

Council Agenda
May 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: May 2, 2016

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change orders as presented for: April 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation: None

Communication:

Dauphin County Department of Economic Development

2017 Community Development Block
Designation of Urban County

IRM Insurance Reports

Updates on Claims

Dauphin Lebanon Borough Association

Dinner Invite

American Lung Assoc.

Thank You for Participating in No
Smoking Campaign at Borough Parks

PA Boroughs Association

Legislative Alert

Dauphin County Conservation District

Permit Authorization: Proposed Steelton
LNG Peaking Facility

Dauphin County Conservation District

Emerick Cibort Park Stormwater
Management Improvements

Dauphin County Conservation District

DBP Rule Compliance Project

Hull and Associates

Minutes of Construction Progress
Meeting RE Brownfields Project

Unfinished Business:

Mr. Brown

Local Share Municipal Agreement – Grant 2016-08

Mr. Proctor

Update on Bass Fishing Tournament

Mr. Brown

Ratification of Agreement with Direct Energy for Electric Generation Services

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Mr. Minium

Request to Replace Outdated Tasers

Mr. Wion

Approval of Resolution 2016-R-
Eliminating Special Purpose Parking for Ms. Carina Wright at Former Address on Walnut Street

Mr. Singh

Update on Building Safety Awareness Day

New Business:

Mr. Brown

Discussion of Restructuring Sewer Rates:
Request from American Legion Post 420

Mr. Brown

CAP-COG Proposal for Joint Negotiating of Verizon Cable Franchise Renewal Services

Council Concerns:

Executive Session

To discuss personnel issues.

Other Business:

Adjournment

**Steelton Borough Council Meeting Minutes
May 16, 2016**

Persons Attending the Meeting:

President Jeffrey Wright

Michael Segina

Marie Marcinko, via telephone

Kelly Kratzer

Michael Albert

Keontay Hodge

Absent with cause – **Brian Proctor**

David Wion, Solicitor

Douglas Brown, Borough Manager

Anthony Minium, Acting Police Chief

Amrinder Singh, Codes Officer

Thommie Leggett-Robinson, Executive Assist.

Meeting Called to Order:

The meeting was called to order at 6:30 p.m. by President Jeffrey Wright.

Pledge of Allegiance:

President Jeffrey Wright led the group in the Pledge of Allegiance.

Moment of Silence:

Mayor Thomas F. Acri led the group in a moment of silence.

Executive Sessions between meetings:

President Wright stated that there were no Executive Sessions held between meetings

Approval of Minutes from previous meeting:

Ms. Marcinko moved and Mr. Albert seconded the motion that the minutes from the May 2, 2016 meeting be approved. The motion carried unanimously.

Public Comments on Agenda Items Only

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

Approval of schedules of billing, requisitions, and change orders as presented for April 2016.

Mr. Albert moved and Ms. Kratzer seconded the motion approving the listed items. The motion was approved by unanimous vote of Council.

Approval of Department Reports:

President Wright opened the floor for presentation of Department Reports and listed the reports presented to Council for review.

Under the Fire and Ambulance Report, it was noted that the Fire Department and Pinnacle LifeTeam responded to seventy-three (73) calls during the month of April. Ms. Marcinko noted that emergency response times were moving up to ten minutes. This cause for that response time should be reviewed and response time lowered. President Wright requested that Mr. Brown follow-up on Ms. Marcinko's request.

Chief Minim presented the *Police Report*. During the month of April, the Borough *Police Department* responded to two hundred forty-eight (248) calls. Of these calls two-hundred (200) involved adults and forty-eight (48) youth contacts. Of those, one youth and four adult contacts involved charges of assault.

Neighborhood & Economic Development Committee

The Committee is waiting for a permit from the PA Fish and Boat Commission before it continues working on the details of the upcoming Fishing Tournament, tentatively scheduled to be held July 23, 2016.

The *Public Works* report included information regarding water inspections in the plant and on the streets, sewage issues, and maintenance of properties in the Borough, including hazardous situations caused by neglectful absentee landlords.

The Office of Codes Enforcement

The office reported that ten (10) permits were issued in the month of April. There were thirty-two (32) citations issued and seven (7) court hearings attended. Inspections include seventy (70) rental units in which six hundred eighteen (618) violations were found. There were one-hundred and ten (110) properties visited because of quality of life issues. Notices of violations issued were nineteen with the number of violations found one hundred twenty nine (129). No properties were condemned in the month of April.

The Codes office also reported that the first celebration of Building Safety Month was a success. Persons representing business owners, landlords and residential property owners attended the Building Safety Day Celebration held May 10, 2016. During the approximately two hour meeting, persons in attendance had the opportunity to have their specific questions and concerns addressed by Mr. Singh. Refreshments were served, and Mr. Singh offered thanks to staff and Council members for donations. Mr. Singh also noted that special Building Safety Awareness Month bags and other things of interest to property owners were handed out. Samples of the bags were shared with those persons in attendance at the Council Meeting. Information regarding the Landlord/Tenant codes requirements have been circulated in the community and persons are responding in a positive manner. Mr. Singh noted that the Borough recognized and held Building Safety Month before even the State General Assembly.

The Mayor's Report was presented by Mayor Acri. He reported that things are going well in the Borough. He thanked those present for their attendance at the Veterans Appreciation Ceremony and involvement with making the Borough a pleasant place to live. Mayor Acri also stated that the Borough needs to review how it will honor Veterans in the future. This year, there was a small Memorial Service honoring a World War II veteran whose remains were recently returned

home to Pennsylvania. In the past, the Borough has sponsored a community parade. Mayor Acri stated that a parade would be considered for next year.

Borough Manager's Report

Mr. Brown officially welcomed his new Executive Assistant, Thomastine Leggett-Robinson to the Borough. Ms. Leggett-Robinson will provide administrative and clerical support to the Borough Office.

Mr. Brown reported that the PENNVEST Application for a new chlorine-contact tank was submitted. A response should be received by July. The backlogs of minutes for the Water Authority have now been transcribed. The Borough Newsletter was published and included in the mailing of the water bill. We continue to provide paper copies because some persons do not have access to or know how to use the computer. Landlord-tenant reports have been distributed.

The report on the General Fund shows that \$2,520,293.00 has been collected of which one \$1,368,906.00 has been spent. The income and expenditures leave the Borough with a balance of \$1,151,387.

At the conclusion of the Department Reports, Mr. Albert moved and Mr. Segina seconded the motion that the reports be approved as presented. The motion passed unanimously.

Presentation: None

Communication:

Mr. Wright announced and detailed the following communications received by Borough Council.

Dauphin County Department of Economic Development sent a notice of the option to be included as a participating municipality when it re-applies for "Urban County" status. The opportunity for this designation is now available because 2010 census data shows an increase in the number of residents in Dauphin County, exclusive of the City of Harrisburg. The benefit would be eligibility to participate in HUD Block Grant program under the auspices of Dauphin County. The deadline for response is July 15, 2016.

IRM Insurance Report includes updates on two reports they are addressing on behalf of the Borough. These reports provide an update on pending claims that have been submitted to the Borough's insurance company.

The Dauphin-Lebanon County Boroughs Association is sponsoring a dinner Tuesday, May 24, 2016. Members of the Council, the Mayor and Borough Officials are invited to attend the dinner. A legislative update on PSAB, a presentation on municipal social media policy and an open forum on issues of member boroughs will be discussed during the meeting. Persons interested in attending the event should contact Mr. Brown.

The Northern Dauphin County YMCA sent a Thank You Note to the Borough participating in the *Young Lungs at Play Program* by designating our local parks as non-smoking areas. The program is sponsored by the American Lung Association.

The Pennsylvania State Association of Boroughs sent a copy of proposed legislation regarding the composition and actions of the Nominating Committee. Voting on a position on the legislation will occur June 8, 2016 at the PSAB Annual Business Meeting.

The Dauphin County Conservation District wrote a letter that authorized the notice of intent for a permit involving the proposed Steelton LNG Peaking Facility. This project involves both Steelton Borough and Swatara Township.

The Dauphin County Conservation District has reviewed and approved two erosion and sedimentation control plans submitted by the Borough as it works to make improvements in the water system. Both were approved with stipulations.

The Borough received a summary of a construction progress meeting held on May 6, 2016 between Hull and Associates, Environmental Management Specialists, Inc., and Borough staff regarding the demolition project on Front Street.

Unfinished Business:

Local Share Municipal Agreement Grant # 2016-08

Mr. Brown stated that the agreement before Council needs to be executed in order from Council to receive funding from the Dauphin County Local Share Municipal Grant (also known as the Gaming Grant). Mr. Brown stated that the agreement is a pro-forma agreement that is signed every year by the Borough and stipulates the conditions that must be met in order to be eligible for funding. These funds will be used for work on the storm sewer lines at Blueberry Alley and Washington Street. Mr. Segina moved and Ms. Kratzer seconded a motion that we sign the agreement so we can access those funds. The motion carried unanimously.

Ratification of Approval with Direct Energy to Provide Electrical Generation Services to Steelton Borough Beginning July 1, 2016.

Mr. Brown and Mr. Wion discussed the agreement between the Borough and Direct Energy as a generator of electric services. There were discussions with the representative from APPI and Direct Energy following the last Council meeting where Council authorized Mr. Brown and Mr. Wion to enter into an agreement with Direct Energy at the rate stated on their quote. Due to the time it took to work out agreed upon language, the rates for electricity had changed as they are based on daily market rates. For the Borough, the rate dropped from .5980 to .5979 cents per kilowatt hour between the time Council authorized the agreement with Direct Energy and the time an agreement was approved by Mr. Brown and Mr. Wion. This reduction will provide a greater annual savings during the 36 month contract if approved. The council unanimously ratified Mr. Brown's signature on the contract with Direct Energy. The motion to do so was made by Mr. Albert and seconded by Mr. Segina. Mr. Brown noted that making this agreement

with Direct Energy will generate between \$35,000 to \$50,000 savings per year. The motion was approved by unanimous vote of Council.

Purchase of New Tasers for the Police Department

As instructed by the Council, Acting Chief Minium presented information regarding the purchase of new Tasers. Currently the Police Department has thirteen (13) officers and anticipates the addition of another officer making a total of fourteen (14) officers in the Borough. The Department currently has ten (10) working Tasers that are over ten (10) years old and are out of date. The Department has done due diligence in researching Taser companies. Chief Minium requests permission to purchase fifteen (15) new Tasers through the Taser 60 Basic Plan. The Taser 60 Basic provides an interest free payment plan for the purchase of Tasers. The thirty two thousand nine hundred twenty dollars and forty seven cents (\$32,920.47) proposal, which will be paid over a five (5) year period, includes the cost of the Tasers, holsters, shipping, warranties and download kit. The offer is attractive because the new Tasers can be easily repaired, in house, beyond the five (5) year warranted period by replacing parts, as necessary. The initial payment will be one thousand five hundred eighty dollars and fifty-two cents (\$1580.52). The initial payment is lowered by the buyback of fifteen (15) broken Tasers for one hundred fifty dollars (150.00) which lowers the payment by two thousand two hundred fifty dollars (\$ 2,250.00). Payment years two through five (2-5) will cost three thousand nine hundred sixty (\$3,960) per year. Additional funding will be sought from the community by requesting the assistance of local clubs. The cost reduction plan also includes selling the 10 working Tasers to the sheriff's office for \$2,000. Ms. Marcinko asked if this was a budgeted item. Chief stated that it was included in his budget as \$15,000 over a three year period. The cost was higher than anticipated therefore; they had to ask for additional funds. The Chief stated that the Tasers were needed since they represent less than lethal force, and as such, will reduce liability. Mr. Alfred moved and Ms. Kratzer seconded a motion that the request by the Police Department to purchase of fifteen (15) new Tasers be approved. The motion passed unanimously.

Approval of Resolution 2016-R-22

Mr. Wion presented Resolution 2016-R-22 removing the unused special purpose parking designation for Mr. Carina Wright's former residence on 51 South Second Street. Since the passing of Resolution 2016 – R – 19 Ms. Wright has moved to Harrisburg Street. The motion to remove the handicapped parking space located at 51 North Second Street was moved by Mr. Segina and seconded by Mr. Albert. The Council voted, unanimously, to pass the Resolution.

At 7:53pm, Ms. Marcinko requested to be excused from the Council meeting. Ms. Marcinko was excused from the Council meeting.

Restructuring of Sewer Rates

Mr. Brown addressed the request of the American Legion Post 420 regarding the reduction of the water and sewage rates for non-profit organizations. Mr. Brown is in the process of working with HRG to complete a rate survey and make recommendations to the Council regarding the feasibility of changing the rate for commercial and non-profit entities. He will present a proposal regarding this issue to the Council once the study is complete.

New Business:

Approval of Engagement Letter with Cohen Law Group to Negotiate Verizon Cable Franchise Agreement on Behalf of the Borough

Mr. Wion and Mr. Brown presented information regarding a proposal to use Cohen Law Group, as recommended by Capital Region Council of Governments for joint negotiation of the Verizon Cable Franchise Agreement renewal. Municipalities are near the end of the fifteenth or sixteenth year and the previous agreement was for a seventeen year period. The last negotiation was made in a similar manner with the same group under a different name. This Law firm currently represents twenty-one (21) municipalities and by joining with this group we will receive a twenty-five percent (25%) discount in law fees. The Cohen Law Group is known to be successful in negotiating excellent rates for those municipalities who engage in the group negotiation/contracting process. The actual cost of services depends on how many municipalities participate and the size of those municipalities. Either way, the joint venture is a cost saving action. President Wright entertained a motion to approve the engagement letter with Cohen Law Group to provide negotiations on the Verizon Contract through Cohen Group. The motion, which was unanimously passed, was moved by Mr. Albert, seconded by Ms. Kratzer.

Public Concerns:

Ms. Ina Alcendor of 109 Conestoga Street reported that the red automobile was still parked on the street and someone had removed the parking tickets which had been placed on the windshield. Chief Minimum reported that they had looked at the automobile it met minimum requirements. There was concern that the tires were flat, but it appears that there is a slow leak rather than actual flat tires. Since the automobile has been ticketed, the deadline for a positive response from the owner is July 16, 2016.

Mr. Emanuel Powell, 321 Lebanon Street asked Mr. Brown about the possibility of sewage discount, in fact, he suggested that all water related rates be reviewed. He also requested that PennDot sweep the stones resulting from the street on weekends. The large stones, which result from the construction work, are damaging the automobile tires. Mr. Brown stated that he would discuss the issue with the Project Manager.

Ms. Cheryl Powell, 321 Lebanon Street asked if the property maintenance complaint form for residents to use is available online. Mr. Singh responded that the form was available on line. The person should complete the form and an email will be generated to the codes office and they will investigate the complaint. The form may be used for any property within the Borough.

Council Concerns:

Ms. Kratzer and Mr. Segina both expressed thanks to the staff and the group for participating in the Veterans Day activities and Safety Awareness Day meeting. There is a desire for more community participation.

Mr. Segina asked Acting Chief Minimum about summer programs for the community. The Chief announced that information regarding the Police Academy, scheduled for June 3 – August 1,

2016 has been posted at the schools, the Borough website and the Police Crime Watch Facebook page. It is a great opportunity for young people in the community to become familiar with police work and community needs.

Mr. Singh gave thanks for the community's participation in Safety Month. He also complimented the Borough for the Safety Month Celebration, noting that Steelton had their plans in place before the State of Pennsylvania planned their program.

Chief Minimum announced that Friday, May 20, 2016 is Prom Night. Arrangements have been made for traditional Prom Night activities to take place on Lincoln Street with the street being closed off from 4:30 – 6:30. There will be two officers at the event. Residents have been notified and the hope is that they clean up their area. They are still in the process of planning National Night Out celebration. We are in the process of identifying a place with lighting available for activities. Mohn Street was suggested.

Mayor Acri wished everyone a safe Memorial Day and expressed his desire that we have good weather for that weekend.

President Wright expressed his disappointment that he was unable to participate in the Veterans Day activities. This is the first time he had been unable to participate since he has been on the Council. He thanked persons from the community for attending the Council Meeting.

Executive Session

The President called for a motion to recess into Executive Session at 7:13pm for the purposes of discussing a personnel issues. Through a motion made by Mr. Albert which was seconded by Mr. Segina, Council recessed at 7:13pm into Executive Session. Councilwoman Hodge joined the Council meeting at this time.

The Council Meeting was called back in session at 7:50 pm. The President called for a motion to terminate Ms. Nicole Salov's employment with the Borough of Steelton effective immediately. Mr. Albert moved and Ms. Hodge seconded the motion to terminate Nicole Salov effective immediately. The President called for a voice vote. The results of which was:

Kelly Kratzer – aye
Michael Segina – aye
Keontay Hodge – aye
Michael Albert – aye
Jeffrey Wright – aye

The Council cast a unanimous vote that Ms. Salov be immediately terminated from her position with the Borough of Steelton. Mr. Brown was instructed to perform the necessary actions.

Adjournment

Mr. Albert moved and Ms. Hodge seconded a motion that the Council meeting be adjourned at 7:53pm. The motion carried with no objections.

Respectfully Submitted:

Douglas E. Brown
Secretary