

# Steelton Borough Council Agenda

## November 21, 2016

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

**Pledge of Allegiance:** President Jeffrey Wright

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

**Executive Sessions held between Meetings:**

**Approval of Minutes from meeting:** November 7, 2016

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

**Presentations:**

**Communication:**

BNY Mellon

2016 Capital Market Return Assumption Highlights

Dauphin County Tax Claim Bureau

Repository Bid on 204 Adams Street

KU Resources, Inc.

Notification that Dura-Bond Pipe, LLC will submit a Minor Operating Permit Modification which will set a ceiling on allowable annual emissions of volatile organic compound with no changes in their current operation.

Dauphin County Office of Assessment

Certification of 2017 Real Property (Taxable) Assessment for Steelton Borough - \$ 143,677,400.

**Unfinished Business:**

**New Business:**

Mr. Medinsky

Sanitary Sewer Contract 2016-01 Application for Payment # 6 in the amount of \$60,952.41

Mr. Mendinsky

Storm Sewer, Contract 2016-02, Application for Payment #6 in the amount of \$63,563.45

Mr. Mendinsky

Midget Baseball Field Project Contract 2016-03 Application for Payment #2 in the amount of \$11,722.93

Mr. Wion

Approval of Resolution 2016-R \_\_ eliminating the Special Parking Permit of Tina Vasques Galvez at 743 S. Front St.

Mr. Wion

Approval of Resolution 2016-R \_\_ establishing a Special Parking Permit for Henrietta Battle at 321 Ridge St.

Mr. Wion

Approval of Resolution 2016-R-\_\_ establishing a Special Parking Permit for Shyia Johns at 22 Adams Street

Mr. Brown

Recommendation to Submit Medical Cannabis Zoning Ordinance to County and Borough Planning Commissions

**Public Concerns:**

**Council Comments:**

**Executive Meeting:**

**Other Business:**

Recommendation to Approve Raise for Luz Pabon Based on Audit of Position

**Adjournment:**

## **Steelton Council Meeting Minutes November 21, 2016**

### **Present:**

Jeffrey Wright, President  
Maria Marcinko, Vice President  
Michael Albert  
Kelly Kratzer

Thomas Acri, Mayor  
Dave Wion, Solicitor  
Justin Mendinsky, Engineer  
Douglas Brown, Borough Manager  
Anthony Minium, Police Chief  
Amrinder Singh, Codes Officer  
Eugene Vance, Fire Chief  
Thommie Leggett-Robinson, Exec. Asst.

### **Absent with Cause:**

Brian Proctor, President Pro-Tem  
Keontay Hodge  
Michael Segina

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

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

### **Pledge of Allegiance:**

The Pledge of Allegiance was led by President Wright.

### **Moment of Silence:**

Mayor Acri led the body in a moment of silence to contemplate those things for which we are thankful and in respect of those who lost their lives in the service of their country and other loved ones.

### **Presidential Statement:**

President Wright recognized the absence of three Council Members, Mr. Segina, Ms. Hodge and Mr. Proctor. He stated that a quorum was present and thanked those members of Council for their presence.

### **Executive Sessions between meetings:**

There was no Executive Meeting between meetings.

The minutes of the November 7, 2016 Council Meeting were presented. Ms. Marcinko requested that the October 25, 2016 minutes be corrected to reflect that Resolution 2016-R-38 regarding the adoption of Non-Represented Employee Salary and Benefit Changes was unanimously passed at that meeting. Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be approved with the above correction presented. The Council voted to approve the minutes by a unanimous vote.

**Public Comment of Agenda items only:**

There was no comment from the public on agenda items.

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

Ms. Marcinko moved and Mr. Albert seconded the motion that the report for October, 2016 be approved as presented. The motion carried with a unanimous vote.

**Approval of Department Reports:**

**Fire Department and Ambulance (Written Report)**

**Police Department** - a written report was submitted for review and discussion.

Chief Minimum commented on the Police Department report. In 2016, there have been over 231 juvenile arrest as contrasted by 62 juvenile arrests in 2015. One reason for the increase in numbers is that some youth have had several arrests. So far, the number of total call for 2016 is 9266, which is 1000 over last year's total. Chief wanted to called attention to the increased numbers being handled this year.

**NEDC Committee** – No report.

**Public Works** – a written report was submitted for review and discussion.

Ms. Marcinko noted that according to the minutes of the previous she needed to call a meeting of the Safety Committee in order to handle the Quick Ticket for snow and ice that was discussed at the last meeting. Mr. Brown indicated that he and Mr. Singh have drafted something to present to the group for review and discussion. President Wright reminded those present that he turned that proposed Codes change over to Public Safety Committee to bring back to the Council.

**Codes Department** – a written report was submitted for review and discussion.

Mr. Singh made remarks regarding the Codes Department report. In the month of October, the codes office issued eleven permits, five stop work orders, six citations, attended 10 court hearings, inspected 44 rental units, issued 17 rental license certificates, checked 405 properties checked for quality of life issues, issues 125 public safety warning notices, issued 42 Quick Tickets, 72 notices of violations and condemned one property. Also during the month of October the Codes Department conducted special sweep of the 90 properties located on Swatara Street. The focus of the inspections was on external building and public safety issues. During the sweep, 54% of the properties inspected received violation notices and 24% received quality of life warnings or quick tickets. There are 118 properties in pre-foreclosure or foreclosure, which is an increase since last month. In reviewing these properties, it was noticed that banks and registration companies have not filed registration fees to the Borough as required. At this point, the \$13,000 is owed the Borough. The Department is in the process of sending notices to the banks and receiving agencies requesting immediate compliance or prepare to handle the next step in the collection process. The application

for the ResCare Program has been submitted and there has been an increase in the response and payment of Quick Tickets.

### **Mayor's Report**

Mayor Acri expressed his concerns by asking a question regarding the status of the fire hydrant on Second and Walnut Street. Ms. Marcinko stated that she had spoken to Chief Vance regarding that fire hydrant and the plan is to remove it. The Mayor asked if there was sufficient coverage for the area. Chief Vance and Ms. Marcinko listed several hydrants, including the one at the Post Office, on Walnut and Elm Streets. There is sufficient coverage in the area with another hydrant within 100 feet of one scheduled for removal. Mayor Acri noted that insurance companies take the location of fire hydrants into consideration when determining the cost of property insurance.

### **Borough Manager's Report**

Mr. Brown made an oral report and started with the General Fund. At the beginning of October with \$1.5 million in the fund and ended the month with \$1.45 million. The Departments have been operating on a spending freeze, except for essential items. The Borough is moving toward the lean time of year between now and 2017 tax revenues begin. The sewer fund began October with \$3.2 million and, with incoming revenue is currently reported as \$3.4 million.

On October 25, 2016 a summary of the 2017 Projected Budget was placed on the Borough website and copies are available in the Borough office, thereby giving persons in the community the opportunity to review. The Budget Ordinance is being prepared for advertisement prior to the adoption of the Borough Budget and consideration at the December 5, 2016 Council Meeting. Staff has been working with the utility sewer and water receivable accounts in order to bring those accounts up to date. Projects will be discussed by Mr. Mendinsky. Demolition of the shed on the Baseball Field will be completed the week of November 28<sup>th</sup>; Front Street Sewer Line work will begin the week after Thanksgiving. The work will be conducted overnight, with notification being given to all property owners in the area. The Christmas Tree Lighting is scheduled for December 6, 2016 at 6:30 p.m. in front of Borough Hall. Lights across the street from Borough Hall have been repaired. Mr. Brown is scheduled to make a presentation before the Gaming Grant Commission this evening at 8:00p.m. regarding the Community Center Project.

Mr. Albert moved and Ms. Marcinko seconded the motion that the Department Reports be approved as presented. Ms. Marcinko verbalized concern over the response time of the EMS. She noted that there were five Advanced Life Support calls with response calls over ten minutes, with the longest time being 22 minutes. This is a long time for a person to wait for life support. Ms. Marcinko suggested contact be made to the Swatara base to see if times can be improved. The President called for a vote and Council approved the motion unanimously.

### **Presentations:**

There were no presentations made during the meeting.

### **Communications:**

BNY Mellon sent a report featuring the 2016 Capital Market Return Assumption Highlights.

Dauphin County Tax Claim Bureau sent a letter regarding a Repository Bid made on 204 Adams Street. The Solicitor noted that a response is required on a repository bid, therefore the Council should vote on whether or not to accept the bid. Mr. Albert moved and Ms. Marcinko seconded the motion that Council accept the bid of \$1,610.00 made by DC Investments, LLC. The motion was unanimously passed.

KU Resources, Inc., as representatives of Dura-Bond Pipe, LLC, notified the Borough that Dura-Bond will submit an application for a Minor Operating Permit Modification which will set a ceiling on allowable annual emissions of volatile organic compound with no changes in their current operation.

Dauphin County Office of Assessment Certification of 2017 Real Property (Taxable) Assessment for Steelton Borough reflects adjustments in property assessments as a result of additions to and deletions from the assessment total, as well as and catastrophic loss adjustments as determined by information available during the November 10, 2016 Board meeting. The Borough of Steelton's Certified 2017 Real Property Assessment total is \$143,677,400.00.

### **Unfinished Business:**

Ms. Marcinko noted that there was a vacancy on the Steelton Community Foundation Board and she recommended the vacancy be filled by the re-appointment of Ms. Barbara Lane for a term indicated in the by-laws of the Foundation. Ms. Marcinko moved and Mr. Albert seconded the motion that Ms. Lane be approved and appointed to the Steelton Community Development Foundation Board. The motion was unanimously passed by the Council.

### **New Business:**

Mr. Medinsky, Engineer from HRG presented the Sanitary Sewer Contract 2016-01 Application for Payment # 6 in the amount of \$60,952.41. Mr. Albert moved and Ms. Kratzer seconded the motion that the payment be approved. The motion carried by a unanimous vote of Council.

Mr. Mendinsky presented Storm Sewer, Contract 2016-02 Application for Payment #6 in the amount of \$63,563.45. Mr. Medinsky reiterated that the project is funded by CDBG – Disaster Relief funds. Ms. Albert moved and Mr. Marcinko seconded the motion that the payment be approved. The Council casted a unanimous vote supporting the motion.

Mr. Mendinsky presented the Midget Baseball Field Project Contract 2016-03 Application for Payment #2 in the amount of \$11,722.93. Ms. Kratzer moved and Mr. Albert seconded the motion that \$11,722.93 be paid to Steele City Contracting, LLC for work on the Midget Baseball Field Project. The motion was passed by a unanimous vote of Council.

Mr. Wion requested approval of Resolution 2016-R- 39 eliminating the Special Parking Permit of Tina Vasques Galvez at 743 S. Front St. Mr. Albert moved and Ms. Marcinko seconded the motion that the Resolution be passed as presented. The Council passed the motion with a unanimous vote.

Mr. Wion requested approval of Resolution 2016-R -40 establishing a Special Parking Permit for Henrietta Battle at 321 Ridge St. After the presentation for adoption of the motion by Ms. Marcinko and a second to the motion by Mr. Albert. Council voted unanimously that the permit be issued.

Mr. Wion presented Resolution 2016-R-41 establishing a Special Parking Permit for Shyia Johns at 22 Adams Street to Council for approval. Approval was granted unanimously following a motion made by Mr. Albert, which was seconded by Ms. Kratzer.

Mr. Brown presented the Medical Cannabis Zoning Ordinance that was developed from a template provided by the Dauphin County Planning Commission. This ordinance prepares the Borough's Zoning Ordinances for the new business that will open under the Cannabis Medical Act, which is one of the most stringently regulated Acts in the U.S. The State will award 25 growers licenses within the Commonwealth. They will have to have close ties with the medical community, pharmacists and a research component in order to operate. Municipalities do not have anything in their ordinances to regulate business for growing or distribution. The ordinance, as prepared by Mr. Wion must be reviewed by the Steelton Borough Planning Commission and the County Planning Commission for a thirty day period. Following the review period, the ordinance will return to the Borough for a public hearing then sent to Council where the ordinance will be considered for final passage.

Mr. Wion spoke in support of the information provided by Mr. Brown. The presentation made to Council at this meeting is to begin the process of developing an ordinance to be sent to the Borough Planning Committee and the Dauphin County Planning Commission. The Tri-County Regional Planning Commission which deals with a lot of the zoning issues with municipalities in the area., has developed a recommended ordinance for consideration. The ordinance and legislation deal with four different type of areas: Academic Clinical Research Centers, Medical Marijuana growers and processers, Medical Marijuana transport vehicle services and Medical Marijuana dispensaries. The ordinance covers the specific requirements for each of the aforementioned entities. The ordinance requirements are specific to the Borough districts. For example parking, lighting, zoning requirements, location, etc. Both Mr. Singh and Mr. Brown have reviewed the proposed ordinance.

Mr. Wright asked if the issues discussed would be included in the State RFP? Mr. Wion responded that the businesses will be highly regulated by the state; however, we are determining how the businesses will operate within the zoning ordinance of the Borough. What we are looking at is a draft of an ordinance.

President Wright clarified that the Council, at this point is reviewing the Ordinance for presentation to the Borough and Dauphin County Planning Commissions. The Council voted unanimously to pass the motion to send the proposed ordinance to the Planning Commissions.

The motion was made by Mr. Albert and seconded by Ms. Kratzer.

**Public Comments:**

Dennis Heefner - 337 Swatara St. attended this meeting to apologize for his rudeness the last time he appeared before the Council. He noted that persons in the neighborhood were saying that the Borough was issuing the Quick Tickets to make money. Mr. Heefner stated that he told those persons that the Borough was not making money from its efforts to encourage persons take care of their property.

Emmuel Powell - 321 Lebanon Street expressed concern that electricity was not available to properties on the hill. He also expressed dismay about not getting information regarding the power outage in his area. Mr. Powell was assured that the information he sought regarding a power outage was handled by PPL. PPL is using a robo-calling system to notify persons when there are problem with electricity. It was recommended that he contact PPL and ensure that he is on the call list.

**Council Concerns:**

Mr. Albert thanked the citizens for coming out the meeting and for their participation in community programs.

Mr. Brown mentioned that ABC News 27 had interviewed him regarding the Skate Park and the interview should air on the news tonight. Regarding the street lights, the Police Department monitors street lighting regularly and it takes about three days to get the lights repaired. If a citizen is reporting a street light outage, they should include the pole number in their report since the additional information will facilitate more efficient repair time.

Ms. Marcinko stated that award winning journalist, the late Ms. Gwendolyn Ifill, attended Steelton-High School in 1963. Ms. Ifill died, at 61 years of age, during which time she reported the news for 30 years. Ms. Marcinko also noted concern about the lack of transparency of Verizon FIOS in their dealings with the public. Another concern is that as a Council member, she finds out about events happening in the Borough by information placed on Facebook. Ms. Marcinko asked that Borough staff develop a method of notifying Council Members about upcoming events.

**Executive Meeting:**

There was no Executive Meeting held during the November 21, 2016 Council Meeting.

**Adjournment:**

President Wright called for a motion to adjourn the meeting. Mr. Albert moved and Ms. Kratzer seconded the motion that the Steelton Borough Council meeting held November 21, 2016 be adjourned at 7:21 p.m. The motion carried by a unanimous vote of Council.