

**Borough of Steelton
Council Agenda
March 17, 2014**

Borough Manger

Appointment of Anne Venesevich to the Civil Service Commission

Mr. Wion

Resolution approving the agreement between Steelton Borough and PPL Electric Utilities in regards to Streetscape Phase 2

Mr. Wion

Municipal Retirement Trust Chief Administrative Officer Resolution

AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

EXECUTIVE SESSION: Borough Manager is requesting an executive session for personnel issues involving a Police Department disciplinary matter, Water Department issue and Zoning Hearing Board issue.

OTHER BUSINESS:

ADJOURNMENT:

Minutes of the Steelton Borough Council
March 17, 2014 Meeting

Call Meeting to Order:

The meeting of Steelton Borough Council, held at the Steelton Borough Municipal Building, was called to order at 6:30 pm by Council President Jeffery L. Wright.

Officials Present:

| | |
|-------------------|-----------------------------------|
| Jeffery L. Wright | President |
| Maria Marcinko | Vice President |
| Michael Albert | Pro Tem |
| Steven Shaver | Councilperson |
| Mary Jo Szada | Councilperson |
| Thomas F. Acri | Mayor |
| David Wion | Solicitor |
| Sara Gellatly | Borough Manager |
| Scott Spangler | Police Chief |
| Matthew Cichy | Herbert, Rowland and Grubic, Inc. |

Officials Absent:

Denae House, Councilperson

Pledge of Allegiance:

The Pledge of Allegiance was conducted by Council President Jeffery L. Wright

Moment of Silence:

Mayor Acri led a moment of silence.

Executive Sessions Held Between Meetings:

Councilman Wright announced that no Executive Sessions were conducted between Steelton Borough Council meetings.

Approval of Meeting Minutes:

No minutes were presented to Council for approval at this meeting.

Approval of Department Reports:

Councilman Wright opened the floor to Council, the Mayor, and Borough staff present at the meeting to ask any questions or make comments about the Department Reports as presented to Council for approval. The following written or oral reports were presented to Council for consideration:

- Fire and Ambulance Report
- Police Report
- Public Works Report
- Code Enforcement Report
- Borough Manager's Report
- Mayor's Report

Ms. Marcinko asked if Mr. Shaver can clarify with Mr. John Logan of Pinnacle Life Team if they can place a column on their monthly Ambulance Report to determine if a response was a basic life support (BLS) or advanced life support (ALS) call. Ms. Marcinko stated that the reason for her question is that the lengths of each call vary and she would like to see if the longer lasting call times are BLS or ALS

responses. Mr. Shaver stated that he will check with Mr. Logan about adding the ALS/BLS column to the Pinnacle Life Team Report.

Ms. Marcinko then asked about the Codes Enforcement monthly report. Ms. Marcinko asked Ms. Gellatly why names were taken off the Codes Enforcement Citation Report. Ms. Gellatly responded that she was not aware of the fact that names were taken off the report and will get an answer to Council.

Mr. Shaver said he would like to see the Codes Citation Report given to Council quarterly, rather than monthly, as he believes it is not administratively efficient to compile the report every month. Ms. Marcinko added that there is old citation data that is left on the report that could be removed. Specifically, paid citations that are on the report do not need to be reported to Council if they are satisfied. Mr. Wright asked the Borough Manager, Ms. Gellately, to work with the Codes Office to streamline the report and determine why names are not on the citation report.

Mr. Wright entertained further questions on Department Reports.

Mr. Shaver stated that he is still in the process of sending his resume to Pinnacle Life Team, as Mr. Shaver sits on the Life Team Board of Directors as a representative from the Borough of Steelton. Mr. Shaver said there was confusion about whether he should be sending a resume of application to Pinnacle Life Team. Mr. Shaver is clearing up the confusion with Pinnacle Life Team.

Mr. Wright entertained any additional questions or comments from council members on Departmental Reports. No questions or comments were offered.

Mr. Wright asked Ms. Gellately if she had anything to offer as part of the Borough Manager's Report. Ms. Gellately replied that she does not have any reports to offer to Council.

Mr. Wright then asked Mayor Acri to provide the Mayor's Report to Council. Mayor Acri informed Council that on Saturday, March 15 he participated in a Mayors Against Illegal Handguns Rally. Mayor Acri said there was a great turnout for the event and that Mayors Against Illegal Handguns solicited donations at the event that went to Dauphin County Crimestoppers. Mr. Acri reported that \$375.21 was collected at the event for Dauphin County Crimestoppers. The donation was tallied at Steelton Borough and Ms. Gellately deposited the money. Ms. Gellately will cut a check to Dauphin County Crimestoppers in the aforementioned amount. Mayor Acri thanked everyone that participated in the event.

Mayor Acri asked Council to make a note that on May 24, 2014 there will be a Veteran's Day Celebration at Midland Cemetery at 1:00 pm. Mayor Acri welcomed Council and members of the audience to attend the ceremony as well as offer remarks. Mayor Acri asked anyone interested in offering remarks at the event to contact Ms. Barbara Barksdale from Friends of Midland Cemetery.

Mayor Acri offered one final item noting that he will be swearing in Mr. Kyle Brown as a part-time Steelton Borough Police Officer if he is approved later in the Council meeting.

With no further comments or questions regarding Department Reports, Mr. Wright entertained a motion to approve Department Reports as presented to Council.

Mr. Albert motioned to approve the Department Reports as presented to Council, seconded by Mr. Proctor. Council voted unanimously to approve the Department Reports as presented.

Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for September 2015:

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change order as presented to Council. Mr. Shaver motioned to approve the schedules of billing, requisitions, and change orders as presented, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Public Comment on Agenda Items:

Councilman Wright opened the floor to public comments on agenda items only. Mr. Wright also pointed out to members of the public that agendas were available for their review and were sitting on the podium next to the entrance of Council Chambers.

No members of the public offered comments.

Presentations:

Mr. Matthew Cichy – Herbert, Rowland, and Grubic, Inc – Report on Engineering Activities February 13, 2014 through March 14, 2014

Mr. Wright opened the floor to Mr. Cichy, the representative of the borough engineer to provide a report on engineering activities and projects over the previous month.

Mr. Cichy highlighted a number of items from the written report submitted to Council prior to the meeting.

Mr. Cichy reported the HRG, Inc. has completed preparation of the Chapter 94 report and has submitted it to the Harrisburg Authority for their inclusion. The Chapter 94 report is an annual support that is submitted to DEP and documents the wastewater flows into the Harrisburg Authority's wastewater treatment system.

Mr. Cichy then reported on the Blueberry Alley/Washington Street Storm Sewer Replacement Project. Mr. Cichy noted that over the past month HRG, Inc. has meeting with borough staff to review the drawings for the project and have coordinated completion of test holes by the public works staff. The test holes will show existing utilities in order to allow the proper placement of the new storm sewer facilities. Mr. Cichy stated that because of the recent cold weather, test holes could not be drilled due to freezing temperatures. Once the weather warms up, the test holes will be worked on. Once the test holes are in place and HRG, Inc. has the utility information they will revise their project drawings and prepare them for bid purposes.

Mr. Cichy reported on the East End Sewer Separation Project, specifically regarding the PENNVEST Loan and reimbursements. Mr. Cichy stated that the PENNVEST loan for the project has been closed out and, with that, PENNVEST has released the holdback funds for design on the project in the amount of approximately \$19,000. The funds have been received by the Borough. Mr. Cichy noted that the total amount of the loan taken out through PENNVEST is approximately \$4.37 million. The Borough should have received a revised amortization schedule showing the new principal and interest payments on the loan based on the closing figures.

Mr. Cichy reported on the Front Street Phase II Streetscape Project. Mr. Cichy stated that the contractor on the project is coordinating the location to place a project trailer. A meeting was held on Friday, March 14 on the project with the contractor. At that meeting, the contractor informed HRG, Inc. and the borough that they are pushing back the start of the project until mid-April due to the weather.

Mr. Cichy stated that he had no further items and entertained questions from members of Council.

Mr. Wright asked Council if there were any questions for Mr. Cichy.

No questions or comments were offered by Council.

Communications:

Mr. Wright announced that no communications were presented to Council for consideration at this meeting.

Unfinished Business:

Mr. Wright announced that there is no unfinished business on the agenda for consideration by Council at this meeting.

New Business:

Approval to Hire Mr. Kyle Brown as a Part-time Police Officer for Steelton Borough

Mr. Wright entertained a motion to approve Mr. Brown as a part-time police officer for the Borough of Steelton.

Ms. Gellatly stated that she believes it is important to notify the public of Mr. Brown's starting rate. Mr. Gellatly stated that Mr. Brown will earn \$18.95 per hour in his position.

Ms. Marcinko made a motion to approve the hire of Mr. Kyle Brown as a part-time police officer in the Steelton Borough Police Department at a rate of \$18.95 per hour. Mr. Shaver seconded the motion.

Mr. Wright entertained any questions on the motion. No questions were offered.

With no further questions on the motion, Council voted unanimously to approve Mr. Kyle Brown's hire as a part-time police officer for the Borough of Steelton at a rate of \$18.95 per hour.

Mayor Acri – Oath of Office for Mr. Kyle Brown

Following the vote to hire Mr. Kyle Brown as a part-time Steelton Borough Police Officer, Mayor Acri administered the Oath of Office to Mr. Brown, who was present and completed the Oath of Office.

Mr. Wright offered congratulation to Mr. Kyle Brown and offered the Borough's assistance in anything that he may need.

Appointment of Anne Venesevich to the Civil Service Commission

Ms. Gellatly noted that Ms. Venesevich would be replacing Mr. Matt O'Keefe. Ms. Venesevich's term will expire on December 31, 2014.

Mr. Wright entertained a motion which was made by Councilman Albert and seconded by Councilman Shaver. The motion passed unanimously to appoint Ms. Anne Venesevich to the Civil Service Commission.

Resolution approving the agreement between Steelton Borough and PPL Electric Utilities in regards to Streetscape Phase 2

Mr. Wion shared that PPL would install a number of street lights. The agreement dictates the terms under which PPL will provide the streetlights. PPL will be removing nineteen and installing 52 lamps in locations which the Borough selects. The Borough also paid PPL \$95,056.00 in costs for outlets and the rate schedule that applies. This is part of funding for the project that the Borough receives as part of Streetscape #2. The agreement indicates that if additional lamps are needed, then PPL will supply them

and the contract will continue ten years. This agreement supersedes the agreement dated December 19th. The resolution for consideration is 2014-R-1.

Councilman Shaver made a motion to approve the resolution. Councilwoman Marcinko seconded the motion. The motion carried unanimously.

Municipal Retirement Trust Chief Administrative Officer Resolution

Mr. Wion noted Act 205 of 1984 sets the actuarial requirements that the actuary performs in regard to the Municipal Pension Plan Funding Standard and Recovery Act which requires that pension reports be prepared under the supervision of the chief administrative officer of the municipality. In order to comply with the act, we are again appointing the Borough Secretary as the Chief Administrative Officer of the Police and Non Uniform pension plans for the purposes of certifying the minimum municipal obligation and any other administrative duties are necessary under the Act. The resolution for consideration is 2014-R-2.

Councilman Albert made a motion to approve the resolution and Councilwoman Marcinko seconded the motion. The motion carried unanimously.

Audience Participation:

Mr. Powell 321 Lebanon Street

Mr. Powell asked about \$18,000 in grant funding from last year and where it has gone. Mr. Wright asked him to clarify at what time in the year to learn what money he was referring to. Council discussed whether Mr. Powell may have been referring to Community Development Block Grant money which was in the amount of \$18,000 dollars allocated for the beautification project. Mr. Powell questioned whether the money was spent, which it was not. Council clarified how the money is appropriated through the County CDBG program. Mr. Powell shared that he often hears about other municipalities receiving dollars but not the Borough of Steelton. At that time Councilman Wright asked Ms. Gellatly to clarify information relating to recent awarded grants. Ms. Gellatly shared that the Borough recently received three CDBG grants to prevent flood damage and Dauphin County Local Share (Gaming Grant) dollars to work on the Adams Street Project. President Wright shared that grant dollars are coming into the borough.

Council Concerns:

No concerns were shared by Council members, Mr. Wion, or Ms. Gellatly. Chief Spangler gave a second reminder that April 7-November 14 that the street cleaner will be around and tickets will be issued. March 24-April 4 warnings will be given but after that two week period tickets will be issued.

President Wright expressed appreciation for the residents that were present for the swearing-in.

Executive Session

President Wright shared that Council would move into executive session at 7:00 p.m. for personnel issues involving police and disciplinary matters as well as water and zoning board hearing issues. Councilman Albert made a motion to move into Executive Session which was seconded by Councilwoman Marcinko and carried unanimously.

Return to Session

On a motion by Mr. Proctor seconded by Ms. Marcinko, Council returned to regular session at 8:22 p.m.

Other Business:

Termination of Mr. Dan Scheitrum as Superintendent of Steelton Water Filtration Plant and Lab

Mr. Wright entertained a motion to terminate Mr. Dan Scheitrum as Superintendent of Steelton Water Filtration Plant and Lab. This decision is in concert with the Steelton Borough Authority who met on March 6, 2014, and recommended his termination. On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to terminate Mr. Scheitrum effective 8:22 p.m. on March 17, 2014.

Approval to Advertise for Part-Time Parking Enforcement Officer Position

Mr. Wright entertained a motion to allow Ms. Gellatly to advertise for a Parking Enforcement Officer position. Ms. Marcinko made a motion to allow Ms. Gellatly to advertise for a part-time Parking Enforcement Officer positions, seconded by Mr. Shaver. Council voted unanimously to approve the decision.

Approval to Advertise for Part-Time Property Maintenance Officer Position

Mr. Wright entertained a motion to allow Ms. Gellatly to advertise for a Part-Time Property Maintenance Enforcement Officer position. Mr. Shaver made a motion to allow Ms. Gellatly to advertise for the Part-Time Property Maintenance Enforcement Officer position. The motion was seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Adjournment:

With no other business before Council, Mr. Wright entertained a motion to adjourn the meeting of Steelton Borough Council. Mr. Shaver made a motion to adjourn, seconded by Mr. Proctor. The meeting of Steelton Borough Council adjourned at 8:27pm,

