

**Steelton Borough Council Agenda  
December 19, 2016**

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

**Swearing In of William Shaub as Detective-Sergeant:** Mayor Thomas F. Acri

**Pledge of Allegiance:** President Jeffrey Wright

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

**Executive Sessions held between Meetings:** None

**Approval of Minutes from meeting:** December 5, 2016

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

- Fire Department and Ambulance (Written Report) – Year End Report
- Police Department (Written Report) – Year End Report
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor’s Report (Oral Report)
- Borough Manager’s Report (Oral Report) – Year End Report
- Steelton Community Development Foundation (SCDF) (Oral Report)

**Presentations:**

**Communication:**

Dauphin County Office of CED	CDBG-DR funds for Storm Sewer System Inspection and Cleaning – Steelton Front Street project expenditure deadline extended until 1/6/2017
Department of Labor and Industry	Consumer Price Index Adjustment of Base Amounts Bids Effective 1/1/2017
Verizon FIOS	Notification of rate increase
PA Municipal League	Announcing the December 2016 issue of League link

**Unfinished Business:**

Public Hearing (6:45 pm) Zoning Ordinance for Medical Marijuana Facilities

Mr. Wion

Approval of Ordinance 2016-\_\_\_\_\_ Providing for Zoning for Medical Cannabis Grower-Processor and Dispensary Businesses

**New Business:**

Justin Mendinsky, Engineering Report

Requesting approval of final change order with a credit of \$111,844.60 for Contract 2016-01

Requesting approval of AFP #7 in the amount of \$107,495.00

Requesting approval of closeout of Contract 2016-01 Pending receipt of all closeout documents to the satisfaction of HRG

Requesting approval of final adjustment change order in the amount of a credit of \$97,274.92 for Contract 2016-02

Requesting approval of CO#3 Final adjusting change order in the amount of a credit of \$97,274.92 for Contract 2016-02

Requesting approval AFP #7 in the amount of \$94,109.70 for Contract 2016-02

Requesting Conditional Approval for closeout of Contract 2016-02, pending receipt of all executed closeout documents to the satisfaction of HRG

Mr. Wion

Approval of Resolution 2016-R-\_\_\_\_\_ Establishing Contribution to Steelton Police Pension Plan

Mr. Wion

Approval of ResCare Agreement for Codes Internship

Mr. Brown

Authorization to Purchase Placards to Recognize Adopt-Block Participants at January Council Meeting

Mr. Brown

Introduction of LERTA Ordinance

Mr. Brown

Announcement of Gizmo's and Gadgets Program

Mr. Brown

Proposal from Sustainable Strategies DC to Provide  
Redevelopment Assistance

**Public Concerns:**

**Council Comments:**

**Executive Session:**

**Other Business:**

**Adjournment:**

## Steelton Borough Council Minutes December 19, 2016

### **Present:**

Jeffrey Wright, President  
Maria Marcinko, Vice President  
Keontay Hodge  
Kelly Kratzer  
Michael Segina

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

### **Absent with Cause:**

Brian Proctor, President Pro-Tem  
Michael Albert  
Eugene Vance, Fire Chief

### **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 in respect of those who lost their lives in the service of their country, our armed service forces who will not be home with family for the holidays and other loved ones.

### **Swearing in of Promoted Police Officer:**

Mayor Thomas Acri conducted the swearing in of the newly appointed Detective Sergeant William Shaub. Detective Sergeant Shaub was accompanied by his wife and daughter, who held the Bible for the ceremony. Mayor Acri and the persons present congratulated Detective Sergeant Shaub on his promotion. In response, Shaub thanked the Council for the opportunity to continue to serve the Borough as a 19 year member of the Police Department. He also stated that he was grateful for the confidence in his abilities as shown in his promotion and gave his commitment to do his best to meet the expectations of the office. Those present gave Detective Sergeant Shaub a standing ovation.

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

There was no Executive Session held between meetings.

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

The minutes of the December 5, 2016 Council Meeting were presented. Ms. Kratzer moved and Mr. Segina seconded the motion that the minutes be approved as presented. The Council voted unanimously to approve the minutes.

### **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:** November 2016.

Ms. Marcinko moved and Ms. Kratzer seconded the motion that the Financial Report be approved as given. The motion passed by a unanimous vote of the Council.

**Approval of Department Reports:**

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

**Police Department** (Written Report)

Chief Minium reported that although the end of the year report is not complete, the statistics for the year have exceeded last year in just about every category. Revenues for the Department are as projected and the Department is working within its budget. During the month of November the Department statistics are as follows: answered 976 calls for a total of 117 cases; 78 adults arrested; 40 juvenile arrests; the Department logged 40 7.5 hours of business, park and residence checks during 30 different checks; there was a total of 15.5 hours of foot patrols and twelve various police events were attended.

**NEDC Committee** – There was no report from the NEDC Committee, although the Ordinance for Medical Marihuana reflected the work of the Committee. The next NEDC meeting scheduled for Tuesday, December 27, 2016 at 6:30 p.m.

**Public Works** (Written Report)

In addition to the written report, Ms. Marcinko stated that nothing has changed in the way the Borough responds to snow and ice on the streets. When the streets are icy, they are salted, not plowed. The Department provides ice and snow services first on the main thoroughfares, state routes, then the hills. If there is a problem, the public should feel free to call into the Borough or to call Council members. The Public Works Committee will meet every fourth Monday of the month at 5:30 p.m. in Council Chambers.

**Codes Department** (Written Report)

Mr. Singh reported that in the month of November the Codes Department issued 6 building permits, 7 stop work orders, 89 citations, 106 warnings involving quality of life issues, and 90 Quick Tickets. Staff attended 27 court hearings, inspected 29 rental units of which 17 passed their inspection, and 6 properties were condemned. In addition to the written report, Ms. Marcinko asked Mr. Singh to explain under what conditions under which a property would be condemned. Mr. Singh explained there several reasons. The first reason comes out of the Uniform Construction Code that said property requires a Certificate of Occupancy before being occupied. The others fall under the Property Maintenance Code for example: if a property is without heat, water, or electricity and is occupied; a fire or electrical hazard; non-fire related structural damage and fire related damage, it can be condemned. He explained that the property owner is given the opportunity to correct the violations and if it is not corrected, the property is condemned in the interest of public health, safety and welfare.

**Mayor's Report** – There was no report from the Mayor's Office.

**Borough Manager's Report** – The General Fund started November with \$1.45 million dollars in the account and ended November with \$1.517 million in account. The surplus was because staff worked hard to keep expenses down. The Borough anticipates \$ 106,000 increase in revenue upon receipt of from the EPA Grant for the demolition grant work completed earlier in the year and are still waiting for

the FEMA reimbursement. The Sewer Fund is still strong, beginning November with \$ 2.8 million in the account and ending the month with a \$ 3.1 million balance.

There were administrative goals established for 2016 under which there are many accomplishments. Under the heading of:

**TRANSPARENCY:**

- 90 Right to Know Request were processed without any issues. They are being processed in an efficient manner with Ms. Leggett-Robinson and Mr. Wion working together to ensure that things are completed within the scope of the law.
- The backlog of Water Authority Minutes has been brought up to date and the minutes are posted on the website.
- With the help of Mr. Segina, the website has been updated and new features added such as the ability to file complaints on line and the availability of documents, such as ordinances and minutes are now posted for public review.
- The updating of the Codes Book is in process
- The production of hard copies of the Newsletter has been reinstated and are distributed quarterly.
- Coffee with the Crew is a new program developed to give the community the opportunity to talk with the Borough Director, Members of Council, Department heads and staff in an informal atmosphere. The program is held on the 1<sup>st</sup> Friday of each month.
- There is a concerted effort to maintain a good working relationship with the press and keep them up to date with what is happening in the Borough.

Under the heading of Office of **INTEGRITY**

- A new Police Chief was hired
- A new strategic plan was developed for the Police Department in the year of 2016
- A new Codes and Zoning Officer was hired with a goal of restructuring the administrative work of the Department
- The outstanding codes issues from 2014-15 Labor and Industry Report have been resolved
- An Employee Handbook was developed and adopted
- An Evaluation Process was developed and will be instituted in 2017
- Seven Loss Control Safety Standards were developed
- A Safety Committee has been put in place to ensure workplace safety
- Monthly and yearly inspections of all facilities will be conducted to ensure safety in the Borough.
- The Codes Office is updating its records, installing new reporting software and will begin using handheld devices for property maintenance inspections in 2017.
- Council updated and adopted the MS-4 reporting and compliance procedure policy which has been implemented and the Borough is in compliance with those requirements.

Under the heading of **PROGRESS**

- Financing from PENNVEST was secured for the Chlorine Contact Tank and Water Distribution System Improvement Project
- The Steelton Development Foundation was reactivated
- A Blue Ribbon Committee of community members has been formed
- There is an increase in the participation in and development of community events

- The Borough is working with the Dauphin County Library developing and implementing youth programs
- The Adopt – A- Block Program is working well to improve the litter problem in the Borough and more volunteers for the program are expected in 2017
- Work has begun on the New Skate Park and Midget Baseball Field Improvement Projects
- Town House Development on Adams Street Townhouse Project is scheduled to begin construction in 2017
- An area on Front Street for new business development has been cleared.
- Regular meetings with the Superintendent and operational staff of the Steelton-Highspire School District are occurring

At 6:47 p.m., President Wright called a recess of the meeting to conduct a Public Hearing on the Zoning Ordinance for Medical Marijuana. The meeting began with an opening statement presented by President Wright, who then open the floor for comments and questions.

Ms. Ina Alcendor – 103 Conestoga Street stated that she was not sure what was contained in the ordinance. Mr. Wion responded with a detailed explanation of the State Statute, why it was necessary for the Borough to have an Ordinance in place and the details of the Ordinance. He also explained that the Ordinance was modeled after one suggested by the Tri-County Planning Commission and has been reviewed and approved by both The Tri-County Planning Commission and the Steelton Borough Planning Committee. Ms. Alcendor asked where the businesses generated by use of the Medical Marijuana would be located in order not to infringe on the residents of the Borough. Mr. Wion explained that the residential area was zoned R1 and R2 and were restricted to residential use, however there were no restrictions to areas adjacent to or across the street from residences. The ordinance does not allow the marijuana processing or sales facilities to be located in areas used by schools or child care facilities, including home based facilities. Buffers must be installed if the business are located close to restricted areas.

Ms. Cheryl Powell – 321 Lebanon Street asked which type of business Steelton was interested in establishing within the Borough. The response from Mr. Brown there was no particular type of business has been targeted, The Borough is open to any business that could operate within the restrictions outlined in the local ordinance and State law. For example, the Bethlehem Steel area and property across from Front Street moving toward the river are is zoned I1. These areas could be used by medical marijuana businesses. Ms. Powell stated that she thought that area was owned by Bethlehem Steel. Mr. Brown informed her that most of the area was owned by Bethlehem Steel, however there were pockets of land that was owned by other entities.

Natasha Woods – 181 South Front Street – asked the distance determined between the business and schools. Mr. Wion stated that the State law and local ordinance state that dispensaries and growers must be at least 1,000 feet from schools and child care facilities. Ms. Woods asked if business would have appear before the Zoning Board before they could be licensed. Mr. Brown stated that they would not have to appear before the Board, they would simply have to apply for a Zoning Permit. If they already had a Zoning Permit, there would be no need for them to apply for a Special Use Zoning Permit. The business must find a location that meets the local zoning requirements, then apply to the State for a license. The order described will ensure that there will be no conflict with local zoning issues. The State of PA is only issuing 25 licenses throughout the State.

Emmuel Powell – 321 Lebanon Street asked if the Borough should have had an additional public hearing on the Ordinance because people did not know that the public hearing would be held on this date? Mr. Brown responded that the hearing was published in the Patriot News, posted on the Borough website, discussed and

recorded in the minutes at several Council meetings and the ordinance was approved by the Planning Committee.

The Council Meeting reconvened at 7:05 p.m. and the Program reports resumed.

**Steelton Community Development Foundation** - Ms. Hodge reported on the Steelton Development Foundation's activities. She reported that December 17, 2016 event was "awesome". She informed the group that on December 8, 2016 the Foundation filed a grant application seeking funds to improve the functioning of the Senior Center. Ms. Barbara Lane has joined The Foundation as a new member. The Foundation is continuing to get organized, although it is holding meetings. They look forward to getting to the point where the date and times of the meetings can be announced to the public. One of the goals is to develop a website where information will be available to the public. Ms. Marcinko asked if the Foundation was applying for a new type of grant because the Department of Aging has been providing grants to the Senior Center each year. Ms. Hodge informed the group that the Senior Center has not received any grant funds since approximately 2014 which is why it has not been able to function in the most beneficial way for area senior citizens. The Foundation has been working with both the Dauphin County and State Departments of Aging.

A motion was called to accept the Departmental Reports as presented. The motion was made by Ms. Hodge and seconded by Ms. Marcinko. The motion carried unanimously.

**Presentations:**

There were no presentations made at this meeting.

**Communication:**

The Dauphin County Office of Community and Economic Development wrote to inform the Borough that the final expenditure report for the Community and Economic Block Grant for Disaster Relief used to fund the Storm Sewer System Inspection and Cleaning – Steelton Front Street Project has been extended to January 6, 2017.

The Department of Labor and Industry wrote the Borough to present the Consumer Price Index Adjustments of Base Amount Bids which becomes effective January 1, 2017.

Verizon FIOS wrote to inform the Borough of a pending price increase. On or after March 2017, the Broadcast Fee will increase from \$2.99 to \$3.49 per month. This fee helps cover a portion of the costs local TV stations charge Verizon for their programming and is subject to change. The Regional Sports Network Fee will increase from \$5.89 to \$6.39 per month. This helps cover a portion of the costs Verizon pays to deliver professional and collegiate sports program in each local team's territory. The information about the rate increases will be sent to the customers on or after January 1, 2017.

The PA Municipal League wrote to provide information regarding the publication of the December Issue of the League Link, which is available for review at the member's only link: [pamunicipalleague.org](http://pamunicipalleague.org).

**Unfinished Business:**

Mr. Wion presented the Ordinance for Medical Marijuana which was just discussed in a public meeting. The Ordinance was reviewed and approved by both the Steelton Borough Planning Committee and the Tri-County Planning Commission. Ms. Hodge moved and Ms. Marcinko seconded the motion that the Council approve Ordinance 2016-06 which details zoning requirements for business operating under the four sections detailed

in the Pennsylvania “Medical Marijuana Act”, Act of April 17, 2016, P.L. 84 No.16 (35P.S § 10231.101 et seq.) for Steelton Borough. The motion passed unanimously.

**New Business:**

Mr. Medinsky presented the items related the close out of the CDBG Disaster Relief projects. The monetary amounts presented prior to the meeting were projected amounts and he is able to supply for corrected amounts to Council at this meeting. These actions are necessary to finalize paperwork to be submitted to Dauphin County prior to the January 6, 2016 deadline in order for final payments to be disbursed.

Mr. Medinsky requested approval of a final Change Order #3 for Contract 2016-01. The change order reflects a credit of \$111,844.60. Ms. Marcinko moved and Mr. Segina seconded the motion that Council approve the change order. The motion passed by unanimous vote.

Mr. Medinsky requested approval of Application for Payment #7 in the amount of \$146,392.16, which includes the 10% retainage called for in the contract. Mr. Segina asked if this amount included the deduction reimbursement for the extension. Mr. Medinsky responded that this amount reflects additional time, construction fees and material. Ms. Hodge moved and Mr. Segina seconded the motion that the \$146,392.16 be paid as requested. The Council passed the motion by unanimous vote.

Mr. Medinsky requested approval of the closeout of Contract 2016-01 pending receipt of all closeout documents to the satisfaction of HRG after review our Solicitor. Ms. Hodge moved and Ms. Kratzer seconded the motion that the contract be closed pending approval of HRG and the Solicitor. The motion was unanimously passed.

Mr. Medinsky requested approval of the final adjustment change order with a deduction of \$97,274.92 for Contract 2016-02. Mr. Segina moved and Ms. Marcinko seconded the motion the change order for the final adjustment be accepted. The motion was passed by a unanimous vote of Council.

Mr. Medinsky requested approval of AFP #7 in the amount of \$117,013.67 for Contract 2016-02. Ms. Kratzer moved and Ms. Marcinko seconded the motion, which was unanimously passed by Council.

Mr. Medinsky requested approval to closeout Contract 2016-02 pending the receipt of all necessary documents to the satisfaction of HRG with review by the Solicitor. Mr. Segina moved and Ms. Hodge seconded the motion that the closeout be conducted as described. The Council passed the motion by a unanimous vote.

Mr. Wion presented Ordinance 2016-R-45 which Establishes Contribution to Steelton Police Plan. This Ordinance is drafted in response to collective bargaining agreement held in March 2016 which requires that persons employed by the Police Department make a contribution to their pension plan. The ordinance fixes that contribution for the year 2017 to 5% of monthly compensation. Ms. Marcinko moved and Ms. Kratzer seconded the motion that Ordinance 2016-R-45 be passed by Council. The motion was passed by a unanimous vote of the Council.

Mr. Wion presented the ResCare Agreement for approval of the Council. Mr. Carter, from ResCare, stated that the program is designed to provide opportunities for youth to find and maintain employment. The on-the-job skill portion of the program last six weeks. Mr. Wion had the portion of the contract that requires police clearance for supervisors is not required because the person we have is over 18 years of age. Ms. Cheyenne Holmes, a young person who lives in Steelton, has been identified as the person who will work at the Borough

Codes Office. Ms. Marcinko revealed that 43 years ago, she participated in such a program and she has been a public servant for 43 years. She feels that her participation in the program laid a good foundation for her life's work of service. Ms. Hodge moved and Ms. Marcinko seconded the motion that the contract be accepted as presented. The motion passed by a unanimous vote.

Mr. Brown requested permission to purchase individual plaques to honor those persons who have spearheaded the Adopt-A-Block movement in the Borough. He requested that those persons be honored during the January Council Meeting. Ms. Marcinko moved and Mr. Segina seconded the motion that plaques be purchased and presented to Adopt-A-Block initiators during the January Council Meeting. The motion passed by a unanimous vote of Council.

Mr. Brown introduced the idea of developing a Local Economic Revitalization Tax Abatement Ordinance. There are two types of LERTA – commercial and residential. The commercial LERTA would provide for a tax abatement on new commercial development as well as improvements to existing developments on land or building for a period of up to ten years for up to 100% of the difference between the current assessed value and the new assessed value. A similar tax abatement would be available for residential improvements. This could be an important tool in the Borough of Steelton by attracting new commercial developments, improving existing commercial developments and improving residential properties. The amount of time and amount of the abatement is flexible and will depend on the decisions made by the Council. Since this was an introduction to the concept of LERTA, the Council will continue to discuss it and develop the guidelines that will apply to the Borough.

Mr. Brown presented information regarding a proposal from Mr. Matt Ward of Sustainable Strategies DC to provide Development Assistance to the Borough. Mr. Brown stated that the company could provide a "resource roadmap" and grant information. The company's work turned out to be a great asset to Camp Hill, PA. President Wright requested that Mr. Brown have the Solicitor review the proposal to ensure there were no legal issues. It was also requested that Mr. Brown arrange to have Mr. Ward make a presentation to Council at the next meeting. Ms. Marcinko, Chair of the Finance Committee stated that from a financial point of view, the proposed eight thousand dollars for the services would be money well spent weighed against the potential for growth in the Borough.

#### **Public Comments:**

Ms. Ina L. Alcendor – 109 Conestoga Street asked if it was possible for taxes to be paid on a monthly basis instead of one large payment. Mr. Wion stated that the real estate tax is a combination of Dauphin County tax and Steelton Borough tax which is based on the millage times the value of the property. At this time, there is no method available to collect the taxes on a monthly basis. The question arose, what if you were paying \$4,000 on each of two properties making a total payment \$8,000.00, what would happen if you only paid a portion of the total bill? Ms. Kratzer added that the property would be placed in a delinquent status, interest would accrue, thus increasing the tax bill. Ms. Alcendor also asked about if Pinnacle Health was the owner of the new medical facility once occupied by the Moose. The answer is no, it is owned and operated by Dr. Kambic.

#### **Council Concerns:**

Ms. Kratzer thanked persons for coming to the meeting. She stated that she would like each committee to have a Mission Statement and stick to the items included instead of planning events to gain personal accolades.

Mr. Segina thanked Mr. Medinsky for his work with the Borough. He thanked all the people for attending the meeting and thanked the Borough staff for their work.

Ms. Hodge thanked persons for coming to the meeting and for supporting the Dinner held December 17, 2016. She stated that persons worked hard to put the event together and gave a special thank you to Mr. Segina and Mr. Brown for their assistance. She stated the event was humbling for those persons involved in the execution of the event and that she appreciated the opportunity to work on the Council this year. Ms. Hodge further stated that she hoped the negativity would stop and persons could move forward in a positive manner.

Mr. Wion thanked persons for the good work that occurred during the year.

Mr. Singh was excited about the ResCare staff who will assist Codes staff in making the transition to the new system which will enable the office to work more efficiently.

Chief Minium wished everyone a Safe, Happy Holiday. He thanked the staff, Mr. Brown and Council for their work and support of the Police Department.

Ms. Leggett-Robinson thanked the Council for allowing her to work for the Borough and for their patience as she learned to do the job. She also wished the group a Happy Holiday.

Mayor Acri stated that it was not his intention to bring the group down, however he felt he must comment that a community event was held without approval of the Council. He stated that he was taught that nothing should happen without the approval of Council and that persons should follow protocol. He further stated that persons should make direct contact when discussing or announcing things that are scheduled to occur in the Borough because email is not a foolproof system. The Mayor also stated that this would be his last year serving as Mayor of Steelton.

Ms. Marcinko stated that she would not be present at the January 3, 2017 Council Meeting. She stated that she had been present through three Borough Managers and she thought this was the best year she has seen in her time on the Council. She gave kudos to Borough Manager Doug Brown, Police Chief Minium and Codes Officer Singh for the wonderful job they have done in making things happen in the community. She specifically pointed out the Police Department's work with the Community Policing Program. Ms. Marcinko thanked staff for a good year and wished all a Merry Christmas and a Happy New Year.

President Wright stated that he would be out of the country, so would not be present at the January 3, 2017 Council Meeting. He stated that he has been on the Council for a long time and has worked hard to be at every Council meeting and events in the community, but he is moving into a new phase of his life and is now working with the National Veteran's Affairs Commission, for which he has a passion. Like former Mayor Brown, he will no longer be available for events on the weekends since the Veteran's Affairs work occurs on the weekend. President Wright thanked Mr. Wion for keeping the Council out of trouble. Further, he stated that the Borough has a good core staff in place and hopes the staff will continue it's the work in the future although he will not be directly involved in the process since this his last year to serve on the Council.

**Executive Meeting:**

There was no Executive Meeting held at this meeting.

**Adjournment:**

President Wright called for a motion to adjourn the meeting. Mr. Segina moved and Ms. Marcinko seconded the motion that the December 19, 2016 meeting of the Steelton Borough Council be adjourned at 8:00 p.m. The Steelton Borough Council Meeting was adjourned by a unanimous vote.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB', written in a cursive style.

Douglas Brown, Secretary