

# Steelton Borough Council Agenda

October 16, 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:** October 2, 2017

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** September 2017

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

**Communication:**

Ms. Heather Dock, DEP

Letter regarding CSO Report and Recommendations.

Mr. Christopher Kocevar

Thank You Note for Donation to Humane Society in Memory of Former Council Member "Kitty" Kocevar.

Dauphin County Office of Tax Assessment

Lower Tax Assessment on Three Properties; Raising Assessment on Two Properties

HRG

Executed Closeout Documents on the Mohn Street Park Tot Lot Improvements Project and Firehouse Improvements Project Single Audit Report Year Ending December 31, 2016

Zelenkofske Axelrod LLC

Combined Dauphin County-Wide All-Hazards Mitigating Plan

November 17, 2016 Meeting Minutes

Regional Innovation During Economic Uncertainty

Detective Sgt. Bill Shaub

**Presentation:**

Kia L. Hansard

Patrick Kane, MS, CRC, PA—PC

Justin Mendinsky

**Unfinished Business:**

Mr. Brown

Ms. Kratzer

**New Business:**

Mr. Brown

Mr. Brown

Mr. Brown

Mr. Brown

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Adjournment:**

South Central Regional Summit,  
October 18, 2017

Denial of Special Purpose Parking  
Permit to Jesus Caraballo

County Director Center for  
Employment Opportunities

Vocational Rehabilitation Supervisor  
Engineer's Report

Resolution 2017-R-\_\_ Approving and  
Adopting a Disclosure Dissemination  
Agent Agreement

Update on Halloween Parade

Presentation of 2018 Draft General  
Fund Budget – Approval to Lay  
Before Public for 30 Day Period

Presentation of 2018 Draft Sewer  
Fund Budget – Approval to Lay  
Before Public for 30 Day Period

Quote for Server New Computer  
Server

Resolution 2017-R-\_\_ Establishing  
Eligibility Guidelines for Non-  
Municipal Local Share Grant  
Applicants Seeking Co-Applicant  
Status from Steelton Borough

**Steelton Borough Council Meeting Minutes**  
October 16, 2017

**Present:**

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

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

**Absent with Cause:** Mike Albert Brian Proctor

**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:**

President Wright led the body in a moment of silence.

**Executive Sessions between meetings:**

There was no Executive Meeting between meetings.

**Approval of Minutes from previous meetings: October 2, 2017**

Mr. Kratzer moved and Ms. Maxwell seconded the motion that the Minutes from the October 2, 2017 Steelton Borough Council Meeting be approved as presented. The Council cast a unanimous vote supporting the motion.

**Public Comment on Agenda Items only:**

There were no public comments on Agenda Items.

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

Ms. Kratzer moved that the Schedule of Billing, Requisitions and Change Orders for September, 2017 be approved as submitted. Ms. Maxwell seconded the motion which passed by a unanimous vote of Council.

**Approval of Department Reports:**

President Wright opened the floor to allow Department Heads or Council Members assigned to Borough Committees to make oral additions to the written reports submitted.

Fire Department and Ambulance- submitted a Written Report with no additional comments.

Police Department – Chief Minium highlighted portions of his written report by stating that during the month of September, 2017.

1. Chief Minium announced that a temporary policy statement was approved by the District Attorney to get body cameras from the Tazer Company. They are in the process of determining how to store the information. At this point, putting the videos on ICloud has been approved. Ms. Hodge asked where the Borough stood in regards of liability since the DA had approved the temporary policy and Mr. Wion has not reviewed it. Chief explained that he had contacted the insurance company and they provided him with a written policy which, when sent to the DA's Office they sent it back, so there is an attempt to find an insurance policy with language acceptable to the insurance company and the DA's office to cover liability concerns. Chief Minium explained that since the legislation is so new, there are things that have yet to be decided, that's why the Department is requesting approval to implement the temporary policy. The temporary policy is more restrictive than the new law. Ms. Kratzer moved and Ms. Hodge seconded the motion to approve the request for the Steelton Police Department to implement the temporary policy and testing of the policy pending approval of the Solicitor. The motion passed by a unanimous vote of Council. Once Mr. Wion gives his approval of the policy and prior to field testing, Chief Minium will send a copy of the policy to each Council member to ensure that all are in agreement.
2. Crime Watch PA waiting for Mr. Wion to review and approve. Mr. Wion is concerned that the agreement is between the Police Department and other persons. Since the Police Department is operated by the Steelton Borough a determination must be made if the Police Department or the Borough should enter into the agreement. Mr. Wion agreed to complete his review within 30-60 days.

NEDC Committee – in lieu of a written report, Mr. Segina announced that the Committee's next meeting will be held Tuesday, October 24, 2017 at 6:30 p.m.

Public Works - in addition to the written report, Chairperson Hodge stated that the Department realizes that there was a disturbance in the traffic pattern during the street cleaning and the lane closing to accommodate construction work. She credited Mr. Brown for negotiating how the work would be scheduled. Ms. Hodge thanked the community for being patient as there is continued work to improve the roads is being conducted.

Codes Department – submitted a written report with no additional comments.

**Mayor's Report:**

There was no report from the Mayor.

## **Borough Manager Report**

Mr. Brown reported thanked Chief Minium, Mr. Singh and Ms. Paul for their work to complete the 2018 budget. The dedication of Frank Brown Boulevard will be held October 29, 2017. He has been working with Ms. Evans and the family to create a nice event.

The closing on Renaissance Row has been postponed to the end of the year. This action was necessary to have the Phase II Environmental Assessment completed and approved by EPA.

The 101 Locust Street Project groundbreaking will occur at 10:00 am October 24, 2017. Habitat for Humanity's is working with their architect to complete the design and plans.

Mr. Brown stated that this will bring more property onto the tax rolls through the Land Bank. The Adams Street Project is moving forward. The project was delayed pending consultation and approval of a Geotechnical Engineer to ensure the plan for grading and the retaining wall are compatible. The Engineer determined that they are compatible. The project will be presented to the Planning Commission in December.

Mr. Brown is in the process of completing the Community Block Grant Application, which must be submitted to Dauphin County November 2, 2017.

He is completing the final Request for Proposal for the Pension Plan and Auditor for presentation to the Finance Committee.

The Steelton Newsletter should be published and distributed by the October 27, 2017.

Mr. Brown will meet with a Mr. Norris from Dura-Bond and the Dauphin County Work Force Investment Board. The meeting will be to determine how the Borough can assist Dura-Bond with retraining, and resources because of their layoff.

## **Presentations:**

Ms. Kia L. Hansard, Dauphin County Director Center for Employment Opportunities presented information regarding developing a partnership with the Borough to provide Transitional Work for persons who have been incarcerated. The opportunity will allow these persons to begin working in the community in a controlled environment. Included in the program is insurance for the workers, supervision by a crew leader, transportation and administrative needs. Research has shown that preparing persons to work by transitioning them into employment decreases recidivism. The proposal is for the Borough to accept a seven person work crew to work for the Borough. Mr. Brown stated that the persons could be regular weekly work or work on specific projects. The cost of employing these persons was not included in the 2018 budget, however there may be something that could be worked out to have them participate in completing special projects. Ms. Maxwell asked Ms. Hansard to give an estimate of what each person earns per day. Ms. Hansard responded that workers earn minimum wage of which the total wages are based on a 6 ½ hour day. The proposal was deferred to the Neighborhood and Economic Development Committee for review and a recommendation to Council.

Mr. Patrick Kane, MS, CRC, PA—PC, Vocational Rehabilitation Supervisor and Mr. Jamison Collins Central Business Specialist with the Department of Vocational Rehabilitation made a presentation. Mr. Kane presented a request that the Borough participate in the My Work Program which is designed to help facilitate employment for youth with disabilities. The program would be of no cost to the Borough because the Department of Vocational

Rehabilitation will partner with community rehabilitation programs to provide supervision and pay wages. He is looking for an inlet to the Steelton Highspire School District so those students could participate in the program. Students can work in any department they are qualified to work. Unlike other programs, this program is not restricted to summer employment. Mr. Kane had positive interactions with Mr. Brown and Mr. Singh prior to making his presentation to the Council. Ms. Kratzer initiated and President Wright concurred that this program be passed to the Neighborhood and Economic Development Committee for review and recommendation to Council.

#### **Communication:**

Council received a letter from Ms. Heather Dock, Water Quality Specialist from the Department of Environmental Protection. Ms. Dock wrote a letter regarding the findings of her last Combined Sewer Overflow (CSO) inspection.

Mr. Christopher Kocevar sent a Thank You Note for the Borough's donation to Humane Society in Memory of Former Council Member "Kitty" Kocevar.

Dauphin County Office of Tax Assessment sent letters regarding changes of Tax Assessments for five properties in the Borough,

HRG, the Borough's contracted engineering company provided Executed Closeout Documents on the Mohn Street Park Tot Lot Improvements Project and Firehouse Improvements Project.

Zelenkofske Axelrod LLC, the Borough's contracted auditing company provided the Single Audit Report Year Ending December 31, 2016.

The Combined Dauphin County-Wide All-Hazards Mitigating Plan sent minutes from their November 17, 2016 meeting.

The South Central Assembly organization sent information regarding their upcoming Summit. The Summit is scheduled for October 18, 2017. The theme for the summit is, "Regional Innovation During Economic Uncertainty".

Council received a copy of a report from Detective Sgt. Bill Shaub denying Jesus Caraballo a Special Purpose Parking Permit.

#### **Presentation:**

Mr. Justin Mendinsky highlighted portions of the September – October Engineer's Report submitted by HRG.

Even though the ***Fire House Improvement Project*** is complete and has been closed out, there are still reports of water on the mezzanine. HRG's architectural consultant has suggested addition sealant be placed around the electrical penetrations to prevent water from further entering the building. In addition, a Purchase Order has been issued to Midstate Mechanical & Electrical to complete the control wiring for the generator annunciator. Ms. Hodge stated that a document showing inspection and fulfillment of Borough expectation will be developed and

used by Public Works staff. Mr. Segina stated that he has been monitoring activity at the Fire House and the weekly checks have been run as expected. In addition, he has taught Josh how to check and determine if things are running as expected.

***Adams Street Townhomes Zoning Hearing Board & Final Subdivision/Land Development Plan.***

HRG is currently working with the revised plan for the 12 unit development. It has been determined that the proposed grading plan is not in conflict with the existing retaining wall. The Revised Subdivision and Land Development Plan will be presented for review at the December Planning Committee meeting.

***Skate Park*** is essentially complete and ready for Final Closeout. HRG is still waiting for the paperwork submission and restoration of the McCarthy Tire Company property. Once completed, final payment to Arment will be made and the project officially closed out.

***Washington Street Sewer Rehabilitation Project.*** – Construction on this project has begun. Mr. Segina asked about the problem the construction company experienced trying to install the new manhole cover. Mr. Mendinsky stated that there was a problem with ground water which caused that phase of the project to move slower than expected.

***5-Year Capital Improvements Plan*** – HRG is currently preparing estimated construction costs for storm sewer, sanitary sewer and roadway improvements which were identified by Borough staff during the initial project meeting. They are working to prioritize projects for the 5-year planning period. Hopefully a draft report will be ready for review at the November Council Meeting.

***Demolition of 24-26 Adams Street*** – HRG recommends that the Borough find contractors to conduct asbestos and lead paint assessment and cleanup, if needed, before demolition begins. Other projects included in the report but not highlighted during the presentation:

***Land Development Plan Review*** – Medical Cannabis Dispensary – the proposal has been reviewed and a summary of the review was provided to Manager Brown and Mr. Singh September 21, 2017.

***Midget Baseball Field CDBG Project*** – HRG continues to wait for correspondence from the U.S. Department of Labor.

***2016 Sewer Rate Study*** – HRG continues to assist Borough staff working on this project. Storm Water Management Program – work continues on Permit Year #5 MS4 goals. The PA DEP has not responded to the plan that was submitted.

Mr. Segina moved and Ms. Maxwell seconded the motion that the Engineer's Report be accepted and presented. The motion passed by a unanimous vote of Council.

**Unfinished Business:**

Mr. Brown presented information to support approval of **Resolution 2017-R-33**, Approving and Adopting a Disclosure Dissemination Agent Agreement. This Resolution appoints Susquehanna Group Advisors, Inc. as Exclusive Disclosure Dissemination Agent for the Borough for the 2017 Bonds. Ms. Kratzer moved and Mr. Segina seconded a motion to pass the Resolution. The Resolution was passed by a unanimous vote of Council.

Ms. Kratzer informed the body that the Halloween Parade will be held October 30, 2017 from 6:00 – 8:00 p.m. The parade is for children aged 0-13. The parade route is Second and Jefferson to the Firehouse. In addition to children in costume, the Fire and Police Departments will participate. An additional resource, the SHSD Band, was also invited to participate.

#### **New Business:**

Mr. Brown presented the 2018 Draft General Fund Budget and 2018 Sewer Fund Budget and asked Council give approval to place the documents for public review and comment for 30 days with possible Ordinance presentation in November or December 2017. Mr. Brown stated that it is a lean budget which is balanced and does not include an increase in taxes.. He further stated that he presented the proposed budget to the Finance Committee October 11, 2017 and the Committee agreed that it was ready for review. There is projection that the new developments in the Borough will increase the revenue. Included in the developments are the sale of land for Renaissance Row is a \$30,000,000.00 project. The Medical Cannabis Distribution Center which is the only one in Dauphin County. The Land Development on Adams Street and the homes at 101 Locust Street will bring in new homeowners into the Borough. LERTA will encourage small business growth as well as improved residences, the Skate Park is attracting people from all over the east coast which is providing an increase in business in the Borough. There are new business opening which will attract more customers to visit the Borough. Ms. Maxwell acknowledged that the budget would be placed on the website but asked if the budget will be available for review in a physical form. Mr. Brown stated that the budgets are available for review at the Borough Office. Ms. Segina moved and Ms. Kratzer seconded the motion that the Steelton Borough proposed General Fund Budget for 2018 be approved for 30 day public review. The motion carried with a unanimous vote of Council. Ms. Hodge moved that the Steelton Borough proposed Sewer Fund Budget be approved to place for a 30 day public review. Ms. Maxwell seconded the motion which was passed by a unanimous vote of Council.

President Wright stated that discussion on a new Computer Server was tabled at the request of Mr. Brown.

Mr. Brown requested that Council approve **Resolution 2017-R-34** Establishing Eligibility Guidelines for Non-Municipal Local Share Grant Applicants Seeking Co-Applicant Status from Steelton Borough. Because there has been an increase in request that the Borough co-sponsor grant request, it was determined that some guidelines must be developed to ensure that the co-sponsorships are in the best interest of the Borough, as a whole. Ms. Kratzer moved and Ms. Maxwell seconded the motion that the Resolution be passed. The motion was passed by a unanimous vote of Council.

Mr. Wion in response to the August 16, 2017 letter from the executrix of 273 South Second Street's request that the Borough declare a small undeveloped portion of Chestnut Street adjacent to the property already referenced. By law, if the Borough never created the road on the land and has not taken any action on the land for 15 years and the land is not a street, there has been no development or plans to develop the land, upon request, the person owning the adjacent property can request that the property be transferred to them. Mr. Wion asked



Council to approve the transfer of land as provided in Resolution 2017-R-35. Ms. Krater moved and Ms. Hodge seconded the motion to pass **Resolution 2017-R-35**. The motion passed by a unanimous vote of Council.

**Public Comments:**

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell stated that he brought an issue before Council mid-June or in July regarding whether or not repairs will be made on Lincoln Street. He stated that something needs to be done before winter sets in and makes it worse. Ms. Hodge stated that the Department of Public Works has reviewed the area and is in the process of identifying and prioritizing roads that need repair. The Department has taken one step forward is retrieving our paver from Swatara Township where it is stored. The next step is finding the necessary funds to begin the work. She also stated that the Borough needs additional funds to make more repairs. Mr. Brown reminded those present that \$250,000 for re-paving of some streets is included in the 2018 budget. Mr. Powell also mentioned that the Borough needs to build a new Fire Station since the current Station has been under constant repair since the 1975 flood.

**Council Concerns:**

Ms. Kratzer – Stated that she has checked the web page and thinks it is very nice. She also stated that she was glad to see such a large crowd attending the meeting.

Ms. Maxwell –Also remarked about the good attendance at the Council meeting. She stated that she was looking forward to the Costume Parade and planned to have her son participate.

Ms. Hodge –Thanked persons for coming to the meeting. She informed the body that the Senior Center has received 25 laptops and \$10,000 grant. She thinks blessing animals is a good idea. Ms. Hodge encouraged persons to attend the events in the Borough. Ms. Hodge has heard positive remarks about the Skate Park and its role in building the economy.

Ms. Leggett-Robinson, Mr. Singh, Mr. Wion, Mr. Miniun, Chief Vance and Mr. Brown had no comments.

Mayor Marcinko

The First Responders Service at Prince of Peace was beautiful. It will be held the first Saturday in October each year. The Services will be held at different churches in the community each year.

She is impressed that the 2018 Budget is ready for review. This is the first time it has been ready this early. She thanked the staff for their work on the budget and noted that there will be no increase in taxes again this year.

The Emergency Management office needs supplies.

Skate Park – She noted that the picture of Officer Palmer in the Skate Park on a skate board made national recognition.

October 29, 2017 the ceremony renaming Adams Street to Frank S. Brown Boulevard will be held at 4:00 pm. She encouraged persons to attend.

Steelton Community Cats holds monthly vaccine clinics for rabies and distemper. The vaccines are \$10.00. The vaccines are administered by Dr. Diane Ford, VMD.

Mr. Wright –Encouraged persons to come out to the Frank S. Brown celebration October 29<sup>th</sup> at 4:00 p.m. Mr. Wright has a great deal of respect for Mr. Frank S. Brown, who was responsible for him becoming a member of Council. He mentioned Ms. Maxwell's assignment to find a way to replace the marker for Hygienic School that was accidently discarded. He mentioned the need to research grants that might be available to finance the project.

**Executive Session:** There was no Executive Session during this meeting.

**Adjournment:**

The President called for a motion to adjourn the meeting. Ms. Hodge moved and Ms. Maxwell seconded the motion to adjourn the October 16, 2017 meeting of the Steelton Borough of PA Council Meeting at 7:52 p.m. The motion was passed by a unanimous vote of Council.

Respectfully Submitted,

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

Doug Brown, Secretary