

**Steelton Borough Council Agenda**

May 20, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:** May 6, 2019

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** April 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 (Oral Report)
- Lincoln Street Block Party – 7/23/2019 between Lebanon & Lancaster Streets
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Mayor’s Report (Oral Report)
- Jr. Councilperson Report (Oral Report)
- Borough Manager’s Report (Oral Report)

**Communications:**

- |   |  |
|---|--|
| PA Department of Transportation                   | Authorization to Proceed with Preliminary Engineering to Resurface SR 230/Front Street |
| Governor Tom Wolf                                 | Thank You Letter for Restore Pennsylvania Resolution of Support                        |
| Junior Achievement Classroom Programs             | Thank You Letter for Participation of Kelly Kratzer as a Classroom Volunteer           |
| PA Department of Community & Economic Development | Announcement of \$89,100 grant for the Early Intervention Program.                     |

Dauphin County Land Bank Authority

Correspondence to Dauphin County Tax Claim Borough of Intent to Purchase 158 ½ Daron Alley

Dauphin County Department of Public Safety

Notification of TMI Siren Drill

PA Department of Transportation

Notice of Change of Email Address of dotGrants Website beginning May 31, 2019.

**Unfinished Business:**

Mr. Wion

ORDINANCE NO. 2019 –

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, CHAPTER 2 “CODE ENFORCEMENT”, SECTION 2-8 “NOTICES AND ORDERS; FORM; SERVICE PERIOD” BY THE REVISION OF SUBSECTION D. “PUBLIC SAFETY OFFICIAL NOTICE AND QUICK TICKET CITATION PROCEDURES” TO ADD ADDITIONAL CODE VIOLATIONS

Mr. Wion

Resolution 2019-R-\_\_\_ Establishing Forms for Public Safety Official Notice and Quick Ticket Citations

Mr. Wion

Authorization to Advertise Ordinance Amending Section 92-5.A(1) Removing the Third Sentence Limiting Trash Containers to 35 Gallon Capacity with Weight of No More Than Fifty Pounds

Mr. Watts

Authorization to Advertise Bids for Sanitary Sewer Rehabilitation Project Number 19-1

Mr. Watts

Approval of Engagement with HRG, Inc. for Design Services Related to Steelton Skate Park Phase II Project

Mr. Brown

Authorization for Mr. Brown/Ms. McCool to Select and Make Employment Offers to Sewer/Highway Laborer Applicants

Mr. Brown

Update on 158 ½ Daron Alley, 200  
Frank S. Brown Boulevard  
Demolition Project

**New Business:**

Mr. Brown

Request from Fire Department to  
Approve Repair to Ladder Truck in  
the Amount of \$7,836.34

Mr. Wion

Ratification of DCED Grant  
Agreement #000071712 for Early  
Intervention Program Grant

Mr. Heffner

Request for “No Parking” Sign on the  
Corner of Second and T Streets.

Mr. Segina

Request for Sewer Relief – 508  
North 2<sup>nd</sup> Street

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss Public Works staff personnel issues

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
May 20, 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	Chief Minium, Police Department
Kelly Kratzer	Chief Vance, Fire Department
William Krovic	Aaron Curry, Codes Officer
	Keith Miller, Public Works Department
	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Olivia Palermo, Natasha Woods

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 May 6, 2019, were reviewed by the Council. *Mr. Segina moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of the Council.*

There were no public comments on agenda items.

Ms. Hodge arrived at the meeting at 6:40 p.m.

Approval of schedule of billing, requisitions, and change orders as presented for April 2019. *Mr. Segina moved and Mr. Krovic seconded the motion that the Schedule of Billing, Requisitions and Change Orders be accepted as presented. The motion passed by a unanimous vote of the Council.*

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports) – in addition to the written report, Mr. Heefner shared the following verbal report:

1. The Evergreen trees in front of the Frederick Douglas Borough Hall will be removed on May 21, 2019.
2. He made a recommendation that would keep the equipment used by the Department in good repair. The sewer truck and sweeper are of concern and are in need of repair/replacement. He is investigating getting vehicles through Enterprise Fleet Management. Using them would allow newer trucks on a regular basis, save

money on maintenance and gas cost. He and Mr. Brown are scheduled to meet with the Sales Manager to obtain more information.

3. The backhoe is in poor condition and he recommends that the Council approves the purchase of a new backhoe. Staff will be using it more to eliminate the cost of hiring a contractor to provide backhoe services. He stated that earlier, the cost of a new one was about \$60,000.00. Mr. Segina stated that it is possible that it could be purchased at the end of the year.
4. Keith Miller called five contractors to request bids for the repair of the Boardwalk Wall and none have responded. Later in the meeting, he stated that he is meeting with Mr. Sage to get some ideas regarding the repair of the wall.
5. The Department's ability to complete its regular functions are limited because of the lack of employees.
6. The new sewer camera has not been used yet, awaiting additional staff being added to the Public Works Department.

#### Parks and Recreation Committee – No Committee Report

NEDC Committee – Mr. Segina stated that the Committee is scheduled to meet next week.

#### Stormwater Committee

Ms. Kratzer stated that the Committee is working with Mr. Brown to develop a budget. She also stated that the body needs to discuss what is needed for the MS4 Compliance report. Mr. Brown stated that he has been speaking with Brandon Myers, the Borough's MS4 Specialist and following the model set up by Derry Township, which added a Storm Water Authority for their budget. The budget includes funds for emergency projects, capital needs for MS4 best management practices, and operational and administrative costs. Mr. Brown is aware that there has been work on a Regional Stormwater project with Dauphin County, however, there has not been much activity on the project.

#### Mayor's Report

Mayor Marcinko requested Council's permission for the Police Department to further pursue the implementation of the TraCS – Traffic and Criminal Software currently used by the State Police. This software program would allow the Officers to collect data, complete electronic citations, warnings, dispense tickets while in their cars and other functions more effectively and efficiently. She asked Council to consider using the third-floor restroom and shower as a locker area for the female police officer with the shower available to any officer that needs to clean-up due to work done in the field.

Jr. Councilperson Report – In the absence of the Junior Councilperson, there was no report.

#### Borough Manager's Report - Mr. Brown reported:

- The trash contract bids will be reviewed on May 24, 2019.
- He is working on the completion of the Stormwater Authority's budget and reviewing the Chesapeake Bay Pollution Reduction Plan, which must be

implemented as a part of the second phase of the **National Pollutant Discharge Elimination System (NPDES) Permit**.

- **Integrated Development Partners (IDP)** and the Borough have scheduled a with the Governor's Office to seek additional grant money for the Storm Water Project. The IDP is looking forward to presenting plans to the Planning Commission in August.
- Tri-County Housing Development Corporation has completed the environmental study that FEMA required them to re-do for the Frank S. Brown Boulevard Townhomes, The project is now closer to starting visible work.
- Mr. Brown has been working with Mr. Wion and Ms. Colleen Deer to develop the re-stated Pension Plan in order to make the transition to PFM, the new investment company. There are also some custodial and trustee agreements to resolve. These documents should be ready for Council's review in the near future.
- He is meeting with Dan Long from HRG to review the structural analysis of the retaining wall at 101 Locust Street. Currently, there is about \$70,000.00 in CDBG grants to begin this joint rehabilitation project with Habitat for Humanities. In response to Mr. Heefner's question, he explained that there is no contractor selected at this point, the meeting is just to discuss the structural part of the project with the HRG engineer. In response to Mr. Proctor's question, he stated that he could also have Mr. Long look at the Boardwalk Wall.
- He, Mr. Heefner, HRG and the contractor have scheduled a pre-construction meeting for the paving project.
- Mr. Segina will provide information regarding the Early Intervention Program Grant. However, Mr. Brown noted that the Borough is working to complete the required paperwork and engage the consultant to begin the work under the program.
- The Fire Department has requested approval to place a sign for the **Bressler Picnic** across Front Street. *Mr. Krovic moved and Ms. Kratzer seconded the motion that the Fire Department be allowed to place a sign across Front Street. The motion passed by a unanimous vote of the Council.*

### **Communications:**

PA Department of Transportation sent a letter authorizing the Borough to proceed with the preliminary engineering required to resurface SR230 also known as Front Street in Steelton.

Governor Tom Wolf wrote the Steelton Borough to thank them for their Resolution of support of the Restore Pennsylvania Project.

The Director of the Junior Achievement Classroom Programs wrote the Council to thank them for the participation of Ms. Kelly Kratzer as a classroom volunteer. They appreciated her sharing her experience working in the local government.

The PA Department of Community & Economic Development sent an announcement to inform Steelton Borough that it has been awarded an \$89,100 grant for the Early Intervention Program.

The Dauphin County Land Bank Authority shared correspondence they sent to the Dauphin County Tax Claim Borough stating its intent to purchase 158 ½ Daron Alley, which is listed on the Repository List.

The Dauphin County Department of Public Safety sent a notification that on June 6, 2019, at 12:15 p.m. there will be a 96 siren, outside TMI Siren Drill. The drill will be for three whole minutes.

The PA Department of Transportation sent a notice that beginning May 31, 2019, there will be a change in the email address of dotGrants Website.

### **Unfinished Business:**

Mr. Wion requested that the Council consider approving an Ordinance to amend the Borough Codes to allow the issuance of Quick Ticket citations. This change will allow the Property Maintenance Officer to immediately issue the ticket when a violation is noted. *Mr. Segina moved that Ordinance No. 2019 –04, Amending The Code Of The Borough Of Steelton, Pennsylvania, Chapter 2 “Code Enforcement”, Section 2-8 “Notices And Orders; Form; Service Period” By The Revision Of Subsection D. “Public Safety Official Notice And Quick Ticket Citation Procedures” To Add Additional Code Violations be approved. Mr. Heefner seconded the motion which passed by a unanimous vote of the Council.*

Mr. Wion requested that the Council consider authorizing a Resolution supporting the approved Ordinance. *Mr. Segina moved and Ms. Kratzer seconded the motion that Council approves Resolution 2019-R-15 Establishing Forms for Public Safety Official Notice and Quick Ticket Citations. The motion passed by a unanimous vote of the Council.*

Mr. Wion requested authorization to advertise an Ordinance amending Section 92-5.A (1). *Mr. Heefner moved and Mr. Segina seconded the motion to advertise the amendment of Section 92-5.A (1) Removing the Third Sentence Limiting Trash Containers to 35 Gallon Capacity with Weight of No More Than Fifty Pounds. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested the Council authorize the Request for Bids for Sanitary Sewer Rehabilitation Project Number 2019-1. *Mr. Heefner moved and Mr. Krovic seconded the motion that a request for bids for the Sanitary Sewer Rehabilitation Project Number 2019-1 is advertised. The Council approved the motion by a unanimous vote.*

Mr. Brown reported that movement has been made on the rehabilitation of 158 ½ Daron Alley as shown in the letter from the Dauphin Land Bank declaring that it will purchase the property at the August tax sale. President Proctor asked about progress on the demolition of 200 Frank Brown Boulevard. Mr. Wion advised that no action can be taken to remedy the situation until a complete title search has been conducted.

### **New Business:**

Mr. Brown presented a request from the Fire Department that Council approves the repair of the Ladder Truck for the amount of \$7,836.34. The money for the repair is available in the Fire

Department Maintenance Fund. *Mr. Segina moved and Mr. Krovic seconded the motion that \$7,836.34 from the Maintenance Fund be used to repair the Fire Department's Ladder Truck. The Council cast a unanimous vote to approve the motion.*

Mr. Wion requested that the Council ratify the contract for the DCED Grant Agreement #000071712 for Early Intervention Program Grant at a cost of \$9,900.00, which was lower than the original cost approved in the original agreement. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the DCED Grant Agreement #000071712 for Early Intervention Program Grant be ratified as requested. The Council cast a unanimous vote of approval.*

Mr. Heefner requested that the Council consider a constituents request that a "No Parking" sign be placed on the corner of Second and T Streets. Police Minium stated that the Police Department would handle the problem.

On behalf of the Bill Relief Committee, Mr. Segina requested sewer relief for 508 North Second Street. The outdoor hose on the property was found to be running water. While the water bill reflected that the water was running at the house, Borough staff was able to confirm that the water stayed in the yard and did not flow into the sewer system. Therefore, the Bill Relief Committee recommends that the property owner pay only the amount charged to the Borough for sewage processing. *Ms. Kratzer moved and Mr. Heefner seconded a motion to provide sewer relief of \$194.92 for 508 North Second Street. The Council supported the motion with a unanimous vote.*

#### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – Mr. Powell was expressed concern about the delay in work on the townhome construction on Frank Brown Boulevard. He was told that the delay was caused by the Department of Environmental Protection's requirement that an environmental study be conducted. The study was completed and the project is scheduled to break ground in June.

#### **Council Concerns:**

Ms. Kratzer thanked persons for attending the meeting and reminded them to vote on May 21, 2019.

Mr. Wion added that in addition to the issues listed for the Executive Session, there are also legal issues concerning 200 Frank Brown Boulevard.

Mayor Marcinko wished all the candidates good luck on the election.

Mr. Segina thanked persons for attending the meeting.

There were no other Council or staff concerns expressed.

*Mr. Segina moved and Mr. Krovic seconded the motion to move into Executive Session at 7:14 p.m. The Executive Session was called to discuss personnel issues -TC Side Agreement and legal*



*issues concerning 200 Frank S. Brown Boulevard. With the unanimous move of Council, the regular session was recessed at that time.*

*Mr. Segina moved and Mr. Krovic moved that Council resumed regular session at 7:53 p.m. The motion was passed by a unanimous vote of the Council.*

Mr. Segina moved and Mr. Krovic seconded the motion that two Police Officers be paid overtime to work at the Steelton Fest. The President required a roll call vote:

Krovic – yes	Segina - yes
Hodge – yes	Kratzer - yes
Heefner – yes	Proctor – yes

President requested that the record reflect that the vote on overtime was placed and recorded by a roll call vote because an Official stated that they would not approve overtime for Police Officers working at Steelton Fest because Reminisce Band was not scheduled to appear during the Fest. Mr. Proctor stated that they were not invited to participate because last year they went overtime and ignored the request to stop playing and vacate the stage. Another Steelton based group, Little Brother’s Band, will be the opening act this year.

At 7:56 p.m. Mr. Segina moved that the Steelton Pennsylvania Borough Council Meeting be adjourned. Ms. Hodge seconded the motion which was upheld by a unanimous vote of the Council.

Respectfully submitted,



Douglas Brown