

**Steelton Borough Council Agenda**  
May 6, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:** April 15, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report.

ACTION ITEM: Execution of Agreement between Steelton Borough and Shiloh Construction for 2019 Roadway Restoration Project

**Communication:**

Andrew Megonnell

Announcement of FEMA Virtual Tabletop Exercise scheduled for Wednesday, May 22, 2019.

Fred O. Osman, Osman Environmental Solutions, LLC

Notification of Hemp Bros. Application to the Department of Environmental Protection for Renewal of the Air Quality Operating Permit.

Dauphin County

Notice of Change in Assessment for Parcel 59-016-032-000-0000 with increase in taxable land and building due to remodeling.

BNY Mellon

Q1 2019 Performance Report for Police Pension Plan

Dauphin County EDC

Update on Urban County CDBG Status

Mr. Heefner

Repair of Wall at Boardwalk

**Unfinished Business:**

Mr. Segina

Approval of Resolution 2019-R-\_\_\_\_\_  
Entering Steelton Borough into the  
DCED Early Intervention Program

Mr. Heefner

Update on Trash Contract Bid

Mr. Proctor

Update of 158 Daron Alley

Mr. Segina

Update on Request for Sewer Relief  
for 2213 South Front Street and  
Prince of Peace Church.

**New Business:**

Mr. Wion

Approval of Resolution 2019-R-\_\_\_\_\_  
Removal of Special Parking Permit  
for Jean E. Bowen, 158 S. Second  
Street.

Mr. Wion

Approval of Resolution 2019-R-\_\_\_\_\_  
Establishing Special Parking  
Permit for 158 South Second Street  
for Mr. James Horchier.

Mr. Brown

Approval to Solicit Quotes for Power  
Washing Front and Locust Streets

Mr. Brown

Update on Steelton Showdown II  
Skate Park Contest; Tree Buffering  
at Skate Park; Phase II

Mr. Proctor

Update on Steelton Fest 2019

Mr. Brown

Approval of Resolution 2019-R-\_\_\_\_\_  
Authorizing the Borough to Apply  
for a Grant-In-Aid Under the DCED  
Early Intervention Program

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Public Works Personnel Issues

**Other Business:**

Mr. Brown

Approval of Scott Washinger as  
Full-Time Sewer Department  
Assistant Foreman at Starting Rate  
of \$18/hr.

Mr. Brown

Approval of Highway Foreman Job  
Description and Authorization to  
Post Internal Bid

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
May 6, 2019

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown
Dennis Heefner	Aaron Curry, Codes Officer
Kelly Kratzer	Keith Miller, Public Works Department
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with cause: Chief Minium, Olivia Palermo, and Chief Vance.

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 led by Mayor Marcinko.

The minutes from April 15, 2019, were reviewed by the Council. Mayor Marcinko stated that the Police Department was meeting with Susquehanna Township, not Swatara Township to discuss accreditation for the Police Department. Mr. Heefner stated that the minutes incorrectly stated that the manhole on Second Street was corrected when it was a sinkhole that was corrected. *Mr. Segina moved and Ms. Woods seconded the motion that the minutes be accepted with the noted corrections. The motion passed by a unanimous vote of the Council.*

There were no public comments on agenda items.

Mr. Randy Watts, from HRG, Inc. presented the Monthly Engineer's Report. In addition to the written report, Mr. Watts provided an oral report on the following projects:

- ❖ 2019 Roadway Improvement Project – the following areas are included in the paving project:
  - N. 4<sup>th</sup> Street from Mulberry Street to Walnut Street
  - Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street
  - Lincoln Street from N. 3<sup>rd</sup> Street/Trawitz Alley to Harrisburg Street, and Lincoln Street/Columbia Street intersection north 200 feet to the cemetery

On March 13, 2019, four bids were received and reviewed to receive a contract to complete the 2019 Roadway Improvement Project. Shiloh Paving and Excavating, Inc. was the low bidder. HRG recommends that this company be awarded the contract with the project schedule being from May through July 2019. *Ms. Woods moved and Ms. Kratzer seconded the motion to award the contract to Shiloh Paving and Excavating, Inc. for \$262,193.40. The motion carried by a unanimous vote of the Council.*

- ❖ 2019 Sanitary Sewer Rehabilitation Project had been placed on hold at the request of Mr. Heefner pending the repair/rehabilitation of two manholes on Front Street. Mr. Heefner released the hold on the work, stating that the area was already lined and all was ready for the project to begin.
- ❖ At the request of the Council, the engineers from HRG inspected 158 Daron Alley to determine the structural integrity of the building. An April 15, 2019 letter indicated that

the adjoining building will probably need to be shored up if 158 ½, which has collapsed, is demolished. The Council discussed several possibilities for remedying the problem of the collapsed building, which is both a hazard and a blight. Mr. Wion emphasized that the Council cannot take any action on the property until it is legally cleared. Mr. Brown was instructed to contact the Dauphin County Land Bank Authority to determine if they could assist the Borough in the purchase of the property for demolition and rehabilitation.

❖ The Capital Improvement Project included:

- Sanitary Sewer Project
- Storm Sewer relocation from Locust to Trewick for Front Street Redevelopment.
- Parks – a proposal will be presented to the Parks and Recreation Committee at their May 16, 2019 meeting. Items being discussed are the removal of the Tot Lot, parking and stormwater management control.

**Communication:**

Andrew Megonnell wrote to announce that the FEMA Virtual Tabletop Exercise is scheduled for Wednesday, May 22, 2019.

Fred O. Osman from Osman Environmental Solutions, LLC wrote to notify the Borough that Hemp Bros. filed an Application for Renewal of the Air Quality Operating Permit with the Department of Environmental Protection.

The Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment for Parcel 59-016-032-000-0000. There was an increase in taxable land and building due to remodeling on the property.

BNY Mellon submitted the 2019 First Quarter Performance Report for Police Pension Plan.

Dauphin County Economic Development Corporation announced that, due to census data, Dauphin County has been designated as an Urban County Status. This change in status changes the source of grants for which municipalities in Dauphin County are eligible.

**Unfinished Business:**

Mr. Segina requested that Council approve a Resolution which would allow the Borough to participate in the Department of Community Economic Development Early Intervention Program. The program was introduced to the Council at the last meeting and will provide management and fiscal consultants, and resources to assist in improving the operation of the Borough. In order to participate in the program, the Borough must provide \$49,500.00 in matching funds. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council pass Resolution 2019-R-12 Authorizing the Borough of Steelton, Pennsylvania to Make Application for a Grant-In-Aid Under the Pennsylvania Department of Community and Economic Development Early Intervention Program. The motion was passed by a 6-1 vote with Ms. Hodge casting the dissenting vote.*

Mr. Heefner provided an update on Trash Contract Bid. The Request for Bid placed for advertisement. He stated that essentially the contract was the same, with the exception of the

Borough requesting trash and recycling containers be provided by the Contractor. He thanked Mr. Wion, Ms. Paul and Ms. Leggett-Robinson for their work on the preparation of the contract and advertisement.

The discussion regarding the Council's work on 158 Daron Alley was held earlier in the meeting, so was not discussed at this time as indicated on the agenda.

Mr. Segina stated that he had visited the Prince of Peace Church and reviewed the water situation. The water is used in the boiler system in the recreation section of the church. The boiler uses a large amount of water in the winter, however, the water is not discarded into the sewer system. Currently, there is no precedence for providing relief in such situations. After requesting and receiving no input from the Council, he and Ms. Maxwell will make a recommendation to the Council at the May 20, 2019 meeting.

Mr. Heefner presented information to support his request that the Council considers making repairs on the wall of the Boardwalk. In the past, the wall had been repaired through patchwork. After a review of the photographs of the wall, it was determined that work must be done to repair at least a portion of the wall. The Swatara to Third Street section is really damaged and dangerous. After discussion, it was determined that work should be completed on the corner, which appears to be the most dangerous area of need. Mr. Heefner was instructed to secure three bids for the repair of the corner section. Further work on the wall will be deferred to the next budget period.

**New Business:**

Mr. Wion presented information regarding the removal of a Special Purpose Parking Permit. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council approves Resolution 2019-R-13 Removal of Special Purpose Parking Permit for Jean E. Bowen, 158 South Second Street. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented information regarding the placement of a Special Purpose Parking Permit. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council approves Resolution 2019-R-14 Establishing Special Purpose Parking Permit for 158 South Second Street for Mr. James Horchier. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested approval to solicit quotes for power washing the street corners where the ADA ramps are located on Front and Locust Streets. Power washing the brick sidewalk would cause damage to the sidewalk. He was instructed to solicit quotes to clean that area and report back to the Council.

Mr. Brown reported that the Skate Showdown is scheduled to be held at the Skate Park on June 1-2, 2019. This is the second such event. The first event was very successful and hopefully, the second event will have an even greater outcome. Mr. Brown has talked with Mr. Washinger who has a background in landscaping. He is also working with Mr. Heefner and the Public Works Department to complete the work Council approved to place tree buffering at the Skate Park. Mr. Proctor stated that he did inform Mr. Heefner, Superintendent Waters regarding the free trees that are being provided through a program from PPL.

Mr. Proctor stated that Steelton Fest 2019 is close at hand. There are many vendors participating in the event.

*Ms. Woods moved that the Council approve The Annual Prom Night Out, scheduled to be held May 17, 2019, from 3:00 – 7:00 p.m. on Lincoln Street between Bailey to Harrisburg Streets.*

*Ms. Hodge seconded the motion which was passed by a unanimous vote of the Council.* Ms. Hodge asked that the extra work that the event will cause for the Public Works Department should be considered. Mr. Proctor stated that he was getting the word out to persons in the community who hold events that they need to ensure that the areas used are properly cleaned up. Mr. Segina requested that letters be sent to residents affected by this event. Mr. Proctor stated that the letters would be prepared and hand delivered.

### **Public Comments:**

Mr. Emmuel Powell, 321 Lebanon Street expressed concern about the potential trash contract. He questioned if he would have to purchase three new trash containers to match the ones the Trash Contractor will provide. He was informed that four is the maximum number of trash receptacles that can be placed for disposal. He would not need to purchase additional receptacles unless he does not have adequate receptacles to meet that need. He was also informed that he does not have to accept the trash receptacles provided by the trash company.

Mr. Powell about the number of Section 8 Housing Units that can be allowed in the Borough. He was informed that any limit on the type of rental properties allowed in the Borough would be discriminatory.

Mr. Powell asked about the allowable height of shrubbery. He was informed that there is no height limit at this time. Further, persons use shrubbery to ensure privacy and perhaps the re-institution of the Shade Tree Commission would have an effect on such areas of interest.

### **Council Concerns:**

Ms. Kratzer thanked persons for attending the meeting, particularly Mr. Powell for his participation.

Mr. Heefner, Mr. Wion, Ms. Leggett-Robinson had no concerns to express at this meeting.

In response to a request from Ms. Woods, *Ms. Kratzer moved that Council approve the use of the Municipal Park for Isaiah Spitler's Graduation Party, June 8, 2019, from noon to 6:00 p.m. The motion was seconded by Mr. Krovic and passed by a unanimous vote of the Council.*

Mr. Krovic thanked persons for attending the meeting.

Mayor Marcinko stated that she, Officer Palmer, Chief Minium, and Ms. Kratzer attended the Memorial Service for Fallen Officers in Pennsylvania. The Governor recognized Ms. Kratzer and the Mayor and she thought it was great that he has his eye on Steelton. She also informed the Council that the Police Department conducted quality-of-life checks and will do so monthly.

They tagged 263 automobiles that had violations or were abandoned and in addition, they found 63 non-sweeper violations which include automobiles parked by fire hydrants, etc.

Ms. Hodge thanked persons for attending the meeting. She stated that she appreciated the quality- of -life checks completed by the Police Department. She informed the body that she received complaints about cars being tagged. Persons asked her why their cars were tagged but the streets not plowed. Ms. Hodge stated that persons should be told when such actions are scheduled. The Mayor clarified that the unregistered and abandoned automobile owners were not issued violations but given tickets and allotted 30 days to resolve the issue.

Mr. Segina provided the Council with the finalized copy of the Steelton Fire Department Handbook which was previously presented in draft form. *Mr. Krovic moved and Ms. Woods seconded that the Council approves and adopt the finalized copy of the Steelton Fire Department Policy and Procedures Handbook. The motion was approved by a unanimous vote of the Council.*

Mr. Proctor thanked persons for coming out to attend the meeting. He also thanked persons for stepping up and completing work during Mr. Brown's absence. He further stated that the owners of 200 Frank Brown Boulevard had been located and letters have been sent to those persons.

*Mr. Segina moved and Ms. Woods seconded the motion that the Council moves into Executive Session to discuss Public Works Personnel issues. The motion was approved unanimously, and the Council moved into Executive Session.*

The Council was called back into open session.

**Other Business:**

*Ms. Hodge moved and Mr. Krovic seconded the motion that Scott Washinger is hired as the Full-Time Sewer Department Assistant Foreman at Starting Rate of \$18 per hour. The motion was carried by a unanimous vote of the Council.*

*Ms. Hodge moved and Mr. Segina seconded the motion that, pending the conversation between Kathy, Mr. Heefner, and Mr. Brown, the Job Description for the Highway Foreman be approved and authorize the placement for internal bid. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved that the Council Meeting be adjourned at 8:02 p.m. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Respectfully Submitted,

Douglas Brown, Secretary