

**AGENDA
BOROUGH OF STEELTON
APRIL 16, 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

COMMUNICATION:

HRG	Summary of Engineering Activities of March 16, 2012 – April 9, 2012
Steelton-Highspire School Board	Minutes from February 6, 2012 and February 16, 2012 Meeting
The Three Church Fellowship	Letter thanking the Council for their support of their 2nd Annual Back to School Block Party
Borough of Steelton Planning Commission	Letter with approval of Flood Plain Management Ordinance, Amendment to the Zoning Ordinance; Amendments to the Building Construction Standards as well as the Electrical Standards Commission.

**AGENDA
BOROUGH OF STEELTON
APRIL 16, 2012**

UNFINISHED BUSINESS:

Mark Spatz, Herbert, Rowland and Grubic	Approval of Adams Street Subdivision/Land Development Plan
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NEW BUSINESS:

Sylvie Zell	Discussion of Premises Identification of Code Amendment
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Sylvie Zell	Discussion of Tenant Landlord Residency
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Sara Gellatly	Issue Regarding Parking behind 137 Lincoln Street (Deborah Roy)
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OTHER BUSINESS:

Sara Gellatly	Request an Executive Session to discuss personnel matters, land acquisition potential litigation issues.
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AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

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
Michael Albert
Maria Marcinko
Raymond Spencer
Denae House

Absent:

MaryJo Szada

Mayor Thomas Acri
David A. Wion, Solicitor
Sara Gellatly, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES:

On a motion made by Mr. Albert, seconded by Mr. Spencer, Council Members present voted unanimously to approve the minutes from April 2, 2012, as presented.

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

A motion was made by Ms. Marcinko to approve schedules of billings, requisitions and change orders, seconded by Mr. Albert and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Albert to approve department reports, seconded by Mr. Shaver and approved unanimously by all present. There were no questions or concerns.

Neighborhood & Economic Development
Fire & Ambulance
Personnel
Police
Public Works
Code Enforcement
Mayor's Report

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Herbert, Rowland and Grubic (HRG) sent a letter with the summary of engineering activities for 3/16/12-4/9/12.

Steelton-Highspire School District sent copies of the minutes from their 2/6/12 and 2/16/12 meetings.

The Three Church Fellowship sent a thank you letter for Council's support of their 2nd annual "Back to School" Block Party on August 13, 2011.

The Steelton Borough Planning Commission and the Dauphin County Planning Commission sent letters with approval of the Flood Plain Management Ordinance; amendment of the Zoning Ordinance, amendments to the Building Construction Standards as well as the Electrical Standards Commission.

UNFINISHED BUSINESS:

Mr. Mark Spatz, HRG gave a PowerPoint presentation of the Adams Street Subdivision/Land Development Plan which highlighted some of the details of the plan, such as the location of ten (10) town homes, each with a driveway, an 8-foot wide sidewalk, a storm drain line behind each property, a lamppost and a tree. Mr. Wion reminded Council of the criteria in the Memo of Understanding with the Dauphin County Redevelopment Authority that states: the Adams Street properties are not a leasehold; each home must be occupied by the owner. He also indicated that the word "Contractor" should read "Developer"; the Borough is the developer of this plan but any contractor who purchases the tract must understand that the contractor will be responsible financially for providing public improvements required by the plan. Finally, six (6) waivers were requested:

Waiver #1 - Relief from preliminary plan requirements – a motion was made by Mr. Shaver to approve waiver #1, seconded by Mr. Albert and approved unanimously by all present.

Waiver #2 – Relief from residential density – a motion was made by Mr. Shaver to approve waiver #2, seconded by Mr. Albert and approved unanimously by all present.

Waiver #3 – Relief from sidewalk placement orientation – a motion was made by Mr. Spencer to approve waiver #3, seconded by Mr. Albert and approved unanimously by all present.

Waiver #4 – Relief from 2' limiting zone for infiltration – a motion was made by Mr. Albert to approve waiver #4, seconded by Ms. Marcinko and approved unanimously by all present.

Waiver #5 – Relief from improvement guarantee – a motion was made by Mr. Albert to approve waiver #5, seconded by Mr. Spencer and approved unanimously by all present.

Waiver #6 – Relief from sewage planning – a motion was made by Mr. Albert to approve waiver #6, seconded by Mr. Shaver and approved unanimously by all present.

Mr. Wion indicated that variances were granted previously by the Zoning Hearing Board for a 30-foot frontage and 12-foot minimum driveway separation; it was confirmed that the both the Steelton and County Planning Commissions had sent letters to Council recommending and commenting on the plan. At Mr. Wion's request, Mr. Spatz confirmed that a storm water management report was provided.

Mr. Spatz reminded Council that when the retaining wall was built, we were informed that draining groundwater would be necessary from underneath the wall, not behind it. When Mr. Spencer asked if the line had been installed, Mr. Spatz said that the Borough was looking for possible grant funds to provide for the installation. Mr. Spencer also said he thought that the expense of the installation of the drainage line (\$100,000-\$130,000) should be the responsibility of the developer.

There was some discussion regarding the size and type of the grates to be installed in the rear yard behind each property. The ordinance requires them to be concrete, made with 18" pipe and be bicycle-safe.

Ms. Marcinko voiced her concern about the water lying in that area. Mr. Cichy indicated Borough employees exposed two pipes on the lower side and hooked them up to a drain extended to the roadway. He also stated that Jones Alley's existing sanitary sewer line was intercepted at Daron and Jones Alley.

Ms. Marcinko then asked if the sanitary sewer line at Jones Alley would service homes at the site; Mr. Cichy noted that it would not because the sewer lines were redirected to the front of the land.

Reverend Darryl Taylor of New Jerusalem Church at 219 Locust St. questioned why when Mr. Spencer asked for a recommendation; only one type of drain was shown. Mr. Spatz then showed other pipe and grate options; the first one shown was standard size and bolted down. Mr. Spatz confirmed Mr. Spencer's question that someone would be able to get down into the pipeline if necessary. Mr. Taylor asked if this would be done with tax dollars; he was informed that grant money would be used to fund the project.

Mr. Shaver indicated that he would rather have a larger grate for worker safety. Mr. Spatz said that the ordinance requires drainage in each yard. Ms. Marcinko stated that family and worker safety should be the main concern in the families' yards.

Mr. Emuel Powell of 321 Lebanon St. asked if Daron Alley has been abandoned; he was told it is abandoned but the walking path is still there. He also asked if Daron Alley to 2nd St. has been vacated; it has. He also voiced his concern with the water draining onto

Adams St. Ms. Marcinko asked if there have historically been problems; Mr. Powell said that none of the older houses had basements and AME Church put sump pumps in their basement.

Finally, Mr. Albert made a motion to approve the Adams Street Land Development Plan as presented, seconded by Mr. Shaver and approved unanimously by all present.

NEW BUSINESS:

Ms. Sylvie Zell requested an amendment to the ordinance for the Premises Identification Section of the Code Amendment to require address numbers be placed in the front and rear of each property. The previous ordinance only required the number on the front of the property. A motion was made by Mr. Shaver to amend the ordinance, seconded by Mr. Albert and approved unanimously by all present. Ms. House asked how soon residents would be fined for not having the numbers in the rear of their properties and the fact that they may not have the finances or strength. Ms. Marcinko reminded everyone of fire and ambulance concerns. Mr. Wright asked that we come up with a timeframe to follow to give residents a chance to purchase numbers and find someone to put them up. He also requested that office staff put a reminder in the May newsletter. Mr. Shaver then clarified that homes are required to have numbers in both places as long as there are streets in both the front and rear of the property.

Ms. Zell updated Council on the progress of sending out Landlord/Tenant renewal letters. Nicole Salov has send first notices to all landlords and has started sending out second notices this week. Mr. Acri confirmed the problem that if landlords do not file these forms, those tenants do not pay taxes. There is also a safety issue; the Fire Department needs to know how many people are in each building in case of an emergency – especially children. The cost is only \$5.00 per unit (effective 11/15/10). Finally, Ms. Zell pointed out another possible problem: if a landlord takes the issue to the District Justice’s office, someone from the Borough office must attend the hearing. Mr. Wright then tabled the issue and sent it to committee.

Ms. Gellatly corrected the issue regarding Deborah Roy parking behind 137 Lincoln St. Mr. Shaver incorrectly told Ms. Roy that she could put stone down; Ms. Zell said the area must be paved in case of an oil leak, etc. Ms. Marcinko also said the Borough should uphold the traffic study and not put a “No Parking Here to Corner” sign in the alley.

The office staff will prepare a letter to Ms. Roy with an explanation and a copy of the appropriate ordinance.

AUDIENCE PARTICIPATION:

Matt Cichy, HRG requested Penn Vest Reimbursement Request #19 in the amount of \$6,541.00. A motion was made by Ms. Marcinko to approve reimbursement request #19, seconded by Mr. Albert and approved unanimously by all present.

Mr. Powell was concerned that the contractor of the Adams Street Project seems to be the only one who knows what's going on – he commented that the turnpike was built faster than this! Mr. Shaver answered that the project is moving forward and is being turned over to the Dauphin County Redevelopment Authority who will have more leeway with bidding and other matters.

COUNCIL'S CONCERNS:

Ms. House – none.

Mr. Shaver – none.

Mr. Albert – none.

Mr. Spencer – none.

Ms. Marcinko – received a letter regarding the special purpose handicapped spaces on Locust Street. The writer complained that the residents of 331 and 337 Locust Street aren't following the guidelines of the Borough. Ms. Marcinko stated that we should have the ability to adjust procedures. This item will be placed on the next NEDC agenda.

On motion by Mr. Albert, seconded by Mr. Shaver, the Council meeting recessed into executive session at 7:59p.m. to discuss personnel matters, land acquisition and potential litigation.

The Council meeting reconvened at 8:25 p.m.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Spencer, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Sara Gellatly
Borough Manager

Kathy I. Sosnowski
Executive Assistant