

**Council Agenda  
October 17, 2016 Meeting**

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

**Pledge of Allegiance:** President Jeffrey Wright

**Moment of Silence:** Mayor Tom Acri

**Executive Sessions held between Meetings:** None

**Approval of Minutes from previous meeting:** October 3, 2016

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** September 2016

**Approval of Department Reports:**

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Oral Report)
- Public Works (Written Report)
- Codes Department (Written)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

**Presentations:** None

**Communication:**

Dauphin County Board of Assessment Appeals	Reassessment on Four Properties
PA Department of Transportation	Review of Single Audit Report
Board of Finance and Revenue	Ruling on Reality Transfer Tax
Lower Swatara Township Board of Commissioners	Invitation to Review 2016 Draft Update to the Lower Swatara Township Comprehensive Plan
Dauphin County Office of County Commissioners	Information Regarding the Status of the Share Grant
Joseph Shore	Request for Reconsideration of Special Parking Permit Denial

**Unfinished Business:**

Mr. Brown

Skate Park Rules and Regulations  
Committee

**New Business:**

Mr. Wion

Approval of Ordinance 2016-  
APPROPRIATING \$28,134.31 FROM  
THE GENERAL FUND OF THE  
BOROUGH OF STEELTON TO THE  
STEELTON ECONOMIC  
DEVELOPMENT CORPORATION FOR  
UTILIZATION IN FURTHERING ITS  
PURPOSES OF STIMULATING  
ECONOMIC DEVELOPMENT IN THE  
BOROUGH OF STEELTON,  
PENNSYLVANIA, BY THE  
DEMOLITION OF STRUCTURES  
LOCATED AT 180 AND 230 N. FRONT  
STREETS

Mr. Singh

Discussion Relating to Approving  
Rescare Intern for Codes Office

Mr. Brown

Approval of Acceptance Leasing  
Proposal to Finance Sewer Truck

Mr. Brown

Approval of Application for Payment  
#2 to Lobar Construction for Work  
Related to Firehouse Improvements  
Project in the Amount of \$37,758.50

Mr. Brown

Approval of Application for Payment  
#4 from Lobar - Fire House  
Improvement Project in the Amount  
of \$24,883.53

Mr. Brown

Approval of Application for Payment  
#1 to MidState Mechanical &  
Electrical related to Fire House  
Improvements Projects in the  
Amount of \$704.70

Mr. Brown

Approval of Application for Payment  
#2 to MidState Mechanical &  
Electrical related to Fire House  
Improvements Projects in the  
Amount of \$49,779.90

Mr. Brown

Approval of Application for Payment #3 to MidState Mechanical & Electrical related to Fire House Improvements Projects in the Amount of \$4,430.15

Mr. Brown

Approval of Application for Payment #1 to Steel City Contracting, LLC for the Midget Baseball Field Improvements Project in the Amount of \$14,180.72

Ms. Marcinko

Update on 2017 Budget Meetings by Finance Committee

Mr. Brown

Updating/Implementing Official Confidentiality and Electronic Usage Policies

**Public Comments:**

**Council Concerns:**

**Executive Meeting:**

**Adjournment:**

## **Steelton Borough Council Meeting Minutes October 17, 2016**

### **Present:**

President Jeffrey Wright  
Vice President Maria Marcinko  
President Pro Tem Brian Proctor  
Michael Albert  
Michael Segina

Mayor Thomas Acri  
David Wion, Solicitor  
Justin Mendinsky  
Anthony Minium, Police Chief  
Amrinder Singh, Codes Officer  
Eugene Vance, Fire Chief  
Thommie Leggett-Robinson, Exec. Admin.

### **Absent with Cause:**

Kelly Kratzer  
Keontay Hodge  
Douglas Brown

### **Call Meeting to Order:**

Council President Jeffrey Wright called the meeting to order at 6:30 p.m.

### **Pledge of Allegiance:**

President Jeffrey Wright led the body in the Pledge of Allegiance

### **Moment of Silence:**

Mayor Tom Acri led the group in a moment of silence to honor those persons who lost their lives in service to their country and other loved ones.

### **Executive Sessions held between Meetings:**

There was no Executive Meeting between meetings.

### **Approval of Minutes from previous meeting:**

Mr. Proctor moved and Mr. Albert seconded the motion that the October 3, 2016 meeting minutes be accepted as presented. The motion passed unanimously.

### **Public Comment on Agenda Items only:**

There was no public comment on agenda items.

### **Approval of schedule of billing, requisitions, and change orders:**

Mr. Albert moved and Mr. Segina seconded the motion that the Financial Report for September 2016 be accepted as presented. The motion was unanimously passed.

## **Approval of Department Reports:**

The Fire Department and Ambulance presented a written report, which including the information that there were a total of 31 calls made in the month of September.

The Police Department presented a written report which included the information that the Department made a total of 940 calls, 217 adult arrest and 51 juvenile arrests. In addition to the written report, Chief Minimum announced that a search has begun for a new Sargent for the Police Department. After discussion, it was agreed that the top six candidates would be presented to the Council, which will then recommend three of the candidates to the Mayor to consider for hire. Chief Minium reiterated points in the report by stating that the Department has only used 74% of its budget and the number of arrests have increased because the number of calls for service have increased. The Chief also reported that the Department in intentionally increasing its involvement with the Community by being more visible and participating in such projects as working with the Food Pantry located at Prince of Peace.

A NEDC Committee oral report was made by Committee Chair Brian Proctor. Mr. Proctor announced that Movie Night is scheduled for 7:00 p.m. October 22, 2016 at the Steel High School Softball Field.

The Department of Public Works submitted a written report. The report detailed the work completed by that Department, which included street sweeper runs, grass cutting on Borough owned lots, cleaning grates, posting signs, printing lines and other general maintenance duties. Information regarding the sewer system was also included.

The Codes Department provided written reports for August and September 2016. In August, 10 permits were issued; 61 rental units were inspected which resulted in 486 violations cited; 190 notices of violations were issued and one property was condemned. In September two permits were issued; 23 rental units were inspected which resulted in 165 violations cited; 40 notices of violations were issued and one property was condemned.

Mayor Acri did not make a report at this meeting.

Due to the illness and absence of Mr. Brown, the Borough Manager's Report was not presented at this meeting.

Mr. Albert moved and Mr. Proctor seconded the motion that the Department reports be accepted as given. The motion was passed by a unanimous vote of the Council

## **Presentations:**

There were no presentations made at this Council Meeting.

## **Communication:**

Dauphin County Board of Assessment Appeals sent reports on the reassessment of four Borough properties. In each situation, the tax assessments were lowered.

PA Department of Transportation wrote accepting the single audit report for the year ending December 31, 2014.

Board of Finance and Revenue provided the Borough with an Order regarding a Ruling on Reality Transfer Tax on one property.

Lower Swatara Township Board of Commissioners sent an Invitation to review the 2016 Draft Update to the Lower Swatara Township Comprehensive Plan.

The Dauphin County Office of County Commissioners provided information stating that they will hold hearings in November 2016 on grant request that were submitted for consideration. The Commission is moving forward as the Pennsylvania Supreme Court considers the continued collection of the local share assessment from the state's casinos used to fund Dauphin County's municipal gaming grant program.

Joseph Shore, a Steelton resident, requested reconsideration of the denial of his request for a Special Parking Permit. His request was referred to the Neighborhood and Economic Development Committee for review and recommendation.

#### **Unfinished Business:**

In Mr. Brown's absence, there was no report from the Skate Park Rules and Regulations Committee.

#### **New Business:**

Mr. Wion presented Ordinance 2016-3 to appropriate \$28,134.31 from the general fund of the Borough of Steelton to the Steelton Economic Development Corporation. The funds are earmarked for use toward the demolition of structures located at 180 and 230 North Front Street, Steelton, PA. The Steelton Economic Development Corporation's purpose is stimulating economic development in the Borough of Steelton, Pennsylvania. Mr. Albert moved and Mr. Proctor seconded the motion to approve the transfer of \$28, 134.31 to the Steelton Economic Development Corporation. The motion was passed by a unanimous vote of the Council.

Mr. Singh, Codes Officer, presented a proposal to use staff provided by the ResCare program to work in the Codes Office. These persons are referred through Career Link/Job Gateway Services program, which allows persons looking for work to gain or refresh job skills to increase their chances of obtaining full-time employment. The program would be provided at no cost to the Borough. ResCare will work to find Steelton residents to participate in the program. Ms. Marcinko asked if participation in the program would cause a collective bargaining problem. Mr. Brown, Mr. Wion and Mr. Miller are to discuss and determine if there is an issue. Mr. Proctor moved and Mr. Albert seconded the motion that the request be approved, provided the Union is agreeable with the proposal. The motion was unanimously carried.

In Mr. Brown's absence, Mr. Wion and Ms. Marcinko presented the proposal to lease a Sewer Truck. After reviewing several proposals, it is recommended the Borough use the services of Acceptance Leasing and Financing Service, Inc. That company submitted two proposals. Option 1 to finance the \$306,639.00 Sewer Vacuum is for a three year period at an interest rate of 3.500%. Option 2 is for \$306,639.00 is for a five year period at a 3.25% interest rate. Both option require a \$550.00 Documentation Fee. There is a problem with the company accepting the standard Municipal Contract. Mr. Albert moved and Ms. Marcinko seconded the

motion that Option 2, for the five year payment period be approved, upon resolution of the Municipal contract issue. The motion was unanimously passed.

Mr. Mendinsky brought the Application for Payment #2 to Lobar Construction for work related to the Firehouse Improvements Project in the amount of \$37,758.50 before the Council for approval. Mr. Proctor moved and Mr. Albert seconded the Council approve the payment of \$37,758.50 for work done on the Firehouse Improvement Project. The Council approved the motion unanimously.

Mr. Mendinsky presented the application for Payment #4 from Lobar for work on the Fire House Improvement Project in the amount of \$24,883.53 for approval by the Council. Mr. Proctor moved and Mr. Segina seconded the motion that the Lobar Company be paid \$24,883.53 for work completed on the Fire House Improvement Project. The motion passed unanimously.

Mr. Mendinsky asked the Council to approve Application for Payment #1 to Steel City Contracting, LLC for the Midget Baseball Field Improvements Project in the amount of \$14,180.72. He stated that this was a reasonable request since the work has begun and this is a small portion of the contracted budget. Mr. Proctor moved and Mr. Albert seconded the motion that the application for Payment #1 to Steel City Contracting, LLC be approved. The motion passed by a unanimous vote of the Council.

Ms. Marcinko reported that the Finance Committee will hold another hearing Wednesday evening, October 29, 2016, in Council Chambers at 6:00p.m. She reported that the budget is balanced without an increase in taxes. The budget includes a pay increase for non-contract employees. There will be a special meeting the first week in December to review and finalize the budget.

An update on the implementation of official policies on Confidentiality and Electronic Usage Policies was tabled until the November 7, 2016 meeting.

Mr. Mendinsky reported that the sewer cleaning work on Front Street, between Pine and Adams streets is scheduled to begin tonight. The crews will work between 7:00 p.m. and 7:00 a.m., which seemed like the least disruptive time for traffic control. In addition, during those hours, there will be a lower sanitation sewage flow, which will accelerate progress made on the project. He requested Council's approval for the crew to work the unusual hours. When questioned, Mr. Mendinsky acknowledged that there will be some noise associated with the work. Mayor Acri asked if the work could be concluded before 7:00 a.m. when the amount of traffic is increased. Since the project will require high voltage lighting, it was requested that the flood lights be placed as low as possible in respect of persons who live in buildings along the corridor. Mr. Albert moved and Mr. Proctor seconded a motion that the request to work on the sewer cleaning project be approved provided the work be conducted between 7:00p.m. and 6:00a.m. starting Tuesday, October 18, 2016. The motion was unanimously passed by the Council. This information will be placed on the Borough website immediately.

#### **Public Comments:**

Ms. Ina Alcendor – 109 E. Conestoga Street. Ms. Alcendor asked for assistance in resolving the problem of vandalism of her automobile. Her automobile tires were punctures twice within a two week period. She contacted the police and was told that nothing could be done about acts of vandalism. On the second occasion, Officers Basonic and Thompson were kind enough to change her tire. Ms. Alcendor also reported

that her neighbor's tires were also punctured. She stated that over thirty years, this was the first time she has experienced vandalism of her property. There has been a traffic pattern increase in the recent months of persons new to the area. Ms. Alcendor did state that she requested two young gentlemen, she had not seen before, clean up the glass they broke in the street. Ms. Alcendor asked she and the Borough could work together to resolve the problem. Chief Minium and Mayor Acri both spoke about the change in culture that is occurring in Steelton. It is a community problem which will not easily be resolved but there is a commitment to provide a safe environment to the citizens of the Borough.

Mr. Emmuel Powell – 321 Lebanon Street – Mr. Powell asked if the Borough could create an ordinance requiring landlords to screen potential renters. Chief Minium reported that the development of a disruptive conduct report is in progress and should be available by March or April of 2017. It was noted that the Borough cannot require screening, but it can document the property and the behavior of the residents. Mr. Segina stated that work is being done to have the landlords report the names of the persons who occupy their rental property. Mr. Powell mentioned a house that was rented without water service and the residents were getting water through the outdoor water hose of the next door neighbors during evening and early morning hours without the consent of the neighbors. Mr. Singh made the following statements: 1) the Codes Office gets notices when water service is discontinued, but has not way to know when the property is rented. 2) the process to inspect rental property is in place, but with 1400 properties and limited staff, it is difficult to get all the properties inspected in a timely manner 3) that the tenants should contact the Codes Office and report irregularities occurring in the property they are renting. 4) Landlords are required to file a Landlord/Tenant report, but sometimes the information is inaccurate or incomplete and with Steelton becoming a transient community, it is difficult to keep up with what is happening with the properties. 5) the Codes Office is in the process of updating the system to gather and maintain more accurate information. 6) properties are supposed to be inspected prior to rental but most properties are occupied when the inspections are made. 7) the Codes Office is notifying all known rental property owners who have not completed the Landlord/Tenant Report that they may be fined for failure to submit the required forms 8) the Codes Office is working to get the names of persons responsible for the rental properties. In some cases, the properties are owned by a company and it is difficult to get the name of one person with whom to communicate. By identifying the name and contact information of a human, getting information into the right hands will improve codes enforcement since there will be a person who will receive whatever penalties are incurred.

Mr. Dennis Heefner - 337 Swatara Street. Mr. Heefner stated that Swatara Street is unattractive with one person not cutting the grass all summer. The negative attitude toward property upkeep as moved around the area such that no one is maintaining their property as they have in the past. The streets are in poor repair, and he hopes someone will do something about the problem soon.

Thommie Leggett-Robinson – 402 Ridge Street – Ms. Leggett-Robinson congratulated the Borough on the completion of the repairs on Harrisburg Street.

Mr. Singh stated that he was grateful to Mr. Heefner for stating his opinion. He also has concerns about the condition of the Borough and the streets are monitored every weekday. Hopefully, the implementation of new technology will help resolve some of the problems. He also stated that the Codes Department is committed to improving the Borough and maintaining the new standard once it is reached.

**Council Concerns:**

Mayor Acri stated that he has expressed his concerns about the condition of the Borough for 17 years and has seen little improvement.

Mr. Proctor asked Mr. Mendinsky about paving on three streets. He noted that some houses have been blighted for years, of particular note is the area around 19<sup>th</sup> and Walnut Streets. Mr. Proctor also voiced his dismay at the negative information about Steelton that is reported by the news media. He noted that when similar problems occur in different parts of the area, nothing or little is reported. However, when negative things happen in Steelton it appears in the news for days. Where is the fairness in having Steelton under the microscope?

Ms. Marcinko noted that there would be a meeting of the Finance Committee led by the Vice Chair November 7, 2016. Ms. Marcinko made the following statements: no one can predict or control anyone else's' behavior. Persons in the community are reluctant to confront persons for fear of retaliation. A lot of people do not respect their own property. It is not the responsibility of the Public Works Department to maintain personal property and doing so is a waste of time and tax payer's money.

President Wright also stated his concern about the news media's reporting of negative events that occur in Steelton. He stated that he is grateful for persons who bring new ideas and thanked persons for attending the meeting.

**Executive Session:**

The President called a recess to move into Executive Session at 7:44 to discuss legal matters.

**Adjournment:**

The meeting was re-convened at 7:56, at which time Mr. Albert moved and Mr. Proctor seconded a motion to adjourn the meeting. The October 17, 2016 Council Meeting was adjourned at 7:56 by a unanimous vote of the Council.