

# Steelton Borough Council Agenda

September 5, 2017

**Call Meeting to Order:** President Wright

**Pledge of Allegiance:** President Wright

**Moment of Silence:** Mayor Maria Marcinko

**Executive Sessions between meetings:**

**Approval of minutes from previous meeting:**

August 21, 2017

**Public Comment of Agenda items only:**

**Communication:**

Tri-County Regional Planning Commission

Appointment of Delegate to  
Dauphin Southwest Regional  
Planning Area Board

Louise A. Foreman

Resume Submission for Steelton  
Zoning Hearing Board

UGI Energy Services

Thank You Letter for Cooperation  
During Emergency Situation

Dauphin County Board of Assessments

Six Appeal Responses Lowering  
Assessments on Properties in the  
Borough

**Presentation:**

Brandon Meyers, HRG Inc.

Steelton Borough Notice of Intent to  
Renew MS4 Application

**Unfinished Business:**

Mr. Segina

Borough of Steelton Social Media  
Policy

Mr. Brown

Update on Jr. Councilperson Position

**New Business:**

Mr. Brown

Approval of Request to Use  
Firehouse for Halloween Event on  
October 23<sup>rd</sup>

Mr. Brown

Approval of Date for Frank S. Brown  
Blvd Dedication Ceremony

Mr. Brown

United Way Groundbreaking on 101  
Locust Street on September 8<sup>th</sup>

Mr. Proctor

NEDC Recommendations to Council:

1. Authorization to Purchase  
Additional Picnic Tables, Grills for  
Skate Park Opening Day

Mr. Brown

Approval of Payment Application #4  
to Arment Concrete in the Amount  
of \$36,999.00

Mr. Brown

Review of Quotes for Air  
Conditioning/Heating System

Ms. Hodge

Authorization for President Wright  
to Sign Commendation Designating  
September as Childhood Cancer  
Awareness Month

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Adjournment:**

## **Steelton Council Meeting Minutes September 5, 2017**

### **Present:**

Jeffrey Wright, President  
Brian Proctor, Vice President  
Michael Segina, President Pro-Tem  
Keontay Hodge  
Kelly Kratzer  
Ryan Maxwell

Dave Wion, Solicitor  
Douglas Brown, Borough Manager  
Eugene Vance, Fire Chief  
Amrinder Singh, Codes Officer  
Thommie Leggett-Robinson, Exec. Asst.

**Absent with cause:** Mayor Maria Marcinko      Mike Albert      Chief Anthony Minium

### **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:**

In the absence of the Mayor, President Wright led the body in a moment of silence, remembering the hurricane survivors, 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:** August 21, 2017

Ms. Hodge moved and Mr. Proctor seconded the motion that the minutes be approved with the following corrections: Mr. Brown had revisions regarding Change Orders for the Skate Park and date of closing between SEDC and Chariot for the Renaissance Row Project. Ms. Maxwell noted that Mr. Proctor's title is incorrect, she was not listed as in attendance, Mr. Albert and Mr. Proctor left the meeting therefore were not present during votes taken under New Business. The minutes stating "motion passed by unanimous vote" is inaccurate. Under New Business two persons did not vote for the grant.

### **Public Comments on Agenda Items Only:**

There were no public comments.

### **Communication:**

Tri-County Regional Planning Commission wrote requesting nominations for the appointment of a representative of the Borough to sit on the on Dauphin Southwest Regional Planning Area Board.

Louise A. Foreman submitted her resume for consideration for a position on the Steelton Zoning Hearing Board.

UGI Energy Services sent a Thank You letter for the cooperation of Borough Council members and staff during the emergency situation.

Dauphin County Board of Assessments sent responses to appeals requesting adjustment to property assessments. The appeal resulted in the lowering of the assessments of six properties in the Borough.

**Presentation:**

Mr. Brandon Meyers, HRG Inc. made reference to the presentation he made at the last Council Meeting and requested that Council approve the MS4 Application for Renewal of the Steelton Borough which must be submitted to the Department of Environmental Protection. Ms. Hodge requested information regarding the frequency of renewal. Mr. Meyers stated that the permit must be renewed every five years. Mr. Proctor asked for information regarding the \$500.00 included with the renewal. Mr. Meyers stated that it is an Administrative fee charged by the DEP. Ms. Kratzer moved and Mr. Proctor seconded the motion that Council approve the Permit Renewal package as presented. The motion passed by a unanimous vote of Council. The President called for a motion approving the payment of \$500.00 to DEP for administrative fees. Mr. Proctor moved and Mr. Segina seconded the motion that the payment be approved. The motion carried by a unanimous vote of Council.

**Unfinished Business:**

Mr. Segina stated since the last Council Meeting, he worked with the Solicitor to ensure all legal bases were covered in the proposed Social Media Policy. He is now presenting it to Council for approval. President Wight called for a motion. Ms. Kratzer moved and Ms. Maxwell seconded the motion to adopt Resolution 2017 R-30 which enforces the Social Media Policy as presented. The motion was passed with five affirmative and one negative vote. Mr. Segina stated that in addition to approval of the Resolution, Council must select a person (s) to have access to create and post on the social media sites. Ms. Kratzer moved that Mr. Singh, Mr. Brown and Mr. Segina serve as Administrators of new Social Media sites. After discussion, Ms. Kratzer amended her motion to state that persons who can post to the Social Media Sites are persons in the position of Codes Officer, Police Chief, Fire Chief designee and Borough Manager with all posts being approved by the Borough Manager prior to them being posted to the sites. A Webmaster will be appointed (currently Mr. Segina is filling this position) who provides technical support and posting links to the sites. The Webmaster can only post on the website at the direction of a Department Head. Mr. Proctor seconded the motion. The motion carried with a vote of five affirmative and one negative votes.

Mr. Brown presented an update on the Junior Council position. He stated that he conducted some research provided by Ms. Kratzer. Mr. Brown recommends the project be referred to the NEDC Committee where guidelines will be developed and be presented at the next Council Meeting for approval and permission to advertise the availability of the position. Ms. Kratzer

moved and Mr. Proctor seconded the motion that accept the Borough Manager's proposal. The motion carried by a unanimous vote of Council.

**New Business:**

Mr. Brown presented a Facilities Request Form from Ms. Paoletti for use of the Firehouse for the Annual Halloween Event to be held October 23, 2017. Mr. Proctor moved and Ms. Hodge seconded the motion that the request be approved. Ms. Kratzer raised questions regarding signing of liability insurance papers. Mr. Brown stated that the Borough does not have a policy at this time, however for future use, he is developing a "hold harmless" and insurance requirements. Ms. Kratzer was also concerned that advertisement for the event states that it is sponsored by the Borough, Fire and Police Departments. Ms. Kratzer stated that the Borough is not a co-sponsor. Ms. Maxwell asked the cost of admission to the event and if it was open to the general public. It was stated that it is an open event with no cost for participation. Mr. Proctor moved and Ms. Hodge seconded a motion to allow the event to be held at the Fire House. The motion carried by a unanimous vote of Council, with the stipulation that the Borough is eliminated as a sponsor.

Mr. Brown requested Council to approve October 29, 2017 at 4:00 p.m. as the date for Frank S. Brown Boulevard Dedication Ceremony. This is Mr. Brown's birthdate. Since November 1, 2017 is the official effective date, the information will be re-posted on that date. Ms. Hodge moved and Ms. Maxwell seconded the motion that the ceremony be held as requested. The motion passed by a unanimous vote of Council. President Wright requested that Second Street between Bailey Street be blocked off between 3:30 and 6:00 p.m. to ensure safety of persons attending the ceremony. There were no objections to his request.

Mr. Brown discussed the project being made in collaboration with the Dauphin County Land Bank, which is to build two houses at 101 Locust Street. The property is owed by the Borough and is being transferred to the Dauphin County Land Bank. Friday, September 8, 2017 has been designated as a Day of Service and Habitat for Humanities has 17 volunteers ready to clean out the building. The insurance company has been contacted to ensure that the Borough has the liability insurance necessary to cover the work. Mr. Proctor moved and Ms. Maxwell seconded the motion that September 8, 2017 be designated as the Groundbreaking for the property at 101 Locust Street. The motion passed by a unanimous vote of Council. Ms. Kratzer asked what time the Groundbreaking will begin. Mr. Brown explained that no time has been set but he would email the information once it is obtained.

Mr. Brown requested Council approve of payment Application #4 to Arment Concrete in the amount of \$36,999.00. Mr. Brown explained this is the fourth and final payment made to Arment Concrete outside of the retainage and any other Change Orders. Application for Payment #5 will be submitted for payment to cover those items once the project is totally completed. Ms. Kratzer moved and Mr. Proctor seconded the motion that the payment be made as requested. The motion passed by a unanimous vote of Council.

Mr. Brown stated that the Police Department requested that an air conditioning/heating unit similar to the one in Council Chambers be considered to replace the air conditioner window units and a broiler heating system in that Department's area. Mr. Brown requested that the matter be placed for consideration by the Finance Committee as the 2018 budget is developed. Ms. Hodge moved and Ms. Maxwell seconded the motion that the heating/cooling system change be referred to the Finance Committee for inclusion in the 2018 Budget. The motion was approved by a unanimous vote of Council.

Ms. Hodge was approached by a parent who is concerned about Childhood Cancer. The person requested that Steelton Borough "Go Gold" by designating the Month of September as Childhood Cancer Awareness Month. President Wright stated that he has discussed the matter with the Solicitor who indicated that there were no legal issues to consider. President Wright called for a motion to declare September as Childhood Cancer Month. The designation does not involve any financial support from the Borough. Individuals are encouraged to make a donation if they so choose. Mr. Proctor moved and Mr. Segina seconded the motion to approve the request. Ms. Kratzer asked for clarification on what the declaration entails. She asked it if means: that we wear gold, should we make our personal donations during that time, is there a specific day of celebration? Ms. Hodge replied that wearing gold is fine, the recognition will be for the entire month of September with no special day designated. She also added that personal donations may be made to The Children's Cancer Fund operated by the Philadelphia Children's Hospital. The motion passed by unanimous vote of Council. The Steelton Borough Council's recognition of September as Childhood Cancer Month will be posted on the Steelton Borough website.

Mr. Proctor presented information from the NEDC Committee regarding preparation of the Skate Park for the Dedication Celebration which is scheduled for September 23, 2017. The Committee requested authorization to purchase two grills for a price of \$1,200, \$2,500 for pervious pavers to provide additional parking and \$1,200 for two recycling trashcans. The total cost for these items is \$4,900. The Committee determined that the Borough will realize a savings of \$1,000 by using the benches from the Boat Dock. Ms. Hodge moved and Ms. Kratzer seconded the motion that the request of the NEDC be honored by approving the \$4,900.00 request. The motion carried by a unanimous vote of Council. Ms. Kratzer asked if the Borough could offset the cost by selling the pavers as was done at the Veteran's Memorial. Mr. Brown stated that approximately \$ 4,000.00 will be funded by the remaining grant money with the remainder of the money coming from the money borrowed to fund the project. It was noted the Borough has filed an application for a Gaming Grant to repay the money borrowed to build the Skate Park. Ms. Kratzer asked that the NEDC Committee consider her suggestion as one way to offset the cost and get the community to participate and take ownership of the Skate Park.

Mr. Proctor presented the design and cost for the two plaques for approval by Council. He stated the cost of the plaques is \$559.98. At the call of the President, Ms. Maxwell moved the plaques be purchased for \$559.98. The President acknowledged that there was a motion on the floor and asked that the names on the plaque be correct. Ms. Maxwell asked when it was determined that the Plaza would be named for Mr. Zapalo. Ms. Hodge responded that it was

just a part of the Park would be named for Mr. Zapalo, in recognition of his contribution as the Park's designer. The name of the entire area is still Steelton Skate Park. Recognizing Mr. Zapalo was the decision brought forth by the NEDC committee and it had been approved by Council in approximately June 2017. Mr. Wright stated that the plaques will be modified to accommodate any concerns of the Council. President Wright called for a vote. Council cast a unanimous vote to pass the motion.

President Wright announced that there would be an Executive Session to discuss personnel matters. Then he called for Public Comments.

**Public Comments:**

Cheryl Powell, 321 Lebanon Street – Referring to the discussion about the plaque and the names on the plaque, Ms. Powell asked for more information about what appeared on the plaque. Mr. Proctor would not read the plaque, but summarized that it was a dedication plaque saying who was instrumental in the development and named Jeff Haste, the Council Members, the Mayor, and the Skate Park Committee as being listed on the plaque. Ms. Powell questioned the necessity of placing all the names on the plaque instead of making a general plaque which would cost less money. She indicated that she thinks a general dedication plaque would better serve the community.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if persons would be required to pay to use the Skate Park. Mr. Wright stated that there can be no charge for persons to use a public park. Mr. Brown clarified that the Skate Park is being paid for using three pots of funding: 1) A Tourist Grant which comes from hotel taxes 2) a Local Share Grant which comes from the casinos 3) an IDA Loan, for which the Borough has applied for an additional grant to pay the loan. Mr. Powell asked if the Borough was going to make a donation to support efforts to assist the people of Houston that were affected by the hurricane. Mr. Wright stated that the Borough itself, would not make a donation. In response to the question, Chief Vance stated that the Fire Department held a Boot Drive that raised \$ 3,600.00 which the Department would round up to \$4,000.00.

**Council Concerns:**

Ms. Kratzer stated that the Fire Department was hosting a Chicken Barbecue September 9, 2017 from 11:00 am until sold out. The cost of the dinners is \$9.00 and tickets are available.

Ms. Hodge stated that she attended the viewing of Ms. Bowman and asked for prayers for her family. Ms. Bowman was very instrumental in the SHSD through her work with the Kindergarten classes. Ms. Hodge announced the *Pound Fit* benefit for the Hurricane Harvey victims. She further stated that she is very pleased with how persons in the community are becoming engaged with things happening in the Borough. However, she commented that it would be helpful if persons made their contributions during the planning phase rather than after the determination made by Council.

Mr. Brown – October 2, 2017 at 5:00 p.m. the son of Mr. Frederik Douglas will be in town for the Official Dedication of the Frederick Douglas Municipal Building. On September 7, 2017 Durabond will hold a Job Fair at the Fire House from 1-6 p.m.

No comments from Ms. Maxwell, Mr. Wion, Chief Vance, Mr. Singh or Ms. Leggett-Robinson. Mr. Segina thanked persons for coming to the meeting. He noted that the Skate Park opened over the weekend and there were a lot of skaters in the park. He and Mr. Proctor, Mr. Brown and Chief Minium have talked about how to address the parking issues and other things. He noted that some people from Mechanicsburg brought children over to skate and they purchased pizzas from a vendor on Front Street and had a little picnic in the park. In addition, Mr. Lawson informed him that some of the older skaters visited his business on their way back to Lancaster on the train. These actions indicate that the Skate Park is bringing some revenue into the community.

Mr. Wright allowed a member of the public to address Council after the designated Public Comment time.

John Dellinger, 727 North Second Street – asked about insurance with the Skate Park. Mr. Brown responded that the Borough has discussed the Skate Park with the insurance company. The liability insurance was increased and there was a small increase in the premium to get extra coverage for the Skate Park. Mr. Dillinger then asked if it was a “skate at your own risk” situation. Mr. Brown responded that his statement was correct. In his investigation of other skate parks, he noticed the trend is skate at your own risk. Some skate parks have not been successful because the skate parks were fenced and people were not allowed to use them. Another deterrent is making people pay each time they skate. An example of this is what happened in Derry Township has now closed their skate park and selling their equipment because the cost of entry caused people to stop using the skate park. The final deterrent is over regulating the skate park. Mr. Brown added that on the west coast “skate at your own risk” is posted at the parks. These signs are adequate for insurance purposes.

Mr. Proctor asked Mr. Brown for an update on meeting the Spruce Street lighting needs. Mr. Brown reported that he and Chief Minium met with PPL to determine the best location for lights. The concern was having the lowest impact on homeowners in the area but still allowing children to have safe traverse through the neighborhood. The consensus was placing two lights on the corner of Spruce and Sixth Street positioned at opposite corners of the intersection. Mr. Brown will seek the consent of the residents on the corners. PPL stands ready to act when they are informed of the decision.

President Wright thanked Chief Vance for organizing and implementing the Boot Drive to support people affected by the hurricane in Houston. He emphasized the inability of elected officials to use public monies to support charities. Finally, he thanked the public for coming to and participating in the meeting.

**Executive Session:**

At 7:20 p.m. Mr. Proctor moved and Mr. Segina seconded the motion that Council recess into Executive Session to discuss personnel matters.

When the Council Meeting reconvened, Council acted to amend an action taken prior to the Executive Session. The previous motion incorrectly stated that the total cost for the signs was \$599.80 Ms. Kratzer moved and Mr. Proctor seconded the motion that \$1,903.63 be approved to pay for an additional sign for the Skate Park. The motion passed by a unanimous vote of Council.

**Adjournment:**

At 7:40 p.m., Mr. Proctor moved and Mr. Segina seconded the motion that the Steelton Borough Council Meeting be adjourned. The motion carried with a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' with a flourish.

Douglas Brown, Secretary