

**Steelton Council Agenda**  
February 6, 2017

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

**Pledge of Allegiance:** President Jeffrey Wright

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

**SPECIAL RECOGNITION CEREMONY: Steelton Borough Adopt-A-Block Participants:** Mayor Thomas F. Acri

**Executive Sessions held between Meetings:**

**Approval of Minutes from December 19, 2016 meeting:**

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

- Fire Department and Ambulance (Written Report)
- \*Emergency Life Team Report for December
- 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:**

Mr. Tom Lions, UGI

Discussion of LNG Peaking Facility Project

Justin Medinsky Engineer, HRG

Engineer's Report

Mark Cobb

Request to Use Mohn Street Park as Part of Day Care

**Communication:**

Steelton NEDC/Skate Park Committee

Minutes of NEDC/Skate Park Committee Meetings

Michael J. Harris, Sr. FD	Establishment of a Funeral Home at 116 N. Front Street, Steelton, PA
Herbert, Rowland & Grubic	Meeting Minutes regarding the Midget Baseball Field
Capital Region Council of Governments	January 2017 Newsletter
Memorandum from Jerry Feaser	Petition Process for Municipal Election 2019
Lenwood J. Jones	Establishment of a Funeral Home at 24 Adams Street, Steelton, PA
BNY Mellon	Steelton Police Pension Plan Performance Report 12/31/16  4 <sup>th</sup> Quarter Report 1/26/17
PA State Association of Boroughs	PSAB Update
<b>Unfinished Business:</b>	
Mr. Brown	Update on Renaissance Row Development Project
Mr. Brown	Authorization for Mr. Wion to Prepare Transfer of Borough Parcels in North Front Street Redevelopment Zone to Steelton Economic Development Corporation
<b>New Business:</b>	
Mr. Medinsky	Approval to pay Application for Payment #5 (FINAL) for Contract 15- 2 to Lobar Associates, Inc. for the amount of \$14,921.46
Mr. Medinsky	Approval of Change Order #2 (FINAL) for Contract #15-2 to Midstate Mechanical & Electrical, LLC for a deduct in contract price of -\$6,723.00

Mr. Mendinsky	Approval of application for Payment #4 (FINAL) for Contract 15-3to Midstate Mechanical and Electrical, LLC for in the amount of \$5,325.25
Mr. Mendinsky	Approval of HRG proposal for Revised land Development Plan for the Adams Street Townhomes Development Project.
Mr. Mendinsky	Authorization to award contract for Firehouse Improvements Project, Phase II – East Coast Contracting, Inc
Mr. Wion	Resolution 2017-R_-Authorizing the Removal of a Special Parking Permit – Grace Butts at 305 S. 2 <sup>nd</sup> St.
*Mr. Wion	Resolution 2017-R-_ Appointing Members of the Steelton Borough Authority
*Mr. Wion	Resolution 2017 – R-_ Appointing Members of Zoning Hearing Board
*Mr. Wion	Resolution 2017-R-_ Appointing Members to Steelton Borough Planning Commission
*Mr. Wion	Resolution 2017 – R-_Appointing Members to Steelton Codes Appeal Board
Mr. Brown	Approval to Engage Salzman Hughes to close on Industrial Development Authority Loan for Steelton Skate Park
Mr. Wion	Approval of Engagement Letter with Caldwell & Kearns, PC
Mr. Wion	Approval of Resolution 2017-R __ Special Purpose Parking

for Lynette Stough – 3543 S. 3<sup>rd</sup> St.

Mr. Wion

Approval of Resolution 2017-R\_\_  
Special Purpose Parking  
for Alice Kitner 660 S. 2<sup>nd</sup> St.

Mr. Brown

Approval of Golden Equipment Co.,  
Inc. Repair Invoice re: Street  
Sweeper

Mr. Brown

Approval for the hiring of Paul  
Paulson as Part-Time Property  
Maintenance Officer at \$14 Per Hour

**Public Concerns:**

**Council Comments:**

**Executive Meeting:**

To review personnel and legal  
matters

**Other Business:**

Mr. Brown

Conflict Consent Letter With  
McNees Wallace

Mr. Brown

Approval of Contract Agreement  
with AFSCME Council 90

**Adjournment:**

## Steelton Borough Council Minutes February 6, 2017

### Present:

Jeffrey Wright, President  
Maria Marcinko, Vice President (via telephone)  
Brian Proctor, President Pro-Tem  
Michael Albert  
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  
Eugene Vance, Fire Chief  
Thommie Leggett-Robinson, Exec. Asst.

### 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 Tom Acri led the body in a moment of silence in respect of those who serve in the military, who have lost their lives in the service of their country and other loved ones.

**Steelton Borough Adopt-A-Block Participation Special Recognition Ceremony** was led by Mayor Acri. The Mayor thanked the participants for their active participation in improving the Steelton Community. Each of the five Block Leader was presented with a plaque which read: "2016 Inaugural Steelton Borough Adopt-a-Block Member, In recognition of your dedication to keeping Steelton Borough clean as an Adopt-a Block sponsor". Mr. William Jones, Mr. Paul Kuder, Mr. Steven Wall & Pointis, Ms. Kelly and Mr. Brian Kratzer, and Mr. Brian Proctor. On behalf of the Council, President Wright gave a special thank you to the volunteers. The audience responded with applause.

### Executive Sessions between meetings:

There was no Executive Meeting between meetings.

### Approval of minutes from previous meeting:

The minutes of the December 19, 2016 Council Meeting were presented. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes be approved as presented. The Council cast a unanimous vote 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:** December 2016. Mr. Albert moved and Ms. Hodge 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 added that he has been invited to and is participating in the Regionalization Discussions. He will keep the Borough posted on what happens in those meetings.

NEDC Committee – Mr. Proctor deferred to Mr. Brown, who stated that he will include the information from the NEDC Committee in his report and as items that require action by the Council.

Public Works (Written Report) Ms. Marcinko deferred to Mr. Brown, who stated that the next meeting of the Committee will be February 27, 2017 and the Committee will meet on a monthly basis. He also stated that they are looking into a paving and sidewalk program as well as looking to see what other municipalities are doing in this regard.

Codes Department (Written Report) – Mr. Singh reviewed the highlights in his Annual Report, including his goal to keep enforcing the Borough Codes to improve property values. Ms. Hodge stated that the Codes Annual Report was “amazing”. She thanked Mr. Singh for being transparent and stated that she learned a lot about how the Codes Department works. Mr. Segina asked if there was any reason the report could not be published on the website. President Wright stated that the copy would be posted on the website and copies will be available for review in the Codes Department and Borough manager’s office.

Mayor’s Report - Mayor Acri stated that three communities are in discussion about the consolidation issue. He stated that the Borough needs to think about consolidation of the departments in order to provide better services to the community in the future. He indicated that the Police Budget has been the same for several years and the Borough cannot continue to keep the Department at that same level because things change and the budget should also change.

Borough Manager’s Report -- Mr. Brown thanked those persons who participate in the Adopt-A-Block program. He stated that more persons are applying to join the program and he looks forward to more participation as time goes on. He stated that he has been in contact with the Chariot Companies regarding the Renaissance Row Development Project. Plans are on the table for three story mixed use building with retail business on the first floor, a 16,000 sq. ft. grocery store and 64,000 sq. ft. for businesses. Mr. Brown reported that the General Fund was performing fairly well with a year ending balance of \$1.2 million which is now down to \$1 million. The Sewer Fund is at \$2.9 million. The Skate Park Project Committee has been meeting and the minutes of the meetings is included in the packet. Finally, the Sewer Rate Study is coming to an end and some decisions will be made regarding sewer rates. He acknowledged the presence of Ms. Ryan Maxwell, who is being considered for a position on the Authority Board and extended a warm welcome her.

President Wright commented that he has seen five Codes Officers during his tenure on the Council and this was the most thorough report he has ever seen. He also stated that the report should be made available to the public so they can see the new direction in which the Borough is going under new leadership. The idea of consolidation is one to be considered. The majority of the budget is the Police Department, while efforts are made to keep the budget down, we will have to look at some other things.

The President called for a motion to accept the Departmental Reports as presented. The motion was made by Mr. Proctor and seconded by Mr. Albert. The motion passed unanimously.

## Presentations:

Following consultation with the Solicitor, the presentation scheduled to be made by Mr. Tom Lions from UGI has been redirected to the Water Authority Board.

**Engineer's Report:** Mr. Mendinsky presented the Engineer's report making the following points:

- The Harrisburg & Pine Streets Utility Improvements Project has been completed. The final payment on the project will be presented later in the meeting.
- Phase One of the Fire House Improvement Project has been completed and final payments on this phase of the project will be presented for action later in the meeting. Nine bids were received for completion of Phase Two and a recommendation will be made to the Council later in the meeting.
- Storm & Sanitary Sewer Inspection & Cleaning Project has been completed and the payment request has been forwarded to Dauphin County for final payment from the grant funds.
- Midget Baseball Field Project has been started. The ground has been prepared for the pre-fabricated building installation, pending Building and Zoning Permit issuance from Swatara Township. During the demolition work, non-salvageable items have been removed from the property and assessment for the presence of asbestos has been completed. The company has also submitted information regarding the installation for new fencing. The goal is to have the baseball field ready for use during the 2017 baseball season.
- Mulberry Alley & Bessemer Street Sanitary Sewer Project is not yet complete. There are a few items that must be completed, with the hope that the project will be completed by Spring 2017. Mr. Segina asked when it was discovered that pipes were so damaged that they needed to be replaced. Mr. Mendinsky stated that it was discovered during the construction phase.
- The Mohn Street Tot Lot Project design was completed and advertisements for bids have gone out and deadline for submission is February 15, 2017. The Project Manual is complete and has been provided to Mr. Brown. This project is funded by the Dauphin County Greenway, Trails and Recreation Grant Program. Ms. Hodge asked what type of filler will be used on the Tot Lot. Mr. Mendinsky reported that a mulch like material will be used.
- Skate Park Project is an ongoing project. Several designs have been completed and the bid announcement will be posted February 13, 2017 with the final date for submission March 15, 2017. Since there are several design possibilities, a separate bid must be submitted for each design.

Mr. Albert moved and Ms. Kratzer seconded the motion that the Engineer's Report be accepted as given. The Council approved the report by a unanimous vote.

Mr. Mark Cobb approached the Council requesting approval to have full access to the Mohn Street Park for use by the Achievement Academy Child Development Center, which is located in one of the buildings at New Hope Living Baptist Church. The State Regulations require the center to have both indoor and outdoor play space. They do not need to own the outdoor space but must have access to an outdoor play area. Ms. Hodge asked the hours of operation of the Academy. Mr. Cobb explained that the Academy is scheduled to operate Monday through Friday from 6:30 a.m. to 6:00 p.m. and the State requires the children have one hour morning and one and one-half hours afternoon outdoor play. They would not need to use the park all day, neither would they need exclusive rights to the park during the time they use the park. Mr. Cobb stated that they needed a letter with a seal stating that the Academy has access to the park. Mr. Proctor, Ms. Hodge and Solicitor Wion had questions regarding what is meant by access, insurance issues. Mr. Cobb anticipated opening the Academy in March or April. He has been working with an architect and Mr. Singh regarding obtaining an Occupancy Permit. Chief Minium stated that the Police should be included in the planning since

this involves the use of a hazardous foot path. He also expressed concern about the need for a police presence at the park during the times the Academy is there. President Wright instructed Mr. Wion, Mr. Cobb, Mr. Proctor and Mr. Segina meet to discuss the issue and bring a recommendation to the next scheduled Council Meeting.

#### **Communication:**

Steelton NEDC/Skate Park Committee shared the minutes from their last two meetings. The Committee is considering the design of the park, park rules, possible events (local, regional and national) and other things that will affect the safety of the skaters and the success of the park.

Mr. Michael J. Harris, Sr. wrote to inquire about opening a Funeral Home at 116 N. Front Street. When questioned about the location, Mr. Brown stated that that area was included in the Renaissance Row area and a Funeral Home is not included in that plan.

Herbert, Rowlands & Grubic sent a copy of the minutes of their meeting with the contractor regarding the Midget Baseball Field.

The Capital Region Council of Governments sent a copy of their January Newsletter.

Mr. Jerry Feaser sent information regarding the time frames for those persons applying to be considered for positions in the Municipal Election.

Mr. Lenwood H. Jones inquired about re-opening the Funeral Home located at 24 Adams Street. Mr. Proctor stated that he had talked with Mr. Jones about his interest in the property. Mr. Jones has an appraisal of the outside of the building. He is planning to come to Steelton in order to arrange an indoor appraisal, which will determine his continued interest in re-opening the building.

BNY Mellon sent the December 13, 2016 Performance Report and the Fourth Quarter Report on the Steelton Police Pension Plan. Both report that the plan is doing well.

The Pennsylvania State Association of Boroughs sent an update on legislation and actions taken by members of the Association.

#### **Unfinished Business:**

Mr. Brown reported on the progress being made on the Renaissance Row Development Project. He stated that he is continuing to work Chariot from Philadelphia is working with the Borough on the design of the project.

Mr. Brown requested the Council authorize Mr. Wion to work with the attorney for the Steelton Economic Development Corporation to develop an agreement regarding the transfer of property (approximately 7-8 acres) on North Front Street Redevelopment Zone. Once an agreement is reached, a Resolution will be prepared for presentation to Council for approval of the transfer. The transfer is necessary to facilitate the sale of the land to Chariot for redevelopment. Mr. Proctor moved and Ms. Hodge seconded a motion to authorize Mr. Wion to proceed to complete the groundwork for the transfer. The Council passed the motion by a unanimous vote.

#### **New Business:**

Mr. Mendinsky requested approval to make the final payment to Lobar Associated, Inc. since they have satisfactorily completed the work required by Contract 15-2. The final payment is \$14,921.46. Mr. Albert

moved and Mr. Proctor seconded the motion that the final payment be made to Lobar Associates, Inc. The motion passed by a unanimous vote of the Council.

Mr. Mendinsky requested approval of the final change order for Contract 15-3 for Midstate Mechanical & Electrical, LLC to reduce the contract by \$6,723.00. Mr. Albert moved and Ms. Hodges seconded the motion to make the final change as requested. The Council approved the motion by a unanimous vote.

Mr. Mendinsky requested approval of the final payment of \$5,325.25 to Midstate Mechanical & Electrical, LLC. The company has fulfilled all the requirements of Contract 15-3. Ms. Kratzer moved and Mr. Albert seconded the motion to make the final payment to Midstate Mechanical & Electrical, LLC. The motion was made by Ms. Kratzer and seconded by Ms. Hodge. The Council voted unanimously to pass the motion.

Mr. Mendinsky supported by Mr. Bill Swan, requested the approval of the HRG proposal for the Revised Land Development Plan for the Adams Street Townhomes Development Project. An application has been made to the Zoning Board to clear up any zoning issues. Ms. Hodge asked when the project would begin. Mr. Swan stated that there is other work that must be completed before they can actually begin construction, so it may be three months. Mr. Brown suggested that it may be longer than three months. Mr. Segina is concerned about parking for the residents. The original plan called for driveways for each townhouse and that is not included in the current plan. There was a lot of discussion regarding this issue. The plan includes off street parking, however, financial issues must be considered before the final plan is set. There was also discussion about the resolution of the water problem including a possible spring. That also has to be resolved. The President determined that a meeting with all project partners be held to discuss and answer questions. Mr. Proctor suggested, instead, that Mr. Lenker be called into Executive Session of Council so that all could participate. President Wright agreed to accept Mr. Proctor's suggestion. Mr. Albert moved and Mr. Segina seconded that motion that Council approve the HRG proposal for the Revised Land Development Plan for the Adams Street Townhomes Development Project. The motion passed by a unanimous vote of Council.

Mr. Mendinsky requested authorization to award the contract for Phase II of the Firehouse Improvements Project to the lowest bidder, which was East Coast Contracting, Inc. of New Cumberland, PA. Mr. Proctor moved and Mr. Albert seconded the motion that East Coast Contracting, Inc. be awarded the contract for \$ 54,700.00. The motion was passed by a unanimous vote of the Council.

Mr. Wion requested approval of what would become Resolution 2017-R-1 which will eliminate the Special Purpose Parking Permit of Ms. Grace Butts which is located at 302 South Second Street in Steelton, PA. Mr. Albert moved and Ms. Kratzer seconded the motion that the permit be eliminated. The Council cast a unanimous vote in support of the motion.

Ms. Hodge requested a voice vote on the Resolutions involving Board membership because she needed to abstain of some of them. Her request was granted.

Mr. Wion requested approval of what would become Resolution 2017-R-2 which confirms the membership of the **Steelton Authority Board** and their term limits. The recommendation is:

Ryan Maxwell, term ending December 31, 2021

Kathleen Handley, term ending December 31, 2020

Michael Segina, term ending December 31, 2018

Alan Ausman, term ending December 31, 2017

Thomas F. Acrí, term ending December 31, 2017

By unanimous voice vote, the Resolution was passed. Ms. Hodge raised a question regarding a possible conflict of interest by Mr. Segina voting since he is listed on the ballot. Our solicitor stated that there was no

reason he could not vote, even though his name was on the ballot. He explained that Mr. Segina could vote because he is receiving no compensation for his participation on the Board.

Mr. Wion requested approval of what would become Resolution 2017-R-3 which confirms the membership of the **Steelton Zoning Hearing Board**. Listed on the ballot were:

Robin Kissler, term expires December 31, 2018

Michael Rozman, term expires December 31, 2017

Brandon Flood, term expires December 31, 2019.

By voice vote Council accepted the resolution with a vote of 6 to 1, Ms. Hodges abstained.

Mr. Wion requested approval of what would become Resolution 2017-R-4 which confirms the membership of the **Steelton Planning Commission**. The ballot included:

Dennis Heefner, term expires December 31, 2017

Richard Moore, term expires December 31, 2018

William Jones, term expires December 31, 2017

Michael Segina, term expires December 31, 2017

Emmuel Powell, term expires December 31, 2017

By Voice Vote, the Council unanimously approved the Resolution.

Mr. Wion requested approval of what would become Resolution 2017-R-5 which approves membership of the **Codes Hearing Board**. The ballot included:

Dennis Heffner, Gene Vance, William H. Jones, Michael Segina and Emmuel Powell. These persons are appointed until a member resigns, dies or is removed by Council. The Codes Hearing Board may be increased as persons show interest in participating on the Board.

By Voice Vote the Resolution passed Council with a 6 to 1 vote. Ms. Hodge cast the dissenting vote.

Mr. Wion requested the Council approve the revised Engagement Letter between Caldwell & Kearns, PC and the Borough. Caldwell & Kearns, PC is the law firm that employs our Solicitor, Mr. Dave Wion. The revision increases the monthly compensation from \$3,250.00 to \$3,950. Ms. Kratzer moved and Ms. Marcinko seconded the motion that the Engagement Letter be approved. The Council supported the motion by a unanimous vote.

Mr. Wion requested the Council approve what would become Resolution 2017-R-6, which approves Special Purpose Parking for Ms. Lynette Stough at 3543 South Third Street, Steelton, PA. Mr. Albert moved and Ms. Kratzer seconded the motion to honor the request. The motion was passed by a unanimous vote of the Council.

Mr. Wion requested Council approve what would become Resolution 2017-R-7, which approves a Special Purpose Parking Permit for Ms. Alice Kitner, 660 South Second Street, Steelton, PA. Mr. Albert moved and Mr. Proctor seconded the motion that the Resolution be approved, which Council did by unanimous vote.

Mr. Brown requested Council approve payment of the invoice presented by Golden Equipment Co., Inc. for repair of the Street Sweeper. The request was for \$ 5,216.00. Mr. Albert moved and Mr. Segina seconded the motion to approve the payment of the invoice. The motion was unanimously passed by the Board.

Mr. Brown requested the Council approve the employment of Mr. Paul Paulson as Part-Time Property Maintenance Officer effective February 8, 2017 for 30 hours a week at a salary of \$14.00 per hour with an increase to \$15.00 per hour pending completion of his Property Management Inspector licensing

requirements. Mr. Albert moved and Mr. Proctor seconded the motion supporting Mr. Paulson's employment. The Council passed the motion with a unanimous vote.

**Public Comments:**

Mr. Emmuel Powell – 321 Lebanon Street, Steelton, PA asked Council if the water is safe. Ms. Kratzer stated that the water emergency was in Duncannon, not Steelton. Mr. Powell asked about the first proposal for the Adams Street Townhomes which incorporated parking spaces under the townhomes. Mr. Wion responded that the previous plan was discarded and new plan developed which eliminated those parking spaces.

**Council Concerns:**

Ms. Kratzer thanked everyone for attending the meeting. She stated that it "was nice to see a full house".

Mr. Segina stated all the information from 2016 has been posted on the website. He would like to meet with Mr. Brown regarding the cost of printing the agenda packet for Council and other Boards and Committees. It was acceptable to the Council that Mr. Segina work with Mr. Brown to determine the cost and report back to Council. Mr. Wright noted that it is a financial issue that must be considered.

Wright announced that there would be an Executive Session following the Council Concerns portion of the agenda.

Ms. Hodge thanked persons for coming to the meeting. The Steelton Redevelopment Corporation will meet February 14, 2017 in Council Chambers at 4:00pm. It is the plan to have completed the by-laws so they can be presented to Council at the February 21, 2017 meeting. Ms. Hodge stated that she cast a negative vote because she feels that it is not fair for one Council member to sit on a lot of Committees. Other Council members should be given the opportunity to serve.

Mr. Proctor thanked persons for attending the meeting. He also thanked his colleagues for their patience as he fulfilled his responsibilities during the basketball season. He stated that he did make the effort to be informed during his absence from Board meetings by checking in on a regular basis.

Mr. Wion wished everyone a Happy Valentine Day.

Chief Minium stated that the Police Department had telephone problems that have now been corrected. Mr. Brown commented that he has had conversation with the Finance Committee regarding phone/internet issues.

Ms. Marcinko wished the group Happy New Year since this is the first meeting of the year. She congratulated Mr. Singh on an extraordinary final report, thanked Chief Minium for keeping the finances of the Police Department down and thanked Mr. Brown for his continued good work. Ms. Marcinko requested that Mr. Brown and Mr. Singh get the Landlord Tenant Reports caught up before the end of the first quarter. President Wright supported her request.

President Wright stated that the Council has a Vice President and Pro Tem so the absence of either of those persons should not prevent the Council from meeting. Mr. Wright shared that he is experiencing some serious health problems, which is why he is not seeking another term on the Council.

Neither Mayor Acri, Mr. Albert, Chief Vance nor Mr. Singh had comments.

**Executive Meeting:**

President Wright called for a recess of the meeting at 8:07 p.m. so Council could move into an Executive Meeting to discuss legal matters and personnel matters.

The Council Meeting was re-convened at 8:38 p.m.

Ms. Marcinko moved and Ms. Hodge seconded the motion that the Council approve what will become Resolution 2017 – R- 8 accepting the Contract Agreement with AFSCME Council 90. The motion was approved by unanimous vote of the Council.

Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Brown be authorized to send a \$700.00 refund to Steven Jackson, Jr. for a vehicle purchase. Council approved the motion by a unanimous vote.

Mr. Segina moved and Ms. Hodge moved that the February 8, 2017 Steelton Borough Council Meeting be adjourned at 8:43 p.m. The Council cast a unanimous vote adjourning the meeting.

Respectfully Submitted,



Douglas Brown, Secretary