Brown would like to see if A and H Equipment responds with a lower quote or if they confirm in writing that they do not service Timco Sweepers.

Ms. Marcinko asked Mr. Brown if there is a warranty or service plan for the sweeper since they purchased it recently. Ms. Marcinko stated that it seems like there is a lot of items for repair on Golden Equipment's quote.

Mr. Brown said he can check if there is a maintenance contract or warranty that is still active for the street sweeper.

Mr. Albert made a motion to not approve Golden Equipment's quote until a third quote is received by Mr. Brown. The motion was seconded by Ms. Marcinko and approved unanimously.

Approval to Repair Dump Truck #7

Mr. Brown noted that the dump truck broke down during the response to Winter Storm Jonas. Mr. Brown shared the three quotes for repair solicited by the Borough.

Quote #1 was from OTC in the amount of \$14,840.00. Mr. Brown noted that the majority of their quote's higher price was their projected labor costs.

Quote #2 was from MJR Equipment in the amount of \$8,979.75. Mr. Brown checked with Brian Handley to make sure there was no work missing from the MJR quote and that it was an apples-to-apples comparison to the OTC quote. Mr. Handley confirmed that is was.

Quote #3 was from US Municipal who provided a written response stating that they do not perform repair work on trucks other than their own models.

Ms. Marcinko asked if the costs of repair will be covered by the FEMA reimbursement for Winter Storm Jonas. Mr. Brown replied he will certainly submit it but cannot verify if it will be eligible at this time.

Ms. Marcinko asked if the Public Works Department is comfortable with MJR Equipment to perform the maintenance work. Mr. Brown stated that the Public Works Foreman is familiar with MJR and, while they prefer OTC, they are comfortable with MJR doing the work.

Mr. Wright entertained a motion.

Mr. Segina asked about the multiple quotes for MJR and asks if the quotes are only for the hoist replacement on the truck. Mr. Brown confirmed that it was for hoist replacement and placing the old bed back onto the truck.

Ms. Marcinko asked if Mr. Handley was successful in getting a new bed to place on the truck.

Mr. Brown stated that MJR provided an additional quote for repair plus putting a new bed on, which bumps the price to \$23,166.

Mr. Albert made a motion to approve Quote #2 by MJR Equipment in the amount of \$8,979.75.

Mr. Segina seconded the motion and Council approved the motion unanimously.

Resolution 2016-R-15 Approving Special Purpose Parking for Mr. George Parthmore at 517 S. Front Street

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council voted unanimously to approve Resolution 2016-R-15.

Resolution 2016-R-16 Approving Special Purpose Parking for Mr. Calvin Smith at 146 Conestoga Street

On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-16.

Resolution 2016-R-17 Designating Public Officials and Employees Required to Fill Out Public Financial Interest Statements Required by the Ethics Act

On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-17.

Ms. Kratzer informed Mr. Brown that she did not receive her Financial Interest Statement to date.

Audience Participation:

Emmuel Powell – 321 Lebanon Street

Mr. Powell asked why the street sweeper has broken down when the Borough purchased it recently. Mr. Ms. Marcinko stated that there was a service contract for the sweeper when the Borough purchased it.

Council Concerns:

Mr. Albert – Wished everyone a happy Easter.

Ms. Hodge – Ms. Hodge asked if Council members and the public can get agendas for committee meetings prior to the meetings, similar to Council meetings. Ms. Hodge wants to make sure that Committees are following the Sunshine Act. Mr. Wright asked Mr. Brown to follow up on Ms. Hodge's request.

Ms. Kratzer – Ms. Kratzer thanked the police department for their diligence in addressing the issue of teenagers fighting in the Borough. Ms. Kratzer also commented on her attendance at the Islamic Society of Greater Harrisburg event held recently and encouraged the public to attend future events.

Mr. Proctor – Wished everyone a happy Easter and reminded the public that the NEDC Committee meeting is tomorrow at 6:30 pm.

Mr. Singh – Updated Council on his meeting with Mr. Wion and Ms. Marcinko about updating the Borough's Codes ordinances. Over the course of the next few months, Mr. Brown and Mr. Singh will be presenting ordinances updating Codes as needed. Mr. Singh also reported that there are 77 properties that are bank-owned in the Borough. Over the next two months, Mr. Singh will be working to contact the banks that own the property to address exterior violations.

Mr. Minium – Mr. Minium recognized Kendrick Woods, a Jr. Cadet that was in the audience, and said he is a true leader in the community. Mr. Kendrick was applauded by those in attendance.

Ms. Marcinko – Ms. Marcinko wished everyone a happy Easter. She also reminded those in attendance about the Easter Egg Hunt. Ms. Marcinko asked Mr. Brown to set up a Finance Committee meeting to go over the quarterly finances. Ms. Marcinko then noted that she wished the public could see all the work that goes into the FEMA reimbursement process. Ms. Marcinko thanked Mr. Brown and staff for their work.

Mr. Wright – Mr. Wright thanked everyone for their support and well wishes regarding his brother, who was in an accident. Mr. Wright also noted that he met with Auditor General DePasquale who said as soon as we get everything together he will make a public announcement regarding the Borough being caught up on minutes. Mr. Wright asked Ms. Natasha Woods to provide an update on the Youth Town Hall meeting on April 21, 2016. Mr. Brown encouraged everyone to attend the Youth Town Hall.

Executive Session:

At 7:58 Mr. Wright entertained a motion to recess into Executive Session to discuss personnel issues. Mr. Albert made a motion, seconded by Mr. Albert. Council recessed into Executive Session.

Adjournment:

Council returned from Executive Session at 8:10 PM.

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council adjourned at 8:11 PM.

Respectfully submitted,

Douglas E. Brown, Secretary

Council Agenda
Monday April 4th, 2016

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: March 21, 2016

Public Comment on Agenda Items Only

Presentation:

Officer Minium and Dushawn Beecher

Presentation of Litter Prevention Program

Dushawn Beecher

Community Day at Bailey Street Park on May 28th

Justin Mendinsky, Herbert, Rowland, and Grubic, Inc.

Presentation of Monthly Engineer's Report

Communication:

PA Department of Transportation

Waiver of Claim Form SW Corner of SR3007

Christopher Fisher

Update on Applicants Briefing on Winter Storm Jonas FEMA Reimbursement

Dauphin County Office of County Commissioners

Notice of Gaming Grant Award for Blueberry Alley/Washington Street Storm Sewer Repairs Project

Borough of Steelton Codes Officer

Letter to Department of Labor and Industry Providing Update on Final Investigation Items and Requesting Closeout of Investigation

Herbert, Rowland, and Grubic, Inc.

Notice of Intent to Award to Video Pipe Services, Inc. for Sanitary Sewer Cleaning and Inspection Project

Herbert, Rowland, and Grubic, Inc.

Notice of Intent to Award to Video Pipe Services, Inc. for Storm Sewer Cleaning and Inspection Project

Borough of Steelton

Letter to Dauphin County Department of Community and Economic Development RE Audit of Pump Station Sewage Grinder Improvements Project

Unfinished Business:

New Business:

Robert Castro

Request to Purchase 227 Adams Street

Shawn Russel, Russel Roofing and Remodeling

Discuss Interest in Purchasing 247 Adams Street Property

Mr. Brown/Mr. Minium
Mr. Minium

Disposition of Records
Discussion on Removal of Parking Meters from 300 Block of South Front Street to the 100 Block of North Front Street

Mr. Brown

Approval of Appraisal Agreement with RSR Realtors for 24 Adams Street Appraisal

Mr. Brown

Reciprocal Codes Agreement with Highspire Borough

Mr. Proctor

Approval of CDBG Agreement for Midget Baseball Field Project

Mr. Brown

Approval of Alternates for Brownfields Project

Mr. Wion

Agreement with Herbert, Rowland, and Grubic, Inc. for Design Services Related to Mullberry Alley and Bessemer Street Sewer Project

Mr. Wion

Approval of Agreement with Herbert, Rowland, and Grubic, Inc. for Design Services Related to Midget Baseball Field Project

Mr. Brown

Update on Schedules for Brownfields Project, Firehouse Project, and Storm Sewer/Sanitary Sewer Projects

Mr. Singh

Discussion of Building Safety Month Idea

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Other Business:

Mr. Wright

Recommendation to Move James Souder to Full-Time Property Maintenance Officer

Mr. Wright

Recommendation to Advertise for Part-Time Parking Enforcement Officer Position at Maximum 20 Hours Per Week

Adjournment

**Steelton Borough Council Meeting
April 4, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice-President (Phone)
Brian Proctor, Councilperson
Michael Albert, Council Pro-Tem
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Thomas F. Acri, Mayor
David Wion, Solicitor
Anthony Minium, Officer-in-Charge
Amrinder Singh, Codes Officer

Absent:

Douglas Brown, Borough Manager

Call Meeting to Order:

Mr. Wright called the April 4th, 2016 meeting of the Steelton Borough Council to order at 6:30pm.

Pledge of Allegiance:

Mr. Wright led the Pledge of Allegiance.

Moment of Silence:

Mayor Acri led a moment of silence.

Executive Sessions held between meetings: Mr. Wright announced that there were no Executive Sessions held between meetings.

Approval of March 21, 2016 Meeting Minutes:

Mr. Wright entertained a motion to approve the minutes of the March 21, 2016 Steelton Borough Council meeting. Mr. Albert motioned to approve the March 21, 2016 minutes, seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Public Comment on Agenda Items Only:

Mr. Emmuel Powell – 321 Lebanon Street

Mr. Powell stated that the borough spends a lot of money on the playgrounds and asked about grants to have someone manage the playground. Mr. Powell stated that the borough used to have people from the school manage the playgrounds. Mr. Acri informed Mr. Powell that the borough can no longer get grants for park management as funding is simply not available. Mr. Wright stated that the borough used to secure grants about four or five years ago but Dauphin County cut funding for those particular grant program. Mr. Albert confirmed Mr. Wright's statement. Mr. Wright told Mr. Powell that his question and suggested are noted and that the borough will look into the status of park management grants.

Presentations: No presentations were on the agenda for this meeting.

Presentation of Litter Prevention Program:

Chief Minium and Mr. Dushawn Beecher of 553 N 2nd St. are working together on a cleanup program with the Steelton-Highspire School District's athletic teams. Athletic teams from the school will adopt a park in the borough which they will clean up throughout the Spring/Summer. Mr. Minium stated that over the past 6 or 7 months he has been working with Mr. Beecher and talking about ideas on how to get the community and youth involved and taking pride in their town, their school and their teams. Ms. Hodge ask Mr. Beecher the name of his mentoring program. Mr. Beecher replied Shadowing Title Town Student Athletics. Ms. Hodge said that she is extremely supportive of the program and will help out in any way. Ms. Marcinko stated that she thinks it a great idea and wanted to thank Mr. Beecher for wanting to get involved. She also stated that Ryan Mohn's Father passed away this morning. Ms. Marcinko also stated that the Public Works Department is very excited about having assistance, and they will be there to assist the teams that adopt these parks whenever they are needed.

Mr. Wright entertained a motion to have Steelton Borough Council approve and support a partnership and program as presented by Mr. Minium and Mr. Beecher. A motion was made by Ms. Hodge and seconded by Mr. Albert. The motion carried by unanimous vote.

Community Day at Bailey Street Park on May 28th 2016

Mr. Beecher of 553 N 2nd St presented Council with his plans to hold a community day to bring Steelton together. The event will be a family friendly affair with games, music, sports, etc. Mr. Beecher requested permission to block off Baily Street from Lincoln Street to Adams Street from 2 p.m. to 7 p.m. Mr. Beecher stated that he has food vendors that will set up and events planned for the kids. Mr. Wright asked Mr. Minium if he is okay with the time frame of the event and the road closure requested. Mr. Minium stated that he is 100 percent in support of this event. Mr. Beecher mentioned the he will have enough personnel there to control any situations. Mr. Beecher ask for assistance from the Police Department not so much for the policing but for the community involvement and interaction with participants. Mr. Albert commended Mr. Beecher on his involvement with the youth and for fostering community involvement and pride in Steelton.

Mr. Wright entertained a motion to block off the Street on May 28th, 2016 between the hours of 2 pm and 7 pm. A motion was made by Ms. Hodge and second by Mr. Albert. The motion carried by unanimous vote.

Presentation of Monthly Engineer's Report

Justin Mendinsky of Herbert, Rowland, and Grubic, Inc. presented Council with a report on engineering and project activities in the Borough over the last month. Mr. Mendinsky presented the following items:

Firehouse Improvements Project:

Mr. Mendinsky stated that, as authorized by Council at the March 21, 2016 meeting, HRG has issued the Notice of Intent to Award letters to the approved bidders for both contracts: Lobar for the General Construction Contract and Mid-Atlantic for the Electrical Contract.

The NOI letters were accompanied by the agreements and performance and payment bonds per the contract requirements. Both low bidders have seven days to return the documents, which will then be sent to Solicitor Wion for review.

If all documents are acceptable the borough will move forward with the pre-construction conference. HRG and the contractors are aware that construction activity is not permitted to start until after the April primary election as well as the Veterans Parade on May 7th, 2016. Mr. Acri asked Ms. Marcinko about the 3 questions she was asked at the EMS round table meeting. Question one was if the contractor is going to remove the generator from the premises, the generator that's inside the firehouse, because we are going to get a new one outside. Mr. Mendinsky stated that the contractor will remove the generator. The borough also questioned if it could be reused at one of the sewer pump stations or another facility. The generator is not suited to be used at a pump station or other facility within the borough. It will be removed and given to the contractor.

The second question concerned whether or not a handicap accessible ramp will be built behind the firehouse. Mr. Mendinsky replied yes. The final question regarded the timing of construction due to the use of the firehouse as a polling place and the parade. That question was answered previously in the meeting.

Storm and Sanitary Sewer Inspection and Cleaning Project

Mr. Mendinsky stated that, similar to the Firehouse Project, the low bidders for the project were notified of the bid award and received a Notice of Intent letter. The borough has since received the executed agreements and bond for from the contractor, which were provided to Solicitor Wion for review. Tomorrow, HRG will be holding the pre-construction meeting for the project. Mr. Mendinsky reminded Council that the project is fully funded through CDBG-DR grant funds.

Trewick Street Pumping Station Capacity Analysis:

Mr. Mendinsky stated that this project is utilizing the remaining funds from the CDBG DR grant that was allocated to the Pump Station Sewage Grinder Improvements Project. HRG has completed the first phase of that investigation, which was basically a desk top review of historical flow information provide by Public Works Department for review of record drawings and past certified pump curves. HRG has provided this information to Capital Region Water identifying the preliminary findings which is a loss of pumping capacity at the pumping station as a result of the new Capital Region Water project at the waste water treatment facility. HRG is moving forward with the 2nd phase of that project which is to develop a testing protocol for field analyses of the pumping equipment. Mr. Mendinsky stated that they have staff on site last week who met with Public Works staff to review the testing protocol. Engineering staff will continue to be on site to move forward on this project.

Mr. Mendinsky stated that the two proposed agreements for the Mulberry Alley & Bessemer Street Sanitary Sewer Project as well as the Midget Baseball Field CDBG project will be addressed later in the meeting.

On a motion by Mr. Albert, seconded by Ms. Hodge, Council voted unanimously to accept the monthly engineers report.

Communication:

PA Department of Transportation – Waiver of Claim Form SW Corner of SR3007.

On a motion made by Mr. Albert, seconded by Mr. Segina, Council voted unanimously to approve the waiver of claim form for this project.

Christopher Fisher - Mr. Wright addressed the Update on the Applicants Briefing on Winter Storm Jonas FEMA Reimbursement – Council had no questions.

Dauphin County Office of County Commissioners – Mr. Wright addressed the Notice of Gaming Grant Awarded for Blueberry Alley/Washington St Storm Sewer Repairs Project – Council had no questions.

Borough of Steelton Codes Office Letter to PA Department of Labor and Industry Providing a Final Update on the Status of Outstanding Issues from Investigation– Mr. Singh advised Council that the letter is an update to the Borough’s last report to L&I dated January 29, 2016 and completes all open items that needed to be addressed in order to close out L&I’s investigation.

The final two minor residential project that were still open as of the date of the last report can now be considered closed. With the closing of these two final matters the Borough has now addressed to the fullest extent possible all of the Building permit matters identified by The Department of Labor and Industry in connection with the investigation that required remedial action. The Borough has respectfully requested that the Department of Labor and Industry confirm that the remedial actions taken by the Borough have been addressed and that the Department closes its investigation on the matter.

Herbert, Rowland, and Grubic, Inc. – Mr. Wright addressed Notice of Intent to Award Video Pipe Services, Inc. for Sanitary Sewer Cleaning and Inspection Project. – Council had no questions.

Herbert, Rowland, and Grubic, Inc. – Mr. Wright addressed Notice of Intent to Award Video Pipe Services, Inc. for Storm Sewer Cleaning and Inspection Project. – Council had no questions.

Herbert, Rowland, and Grubic, Inc. – Mr. Wright addressed Notice of Intent to Award Steelton Firehouse Improvement Contract to Lobar and Associates and Mid-State Mechanical Electrical LLC. – Council had no questions.

Borough of Steelton Letter to Dauphin County DCED RE Findings in Pump Station Sewage Grinder Project Audit– Mr. Wright addressed Letter to Dauphin County Department of Community and Economic Development RE Audit of Pump Station Sewage Grinder Improvements Project. – Council had no question.

New Business:

Robert Castro – Request to Purchase 227 Adams St. from the Borough

Mr. Wion addressed this by stating that 227 Adams Street is a Borough-owned property and must go out to bid after the borough determines fair market value for the property.

If 227 Adams Street is part of a redevelopment project it will potentially be required to go through the process of conveying it to the Dauphin County Redevelopment Authority who would appoint a developer to develop the property.

Council acknowledged that Mr. Castro expressed interest in this property, however the Borough cannot do anything at this time. Mr. Proctor reached out to Mr. Singh and Mr. Brown to get more information about Mr. Castro's intent. Mr. Wright stated that the information would have to be brought before the NEDC committee for review and bring their findings before Council.

Shawn Russel, Russel Roofing and Remodeling – Request to Purchase 247 Adams Street

Mr. Russel expressed his interest in purchasing the property in order to rehabilitate it as a rental property. Mr. Russel's request is similar to the request made previously by Mr. Castro with the same constraints presented due to the property being borough-owned.

Mr. Wright stated that the issue will be referred to the NEDC Committee who will provide an official recommendation.

Removal of Parking Meters from the 300 Block of South Front St to the 100 Block of North Front St.

Mr. Minium informed council that the parking meters in question are expired and are not certified. The certification of these meters expired in April of 2015 and the borough cannot enforce them or issue tickets to anyone parked in their vicinity. At a meeting last year Council discussed updating borough parking meters. It was estimated that it would cost around \$120,000.00 to update the parking meters and Mr. Minium would like to revisit this issue and requests direction from Council.

This item was tabled until the next meeting due to Mr. Brown's absence.

Approval of Appraisal Agreement with RSR Realtors for 24-26 Adams Street Property

Mr. Wion stated that in order to proceed with a potential conveyance of the property through the Dauphin County Redevelopment Authority it is necessary for the Borough to have an appraisal done. Mr. Brown contacted RSR Appraisers who agreed to do an appraisal for us and the fee would not exceed \$2,250.00. Mr. Brown approved RSR conducting the appraisal which include signing a standard agreement for services.

It was recommended that the agreement be revised to clearly state that it covers the appraisal of “24-26” Adams Street.

On a motion made by Mr. Albert, seconded by Ms. Kratzer, Council voted unanimously to approve the agreement with RSR Appraisers with the revision noted above. .

Reciprocal Codes Agreement with Highspire Borough

Mr. Singh discussed the agreement with Council stating that Highspire Borough has the same agreement with Steelton Borough that authorizes Terry Watts to come into the Borough as a representative to assist with Codes issues when the Steelton Borough Codes Department is behind or short-staffed. This is particularly advantageous when a staff member is out sick or on a vacation. The agreement for Highspire Borough to assist Steelton has worked very well with Mr. Watts providing much-needed help, guidance, and expertise during the period when there was not a Codes Officer at the Borough. Mr. Watts asked, in return, that the same agreement be set up for Mr. Singh to cover Highspire Borough’s Codes issues when Mr. Watts is out or if there is additional needs in the Highspire Codes Office.

On a motion made by Mr. Albert, seconded by Ms. Marcinko, Council voted unanimously to approve the Reciprocal Codes Agreement with Highspire Borough.

Highspire Borough Council will need to approve the agreement as well.

Approval of CDBG Agreement for the Midget Baseball Field Project

Mr. Proctor reviewed the CDBG agreement for the Midget Baseball Field Project. Mr. Proctor stated that the project is being funded by unspent CDBG funds that have been reallocated from the Adams Street Project. It was necessary for the Borough to reallocate the funds in order to avoid losing them.

The \$86,268.00 would be used to tear down the old equipment storage building at the baseball field and build a new one, remove the scoreboard, clean up any debris, repair the wall in the spectator area and redo the infield and outfield.

Ms. Kratzer asked for clarification on the structure that will be demolished and rebuilt. Mr. Proctor replied that it is the fieldhouse that will be rebuilt.

Mr. Segina asked what happened with Swatara Township agreeing to repair the wall in the spectator area that was knocked down during the snowstorm. Mr. Proctor replied that Mr. Brown informed him that Swatara and the school district would not take responsibility for knocking down the wall during planning. For that reason, the rebuilding of the wall will be incorporated into the CDBG project.

The agreement before Council is a standard CDBG agreement with Dauphin County that outlines the agreed-to requirements for spending the grant funding on the project.

On a motion by Mr. Albert, seconded by Mr. Marcinko, Council voted unanimously to approve the CDBG Grant Agreement between Steelton Borough and Dauphin County for the Midget Baseball Field Project.

Agreement with Herbert, Rowland and Grubic, Inc. for Design Services Related to Mulberry Alley and Bessemer Street Sewer Project

Mr. Wion stated that HRG, Inc. has submitted a standard services agreement to provide design services related to the Mulberry Alley and Bessemer Street Sewer Project. The agreement is not to exceed \$8,900. Mr. Wion has reviewed the contract and noted that it contains standard provisions and the appropriate conditions attachment.

Mr. Wright asked if Council needs to approve the \$225,000 for the total project. Mr. Mendinsky replied that that amount was already approved with approval of the 2016 Sewer Fund Budget.

Mr. Wion stated that the contract he is looking at—the proposal of March 29, 2016—has a lump sum fee of \$8,900.

With the clarification noted, Mr. Wright entertained a motion to approve the agreement with Herbert, Rowland, and Grubic, Inc. to provide design services for the Mulberry and Bessemer Street Sewer Improvements Project in an amount not to exceed \$8,900.

On a motion by Mr. Albert, seconded by Ms. Kratzer, Council voted unanimously to approve the agreement.

Approval of Agreement with Herbert, Rowland, and Grubic, Inc. for Design Services Related to the Midget Baseball Field Project

Mr. Wion informed Council that this proposal is similar to the agreement presented to Council under the previous item. This agreement would cover design and engineering services for the Midget Baseball Field Project and has a maximum amount of \$11,900. The agreement would be funded with the CDBG funds set aside for the Midget Baseball Field Project.

Mr. Wright asked Mr. Proctor to confirm that the \$11,900 cost of the engineering agreement will be taken out of the CDBG grant funds. Mr. Proctor confirmed that it will.

Mr. Wright entertained a motion to approve the agreement with HRG in an amount not to exceed \$11,900.

On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to approve the agreement with HRG, Inc. for design services related to the Midget Baseball Field Project.

Update on Schedules for Brownfields Project, Firehouse Project, and Storm Sewer/Sanitary Sewer Inspection and Cleaning Project

Mr. Wright asked if there were any questions on the schedule. Mr. Proctor explained to those in attendance what the project schedule reviews and went over the timing of the projects as outlined in the document. Mr. Proctor stated that the Brownfield Project should be completed by June.

Ms. Marcinko stated that she felt that the schedule was very good and stated that there are a lot of projects going on at once. Ms. Marcinko asked for patience with all of the projects going on.

Mr. Proctor asked if it is possible to place the project schedule on the website. Mr. Segina stated that they can put it on the website as a “tentative” schedule.

Discussion of Building Safety Month

Mr. Singh stated that the Office of Codes Enforcement would like to build awareness of building safety by participating in Building Safety Month, which is in May. Mr. Singh stated that Building Safety Month was founded by the ICC and is celebrated by jurisdictions worldwide in the month of May. The ICC is the model codes organization that establishes standards for building construction. The building safety month is a public awareness campaign to help individuals, families, and businesses understand what it takes to construct and maintain safe and sustainable structures. The campaign stresses the need to adopt modern building codes and a strong and efficient system of codes enforcement, including a well-trained professional workforce.

The campaign is presented by the ICC and its 57,000 members worldwide, businesses, and government. Mr. Singh then provided the 35 year history of Building Safety Month. This year marks the 35th anniversary of the campaign.

Mr. Singh requested the Council recognize Building Safety Month and support an event in which the public comes to Borough Hall to learn about borough codes and building safety.

Mr. Wright entertained a motion to have Council and the Mayor’s Office recognize May 2016 as Building Safety Month. Ms. Hodge made the motion, seconded by Mr. Albert.

Ms. Kratzer asked if Mr. Singh has a date in mind for the Building Safety event. Mr. Singh replied that he would like to hold the event on the first or second Saturday in May. Mr. Acri stated that the date will need to be May 14 or May 21.

Mr. Wright asked that the Borough Council go on record instructing Mr. Singh to work with Mr. Brown to organize a Codes Safety Day on May 14th.

Mr. Albert noted that Mr. Singh is also requesting \$750 to cover the costs of the project. Mr. Wright stated that they must check with Mr. Brown and Ms. Paul to ensure they have the money to fund a Building Safety Month event.

Mr. Singh stated that the costs will cover the purchase of pamphlets, coloring books, etc. Mr. Singh stated that even if they cannot approve funding the materials, he would still like support to hold the event.

Mr. Wright stated that Mr. Brown and Ms. Paul should look at the finances before determining if dollars can be allocated towards the event.

Ms. Marcinko stated that Mr. Singh's estimate for materials may be higher than what is actually needed based on history of turnout to events. The borough may be able to scale down the number of materials that are bought to keep costs down.

Mr. Wright recommended that the cost issue be turned over to Mr. Brown and Ms. Paul who can decide whether or not to fund the event.

Ms. Hodge stated that if the borough does not have the money to fund the event, she will donate her own money because a Building Safety Month event needs to be held.

Mr. Wright stated that any Council Member who would like to donate to the event should talk to Mr. Singh. Mr. Wright also stated that his recommendation is to approve funding the event contingent upon Mr. Brown and Ms. Paul's approval.

Council voted unanimously on the previous motion to approve supporting Building Safety Month and designating May 2016 as Building Safety Month in the Borough of Steelton.

Approval of Exclusive Representation Letter with APPI

Mr. Wion stated that Mr. Brown had contacted Affiliated Power Purchasers International (APPI), LLC which is an electricity purchasing consultant. Mr. Brown contacted APPI in order for them to analyze our current contracts and prices with our two current electric suppliers (Con Edison and PP&L) and review pricing with other suppliers with the ultimate goal of determining if the Borough can purchase electricity through a fixed contract that locks in a lower rate and, ultimately, savings.

Mr. Wion stated that the letter before Council will make APPI the exclusive consultant of the Borough for a period of 30 days in order to allow them to conduct a review of pricing for the Borough including contacting companies on behalf of the Borough. This will allow APPI to provide a recommendation to the Borough regarding the best-priced electric supply company.

Ms. Marcinko stated that a representative of APPI gave a presentation at the Dauphin-Lebanon Boroughs Association dinner and made it perfectly clear that he is not looking to change anything the Borough is currently doing. Rather, APPI would like to see what we are paying for current electric service and compare to existing market prices and providers. APPI is the exclusive representative of the PA State Boroughs Association and are sanctioned by PSAB.

Mr. Wright entertained a motion to approve the Exclusive Representation Letter with APPI authorizing APPI to represent the Borough in analyzing electricity providers and costs for a period of 30 days.

Ms. Marcinko made a motion, seconded by Mr. Albert.

Mr. Proctor asked that it be clarified and noted that this does not cost the Borough anything. Mr. Segina stated that it does not, and that it only allows APPI to see when our contracts end, what our current costs/pricing are for electricity providers, and what potential cost savings exist by contracting with a different vendor.

After clarifying that there are no obligations or costs, Council voted unanimously to approve the Exclusive Representation Agreement with APPI.

The motion carried unanimously.

Mr. Acri then brought up an item that was not on the agenda, but could require Council action. Mr. Acri stated that he had attended a roundtable meeting with the Police. At the meeting, it was noted that there are two police vehicles (1622 and 1623) that are no longer serviceable. They are both Crown Victoria's that are no longer suited for safely operating as police vehicles.

Mr. Acri stated that Acting-Chief Minium uses an Explorer that needs lights, etc. The equipment can be taken from 1622 and/or 1623 and be retrofitted to the Acting-Chief's vehicle for \$2,300. Mr. Acri asked Council to approve taking 1622 and 1623 out of operation, placing them up for auction, and placing equipment from 1622 and 1623 into the Acting-Chief's vehicle.

On a motion by Mr. Albert, seconded by Mr. Proctor, Council voted unanimously to decommission 1622 and 1623, place them for auction, and retrofit their equipment for the Chief's vehicle.

Mr. Proctor then stated that he talked with Mr. Beecher about the idea of renaming the Bailey Street Park to Rob Brookings playground. Mr. Proctor believes they can tie in Mr. Beecher's community day event with renaming the park.

Mr. Wright referred the renaming of Bailey Street Park to the NEDC Committee.

Audience Participation:

Cheryl Powell – 321 Lebanon Street

Ms. Powell asked if 24 Adams Street is the old funeral home and asked what Dr. Kambic would like to use the property for.

Mr. Proctor stated that Dr. Kambic's practice would like to place 8 parking spots at the 24 Adams Street location. Mr. Proctor stated that Dr. Kambic would like to demolish the existing building and turn it into a parking space with beautification features. Currently, Dr. Kambic's practice sees 120 patients with two doctors. At their new location (the Moose Building) they will be expanding to bring on two additional doctors and will expand into an urgent care facilities including a lot of outpatient services.

Ms. Powell asked if the space belongs to the Borough. If so, she wanted to know if they have to bid for it like the properties previously discussed in the meeting.

Mr. Wion stated the because 24-26 Adams Street is in a designated redevelopment project area the Borough can enter into a memorandum of understanding with the Dauphin County Redevelopment Authority to convey the property to the Redevelopment Authority. The Authority can then partner with any developer that they find to enter into an agreement for the developer to purchase the property and redevelop it.

Ms. Powell asked what will happen in the future if the Redevelopment Authority would decide they would like the parking lot back.

Mr. Wion clarified that once the property is conveyed to the Redevelopment Authority and sold to Dr. Kambic, it cannot be taken back.

Mr. Acri clarified that the property is being bought by Pinnacle Health and wanted it to be noted for the record. Dr. Weaver and Dr. Kambic will be moving into the property.

Howard Gray – 240 Cottage Hill Lane

Mr. Gray stated that it is his understanding that in February of 2016 the Borough won a hearing against Dusan Bradic that ordered him to clean his property. Mr. Gray, the former Property Maintenance Officer, stated that it was a hard-fought battle to win this case.

Mr. Gray asked if residents of the borough were used to clean it up.

Mr. Gray asked if Steelton Borough provided equipment, personnel, or anything else, to haul the trash away.

Ms. Marcinko stated that she cannot tell Mr. Gray if residents were used to clean Mr. Bradic's property. That is an issue between Mr. Bradic and residents that the borough has not control over. Mr. Bradic can use any means he privately arranges to clean his property.

Mr. Gray stated that one of the reasons for doing what he did at the Casa Chica property was to hold Mr. Bradic financially responsible for the mess he created at Casa Chica for the past seven years and hold his feet to the fire. Mr. Gray stated that the corner is still a mess and wants to know if Steelton Borough used anyone to clean it up.

Mr. Proctor, as NEDC Chair, replied that he was at Steelton Hair (a business across from Casa Chica) and he had had a lengthy discussion with the owner about the property. Mr. Proctor stated that the next day, the owner of Steelton Hair, his brother, and a staff members were at the Casa Chica property picking up trash at the property.

Mr. Gray stated that no resident should have been cleaning the property. Mr. Gray said Dusan Bradic should have been cleaning the property.

Mr. Gray stated that the Borough won a decision in court that required Mr. Bradic to be responsible for cleanup of his property. Mr. Gray stated that he was trying to do that.

Ms. Kratzer stated that on Sunday of that week, she witnessed Mr. Bradic cleaning the property by himself. She did see the bags that were placed for trash pickup. Ms. Kratzer stated that there is still dumping going on at the property, even after the cleanup.

Mr. Proctor stated that there is a potential sale in the works for the light-industrial zoned building behind Casa Chica that may get Mr. Bradic to invest in improving the Casa Chica property.

Mr. Gray apologized for his rude demeanor towards Mr. Proctor.

Mr. Singh stated that the Codes Office has been in touch with Mr. Bradic to try and get him into compliance with the court order from February. Mr. Singh stated that he has talked with Mr. Bradic numerous times, including one during the weekend when the cleanup occurred. Mr. Singh informed Mr. Bradic that he would be fined for every day that he does not clean up the property. Mr. Singh said that Mr. Bradic promised to have the property completely cleaned up by the end of the weekend in question.

Mr. Singh stated that he has noticed that residents and members of the public do walk over to the property and leave dog feces at the property. The dog-owners are not cleaning up their waste at the property. Mr. Singh stated that during that weekend, everything was cleaned up. After the cleanup occurred, there were 5 to 6 garbage bags lined up next to the sidewalk.

Mr. Singh added that Mr. Brown had a conversation with him to discuss the possibility of cleaning up the trash bags, but was not sure if Mr. Brown had Public Works do so.

Ms. Marcinko said she would follow up with Mr. Brown.

Emmuel Powell – 329 Lebanon Street

Mr. Powell asked what Mr. James Souder's responsibility will be as Property Maintenance Officer. Mr. Wright informed all in attendance that Mr. Souder's employment and the Personnel Committee recommendation will be discussed in Executive Session. When Council comes out of Executive Session, Mr. Powell can hear what the decision regarding Mr. Souder will be.

Mr. Powell then asked about 433 Bessemer Street where the digging is occurring. Mr. Powell said the owner stated he can do anything he wants on his property. Mr. Powell stated that he continues to dig a trench and is developing something at the property.

Mr. Singh stated that the Codes Office is aware of the property. Mr. Singh has had several conversations with the property owner. The property owner had started some work before Mr. Singh was hired. Since Mr. Singh has spoken with the owner, he has not submitted any plans or specifications for what he has planned for the project. Mr. Singh informed the owner that there are building and zoning regulations that need to be followed. Mr. Singh has required him to place a safety fence up and well as an erosion control fence. The Borough Codes Office has not issued any permits or permission to do anything at his property.

Mr. Powell stated that the neighbor of 433 Bessemer Street said there is no water, electric, or anything at the property. Mr. Powell wants to know why he is digging at the property without any foreseeable plans to build on the property.

Mr. Singh said he would follow up on utilities.

Mr. Powell stated that he believes utilities are being taken from the neighbors.

Mr. Proctor replied that if Mr. Singh finds there are no utilities at the property he will condemn the property.

Cheryl Powell – 321 Lebanon Street

Ms. Powell asked about the May Building Safety Month event Mr. Singh has planned. Ms. Powell wanted to know if the event will be for children only, or for adults and children.

Mr. Singh replied that the children aspect of the event is handing out activity books to show them fire safety, and basic safety tips. However, the event is geared for all ages in the Borough and all types of residents, from home owners to landlords to renters. Mr. Singh stated that it is open to everyone in the borough.

Mr. Proctor added that if there are kids at the event, the Police Department can do fingerprinting/safety activities included.

Mr. Wright stated that it should be put on the website.

Council Concerns:

Mr. Albert - No concerns.

Ms. Hodge – No concerns.

Ms. Kratzer – Ms. Kratzer stated that due to the construction project going on at the Firehouse, the Taste of Steelton event will be moved to August 2, 2016 to be held in conjunction with National Night Out.

Mr. Segina- Mr. Segina thanked the Steelton Fire Department for their work in assisting the Middletown Fire Department in fighting the apartment fire on Sunday.

Mr. Acri – No concerns.

Mr. Wion – No concerns.

Mr. Minium – No concerns.

Mr. Singh – No concerns.

Mr. Proctor – Mr. Proctor apologized for being late and thanked the community for attending the meeting and supporting Council. Mr. Proctor stated that he thinks the new Council have different personalities that they are learning but are getting together to get things done. Mr. Proctor stated that the last three months have been better than his first two years and that he appreciates everyone on Council.

Ms. Marcinko – Ms. Marcinko thanked the public for coming out.

Mr. Wright – Mr. Wright stated that Mr. Brown is working very hard for the Borough and is battling some health issues, but is in contact with Mr. Wright three to four times per day. Mr. Wright asked Council members to be cognizant of using email/text to discuss sensitive information.

Mr. Segina – Mr. Segina reminded those in attendance that there are two vacancies on the Planning Commission and the Borough is soliciting candidates to fill both spots.

Executive Session: Mr. Wright announced that Steelton Borough Council will recess into Executive Session at 7:55pm to discuss personnel issues.

Mr. Proctor made a motion to enter into regular session at 8:15 pm. Council returned to regular session at 8:15 pm.

Approval of Moving Jim Souder to the Position of Full-Time Property Maintenance Officer

Mr. Wright, as Chair of the Personnel Committee, made a recommendation to move Mr. James Souder into the position of Full-time Property Maintenance Officer under the Codes Department and under the supervision of Mr. Amrinder Singh.

Mr. Wright made a motion to approve Mr. Souder as full-time Property Maintenance Officer. Mr. Wright clarified that Ms. Marcinko must carry the motion as Vice-President of Council. Mr. Albert seconded the motion.

Ms. Marcinko asked for a vote of Council to approve Mr. Souder as full-time Property Maintenance Officer as noted above. Council voted 5 ayes to 2 nays to approve Mr. Souder as a Full-Time Property Maintenance Officer. The motion carried.

Ms. Marcinko entertained a motion that Mr. Souder receive a one-dollar per hour (\$1) raise when he effectively becomes a full-time Property Maintenance Officer.

Mr. Proctor stated that the County is not happy with Steelton Borough using CDBG funds to cover the Codes salaries and wages. Mr. Proctor has a meeting with Commissioner Hartwick tomorrow to discuss delaying the phase-out of CDBG funding for Codes Department salaries and wages.

Mr. Acri asked why the County Commissioners are now having a change of course.

Ms. Marcinko stated that CDBG funds are much less than they used to be so the County is cutting back on what they used to give to municipalities.

Mr. Wright entertained a vote on the motion to give Mr. Souder a \$1/hour raise in conjunction with his move to the full-time Property Maintenance Officer position. Council voted 5 to 2 to approve the \$1/hour raise for Mr. Souder. The two negative votes were Mr. Proctor and Ms. Hodge.

Motion to Make Anthony Minium Acting Police Chief of the Borough of Steelton

On a motion by Mr. Albert, seconded by Ms. Marcinko, Steelton Borough Council voted unanimously to approve the promotion of Mr. Anthony Minium to Acting Police Chief of the Steelton Borough Police Department.

Adjournment:

On a motion by Mr. Albert, seconded by Ms. Marcinko, council adjourned at 8:30 pm.

Adjournment:

Respectfully Submitted,

Douglas E. Brown, Secretary

Council Agenda
Monday April 18th, 2016
*Subject to change

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: Meeting of April 4, 2016

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: March 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation: None

Communication:

Borough of Steelton Zoning Hearing Board

Notice of Board Meeting to Consider Variance
Request to Operate a Used Car Dealership at
101 Trewick Street

Herbert, Rowland and Grubic, Inc.

Capital Region Water Headworks Screening
Project Impact Analysis Follow Up

Friends of Midland Cemetery

Notice of Increase in Membership and Update on
Activities

Borough of Steelton

Letter to Dauphin County Department of
Community and Economic Development Closing
Out 2013 Gaming Grants

Dauphin County Conservation District

Update on MS4 Activities Conducted

Unfinished Business:

Mr. Brown

APPI Electrical Energy Savings Update

Mr. Brown

PennDOT Funding for Future Project/Review of
Funding Document

Mr. Brown	Spring Cleanup/Community Day
Mr. Brown	Update on Bid Alternate Options for Brownfield Project
Mr. Minium	Discussion on Removal of Parking Meters from 300 Block of South Front Street to the 100 Block of North Front Street
New Business:	
Mr. Brown	Arts and Crafts Fair (Ken Harris) Unity Studio July
Mr. Brown	Approval of Commitment to Safety/Risk Management Policy Statement
Mr. Wion	Resolution 2016-R-____ Designating the Borough Manager as Safety Officer
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Carina Wright
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Nicole Williams
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Lucinda Parker
Mr. Wion	Parking Request for Ms. Denise Sanders
Mr. Wion	Award of Bid for Purchase of Vermeer Chipper
Mr. Wion	Appointment of Mr. Emmuel Powell to Fill Vacancy on Steelton Borough Planning Commission for a Term Expiring 12/31/2016
Mr. Brown	Constellation Energy Annual Measurement and Verification Report for Year Four of Energy Savings Project

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and pending litigation.

Other Business:

Mr. Wright	Personnel Committee Recommendation to Hire Ms. Thomastine Legget-Robinson as Part-Time Administrative Assistant at a Starting Rate of \$14 Per Hour
------------	---

Adjournment

**Steelton Borough Council Meeting Minutes
April 18, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice-President
Brian Proctor, Councilperson
Michael Albert, Council Pro-Tem
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Thomas F. Acri, Mayor
David Wion, Solicitor
Douglas E. Brown, Manager
Anthony Minium, Officer-in-Charge
Amrinder Singh, Codes Officer

Absent:

None.

Call Meeting to Order:

Mr. Wright called the April 18, 2016, meeting of the Steelton Borough Council to order at 6:30 p.m.

Pledge of Allegiance:

Mr. Wright led the Pledge of Allegiance.

Moment of Silence:

Mayor Acri led a moment of silence.

Mr. Wright requested that the audience place their phones on mute.

Executive Sessions held between meetings:

Mr. Wright announced that there were no Executive Sessions held between meetings.

Approval of Minutes from Previous Meeting: April 4, 2016

Mr. Wright entertained a motion to approve the meeting minutes of the April 4, 2016, meeting as presented.

On a motion by Ms. Marcinko, seconded by Mr. Albert, the minutes were approved by unanimous vote of Council.

Public Comment on Agenda Items Only:

Mr. Wright opened the floor for public comments on agenda items only. No public comments were offered.

Approval of schedules of billing, requisitions, and change order as presented for: March 2016:

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change orders as presented for March 2016. On a motion by Mr. Albert, seconded by Mr. Proctor, the motion carried unanimously.

Approval of Department Reports:

Mr. Wright entertained discussion on the following department reports as presented to Council.

Fire Department and Ambulance (Written Report)

No comments.

Police Department (Written Report)

Chief Minium reported that at the end of March the Police Department is operating at 23 percent of its budget. Savings that are being realized by the Police Department are due mainly to being short one officer in addition to saving on overtime expenses. Chief Minium informed Council that he foresees future issues with overtime in the next couple of months because of the juvenile crime issues being experienced in the Borough. The Police Department has assigned details to deal specifically with juveniles. Chief Minium stated that overtime will go up in the near future due to this.

Chief Minium also reported that the entire Police Department received firearms training in the form of a “Shoot or Don’t Shoot” simulation drill. In addition, Officer Elhadj and Officer Etnoyer received InSync training which allows them to take over responsibilities in the administrative reporting or incidents. Officer Shaub also received training in crime scene investigation. Chief Minium reported that the Department had 20 call outs for detectives in March, 12 accidents, 123 house visits and park checks, 19 foot patrols, and 7 community policing events. The Police Department is operating at an 83 percent solvability rate and an 89 percent clearance rate on crimes.

NEDC Committee (Written Report)

Mr. Proctor announced that the NEDC Committee will have a meeting on April 25th at 6:30 p.m.

Public Works Report (Written Report)

Ms. Marcinko reported that the Public Works Committee is meeting during the day with lead staffers at least once per month.

Mr. Cleckner reported that the federal mandate to change all of the street signs in the Borough to be reflective is nearly complete. There is only one area of the Borough to finish.

Ms. Marcinko reported that in the next couple of weeks the Public Works department will be replacing the wood carpet material in the children’s play areas of the park. Ms. Marcinko also reported that Mr. Scott Washinger has a license to spray for weeds which is required by DEP.

The Public Works Department will also be placing portable toilets at all parks in the Borough except for Bailey Street. Ms. Marcinko stated that a portable toilet will not be placed at Bailey Street due to it being vandalized in the past. In the event that the same issues come up at other parks, the Borough will remove the portable toilets at the respective parks.

Ms. Marcinko stated that the benches at Ryan Mohn Park were destroyed by vandals. The Borough will need to use either a crane or jack hammer to clear the debris of the destroyed benches. Ms. Marcinko reported that the Ryan Mohn Foundation will no longer put money into the park due to vandalism. Once the benches are removed and the rebar is cut down, the Council will need to decide on replacing the benches. Mr. Marcinko asked Mr. Brown to follow up on this item.

Ms. Marcinko reported that she is working on getting the Tobacco Free signs for the parks. Also, the Public Works Department is asking residents to be respectful of property at the parks. There are water fountains at the parks and they are often clogged or have debris put in them. The fountains are flushed every week with Clorox.

Ms. Marcinko also stated that the Public Works Department will be mulching throughout the Borough including around the Borough welcome signs and Borough Hall.

HRG, Inc. is also talking to the contractor on the Streetscape Phase II Project about replacing the dead and dying trees along the streetscape area.

The Borough will also be placing the Steelton logo sign back at the Locust Street Steps.

Patching and paving will be commencing once the weather turns.

Ms. Marcinko also requested that Council discuss whether or not to place flower pots along Front Street like the Borough has done in the past.

Ms. Marcinko stated that she noticed a significant amount of trash on the grassy area along Swatara Street between 2nd and 3rd streets. Ms. Marcinko asked volunteers to focus on that area during the Spring Cleanup. Ms. Marcinko stated that tax dollars go towards cleaning up those properties when the Public Works crew is sent to clean up the litter of residents.

Ms. Natashia Woods asked for clarification on the area that needs to be cleaned up. Ms. Marcinko clarified the specific site and concluded her Public Works report.

Mr. Wright asked for an update on the parking situation on Pine and Harrisburg Streets due to the utilities and paving project. Mr. Wright stated that he was approached by two residents who were concerned about not receiving information on parking.

Mr. Brown responded that the Borough sent out a letter that was hand delivered to residents along Harrisburg Street detailing the closure of Harrisburg Street and the detours around said closure. In the closed section of Harrisburg Street, the contractor will work to keep the area one lane in order to accommodate local traffic. The road will also be opened before 7 a.m. and after 5 p.m. The contractor stated that they will also work with residents living in the project area to ensure access to their homes and their off street parking.

Mr. Brown stated that there should not be issues with residents getting to their homes. Mr. Brown asked that residents who have parking issues contact his office. The Borough has an on-

site representative specifically designated to help with resident issues including access to parking.

Mr. Wright asked Mr. Brown to clarify if the notice went to owners or tenants at properties since they were not mailed, but hand delivered. Mr. Brown replied that the notice was delivered by hand so it went directly to each property.

Mr. Proctor asked about mulching around the trees and if the Public Works Department will wait until the dead trees are replaced to mulch. Ms. Marcinko stated that she believes Mr. Proctor is correct.

Ms. Marcinko stated that the Borough must decide who is responsible for maintenance of the trees along Front Street. Ms. Marcinko asked if the Borough ever clarified who is responsible for maintaining the trees and tree wells along the Streetscape area. Ms. Marcinko stated that Council must figure this out.

Mayor Acri stated that he thinks this should be the responsibility of the highway department. Ms. Marcinko agreed.

Mayor Acri stated that there was never an agreement with property owners to maintain the trees nor the tree wells.

Mr. Wright asked that NEDC and Public Works determine the answer to Ms. Marcinko's question.

Ms. Kratzer then thanked Public Works for removing the concrete debris left from the destroyed benches at Ryan Mohn Park. Ms. Kratzer stated that the Public Works staff removed all debris with a reciprocating saw and were able to save one table. However, Ms. Kratzer stated, the Ryan Mohn Foundation will not be investing further into the park due to the expense of installing the benches, which were subsequently destroyed.

Mr. Wright then entertained the Codes Report.

Codes Department (Written Report)

Mr. Singh reported that the Codes Office issued 6 permits in March and issued 39 citations. The Codes Office also attended 12 court hearings and conducted 143 rental inspections. As a result of the rental inspections, the Codes Office found 394 violations. Mr. Singh reported that only 10 properties passed their rental inspection in March. The Codes Department will be working on educating property owners about the requirements that need to be met during a rental inspection.

Property Maintenance Officer Jim Souder visited 104 properties for quality of life issues and issued warnings and citation for the violations found at these properties. 35 notices of violations were issued in March. These notices are a result of tenant complaints about their properties. The 35 notices resulted in 284 violations issued. No properties were condemned in the month of March.

Mayor's Report (Oral Report)

Mayor Acri reported on the progress made in planning the May 7th Veterans Appreciation Day Parade. Mr. Acri stated that Borough staff is in the process of placing follow up calls to past participants that they have not heard a response from.

Mayor Acri also reported on the news story about Captain Alfred Halfpapp, a WWII pilot whose remains were discovered in 2014 and finally returned home to Steelton in April 2016. Mayor Acri stated that the Veterans Appreciations Day Parade will be focusing on Captain Halfpapp's return. The Borough will place his name in the circle at Veterans Park and will hold a ceremony honoring Captain Halfpapp.

Borough Manager's Report (Oral Report)

Mr. Brown reported that staff made all of the follow up phone calls to participants for the parade.

Mr. Brown also reported that he is meeting with Federal Emergency Management Agency staff to submit the Borough's official expenses for Winter Storm Jonas. The state will not be funding their 25 percent share of reimbursement for the storm. Mr. Brown expects the reimbursement to be between \$40,000 and \$50,000.

Mr. Brown reported that the General Fund started the month of March with \$993,483 and ended the month with \$1.1 million. The General Fund brought in \$1,038,930 in revenue in March and spent \$904,854 in the month leaving the current operating surplus at \$134,076. Expenditures in March were heavy because of renewals of insurances.

The Sewer Fund started the month at \$2.7 million and ended the month with \$2.75 million. Sewer revenues were \$187,615 compared to \$151,244 in expenses. Mr. Brown stated that he met with HRG, Inc. to move forward with plans to spend the reserve funds on capital improvements.

Mr. Brown then reported that the Borough will hold its quarterly Finance Committee meeting on April 19th.

Councilman Proctor, Mr. Brown, and HRG, Inc. representatives will also be meeting at the Midget Baseball Field to finalize design for the Midget Baseball Field Project.

Mr. Singh and Mr. Brown will also be meeting with Mr. Wion during the week to continue the work on updating the Codes ordinances.

Mr. Brown further reported that he is finishing the hard copy newsletter to be sent out in the May billing and also met with the Tri-County Regional Planning Commission regarding developing an implementable strategic plan.

Mr. Brown also reported that he has finished the draft employee manual which has been reviewed by staff, Mr. Miller, Mr. Wion, and the Personnel Committee. Mr. Brown stated that he will be bringing this to Council in the very near future for approval.

Mr. Brown stated that he has also formed a Safety Committee of Borough staff as part of the Penn Prime Loss Control Standards Program.

Mr. Brown recognized Ms. Natasha Woods who organized the Steelton Community Cleanup Day for April 23rd.

Mr. Brown ended the report by reminding Council that they must begin considering projects to use CDBG and Gaming Grant funding for due to the application deadlines coming up.

Mr. Wright then asked for a motion to approve the department reports as presented to Council.

On a motion by Mr. Albert, seconded by Mr. Segina, Council voted unanimously to approve the reports.

Mayor Acri then stated that Mr. Halfpapp's name is on the WWII monument at Veterans Park as missing in action. Mr. Acri will work with Mr. Brown and Mr. Cleckner to ensure it is changed to reflect his return home.

Presentation:

Mr. Wright announced that there were no presentations.

Communication:

Borough of Steelton Zoning Hearing Board Notice of Board Meeting to Consider Variance Request to Operate a Used Car Dealership at 101 Trewick Street

Mr. Proctor asked how much space the proposed used car lot will take up. Mr. Singh replied that on the second page of the letter sent to Council lot #60-021-004 is outlined as the structure that will be used as the dealership's office. The property owner also owns Lot #60-021-003. The dealership will be situated on both parcels. Mr. Singh stated that a recognized alleyway of the Borough runs through parcel #60-021-003 so there will be setback requirements placed into the variance conditions. The Borough would be able to have access to the alley way as well as all of the business owners behind the two parcels.

Mr. Albert asked if a used car dealership had been there previously. Mr. Brown stated that there had been a used car dealership on the same parcel's in the past.

Mr. Singh clarified that the reason the dealership was brought to the Zoning Hearing Board was because the actual zoning for the parcel does not allow use for a used car dealership. The Codes Office referred Ms. Tael to the Zoning Hearing Board because Mr. Singh originally denied her application to use the properties for a used car dealership. The Zoning Hearing Board will be considering Ms. Tael's request for a variance on Thursday, April 21st at 6 p.m.

Mr. Proctor asked if the Zoning Hearing Board can restrict the parcel that Ms. Tael uses for a dealership to one parcel. Mr. Singh stated that the Zoning Hearing Board, because it is independent from the Borough Council, can decide any conditions it would like to place on the property.

Mr. Proctor asked if Ms. Tael would be paving the location. Mr. Singh confirmed this to be true and shared that if it was approved as a car dealership that paving the entire lot would be one condition. Other requirements for her use can also be incorporated such as lighting of the property. Further, a lot of improvements would need to be made in order for Ms. Tael to being operation of the dealership.

Mayor Acri asked how this might affect restructuring plans for across the street. Mr. Singh did not believe this would affect those plans. Mr. Singh also stated that every property owner in the area was made aware of this request, and it was also advertised in the Patriot News, twice. Any public member who has concerns is able to attend Thursday at 6:00 p.m. to vocalize their concerns.

Herbert, Rowland and Grubic, Inc., Capital Region Water Headworks Screening Project Impact Analysis Follow Up

Mr. Wright gave a brief overview of the communication.

Friends of Midland Cemetery Notice of Increase in Membership and Update on Activities

Borough of Steelton Letter to Dauphin County Department of Community and Economic Development Closing Out 2013 Gaming Grants

Dauphin County Conservation District Update on MS4 activity conducted

Unfinished Business:

Mr. Brown, APPI Electrical Energy Savings Update

Mr. Brown shared that this is a follow-up from the second Council meeting in March. At that time Council authorized the Borough to enter into an exclusive representation agreement with APPI to look at the current electric supplier/generator, bills, and contract, and basically look at what the market can currently provide in terms of savings. The current agreement is due to expire, and the Borough is currently under a month to month contract. APPI, a group that is affiliated with the Borough's Association, reported back and found that based on current market pricing for kilowatt hours that the Borough could save up to \$59,948.00 per year in electrical generation costs, which is a significant amount in savings. APPI recommended a company called Liberty Power who can offer a fixed price. Mr. Brown explained that APPI recommended locking with Liberty Power at the fixed rate of \$0.05 after Mr. Wion is able to review and approve the contract. The contract would be 36 months.

Mr. Brown recommended that Council make a motion/vote on the approving Mr. Wion to review the Liberty Power proposal and report back to Council.

Mr. Wright entertained a motion which was made by Mr. Segina, seconded by Mr. Proctor, and carried.

Mr. Brown, PennDOT Funding for Future Project/Review of Funding Document

Mr. Brown shared that this was for Council's information and review in case it comes up in the future. Mr. Brown stated that provided handout is an overview of the Community and Local Government Assistance which is offered by PennDOT. It also provides different programs to help municipalities to help with funding transportation projects. It requires some partnership with local or regional planning commission, which in the Borough's case would be the Tri-County Regional Planning Commission. At the moment, this is more for Council's information. Mr. Brown stated that he already met with Tri-County to discuss putting together an implementable, strategic plan for Council's consideration.

Mr. Brown, Spring Cleanup/Community Day

Mr. Proctor shared that the NEDC Committee is preparing a plan which incorporates Harrisburg trash trucks taking residents trash by charging residents a flat fee which has not been determined. Mr. Wright shared that Mr. Proctor began working on this 3-4 months ago and that is why Mr. Wright wanted to provide him with the opportunity to provide a brief overview.

Mr. Brown, Update on Bid Alternate Options for Brownfield Project

Mr. Brown shared that this is for Council's information but something that Council will have to act on as the Brownfields project gets started, which is completed funded by a DEP grant.

Mr. Brown shared that Council has already approved alternates in the contract during the meeting that the bid was approved. Technically, Council can approve any of the alternates under option 1 02-01 through 02-05; however, Mr. Brown wanted to let Council know that there is a second option with the project.

Essentially there will be two choices that will need to be made. First option is to perform the base bid and the alternate pay items in the bid spec which will make the site attractive as a green space. However, the site would not be taken through the Act 2 closure process which would remove all environmental liability from the Borough. The alternates, which would already approved at a previous Council meeting, include site wide utility removal, removal of foundations and flexible/rigid pavement, and restoration of the property as a green space. Mr. Brown stated that doing the alternates will leave the borough with an aesthetically pleasing property. Mr. Brown noted that the downside to choosing the alternates is not moving forward on Act 2 site closure.

Brownfield properties regularly go through what is known as Act 2 site closure. Act 2 site closure involves continued testing on the property and administrative work to have the state remove environmental liability from the project. Mr. Brown noted that Act 2 closure is marketable to developers because it is an extra step they do not need to spend time/resources on and it removes environmental liability from the property. The testing requirements under Act 2, according to Mr. Brown, require multiple years of testing. Mr. Brown informed Council that additional testing would cost the Borough funds outside of the grant in future years.

Mr. Brown reviewed the costs associated for both; doing the alternate bid items or proceeding with Act 2 closure. Mr. Brown stated both options would be covered under the grant. Mr. Brown reiterated that under Option 2, the additional costs would be \$4,000 to \$5,000 per quarter through 2018 that would be paid from Borough funds.

Mr. Brown stated that there is no Council action that needs to be taken at this meeting. Council has already approved the alternates of the contract. However, Mr. Brown wanted to make Council aware of the need to make a decision in the near future if Council does not want to proceed with alternates and would rather choose the Act 2 Site Closure option.

Once Hull and Associates are on site and can determine the level of environmental contamination on each property, they can then come back with a recommendation to Council.

Mr. Wright asked if Hull and Associates would present Council with Change Orders if the scope of direction of the project changes after the contractor gets on site. Mr. Brown affirmed that this would be the process.

Ms. Marcinko asked about the timeline of the project noting that it was supposed to start sooner but was pushed back due to problems with the first bid. Ms. Marcinko asked for an estimate time that the project will start. Mr. Brown replied that the contractor will be on site the first week of May.

Mr. Wion stated that one of the requirements of the DEP Growing Greener Grant Agreement is that the Borough establish and implement a written business integrity policy. The policy includes requirements on Borough staff and the contractor regarding ethical practices. The policy must be adopted and posted in a recognizable area during the project.

The business integrity policy, which Mr. Wion recommended for adoption, indicated that the policy applies to all employees engaged in activities with the Commonwealth of Pennsylvania or its employees under a contract of grant with the Commonwealth. Employees shall not influence or attempt to influence any Commonwealth employee to breach the standards of ethical conduct for commonwealth employees set forth in the Public Officials and Employees Ethics Act, the State Adverse Interest Act, and the Governor's Code of Conduct, or to breach any other state or federal law or regulation.

Also, the business integrity policy states that employees shall not offer, give, or agree to promise to give any gratuity to a commonwealth official or employee or anyone under the direction of the Commonwealth. The employee also cannot offer, give, or agree to promise any gratuity to a commonwealth official, employee, or any other person. Employees shall not directly or indirectly offer, confer, or agree to confer, any pecuniary benefit on anyone as consideration for the decision, opinion, or recommendation, vote, or other exercise of discretion or violation of a known legal duty by any commonwealth official or employee. Furthermore, employees shall not accept or agree to accept from any person any gratuity in connection with performance of work under the contract except as provided in the contract. Employees shall not disclose to others any information, documents, reports, data, or records provided to or prepared by the contractor under any Commonwealth contract without the prior written approval of the Commonwealth, except as required by the Pennsylvania Right-to-Know Law or other applicable law.

After reviewing the provisions of the Business Integrity Policy, Mr. Wion recommended Council consider the policy for approve pursuant to the requirements of the Growing Greener grant agreement.

Mr. Wright entertained any questions about the Business Integrity Policy as presented by Mr. Wion. No questions were offered.

Mr. Wright then entertained a motion to approve and implement the Business Integrity Policy as presented by Mr. Wion. On a motion by Mr. Proctor, seconded by Ms. Marcinko, the Business Integrity Policy was unanimously approved by Council.

Mr. Minium, Discussion on Removal of Parking Meters from 300 Block of South Front Street to the 100 Block of North Front Street

Mr. Minium recommended to Council the removal of parking meters from the 300 block of S. Front Street to the 100 block of N. Front Street. Mr. Minium stated that currently no meters in this area are certified and are out-of-service. Mr. Minium stated that none of these meters should be operational due to being out of certification. Also, the Borough is collected very little revenue off of the meters and may be spending more to service the meters than what is actually deposited in the meters.

Mr. Minium stated that he talked with Mr. Brown and Mr. Cleckner about costs to remove the meters and replace the meters with brick. Mr. Cleckner informed Mr. Minium that he has all the materials and it would only cost the Borough normal labor costs to remove the meters.

In addition, Mr. Minium recommended that the Borough auction off or scrap the metal associated with the meters to offset the employee costs of removing them.

Mr. Minium recommended that the meters be removed.

Ms. Hodge asked what the issue with the meters is at the moment. Mr. Minium replied that the meters are not certified and have not been calibrated in over one year. Mr. Minium stated that it would be cheaper to remove the meters and possibly implement a two-hour parking limit in their place. Mr. Brown stated that when the Borough collects money from the parking meter every quarter, they bring in a little over \$100, a very small amount. In the last 6 months, the Borough brought in \$169.00 in revenue from the parking meters.

Ms. Marcinko asked if the Borough can cite people who park at an expired meter. Mr. Minium stated that the police cannot cite those parked in an expired spot because the meters are not calibrated. Tickets will not hold up due to the meters not being calibrated.

Ms. Marcinko then asked how a two-hour parking alternative would be enforced. Mr. Minium stated that enforcement would be like any parking issue. Usually, the businesses themselves will call in when someone is parked in front of their property for too long. The business owner would file a complaint.

Ms. Marcinko stated that the meters were put in place because business owners were complaining about people parking in front of their establishments all day. Ms. Marcinko further stated that she would like to look into an alternative as well as put a handicapped parking space in front of the Steelton Pharmacy because that is a major concern of the pharmacy.

Mr. Wright entertained any further questions.

Mr. Brown stated that it may be appropriate to discuss the issue at the NEDC meeting in April in order to allow the committee to come back with a plan for alternative parking. That way, the Borough has an idea of what the replacement parking strategy will be.

Mr. Brown recommended the issue be referred to NEDC. Mr. Wright referred the issue to NEDC.

New Business:

Request by Mr. Ken Harris to Hold and Arts and Crafts Fair

Mr. Brown informed Council that Mr. Harris is opening an art studio in Steelton and participates in the arts community in the Harrisburg Area. Mr. Harris is interested in holding a community arts fair in Steelton in July. Mr. Harris originally asked to use the Brownfields property but Mr. Brown believes the work on those properties is too uncertain to confirm it as the location for an arts fair. Mr. Brown is considering Mohn Street Park as an alternative area.

Mr. Proctor asked Council to authorize Mr. Harris to have the event and work out the details with Mr. Brown. Ms. Marcinko stated that the issue is that Mr. Harris is asking to use Borough property. Ms. Marcinko stated that he can fill out a request form.

Mr. Proctor made a motion to authorize Mr. Harris to hold a community arts fair in Steelton Borough as long as he properly reserves a park space. Mr. Albert seconded the motion. Council voted unanimously to approve the motion.

Approval of Commitment to Safety/Risk Management Policy Statement

Mr. Brown stated that the Statement of Commitment to Safety and Risk Management is a requirement under Penn Prime Insurance's Loss Control Standards Program, a program that the Borough must follow in order to receive a 15 percent discount on their worker's compensation insurance premium. The statement commits the Borough to making safety a priority in all of its practices. It is part of satisfying Loss Control Standard #2 under the Penn Prime program.

Mr. Wright entertained a motion to approve the Statement of Commitment to Safety and Risk Management. Mr. Albert made a motion, seconded by Ms. Hodge, and approved unanimously by Council.

Designating Mr. Brown as the Borough's Safety Officer

Mr. Wion informed Council that the designation of Mr. Brown as Safety Officer of the Borough is also related to Penn Prime's Loss Control Standards Program. Mr. Wion stated that at the May 4, 2015 meeting, Council passed Resolution 2015-R-13 which states that in order to implement the Loss Control Standards, Council will designate an officer or person on behalf of the Borough to act as the Safety Officer for the Borough. In 2015, Council appointed Mr. Klinepeter pursuant to Resolution 2015-R-13. Mr. Wion stated that at tonight's meeting, Council is considering terminating Mr. Klinepeter's designation as Safety Officer and designating Mr. Brown as the new Safety Officer.

Mr. Wright asked if a resolution for designating Mr. Brown the Safety Officer is needed. Mr. Wion replied that a resolution is not needed because of the adoption of Resolution 2015-R-13 which give Council the general authority to appoint a Safety Officer. Mr. Wion stated that a motion and vote is all that is needed.

Mr. Wion recommended that the motion be made to re-designate the appointment of Mr. Ken Klinepeter as the Safety Officer for the Borough of Steelton to Mr. Brown.

Mr. Wright entertained a motion to re-designate the Borough of Steelton's Safety Officer as Mr. Brown. Mr. Albert made a motion, seconded by Mr. Segina. Council voted unanimously to carry the motion.

Resolution 2016-R-18 Establishing Special Purpose Parking for Ms. Nicole Williams

Mr. Wright entertained a motion to adopt Resolution 2016-R-18.

Mr. Proctor made a motion, seconded by Mr. Albert. Council voted unanimously to approve the motion.

Ms. Hodge stated that Council needs to go back and pass a resolution designating Mr. Brown as the Borough's Safety Officer. Ms. Hodge stated that a resolution should be passed every year making this designation because they are not "sunshined" otherwise. Mr. Wion replied that there was a general resolution authorizing the Borough to appoint a safety officer in 2015, it did not specifically name a person as Safety Officer. Separately, the Borough had a motion and vote to appoint Mr. Klinepeter as Safety Officer. The resolution, according to Mr. Wion, simply stated that the Borough would appoint a Safety Officer, which is handled through a motion and vote.

Ms. Hodge asked why we do not need a resolution to make the specific Safety Officer Appointment by name. Mr. Wion replied that Resolution 2015-R-13 authorizes Council to appoint a Safety Officer.

Ms. Hodge stated that 2016 was the beginning of a new Council Session, so everything from previous Council sessions including the 2015 resolutions should be considered dead and needing new passage. Mr. Wion stated that no resolution ever “dies” unless it is terminated by the Borough. Mr. Wion stated that a Resolution passed 10 years ago is still a valid resolution of the Borough of Steelton until Council decides to terminate said resolution. Ms., Hodge asked if this process is specified in the Borough Code. Mr. Wion replied that it is the nature of a resolution of a local governing body. Ms. Hodge expressed concern over the fact that appointments are not all made through a resolution every session of Council.

Parking Request for Ms. Denise Sanders

Mr. Wion informed Council that the Police Department conducted a traffic study at the request of Ms. Denise Sanders for a special purpose parking space at 574 S. Second Street. The traffic study found that Ms. Sanders has off-street parking to the rear of her residence. It was observed that a car was parked in the driveway when Officer Shaub conducted the traffic study. Under Borough Guideline #6, if a resident has off street parking the application for a special purpose parking space is to be rejected. Mr. Shaub provided a traffic study indicated that the space should be rejected under Guideline #6.

Award of Bid for Purchase of Vermeer Chipper

Mr. Wion informed Council that, having followed the advertising process and having received bids for the 1999 Vermeer chipper owned by the Borough, Mr. Brown is recommending the award of the bid to Mr. Richard Aungst in the amount of \$1,500. Mr. Brown indicated that he received only one bid for the chipper. The chipper will be sold to Mr. Aungst as is and will be completed through a bill of sale.

Mr. Wright entertained a motion to award the bid for sale of the 1999 Vermeer chipper to Mr. Richard Aungst in the amount of \$1,500. On a motion by Mr. Albert, seconded by Mr. Proctor, Council voted unanimously to award the bid.

Appointment of Mr. Emmuel Powell to Fill Vacancy on Steelton Borough Planning Commission for a Term Expiring 12/31/2016

Mr. Wright stated that he is very proud to be considering Mr. Emmuel Powell for the appointment to the Steelton Borough Planning Commission. Mr. Wright stated that Mr. Powell is an anchor to the Borough of Steelton and is one of the most active members of the Steelton Community. Mr. Powell expressed interest in sitting on the Planning Commission. Mr. Wright stated that there is no better candidate to be appointed to the position.

Mr. Wright entertained a motion to appoint Mr. Emmuel Powell to the Steelton Borough Planning Commission for the term expiring 12/31/2016. On a motion by Mr. Proctor, seconded by Ms. Marcinko, Council voted unanimously to appoint Mr. Emmual Powell to the Planning Commission.

Mr. Wright asked Mr. Powell to address Council. Mr. Powell thanked Council for giving him the opportunity to serve on the Planning Commission. Mr. Powell stated that he will try to do his best.

Constellation Energy Annual Measurement and Verification Report for Year Four of Energy Savings Project Audience Participation

Mr. Brown stated that the Borough is in the fourth year of the energy savings project with Constellation Energy. Under the contract with Constellation Energy, the Borough is guaranteed a dollar amount of energy savings per year. Constellation prepares and submits an annual report detailing the total energy savings under the project and identifies areas for improvement.

Four years ago, Constellation retrofitted equipment in the water filtration plant, borough building, and fire department. The main equipment changes were the installation of energy efficient lighting in all building, energy efficient thermostats, and the installation of energy efficient variable frequency drives in the water plant.

In the report provided, Constellation outlines the 10 year energy savings that they contractually guarantee to the Borough. According to Constellation Energy's report, they are meeting and exceeding the savings goals guaranteed to the Borough. This year, Constellation guaranteed saving the Borough \$36,866 in electric costs but actually saved the Borough \$38,509 in electric costs.

Mr. Brown noted that in year one there was a very significant amount of savings. Now, the guaranteed savings metric compared to actual savings are starting to close.

Mr. Brown stated that the energy savings are coming through adjusting lighting hours (times when the Borough is turning on and off its lighting); thermostat savings (using programmable thermostats to save on heating/air conditioning costs; and energy efficient variable frequency drives.

Mr. Brown noted that he performed a walkthrough with Constellation Energy during the previous week in which they inspected all equipment and facilities. Out of that meeting, Mr. Brown developed with Constellation key action items to realize additional savings. These items are: survey current stock of appropriate lamps/ballasts for energy efficient lighting and make sure lighting is replaced with energy efficient inventory, maximize scheduled unoccupied time on the programmable thermostats to run at lower or higher temperatures during non-work hours, and inspect the variable frequency drives at the water plant to adjust the run time in order to get the most out of them.

Another action item that came out of the inspection was the need to discuss the VFDs with Emerson due to them needing frequent maintenance and repair. Mr. Brown stated that the VFDs have been taken out of service three or four times since their installation. Mr. Brown is checking with Emerson to see if they can replace the drives. The official report from Constellation will be delivered on April 29th.

Ms. Marcinko asked if Con Edison is a usage broker. Mr. Brown replied that this was not correct. Con Edison is not a broker, but a generator of electricity. Ms. Marcinko stated that the Borough had entered into a contract with a broker (Patriot Energy) to get the best energy rates. Mr. Brown stated that this was an issue separate from the Constellation report.

Audience Participation:

Terry Lynne Brown – 226 North Second Street

Ms. Brown stated that she loves Steelton and was born and raised in the area. Ms. Brown stated that she is concerned for the youth of Steelton. On April 6, 2016, Ms. Brown noticed that youth were gathering in the area of her property. Some of the neighbors on her street have licenses to carry firearms. Ms. Brown is afraid that teenagers are congregating too much and is afraid that an incident may occur due to teens being confrontational.

Ms. Brown stated that it is not the Police Department's job to babysit the youth of the town. Ms. Brown further stated that she would like to help with developing a community center so that teens have something to do. Ms. Brown recommended using the old M&T Bank building as a location. Ms. Brown suggested an after school program, a Boys and Girls Club, or some other type of youth programming.

Mr. Wright stated that years ago Steelton had a Boys and Girls Club at 1 N Front Street that moved to several other areas of the Borough. Mr. Wright stated that the Borough has tried relentlessly to find programs to get kids off of the street.

Mr. Wright stated that in the past the Borough started using its funds to essentially babysit youth because parents were not picking them up.

However, Mr. Wright stated that Ms. Brown should work with Mr. Proctor, the NEDC Committee, and Mr. Brown to work on developing a youth program. Mr. Wright stated that the Borough does not have funding to pay for youth programming.

Ms. Brown then asked Chief Minium whether the youth that are causing problems are from out of town. Mr. Minium responded that there have been problems with youth from Harrisburg in the past, but the most recent problems have unfortunately been caused by Steelton youth.

Mr. Minium stated that last year there were 62 juvenile arrests for the entire year. This year, they are already up to 59 juvenile arrests in the first quarter of the year. Mr. Minium further providing information about the community policing efforts that are taking place with students at the school district. Chief Minium also pointed out that there is a Junior Police Academy.

Ms. Brown then brought up a concern about the Tax Collector not communicating with the County or properly processing tax payments.

Mr. Wright asked Mr. Brown to work with Ms. Brown to look into the issues.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods thanked Mr. Brown and Mr. Minium for their assistance with the Spring Cleanup event. Ms. Woods stated that volunteers will be meeting at Representative Kim's Office at 9am to pick up supplies and receive assignments. Ms. Woods invited all to attend the cleanup.

Ms. Woods also informed Council about the Youth Town Hall meeting taking place on April 21 at the High School Auditorium.

Ms. Woods then asked Council if the Borough can ensure there is a safe route for children walking along Harrisburg Street to and from school during the Harrisburg Street construction

project. Mr. Brown stated that he will talk with the HRG, Inc. site manager to ensure there is a plan for providing a safe pedestrian way for kids walking to and from school.

Mr. Emmuel Powell – 321 Lebanon Street

Mr. Powell asked if the Borough still charges fees for special purpose parking applications. Council confirmed that they still charge a \$35 fee for applying for special purpose parking. Mr. Powell stated that the fees should go up. Mr. Powell stated that he cannot find a parking space in front of his house because of the amount of cars parked along the street. Mr. Powell stated that everyone wants a parking space in front of their house but they cannot have one. Mr. Powell stated that the fee should go up to \$100 per application.

Council Concerns

Ms. Kratzer – Welcomed Mr. Powell to the Planning Commission.

Mr. Segina – No concerns.

Mr. Albert – No concerns.

Ms. Hodge – No concerns.

Mr. Acri – No concerns.

Mr. Wion – Announced that potential litigation will be a subject discussed in Executive Session.

Mr. Singh – Mr. Singh asked Council to approve the purchase of materials for a May Building Safety Month Event and recognize May as Building Safety Month. Mr. Singh has scaled down the materials request to purchase 50 “goodie bags” instead of 100, which was proposed at the previous meeting. Ms. Marcinko stated that Council had previously voted to designate May as building safety month and read the minutes that stated so. Ms. Marcinko stated that the purchase of supplies was what was tabled and referred to the Finance Committee. Mr. Wright asked Mr. Brown if he is confident that the budget can cover the \$375 cost of materials for the event. Mr. Brown stated that he was very confident the budget could handle the costs.

Ms. Marinko made a motion to approve the purchase of Building Safety Month materials for 50 people for an amount not to exceed \$350. Mr. Albert seconded the motion. The motion carried unanimously.

Mr. Singh then welcomed Mr. Powell to the Planning Commission.

Chief Minium – No concerns.

Mr. Brown – Announced that the Executive Session will cover potential litigation as noted by Mr. Wion as well as personnel issues.

Mr. Proctor – Stated that he met with Dushawn Beecher to discuss the Steelton-Highspire Community Day. Mr. Proctor stated that Mr. Beecher was considering moving the event to Municipal Park due to the need for space to accommodate the event. Mr. Proctor wanted to make sure Mr. Brown connects with Mr. Beecher to work out the location of the Community Day event.

Ms. Marcinko – Thanked Mr. Powell for his interest in the Planning Commission. Ms. Marcinko also asked Mr. Proctor if Shadowing Titledown is a legitimate 501-C-3 organization. Mr. Minium stated that the donations for the Community Day are actually being processed through the school district's organization. Ms. Marcinko then stated that she will be out of the state during the May 2nd meeting and requested to be authorized to participate through telephone.

Mr. Wright – Stated that he may also be out of state for the May 2nd meeting. Mr. Wright also stated that he will be in New Mexico on May 7th and will not be able to attend the Veterans Appreciation Day ceremonies, but will be honoring veterans on that day as a part of the Veterans Affairs Conference he will be participating in. Mr. Wright thanked Mr. Powell for accepting the position on the Planning Commission. Mr. Wright stated that he is looking forward to seeing everyone at the April 21st Town Hall event. Mr. Wright stated that it is important for children to know the leaders in their community and be able to reach out to them. Mr. Wright then thanked the Police Department for the job they are doing.

Assistant Chief Vance – Stated that he talked to Mr. Minium about parking issue that were addressed. Mr. Vance also stated that he would like a meeting with the contractor for the Firehouse Improvements Project to ensure they know when and where to move belongings and equipment in firehouse during the project.

Executive Session

Mr. Wright announced that Council was recessing into Executive Session at 8:10 p.m. to discuss personnel issues and pending litigation.

Council returned to Session at 9:00 p.m.

Other Business:

Personnel Committee Recommendation to Hire Ms. Thomastine Legget-Robinson as Part-Time Administrative Assistant at a Starting Rate of \$14 Per Hour

Mr. Wright entertained a motion to hire Ms. Thomastine Legget- Robinson as a Part-Time Administrative Assistant at a starting rate of \$14 per hour.

Mr. Albert made a motion, seconded by Mr. Proctor. Council voted unanimously to hire Ms. Thomastine Legget-Robinson.

Adjournment:

Mr. Albert made a motion to adjourn at 9:04 pm, seconded by Mr. Segina. Council voted unanimously to adjourn at 9:04 p.m.

Council Committee Agenda
May 2, 2016
*Subject to Change

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: April 4, 2016

Public Comment on Agenda Items Only

Presentation:

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. Presentation of Monthly Engineer's Report

Communication:

Dauphin County Department of Community and Economic Development 2017 Community Development Block Grant Announcement

BNY Mellon Investment Performance Report for NY

Unfinished Business:

Mr. Proctor NEDC Recommendation to Remove Parking Meters on Front Street

Ms. Marcinko Finance Committee Recommendation to Place Guard Rail and Repair Swatara Street Retaining Wall

Mr. Brown Update on Brownfields Demolition and Environmental Clearance Project

Mr. Singh Update on Zoning Hearing Board Determination RE: 101 Trewick Street

Mr. Singh Update on Building Safety Awareness Day

New Business:

Mr. Proctor NEDC Recommendation to Install Specialty Swing at East End Park for Children with Special Needs

Mr. Brown Appointment of Mr. William H. Jones to Steelton Borough Planning Commission

Mr. Proctor NEDC Recommendation to Hold Fishing Tournament at Steelton

Mr. Brown/Singh Authorization for Mr. Wion and Mr. Brown to Draft Lease Agreement Between Borough of Steelton and Iglesia Puerta del Cielo Church for Parking Space (162-170 Adams Street)

Mr. Wion Approval of Resolution 2016-R-_____ Establishing Special Purpose Parking for Ms. Elizabeth Langley

Mr. Wion Approval of Resolution 2016-R-_____ Establishing Purpose Parking for Ms. Carina Wright

Mr. Wion Approval of Resolution 2016-R-_____ Establishing Special Purpose Parking for Ms. Lucinda Parker

Mr. Wion Approval of Agreement with Liberty Power to Provide Electric Generation to the Borough of Steelton (Hard Copy Pending)

Mr. Brown Approval Resolution 2016-R-_____ Adopting the Employee Handbook for the Borough of Steelton

Mr. Brown Update from Finance Committee Meeting

Council Concerns:

Executive Session

To discuss personnel issues.

Other Business:

Adjournment

**Steelton Borough Council Minutes
May 2, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice-President, via telephone
Brian Proctor, Councilperson
Michael Albert, Council Pro-Tem
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Thomas F. Acri, Mayor
David Wion, Solicitor
Douglas E. Brown, Manager
Anthony Minium, Officer-in-Charge
Amrinder Singh, Codes Officer

Absent:

None.

Call meeting to order:

The May 2, 2016, Steelton Borough Council meeting was called to order at 6:30 p.m. by Council President, Mr. Jeffrey Wright.

Pledge of Allegiance & Moment of Silence:

Mayor Tom Acri led the Pledge of Allegiance and the Moment of Silence.

Executive Sessions held between Meetings:

There were no Executive Sessions held between meetings.

Public comment on agenda items only:

There were no comments offered.

Approval of minutes from previous meeting:

Mr. Albert moved and Ms. Hodge seconded the motion that the minutes from the April 18, 2016, meeting be approved. The Council unanimously approved the motion.

Presentations:

Presentation of Monthly Engineers Report - Justin Mendinsky of Herbert, Rowland and Grubic, Inc.

In the future, Mr. Mendinsky will provide written reports to the Council.

Mr. Mendinsky reported progress on the sanitary and storm sewer cleaning and inspection project. He requested authorization to increase the resident project manager on site from part-time to full-time due to the availability of remaining CDBG-DR funds. Originally he had recommended the hiring of a part-time position, but the need and finances for a full-time person are available. Mr. Mendinsky recommended using the grant funds to extend the scope of the RPR's work from part-time to full-time.

President Wright noted that the recommendation for hiring was not listed on the agenda; however, he asked that a motion be made. Mr. Albert made a motion, seconded by Ms. Hodge, to accept the change in scope to the Sanitary and Storm Sewer Inspection and Cleaning Project to increase the RPR from part-time to full-time and to appoint Mr. Kline as the full-time RPR. The motion passed unanimously.

Ms. Hodge asked if the Borough would be paying for the full-time Resident Project Manager, Mr. Kline, from Borough Funds. Mr. Brown reported that project is being funded by the CDBG recovery grant and that there is additional funding left over to spend on moving the part-time RPR to full-time. There is considerable underage on each grant. The Federal Office of Housing and Urban Development is putting pressure on the County to have the money in each grant fully spent or else the Federal Government will take back CDBG-DR funds. The Borough is getting the entire project paid for through CDBG-DR funds that are paid directly by Dauphin County.

Mr. Mendinsky then noted that there are additional funds for the Sewage Grinder Project that will be used to make upgrades to the Trewick Street pump station in order to handle the flow of sewage and prevent head buildup due to the screening project being completed by Harrisburg City.

Regarding the baseball field improvement project, Mr. Mendinsky noted that HRG is waiting for the results of field samples to ensure there is no asbestos containing materials on the field. If any are found, HRG will follow approved procedures to dispose of such materials. Improvements include a new equipment storage facility, field improvements, and structural repairs to the retaining wall at the field.

Mr. Mendinsky noted that the design phase of the Mulberry Alley and Bessemer Street sanitary sewer project is completed. The manhole section of the project was completed and HRG is waiting for videos from the consultant to be completed for incorporation into the inspection report for the project. Mr. Albert moved to accept the Engineer's Report, which was seconded by Mr. Proctor, and approved by unanimous vote of Council.

Communications:

President Wright acknowledged a communication received from Dauphin County Department of Community and Economic Development regarding the 2017 Community Block Grant Announcement. There was also communication from BNY Mellon reporting the investment performance of the Police Pension Fund.

Unfinished Business:

NEDC: Mr. Proctor reported that the NEDC recommends the removal of all 31 parking meters located on Front Street and that the meters be sold as scrap material. This item has appeared on the agenda twice and was tabled twice. Mr. Wion asked for clarification on the number of parking meters in question. There are 26 old meters and 5 new meters.

President Wright asked for a motion. Mr. Albert moved and Ms. Kratzer seconded the motion to remove the parking meters from the 100 Block of North Front Street to the 300 Block of South Front Street. An ordinance implementing the change in parking meters will be drafted by Mr. Wion and presented for official adoption at a future Council meeting.

Finance: Ms. Marcinko shared that the Finance Committee is requesting approval for putting an additional guard rail at the top of the Swatara Street retaining wall and repairing cracks in the retaining wall. These items were recommended in a report from HRG, Inc. outlining recommendations to fix the retaining wall. The Finance Committee believes it is in the best interest of the Borough replace and repair it in this fiscal year. Ms. Marcinko reported that it will cost \$11,030 to complete the work.

Ms. Hodge asked if the costs outlined to Council were included in the HRG study of the Swatara Street retaining wall and recommended items by HRG. President Wright stated that he attended the NEDC Committee meeting as a citizen where the committee discussed placing guard rail at the top of the retaining wall and repairing the cracks in the wall. Mr. Wright stated that the costs presented to Council were estimates provided in the HRG report. Mr. Mendinsky confirmed this.

Mr. Proctor questioned if this was this was for the current fiscal year or the next fiscal year. Ms. Marcinko indicated the current fiscal year.

Ms. Hodge was concerned that putting up the guard rail would not cause the Borough any other extra expense. Repairing the wall cracks and extending the guard rail is a safety issue. Ms. Hodge questioned if the addition of a guard rail would negatively impact the retaining wall. Mr. Mendinsky stated no.

President Wright commented that it is probably the shifting of the surface creating cracks and stated that adding height to the wall may eliminate the leak from Swatara Street. Ms. Marcinko clarified that the guard rail will only be added at the highest point to prevent persons from driving into the fence. Ms. Marcinko further noted that the extended guard rail is a safety precaution. Ms. Marcinko made a motion that the recommendation of the Finance committee be adopted. The motion was seconded by Mr. Albert and unanimously passed.

Mr. Brown reported on the Brownfield Demolition and Environmental Clearance Project. Mr. Brown noted that no action is needed at this time and that work has begun on the project. The cinder block structure at 120 N. Front Street has been torn down. Work at 154 N. Front St. will continue as well as the demolition of the garage located at 140 N. Front St. It is projected that the work will be completed by mid-June. A DEP Growing Greener II grant completely funds the project. The contractor, the engineer, and Mr. Brown agree that the best route is to move forward with the alternates that were approved by Council at a previous meeting. Mr. Proctor requested that Council entertain a motion to get estimates or bids to demolish 180 N. Front Street to make the block more appealing to potential developers. That would mean the demolition of the former Lawson's Bar. Ms. Marcinko suggested they get a bid to see how much the demolition would cost and suggested Mr. Brown get the bids and report back to the Council. Mr. Wion asked if Mr. Brown has the authority to secure bid specifications for demolition from our engineer. It was suggested that authorizing Mr. Brown to secure the bidding specifications needs to be added to the motion. Also, specific specification to accurately secure a bid needs to be obtained. Mayor Acri stated that he was concerned about cost and source for financing for obtaining bid specifications and soliciting quotes for the work. The costs of demolition at the current project properties is financed by the \$185,000 grant. Mr. Acri suggested that the next phase of grant writing should include the demolition of the buildings suggested by Mr. Proctor. Mr. Proctor asked if there are surplus funds from the CBDG grants that could be used to finance additional demolition. Mr. Procter stated that preparing bids will cost money but getting a quote should not. Ms. Marcinko stated that the Finance Committee would need to know the cost for securing the information needed to get a bid before the Committee could assess whether or not funds are available to do the extra work. Ms. Marcinko suggested that perhaps someone would conduct a courtesy check on whether or not we can do extra demolition and the fees that would be involved. Mr. Segina mentioned that the borough will have to complete a fiscal report this month so the financial standing will be available. Mr. Wion further suggested the Council instruct Mr. Brown to investigate the cost of getting specifications prepared for a obtaining a quote. Ms. Hodge moved that the discussion be tabled until Council gets a report from the Finance Committee and Mr. Brown which will allow the Council to move forward with the proposed project. The motion was seconded by Ms. Marcinko. The motion was unanimously approved.

Mr. Singh provided an update on Zoning Hearing Board activity regarding 101 Trewick Street, the owner of which requested a variance to operate a used car dealership in the area. During the Zoning Hearing Board meeting, the board voted to approve the variance for 101 Trewick Street with certain conditions.

Mr. Singh also stated that Building Safety Awareness Day is scheduled for Tuesday May 10, 2016 at 6:00pm in Council Chambers. Mr. Singh invited the public to learn more about building and property maintenance and zoning codes.

Mr. Singh finally reported that he is preparing an information sheet on codes regarding outdoor maintenance requirements which will be posted on the website.

Mr. Proctor stated there was a request for a specialized swing to accommodate a special needs child. The child's caregiver, Ms. Tara Clark, takes the 12 year old child to the East End Park on

a regular basis and there is not swing that will enable this child to enjoy that activity. The request was discussed with Ms. Marcinko who, with the Finance Committee determined that the \$160.00 swing could be purchased. Ms. Marcinko reported that the swing is a temporary one that can be moved should it be needed in another park. Ms. Hodge asked if the Borough should provide a special swing at each park. Ms. Marcinko responded that the special swing replaces one of the other swings and was specifically requested. Placing a special swing in a park that does not need one reduces that availability of swings for other children Ms. Hodge suggested that we be prepared to make sure special swings are available for other children upon request. A motion to provide the special swing was made by Mr. Albert and seconded by Mr. Procter. The motion carried by unanimous vote.

NEW BUSINESS:

Mr. Brown stated that with the addition of Mr. Emmanuel Powell to Planning Commission there was still one vacancy. Mr. William H. Jones submitted a resume requesting he be considered to fill the vacant Commission seat. His resume was reviewed by Mr. Singh. Mr. Singh reported that the resume showed that Mr. Jones was active in community and will be an asset to the Commission. Mr. Jones made a public statement regarding his interest in the Commission. He thanked the Council for considering his application. He coaches baseball and flag football. He stated that he wanted to be a member of the Planning Commission just to help. A motion to approve Mr. Jones' application was made by Mr. Procter and seconded by Ms. Hodge. The term of Mr. Jones will end December 31, 2017. The motion carried by unanimous vote.

Mr. Procter reported that the Neighborhood & Economic Development Committee proposes to hold a Fishing Tournament at the Steelton Boat Launch. The Committee will use the Tournament as a means to generate funds without raising taxes. The Tournament would be held July 23, 2016 from 7:00am to 3:00 pm at the Steelton Borough Boat Dock. Prior to the date of the event, participants would pay \$100.00 per person with three persons per boat plus a \$10.00 fee, which will enter each contestant into a largest fish competition. For persons registering on the day of the event the fee will be \$ 125 plus the \$10 fee. Cash payouts will be 80% to the participants and 20% to the Borough. Since the Borough owns the boat dock, costs to the Borough will be negligible. Capital City Bass Masters is sponsoring the event and it is being hosted by Jamel Fleming. The motion to approve the Fishing Tournament was made by Mr. Albert and seconded by Ms. Kratzer. The motion carried by unanimous vote.

Mr. Brown then brought up the request to sign a lease agreement between the Borough and the Iglesia Puerta del Cielo Church which is located at 162-170 Adams Street. Mr. Wion stated that they want to use the parking space previously owned by the Cyrene Lodge. They are in the process of negotiating terms of the lease to bring back to council for consideration. Mr. Albert moved and Mr. Segina seconded a motion to move forth with the development of the lease agreement to be drafted by Mr. Wion and Mr. Brown. The motion carried unanimously.

Mr. Wion presented Resolution 2016-R-19 providing approval for a special parking space for Mrs. Carina Wright. This request calls for a different kind of resolution because the 300 block of Swatara Street is technically two streets with a wall separating them. Therefore a differentiation between South Swatara Street and the rest of street must be made. Mrs. Wright had met

requirements for a special space. She will park at an angle in a space already in use on Fifth and N. Swatara Street. The space will be 147.3 feet from the beginning of Mrs. Wright's property with direct access to angle parking space. Mr. Proctor moved and Ms. Hodge seconded the motion that Mrs. Wright's request for special parking space be approved. The motion carried by unanimous vote.

Mr. Wion presented Resolution 2016-R-20 authorizing special purpose parking for Ms. Lucinda Parker who resides on the N.W. side of Lincoln Street at house number 213. A traditional traffic study was completed which indicated that the special space would not affect traffic. Mr. Albert moved and Ms. Hodges seconded the motion that the resolution be passed. The Council made a unanimous vote to accept the motion Mr. Wright asked how often the borough reviews the usage of the special parking spaces. Mr. Minum stated that a procedure was developed by the previous administration. The Police Department is in the process of developing and implementing a new procedure to review and eliminate all out of date or invalid parking spaces. A report will be brought back to council for review and action.

Mr. Wion reported holding discussions with Mr. Brown regarding a possible change in the Borough's electric generator provider. In comparison to other providers, Direct Energy, offered acceptable contract language and the lowest per kWh rate. They were recommended by APPI, whom the Borough Council authorized to act as the Borough's electrical supplier broker previously. The Direct Energy contract calls for a 36 month commitment at a cost of .5980 cents per kilowatt hour. Mr. Wion also reminded the Council that they need to move quickly on the proposed contract because the rates are changing quickly. Mr. Proctor moved and Mr. Albert seconded the motion to contract with Direct Energy. The motion was unanimously passed by the Council.

Mr. Brown then presented Resolution 2016-R-21 which adopts the Borough of Steelton Employee Handbook. The handbook was developed as a non-binding document to provide basic policies and procedures of the Borough and the expectation of its employees. The Handbook was written in collaboration with Labor Attorney Mr. Mike Miller, Mr. Wion, Ms. Marcinko, and has been shared with Department Heads, so the handbook has been vetted. It has been reconciled with the Teamsters contract and the AFSCME contract. Ms. Hodge asked for clarification of the floating holiday described in the document. Mr. Brown explained that it is a day off for an employee's birthday, which can be used on the date of the birthday, or at any other time. This item is reflected in both labor contracts. Ms. Kratzer asked if the floating holiday overlaps coverage in the office for a holiday weekend with the option of taking Friday or Monday. Mr. Brown responded that it is just one day and applies to the birthday only, but can be taken any time. Ms. Hodge asked if it is appropriate to implement the employee handbook when the Borough is in contract negotiations with AFSCME. Mr. Brown recommended that Council put the handbook in place because the Borough does not have one and it can be revised if necessary. . Mr. Segina moved and Ms. Hodge seconded the motion that the Employee Handbook be adopted. Resolution 2016-R21 was passed unanimously by the Council.

Mr. Brown provided an update on the Finance Committee quarterly meeting. The Committee reviewed the first quarter report and it showed there was a surplus of over \$200,000. Expenses

have been cut but revenues that have been generated from taxes are a lower than anticipated. The sewer fund continues to be strong and the borough operated at a smaller surplus with the sewer fund.

EXECUTIVE SESSION: No Executive Session was held.

COUNCIL CONCERNS:

Ms. Hodge thanked persons for coming out and apologized for an emotional response to some of the items discussed at the meeting. She stated that she feels that positive things are happening and continued movement in a positive direction will occur. Ms. Hodge thanked Council, colleagues, Mayor Acri, Mr. Brown, and Chief Minion for their assistance as she develops a better working knowledge of the Council procedures and actions.

Ms. Kratzer announced that due to construction at the Fire House, the Chicken Barbeque will not occur this year. The Department will conduct a Boot Drive May 27, 2016 at Front and Locust Streets to solicit contributions from the community.

Mr. Segina asked that persons continue to review the materials placed on the website. There are lots of activities going on in the Borough that are posted. Every effort is being made to keep the website updated.

Mr. Singh invited persons to attend the Building Safety Awareness Day next Tuesday at 6:00 p.m. There will be lots of information available and a light dinner will be served. Mr. Singh asked for help to get the word out to the community. It will be an excellent opportunity for persons to learn about codes. He also welcomed Mr. Jones to the Planning Commission and acknowledged the presence of Mr. Powell.

Mr. Minim stated that he had sent out forty-seven letters to potential candidates for the vacant police officer position. They are creating, updating and certifying the civil service list. The letters were sent to persons who took the consortium test in 2015. May 30, 2016 is the deadline for the submission of applications.

Mr. Minium also noted that on April 29, 2016 the grant application to Arcelor Mittal requesting \$4,000 for the National Night Out was completed. At this point, we are expecting a positive response. Penn State Children's Hospital will present a Safe Sitter course June 8, 2016 from 9am-3:45pm in the Borough Building.

Mr. Brown announced that the hard copy newsletter will be distributed with the water bill this week. The newsletter will be sent out quarterly to ensure that persons who do not use computers can keep abreast of activities in the Borough. Mr. Brown stated that the Authority is ahead of schedule with the Chlorine Contact Tank Project at the water plant. The Department of Environmental Protection has approved the construction permit, which is about three months ahead of schedule. The application to PENNVEST will be completed and submitted this week in hopes that a response will be received by July 2016 so the work can be completed by the spring.

Ms. Marcinko stated that the website is working well and thanked the persons who have been working hard to get the information out to the community. She that the requested that the community help others who may not have access to the internet to get information about things happening in the Borough, such as boil water advisories. She also asked that persons share information about the upcoming Veterans' Appreciation Ceremony.

President Wright stated that this is the first year since the Veteran's Day celebration that he will not be able to attend. He has out of town commitments. He encouraged the younger members of the Council to consciously begin attending and supporting Borough events. He thanked persons for coming out and noted that he will be doing work with veterans out of state during the day of the event.

PUBLIC COMMENTS:

Denise Sanders 574 S. Second Street. –Ms. Sanders is asking Council to approve her request for special parking. She has applied and her request was denied. Mr. Brown explained that a traffic study was conducted and there is off street parking available in the driveway which is located in the rear of her home. Ms. Woodward explained that because of her health, she is unable to traverse the steps that lead from her driveway to the house. Special parking would make dealing with her health issues more bearable. Mr. Brown stated that he was unaware of her disability. President Wright is asking Public Works to review the issue and report back to the Council.

Carmen Colon, member of the Iglesia Puerta del Cielo Church which is located at 162-170 Adams Street,

Ms. Colon expressed the pleasure of the church that their request for use of the parking lot at 157 Adams St. is being considered. The church is committed to making a difference in the Steelton community. They plan to use the lot for outdoor activities.

Ina Alcendor, 109 E. Conestoga St. - Ms. Alcendor is concerned about a red automobile that has been parked on the street since 2015. Chief Minim will investigate, however, if everything on the automobile is in compliance with State and local laws, and it appears that it is mobile, no action will be taken. Ms. Alcendor stated that the automobile is sitting on flat tires and was snow accumulated on the automobile during the winter.

Darlene Woodward, 103 Lincoln St. – Ms. Woodward reported a problem with the house attached to her home. Because that home is in disrepair, she has had to duplicate work she completed in her home two years ago because of water running into her home from the neighboring vacant property. She was wondering if it was possible for her to tarp the roof of the adjacent house to prevent continued damage to her home. Mr. Brown stated that it is illegal for her to trespass on the other property. President Wright instructed her to work with Mr. Brown and the Codes Officer to determine what can be done to remedy the problem. Mr. Wion noted that court action may be necessary. The codes violation has already been noted and the property

owner has already been notified and has thirty days to respond to the notice. If no response is received, citations will be issued to request court action.

Chris Koberlein, 1330 Waterford Dr. Camp Hill owns 266 S. Second in Steelton – Mr. Koberlein’s tenants were in violation of refuse codes. He was notified, but was not allowed 30 days to resolve the problem and was instead cited. Mr. Singh stated that the 30 day notice is for structural repairs. The accumulation of garbage is a quality of life issue that must be addressed immediately. The codes office is in the process of updating codes. For quality of life issues, the process is 1) a warning is issued 2) quick ticket may be issued 3) if unresolved a citation is issued 4) if the issue continues to be unresolved, court action is taken. The Codes Office will enforce ALL code violations. The rules and regulations are being updated to adjust to the Borough having more rental properties than home owner properties. Mr. Koberlein and Mr. Singh will meet privately to work on the concerns and issues raised during the course of the conversation.

Veronica Zupan 2604 S. Fourth St. –Ms. Zupan has owned rental property for two years that has been vacant for six months. The house was put up for Sheriff’s Sale. She does not know who currently owns the property. The new owners are in the process of repairing the house. Items have been removed from the house and the roof is being repaired. The roof was pulled off the house and thrown into the street. Now there are nails on the sidewalk and in the street, which makes the area dangerous to automobiles and people alike. The street sweeper came out, but nails are still in the street and on the sidewalk. Also, there is trash on her street that prevents her ability to back out of her driveway without stopping at least twice to remove trash that is in the way. The matter was referred to the Codes Office for resolution.

Jim Daimler - 131 N. Third St. - Mr. Daimler brought three concerns before the Council. The first is a safety issue that starts at Second Street and Angle Avenue. There are two trees that hang precariously over the street, the branches of which could fall down and injure someone. The case is being referred to the Department of Public Works. The second concern was in regards to large truck traffic on both Harrisburg and Pine Streets. He recommended that visual signs regarding truck routes rather than lettered signs may resolve the problem. The report was passed on to the Department of Public Works. Finally, he was concerned that landlords are not reporting who lives on their properties. Mr. Singh explained that the Codes Office is working on updating the landlord tenant reporting process. The suggestion was made that the Borough collaborates with other small areas to see how they are handling the same problem.

Emmanuel Powell – 321 Lebanon St. – Mr. Powell asked what happened to the grant money that the Borough received to demolish the buildings on Front Street. Mayor Acri stated that there was never a grant to demolish all of the buildings. A ten year plan was shared with the community in 2006 when the New Steelton Project was announced. The Borough continues to apply for grant funding to move the sewer line sitting in the development area and make additional improvements after the current Brownfields Project is completed.

Adjournment:

President Wright requested a motion to adjourn the Steelton Borough Council Meeting at 8:12pm. The motion was moved by Mayor Acri, seconded by Ms. Hodge and passed by the unanimous vote of the Council.

Respectfully Submitted:

Douglas E. Brown, Secretary

Council Agenda
May 16, 2016

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: May 2, 2016

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change orders as presented for: April 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation: None

Communication:

Dauphin County Department of Economic Development

2017 Community Development Block Designation of Urban County

IRM Insurance Reports

Updates on Claims

Dauphin Lebanon Borough Association

Dinner Invite

American Lung Assoc.

Thank You for Participating in No Smoking Campaign at Borough Parks

PA Boroughs Association

Legislative Alert

Dauphin County Conservation District

Permit Authorization: Proposed Steelton LNG Peaking Facility

Dauphin County Conservation District

Emerick Cibort Park Stormwater Management Improvements

Dauphin County Conservation District

DBP Rule Compliance Project

Hull and Associates

Minutes of Construction Progress
Meeting RE Brownfields Project

Unfinished Business:

Mr. Brown

Local Share Municipal Agreement – Grant 2016-08

Mr. Proctor

Update on Bass Fishing Tournament

Mr. Brown

Ratification of Agreement with Direct Energy for Electric Generation Services

\

Mr. Minium

Request to Replace Outdated Tasers

Mr. Wion

Approval of Resolution 2016-R-
Eliminating Special Purpose Parking for Ms. Carina Wright at Former Address on Walnut Street

Mr. Singh

Update on Building Safety Awareness Day

New Business:

Mr. Brown

Discussion of Restructuring Sewer Rates:
Request from American Legion Post 420

Mr. Brown

CAP-COG Proposal for Joint Negotiating of Verizon Cable Franchise Renewal Services

Council Concerns:

Executive Session

To discuss personnel issues.

Other Business:

Adjournment

**Steelton Borough Council Meeting Minutes
May 16, 2016**

Persons Attending the Meeting:

President Jeffrey Wright

Michael Segina

Marie Marcinko, via telephone

Kelly Kratzer

Michael Albert

Keontay Hodge

Absent with cause – **Brian Proctor**

David Wion, Solicitor

Douglas Brown, Borough Manager

Anthony Minium, Acting Police Chief

Amrinder Singh, Codes Officer

Thommie Leggett-Robinson, Executive Assist.

Meeting Called to Order:

The meeting was called to order at 6:30 p.m. by President Jeffrey Wright.

Pledge of Allegiance:

President Jeffrey Wright led the group in the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri led the group in a moment of silence.

Executive Sessions between meetings:

President Wright stated that there were no Executive Sessions held between meetings

Approval of Minutes from previous meeting:

Ms. Marcinko moved and Mr. Albert seconded the motion that the minutes from the May 2, 2016 meeting be approved. The motion carried unanimously.

Public Comments on Agenda Items Only

President Wright opened the floor for public comment on agenda items only. No members of the public offered comments

Approval of schedules of billing, requisitions, and change orders as presented for April 2016.

Mr. Albert moved and Ms. Kratzer seconded the motion approving the listed items. The motion was approved by unanimous vote of Council.

Approval of Department Reports:

President Wright opened the floor for presentation of Department Reports and listed the reports presented to Council for review.

Under the Fire and Ambulance Report, it was noted that the Fire Department and Pinnacle LifeTeam responded to seventy-three (73) calls during the month of April. Ms. Marcinko noted that emergency response times were moving up to ten minutes. This cause for that response time should be reviewed and response time lowered. President Wright requested that Mr. Brown follow-up on Ms. Marcinko's request.

Chief Minim presented the *Police Report*. During the month of April, the Borough *Police Department* responded to two hundred forty-eight (248) calls. Of these calls two-hundred (200) involved adults and forty-eight (48) youth contacts. Of those, one youth and four adult contacts involved charges of assault.

Neighborhood & Economic Development Committee

The Committee is waiting for a permit from the PA Fish and Boat Commission before it continues working on the details of the upcoming Fishing Tournament, tentatively scheduled to be held July 23, 2016.

The *Public Works* report included information regarding water inspections in the plant and on the streets, sewage issues, and maintenance of properties in the Borough, including hazardous situations caused by neglectful absentee landlords.

The Office of Codes Enforcement

The office reported that ten (10) permits were issued in the month of April. There were thirty-two (32) citations issued and seven (7) court hearings attended. Inspections include seventy (70) rental units in which six hundred eighteen (618) violations were found. There were one-hundred and ten (110) properties visited because of quality of life issues. Notices of violations issued were nineteen with the number of violations found one hundred twenty nine (129). No properties were condemned in the month of April.

The Codes office also reported that the first celebration of Building Safety Month was a success. Persons representing business owners, landlords and residential property owners attended the Building Safety Day Celebration held May 10, 2016. During the approximately two hour meeting, persons in attendance had the opportunity to have their specific questions and concerns addressed by Mr. Singh. Refreshments were served, and Mr. Singh offered thanks to staff and Council members for donations. Mr. Singh also noted that special Building Safety Awareness Month bags and other things of interest to property owners were handed out. Samples of the bags were shared with those persons in attendance at the Council Meeting. Information regarding the Landlord/Tenant codes requirements have been circulated in the community and persons are responding in a positive manner. Mr. Singh noted that the Borough recognized and held Building Safety Month before even the State General Assembly.

The Mayor's Report was presented by Mayor Acri. He reported that things are going well in the Borough. He thanked those present for their attendance at the Veterans Appreciation Ceremony and involvement with making the Borough a pleasant place to live. Mayor Acri also stated that the Borough needs to review how it will honor Veterans in the future. This year, there was a small Memorial Service honoring a World War II veteran whose remains were recently returned

home to Pennsylvania. In the past, the Borough has sponsored a community parade. Mayor Acri stated that a parade would be considered for next year.

Borough Manager's Report

Mr. Brown officially welcomed his new Executive Assistant, Thomastine Leggett-Robinson to the Borough. Ms. Leggett-Robinson will provide administrative and clerical support to the Borough Office.

Mr. Brown reported that the PENNVEST Application for a new chlorine-contact tank was submitted. A response should be received by July. The backlogs of minutes for the Water Authority have now been transcribed. The Borough Newsletter was published and included in the mailing of the water bill. We continue to provide paper copies because some persons do not have access to or know how to use the computer. Landlord-tenant reports have been distributed.

The report on the General Fund shows that \$2,520,293.00 has been collected of which one \$1,368,906.00 has been spent. The income and expenditures leave the Borough with a balance of \$1,151,387.

At the conclusion of the Department Reports, Mr. Albert moved and Mr. Segina seconded the motion that the reports be approved as presented. The motion passed unanimously.

Presentation: None

Communication:

Mr. Wright announced and detailed the following communications received by Borough Council.

Dauphin County Department of Economic Development sent a notice of the option to be included as a participating municipality when it re-applies for "Urban County" status. The opportunity for this designation is now available because 2010 census data shows an increase in the number of residents in Dauphin County, exclusive of the City of Harrisburg. The benefit would be eligibility to participate in HUD Block Grant program under the auspices of Dauphin County. The deadline for response is July 15, 2016.

IRM Insurance Report includes updates on two reports they are addressing on behalf of the Borough. These reports provide an update on pending claims that have been submitted to the Borough's insurance company.

The Dauphin-Lebanon County Boroughs Association is sponsoring a dinner Tuesday, May 24, 2016. Members of the Council, the Mayor and Borough Officials are invited to attend the dinner. A legislative update on PSAB, a presentation on municipal social media policy and an open forum on issues of member boroughs will be discussed during the meeting. Persons interested in attending the event should contact Mr. Brown.

The Northern Dauphin County YMCA sent a Thank You Note to the Borough participating in the *Young Lungs at Play Program* by designating our local parks as non-smoking areas. The program is sponsored by the American Lung Association.

The Pennsylvania State Association of Boroughs sent a copy of proposed legislation regarding the composition and actions of the Nominating Committee. Voting on a position on the legislation will occur June 8, 2016 at the PSAB Annual Business Meeting.

The Dauphin County Conservation District wrote a letter that authorized the notice of intent for a permit involving the proposed Steelton LNG Peaking Facility. This project involves both Steelton Borough and Swatara Township.

The Dauphin County Conservation District has reviewed and approved two erosion and sedimentation control plans submitted by the Borough as it works to make improvements in the water system. Both were approved with stipulations.

The Borough received a summary of a construction progress meeting held on May 6, 2016 between Hull and Associates, Environmental Management Specialists, Inc., and Borough staff regarding the demolition project on Front Street.

Unfinished Business:

Local Share Municipal Agreement Grant # 2016-08

Mr. Brown stated that the agreement before Council needs to be executed in order from Council to receive funding from the Dauphin County Local Share Municipal Grant (also known as the Gaming Grant). Mr. Brown stated that the agreement is a pro-forma agreement that is signed every year by the Borough and stipulates the conditions that must be met in order to be eligible for funding. These funds will be used for work on the storm sewer lines at Blueberry Alley and Washington Street. Mr. Segina moved and Ms. Kratzer seconded a motion that we sign the agreement so we can access those funds. The motion carried unanimously.

Ratification of Approval with Direct Energy to Provide Electrical Generation Services to Steelton Borough Beginning July 1, 2016.

Mr. Brown and Mr. Wion discussed the agreement between the Borough and Direct Energy as a generator of electric services. There were discussions with the representative from APPI and Direct Energy following the last Council meeting where Council authorized Mr. Brown and Mr. Wion to enter into an agreement with Direct Energy at the rate stated on their quote. Due to the time it took to work out agreed upon language, the rates for electricity had changed as they are based on daily market rates. For the Borough, the rate dropped from .5980 to .5979 cents per kilowatt hour between the time Council authorized the agreement with Direct Energy and the time an agreement was approved by Mr. Brown and Mr. Wion. This reduction will provide a greater annual savings during the 36 month contract if approved. The council unanimously ratified Mr. Brown's signature on the contract with Direct Energy. The motion to do so was made by Mr. Albert and seconded by Mr. Segina. Mr. Brown noted that making this agreement

with Direct Energy will generate between \$35,000 to \$50,000 savings per year. The motion was approved by unanimous vote of Council.

Purchase of New Tasers for the Police Department

As instructed by the Council, Acting Chief Minium presented information regarding the purchase of new Tasers. Currently the Police Department has thirteen (13) officers and anticipates the addition of another officer making a total of fourteen (14) officers in the Borough. The Department currently has ten (10) working Tasers that are over ten (10) years old and are out of date. The Department has done due diligence in researching Taser companies. Chief Minium requests permission to purchase fifteen (15) new Tasers through the Taser 60 Basic Plan. The Taser 60 Basic provides an interest free payment plan for the purchase of Tasers. The thirty two thousand nine hundred twenty dollars and forty seven cents (\$32,920.47) proposal, which will be paid over a five (5) year period, includes the cost of the Tasers, holsters, shipping, warranties and download kit. The offer is attractive because the new Tasers can be easily repaired, in house, beyond the five (5) year warranted period by replacing parts, as necessary. The initial payment will be one thousand five hundred eighty dollars and fifty-two cents (\$1580.52). The initial payment is lowered by the buyback of fifteen (15) broken Tasers for one hundred fifty dollars (150.00) which lowers the payment by two thousand two hundred fifty dollars (\$ 2,250.00). Payment years two through five (2-5) will cost three thousand nine hundred sixty (\$3,960) per year. Additional funding will be sought from the community by requesting the assistance of local clubs. The cost reduction plan also includes selling the 10 working Tasers to the sheriff's office for \$2,000. Ms. Marcinko asked if this was a budgeted item. Chief stated that it was included in his budget as \$15,000 over a three year period. The cost was higher than anticipated therefore; they had to ask for additional funds. The Chief stated that the Tasers were needed since they represent less than lethal force, and as such, will reduce liability. Mr. Alfred moved and Ms. Kratzer seconded a motion that the request by the Police Department to purchase of fifteen (15) new Tasers be approved. The motion passed unanimously.

Approval of Resolution 2016-R-22

Mr. Wion presented Resolution 2016-R-22 removing the unused special purpose parking designation for Mr. Carina Wright's former residence on 51 South Second Street. Since the passing of Resolution 2016 – R – 19 Ms. Wright has moved to Harrisburg Street. The motion to remove the handicapped parking space located at 51 North Second Street was moved by Mr. Segina and seconded by Mr. Albert. The Council voted, unanimously, to pass the Resolution.

At 7:53pm, Ms. Marcinko requested to be excused from the Council meeting. Ms. Marcinko was excused from the Council meeting.

Restructuring of Sewer Rates

Mr. Brown addressed the request of the American Legion Post 420 regarding the reduction of the water and sewage rates for non-profit organizations. Mr. Brown is in the process of working with HRG to complete a rate survey and make recommendations to the Council regarding the feasibility of changing the rate for commercial and non-profit entities. He will present a proposal regarding this issue to the Council once the study is complete.

New Business:

Approval of Engagement Letter with Cohen Law Group to Negotiate Verizon Cable Franchise Agreement on Behalf of the Borough

Mr. Wion and Mr. Brown presented information regarding a proposal to use Cohen Law Group, as recommended by Capital Region Council of Governments for joint negotiation of the Verizon Cable Franchise Agreement renewal. Municipalities are near the end of the fifteenth or sixteenth year and the previous agreement was for a seventeen year period. The last negotiation was made in a similar manner with the same group under a different name. This Law firm currently represents twenty-one (21) municipalities and by joining with this group we will receive a twenty-five percent (25%) discount in law fees. The Cohen Law Group is known to be successful in negotiating excellent rates for those municipalities who engage in the group negotiation/contracting process. The actual cost of services depends on how many municipalities participate and the size of those municipalities. Either way, the joint venture is a cost saving action. President Wright entertained a motion to approve the engagement letter with Cohen Law Group to provide negotiations on the Verizon Contract through Cohen Group. The motion, which was unanimously passed, was moved by Mr. Albert, seconded by Ms. Kratzer.

Public Concerns:

Ms. Ina Alcendor of 109 Conestoga Street reported that the red automobile was still parked on the street and someone had removed the parking tickets which had been placed on the windshield. Chief Minimum reported that they had looked at the automobile it met minimum requirements. There was concern that the tires were flat, but it appears that there is a slow leak rather than actual flat tires. Since the automobile has been ticketed, the deadline for a positive response from the owner is July 16, 2016.

Mr. Emanuel Powell, 321 Lebanon Street asked Mr. Brown about the possibility of sewage discount, in fact, he suggested that all water related rates be reviewed. He also requested that PennDot sweep the stones resulting from the street on weekends. The large stones, which result from the construction work, are damaging the automobile tires. Mr. Brown stated that he would discuss the issue with the Project Manager.

Ms. Cheryl Powell, 321 Lebanon Street asked if the property maintenance complaint form for residents to use is available online. Mr. Singh responded that the form was available on line. The person should complete the form and an email will be generated to the codes office and they will investigate the complaint. The form may be used for any property within the Borough.

Council Concerns:

Ms. Kratzer and Mr. Segina both expressed thanks to the staff and the group for participating in the Veterans Day activities and Safety Awareness Day meeting. There is a desire for more community participation.

Mr. Segina asked Acting Chief Minimum about summer programs for the community. The Chief announced that information regarding the Police Academy, scheduled for June 3 – August 1,

2016 has been posted at the schools, the Borough website and the Police Crime Watch Facebook page. It is a great opportunity for young people in the community to become familiar with police work and community needs.

Mr. Singh gave thanks for the community's participation in Safety Month. He also complimented the Borough for the Safety Month Celebration, noting that Steelton had their plans in place before the State of Pennsylvania planned their program.

Chief Minimum announced that Friday, May 20, 2016 is Prom Night. Arrangements have been made for traditional Prom Night activities to take place on Lincoln Street with the street being closed off from 4:30 – 6:30. There will be two officers at the event. Residents have been notified and the hope is that they clean up their area. They are still in the process of planning National Night Out celebration. We are in the process of identifying a place with lighting available for activities. Mohn Street was suggested.

Mayor Acri wished everyone a safe Memorial Day and expressed his desire that we have good weather for that weekend.

President Wright expressed his disappointment that he was unable to participate in the Veterans Day activities. This is the first time he had been unable to participate since he has been on the Council. He thanked persons from the community for attending the Council Meeting.

Executive Session

The President called for a motion to recess into Executive Session at 7:13pm for the purposes of discussing a personnel issues. Through a motion made by Mr. Albert which was seconded by Mr. Segina, Council recessed at 7:13pm into Executive Session. Councilwoman Hodge joined the Council meeting at this time.

The Council Meeting was called back in session at 7:50 pm. The President called for a motion to terminate Ms. Nicole Salov's employment with the Borough of Steelton effective immediately. Mr. Albert moved and Ms. Hodge seconded the motion to terminate Nicole Salov effective immediately. The President called for a voice vote. The results of which was:

Kelly Kratzer – aye
Michael Segina – aye
Keontay Hodge – aye
Michael Albert – aye
Jeffrey Wright – aye

The Council cast a unanimous vote that Ms. Salov be immediately terminated from her position with the Borough of Steelton. Mr. Brown was instructed to perform the necessary actions.

Adjournment

Mr. Albert moved and Ms. Hodge seconded a motion that the Council meeting be adjourned at 7:53pm. The motion carried with no objections.

Respectfully Submitted:

Douglas E. Brown
Secretary

Steelton Borough Council Meeting Minutes
June 6, 2016

Persons Attending the Meeting

Brian Proctor
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

David Wion, Solicitor
Douglas Brown, Borough Manager
Anthony Minium, Acting Police Chief
Thomastine Leggett-Robinson,
Executive Assistant

Absent with cause:

President Jeffrey Wright
Marie Marcinko

Meeting Called to Order:

The meeting was called to order by President Pro Tem Brian Proctor at 6:30p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by Mr. Proctor.

Moment of Silence:

The Moment of Silence was led by Mayor Thomas Acri.

Executive Session before Meeting:

Mr. Proctor stated that there were no executive sessions held between meetings.

Approval of Minutes from Previous Meeting:

Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes from the May 16, 2016 Council meeting be approved as presented. The motion passed unanimously.

Presentation:

Mayor Acri made a special presentation to Mr. Robert Canidate, a veteran of the United States Army who served in the Vietnam War. Mr. Canidate was presented a certificate recognizing his service to the country and for continuing that service by working in the community. He received a standing ovation from Council members and citizens of Steelton who were present in the Council Chambers. Mr. Canidate stated that he was honored to receive the award and that he was pleased to be able to continue his service by working in the community,

Public Comment on Agenda Items Only:

Mr. Proctor opened the floor for public comment, none were made.

Communications:

A written monthly engineering report, submitted by Herbert, Rowland and Grubic, Inc., was brought to the attention of the Council by the Mr. Proctor. He stated that Mr. Mendinsky, who is the company's contact person with the Borough, will make an oral report at the June 20, 2016 meeting. Mr. Brown summarized the report stating that progress was being made on the Sewer and Sanitary Sewer and Inspection Project. Work has been done on North and South Front Street. The Brownfield project, which is located on N. Front Street has been completed. An inspection is scheduled for June 9, 2016. The paving of Pine Street has been completed and they are continuing to work on Harrisburg Street with the installation of new sanitary and water lines after which the street will be re-paved.

Mr. Proctor initiated discussion on the Inter-Municipal Agreement with Swatara Township related to their compost facility. Mr. Brown stated that although no agreement has been drafted, he recommends that the Council agree that the Borough participate in the agreement. Currently and in years past, the Borough has taken the brush, leaves and street sweepings to the Swatara Township compost. The proposed agreement, which would be between the Swatara Township, Steelton, Paxtang, Harrisburg, and Penbrook, will support the Township's application to secure a DEP grant in July 2016. This grant will allow the purchase of one large and one small dump truck to assist with the disposal of refuse. Swatara Township will apply for another DEP grant in 2018 to fund a tub grinder for the facilities. Following the discussion, Ms. Kratzer moved and Mr. Albert seconded the motion that the Borough participate in the Inter-Municipal Agreement with Swatara Township. The motion carried unanimously.

Mr. Proctor introduced the correspondence from Integrated Risk Management, the firm that handles the Borough's insurance claims. Mr. Brown stated that the letter was to announce a claim against the Borough for the street sweeper hitting a basketball goal. The letter is for information purposes only and required no action by the Council.

The letter from Hull and Associates, which handles the Brownfield Project, contained minutes from the most previous meeting held to discuss progress on the project as the Borough moves

toward making the property environmentally sound and available for development. It was noted by Mr. Brown that the meeting minutes were for information only and required no action by the Council.

Unfinished Business:

Mr. Wion introduced Ordinance 2016-01 which provided for the removal of all parking meters on the east and west side of Front Street. Mr. Albert moved and Mr. Segina seconded the motion to pass Ordinance 2016-01. The Council unanimously accepted the motion.

Mr. Wion introduced Resolution 2016-R-23, which established special purpose parking designation at 749-751 S. Front Street for Ms. Elizabeth Langley. Mr. Albert moved and Mr. Segina seconded the motion, following clarification that the traffic study was completed by the Officer Schaub and everything was in order. The motion was approved unanimously.

New Business:

The request for approval for Change Order #1 related to the Brownfields Demolition and Environmental Clearance Project was introduced by Mr. Brown. The Change Order includes two changes. The contractor found that the project required the use of flowable fill in the underground storage tank at 120 N. Front Street due to an existing tree and the fact that is along the eastern property line. The change to flowable fill allows the tank to remain in the ground while being environmentally cleared for development. A closure report will be submitted by Hull & Associates to the PA Department of Environmental Protection, which although not required, will issue a no further action letter regarding action on the tank. The use of flowable fill increased the cost of the project by \$4,924.06. The second part of the Change Order reflects alternates already approved by the Council, which includes the removal of flexible and rigid pavement, the demolition of the foundations and property wide surface, sub-surface utility line removal and disposal. This work requires an additional \$23,975 and \$ 9,250.00, respectively. The increase in cost is within the scope of the grant used for the project and will be covered with grant funds. Mr. Albert moved and Mr. Segina seconded a motion to approve Change Order #1.

The discussion of approval of the Payment Application #1 from Environmental Management Specialists (EMS) ensued. Mr. Albert moved and Ms. Kratzer seconded the motion that the request for payment #1 in the amount of \$91,853.15 be approved by the Council. The Council responded with a unanimous vote.

Mr. Brown introduced the request for approval of Payment Application #1 for Contract 2016-01, which involves the Sanitary Sewer and Cleaning Project. Video Pipe Services, Inc. request a payment of \$45,403.84. Payment for the cleaning and inspection comes directly from Dauphin

County from the Community Development Block Grant-Disaster Recovery Grant, however the Council must approve the payment request since the property is owned by the Borough. Mr. Segina moved and Mr. Albert seconded the motion that Payment Application #1 in the amount of \$45,403.84 be paid to Video Pipe Services, Inc. The Council unanimously passed the motion.

Mr. Proctor and Mr. Brown brought discussion of the bids received for the installation of additional guard rails at the Swatara Street retaining wall. Three bids were received and reviewed. The L.S. Lee Inc. was the lowest bidder and the company recommended by the Borough engineer to perform the work. Mr. Wion noted that the company was recommended by HRG and that the work by L.S. Lee, Inc. would begin in August. Ms. Hodge asked if there was any warrantee from the Lee Company. Mr. Wion stated the law requires the work be done correctly, therefore, there was no warrantee other than the usual standards required by the government. Mr. Albert moved and Ms. Kratzer seconded the motion that we hire the L.S. Lee Inc. to install the additional guard rails at the Swatara Street retaining wall at a cost of \$ 6,471.00. The motion received unanimous approval from the Council.

Mr. Brown initiated discussion on the application for 2017 Community Development Block Grant Program funding. The Borough normally requests a \$50,000.00 CDBG grant to support Codes Enforcement. This year, following the receipt of cost estimates, the Borough would like to also request funds to pave Second Street and Fourth Street from Pine Street to Walnut Street. The deadline for submission of the application is July 15, 2016. Ms. Hodge moved and Mr. Albert seconded the motion that the Borough complete the application for the 2017 CDBG requesting funding for the two items listed. The Council cast a unanimous vote that the application be completed and submitted on behalf of the Borough.

An update on the extra demolition work requested for 180 and 230 N. Front Street was made to the Council by Mr. Brown. Mr. Brown stated that there are two additional properties that could be demolished at an advantageous price due to the contractor, EMS, already being on site. The two properties are owned by the Steelton Economic Development Corporation, which is a non-profit corporation that was set up for economic development in the Borough. Mr. Brown stated that the request for demolition had been reviewed and five bids had been solicited. EMS submitted the lowest bid for asbestos study and removal, demolition and removal of the buildings and restoration of the properties. The bid was around \$26,000.00 total for both properties (180 N. Front Street and 230 N. Front Street). The Steelton Economic Development Corporation is working to obtain approval of a contract to complete the project. The Borough is needed to support the project by supplying the necessary funding, which will be appropriated to the SEDC through ordinance. Mr. Brown suggested that supporting the project would be beneficial to the Borough. There is no action required by the Council at this time, but Council will need to allocate the funding for the project to the SEDC at a future meeting.

Mr. Proctor led the discussion about the Lancaster City Adopt-A-Block program. He noted that in Harrisburg organizations have adopted streets with the goal of keeping the streets clean. Mr.

Proctor requested that Council members review the material provided and provide feedback to Mr. Brown regarding how the program might be implemented in the Borough, who will in return provide the information to the NEDC Committee at the June 28th meeting.

Comments from the Public:

Ms. Cheryl Powell – 321 Lebanon Street

Ms. Powell wanted to know why private basketball hoops were allowed to be placed and used in the street. She expressed concern about the safety of the children playing in the streets, particularly since traffic in the area has increased because of road construction. She also noted that there were two basketball goals in the area. Acting Chief Minimum stated that the Police Department was aware that the younger children were playing in the street since they are usually excluded from using the area basketball goals by older youth. The Police Department determined that since such positive action by the children should be allowed as long as it is not a problem. Now that Ms. Powell has brought attention to the matter, the Police Department would handle it.

No other public comments were offered.

Council Concerns:

Ms. Kratzer thanked the public for coming out the Council meeting.

Mr. Segina apologized for his late arrival at the meeting. He also thanked all persons that helped make the Community Day a success.

Mayor Acri stated that in November 16, 1969, while fighting a fire on Third and Blueberry, fire fighter, Joseph Biden, lost his life. Mr. Biden's wife was expecting at the time and his child, Anthony was born after his death. Anthony has grown up to be a fine, upstanding young man, and now has children of his own. The Fire Academy at the University of Maryland is having a program Saturday, June 11, 2016 to honor firefighters lost in the line of duty during the years 1981-2016. Even though Mr. Biden was lost outside the usual time period, the Academy will hold a special ceremony to honor him. The Mayor and five local firefighters would like to attend the ceremony. The group is asking permission to use the rescue vehicle, currently limited to travel within a 50 miles radius from the Borough without special permission. The journey is beyond 50 miles. The Council supported the Mayor's request to allow the use of the rescue vehicle so that current firefighters can participate in honoring one of their own. The event will be reported in the local news.

Ms. Hodge congratulated the Historical Society on the celebration of its 250th Anniversary and the Steelton Historical Society for receipt of a \$4,900.00 grant.

Acting Chief Minimum reminded persons of the upcoming Safe Sitter class which will be held June 8, 2016. He also thanked Mr. Candidate for his service to the country. Chief noted that Mr. Candidate was wearing an All American hat, and acknowledged that it represented his service as a member of the Air Borne unit in the United States Army.

Mr. Brown thanked Mr. Candidate for his service to the United States of America. He also acknowledged Ms. Barksdale and her work at Midland Cemetery as well as the 250th Anniversary of the Historical Society.

Mayor Acri asked Ms. Barksdale about the progress on the historical research on Steelton Borough. Ms. Barksdale replied that the Historical Society was hoping to fold in grant money from the 250th Anniversary Celebration to assist in the hiring of professionals to assist in the gathering and documentation of historical information on Steelton.

Mr. Proctor attended both the ceremony at Midland Cemetery and Community Day. He enjoyed both events. He also thanked Mr. Candidate for his service to our country.

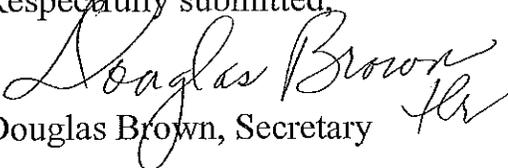
Mr. Proctor called for a recess of the meeting to begin an Executive Session. At 7:15 p.m., Mr. Albert and Mr. Segina moved and seconded that the meeting be recessed to move into Executive Session to discuss personnel matters.

The meeting of the Steelton Borough Council resumed at 7:35p.m.

Mr. Albert moved that the Settlement Agreement with Ms. Nikki Salov be accepted. Mr. Segina seconded the motion. The Council unanimously agreed that the Separation Settlement Agreement between Steelton Borough, Ms. Salvo, and AFSCME Council 90 be accepted.

Mr. Albert moved and Ms. Hodge seconded the motion that the meeting be adjourned. The June 6, 2016 meeting of the Steelton Borough Council was adjourned at 7:36p.m.

Respectfully submitted,


Douglas Brown, Secretary

**Council Agenda
June 20, 2016**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: June 6, 2016

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: May 2016

Executive Session: To Discuss Personnel Issue

New Business:

Personnel Committee Chairman Wright

Committee Recommendation to Make Acting-Chief Minium Permanent Police

Personnel Committee Chairman Wright

Approval of Employment Agreement with Anthony Minium to Serve as Permanent Police Chief

Approval of Department Reports:

Fire Department and Ambulance (Written Report)
Police Department (Written Report)
NEDC Committee (Oral Report)
Public Works (Written Report)
Codes Department (Written Report)
Mayor's Report (Oral Report)
Borough Manager's Report (Oral Report)

Presentations:

Herbert, Rowland, and Grubic, Inc.

Monthly Engineering Report

Mr. Mendinsky

Recommendation for Impeller Project

Communication:

Capital Region Water

Response to 2015 Wasteload Management Report Comments

Dauphin County Conservation District

Permit Co-Permittee/Transfer Steelton LNG Peaking Facility

Dauphin County Office of Tax Assessment

Notice of Change in Assessment Commercial Property (2)

Dauphin County Office of Tax Assessment

Notice of Change in Assessment
Commercial/Industrial/Misc. (2)

Unfinished Business:

Mr. Brown

HRG Sewer Rate Study Update

Mr. Brown

Update on Skate Park/ Community
Center Project

Mr. Brown (Oral Report)

Update on Brownfields Project

New Business:

Mr. Brown

Request to Have Steelton Borough
as Co-Applicant for Dauphin
County Gaming Grant to Repair
Elks Lodge

Mr. Wion

Approval of Resolution 2016-R-____
Establishing Special Purpose
Parking for Ms. Lehigh

Council Concerns:

Public Comments:

Executive Session:

Other Business:

Chief Minium Appointment of Michael Smith
for Certified Patrolman Officer Vacancy

Adjournment:

**Steelton Borough Council Meeting
June 20, 2016**

Persons Attending the Meeting:

President Jeffrey Wright	Mayor Thomas Acri
Maria Marcinko	David Wion, Solicitor
Brian Proctor	Justin J. Mendinsky, Engineer
Michael Albert	Anthony Minium, Police Chief
Keontay Hodge	Thommie Leggett-Robinson, Executive Asst.
Kelly Kratzer	
Michael Segina	

Absent with cause:

Douglas Brown, Borough Manager
Amrinder Singh, Codes Officer

Call Meeting to Order:

The meeting was called to order by President Jeffrey Wright at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright.

Moment of Silence:

Mayor Thomas F. Acri led the group in a moment of silence to remember deceased service people.

Executive Sessions held between Meetings: None

Approval of Minutes from June 6, 2016 meeting:

Mr. Wion noted that on page four, first paragraph, seventh line should read, **“usual standards as required by law”**. **Mr. Proctor moved and Mr. Albert seconded the motion** that the minutes be approved with the recorded correction. The motion passes unanimously.

Public Comment on Agenda Items only:

Mr. Emmuel Powell 321 Lebanon St, requested information regarding the road construction conducted on Harrisburg Street. The machines used to destruct and repair the street has damaged the parking lot of his business located 428 N. Harrisburg St. in Steelton. Mr. Powell was asked to discuss the issue with Swatara Township.

Approval of schedule of billing, requisitions, and change orders as presented for May 2016:

The Council voted unanimously to accept the financial report following the motion made by Mr. Albert and seconded by Ms. Kratzer.

Executive Session:

At 6:35 p.m. Mr. Albert moved and Mr. Proctor seconded the motion that the Council adjourn to move into Executive Session to discuss Personnel Issues.

The meeting was called back into session at 6:43pm. The Personnel Committee and the **Mayor’s office recommended the Borough hire Anthony Minium as the Chief of Police** for the Borough of Steelton. A motion to affirm the recommendation was made by Mr. Albert. The motion was seconded by Ms. Kratzer. The Council unanimously agreed to hire Mr. Minium as Chief of Police for the Borough of Steelton.

Ms. Marcinko moved and Ms. Hodge seconded the motion that the employment package prepared for Mr. Minium be accepted as presented. The Council cast a unanimous vote to accept the employment package presented for Mr. Minium.

Mayor Thomas Acri requested that Mr. Minium come forward to be sworn in. Mr. Minium and his two children came forward, the children held the Bible and Mr. Minium became Chief Anthony Minium. Immediately following his being sworn in, Mayor Acri presented a check for \$4,000 to use toward the purchase of new tasers. Those present in the Council Chamber which included Mrs. Minium, the Police Department, persons from the community, Borough staff and Council gave the newly sworn in Chief of Police a standing ovation. When asked for remarks, Chief Minium stated that he was honored to accept the position. He looks forward to working with the Council and the community and a partner in the community, not just the Chief of Police. There was another round of applause as the new Chief, family and friends left the Council Chambers.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

In addition to the written report, Chief Minium stated that the Department is having a problem with curfew violations. There have been some arrest made, the majority of which have been persons from Harrisburg. He further informed the Council that there are 20 youth enrolled in the Police Cadet Program which is meeting at Prince of Peace Church. The youth will participate in workouts with the Steelton – Highspire football team.

July 27-30 there is a Carnival. Swatara Township has not reached out the Borough Police Department to ask for assistance. Even so, the Department will donate food during the first hour of the day and one Officer will be dispatched.

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Mr. Brown was ill and not present to make his report. It will be made at the next Council meeting.

Following the presentation of the Department Reports, Mr. Albert moved and Mr. Proctor seconded the motion that the Department reports be accepted as presented. The motion was unanimously approved by the Council.

Presentations:

Mr. Mendinsky, the Borough's assigned engineer from Herbert, Rowland and Grubic, Inc. gave an oral presentation of the written report first presented at the June 6, 2016 Council Meeting. Of note in his review of his report is:

- 1) There are some issues that UGI and PennDot are working to resolve. Until these two entities reach an agreement, the contractor has stopped work on the Harrisburg Street Project.
- 2) HRG is working with the L.S. Lee Company to coordinate and serve as liaison during the installation of the guard rails on Swatara Street.
- 3) A meeting is scheduled for June 23, 2016 to determine how to advance the Storm and Sewer Inspection and Cleaning Project. At this point, it is obvious that the dates approved by the County will not be met.
- 4) The preliminary design work for the Midget Baseball Field has been completed and will be ready for review in August with a work start date in September.

Also included in his report was a recommendation that the Borough agree to complete the needed maintenance at the Trewick Street Pump Station. This maintenance item is the replacement of the impeller. This action, which costs \$ 44,111.00, will be paid for from the CDBG funds and completed by Geiger Pump and Equipment Co. since they made the initial installment and are prepared to continue their service by maintaining their product. Ms. Marcinko moved and Mr. Albert seconded the motion that maintenance of the Trewick Street Pump Station be done. The Council unanimously approved the motion.

Communication:

The Borough received correspondence from Capital Region Water regarding the 2015 Wasteload Management Report completed by the Pennsylvania Department of Environmental Protection May 3, 2016. The correspondence was their response to the PDEP report. There was no discussion on this item.

The Borough received correspondence from the Dauphin County Conservation District recognizing receipt of the Transferee/Co-Permittee Application dated June 20, 2016. This addition constitutes a minor permit adjustment. The permit is relevant to work being conducted on the Steelton LNG Peaking Facility Project. No action was taken on this correspondence.

The Borough received correspondence from the Dauphin County Office of Tax Assessment regarding the Commercial properties owned by the Borough at 154 N. Front St. and 120 N. Front St. Taxes were reduced because the buildings on those properties were removed. Taxes of the property located at 140 N. Front St remain the same. The building assessment of S. Front St, L4 was increased from \$762,500 to \$1,602,400, while the land assessment remained the same.

Unfinished Business:

In the absence of Mr. Brown, Mr. Wion commented on the correspondence from HRG regarding the 2016 Sewer Rate Update Agreement. Mr. Wion explained that rate resolutions determine what rates should be, and the last rate study was conducted 2011. We last signed a sewer rate usage agreement with Swatara Township in 1976. There has been some question regarding the payments currently being made, therefore, it is time to revisit the rates to determine if they are still feasible. Ms. Adrienne M. Vicari conducted the last study and it was very thoroughly completed. Therefore, Mr. Wion, having discussed the proposal with Mr. Brown, recommended that the Council consider the proposal for a sewer rate proposal submitted by HRG. HRG is ready to begin the project as soon as it is authorized by the Council. There are adequate funds in

the Sewer account to pay the estimated \$11,600 requested for the User Study and estimated \$1,500 requested for the development of Bulk Customer Agreement, Rates and Policies. **Following Mr. Wion's presentation, Ms. Marcinko moved and Mr. Segina** seconded the motion that the Borough enter into an agreement with HRG to conduct the Sewer Rate Update proposal submitted. The Council cast a unanimous vote.

Mr. Proctor spoke to the issue of the proposed Skate Park. On June 24, 2016, the Borough submitted a grant application to the Tony Hawk Foundation requesting funds to construct the Steelton Borough Skate Park. The Skate Park was introduced by the Borough Department of Neighborhood and Economic Development Committee as one step toward transforming the image of Steelton, PA., There are persons in the community that have expertise in skateboarding and they are anxious to see the park developed in the area. The park would benefit the youth in the community, with particular emphasis on those youth that have developmental issues. For those children with special needs, learning to skateboard is one way to develop confidence and skills that can help them feel more confident as they become productive citizens. The skate park would be developed on the tennis court that is not currently in use for that purpose. Mr. Proctor moved and Ms. Hodge seconded the motion to move forward with the Skate Park Project upon receipt of the \$50,000 HGBG requested. The motion was unanimously passed by the Council.

Mr. Proctor continued to discuss the visualization the Neighborhood and Economic Development Committee by discussing the development of a Unity Center which would be available for community use. Phase II of the Community Development Project will be the purchase of vacant lots to develop a walking trail. Work is underway on the improvement of the baseball field. Mr. Proctor stated that the Committee is hopeful that groundbreaking on the Adams Street Project will begin in the fall of 2016. It was further noted that the Brownsfield Project has been completed and has greatly improved the look of North Front Street.

The request from the Steelton Elks was brought forth for discussion by President Wright. The Elks requested the Borough co-sign their application to receive funding to make necessary repairs on the building located at 140 Adams Street. Mr. Wion advised that if the Council agrees to be co-applicants, the Borough will hold some financial responsibility for the grant. Therefore Ms. Marcinko moved and Mr. Albert seconded that the Borough provide a letter of support for the grant submitted by the Steelton Elks to improve their building. Ms. Hodge requested a voice vote be taken. Councilpersons Kratzer, Segina, Marcinko, Hodge and Albert voted in favor of the Borough writing a letter of support for the Elks grant request. Councilpersons Proctor and Wright abstained because doing so would represent a conflict of interest. The motion carried.

The Resolution to approve special parking for Ms. Lehigh was not presented to the Council. The traffic study to support the request has not been submitted.

Public Comments:

Mr. Emmuel Powell, 321 Lebanon Street congratulated the Chief on his new position. He brought forward a concern about the motorcycles and bicycles persons are riding on the streets. Chief Minium stated that the Police Department was aware of the activity, but needed to catch the persons in the act in order to take action. Mr. Powell then asked why the citizens cannot contact the police directly instead of going through Dauphin County Dispatch. Chief Minium explained that Borough Officers are not in the office, but in the field when evening and weekend call come in, so there would be no one available to take the calls. Also, by going through the Dauphin County Dispatch, the calls are easily tracked and only since persons often give a lot of information during the call the dispatcher is able to filter the information so that only the pertinent information is provided to the investigating officer.

Council Concerns:

Ms. Kratzer offered congratulations to the new Chief of Police.

Mr. Segina stated that he was happy that the Pine Street project was completed. He congratulated the Chief on his new position and stated that the Brownsfield Project looked nice.

Mr. Albert stated that he was very pleased that Chief Minium was hired to head the Police Department. Chief exhibits all the qualities needed to lead the Department in a positive way.

Ms. Hodge stated that she loved the direction in which the Borough is moving. She gave her congratulations to the new Chief. Ms. Hodge further stated that she had heard good things about the Chief all over the State.

Mr. Proctor congratulated Chief Minium on his new position. At this time Mr. Proctor introduced a Summer Program which is located in Municipal Park on Monday, Wednesday and Friday. Participants receive lunch while in the program. The program is looking to local teens to serve as staff and recruit two adult volunteer supervisors, who can pass the required clearances, to oversee the program. The program is sponsored by ResCare and is working in conjunction with Power League. The teens will be paid through ResCare. Mr. Wion expressed concern about insurance. Since the Borough is not sponsoring, but supporting the program that should not be an issue. Mr. Proctor asked Council to approve the use of Borough letterhead to solicit businesses for equipment, games and craft materials for the Borough of Steelton. The donated items would be available for use by any program in the Borough. Mr. Albert moved and Mr. Segina seconded the proposal that Borough letterhead be used to solicit vendors to donate needed supplies for children in the Borough that can be used by this or any other program supported by the Borough. The motion passed unanimously. Ms. Hodge requested the letter be reviewed by the solicitor prior to being sent to the businesses.

Chief Minium volunteered to conduct the background test required of the adult volunteers and committed the Police Department's support with the programs. Mr. Proctor also reminded the Council that the Borough is sponsoring The First Fishing Tournament. The necessary permit has been received.

Ms. Marcinko stated that she was glad the Pine Street Project was completed, and expressed concern about the completion of the Harrisburg Street Project. She mentioned that she enjoyed her recent trip to Croatia, a place she had not visited in 32 years. She also stated that she admired Chief Minium, who was not initially interested in being promoted to the top position. She stated that Chief Minium asked for the opportunity to prove that he could do the job and during the trial period he went over and above what was required.

President Wright stated that good work was going on the Borough. He is pleased that younger persons are being placed on staff and on the Council. The President thanked the Council for its work during his absence.

Executive Meeting:

The meeting was adjourned at 7:35 p.m. to enter an executive meeting to review personnel issues.

The Council Meeting was reconvened at 7:44 p.m.

Mr. Albert moved and Mr. Segina seconded the motion that Mr. Michael Smith be employed as a Police Officer in the Steelton Borough, pending the approval of his medical and psychological testing. The Steelton Borough Council passed the motion unanimously.

Members of the Council were concerned because the next meeting is scheduled for July 4, 2016. The meeting could be scheduled to be held the next day, which would be July 5, 2016. It was agreed that the decision regarding the date of the next meeting would be made by Doug Brown, Borough Manager.

Adjournment:

The President called for a motion to adjourn the meeting. Mr. Albert moved and Mr. Proctor seconded the motion. The Steelton Borough Council meeting was adjourned at 7:50 by a unanimous vote of the Council.

Respectfully submitted,

SIGNATURE



Douglas Brown

**Council Agenda
July 18, 2016 Meeting**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings: None

Approval of minutes from previous meeting: June 20, 2016

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: June 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Michael Stewart, Zelenkofske Axelrod

Presentation of 2015 Financial Audit

Justin Mendinsky, HRG, Inc.

Presentation of Monthly Engineers Report

Communication:

Shadowing Title Town Student Athletes

Thank You Letter to Borough

Letter from Christopher Dietz

Dauphin-Lebanon County Boroughs Association Dinner Invitation

PP&L

Notification of Utility Line Replacement Program

ArcelorMittal

PA Air Quality Permit Application Notice

Penn State School of Agriculture

Announcement of Free Tree Program

Department of Environmental Protection

Notification of Changes to NPDES General Permit Conditions

Unfinished Business:

Mr. Wion

Resolution 2016 - ____ Resolution to Support Swatara Township's DEP Grant Application

Mr. Brown

Approval of Co-Applicant Gaming Grant Letter for Steelton Elks Application

Mr. Brown

Approval of Co-Applicant Gaming Grant Letter for Agua Para La Vida, LLC.

Mr. Brown

Approval of Steelton Borough Request Letter to County Commissioners for Support of Municipal Park Gaming Grant Application

Mr. Brown

Approval of Quote and Purchase of New Sewer Truck

New Business:

Mr. Mendinsky

Approval of Change in Scope of Services Related to MS4 Permit Program Through 2018

Mr. Mendinsky

Approval of Payment Application #1 to Lobar Associates for Steelton Firehouse Project (2015-02) in the Amount of \$53,308.07

Mr. Mendinsky

Approval of Payment Application #1 Related to Mid-state Electrical for Steelton Firehouse Project (2015-03) in the Amount of \$704.70

Mr. Mendinsky	Approval of Change Order #1 for Steelton Firehouse Project (2015-02) in the Amount of \$23,105.60
Mr. Mendinsky	Approval of Payment Application #2 to Video Pipe Services, Inc. for Steelton Sanitary Sewer Cleaning and Inspection Project (2016-01) in the Amount of \$10,228.49
Mr. Mendinsky	Approval of Payment Application #2 to Video Pipe Services, Inc. for Steelton Storm Sewer Cleaning and Inspection Project (2016-02) in the Amount of \$10,853.08
Mr. Mendinsky	Approval of Change Order #1 Related to Steelton Sanitary Cleaning and Inspection Project (2016-01) in the Amount of \$67,751.70 and including 60 Day Time Extension
Mr. Mendinsky	Approval of Work Change Directive #1 for Steelton Storm Cleaning and Inspection Project (2016-02)
Mr. Mendinsky	Approval of Change Order #1 R Related to a 60 Day Time Extension for Storm Sewer Cleaning and Inspection Project (2016-02)
Mr. Mendinsky	Authorization #2 Related to Change in RPR Services for Storm and Sanitary Sewer Cleaning and Inspection Project
Mr. Proctor	NEDC Recommendation to Approve Steelton Borough Adopt-a-Block Program

Mr. Brown

Approval of Appointments to
Steelton Community Development
Foundation

Mr. Brown

Resignation/Retirement of Fire Chief
Steve Brubacher

Mr. Brown

Approval of Gene Vance as Fire Chief

Public Comments:

Council Concerns:

Executive Session:

An Executive Session will be held to discuss personnel and legal issues.

Other Business:

Ms. Marcinko

Personnel Committee
Recommendation to Hire Ms. Nancy
Carroll as Full-Time Accounts
Payable Clerk at a Starting Rate of
\$14

Adjournment:

Council Minutes
July 18, 2016 Meeting

Present:

President Jeffrey Wright
Vice President Marie Marcinko
President Pro Tem Brian Proctor
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Mayor Thomas Acri
Douglas Brown, Borough Manager
Amrinder Singh, Codes Officer
Brian Handley, Water Distribution Lead
Gene Vance, Assistant Fire Chief

Absent with cause:

David Wion, Solicitor
Anthony Minium, Chief of Police

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright led the Council and public in the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri led a moment of silence for those who lost their lives in the course of serving this country, whether in the armed forces or police forces.

Executive Sessions between meetings:

Mr. Wright announced that no Executive Session was held between meetings.

Approval of minutes from previous meeting:

The President called for a motion regarding the acceptance of the minutes from the June 20, 2016 meeting. Mr. Albert moved and Mr. Procter seconded that the June 20, 2016 meeting be approved with a revision noted regarding the date of the minutes outlined in the previous meeting. The Council unanimously approved the motion.

Public Comment of Agenda items only:

Mr. Wright opened the floor for public comment on agenda items only. There were no comments from the public.

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

A motion for acceptance of the schedule of billing, requisitions and change orders for June 2016 was made by Mr. Albert and seconded by Mr. Segina. The motion passed unanimously.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report) While the written police report was submitted, Chief Minium was not present to answer questions because he was on vacation.

NEDC Committee (Oral Report)

Public Works (Written Report) - Councilwoman Marcinko added to the written Public Works Department report. She stated that on July 12, 2016, the tree boxes and trees along Front Street were cleaned, and they are scheduled to be cleaned out every week. Ms. Marcinko stated that after researching responsibility for the tree boxes, she has

learned that it is the Borough Public Works staff's responsibility to maintain the tree boxes. There is a need to re-evaluate the portable toilets being used in the parks. Borough Manager Brown had the portable toilet at Bailey Street Park removed after vandals tipped it over. The portable toilet was removed from Mohn Street

Ms. Marcinko further noted that the Borough will be considering purchasing a new sewer truck and directed Council's attention to the PP&L line replacement work that will be occurring over the next year.

Codes Department (Written Report): Mr. Singh offered no remarks.

Mayor's Report: Mayor Acri reported that the National Night Out is scheduled for August 2, 2016 at 6 pm. Details of the event are being finalized.

Borough Manager's Report: Mr. Brown presented an oral update of current issues and action items taking place in the Borough.

The first item for discussion is having the Council consider the Adopt-a-Block program. The goal is to have the guidelines approved tonight and prepare staff to execute the program.

Mr. Brown stated that, recently, he has:

- Completed and submitted a \$30,000 Tourism Grant for the Skate Park and Community Center Project; filed a CDBG Grant requested in the amount of \$50,000 for Codes which will be phased out over the next few years; completed an application for a \$115,000 CDBG request for street paving; submitted a \$25,000 Tony Hawk Foundation Grant to help fund construction of the Steelton Skate Park; attended a pre-application conference for the Dauphin County Local Share Grant related to a grant application to fund construction of the Steelton Community Center; the Minutes from the Borough are posted on the website for anyone's review; new hard copy newsletter is in draft phase and will go out in August; met with the Harrisburg Downtown Improvement District to discuss some of the models they used for downtown beatification; worked with FEMA to keep apprised of the Winter Storm Jonas reimbursement process.

Mr. Brown then provided an update on the Brownfields Demolition Project. Mr. Brown stated that an asbestos survey recently completed revealed asbestos at 230 North Front Street and 180 North Front Street. The Steelton Economic Development Corporation solicited quotes for the additional asbestos abatement, which is a separate contract from the demolition contract with Environmental Management Specialists, Inc. Mr. Brown stated that once all of the quotes for asbestos abatement are received, the SEDC Board will approve a quote and the project will be able to commence. Mr. Brown stated that Council will then have to pass an ordinance providing the funds to the SEDC to pay for the project, as per a previously passed Borough Ordinance.

Mr. Brown then stated that there is a PennVest meeting this week where they will consider the application for funding for the Chlorine Contact Tank Project at the Water Plant. Mr. Brown is definitely optimistic that the Authority will receive the funding for the Contact Tank Project. Mr. Brown then stated that they are proceeding with a comprehensive system model and he is also working with DEP as they inspect and test the reservoir in addition to 14 additional test sites to maximize the impact on our water distribution system improvement project. Mr. Brown then stated that he has submitted all Penn Prime Loss Control Standards successfully which will save the Borough on Workers Compensation Insurance costs and is applying to the Federal Emergency Management Agency (FEMA) to enter into the Community Rating System, which could result in a 10 percent savings on flood insurance.

Presentations:

Mr. Michael Sampson and Mr. Mike Stewart, from Zelenkofske Axelrod LLC, reviewed the 2015 Audited Financial Statement for the Borough of Steelton's General and Sewer Funds. Of note: the General Fund had an unassigned fund balance of \$ 815,000; \$ 460,000 of which comes from capital projects. Mr. Sampson noted that there were no findings during the audit, meaning the Borough had a clean 2015 audit.

He also noted that there were no disagreements with management. Ms. Hodge moved and Mr. Albert seconded the motion that the 2015 Borough Audit as presented by Zelenkofske Axelrod, LLC be accepted. The motion carried by unanimous vote of Council.

Justin Mendinsky, Herbert, Rowland, and Grubic, Inc. – Monthly Engineer’s Report

Regarding the Harrisburg and Pine Streets Utility Improvement Project, water main and services have been replaced on Harrisburg Street, the majority of the sanitary sewage project has also been completed. Some relocation of some gas facilities by UGI was required as part of the project.

Mr. Mendinsky noted that work is about to commence on the Bessemer/Mulberry Street water line replacement project.

Mr. Mendinsky then reported that a few residents on Pine Street are experiencing drainage problems on their properties as a result of the repaving of Pine Street. The cause of the problem is the resurfacing of the roadway brought the street 2-3 inches higher than it was prior to the resurfacing of the street. This issue is being addressed by PennDot and Pennsy Supply as soon as notified. Some of the work on 702 South Pine Street has already been completed which includes replacement of the sidewalk and installation of a lip at the edge of the property which will drain water away from the house. As Mr. Mendinsky receives information that problems exist, they are being addressed.

The Firehouse Improvement Project is proceeding on schedule. There are some applications for payment that will be presented later in the meeting to Lobar and Associates, the contractor on the job.

Mr. Mendinsky noted that work on the Sanitary and Storm Sewer Cleaning and Inspection Project is ongoing with Video Pipe Services continuing to work along Front Street.

The Trewick Street Pump Station Project is essentially complete and all CDBG-DR funds related to the project should be expended.

Draft design documents for the Midget Baseball Field have been provided to Mr. Wion for review. The goal is to advertise the job for bid the week of July 25th with the expectation of receiving bids in August. Mr. Mendinsky stated that a bid recommendation could be made at the September 6, 2016 meeting.

The Mulberry Alley and Bessemer Street Project design has been completed and is ready to present to the Authority.

Ms. Marcinko had a question about the dead trees from the Street Scape II area. The trees were planted by Rogele, Inc. and almost immediately died. Ms. Marcinko asked if anyone tried to find a way to resolve the issue. Mr. Mendinsky did discuss the issue with PennDot, but the defective product time period has passed and the project has been closed out, giving the Borough little recourse to have the trees replaced. Mr. Brown stated that he talked with one of the owners of Rogele, Inc. that did the work and is hopeful the issue will be remedied through a “good faith” effort.

Mr. Wright asked for clarification on the Mulberry Street Project. Water main improvements are being contemplated in that section of the Borough. Efforts are being made to design a replacement pipe line for the sanitary sewage facilities as well. Hopefully, this work can be incorporated with work being done by the Authority so that the work can be completed under one contract as one project. Mayor Acri inquired about the timing of the bidding process. Mr. Mendinsky stated bids will be solicited for the project and accepted in a couple of months.

Mr. Proctor stated that some time ago, Ms. Marcinko questioned the placement of the lights in the Street Scape II area noting that they are not flush with the streetscape area. Presently, the lights are 4-6 inches away from where they should be located. Mr. Mendinsky stated that he was unaware of that problem and he would seek further information.

Ms. Marcinko raised another issue regarding the dead trees along Front Street. She stated that the issue was brought to the attention of the Rogele, Inc. *before* the project was finished and that Council was told that the problem would be resolved. During the next conversation with the company the Council was told that it was winter and weather prohibited replanting the trees. Ms. Marcinko stated that the response stating that the period for requesting repairs has expired since the issue is an unacceptable excuse because the condition of the trees was brought to the attention of the company before the project

was completed. Mr. Mendinsky stated that he would look into the issue. He was not aware that all these conversations had occurred.

Since other action items outlined in the Engineer's Report are scheduled for discussion later in the meeting, Mr. Albert moved and Mr. Segina seconded the motion that the monthly Engineer's Report be accepted as presented by Mr. Mendinsky. The Council passed the motion unanimously.

Mr. Wright asked Mr. Proctor if he had a report from the NEDC Committee. Mr. Proctor used his time to thank Mr. Brown for his work, stating, "I have not heard a Borough Manager's Report like that in detail since I have been on the Council". He also thanked Mr. Brown for the quality of his work which makes Mr. Proctor's job easy.

Mr. Albert moved and Mr. Segina seconded that all Department Reports be accepted as given. Council unanimously voted to accept the reports.

Communication:

Shadowing Title Town Student Athletes sent a thank you letter to the Borough for its support.

Letter from Christopher Dietz from the Dauphin-Lebanon County Boroughs Association issued a dinner invitation to discuss common Borough issues. President Wright instructed any Council person interested in attending the dinner meeting to contact Mr. Brown.

PP&L sent a courtesy letter to the Borough to reveal plans to replace and/or update power lines in the Borough. The notice included a copy of the letter which will be sent to citizens of the Borough.

ArcelorMittal notified the Borough that they have submitted an application to the Pennsylvania Department of Environmental Protection for a facility-wide air quality Title V Operating Permit which covers all sources of air contamination. The permit will allow Arcelor Mittal to continue operating in the Borough of Steelton. There is a 30 day comment period that will end July 30, 2016.

Penn State School of Agriculture announced their Free Tree Program. The native area trees nursery is made possible by a grant from the National Fish and Wildlife Foundation entitled "Greening the Lower Susquehanna." The seedlings must be planted in the fall of 2016. Application forms must be submitted by July 31, 2016. They may be found at <https://www.surveymonkey.com/2016> tree application. The application forms will also be made available on the Steelton Borough website. Ms. Marcinko requested that Mr. Brown share this information with the Durabond Company, which completed the sewer separation in the East End. President Wright instructed Mr. Proctor, who is the chair of the NEDC, to work with Mr. Brown in getting the application completed and the new trees placed. President Wright also stated that he is supporting Committee Chairs taking responsibility for actions that come within the purview of their committees.

The Department of Environmental Protection notified the Borough that the PAG-13 General Permit and DEP under which the Borough operates will expire March 15, 2018. Changes in the terms and conditions of the coverage will be made at that time. The Borough must submit a Notice of Intent to continue or not continue operating under the permit no later than September 16, 2017. It is necessary to review the changes before determining if the operating conditions continue to be acceptable.

Unfinished Business:

President Wright moved the appointment of new members to the Steelton Community Development Foundation board be moved up on the agenda to accommodate persons who have to leave the meeting. President Wright stated that according to his understanding of the by-laws, in the past, the Council affirmed the persons nominated to serve on the Foundation. Persons were given the opportunity to discuss their concerns prior to the Council making a decision regarding the composition of the Foundation. Mr. Brown stated that one of the goals was to re-energize the Foundation because, as a non-profit organization within the Borough, the Foundation has the ability to raise funds to support Borough and

community projects. Mr. Musser helped develop the Foundation and has experience in how it has operated in the past. Mr. Brown worked with Mr. Musser, Ms. Hodge and Ms. Marcinko to place the names of persons who would enhance to Foundation with their knowledge of the community-at-large and their ability to network with persons who could assist the Foundation reach its goals. The by-laws state that the Foundation can have no less than five or more than nine members. There can also be an Advisory Board to assist the Foundation in its endeavors. The candidates presented to Council for review are: Councilwoman Hodge, who will chair the Foundation, Ms. Natasha Woods, Mr. Mike Musser, Mr. George Conner, Mr. Brown, Mr. Blake Lynch, Mr. Ron Boston, Ms. Margaret Tricarico and Mr. Fred Landis. Mr. Brown provided supporting information for each person as he read the list of persons nominated. Mr. Musser, Ms. Hodge and President Wright each commented in support of the Foundation candidates and the persons named for inclusion on the Foundation. Mr. Musser provided additional information about the Foundation and how it has functioned in the past. One point that he made was that there are no term limits on the positions on the Foundation and they serve at the will of Council so that if there are any issues that arise, they can be dealt with in a timely manner. The by-laws are written by the Foundation and presented to the Council, so it is tied in with a governmental entity. There are safeguards in place which will ensure that the monies raised are used in a legal, ethical manner. Mr. Musser stated that one pitfall Foundation members must be aware of is taking on one project to the point that it becomes unsustainable. It will be important that the Foundation remember its role is to support a number of programs, the programs find ways to sustain themselves so the Foundation's funds are not depleted by one program. He recommends that the emphasis at this time should be to get the Foundation re-established so that the wide variety of projects with which the Borough is involved can get the support they need to bring the projects into fruition. The Advisory Board and Borough Citizens will always have the opportunity to make suggestions to and support the Foundation. Ms. Hodge spoke to support the statement made by Mr. Musser. The Foundation is a Community Development Corporation therefore has different requirements from the 501(c) 3, therefore the project started should be able to secure their own non-profit organization status to help them find funding for their project.

Mr. Proctor moved that the Steelton Community Development Foundation candidates be approved as listed. The motion was seconded by Mr. Albert. Ms. Hodge, and Mr. Proctor abstained. Mr. Wright, Ms. Marcinko, Ms. Kratzer, Mr. Segina voted to pass the motion. The motion passed. By-laws must be revised and presented to Council before a Resolution can be made.

Mr. Wion was unable to attend the meeting as scheduled. Mr. Brown reminded the Council that it had already approved supporting the Swatara Township's DEP Grant Application at a previous meeting. The development and filing of Resolution 2016 -24 supports the agreed upon action. A motion to approve the resolution was moved by Mr. Proctor and seconded by Mr. Albert. The resolution passed unanimously.

Mr. Brown presented formal letters of support as co-applicants for three entities who are applying for Dauphin County Local Share Grants for the 2016-17 funding cycle.

The entities are: the Steelton Elks, Agua Para La Vida and Steelton Community Cats. Since the Borough has a limited number of entities that it can support, it is possible that the Council will need to prioritize this list and select the one most important to the Borough and notify the Gaming Board when they are deciding on funding awards.

The President requested the Vice President handle this motion because he is a member of the Elks and needs to abstain from voting. The same is true of Mr. Proctor, who abstained. Ms. Marcinko abstained from voting because she is involved with the Steelton Community Cats organization. Mr. Segina called for a motion to approve the three requests. Mr. Albert moved that all three letters be approved. His motion was seconded by Ms. Kratzer. The Council cast a unanimous vote.

Mr. Brown presented a letter to the County Commissioners requesting support for a Gaming Grant application submitted by the Borough for a 2016-17 Local Share Grant to fund the construction of a community center. A motion for approval was made by Ms. Marcinko and seconded by Mr. Albert. The motion was passed unanimously by the Council.

Mr. Brown yielded to Mr. Handley from the Water Department who provided a background and requested approval to lease a new sewer truck. Two quotes from COSTARS vendors for a combination flusher and sweeper truck were

obtained. Mr. Handley recommends the approval of the quote provided by US Municipal and Supply.

The truck will be slightly smaller than the current truck so it will be easier to service the smaller streets in the Borough. Their truck has a longer hose (600 ft.) for cleaning out the sewers. Ms. Marcinko noted that funds for the truck were included in the budget. Mr. Handley stated that the initial goal was to purchase the truck, however, that is cost prohibitive, therefore he recommends that the Borough lease with the option to purchase the truck. A lease proposal from F.N.B. Commercial Leasing was presented. The total lease price is \$306,639.00 with annual payments of \$65,434.92 for a five year lease and \$105,805.17 for three year lease. The five year lease was recommended knowing that the purchasing the truck is possible according to fund availability.

Mr. Albert questioned the legality of the bidding process.

It was explained that the quotes were from co-stars vendors, a cooperative bidding and purchasing consortium approved by the Commonwealth of Pennsylvania that allows municipalities to purchase from approved vendors without going through a formal bidding process.

Ms. Marcinko moved and Mr. Proctor seconded the motion to approve the leasing of a the sewer truck from US Municipal for a five-year term totaling \$306,639.00 through FNB Commercial leasing contingent upon satisfactory review and approval by Mr. Wion. The motion was passed unanimously.

New Business:

Mr. Mendinsky requested that the item regarding approval of the additional services related to the MS4 Project be tabled. The discussion was tabled until the August 1, 2016 meeting.

Mr. Mendinsky presented Payment Application #1 to Lobar Associates for Steelton Firehouse Project (2015-02) in the amount of \$53,308.07. Mr. Albert moved Ms. Marcinko seconded the motion that Payment Application #1 submitted by Lobar Associates be approved as requested. The Council cast a unanimous vote in support of the motion.

Mr. Mendinsky presented Payment Application #1 Related to Mid-State Electrical for Steelton Firehouse Project (2015-03) in the amount of \$704.70 for approval of the Council. Ms. Marcinko moved and Ms. Kratzer seconded the motion that Payment Application #1 be approved. The Council cast a unanimous for in support of the motion.

Mr. Mendinsky presented for approval Change Order #1 for Steelton Firehouse Project (2015-02) in the amount of \$23,105.60. Mayor Acri asked about the wall treatment of the back wall. Mr. Brown stated that it had been determined that changes were not required on that wall at this time. Mr. Proctor asked what caused the sink hole and will it occur again after it is corrected at this time? Mr. Mendinsky responded that the sink hole had been there for some time but was more noticeable right now. The problem, as noted by Mr. Segina, is with run off and ground water has been exacerbated by the fire trucks and the current renovation. Efforts are being made to handle the problem before it gets worse. Ms. Hodge asked if there was a warranty on the work. Mr. Mendinsky replied that the standard one year warranty would be in effect. Mr. Segina moved that Change Order #1 for the Steelton Firehouse Project (2015-02) be approved for \$27,645.37. The motion was seconded by Mr. Albert and passed unanimously by the Council.

Mr. Mendinsky presented Payment Application #2 to Video Pipe Services, Inc. for Steelton Sanitary Sewer Cleaning and Inspection Project (2016-01) in the Amount of \$10,228.49 to the Council for approval. This application will cover the thirty day extension. Mr. Albert moved and Ms. Hodge seconded. The motion was unanimously passed by the Council.

Mr. Mendinsky requested approval of Payment Application #2 to Video Pipe Services, Inc. for Steelton Storm Sewer Cleaning and Inspection Project (2016-02) in the amount of \$10,853.08. Ms. Hodge and Mr. Albert seconded the motion that the request be approved. Approval for Payment Application #2 to Video Pipe

Services, Inc. was unanimously passed by the Council.

Mr. Mendinsky requested approval of Change Order #1 Related to Steelton Sanitary Cleaning and Inspection Project (2016-01) in the Amount of \$67,751.70 and including the 60 Day Time Extension. Mr. Albert moved and Ms. Kratzer seconded. The motion carried unanimously.

Mr. Mendinsky submitted to the Council a request for approval of Work Change Directive #1 for Steelton Storm Cleaning and Inspection Project (2016-02) \$ 116,631.00 Mr. Proctor moved and Mr. Albert seconded the motion that the Work Change Directive #1 be approved. The Council voted unanimously in support of the motion.

Mr. Mendinsky sought approval of Change Order #1 R related to a 60 Day Time Extension for Storm Sewer Cleaning and Inspection Project (2016-02) No cost Mr. Proctor moved and Mr. Albert seconded. The motion carried unanimously.

Mr. Mendinsky requested Work Change Directive #2 Related to Change in RPR Services for Storm and Sanitary Sewer Cleaning and Inspection Project \$36,000 be approved by the Council. Ms. Hodges requested clarification. Mr. Mendinsky stated that this authorization covers the number of days still on the contract to cover oversight of the project. Mr. Brown stated we have a certain amount of money required to spend and this is one way to ensure the work is done correctly. Following this explanation, Mr. Albert moved and Mr. Segina seconded the motion to approve Authorization #2. The motion carried unanimously.

Mr. Proctor, Chair of the NEDC Committee provided Council with a recommendation from the Committee to approve the Steelton Borough Adopt-a-Block Program. This project has been used in some form by several municipalities. The object of the program is the get community persons invested in caring for the Borough and keeping it clean. The information regarding the project will be posted on the Borough website.

Mr. Brown explained the Adopt-a-Block Guidelines and noted that it is based on the guidelines created by Lancaster City.

Ms. Marcinko moved, Mr. Albert seconded and the Council unanimously approved the recommendation from the NEDC Committee.

Mr. Brown announced that he received a letter resignation/retirement from Fire Chief Steve Brubacher. Ms. Marcinko moved and Mr. Albert seconded the motion to accept Mr. Brubacher's request. The Council voted unanimously in support of the motion. Mayor Acri stated that Mr. Brubacher has been a loyal Borough employee for 25 years and should be honored as such upon his retirement. The Mayor will accept responsibility for ensuring that he is properly recognized, working in conjunction with Mr. Brown.

As Chair of and on behalf of the Fire, Ambulance, EMA Committee, Mayor Acri recommended that Mr. Gene Vance be promotion to the Fire Chief position at this time. The Committee further recommends that the Assistant Chief position remain vacant. Mr. Proctor moved and Mr. Albert seconded the motion to appoint Mr. Gene Vance Fire Chief of Steelton Borough. The Council made a unanimous vote in support of the motion. Approval of Gene Vance as Fire Chief.

Public Comments:

Mr. Page Williams, 320 Big Spring Rd. stepped forward to discuss the Carnival that will be held at the Steelton-Highspire School grounds July 27-30, 5:30 – 9:30 pm. He wanted to assure the Council that he planned to have a safe affair by having the presence of local policemen and two security guards. The Steelton Police Department has offered support of the program. Local vendors will be on site. The first 25 person that come during the first hour of the day will receive free hot dogs and water. Mr. Williams also requested monetary and other donations. It was determined that the Borough could not make donations as an entity, however, individual Council persons could donate. Checks could be made out to the Masonic Hall Association. Donations could also be made through PayPal.me/mhassoc

Cheryl Powell, 321 Lebanon St. Expressed concern about the properties of Front Street beginning at the Pharmacy moving north to the alley. One building has a broken window held in place by tape. Mr. Singh responded to this inquiry. This building is under review. It is reported that the owner lives in upper state N.Y. A citation has been issued and the case will be brought to Court. Some of the property owners in the area have and are making improvements.

Markis Millberry, 349 Spruce, Apt. A asked for clarification regarding Council's agreement to pay HRC to oversee subcontractors. Mr. Brown explained that HRC provided a resident overseer to ensure things paid for are actually being done. That person responds to resident complaints and ensure that job specifications are met. Mr. Millberry thanked the Police Department, Mr. Brown and the Council for their support of the United Soccer Camp.

Council Concerns:

Mr. Albert thanked the persons responsible for the soccer camp. He thinks it is a good program.

Ms. Hodge yielded to Mr. Musser. Mr. Musser presented information about the Dauphin County Library Program using Mobile Library Stations as an alternative to using physical buildings, particularly in small towns. One is being placed in Halifax. The station is available 24 hours a day, has access to 300,000 books, and is a hotspot so that persons can use Wi-Fi to download e-books. At this time, the library is absorbing the cost of the station which is something like an ATM machine. Ms. Hodge thanked Mr. Musser for participating in the meeting and being a part of the Foundation.

Ms. Kratzer congratulated Mr. Vance on his new position as Fire Chief.

Mr. Albert also expressed congratulations to newly appointed Chief Vance.

Mr. Segina Congratulated Chief Vance. The Zoning Board meets July 21, 2016.

Mr. Proctor thanked everyone for coming out to the meeting. He also recognized the employment of Police Officer Smith.

Ms. Marcinko mentioned that Mr. Brown should consider a way to decrease the use of paper. She congratulated Mr. Millberry for his work with the Soccer Camp and Chief Vance on his promotion. She also stated that she will not be at the August 1, 2016 meeting.

President Wright congratulated Chief Vance on his new position. He thanked the citizens for coming to the meeting. The President also acknowledged the presence of Mr. Emmuel Powell.

Executive Session:

An Executive Session will be held to discuss personnel and legal issues. 8:08p.m.

Council resumed the open meeting at 8:10p.m.

Other Business:

Ms. Marcinko presented the report from the Personnel Committee recommending Steelton Borough hire Ms. Nancy Carroll as full-time Accounts Payable Clerk with a starting salary of \$14.00.

Adjournment: The President called for a motion to adjourn the meeting. At 8:18p.m. Mr. Albert moved and Ms. Hodge seconded the meeting be adjourned. The motion passed unanimously.

Respectfully Submitted,


Secretary

**Council Agenda
August 1, 2016 Meeting**

Call Meeting to Order:	President Jeffrey Wright
Pledge of Allegiance:	President Jeffrey Wright
Moment of Silence:	Mayor Thomas F. Acri
Executive Sessions between meetings:	None
Approval of minutes from previous meeting:	July 18, 2016
Public Comment of Agenda items only:	
Swearing In: Mayor Thomas F. Acri	Swearing in of Officer Michael Smith
Presentations: Ms. Barbara Coates	Request to Address Council Regarding Steelton Senior Citizen Center
Mr. William Jones	Request to Address Council Regarding Youth Issues in the Borough
Mr. Justin Mendinsky, HRG, Inc.	Presentation of Monthly Engineers Report
Communication: Ms. Barbara Coates	Request Regarding Senior Center
Pop's House	Request for Co-Sponsorship of Gaming Grant
Camp Curtin Memorial-Mitchell United Methodist Church	Request for Co-Sponsorship of Gaming Grant
Boys and Girls Club	Request for Co-Sponsorship of Gaming Grant
Homeland Center	Request for Co-Sponsorship of Gaming Grant

Unfinished Business:

Mr. Brown

Update on Brownfields Project Progress

New Business:

Chief Minium

Approval of Road Closures for Ryan Mohn Walk

Chief Vance

Appointment of Andrew Mahalchick as Assistant Fire-Chief

Mr. Proctor

Approval of Borough Participation in Community Back-to-School Block Party

Mr. Brown

Approval of Resolution 2016 –R26. Removal of Special Parking Permit at 642 S. Second St.

Mr. Brown

Approval of Payment Application #2 for retainage on Project STE008 for \$10,205.91

Mr. Brown

Approval of payments to HULL for Project Management for the State Clean Up Grant – \$ 4,575.00

Mr. Brown

Approval of payment to HULL for Oversight of the State Clean Up Grant - \$ 33, 717.77

Mr. Mendinsky

Approval of Payment Application for Sanitary Storm Sewer Cleaning and Request for Co-sponsorship of Fire Department Gaming Grant

Chief Vance

Application for New Air Pacs

Public Comments:

Council Concerns:

Executive Session: To discuss potential litigation.

Other Business:

Mr. Minium

Retirement of Sergeant David Crawford

Mr. Minium

Approval to Hire Mr. Brett Palmer as
New Patrol Officer

Adjournment:

Council Meeting Minutes

August 1, 2016

Present:

President Jeffrey Wright
President Pro Tem Brian Proctor
Michael Albert
Keontay Hodge
Michael Albert
Kelly Kratzer
Michael Segina

Mayor Thomas Acri
Douglas Brown, Borough Manager
David Wion, Solicitor
Amrinder Singh, Codes Officer
Brian Handley, Water Distribution Lead
Gene Vance, Assistant Fire Chief
Anthony Minium, Chief of Police
Thommie Leggett-Robinson, Executive Asst.

Absent with cause:

Vice President Maria Marcinko

Call Meeting to Order:

The meeting was call to order by President Jeffrey Wright at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright led the assembly in the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri led the assembly in a moment of silence in honor of those persons who lost their lives in the course of their duties defending our country and those who lost their lives in the line of duty.

Executive Sessions between meetings:

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

Approval of minutes from previous meeting:

Mr. Proctor moved and Mr. Segina seconded the motion that the minutes from the July 18, 2016 meeting be accepted as provided. The Council unanimously approved the motion.

Public Comment of Agenda items only:

There were no comments from the public on items listed on the agenda.

Swearing in:

Mayor Thomas Acri administered the oath of office to Michael Smith in his new position as an Patrolman in the Steelton Police Department. Officer Smith took the oath with his hand on a Bible held by his fiancé. Following the ceremony, Mr. Acri welcomed Officer Smith to the Steelton Borough staff. President Wright welcomed Officer Smith to service with the Borough. Officer Smith thanked the Council for the opportunity to serve the Borough, which he considered a blessing. He stated that he would do his best and was praying for a successful tour.

Presentations:

Ms. Barbara Coates, 900 Nelly Court, is the Director of the Steelton Senior Center. Ms. Coates described the financial difficulty the Center is experiencing. The program has had to move several times. The group, of about 20 with 12 regulars, is currently meeting in the Housing Department's Community Room, however they must move from that location. Finding a grant to support the program is difficult because they do not have a permanent location, which is required by most available grants. The Steelton Lion's Club has donated \$2,500,

which has helped pay the person who conducts the exercise class. The Center has \$100.00 in its account, after which there are no other funds available. Currently, the Center will pay \$500.00 per month to use the Community Room at Hoy Towers and \$35.00 per session to the person that conducts the exercise program. Ms. Coates is requesting financial assistance and assistance determining the direction the program should move at this time. Without the support requested, the Senior Center cannot continue to operate. This would not be good for the persons who attend the Center daily, including a person diagnosed with Alzheimer's. President Wright stated that the Borough is not in a position to provide financial support to the program. The Steelton Development Foundation is in the process of re-establishing its board and that would be the organization used to provide financial support to non-profit organizations in the community. President Wright referred Ms. Coates to Councilperson Hodges, who is the President of the Foundation. Ms. Hodge invited Ms. Coates to talk with the Foundation about the Center at its organizational meeting to be held at 6:30 pm August 9, 2016 in the Council Chambers. Ms. Coates stated that she was glad to hear that the Foundation was being revived and stated that she would attend the meeting.

Mr. Emmual Powell, 321 Lebanon Street stated that he was upset that the Council would not immediately come to the rescue of the Center. He stated that the Senior Center has asked little of the Council and he feels that the Council should be more responsive to the Center's request for \$500.00. President Wright responded to Mr. Powell's statement by explaining that the Council operates on a budget and is unable to provide financial support to any organization, not only because it is not a budgeted item, but it would set a precedence which will cause other programs to believe they can solicit funds from the Borough. However, the matter has been referred to the Finance Committee for review.

Mr. William Jones, 230 Jefferson Street raised the issue of the need for more police presence in the community and specifically on Lincoln Street. He explained that having the police around would deter some of the problems being experienced by persons in the community. Mr. Jones is concerned about the safety of children, who would be subject to injury or poor influences from other children and young adults that are on the streets during evening hours. Persons in the community are trying to police the neighborhoods themselves in an effort to offer a measure of safety to young children. Mr. Jones stated that he is not familiar with the new policemen in Steelton and he and other persons would like to know who they are and establish a rapport with the police that would enhance neighborhood safety and cooperation. Mr. Jones stated that he thought the Police Department was doing an excellent job, but respectfully requested greater police presence in the community. It was further indicated that the Council persons should also become more visible in the community so they could see some of the concerns of Borough citizens. Mr. Wright stated that Police Chief Minium, "who has a heart for Steelton" was present in the Chambers and the Chief had taken note of Mr. Jones' concerns.

Chief Minium stated that he would like to see a Community Policing Program developed in Steelton, which would allow the citizens to be more involved. He stated that there are more major crimes per officer in Steelton than there are in Harrisburg, therefore, the police have had to adjust themselves to handle those crimes, which takes away from their time in the community at large. Chief stated that we have hired more officers and the Department is looking forward to implementing a 12 hour shift in order to put more policemen on the streets at one time. The department is awaiting approval from the Police Union so the new hours can be implemented.

Ms. Hodge asked Mr. Jones for clarification of his request since it sounded as though he wanted persons to be more afraid of the police but wanted them more visible in the community and building relations as well. Mr. Jones clarified that he does not want the people to be afraid of the police, but he has noted that people do what they are supposed to do when the police are present. He further noted that when the police are not visible, persons have the tendency not to do the right thing. Ms. Hodge stated that she would make an effort

to spend more time in the community. Mr. Jones mentioned the seemingly defunct Community Crime Watch Program. Mr. Proctor stated that there was a Community Crime Watch Program in the community but persons did not attend the meeting. He stated that Mr. Powell was the only person who was consistently present. Mr. Proctor responded to a question about the date and time of the meeting by advising the Borough website as a source of information for Steelton Crime Watch meetings scheduled for 2016. Mr. Jones indicated that he will seek to participate in that program.

Mr. Justin Mendinsky, HRG, Inc. presented the Monthly Engineer's Report. Mr. Mendinsky reported:

- Harrisburg and Pine Improvement Project: reconstruction on Harrisburg Street between Pine and Adams Streets began today. It was necessary to impose some parking restrictions. The work will continue throughout this week.
- Next week, phase two of the project between Cameron and Ridge Street will be performed.
- Fire House Improvements Project: there was a request to consider additional work at the Fire House, they will meet with the Borough to review the changes and work with contractors to determine the cost of securing the additional items.
- The guard rail on the Swatara Street retaining wall was installed by L.S. Lee Contractors. This will alleviate weight on top of the wall that causes cracking.
- The Storm and Sanitary Sewer Project has mobilized additional pipe cleaning personnel to the project to keep the project on schedule. There is continuous contact with Dauphin County to determine if there are additional CDBG funds which might be available for use by the Borough. As the project is being implemented, the need for additional work is apparent.
- The Midget Baseball Field CDBG project, is currently out to bid. Bids will be opened on August 31, 2016. Additional information will be available at the September meeting.

The President called for a motion to approve the Engineer's Report. Mr. Albert moved and Ms. Hodge seconded the motion that the Engineer's Report be accepted as given. The Council passed the motion with a unanimous vote.

Communications:

The President called for representatives from Pop's House, which provides housing for veterans, and Camp Curtin Memorial-Mitchell United Methodist Church, for renovation of their historical building, however, there was no one present to make a verbal presentation to support their written requests for Steelton Borough's co-sponsorship of their 2016-17 Gaming Grant application.

Mr. Blake Lynch, Director of Development for the Boys and Girls Club, 409 South Union Street, Middletown, a former resident of Steelton made a presentation on behalf of the Boys and Girls Club. The organization requested the Borough's support to obtain funding from the Local Share Municipal Grant by being a cosponsor of their grant application. The club is currently located in three places in Harrisburg. One is located on 17th and Hanover Streets, the second on Berryhill Street and the third as an annex in Downey Elementary School. They are seeking funds to renovate and expand the Club on 17th and Hanover to increase the number of children served from 100 to 220. It was noted that a Boys and Girls Club had previously been located in Steelton and there is a desire to locate a Club in this area again. Mr. Lynch stated that there the organization provides services to 1300 children, including about 20 children from the East End and on Lincoln and Adams Street in Steelton. There has been an increase in the number of children served. The organization is requesting \$100,000 from Dauphin County and has matching money available. While the Boys and Girls Clubs are located in Harrisburg and services children from Steelton in those locations it was noted that Steelton should seriously look at supporting the program. Mr. Lynch is a member of the Steelton Foundation Board and is committed to

helping Steelton develop programs necessary to serve its citizens. Mr. Proctor stated that they are actively working in on a five year plan which includes opening another Boys and Girls Club in Steelton. Ms. Hodge also urged the Council to support the organization's grant request. During the discussion, President Wright asked a number of questions regarding the Club and how it currently serves the Steelton Community and how it plans to increase its presence in the community.

Mr. Barry Ramper, 1901 North Fifth Street, Harrisburg made a presentation on behalf of the Homeland Center, which provides services to persons who are unable to manage their own care because of age or diagnosed illness. The Homeland Center has provided service to metropolitan Harrisburg area for 149 years and looks forward to providing continues services to the community. Several residents, employees and persons on the Board of Directors currently residing in Steelton. Homeland Center is also seeking Steelton Borough's support and co-sponsorship of their application for a Local Share Municipal Grant in order to purchase an emergency generator.

Mayor Acri stated that he thought The Promise House, located on Second and Mohn Streets were also requesting the Borough's support with their grant request. Mr. Brown did not recall receiving such a request. The Promise House provides services to persons who have exited incarceration.

President Wright requested a motion to approve sending letters of support and approving co-sponsorship for the four organizations, Boys and Girls Club, Homeland Center, Pop's House, Camp Curtin Memorial-Mitchell United Methodist Church. Ms. Hodge moved and Mr. Albert seconded the motion, which was passed unanimously by the Council.

Unfinished Business:

Mr. Brown updated the Council on the progress being made on the Brownfield Project. A contract has been approved and work has begun on removing the asbestos found in the old Lawson's and Book Bag buildings. The week of August 22, 2016, final demolition and restoration will begin with an anticipated completion at the end of August.

New Business:

Chief Minium requested Council approval for closing off streets to ensure the safety of persons participating in the 13th Annual Ryan Mohn walk/run/ride event which will start from the Steelton's War Veterans Memorial Field at 9:00 a.m. Saturday, August 13, 2016. The fire and police from Swatara, Steelton and will request support from Lower Paxton Township. Mr. Segina moved and Mr. Albert seconded the motion that the request from the Ryan Lee Mohn Memorial Foundation be approved and fire police be authorized to provide support during the event. The Council unanimously passed the motion.

The newly appointed Chief Vance requested approval of the promotion of Andrew Mahalchick to Assistant Fire Chief. Mr. Mahalchick is currently serving as Battalion Chief. Mr. Proctor moved and Mr. Albert seconded the motion appointing Mr. Mahalchick Assistant Fire Chief. The Council made a unanimous vote to pass the motion. Mr. Vance alerted the Council that he would seek approval to appoint two new Battalion Chief next month.

Mr. Proctor presented information regarding the 7th Annual Community Back-to-School Block Party to be held Saturday, August 20, 2016 on South Second Street between Locust and Walnut Streets. The organizers have requested the Council support in three ways: allow the block off of streets used in the block party, assist in obtaining additional funds by writing solicitation letters on Borough, support by seeking volunteers and

attendance. Funding will help purchase book bags, school supplies and food for the event. Present Wright spoke in support of the program. Mr. Albert moved and Ms. Hodge seconded the motion to support the Back-to-School Block Party by doing the three things requested by the organizers. The Council cast a unanimous vote in support of the program.

Mr. Proctor stated that he, Councilperson Hodge and Mr. Brown discussed showing a movie in the Brownfield area. Persons would bring blankets and perhaps popcorn could be served at a nice community fellowship. President Wright noted that this had been done in the Borough in the past. Ms. Hodge moved and Mr. Segina seconded the motion that the NEDC develop and execute a Movie Night Program to be held on the Brownfield. The motion was passed by a unanimous vote.

Mr. Wion presented Resolution 2016-R26 to the Council for approval. This resolution approves the elimination of the special parking permit designated for 642 South Second Street. Ms. Kratzer moved and Mr. Segina seconded a motion to pass the resolution. The motion passed unanimously.

Mr. Brown presented Payment #2 for retainage on Project STE008 for \$10,205.91. These funds were withheld for payment pending the contractor's completion of the project. Everything has been completed except the re-seeding of area where the first seeding did not grow. The work has been approved and funds will be dispersed by DEP from the grant money they sponsored. Mr. Albert moved and Mr. Segina seconded the motion to approval the dispersal of the remaining grant money. The Council passed the motion unanimously.

Mr. Brown sought approval for a \$4,575.00 payment to HULL for managing the State Clean Up Grant. The Hull Company wrote and managed the grant money. The Borough is paying for services rendered with money from the Borough since the grant did not cover administrative cost. Mr. Albert moved and Ms. Kratzer seconded the motion that Hull be paid for the work it did. The Council unanimously approved the motion.

Mr. Brown asked the Council to approve a \$33,717.77 payment to the Hull Company for oversight of the State Clean Up Grant. This payment is covered by the grant. The Company supervised the work completed by the contractor to ensure the work was completed as promised. Mr. Albert moved and Mr. Segina seconded the motion that the payment be approved. The motion was passed unanimously by the Council.

Mr. Mendinsky presented information to support approval of a \$ 106, 999.91 payment request for the Sanitary Storm Sewer Cleaning and Inspection Project. Mr. Proctor moved and Mr. Albert seconded the motion that payment be approved as requested. The motion passed unanimously.

Mr. Mendinsky sought approval from the Council to pay \$ 24,277.34 for Sanitary Storm Sewer Cleaning and Inspection Project. Mr. Proctor moved and Mr. Albert seconded the motion that the payment be made. The Council voted unanimously to approve the motion.

Chief Vance requested Council support for the Fire Department application for a Gaming Grant to purchase new Air Pacs for the Fire Department. The Department currently has 20. They applied before and received a grant that was used to purchase six more Air Pacs. This year's grant request would cover the purchase an additional six Air Pacs. The life span of the Air Pacs is about ten years, therefore it is necessary to continue to purchase and replace on a regular basis. Mr. Albert moved and Mr. Segina seconded a motion for the Council to support the grant request of the Borough's Fire Department. The motion carried unanimously.

Public Comments:

Mr. Emmual Powell, 321 Lebanon Street. Mr. Powell reported that one evening, when the police car was sitting on the street, he observed approximately 30 cars stop at the stop sign. As soon as the police car was no longer visible, nobody stopped at the stop sign. That is why he is supporting the idea suggested by Mr. Jones that a police presence in the neighborhood makes a difference.

Secondly, Mr. Powell asked if the Borough had a noise ordinance. There are persons in the neighborhood that repeatedly play loud music late into the night and early morning. The music interrupts the neighborhood quiet time and interferes with sleep. Mr. Wion explained that to take action with the District Justice, one would have to prove the noise rose to the level of decibels described in the law by having a meter and completing a record of the volume and length of noise to show that the noise exceeded the volume stated in the law. Chief Minium stated that there is a noise ordinance which the Police Department hopes it will be able to enforce when they get the new Police Department staffing pattern in place. Mr. Powell was advised not to ask anyone to turn down their music since such action on his part could result in neighborhood problems.

Council Concerns:

Ms. Kratzer reminded persons that National Night Out will be held tomorrow on Mohn Street. With the cooperation of the Police Department, The Taste of Steelton be a part of the evening's event. Donations will be accepted throughout the event. President Wright encouraged persons to come out and support the event which is headed by Ms. Kratzer.

Mr. Segina also mentioned that National Night Out is scheduled and the Fishing Tournament has been re-scheduled. Mr. Segina congratulated Officer Smith on his appointment and apologized that he was unable to attend the Carnival. He thanked the people for attending the meeting and congratulated Officer Smith and Mr. Vance on their new assignments.

Ms. Hodge thanked persons for attending the meeting and attending the Carnival. She gave a thanks to Chief and the Police Department and a special thanks to Ms. Kratzer for her snack donation. A reminder of the upcoming Foundation Meeting was made and she thanked the Police Department for the work they do in the community.

Mr. Proctor thanked persons for attending the meeting. He noted that with the construction, Swatara and Front Street are used a lot more and needs to be better maintained. He announced that the Fishing Tournament is scheduled for September 17, 2016. The type of fish will be limited to walleye and catfish. Hopefully there will be more rain so the level of water in the river will increase to a level where fishing is possible. Mr. Procter there is a desire to get bids for the Tot Lot on Mohn Street. The grant money is in place. He requested approval from Council to proceed. Mr. Brown wants authorization to work with HRG and Mr. Wion, after financial and legal reviews have been completed. The grant money must be spent by June 30, 2017. President Wright requested that further information be presented at the next Council meeting.

Mayor Acri tennis court was supposed to be installed this year. It had already been approved, but was delayed because of the lack of available funds.

Mr. Brown stated that he would meet with Ms. Coats Tuesday regarding the Senior Center. He thanked persons for all of their support during the last few weeks as he faced the death of his Grandmother.

The Mayor clarified what was needed to move on the Tot Lot project. Mr. Brown explained that he wanted the authority to do work before the next meeting. Mr. Albert moved and Ms. Hodge seconded the motion, that

Mr. Brown and his staff have the authority to move forward on getting information regarding what needs to be done to get the project moving. The motion was unanimously passed by the Council.

Chief Vance mentioned the importance of Borough participation in the funeral of former Fire Chief Butts. The Fire Department will be in attendance. The Harrisburg Fire Department has agreed to cover. Police Chief Minium stated that the Department will issue a waiver on parking tickets on Second Street from Strawberry to Mohn. Chief Minium requested approval to block off the streets for the Back to School Block Party. Mr. Proctor moved and Mr. Segina seconded the motion which was approved unanimously by the Council.

President Wright thanked the persons present for coming out to the meeting. He has been not been able to attend Steelton events on the weekend because he received a promotion on his job with the Veteran's Affairs Office that requires that he work in all 50 States. The new responsibilities require him to travel on the weekends.

The meeting was recessed at 7:55 so that Council could go into an executive session to discuss legal and personnel matters.

Executive Meeting:

The meeting was called back into session at 8:15 p.m. Mr. Albert moved and Mr. Proctor seconded a motion to accept Officer Dave Crawford's retirement request effective September 4, 2016. The motion passed unanimously.

Ms. Kratzer moved and Mr. Segina seconded a motion that Chief Minium move forward with the hiring of Bret Palmer as a patrolman in the Police Department. Mr. Palmer was in the top three candidates and was recommended for hire by the Civil Service Commission. The motion passed unanimously.

Adjournment:

Mr. Segina moved and Mr. Albert seconded the motion that the meeting be adjourned at 8:17p.m. The motion passed by a unanimous vote of the Council.

Respectfully Submitted,

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

Douglas Brown, Secretary

Council Agenda

August 15, 2016 Meeting

Call Meeting to Order: Vice President Maria Marcinko

Pledge of Allegiance: Vice President Maria Marcinko

Moment of Silence: Vice President Maria Marcinko

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: August 1, 2016

Public Comment on Agenda Items only:

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

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Communication:

New Business:

Request to Bid Property <http://dauphinpropertyinfo.org/view/RE/630451290000000>

Community Champions Contract Renewal

Council Concerns:

Public Comments:

Executive Meeting:

Adjournment:

Council Meeting Minutes August 15, 2016

Present:

Maria Marcinko, Vice President
Keontay Hodge
Kathy Kratzer
Michael Segina

Thomas Acri, Mayor
Doug Brown, Borough Manager
David Wion, Solicitor
Chief Vance, Fire Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Assistant

Absent with cause:

President Jeffrey Wright
President Pro Tem Brian Proctor
Chief Minium

Call Meeting to Order:

Vice President Maria Marcinko called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

Vice President Maria Marcinko let the group in the Pledge of Allegiance

Moment of Silence:

Mayor Tom Acri led the group in a moment of silence for our deceased loved ones, including former Borough Councilman, Mr. Lou Brodnick. Mayor also included those persons who lost their lives while in service to this country whether in the armed services, police or fireman.

Executive Sessions held between Meetings:

There was no executive session between meetings.

Approval of Minutes from previous meeting:

Vice President Marcinko called for a motion to approve the August 1, 2016 minutes of the Council. Ms. Hodge moved and Ms. Kratzer seconded the motion, which passed by unanimous vote.

Public Comment on Agenda Items only:

There were no comments from the public on agenda items.

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

Fire Department and Ambulance (Written Report) Highlights of the report:

The aerial devices were inspected and earned their Certificate of Compliance with NFPA Standards and codes. The equipment is inspected annually.

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

The Board reviewed the written department reports. Ms. Kratzer moved and Mr. Segina seconded the motion to accept the reports as written. The Council cast a unanimous vote to accept the reports.

Presentations:

There were no presentations made at this meeting.

Communication:

Public Employee Retirement Commission - Act 205 of 1984 Notice of 2016 Distress Determination

Mr. Brown explained that Public Employee Retirement Commission releases a biennial report regarding the status of Government entities retirement funds. The report is to let municipalities know if their retirement accounts are low enough to require supplements through the Recovery Program as established in Act 205 of 1984 Notice of Distress Determination. Steelton Borough received a score of zero, which means that the retirement fund is funded above 90%. The Steelton Borough is funded at 94%, which is very good.

Steelton Borough Council persons and the public are invited to attend and participate in the Technical and Coordinating Committee work of Harrisburg Area Transportation Study. The Technical Committee will meet Friday, September 9, 2016. The Coordinating Committee will meet Friday, September 23, 2016. The meeting agenda and materials will be posted at the website: <http://www.tcrpc-pa.org/hats/> one week prior to the scheduled meeting.

Dauphin County Office of Tax Claim Bureau sent a letter to the Borough requesting the acceptance or rejection of a bid on a vacant lot, Parcel 59-003-054 (Ridge Street). On behalf of the Borough of Steelton, Ms. Hodge moved that Council accept the bid for the parcel of land # 59-003-054 for the price of \$500.00. The motion was seconded by Mr. Segina. The Council cast a unanimous vote to accept the bid.

Unfinished Business:

Mr. Brown discussed the Steelton Arts Fest scheduled to be held October 22 (9am-9pm) -23 (9am-6pm), 2016. The Arts Fest will be sponsored by the United Arts Studio. Mr. Ken Harris, coordinator of the event, requested the use of Borough property for this event, perhaps some portion of Front Street. Mr. Harris is in the process of soliciting vendors to display their art and crafts. The Fest hours will be 9am-9pm of the 22nd and 9am-6pm on the 23rd. Contact <http://www.unityartjam.com/> for registration. This will be a new type of event for the Steelton area. Mr. Harris will attend the September 6, 2016 Council Meeting to personally explain the project and answer any questions the Council might pose. In response to questions from Council members, Mr. Brown explained that the Borough has sufficient liability insurance to cover the event. Ms. Marcinko asked if the United Arts Studio would also have insurance for the event? Mr. Brown will request that Mr. Harris also get insurance. Ms. Kratzer asked if there will be any street closures. Mr. Brown is working with the Police Department to determine if perhaps parts of Front Street would be closed. Ms. Kratzer suggested maybe on the first day of the event. The development and scheduling of this event was referred to the Neighborhood & Economic Development Committee for review, further planning and a recommendation.

Mr. Brown provided an update on the Skate Park/Community Center Project by supplying copies of the visual model prepared by Arment Concrete LLC. This company has a lot of experience working with skate parks. He has shared the information with the Borough engineers. The Borough has requested a \$40,000.00 Tourism Grant to cover the start-up of this project. Armet Cement said the project would cost between \$80 – 90, 000.00. Dauphin County has been approached for an additional funding. Hopefully, the money will be in place in the spring of 2017. The project will be in conjunction with the Community Center, the funds for which are included in the Gaming Grant request. It is possible to have the Community Center built within the

next two years. Approximately \$1500 would cover the cost of additional insurance for the Skate Park.

Mr. Wion presented information regarding Council's instruction to investigate the feasibility of granting an exception to the rejection of the Special Condition Parking Request for Ms. Denise Sanders who resides at 574 S. 2nd Street. Initially, Ms. Sander's request was denied because there was adequate parking space on her property. However, Ms. Sanders has indicated that her physical condition does not allow her to use that parking place. Following a recommendation from her physician, another study of the area was completed. There is adequate parking space in front of her home to allow the special condition parking space to be declared. Ms. Kratzer moved and Mr. Segina seconded the motion that the Steelton Borough Council grant an exception for the placement of a Special Permit Parking space at 574 S. Second Street. The motion was passed unanimously.

New Business:

Mr. Solomon from HRG introduced information regarding the HRG request for approval of a Professional Services Agreement for work on the Adams Street Subdivision Plan. HRG proposes to review applicable Zoning and Subdivision and Land Development Ordinances, detailing any required Variances or Waivers; prepare a Sketch Plan to depict the layout of the newly proposed units; Review expected site grading and possible issues. Provide preliminary grading plan and cross-sections to detail any construction issues; Coordinate building footprints, layout and grading with Tri-County HDC, Ltd and provide project correspondence including brief letter request to detail their findings. The cost of these administrative services is \$1,500.00. Mr. Wion clarified that this is a proposal for complete redesign of the new subdivision plan but something less than that on a preliminary basis.

Mr. Brown introduced Mr. Gary Lenker, from Tri-County Housing Development Company, LTD who made a presentation to the Council about the Adams Street Subdivision Plan. Tri-County is a not-for-profit entity, specifically certified by HUD to use Federal Home dollars to assist low to moderate income persons get affordable housing. The organization receives about \$80,000 annually from Dauphin County to support its work. The funds come from Community Block Grant and Gaming monies. The Board is comprised of citizens including persons who are familiar with the housing industry and finance, including Leo Agresti, Director Harrisburg Housing Authority and George Conner, DCED of Dauphin County. The proposal is to build two building which would contain six housing units. Ordinarily, units of the type they propose to build would cost \$125, 000, however with this special program, purchases could be made mid \$90,000's. Ms. Marcinko asked about the water problem on the property. Mr. Lenker stated that they proposed to resolve the problems with the natural spring water accumulation by using an existing system located near the retaining wall.

The homes would be made available to persons as outright purchases or, for those with credit problems, a lease with the option to purchase agreement. Persons who have a credit score of 620 and attend the homebuyers' classes would be eligible for home ownership. Those persons with less than 620 credit score would be given the opportunity to sign a 24 month agreement, with specific stipulations, to improve their credit score. If they fail to complete the requirements within that period, they lose their option to purchase.

Mayor Acri asked if persons in the homes would be in the Section 8 program. Mr. Lenker assured the Mayor and other concerned Council members that these homes are for sale to the homeowner and cannot be rented out to other parties. Ms. Kratzer asked what would happen to the homes if persons were unable to pay the mortgage and the lender foreclosed on the home would the Tri-County program then step in to assist in resolving the problem? The answer was no. Would the home sit vacant or could it then be rented out? Ms.

Hodge offered information about other programs that could assist with a homebuyer in that situation. Ms. Marciano's concern is based on the experiences of the Felton Loft Apartments and Hoyt Towers both of which did not come up to the initial projected standard. Mr. Segina expressed concern about the requirements for living in the houses. Is there a minimum or maximum time that the homeowner must live in the home before they can sold or rent it out? Ms. Marcinko asked if the new owner has to go through the housing program in order to purchase the home. Ms. Hodge asked for clarification on the questions previously asked. She wanted to know if there was any guarantee that this would not turn into another HUD rental program. The concern of the Council is improving the tax base in the Borough. Ms. Marcinko asked Mr. Lenker about the organization's experience with similar projects. Ms. Marcinko expressed that the Council wanted this to be a community based project where people buy homes in the Borough of Steelton, strengthen our tax base and not be vacant, and not turn into rentals. Currently, 51% of housing in the Borough is rental property. The concern is improving the quality of life in the Borough by having homeowners who care about and are committed to the community. The Borough's experience with renters and absentee landlords has not been positive in regard to maintaining Borough Codes and minimum property standards. Ms. Marcinko thanked Mr. Lenker for his presentation.

Mr. Wion recommended the proposal be referred to the Neighborhood & Economic Development Committee. He will meet with them for review and recommendation to be presented at the next Council meeting. Mr. Segina moved and Ms. Hodge seconded the motion that the Council approve no more than \$1,500.00 to be paid to HRG for professional services to work with the Adams Street Development Project. The motion passed three to one, with Ms. Kratzer casting the dissenting vote.

Mr. Wion presented the request from HRG to approve funding for a Professional Services Agreement for the Mulberry and Bessemer Street Utility Improvement Project. Because the scope of this project involves both water and sewage, both the Water Authority and the Council will share in this project. The Authority has already approved the proposal. HRG proposes to work with the contractors on all phases of the project including: advertising the project for and opening bids, issuing notice of intent to award, issuing notice to proceed, preconstruction conferences, supervising the construction and review for final approval of the completed project. Since the project involves both the Borough and Authority, the Borough's portion is 33% of the \$55,900.00 request. On behalf of the Borough, Ms. Kratzer moved and Mr. Segina seconded a motion authorizing HRG's request for approval of \$ 18, 400.00 for administrative fees for the Mulberry and Bessemer Street Utility Improvement Project. The motion passed by a unanimous vote of the Council.

Mr. Brown reminded the members of the Finance Committee that it is time to schedule budget meetings. Following the development of their proposed budgets, the Department Heads and the Finance Committee will hold public hearings, the dates of which will be announced.

The Vice President recognized Chief Vance. Chief Vance requested the Council approve the appointment of Nate Martin as Battalion Chief of the Fire Department. Mr. Martin has been with the Fire Department 13 years, is an ENT, a State certified instructor and a Harrisburg career Fireman. Ms. Hodge moved and Ms. Kratzer seconded the motion that Mr. Martin be promoted to Battalion Chief. The Council cast a unanimous ballot in support of the motion.

Public Comments:

Mr. Emmuel Powell, 321 Lebanon Street – inquired about the number of employees in the Codes Department. Ms. Marcinko stated that there are three persons employed in that Department. He was asking because of the problem with trash. Mr. Powell stated that Steelton had more trash than Harrisburg and something must be

done about it. Mr. Singh, Codes Director, referred Mr. Powell to the Codes Report. Mr. Singh stated that the Department was working diligently to tackle the property maintenance issues in the community. In July, 361 visits were made, which resulted in the issuance of 233 warnings and 54 quick tickets, which are like municipal parking tickets. The issues that cause a ticket are high grass, animal waste. He explained the process as: 1) a homeowner received two tickets, if the violation remains, he is given a citation and has to appear in District Court where she can be fined up to \$500.00. If she has not answered the citation within 10 days, a warrant is issued for his arrest or he must pay the fine. The Dauphin County of Common Pleas can overturn the decision of the District Justice. There are 2,571 properties in Steelton Borough and Mr. Singh has requested additional staff to handle property and constructions inspections. Mr. Powell asked how long a person has to respond to citation. Mr. Singh responded that after a person has been referred to the District Office, they have 10 days to make a plea, if that is not done an arrest warrant is issued. Some people just pay the fine, others opt to plead their case before the District Justice. If the violation is not resolved, the process is repeated. The Codes budget for 2017 might include a small fund that can be used to hire a private contractor to clean up properties, then put a lien on the property. Mr. Singh indicated that at this time, it is the responsibility of the property owner to hire a private contractor. The discussion regarding the Adopt-A-Block ensued, noting that individuals and/or groups could come together and adopt one or several blocks to ensure the Borough is clean. The Borough will provide plastic bags and gloves to support the community's efforts. Mr. Powell shared a negative experience with the District Justice system. Someone expressed concern about the condition of 433 Lincoln Street.

Ina Alcendor, 109 East Conestoga Street, requested a police presence on Second Street in her area. She stated that persons driving on Second Street do a rolling stop instead of a complete stop at the corner, noting that the same is true about the alley. Her concern is that people are coming down the hill and there will be an accident because someone did not come to a complete stop at that corner. The same holds true on Lincoln Street. Ms. Alcendor also mentioned that some older persons may not be able to maintain the weeds on their sidewalk. Ms. Marcinko discussed the development of A People-in Trouble or Helping Hands Program in the community. Councilman Proctor and the NEDC Committee is working on that and there is hope, with the revitalization of the Foundation, a program will be developed to address that issue. She also remarked that Steelton has more trash than it has had been in the past.

Jim Deimer, 131 North Third Street wanted more information on the Adopt-a Block program. Ms. Marcinko and Mr. Brown clarified the operation of the Adopt-A-Block Program. They stated that the program is designed for a person or organization to select a street in Steelton and accept responsibility for cleaning that public block area at least four times a year. The application for participation is filed with the Borough office. After two successful clean-ups, a sign, designating the name of the person/organization who has accepted responsibility for that block is placed on both sides of that street. The Public Works Department will provide all the needed supplies for the clean-up work (special colored trash bags, gloves, safety vest, etc.) Mr. Deimer proposed a project that involves the path on Second Street that goes up the hill to the North end of the 100 block of Third Street where tree limbs and brush have accumulated. His question was if persons gathered all the debris in that area, would the Borough ensure its collection? Ms. Marcinko committed the Borough to collecting the debris. Mr. Deimer named several persons that he would contact to assist him in gathering the debris. Further, since the Constables Building is for sale, perhaps someone could be encouraged to open a restaurant in that building. It was noted that Steelton need a family oriented restaurant. Ms. Kratzer noted that it would be difficult to use as a restaurant again because of the small kitchen and because there are training programs are located in the building. It was noted that the Capital Center Counters building is also now vacant, so there are several vacant building that could/should be put to use.

Council Concerns:

Ms. Kratzer thanked the Police Department for their participation in the National Night Out and Taste of Steelton. There were about 200+ persons in attendance. She recognized the death of Mr. Robert Butts, the former Fire Chief. She thanked the Fire Department and Police Department for their good work to ensure things went well. Also mentioned are committed to participation at the Back to School Block Party.

Mr. Segina thanked persons for attending the meeting.

Ms. Hodge thanked persons for coming out to the meeting. She thanked Mr. Lenker for what he is trying to do, and is hopeful that the project will be successful. She noted that the Borough is concerned about getting more homeowners in the area. The Borough recognizes that in certain areas there are home owners that take pride in their property. She addressed Mr. Deimer, acknowledging that there are business moving in and out of Steelton which results in vacant buildings. She stated that there are efforts being made to attract more businesses to the area. Further, she stated that he made good point by stating that we need a family restaurant in the Borough. She supported Ms. Alcendor's statement that the seniors in the community need more help maintaining their properties. Ms. Hodge expressed her shared concern about the seniors and her hope that a program can be established to give such assistance. Further, she suggesting that perhaps we can get the school involved as a project for athletes or other students that could assist with such a project. She thanked Mr. Powell for his participation in the Council meetings. Ms. Hodge thanked everyone for coming and everyone who does things in the Borough to make things happen and expressed the need to more toward the future.

Mr. Brown thanked Mr. Lenker for coming and his work with him, Mr. Proctor, Mr. Musser and others as they try to move the project forward. He stated that Adams Street project has been in the making for ten years. and explained that during that time consideration has been given on how to proceed and the housing market in the area. He offered his card to Mr. Deimer so they could coordinate the clean-up project suggested. The Borough currently has a substantial budget surplus this year. Staff was thanked for staying within their budgets. The newsletter was distributed and efforts are being made to get information out about the functioning of the Borough. The Authority was awarded a PennVest Company line of financing for the installation of a new water tank. At this time the project is three months ahead of the projected time for installation. The goal is to break ground in the beginning of 2017. Ms. Leggett-Robinson and Chief Minium joined him at training for the Right to Know Law. In preparation for 2017, Mr. Brown met with Mr. Diffenderfer regarding the auctioning of Borough surplus. Brownfield demolition will start next week. It is time to start thinking about the Christmas Tree Lighting Ceremony. The Departments are scheduled to meet with Ms. Paul and Mr. Brown September 13 -15 to begin the 2017 budgeting process. Each Department is required to present two budget proposals. Any request for increase in budget must improve operations in the Department or improve the Borough.

Mr. Singh reported six things the Codes Department is working on:

- A new software system has been purchased and is being used to assist the department in getting information and documentation done in a more timely manner.
- There are 60 properties where there has been no trash service in 2016. Letters of non-compliance will be sent to these persons, who will be allowed 15 days to comply with Chapter 92 on solid waste. If things have not been resolved in that time period, citations will be issued.

- 125 properties were issued notices of violations for exterior or interior issues. Fifteen day notices will be sent to those property owners if they have not come into compliance or contacted the Codes Office with a plan of action, citations will be issued.
- Upon receipt of information from the Water Department, the approximately 60 homes without water service will receive notices of non-compliance. Owners will have 24 hours to obtain water services. If the property continues to be non-compliant at that point, the property will be condemned and notices of unfit for habitation will be posted.
- New bulletin board are being placed outside the Codes office. The boards are designed as educational tools regarding when building permits are needed, property maintenance and rental ordinances, the responsibilities of property owners and tenant, and information regarding planning and zoning. In addition, this same information will be provided on the Borough website.
- There are 900-1000 properties without valid rental certificates. The owners will be sent a 30 day notice of the need for compliance. Following that notice, if no effort has been made to come into compliance, a citation will be issued each day until the property has obtained the needed rental certificate.
- The Planning Committee will have their first meeting September 7, 2016.

Mayor Acri thanked everyone for coming to the meeting. He noted that he did not have a real problem with the Adams Street project. He did note that he was leery because of the disappointment with previous projects.

Ms. Marcinko stated that bringing properties in the community into compliance with the ordinances will take time and patience from everyone. However, once people know and understand the requirements, things should get easier. She was pleased with the fact that citations were being issued in an effort to get the Borough back as a thriving, beautiful community. The Police Chief and Mr. Brown were given special recognition for their assistance in helping visitors from Croatia learn about the workings of a small community. Ms. Marcinko thanked the Police and Fire Department for their work in making the funeral for former Fire Chief successful. She encouraged persons to attend the Back-to-School Block Party and thanked everyone for coming to the Council meeting.

Executive Meeting:

There was no Executive Session held.

Adjournment:

Upon request of the Vice President, Ms. Kratzer moved and Ms. Hodge seconded the motion to adjourn the meeting. The August 15, 2016 meeting of the Steelton Borough Council was adjourned by the unanimous vote of the Council at 7:44p.m.

Respectfully Submitted,



Douglas Brown
Borough Secretary

Council Agenda September 6, 2016

Call Meeting to Order:	President Jeffrey Wright	
Pledge of Allegiance:	President Jeffrey Wright	
Moment of Silence:	Mayor Thomas F. Acri	
Executive Sessions between meetings:		None
Approval of minutes from previous meeting:		August 15, 2016
Public Comment of Agenda items only:		
Presentations:		
Justin Mendinsky, Herbert, Rowland and Grubic, Inc.		Monthly Engineer's Report
Communication:		
Penn Environment and Remediation, Inc.		Notice of Application for Water Obstruction Permit Registration for West Shore-Steelton V-Pole Foundation Repair Project.
Arcelor Mittal		Annual Downstream Notification
Dauphin County Board of Assessment Appeals		Notification of Appeal Assessment Changes in Steelton Borough
Dauphin-Lebanon County Boroughs Association		Minutes from Previous Meetings and Dinner Invitation
Herbert, Rowland, and Grubic, Inc.		Stormwater Utility Brochure
Kenneth Thorne		Request for Information About Old Farmers Market Property
Steelton Borough		Request to Release Local Share Funds for Jump Street from 2016 Grant
Unfinished Business:		
Mr. Brown		2016-2017 Local Share Grant Application

New Business:

Mr. Brown

Application for Payment #2 for Contract 2015-02 (General Construction – Firehouse Project)

Mr. Brown

Application for Payment #2 for Contract 2015-03 (Electrical – Firehouse Project): \$49,779.90

Mr. Brown

Authorization for Additional Engineering Services for Steelton Firehouse Project (Related to Bay Doors and Rehabilitation of Bathroom): \$6,500

Mr. Brown

Application for Payment #4 for Contract 2016-01 (Sanitary): \$120,730.90

Mr. Brown

Application for Payment #4 for Contract 2016-02 (Storm): \$43,353.83

Mr. Brown

Change Order No. 2 for Contract 2016-01 (Sanitary)

Mr. Brown

Work Change Directive No. 2 and Change Order No. 2 for Contract 2016-02 (Storm)

Mr. Brown

Recommendation to Award Contract Award to Steele City Contracting for Contract 2016-03 (Midget Baseball Field Project)

Mr. Mendinsky

Review of Three Options for Mohn Street Tot-Lot Project

Mr. Wion

Approval of Resolution 2016-R-_____ Establishing Special Purpose Parking for Mr. Robert Amsel at 221 Pine Street.

Mr. Wion

Adoption of Ordinance 2016-_____ TO AMEND THE CODE OF THE BOROUGH OF STEELTON CHAPTER 110 THEREOF ENTITLED "VEHICLES AND TRAFFIC" TO ESTABLISH ADDITIONAL SPECIAL PURPOSE PARKING ZONES AND TO ELIMINATE SPECIAL PURPOSE PARKING ZONES.

Mr. Wion

Adoption of Resolution 2016-R-RESOLUTION ADOPTING BOROUGH OF STEELTON ILLICIT DISCHARGE REPORTING AND ENFORCEMENT POLICY

Mr. Brown

Authorization to Pursue and Execute Up to \$80,000 in Additional Financing for Steelton Skate Park Project

Mr. Wion

Release of Performance Bond for Verizon Wire Project No. 20141033770

Mr. Brown

Zelenkofske Axelrod One Year Proposal for 2016 Year End Audit Services

Public Comments:

Council Concerns:

Executive Session: To discuss potential litigation.

Other Business:

Adjournment:

Council Meeting Minutes September 6, 2016

Present:

Jeffrey Wright, President
Brian Proctor, President Pro Tem
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Douglas Brown, Borough Manager
Dave Wion, Solicitor
Anthony Minium, Police Chief

Absent with Cause:

Maria Marcinko, Vice President
Thommie Leggett-Robinson, Exec. Asst.
Amender Singh, Codes Officer

Call Meeting to Order:

The Council Meeting was called to order by President Jeffrey Wright.

Pledge of Allegiance:

President Jeffrey Wright led the body in the Pledge of Allegiance

Moment of Silence:

Mayor Thomas F. Acri led the body a moment of silence to acknowledge those persons who gave their lives to ensure the domestic tranquility.

Executive Sessions between meetings:

There was no Executive Session between meetings.

Approval of minutes from previous meeting:

It was noted that Mr. Albert was not listed as absent with cause for the August 15, 2015 meeting. The minutes will be corrected to reflect this oversight. In accordance with the motion from Mr. Albert and second by Mr. Segina, the minutes from the August 15, 2016 were approved by the Council.

Public Comment of Agenda items only:

There were no public comments on agenda items at this meeting.

Presentations:

Mr. Justin Mendinsky from the Herbert, Rowland and Grubic, Inc. Engineering Firm provided Council with summary of the work completed from August 1, 2016 through September 2, 2016. Following his presentation and responses to questions from the Council. Mr. Albert moved and Mr. Proctor seconded the motion to receive the Engineer's Report. The motion was

unanimously passed by Council.

Communication:

Penn Environment and Remediation, Inc. notice of Application for Water Obstruction Permit Registration for West Shore-Steelton V-Pole Foundation Repair Project. Arcelor Mitta Annual Downstream Notification.

Dauphin County Board of Assessment Appeals Notification of Appeal Assessment Changes in Steelton Borough.

Dauphin-Lebanon County Boroughs Association Minutes from Previous Meetings and Dinner Invitation.

Herbert, Rowland, and Grubic, Inc. Stormwater Utility Brochure.

Kenneth Thorne request for Information about Old Farmers Market Property.

Steelton Borough request to Release Local Share Funds for Jump Street from 2016 Grant.

Unfinished Business:

Mr. Brown stated that the 2016-2017 Local Share Grant Application, submitted September 1, 2016 for \$510, 220.00 to be used to fund a 2400 sq. ft. Community Center at Municipal Park as well as purchase, in partnership with the Dauphin County Library System a 24 hour kiosk library. In November Mr. Brown will make a presentation to the Gaming board explaining the project for which the money is required. In March 2017 the Gaming Grant Committee should provide notification of whether or not the Borough has received the grant and if so, how much.

New Business:

Mr. Brown yielded the floor to Mr. Mendinsky who presented information regarding Application for Payment #3 for Contract 2015-02 General Construction – Firehouse Project which has already been completed. Mr. Proctor moved and Mr. Albert seconded the motion to approve the payment of \$18,342.81. The motion carried unanimously.

Mr. Mendinsky presented the Application for Payment #2 for Contract 2015-03 Electrical – Firehouse Project, which has been completed. Ms. Kratzer moved and Mr. Segina seconded the motion that the requested payment of \$ 49,779.90 be approved. The motion was passed unanimously by the Council.

Mr. Mendinsky presented information regarding the requested payment for services related to the Steelton Firehouse Project Bay Doors and Rehabilitation of the Bathroom. The engineers had to complete additional design work to make accommodations for this change. By doing so, they were able to project the cost for completion of the new work. This redesign was completed before the decision that the project needed to be re-bid. However, HRG submitted the Application for Payment #4 authorizing Additional Engineering Services. After discussion,

Mr. Proctor moved and Mr. Albert seconded the motion authorizing HRG and Staff to place for bid construction of bay doors and rehabilitation of the bathroom at the Fire House. Mr. Mendinsky retracted the request for payment of \$6,500 for design and oversight of the Steelton Firehouse Project. The motion was passed unanimously.

Mr. Mendinsky presented information regarding the Application for Payment #4 for Contract 2016-01 (Sanitary), including the fact that the work has been completed. He therefore requested the Council approve the \$120,730.90 payment. Mr. Proctor moved and Mr. Albert seconded the motion that payment be approved. The motion was unanimously passed by Council. Mr. Proctor clarified that the requested funds will come from CDBC grant and will be presented directly to Dauphin County for payment. President Wright reiterated that all of the money that is being approved is available and Council is not soliciting additional money to fund the authorized payments.

Mr. Mendinsky presented the Application for Payment #4 for Contract 2016-02 (Storm): \$43,353.83 . Mr. Segina moved and Mr. Albert seconded the motion. The motion passed unanimously.

Mr. Mendinsky informed the Council that severe damage to some sewer pipes have been found and have to be replaced. The funding for this unexpected move is covered by CDBG Disaster Recovery Funds Change Order #2 for Contract 2016-01 (Sanitary) \$97,448.30. Mr. Proctor moved and Ms. Hodge seconded the motion that the funds be used to make critical repairs to the pipes. The Council unanimously passed the motion.

Mr. Mendinsky presented Work Change Directive No. 2 and Change Order No. 2 for Contract 2016-02 (Storm) Storm Sewer Cleaning outside the original project. There are funds in the grant available to pay for this additional work which will cost \$ 117,744.00. Mr. Albert moved Mr. Proctor seconded the motion which was unanimously passed by the Council.

Mr. Proctor spoke as Chair of the NEDC Committee in support of accepting the Steele City bid, 2016-03, for the Midget Baseball Field. The Steele City Contracting submitted the lowest bid, which is the base bid of \$69,361.00. This cost will be covered by the CDBG grant with no other funds required from other sources. 2016-03 (Midget Baseball Field Project) base bid \$69,361.00. Mr. Proctor moved Mr. Albert seconded the motion that the bid from Steele City Contracting for \$69,361.00 be accepted. Council unanimously voted to accept the motion. The total cost of the project comes from CDBG the grant.

Mr. Mendinsky review the history if the Mohn Street Tot-Lot Project as a prelude to the presentation of the three options now available for completing the project. The original project and bid occurred in 2015. At that time, the cost of the equipment would have been covered by the \$49,000.00, awarded to develop the park. In 2016, the park must be placed for bid again. Included in the cost will be HRG cost for preparing the bid, receiving and evaluating the bids. Concern was expressed about the amount of equipment suggested. The NEDC was tasked with reviewing the project and presenting a recommendation at the next Council meeting.

Mr. Wion requested approval of Resolution 2016-R-28 establishing Special Purpose Parking for Mr. Robert Amsel at 221 Pine Street. Agreement to accept the Resolution was made by Mr. Albert and seconded by Ms. Hodge. The motion was unanimously passed by the Council.

Mr. Wion requested adoption of Ordinance 2016-02 TO AMEND THE CODE OF THE BOROUGH OF STEELTON CHAPTER 110 THEREOF ENTITLED "VEHICLES AND TRAFFIC" TO ESTABLISH ADDITIONAL SPECIAL PURPOSE PARKING ZONES AND TO ELIMINATE SPECIAL PURPOSE PARKING ZONES. The ordinance requires that all special parking permits be listed semi-annually and placed in form of an ordinance. Mr. Segina moved and Mr. Albert seconded the motion, which passed the Council with a unanimous vote.

Mr. Wion requested the adoption of Resolution 2016-R-29 RESOLUTION ADOPTING BOROUGH OF STEELTON ILLICIT DISCHARGE REPORTING AND ENFORCEMENT POLICY regarding the Clean Water Act. The resolution details the procedures staff will take to handle illicit discharge. Mr. Albert moved and Ms. Hodge seconded the motion which Council passed unanimously.

Mr. Brown presented the request for authorization to pursue and execute up to \$80,000 in additional financing to begin the Skate Park Project. While grant funds are anticipated, Mr. Brown is requesting the Borough make a preemptive move. MidPenn Bank will make a loan of \$80,000.00 for a one year note at 3.996% rate. On the other hand, Dauphin County Industrial Development Commission will give the Borough a line of credit, with a five year fixed rate of 2.5%. The money will only be used as a backup for grant funds. Mayor Acri was concerned that Borough money will be committed. Again, it was reiterated that funds would only be used, as necessary, to cover grant money which is forth coming. Mr. Albert moved and Ms. Kratzer seconded a motion that the line of credit from the Dauphin County Industrial Development Commission be pursued. The motion was carried unanimously by a roll call vote of the Council.

Mr. Wion presented information regarding the tower that Verizon Wireless to placed on the High School grounds. The bond was to ensure the work be completed on time. The project has been completed and Verizon has requesting that the bond be released. Mr. Albert moved and Mr. Proctor seconded that since the Wire Project No. 20141033770 has been completed on time, bond money in the sum of \$17,665.00 be released. The Council passed the motion unanimously.

Mr. Brown presented the proposal from Zelenkofske Axelrod to perform the Borough audit for 2016. Yearend Services would \$50, 305.00 and \$3,585.00 for DCED audit Both Mr. Brown and President Wright recommend it be referred to the Finance Committee for a report at the next Council Meeting.

Public Comments:

Steele City Contractor thanked the Council for their actions today. The owner is proud to come into his home city to make a positive contribution. The company is looking forward to completing this project and others in the community.

Aaron Riley of 722 North Second Street stated that on August 26, 2016 stated he applied for a special purpose parking permit in front of his home from his daughter who has multiple physical problems. The application was denied because their block already has four special parking spaces, which is the limit allowed by the Borough. There are letters of agreement to use additional parking space from neighbors who live on both sides of Riley family. The family is requesting that a waiver be granted to that they can be approved for the special parking space needed. President Wright stated that he would refer it for further consideration. Ms. Hodge asked and Mr. Wion answered how the Borough can have a specified number of handicapped parking spaces. Mr. Wion explained that the Borough has developed a formula which works for its best interest, which allows the Borough some control over parking. Chief Minium is working with Mr. Wion to review the handicapped parking spaces. He proposes an annual review of the parking permits to ensure that persons who no longer need the designated spaces.

Veronica Zupan - 2604 South Fourth Street. Ms. Zupan reported that there are six vehicles that do not have current inspection parked on the street in her area. There are three properties that have grass 14" high which has become home for vermin. There is a shed with a hole that is home to groundhogs. There are two young fox that are eating and leaving the remains in the yard. She is requesting something be done about this problem which is causing problems and unsafe living space for persons living in the area. The cause will be referred to the Codes Office for review and action.

Sheryl Powell - 432 Bessemer Street requested more information regarding the proposed Skate Park. Mr. Proctor explained that in addition to the Skate Park, there is a proposal to place the Community Center and turn the area into a multi-generational park with other activities available, including a walking track, etc. The current space is not being used at this time, so there is a need to find a way for the community to make use of its land resources. Ms. Powell asked if an additional police presence is a part of the plan. Mr. Proctor stated that there will be no need extra police. Mr. Brown explained that there is a multi-phased plan for the park and when completed, will be the only such park in Dauphin County. York, Lancaster County are the only areas that have parks such as the Borough is pursuing. The Dauphin County Commissioners have shown interest in the park and can see potential revenue coming from the skate park and the other events that will come with the completion of the plan. Certainly it will become a tourist attraction and bring more people into this area. Ms. Powell asked if this information has been posted on the Borough website. It has not been posted, but will be so that citizens can be aware of plans to make Steelton a more viable community and the progress being made on these plans.

Kyalo Crosson - 175 Lincoln Street. Mr. Crosson reiterated the points made by Ms. Powell regarding the communities need for more information about how these projects are being funded and the Borough uses the funds. Those persons who lived here a long time are unsure how the Borough is able to complete all the new projects the decimated tax base that is in operation now. Mr. Crosson stated that the youth of today do not have the resources or the community feeling that existed in the past. He suggested more outreach to the community. Explaining the benefits of having a place to attract youth so that they do not engage in vandalism and hanging out will help the older residents understand the need for the new ideas

being presented. Mr. Brown explained that the funds obtained are specifically for the projects that are being completed and cannot be used for any other purpose.

Emmual Powell, 432 Bessemer Street, What is the estimate for the renovation of the Fire House? Mr. Brown stated that approximately \$140,000.00 weather proofing, painting, replacement of wall, repair of the bay, taking care of the sink hole, etc. has been spent. The bond allocation is \$ 575,000.00. What is happening with the highway between Pine Street and Borough line? It was explained to Mr. Powell that PennDot is responsible for making the repairs and the Borough does not intervene in project that should be completed by PennDot. Mr. Powell asked about the progress being made with the problem at 432 Bessemer Street has high grass and trash and it has been reported. Mr. Powell stated that this residence has been reported and discussed before and not action has been taken. This complaint will be forwarded to the Codes Office which will have more information where the property is in the complaint process.

Council Concerns:

Ms. Kratzer announced that the Art Fest is being postponed until spring.

Mr. Segina thanked everyone for attending the meeting. He reminded people that the Planning Committee will meet tomorrow at 6:00pm. He thanked Chief for the good work done over the weekend and thankfully, there was no property damage.

Mr. Proctor was at the football field and noted that there was inadequate lighting in that area and surrounding areas. He suggests that the Public Works investigate how lighting can be increased. Mr. Proctor also noted the increase in vendors and questioned the issuance of a vendor's license. Mr. Wion clarified that municipalities used to have peddler's ordinance. The United States Supreme Court determined that communities can no longer regulate selling, unless it is a commercial entity, but most communities are just leaving the issue alone. Mr. Proctor thanked Chief for not letting things get out of hand last week. An anonymous person wrote a negative comment about Steelton in PennLive. Persons should come forward with their complaints and concerns with integrity and not hide behind names that do not allow dialogue about the issue. Mr. Proctor thanked everyone for attending the meeting.

President Wright thanked persons for attending the meeting. He emphasized the importance of recording and acting on things brought forward by the citizens of the community.

Executive Session:

There was no executive session.

Other Business:

There was no additional business brought before the Council

Adjournment:

Mr. Albert moved and Ms. Kratzer seconded the motion that the meeting be adjourned at 7:54pm. The motion carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the initials 'AB' with a flourish extending to the right. The signature is written above a horizontal line.

Secretary

Council Agenda

September 19, 2016 Meeting

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: President Jeffrey Wright

Special Presentation:

Swearing in of Officer Bret Palmer as Patrolman in Steelton Police Department by Mayor Thomas F. Acri

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: September 6, 2016

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: August 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works (Written Report)

Codes Department (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Communication:

Dauphin County Tax Claim Bureau	Notice that property 59-003-054, Ridge St. has been sold
Dauphin County Board of Assessment Appeals	Notice of Changes in Appealed Assessments and Changes in Assessments for Steelton Borough Properties
Dauphin County DCEDC	Announcement of Approval of Tourism Grant for Steelton Skate Park
Heather Neidlinger	Request to purchase 0.29 Acre Borough Property Adjacent to 49 South Harrisburg St.
Mr. Dave Lidle	Mr. Lidle, a Middletown resident, wrote to compliment the Borough on the "clean and neat" sidewalks and streets.

New Business:

- Mr. Wion Approval of Contract Extension with Community Champions (Formerly Federal Property Registry Corporation)
- Mr. Wion Carl M. Johnson Request to remove Special Purpose Parking Space at 529 Lincoln Street and Accompanying Resolution 2016-R-_____
- Mr. Wion Adoption of Resolution 2016-R-_____ Providing for Disposal of Certain Borough Records
- Mr. Brown Appointment of Delegate to Pennsylvania Municipal League 2016 Resolutions Committee Meeting and Annual Business Meeting.
- Mr. Singh Request to Appoint Members of the Planning Commission to Shade Tree Commission and Codes Appeals Hearing Board

Public Comments:

Council Concerns:

Executive Meeting:

Adjournment:

Council Meeting Minutes September 19, 2016

President Jeffrey Wright
Marie Marcinko
Jeffrey Proctor
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Mayor Thomas Acri, Mayor
David Wion, Solicitor
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exe. Admin.

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright let the body in the Pledge of Allegiance

Moment of Silence:

Mayor Thomas F. Acri led the group in a moment of silence to honor those who have passed on. He made special mention of Mr. Barry Baumgartner, who served on the Steelton-Highspire School Board for 28 years.

Special Presentation:

Chief Anthony Minium presented Officer Bret Palmer as a newly employed officer in the Steelton Borough Police Department. Mayor Thomas Acri conducted the swearing in ceremony as Mrs. Palmer held the Bible for Officer Palmer as he took the Oath of Office. Officer Palmer thanked the Council for the opportunity to serve the Borough. Immediately following the ceremony, Officer Palmer left to fulfil his job responsibilities since he was on duty.

Executive Sessions held between Meetings:

There was no Executive meeting held between meetings.

Approval of Minutes from previous meeting:

There were no additions or corrections on the previous meetings minutes. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes of the September 6, 2016 Council meeting be approved as presented. The Council responded with a unanimous vote.

Public Comment on Agenda Items only:

There were no comments from the public on items on the meeting agenda.

Approval of schedule of billing, requisitions, and change orders as presented for August 2016:

Following a motion by Mr. Segina and a second by Mr. Albert the Council unanimously approved the schedule of billing, requisitions and change orders for the month of August.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Chief Minium added to his written report the fact that the Police Department has moved to a twelve hour shift the results of which put more officers on the street. The Department has had 1019 calls for service within a thirty day period. At the end of August they were at 66% of their budget. Letters were

sent out last week for special permit parking and have received 25 calls so far, including those who reported some spaces are no longer in use. There have been some issues at the football games. At the last game there were no issues before or after the game, however, there were some curfew violations. For that game, \$945.00 was paid out to police staff for overtime. There is an effort to decrease the amount of overtime pay and project that the next game's overtime pay should be \$208.00. Chief is creating a status report detailing the actions of the Police Department and comparing those stats with statewide stats. As of October 7, 2016. Statistics/demographics are within standards in every aspect of policing. There is concern about one area and a remedy for that issue will be presented at a later date. Ms. Marcinko asked if the Sargent's test has been administered. Chief stated the Sargent's test will be on the November 10th and 11th with oral interviews held the next week. All necessary work with the Civil Service has been completed.

NEDC Committee (Written Report)

Instead of a written report, Mr. Proctor made an oral report. Mr. Proctor gave an update on Movie Night. Mr. Proctor stated that he, Mr. Segina and Mr. Brown had discussions the night before. Mr. Brown found a company that will show the movie and \$599.00 per show. He further stated that we would serve popcorn and other snacks. Mr. Brown is to request that MidPenn allow the use of the \$500.00 they donated for the Fishing Tournament to be used to partially fund this need. Mr. Proctor also proposed that Ms. Kratzer is responsible for the Christmas Tree Lighting event this year.

Public Works (Written Report) –

Ms. Marcinko added to the written report that the Public Works Department has power washed buildings along Front Street. She stated that the work the Department has done has been evident as shown by a letter received by a person who lives in Middletown, who wrote to compliment the Borough on the lovely conditions he observes as he drives through the Borough. There should be a meeting of the Public Works Committee before the next Council meeting.

Codes Department (Written Report)

In addition to the written report, Mr. Singh reported that: in the month of August 1) two stop work orders were issued for work without permits 2) one property was condemned for illegal occupancy 3) 61 rental units were inspected which resulted in the finding of 468 violations 4) 21 notices of violation were issued to buildings which resulted in the finding of 190 violations, There has been an increase of three more vacant properties. This increase brings the number of vacant properties in the Borough to 179. There is no property maintenance report for the month of August because of the absence of one staff member.

Mayor's Report (Oral Report)

The Mayor made not report at this meeting.

Borough Manager's Report (Oral Report)

Mr. Brown proudly reported that all departments were working diligently to keep cost down, so that the Borough remained within the budget. In fact, to date only 66% of the total budget has been used. Income to the Borough was \$3.4 million and expenditures were \$2.7 million making the year-to-date surplus \$708,000. The sewer fund has a surplus of \$523,000. The Administration is working on the Fall Newsletter and persons are encouraged to contribute information to be included in the newsletter. There is work being done to restructure the sewer rate, which should be ready for presentation to the Council in October. The Borough has received a pretty good response regarding people getting rid of the weeds in the sidewalk. The Borough has discussed strategies with Steelton-Highspire School

District on how to strengthen partnerships within the Borough to improve services to the community. One strategy would be to operate a Farmer's Market across the street from the Borough Hall in the grassy area. The Market could be there until there are plans for other development on the property. He is working on the PennVest grant which will provide 100% funding to move the sewer line across from Borough Hall, which is a critical issue to make the property ready for development. There is a sewer rate study is being conducted to see if there is a way to make the sewer rates more affordable, particularly for institutional users. The report should be completed by mid-October when it will be presented to the Finance Committee for consideration. Included with the sewer rate study will be a recommendation for a Discharge for CDU, which is a rate that will be charged on vacant properties. The Adopt-a-Block Program is going well although there is a need for more. Mr. William Jones has completed two clean-ups on Lincoln Street, so that group is eligible for a sign for Bailey and Lincoln Street. The Adopt-a-Block project headed by Mr. Steve Mull has one more cleanup to complete before that group is eligible for a sign. More groups are needed to participate in the program. Surplus vehicles and property are being prepared for auction. The auction is used because there is no provision in the law for individual sales of surplus. The development of a Blue Ribbon Group is underway, spearheaded by Pastor Barkley and Mr. Hill, This will be a group of concerned community members to discuss issues that could the Borough members of the community could collaborate on to improve things in the community. The first Coffee with the Crew, which consist of Department heads and Mr. Brown was a success. Persons did take advantage of the opportunity to discuss issues with staff on a one-on-one basis. The second one, scheduled for October 7, 2016 at 7:00 a.m. Budgeting meetings are being held with Department Heads and there is an anticipated date for presentation to the Finance Committee of October 5, 2016. Special Finance Meetings are scheduled for October 5, 12, 19 and 29 2016 in Council Chambers at 6:00 p.m. The meetings will be advertised in the Patriot News. PPL has repaired lights on and near the football field, which has helped with visibility in the area. Persons in the Department of Public Works received comprehensive training on illicit discharge reporting and follow-up from the Borough engineer, which is a part of our National Pollution Discharge Elimination System Permit that the Borough obtained. The Administrative staff will have the training Tuesday of this week. All administrative staff have been given a copy of the policy approved at the September 5, 2016 Council meeting. Mayor Acri asked for clarification on the tax information Mr. Brown presented. Of the projected compliance, the Borough has collected 97% of property taxes, 95% land taxes, 70% of personal taxes, 76% occupational taxes and 73% earned income tax. Mr. Proctor stated that there should be an Inter-Governmental Committee to work with the School Board to ensure both entities are on the same page regarding mutual issues. Mr. Acri and Ms. Marcinko stated that there had been such a Board, but it voluntarily disbanded when persons at the table could accept constructive criticism without becoming defensive. Following the presentation and discussion of the reports, Mr. Albert moved and Ms. Kratzer seconded the motion that the reports be accepted as presented. The Council passed the motion with a unanimous vote.

Presentations:

There were no presentations made at this Council Meeting.

Communication:

The following communications were brought before Council with no discussion:

- Notice from Dauphin County Tax Claim Bureau that property number 59-003-054 on Ridge Street had been sold.
- Notice from Dauphin County Board of Assessment Appeals that some changes in assessments have been made as a result of appeals made to the Board.

- An announcement from the Dauphin County Department of Community Economic Development that Steelton's request for a grant to build a Skate Park has been approved.
- A request from Ms. Heather Neidlinger to purchase the 0.29 acre tract of Borough Property adjacent to 49 South Harrisburg Street.
- A letter from Mr. David Lidle of Middletown which complimented the Borough on the "clean and neat" streets and sidewalks.

New Business:

Mr. Wion presented a request to approve the Contract of Extension with Community Champions (formally known as Federal Property Registry Corporation). The motion to approve the extension of the contract was made by Mr. Albert and seconded by Mr. Proctor. The Council voted unanimously to pass the motion.

Mr. Wion requested that a Veteran's Special Parking Permit be removed at the request of Mr. Carl M. Johnson who resides at 539 Lincoln Street. Mr. Wion presented Resolution 2016-R-30 in support of this request. Ms. Hodge moved and Mr. Proctor seconded the motion that the parking permit be removed as request and memorialized in Resolution 2016-R-30. The Council cast a unanimous vote in support of the motion.

Mr. Wion requested the adoption of Resolution 2016-R-31 which would allow the Borough to expunge certain records. Mr. Wion stated that we have held some records held by the Borough are past the time Municipal Records Manual of Pennsylvania deemed for disposal. These records are maintained by the Police Department and Finance and Accounts Payable Department, specifically Purchase Orders from 2006, certain District Justice reports from 2010 and parking and insurance receipts from 2015. Mr. Albert moved and Ms. Kratzer seconded the motion that the records be expunged as presented in Resolution 2016-R-31. The Council voted in support of the motion, unanimously.

Mr. Brown requested there be an appointment of a Delegate to attend the Pennsylvania Municipal League 2016 Resolutions Committee Meeting and Annual Business Meeting October 5-7 2016 in Lancaster, PA. The Borough has one vote. According to the by-laws the Mayor has the authority to appoint a delegate. The Council President, Jeffrey Wright recommended Ms. Hodge for the delegate position with Ms. Kratzer alternate. These appointments will allow the expansion of responsibilities and involvement of the new Council members.

Mr. Singh requested, in compliance with Codes Chapter Two, the reactivation of the Codes Appeals Hearing Board and in compliance with Codes Chapter 107, the activation of the Shade Tree Commission. He proposed to use the Planning Commission members to fulfil the responsibilities of those two entities. He has already spoken to Chairman Heefner regarding the Planning Commission accepting those responsibilities. Prior to the Council's vote to accept Mr. Singh's request, Mr. Wion informed the body that the appointments must be made by resolution, not a vote. The ensuing discussion included information about the Planning Commission; how members are notified about meetings; the need for and the fact that the Codes Appeal Hearing Committee would hear appeals on property maintenance issues and the need for timely meetings of said committee. It was suggested by Mr. Proctor that membership on the Code Appeal Committee be opened to the public. If no one from the public is interested in serving on the committee, then the Planning Committee should be considered to perform the task. Mr. Wion advised that the persons who ask for membership on the Committee should include persons with knowledge of codes and code enforcement, therefore, some criteria for membership should be established. President Wright instructed Mr. Brown, Mr. Singh and any interested Council member get together and bring suggestions back to the Council.

Public Comments:

Mr. Aram Riley, 722 N. 2nd St. – Mr. Riley was requesting information regarding his application for special permit parking. It was explained that the problem noted during the Traffic Study has been resolved and a resolution will be prepared for the next Council meeting

Ms. Cheryl Powell 321 Lebanon St. – Ms. Powell was concerned about the letter from the Borough regarding the testing level of the water. Mr. Brown explained that the water is tested on a quarterly basis. The test were taken at the two worst sites in the water system. The average within the previous three quarters were under level but one was over, which made the overall test result high. The test can be conducted anytime during the quarter. 2) Ms. Powell remarked about the joint meeting of the Steelton-Highspire School District and the Borough Council. She suggested that a neutral party be involved in the meeting to keep things balanced. Perhaps a moderator who is not invested with either group. This person should be able to look at the actions of both parties and make suggestions on how they could collaborate on items of mutual concern. Ms. Powell suggested perhaps a college student could be considered. Mr. Acri noted that no one had ever brought up the subject of having a neutral person act as facilitator, however he agreed that having such a person might help retain attendance at the meetings. 3) Ms. Powell noted that the roof on Russell's had caved in, which increased the hazard presented by the vacant building. Mr. Proctor commented that the entire area is a part of the new comprehensive plan for that area.

Mr. Emmuel Powell 321 Lebanon St. – Mr. Powell asked how long it takes to repair a hole, 6-7 inches deep, in the street. The hole is at 138 Adams Street. Ms. Marcinko stated that the Department of Public works does not have the material to patching their storeroom, therefore the materials have to be ordered. Waiting for the materials can slow down the process of making repairs. Mr. Brown stated that the Borough is in the progress of revamping some processes, in fact, work on creating a work order system is in progress. Mr. Powell asked if the Borough owned property. President Wright noted that the Borough does own property, however it cannot be sold out right, because it must be sold by auction.

Ms. Ina Alcendor 109 E. Conestoga Street – Ms. Alcendor asked when the work on Harrisburg Street will be completed. Mr. Brown stated that the scheduled date for completion is the end of September. He also clarified that the street is State property, not Borough property.

Markis Mulberry 349 Spruce St. - Mr. Mulberry asked about the progress being made on the Adams Street Redevelopment Project. Mr. Brown explained that at the last meeting the Borough, Tri-County Housing Development Corporation and Dauphin County Redevelopment Industrial Authority worked toward completion of an agreement which will be presented to the NEDC, and should be ready for presentation to the Council at the October 17, 2016 meeting. Tri-County has requested a Gaming Commission grant, funds from HUD which is needed to start the project. Further, Mr. Brown explained that the projection for starting the work in early spring. 2) What is the progress being made on the Swatara Street wall? Mr. Brown reported that the guard rail has been installed, which prevents parking in a place where the weight of parked cars could lead to instability of the wall. The engineers also recommended that epoxy be used to fill in some of the small cracks in the wall next year. The engineer stated that the wall is stable. 3) Who updates the Borough website? Councilman Segina has volunteered to keep the website updated and has done a good job of doing so. However, he has changed jobs which has limited the time he has available to post information in a timely manner. At this time, there are two sets of minutes and some resolutions that need to be posted and they will be done before the end of the week.

Council Concerns:

Ms. Kratzer thanked the Police Department for their attendance at the football games and will have a plan to present at the next Council meeting.

Mr. Segina requested information from Chief Vance regarding the Chicken BBQ fundraiser. Chief Vance reported that the Fire Department would not have the BBQ because of the renovation of the Fire House however, they will be selling subs and soup with orders do on October 13, 2016 with delivery on October 21, 2016. The information will be posted on the website.

Ms. Hodge thanked Chief Minium for doing a great job. She also thanked the resident for their participation in the meeting because much can be accomplished if everyone works together.

Chief Vance stated that the final inspection of the Fire House has been completed and they are allowed to occupy the building. An Open House will be held October 2, 2016. The firemen attended a disaster drill at the airport and they were graded by the Federal Government. They toured Durabon facility and got some safety tips from them. UGI has a two million gallon propane tank and the Fire Department is now ready to handle any disaster that could occur if there was a problem with the container.

Chief Minium thanked Chief Vance for volunteering to bring and use the fire trucks to provide light at the football games. Some Juvenile Probation Officers were present and it was good that they all worked together. There were no incidents at the second football game.

Mr. Proctor reminded the group that the NEDC meeting is scheduled for next Tuesday at 6:30p.m.

Ms. Marcinko announced the Steelton-Highspire United and the Steelton Fire Department are sponsoring a Pumpkin Painting contest October 24, 2016. She stated that there is a wild life problem in the Borough and was recommending that perhaps getting suggestions from the Game Commission that could assist the Borough and Police as they address the problems. Call Dauphin County Control, call someone. Ms. Marcinko also asked to be excused from the October 3, 2016 meeting because of work obligations.

President Wright thanked all persons present for having such a positive meeting. He stated that although the Borough continues to have problems, the issues are being addressed but will take time to resolve all of the problems. He stated that he was happy with the new council and the way they are moving the Borough.

Executive Meeting:

Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be recessed at 7:28 pm to move into Executive Session to discuss personnel and legal issues. The motion was unanimously passed by the Council.

The meeting was reconvened at 7:50 p.m. with a unanimous vote following the motion of Mr. Albert and second by Mr. Segina.

Adjournment:

Mr. Proctor moved and Mr. Albert seconded a motion that the meeting be adjourned. The Council unanimously passed the motion that the meeting be adjourned at 7:51 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

**Council Agenda
October 3, 2016**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings:

Approval of minutes from previous meeting:

Public Comment of Agenda items only:

Presentations:

Mr. Justin Mendinsky

HRG Engineer's Report

Communication:

Capital Region Water

Invitation to upgraded Wastewater Treatment Facility Ribbon Cutting Ceremony October 12, 2016

Dauphin County Board of Assessment Appeals

Changes to the Assessment Roll on nine properties

Unfinished Business:

Mr. Wion

Approval of 2016-R-32 Special Parking Permit for Mr. Aram Riley, 722 N. 2nd St.

New Business:

Mr. Mendinsky

Approval for Payment #3 to Electrical Construction for Firehouse Improvements Project -\$4,430.15

Mr. Mendinsky

Approval for Payment #5 Contract 2016-01 Sanitary Sewer Inspection & Cleaning Project (Sanitary) – \$17,343.18

Mr. Mendinsky

Approval for Payment #5 Contract 2016-02 Sanitary Sewer Inspection & Cleaning (Storm) -\$18,684.37

Mr. Mendinsky

**HRG Authorization#2 for Firehouse Improvements
Project Additional Design, Bid & Construction
Phase Services - \$26,800**

Mr. Mendinsky

**HRG Agreement for Mohn Street Tot Lot Design,
Bid & Construction Phase Services - \$9,500**

Mr. Brown

**Presentation of 2017 Minimum Municipal
Obligation**

Public Comments:

Council Concerns:

Executive Meeting:

Adjournment:

Steelton Borough Council Minutes
October 3, 2016

Present:

President Jeffrey Wright
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina
Kelly Kratzer
Michael Segina

Mayor Thomas Acri, Mayor
David Wion, Solicitor
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Admin.

Absent with Cause:

Marie Marcinko
Brian Proctor
Douglas Brown

Call Meeting to Order:

The meeting was called to order by President Jeffrey Wright at 6:30p.m.

Pledge of Allegiance:

President Jeffrey Wright led the assembly in the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas Acri led the assembly in a moment of silence to reflect on those who have died while in service to their country.

Executive Sessions between meetings:

There was no Executive Session between meetings.

Approval of minutes from previous meeting:

Mr. Albert moved and Ms. Hodge seconded the motion that the minutes from the September 29, 2016 meeting be accepted as presented.

Public Comment of Agenda items only:

There were no public comments on agenda items.

Presentations:

Justin Mendinsky from Herbert, Rowland and Grubic, Inc. reviewed the written monthly Engineer's Report with the Council. He reported that UGI had completed the work they needed to do so PennDot can now work to complete the installation of new storm sewers and the reconstruction and base course pavement installation along Harrisburg Street between Adams and Ridge Streets. The replacement of manhole frames and covers are scheduled for the first

week in October with the installation of final wearing course pavement to be completed the week of October 10th, weather permitting.

The Fire House Improvement Project has been completed and the building permit walkthrough was completed on September 12, 2016, with no problems noted by the inspector. A request for payment was received for \$14,775.50. Mayor Acri and Chief Vance reported the need for additional work including the doors, ceiling fans, shower and at least three additional ballard posts are needed. Mr. Mendinsky will check on these items

The Storm and Sanitary Sewer Inspection & Cleaning Project continues to work toward its conclusion. The Video Pipe Services has requested payments. Change orders are in play to pay for additional work needed.

Work is continuing on the Trewick Street Pump Station Capacity Analysis, the Midget Baseball Field, 2016 Sewer Rate Study Storm and the Water Management Program. There has been action on the Mulberry Alley and Bessemer Street Sanitary Sewer Project. The feasibility study for the Adams Street Townhome Project is now in draft form. There are still some corrections needed on the draft before it is ready to present to the Council for review and direction. The Mohn Street Tot Lot is being presented for public bidding.

Ms. Hodge moved and Mr. Albert seconded the motion to accept the Engineer's Report as presented. The motion was unanimously passed.

Communication:

The Capital Region Water Company sent an invitation to attend the Treatment Facility Ribbon Cutting Ceremony October 12, 2016.

Dauphin County Board of Assessment Appeals sent Notification of Appeal Assessment Changes in Steelton Borough that were acted upon by the Board. The results of the appeals resulted in lowering of property taxes by applicants.

Unfinished Business:

Mr. Wion delayed the presentation of request for approval of a Resolution for a Special parking Permit for Mr. Aram Riley of 722 N. Second Street. The Resolution had not been completed pending further information.

New Business:

Mr. Mendinsky requested approval for payment #3 to Electrical Construction for Firehouse Improvement Project in the amount of \$4,430.15. A motion to approve the request was made by Mr. Albert and seconded by Ms. Kratzer. The motion was passed by a unanimous vote of the Council.

Mr. Mendinsky requested approval for payment #5 for Contract 2016-01 Sanitary Sewer

Inspection and Cleaning Project – for Sanitary work in the amount of \$17,343.14. Mr. Albert moved and Ms. Kratzer seconded the motion to approve the payment which comes directly from the CEBG Disaster Grant. The motion was unanimously approved.

Mr. Medinsky requested approval for payment #5 for Contact 2016-02 Sanitary Sewer Inspection and Cleaning Project – Storm in the amount of \$18,684.37. Again, the funds to make this payment come directly from the CEBG grant fund. Mr. Segina moved and Ms. Kratzer seconded the motion to authorize the payment. The motion was unanimously approved by the Council.

Mr. Medinsky requested approval of Authorization #2 for Firehouse Improvements Project Additional Design, Bid and Construction Phase Services in the amount of \$26,800. Mayor Acri asked if ballard posts were in the original contract. He stated that they are needed as a safety item from front to back. This will be discussed with Mr. Brown and appropriate action taken. Ms. Hodge moved and Mr. Albert seconded HRG be paid as requested. The motion passed unanimously.

Mr. Medinsky presented an agreement for HRG to provide oversight services for the Mohn Street Tot Lot during the design, bid and construction phases of the project. They presented several layout and designs for review. Funding for this project comes from the Greenways and Training Grant. Mr. Albert moved that the agreement be made for Option #2. Ms. Kratzer seconded the motion. The motion to pay HRG \$9,500 for services on the Mohn Street Tot Lot Project was unanimously approved.

Mr. Wion presented for approval Resolution 2016 –R -32 to the Council. This resolution will temporarily name persons from the Planning Committee, Dennis Heffner, Richard Moore, William H. Jones, Michael Segina and Emmuel Powell, to the Steelton Codes Enforcement Hearing Board. Currently, there is no functioning Board. The persons named are to act as the Codes Enforcement Board until December 31, 2016. A functioning Board is needed immediately to review code Enforcement appeals made by the citizenry. The need for this Board was discussed by Council at September 19, 2016 meeting. At that time a lengthy discussion regarding the appointment of a Board was held, with objections being made by Mr. Proctor and Ms. Hodge. Ms. Hodge, again, made objections to the Board being appointed and stated that she was “blindsided” by the presentation of a Resolution without previous notice or review. Ms. Kratzer moved that the appointments included in the Resolution become the Steelton Codes Enforcement Board immediately and that the appointed members remain on the Board until December 31st with new Board Members appointed January 2017. Mr. Segina suggested that the three month period would allow for recruitment, resume review and designation of persons to appoint to the Board. Ms. Hodge stated that other persons should have the opportunity to be appointed to the Board. Further, she stated that she could not comprehend the immediate need for a Board that has not existed for a long period of time. Mr. Singh stated that notices regarding homes with no water or trash service are being sent out and it is possible that persons would request the opportunity to appeal. This possibility makes it important to have a Board in place immediately so that appeals can be heard in a timely fashion. The President

called for a voice vote. Council persons Arnold, Wright, Segina and Kratzer voted yes. Ms. Hodge cast the dissenting vote. The motion passed.

Mr. Wion reviewed the 2017 Minimum Municipal Obligation documents establishing the funding obligation of the Borough in relation to the Police Pension Plan (\$64,417.56) and the Non-Unformed Employees' Pension Plan (\$146,543.00) as certified by the Chief Administrator for each plan. The documents were acknowledged as accepted by Council.

Public Comments:

There were no comments from the public.

Council Concerns:

Mr. Segina stated that the NEDC Committee requested the use of the Steelton-Highspire softball field for Movie Night. He stated that the Council needed to send a letter to the School Board to confirm the arrangement. The company that will provide the projector has already been contacted. The President instructed Borough Administration to send a letter to the School Board prior to its next meeting.

Ms. Hodge stated that according to the PA Consolidated Statute Section 42, persons requesting a hearing on Code issues could present their appeals to the Court of Common Pleas. She also expressed concern about the Council rushing to make decisions.

Ms. Kratzer announced that Ms. Theresa McBride was planning an October fund raiser to support an August 2, 2017 motorcycle event for special needs children.

A Pumpkin Carving Contest is scheduled for Thursday, October 27th from 6-8pm.

Executive Session:

At 7:24 p.m. the Council President called for an Executive Session to discuss a legal matter involving the EPA.

The Executive Session was concluded at 7:30.

Mr. Albert moved and Mr. Segina seconded the motion that a counter offer be made to EPA to facilitate the resolution of the matter. The motion was passed by a unanimous vote.

Adjournment:

At 7:31pm Ms. Albert moved and Mr. Segina seconded the meeting be adjourned. The motion was passed by a unanimous vote.



Respectfully Submitted,
Douglas Brown, Secretary

**Council Agenda
October 17, 2016 Meeting**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Tom Acri

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: October 3, 2016

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: September 2016

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Oral Report)
- Public Works (Written Report)
- Codes Department (Written)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentations: None

Communication:

Dauphin County Board of Assessment Appeals	Reassessment on Four Properties
PA Department of Transportation	Review of Single Audit Report
Board of Finance and Revenue	Ruling on Reality Transfer Tax
Lower Swatara Township Board of Commissioners	Invitation to Review 2016 Draft Update to the Lower Swatara Township Comprehensive Plan
Dauphin County Office of County Commissioners	Information Regarding the Status of the Share Grant
Joseph Shore	Request for Reconsideration of Special Parking Permit Denial

Unfinished Business:

Mr. Brown

Skate Park Rules and Regulations
Committee

New Business:

Mr. Wion

Approval of Ordinance 2016-
APPROPRIATING \$28,134.31 FROM
THE GENERAL FUND OF THE
BOROUGH OF STEELTON TO THE
STEELTON ECONOMIC
DEVELOPMENT CORPORATION FOR
UTILIZATION IN FURTHERING ITS
PURPOSES OF STIMULATING
ECONOMIC DEVELOPMENT IN THE
BOROUGH OF STEELTON,
PENNSYLVANIA, BY THE
DEMOLITION OF STRUCTURES
LOCATED AT 180 AND 230 N. FRONT
STREETS

Mr. Singh

Discussion Relating to Approving
Rescare Intern for Codes Office

Mr. Brown

Approval of Acceptance Leasing
Proposal to Finance Sewer Truck

Mr. Brown

Approval of Application for Payment
#2 to Lobar Construction for Work
Related to Firehouse Improvements
Project in the Amount of \$37,758.50

Mr. Brown

Approval of Application for Payment
#4 from Lobar - Fire House
Improvement Project in the Amount
of \$24,883.53

Mr. Brown

Approval of Application for Payment
#1 to MidState Mechanical &
Electrical related to Fire House
Improvements Projects in the
Amount of \$704.70

Mr. Brown

Approval of Application for Payment
#2 to MidState Mechanical &
Electrical related to Fire House
Improvements Projects in the
Amount of \$49,779.90

Mr. Brown

Approval of Application for Payment #3 to MidState Mechanical & Electrical related to Fire House Improvements Projects in the Amount of \$4,430.15

Mr. Brown

Approval of Application for Payment #1 to Steel City Contracting, LLC for the Midget Baseball Field Improvements Project in the Amount of \$14,180.72

Ms. Marcinko

Update on 2017 Budget Meetings by Finance Committee

Mr. Brown

Updating/Implementing Official Confidentiality and Electronic Usage Policies

Public Comments:

Council Concerns:

Executive Meeting:

Adjournment:

Steelton Borough Council Meeting Minutes October 17, 2016

Present:

President Jeffrey Wright
Vice President Maria Marcinko
President Pro Tem Brian Proctor
Michael Albert
Michael Segina

Mayor Thomas Acri
David Wion, Solicitor
Justin Mendinsky
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Admin.

Absent with Cause:

Kelly Kratzer
Keontay Hodge
Douglas Brown

Call Meeting to Order:

Council President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright led the body in the Pledge of Allegiance

Moment of Silence:

Mayor Tom Acri led the group in a moment of silence to honor those persons who lost their lives in service to their country and other loved ones.

Executive Sessions held between Meetings:

There was no Executive Meeting between meetings.

Approval of Minutes from previous meeting:

Mr. Proctor moved and Mr. Albert seconded the motion that the October 3, 2016 meeting minutes be accepted as presented. The motion passed unanimously.

Public Comment on Agenda Items only:

There was no public comment on agenda items.

Approval of schedule of billing, requisitions, and change orders:

Mr. Albert moved and Mr. Segina seconded the motion that the Financial Report for September 2016 be accepted as presented. The motion was unanimously passed.

Approval of Department Reports:

The Fire Department and Ambulance presented a written report, which including the information that there were a total of 31 calls made in the month of September.

The Police Department presented a written report which included the information that the Department made a total of 940 calls, 217 adult arrest and 51 juvenile arrests. In addition to the written report, Chief Minimum announced that a search has begun for a new Sargent for the Police Department. After discussion, it was agreed that the top six candidates would be presented to the Council, which will then recommend three of the candidates to the Mayor to consider for hire. Chief Minium reiterated points in the report by stating that the Department has only used 74% of its budget and the number of arrests have increased because the number of calls for service have increased. The Chief also reported that the Department in intentionally increasing its involvement with the Community by being more visible and participating in such projects as working with the Food Pantry located at Prince of Peace.

A NEDC Committee oral report was made by Committee Chair Brian Proctor. Mr. Proctor announced that Movie Night is scheduled for 7:00 p.m. October 22, 2016 at the Steel High School Softball Field.

The Department of Public Works submitted a written report. The report detailed the work completed by that Department, which included street sweeper runs, grass cutting on Borough owned lots, cleaning grates, posting signs, printing lines and other general maintenance duties. Information regarding the sewer system was also included.

The Codes Department provided written reports for August and September 2016. In August, 10 permits were issued; 61 rental units were inspected which resulted in 486 violations cited; 190 notices of violations were issued and one property was condemned. In September two permits were issued; 23 rental units were inspected which resulted in 165 violations cited; 40 notices of violations were issued and one property was condemned.

Mayor Acri did not make a report at this meeting.

Due to the illness and absence of Mr. Brown, the Borough Manager's Report was not presented at this meeting.

Mr. Albert moved and Mr. Proctor seconded the motion that the Department reports be accepted as given. The motion was passed by a unanimous vote of the Council

Presentations:

There were no presentations made at this Council Meeting.

Communication:

Dauphin County Board of Assessment Appeals sent reports on the reassessment of four Borough properties. In each situation, the tax assessments were lowered.

PA Department of Transportation wrote accepting the single audit report for the year ending December 31, 2014.

Board of Finance and Revenue provided the Borough with an Order regarding a Ruling on Reality Transfer Tax on one property.

Lower Swatara Township Board of Commissioners sent an Invitation to review the 2016 Draft Update to the Lower Swatara Township Comprehensive Plan.

The Dauphin County Office of County Commissioners provided information stating that they will hold hearings in November 2016 on grant request that were submitted for consideration. The Commission is moving forward as the Pennsylvania Supreme Court considers the continued collection of the local share assessment from the state's casinos used to fund Dauphin County's municipal gaming grant program.

Joseph Shore, a Steelton resident, requested reconsideration of the denial of his request for a Special Parking Permit. His request was referred to the Neighborhood and Economic Development Committee for review and recommendation.

Unfinished Business:

In Mr. Brown's absence, there was no report from the Skate Park Rules and Regulations Committee.

New Business:

Mr. Wion presented Ordinance 2016-3 to appropriate \$28,134.31 from the general fund of the Borough of Steelton to the Steelton Economic Development Corporation. The funds are earmarked for use toward the demolition of structures located at 180 and 230 North Front Street, Steelton, PA. The Steelton Economic Development Corporation's purpose is stimulating economic development in the Borough of Steelton, Pennsylvania. Mr. Albert moved and Mr. Proctor seconded the motion to approve the transfer of \$28, 134.31 to the Steelton Economic Development Corporation. The motion was passed by a unanimous vote of the Council.

Mr. Singh, Codes Officer, presented a proposal to use staff provided by the ResCare program to work in the Codes Office. These persons are referred through Career Link/Job Gateway Services program, which allows persons looking for work to gain or refresh job skills to increase their chances of obtaining full-time employment. The program would be provided at no cost to the Borough. ResCare will work to find Steelton residents to participate in the program. Ms. Marcinko asked if participation in the program would cause a collective bargaining problem. Mr. Brown, Mr. Wion and Mr. Miller are to discuss and determine if there is an issue. Mr. Proctor moved and Mr. Albert seconded the motion that the request be approved, provided the Union is agreeable with the proposal. The motion was unanimously carried.

In Mr. Brown's absence, Mr. Wion and Ms. Marcinko presented the proposal to lease a Sewer Truck. After reviewing several proposals, it is recommended the Borough use the services of Acceptance Leasing and Financing Service, Inc. That company submitted two proposals. Option 1 to finance the \$306,639.00 Sewer Vacuum is for a three year period at an interest rate of 3.500%. Option 2 is for \$306,639.00 is for a five year period at a 3.25% interest rate. Both option require a \$550.00 Documentation Fee. There is a problem with the company accepting the standard Municipal Contract. Mr. Albert moved and Ms. Marcinko seconded the

motion that Option 2, for the five year payment period be approved, upon resolution of the Municipal contract issue. The motion was unanimously passed.

Mr. Mendinsky brought the Application for Payment #2 to Lobar Construction for work related to the Firehouse Improvements Project in the amount of \$37,758.50 before the Council for approval. Mr. Proctor moved and Mr. Albert seconded the Council approve the payment of \$37,758.50 for work done on the Firehouse Improvement Project. The Council approved the motion unanimously.

Mr. Mendinsky presented the application for Payment #4 from Lobar for work on the Fire House Improvement Project in the amount of \$24,883.53 for approval by the Council. Mr. Proctor moved and Mr. Segina seconded the motion that the Lobar Company be paid \$24,883.53 for work completed on the Fire House Improvement Project. The motion passed unanimously.

Mr. Mendinsky asked the Council to approve Application for Payment #1 to Steel City Contracting, LLC for the Midget Baseball Field Improvements Project in the amount of \$14,180.72. He stated that this was a reasonable request since the work has begun and this is a small portion of the contracted budget. Mr. Proctor moved and Mr. Albert seconded the motion that the application for Payment #1 to Steel City Contracting, LLC be approved. The motion passed by a unanimous vote of the Council.

Ms. Marcinko reported that the Finance Committee will hold another hearing Wednesday evening, October 29, 2016, in Council Chambers at 6:00p.m. She reported that the budget is balanced without an increase in taxes. The budget includes a pay increase for non-contract employees. There will be a special meeting the first week in December to review and finalize the budget.

An update on the implementation of official policies on Confidentiality and Electronic Usage Policies was tabled until the November 7, 2016 meeting.

Mr. Mendinsky reported that the sewer cleaning work on Front Street, between Pine and Adams streets is scheduled to begin tonight. The crews will work between 7:00 p.m. and 7:00 a.m., which seemed like the least disruptive time for traffic control. In addition, during those hours, there will be a lower sanitation sewage flow, which will accelerate progress made on the project. He requested Council's approval for the crew to work the unusual hours. When questioned, Mr. Mendinsky acknowledged that there will be some noise associated with the work. Mayor Acri asked if the work could be concluded before 7:00 a.m. when the amount of traffic is increased. Since the project will require high voltage lighting, it was requested that the flood lights be placed as low as possible in respect of persons who live in buildings along the corridor. Mr. Albert moved and Mr. Proctor seconded a motion that the request to work on the sewer cleaning project be approved provided the work be conducted between 7:00p.m. and 6:00a.m. starting Tuesday, October 18, 2016. The motion was unanimously passed by the Council. This information will be placed on the Borough website immediately.

Public Comments:

Ms. Ina Alcendor – 109 E. Conestoga Street. Ms. Alcendor asked for assistance in resolving the problem of vandalism of her automobile. Her automobile tires were punctures twice within a two week period. She contacted the police and was told that nothing could be done about acts of vandalism. On the second occasion, Officers Basonic and Thompson were kind enough to change her tire. Ms. Alcendor also reported

that her neighbor's tires were also punctured. She stated that over thirty years, this was the first time she has experienced vandalism of her property. There has been a traffic pattern increase in the recent months of persons new to the area. Ms. Alcendor did state that she requested two young gentlemen, she had not seen before, clean up the glass they broke in the street. Ms. Alcendor asked she and the Borough could work together to resolve the problem. Chief Minimum and Mayor Acri both spoke about the change in culture that is occurring in Steelton. It is a community problem which will not easily be resolved but there is a commitment to provide a safe environment to the citizens of the Borough.

Mr. Emmuel Powell – 321 Lebanon Street – Mr. Powell asked if the Borough could create an ordinance requiring landlords to screen potential renters. Chief Minium reported that the development of a disruptive conduct report is in progress and should be available by March or April of 2017. It was noted that the Borough cannot require screening, but it can document the property and the behavior of the residents. Mr. Segina stated that work is being done to have the landlords report the names of the persons who occupy their rental property. Mr. Powell mentioned a house that was rented without water service and the residents were getting water through the outdoor water hose of the next door neighbors during evening and early morning hours without the consent of the neighbors. Mr. Singh made the following statements: 1) the Codes Office gets notices when water service is discontinued, but has not way to know when the property is rented. 2) the process to inspect rental property is in place, but with 1400 properties and limited staff, it is difficult to get all the properties inspected in a timely manner 3)that the tenants should contact the Codes Office and report irregularities occurring in the property they are renting. 4) Landlords are required to file a Landlord/Tenant report, but sometimes the information is inaccurate or incomplete and with Steelton becoming a transient community, it is difficult to keep up with what is happening with the properties. 5) the Codes Office is in the process of updating the system to gather and maintain more accurate information. 6) properties are supposed to be inspected prior to rental but most properties are occupied when the inspections are made. 7) the Codes Office is notifying all known rental property owners who have not completed the Landlord/Tenant Report that they may be fined for failure to submit the required forms 8) the Codes Office is working to get the names of persons responsible for the rental properties. In some cases, the properties are owned by a company and it is difficult to get the name of one person with whom to communicate. By identifying the name and contact information of a human, getting information into the right hands will improve codes enforcement since there will be a person who will receive whatever penalties are incurred.

Mr. Dennis Heefner - 337 Swatara Street. Mr. Heefner stated that Swatara Street is unattractive with one person not cutting the grass all summer. The negative attitude toward property upkeep as moved around the area such that no one is maintaining their property as they have in the past. The streets are in poor repair, and he hopes someone will do something about the problem soon.

Thommie Leggett-Robinson – 402 Ridge Street – Ms. Leggett-Robinson congratulated the Borough on the completion of the repairs on Harrisburg Street.

Mr. Singh stated that he was grateful to Mr. Heefner for stating his opinion. He also has concerns about the condition of the Borough and the streets are monitored every weekday. Hopefully, the implementation of new technology will help resolve some of the problems. He also stated that the Codes Department is committed to improving the Borough and maintaining the new standard once it is reached.

Council Concerns:

Mayor Acri stated that he has expressed his concerns about the condition of the Borough for 17 years and has seen little improvement.

Mr. Proctor asked Mr. Mendinsky about paving on three streets. He noted that some houses have been blighted for years, of particular note is the area around 19th and Walnut Streets. Mr. Proctor also voiced his dismay at the negative information about Steelton that is reported by the news media. He noted that when similar problems occur in different parts of the area, nothing or little is reported. However, when negative things happen in Steelton it appears in the news for days. Where is the fairness in having Steelton under the microscope?

Ms. Marcinko noted that there would be a meeting of the Finance Committee led by the Vice Chair November 7, 2016. Ms. Marcinko made the following statements: no one can predict or control anyone else's' behavior. Persons in the community are reluctant to confront persons for fear of retaliation. A lot of people do not respect their own property. It is not the responsibility of the Public Works Department to maintain personal property and doing so is a waste of time and tax payer's money.

President Wright also stated his concern about the news media's reporting of negative events that occur in Steelton. He stated that he is grateful for persons who bring new ideas and thanked persons for attending the meeting.

Executive Session:

The President called a recess to move into Executive Session at 7:44 to discuss legal matters.

Adjournment:

The meeting was re-convened at 7:56, at which time Mr. Albert moved and Mr. Proctor seconded a motion to adjourn the meeting. The October 17, 2016 Council Meeting was adjourned at 7:56 by a unanimous vote of the Council.

Council Agenda November 7, 2016

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings:

Approval of minutes from previous meeting: October 17 Regular Meeting;
October 25 Budget Meeting

Public Comment of Agenda items only:

Presentations:

Justin Medinsky, Herbert, Rowland and Grubic, Inc. Monthly Engineer's Report

Communication:

Stephen J. Shaver Memorandum HB 1683 Fire & EMS Tax Credit Bill

Letter from Arcelor Mittal Submission of application to the PA Department of Environmental Protection for an Air Quality Permit

Letter from Sarah Leeper Invitation to attend Reservoir Park Master Plan Focus Group, various dates and locations

Letter from Amercomm, LLC. Comcast Cable is submitting an application for Wire, Conduit and Cable Occupancy of Norfolk Southern property.

Dauphin County Office of Tax Assessment Change of Assessment Notice for one property

Dauphin County Office of CED CDBG Disaster Recovery Funds Expenditure Deadline

BNY Mellon Investment Review, Borough Steelton Police

Dauphin County Industrial Development Authority Local Share Municipal Grant Application Hearing on Aguas Para La Vida 11/21/16m 8:00 p.m.

Moody's Investors Service Steelton Borough Bond Rating Report

Exelon Generation

Invitation to Three Mile Island Informational Luncheon, November 16, 2016.

Unfinished Business:

New Business:

Mr. Wion

Approval of Resolution 2016-R-__ Sewer Truck Lease Agreement

Mr. Proctor

NEDC Recommendation to Auction Borough Personal Property on December 10, 2016 and Approval of Auction Contract

Mr. Brown

Approval of Change Order #1 Codification for the addition of new ordinances for \$1,584 (General Codes Publishers)

Mr. Singh

Quick Ticket for Ice/Snow Removal

Mr. Brown

Appointment of Steelton Skate Park Committee

Ms. Marcinko

Permission to advertise for Part-time Property Maintenance Officer Position

Mr. Wion

Approval of Resolution 2016-R-__ Special Parking Permit – Lorraine Gould, 522 N. 2nd St.

Approval of Resolution 2016-R-__ Special Parking Permit – Mr. Aram Riley

Approval of Resolution 2016-R-__ Special Parking Permit – Jannette Wright – 321 Ridge Street

Mr. Brown

Approval of Municipal Park Skate Park Project Agreement with HRG

Public Concerns:

Council Comments:

Executive Meeting: To discuss potential litigation and personnel issues.

Other Business:

President Wright

Acceptance of Resignation of Officer Casey McMillan Effective November 6, 2016

President Wright

Plan to Replace Officer Position

Adjournment:

Council Meeting Minutes November 7, 2016

Present:

Jeffrey Wright, President
Brian Proctor, President Pro Tem
Michael Albert
Keontay Hodge
Michael Segina

Thomas Acri, Mayor
Douglas Brown, Borough Manager
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Anthony Minium, Police Chief
Amender Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

Maria Marcinko, Vice President
Kelly Kratzer

Call Meeting to Order:

The meeting was called to order by President Jeffrey Wright at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright led the body in the recitation of the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri requested the body bow their heads in a moment of silence in respect of lost loved ones.

Executive Sessions between meetings:

Mr. Wright announced that there was no Executive Session held between meetings.

Approval of minutes from previous meeting:

Mr. Albert moved and Mr. Segina seconded the motion that the minutes from the October 17, 2016 Regular Meeting and the October 25, 2016 Budget Meeting be approved as written. The motion carried by a unanimous vote of the Council.

Public Comment of Agenda items only:

Mr. Joshua Monighan, 30 Pine Street, had questions regarding the Quick Ticket for Ice/Snow Removal. Mr. Singh, Codes Officer explained that the Borough's Code under section 94-22 requires the snow/ice on sidewalks be removed within 24 hours of the end of the snow fall. According to the ordinance, persons who do not comply with the ordinance will receive a citation, which requires an appearance before the Magistrate Judge, which usually results in a \$300 – 600 fine. Mr. Singh proposes to issue a Quick Ticket to the property owner, with the notice being posted to the property and mailed to the owner. The Quick ticket, in amount of

which will be set by Council (suggested \$ 50-75 fine) will be used first instead of filing a citation in court. If the snow has not been cleared 48 hours after the end of the snow fall, the Codes Department would then issue a citation, which would require the property owner to appear before the District Judge. The appearance before the Judge would include the court fine, \$300 – 600 plus the Quick Ticket fine (\$50-75). **The purpose of the Quick Ticket** would be to **1.)** ensure the safety of the community since snow and ice on the sidewalk is a safety hazard **and 2.)** save the citizen money by paying a fine to the Borough rather than making an appearance before the District Judge 2-4 weeks down the road from the date the violation was noted and pay a larger fine plus court cost.

Mr. Emmuel Powell, 321 Lebanon Street, asked about snow removal in those area where the sidewalks are brick. He stated that in the past, persons with brick sidewalks did not have to remove the snow. Mr. Singh clarified that the ordinance does not provide exclusions that the snow removal policy covers all sidewalk surface to ensure safety of persons walking on the sidewalk. Mr. Powell asked if the ordinance will be changed and persons in the community informed about the change. The response was, yes. President Wright stated that if the Council agrees with the proposal which will be discussed latter in the meeting, Mr. Wion will prepare the ordinance ready to present at the next Council Meeting.

Shyia Johns, 22 Adams Street asked for a reconsideration on the denial of her request for a Special Needs Parking Permit. The application was denied because her parking space would have to be across the street from her house since there is no parking on her side of the street. Mr. Brown asked Ms. Johns to bring in the updated registration with her proper address as per the traffic study. After this, Ms. John's request will be considered for approval at the November 21 Council meeting.

Presentations:

Justin Medinsky, an Engineer with Herbert, Rowland and Grubic, Inc. presented the monthly Engineer's Report. Since he prepared a written document, he presented highlights contained in the report:

- ✓ The manhole frames, covers and final wear course pavement has been completed on Harrisburg Street. PennDOT will complete their inspection of the work November 8, 2016.
- ✓ Phase I of the Fire House construction for the initial project is completed. The building inspection was conducted September 12, 2016 and there were no issues noted.
- ✓ The design for Phase II of the Fire House project is in progress and the anticipated date to request Counsel's authorization to accept bids is December 5, 2016, with possible bid opening January 9, 2017.
- ✓ The contracted date for completion of the Storm & Sanitary Sewer Inspection & Cleaning Project has passed. Video Pipe Services was unable to complete the work because they had difficulty reaching some of the pipes that scheduled to be cleaned and miscalculated the size of the pipe liners and had to wait for delivery of correct

size. The problems have been resolved and they are close to completing the work, which will include evening and late night work on Front Street. The work is now scheduled for the week of December 5, 2016. The company has requested additional payment for time spent, not for the purchase of new pipe lining. HRG is also requesting additional payment for the administrative time used to work with the company to get things in order. All payments requested will be covered by the grant that funded the project. President Wright requested Mr. Brown and Mr. Mendinsky closely monitor the project.

- ✓ The Trewick Street Pump Station project - the replacement of pump impellers and re-installation of all three pumps has been completed.
- ✓ Midget Baseball Field -The new infield sod and seeding of the outfield was completed. Demolition and asbestos abatement work for the steel equipment storage building has begun.
- ✓ Mulberry Alley & Bessemer Street project - The contract for the completion of the utilities improvement project was awarded to RIII Construction, Inc. The company is scheduled to start work November 14, 2016. The \$75,890 cost of the project will come from the Borough's Sewer Fund.
- ✓ 2016 Sewer Rate Study - HRG is completing the study of the current sewer rate and how it can be restructured to provide the necessary revenue and support an equitable allocation of costs based on the use of the sewer system. The company expects to submit a proposal to Council at the December 5, 2016 meeting.
- ✓ Storm Water Management Program - Work continues to find an acceptable compromise with regards to the cash settlement for violations cited relative to the EPA's Clean Water Act.
- ✓ A feasibility study for the completion of the Adams Street Townhomes has been submitted to the Council for review and action.
- ✓ HRG is working to complete a Project Manual for public bidding for the Mohn Street Tot Lot Project.

Ms. Hodge had a question regarding the Storm & Sanitary Sewer Inspection and Cleaning Project. She asked why the Borough should be responsible to pay for additional RPR hours to HRG for the contractor's error. Mr. Mendinsky explained that the additional fees for the RPR are to cover additional time needed to complete the project. Mr. Mendinsky stated that the contractor would ultimately pay the costs through either liquidated damages or a proposed credit to the contract amount. Mr. Mendinsky also clarified that the additional costs would be covered with CDBG-DR grant funds.

Following the presentation and discussion of the Engineer's Report, Mr. Albert moved and Ms. Hodge seconded the motion to accept the report as presented. The motion passed unanimously by vote of the Council.

Communication:

The Council acknowledged receipt of the following correspondence:

Stephen J. Shaver Memorandum regarding HB 1683 Fire & EMS Tax Credit Bill.

Letter from Arcelor Mittal informing the Borough that they have applied for an Air Quality Permit.

Letter from Sarah Leeper inviting Borough Council to participate in Reservoir Park Master Plan Focus Groups.

Letter from Amercomm, LLC. Stating that Comcast Cable has submitted an application for Wire, Conduit and Cable Occupancy of Norfolk Southern property.

Dauphin County Office of Tax Assessment for change of assessment on a Ridge Street property.

Dauphin County Office of CED reminding CDBG Disaster Recovery Funds recipients that the last day for using the funds is January 17, 2017. Any remaining grant funds will be forfeited.

BNY Mellon Investment Review, Borough Steelton Police showed that the Borough's investment has increased since the December 31, 2015 review.

Dauphin County Industrial Development Authority notified the Borough that the Local Share Municipal Grant Application Hearing on Aguas Para La Vida 11/21/16m 8:00 p.m. The Borough wrote a letter of support for this organization.

Moody's Investors Service reports that the Steelton Borough Bond has a stable outlook.

Exelon Generation invited Borough Representatives to a Three Mile Island Informational Luncheon to be held November 16, 2016.

Capital Region Council of Governments extended an invitation to Annual Dinner & various training workshops.

Mr. Proctor asked about the status of the CDBG-DR grant funds and spending deadlines. Mr. Medinsky responded that the deadline for spending the grant funding is January 2017. He will include the information in his report at the December 5, 2016 Council Meeting.

Mr. Monighan, 30 Pine Street asked for the address of the parcel of land that was sold in Reassessed due to repository sale. The address is 821 Ridge Street. Mr. Segina will provide the parcel number to Mr. Monighan after the meeting adjourns. Mr. Brown explained that we get the reports from Dauphin County monthly regarding properties that are reassessed and those that have been bid on through the repository bid process. Mr. Brown stated that this particularly property went from an assessed value of \$0 to \$500 due to the repository sale.

Unfinished Business:

The Council considered no unfinished business.

New Business:

Mr. Wion requested the Council approve Resolution 2016-R-33 which is a Government Obligation Contract to lease a Sewer Vacuum Truck. Mr. Albert moved and Mr. Proctor seconded the motion that the Borough of Steelton to acquire a sewer vacuum from, Acceptation Leasing with funding through the Kansas State Bank of Manhattan, Kansas. The motion was passed by a unanimous vote.

Mr. Proctor presented the recommendation from the Neighborhood & Economic Development Committee to Auction Borough Personal Property on December 10, 2016. The Committee further proposed that the Borough contract With Mark H. Diffenderfer of Diffenderfer Auctions to conduct the auction. Mr. Wion presented Resolution 2016-R-34 which authorizes the Public Auction for Sale of Personal Property. Mr. Proctor moved and Ms. Hodge seconded the motion approving the Auction and the Public Auction of Personal Property Resolution. The motion carried unanimously.

Mr. Brown presented Change Order #1 Codification by General Codes Publishers for payment of \$1,584.00 for the production of hard copies to be included in the codes book, including the addition of new ordinances passed from 2005 to date. The payment for additional codes inclusion is a budgeted item. Mr. Wion clarified the original contract, for \$10,500 to update the book from 2005 was signed in 2012. For some reason the project was never formalized and moved forward. The updating of the Codes Book is included in 2016 budget. When this project is complete, our codes will be up to date and can be linked our website. President Wright noted that codification has been discussed for years and now is the time to move forward. The motion to pay General Codes Publishers \$1,584.00 was made by Mr. Albert and seconded by Ms. Hodge. The motion was passed unanimously.

Mr. Singh reiterated the statements he made about the Quick Ticket for Ice/Snow Removal during the public concerns on agenda items held earlier in the meeting. Ms. Hodge asked if any relief when the snow fall is heavy. Mr. Singh stated that if a State of Emergency was called, the process would be waived. Ms. Hodge stated that is a Quick Ticket was issued and the 24 hour period comes on a weekend, someone from the Codes Department would have to be available. Mr. Singh stated that he had already discussed flexible hours for Codes staff with Mr. Brown. Such action will allow staff to be available when the need occurs. Mr. Singh stated that the Quick Ticket will be issued to the property owner. The warning is posted on the door and mailed. The tenant could, also, contact the owner when they see the notice on the door of the property. Ms. Hodge expressed concern about the elderly. Mr. Singh reiterated that some plan must be made because of the safety issue for persons in the community. Mr. Segina was asked to place current ordinance on website for public information. Chief Minium asked if the way the proposed new code was presented would be double jeopardy? Mr. Wion clarified that it would

not be double jeopardy because at the time of the ticket if the person is not compliant and the case goes to the District Court, they will not have to pay the Quick Ticket in addition to the fine ordered by the Judge. President Wright asked that the Public Works and Safety Committee, Mr. Wion and Mr. Brown review Ordinance 2011-2 to develop a plan and bring it back to Council.

Mr. Brown presented the names of persons, as agreed upon by the Neighborhood & Economic Development Committee, for appointment to the Steelton Skate Park Committee. The Skate Park Committee would be concerned about policies, procedures, hours of operation, safety issues, etc. 1 council member, Mr. Nate DeMuro, the President of Get On Board Ray Young, Vice-President of Get ON Board, Police Chief Anthony Miniun, Alex Kittle, Doug Brown, and at a future date, possibly a citizen-at-large. President Wright appointed Mr. Segina as the Council Representative to the Board. Mr. Wright appointed all the aforementioned members to the Committee.

Mr. Brown has requested permission to advertise for Part-time Property Maintenance Officer Position for the Codes Department. This is a position that is budgeted for in 2017.

Mr. Albert moved and Mr. Segina seconded the motion that Mr. Brown move forward on advertising for a Part-time Property Maintenance Officer. The motion was unanimously passed.

Mr. Wion requested the Council's approval of Resolution 2016-R-35 eliminating the Special Parking Permit for Daniel Gould, Sr. who no longer need the parking spot and designating the Special Parking Permit for his wife, Mrs. Lorraine Gould at 522 N. 2nd Street. Mr. Albert moved and Mr. Segina seconded a motion to approve Resolution 2016-R-35 regarding Special Parking Permit for Mrs. Lorraine Gould. The Council passed the motion unanimously.

Mr. Wion requested approval of Resolution 2016-36 establishing a Special Parking Permit for Mr. Aram Riley at 722 N. 2nd Street. The motion to approve the request for Special Parking Permit for Mr. Aram Riley was made by Mr. Albert, seconded by Mr. Segina and passed unanimously by Council.

Mr. Wion requested the Council approve Resolution 2016-R—37, Special Parking Permit for Jannette Wright who resides at 327 Ridge Street. The motion to provide Ms. Wright a Special Parking Permit was made by Ms. Hodge and seconded by Mr. Albert. The motion passed by unanimous vote of the Council.

Mayor Acri asked if approval could be given to Ms. Johns' request for a Special Permit for parking at this time. President Wright stated that the permit would be approved as soon as the necessary traffic study was completed and presented to the Council.

Mr. Mendinsky requested approval of Municipal Park Skate Park Project Agreement with HRG. Mr. Brown explained that Steelton has been received a Tourism Grant of \$40,000 which is to be used for this project. HRG is requesting approval of \$30,900 to include fees for a sub –

contractor that specialized in Skate Park design and HRG's development of customary engineering design. Mr. Albert moved and Mr. Proctor seconded a motion approving the agreement with HRG to provide design for the Skate Park Project. Council unanimously approved the motion.

Mr. Mendinsky requested approval of Change Order #1 submitted by Midstate Mechanical Electrical, Inc. for \$163.00 for minor changes in the Fire House requested by Fire House staff. Mr. Albert moved and Mr. Segina seconded the motion to approve the \$163.00 to make the changes requested. The motion passed by unanimous vote of Council.

Mr. Mendinsky requested authorization #3 for additional services for HRG related to the Steelton Sewer Cleaning and Inspection Project in the amount of \$7,500. Mr. Proctor requested clarification of this payment because he thought Council had determined that no additional payments would be made until the project was approved. Mr. Brown advised that this payment was not for the contractor but for HRG for the additional time they had to spend on the project. Mr. Proctor moved and Mr. Albert seconded a motion to pay HRG the \$7,500 requested. The motion was passed by unanimous vote of Council.

Public Concerns:

Josh Monighan – 30 Pine Street- from the sounds of the ice and snow conversation, a person who leaves town for the weekend would almost be a guaranteed citation. He suggests a 48 or 72 hour compliance after notice is issued. Until a definite time is determined, Mr. Monighan would like to add a citizen's moratorium on this issue. President Wright reminded those present that the issue has been referred to the Public Works and Safety Committee and others to develop a reasonable resolution. It will be posted on the website when concluded.

Emmuel Powell – 321 Lebanon St. asked how much money is collected for grass quick tickets. Mr. Singh stated that we have had a low collection record. Mr. Powell asked is any fines have been paid by the owner of 433 Bessemer Street. Mr. Singh stated that he issued a stop work order for construction being done on the property. The property owner has received numerous warnings and quick tickets. The Codes Department has sent letters to property owners giving a 15 day grace period letters. Persons have been coming in to pay the fines, thus causing a higher collection rate. Mr. Singh also stated that early next year when the rental ordinance is updated, hopefully it will include language that would prevent rental of a property by owners that have not paid their fines. Mr. Powell asked if the persons at 140 Adams Street have been ticketed. Because some neighbors filled up the dumpster, three bags of trash were placed outside the dumpster. He received a notice that the bags had to be removed. Mr. Powell's question was regarding equity in notification, compliance and responsibility for non-compliance. Mr. Powell asked about the Borough's concern about the Senior Citizens. Present Wright indicated that the Senior Citizens Center falls within the purview of the Steelton Foundation. Ms. Hodge, who is the chair of the Foundation stated that they have met with the Center Director regarding the status of the program. The Foundation is in the process of raising funds to support the activities of the Center. Mr. Powell disclosed his recent experience with the Center. An organization sponsored a luncheon for Seniors, but there was not enough room in the Center to

accommodate the persons in attendance. Ms. Hodge and Mr. Brown shared things that are being done to help the Senior Citizen's Center become a more viable organization. Those things include: working with the Department of Aging to find available funds, working with Democratic leadership to revive previous funding, working with the Housing Authority regarding a more adequate space to locate the Senior Center. All these things are being worked through the newly reorganized Steelton Foundation and will take time to bring things into order. Finally, Mr. Powell requested that a public meeting be held to discuss the ice and snow proposal. Mr. Brown stated that the public will be notified when the proposal is ready for review.

Hernan Paredes -159 N Front Street - since Borough installed aluminum doors and bricks getting, water runs into the basement of his property. Mr. Brown has been to the property and has seen the problem. He is asking how the Borough can help him resolve the problem. President Wright stated that the Borough's insurance company has indicated that the damage done to the property appears to have started before the changes were made by the Borough, therefore there will be no settlement offered. President Wright, on behalf of the Council, instructed Mr. Medinsky, to look at the property and determine what, if any, damage has been created by the Borough. If the examination indicates that the Borough is at fault, the Borough will take care of the problem. It is possible that the way the changes were made does not include the sloped pattern that was in place before the changes were made. The Council and Mayor agreed that this is the proper way to handle this case. He stated that he does have commercial insurance, however neither his insurance company nor the Borough's insurance company want to pay for damages and repairs. Paredes also asked for help regarding obtaining a building permit. Mr. Singh responded, stating that on October 27, 2016, he posted a Stop Work Order on the construction being done on the property. Work had begun on the project and no work permit had been requested or granted. No permit can be granted until the State code of construction has been met. The UCC requires that before a permit can be issued for a commercial property, a permit application along with permit application along with supporting documents such as drawings/plans signed and sealed by a Pennsylvania licensed architect or engineer need to be submitted to the codes office for review and approval. The Stop Work Order will remain in place and no permit will be issued until those terms are satisfied. President Wright, on behalf of Council, voiced support of the Code Officer's enforcement of the law.

Chery Powell- 321 Lebanon- Ms. Powell asked if the Borough Newsletter is sent to the occupant or the tenant. Currently, the newsletter goes to the address of the property. Mr. Singh indicated with the updating of the data system, it will be possible for property owners to receive newsletter. In the meantime, it will be the tenant sharing pertinent information to the property owner.

Josh Monighan, 28 Pine Street regarding the trash policy. On October 26, there was a notice on the window stating that there was debris on the property. He was not sure what the debris was, but he does his best to maintain his property by making weekly visits. Sometimes, when a tenant moves they leave a lot of trash and it not possible for the property owner to contain the trash as required. Rather than \$2,400 fines, he suggest that some type of exemption be given to property owners. He presented a letter in support of his suggestion.

Executive sessions personnel and litigations
President Wright called Council into Executive Session at 8:00 p.m.

Council Comments:

Executive Meeting: Mr. Wright announced Executive Session to discuss personnel issues and potential litigation.

Other Business:

The Council was called back into session at 8:15 pm.

President Wright presented the resignation of Officer Casey McMillan, effective November 6, 2016 with the request that it be accepted. On a motion by Mr. Proctor, seconded by Ms. Hodge, Council voted unanimously to accept the resignation of Officer Casey McMillan.

Council then discussed and considered the plan to replace the vacancy left by Mr. McMillan's positions as well as select the new full-time hires budgeted for in the 2017 budget.

Chief Minium briefed Council and stated that according to the current certified Civil Service list, the top three candidates for consideration for hire by Council are William Snyder, Pete Piccaro, Cody Webster. Mr. Snyder is already an officer with the Steelton Police Department. Chief Minium recommended that Officer Snyder be moved to a permanent position as budgeted for and as permitted by the certified civil service list.

Mr. Proctor moved and Mr. Albert seconded the motion that Mr. William Snyder be hired effective January 15, 2017 as a permanent, full-time officer with the Steelton Borough Police Department. The motion was unanimously passed.

Chief Minium then informed Council that the next three candidates on the Civil Service list (after Mr. Snyder's selection) are Cody Webster, Cory Allwein, and Pete Piccaro.

Chief recommended that Council hire Mr. Cody Webster as a new full-time permanent officer as of January 29, 2017.

Mr. Proctor moved and Mr. Albert seconded the motion that Mr. Cody Webster be hired by the Police Department January 29, 2017. The motion passed by unanimous vote of Council.

Chief Minium then briefed Council on his plan to replace Mr. McMillan by hiring Mr. Corey Allwein as a part-time officer. Mr. Allwein has agreed to work 40 hours at a part-time rate (80 hours per pay) for a temporary period to end when the new permanent officers are hired and in the shift rotation. At this point, Mr. Allwein will be scaled back to true part-time hours. Chief made it clear the Mr. Allwein agreed to this arrangement.

Mr. Proctor moved and Mr. Albert seconded the motion that effective immediately Mr. Cory Allwein be hired as a part-time officer working 80 hours per pay period temporarily at \$20.30 for the rest of year 2016, with salary increasing to \$21.54 beginning January 1, 2017. Mr. Allwein's hours will be reduced back to a maximum 16 hours when the full-time officers are hired. The motion was unanimously approved by Council.

Mr. Allwein was sworn in by Mayor Acri with Chief Minium holding the Bible. Mr. Allwein thanked the Council for its support. He has enjoyed his work as a Volunteer Fire Fighter over the last four years and looks forward to serving the community as a Police Officer. The community means so much to him that he is proud to serve.

Adjournment:

Mr. Albert moved and Mr. Proctor seconded the motion that the November 7, 2016 Steelton Borough Council meeting be adjourned at 8:29 p.m. The motion received the unanimous support of the Council.

Respectfully Submitted,

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

Douglas Brown, Secretary

**Steelton Borough Council Agenda
November 21, 2016**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings:

Approval of Minutes from meeting: November 7, 2016

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: October, 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Communication:

BNY Mellon

2016 Capital Market Return Assumption Highlights

Dauphin County Tax Claim Bureau

Repository Bid on 204 Adams Street

KU Resources, Inc.

Notification that Dura-Bond Pipe, LLC will submit a Minor Operating Permit Modification which will set a ceiling on allowable annual emissions of volatile organic compound with no changes in their current operation.

Dauphin County Office of Assessment

Certification of 2017 Real Property (Taxable)
Assessment for Steelton Borough - \$ 143,677,400.

Unfinished Business:

New Business:

Mr. Medinsky

Sanitary Sewer Contract 2016-01 Application for Payment # 6 in the amount of \$60,952.41

Mr. Mendinsky

Storm Sewer, Contract 2016-02, Application for Payment #6 in the amount of \$63,563.45

Mr. Mendinsky

Midget Baseball Field Project Contract 2016-03 Application for Payment #2 in the amount of \$11,722.93

Mr. Wion

Approval of Resolution 2016-R __ eliminating the Special Parking Permit of Tina Vasques Galvez at 743 S. Front St.

Mr. Wion

Approval of Resolution 2016-R __ establishing a Special Parking Permit for Henrietta Battle at 321 Ridge St.

Mr. Wion

Approval of Resolution 2016-R-__ establishing a Special Parking Permit for Shyia Johns at 22 Adams Street

Mr. Brown

Recommendation to Submit Medical Cannabis Zoning Ordinance to County and Borough Planning Commissions

Public Concerns:

Council Comments:

Executive Meeting:

Other Business:

Recommendation to Approve Raise for Luz Pabon Based on Audit of Position

Adjournment:

Steelton Council Meeting Minutes November 21, 2016

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Michael Albert
Kelly Kratzer

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

Brian Proctor, President Pro-Tem
Keontay Hodge
Michael Segina

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Acri led the body in a moment of silence to contemplate those things for which we are thankful and in respect of those who lost their lives in the service of their country and other loved ones.

Presidential Statement:

President Wright recognized the absence of three Council Members, Mr. Segina, Ms. Hodge and Mr. Proctor. He stated that a quorum was present and thanked those members of Council for their presence.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

The minutes of the November 7, 2016 Council Meeting were presented. Ms. Marcinko requested that the October 25, 2016 minutes be corrected to reflect that Resolution 2016-R-38 regarding the adoption of Non-Represented Employee Salary and Benefit Changes was unanimously passed at that meeting. Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be approved with the above correction presented. The Council voted to approve the minutes by a unanimous vote.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

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

Ms. Marcinko moved and Mr. Albert seconded the motion that the report for October, 2016 be approved as presented. The motion carried with a unanimous vote.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department - a written report was submitted for review and discussion.

Chief Minimum commented on the Police Department report. In 2016, there have been over 231 juvenile arrest as contrasted by 62 juvenile arrests in 2015. One reason for the increase in numbers is that some youth have had several arrests. So far, the number of total call for 2016 is 9266, which is 1000 over last year's total. Chief wanted to called attention to the increased numbers being handled this year.

NEDC Committee – No report.

Public Works – a written report was submitted for review and discussion.

Ms. Marcinko noted that according to the minutes of the previous she needed to call a meeting of the Safety Committee in order to handle the Quick Ticket for snow and ice that was discussed at the last meeting. Mr. Brown indicated that he and Mr. Singh have drafted something to present to the group for review and discussion. President Wright reminded those present that he turned that proposed Codes change over to Public Safety Committee to bring back to the Council.

Codes Department – a written report was submitted for review and discussion.

Mr. Singh made remarks regarding the Codes Department report. In the month of October, the codes office issued eleven permits, five stop work orders, six citations, attended 10 court hearings, inspected 44 rental units, issued 17 rental license certificates, checked 405 properties checked for quality of life issues, issues 125 public safety warning notices, issued 42 Quick Tickets, 72 notices of violations and condemned one property. Also during the month of October the Codes Department conducted special sweep of the 90 properties located on Swatara Street. The focus of the inspections was on external building and public safety issues. During the sweep, 54% of the properties inspected received violation notices and 24% received quality of life warnings or quick tickets. There are 118 properties in pre-foreclosure or foreclosure, which is an increase since last month. In reviewing these properties, it was noticed that banks and registration companies have not filed registration fees to the Borough as required. At this point, the \$13,000 is owed the Borough. The Department is in the process of sending notices to the banks and receiving agencies requesting immediate compliance or prepare to handle the next step in the collection process. The application

for the ResCare Program has been submitted and there has been an increase in the response and payment of Quick Tickets.

Mayor's Report

Mayor Acri expressed his concerns by asking a question regarding the status of the fire hydrant on Second and Walnut Street. Ms. Marcinko stated that she had spoken to Chief Vance regarding that fire hydrant and the plan is to remove it. The Mayor asked if there was sufficient coverage for the area. Chief Vance and Ms. Marcinko listed several hydrants, including the one at the Post Office, on Walnut and Elm Streets. There is sufficient coverage in the area with another hydrant within 100 feet of one scheduled for removal. Mayor Acri noted that insurance companies take the location of fire hydrants into consideration when determining the cost of property insurance.

Borough Manager's Report

Mr. Brown made an oral report and started with the General Fund. At the beginning of October with \$1.5 million in the fund and ended the month with \$1.45 million. The Departments have been operating on a spending freeze, except for essential items. The Borough is moving toward the lean time of year between now and 2017 tax revenues begin. The sewer fund began October with \$3.2 million and, with incoming revenue is currently reported as \$3.4 million.

On October 25, 2016 a summary of the 2017 Projected Budget was placed on the Borough website and copies are available in the Borough office, thereby giving persons in the community the opportunity to review. The Budget Ordinance is being prepared for advertisement prior to the adoption of the Borough Budget and consideration at the December 5, 2016 Council Meeting. Staff has been working with the utility sewer and water receivable accounts in order to bring those accounts up to date. Projects will be discussed by Mr. Mendinsky. Demolition of the shed on the Baseball Field will be completed the week of November 28th; Front Street Sewer Line work will begin the week after Thanksgiving. The work will be conducted overnight, with notification being given to all property owners in the area. The Christmas Tree Lighting is scheduled for December 6, 2016 at 6:30 p.m. in front of Borough Hall. Lights across the street from Borough Hall have been repaired. Mr. Brown is scheduled to make a presentation before the Gaming Grant Commission this evening at 8:00p.m. regarding the Community Center Project.

Mr. Albert moved and Ms. Marcinko seconded the motion that the Department Reports be approved as presented. Ms. Marcinko verbalized concern over the response time of the EMS. She noted that there were five Advanced Life Support calls with response calls over ten minutes, with the longest time being 22 minutes. This is a long time for a person to wait for life support. Ms. Marcinko suggested contact be made to the Swatara base to see if times can be improved. The President called for a vote and Council approved the motion unanimously.

Presentations:

There were no presentations made during the meeting.

Communications:

BNY Mellon sent a report featuring the 2016 Capital Market Return Assumption Highlights.

Dauphin County Tax Claim Bureau sent a letter regarding a Repository Bid made on 204 Adams Street. The Solicitor noted that a response is required on a repository bid, therefore the Council should vote on whether or not to accept the bid. Mr. Albert moved and Ms. Marcinko seconded the motion that Council accept the bid of \$1,610.00 made by DC Investments, LLC. The motion was unanimously passed.

KU Resources, Inc., as representatives of Dura-Bond Pipe, LLC, notified the Borough that Dura-Bond will submit an application for a Minor Operating Permit Modification which will set a ceiling on allowable annual emissions of volatile organic compound with no changes in their current operation.

Dauphin County Office of Assessment Certification of 2017 Real Property (Taxable) Assessment for Steelton Borough reflects adjustments in property assessments as a result of additions to and deletions from the assessment total, as well as and catastrophic loss adjustments as determined by information available during the November 10, 2016 Board meeting. The Borough of Steelton's Certified 2017 Real Property Assessment total is \$143,677,400.00.

Unfinished Business:

Ms. Marcinko noted that there was a vacancy on the Steelton Community Foundation Board and she recommended the vacancy be filled by the re-appointment of Ms. Barbara Lane for a term indicated in the by-laws of the Foundation. Ms. Marcinko moved and Mr. Albert seconded the motion that Ms. Lane be approved and appointed to the Steelton Community Development Foundation Board. The motion was unanimously passed by the Council.

New Business:

Mr. Medinsky, Engineer from HRG presented the Sanitary Sewer Contract 2016-01 Application for Payment # 6 in the amount of \$60,952.41. Mr. Albert moved and Ms. Kratzer seconded the motion that the payment be approved. The motion carried by a unanimous vote of Council.

Mr. Mendinsky presented Storm Sewer, Contract 2016-02 Application for Payment #6 in the amount of \$63,563.45. Mr. Medinsky reiterated that the project is funded by CDBG – Disaster Relief funds. Ms. Albert moved and Mr. Marcinko seconded the motion that the payment be approved. The Council casted a unanimous vote supporting the motion.

Mr. Mendinsky presented the Midget Baseball Field Project Contract 2016-03 Application for Payment #2 in the amount of \$11,722.93. Ms. Kratzer moved and Mr. Albert seconded the motion that \$11,722.93 be paid to Steele City Contracting, LLC for work on the Midget Baseball Field Project. The motion was passed by a unanimous vote of Council.

Mr. Wion requested approval of Resolution 2016-R- 39 eliminating the Special Parking Permit of Tina Vasques Galvez at 743 S. Front St. Mr. Albert moved and Ms. Marcinko seconded the motion that the Resolution be passed as presented. The Council passed the motion with a unanimous vote.

Mr. Wion requested approval of Resolution 2016-R -40 establishing a Special Parking Permit for Henrietta Battle at 321 Ridge St. After the presentation for adoption of the motion by Ms. Marcinko and a second to the motion by Mr. Albert. Council voted unanimously that the permit be issued.

Mr. Wion presented Resolution 2016-R-41 establishing a Special Parking Permit for Shyia Johns at 22 Adams Street to Council for approval. Approval was granted unanimously following a motion made by Mr. Albert, which was seconded by Ms. Kratzer.

Mr. Brown presented the Medical Cannabis Zoning Ordinance that was developed from a template provided by the Dauphin County Planning Commission. This ordinance prepares the Borough's Zoning Ordinances for the new business that will open under the Cannabis Medical Act, which is one of the most stringently regulated Acts in the U.S. The State will award 25 growers licenses within the Commonwealth. They will have to have close ties with the medical community, pharmacists and a research component in order to operate. Municipalities do not have anything in their ordinances to regulate business for growing or distribution. The ordinance, as prepared by Mr. Wion must be reviewed by the Steelton Borough Planning Commission and the County Planning Commission for a thirty day period. Following the review period, the ordinance will return to the Borough for a public hearing then sent to Council where the ordinance will be considered for final passage.

Mr. Wion spoke in support of the information provided by Mr. Brown. The presentation made to Council at this meeting is to begin the process of developing an ordinance to be sent to the Borough Planning Committee and the Dauphin County Planning Commission. The Tri-County Regional Planning Commission which deals with a lot of the zoning issues with municipalities in the area., has developed a recommended ordinance for consideration. The ordinance and legislation deal with four different type of areas: Academic Clinical Research Centers, Medical Marijuana growers and processors, Medical Marijuana transport vehicle services and Medical Marijuana dispensaries. The ordinance covers the specific requirements for each of the aforementioned entities. The ordinance requirements are specific to the Borough districts. For example parking, lighting, zoning requirements, location, etc. Both Mr. Singh and Mr. Brown have reviewed the proposed ordinance.

Mr. Wright asked if the issues discussed would be included in the State RFP? Mr. Wion responded that the businesses will be highly regulated by the state; however, we are determining how the businesses will operate within the zoning ordinance of the Borough. What we are looking at is a draft of an ordinance.

President Wright clarified that the Council, at this point is reviewing the Ordinance for presentation to the Borough and Dauphin County Planning Commissions. The Council voted unanimously to pass the motion to send the proposed ordinance to the Planning Commissions.

The motion was made by Mr. Albert and seconded by Ms. Kratzer.

Public Comments:

Dennis Heefner - 337 Swatara St. attended this meeting to apologize for his rudeness the last time he appeared before the Council. He noted that persons in the neighborhood were saying that the Borough was issuing the Quick Tickets to make money. Mr. Heefner stated that he told those persons that the Borough was not making money from its efforts to encourage persons take care of their property.

Emmuel Powell - 321 Lebanon Street expressed concern that electricity was not available to properties on the hill. He also expressed dismay about not getting information regarding the power outage in his area. Mr. Powell was assured that the information he sought regarding a power outage was handled by PPL. PPL is using a robo-calling system to notify persons when there are problem with electricity. It was recommended that he contact PPL and ensure that he is on the call list.

Council Concerns:

Mr. Albert thanked the citizens for coming out the meeting and for their participation in community programs.

Mr. Brown mentioned that ABC News 27 had interviewed him regarding the Skate Park and the interview should air on the news tonight. Regarding the street lights, the Police Department monitors street lighting regularly and it takes about three days to get the lights repaired. If a citizen is reporting a street light outage, they should include the pole number in their report since the additional information will facilitate more efficient repair time.

Ms. Marcinko stated that award winning journalist, the late Ms. Gwendolyn Ifill, attended Steelton-High School in 1963. Ms. Ifill died, at 61 years of age, during which time she reported the news for 30 years. Ms. Marcinko also noted concern about the lack of transparency of Verizon FIOS in their dealings with the public. Another concern is that as a Council member, she finds out about events happening in the Borough by information placed on Facebook. Ms. Marcinko asked that Borough staff develop a method of notifying Council Members about upcoming events.

Executive Meeting:

There was no Executive Meeting held during the November 21, 2016 Council Meeting.

Adjournment:

President Wright called for a motion to adjourn the meeting. Mr. Albert moved and Ms. Kratzer seconded the motion that the Steelton Borough Council meeting held November 21, 2016 be adjourned at 7:21 p.m. The motion carried by a unanimous vote of Council.

**Council Agenda
December 5, 2016**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings: None

Approval of minutes from November 21, 2016 meeting

Public Comment of Agenda items only:

Presentations:

Mr. Justin Mendinsky, HRG Inc.

Monthly Engineer's Report

Communication:

Dauphin County Office of County Commissioners

Asking persons to contact their PA
Legislator asking them to vote for the
continuation of Gaming Grant.

Dauphin County Office of Tax Assessment

Increase in property assessment due to
remodeling of building.

Dauphin County Office of Tax Assessment

Verification of 2017 Mileage Rates

Unfinished Business:

New Business:

Mr. Wion

Ordinance 2016-__ Establishing
Appropriations for the 2017 Fiscal Year

Mr. Wion

Ordinance 2016- __ Establishing Tax Rates
for 2017 Fiscal Year

Mr. Wion

Resolution 2016-R-__ Approving Discounts
for tax payers.

Ms. Kratzer

Finance Committee Recommendation to
Approve Supplemental Agreement with
HRG, Inc. for MS4-related Services
(Supplement #1)

Ms. Kratzer	Approval of Contract with Zelenkofske Axelrod LLC to Provide Auditing Services for FY2016
Mr. Wion	Resolution 2016-R-___ Appointing Borough Independent Auditor for FY 2016
Mr. Brown	Review Proposed 2017 Meeting Calendar
Mr. Mendinsky	Approval of Estimates for final payments for the Storm & Sanitary Inspection & Clearance Project from CDBG-TR Funds
Mr. Wion	Resolution 2016-R-___ Establishing Special Permit Parking for Shawn Dixon, 409 Reading St.
Ms. Kratzer	Approval of Steelton Fire Department List of Personnel Authorized to Operate Emergency Vehicles
Chief Minium	Update on Community Policing Initiatives
Chief Minium	Presentation of Certified Civil Service List for Promotions – Promotion of William Schaub to Sergeant Position Effective January 1, 2017
Public Concerns:	
Council Comments:	
Executive Session: To discuss personnel issues	
Other Business:	
Chief Minium	Approval of Side Letter Agreement with Luz Pabon Adjusting Hourly Wage
Mr. Brown	Approval of Tentative Agreement with AFSCME Council 90 2017-2019

Adjournment:

Steelton Council Meeting Minutes December 5, 2016

Present:

Jeffrey Wright, President
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Dave Wion, Solicitor
Justin Medinsky, Engineer
Douglas Brown, Borough Manager
Chief Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent for Cause:

Maria Marcinko, Vice President
Brian Proctor, President Pro Tem
Thomas Acri, Mayor
Chief Eugene Vance, Fire Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance and Moment of Silence:

The Pledge of Allegiance and Moment of Silence was led by President Wright

Executive Sessions between meetings:

There was no Executive Session between meetings.

Approval of minutes from previous meeting:

The minutes of the November 21, 2016 Council Meeting were presented. Ms. Hodge asked to speak on the minutes. She stated that under Unfinished Business Ms. Marcinko reported that there was a vacancy of the Steelton Community Foundation Board. That statement is, however, it was not unfinished business because the Foundation had not presented the vacancy to Council. Mrs. Marcinko also stated that she also would like to be informed about things, personally, before they happen, rather than getting information from Facebook. Ms. Hodge stated that she, also, would like to be personally informed before things happen. For example, she did not know that the vacancy had been filled, neither did she know about the person that was appointed. Mr. Hodge stated that she did not even receive a courtesy call. Ms. Hodge stated that she would appreciate professional courtesy, just as Ms. Marcinko. Ms. Hodge stated that Ms. Marcinko, as a senior member of the Council, and should have known to consult Ms. Hodge regarding the proposal she intended to make. Ms. Hodge stated that she accepts the action taken by Council to appoint this person since Council has the right to make appointments further, although the Council might not regard her as a Steeltonian, persons in the community have accepted her since she was elected a member of the Council, and she would appreciate being respected as such. President Wright stated that he was displeased that the action was

not discussed with her prior to it being brought before Council because Ms. Hodge is President of the Foundation. He apologized for acting on the motion before ensuring that it had been discussed with the Committee Chair. As a rule, Mr. Wright defers to the Chair of the Committee for decision making. He asked that things be discussed with the Committee Chair before they presented to Council. Ms. Hodge moved and Mr. Albert seconded the motion that the minutes be approved presented. The Council voted unanimously to approve the motion.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Presentations:

Mr. Mendinsky presented the Monthly Engineer's Report. He highlighted active projects in his presentation. He reported the following:

Fire House Improvement Project – HRG Project # 1337.0469 – The construction on the initial phase of the project has been completed and approved by the inspector. HRG is waiting for close out documentation from the contractor. The design work on phase II has started. This phase includes the reconstruction of the second floor shower, replacement of five, replacement of ceiling fans, installation of bollards by the gas meter. There have been a few addition things added, however the project remains within the budget as allocated. HRG anticipates advertising for bids in December with construction beginning in January. Ms. Kratzer asked if the problems experienced with phase one were discussed, i.e. leaks. There were some things that were discussed and will be addressed during Phase II, provided they are not the result of the work of the contractor that needs to be corrected.

Storm & Sanitary Sewer Inspection & Cleaning Projects – HRG Project #1337.0479
Work continues on the project. The request for payment on this project must be presented to the Dauphin County by December 16, 2016 in order to receive payment from the CBDG – Disaster Relief Grant. The project is not yet complete, however missing the deadline will mean the loss of grant funds. To prevent the loss of funds, HRG is requesting Council approve a projected payment for Contract 2016-01 between \$145,000 and \$149,000 and the projected payment for Contract 2016-02 between \$114,500 and \$144,500. Since the project is to submit the Request for Payment by December 19, 2016, the projected cost will be sent to Dauphin County. The final cost will be presented to Council at the December 19, 2016 meeting.

Midget Baseball Field CDBG Project – HRH Project # 1337.0485
Demolition of the building started the week of December 5, 2016, but stopped because asbestos was found in the floor. Once asbestos is safely removed from the building, the demolition work will resume. Temporary paving work will be completed, with a scheduled completion date of January 2017. Completion of the entire project is scheduled for Spring 2017.

Mulberry Alley & Bessemer St. Sanitary Sewer Project – HRG Project # 1337,0486

This project is administered by the Steelton Borough Authority. A preliminary scheduled has been received and equipment for the project began December 2, 1026. Excavation for new water main tapping sleeves and valves and new utilities on Fourth Street & Mulberry Alley, including temporary paving should be completed January 2017. Final restoration is projected for Spring 2017.

 **Mohn Street Tot Lot – HRG Project # 1337.0490**

The design work is completed and was presented for review and discussion to the NEDC Committee the week of November 17, 2016. Following approval of the design, the project will be placed for bid. The project is being paid for by funds from the Dauphin County Greenway, Trails and Recreation Grant Program. The grant requires the funds be expended by June 30, 2017.

 **Skate Park Project – HRG Project # 1337.0483**

HRG and Matt Arment from Arment Concrete met with the Skate Board Committee November 29, 2016 to review preliminary sketches prepared by Mr. Matt Arment. The Arment group is working collaboratively with HRG because they have extensive experience designing Skate Parks.

Ms. Kratzer moved and Mr. Albert seconded the motion to approve the report as presented. Council cast a unanimous vote to pass the motion.

Communication:

Dauphin County Office of County Commissioners wrote to ask citizens to contact their legislators asking them to support the continuation of the Gaming Grant program. It is currently proposed for elimination.

The Dauphin County Office of Tax Assessment wrote concerning the property assessment of a property located at 225 N. Front Street (tax parcel #59-015-021) that was remodeled. The assessment for the building was increased from \$99,000 to \$294,000. The assessment for the land was increased from \$251, 4000 to \$446,400. Mr. Segina asked what that translates to if revenue to the Borough. President Wright requested Mr. Brown research the answer and present it at the next Council meeting.

Dauphin County Tax Assessment Office of Tax Assessment sent a verification of Millage to Steelton Borough for approval. It was determined that Mr. Brown should call the County for clarification regarding the proposal. The current information sent for ratification shows the Borough having a millage rate of 17 for both land and land with building. Mr. Wion stated that he didn't know if the Council needed to anything other than recognize that Dauphin County sent it. Mr. Brown needs to review the information to ensure that it is correct. Mr. Albert moved and Ms. Hodge seconded the motion that the Borough verify the Millage after Mr. Brown discusses the classification of the Borough. The motion was passed by a unanimous vote.

Unfinished Business:

There was no unfinished business presented to Council.

New Business:

Before the discussion of new business, President Wright requested Mr. Brown provide information about the construction work being completed on Front Street. Mr. Brown explained that with additional grant funding, the company is doing additional slip lining work on the pipes. During the initial phase of the project, it became apparent that there was no more damage to the pipes than anticipated, so the company is placing lining in the pipes to reinforce them. President Wright noted that this project was discussed and approved at an earlier Council meeting. Mr. Brown added that residents in the area will receive at least 48 hour notice that the work will involve them with regards to the bright lights, parking and other issues that they may find temporarily inconvenient.

Mr. Wion presented **Ordinance 2016-04** establishing the Appropriations for the 2017 Fiscal Year. Mr. Brown stated that the Department heads met to establish their proposed budgets. Their requests were presented to the Finance Committee, which worked with the Department heads, the Secretary/Treasurer and Mr. Brown to develop a balanced budget. The Budget Committee had advertised, open meetings October 5th, 12th and 19th when persons from the community had the opportunity to comment. The Budget was presented to Council for approval to present the budget to the public October 25, 2016. This was done by various public entities beginning October 26, 2016. The budget includes no increase in property taxes, mainly because the Borough experiences less than 15% delinquencies. Occupational taxes and other recurring funds the Borough relies on are based on a historical averages. Also included in income is grant monies obtained for specific projects. On the expense part there were no major expense changes. Included is the cost of one part-time Property Maintenance Officer; two hand-held devices that will interface with the new software and make the Codes Department more efficient. In the Police Department the plan is to promote a part-time Officer to permanent full- time; add one part- time officer and promote an officer to a Sergeant position; purchase a police vehicle to replace #24. In Public Works we have the Share Purchase of a front end loader; installation of a new bed on truck #7; repairing storm sewer; working with HRG to develop a 5 year capital plan, a Front Street Flag Program, a demolition reserve to help with demolition of blighted areas. In addition, the budget included a general 3% salary Represented and non-Represented employees. Mr. Wion requested Council approve the Budget Ordinance as presented. The Sewer Fund is a continuation of what we have been experiences. No real increases were made. \$ 1,995,000 budget. Improvements included in the budget are a five year Capital Improvement Plan, installation of safety lighting; new camera for televising sewer lines; jointly funded front end loader. Improvements made in this fiscal year include the purchase of new sewer flushing truck; grant funded sanitary & sewer cleaning project; replacement of sewer lines at Harrisburg & Pine as well as Mulberry Streets & Bessemer Streets and grant funded pump station improvements. Ms. Kratzer moved and Mr. Albert seconded the motion to pass the **Ordinance 2016-04** as presented. The Council unanimously voted to approve

Mr. Wion presented an Ordinance to Establish Tax Rates for Steelton Borough. This Ordinance specifies where revenue to meet the budget will be generated. This includes not only funds received from citizens' taxes, but also grants accepted to fund specific projects in the Borough. Ms. Kratzer moved and Mr. Albert seconded the motion that **Ordinance 2106-05** be accepted as presented. The Council voted unanimously to pass the motion.

Mr. Wion requested approval of a Resolution designed to provide discounts that encourage residents that pay their taxes on time. By paying the tax on time, the citizen receives a 2% discount if paid with two months of receipt of the bill, within four months to six months, a 5% increase is added. After six months, the increase is 10%. Mr. Segina seconded the motion presented by Ms. Kratzer to accept **Resolution 2916-R-42** accepting the structure of tax payments. The motion passed unanimously.

Ms. Kratzer presented the Financial Committee's recommendation that the Council approve the extension of the MS-4-related Services, (Supplement I). These services are mandated by EPA. On September 10, 2012, on behalf of Steelton Borough, HRG filed a General Permit (PAG-13) to the Pennsylvania Department of Environmental Protection. HRG has continued to ensure the Borough is in compliance with the requirements of the permit. The PAG-13 is in effect from March 2013 to March 2018. HRG has continued to provide services related to the Small Municipal Separate Storm Sewer System (MSG-4) General Permit (PAG-13). HRG finds that it cost more than the contracted amount to help the Borough maintain compliance with the law, therefore, it is requesting additional funds to cover its expenses. It is also requesting the Borough extend the contract to allow them to prepare the next permit application and allow them to continue working to keep the Borough in compliance with the laws. HRG is requesting \$29,000.00 supplement to cover Permit Years 2015-2015, 2016-2017 and 2017-2018 when the permit expires. There is a need to file the final draft of the Pollutant Reduction Plan no later than August 1, 2017. The complete application package will be submitted to PADEP by close of business September 2017. Mr. Albert moved and Mr. Segina seconded the motion that Council accept the recommendation of the Finance Committee. The motion passed unanimously.

Ms. Kratzer, representing the Finance Committee, recommended that Council approve Zelenkofske-Axelrod LLC to provide auditing services for fiscal year 2016. Mr. Segina wanted to know if the relationship would end this year. Mr. Brown explained that it is for one year and that a new auditor must be appointed each year. Ms. Hodge asked if the project would be out to bid next year. Ms. Kratzer answered yes to both questions. The President suggested that the contract language be for a five year contract with the option to end the contract yearly. Ms. Hodge moved and Mr. Albert seconded the motion that Zelenkofske-Axelrod LLC to perform the audit for the 2016 year. The motion carried unanimously.

In accordance with the law that requires an auditor be elected each year, Mr. Wion presented a Resolution to appoint an independent auditor. In this case, the Resolution is specific to hire Zelenkofske Axelrod LLC as the auditor for 2016. Mr. Albert moved and Ms. Kratzer seconded the motion to pass **Resolution 2016-R-43** hiring Zelenkofske Axelrod LLC to perform the 2016 audit and accepting the fees requested. The motion received a unanimous vote from Council.

Mr. Brown presented a proposed Calendar for 2017. Mr. Brown stated that before the beginning of each new calendar year, he post the calendar. Holidays are considered when developing the calendar. Mr. Brown is adding a monthly meeting for the Public Works Committee, which had only been meeting on an “as needed” basis. President Wright asked if The Public Works Committee Chair have been advised of proposed meeting time changes. Mr. Brown stated that he had not discussed the change with the Ms. Marcinko, Chair of the Public Works Committee, but will do so. Other portions of the calendar, including the addition to new committees were acceptable. . President Wright requested the calendar be posted on the website. Mr. Brown added that a copy of the calendar is posted on the bulletin board in Borough Hall. Mr. Wion added that legally, the information must be posted and suggested it be posted in the Patriot News. Ms. Hodge moved that the proposed calendar be accepted as presented, provided Ms. Marcinko agrees with the increase in Public Works Committee meetings. Mr. Albert seconded the motion which passed unanimously.

Mr. Mendinsky presented the request for approval of estimated final payment be submitted to Dauphin County for payment before the deadline. Mr. Segina requested information regarding the penalty for the company’s failure to complete the contract on time. Mr. Mendinsky stated that the company proposed a partial Liquidation amount of \$10,500, however the decision to accept that figure has not been finalized. Mr. Albert moved and Ms. Kratzer seconded a motion that the estimated payment be accepted, with clarification at a later date. The motion passed unanimously.

Mr. Wion requested approval of a Resolution to issue a Special Parking Permit to Shawn Dixon. There is a Special Parking Permit already at that location. The Resolution provides for the elimination of the previous permit issued to Sherle Seigle and the establishment of a new one Mr. Dixon. Mr. Albert moved and Mr. Segina seconded the motion that **Resolution 2016-R-44** issuing a Special Parking Permit to Shawn Dixon at 409 Reading Street be accepted by Council. The motion passed by a unanimous vote of the Council.

Ms. Kratzer requested the Council approve an updated list of persons approved to operate Emergency Vehicles. These persons have received special training in order to meet the requirements. Mr. Albert moved and Mr. Segina seconded the motion to approve the updated list of persons allowed to drive Fire Equipment. The motion was passed unanimously by Council.

Police Chief Minium updated the Council on Community Policing Initiatives. The Department has received \$3,500 from the Mill to support the Departments’ communication programs, including the purchase of items for the give-away programs. This is the first year that the Police Steelton Department will participate in the **Shop of Cops Program** which is hosted by Harrisburg PAL and involves all of Dauphin County. Officer Thompson, Mr. Brown and Chief will represent the Borough. On December 11th, thorough the Islamic Society of Greater Harrisburg Sunday School program Chief, Officer Thompson, Detective Elhaj and Detective Shaub will

present a strategic plan for emergency evacuation that ensures that persons know how to exit the building safely and that children are safe in the neighborhood. On December 16, Chief, Detective Shaub and Mr. Brown will conduct a class for the Mosque-at-large. On December 30th a Safe Sitter Class will be held at the Prince of Peace, which has enough space to accommodate the number of persons enrolled in the class. Insurance and Child Abuse Clearances are in place to ensure that all avenues of concern are covered. On January 9th the Department has been asked to host an Internship Brightwood Career Institute for students in the senior year of the Criminal Justice Program. Not only would this provide a firsthand look at police work but it could also possibly become a recruiting resource. Chief plans to present the proposal for the Internship to the Police Committee, but wanted the Council to be aware of the possibility of hosting that program.

The congregation was assured that Steelton is committed to providing security and support to the Mosque. President Wright asked Mr. Brown and Chief Minium to put something in writing which could be a letter or proclamation of support. The correspondence shall be reviewed and approved by the Solicitor before it is presented to that congregation.

November 10th & 11th 2016 the department hosted written examination for four persons seeking promotion for Sergeant Corporal position. It is a difficult test with a high failure rate, but it is the test most of the Departments in the area use. One person passed the test and passed on the oral interview which was held November 21, 2016. Following a successful interview, the information was submitted to the Civil Service Board where the list was certified November 28, 2016. Chief recommends the Council promote Lieutenant William Shaub to Detective Sergeant William Shaub effective January 1, 2017. Chief stated that this promotion was very important since there have been no promotions with the Department a long time. Because of Detective Sergeant Shaub's vacation schedule, he will not be here for the January Council meeting, therefore Chief request that by having the induction ceremony at the next Council meeting which is scheduled for December 19, 2016, the promotion will be in place on the hire date and family, friends and his police officers can be present to provide support. Ms. Hodge moved and Mr. Albert seconded the motion that Detective Shaub be promoted to Detective Sergeant effective January 1, 2017 and that he be sworn in at the December 19th Council meeting. The Council cast a unanimous vote in support of the motion. President Wright as that a thank-you letter from the Borough be sent to the Mill for the donation. Chief Minium stated the Islamic Society of Greater Harrisburg requested a statement regarding the Department's goals in providing security to that congregation. Chief suggested that something be sent from the Borough as well to show solidarity. Mr. Brown stated that he would work jointly with Chief to develop an appropriate statement. While the Council was in agreement that something be sent from the Borough, President Wright instructed that whatever is prepared be approved by our Solicitors.

Public Comments:

Victor Romaine, pastor of the Mennonite Church located at 501 North Third Street. Pastor Romaine came before the Council to discuss the congregation's concerns about the proposed

Skate Park. The first concern is regarding parking. He stated that there are only 12 parking spots at Municipal Park. Are there plans to add more parking? Persons could conclude that it is alright to park in the church's parking spaces and that would interfere with church programs. The congregation's second concern was about the possibility of loitering and trash, which would reduce the congregation's sense of security and cause additional work to patrol that area for trash. Pastor Romaine expressed a support for providing more activities for youth, however a project of this magnitude should have been presented to persons in the neighborhood for input. Mr. Brown explained that the parking and other issues are being addressed by the Skate Park Committee which meets the first Thursday of the month in Borough Council Chambers. Pastor Romaine and members of the congregation were invited to attend the public meetings. The Committee is working with the Police Department, persons and organizations which have experience working with skate parks to ensure that all areas of concern are considered and addressed. Mr. Segina, who is a member of the committee, stated that the committee hopes to organize an Adopt-a-Park program in which volunteers would have keep the area clean. . Ms. Hodge stated that the Borough is working on a Community Policing Program, and with more involvement with the youth, hopefully they will feel that someone is interested in what they say and that they are heard. Chief Minium stated that the Police Department is developing plans on how they can be most effective in working with the persons who use the Skate Park. He announced that there will be a Skating Policeman, a person who likes the sport and who will be an active participant in the program.

Ms. Virginia Supan – 2604 South Fourth Street – commended the Council for not raising taxes.

Ms. Cheryl Powell – 321 Lebanon asked about the Council's efforts to establish a better relationship with the Steelton-Highspire School that was discussed in a previous meeting. Ms. Hodge explained that the Foundation is working with the School Board to establish a relationship. Ms. Hodge and School Board Member Natasha Wright are collaborating to build those ties. Because of the previous experience with the breakdown of communication, easing into a trusting relationship would most likely facilitate a trusting relationship that would allow the Borough and the School Board to work together when they agree as well as when they disagree. Ms. Hodge, Ms. Wright and School Superintendent the Travis Waters all work on the Blue Ribbon Committee, so are establishing a relationship through their involvement with that Committee. Ms. Hodge also noted that the Foundation is working to get organized and lay out plans and strategies, so are not ready to share all the things being done in the community.

Mr. Emmuel Powell & Ms. Cheryl Powell– 321 Lebanon Street spoke on the same issue in tandem – Mr. Powell stated during the last Council Meeting there was a request to hold a public meeting to discuss the Skate Park. He wanted to know if the meeting date had been established. He stated that he is hearing rumors about the Park, but wanted full, factual information. Council members made the following points:

- Information regarding the Skate Park was introduced six months ago, so is not a new project.
- The Skate Park idea was initiated in the Neighborhood & Economic Development Committee and presented to Council. The meetings are open to the public.

- The information is posted on the Borough website, has been reported in the Patriot News and covered through a television interview.
- The Skate Park Committee was approved at the last Council meeting. They have had an informal meeting, but have not had a formal meeting. The meetings are open to the public and are held the first Thursday of the month.
- Ms. Hodge was able to clarify that Mr. Powell was asking that public meetings be held before action is taken on projects of this magnitude.
- It was reiterated, that all Borough Committee and Council meeting are open to the public where persons from the community can openly discuss their concerns and seek resolution to them. The calendar for those meeting are published.
- All programs and projects are approved by the Council. The Council is an elected body, to whom the citizenry gave the authority to make decision regarding things that happen in the Borough.
- In response of Mr. Powell's concern regarding those persons who do not communicate through the use of technology, the Borough Meeting Schedule is posted in Borough Hall and will be included in the next Steelton Newsletter.

Council Concerns:

Ms. Hodge thanked the citizens for coming to the meeting. She assured the public that the Council is not trying to hide information and would like to hear their concerns. She thanked Ms. Supan for her complement to the Council since such positive statements are seldom heard from the public. Ms. Hodge encouraged persons to attend the dinner, sponsored by the Steelton Foundation. The dinner scheduled for December 17, 2016 at 5:00 p.m. and will be held at the IW Abel Hall on Gibson Street. The dinner is free to the public, but persons must register in order to attend. Registration by be done in person by completing the form at Steelton Borough Hall (the registration form can be downloaded at www.steeltonpa.com) or by telephone.

Ms. Segina stated that the Skate Park Committee is in the process of reviewing design concepts and working on rules and regulations. He invited the public to attend the meetings, including the one scheduled December 12, 2016 after the Water Authority Meeting.

Ms. Kratzer thanked persons for their participation in the Kids Craft Night. She encouraged persons to attend the Christmas Tree Lighting Ceremony scheduled to begin at 6:30, December 6, 2016 at Borough Hall. Inclement weather, the Ceremony will move to the Fire House. There will be lots of goodies, prizes for the first 150 persons at the Ceremony, Mr. & Mrs. Claus and entertainment including the High School band. All are invited to attend this free event.

Mr. Singh stated progress has been made on the process for approving the Medical Marijuana Zoning Amendment Ordinance. It was presented to the County Planning Commission earlier today. The Zoning Amendment Ordinance will also be presented to the Borough Commission on December 7, 2016.

Mr. Singh also discussed the tragedy that occurred in Oakland, CA. He stated that he would like to take this opportunity to speak about the tragedy that recently happened on Friday

December 2nd. Although this horrific fire didn't happen in our borough or area, this unfortunately can happen in any borough, town, or city across the nation. The property where the fire occurred was a warehouse, but it was also being used for housing and also as a makeshift party place/dance club. According to several news sources the building was only to be used as a warehouse since no permits, inspections, or certificate of occupancy was issued for the housing/club at this property. If the owner and/or tenant of this property had applied for the necessary permits and had the necessary inspections completed and passed, a certificate of occupancy would have been issued. That means that all of the construction related work done at the building was done properly and to code and that the uses the building owner/tenant would like to use the building for is approved and deemed safe to occupy/use. A property owner's responsibility doesn't end as soon as they have a signed lease, or just on the first of the month when its time to collect the rent check, they must make sure that they as the property owner and their tenants are always in compliance with all local and state building codes, rental inspection ordinances, zoning, etc. Since January of this year, when the new Codes officer was hired, Mr. Singh has worked with some good commercial property owners and tenants that understand why the Borough requires them to apply for permits and submit drawings and plans and have inspections. Unfortunately there are some owners/tenants that do not seem to understand why they must follow these processes and state compliance with the codes is unnecessary red tape. When an individual or corporation decide they want to be in the real estate business, regardless if they own 1 property or 100 properties they are responsible for that building including making sure that the building and property is in compliance with all local and state laws and regulations. Similarly regardless if you as the tenant of a commercial building are a small business owner with no employees who plans to use a small space to have a professional services office, retail store, barber/hair salon shop, restaurant, etc. or a big one with many employees and space, you must comply with local and state ordinances and regulations, in this case the Pennsylvania Construction Code Act, commonly referred to as the PA Uniform Construction Code. The codes office will continue to educate and work with all property owners and tenants and help navigate through the process and will continue to issue stop work order's and notice to show cause/vacate orders along with condemnation notices when the Codes Officer sees non-compliance with the uniform construction code happening in the borough. This is necessary to make sure that the persons living, working, and visiting buildings are safe. The codes office is here to work for the constituents of the borough, so if you feel that a building is unsafe or that something doesn't seem right, please feel free to give the Codes Office a call so that it can investigate".

Mr. Wion informed the group that the December 19, 2016 the Council Meeting will adjourn to accommodate a 6:45pm public hearing on the Medical Marijuana Ordinance.

Mr. Brown stated that there are lot of good things happening in the Borough. Work has begun, informally, to establish a relationship with the School Board. He thanked everyone for the continued support as Borough staff they try to help things move forward.

President Wright stated that he has served on the Steelton Borough Council for 20 years, so has a lot of experience working various Presidents of Council and Council Members. Because of his

experience, when he was elected President, he determined that he would not micro-manage the Boards or their work. He has purposely allowed the Committee Chairs to handle their responsibilities by placing the recommendations of their committees to Council. He stated that the Council is a legislative body charged with the responsibility of making legislative decisions. He stated that in the past, there have been circumstances when it was necessary for the Council to resend their decisions. President Wright encouraged greater participation by the citizens.

Mr. Emmuel Powell asked if public places, stores, restaurants, etc. must have a restroom. Mr. Singh responded that there was no sure answer to that question. At some point, unlike now, where the uniform inspection codes restrooms were not required and some businesses have been “grandfathered” in on those issues.

Executive Session:

President Wright called the Council into Executive Session to discuss personnel issues at 8:02p.m.

Council Meeting resumed at 8:22 p.m.

Ms. Hodge moved that Council accept the tentative ASCME contract agreement. The agreement must contain the provision to include the reduction of call time from 3 hours to 2 hours and the reduction of contract time from 4 years to 3 years. Mr. Segina seconded the motion that was passed by unanimous vote.

Mr. Segina moved and Ms. Hodge seconded the motion that Council approve a side agreement to increase Ms. Luz Padon’s salary, effective January 1, 2017, pending acceptance by the ASCME. The vote passed unanimously.

Adjournment:

President Wright called for a motion to adjourn the meeting. Mr. Segina moved and Mr. Albert seconded the motion that the Steelton Borough Council meeting held December 5, 2016 be adjourned at 8:26 p.m. The motion carried by a unanimous vote of Council

**Steelton Borough Council Agenda
December 19, 2016**

Call Meeting to Order: President Jeffrey Wright

Swearing In of William Shaub as Detective-Sergeant: Mayor Thomas F. Acri

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings: None

Approval of Minutes from meeting: December 5, 2016

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: November, 2016

Approval of Department Reports:

- Fire Department and Ambulance (Written Report) – Year End Report
- Police Department (Written Report) – Year End Report
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor’s Report (Oral Report)
- Borough Manager’s Report (Oral Report) – Year End Report
- Steelton Community Development Foundation (SCDF) (Oral Report)

Presentations:

Communication:

Dauphin County Office of CED	CDBG-DR funds for Storm Sewer System Inspection and Cleaning – Steelton Front Street project expenditure deadline extended until 1/6/2017
Department of Labor and Industry	Consumer Price Index Adjustment of Base Amounts Bids Effective 1/1/2017
Verizon FIOS	Notification of rate increase
PA Municipal League	Announcing the December 2016 issue of League link

Unfinished Business:

Public Hearing (6:45 pm) Zoning Ordinance for Medical Marijuana Facilities

Mr. Wion

Approval of Ordinance 2016-_____ Providing for Zoning for Medical Cannabis Grower-Processor and Dispensary Businesses

New Business:

Justin Mendinsky, Engineering Report

Requesting approval of final change order with a credit of \$111,844.60 for Contract 2016-01

Requesting approval of AFP #7 in the amount of \$107,495.00

Requesting approval of closeout of Contract 2016-01 Pending receipt of all closeout documents to the satisfaction of HRG

Requesting approval of final adjustment change order in the amount of a credit of \$97,274.92 for Contract 2016-02

Requesting approval of CO#3 Final adjusting change order in the amount of a credit of \$97,274.92 for Contract 2016-02

Requesting approval AFP #7 in the amount of \$94,109.70 for Contract 2016-02

Requesting Conditional Approval for closeout of Contract 2016-02, pending receipt of all executed closeout documents to the satisfaction of HRG

Mr. Wion

Approval of Resolution 2016-R-_____ Establishing Contribution to Steelton Police Pension Plan

Mr. Wion

Approval of ResCare Agreement for Codes Internship

Mr. Brown

Authorization to Purchase Placards to Recognize Adopt-Block Participants at January Council Meeting

Mr. Brown

Introduction of LERTA Ordinance

Mr. Brown

Announcement of Gizmo's and Gadgets Program

Mr. Brown

Proposal from Sustainable Strategies DC to Provide
Redevelopment Assistance

Public Concerns:

Council Comments:

Executive Session:

Other Business:

Adjournment:

Steelton Borough Council Minutes

December 19, 2016

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

Brian Proctor, President Pro-Tem
Michael Albert
Eugene Vance, Fire Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country, our armed service forces who will not be home with family for the holidays and other loved ones.

Swearing in of Promoted Police Officer:

Mayor Thomas Acri conducted the swearing in of the newly appointed Detective Sergeant William Shaub. Detective Sergeant Shaub was accompanied by his wife and daughter, who held the Bible for the ceremony. Mayor Acri and the persons present congratulated Detective Sergeant Shaub on his promotion. In response, Shaub thanked the Council for the opportunity to continue to serve the Borough as a 19 year member of the Police Department. He also stated that he was grateful for the confidence in his abilities as shown in his promotion and gave his commitment to do his best to meet the expectations of the office. Those present gave Detective Sergeant Shaub a standing ovation.

Executive Sessions between meetings:

There was no Executive Session held between meetings.

Approval of minutes from previous meeting:

The minutes of the December 5, 2016 Council Meeting were presented. Ms. Kratzer moved and Mr. Segina seconded the motion that the minutes be approved as presented. The Council voted unanimously to approve the minutes.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for: November 2016.

Ms. Marcinko moved and Ms. Kratzer seconded the motion that the Financial Report be approved as given. The motion passed by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Chief Minium reported that although the end of the year report is not complete, the statistics for the year have exceeded last year in just about every category. Revenues for the Department are as projected and the Department is working within its budget. During the month of November the Department statistics are as follows: answered 976 calls for a total of 117 cases; 78 adults arrested; 40 juvenile arrests; the Department logged 40 7.5 hours of business, park and residence checks during 30 different checks; there was a total of 15.5 hours of foot patrols and twelve various police events were attended.

NEDC Committee – There was no report from the NEDC Committee, although the Ordinance for Medical Marihuana reflected the work of the Committee. The next NEDC meeting scheduled for Tuesday, December 27, 2016 at 6:30 p.m.

Public Works (Written Report)

In addition to the written report, Ms. Marcinko stated that nothing has changed in the way the Borough responds to snow and ice on the streets. When the streets are icy, they are salted, not plowed. The Department provides ice and snow services first on the main thoroughfares, state routes, then the hills. If there is a problem, the public should feel free to call into the Borough or to call Council members. The Public Works Committee will meet every fourth Monday of the month at 5:30 p.m. in Council Chambers.

Codes Department (Written Report)

Mr. Singh reported that in the month of November the Codes Department issued 6 building permits, 7 stop work orders, 89 citations, 106 warnings involving quality of life issues, and 90 Quick Tickets. Staff attended 27 court hearings, inspected 29 rental units of which 17 passed their inspection, and 6 properties were condemned. In addition to the written report, Ms. Marcinko asked Mr. Singh to explain under what conditions under which a property would be condemned. Mr. Singh explained there several reasons. The first reason comes out of the Uniform Construction Code that said property requires a Certificate of Occupancy before being occupied. The others fall under the Property Maintenance Code for example: if a property is without heat, water, or electricity and is occupied; a fire or electrical hazard; non-fire related structural damage and fire related damage, it can be condemned. He explained that the property owner is given the opportunity to correct the violations and if it is not corrected, the property is condemned in the interest of public health, safety and welfare.

Mayor's Report – There was no report from the Mayor's Office.

Borough Manager's Report – The General Fund started November with \$1.45 million dollars in the account and ended November with \$1.517 million in account. The surplus was because staff worked hard to keep expenses down. The Borough anticipates \$ 106,000 increase in revenue upon receipt of from the EPA Grant for the demolition grant work completed earlier in the year and are still waiting for

the FEMA reimbursement. The Sewer Fund is still strong, beginning November with \$ 2.8 million in the account and ending the month with a \$ 3.1 million balance.

There were administrative goals established for 2016 under which there are many accomplishments. Under the heading of:

TRANSPARENCY:

- 90 Right to Know Request were processed without any issues. They are being processed in an efficient manner with Ms. Leggett-Robinson and Mr. Wion working together to ensure that things are completed within the scope of the law.
- The backlog of Water Authority Minutes has been brought up to date and the minutes are posted on the website.
- With the help of Mr. Segina, the website has been updated and new features added such as the ability to file complaints on line and the availability of documents, such as ordinances and minutes are now posted for public review.
- The updating of the Codes Book is in process
- The production of hard copies of the Newsletter has been reinstated and are distributed quarterly.
- Coffee with the Crew is a new program developed to give the community the opportunity to talk with the Borough Director, Members of Council, Department heads and staff in an informal atmosphere. The program is held on the 1st Friday of each month.
- There is a concerted effort to maintain a good working relationship with the press and keep them up to date with what is happening in the Borough.

Under the heading of Office of **INTEGRITY**

- A new Police Chief was hired
- A new strategic plan was developed for the Police Department in the year of 2016
- A new Codes and Zoning Officer was hired with a goal of restructuring the administrative work of the Department
- The outstanding codes issues from 2014-15 Labor and Industry Report have been resolved
- An Employee Handbook was developed and adopted
- An Evaluation Process was developed and will be instituted in 2017
- Seven Loss Control Safety Standards were developed
- A Safety Committee has been put in place to ensure workplace safety
- Monthly and yearly inspections of all facilities will be conducted to ensure safety in the Borough.
- The Codes Office is updating its records, installing new reporting software and will begin using handheld devices for property maintenance inspections in 2017.
- Council updated and adopted the MS-4 reporting and compliance procedure policy which has been implemented and the Borough is in compliance with those requirements.

Under the heading of **PROGRESS**

- Financing from PENNVEST was secured for the Chlorine Contact Tank and Water Distribution System Improvement Project
- The Steelton Development Foundation was reactivated
- A Blue Ribbon Committee of community members has been formed
- There is an increase in the participation in and development of community events

- The Borough is working with the Dauphin County Library developing and implementing youth programs
- The Adopt – A- Block Program is working well to improve the litter problem in the Borough and more volunteers for the program are expected in 2017
- Work has begun on the New Skate Park and Midget Baseball Field Improvement Projects
- Town House Development on Adams Street Townhouse Project is scheduled to begin construction in 2017
- An area on Front Street for new business development has been cleared.
- Regular meetings with the Superintendent and operational staff of the Steelton-Highspire School District are occurring

At 6:47 p.m., President Wright called a recess of the meeting to conduct a Public Hearing on the Zoning Ordinance for Medical Marijuana. The meeting began with an opening statement presented by President Wright, who then open the floor for comments and questions.

Ms. Ina Alcendor – 103 Conestoga Street stated that she was not sure what was contained in the ordinance. Mr. Wion responded with a detailed explanation of the State Statute, why it was necessary for the Borough to have an Ordinance in place and the details of the Ordinance. He also explained that the Ordinance was modeled after one suggested by the Tri-County Planning Commission and has been reviewed and approved by both The Tri-County Planning Commission and the Steelton Borough Planning Committee. Ms. Alcendor asked where the businesses generated by use of the Medical Marijuana would be located in order not to infringe on the residents of the Borough. Mr. Wion explained that the residential area was zoned R1 and R2 and were restricted to residential use, however there were no restrictions to areas adjacent to or across the street from residences. The ordinance does not allow the marijuana processing or sales facilities to be located in areas used by schools or child care facilities, including home based facilities. Buffers must be installed if the business are located close to restricted areas.

Ms. Cheryl Powell – 321 Lebanon Street asked which type of business Steelton was interested in establishing within the Borough. The response from Mr. Brown there was no particular type of business has been targeted, The Borough is open to any business that could operate within the restrictions outlined in the local ordinance and State law. For example, the Bethlehem Steel area and property across from Front Street moving toward the river are is zoned I1. These areas could be used by medical marijuana businesses. Ms. Powell stated that she thought that area was owned by Bethlehem Steel. Mr. Brown informed her that most of the area was owned by Bethlehem Steel, however there were pockets of land that was owned by other entities.

Natasha Woods – 181 South Front Street – asked the distance determined between the business and schools. Mr. Wion stated that the State law and local ordinance state that dispensaries and growers must be at least 1,000 feet from schools and child care facilities. Ms. Woods asked if business would have appear before the Zoning Board before they could be licensed. Mr. Brown stated that they would not have to appear before the Board, they would simply have to apply for a Zoning Permit. If they already had a Zoning Permit, there would be no need for them to apply for a Special Use Zoning Permit. The business must find a location that meets the local zoning requirements, then apply to the State for a license. The order described will ensure that there will be no conflict with local zoning issues. The State of PA is only issuing 25 licenses throughout the State.

Emmuel Powell – 321 Lebanon Street asked if the Borough should have had an additional public hearing on the Ordinance because people did not know that the public hearing would be held on this date? Mr. Brown responded that the hearing was published in the Patriot News, posted on the Borough website, discussed and

recorded in the minutes at several Council meetings and the ordinance was approved by the Planning Committee.

The Council Meeting reconvened at 7:05 p.m. and the Program reports resumed.

Steelton Community Development Foundation - Ms. Hodge reported on the Steelton Development Foundation's activities. She reported that December 17, 2016 event was "awesome". She informed the group that on December 8, 2016 the Foundation filed a grant application seeking funds to improve the functioning of the Senior Center. Ms. Barbara Lane has joined The Foundation as a new member. The Foundation is continuing to get organized, although it is holding meetings. They look forward to getting to the point where the date and times of the meetings can be announced to the public. One of the goals is to develop a website where information will be available to the public. Ms. Marcinko asked if the Foundation was applying for a new type of grant because the Department of Aging has been providing grants to the Senior Center each year. Ms. Hodge informed the group that the Senior Center has not received any grant funds since approximately 2014 which is why it has not been able to function in the most beneficial way for area senior citizens. The Foundation has been working with both the Dauphin County and State Departments of Aging.

A motion was called to accept the Departmental Reports as presented. The motion was made by Ms. Hodge and seconded by Ms. Marcinko. The motion carried unanimously.

Presentations:

There were no presentations made at this meeting.

Communication:

The Dauphin County Office of Community and Economic Development wrote to inform the Borough that the final expenditure report for the Community and Economic Block Grant for Disaster Relief used to fund the Storm Sewer System Inspection and Cleaning – Steelton Front Street Project has been extended to January 6, 2017.

The Department of Labor and Industry wrote the Borough to present the Consumer Price Index Adjustments of Base Amount Bids which becomes effective January 1, 2017.

Verizon FIOS wrote to inform the Borough of a pending price increase. On or after March 2017, the Broadcast Fee will increase from \$2.99 to \$3.49 per month. This fee helps cover a portion of the costs local TV stations charge Verizon for their programming and is subject to change. The Regional Sports Network Fee will increase from \$5.89 to \$6.39 per month. This helps cover a portion of the costs Verizon pays to deliver professional and collegiate sports program in each local team's territory. The information about the rate increases will be sent to the customers on or after January 1, 2017.

The PA Municipal League wrote to provide information regarding the publication of the December Issue of the League Link, which is available for review at the member's only link: pamunicipalleague.org.

Unfinished Business:

Mr. Wion presented the Ordinance for Medical Marijuana which was just discussed in a public meeting. The Ordinance was reviewed and approved by both the Steelton Borough Planning Committee and the Tri-County Planning Commission. Ms. Hodge moved and Ms. Marcinko seconded the motion that the Council approve Ordinance 2016-06 which details zoning requirements for business operating under the four sections detailed

in the Pennsylvania “Medical Marijuana Act”, Act of April 17, 2016, P.L. 84 No.16 (35P.S § 10231.101 et seq.) for Steelton Borough. The motion passed unanimously.

New Business:

Mr. Medinsky presented the items related the close out of the CDBG Disaster Relief projects. The monetary amounts presented prior to the meeting were projected amounts and he is able to supply for corrected amounts to Council at this meeting. These actions are necessary to finalize paperwork to be submitted to Dauphin County prior to the January 6, 2016 deadline in order for final payments to be disbursed.

Mr. Medinsky requested approval of a final Change Order #3 for Contract 2016-01. The change order reflects a credit of \$111,844.60. Ms. Marcinko moved and Mr. Segina seconded the motion that Council approve the change order. The motion passed by unanimous vote.

Mr. Medinsky requested approval of Application for Payment #7 in the amount of \$146,392.16, which includes the 10% retainage called for in the contract. Mr. Segina asked if this amount included the deduction reimbursement for the extension. Mr. Medinsky responded that this amount reflects additional time, construction fees and material. Ms. Hodge moved and Mr. Segina seconded the motion that the \$146,392.16 be paid as requested. The Council passed the motion by unanimous vote.

Mr. Medinsky requested approval of the closeout of Contract 2016-01 pending receipt of all closeout documents to the satisfaction of HRG after review our Solicitor. Ms. Hodge moved and Ms. Kratzer seconded the motion that the contract be closed pending approval of HRG and the Solicitor. The motion was unanimously passed.

Mr. Medinsky requested approval of the final adjustment change order with a deduction of \$97,274.92 for Contract 2016-02. Mr. Segina moved and Ms. Marcinko seconded the motion the change order for the final adjustment be accepted. The motion was passed by a unanimous vote of Council.

Mr. Medinsky requested approval of AFP #7 in the amount of \$117,013.67 for Contract 2016-02. Ms. Kratzer moved and Ms. Marcinko seconded the motion, which was unanimously passed by Council.

Mr. Medinsky requested approval to closeout Contract 2016-02 pending the receipt of all necessary documents to the satisfaction of HRG with review by the Solicitor. Mr. Segina moved and Ms. Hodge seconded the motion that the closeout be conducted as described. The Council passed the motion by a unanimous vote.

Mr. Wion presented Ordinance 2016-R-45 which Establishes Contribution to Steelton Police Plan. This Ordinance is drafted in response to collective bargaining agreement held in March 2016 which requires that persons employed by the Police Department make a contribution to their pension plan. The ordinance fixes that contribution for the year 2017 to 5% of monthly compensation. Ms. Marcinko moved and Ms. Kratzer seconded the motion that Ordinance 2016-R-45 be passed by Council. The motion was passed by a unanimous vote of the Council.

Mr. Wion presented the ResCare Agreement for approval of the Council. Mr. Carter, from ResCare, stated that the program is designed to provide opportunities for youth to find and maintain employment. The on-the-job skill portion of the program last six weeks. Mr. Wion had the portion of the contract that requires police clearance for supervisors is not required because the person we have is over 18 years of age. Ms. Cheyenne Holmes, a young person who lives in Steelton, has been identified as the person who will work at the Borough

Codes Office. Ms. Marcinko revealed that 43 years ago, she participated in such a program and she has been a public servant for 43 years. She feels that her participation in the program laid a good foundation for her life's work of service. Ms. Hodge moved and Ms. Marcinko seconded the motion that the contract be accepted as presented. The motion passed by a unanimous vote.

Mr. Brown requested permission to purchase individual plaques to honor those persons who have spearheaded the Adopt-A-Block movement in the Borough. He requested that those persons be honored during the January Council Meeting. Ms. Marcinko moved and Mr. Segina seconded the motion that plaques be purchased and presented to Adopt-A-Block initiators during the January Council Meeting. The motion passed by a unanimous vote of Council.

Mr. Brown introduced the idea of developing a Local Economic Revitalization Tax Abatement Ordinance. There are two types of LERTA – commercial and residential. The commercial LERTA would provide for a tax abatement on new commercial development as well as improvements to existing developments on land or building for a period of up to ten years for up to 100% of the difference between the current assessed value and the new assessed value. A similar tax abatement would be available for residential improvements. This could be an important tool in the Borough of Steelton by attracting new commercial developments, improving existing commercial developments and improving residential properties. The amount of time and amount of the abatement is flexible and will depend on the decisions made by the Council. Since this was an introduction to the concept of LERTA, the Council will continue to discuss it and develop the guidelines that will apply to the Borough.

Mr. Brown presented information regarding a proposal from Mr. Matt Ward of Sustainable Strategies DC to provide Development Assistance to the Borough. Mr. Brown stated that the company could provide a "resource roadmap" and grant information. The company's work turned out to be a great asset to Camp Hill, PA. President Wright requested that Mr. Brown have the Solicitor review the proposal to ensure there were no legal issues. It was also requested that Mr. Brown arrange to have Mr. Ward make a presentation to Council at the next meeting. Ms. Marcinko, Chair of the Finance Committee stated that from a financial point of view, the proposed eight thousand dollars for the services would be money well spent weighed against the potential for growth in the Borough.

Public Comments:

Ms. Ina L. Alcendor – 109 Conestoga Street asked if it was possible for taxes to be paid on a monthly basis instead of one large payment. Mr. Wion stated that the real estate tax is a combination of Dauphin County tax and Steelton Borough tax which is based on the millage times the value of the property. At this time, there is no method available to collect the taxes on a monthly basis. The question arose, what if you were paying \$4,000 on each of two properties making a total payment \$8,000.00, what would happen if you only paid a portion of the total bill? Ms. Kratzer added that the property would be placed in a delinquent status, interest would accrue, thus increasing the tax bill. Ms. Alcendor also asked about if Pinnacle Health was the owner of the new medical facility once occupied by the Moose. The answer is no, it is owned and operated by Dr. Kambic.

Council Concerns:

Ms. Kratzer thanked persons for coming to the meeting. She stated that she would like each committee to have a Mission Statement and stick to the items included instead of planning events to gain personal accolades.

Mr. Segina thanked Mr. Medinsky for his work with the Borough. He thanked all the people for attending the meeting and thanked the Borough staff for their work.

Ms. Hodge thanked persons for coming to the meeting and for supporting the Dinner held December 17, 2016. She stated that persons worked hard to put the event together and gave a special thank you to Mr. Segina and Mr. Brown for their assistance. She stated the event was humbling for those persons involved in the execution of the event and that she appreciated the opportunity to work on the Council this year. Ms. Hodge further stated that she hoped the negativity would stop and persons could move forward in a positive manner.

Mr. Wion thanked persons for the good work that occurred during the year.

Mr. Singh was excited about the ResCare staff who will assist Codes staff in making the transition to the new system which will enable the office to work more efficiently.

Chief Minium wished everyone a Safe, Happy Holiday. He thanked the staff, Mr. Brown and Council for their work and support of the Police Department.

Ms. Leggett-Robinson thanked the Council for allowing her to work for the Borough and for their patience as she learned to do the job. She also wished the group a Happy Holiday.

Mayor Acri stated that it was not his intention to bring the group down, however he felt he must comment that a community event was held without approval of the Council. He stated that he was taught that nothing should happen without the approval of Council and that persons should follow protocol. He further stated that persons should make direct contact when discussing or announcing things that are scheduled to occur in the Borough because email is not a foolproof system. The Mayor also stated that this would be his last year serving as Mayor of Steelton.

Ms. Marcinko stated that she would not be present at the January 3, 2017 Council Meeting. She stated that she had been present through three Borough Managers and she thought this was the best year she has seen in her time on the Council. She gave kudos to Borough Manager Doug Brown, Police Chief Minium and Codes Officer Singh for the wonderful job they have done in making things happen in the community. She specifically pointed out the Police Department's work with the Community Policing Program. Ms. Marcinko thanked staff for a good year and wished all a Merry Christmas and a Happy New Year.

President Wright stated that he would be out of the country, so would not be present at the January 3, 2017 Council Meeting. He stated that he has been on the Council for a long time and has worked hard to be at every Council meeting and events in the community, but he is moving into a new phase of his life and is now working with the National Veteran's Affairs Commission, for which he has a passion. Like former Mayor Brown, he will no longer be available for events on the weekends since the Veteran's Affairs work occurs on the weekend. President Wright thanked Mr. Wion for keeping the Council out of trouble. Further, he stated that the Borough has a good core staff in place and hopes the staff will continue it's the work in the future although he will not be directly involved in the process since this his last year to serve on the Council.

Executive Meeting:

There was no Executive Meeting held at this meeting.

Adjournment:

President Wright called for a motion to adjourn the meeting. Mr. Segina moved and Ms. Marcinko seconded the motion that the December 19, 2016 meeting of the Steelton Borough Council be adjourned at 8:00 p.m. The Steelton Borough Council Meeting was adjourned by a unanimous vote.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB', written over a horizontal line.

Douglas Brown, Secretary