

**Steelton Borough Council Agenda**

March 18, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:** February 19, 2019

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

- Mr. Heefner would like to discuss Street Sweeping Schedule and putting dates in ordinance.
- Update on waste hauler bid review meeting.

Parks and Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Mayor's Report (Oral Report)

Jr. Councilperson Report (Oral Report)

Borough Manager's Report (Oral Report)

**Presentations:**

Integrated Development Partners

Presentation of Concept Plan for "The Steel Works" development

Tyler Vaupel

Front Street Greening Initiative

JC Nuss, Lakeside Marine

Request to Use Boat Dock for Boat Demonstrations

**Communications:**

Borough of Highspire

Resolution 13-2019, A Revision of the 04/19/2016 Resolution Regarding Sharing Codes and Zoning Services.

Pennsylvania Department of Environmental Protection

Notification of Hemp. Bros., Inc. Application to Correct Their Permit to Bring in Reclaim Fill and Update Post Mining Use.

HA Thomson	Loss Run Report Showing Open and Closed Insurance Claims for the Borough
Eckert, Seamans- Attorney-at-Law	Announcement -The Department of Labor Has Released A New Proposed Overtime Rule.
Dauphin County	Municipal Report 02/01/2019 – 02/28/2019 – Transfer of Properties in Borough of Steelton
McNees Public Sector	Announcement - New House Proposal Would Subject Municipal Water, Wastewater Authorities to Additional Oversight.
International Code Council	Announcement – Aaron Curry has passed the Residential Plumber Inspector Examination.
Dauphin County Office of Tax Assessment	New Construction Billing
Capital Region Water	Draft Estimate of Future Suburban Municipality Wastewater and Stormwater CIP Costs.
PA Representatives Wheatly & Harris	Announcement – Steelton Community Discussion of Legalization of Marijuana, March 26, 2019, 6:00 – 7:30 p.m. at Coexist Gallery, 310 South Front Street, Steelton, PA.
Cohen Seglias Pallas Greenhall & Furman PC	Proposal to Provide Professional Services to the Steelton Borough Stormwater Committee.
<b>Unfinished Business:</b>	
Ms. Hodge	Tabling of Marijuana Decriminalization Ordinance for Special Meeting on Tuesday, March 19, 2019.
Mr. Heefner	Approval of Quote for New Sewer Camera Equipment
Mr. Heefner	Update on Trash Committee Meeting

Ms. Woods	Approval of Facility Use Approval and Guidelines Form and Waiver of Liability Form
Mr. Curry	Update on Implementation of Codes Zone Program
<b>New Business:</b>	
Mr. Brown	Request to Extend GPS Contract an Additional Year to Realize Cost Savings
Mr. Brown	PPL Community Roots Program
Mr. Brown	Potential Partnership with Ms. Jennifer Morrison’s Classes to Perform Beautification Projects in Borough
Mr. Brown	Request for Sewer Relief, Mr. Nick.
Mr. Brown	Request for Sewer Relief, Prince of Peace Church
Mr. Brown	Discussion of Purchasing New Planters and Trash Cans for Borough

**Public Comments:**

**Council Concerns:**

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

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
**March 18, 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	Gene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Officer
Elizabeth Palermo, Junior Councilperson	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: William Krovic, Kelly Kratzer, and Chief Minium

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, Ms. Hodge moved and Ms. Woods seconded the motion that the minutes be accepted as presented. The minutes were approved by a unanimous vote of Council.*

There were no comments on agenda items.

*After review, the schedule of billing, requisitions, and change orders as presented for February 2019 were accepted by a unanimous vote of the Council, following the motion made by Mr. Heefner and seconded by Mr. Segina.*

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

- Mr. Segina and Mr. Heefner presented the idea of a “Crowd Sourcing Pot Hole Program” project to be held April 1 – May 30, 2019. The project would entail persons completing a form, taking pictures of potholes, their location and listing that information on the Borough website in the place provided. The list of information gathered will be handled by Mr. Heefner and given to Public Works staff to make repairs. The results will be posted on the Borough website.
- A special effort is being made to clean the catch basins to remove leaves. The effort will assist with wastewater/stormwater cleanup.

Parks and Recreation Committee (Oral Report)

- Ms. Woods reported that the next Parks & Recreation meeting will be held on March 21, 2019.
- Efforts are underway to finalize plans for the Easter Egg Hunt. D.J. Bruce will provide the entertainment, there will be an Easter Bunny, prize giveaways, Floyd Stokes donated 100 books to give away and 4,000+ Easter Eggs are being prepared for the event.

#### NEDC Committee (Oral Report)

- Ms. Hodge stated that there the Committee has not met since the last Council meeting.
- Mr. Segina reported that persons from the Committee are continuing to work on the Codes update and a meeting with Mr. Wion to discuss the Ordinance about the Quick Tickets.

Stormwater Committee (Oral Update) – There was no update.

#### Mayor's Report (Oral Report)

- The collaboration between the Police Department, School District, and the Harrisburg Christian Performing Arts Center. The theatre performance, held at the SH High School Auditorium, was good, however, she was disappointed with the low attendance.
- There is an effort to locate moving filing cabinets for the Police Department. Hopefully, there will be some to help the Department keep their files since several have been lost due to water damage.
- There will be a TMI drill on May 7, 2019. Mr. Proctor will represent the Mayor if needed since she will be out of town on that date.

#### Jr. Councilperson Report (Oral Report)

- ✚ Ms. Palermo attended a meeting with Mr. Brown, SHSD officials, and Chief Minium regarding the walking student safety issues.
- ✚ A poster is being developed to make students aware of the vehicular manslaughter statistics.
- ✚ She had a discussion with the Police Chief regarding jaywalking tickets and it was determined that the tickets will not provide a resolution to the problem.
- ✚ Upperclassmen are being recruited to serve as examples to younger students on how to walk to and from school safely.
- ✚ There is a plan to bring more awareness to National Walk to School Day.
- ✚ Additionally, there were discussions of holding a discussion with Borough Officials about publishing information that students are walking home between 2:30p.m. and 4:30p.m., and possibly placing pedestrian walking strips on Swatara Street.

#### Borough Manager's Report (Oral Report)

- ✓ Integrated Development Partners made a presentation to the Zoning Hearing Board regarding the "Steel Works" Project and will make a presentation to the Council later in the meeting. They are also working with the Planning Commission on the plans.
- ✓ Funding to begin demolition of the remaining publically owned properties on Front Street has been secured through Dauphin County. Four different demolition contractors have been contacted and are in the process of developing their bids for submission to the Land Bank, which will make the decision regarding who will receive the contract. Hopefully, demolition will begin in the Spring.
- ✓ Frank Brown Townhomes Project grounding breaking is scheduled for April with actual work beginning in April or May.
- ✓ 107 North Front Street is the address of a new Market. There are a variety of foods available, including fresh produce brought from the Philadelphia Italian Market.
- ✓ Habitat for Humanities continues to do internal work on the project at 101 Locust Street.
- ✓ A company from New Jersey named Cottage Plus which is interested in the vacant properties on North Third Street. They are interested in demolishing those properties and building Cottage-Style homes in that area.

- ✓ New staff person joined the Codes Office as is the new Administrative Assistant Her name is Elizabeth Bechtel, and she is doing a good job so far.
- ✓ The newsletter is near completion and will soon be published and distributed to the residents.

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

### **Presentations:**

Mr. Jonathan Bowers representing Integrated Development Partners made a presentation of a Concept Plan for “The Steel Works” development. Mr. Bowers made the following points:

- 1) Secure additional proceeds from Dauphin County Land Bank to complete the necessary demolition of properties included in the project. With the demolition started, the plan is to have a groundbreaking sometime in the Spring.
- 2) The company submitted an application \$4 million State grant funds to move the 70" stormwater pipe to from the front of the properties to the back. There is a deed restriction that will not allow the construction on the rear of the property, therefore it is imperative that the pipe is relocated. There have been letters of support and meetings with key leaders who support the grant request.
- 3) Updated concept plans will evolve as users come on board.
- 4) A letter of intent has been executed on 7500 square feet building. The name of a tenant will be announced soon. Plans include having medical offices and an early child care program in tenants. Interest has been shown by both local and national food chains for a grocery store in the development.
- 5) Plans to build 70, one and two bedrooms 550-750 sq. ft. ADA Compliant housing units, which could accommodate Senior Citizens or persons with disabilities. They are in the process of looking for a developer to partner with on this section of the plan.
- 6) The concept design includes an open space which could accommodate an Amphitheatre. This area would be available for Borough use and plans include opening the space to outside promoters for use for other venues. Having other business access this space would increase traffic and revenue in the Borough. This will be another area in which Tourism Grants could be utilized.
- 7) They have contracted a traffic engineer look at traffic studies and develop proposed traffic patterns for proposed use of the space which should be done in the next few months.
- 8) They plan to present preliminary land development plans in May in time for the June 5, 2019, Planning Commission meeting.
- 9) Discussions are in process with the Steelton Development Economic Corporation about closing on the project in the next 90 days.
- 10) An Environmental Engineer has been engaged to work with the Department of Environmental Protection on how to get conditional Act 2 clearance to begin construction.
- 11) All quotes are in on the site work so the budget is somewhat set.
- 12) The goal of the project is to have the development go vertical this time next year.

Ms. Hodge and Mayor Marcinko expressed their pleasure about the project coming together and the positive impact that it will have on the Borough.

Tyler Vaupel presented information regarding the Front Street Greening Initiative and his plans for service to the Borough. Mr. Vaupel is a lifelong resident of Steelton, was a part of the On-Campus Greenhouse prior to his graduation from Steel-High in 2015. At this time, he is a student at Temple University with a major in Entrepreneurship and a minor in Corporate Social Responsibility. His personal goal is to make a positive contribution to his community. As a part of his schoolwork, he and

Mr. Brown identified three goals for his work with the Borough. They are to 1. Revitalize the Adopt-A-Block Program for 2019, 2. Implement a Green Infrastructure Project and, 3. Create a Social Media Campaign around these goals. He introduced several ideas that might be considered for the Green Infrastructure project which will find ways to use vegetation, soil, and other elements to restore some of the natural processes required to manage water and create a healthier urban environment. There will also be neighborhood efforts to develop stormwater management systems that will mimic nature by soaking up and storing water.

JC Nuss, from Lakeside Marine, presented a request for ideas on how he can use the dock area to provide test drives of boats for purchase and meet the requirement of \$ 50.00 for use of the boat ramp. Mr. Nuss understands that the \$50.00 permit fee provides a sticker for one set which includes a vehicle, trailer, and boat. Because the business entails using a variety of boats, Mr. Nuss would like to purchase the permit for each of their three vehicles and trailers, but use them for different boats without running into problems with enforcement of the policy. Presently, the permit applies to one set only. The request was referred to the NEDC Committee, however, the Council determined that Mr. Nuss should register the vehicles and Lakeside Marine will be issued a Temporary Tag for use with multiple boats until a more permanent multiple use tag is developed.

### **Communications:**

The Borough of Highspire Pennsylvania sent a copy of their Resolution 13-2019, which is a Revision of the 04/19/2016 Resolution which allows Sharing Codes and Zoning Services.

The Pennsylvania Department of Environmental Protection sent notification that Hemp. Bros., Inc. has applied to correct their Permit to Bring in Reclaim Fill and Update Post Mining Use.

HA Thomson submitted a Loss Run Report Showing Open and Closed Insurance Claims for the Borough.

Eckert, Seamans- Attorney-at-Law sent an announcement that the Department of Labor has released a new proposed overtime rule.

Dauphin County sent the Municipal Report 02/01/2019 – 02/28/2019 for Transfer of Properties in Borough of Steelton

McNees Public Sector sent an announcement regarding a new House proposal that would subject Municipal Water and Wastewater Authorities to additional oversight.

The International Code Council announced that Aaron Curry has passed the Residential Plumber Inspector Examination.

The Dauphin County Office of Tax Assessment sent notice of New Construction Billing in the Borough.

Capital Region Water submitted a draft estimate of future Suburban Municipality Wastewater and Stormwater CIP costs.

PA Representatives Wheatly & Harris sent an announcement regarding the Steelton Community Discussion of Legalization of Marijuana to be held March 26, 2019, 6:00 – 7:30 p.m. at Coexist Gallery, 310 South Front Street, Steelton, PA.

Cohen Seglias Pallas Greenhall & Furman PC submitted a Proposal to Provide Professional Services to the Steelton Borough Stormwater Committee.

### **Unfinished Business:**

Mr. Segina discussed the request for sewer relief from 2213 South Front Street. The issues had been presented to the Water Authority in November, and it determined that no water relief would be granted because the problem was caused by a leak and the water was, in fact, used. However, it recommended that the owner present the information to the Council request relief from the sewer bill since the water did not go into the Borough's sewer system. The total due for the August 1, 2019 bill was \$813.75 plus penalties. The owner of the property made a presentation to the Council. He stated that he found out that there was a leak which caused water to run between the walls of apartments in a four-apartment complex. The water did not go through the sewer system because the water was exiting through the side of the building. The leak was repaired immediately. Ms. Hodge moved that the property owner receive relief of \$1188.75 plus any posting and accrued since August 2018, to be determined by Mr. Segina and Borough staff. The motion was seconded by Ms. Woods, which passed by a unanimous vote of the Council.

Mr. Heefner requested that the Council approve the quote for the purchase of new sewer camera equipment. Mr. Heefner stated that by purchasing the new camera, the Borough will save money on hiring a contractor each time there is a need to look at a pipe and make a repair. The old camera is not effective because it will not move over rocks and debris often found in the old pipes. The new camera has wheels, so will be able to traverse the terrain of the pipes. Mr. Heefner stated that he understood that the camera will be able to repair pipe breaks, however, it will cost \$500.00 each time a small segment of repair is completed. Eric Kline, from A&H Equipment, the dealer for the camera system made a brief presentation and answered questions from Council members. He stated that our camera is broken all of the time and do not allow staff to see what is going on in the pipes. He stated that other municipalities have purchased the camera and are pleased with its performance. The camera can be used for 6-72 inch pipes. Mr. Heefner would like to use the camera to inspect all the Borough pipes every two years. He also requested that three persons in the Public Works Department be trained to use the camera. This is crucial since only one person is trained to operate the current camera. Mr. Kline stated that training, with purchase, will be provided at no cost to the Borough and did not set a limit to the number of persons that can be trained. The camera comes with a one year warranty. The camera has a built-in memory and can take videos and still photos. Mr. Segina discussed the need for additional storage space for information in the Public Works Department. He stated that a storage device with two drivers could be purchased for approximately, \$800.00 for 8TB or \$1,000.00 for 10TB. Mr. Brown stated that there are adequate funds in the Capital Improvement Sewer Fund to cover the cost of the camera and storage units. *Ms. Hodge moved and Mr. Heefner seconded the motion to purchase the Envirosight Rovver X Camera System with the Co-Stars price of \$98,871.00. The motion passed by a unanimous vote of the Council. Mr. Segina moved and Mr. Heefner seconded the motion that additional storage space of 10 TB be purchased to store video and photographs of Public Works information for a cost of \$1, 100.00. The motion passed by a unanimous vote of the Council.* After discussion, Ms. Hodge requested that the Public Works Department submit a plan of use for the camera to the Council no later than June 3, 2019. Mr. Heefner, Public Works Chair agreed to meet the request.

Ms. Hodge proposed that the passage of the Marijuana Decriminalization Ordinance be tabled until the Special Meeting scheduled for 6:00 p.m. Tuesday, March 19, 2019. The meeting will provide an open



forum for comments from the community. *Mr. Segina moved and Ms. Hodge seconded a motion to postpone voting on the Ordinance until the March 19, 2019 meeting. The motion passed by a unanimous vote of the Council.*

Mr. Heefner –There was no discussion on the Trash Committee Meeting.

Ms. Woods requested that discussion and possible approval of Facility Use Approval and Guidelines Form and Waiver of Liability Form be tabled.

Mr. Curry informed Council that the use of the zoning program began March 4, 2019. He reported that in Zone 1- March 4-8, 2019, 26 Quick Tickets of which 6 fines and 20 warnings were given. In Zone 2 - March 11-15, 2019 there were 42 Quick Tickets with 6 fines and 36 warnings given. Also in that Zone, 10 Snow Removal Notices, 15 TV Removals and 47 Vacant Properties from Walnut Street – East End were noted. There was a discussion about charging persons for removing the televisions, notifying persons about where televisions and other large items can be disposed, and cost of past efforts to move bulk items.

### **New Business:**

Mr. Brown requested Council extend the GPS Contract from the original two-year to a three-year period. By doing so, the Borough will realize cost savings of \$ 325.00. So far, the program has been a success and useful information regarding the use of the Borough trucks, equipment, and use of staff time has been gathered. Currently, staff is using a sign in/sign out sheet for use of a vehicle, a driver behavior report, and an idle transit at the end of each day. The program makes a comprehensive track of the vehicle fleet. The system records engine time which will assist in planning preventive maintenance. *Mr. Heefner moved and Ms. Woods seconded the motion that the GPS Contract be extended for an additional year at a cost of \$2,913.20. The motion passed by a unanimous vote of the Council.*

Mr. Brown discussed the PPL Community Roots Program. They are offering trees to help beautify the Community. The Borough will move to participate in the program since it will support the plans for the Green Infrastructure Project.

Mr. Brown explained that there had been contact regarding a potential partnership with Ms. Jennifer Morrison’s classes which would like to perform Beautification Projects in Borough. Ms. Morrison stated that this would be a part of a Facebook Challenge. The 11<sup>th</sup> graders would take a “Day of Service” from 8:00 a.m. – 11:00 a.m. April 16, 2019, which is one week before Earth Day. The students would like to get gloves, bags and disposal help for the cleanup. She is also asking that the Borough provide lunch for the students. Following discussion by Council members, it was determined that the decision about whether or not to allow table the decision regarding the request until further information is obtained.

Mr. Brown presented a request for Sewer Relief from the Prince of Peace Church. It was determined that a decision regarding the request would be tabled until further information is obtained.

Mr. Brown stated that he would discuss the purchase of new planters and trash cans for the Borough with the Public Works Committee. He has done a price check and the large black trash cans cost \$900.00 per can.

**Public Comments:**

Ms. Gail Sherrid, 354 Locust Street asked if ideas from the Green Infrastructure Project will be used in the new plants. Mr. Brown stated that he would meet with Mr. Vaupel to discuss a plan which will be brought back to the Council. Also, he is asking Mr. Vaupel to develop a report that will include items for purchase that will be included in the 2020 budget.

**Council Concerns:**

Ms. Woods thanked persons for coming out to the meeting.

Mr. Heefner tabled the discussion regarding the sweepers until the next meeting. Parking places for vehicles that cannot park of Front Street during snow emergency places have been identified and will be posted on the Borough web. Each year, those persons will be contacted to ensure that the parking spaces are still available for use. The bollards on Front and Locust Streets by skate shop are being run over. A Jersey barrier was placed at that location to force trucks to make a wider turn. The barrier has been removed. Mr. Heefner suggested that the Borough contact Penn State Middletown to ask for grant writing assistance. He recommended consideration be given to using the land next to the Post Office for the construction of a climate-controlled building house files and, a garage to for impounded vehicles. President Proctor stated that the Borough solicit bids for the re-construction of the garage. He asked if the Department of Public Works use the backhoe and let the mill build a retaining wall. Mr. Wion and Mr. Heefner bring back feasible solution.

Ms. Palermo, Mr. Brown, Mr. Wion, Ms. Leggett-Robinson and Ms. Hodge had no comments.

Mayor – Requested that the new schedule for the Public Works Meeting be published.

Mr. Segina the Crowd- sourcing Pot-Hole Project information will be posted on the website later this evening. He thanked persons for coming to the meeting.

Mr. Proctor thanked persons for attending the meeting and encouraged them to attend the meeting scheduled for March 19, 2019.

**Executive Session:**

*Mr. Segina moved and Ms. Woods seconded the motion that Council moves into Executive Session at 8:27 p.m. to discuss personnel and legal issues related to the Public Works Department. The motion passed by a unanimous vote of the Council.*

**Adjournment:**

*The meeting moved back into regular session and Mr. Segina moved and Mr. Heefner seconded the motion that the Council meeting be adjourned at 8:46. The motion passed by a unanimous vote of the Council.*

Respectfully Submitted,



Douglas Brown, Secretary