

**Steelton Borough Council Agenda**  
February 4<sup>th</sup>, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** July 9, 2018, Joint Meeting and **December 17, 2018**

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** *December, 2018*

**Approval of Department Reports:**

*Fire Department and Ambulance (Written Report)*  
*Police Department (Written Report)*  
*Codes Department (Written Report)*  
*Public Works (Written Statistical Reports)*  
*Parks and Recreation Committee (Meeting Minutes)*  
*NEDC Committee (Oral Report)*  
*Steelton Borough Repository List*  
*Stormwater Committee (Oral Update)*  
*Mayor's Report (Oral Report)*  
*Borough Manager's Report (Oral Report)*

**Presentation:**

Mr. Randy Watts, HRG, Inc.

**Monthly Engineer's Report**

*Approval of Paving Project Bidding*

*Document*

**Communication:**

*Pennsylvania Juvenile Court Judges' Commission*

*PCCD Compliance Monitoring  
Program –Steelton Borough Police  
Department*

*Cumulus Media*

*Radio/Social Media Advertising  
Options for Borough Events*

*Portnoff Law Associates*

*Brief Review of Transition Process  
for Collection of Delinquent Real  
Estate Taxes*

*Robert Stout*

*December 13, 2018 Hazard  
Mitigation Update Meeting Update*

*Robert Stout*

*2019 TMI Training Exercise  
Schedule*

*PA Intergovernmental Risk Management Assoc.*

*Liability Coverage Summary*

*Habitat for Humanities of the Greater Harrisburg Area*

*Save the Date – March 15, 2019  
14<sup>th</sup> Annual Art Builds Homes Art  
Auction*

**Pennsylvania State Association of Boroughs (PSAB)**

**Invitation to 10<sup>th</sup> Annual  
Conference & Exhibition, June 9-12,  
2019 at Hershey Lodge**

*PA Department of Transportation*

*Posting & Bonding Procedures for  
Municipal Highways*

*Dauphin County*

*Municipal Report – Housing Sales*

Dauphin County Office of Tax Claim Bureau

**Repository Bid – 227 Jefferson  
Street L-4 for \$500.00**

*Republic Services*

*Suggestions for Consideration for  
Next RFP*

*Community Services Group*

*Request to Continue Contract with  
Community Services Group*

*HA Thomson*

*Summary of Insurance Coverages for  
Borough*

Dauphin County Tax Claim Bureau

**Notice of Rule for Judicial Sale for  
Properties in Borough**

Insurance Services Office (ISO)

**Public Protection Classification for  
Steelton Borough Fire Hydrants**

**Unfinished Business:**

Mr. Brown

*Appointment of Olivia Palermo as Junior Councilperson*

Brian Proctor

*Administration of Pledge of Junior Councilperson to Olivia Palermo*

Mr. Wion

*Resolution 2019-R-\_\_Appointing Ms. Carrie Baker to Steelton Zoning Hearing Board for Term Ending December 31, 2020.*

Mr. Wion

*Resolution 2019-R-\_\_Re-Appointing Ms. Robin Kisler to Steelton Zoning Hearing Board for Term Ending December 31, 2021.*

Mr. Brown

**Other Expired Terms on Boards:  
Planning Commissioner, Zoning Hearing Board – Can Reappoint Sitting Members or Appoint New Members**

**New Business:**

Mr. Brown

*Resolution 2019-R-\_\_\_ Appointing Stephen J. Shaver as Vacancy Board Chairman for 2019 for Term Ending December 31, 2019.*

Mr. Proctor

**Establishment of Marijuana Decriminalization and Recreational Use Committee**

Mr. Proctor

**Appointment of Committee to Review Waste Hauling Contract, Bidding, and Bid Review for 2019**

Mr. Brown

**Ratification of Authorization to Bid Supplementary Public Works Services Proposals to Remain Compliant with Bidding Requirements**

Mr. Brown **Award of Bid for Supplemental Services to Center for Employment Opportunities for Period Ending December 31, 2019**

*Mr. Brown Approval of MOU for Free Services between Center for Employment Opportunities and Steelton Borough*

Mr. Wion **Resolution 2019-R- Resolution Striking A Portion of Bridge Avenue From the General Plan of Streets of the Borough of Steelton**

Mr. Brown Planning a Spring Bulk Pickup Day for Residents

*Mr. Brown Approval of Golden Equipment Quote to Repair/Maintain Street Sweeper*

Mr. Brown **Approval of Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project**

Mr. Brown Internship Partnership with PSU-Harrisburg Business Students to Perform Branding and Marketing/Business Development Study for Steelton Borough

Mr. Brown Internship with Mr. Tyler Vaupel of Temple University to Develop Sustainability and Greening Program for Borough

Mr. Proctor Hygienic School Fundraiser Announcement

**Tickets available to purchase for February 16<sup>th</sup> fundraiser at Champions.**

Mr. Wion

**Arbitrage Rebates & Report  
Agreement – Susquehanna Group**

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Other Business:**

Mr. Brown

**Approval of Canine Agreement  
between Steelton Borough and  
Officers Cody Webster and Scott  
Shaffer**

Mr. Brown

Update on Status of Collective  
Bargaining Agreement between  
Steelton Borough and Teamsters

**Adjournment:**

**Steelton Pennsylvania Borough Council Meeting**

February 4<sup>th</sup>, 2019

Present:

Brian Proctor, President

Mike Segina, Vice President

Keontay Hodge, President ProTem

Dennis Heefner

Kelly Kratzer

Natashia Woods

Maria Marcinko, Mayor

Dave Wion, Solicitor

Randy Watts, HRG Engineer

Douglas Brown, Borough Manager

Aaron Curry, Codes Officer

Anthony Minimum, Police Chief

Thommie Leggett-Robinson, Exec. Asst.

Absent With Cause: William Krovic, Eugene Vance

President Proctor called the meeting to order at 6:35 p.m. after which he led the body in the recitation of the Pledge of Allegiance.

Ms. Natashia Woods led those present in a moment of silence, in memory of those persons who have lost their lives in service to the country and deceased community members.

After a review of the July 9, 2018, Joint Meeting and the December 17, 2018 meeting minutes, *Ms. Hodge moved and Ms. Kratzer seconded the motion that the minutes be approved as presented. The motion passed by a unanimous vote of Council.*

There were no public comments on agenda items.

After review, *Ms. Hodge moved and Mr. Segina seconded the motion that the schedule of billing, requisitions, and change orders as presented for December 2018 be accepted as presented. The motion passed by a unanimous vote of Council.*

The Department Reports were presented:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Meeting Minutes) - Ms. Woods announced that the Committee will meet on February 21, 2019. A review of the dates for all events and related information is on the agenda for that meeting.

NEDC Committee (Oral Report)

A copy of the Steelton Borough Repository List was included as a written report. Mr. Brown will cover information for the Committee in his Borough Manager's Report.

Stormwater Committee (Oral Update) -Ms. Kratzer announced that the Committee will meet February 21, 2019, following the Parks & Recreation Committee meeting. She shared that there has been a discussion with Mr. Solomon, Solicitor for the Water Authority, regarding the composition of the Storm Water Committee. She indicated that in their conversation they discussed the possibility of working with the current Water Authority, thus eliminating the need to develop another committee.

Mayor's Report (Oral Report) – there was no Mayor's Report presented at this meeting.

Borough Manager's Report (Oral Report) – Mr. Brown reported the following items:

- The Integrated Development Partner Steelworks Project will meet with the Planning Committee on March 5, 2019, to present an introduction to the project.
- He successfully submitted a \$4 million grants application to move the storm sewer across from the Frederick Douglas Borough Hall. The final decision should be made in a month and the Borough will find out at that time if the request will be granted. This will include the design, which should begin in August and be completed by September, site work bidding and awarding of contracts in October with project work scheduled to begin May 2020. The proposal will be presented to the Planning Commission for approval before the RFP is advertised.
- The Frank Brown Boulevard Townhome project closed last week, with the assistance of Mr. Wion who worked with the title company to provide information assisting them to complete the title search on all of the properties. The properties were transferred to the Redevelopment Authority and things are cleared so that on-site work to begin in the Spring.
- Pennsylvania American Water Company has filed their application and it was provisionally accepted by the Public Utility Commission (PUC). It will take some time for the completion of the review of the application to ensure that it is technically perfect. The next step will be notification of the customers by PA American as well as the Steelton Borough Authority. The notifications will be sent out following the resolution of a Consumer Advocacy objection, in which they filed a motion to intervene. The objection is a normal part of the process.
- Negotiations have been completed with Temple University and Penn State to engage interns to work with the Borough on specific projects that will enhance the functioning of the Borough.
- The garage behind the Post Office has been demolished and filled to grade. The action was approved by Council last year and the work completed last week.
- There will be a meeting regarding 101 Locust St. on February 5, 2019. The meeting is planned for the parties to meet and discuss the current status of the project. Legal work concerning the transfer to the property has yet to be completed.
- A fundraiser is planned for the Hygienic School plaque.
- This past weekend, Coexist Gallery had a medical marijuana event. A physician presented information regarding participating in the program, including information about the medical conditions that would make a person eligible to obtain a prescription.

- 200 + applications have been reviewed for the Codes Administrative Assistant position. The number of applicants has been reduced and those to be considered are ready to be submitted to the Personnel Committee for review and action.
- The Municipal Liquid Fuels Program Report has been completed and is ready for submission.
- The Auditor General 385 form regarding Municipal Pensions and Fire Relief Programs Unit has been completed and filed as required by law.
- The Annual Report of Municipal Authorities and Neighborhood Development Improvement Districts for the PA Department of Community Development has been completed and submitted.
- Ms. Colleen Deer from Mockenhaupt continues to work on plan restatements for the pension plan. The restatements are a necessary step toward transitioning the pension plans over to the new investment manager
- The list of Delinquent Tax information for 2018 has been electronically sent to Portnoff Law Associates for action.

Mr. Wion recommended that the Council vote to accept the intern program. The item is listed for action later in the agenda.

*Ms. Hodge moved and Ms. Woods seconded the motion that the Department Reports be accepted as presented. The motion passed by a unanimous vote of Council.*

Mr. Randy Watts, HRG, Inc. presented the Monthly Engineer's Report. He highlighted two points from his written report.

1. 2019 Roadway Improvements Project – HRG is requesting authorization to let the project out to bid. The project will include paving:
  - a. North 4<sup>th</sup> Street from Mulberry to Walnut Streets
  - b. Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street
  - c. Lincoln Street from North 3<sup>rd</sup> Street/Trawitz Alley to Harrisburg Street and Lincoln Street/Columbia Street intersection north 200 feet towards the cemetery.
2. Potential Parking Restriction Borough Ordinance Changes – HRG will meet with the Borough to begin looking at restricting large truck parking along Front Street. A meeting will be held with the Borough Manager on February 5, 2019. Mr. Proctor stated that a traffic study needed to be conducted prior to making any recommendations regarding changes in parking restrictions. Mr. Brown added that in the meeting with PennDOT, they were told that issues regarding any State Road cannot be made by any municipality, however, a recommendation to PennDOT regarding parking restrictions can be made after receipt of a supporting Engineer's Report. Mr. Proctor stated that there should be movement on the project because the parking of tractor trailers on Front Street and other sections in the Borough are a safety hazard. Mr. Brown explained that key areas would be discussed in the meeting.
3. Hoffer Street Pump Station Improvements – the kickoff meeting was held with ADS to review the flow metering locations occurred on January 23, 2019. The flow meters are proposed to be installed in March 2019. Mr. Heefner reiterated that he would like to see

a part of the station repaired, not the whole station. He thinks the funding can also be used to repair other portions of the system. As a result of a remark made by Mr. Heefner, the Hoffer Street Pump Station item was removed from the Capital Improvement Projects list for 2019.

4. 2019 Sanitary Sewer Rehabilitation Project – Phase I – investigation work (sewer main CCTV and manhole inspections) occurred on January 7, 2019. All sanitary sewer mains were inspected and all manholes with the exception of one were inspected. The manhole frame for Manhole SSMH-173 could not be removed, therefore the plan is to include the replacement of this manhole frame and cover in the project. HRG is proceeding with Phase II – Design work based on the investigation information. This project is on schedule to bid the construction work in March 2019. Mr. Heefner stated that a few meetings ago, Council determined that to save money, employees from the Public Works Department would survey the pipes and prioritize the pipes that need immediate work and delay those which can be repaired later. The Department is in the process of purchasing a new camera that would be able to do that work. Mr. Watts was unaware of the conversation and recommendations of Council members. Mr. Heefner emphasized that when Council members make recommendations/decisions about how work is to be handled, that member's decision/recommendation should be respected and implemented.
5. Information regarding the 2018-2023 NPDES MS4 General Permit was also included in the written report. It stated that HRG would work with the Borough during the five year period to implement the plans previously presented.

*Mr. Heefner moved and Ms. Hodge seconded the motion that the Engineer's Report is accepted and that HRG is authorized to place the paving project advertisement for bids for the paving project, provided that a 5% minority contractor's clause is included in the bid request. The motion was passed by a unanimous vote of Council.*

The following Correspondence was received by Council:

The Pennsylvania Juvenile Court Judges' Commission submitted a letter commending the Police Department on their participation in the Pennsylvania Commission on crime and Delinquency Compliance Monitoring visit held December 19, 2018. The site visit revealed that the Department is in full compliance with the core protections identified within the federal Juvenile Justice and Delinquency Prevention Act of 2002.

Cumulus Media provided information regarding how the Borough can use Radio/Social Media Advertising Options to advertise Borough Events.

Portnoff Law Associates provided a brief review of the new process for the collection of Delinquent Real Estate Taxes.

Mr. Robert Stout from the Dauphin County Department of Public Safety sent a copy of the information shared at the December 13, 2018, Hazard Mitigation Meeting. The meeting covered information about known HVA incidents in 2018 as well as changes in hazards/risks,

changes in capabilities, progress on mitigation actions, mitigation successes, and State/Federal Information.

Mr. Robert Stout from the Dauphin County Department of Public Safety sent information announcing the TMI Training Exercise which is scheduled for Tuesday, May 7, 2019. Two-hour training sessions for municipalities must be scheduled to occur between February and April 2019.

The Pennsylvania Intergovernmental Risk Management Association submitted the Liability Coverage Summary.

Habitat for Humanities of the Greater Harrisburg Area sent a "Save the Date" notice for the 14<sup>th</sup> Annual Art Builds Homes Art Auction, which will occur March 15, 2019, at the Hershey Country Club.

The Pennsylvania State Association of Boroughs (PSAB) sent an Invitation to 10<sup>th</sup> Annual Conference & Exhibition to be held June 9-12, 2019 at Hershey Lodge.

PA Department of Transportation provided Publication 221 - Posting & Bonding Procedures for Municipal Highways, a guide for municipalities and heavy hauling users that outlines the state-approved process for posting and bonding municipal roads. The purpose of this publication is to give municipalities a way to post and bond their roads and protect their investment in their roadways.

Dauphin County Municipal Report provided a list of the 20 parcels of land sales made in Steelton Borough for the month of December 2018. The sales totaled \$462,429.00.

Dauphin County Office of Tax Claim Bureau sent information regarding a Repository Bid for 227 Jefferson Street L-4. *Mr. Segina moved and Ms. Hodge seconded the motion that the \$500.00 bid for the property is approved. The motion passed by a unanimous vote of Council.*

Republic Services submitted suggestions for consideration as the Borough moves to develop a Request For Proposal (RFP) for trash services.

Community Services Group, Crisis and Diversion CRR submitted a request for the Borough to continue the contract with that Group.

H.A. Thomson, Risk Management Services submitted a Summary of Insurance Coverages on Borough properties.

Dauphin County Tax Claim Bureau sent a Notice of Rule for Judicial Sale for Properties in Borough.

Insurance Services Office (ISO) thanked Mr. Brown and Chief Vance for their participation in the Public Protection Classification survey. The Borough received a Public Protection Classification of 05/5x, effective May 01, 2019.

#### **Unfinished Business:**

Ms. Kratzer, Chair of the Committee of the Junior Councilperson Program introduced Ms. Olivia Palermo as the person selected for the Junior Councilperson position. *Ms. Hodge moved and Ms. Kratzer seconded the motion that Ms. Palermo be appointed Junior Councilperson. The motion passed by a unanimous vote of Council.* Following the vote, Ms. Kratzer administered the Pledge of Junior Councilperson to Olivia Palermo. Her mother, Ms. Palermo, held the Bible during the swearing-in ceremony. Ms. Palermo took her Council seat and was presented with a packet of information, including her first Council Meeting packet, to assist her in learning about her new position and responsibilities.

Mr. Wion presented Resolution 2019-R-1, for consideration of the Council. *Ms. Hodge moved and Ms. Kratzer seconded the motion that Resolution 2019-01 appointing Ms. Carrie Baker to the Steelton Zoning Hearing Board for a term ending December 31, 2020, be approved. The motion passed by a unanimous vote of Council.*

Mr. Wion presented Resolution 2019-R-2 before the Council for action. *Ms. Kratzer moved and Mr. Heefner seconded the motion that Resolution 2019-R-2, Appointing Ms. Robin G. Kissler to the Steelton Zoning Board for a Term ending December 31, 2021, be approved by Council. The motion passed by a unanimous vote of Council.*

Mr. Brown presented other Board vacancies because of expired terms. Messrs. Mike Segina, Richard Moore and Emmuel Powell were reappointed to the Planning Commission with the term of Mr. Segina to expire on 12/31/2022, Mr. Moore on 12/31/2022 and Mr. Powell on 12/31/2020. Persons will be appointed to the Water Authority, with terms expiring 2023, at the February 19, 2019 meeting.

#### **New Business:**

Mr. Brown requested that Council approve Resolution 2019-R-3. *Mr. Segina moved and Ms. Kratzer seconded the motion that Resolution 2018-R-3, Appointing Stephen J. Shaver as Vacancy Board Chairman for 2019 for Term Ending December 31, 2019, be passed. The motion was passed by a unanimous vote of Council.*

Mr. Proctor explained that the consideration for the decriminalization and recreational use of marijuana will be examined by the Council by two committees. The first committee will explore what other municipalities are doing and what considerations and actions are being discussed on the County and State levels. This committee will be comprised of Mr. Brown, Mr. Heefner, Ms. Woods, Mayor Marcinko, and Mr. Proctor. A second committee, headed by Ms. Hodge, will actually write the Ordinance on decriminalization of marijuana, should the Borough determine that it wants to do so. This committee will consist of Ms. Hodge, Mr. Krovic, Ms. Kratzer, and Chief Minium.

Mr. Proctor appointed the following persons to serve on the Review Waste Hauling Contract, Bidding, and Bid Review for 2019 Committee: Mr. Heefner, Ms. Kratzer, and Mr. Proctor.

Mr. Brown requested that Council ratify his action of bidding for Supplementary Public Works Services Proposals. *Ms. Hodge moved and Ms. Woods seconded the motion to ratify Mr. Brown's action of bidding for Supplementary Public Works Service Proposals. The motion was approved by a unanimous vote of Council.*

Mr. Brown requested Council Award the Bid for Supplemental Public Works Services to the Center for Employment Opportunities. Mr. Brown reported that C.E.O. was the only bidder to respond to this RFB. *Mr. Segina moved and Ms. Hodge seconded the motion that the Center for Employment Opportunities (CEO) be awarded the contract to supplement Public Work Services for a period ending December 31, 2019. The motion was passed by a unanimous vote of Council.*

Mr. Brown requested Council Approve the Memorandum Of Understanding for Free Services between the Center for Employment Opportunities and Steelton Borough during the month of January 2019. *Mr. Heefner moved and Ms. Hodge seconded the motion to ratify the MOU between the Borough and CEO for January 2019. The motion passed by a unanimous vote of Council.* There was discussion regarding this request. Mr. Heefner asked if funds for the contract were included in the budget. Mr. Segina responded that three months was included in the budget, however, because of a sacrifice being made by the Police Department, there are adequate funds to pay for the service. Then Mr. Heefner asked for clarification of his understanding that each workgroup requires its own supervisor. The response was yes. He asked if there was any way that the group of five workers could be split up so that the full potential of the program could be used. He noted that sometimes five persons are not required to complete the work assignment and some persons are standing idle. He noted that those persons could be working on other projects. Mr. Proctor stated that he discuss the issue with the organization, which has always been flexible in working with the Borough and they would be contacted to see if splitting the group could be worked out.

Mr. Wion requested that Council approve Resolution 2019-R-4. He explained that a section of Bridge Avenue is not a public street in the Borough, has never been used by the public, nor has it been opened, paved or maintained by the Borough. Mr. Steven Semic has requested that this portion of Bridge Avenue be recognized by the Borough as not being a public street and not necessary for the Borough Street System. *Mr. Segina moved and Ms. Woods seconded the motion to pass Resolution 2019-R-4 Striking a Portion of Bridge Avenue from the General Plan of Streets of the Borough of Steelton. The motion passed by a unanimous vote of Council.*

Mr. Brown proposed the planning a Spring Bulk Pickup Day for Residents be referred to the Neighborhood Economic Development Committee for review and recommendation at the February 19, 2019 meeting. Mr. Heefner asked why the Borough should schedule a day for bulk pickup when it will cost taxpayers \$ 15,000.00. Mr. Brown explained that the Council would

determine the scope and guidelines of the project if it determines to do it. Bulk Pickup has been done in the past and persons purchased tickets per bulk item. He stated that it is one of the tools he was reviewing because of the number of complaints the Borough receives regarding bulk item visible on the streets. The issue is being addressed by the Codes Office, however, proving support to the community will be one way to help facilitate the cleanup of those items. Codes Officer Curry was asked to explain what the Codes Department is noticing regarding bulk pickup. He stated that residents do not understand how to use the service provided by the trash company which makes it appear that bulk item pickup is a problem. Mr. Heefner commented that there was a time when persons, particularly the elderly, could place their old televisions outside for pickup, but that is now illegal. He stated that it would be good if the Borough could find a way to get those items removed. Mr. Segina stated that the Borough has not provided services for electronic disposal, Dauphin Recycling Center will take those items free of charge. Ms. Woods stated the problem is getting the items to the recycling center. Ms. Woods and Mr. Segina both stated that a procedure for developing a system to assist residents with those items could be put in place using Borough staff. No Council action was pursued at this time since the issue was referred to the NEDC Committee for review and recommendation. Ms. Hodge and Mayor Marcinko agreed that there are persons who go through the neighborhoods collecting scrap and perhaps they would pick up those items. Mayor Marcinko stated that the Borough did do something with the electronic waste as a follow-up to the DEP action, however, no one brought anything to the site set up to collect electronic waste. Ms. Woods confirmed the Mayor's statement.

Mr. Brown requested that Council approve the Golden Equipment quote for the repair/maintain of the Street Sweeper. He explained the street sweeper was stored for the winter, however, it is time to get it ready to resume service. The repair and maintenance of the street sweeper is a budgeted item because it is a required action to ensure that the street sweeper is in good repair and able to work efficiently when the season starts. He further explained that Golden Equipment is the only vendor that has the pieces and expertise the sweeper as well as provide the Pennsylvania inspection for the vehicle. He also explained that this is an item for which the Borough can receive funds through the Pennsylvania Municipal Fuels Program. President Proctor asked when the sweeper was purchased to which Mr. Brown responded that he believed it was purchased in 2011. Ms. Woods asked about the cost of shop labor, which is over half the price of the parts. Mr. Brown explained that a sweeper is a complicated machine because it has to be totally dismantled anytime repairs are required. He further explained that the estimate of 42 hours of labor is realistic. Mr. Heefner stated that it is money well spent, particularly considering the cost of a sweeper. He added that the new sweepers have a lot of electronic devices which doubles the cost of the sweeper and supported Mr. Brown's request for approval. *Ms. Hodge moved and Ms. Woods seconded the motion that \$7,297.92 be used for the repair and maintenance of the Borough Street Sweeper. The motion passed by a unanimous vote of Council.*

Mr. Brown requested approval of the Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project. He explained that this is a part of the redevelopment project in which Borough has partnered with the Land Bank of Dauphin

County and Habitat for Humanity. Funding for this project was received with an application submitted last year, so it represents a 2019 award for a 2018 grant application. The County is awarding \$ 68,844.00 towards the project, which will shore up the retaining wall that is being washed out behind the building and on the side lot. Meetings are being held with the County to discuss additional cost and financing. Accepting the Agreement also means that the Borough is accepting the conditions made under the CDBG grant. During the discussion of this request, Mr. Heefner asked if it was possible to have the steps and handrails repaired with this grant money. Mr. Brown informed the body that additional funds will have to be obtained to complete the project and perhaps the other needs for total repair of the steps could be included. *Mr. Heefner moved and Ms. Hodge seconded the motion to approve the Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project. The motion carried by a unanimous vote of Council.*

Mr. Brown requested that Council approve the Internship Partnership with PSU-Harrisburg Business Students to Perform Branding and Marketing/Business Development Study for Steelton Borough. He stated, after consulting with Dr. Kanak, a professor for graduate and undergraduate students, that Dr. Kanak has offered to do three things for the Borough: 1) to provide an intern that would work independently 15 – 20 hours per week and provide deliverables to the Borough to put together a marketing and branding plan for the Borough; 2) assist in marketing for new business and supporting existing businesses; 3) assisting with events planning and marketing, including the Spring event planned for the Skate Park. There are three groups that have a capstone project which will develop three separate plans for marketing and branding for presentation to the Council. Mr. Brown and Dr. Kanak will supervise the projects. This is the first partnership with Penn State Harrisburg and the work is being done at no cost to the Borough. Mr. Wion remarked that he thought the Partnership should be approved. *Ms. Hodge moved and Mr. Segina seconded the motion to approve the proposed Marketing/Business Development Study partnership with Penn State University – Harrisburg. The motion passed by a unanimous vote of Council.*

Mr. Brown requested approval to establish an Internship with Mr. Tyler Vaupel of Temple University to Develop Sustainability and Greening Program for Borough. Mr. Vaupel is a resident of Steelton and a senior in Business at Temple University. He is required to complete a capstone project and approached the Borough regarding a sustainability project on behalf of the Borough. The project would include: 1) revamping the Adopt-a-Block Program, increasing participation and vetting the current participant to ensure that they are doing the events and submitting their summaries 2) present a plan for creating more "green space" on Front Street. His internship will be a part of his Master's level project and will be completed in the Spring Semester. *Ms. Kratzer moved and Mr. Segina seconded the motion that Mr. Vaupel is authorized to complete his internship in Steelton Borough. The motion carried by a unanimous vote of Council.*

Mr. Proctor stated that he, Ms. Kratzer and Ms. Maxwell have served on the Committee working with Ms. Barksdale to find funding for the archives and placing a plaque to remember Hygienic School. To support this effort, a Fundraiser is planned for February 16, 2019, at

Champions from 6:00 – 10:00 p.m. The tickets are \$20.00. Food is included in the price of the ticket. Ms. Barbara Barksdale will make a presentation about the history of the Hygienic School. Mr. Proctor had hoped to have Mr. John Beck to give a general overview of Steelton, however, Mr. Beck is unavailable. Mayor Marcinko suggested he contact Mr. Randy Wilson, who could also provide a general historical overview of Steelton. There is a Memorial planned for August 2019.

Mr. Wion explained that when the Borough issues bonds, the Internal Revenue Service requires an arbitrage rebate report every five years. The report calculates the Arbitrage yield for the bonds, reviews the monthly paying agent reports that deal with the bonds, prepares arbitrage rebate calculations, prepares a letter to IRS if any payment is required and presents a report to the County for its review and approval. In 2015, the Borough issued Bonds to fund several capital improvement projects, including sewer and water facilities and to refund a portion of the 2006 Bonds, which were used for the water system. He stated that it is time to report to IRS on the 2015 bonds. The Susquehanna Group Advisors is well qualified to complete the report and has prepared an agreement offering to do so. He recommends that the Council approve the agreement. *Mr. Heffner moved and Ms. Kratzer seconded the motion that the Borough hire the Susquehanna Group to complete the Arbitrage Rebates & Report for a sum of \$3,000.00. The motion was passed by a unanimous vote of Council.* Prior to the approval of the motion, Mr. Segina confirmed that the cost of the report, which will be paid upon completion of the work, is a fixed fee of \$3,000.00.

Mayor Marcinko stated that she has a written request from Mayor Anders from Halifax Borough requesting the loan of the Borough's Cherry Picker. She forwarded the request to Mr. Brown.

#### **Public Comments:**

Ms. Cheryl Powell, 321 Lebanon Street – noted that the Borough Newsletter contained a lot of information regarding living in the Borough. In particular, there is information about fines and expectations of the residents. She suggested that the information be shared with students in the Steelton-Highspire School District in Civics Classes. She stated that one of the things that made her think of teaching requirements was an encounter she had with a young lady who was littering the street. She asked the young lady to pick up her trash and asked if she did not realize that she could be fined for littering. She suggested that the new Junior Councilperson might be interested in the project. Ms. Powell also asked for clarification regarding the archives. Ms. Proctor explained that there is a vault that contains historical information about the Borough and there is a need to ensure they are preserved.

Mr. Emmuel Powell, 321 Lebanon Street – thanked Council for re-appointing him to the Planning Commission. He then went on to ask about trash pick-up. He reported a problem with the trash and recycling at the Cyrene Lodge not being removed because of the Snow Emergency. Mr. Heefner suggested the problem was in the area where the water is high and ices up. The Borough is scheduled to address that issue. Mr. Brown volunteered to contact

Republic Waste regarding the trash pick-up at the Lodge. Since deer are not deterred by the 12-foot fence on Cameron Street by the UPS facility, Mr. Powell requested "Deer Crossing" signs in the neighborhood because the deer come out at night. It was agreed that a sign would be placed in the area.

There were no Council Concerns expressed.

**Other Business:**

Mr. Brown reminded Council that it has reviewed the proposed agreement between Officer Shaffer and Officer Webster regarding their positions as Canine Handlers and the compensation for those positions. The main issue is the use of compensatory time for compensation. The agreement must be compliant with Federal Law, which requires compensation in some form. The Officers have agreed to take compensatory time rather than overtime pay. Officers Cody Webster and Scott Shaffer and the Union have already signed the agreement, which now awaits Council approval. The compensatory time would be four hours per week at 1 ½ used in a calendar year. Ms. Kratzer moved and Ms. Woods seconded the motion that the Canine Agreement between Steelton Borough and Officers Cody Webster and Scott Shaffer be approved. During the discussion period, Mr. Heefner restated his impression that the original proposal for Canine Officers stated that the program would be done without the use of taxpayer funds. He wanted clarification regarding other possible funding needs and whether the funds for the project are coming out of the Borough's General Fund. Chief Minium noted that the October 1, 2018 minutes stated that the animals would be purchased without the use of taxpayer money. He further stated that the Canine Handlers must be compensated. President Proctor stated that the cost per officer will be approximately \$ 25,000 per year in compensatory time. Chief Minium noted that he does not foresee any other issues coming forward. He also explained that instead of coming back to work following the 16 hours of training each month, the Officers will go home and use those four hours as a part of their compensatory time. Therefore, the cost will be \$25,000.00 for both Officers. Mr. Segina stated that he talked to Mr. Miller regarding this issue, and thinks that in order to make the budgeting process run smoothly, the compensatory time should be used up or paid out in one year. The agreement was adjusted to include that request. *Mr. Segina moved that Council should accept the agreement between Canine Officers Cody Webster and Scott Schaffer on an updated agreement that states that the four hours per week at 1 ½ time must be utilized or paid out in each calendar year. The motion was seconded by Ms. Woods and carried by a unanimous vote of Council.*

Mr. Brown reported that there is a tentative agreement with the Teamsters Union. At this point, they are making a technical review to ensure that the versions are congruent. Once the review is finalized, it will be presented to Council and the Teamsters Union for review and vote.

The President called for a motion to move into Executive Session to discuss personnel issues. Mr. Wion stated that the type of personnel issue should be specific, for example, discussing hiring additional workers, or taking disciplinary action. Mr. Brown stated that employee time off

during inclement weather and pay issues with non-uniform employees are the two items that will be discussed in the Executive Session.

*Mr. Heefner moved and Ms. Hodge seconded the motion that Council moves into Executive Session to discuss employee time off during inclement weather and pay issues with non-uniform employees. The motion carried by a unanimous vote of Council.*

Following the Council's resumption into open meeting, *Ms. Kratzer moved and Ms. Woods seconded the motion that the Council meeting is adjourned at 8:45 p.m. The motion was passed by acclamation of Council.*

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

Respectfully Submitted,  
Douglas Brown, Secretary

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