

**Steelton Borough Council Agenda**  
August 19, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** August 5, 2019

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
  - Update on Sewer Force Main Break
  - Update on Harrisburg Trash Services
- 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)

**Presentation:**

**Communications:**

- |  |  |
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| Dauphin County Office of the Controller  | Audit of Steelton Borough Tax Collector.   |
| Dauphin County Officer of the Controller | Annual Financial Report for the Year Ended December 31, 2018.                        |
| Dauphin County Office of Tax Assessment  | Interim Assessment List for Qualifying Properties to Add to Tax Roll 1/31-6/30 2019. |
| PA Department of Community and           | Notice of Name Change for  |

Economic Development

Mr. Brown

Early Intervention Program.

Copy of Letter to Redeem United Church of Jesus Christ Apostolic

Capital Water

**Unfinished Business:**

Mr. Heefner

Quarterly Meeting Information.

Approval of Quote to Repair Fuel Line, System, and Throttle for Backhoe.

Mr. Brown

Ratification of Invoice from EK Services Related to Repair of Sewer Force Main in the amount of \$62,117.08.

Mr. Wion

Resolution 2019-R-\_\_ Resolution for Emergency Maintenance Repairs & Replacement for Sanitary Sewer Line in W. Franklin. Street

Mr. Wion

Resolution 2019-R-\_\_ Resolution For Mitigating of an Emergency Requiring Demolition of 200 Frank S. Brown Boulevard.

**New Business:**

Mr. Brown

Request for Co-Sponsorship of Gaming Grant by New Hope Living Baptist Church.

Mr. Brown

Request for Co-Sponsorship of Gaming Grant by Frank Rubinic.

Mr. Brown

Resolution 2019-R-\_\_ Establishing Special Purpose Parking for Crumlic at 641 North Third Street.

Mr. Segina

Request for Sewer Relief at 4 S. Front Street.

Mr. Segina

Request for Sewer Relief at 46 S. Harrisburg Street.

Mr. Brown

Request for Approval - 2020  
Hershey-Harrisburg Travel Guide  
Advertisement in Amount of  
\$2,975.

Mr. Brown

Approval to Engage RSR Appraisers  
to Appraise 247 Frank S. Brown  
Boulevard.

Mr. Wion

Notice of Need to Update Borough  
Comprehensive Plan

Mr. Brown

Reminder about Upcoming  
COEXIST Health Expo – August 31

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss police personnel issues, EMA personnel issues, public works, and personnel issues.

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
August 19, 2019

Present:

Mike Segina, Vice President  
Keontay Hodge, President Pro Tem  
Dennis Heefner  
Kelly Kratzer

Mayor Maria Marcinko  
David Wion, Solicitor  
Douglas Brown, Borough Manager  
Anthony Minium, Police Chief  
Aaron Curry, Codes Officer  
Eugene Vance, Fire Chief  
Keith Miller, Foreman, Public Works  
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Brian Proctor, Olivia Palermo, Natasha Woods, and William Krovic

The meeting was called to order by Vice President Segina at 6:30 p.m. after which he led the body in the Pledge of Allegiance. Mayor Marcinko led a Moment of Silent Reflection.

Council reviewed the minutes from the August 5, 2019 meeting. *Mr. Heefner moved, and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion was passed by a unanimous vote of the Council.*

The Departmental and Committee Reports were presented for discussion and approval.

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Mr. Heefner asked about the weekly or monthly reports from the Codes Office. Mr. Brown stated that he just received reports for the last two weeks, which he would forward to the Council.

Ms. Hodge asked if Council was going into Executive Session. Mr. Brown responded in the positive. Ms. Hodge stated that she would wait until that session to discuss her concerns.

Public Works (Written Statistical Reports).

Mr. Heefner provided verbal updates regarding the trash services. He stated that things were working well except for issues with commercial establishments that are deemed residential. Per instructions from their attorney, Harrisburg is not picking up trash from those properties. Examples given were the businesses located under the bridge and the Italian Club. Harrisburg and Steelton are in the process of working out that issue. A review of the Trash Ordinance will occur August 21, 2019, to ensure that the things in the contract and the Ordinance are consistent. On the first mailing that went out from Harrisburg regarding the size trashcan needed, there were over 300 pieces of returned mail. Other returned mail included over 100 vacant buildings in Steelton. Harrisburg expressed concern that

they were not going to get revenue from the empty buildings, which could cause a problem with them breaking even or going in the red. Mr. Heefner referenced the Codes Department when discussing returned mail with an incorrect address. There is a discussion on how many free trash cans should be provided. Harrisburg wants the trash threshold to be 95 gallons, while our present Ordinance allows up to 128 gallons. Mr. Heefner would like to see more than 95 gallons accepted. He gave two examples: that one household currently uses four 35 gallon cans, another family has 11 children and 2 adults, and use 4 – 65-gallon cans. Harrisburg has indicated that there may be individual exceptions made in those cases. The representative from Harrisburg discussed using two 35-gallon cans for the elderly instead of getting 48-gallon cans. Mr. Heefner listed some of the issues they are trying to resolve, however, he also indicated that finding resolutions to the problem is a slow process. Mr. Segina asked when persons will receive their first bill for trash services from Harrisburg. Mr. Heefner explained that Harrisburg was having a computer program problem because they traditionally provide monthly invoices to their customers. Steelton customers are used to getting a quarterly bill, and their system and data input process have to be changed to accommodate the billing change. Mr. Segina asked Mr. Heefner's permission for Mr. Brown to place something on Facebook, indicating that the billing process is still in the works. Mr. Heefner stated that he had no problem with that being done. Mayor Marcinko noted that the letter sent by Harrisburg said that bills will be distributed in August, so people will have to be patient. "A written word for those who do not go on Facebook."

Parks and Recreation Committee (Oral Report) – No report.

At this point in the meeting, Ms. Roberta Cooper - 424 Ridge Street, had questions regarding the update of trash issues listed under Public Works Committee Report. The Vice President allowed Ms. Cooper to address the Council. She expressed concern about the administrative fee included in the documents submitted by the City of Harrisburg as a part of the temporary agreement. She was informed that the contract with Republic Services included an administrative fee. Ms. Cooper stated that she doubted that the general citizenry knew that Republic Services paid the Borough an administrative fee. She wanted to know why there was an administrative fee when Borough Employees were paid to handle Borough concerns. She also wanted to know what the Borough employees did with the trash service account. Mr. Brown informed her that staff troubleshoot problems, record information about those who do not have trash service, clean up the vacancy list, and other duties as required. Ms. Kratzer explained that any transition is difficult and that the public will receive answers to their questions as soon as the Council gets the answers. Mr. Segina stated that this is an interim contract that will expire at the end of the year and a permanent contract with Harrisburg should be worked out by then. Ms. Cooper stated that Harrisburg was not doing a better job than Republic Services since she still has to pick up trash cans lying in out on Ridge Street. Ms. Cooper was concerned that if things were not worked out with Harrisburg, the Borough will have to find another trash service company, which would create other problems. Ms. Hodge suggested that a transcript of the weekly meeting with Harrisburg be sent out so that she can have firsthand information about what happens in those meetings. Mayor Marcinko stated that she gets calls regarding trash questions, which she

presents to Mr. Heefner, and he tries to get answers to the concerns expressed. Mr. Heefner noted that during this process of transition that things were "fluid."

NEDC Committee (Oral Report) – No report because the meeting was canceled.

Stormwater Committee (Oral Update) – No report

Mayor's Report (Oral Report) – Mayor Marcinko reported:

- The National Night Out was a success, even though there was another event scheduled for that day and time. She will approach the entities about rescheduling their events. She further stated that next year, they hope to include the State Police helicopter.
- The Police Department body cameras will go live this week, and it will be announced to the media as soon as the officers are trained on how to use them.
- She received a letter from Emily Webb stating that she needs to complete an internship. She will serve as an intern with the Police Department.
- Mayor Marcinko stated that she was unaware of any discussions regarding the consolidation of Police services between Steelton and Middletown. Chief Minium was invited to make a 120-day interim contract to see what the issues were and try to get the Middletown Police Department back in order. She and Chief Minium agree that his participation in an interim contract is not in the best interest of the Borough and the Police Department in general. Therefore, he is withdrawing his name from consideration. Mayor Marcinko stated, for the record, that any and all discussions regarding the Middletown Police Department are "all off the table."
- Jr. Councilperson Report (Oral Report) - No report  
However, Ms. Kratzer reported that Ms. Palermo's biography has been submitted to the State Boroughs Association for inclusion in its newsletter.

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

- ✓ In connection with the Steel Works Redevelopment Project, a grant for \$1.5 million was received from the Redevelopment Assistance Grant from the Commonwealth which was given to help move the storm sewer line.
- ✓ The Dauphin County Redevelopment Authority is working with the Borough on the demolition of the remaining properties slated for the Redevelopment Project. August and the month of September will be used to advertise for bids, have pre-bid meetings, and award the bid. Demolition can begin in October and be completed by the end of the year.
- ✓ The building located at 200 Frank Brown Boulevard has been demolished, and the company is in the process of backfilling and cleaning up the property.
- ✓ Four Gaming Grants have been completed and will be submitted by the end of the month.
- ✓ He and Mr. Heefner are trying to get grant funds through the United States Department of Agriculture (USDA) for sewer related projects.
- ✓ He and Mr. Heefner are working on repaving projects with the U.S. Air Force.
- ✓ IVP will submit their plans during the October Planning Commission meeting.

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

After review by Council, *Ms. Kratzer moved, and Mr. Heefner seconded the motion that the schedule of billing, requisitions, and change orders for July 2019 be accepted as presented. The motion passed by a unanimous vote of the Council.*

There were no presentations made during this Council meeting.

The following communications were sent to the Council for review:

Dauphin County Office of the Controller sent information concerning an audit conducted by the Steelton Borough Tax Collector.

Dauphin County Officer of the Controller submitted the Annual Financial Report for the Year Ended December 31, 2018.

Dauphin County Office of Tax Assessment submitted an Interim Assessment List for Qualifying Properties to Add to Tax Roll January 31, 2019, to June 30, 2019.

PA Department of Community submitted a notice of the Name Change for the Economic Development Early Intervention Program.

Mr. Brown's letter to the Redeem United Church of Jesus Christ Apostolic saying the Steelton Borough has no legal right or title to properties where the problematic trees are located.

Capital Water submitted a copy of their Quarterly Meeting Information.

### **Unfinished Business:**

Mr. Heefner turned the discussion regarding the approval of quotes for repair of the backhoe over to Mr. Brown. Mr. Brown said that during the November 5<sup>th</sup> Council meeting, Keith Miller was told to get three quotes for the repair of the fuel line system and the throttle on the CAT 430D backhoe. The decision to go with these two repairs was an attempt to repair the most critical issues with the backhoe. Mr. Miller attempted to secure three quotes. Mr. Miller got two quotes, however, since there are only two companies interested in making the repairs, a third quote cannot be obtained. The two quotes were obtained from Cleveland Brothers (CAT) - as \$10,467.82, and T&T Trucks Company - \$5,274.00. He approached Highway Equipment and Supply Company which did not submit a bid because they do not work on backhoes. Mr. Miller also researched other companies in the area without success. Ms. Kratzer asked why there was such a vast difference in the quotes. Mr. Miller stated that the size of the companies could account for the difference in quotes. Ms. Hodge said that CAT did not look at the equipment before giving the quote for the two repairs. However, the smaller company did look at the backhoe before submitting their quote, which company should be used? *Ms. Hodge moved that the Council approve the quote from T&T Trucks for \$5,274.00.* Mr. Heefner stated that he was present when Cleveland Brothers initially looked at the machine. He stated that they took the backhoe apart, showed him what was wrong. He also said that Cleveland Brothers made the machine, knows the intricacies of the backhoe; therefore, it makes sense for them to complete the repairs. Discussion among Council members included: why the big discrepancy in cost; what

warranty/contract is offered; whether references have been checked on T&T Trucks; whether the smaller company will use the official parts, and if it was certified to make the repairs. At this point in the meeting, Ms. Cooper tried to raise questions but was asked to save her concerns until the Public Comments section of the meeting. Mayor Marcinko explained that the meeting must be carried out according to the rules of Parliamentary Procedure. Ms. Cooper then announced that she would not attend another Council meeting and left the meeting. Mr. Segina again asked for a second to the motion. *There was no second for the motion; therefore, the motion was defeated.* Mr. Miller stated that the backhoe has been inoperable for one month and will not be used until it is repaired. *Ms. Kratzer moved that the Cleveland Brothers quote for \$11,351.35 be accepted because they are an authorized CAT repair dealership.* Mr. Heefner suggested that CAT be approached and asked for a better deal on the repair. Ms. Kratzer acknowledged that going with the lowest bidder, and supporting small businesses is important. However, she was concerned about jeopardizing the warranty, stability or integrity of the backhoe by having repairs completed by another company. Ms. Hodge reminded Ms. Kratzer that at this time, there was no warranty; therefore, having the repairs completed with a warranty would place the Borough in a better situation. Mr. Segina asked for a second to Ms. Kratzer's motion. Mr. Heefner then suggested the throttle be repaired for \$183.50 so the machine can be used, then ask Cleveland Brothers to consider a lower bid for making the repairs. For the record, Ms. Hodge requested that Mr. Heefner clarify that he, Chair of the Public Works Committee, wants to use CAT, despite the recommendation of the professional who operates the backhoe that T & T Trucks do the repairs. Mr. Heefner responded that he was not going against the advice of the equipment operator, and since he worked around the equipment for 40 years, he could consider himself a professional. Mr. Heefner said that since Council could not come to an agreement, nothing would be voted through at this meeting; therefore, he recommends that the throttle be repaired until a decision can be made. *Ms. Kratzer rescinded her motion and moved to table the action until an attempt is made to obtain a lower quote from Cleveland Brothers and/or references for T&T Trucks are checked.* Mr. Heefner seconded the motion, which passed by a majority vote of the Council. Ms. Hodge cast a dissenting vote.

Mr. Brown introduced the Invoice from EK Services Related to Repair of Sewer Force Main for \$62,117.08. He stated that the invoices from the Force Main break are beginning to come in. The situation was an emergency because, with the break, there was no way to convey sewage from Steelton to the city of Harrisburg - Capital Region Water. He is presenting the invoice for the time over the weekend of July 6, 2019, for the work completed by EK Services. Mr. Heefner asked if the invoice included Keystone because the pumps were rented from them. Mr. Brown responded, "no." Mr. Heefner asked if Keystone has submitted an invoice. Mr. Brown responded that he would check on it. Mr. Wion presented 2019-R-25, Resolution for Emergency Maintenance Repairs & Replacement for Sanitary Sewer Line in W. Franklin. Street for approval of the Council. This Resolution provides ratification of the payment to EK Services because it was an emergency sewer problem, thus obtaining bids and hiring a contractor was not required. *Ms. Hodge moved, and Mr. Heefner seconded the motion that Resolution 2019-R-25 be approved by the Council. The motion was passed by a unanimous vote of the Council.*

Mr. Wion introduced a Resolution to memorialize ratification of payment for an emergency demolition project approved by the Council on July 15, 2019. *Ms. Kratzer moved, and Mr. Heefner seconded the motion to pass Resolution-2019-R -26, Resolution for Mitigating of an*



*Emergency Requiring Demolition of 200 Frank S. Brown Boulevard. The motion passed by a unanimous vote of the Council.*

**New Business:**

Mr. Brown presented several requests that Steelton Borough co-sponsor request for grants provided by funds from the gambling establishments. The following organizations requested co-sponsorship:

- a) New Hope Living Baptist Church is seeking a grant to repair the roof, purchase a van for the Food Bank, repair the front door, and install a handicap ramp. Reverends Rucker and Franklin, and other members of the church leadership were present to provide information and answer questions about the projects that they hoped to have funded. Ms. Hodge, Ms. Kratzer, and Mayor Marcinko each provided personal support of the request based on their experiences with the church programs. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that New Hope Living Baptist Church be co-sponsored for a Gaming Grant. The motion passed by a unanimous vote of the Council.*
- b) Churchville Cemetery Association is a non-profit historic cemetery operated solely by a volunteer board since 1868. The Association is requesting funds to replace the existing office and garage, purchase a new tractor/backhoe, repave the macadam driveways, and reset leaning or fallen headstones. *Mr. Heefner moved and Ms. Hodge seconded the motion that Churchville Cemetery Association be co-sponsored for a Gaming Grant. The motion passed by a unanimous vote of the Council.*
- c) Peace Beat, a company is looking to evaluate The Peace Beat program. The group currently operates the Mr. Music Program at the Steelton Highspire Elementary School. The study will be conducted in cooperation with Penn State University. The organization is requesting grant funds to conduct the evaluation, which will serve as work toward certification as an Evidence-Based program. The second phase of the study will involve a community program in Harrisburg, which will be funded by the United Methodist Charities and TFEC. *Mr. Heefner moved, and Ms. Hodge seconded the motion to co-Sponsor Peace Beat for a Gaming Grant. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested the Council approves the establishment of a Special Purpose Parking Permit at 641 North Third Street. There is an attached garage; however, there is not enough space in the garage to park a car. *Ms. Kratzer moved, and Mr. Heefner seconded the motion that Resolution 2019-R-27, Establishing Special Purpose Parking for Cynthia Crumlic at 641 North Third Street be approved. The motion was passed by a unanimous vote of the Council.*

Mr. Segina presented information regarding a request for Sewer Relief at 4 S. Front Street. The Water Authority has already reviewed the request and asked that Council support its recommendation for sewer relief of ½ of the \$1700.00 bill, which amounts to \$850.00. *Mr. Heffner moved, and Ms. Hodge seconded the motion that sewer bill relief for \$ 850.00 is granted to the property owners of Four South Front Street. The motion passed by a unanimous vote of the Council.*

Mr. Segina presented information regarding a request for Sewer Relief at 46 South Harrisburg Street. This request was reviewed by the Water Authority, which asked the Council to provide

relief on this sewer bill. This house has been vacant for several years; therefore, no water has been used. However, upon review, the meter indicated water was used. The meter was tested and read low, then it read 0. There was also a question of whether or not staff followed through with the meter problem. The Authority approved only the minimum bill be paid. *Ms. Hodge moved, and Mr. Heefner seconded the motion to provide relief at 46 South Harrisburg Street by allowing the minimum bill to be paid.*

Mr. Heefner requested an update of the status of the Rick Kaylor properties. Mr. Segina reported that the tenants are paying the monthly water bill and deducting it from their rent. He also stated that Mr. Kaylor attempted to pay the water bill; however, his check was not accepted because payment must be made by the residents.

Mr. Brown asked to table the request for approval to place an ad in the 2020 Hershey-Harrisburg Travel Guide for the amount of \$2,975. He stated that he was seeking a grant through the Tourism Bureau.

Mr. Brown requested approval to engage RSR Appraisers. *Ms. Kratzer moved, and Ms. Hodge seconded the motion to hire RSR Appraisers to appraise 247 Frank S. Brown Boulevard for a cost under \$1,000.00. The motion passed by a unanimous vote of the Council.*

Mr. Wion informed the Council that the Borough Comprehensive Plan is to be reviewed every 10 years. The original Plan was developed in October 2002. He placed Council on notice that it needs to consider placing the hiring of an entity to complete the plan review and include the cost to do so in the 2020 Budget. Mr. Brown will send a letter to the Planning Committee Chair.

Mr. Brown reminded persons of the COEXIST Health Expo scheduled for August 31, 2019.

Chief Minium announced that he a request from Penn State Hershey to hold the Free Flu Clinic at the Steelton Borough Building October 5, 2019, from 8:00 a.m. to 1:00 p.m. *Ms. Hodge moved, and Ms. Kratzer seconded the motion to approve the use of the Borough Building to hold the Free Flu Clinic as presented by Chief Minium. The motion was supported by a unanimous vote of the Council.*

#### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked why all residents had to have trash pickup. Mr. Curry explained that the Borough codes require property owners to have regular trash services from the company contracted by the Borough. He also noted that a notice of violation will be issued if there is no trash removal and/or no contract. Rental houses do not put out trash out.

#### **Council Concerns:**

**Executive Session:** To discuss police personnel issues, EMA personnel issues, public works, and personnel issues.

**Other Business:**

Council resumed regular session at 8:39p.m.

*Ms. Kratzer moved, and Ms. Hodge seconded the motion to accept the resignation of Josh Sherrod as Emergency Management Chairman and to advertise the position as vacant. The motion was passed by a unanimous vote of the Council.*

*Ms. Hodge moved, and Ms. Kratzer seconded the motion that the Council meeting is adjourned at 8:40 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully submitted,



Douglas Brown, Secretary