

Council Agenda  
February 16, 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:** February 1, 2016 Meeting

**Public Comment on Agenda Items Only**

**Approval of schedules of billing, requisitions, and change order as presented for:** January 2015

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Oral Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

**Presentation:**

Mr. Brandon Meyers, Herbert, Rowland, and Grubic, Inc.

MS4 Public Meeting Presentation

Mr. Amrinder Singh, Codes Officer

Review of Need for Codes Software

**Communication:**

Ms. Colleen Hughes

Letter of Thanks to Public Works Department for Handling of Winter Storm

ArcelorMittal

Notification – Plan Approval Application to Construct and Operate Walking Beam Furnace

Capital Region Water

2015 Harrisburg Wastewater System Chapter 94 Report

FEMA

Flood Risk Study for Lower Susquehanna-Swatara Watershed

PennDOT

Traffic Signal Asset Management Notification

**Unfinished Business:**

Ms. Marcinko

Discussion of Formulating 2016 Committee Goals

Mr. Brown

Update on Winter Storm Jonas Costs and FEMA Reimbursement Process

Mr. Wion

Resolution 2016-R-\_\_\_\_ Granting Special Purpose Parking for Ms. Mary March at 251 S. Second Street

**New Business:**

Mr. Wion

Award of Contract for the Pre-Demolition Environmental Clearance and Demolition Project for 120, 140, and 154 North Front Street

Mr. Wion

Approval of "Completion Report" for the DEP Floodplain Management Permit issued for the work at the Trewick Street Pump Station and Authorization for President Wright to Sign Completion Report

Mr. Wright

Resignation of Mr. Christopher Hughes from the Steelton Planning Commission

Mr. Wright

Announcement of Vacancy on Planning Commission and Solicitation of Resumes

Mr. Brown

Announcement of Advertisements for Firehouse Project, Sanitary Sewer Inspection and Cleaning Project, and Storm Sewer Inspection and Cleaning Project

**Audience Participation**

**Council Concerns**

**Executive Session**

To discuss personnel issues and pending litigation.

**Other Business:**

Mr. Brown

Approval of Settlement Between Steelton Borough and AFSCME Council 90 RE: Employee Grievance

**Adjournment:**

Minutes of the Steelton Borough Council  
February 16, 2016 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
Kelly Kratzer	Councilperson
Michael Segina	Councilperson
Thomas F. Acri	Mayor
David A. Wion	Solicitor
Douglas E. Brown	Borough Manager
Anthony Minium	Police Officer-in-Charge
Amrinder Singh	Codes Officer

**Officials Absent:**

Brian Proctor	Council Pro Tem
Michael Albert	Councilperson
Keontay Hodge	Councilperson

**Pledge of Allegiance:**

The Pledge of Allegiance was conducted by Mayor Thomas F. Acri

**Moment of Silence:**

Mayor Acri led a moment of silence.

Mr. Wright then commented that there are three empty Council seats to his left. He noted that he heard from the Council members that could not make the meeting due to other obligation. Mr. Wright stated that he wanted to apologize on their behalf but stated that when members take their seats on Council the most important thing is to be at every Council meeting unless there is something of utmost importance to attend.

**Executive Sessions Held Between Meetings:**

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

**Approval of Meeting Minutes:**

Councilman Wright entertained a motion to approve the minutes as presented for the February 1, 2016 meeting of Steelton Borough Council.

Ms. Marcinko moved to approve the minutes of February 1, 2016, seconded by Ms. Kratzer. The motion carried by unanimous vote.

**Public Comment on Agenda Items:**

Councilman Wright opened the floor to public comments on agenda items only. No members of the public offered comments.

**Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for January 2016:**

Ms. Marcinko made a motion to approve the schedules of billings, requisition, and change orders as presented for January 2016. Mr. Segina seconded the motion. The motion carried unanimously by Council vote.

**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.

**Fire Department and Ambulance Report:** Ms. Marcinko reported that Mr. Brown had reached out to Mr. Stephen Shaver regarding the response times reported by Pinnacle LifeTeam in their ambulance reports for December 2015. There was concern about response time being longer than normal.

Mr. Craig Chandler of Pinnacle LifeTeam clarified that the long response times were for the Harrisburg Pinnacle base, not the Swatara base, and they were only for basic life support (BLS) calls and not advanced life support calls. Pinnacle LifeTeam has noted Steelton Borough's concern and stated that they will make it a point to shorten response times for BLS calls.

**Police Report:** Officer-in-Charge Minium requested to give an oral report on top of the written report received by Council. Mr. Minium reported that the Steelton Police Department has increased its overall arrest count for the year. He emphasized that this does not mean there was a crime increase. Rather, Mr. Minium noted that major crimes have steadily decreased in the Borough. The increase in arrests is attributed to the increase in the solvability rate of cases. Steelton Borough's solvability rate is at an 87 percent which is well above the average.

Mr. Minium further reported that the Police Department has fully staffed their Criminal Investigation division by adding Detective Troy Elhadj. In the past 30 days the Criminal Investigation Division has cleared 21 major crimes which Mr. Minium said is impressive.

Mr. Minium noted that, in addition, officers have completed 85 hours of community service, 18.5 foot patrol hours, and 670 business, park, and house checks in the last 30 days.

Mr. Minium reported that as of February 16, the Department is at 7 percent of its budget which is \$3,500 less than last year. Most of the savings are attributed to the reduced overtime line item.

Mr. Minium finally reported that he will present a 2016 strategic plan to the Police Committee before bringing it to Council for consideration.

**NEDC Committee:** Ms. Marcinko stated that the NEDC Committee did not meet in January due to the winter storm.

**Public Works Committee:** Ms. Marcinko requested that Mr. Brown give an update on Winter Storm Jonas.

Mr. Brown reported that Winter Storm Jonas was a snow storm of historic magnitude. Mr. Brown stated that there was over 30 inches of snow accumulation that fell at a rate of over 2 inches per hour at some points. The Borough's Finance Office is continuing to break down the final expense numbers for the storm because there are still items impacted by the storm that will need to be tallied like replenishing supplies and vehicle repairs. Mr. Brown stated that the Borough has calculated personnel costs, material costs, contracted costs, and equipment costs using a FEMA-provided rate.

Mr. Brown stated that throughout the storm the Borough utilized 12 public works staff, police staff, and volunteers from the Fire Department to respond to the storm. Mr. Brown directed Council to a written summary in their packets outlining the storm costs.

Public Works staff were responsible for the majority of overtime costs and equipment related costs during the immediate response to the storm. Mr. Brown stated that the Public Works Department used the following equipment:

- 4 Borough dump trucks
- 5 1 ½ ton trucks
- 1 front end loader
- 1 back hoe

Mr. Brown noted that all trucks had salt spreaders and plows attached to them.

The response of the storm was broken down into two phases: clearing/plowing, and snow removal.

During the heaviest period of the storm (January 23-24) Borough Staff worked continuously for 48 hours over two days with equipment running continuously. Mr. Brown stated that this was necessary to keep up with the snowfall and keep main roads as clear as possible.

Mr. Brown then reported that one 1 ½ ton dump truck and two dump trucks were rendered out-of-service in response to the storm. Mr. Brown stated that the Borough was already planning to replace one dump truck, however, the other large dump truck will need to be repaired with a cost in the \$10,000 to \$15,000 range.

Mr. Brown reported that through Monday January 25<sup>th</sup> through Friday January 29<sup>th</sup> the Borough utilized contracted snow removal services. The Borough used Rogele, Inc. and Gary Templin Excavating for snow removal and flaggers from Opportunity Construction, Inc. to assist with traffic control.

Mr. Brown tallied direct costs for wages, materials, and contracted services at \$66,266 for the week. However, when FEMA rates are added to the hourly operation of equipment the induced cost is \$104, 734 for the week.

Mr. Brown reported that the Borough has submitted all required initial paperwork to Dauphin County. The Pennsylvania Emergency Management Agency (PEMA) will not determine if the state and Dauphin County have met the cost threshold from the storm to trigger the request for Federal disaster relief funds. The Borough will be eligible for reimbursement from FEMA for costs incurred due to the storm *if* the state requests such funds after meeting the cost threshold.

Mr. Brown stated that the costs that are initially reported for purposes of meeting the cost threshold are for the most expensive 48 hour period of the storm. For the Borough, that period was January 23<sup>rd</sup> through January 24<sup>th</sup>.

Mr. Wright then asked Mr. Brown to give the rest of the Borough Manager's report.

Mr. Brown updated Council on the outstanding issues related to the Department of Labor and Industry investigation into the Steelton Borough Codes office. Mr. Brown stated that there are still three minor items that need to be followed up on with the state.

Mr. Brown stated that Mr. Singh, Codes Officer, did send a follow up report to the Department of Labor and Industry and that there are only a few minor things to finish up before being completely closed out with the investigation and report.

Mr. Brown then gave a monthly financial overview stating that the General Fund is sitting around \$1 million. In March and April revenues will begin to pick up with tax returns. However, Mr. Brown stated that regardless of cash flow and incoming revenues, he has implemented a spending freeze except for minor items due to the cost of Winter Storm Jonas. Mr. Brown stated that the spending freeze will be in place until the quarterly Finance Committee meeting when the Committee will review the budget and what spending changes need to be made.

Mr. Brown stated that the departments will continue purchase small items, but anything over \$1,000 must get Mr. Brown's approval.

Mr. Brown reported that he is planning to hold a Finance Committee meeting in early April where they will make spending adjustments for the remainder of the year and discuss next year's budget.

Mr. Brown then followed up on the issue with Mr. Thomas Evans from a previous Council meeting. Mr. Brown stated that the Public Works Committee will be meeting with Mr. Evans to review his options for splitting his lines between the commercial and residential property.

Mr. Brown further reported that the Borough has the following projects out to bid. They have been advertised and are posted in Borough Hall and on the Borough bulletin board:

- Firehouse Improvements Project – General and Electrical Work
- Sanitary and Storm Sewer Cleaning and Inspection Projects

Mr. Brown then reviewed upcoming meetings noting that Mr. Singh will be conducting the Zoning Hearing Board meeting on February 18<sup>th</sup> at 6pm. The Neighborhood and Economic Development Committee meeting will be meeting on February 23<sup>rd</sup> at 6:30pm. At this meeting the NEDC will discuss the recommendations for the retaining wall repairs as well as upcoming grants that will be due in May and July including CDBG grants and tourism grants. This concluded Mr. Brown's report.

**Codes Department:** Mr. Singh then provided the Codes Department report. Mr. Singh reported that for January 2016 the Codes Office issued four permits, six citations, and had 14 court hearings. The Codes Department also mailed out 28 violation notices. The Department also performed 23 inspections that found 89 different property maintenance code violations. The violations ranged from the serious like not having a smoke detector to smaller violations. Mr. Singh reported that the Property Maintenance Officer

was at 175 properties in January doing courtesy warnings to let tenants know that they are currently in violation of Borough ordinances. Mr. Singh stated that they were able to make contact with most people who confirmed they would address their respective violations.

Mr. Singh added that it has been almost a month that he has been at the Codes Office and he has identified many strengths with the office such as the personnel. Mr. Singh noted, however, that the Department is lacking some tools that are necessary to do their job efficiently like Codes Software.

**Mayor's Report:** Mayor Acri thanked everyone that worked on the Strategic Plan for 2016 and shared that they did a terrific job.

Ms. Marcinko stated that she had a question for Mr. Singh and asked if carbon monoxide detectors are required under the Uniform Construction Code. Mr. Singh stated yes and that the specific state statute was passed in 2013. Every borough, city, and town in the state had 18 months after the law passed to enforce the ordinance.

Mr. Singh shared that since the day he started in the Borough of Steelton this ordinance was being enforced. Further, a letter has been drafted for property owners, with regards to inspections, informing them that the Borough would be enforcing this ordinance. The letter also shares the required location of the detectors. Moving forward this requirement will be enforced for every property inspected.

Mr. Singh shared that he has been working with Mr. Brown to create more information for the website specifically for property owners including guidelines and what the Borough looks for under rental inspections, commercial items, residential, etc. Mr. Singh shared that in the next month he hopes to have more information under the Codes section of the website, specifically ordinances that the Borough enforces.

Mayor Acri questioned if detectors that cover carbon monoxide and fire are permissible under the respective codes law. Mr. Singh stated yes and that combination smoke and carbon monoxide detectors are allowable. Further, the carbon monoxide detectors need to be placed in certain locations, similar to fire detectors, but that additional smoke detectors would need to be added in specific places such as bedrooms where carbon monoxide detectors are not required. For the most part, Mr. Singh shared that most property owners are using combination detectors, but that smoke detectors would still be needed in bedrooms.

Mr. Wright entertained a motion to approve department reports after hearing no further questions. A motion was made by Ms. Marcinko and seconded by Mr. Segina. The motion carried.

### **Presentations:**

*Mr. Brandon Meyers, Herbert, Rowland, and Grubic, Inc. – MS4 Public Meeting Presentation*

Mr. Meyers shared that the MS4 permit is an ongoing permit that the Department of Environmental Protection requires. This has been taking place approximately 15 years. The main goal is to keep storm water clean. Everything that goes into the inlets flows directly into the Susquehanna River. Mr. Meyers shared an outline to guide members of Council and attending residents through what he planned to discuss in the presentation.

Mr. Meyers briefly went over the outline stating the MS4 permit, problems with storm water, permit compliance, and regulatory inspections (which is relatively new and the Borough just went through an inspection recently from the EPA).

Level 1 is compliance with activity based permit requirements.

Level 2 is changes in attitudes, knowledge, and awareness.

Level 3 is behavioral changes and BMP implementation.

Level 4 is load reductions.

Level 5 is change in urban runoff and discharge quality.

Level 6 is change in actual water quality.

Right now, Mr. Meyers said we are hovering around levels 2 and 3. The goal is to get to level 6 with this permit.

MS4 permit is a national pollutant discharge elimination system general permit for the Borough for storm water discharge from small municipal separate storm sewer systems commonly referred to as MS4s. This is a water quality permit which focuses on storm water runoff that carries pollutants.

Mr. Meyers shared to two major problems with storm water runoff:

1. Economic progress - which is basically land development increase in quantity and a decrease in quality. This results in more development, more runoff, and more pollution.
2. Aging infrastructure – The Borough has an aging infrastructure and also funding challenges. Replacements, updates, repairs, etc. cost money.

Storm sewer does not have treatment unlike sanitary sewer which includes waste water from home such as that produced by washing machines, sinks, toilets which is processed at the treatment plant. From a treatment plant, sanitary water is then sent to the river.

Products that make their way through the system which decompose such as grass clippings, leaves, etc. take up oxygen from aquatic life in the river. Oil and grease, toxic chemicals, chlorides also have a negative effect on the river.

The EPA will look for things that were missed in the permit and it potentially punitive. The Borough could be fined.

The DEP inspection takes place once every five years and does not impose fines; further they simply want to provide assistance.

Documentation must be present for public education and participation, pollution prevention and treatment, public works, planning department, codes enforcement and administration. Evidence must be given to shown that these procedures are actually being followed.

There are six parts to the permit:

1. Public education and outreach.
2. Public involvement and participation which includes education for municipal employees and individuals associated with the Borough.

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3. Elicit discharge, detection, and elimination.
4. Construction site storm water runoff control.
5. Post construction storm water management.
6. Pollution prevention good housekeeping for municipal operations.

Council, the Mayor and Mr. Myers continued to discuss the need to be careful about what residents and the Borough are putting into the streets and into the storm sewer system as it ultimately enters the river and impacts the quality of the source water Steelton must then treat as potable water.

Mr. Meyers noted that the MS4 and NPDES permitting process imposes significant costs on municipalities and that he hopes DEP and the EPA recognize the cost component.

Mr. Meyers then reviewed regulatory inspection preparations that the Borough must conduct to be ready for an MS4/NPDES inspection. Mr. Meyers stated that the Borough must have organized documents that are available in the case that DEP and the EPA give the Borough a short notice of an inspection. These documents should tell the DEP and EPA what the borough is doing to comply with MS4/NPDES requirements. Further, the staff should be familiar with the actual NPDES Program.

Mr. Meyers noted that he prepared a Frequently Asked Questions document that was submitted to Mr. Brown that he should share with staff. The document outlines the MS4/NPDES program as well as guides staff on how to handle MS4/NPDES related complaints.

Mr. Meyers stated that HRG, Inc. is here to help the Borough and keep the Borough in compliance. He recognizes the level of work needed to be compliant with the MS4 program and stated that it is a very large undertaking.

Mr. Meyers then reported that the Borough is ultimately going for the Level 6 permit. Mr. Meyers stated that he does not see an end to the MS4/NPDES permitting process.

Mr. Meyers then entertained any questions from Council or members of the audience.

The audience engaged Mr. Meyers with questions regarding the MS4/NPDES permit as it relates to Steelton.

One member of the public asked where the education component is being utilized by the Borough. Mr. Meyers replied that the employees are regularly trained. As well, the Borough has posters throughout the Borough building educating residents about the MS4.

Mr. Wright stated that the Borough would also place MS4/NPDES information on the website.

Ms. Powell, who was in the audience, asked what the average age of a Steelton resident is and if the website is really the most effective way to reach residents.

Mr. Wright responded that there would also be hard copy information sent out periodically with mailings.

*Mr. Amrinder Singh, Codes Officer – Review of Need for Codes Software*

Mr. Singh reiterated many points he stated in his Department Report.

Mr. Segina asked Mr. Singh if he could share the information regarding the carbon monoxide detectors so the information could be shared on the website as soon as possible. Mr. Singh stated that this would not be a problem.

Council also questioned if warning signs of carbon monoxide poisoning should also be posted on the website. Mr. Segina stated that information is available online and he would be able to share this on the website. Mr. Singh described signs of poisoning which are often times not immediately noticeable.

Mr. Singh stated that while Codes Department has significant strengths in personnel, he shared that they lack some essential tools. The Borough is 1.9 square miles and we currently have 2,571 parcels with significant property maintenance issues. Mr. Singh stated that the Borough Codes Office currently utilizes a paper-based record-keeping and management system that significantly hampers their ability to do their jobs efficiently. The paper-based system is used to keep track of permits, property maintenance citations, issue reports, issue notices of violations, keep track of property owners and businesses, rental inspections, etc.

The paper-based system leaves much room for human error and takes a substantial amount of administrative time and effort because all follow-up and tracking must be currently done by paper. Mr. Singh has been researching electronic software systems for Codes enforcement that track properties, schedule inspections, send follow up reminders, automatically generate notices of violations and citations, generate invoices, provide GIS-based mapping to track Codes activities in the Borough and allow Codes Enforcement Officers to electronically document, cite, and print citations while on the street through its mobile capabilities.

Mr. Singh gave examples of how the software makes the administration of the Codes Office far more efficient, organized, and effective.

While working for Reading, Mr. Singh reported, he had thorough experience working with an electronic Codes system and highly recommends that Council consider implementing a similar system.

Mr. Singh reviewed the WagSys system with Council, noting that there are over 30 Codes software companies. Some of these companies are very expensive while others are more modestly priced. Mr. Singh stated that WagSys is the best software solution for Steelton Borough in that it has a rich amount of features, especially specific to property maintenance and it is modestly priced.

WagSys is a web-based program that has an initial startup cost of under \$5,000 and a low annual maintenance fee. Mr. Singh checked with six references provided by WagSys including two municipalities from Dauphin County that use WagSys (Derry Township and Lower Swatara Township). The heads of the Codes Departments in both municipalities had very strong recommendations for the WagSys software, according to Mr. Singh.

Elizabeth Township, Hanover Township, West Bradford Township, and a third-party company that services 29 municipalities also recommended the software to Mr. Singh.

Mr. Singh stated that the software provides everything that the Codes Office will need. Mr. Singh then reviewed different features of the software and how they will specifically benefit different Codes operations in the Borough. He noted that he is working with Mr. Brown to develop new tools and

enforcement mechanisms within the Borough to combat blight including updating property maintenance and Codes ordinances. This includes enforcing new state laws, creating a vacant property registry, etc.

Mr. Singh further noted that the software can track all meeting information for the Zoning Hearing Board and Planning Commission, floodplain management records and reports, and additional items that the Codes Office currently has trouble efficiently tracking due to the paper-based system.

Mr. Singh then reviewed the “Citizen’s Portal” feature of the software. Under this feature, if the Codes Office issues a ticket/violation, the property owner can go online to see their violation and pay the associated fine. From the Codes Office perspective, they can track every violation/action/permit associated with every property in the system. Currently, staff must dig through paperwork to keep track of all of the aforementioned, including rental inspections.

By freeing up staff from the current administrative workload associated with a paper-based reporting system, the Codes staff can spend more time on foot doing what Mr. Singh calls “sweeps” of sections of the Borough to enforce codes.

The software also allows the Codes staff to take pictures of properties with their mobile devices, issue instant notices, and track all information associated with a property. Mr. Singh stated that the WagSys system will bring efficiency to the Codes Office and free up staff to focus on proactive enforcement.

Mr. Wright entertained questions from Council to Mr. Singh regarding his software proposal.

Ms. Marcinko asked if the software can be loaded onto other computers in the Borough like the Police Department and Public Works Department.

Mr. Singh replied that the software is web-based so anyone with the authorized username/password can access the database. Mr. Singh noted that there is no need to upgrade the server and there are no limits on licenses per user. Any Council member or staff member with clearance can log into the web-based system to view it.

Mr. Singh further stated that he could use the system to create lists of properties to track for the Police Department and Fire Department.

Mr. Segina asked about the mobile-reporting feature of the software. Mr. Segina asked how the “on-the-spot” reporting feature is done and if it is done through a mobile device requiring internet access.

Mr. Singh replied that he is estimating the need for three iPads and three mobile printers in order to use the mobile feature of the WagSys software. The cost of these will be approximately \$1,500 according to Mr. Singh. This will make the Steelton Codes Office mobile. The software also allows the Codes Office to quickly follow up on items that require a 24 hour window to address. Mr. Singh stated that the WagSys software is the best way of the Codes Office to have a much-needed central database where they can store documents, track items, and run reports that analyze Codes Office performance and trends in permits, violations, etc. Mr. Singh further stated that the Codes Office can even use the software to identify trending items that the Borough can hold informational seminars on like the most common Codes Violations. Mr. Singh foresees community trainings that will be conducted using the software.

Mr. Marcinko stated that on the quote it states, “ Please contact WagSys technologies for funding option #2.”, which has no initial costs for a municipality. Ms. Marcinko asked if Mr. Singh contacte WagSys about option #2.

Mr. Singh replied that he did contact them about option #2. The option was made available for municipalities beta-testing the software due to the fact that the municipality would be working out the glitches in the software. Mr. Singh stated that WagSys no longer offers option #2 since the beta version of the software has already been tested.

Mr. Singh further reported to Council that he had checked with five software companies and had received quotes of up to \$100,000 to purchase the software. The more expensive products are actual software systems that are purchased and internally installed on municipal servers. The WagSys system is a web-based system on the “cloud”. All information is stored on the web-based cloud and any updates to the software will be included for the Borough to take advantage of since it is web-based.

Mr. Wion then informed Council that he had just looked over the WagSys proposal and stated that the Borough would not own the software. WagSys would own the software; the Borough would simply be buying a license to use the web-based software. Mr. Wion stated that the Borough must look at what the licensing arrangement would be by reviewing the licensing contract. Mr. Wion asked if the WagSys agreement is the only agreement that Mr. Singh is looking and recommending. Mr. Wion also asked Council to provide direction on how they would like to procedurally consider the item. Mr. Wion will, at some juncture, need to look at the documents related to the WagSys proposal, agreement, and terms and conditions, if Council is to consider the software for purchase.

Mr. Wright raised concerns about the “cloud” and the fact that information gathered by the Steelton Borough Codes Office would be stored in the “cloud”, which Mr. Wright stated is not secure. Mr. Wright is concerned about information falling into the wrong hands.

Mr. Singh stated that he contacted WagSys with questions about security and keeping information stored in WagSys safe. Mr. Singh stated that he is going to forward the responses from WagSys to Mr. Segina.

Mr. Wright stated that the reason he brought it up is because he has concerns over the modest price tag of the software and has concerns that the reason it is so cheap is because it is not secure or has the security features that may increase the price tag of the program.

Mr. Wright is concerned that information would be stored on the internet through “cloud-based storage” and wants to make sure no sensitive information that is stored by the Codes Office is made available.

Mayor Acri asked if sensitive information like social security numbers are kept by the Codes Office. Mr. Singh replied that no sensitive information is stored by the Codes Office. The only information stored is addresses, violation history, property conditions, landlord tenant reports, phone numbers, etc. He stated that WagSys is operating in 11 states and has never had a security issue. Mr. Singh reiterated that he would submit the security question responses by WagSys to Mr. Segina.

Mr. Singh also replied to Mr. Wion’s statements about licenses by clarifying that there is an unlimited amount of licenses that the Borough can have meaning anyone that is given rights to the Borough’s web-portal can view the software. The Borough can give only a limited number of employees administrative

rights to actually enter information in the program, while giving others view only access or no access at all.

Mr. Singh reiterated that the software will give the Codes Office an important to that is needed to fight blight, track records, and increase revenue.

Mr. Wright stated that he is not advocating against purchasing the software. Rather, Mr. Wright wants to make sure any information that is stored on the WagSys system is secure. Mr. Wright reiterated that he is concerned that information, even if it is not sensitive social security information, can fall in the wrong hands.

Mr. Wright then stated that he will refer the issue of purchasing the WagSys software to the Neighborhood and Economic Development Committee where Mr. Singh, the committee, and Mr. Segina can fully vet the security issues, as well as other issues, and bring a formal recommendation to Council.

Mr. Segina stated that he and Mr. Singh can work with WagSys to discuss security features such as limiting the IP addresses from which users can access the WagSys portal. This would allow only certain devices to access the web-portal, such only the Codes computers in Borough Hall, or the iPads, etc.

Mayor Acri asked why it is important to give access to Borough residents to the Codes Software? He would not like people to get information about their next door neighbors using their information.

Mr. Singh stated that there will be no data shared nor will the system be shared with members of the public. It will be limited to selected Borough employees and, if preferred, certain Council members.

Mr. Singh stated that the only publically accessible portion of the program would be the “front-end” section of the site where they can make payments for violations.

Mayor Acri stated that he supports Mr. Wright’s recommendation to refer the issue to the NEDC Committee in consultation with Mr. Singh.

Mr. Wright stated that he would like the purchase of the WagSys System to be fully vetted because there are many intricacies and details that must be worked out that many people do not realize. Because it is a software/IT program, Mr. Wright believes there are many details about ownership, rights, pricing, security, etc. that must be vetted in the NEDC Committee before it can be brought to Council for approval.

Mr. Wright then asked Council if they agree with his directive to refer the issue to the NEDC Committee. Council agreed through consensus with Mr. Wright’s directive.

Mr. Wright then referred the issue to the Neighborhood and Economic Development Committee.

**Communications:**

Mr. Wright announced that Steelton Borough Council reviewed the following communications:

**Ms. Colleen Hughes – Letter of Thanks to Public Works Department for Handling of Winter Storm**

Mr. Wright asked Mr. Brown to read the letter from Mrs. Hughes to Council and the public. Mr. Brown read the letter, which thanked the Borough and Public Works Department for their effective job clearing

roads and removing snow during Winter Storm Jonas. The letter highlighted the difference between Steelton Borough and surrounding municipalities regarding road quality during the snow storm. Ms. Hughes works in Middletown and was required to travel during the storm for work. Ms. Hughes stated that she can personally tell the Borough that as she travelled through neighboring municipalities during the storm she “held her breath” but had not problems in Steelton as the roads were bare and/or cleared in many spots. The letter also stated that the Steelton Borough Public Works Department always does a superior job in clearing roads during winter storms.

Ms. Marcinko requested that Mr. Brown place a copy of the letter in the personnel files of the Public Works and Police Department employees as well as the Fire Chief. Mr. Wright noted the request and Mr. Brown will place the letter in their files.

**Arcelor Mittal – Notification and Plan Approval for Application to Construct and Operate the Walking Beam Furnace**

No comments were offered on this communication.

**Capital Region Water – 2015 Harrisburg Wastewater System Chapter 94 Report**

Mr. Wright noted that all correspondence including this letter is in Council’s agenda packets and was available for review prior to the meeting.

**Federal Emergency Management Agency (FEMA) – Flood Risk Study for Lower Susquehanna-Swatara Watershed**

No comments were offered on this communication.

**Pennsylvania Department of Transportation (PennDOT) – Traffic Signal Asset Management Notification**

No comments were offered on this communication.

**Unfinished Business:**

**Discussion of Formulating 2016 Committee Goals**

Ms. Marcinko reviewed a document in the Council packet regarding formulating goals for each Council committee in 2016. Ms. Marcinko stated that she had requested from Mr. Wright authorization to meet with all committees and come up with a Strategic Plan for 2016.

Mr. Wright put together a list of possible goals for each committee and asked Council members to send any additional ideas to Ms. Marcinko.

Ms. Marcinko then noted that an idea fleshed out by Mr. Segina, but of interest by a number of Council members and something that has been brought up in the past, is the idea of a Citizen’s Advisory Board. Ms. Marcinko stated that the NEDC Committee will be discussing that shortly.

Ms. Marcinko further noted that President Wright has given her the assignment to attend each committee meeting and discuss a strategic plan and goals with each committee. After this, Council prepare a Strategic Planning Committee and draft a plan for approval.

Mr. Wright noted that Council has discussed committee goals in the past as well as policies and procedures. Mr. Wright brought up the example of the lack of personnel policies and procedures including evaluations, noting that it was a project that spanned back to Mr. Brown’s first tenure as

Manager. Mr. Wright noted that the Committee got sidetracked and did not do the follow up needed to see the project through. Mr. Wright stated that when Ms. Marcinko brought the draft goal ideas to the Personnel Committee he had no issues with them and supports them as top priorities.

Mr. Wright specifically stressed the need to make employee policies and evaluations a goal in the Strategic Plan.

**Mr. Brown – Update on Winter Storm Jonas Costs and FEMA Reimbursement Process**

Mr. Wright noted that Mr. Brown already covered this item previously in the Borough Manager's Report. Mr. Brown did note that despite the fact that the Borough incurred significant costs due to the storm the costs are manageable. Mr. Brown stated that the Borough can absorb the costs and adjust the budget to effectively manage the costs without breaking the Borough's budget.

**Resolution 2016 – R- 10 Granting Special Purpose Parking for Ms. Mary March at 251 S. Second Street**

Mr. Wright reminded Council of Ms. March's situation, which she previously shared with Council. The item has been tabled twice while Council reviewed the issue of whether or not Ms. March meets the qualifications to be granted a special purpose parking space.

Mr. Wright stated that Council is not here to deny any resident a special purpose parking space but that Council must perform its due diligence before granting such requests. Mr. Wright also noted that Ms. Kratzer had visited the property between meetings to inspect the claim that Ms. March's garage is not suitable for off-street parking, which was the basis for the Police Department initially recommending denying the special purpose parking in its original traffic study.

The Steelton Police Department, based on further inspection, revised the traffic study recommending approval of special purpose parking for Ms. March.

Mr. Wion then reviewed the history of Ms. March's request with Council. Mr. Wion noted that the issue was referred to the NEDC Committee, but the committee had cancelled its January meeting and therefore did not have a formal recommendation.

Mr. Wion wanted to be sure that, given that fact, the Resolution and new traffic study was acceptable to Council. Mr. Wion stated that if Council is satisfied with the sources of information/recommendation present excluding the NEDC Committee recommendation, Council can vote to approve Resolution 2016-R-10.

Mr. Wright stated that while the NEDC Committee did cancel its meeting due to weather, members of the Committee had expressed their support for granting the special purpose parking to Ms. March. Furthermore, Ms. Kratzer also recommended approval based on her site visit.

Mayor Acri also stated that he visited Ms. March's property. Mayor Acri stated that the garage that could be considered off-street parking is actually a foot off of the ground, is more consistent with a shed, and was not built as a garage intended for parking a vehicle. Mayor Acri stated that it would be in the best interest of Borough Council to approve the resolution.

Ms. Kratzer added that the slope of Ms. March's backyard makes it not feasible for her to walk from the barn to her back door given her documented medical conditions.

Mayor Acri then informed Council that Ms. March actually ended up in the hospital over the Winter Storm due to an accident she had walking to her property.

Ms. Marcinko made a motion to approve Resolution 2016-R-10, seconded by Ms. Kratzer. The motion was approved unanimously by Council.

**Review of Bids for Pre-Demolition, Environmental Clearance, and Demolition Contract for 120, 140 and 154 North Front Streets**

Mr. Wion stated that on Thursday, February 11, 2016 at 11 a.m. bids were received for the above-mentioned project. The bids were accepted online via the Pennbid.org program which involved electronic bidding.

Hull and Associates, Inc. representative Tim Lois and Mr. Brown received the bids on behalf of the Borough.

Four bid packages were submitted for the project. The bidders were:

- Active Environmental Technologies – 203 Pine Street, Mount Holly, NJ
- Environmental Management Specialists, Inc. – 6909 Angle Road, Suite C-31, Cleveland, OH
- Neumeier Environmental Services, Inc. – 3527 Smallman Street, Pittsburgh, PA
- Environmental Restoration, Inc. – 191 Courtdale Avenue, Courtdale, PA

The bid packets were reviewed by Mr. Brown, Hull and Associates, and Mr. Wion.

The review of the bid packets resulted in the disqualification of all bidders. Errors that led to the disqualification of each bidder are as follows:

- Active Environmental Technologies – Failed to submit a bid security as required by the bid advertisement and the instructions to bidders. Specifically, the instructions to bidders provided in paragraph 8.2.D.Z.I requires that the bid security be submitted as a condition of the bid. Failure to provide this document shall result in disqualification of the bid. In addition, AET failed to complete the required Public Works employment verification form by failing to identify the contracting public body, the contract/project number, the project description, and the project location. Section 6.2B of the instructions provides that the bid forms when improperly prepared will be, at the discretion of the owner, declared unacceptable. Paragraph 8.2.D.Z.L requires this completed document as a condition of the bid. AET also failed to submit the Drug-Free Safety Workplace Solutions Program documentation required under paragraph 8.2.D.Z.K. AET also failed to provide the previous two years of audited financial statements required in paragraph 5.1.A in the Invitation to Bidders.
- Environmental Management Specialists – Provided a bid form signed by Chris Tucker, Senior Project Manager/Estimator. The requirement of the instructions to bidder Paragraph 7.6.A.3 states that “if the bid is signed by officials other than the President and Secretary of the company or the President and Secretary-Treasurer of the company, a copy of the by-laws resolution of the Board of Directors authoring the alternate signor to sign on behalf of the company must also be submitted with the bid form. EMS provided no such resolution. In addition, EMS provided its bid form dated February 11, 2016 but submitted a bid bond dated February 3, 2016. As provided in the advertisement for bids, if a bid bond is provided, the date of the bid shall be on a date before



or on the date of the bid bond. If a bid bond is dated before the date of the bid there is no certainty that the bid bond is still valid on the date of the bid opening. As a result, the bid of EMS is disqualified for consideration.

- Neumeier Environmental Services, Inc. – Submitted a bid dated February 11, 2016 but accompanied it with a bid bond dated February 9, 2016. NES also failed to provide an experience record document requiring evidence of five similar projects over the past ten years. NES submitted only three similar projects. NES also failed to submit a drug-free safety workplace solutions program documentation in violation of conditions of the bid as set forth in Section 8.2DZK. NES further failed to submit the Public Works Employment Verification Form in violation of Section 8.2DEZL. NES also failed to provide a certificate of liability insurance pursuant to paragraph 7.3A and the OSHA 300-A form.
- Environmental Restoration, Inc. – Failed to submit the required Drug-Free Safety Workplace Solution Program documentation and indicated that ERI is not enrolled in Pennsylvania’s program in a letter dated February 10, 2016. This is a failure under Paragraph 8.2DZK and required disqualification of the bid. ERI also failed to provide an OSHA 300-A form and did not provide two years of audited financial statements required in Paragraph 5.1A of the instruction to bidders.

Mr. Wion stated that these findings were also provided in a letter submitted by Hull and Associates in a letter dated February 15, 2016. Mr. Wion stated that no bidders have qualified under the conditions of bid documents. Therefore, it is the recommendation of Mr. Wion, Hull and Associates, and staff, that the project be rebid.

Mr. Wright entertained a motion to disqualify all current bidders for the aforementioned project and have the project rebid.

Ms. Marcinko asked Mr. Wion if the Borough must pay to re-advertise the bid.

Mr. Wion replied that the Borough will have to do so. Mr. Wion stated that it will cost more than the re-advertisement because Hull and Associates will have to do additional work to revise the bid documents and re-prepare the bid. The Borough will have to go through the bidding process again.

Mayor Acri asked if the four disqualified bidders will be notified of their errors.

Mr. Wion replied that they will receive a letter indicating the reasons for disqualification.

Mayor Acri asked if a new bidder can now bid on the project once re-advertised. Mr. Wion indicated that a new bidder can bid on the re-advertised project. He also clarified that all bidders including the four disqualified bidders will have to rebid the project.

Mayor Acri asked if the project will now be delayed again. Mr. Wion replied that it will be delayed. Mr. Brown stated that Hull and Associates still feels comfortable with the timeline and meeting the grant deadline if the project is re-bid.

Mr. Segina asked what the new costs of the rebidding will be. Mr. Wion reviewed the additional cost-drivers but stated that most of the documents have already been prepared.

Mr. Wion stated that the items that were missed by the current bidders should be pointed out in the next site walkthrough once the project is rebid. Mr. Wion stated that the items missed are things that contractors routinely do not do properly, hence the Borough specifically spelling them out in the bid documents.

Mr. Wright asked if the Borough will need to update anything in the requirements section of the bid documents based on the disqualification of current bidders. Mr. Wion stated that the Borough does not have to do so.

On a motion by Ms. Marcinko, seconded by Mr. Segina, Council voted unanimously to disqualify all bidders that submitted bids to Steelton Borough for the Environmental Clearance, Pre-Demolition, and Demolition Project at 120, 140, and 154 North Front Street.

#### **Approval of Completion Report for DEP Floodplain Management Permit Issued for Work at the Trewick Street Pump Station and Authorization for President Wright to Sign Completion Report**

Mr. Wion presented Council with the above completion report. As part of the Trewick Pump Station project, the Borough was required to secure a permit from the Department of Environmental Protection (DEP) which Mr. Wright signed with Council authorization. The permit has been completed as has the project, and HRG, Inc. has been provided with the Floodplain Management Completion Report which requires the authorization that the work was completed on February 8, 2016 in accordance with the plans of the permit. Mr. Wright would be required to sign the completion report with Council authorization in order to execute to the report and close the project out.

On a motion by Mr. Segina, seconded by Ms. Marcinko, Council voted unanimously to authorize Mr. Jeffery L. Wright to sign the DEP Floodplain Management Completion Report for the Trewick Street Pump Station Project.

#### **Resignation of Mr. Christopher Hughes from the Steelton Borough Planning Commission**

Mr. Wright presented Council with a resignation letter from Mr. Christopher Hughes announcing his resignation from the Steelton Borough Planning Commission. Mr. Hughes submitted the letter to Mr. Brown on February 10, 2016. Mr. Wright read the letter to Council and the public.

On a motion by Ms. Marcinko, seconded by Ms. Kratzer, Steelton Borough Council voted unanimously to approve Mr. Christopher Hughes' resignation from the Steelton Borough Planning Commission effective February 10, 2016.

Ms. Marcinko requested that the Borough send Mr. Hughes a letter thanking him for his years of service.

#### **Announcement of Vacancy on Steelton Borough Planning Commission and Solicitation of Resumes**

Mr. Wright announced that there is a vacancy on the Steelton Borough Planning Commission and stated that the Borough is soliciting resumes from interested candidates to fill Mr. Hughes' unexpired term. Mr. Wright stated that they will announce the vacancy via the [www.steeltonpa.com](http://www.steeltonpa.com) website and through word of mouth. Mr. Wright asked the audience members in attendance to spread the word to the community that the Borough is looking for candidates to fill the vacancy. There is no deadline currently set for receiving resumes but the Borough would like to fill the vacancy sooner than later.

Mr. Segina informed Council that he and Mr. Brown are going to try and place a standing section on the website that accepts resumes on a rolling basis for Water Authority, Planning Commission, and Zoning Hearing Board positions that are either currently vacant or may be vacant. This will allow the Borough to collect the information of qualified candidates on a rolling basis to provide a dossier of qualified and interested candidates when a vacancy arises.

**Announcement of Advertisements for Firehouse Project, Sanitary Sewer Cleaning and Inspection Project, and Storm Sewer Cleaning and Inspection Project**

Mr. Brown announced the advertisement for bids for the above three projects. Mr. Brown informed Council and the public that they can go on Pennbid.net, search for “Steelton” under the “Solicitations” tab, and find the bid advertisement and documents.

Mr. Brown further stated that all three bid advertisements are posted throughout the Borough building as well as posted throughout different spots in the community. Mr. Brown has also created a specific Bid Advertisements section on the Community Bulletin Board at the front of Borough Hall with bid advertisements posted and extras available for someone to take with them.

Finally, the bid advertisements are also posted on the [www.steeltonpa.com](http://www.steeltonpa.com) website.

**Audience Participation:**

Councilman Wright opened the floor to the public to address Council with any concerns.

**Mr. Emmuel Powell – 329 Lebanon Street**

Mr. Powell stated that he has been coming to Council meeting for decades and this is the first Council meeting he has been to in the last 25 years that anyone gave a report as thorough as the Codes Office, Police Department, and Manager’s Office. Mr. Powell stated that they all gave a tremendous report about what is going on in the Borough.

Mr. Powell specifically complimented Mr. Singh’s report, his knowledge, and his presentation of issues. Mr. Powell then asked about the Borough’s Codes as it relates to coal/gas furnaces. Mr. Powell would like to know if an exhaust chimney is needed for natural gas powered furnaces.

Mr. Singh stated that there are state Uniform Construction Codes that govern requirements related to installation of natural gas burning furnaces. The Borough follows the 2009 International Building Code and the 2009 International Mechanical Code which regulates furnaces including changing from one fuel burning source to another. There are codes that residents must follow. Not all situations require a chimney exhaust due to advances in technology but others do.

Mr. Singh stated that the Codes Office has a description of what is required when a permit is applied for related to a project changing the fuel source in a home. The Steelton Borough Codes office will inspect these type of projects to ensure no dangers exist.

Mr. Powell stated that he switched from oil to gas around five years ago. The company placed the intake 18 inches from the ground and Mr. Powell questioned it.

Mr. Singh stated that he will arrange a site visit to Mr. Powell’s property to look at the installation of his natural gas furnace and system and advise him of any issues.

**Ms. Cheryl Powell – 329 Lebanon Street**

Ms. Powell asked what the status is of the properties across from Front Street. Mr. Wright stated that those properties are subject to the bid that was discussed earlier in the meeting. Ms. Marcinko then reviewed the work that will be done to those properties.

**Council Concerns:**

Ms. Kratzer – No concerns.

Mr. Segina – Mr. Segina thanked Mr. Proctor for talking with Ms. Barbara Barksdale about doing the Black History Month Website project. He also thanked Ms. Barksdale for contacting family members of individuals featured in the project. Mr. Segina stated that there was great feedback on the Black History Month features on the website with two weeks left to go in the project. Mr. Segina stated that NEDC will discuss expanding the project into a series featuring periodic stories about the history of prominent Steelton residents. Mr. Segina would also like to identify individuals to write about different properties and areas of town that are part of Steelton's history.

Mayor Acri – No concerns.

Mr. Wion – No concerns.

Mr. Singh – Mr. Singh reported that the last report the Codes Office sent to the Pennsylvania Department of Labor and Industry was submitted on January 29<sup>th</sup>. The Codes Office is currently in the process of closing out two items remaining from the investigation. One item cannot be addressed due to the weather elements. However, the goal is to have all L&I items cleared by mid-March and the report closed out. The Borough would then be in full compliance with L&I and will continue to do so. Mr. Singh also emphasized that moving forward, he will stress consistent enforcement of the Borough's Codes with every property owner being treated equally. Mr. Singh stated that there will be no selective enforcement of codes. Rather, all property owners will be held to the same standard. Mr. Singh also reported that he will be working on new initiatives for the Codes Office including a property registration system, drafting a quality of life ordinance, and working on updating codes in consultation with Mr. Wion.

Mr. Minium – Mr. Minium thanked Mr. Powell for his compliment stating that he, Mr. Brown, and Mr. Singh are working very hard to do the best job for the Borough and its residents.

Mr. Brown – No concerns.

Ms. Marcinko – Ms. Marcinko thanked Mr. Powell for his patience and for sticking it out while Council works on making improvements in the Borough. Ms. Marcinko noted that the Council meetings many times deal with issues that are not the most exciting, but Mr. Powell comes to every meeting and cares about every issue. Ms. Marcinko thanked Mr. Singh, Mr. Minium, and Mr. Brown for their work stating that they are working very hard for the Borough and have already brought significant improvement in the last few months. Ms. Marcinko reiterated that the Borough is working on strategic plan but noted that there are unforeseen events that happen that sometimes slow the process down like the winter storm or the bid issues discussed earlier. Ms. Marcinko then asked Mr. Minium if he has arranged a meeting regarding the noise at Durabond. Mr. Minium stated that they have not done so to date and will discuss it at the Police Committee meeting. Mr. Minium said he did receive two additional complaints about the noise via email. Ms. Marcinko then asked Mr. Wright if HRG could come back to do an update on commercial

rates for the Sewer System due to the recent concerns of mixed use properties paying a high portion because they are categorized as commercial.

Mr. Wright – Mr. Wright emphasized the reasons why he refers many items to the NEDC Committee and Public Works Committee stating that there is significant overlap on the committees that allows them to tackle many issues in a timely manner. Mr. Wright then stated how important good reporting is to the Borough. Mr. Wright stated that one or two Council members cannot do everything on their own. It takes a core of Council members to implement change. Mr. Wright stated that he does not like being told to have Council “speed things up.” Borough Council relies on staff to operate the Borough and be the ears and eyes of the Borough for Council. Therefore, their reports to Council are of utmost importance. Mr. Wright stated that Department Heads should give Council the monthly reports. Mr. Wright stated that he hopes it becomes mandatory that Department Heads give reports at the second Council meeting of each month. Mr. Wright then thanked Mr. Powell and Ms. Powell for being at the meeting and his dedication to being at the Borough meetings.

**Executive Session:**

Mr. Wright announced that Council will recess into Executive Session to discuss personnel issues and pending litigation at 8:27 pm.

**Other Business:**

**Approval of Settlement Between Steelton Borough and AFSCME Council 90 (Mark Handley, Thomas Cleckner, Brian Handley, Robert Wierzbic)**

On a motion by Ms. Marcinko, seconded by Mr. Segina, Council voted unanimously to approve the settlement between the Borough of Steelton and AFSCME Council 90, Thomas Cleckner, Mark Handley, Brian Handley, and Robert Wierzbic related to a grievance filed for lost wages and disciplinary actions against Mr. Handley. The agreement restores half of the raises provided to the aforementioned employees retroactively and prospectively, changes the job title and responsibilities of each employee to that of “Lead” employee for their respective department, reduces Mr. Brian Handley’s suspension to a written warning, and restores Mr. Brian Handley’s lost overtime wages.

**Adjournment:**

On a motion by Ms. Marcinko, seconded by Ms. Kratzer, Council adjourned at 8:45 pm.

Respectfully submitted:

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Douglas E. Brown, Secretary

