

**Borough of Steelton  
Council Agenda  
October 21, 2013**

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

**MOMENT OF SILENCE: Thomas F. Acri, Mayor**

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:**

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

**APPROVAL OF DEPARTMENT REPORTS:**

Fire and Ambulance  
Police  
Public Works  
Code Enforcement  
Water Filtration Plant  
Borough Manager's Report  
Mayor's Report

**PUBLIC COMMENT:      Agenda items only**

**PRESENTATION:**

Barbra Barksdale

Midland Cemetery Presentation

**COMMUNICATION:**

Matt Cichy

Engineering Activities

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Borough Manager

Approval of the Fire Department's additions to the list of drivers

Borough Manager

Notice of intent to award the

**Borough of Steelton  
Council Agenda  
October 21, 2013**

Streetscape Phase 2 project to Rogele Inc. in the amount of \$970,108.45

Borough Manager

Approval of HRG Proposal for Professional Engineer Services in regards to the Adams Street Project

Borough Manager

Approval of HRG Proposal for Professional Engineer Services for Washington Street Project

**AUDIENCE PARTICIPATION:**

**COUNCIL'S CONCERNS:**

**EXECUTIVE SESSION:** Borough Manager is requesting an Executive Session to discuss a personnel issue.

**OTHER BUSINESS:**

**ADJOURNMENT:**

**Steelton Borough Council  
Meeting Minutes  
October 21, 2013**

**Present:**

Jeff Wright, Council President  
Mayor Tom Acri  
Michael Albert  
Denae House

Maria Marcinko  
Raymond Spencer  
David Wion, Solicitor  
Sara Gellatly, Borough Manager

**Absent:**

Dr. MaryJo Szada

Mr. Steve Shaver

**Call Meeting to Order:**

President Wright called the Steelton Borough Council meeting of October 21, 2013, to order at 6:30 p.m. followed by the Pledge of Allegiance.

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Session held between Meetings:**

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

**Approval of Schedules of Billings, Requisitions and Change Orders as Presented:**

Mr. Wright entertained a motion to approve schedules of billings, requisitions, and change orders as presented. Mr. Albert made a motion which was seconded by Ms. Marcinko. The motion carried.

**Approval of Department Reports:**

Fire and Ambulance  
Police

Public Works: Ms. Marcinko shared that the Public Works Committee has received a lot of calls regarding the memorial trees and the bricks rising as well as the branches growing over the cable lines. Ms. Marcinko shared that the Borough Manager is looking into who carries liability for that issue and will report back when the information is known.

Ms. Marcinko shared that trees on McGinty Street on a specific property are growing over onto the street and individuals aren't able to ride through. Ms. Marcinko said that Public Works resolved the situation.

Ms. Marcinko stated that a number of complaints have been submitted regarding grass cutting. 2913 South Second Street was a specific property and Public Works learned that the resident is in a nursing home; however, the grass was cut. 449 Lincoln Street was another property which will be cut along with addressing an infestation of animals.

Finance Committee: Mr. Spencer shared that the Finance Committee met last Wednesday to begin discussions regarding the budget review. Council will have the opportunity to review the Committee's recommendations prior to voting on the final budget.

Code Enforcement  
Water Filtration Plant  
Borough Manager's Report

Mayor's Report: Mayor Acri indicated that he attended a meeting between Borough Council, Highspire, and the School Board; however, Mayor Acri stated there were no Council members present. Another meeting will take place on November 7<sup>th</sup> at 7:00 p.m. at the high school. A budget meeting for the Water Authority will also take place that day.

Mr. Wright entertained a motion to approve Department Reports which was made by Mr. Albert, seconded by Mr. Spencer, and the motion carried.

**Public Comment on Agenda Items Only:**

There were no comments on agenda items only.

**Presentation:**

*Barbara Barksdale, Midland Cemetery Presentation*

Ms. Barksdale indicated that she resides at 503 South Second Street.

Ms. Barksdale shared that she has worked on the PA Hallowed Grounds Project which works to identify cemeteries where United States Colored Troops are buried. The work of the Project includes ensuring that these cemeteries are properly maintained to honor the history as well as open to providing educational activities. Ms. Barksdale shared that their annual meeting took place this prior weekend. Ms. Barksdale also presented a certificate which acknowledges the work of the combined community including the Borough of Steelton and thanked Council for their support. The certificate of appreciation is from the Commonwealth of Pennsylvania. Ms. Barksdale stated the language of the certificate.

Mr. Wright and Council thanked Ms. Barksdale.

**Communication:**

*Matt Cichy, Engineering Activities*

Steelton Land Development Reviews- No new land development plans have been received for review during this period. Improvement Guarantee Reduction #1 was completed for the Felton Lofts on September 30<sup>th</sup>, recommending the Improvement Guarantee be reduced from \$143,954.25 to \$3,547.50. Upon correction of the outstanding items, the remainder can be released.

Blueberry Alley Storm Sewer Replacement- Public Works staff did perform an investigation to attempt to locate the previously unknown storm water pipe; however they were not able to locate the pipe. Other options are being considered to attempt to locate the storm water pipe. Once the pipe is located, work will continue with finalizing the design. Schedule for bidding has been delayed as a result.

Street Scape Phase 2- The project bid opening occurred on September 26, 2013, at 11:00 a.m. via PennDOT ECMS. The low bidder was Rogele, Inc. at \$970,108. PennDOT will coordinate with the Borough for the contract award and execution. Construction is scheduled to begin in March 2014 and end by the beginning of November 2014.

Borough Building Roof Replacement- Seven bids were received for the project and the low bidder is RT General Construction with a total lump sum bid of \$38,000. HRG provides the recommendation to award the project to RT Construction. Once all the agreements, bonds, and insurance requirements are in place and a notice to proceed has been issued, the contractor will have 45 days to substantially complete the work.

Ms. Gellatly stated that in regards to the Steelton Land Development Reviews that Council would need to approve a motion to reduce the improvement guarantee from \$143,954.25 to \$3,547.50.

Mr. Wright entertained a motion which was made by Mr. Spencer and seconded by Ms. House. The motion carried.

**Unfinished Business:**

There was no unfinished business.

**New Business:**

*Ms. Gellatly, Approval of the Fire Department's additions to the list of drivers*

Ms. Gellatly shared that the Fire Department is asking that Council add Chief Maholchak to the qualified drivers list for Truck 50 as well as Mr. Joe Gutshall to the drivers list for Engine 50.

Mr. Wright entertained a motion which was made by Mr. Albert and seconded by Ms. House. The motion was approved.

*Ms. Gellatly, Notice of intent to award the Streetscape Phase 2 project to Rogele, Inc. in the amount of \$970,108.45.*

Ms. Gellatly shared, as Mr. Cichy indicated in his Engineers Report, that Rogele, Inc. was the lowest bidder for the project and that Council's approval is needed.

Councilmembers indicated that this is not Borough taxpayer's dollars, rather state funding.

A motion was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

*Ms. Gellatly, Approval of HRG Proposal for Professional Engineer Services in regards to the Adams Street Project*

Ms. Gellatly indicated that this proposal is to allow the Borough to continue work with the Affordable Housing Associates of Dauphin County and working on the Adams Street Project. The vision of the project changed slightly after a recent meeting therefore a feasibility study needs to be completed in order to ensure that what is envisioned can happen. A sketch plan of what the project will look like will also be provided as well as addressing the water issues on Adams Street. This contract will not exceed \$1,000.00.

Ms. Marcinko asked Mr. Spencer what the relationship was between the Affordable Housing Associates and the Housing Authority. Mr. Spencer indicated that the Affordable Housing Associates is a non-profit, 501C3.

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

*Ms. Gellatly, Approval of HRG Proposal for Professional Engineer Services for Washington Street Project*

Ms. Gellatly explained that this proposal is for Washington Street where the storm sewer pipe is collapsing. A number of pot holes are present at the location. It needs to be replaced. Ms. Gellatly indicated that ideally this project could be combined with the Blueberry Alley Project which Council already approved in September 2012 in which CDBG money was used. By combining the two projects, there would be no costs associated with the bidding phase because both projects would fall under one and would be bid together. Therefore, before Council for consideration is the approval of the Washington Street Storm Sewer Replacement Project in the amount of \$19,400.00.

Ms. House asked where this number originated. Ms. Gellatly indicated that it is on page 4 of the HRG proposal dated October 18, 2013.

Mr. Wright entertained a motion which was made by Mr. Spencer and seconded by Ms. Marcinko. The motion to approve the agreement with HRG to combine the Washington Street project with the Blueberry Alley project. The motion carried unanimously.

**Audience Participation:**

*Ms. Evette Wilson, 234 North Second Street*

Ms. Wilson shared that the house on the hill on Lincoln Street that is falling down needs to be addressed. Ms. Wilson stated that although it is boarded up, a good wind could cause damage. Council indicated that the house has been condemned and Ms. Wilson stated that the Borough still needs to take safety precautions.

*Mr. John (last name not audible)*

John indicated that he resides at 445 East Main Street in Hummelstown and that he is a landlord in Steelton. John was present to discuss water and sewer bills at his property at 23 South Front Street. John shared that four of the five units in the building are residential and the other is commercial. John stated that he has been charged a commercial rate.

Mr. Wright stated that Council can only address issues with the sewage portion. Further, issues with the water bill will have to be addressed with the Water Authority.

John stated that he was charged as a commercial unit for sewer for the entire building. John indicated that he has other properties that have been charged in the same manner.

Mr. Wright asked what the billed amount was for the sewer. John stated that they are all different so it is difficult to indicate what the minimum charge is. Mr. Wright was in receipt of the bill dated 9/11/13 at \$1,675.00.

Mr. Wright asked that Ms. Gellatly read the letter which was sent from the Borough along with bills when the rates were changed. The letter is dated July 13, 2011. Ms. Gellatly shared that the letter states that it is necessary to increase the rates for all customer classes and changes will be reflected in the August 2011 bill. The bottom of the letter explains that given the increase costs to run, maintain, and improve the system, the Borough conducted an in-depth study by a certified engineer to determine what rates increases are needed in order to meet current expenses as well as make gradual capital upgrades. Under the new rate structure the current minimum use charges of \$58.65 is eliminated. Instead customers will receive an upfront service charge of \$15 followed by a volumetric charge of \$11.75 per 1,000 gallons used. An average residential user will see an increase of \$56.61 per quarter or \$18.87 per month. Commercial and industrial users will pay \$21.20 per 1,000 gallons. The costs are to assist with unfunded mandates and help the Borough's infrastructure.

John stated that the letter doesn't indicate that owners on Front Street needed to split their meters. Also, John stated that since the unit houses more residential units than commercial, why wasn't it simply billed for residential. John stressed that this has caused a financial burden.

Mr. Wright stated that Council would discuss the matter in Executive Session and afterwards the Borough Manager would discuss the issue.

Mayor Acri indicated that John owns the best looking commercial storefronts in the Borough and encouraged a round of applause for his efforts.

*Mr. Emmuel Powell, 321 Lebanon Street*

Mr. Powell complained of cats at a certain address, which Ms. Marcinko stated she was already made aware of.

Mr. Powell asked if the Borough owned a specific area around Angle Avenue and if the Borough can prohibit individuals from using it. Mr. Powell stated that trees are falling down and the earth is falling away from the trees. Council indicated they are not aware who owns it. Mr. Wright stated that the issue would be turned over to Public Works Committee, and Ms. Marcinko stated that she would be happy to look at the issue with him.

Mr. Powell also spoke in reference to Adams Street and the funding. Council indicated that CDBG money was used for the project.

*Ms. Natasha Woods, South Front Street*

Ms. Woods thanked Council for the 'Slow Down' signs. Ms. Woods asked if they can be placed on the poles. Mr. Wright stated that the light posts/poles are owned by PPL, not the Borough. Therefore, Council cannot authorize the placement of the signs on PPL property.

Ms. Woods reminded Council of the Candidates Night at Felton Lofts on October 29<sup>th</sup>.

Mr. Albert commended Ms. Woods for her work and taking action in organizing this event.

*Ms. Barbara Barksdale, address not indicated*

Ms. Barksdale asked what is going on with Front Street, the bollards, and the downtown area/square that is no longer a square.

Mayor Acri indicated that he would like to see the barriers/ bollards removed and that he would like to see Front Street return to normal. The Mayor indicated that the bollards are not ideal, they will be removed, and a recent driver ran over nine of them at one time. The Mayor stated that Council is looking into it but that it is going to cost money and Council needs to discuss it with the state since state dollars were used in the initial project. Mayor Acri stated that he is not in favor of the bollards being replaced.



Ms. Barksdale shared her concern regarding children tripping over them or getting their feet stuck. The Mayor agreed and also stated that it is embarrassing.

*Mr. Markis Millberry, 339 Spruce Street*

Mr. Millberry asked if prior meeting minutes would be available. Mr. Wright asked that Ms. Gellatly address the question. Ms. Gellatly stated that the web designer is in possession of meeting minutes dated back to 2006 and he is working on uploading them to the website. Ms. Gellatly informed Mr. Millberry that she did not have a date when they would be readily available on the website.

**Council Concerns:**

Mr. Wright thanked individuals for their attendance and concern regarding Front Street.

Ms. Marcinko stated that the Firehouse will have their Haunted House from 6-8 p.m. on October 31<sup>st</sup> and that everyone is encouraged to attend.

Mr. Albert asked Ms. House about the letters/certificates that Mayor Acri brought up which Council discussed and asked about their status. Ms. House indicated that the duty was given to the Borough Manager. Mr. Wright asked that Ms. Gellatly take action on this item.

**Executive Session:**

Mr. Wright entertained a motion to move into executive session to discuss personnel matters and potential litigation. Mr. Albert made a motion which was seconded by Mr. Spencer to recess into executive session at 7:32 p.m. The motion carried.

There being no further business, Council adjourned.