

Steelton Borough Council Agenda

June 5, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings:

Approval of minutes from previous meeting -

May 15, 2017

Public Comment of Agenda items only:

Swearing in of Officer Cody Webster

Mayor Thomas F. Acri

Communication:

Steelton Senior Center

Invitation to Senior Center Open House on June 15th

Department of Conservation and Natural Resources

Post Completion Site Inspection Report – Bailey Street Park/Municipal Park

RBC Capital Markets

Notification of Conflict of Interest Regulations

Dauphin County DCED

Community Flood Vulnerability Letters

Unfinished Business:

Mr. Acri

Resignation from Mayors Position

New Business:

Mr. Brown

Firehouse Project Contract 2016-04: Recommend payment of Application for Payment No. 1 to East Coast Contracting in the amount of \$45,728.76

Mr. Brown

Skate Park Project Contract 2017-01: Recommend Payment of Application for Payment No. 1 to Arment

Concrete, LLC in the amount of \$30,699.00

Mr. Brown

Change Orders proposed by Arment:

- Change Order No. 1: \$5,000
- Change Order No. 2: No cost change
- Change Order No. 3: No cost change
- Change Order No. 4: \$2,000

Mr. Brown

Authorization to Allocate \$168,000 from Sewer Reserve Fund to Washington Street Sewer Rehabilitation Project

Mr. Proctor

NEDC Recommendation: Establish Adopt-a-Park Program

Mr. Proctor

NEDC Recommendation: Approve ResCare Summer Internship for Beautification Projects

Mr. Proctor

NEDC Recommendation: Establish a Borough Facebook Page

Mr. Proctor

Update: Action Items for 24-26 Adams Street

Mr. Brown

Update on Spruce Street Lights/Lighting

Mr. Brown

Resignation of Paul Paulsen from Property Maintenance Officer Position

Mr. Brown

Update on Comcast Installation

Mr. Brown

Approval of Quote to Fix Mortar on Borough Building Roof

Mr. Minium

Approval to Replace Police Vehicle
1624 (Included in 2017 budget)

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Council Meeting Minutes

June 5, 2017

Present:

Jeffrey Wright, President	Thomas Acri, Mayor
Maria Marcinko, Vice President	Dave Wion, Solicitor
Brian Proctor, President Pro-Tem	Justin Mendinsky, Engineer
Michael Albert	Douglas Brown, Borough Manager
Kelly Kratzer	Bruce Hulshizer, Engineer
Michael Segina	Anthony Minium, Police Chief
	Eugene Vance, Fire Chief
	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge Douglas Brown Amrinder Singh

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 Jeffrey 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 and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the previous meeting: May 15, 2017

Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Recognition Ceremonies:

Mayor Acri called for **Officer Cody Webster** to come forward. Officer Webster was officially sworn in on January 25, 2017, however, it was done following an Executive Session of Council. Mayor Acri stated that the Borough wanted to provide an open ceremony to publically acknowledge the hiring of Officer Webster. Officer Webster repeated the Oath for Police Officers. Following the ceremony, Officer Webster thanked his family and fellow officers for supporting him by attending the ceremony. Chief Minium stated that Officer Webster has done a tremendous job during his short tenure as an Officer in the Steelton Police Department. He has made great strides in his work with the community, particularly the young people.

Mayor Acri called forth former Councilperson **Denae House**. On behalf of the Borough, the Mayor recognized her (with a plaque) for the four year term she served on the Council and encouraged her in her bid for a two

year term, to be determined in the November election. He also acknowledged her work with youth in the community. Ms. House thanked the Borough and Mayor for the plaque.

Communications:

The Borough received a flyer advertising the June 15, 2017 Open House and Health Fair of the Steelton Senior Center. The Center is located at 900 Cumbler Street. The Open House, which will take place from 9:00 am to 3:00 pm., will include information on Nutrition, Exercise, Insurance and Wellness Activities. The program is designed for persons aged 55 and over however all are welcome. For further information please call 717-649-0136.

The Pennsylvania Department of Conservation and Natural Resources wrote to inform the Borough, that because it has received funding through participation in the Land and Water Conservation Fund State Assistance Program, a “post completion “inspection was conducted May 16, 2017. The report stated that there were no issues noted at the Bailey Tot Lot. However, a permanent LWCF sign, including the logo, was not posted at Municipal Park. The Borough is to post the sign immediately.

RBC Capital Markets provides services to Steelton Borough by acting as its agent for making or advising on certain funds. The company wrote, in compliance with April 2016 United States Department of Labor, to confirm “it will not be considered an ‘investment advice fiduciary’ with respect to the Borough or its covered accounts.

Dauphin County Department of Community & Economic Development wrote the Borough to inform it that the properties located at South Front Street, Christian Street, Trewick Street and North Front Streets are located in areas identified as Community Flood Vulnerability areas.

Unfinished Business:

There was no unfinished business.

New Business:

In Mr. Brown’s absence, Council President Wright introduced the request from HRC to approve the Application for Payment #1 to East Coast Contracting for work completed on the Fire House Project, Phase II. The request for payment from grant funds is \$45,728.76. Mr. Albert moved and Mr. Proctor seconded that Council approve the payment. The motion carried by a unanimous vote of Council.

In the absence of Mr. Brown, President Wright presented the request from HRG that Council approve Payment #1 to Arment Concrete, LLC for work done on the Skate Park Project. The amount requested is \$30, 699.00. Mr. Proctor moved and Ms. Kratzer seconded the motion that the Council approve payment. The motion carried by a unanimous vote of the Council.

In the absence of Mr. Brown, President Wright explained the request from Arment Concrete, LLC for approval of Change Orders to the Skate Park Project. These changes are requested in response to the review and comments received from other companies that have built Skate Parks. The changes will improve the flow and quality of the Park. There are four requested changes of which there is no cost involved for two and the other two request will cost \$5,000 and \$2,000 respectively. Ms. Marcinko asked Mr. Segina if the changes had been discussed with the Skate Park Committee. He responded that it had not been discussed with the Committee, however, he stated that there was no problem with the changes and the funds are available and within budget limits. Mr. Albert moved and Mr. Proctor seconded the motion that the changes to the Skate Park be approved. The motion was carried by a unanimous vote of Council.

After presentation from President Wright, Ms. Marcinko moved and Mr. Albert seconded the motion to authorize the allocation of \$168,000 from the Sewer Reserve Fund to the Washington Street Sewer Rehabilitation Project. The motion carried with a unanimous vote of Council.

Mr. Proctor introduced a request from the NEDC Committee that the Borough establish an Adopt-A-Park Program. This program would function like the Adopt-a-Block Program, except only business, churches and organizations will be allowed to participate. This is a reasonable selection of persons to approve to for the Adopt-A-Park Program because of the size and scope of the Borough's Parks. Ms. Marcinko asked if this project will assist the Department of Public Works to which Mr. Proctor answered that it would help with keeping the park clean but the Department will still be responsible for general maintenance duties. Mr. Wion asked about the rules and regulations of the project. Mr. Proctor responded that they would mirror the ones used with the Adopt-A-Block Program. Mr. Segina interjected that Mr. Brown has a handbook which contains rules and regulations. Mr. Albert moved and Ms. Kratzer seconded the motion to establish an Adopt-A-Park Program. The motion carried by a unanimous vote of Council.

Mr. Proctor introduced a request for approval from the NEDC Committee for the establishment of the ResCare Summer Intern for Beautification Project. Since the Borough already has a person from the ResCare program working in the Codes Department, the process for application and hire has already been established. Mr. Albert moved and Ms. Marcinko seconded the motion that the Borough participate in the ResCare Internship Program with the caveat that responsibility for managing the program be handled by Mr. Brown. The motion was approved by a unanimous vote of Council.

Mr. Proctor introduced a request for approval from the NEDC Committee for the establishment of a Facebook page for the Borough. Mr. Segina explained his understanding of the legal issues following his consultation with Mr. Wion. Issues to be considered include not stepping on First Amendment Rights by removing post, ensuring that no quorum of Council is met during "conversations" on the page, the need for an administrator. After a discussion regarding the administration, legalities and rules, it was determined that this request be tabled until Mr. Brown is present to participate.

Mr. Proctor reported that there were some issues with completion of the transfer of the 24-26 Adams Street Project. The matter is once again tabled, pending completion of the required actions.

The discussion regarding the update on Spruce Street lighting was deferred until Mr. Brown is present to bring the information to Council.

In the absence of Mr. Brown, President Wright presented the resignation of Paul Paulsen, Property Maintenance Officer, from the Codes Department. Mr. Paulsen requested that his resignation become effective June 8, 2017. Mr. Albert moved and Mr. Kratzer seconded the motion that the resignation be accepted with the understanding that Mr. Brown will send an appropriate response to the letter and begin advertising the open position immediately. Council unanimously passed the motion.

Discussion regarding the Comcast Installation was tabled until Mr. Brown can make the presentation to Council.

President Wright explained that the mortar was loose on the roof of the Borough Building roof. Mr. Albert moved and Mr. Kratzer approved the motion that advertisement be sent out to begin the bid process. The motion passed by a unanimous vote of Council.

Chief Minium requested Council approve the purchase of an automobile for the Police Department. The Department has been involved in two accidents, which were not the fault of the Officer driving the vehicle, but cost the Borough roughly \$8,000.00 because the persons who were responsible for the accidents did not have insurance coverage. The cost of the accidents and maintenance has left about \$3,000.00 of the budgeted amount available for use. The fleet for the Department was downsized last year with the anticipation of adding a vehicle in 2017. The automobile slated for replacement is a 2010 Dodge Charger (Car 1624) with a recorded 91,000 miles and cost of maintenance in the past year of about \$8,000.00. The cost includes a new transmission, heating system and new brakes.

Chief has received two quotes, one from Rapid Response 911 which is about a two hour round-trip drive from Steelton. Their bid was \$41,654.00 for a vehicle which is totally equipped with all the lights and everything needed for the vehicle, except a camera system, computer or radio. Those latter pieces of equipment will be retrieved from the Charger and placed in the new vehicle. The second quote was from 10-8, a company that has not been used in the past. Their quote is \$40,370 for the same vehicle with the addition of a printer so that the Officer can immediately print an e-ticket. This company will come to Steelton to pick up the vehicle for servicing. Chief Minium is requested approval to purchase the vehicle from 10-8 for \$40,370.00 which is less than budgeted replacement price of \$45,000. Mr. Wion asked if the bidding process was used. Chief Minium stated that the acquisition was not placed for bid, but came through Costars, which is the collective purchasing agency used by municipalities for such purchases. Mr. Proctor moved and Mr. Segina seconded the motion that the Council approve the purchase of a new vehicle for the Police Department. Ms. Marcinko asked if the Department was going to lease vehicles. Chief Minium responded in the negative stating that leasing actually doubles the actual cost of the automobile and the Department has experienced a lot of problems, especially with Chevrolet automobiles. The motion was carried by a unanimous vote of Council.

Chief Minium reported that Car number 1629, a 2013 Chevrolet Capris with 50,000 miles, needs a new motor. There has been a problem working with Sutliff Chevrolet in regards to this vehicle. He is requesting permission to replace the motor if it can be done under the \$45,000 budget or if over that amount, keep Car # 1624 and replace it in the future. Mr. Proctor asked where others are purchasing their trucks. Chief responded that they purchase from New Holland Auto Group, a company that uses factory warranted parts. The Chevrolets in the fleet came from Sutliff Chevrolet and are no longer covered by warranty. Those vehicles were paid off last year. Chief is requesting permission to purchase a Ford Interceptor SUV. Mr. Albert moved and Mr. Proctor seconded the motion authorizing the Police Department to explore the purchase of a Ford Interceptor SUV if the cost is under \$45,000. The motion passed with a unanimous vote of Council.

Council President Jeffrey Wright read the resignation letter from Mayor Thomas F. Acri. The letter stated that he was resigning his position as the Mayor of Steelton Borough, effective immediately, because his family is moving outside the Borough limits. He thanked the Borough for the opportunity to serve and stated that he is available if he is needed.

Council Vice President Ms. Marcinko presented Mr. Acri with a plaque which read, "In recognition of the Honorable Thomas F. Acri for his dedicated service to the Borough of Steelton. Mayor 2001-2017, Councilman 2000-2004, Fire Battalion Chief – Steelton Fire Department". President Wright made remarks about the development of a good working relationship with Mr. Acri. He partially attributed their amicable working relationship to spending time outside Council Chambers together. President Wright encouraged the current and future Council to spend time together in an informal atmosphere where understanding and good relationships can grow.

Mr. Acri thanked the Borough Council for its work. He stated that he was pleased that projects that were conceived in 2006 are now coming to fruition. He is encouraged that the Borough has an opportunity to be revitalized and that it is moving toward that end. He encouraged the people to invest in the youth so that they will grow to love and take care of the Borough.

Through Chief Minium and the President of the Police Association, the Police Department honored Mr. Acri by the presentation of a plaque. Chief Minium thanked Mr. Acri for his support to the Borough, especially the Police Department.

Steelton Borough Council members and staff who made remarks to Mayor Acri include: Fire Chief Vance, Mr. Wion, Ms. Leggett-Robinson, Ms. Kratzer, Mr. Segina, Mr. Albert, Ms. Marcinko, Mr. Proctor and President Wright. The consensus of the group was that Mr. Acri has been a devoted member of the community whose commitment and hard work has had a memorable effect on the Borough.

Mr. Segina moved and Mr. Albert seconded the motion that the Resignation of Tom Acri as Mayor of the Steelton Pennsylvania be accepted. The motion was passed by a unanimous vote of the Council.

Public Concerns:

Ms. Cheryl Powell, 321 Lebanon Street - requested clarification on the letter from RBC Capital Markets. Ms. Marcinko explained that they represent us and some other organization so they have to notify the Borough that they represent someone else.

Mr. Emmuel Powell, 321 Lebanon Street – asked how long it takes for the Borough to get rid of a piece of property. He expressed his concern about the length of time it has taken to take action on 24-26 Adams Street. Mr. Powell was informed that the time required to process the change depends of the legal issues that must be resolved before the property can be transferred.

Ms. Veronica Supan, 2604 South Fourth Street –Ms. Supan discussed her concerns about the cost of the new projects being made and/or proposed for development in the Borough and the low tax base that must support the projects. She suggested the Borough notify the citizens when plans for large projects are being discussed. She suggested that a town meeting might be a way to get people to attend and have more input in the decision making. President Wright stated that her concern is being captured in the minutes and will be reviewed by the NEDC Committee.

Ms. Dena House, 619 Ridge Street – Congratulated Mayor Acri and thanked him for his support. She pledged that if elected back on Council, he will be happy with the work she will do in his honor.

Council Concerns:

Mr. Albert offered no remarks.

Ms. Kratzer thanked the people for attending the meeting.

Mayor Acri thanked the people for everything.

Mr. Wion offered no remarks.

Chief Vance notified the body that the wife of Mr. John Ellinger, from Fire Department, passed yesterday. President Wright requested that the Borough make contact with the family.

Mr. Proctor thanked the people for coming to the meeting and for voting in the Primary.

Ms. Marcinko thanked the people for attending the meeting. She stated that she was able to visit a Skate Park while she was in California. The park and all the activity was exciting to see and she hopes the Borough's Skate Park will be as successful as the one she visited. She also stated that the Council might consider naming a park to honor the memory and works of a Steeltonian. She stated that naming a park will be less invasive than renaming a street which will cause addresses of the citizens to change. Ms. Marcinko also mentioned the scheduled closing of TMI and encouraged persons to let her, or Mr. Brown know if the Borough should become a part of a coalition to try and save TMI. She mentioned that after conversation with Mr. Proctor, the Borough might want to make the same kind of effort to save Arcelor Mittal.

President Wright thanked Mayor Acri for his work and asked that the Council support the new Mayor and Councilpersons that will be added to the Council following the November elections. He stated that Mr. Brown reported that there were only two negative remarks and many positive remarks on renaming Adams Street to Frank Brown Boulevard, therefore, the street will be renamed. He asked Mr. Wion to begin work on renaming Borough Hall to Frederick Douglas Borough Hall.

Mayor Acri reported that he received a telephone call from a person from New Cumberland County who has a skating team. She asked if they would be able to use the Borough's park. The Mayor turned the information over to Mr. Proctor for follow-up.

Executive Session:

Council recessed into Executive Session to discuss personnel matters at 7:40p.m.

Adjournment:

The Council meeting resumed at 7:55 p.m. Mr. Albert moved and Mr. Proctor seconded the motion that the Steelton Borough Council Meeting be adjourned at 7:56 p.m. The motion carried with a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary