

**AGENDA
BOROUGH OF STEELTON
February 21, 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:

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

SPECIAL PRESENTATION:

Mary Kay Eckenrode

Community First Fund

COMMUNICATION:

Doug Brown

**Minutes of February 13th
Neighborhood and Economic
Development Committee**

United States Environmental Protection Agency

**Clean Water Act 308 Request for
Information**

Rhoads and Sinon, LLP

Notice Regarding GOB 2012 Fees

Storb Environmental Incorporated

**Downstream Notification and
Public Notice**

Steelton Fire Department

**Notice of Appointment of Battalion
Chief and List of 2012 Officers**

Over>

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Doug Brown, Manager

**Letter to Dauphin County
Controller RE Delinquent Tax
Collection**

UNFINISHED BUSINESS:

Joshua Hanes, Herbert Rowland and Grubic

Presenting MS4 Permitting Update

Doug Brown, Manager

UPS Lease Approval

Mr. Wion

**Present Ordinance 2012-2 –
“Vehicles and Traffic” to add new
established special purpose
parking zones, to eliminate special
purpose parking zones, to establish
a stop intersection, and to establish
a no parking zone.**

NEW BUSINESS:

Gregg Norman, PA Deals Real Estate

**Questions Regarding 638 S.
Second Street and Rezoning to
Residential**

Doug Brown, Manager

Police Pension Valuation

OTHER BUSINESS:

Mark Spatz, Herbert, Rowland and Grubic

**Presenting Monthly Engineers
Report, PennVest Payment
Request #18; Contractors Final
Application for Payment;
Supplemental Agreement for
Record Drawing**

Doug Brown, Manager

**Community First Fund Business
101 Training**

Douglas E. Brown

**Request an Executive Session to
discuss personnel matters, land
issues.**

AUDIENCE PARTICIPATION:

COUNCIL’S CONCERNS:

- **February 29 @ 5:30, unveiling of Cornerstones at Felton Lofts**

ADJOURNMENT:

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

In Attendance:

Stephen Shaver
Jeffery Wright
MaryJo Szada
Raymond Spencer
Denae House

Absent:

Michael Albert
Maria Marcinko

Mayor Thomas Acri
David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES:

On a motion made by Mr. Spencer, seconded by Ms. House, Council Members present voted unanimously to approve the minutes from February 6, 2012, with the following corrections: [Mr. Shaver indicated that on page 3, the section entitled “Other Business” can be deleted since there was no request for an executive session. Mr. Wion suggested that the minutes be approved with a note to add Ms. Marcinko’s comment that Cohen Seglias is having a Labor Seminar and that she is planning to attend that event.]

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, seconded by Mr. Spencer and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

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

DEPARTMENTS (comments):

NEDC – none
Fire & Ambulance - none

Personnel - none
Police - none
Public Works - none
Code Enforcement - none

Mayor's Report – commented on the excellent job the office staff did getting the letters out for the Veterans Appreciation Parade, which will be held on Saturday, May 12th at 2:00pm with a short service at Veterans Park and hopefully ending with a small buffet at the Steelton VFW, Post 710. He also announced the Intergovernmental Meeting for February will be held on the 23rd at 7:00pm at the high school, and that the Fire Department Banquet will be held on March 10th, 5:00pm at the Steelton VFW.

Mayor Acri then presented a plaque to Eugene Vance, III to thank him for his many years of service to the Steelton Volunteer Fire Department and the Borough of Steelton. Council members also expressed their sincere appreciation for all his time and effort.

PUBLIC COMMENT: Agenda Items Only – None.

SPECIAL PRESENTATION:

Mary Kay Eckenrode gave a presentation describing the Community First Fund, a non-profit established 20 years ago to provide financial, training and technical assistance to small and mid-size businesses. They hope to help the Borough fill the storefronts by providing help to those who would like to start new businesses, with a \$20 million dollar loan fund to finance restaurants, bakeries and other such establishments. A training session will be held on Saturday, April 28th from 9:30-11:30am at the Borough building; there is no cost but registration is recommended. Mr. Wright asked Ms. Eckenrode to exchange business cards with Council members, especially Ms. House (chair of the NEDC Committee). Mr. Spencer added that he is familiar with Community First and the significant financial support they receive from the Federal and State Governments (Ms. Eckenrode had mentioned their support, as well as investments by several banks). Mr. Brown said that he would set up an e-mail chain to garner interest; Ms. Eckenrode said if enough interest exists, more informational sessions can be scheduled.

Joshua Hanes, Herbert, Rowland & Grubic (HRG) gave a slide show presentation demonstrating the MS4 program; this presentation is a part of the continuing public information requirements of the program. The borough has received a new permit extension to June 11, 2013.

COMMUNICATION:

Mr. Brown/Ms. House presented the minutes of the February 13, 2012 NEDC meeting

A letter was received from the US Environmental Protection Agency requesting information related to compliance with the Clean Water Act 308.

Rhoads & Sinon sent a representation letter dated 2-6-2012 regarding their fixed flat fee of \$35,000 for serving as bond counsel in relation to the anticipated issuance of 2012 General Obligation Bonds in the aggregate amount of \$10 million or less. A motion was made by Mr. Spencer to approve Rhoads & Sinon as bond counsel pursuant to the terms of their letter, seconded by Mr. Shaver and approved unanimously by all present.

Storb Environmental Incorporated sent letters providing downstream notification and public notice of storage tanks and substances in those tanks.

Steelton Fire Department sent a notice of the appointment of their battalion chief and a list of the 2012 officers. A motion was made by Mr. Shaver to ratify the list, seconded by Mr. Spencer and approved unanimously by all present.

Mr. Brown presented a copy of a letter he sent to the Dauphin County Controller requesting that all delinquent real estate taxes be distributed directly to the Borough. (Plymouth Park had purchased the taxes in the past, but does not wish to do so for 2011 onward.)

UNFINISHED BUSINESS:

Mr. Brown presented the new United Parcel Service Lease Agreement for approval. He indicated that they will not exceed \$2,000/month and request 180 days advanced opt out notice. Ms. House indicated that the NEDC discussed the opt out clause and will accept the 180-day notice. Mr. Brown confirmed that payment will be made on a month-to-month basis. A motion was made by Mr. Shaver to approve the agreement, seconded by Ms. House and approved, but with a “No” vote by Dr. Szada.

Mr. Wion presented Ordinance 2012-2 “Vehicles & Traffic” to establish additional special purpose parking zones; to eliminate special purpose parking zones; to establish a stop intersection; and to establish a “no parking” zone. (He reminded Council that this ordinance was re-advertised from the last meeting to amend two zones.) A motion was made by Mr. Shaver to approve Ordinance 2012-2, seconded by Mr. Spencer and approved unanimously by all present.

NEW BUSINESS:

Doug presented the police pension valuation from Conrad Siegel Actuaries. The preliminary MMO is listed for \$156,492 less state aid of \$72,000. This leaves the net for 2013 at \$84,492.

Mr. Wion presented Resolution 2012-R-7 to establish a “No Parking Zone” on both sides of Bowers Alley between Trawitz Alley and the southwestern line of lands of William and Helen Pettigrew, known as 141 Lincoln Street. A motion was made by Mr. Spencer to approve Resolution 2012-R-7, seconded by Ms. House and approved unanimously by all present.

OTHER BUSINESS:

Joshua Hanes, HRG presented the monthly engineers report. He noted that in relation to the EESSP Joao & B was required to provide Record Drawings indicating the completed construction for the project. Joao & Bradley has indicated that they are not able to provide these drawings. Therefore, in accordance to the terms of the contract, the sum of 5,000 shall be retained by the Borough as payment in lieu of record drawings.

He also presented Authorization for Additional Services #1 in the amount of \$7,500 (\$5,000 for record drawings and \$2,500 for the GIS database update). Mr. Brown indicated that HRG has a website that explains the GIS database. A motion was made by Mr. Shaver to approve the service request of \$7,500, seconded by Mr. Spencer and approved unanimously by all present.

Second, he presented Contractor’s Application for Payment No. 11 in the amount of \$83,306.91 for work completed to date. Mr. Hanes was asked to leave the retainer information with Mr. Brown so that he can talk to Mr. Cichy. A motion was made by Mr. Shaver to approve payment, seconded by Mr. Spencer and approved unanimously by all present.

Third, he presented Penn Vest payment request #18 in the amount of \$84,182.15. A motion was made by Mr. Spencer to approve the payment, seconded by Mr. Shaver and approved unanimously by all present.

AUDIENCE PARTICIPATION:

John Logan of Pinnacle/community LifeTeam came to thank Chief Vance, Chief Brubacher, Mayor Acri, Ms. Marcinko and the Fire Department for the smooth transition of ambulance service. So far operations are going very well.

Mr. Emuel Powell came to thank Borough Council and the office staff for the sympathy card he received upon the death of his wife.

An announcement was made that the unveiling of the cornerstones at Felton Lofts will be held February 29th at 5:30pm.

COUNCIL'S CONCERNS:

Ms. House – none

Mr. Wright – extended his sympathies to Mr. Powell's family. He also congratulated Chief Vance.

Mr. Shaver – thanked the Gaming Commission, County Commissioners, HRG, Borough Staff and Mr. Musser for their support in receiving Gaming Grants in the amount of \$158,000. He also extended his sympathy to Mr. Powell.

Mr. Spencer – none.

Dr. Szada – none.

Mayor Acri – gave his condolences to Mr. Powell.

NOTE: February 29th at 5:30pm – unveiling of cornerstones at Felton Lofts

On motion by Mr. Shaver, seconded by Dr. Szada, the Council meeting recessed into executive session at 7:34p.m. to discuss a police personnel matter.

The Council meeting reconvened at 7:55 p.m. with a motion by Dr. Szada and a second by Mr. Shaver.

President Wright stated: We are considering a recommendation that Probationary Part-time Officer Timothy Wells be terminated from his employment as a Steelton Borough police officer for unbecoming conduct and conduct violating the General Orders. Are there any motions?

Mr. Shaver responded: Yes, I move that the Borough terminate Probationary Part-time Officer Timothy Wells' employment as a Steelton Borough police officer.

President Wright stated: There is a motion on the floor, is there a second?

Dr. Szada responded: I second the motion.

President Wright asked: Any discussion? There was no discussion, so Mr. Wright continued: There is a motion and second. All those in favor of the motion that the Borough terminate Probationary Part-time Officer Timothy Wells' employment as a Steelton Borough police officer, say Aye. All those opposed, say Nay. There were 5 "aye" votes and no "nay" votes among those present; two members were absent.

President Wright stated: The motion passes. Probationary Part-time Officer Timothy Wells' employment as a Steelton Borough police officer is terminated. The Borough will notify Officer Wells in writing of its action.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada , seconded by Mr. Shaver, the meeting adjourned at 7:57 p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant