

**AGENDA
BOROUGH OF STEELTON
January 17, 2012**

CALL MEETING TO ORDER: President Wright with the Pledge of Allegiance

MOMENT OF SILENCE: Thomas F. Acri, Mayor

**APPROVAL OF MINUTES OF PREVIOUS MEETING AS PRESENTED:
January 3, 2012**

EXECUTIVE SESSION HELD BETWEEN MEETINGS

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

APPROVAL OF DEPARTMENT REPORTS:

**Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police
Public Works
Code Enforcement
Mayor's Report (Mayor Acri)**

PUBLIC COMMENT: Agenda items only

COMMUNICATION:

Borough of Steelton	Letter to Dauphin County EMA Regarding 2012 Fire Chief Appointment
Dauphin-Lebanon Borough Association	Invitation to January 24th Meeting
PELRAS	Invitation to 2012 Training Conference
Mockenhaupt Benefits Group	Non-Uniform Pension Valuation as of January 1, 2011
PA DEP	Renewal of CSO(Combined Sewer Overflow) Permit

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UNFINISHED BUSINESS:

David A. Wion	Approval of Pinnacle Life Team Contract
David A. Wion	Presenting Resolution 2012-R-4 Designating Pinnacle Community Life Team, Inc. as Exclusive Primary Response Provider for Basic Life Support and Advanced Life Support Servicing in the Borough
David A. Wion	Presenting Resolution 2012-R-5 Adopting Procedure for Administration, Processing, and Procurement of Professional Service Contracts for Municipal Pension Systems

NEW BUSINESS:

Frank Leber, Rhoads Sinon	Presenting Ordinance 2012-1 Setting Parameters for Proposed 2012 General Obligation Bonds, Series of 2012 (Refund Of 2003 Bonds)
Matt Cichy, Herbert, Rowland and Grubic	Presenting Monthly Engineers Report and Presenting Revised Mohn Street Park Proposal
Doug Brown	Recommendation by Neighborhood and Economic Development Committee to Place Street Lights at North 3rd Street

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OTHER BUSINESS:

Douglas E. Brown

Request an Executive Session to discuss personnel matters, land acquisition and potential litigation issues.

Doug Brown

**Presenting Resolution 2012-R-6
Establishing the Annual Salaries, Annual Wages, and Employee Benefits for the Non-Uniform and Non Union Employees of the Borough of Steelton for 2012**

AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

**Doug: Black History Month – 4th Grade and Learning Group (110 Kids). Should we?
Website Internship**

ADJOURNMENT:

The regular monthly meeting was called to order at 6:30 by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence with a special prayer for regular meeting attendee Mr. Emuel Powell, whose wife Jesse passed this afternoon.

In Attendance:

Jeffery Wright
Stephen Shaver
Maria Marcinko
Raymond Spencer
Denae House

Absent:

Michael Albert
MaryJo Szada

Mayor Thomas Acri
David A. Wion, Solicitor
Mr. Frank Leber, Rhoads & Sinon
Mr. John Hewitt, Susquehanna Group Advisors
Matt Cichy, Herbert Rowland & Grubic
Mr. John Logan, Community Life Team
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES:

On a motion made by Mr. Shaver, seconded by Mr. Spencer, Council Members present voted unanimously to approve the minutes from January 3, 2012 as presented. They also voted to approve the minutes from December 19, 2011 with the following correction: Mr. Flannery should be listed as “Uniform Employee Labor Attorney”. Mr. Wion indicated that the tape from the December meeting must be kept indefinitely since it was not approved at the next scheduled meeting.

EXECUTIVE SESSION HELD BETWEEN MEETINGS: None.

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

A motion was made by Mr. Shaver to approve the schedules of billings, requisitions and change orders as presented, seconded by Mr. Spencer and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Ms. Marcinko to approve department reports, seconded by Mr. Shaver and approved unanimously by all present. Mr. Shaver also wanted to thank all department heads for their cooperation with all budget information and the savings that resulted.

DEPARTMENTS (NO COMMENTS WERE MADE):

NEDC
Fire & Ambulance
Personnel
Police
Public Works
Code Enforcement
Mayor's Report

PUBLIC COMMENT: Agenda Items Only. There were no comments.

COMMUNICATION:

Mr. Brown sent a letter to the Dauphin County Emergency Management Agency informing them of the appointment of Stephen Brubacher, Sr. as the new Fire Chief of the Steelton Volunteer Fire Department.

Dauphin-Lebanon Boroughs Association sent an invitation to their Jan. 24, 2012 dinner meeting. Mr. Wright stated that several members have responded; if anyone else wishes to attend please contact Mr. Brown.

Public Employer Labor Relations Advisory Service sent an invitation to their March 21-23, 2012 training conference.

Mockenhaupt Benefits Group sent the Steelton Borough non-uniform pension plan valuation as of January 1, 2011.

Pa. Department of Environmental Protection sent a letter with the Borough's Combined Sewer Overflow (CSO) Permit.

UNFINISHED BUSINESS:

Mr. Wion presented Resolution 2012-R-4 designating Pinnacle Community LifeTeam, Inc. as exclusive primary response provider for basic life support and advanced life support service in the Borough, effective February 1, 2012. Mayor Acri asked when the residents would be notified of membership availability. Mr. John Logan, LifeTeam representative, said he would be in touch with the Borough office. Ms. Marcinko asked if the membership year would stay the same as the former ambulance service (July to July). Mr. Logan stated that the membership year would be January 1 to December 31, with family membership dues being \$55 and single membership dues being \$45.

A motion was made by Mr. Shaver to approve Resolution 2012-R-4, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion presented Resolution 2012-R-5 adopting procedure for administration, processing and procurement of professional service contracts for municipal pension systems (Required by State Law - Act 44). This policy establishes the process of soliciting professional services for the Borough's pensions, including establishing the request for proposal process.

A motion was made by Mr. Shaver to approve Resolution 2012-R-5, seconded by Mr. Spencer and approved unanimously by all present.

NEW BUSINESS:

Mr. Frank Leber presented Ordinance 2012-1 setting parameters for proposed 2012 General Obligation Bonds, Series of 2012 (Refund of 2003 bonds). This ordinance has been advertised; he has proof of publication. The preamble of the ordinance sets out to explain the issuance of a refunding opportunity, prepared by Susquehanna Group Advisors. Purchaser/underwriter is RBC Capital Markets, LLC; TD Bank is paying agent.

This ordinance accepts the purchase proposal conditionally, with a net debt service savings of not less than \$85,000. The ordinance also designates officers to act on the Borough's behalf. On the schedule in "Exhibit A", the numbers represent the parameters if the market conditions prevail; the timeline is longer without parameters, but bonds can be marketed more quickly. Mr. Wion commented on Authority involvement: the 2003 caption was twice as long as this one for sewer and water system improvements; the portion allocated to the water system is supported by a subsidy agreement.

Mr. Hewitt stated that the average interest rate would be 4.27%, not to exceed 6% per year with \$100,000 savings in 2012. There would be a minimal change of debt service through 2025; the principal amount of the bonds is \$6 million. In 3-4 weeks, they will issue an offering statement, get a bond rating, lock in a savings amount and settle the bonds. Mr. Shaver sought confirmation that the debt service would not change; it would not. Mr. Spencer reminded everyone that the savings is "net" and the cost is \$300,000. Principal + Interest = Debt Service = \$5.3 million (.75% lower interest rate). Mr. Spencer then asked how much it will cost the Borough to save money.

Mr. Leber called attention to the 4th paragraph on Page 4 (section 4) which embeds the \$85,000 net savings in the ordinance. Also he stated that the 2003 bonds will not be called until the addendum is signed and presented. Finally he indicated this ordinance repeals Ordinance No. 2010-6, enacted on November 15, 2010.

A motion was made by Mr. Spencer, seconded by Mr. Shaver to take a roll call vote on Ordinance 2012-1. The results follow:

Jeffery L. Wright	-	Yes
Stephen J. Shaver	-	Yes
Michael K. Albert	-	Absent
MaryJo Szada	-	Absent
Denae A. House	-	Yes
Maria Romano Marcinko	-	Yes
Raymond L. Spencer	-	Yes

With a vote of 5 out of 7, Ordinance 2012-1 was approved and passed.

Matt Cichy, HRG presented the monthly Engineers Report. First he noted that the East End Sewer Separation Project (EESSP) is being presented at the Pennsylvania Water Environmental Association (PWEA)'s annual PENNTEC conference in June 2012, which is quite a distinction in the engineering community. Mr. Cichy then asked for approval of a revised Penn Vest (Amtrak) Reimbursement #17 in the amount of \$478,519.91. A motion was made by Mr. Shaver to approve the reimbursement, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Cichy stated that the Memorandum of Understanding with the County for the Adams Street Project is being reviewed at the March meeting of the Planning Commission. He will present the design for the Streetscape Phase II at the February Council Meeting. The Felton Lofts traffic study is in the works.

Matt Cichy, HRG presented the revised Mohn Street Park proposal (discussed at the NEDC meeting and revised). Mr. William R. Swanick, P. E. then introduced himself to Council and explained that this project will be starting from scratch with design, preparation, and other areas. The project will use a phase approach instead of a full-project approach (start to end). Mr. Shaver asked for clarification of Task 1, 2 & 3; Mr. Swanick indicated that there will be monthly billing after each task is done. Mr. Spencer asked if there would be a walking park as previously requested; Ms. Marcinko added that there could be a boundary to walk around the park for exercise, especially for seniors.

A motion was made by Mr. Shaver to approve the proposal with a cost of \$24,600, seconded by Mr. Spencer and approved unanimously by all present.

Mr. Spencer, Ms. Marcinko and Mr. Cichy discussed the presentation of the EESSP to the conference alluded to earlier. Mr. Spencer said that this is quite an honor. Ms. Marcinko requested that Mr. Cichy make sure to mention the great hospitality of the East End residents.

Mr. Brown presented a recommendation by NEDC to install street lights at N. 3rd St. The area in question is pitch black, and there has been an attempted break-in at a property in that area, making this a public safety issue. PPL received right-of-ways; there will be no cost to install the lights. The lighting cost will add \$30-\$40 a month to the Borough's electricity bill, which will be covered with liquid fuels money.

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

Mr. Brown presented Resolution 2012-R-6 establishing annual salaries, hourly wages and employee benefits for the non-union, non-uniform employees of the Borough of Steelton.

A motion was made by Mr. Spencer to approve Resolution 2012-R-6, seconded by Ms. Marcinko and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Michael Coleman, 6454 Taunton Road, Harrisburg, PA 17111 maintains several properties in Steelton. He explained issues with properties at 32 S. 4th St., 206 Pine St. and 546-548 N. 3rd St. He informed Council that a Borough employee was involved in the work done on these properties. He had issues with three items: 1) the employee was not always off Borough time when doing the work, 2) no invoice was given; the employee asked for cash, and 3) employee did not show up when subpoenaed by the District Justice for an eviction hearing. He also said that he could prove all allegations on his complaint. The issue will be turned over to the Personnel Committee for review.

Veronica Supan, 2604 S. 4th St. is concerned with the increase in pit bulls in the East End area. Several dogs have been seen walking with their owner, but not on a leash; one dog even charged at her and her husband (luckily he was a nice dog). Her second concern is that at least twelve (12) houses have been repossessed or are up for sale. She is concerned that these homes will be turned into rentals. (She did commend the Borough for our proactive stance with ordinances and resolutions involving owned vs. rental properties.) Mr. Shaver acknowledged that rental inspections are done yearly by the code enforcement office. If a house has changed to a rental, an inspection needs to be done. Houses cannot be changed from single family homes to multi-rental properties. Regarding the dog issue, Ms. Marcinko stated that the Borough is keeping records on dog issues in Steelton. She also asked that if dogs are seen running loose, please call the police.

COUNCIL'S CONCERNS:

Ms. House – None.

Mr. Shaver – None.

Mr. Spencer – None.

Ms. Marcinko – She asked when the parking lots would be used by workers on the Arcelor Mittal project. They will primarily be used Monday to Friday. She also thanked our Emergency Medical Services team for all their service in past years and welcomed Life Team to our family.

Mayor Acri – He received information from John Hoerner, Highspire’s Mayor that Harrisburg Council member Patty Kim will be at the Highspire Firehouse on January 29, 2012 from 1:00pm to 3:00pm.

Mr. Wright – He welcomed Life Team and Mr. Logan to Steelton Borough. He also welcomed the public to the Council meeting and encouraged more public participation in all Borough events.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Ms. Marcinko, the meeting adjourned at 7:48 p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant