

**Borough of Steelton
Council Agenda
March 18, 2013**

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: (January & February)

Neighborhood & Economic Development
Fire and Ambulance
Police
Public Works
Code Enforcement
Water Filtration Plant
Mayor's Report (Mayor Acri)
Borough Manager's Report

PUBLIC COMMENT: Agenda items only

PRESENTATION:

Matt Cichy

Engineering Activities from January
14 – February 15, 2013.

Engineering Activities from February
15 – March 14, 2013

Dennis Heefner

COG Update

COMMUNICATION:

Steelton-Highspire School Board

Minutes from January 7 and January
17, 2013 meetings.

HRG

Project Status Update – Streetscape
Phase 2

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UNFINISHED BUSINESS:

None

NEW BUSINESS:

Borough Manager

Friends of Midland Donation

Borough Manager

HRG Mohn Street Park Proposal

Borough Manager

Approval of new savings account
and Sara Gellatly and Rose Paul as
the signers

Mr. Wion

Approval of Council President to
sign leasing documents for police
vehicles

Mr. Wion

Resolution 2013-R-6, elimination of
special purpose parking for Brian
Motter at 260 S. South Street

Mr. Wion

Resolution 2013-R-7, special
purpose parking for Cheryl Yablon,
720 S. Second Street.

AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

EXECUTIVE SESSION:

(if necessary)

OTHER BUSINESS:

(if necessary)

ADJOURNMENT:

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

In Attendance:

Jeffery Wright
Steve Shaver
Michael Albert
Maria Marcinko
Raymond Spencer

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

Absent:

MaryJo Szada
Denae House

APPROVAL OF MINUTES:

On a motion made by Ms. Marcinko, seconded by Mr. Albert, Council Members present voted unanimously to approve the minutes from February 4, 2013 as presented.

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

A motion was made by Mr. Albert to approve January and February 2013 schedules, seconded by Ms. Marcinko and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

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

Neighborhood & Economic Development
Fire and Ambulance
Police
Public Works
Codes Enforcement
Water Filtration Plant
Mayor's Report
Borough Manager's Report

PUBLIC COMMENT: AGENDA ITEMS ONLY

None

PRESENTATION:**Dennis Heefner – COG Update**

At a recent COG meeting, a program was presented to prevent children's exposure to secondhand smoke in public parks and playgrounds. It is called Young Lungs at Play. Mr. Shaver asked Mr. Albert to review the information and then if the Board would like to adopt such an ordinance, Mr. Wion can draft one.

Additional, effective January 1, 2013, the PA Department of Labor & Industry published the new municipal bidding thresholds for 2013 under Act 92 of 2011.

Also, Act 127 of 2012 is effective January 1, 2013, the Public Works Employment Verification Act, which requires that municipalities must verify that public works contractors/subcontractors performing work on public works projects that exceed \$25,000 are authorized to work in the country.

An organization called Save Pennsylvania made a presentation at COG, which helps municipalities save money. They discussed healthcare, they are able to rearrange the Borough's healthcare to fit the budget. The company has been in business for over 22 years and has been in Pennsylvania for five years. Mr. Shaver asked Ms. Gellatly to review the information and then bring it back to the Finance Committee if it is something that is feasible.

At COG meeting a few months ago, there was a gentleman that works for a company that fixes street lights and guarantees to save municipalities money. They purchase the light poles and then take care of the maintenance of them. Mr. Shaver asked that Mr. Heefner forward the information to Ms. Marcinko who is the Public Works Committee Chair.

Also at the COG meeting there was a discussion on street signs. Mr. Heefner shared with the delegates that the Borough had purchased a sign machine. They asked Mr. Heefner if the Borough would be interested in making signs for some of the surrounding municipalities. Mr. Heefner shared that this might be a good idea for the Borough to make some additional revenue. Mr. Shave stated that he was ok with the idea, as long as the Borough made some revenue. Mr. Heefner suggested that research would need to be done as to what prices would be charged and that the service would most likely have to be offered in the winter when it our slow time. Ms. Marcinko said that she would discuss the idea with Mr. Conjar.

Lastly, at the COG meeting it was discussed that Carlisle Borough is phasing out all of their 800 parking meters and their meters are the same as the Borough's. Mr. Heefner suggested that we reach out to Carlisle and ask if they are willing to give or sell them to the Borough so they can be

used for parts. Mr. Shaver asked Ms. Gellatly to contract Carlisle Borough for more details. Mr. Heefner stated that this project would not be started until next year.

COMMUNICATION:

Matt Cichy, HRG – Engineering Activities from January 14 – February 15, 2013 and February 16 – March 15, 2013.

Steelton-Highspire School Board – Minutes from their January 7 and January 17, 2013 meetings.

HRG Project Status Update Streetscape Phase 2 – Matt Cichy from HRG commented that the plans for the project would be submitted to PennDot this month. Mr. Spencer asked if the project is going to be moved up and Mr. Cichy stated that they are trying to advance the bidding schedule from late summer to earlier in the season.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mr. Shaver – The Borough received a letter from John Logan, Director of Community Life Team asking that Council forward a nomination to the Life Team Board of Directors. Mr. Shaver stated that in the past Mr. Wright had talked about appointing Ms. Marcinko.

A motion was made by Mr. Spencer to nominate Ms. Marcinko to the Life Team Board of Directors, seconded by Mr. Albert and approved unanimously by all present.

Bill Swanick, HRG, Mohn Street Park Proposal – The proposal is to provide professional engineering services for Mohn Street Recreation Facility – Phase 2. He discussed that there was an issue with the funding of the sidewalks. The grant does not cover these costs but the sidewalks are required to be brought up to ADA guidelines. Additionally there is some work that the Public Works Department will be able to do which will help save the Borough money. So the additional cost of the sidewalks, estimated at \$11,000, should not be an issue for the Borough because there are ways the Borough can save money on the project. HRG, Ms. Gellatly, Ms. Marcinko, and Mr. Conjar will conduct a walk-through project and create a list of what work the Borough is capable of doing.

A motion was made by Mr. Albert to approve HRG's Proposal for Professional Services Mohn Street Recreation Facility – Phase 2, seconded by Ms. Marcinko and approved unanimously by all present.

Ms. Gellatly, Friends of Midland Donation – Mr. Wright stated that the 2013 budget included a donation of \$450. A motion was made by Mr. Spencer to make a donation of the amount of

\$450 to the Friends of Midland, seconded my Ms. Marcinko and approved unanimously by all present.

Ms. Gellatly, Approval of new savings account with Sara Gellatly, Rose Paul, and Jeffery Wright as the signers for the account – Ms. Gellatly asked Council to approve opening a new savings account for the purpose of depositing the difference in payment to the City of Harrisburg Sewer Rates. Currently the Borough pays a rate less than the amount charged and the Borough has been instructed to put the difference in rates aside. Ms. Gellatly believes it will be easier to keep track of these funds if they are deposited into a separate account. A motion was made by Ms. Marcinko to allow Ms. Gellatly to open a new savings account with Sara Gellatly, Rose Paul, and Jeffery Wright as the signers of the account, seconded by Mr. Albert and approved unanimously by all present.

Mr. Wion, Approval of Council President and other Borough Officials to sign leased/purchased documents for the police vehicles – Mr. Wion stated that Sutliff Chevrolet uses Ally Financial to finance the lease/purchase. Mr. Wion has received the leasing documents and has since sent his requested revisions to some of the provisions that should conform to Pennsylvania law. Mr. Wion has not yet heard back from John Murry, Sutliff Chevrolet. Assuming that the documents are revised before the next Council meeting, Mr. Wion suggests that a motion be made to allow the Council President and other Borough Officials to sign the leasing documents. A motion was made by Mr. Shaver to approve Council President and other Borough Officials to sign the leasing documents, seconded by Mr. Albert and approved unanimously by all present.

Mr. Wion, Resolution 2013-R-6 – Mr. Wion presented Resolution 2013-R-6, elimination of special purpose parking for Brian Motter at 260 South Second Street. Mr. Motter has off street parking behind his house. A motion was made by Mr. Albert to approve Resolution 2013-R-6, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion, Resolution 2013-R-7 – Mr. Wion presented Resolution 2013-R-7, special purpose parking for Cheryl Yablon at 720 South Second Street. A motion was made by Ms. Marcinko to approve Resolution 2013-R-7, seconded by Mr. Albert and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Dennis Heefner, 337 Swatara Street – Mr. Heefner is concerned that the sidewalks apart of Streetscape Phase II should be 10 feet wide so that when the land across the street from the Borough Building is developed, the sidewalks can support the businesses. Mr. Shaver stated that the original Streetscape plans have not been changes since the project has started.

COUNCIL'S CONCERNS:

Mayor Acri – The Parking Enforcement Office has been posting warning to remind citizens that street sweeping begin the week of April 15.

Ms. Marcinko – Asked Mr. Wion if the Borough has entered into an official agreement with Highspire for using our street sweeping services. It was stated that there is no official agreement, it is a verbal agreement. Ms. Marcinko stated that on March 7, the Steelton Borough Community Cats won the Central Pennsylvania Business Journal Innovation Award for their program. Also Steelton Borough Community Cats has applied for their 501(c) (3) and it is at the IRS level and once approved the organization will be called Steelton Community Cats Serving Dauphin County. Ms. Marcinko also congratulated the Fire Company for a successful banquet and that it was a lot of fun.

Mr. Shaver – had no comment.

Mr. Spencer – Mr. Spencer asked Ms. Gellatly if there was any update on the CDBG grants for beautification and the bollards. Ms. Gellatly stated that everything was up at the County and that she has not heard anything in regards to them.

Mr. Albert – had no comment.

Mr. Wright – had no comment.

EXECUTIVE SESSION:

Mr. Wion informed Council that an Executive Session is needed to discuss litigation, the first Brian Flannery versus the Borough and potential litigation involving trash citations also involving Michael Murphy. Mr. Shaver informed Council that an Executive Session is also needed to discuss personnel issues.

On a motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 7:20pm.

ADJOURNMENT:

The regular Council meeting reconvened at 8:14pm. There being no other business before Council, on a motion made by Mr. Shaver and seconded by Mr. Spencer, the meeting immediately adjourned at 8:15pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

