

Council Agenda  
Monday February 1, 2016

**Call Meeting to Order:** President Jeffery Wright

**Pledge of Allegiance:** President Jeffery Wright

**Moment of Silence:** Mayor Thomas F. Acri

**Executive Sessions held between meetings:** None

**Approval of minutes from previous meeting:** January 18, 2016

**Public Comment on Agenda Items Only**

**Presentation:**

Herbert, Rowland, and Grubic, Inc.

Monthly Engineer's Report for January 2016

Herbert, Rowland, and Grubic, Inc.

Presentation of Final Report on Swatara Street Retaining Wall

Herbert, Rowland, and Grubic, Inc.

Approval of the Final Application for Payment in the amount of \$44,087.41 for Contract 2015-01: Pump Station Sewage Grinder Improvements Project made payable to PSI Pumping Solutions, Inc.

Herbert, Rowland, and Grubic, Inc.

Authorization to Publically Bid the Steelton Firehouse Improvements Project

**Communication:**

Constables Association

Request to Change Sewer Designation from Commercial to Residential

Mr. Darren Jones

Request to use Council Chambers for Steelton Midget Baseball League Signups on February 6, February 13<sup>th</sup>, February 20<sup>th</sup>, and February 27<sup>th</sup> from 9:00AM-12:00PM

Dauphin County Office of Tax Assessment

Notice of Changes in Tax Assessment for Properties in the Borough of Steelton

**Unfinished Business:**

Mr. Wright

Update on Disabled Parking Exception Request for Ms. Mary March at 251 S. 2<sup>nd</sup> Street

Mr. Brown

Update on Sewer Billing Issue with Mr. Thomas Evans

**New Business:**

Mr. Brown

Update on Snow Removal/Recovery Plan for Winter Strom Jonas

**Audience Participation**

**Council Concerns**

**Executive Session**

To discuss personnel issues.

**Other Business:**

Mr. Wright

Personnel Committee Recommendation to Hire Nate Handley as Full-Time Water Distribution Laborer

**Adjournment**

**Steelton Borough Council Meeting  
February 1, 2016**

**Present:**

Jeffery L. Wright, Council President  
Maria Marcinko, Council Vice-President  
Michael Albert, Council Pro-Tem  
Brian Proctor, Councilperson  
Keontay Hodge, Councilperson  
Michael Segina, Councilperson  
Kelly Kratzer, Councilperson  
Thomas F. Acri, Mayor  
David Wion, Solicitor

**Absent:**

Douglas Brown, Borough Manager

**Call Meeting to Order:**

Mr. Wright called the February 1, 2016 meeting of the Steelton Borough Council to order at 6:30pm..

**Pledge of Allegiance:**

Mr. Wright led the Pledge of Allegiance.

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Sessions held between meetings:**

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

**Approval of January 19<sup>th</sup>, 2016 Meeting Minutes:**

Mr. Wright entertained a motion to approve the minutes of the January 19<sup>th</sup>, 2016 Steelton Borough Council meeting. Mr. Albert motioned to approve the January 19<sup>th</sup>, 2016 minutes, seconded by Mr. Segina. Council voted unanimously to approve the motion.

**Public Comment on Agenda Items Only:**

Members of the public offered no comments on agenda items.

**Presentations:**

*Herbert, Rowland, and Grubic, Inc. – Monthly Engineer's Report for January 2016*

A representative from Herbert, Rowland, and Grubic, Inc. provided an update on the monthly engineer's report for January 2016.

*Herbert, Rowland, and Grubic, Inc. – Approval of Final Application for Payment in the amount of \$44,087.41 for Contract 2015-01: Pump Station Sewage Grinder Improvements Project made payable to PSI Pumping Solutions, Inc.*

Mr. Wright entertained a motion for the approval of the final application for payment which was made by Mr. Albert and seconded by Mr. Proctor. The motion carried.

Mr. Wright entertained a motion to approve the advertisement for bids for the Storm and Sanitary Sewer Cleaning and Inspection Project which was made by Mr. Albert and seconded by Ms. Marcinko. The motion carried.

*Herbert, Rowland, and Grubic, Inc. – Authorization to Publically Bid the Steelton Firehouse Improvements Project*

Mr. Wright entertained a motion to approve the advertisement for bids for the Firehouse Improvements Project which was made by Mr. Albert and seconded by Ms. Hodge. The motion carried.

*Herbert, Rowland, and Grubic, Inc. – Presentation of Final Report on Swatara Street Retaining Wall*

A representative from Herbert, Rowland, and Grubic, Inc., Mr. Dan Long, presented the final report on the Swatara Street Retaining Wall. Mr. Long indicated that there was some slight movement in the wall but nothing of a significant nature and some cracking. Mr. Long presented two options for repairing the cracking. Mr. Long recommended leaving the targets in place with regards to any movement and continue to monitor the wall. If there is additional concern, additional surveys can be completed. Mr. Long shared a recommendation that guide rails be placed along the top of the wall to provide safety.

Mr. Wright asked about additional costs to repair the cracks. Mr. Long indicated that there would be a cost to repair the cracks which was not calculated.

Mr. Wright asked if the current mechanism for keeping cars away from the area at the top would simply be reinforced or would additional safeguards be put in place. Mr. Long stated that additional safeguards would only be erected where there are not currently any present.

Ms. Hodge shared her understanding that last year, in May, Council approved the retaining wall study to be completed by HRG in the amount of \$330,000. Mr. Wright stated that he didn't believe the amount for the contract to do the study was that high. Ms. Hodge indicated her question was in relation to the snow and asked if the snow has any impact on the bearing of the wall. Mr. Long stated that Winter Storm Jonas should not have any impact and also spoke about proper drainage during snow and rain events. Ms. Hodge indicated that she lived on Swatara Street when the wall was rebuilt and indicated that she wasn't sure who built the wall but was sure she could get the information. Ms. Hodge asked if HRG is now handling the maintenance of the wall. Mr. Long stated that is correct and pointed to a question regarding additional costs

and shared that depending on the costs of potential activity it may be someone that would need to be bid out. Ms. Hodge stated that costs are being incurred by repairs and maintenance of the wall and questioned if it simply should have been rebuilt. Ms. Hodge encouraged preventative maintenance of the wall in the future. Mr. Long agreed that the preventative maintenance HRG is recommending at this point, such as sealing cracks, will help with the longevity of the wall. Further, continued monitoring is recommended as with any other wall.

Ms. Marcinko indicated that this was the best report received thus far on the issue and stated that erecting the barriers/guiderail would be a good use of dollars.

Mr. Long, when questioned by Mr. Wright, indicated that there are two options for repairing the cracks. Mr. Wright asked Mr. Proctor, Chairman of the NEDC Committee to work with the Borough Manager and HRG to provide a recommendation to Council on what option the Borough should pursue. Mr. Proctor indicated that he would do so, and Council agreed.

**Communication:**

*Ms. Barbara Barksdale, Dauphin County Historical Society*

Ms. Barksdale indicated that she was present on behalf of the Dauphin County Historical Society to provide an update. Ms. Barksdale shared that Steelton Borough's history dates before the 1880's. Ms. Barksdale encouraged that the Borough's historical documents be properly maintained and preserved. Ms. Barksdale indicated that the Historical Society submitted for a grant; however, Ms. Barksdale shared the Historical Society's interest in working with the Borough. Ms. Barksdale said that she had not heard back from anyone in the Borough with regards to a partnership in writing a grant to properly secure funds. Ms. Barksdale shared that she is happy to share any other information the Borough may need to move forward. Ms. Barksdale stated that if anyone comes in contact with historical documents in the Borough that they are not touched in order to preserve them. Ms. Barksdale shared discomfort with the previous Borough Manager's handling of a historical book in her office and that it was not properly stored.

Mr. Wright asked that Ms. Barksdale touch base with Mr. Brown regarding her concerns.

Ms. Hodge shared her interest in Ms. Barksdale's work and her efforts and offered to help her.

Ms. Marcinko asked about the grant and where they are in the process. Ms. Barksdale said that the grant has already been submitted and encouraged future participation of the Borough. Ms. Barksdale stated that a letter of support would be beneficial moving forward.

Mr. Wright stated that Mr. Brown would be happy to work with Ms. Barksdale in the future.

Mr. Proctor stated that he spoke with Ms. Barksdale and discussed Black History Month. Mr. Proctor wanted to honor the lives of certain individuals from the Borough during Black History Month on the Borough website. Mr. Proctor said that Ms. Barksdale is going to provide a

biography of Mr. Samuel Cole. With the approval of Council, a different individual will be highlighted each week during Black History Month and published on the website.

Mr. Proctor wanted to thank staff members from Public Works for their efforts during Winter Storm Jonas. Mr. Proctor stated that the Borough was the first in the area to gain the assistance of contractors to help with snow removal efforts. Mr. Proctor stated that he spoke with an individual who resides in Bellevue who hadn't seen a snowplow for many days after the storm. Mr. Proctor wanted to commend staff members of Public Works and the Fire Department for stepping up and taking care of the Borough.

**Communication:**

*Constables Association – Request to Change Sewer Designation from Commercial to Residential*

Mr. Wright indicated that Mr. Wion would speak on this item.

Mr. Wion pointed to communication from the Constables Association dated January 28, 2016. Mr. Wion stated that this was a request for Council to consider reducing their sewer and water rate. The Constables Association is currently paying a commercial rate and indicated that they are a non-profit. Mr. Wion shared the differences between commercial and residential per Steelton Borough Ordinances. Further, the Constables operation falls under a commercial establishment. Mr. Wion states that per Borough ordinance, no abatement of sewer rentals unless the property is physically disconnected from the sewer system; however, recent case law has allowed and required a borough to look at the sewer bill where there is a leak or faulty meter involved and then consideration can be made in each case. Mr. Wion stated that is not the case here. The fact that Association is non-profit does not mean that the Association does not receive income. Rather it means that income is received through various activities and net profits are not distributed to members. A non-profit cooperation is like any business except that the owners/members do not receive profits. Further, profits are used for charitable matters. Mr. Wion clarified that under the Code of Ordinances, the Association would not be entitled to the relief that they are seeking.

Mr. Wright stated that, there being no Council questions or comments, he would direct Mr. Brown to send a response to the Association noting the items Mr. Wion just shared.

*Mr. Darren Jones – Request to use Council Chambers for Steelton Midget Baseball League Signups on February 6, 13, 20 and 27 from 9:00 a.m. to 12:00 p.m.*

Mr. Wright indicated that the Borough has allowed this use of Borough chambers in the past.

Mr. Albert asked if these dates are Saturdays. Mr. Wright indicated that they fall Saturdays.

Acting Police Chief Minimum stated that, since Council and the Police Department are in receipt of the dates in advance, that the Police are available to open and close.

Mr. Wright entertained a motion which was made by Mr. Albert, seconded by Ms. Hodge and the motion carried.

*Dauphin County Office of Tax Assessment – Notice of Changes in Tax Assessment for Properties in the Borough of Steelton*

No comments on this item.

*Mr. Brandon Flood – Letter of Interest and Resume for the Steelton Borough Zoning Hearing Board*

Mr. Wright indicated that Ms. Patsy Taylor Moore was also interested in the position; however, in speaking with Mr. Dennis Heefner, he indicated that her service could be utilized on the Planning Commission rather than the Zoning Hearing Board.

Mr. Wright indicated that Ms. Hodge would abstain from voting on this motion due to conflict of interest.

Mr. Flood was present and Mr. Wright thanked him for showing interest in the position.

Mr. Flood provided an overview of his background in research and analysis and indicated he would gladly serve the residents of the Borough of Steelton with honor and fidelity.

Mr. Wion presented Resolution 2016-R-9 appointing a member to the Steelton Zoning Hearing Board and recited the chapter of the Code of Ordinances that authorizes the appointment of members to the Zoning Hearing Board and resolves that Mr. Brandon J. Flood of 2611 South Second Street Steelton Pennsylvania is hereby appointed to the Zoning Hearing Board with a term to end December 31, 2016. Mr. Wion indicated that Council previously approved a resolution, with terms being three years, and in order to clarify terms and stagger terms. Mr. Wion stated that at the end of the year, an extension could be made.

Mr. Wright entertained a motion to approve Resolution 2016-R-9 to appoint Mr. Brandon Flood to the Zoning Hearing Board. The motion was made by Ms. Marcinko and seconded by Mr. Albert. The motion carried.

Mr. Wright entertained a motion to approve Ms. Patsy Taylor Moore to the Steelton Planning Commission. A motion was made by Mr. Albert, seconded by Ms. Hodge and the motion carried.

**Unfinished Business:**

*Mr. Wright – Update on disabled parking exception request for Ms. Mary March at 251 S. 2<sup>nd</sup> Street.*

Mr. Wright indicated that due to Winter Storm Jonas, the meeting of the NEDC Committee during which the issue was to be discussed was cancelled. Mr. Wright indicated that the issue would be tabled for tonight's meeting.

*Public Works – Update on Sewer Billing Issue with Mr. Thomas Evans*

Ms. Marcinko stated that Mr. Brown planned to schedule a meeting with Mr. Evans but due to the storm the issue was held up. Mr. Brown and Public Works plans to schedule a meeting and speak with Mr. Evans on the issue. Mr. Wright expected to discuss this issue at the next Council meeting.

**New Business:**

*Public Works – Update on Snow Removal/Recovery Plan for Winter Storm Jonas*

Ms. Marcinko indicated that the Borough has a snow removal plan that has been in effect for many years. Ms. Marcinko stated that the Borough was ahead of the storm and that Public Works staff, totaling 12, scheduled for shifts. Contractors were also hired on Friday before the storm even began and were ready to work on Monday. The Fire Department, Police Department, and Public Works Department had a schedule. The Fire Department offered their bunking arrangement to allow workers to sleep and also provided three meals a day. Some important equipment broke the first night of the storm including a truck and a plow. Ms. Marcinko explained what an emergency declaration actually is and stated that when the Mayor declares a state of emergency, the Borough is eligible for PEMA disaster funding. Snow emergency routes in the Borough include Front Street and Second Street. Ms. Marcinko explained that the costs from Storm Jonas are extensive and still being calculated. The contractors were secured through Rogel and Templin Excavating which included dump trucks and front end loaders with operators. Ms. Marcinko explained that it is necessary to first remove the snow from major arteries. Ms. Marcinko explained that the fundamental responsibility in Public Works for snow removal is to make the roads open and passable and that is what was completed. The first night state roads including Route 230, Swatara Street, Pine Street, Mohn Street were completed. If Front Street had not been cleared, it would have caused a disaster therefore it was imperative that this was done first. The response costs are expected to be \$50,000. The amount budgeted for this year was \$30,000. PEMA calculates the costs for the most expensive 48 hours of the storm if communities are eligible; therefore, Ms. Marcinko shared the Borough's hopes that we are eligible. Ms. Marcinko shared that she worked closely with Mr. Brown throughout the storm. Ms. Marcinko stated that it was reported that the total cost of Winter Storm Jonas for Pennsylvania could be upwards of \$18 million and that all communities would be applying for reimbursement. Ms. Marcinko stated that she hopes FEMA/PEMA funding will be available to help reimburse communities for the cost of responding to Winter Storm. Jonas. Ms. Marcinko stated that what those individuals operating the snow plows did was amazing. Ms. Marcinko expressed gratitude for the melt but also noted that the Borough would be under flood watch until Thursday. Ms. Marcinko stated that the Public Works Committee met with staff on Tuesday and noted that everyone, including staff in Public Works, the Fire Department and the Police Department had an equal share in this effort. Ms. Marcinko thanked the Public Works



staff repeatedly and noted that they would be in the Borough this week still working. Ms. Marcinko also thanked the residents of Steelton.

Mr. Wion questioned if Council would take a recommendation that Council ratify the declarations made by the Mayor and also ratify the entering into of contracts necessary in this emergency.

Mr. Wright made a motion, which was made by Mr. Albert, seconded by Ms. Marcinko, and the motion passed to ratify the declarations and contracts.

**Other Business:**

*Mr. Wright – Personnel Committee Recommendation to Hire Mr. Nate Handley as Full-Time Water Distribution Laborer*

Mr. Wright indicated that there were four candidates for the position and two individuals were interviewed. Mr. Wright indicated that Mr. Handley is a current employee of the Borough, Mr. Wright noted that it was the recommendation of the Committee that Council move to hire Mr. Nate Handley as the full-time Water Distribution Laborer.

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

Ms. Hodge questioned if the position needs to be filled at this time. Mr. Wright indicated that was the recommendation of Public Works.

Ms. Marcinko shared that this position was posted last year, interviews were conducted. The union indicated their belief that Mr. Nate Handley has rights to the job. The union contract requires that the position be posted internally, which was done. Two employees bid on the position. Ms. Marcinko shared the belief that this portion of the contract was ambiguous; therefore, the position was posted outside. Ms. Marcinko stated that the position needs to be filled. The position has been vacant for quite some time while Mr. Handley has been working in the position part-time.

Ms. Hodge questioned if he is guaranteed for the position because he had been operating in the position for three years. Ms. Marcinko stated that the union's belief that Mr. Handley had seniority for the position; however, the Borough believed that the position needed to be posted outside. Ms. Marcinko stated that Mr. Handley, among the candidates, had the most experience.

Council unanimously moved to hire Mr. Nate Handley as Full-Time Water Distribution Laborer.

**Audience Participation:**

There were no audience comments.

**Council Concerns:**

Ms. Kratzer thanked members of the Fire Department, Police Department and Public Works for their efforts during the storm. Ms. Kratzer expressed that the Borough was lucky not to suffer any power outages and the storm was simply an inconvenience.

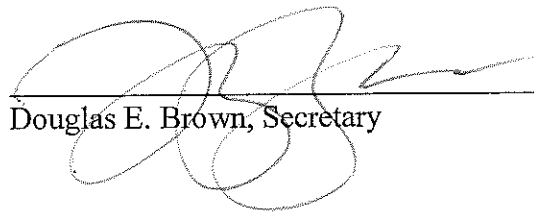
Mr. Segina reiterated what Ms. Kratzer stated with regards to the appreciation of the efforts of those involved in the storm cleanup.

**Executive Session:** There was no Executive Session held.

**Adjournment:**

At pm, on a motion by Mr. Segina, seconded by Mr. Albert, Council adjourned at 7:55pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Douglas E. Brown', is written over a horizontal line. The signature is stylized and cursive.

Douglas E. Brown, Secretary