

Steelton Borough Council Agenda

February 19, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meetings: February 4th, 2019

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for:
January 2019

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)

Communication:

Caldwell and Kearns	Letter to Steve Semic RE Resolution 2019-R-4 Striking a Portion of Bridge Avenue from the General Plan of Streets of the Borough of Steelton
Dauphin County Tax Claim Bureau	Notice of Receipt of Steelton Borough Resolution 2018-R-23
UGI Utilities Inc. Friends of Midland Cemetery	2019 Pave Ahead Program Notice Annual Request for Maintenance Fund Donation of \$500 to Midland Cemetery

Unfinished Business:

Mr. Segina

Recommendation to Authorize Advertisement of Ordinance 2019-__

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, BY AMENDING IN ITS ENTIRETY CHAPTER 85 ENTITLED, "REGISTRATION, MAINTENANCE AND SECURITY OF ABANDONED REAL PROPERTY", WHICH CHAPTER PROVIDES FOR REGISTRATION, MAINTENANCE AND SECURITY OF REAL PROPERTY AS DEFINED THEREIN; PROVIDES FOR PENALTIES FOR VIOLATION; AND PROVIDES FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Mr. Brown

Update on Commercial Vehicle Parking Restrictions and Options to Proceed with Implementing Restrictions

Mr. Brown

Update on New Steelton Map through PRINT

Information only.

Mr. Brown

Habitat for Humanity Estimate of Construction Costs – 101 Locust Street. *Information only.*

New Business:

Mr. Proctor

Approval of Proposal with Sara Bozich Events Promotion for Executing Beer/Wine Garden, PR/Media Outreach, Marketing Assistance, Social Media Promotion for Steelton Fest 2019

Mr. Brown

Authorization for Mr. Brown/Mr. Proctor to Enter into Agreements Necessary to Execute Steelton Fest Agreements in an Amount not to Exceed \$5,000 Per Contract, Subject to Council Notification and Ratification. \$15,000 overall limit on authorization.

Mr. Brown

Approval of Addendum to ZA Auditing Engagement Due to GASB Statement No. 75 Requirement in the Amount of \$4,400

Mr. Brown

New Sewer Tap-In Application and Permit Forms

Mr. Brown

Request by Mr. Gary Lenker of Tri-County Housing Development Corporation to Waive Sewer Tap-In Fees Related to Frank S. Brown Boulevard Town Home Project

Mr. Wion

Request to Maintain Agreement with Community Services Group, Crisis and Diversion CRR

Public Comments:

Council Concerns:

Executive Session: To Discuss Police Contract and Personnel Issues Related to Public Works

Other Business:

Mr. Miller

Resolution 2019-R- _Approving Collective Bargaining Agreement between Steelton Borough and Teamsters Local 776 for Uniform Employees Effective January, 1st 2019 through December 31st, 2021

Adjournment:

Steelton Borough Council Meeting Minutes
February 19, 2019

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown, Borough Manager
Dennis Heefner	Anthony Minium, Police Chief
Kelly Kratzer	Eugene Vance, Fire Chief
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with cause: Aaron Curry

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge Of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

After review of the February 4, 2019 minutes, Mayor Marcinko noted that her name was not included in the list of persons assigned to explore what other municipalities are doing regarding marijuana and what considerations and actions are being discussed on the County and State levels. *Mr. Segina moved and Ms. Woods seconded that the minutes of the February 4, 2019 meeting be accepted with one correction. The motion passed with a unanimous vote of Council.*

There was no discussion on Agenda Items.

The Schedule Of Billing, Requisitions, and Change Orders were reviewed. *Ms. Kratzer moved and Mr. Segina seconded the motion that the report be accepted as presented. The motion carried by a unanimous vote of Council.*

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
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- Borough Manager's Report (Oral Report)

The Departmental Reports were reviewed and there was a discussion about the following reports:

Fire Department: *Mr. Segina moved and Ms. Kratzer seconded a motion that John Brubacher, Stephen Brubacher, Steve Brubacher, Dennis Freed, Brian Handley, John Heffelfinger, Connor Higgins, Thomas Leach, Andy Mahalchick, Nate Martin, Keith Miller, Steve Murphy, Eugene Vance, and Colton Zalek be approved as certified drivers of Fire Department vehicles. The motion was approved unanimously.*

Parks and Recreation Committee reported that there was a water line break at the baseball field. They also shared the following events are planned for the Borough:

- Steelton Fest - June 22nd from 4-9 p.m.
- Tentative dates for activities:
 - Easter Egg Hunt - April 13th 11:00 a.m. - 2:00 p.m.
 - Skate Park Spring Opening - May 18th
 - Veterans Event- May 25th 11:00 a.m.
 - Steelton Day of Caring - September 14th
 - Halloween Event - October 19th 6:00 p.m.
 - Christmas Tree Lighting - December 3rd 6:00 p.m.
 - Santa Truck Run - December 21st 3:00-5:00 p.m.
- Other Community Events
 - Lincoln Street Line-Up - May
 - National Night Out - August 6th
 - Back-to-School Block Party - August 17th
 - Trick or Treat - October 24th

There were other items included in the Committee Report regarding plans for work in Borough parks.

NEDC Committee - Mr. Segina the items from the will be discussed later in the meeting.

Stormwater Committee- the Committee will meet on the 21st. Chair Kratzer will meet with Intern Tyler Vaupel.

Mayor's Report –

- She has and will attend all of the monthly Emergency Operators Meetings which are held at the 911 Center.
- TMI Training will be March 7, 2019, at 6:00 p.m. with the Community Practice Exercise will be conducted May 7, 2019. She reminded Council to ensure that they have taken the required emergency training courses so that the Borough can be reimbursed for funds expended during an emergency.
- Fundraisers for the K-9 Unit and Fire Department have been successful.
- The Police Department and Religious Leaders have developed a partnership around the Harrisburg Christian Performance Center. There will be a play at the Steelton-Highspire High School March 14, 15 & 16, 2019 as a result of this partnership.

Mr. Segina moved and Mr. Heefner seconded the motion that the Department Reports be accepted as presented. The motion passed by a unanimous vote of Council.

At 6:40 p.m. Mr. Segina moved that Council recess into Executive Session to discuss the Police Contract and personnel issues related to Public Works. Ms. Woods seconded the motion which passed unanimously.

Ms. Hodge arrived at the meeting at 6:45pm

Council moved back into regular session at 7:20 p.m.

*Ms. Kratzer moved and Mr. Krovic seconded the motion that **Resolution 2019-R-05**, Approving Collective Bargaining Agreement between Steelton Borough and Teamsters Local 776 for Uniform Employees Effective January 1, 2019 through December 31, 2021 be approved. The motion was passed by a unanimous vote of Council.*

The following communications were received by Council:

Caldwell and Kearns sent a copy of their letter to Mr. Steve Semic informing him of the passage of Resolution 2019-R-4 “Resolution Striking a Portion Of Bridge Avenue from the General Plan Of Streets of the Borough Of Steelton”.

The Dauphin County Office Of Tax Claims acknowledged receipt of Resolution 2018-R-23 appointing Portnoff Law Associates to collect Borough 2018 delinquent real property tax.

UGI wrote to notify the Borough of the 2019 Ahead-of-Paving program in which they try to make repairs/replacements to their facilities prior to the municipalities paving projects. They requested a list and description of planned paving projects.

Friends of Midland requested a \$500.00 Maintenance Fund donation. *Mr. Heefner moved and Mr. Segina seconded the motion that the annual \$ 500.00 donation be made to the Midland Cemetery Maintenance Fund. The motion passed by a unanimous vote of Council.*

Intern Tyler A. Vaupel filed a report of his work in the Borough.

Unfinished Business:

Mr. Segina brought information from the Neighborhood Economic Development Committee (NEDC) regarding vacant and abandoned properties. Currently, Community Champions represents the Borough in the enforcement of the requirement to register vacant bank foreclosed/owned properties. Mr. Segina requested that enforcement of the requirement be expanded to include all vacant and abandoned properties. This action will result in an increase of

registered properties and registration fees. The Committee requests Council approve the advertisement of an Ordinance Amending the code of the Borough of Steelton, Pennsylvania, by amending in its entirety Chapter 85 entitled, "Registration, Maintenance and Security of Abandoned Real Property", Which Chapter Provides for Registration, Maintenance and Security of Real Property as Defined Therein; Provides for Penalties for Violation; and Provides for Severability, Conflicts and an Effective Date". *Mr. Segina moved and Ms. Woods seconded the motion to approve advertisement of the proposed Ordinance. The motion passed by a unanimous vote of Council.*

Mr. Brown reported on progress made toward resolving the commercial vehicle parking restrictions and options to proceed with implementing the restrictions. He stated that he met with persons from the Borough's engineering firm to discuss how things can be handled. He shared portions of a memorandum written by Ryan Hostetter, Transportation Engineer summarizing the discussion and what the Borough needs to do to resolve the issue. It is possible to create no parking, loading zones, local delivery and other ways to enable commerce to continue in the Borough without making an overall prohibition on parking. Mr. Proctor stated that a person could drive their work truck home and park it overnight, however, the problem is with the 18-wheeler trucks that take up space and hinders the vision of persons driving on the streets. Mr. Heefner mentioned the 18-wheeler trucks parked on the Casa Chica parking lot. It was noted that since that is private property it is difficult to regulate. Members of Council agreed that the Borough should continue to pursue a resolution to the parking problem.

Mr. Brown informed Council that the New Steelton Map through PRINT is in the process of being finalized. The publication shows certain landmarks, parks, business, etc. that might be of interest to persons coming into the Borough, as well as Borough residents.

Mr. Brown presented Habitat for Humanities estimate of construction cost for the rehabilitation of 101 Locust Street. The estimated cost is \$ 101,845.00 with a \$ 69,000.00 gaming grant and a \$30,000.00 Wells Fargo grant their revenue is close to the amount needed. Other grants and in-kind donations will be pursued. Some work has already been done on the property and there are plans to do additional work in the Spring. Mr. Heefner asked how the property will be used. Mr. Brown informed him that there are plans to develop two residential units in that building. Mr. Heefner asked if lighting and repair of the steps could be folded in the search for additional funding, to which Mr. Brown answered "yes". Ms. Woods asked if there was a timeline for completion of the project. She noted that there has been on-going work on Fourth and Walnut for several years. Mr. Brown explained that the ability to complete a project depends on the ability to secure funding. Mr. Wion added that at this point, the Borough still owns the property although work is being conducted to pass it on the Dauphin County Community Development Authority.

New Business:

Mr. Proctor requested Council approve a proposal from Sara Bozich Events Promotion to handle Steelton Fest 2019. The date for the event is June 22, 2019, with a starting time of 4:00 p.m. The Fest has a \$19,000.00 budget and a grant from the Department of Tourism which is earmarked for the event. It is likely that Jesse Falcon will do the graphic design work for the event. *Ms. Hodge moved that the Sara Bozich Marketing Proposal for the full promotion of and serve as the Beer/Wine Garden Liaison for \$3,000.00. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Brown requested that he and Mr. Proctor be authorized to enter into agreements necessary to execute Steelton Fest, subject to Council notification and ratification. *Mr. Segina moved and Ms. Kratzer seconded the motion that Mr. Brown and Mr. Proctor be authorized to enter agreements necessary to execute Steelton Fest with no agreement exceeding \$5,000.00 and the total not to exceed \$15,000.00. The motion passed unanimously.*

Mr. Brown introduced a request from the Zelenkofske Axelrod LLC accounting office to amend their contract in compliance with a **Government Accounting Standard Board (GASB)** requirement #75. They estimate the contract amendment will cost \$4,400.00. Following a review of the request, there was a discussion about the feasibility of looking for another company since the original estimate for service has had to be amended several times. This will be reviewed by the Finance Committee. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Zelenkofske Axelrod LLC request for contract amendment be approved as presented. The Council supported the motion with a unanimous vote.*

Mr. Brown requested that the Council authorize the use of a newly developed Sewer Tap-In Application and Permit Forms. This will allow the Borough to collect sewer tap-in fees, issue a permit, and track permitted sewer connections with new development. *Ms. Hodge moved and Mr. Krovic seconded the motion that the new Sewer Tap-In Application and Permit be approved. The motion passed by a unanimous vote of Council.*

Mr. Brown presented a request from Mr. Gary Lenker of Tri-County Housing Development Corporation to waive sewer tap-in fees related to the Frank S. Brown Boulevard Town Home Project. The action will keep the project within the approved and financed budget and thus keep the cost of purchasing a home within the projected limit. Mr. Segina expressed concern about creating a precedent by waiving the fees. Mr. Wion noted that the waiver was contained in the October 16, 2018 agreement. *Mr. Heefner moved and Ms. Hodge seconded the motion that the Tri-County Housing Development Corporation's request that the sewer tap-in fee be waived. The motion passed by a unanimous vote of Council.*

Mr. Brown presented the Request to Maintain Agreement with Community Services Group Crisis and Diversion CCR. The letter was addressed to the Steelton Fire Department. Mr. Wion asked if the letter was addressed to the Volunteer Fire Department or the Fire Department Structure of the Borough of Steelton. Chief Vance stated that the Volunteer Fire Department had no knowledge about the program no any information regarding a previous agreement. Since there was no available information about an original agreement, the discussion was tabled until there additional information is obtained.

Public Comments:

Emmuel Powell, 321 Lebanon Street – asked if there were plans to widen Lincoln Street from Harrisburg Street to the Cemetery. The response was that there are no plans to do so.

Council Concerns:

Ms. Kratzer – expressed her disappointment in missing the fundraiser for the K9 and Fire Department. She did hear that it was a success. She announced that the Fire Department will sell Easter Eggs and chocolate covered pretzels.

Mr. Heefner – stated that he and Mr. Segina met with the Codes Department. He mentioned his understanding that there are lots of televisions left in yards and recommended that public works pick them up and take them to the recycling center on a monthly basis. Mr. Wion asked if he had discussed the proposal with the County since they may have a program to handle that issue. Also discussed was placing information in the newsletter to see if there was interest in having such a program; the need to have permission to take the television; and elderly persons are in need of the service. Mr. Brown will contact the County, then follow-up with a newsletter article. Mr. Heefner also raised an issue brought to him by a constituent regarding the Bridge Avenue Resolution. Since the Borough has a contract with Swatara Township for solid waste, he raised concern about whether or not when the improvement is made at the Hoffer Street Station if Swatara Township can pay their portion of the cost.

Ms. Woods, Mr. Krovic, and Ms. Hodge thanked persons for attending the meeting.

Ms. Palermo and Ms. Leggett-Robinson had no concerns.

Mr. Brown announced that the Skate Shop will host Broken Boards February 22nd. The event is a fundraiser for the Get On Board Program which teaches skateboarding to children with disabilities. There will be a band and the Broken Board are art pieces created from broken skateboards.

Ms. Segina announced that the Fire Department is selling candy.

Mr. Proctor appointed Ms. Palermo to the Police Committee and the Parks & Recreation Committee.

Mr. Segina moved and Ms. Hodge seconded that the meeting be adjourned at 9:10 p.m. The motion was passed by a unanimous vote of Council.

Respectfully Submitted,

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

Douglas Brown, Secretary