

Council Agenda  
March 21, 2016  
\*Agenda Subject to Change

**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:** March 7, 2016

**Public Comment on Agenda Items Only**

**Approval of schedules of billing, requisitions, and change order as presented for:** February 2016

**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:**

**Communication:**

PA State Association of Boroughs

Legislative Alert: House Bill 340

Herbert, Rowland, and Grubic, Inc.

Construction Project Review Report for Pump Station Sewage Grinder Improvements Project

\*Requires Borough response/follow up.

STV Energy Services, Inc.

Notification of DEP Permitting for Proposed UGI LNG Peaking Facility

PIRMA

Notice of Closeout of Claim for Ms. Mabel Yerger

Dauphin County Tax Assessment

Notices in Changes in Assessment for ERSA Medical Group (Ridge Street, Columbia Street), NAW Properties (S Front Street) and PHFA (616 N Front Street)

**Unfinished Business:**

Mr. Wion

Recommendation for Award of Brownfields Pre-Demolition, Demolition, and Environmental Clearance Project

Mr. Wion

Recommendation for Award of Sanitary Sewer Inspection and Cleaning Project Project

Mr. Wion	Recommendation for Award of Storm Sewer Inspection and Cleaning Project Project
Mr. Wion	Recommendation for Awarding of Steelton Firehouse Improvements Project
Mr. Brown	Zelenkofske Axelrod Request to Extend Scope of Audit Services
<b>New Business:</b>	
Mr. Brown	Approval of Designation of Agent Resolution – PEMA DAP-2 Form
Mr. Brown	Authorization to Perform Appraisal on 24-26 Adams Street
Mr. Wion	Ratification of Filing of Proof of Claim in Bankruptcy Michael Rebok, 21 S. Second Street
Mr. Brown	Approval for Golden Motor Equipment to Repair Street Sweeper at Quoted Price of \$17,979.15
Mr. Brown	Approval of Quote for Repair of Dump Truck #7
Mr. Wion	Resolution 2016-R-_____ Approving Special Purpose Parking for Mr. George Parthemore of 517 S. Front St.
Mr. Wion	Resolution 2016-R-_____ Approving Special Purpose Parking for Mr. Calvin A. Smith of 146 Conestoga St.
Mr. Brown	Resolution 2016-R-_____ Designating Steelton Borough Officials Required to File a Public Financial Interest Statement
Mr. Brown	Update on 120 Lincoln Street Cleanup

**Audience Participation**

**Council Concerns**

**Executive Session**

To discuss personnel issues and pending litigation.

**Other Business:**

**Adjournment:**

Minutes of the Steelton Borough Council Meeting

March 21, 2016

**Call to Order:**

The March 21, 2016 regularly scheduled Steelton Borough Council Meeting was called to order by President Jeffrey L. Wright at 6:31 PM.

**Present:**

Jeffrey L. Wright, President  
Maria Marcinko, Vice-President  
Brian Proctor, President Pro-Tem  
Keontay Hodge, Councilperson  
Michael Segina, Councilperson  
Kelly Kratzer, Councilperson  
Michael Albert, Councilperson  
Thomas F. Acri, Mayor  
David A. Wion, Solicitor  
Anthony Minium, Officer-in-Charge  
Amrinder Singh, Codes Officer  
Douglas Brown, Borough Manager

**Absent:**

None

**Pledge of Allegiance:**

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

**Moment of Silence:**

A moment of silence was conducted by Mayor Thomas F. Acri. Mr. Acri asked those in attendance to remember the men and women who serve and have served in the Armed Forces.

**Executive Sessions Held Between Meetings:**

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

**Approval of Minutes from Previous Meeting: March 7, 2016**

Ms. Marcinko offered the following corrections to the minutes:

- Under "Presentation" Section, the engineer that presented the Engineer's Report to Borough Council should be changed from Ed Ellinger to Justin Mendinsky in all instances Mr. Ellinger's name appears.
- On Page 6, replace "Mr. Millberry asked a question that was inaudible," to reflect that he was asking a question about bringing the flower planters back onto the sidewalks for the spring.
- The resident's name marked as "inaudible" under the Public Comments section was named James Deimler.

Mr. Wright entertained a motion to approve the minutes as presented from the March 7<sup>th</sup>, 2016 Steelton Borough Council meeting with the revisions noted by Ms. Marcinko. Ms. Marcinko made a motion, seconded by Mr. Albert, and approved unanimously.

**Public Comment on Agenda Items Only:**

Councilman Wright announced that there were agendas available to the right of the door to Council Chambers for those in the audience.

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

**Approval of Schedules of Billings, Requisitions and Change order as presented for February 2016:**

A motion was made by Mr. Albert, seconded by Mr. Proctor, to accept the schedule of billings, requisitions and change orders as presented for the month of February 2016. Motion carried unanimously.

**Approval of Department Reports:**

Mr. Wright opened the floor for Council Committee Chairpersons and Borough Staff to provide Departmental Reports to Council for approval.

**Fire and Ambulance Committee:** Ms. Marcinko noted that the Fire Department was concerned about the construction schedule for the Firehouse Improvements Project due to the firehouse being a Primary Election polling place and the host of the “Taste of Steelton Event” and Veterans Parade event. Ms. Marcinko stated that the construction will start well after these events and should not present a conflict.

**Police Committee:** Mr. Minium reported that in the last 30 days, the Steelton Police Department has handled 1,173 calls-143 of which were crimes that required investigation. There was an increase in crime with 92 “Part I and Part II” calls. Mr. Minium stated that the warmer weather played a role in the increase in crime that has includes several large fights in Steelton amongst teens. Several suspects have been arrested in connection to the fights. In addition, there were 124 arrests in the last month, 10 accident responses (many of which were not on Front Street), 21 reported foot patrols totaling 4 and ½ hours, 132 house, business and park checks, 10 community policing events totaling 31 ½ hours of community policing activity. Mr. Minium further reported that March 21 was the first day of a warrant sweep that has already resulted in 44 warrants served and 72 notifications.

Mayor Acri thanked Mr. Minium for the job he is doing as Officer-in-Charge.

Mr. Proctor asked if patrols could be increased on the Sixth Street hill due to residents reporting fights in the area. Mr. Minium replied that the Police Department has placed extra patrols in that area and, in addition, they are requesting restitution for the overtime being spent to have extra officers out. The Police Department has made 15 juvenile arrests related to the fights, including those around Sixth Street Hill.

Ms. Marcinko raised concerns about reports of juveniles disrupting service at the Prince of Peace church. Ms. Marcinko asked if the Police Department has a plan to address this problem in all of Steelton’s churches, especially during the Easter Week that many observe. Mr. Minium replied that there was an incident on Friday night. The juveniles were between the ages of 8 and 14 but were not properly identified. Therefore, the Police Department, at the moment, cannot identify the juveniles until they catch them again. The Police Department has put a request out to officers to work extra shifts over the Easter holiday weekend to provide extra patrols.

**Neighborhood and Economic Development Committee:**

Mr. Proctor reported that over the past several months he has been trying to coordinate a Spring Cleanup with Nikki Salov and Republic Services. Mr. Proctor requested 4 to 6 trucks and 6 to 8 dumpsters. Unfortunately, Republic Services' quote for providing the dumpsters and trucks was very expensive.

At the next NEDC Committee, the committee will discuss securing dumpsters only and having the Fire Company pick up the large items.

Mr. Acri asked for clarification on how the arrangement Mr. Proctor detailed would work.

Mr. Proctor replied that residents would pay for a tag/permit to dump large items and be able to drop them off at dumpsters located around town.

Mr. Acri questioned why the Borough needs to hold a Spring Cleanup day when residents can put one bulk item out per week to have picked up with their regular trash.

Mr. Proctor replied that there is no set decision to do the Spring Cleanup, the NEDC is just exploring the option. Mr. Proctor asked Mr. Singh to comment on the volume of items/debris that is currently at some residents' homes. Mr. Acri stated that he is not debating with Mr. Proctor, but that residents already have a trash service that allows them one bulk item per week. He stated that if they are too lazy to put something out for the trash truck that is the residents' problem.

Mr. Proctor replied that while some residents' should be more active in setting bulk items out for service, the Borough is unfortunately in a position where action needs to be taken to clean up properties by providing a cleanup day.

Mr. Proctor then reminded Council and those in attendance that the Easter egg hunt is on Saturday at 10am.

Mr. Segina noted that he put the Easter Event on the website and on Social Media.

**Public Works:** Ms. Marcinko reported that the Public Works Department is short-staffed due to deaths in staff members' families and an injury.

Ms. Marcinko reported about a complaint about a cone covering a manhole cover on R Street that is causing traffic problems. Staff reported to Ms. Marcinko that they will have the issue resolved by the next Monday.

Ms. Marcinko the read a proclamation from the House of Representatives and Representative Patty Kim honoring the Public Works Department, Fire Department, Police Department, Codes Department, and their staff for their effort to keep the Borough safe during Winter Storm Jonas.

Ms. Marcinko made a motion to put a copy of the Proclamation in each staff member's personnel file. Mr. Proctor seconded the motion. The motion was approved unanimously.

**Codes:** Mr. Singh reported that for the month of February, the Codes Department issued eight permits, 38 citations, and had 15 court hearing. The Codes Department also inspected 61 rental units and found 176 different violations. 38 rental units received their license by meeting all Codes requirements upon inspection.

Mr. Singh further reported that 129 properties were visited for quality of life issues and 16 notices of violations were issued for 72 exterior and interior violations pursuant to those visits. Three properties were condemned in February 2016.

Mr. Singh added that as of March 21, 2016, all properties that were required to be inspected under the Pennsylvania Department of Labor and Industry investigation report have been inspected and have passed. Mr. Singh is currently in the process of finishing the paperwork required to be filed with the state to close out the investigation.

**Mayor's Report:** Mr. Acri stated that he had nothing to report at this time.

**Borough Manager's Report:** Mr. Brown provided an update on Borough Finances as of the end February 2016. Mr. Brown stated that even though the Borough is in a very lean time of year where revenue collection is low, departments were able to keep costs down and still have revenues exceed expenses for the month. At the end of February, the General Fund had a \$993,483 balance. Mr. Brown projected that as of March 21, the General Fund balance was in excess of \$1 million. In February, the Borough brought in \$513,000 in revenues deposited and spent \$484,000 which included two payrolls. This left a February surplus of \$28,095. Mr. Brown supported that the Sewer Fund continues to exhibit strong revenue performance ending February with \$2.7 million in revenues, mainly through sales. Only \$45,684 were spent. Mr. Brown noted the reserve fund stating that he is working with HRG, Inc. on a capital plan to spend the dollars to improve sewer infrastructure.

Mr. Brown then reviewed upcoming Borough Committee meetings.

Mr. Brown reported on progress on the Borough Strategic Plan and creating a Community Advisory Board, as well as determining CDBG funding priorities for 2017.

Mr. Brown then provided an update on staffing issues given recent changes in staff. Mr. Brown stated that the application deadline for the Part-Time Administrative Assistant Position was Friday, March 18<sup>th</sup> at 4:30 pm. Ten applications were received reflecting various degrees of experience and education. Mr. Brown stated that he had received some high quality applications. Mr. Brown announced that the Personnel Committee would review all ten applications and determine who will proceed to the interview round based on minimum requirements.

Mr. Brown then informed Council that the Personnel Committee will be considering the future of the Property Maintenance Officer position which was left vacant by the resignation of Mr. Howard Gray.

Mr. Brown stated that the Personnel Committee and Council will need to determine if they would like to move back to having one full-time Property Maintenance Officer or continue to have two part-time Property Maintenance Officers.

Mr. Brown reminded the audience that there are two vacancies that remain on the Planning Commission. Mr. Brown encouraged residents to submit resumes to him via email or in person. Mr. Brown asked for assistance in getting the word out about the two open vacancies.

Mr. Brown reported that a focus is turning to cleaning up the Borough in preparation of spring with an emphasis on cleaning up litter. Mr. Brown reported that the Codes and Public Works Departments have worked on two problem properties. Mr. Brown reported that the Borough cleaned up the 120 Lincoln Street site where people were dumping. Republic Services and the Public Works Department worked to clean the site. The Police Department put up "No Dumping" signs and cameras to deter dumping.

Mr. Singh worked to get the owner of the Casa Chica property on Swatara to clean up his property, which was the subject of numerous resident complaints.

Mr. Brown reported that he is working on adopting Loss Compliance Standards in the Borough to get the Borough a 15 percent discount on Workmen's Compensation Insurance.

Mr. Wright entertained a motion to approve the Department Reports as presented. Mr. Albert made a motion, seconded by Mr. Proctor. The motion was carried unanimously.

**Presentations:**

Mr. Wright announced that there were no presentation on the agenda.

**Communications:**

Mr. Wright announced the following communications:

**PA State Association of Boroughs - Legislative Alert: House Bill 340**

Mr. Wright thanked Ms. Hodge for sharing the legislative alert with Council.

**Herbert, Rowland, and Grubic, Inc. - Construction Project Review Report for Pump Station Sewage Grinder Improvements Project**

Mr. Wright asked Mr. Mendinsky to provide a brief review of the correspondence. Mr. Mendinsky stated that HRG, Inc. submitted closeout documentation for the Pump Station Sewer Grinder Project to Dauphin County as per CDBG-DR funding requirements. The reviewer of the closeout documents notified the Borough of two observations regarding contract administration. Mr. Mendinsky noted that the observations were not findings and are minor. The two findings were related to following up on Davis-Bacon Act interviews of employees working on the project. Mr. Mendinsky will assist Mr. Brown in responding to the County. The response will include noting that the Borough will conduct Davis-Bacon wage interviews on future projects.

Mr. Wright then asked Ms. Hodge if she would like to comment on the previous correspondence from the Pennsylvania State Boroughs Association. Ms. Hodge declined to comment on the correspondence.

Ms. Marcinko then asked Ms. Hodge when House Bill 340 is expected to come up for a vote. Ms. Hodge responded that it is not currently scheduled for a vote and there is still time to write representatives about the bill.

**STV Energy Services, Inc. Notification of DEP Permitting for Proposed UGI LNG Peaking Facility**

No comments were offered on this correspondence.

**PIRMA Notice of Closeout of Claim for Ms. Mabel Yerger**

No comments were offered on this correspondence.

**Dauphin County Tax Assessment Notices in Changes in Assessment for ERSA Medical Group (Ridge Street, Columbia Street), NAW Properties (S Front Street) and PHFA (616 N Front Street)**

Ms. Marcinko asked about the change in tax assessment for the property at 616 North Front Street owned by the Pennsylvania Housing Finance Agency. Ms. Marcinko wanted to know why the assessment was changed to reflect no taxes being paid on the property. Mr. Brown replied that the property was purchased by PFA as a non-profit which makes it exempt from taxes.

No further comments were offered on communications.

**Unfinished Business:**

**Recommendation for Award of Brownfields Pre-Demolition  
Environmental Clearance and Demolition Project for 120, 140, and 154 North Front Street**

Mr. Wright opened the floor to Mr. Dominick Anselmo of Hull and Associates, Inc. to provide their recommendation for the Pre-Demolition Environmental Clearance and Demolition Project contract award.

Mr. Anselmo stated that four bids were received for the project over the Pennbid.net bidding portal that were opened at 11am on Friday, March 18, 2016.

The lowest bid was submitted by Active Environmental Technologies, who submitted a base bid of \$58,550.00. However, Active Environmental Technologies did not submit the required bid surety affidavit form and were, therefore, disqualified.

The next lowest bid was submitted by Environmental Management Specialists, Inc. in the amount of \$63,910.00. Environmental Management Specialists, Inc. provided all documents required by the bidding instructions. Mr. Anselmo informed Council that Hull and Associates recommends awarding the bid for the Brownfields Pre-demolition Environmental Clearance and Demolition Project to Environmental Management Specialists, Inc. Their recommendation is based both on the second lowest base-bid amount and Hull's positive experience working with the company.

The other base-bids offered for the project were from Lobar Associates, Inc. in the amount of \$204,380.00 and Environmental Restoration, Inc. in the amount \$147,658.00.

Mr. Wright asked for further clarification on how Hull chose the lowest qualified bidder. Mr. Anselmo gave an overview of the bid tabulation sheets and how they came to their decision.

Mr. Anselmo also recommended that the Council approve alternates in the bid submissions. Alternates are items that are not included in the base-bid, but are extras that can be added on to the project as the budget permits. The alternates for this particular project are:

- 02-01: Removal of Flexible/Rigid Pavement - \$23,973 (as quoted by EMS, Inc.)
- 02-02: Additional Excavation Associated with Underground Storage Tanks  
-\$58.25 per cubic yard (as quoted by EMS, Inc.)
- 02-03: Offsite Non-Hazardous Materials Transportation and Disposal - \$59.40/ton (as quoted by EMS, Inc.)
- 02-04: Offsite Hazardous Materials Transportation and Disposal - \$120.00/ton (as quoted by EMS, Inc.)
- 02-05: Demolition of Foundations for Identified Properties/Buildings/Slabs/Structures  
Property Wide Surface/Subsurface Utility Removal/Disposal - \$9,250.00 (as quoted by EMS, Inc.)



Mr. Anselmo recommended that Council approve all alternates as presented in order to allow the Borough to get the most out of the DEP grant funding the project.

Ms. Marcinko asked Mr. Brown to inform Council of the total amount of the DEP grant funding the project. Mr. Brown replied approximately \$180,000.

Mr. Wright entertained a motion to award the bid for the Brownfield Pre-demolition and Environmental Clearance and Demolition Project contract to Environmental Management Specialists, Inc. in the amount of \$63,910.00 (the base bid amount). Mr. Proctor made a motion, seconded by Mr. Albert and approved unanimously by Council vote.

Mr. Wright entertained a motion to approve the Alternate number 02-01 in amount of \$23,973 as presented by Environmental Specialists, Inc. Mr. Albert made a motion, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-02 in amount of \$58.25 per cubic yard as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Segina. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-03 in amount of \$59.40 per ton as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Albert. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-04 in amount of \$120.00 per ton as presented by Environmental Specialists, Inc. Mr. Albert made a motion, seconded by Mr. Segina. Council voted unanimously to approve the motion.

Mr. Wright entertained a motion to approve the Alternate number 02-05 in amount of \$9,250.00 as presented by Environmental Specialists, Inc. Ms. Marcinko made a motion, seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Ms. Marcinko asked Mr. Anselmo when he believes construction will start. Mr. Anselmo replied that construction should start within 30 days with demolition first.

### **Recommendation for Award of Sanitary Sewer Inspection and Cleaning Project**

Mr. Justin Mendinsky presented Herbert, Rowland, and Grubic, Inc.'s recommendation for awarding two contracts: Contract 2016-01 (Sanitary Sewer Inspection and Cleaning Project) and 2016-02 (Storm Sewer Inspection and Cleaning Project).

Bids for both projects were received on March 3, 2016. Summaries of bids received were provided to Council for review.

Mr. Mendinsky informed Council that on March 7, 2016, HRG, Inc. received a letter of withdrawal from the lowest bidder, Aqua Infrastructure Rehabilitation Co., LLC requesting their bid be withdrawn from both Contract 2016-01 and 2016-02. The reason for the withdraw request was a mathematical error in their submitted bid.

Upon receiving the request for withdrawal letter from Aqua Infrastructure Rehabilitation Co, Inc. HRG, Inc. provided the bid documents of the second lowest bidder, Video Pipe Services, Inc. to Mr. Wion.

No irregularities were identified in the documents submitted by Video Pipe Services, Inc. for both contracts. Video Pipe Services submitted the second lowest bid for both contracts as follows:

- Contract 2016-001: \$443,108.80
- Contract 2016-001: \$302,680.50

Mr. Mendinsky reminded Council that both projects are being completely funded with a CDBG-Disaster Recovery grant.

Mr. Mendinsky recommended that Council first consider approving the withdrawal letter submitted by Aqua Infrastructure Rehabilitation, Inc. The letter withdrawals Aqua Infrastructure Rehabilitation, Inc. Contract 2016-001 and 2016-002.

Mr. Proctor asked Mr. Mendinsky to confirm that the withdrawal by Aqua Infrastructure is due to an error that they were responsible for when submitting their bid. Mr. Mendinsky affirmed this and stated that bid documents clearly provide direction when clerical or mathematical errors are made.

Mr. Proctor stated that he wanted to make sure that fact was on the record given the drastic difference between the lowest bidder and the second lowest bidder.

Ms. Marcinko made a motion to approve the withdrawal letter of Aqua Infrastructure Rehabilitation, Inc. for Contract 2016-01 seconded by Mr. Proctor. Council voted unanimously to accept the withdrawal letter.

Mr. Albert made a motion to approve the withdrawal letter of Aqua Infrastructure Rehabilitation, Inc. for Contract 2016-02, seconded by Mr. Segina. Council voted unanimously to accept the withdrawal letter.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-01 in the amount of \$443,108.80.

Mr. Wright entertained a motion.

Ms. Marcinko made a motion, seconded by Mr. Albert and approved unanimously by Council vote.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-02 in the amount of \$302,680.50.

Ms. Hodge stated that she cannot vote in favor of awarding the contracts.

Mr. Wright asked Mr. Brown to retake the vote on awarding Contract 2016-01 (Storm Sewer Cleaning and Inspection) to Video Pipe Services, Inc. in the amount of \$443,108.80 by roll call.

The roll call vote was recorded as follows:

Mr. Albert – Aye  
Ms. Hodge – No  
Mr. Proctor – Aye  
Mr. Wright – Aye  
Ms. Marcinko – Aye  
Mr. Segina – Aye  
Ms. Kratzer – Aye

Mr. Wright announced that the award of the bid for Contract 2016-01 to Video Pipe Services, Inc. in the amount of \$443,108.80 was approved by a roll call vote of 6 to 1.

Mr. Mendinsky then stated that even though the bid awards are going to the second highest bidder, they are within the CDBG-DR grant amount and will be fully paid by that grant.

Mr. Mendinsky then recommended that Council authorize HRG, Inc. to issue a notice of award to Video Pipe Services, Inc. for Contract 2016-02 in the amount of \$302,680.50.

Mr. Wright entertained a motion. A motion was made by Ms. Marcinko, seconded by Mr. Albert. Mr. Wright asked for a roll call vote to approve awarding the bid for Contract 2016-02 to Video Pipe Services, Inc. in the amount of \$302,680.50.

The roll call vote was recorded as follows:

Mr. Albert – Aye  
Ms. Hodge – Aye  
Mr. Proctor – Aye  
Mr. Wright – Aye  
Ms. Marcinko – Aye  
Mr. Segina – Aye  
Ms. Kratzer – Aye

The motion carried by a vote of 7 to 0.

Ms. Hodge stated that she did not vote for approving the award of the bid for Contract 2016-01 because of the significant disparity between the lowest and second-lowest bidder.

**Justin Mendinsky, Herbert, Rowland and Grubic, Inc. - Recommendation for Awarding of Steelton Firehouse Improvements Project**

Mr. Mendinsky reported that bids for the Steelton Firehouse Improvements Project were received on March 3, 2016. Six bids were received for Contract 2015-02 (General Construction) and 8 bids were received for Contract 2015-03 (electrical construction).

Mr. Wion reviewed all bid documents submitted by the lowest bidder.

Mr. Mendinsky recommended awarding the bid for Contract 2015-02 to Lobar Associates, Inc. in the amount of \$121,566.00. Lowbar was the lowest bidder.

Mr. Mendinsky recommended awarding the bid for Contract 2015-03 to MidState Mechanical and Electrical, LLC for the amount of \$66,800.00.

Mr. Wright entertained a motion to award Contract 2015-02 to Lobar Associates, Inc. in the amount of \$121,566.00. Mr. Albert made a motion, seconded by Mr. Proctor.

Ms. Marcinko requested that Mr. Mendinsky state for the record that the funding for this project is coming from Gaming Grant funding. Mr. Mendinsky said that it is his understanding that there was a bond taken out to fund the project which is intended to be paid back with Gaming Grant funds.

Mr. Brown clarified that there is a \$50,000 portion of Gaming Funding that was awarded to help finance the Firehouse Improvements Project. However, Mr. Brown clarified that the majority of the project is being paid out of the 2015 General Obligation Bond whose debt service costs will be offset by the 2 Mill special purpose tax that was enacted in 2015.

With a motion on the floor, Mr. Wright entertained a vote. The motion to award Contract 2015-02 to Lobar Associates, Inc. was approved unanimously.

Mr. Wright entertained a motion to award Contract 2015-03 to MidState Mechanical and Electrical, LLC in the amount of \$66,800.00. Mr. Albert made a motion, seconded by Mr. Segina and approved unanimously by Council vote.

Ms. Marcinko asked Mr. Mendinsky when the PennDOT repaving project would restart on Pine Street. Mr. Mendinsky replied that the HRG, Inc. just had a construction meeting with PennDOT. They will be resuming paving/milling work in the last week of March. Water/sewer line replacement on Harrisburg Street will begin the week of April 11, 2016.

Ms. Marcinko asked if Mr. Brown if the Borough would notify residents in advance of the work like was done in the past. Mr. Brown stated that he would work with Mr. Brian Handley to get the proper notification out to residents.

Mr. Mendinsky further commented that beginning the week of April 4<sup>th</sup>, Pine Street will be under flagging conditions as the contractor on the project begins milling work.

Mr. Segina asked Mr. Brown to follow up with the gentleman on Pine Street who has special needs regarding parking.

**Mr. Brown Zelenkofske - Axelrod Request to Extend Scope of Audit Services**

Mr. Brown stated that this item has previously been on Council's agenda and was tabled at the last meeting. Mr. Brown stated that the Governmental Accounting Standards Board Statement #68 requires additional auditing work that is outside of the scope of the Borough's original auditing agreement with Zelenkofske Axelrod, LLC. GASB Statement #68 has an amendment #71 (Pension Transition for Contributions Made Subsequent to the Measurement Date) that changes how pension contributions are accounted for.

Mr. Brown noted that additionally there is work that was not covered under the original scope of the contract with ZA for work associated with the issuance of the 2015 General Obligation Bond.

Zelenkofske Axelrod has stated that it will take them an additional 60 to 100 hours to account for the two additions to their auditing responsibilities for 2015. ZA is requesting that Council approve an additional \$6,000 to \$10,000 change of scope to the auditing contract. Zelekofske Axelrod has sent an engagement letter that will be signed by Mr. Wright upon Council approval.

Mr. Wright stated that he would like the motion to include the condition "not to exceed \$10,000."

Ms. Marcinko made a motion to approve the change of scope to the contract with Zelenkofske Axelrod, LLC for auditing services for the year 2015 in an amount not to exceed \$10,000 in order to complete the audit with the additional work associated with the 2015 GOB and additional GASB requirements.

Mr. Proctor seconded the motion.

Mr. Segina asked Mr. Brown if the price and estimated increase in hours seems reasonable to Mr. Brown and Ms. Rosemarie Paul, Assistance Secretary-Treasurer. Mr. Brown replied that he is comfortable with the change in scope for a number of reasons: the change GASB requirements is complex and accounting for and auditing the 2015 GOB is a complex undertaking because it involves all three funds. Mr. Brown stated that he agrees with Mr. Wright and Ms. Marcinko that the change in scope should not exceed \$10,000. Mr. Brown also noted for the record that the same change of scope was approved by the Steelton Borough Authority at their March 14<sup>th</sup> meeting.

With a motion on the floor Mr. Wright entertained a vote to approve the change in the scope of work. Council voted unanimously to approve the motion.

**Approval of Resolution 2016-R-14: Designation of Agent Resolution as Requirement by FEMA for Winter Storm Jonas**

Mr. Brown informed Council that the state and county had met the threshold to receive Federal reimbursement for certain costs related to Winter Storm Jonas. The President approved release of Federal funds and the documentation process is now beginning in order to claim costs for reimbursement.

Mr. Brown stated that part of this process is requiring municipalities to pass a Designation of Agent Resolution (FEMA DAP-2 Form) which authorizes one person to handle the processing of reimbursement to the municipality, including signing off on all forms required by FEMA.

Mr. Brown stated that this type of resolution is similar to what was passed during Tropical Storm Lee in the past.

The Designation of Agent Resolution will be Resolution 2016-R-14.

Mr. Brown stated that he has a copy that every Council member will sign if approved.

Mr. Wright entertained a motion to approve Resolution 2016-R-14.

On a motion by Mr. Albert, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-14.

**New Business:**

**Authorization to Perform Appraisal of 24-26 Adams Street**

Mr. Brown reminded Council that this is the funeral home property owned by the Borough that the Borough is attempting to convey to the Dauphin County Redevelopment Authority in order for Dr. Kambic's practice to be by the property, demolition the property, and turn it into additional parking for their new doctor's office.

Part of the process requires the Borough to obtain an appraisal of the property to determine its value.

Mr. Brown also stated that he had spoken with Dauphin County who confirmed that the end use of the property as a parking lot is acceptable and will not trigger repayment of CDBG funds used to purchase the property.

The appraisal will cost only a few hundred dollars.

Mr. Wright entertained a motion to authorize the appraisal of 24-26 Adams Street.

On a motion by Mr. Proctor, seconded by Mr. Segina, Council voted unanimously to authorize the appraisal.

#### **Ratification of Filing of Proof of Claim for 21 South Second Street**

Mr. Brown stated that Mr. Wion had previously filed a proof of claim for the outstanding sewer bill in order to claim the funds as part of the property owner's bankruptcy. Mr. Brown stated that the Borough is essentially staking a claim for the unpaid sewer portion for 21 South Second Street to be part of a bankruptcy settlement for the owner of the property. The claim is for \$898.23.

Mr. Wright entertained a motion to ratify the filing of a proof of claim for 21 South Second Street for unpaid sewer bills in the amount of \$898.23.

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council voted unanimously to ratify the proof of claim.

#### **Approval of Golden Motor Equipment Quote to Repair Steelton Borough Street Sweeper**

Mr. Brown stated that under the Borough Code, the Borough must make a good faith effort to solicit at least three quotes for certain items once they are over a price threshold. In this instance, the repair of the Street Sweeper is over the price threshold for requiring three quotes.

Mr. Brown stated that the Borough made a good faith attempt to solicit three quotes. The first quote is from Golden Equipment, Inc. who quoted a price of \$17,979.00. Quote number two was from Stewart Amos Equipment Company who provided written notification that they cannot service Timco Sweepers (the brand/model of sweeper the Borough owns).

Mr. Brown stated that he was hoping to have the third quote submitted by the Council meeting, but had not yet obtained the quote. Mr. Brown stated that he should have the quote by March 22<sup>nd</sup>.

Mr. Brown stated that Council needs to take action on the repair of the street sweeper because it is supposed to be operating in early-April.

Mr. Brown recommended that Council give him authority to approve the repair of the street sweeper based on the receipt of the third quote by A and H Equipment.

Mr. Brown stated that the street sweeper was actually built by Golden Equipment, Inc. and he has been told that they are the only company that services Timco Sweepers in the area. Mr. Brown would like to see if A and H Equipment responds with a lower quote or if they confirm in writing that they do not service Timco Sweepers.

Ms. Marcinko asked Mr. Brown if there is a warranty or service plan for the sweeper since they purchased it recently. Ms. Marcinko stated that it seems like there is a lot of items for repair on Golden Equipment's quote.

Mr. Brown said he can check if there is a maintenance contract or warranty that is still active for the street sweeper.

Mr. Albert made a motion to not approve Golden Equipment's quote until a third quote is received by Mr. Brown. The motion was seconded by Ms. Marcinko and approved unanimously.

### **Approval to Repair Dump Truck #7**

Mr. Brown noted that the dump truck broke down during the response to Winter Storm Jonas. Mr. Brown shared the three quotes for repair solicited by the Borough.

Quote #1 was from OTC in the amount of \$14,840.00. Mr. Brown noted that the majority of their quote's higher price was their projected labor costs.

Quote #2 was from MJR Equipment in the amount of \$8,979.75. Mr. Brown checked with Brian Handley to make sure there was no work missing from the MJR quote and that it was an apples-to-apples comparison to the OTC quote. Mr. Handley confirmed that is was.

Quote #3 was from US Municipal who provided a written response stating that they do not perform repair work on trucks other than their own models.

Ms. Marcinko asked if the costs of repair will be covered by the FEMA reimbursement for Winter Storm Jonas. Mr. Brown replied he will certainly submit it but cannot verify if it will be eligible at this time.

Ms. Marcinko asked if the Public Works Department is comfortable with MJR Equipment to perform the maintenance work. Mr. Brown stated that the Public Works Foreman is familiar with MJR and, while they prefer OTC, they are comfortable with MJR doing the work.

Mr. Wright entertained a motion.

Mr. Segina asked about the multiple quotes for MJR and asks if the quotes are only for the hoist replacement on the truck. Mr. Brown confirmed that it was for hoist replacement and placing the old bed back onto the truck.

Ms. Marcinko asked if Mr. Handley was successful in getting a new bed to place on the truck.

Mr. Brown stated that MJR provided an additional quote for repair plus putting a new bed on, which bumps the price to \$23,166.

Mr. Albert made a motion to approve Quote #2 by MJR Equipment in the amount of \$8,979.75.

Mr. Segina seconded the motion and Council approved the motion unanimously.

### **Resolution 2016-R-15 Approving Special Purpose Parking for Mr. George Parthmore at 517 S. Front Street**

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council voted unanimously to approve Resolution 2016-R-15.

### **Resolution 2016-R-16 Approving Special Purpose Parking for Mr. Calvin Smith at 146 Conestoga Street**

On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-16.

### **Resolution 2016-R-17 Designating Public Officials and Employees Required to Fill Out Public Financial Interest Statements Required by the Ethics Act**

On a motion by Ms. Marcinko, seconded by Mr. Proctor, Council voted unanimously to approve Resolution 2016-R-17.

Ms. Kratzer informed Mr. Brown that she did not receive her Financial Interest Statement to date.

**Audience Participation:**

**Emmuel Powell – 321 Lebanon Street**

Mr. Powell asked why the street sweeper has broken down when the Borough purchased it recently. Mr. Ms. Marcinko stated that there was a service contract for the sweeper when the Borough purchased it.

**Council Concerns:**

Mr. Albert – Wished everyone a happy Easter.

Ms. Hodge – Ms. Hodge asked if Council members and the public can get agendas for committee meetings prior to the meetings, similar to Council meetings. Ms. Hodge wants to make sure that Committees are following the Sunshine Act. Mr. Wright asked Mr. Brown to follow up on Ms. Hodge's request.

Ms. Kratzer – Ms. Kratzer thanked the police department for their diligence in addressing the issue of teenagers fighting in the Borough. Ms. Kratzer also commented on her attendance at the Islamic Society of Greater Harrisburg event held recently and encouraged the public to attend future events.

Mr. Proctor – Wished everyone a happy Easter and reminded the public that the NEDC Committee meeting is tomorrow at 6:30 pm.

Mr. Singh – Updated Council on his meeting with Mr. Wion and Ms. Marcinko about updating the Borough's Codes ordinances. Over the course of the next few months, Mr. Brown and Mr. Singh will be presenting ordinances updating Codes as needed. Mr. Singh also reported that there are 77 properties that are bank-owned in the Borough. Over the next two months, Mr. Singh will be working to contact the banks that own the property to address exterior violations.

Mr. Minium – Mr. Minium recognized Kendrick Woods, a Jr. Cadet that was in the audience, and said he is a true leader in the community. Mr. Kendrick was applauded by those in attendance.

Ms. Marcinko – Ms. Marcinko wished everyone a happy Easter. She also reminded those in attendance about the Easter Egg Hunt. Ms. Marcinko asked Mr. Brown to set up a Finance Committee meeting to go over the quarterly finances. Ms. Marcinko then noted that she wished the public could see all the work that goes into the FEMA reimbursement process. Ms. Marcinko thanked Mr. Brown and staff for their work.

Mr. Wright – Mr. Wright thanked everyone for their support and well wishes regarding his brother, who was in an accident. Mr. Wright also noted that he met with Auditor General DePasquale who said as soon as we get everything together he will make a public announcement regarding the Borough being caught up on minutes. Mr. Wright asked Ms. Natasha Woods to provide an update on the Youth Town Hall meeting on April 21, 2016. Mr. Brown encouraged everyone to attend the Youth Town Hall.

**Executive Session:**

At 7:58 Mr. Wright entertained a motion to recess into Executive Session to discuss personnel issues. Mr. Albert made a motion, seconded by Mr. Albert. Council recessed into Executive Session.



**Adjournment:**

Council returned from Executive Session at 8:10 PM.

On a motion by Mr. Albert, seconded by Ms. Marcinko, Council adjourned at 8:11 PM.

Respectfully submitted,

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Douglas E. Brown, Secretary