

The regular monthly meeting was called to order at 6:32p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer

Absent:

David A. Wion, Solicitor
Paul Lundeen, Bond Counsel
John M. DeSanto, Jr., Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant
Mike Musser, Consultant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

On a motion made by Mr. Albert, seconded by Mr. Shaver the minutes of 12-20-10 and 12-27-10 were approved by all members. Mr. Shaver noted two corrections to page 6. In paragraph 2, Borough code should be changed to Borough Authority Rules and Regulations. In paragraph 6, the last sentence should read: Narrow banding is required by the FCC; no funding is available.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Mr. Musser – presented a detailed packet of information regarding the 2011 General Obligation Note being voted on tonight.

Paul Lundeen, Bond Counsel – presented Ordinance #2011-1 for General Obligation Note, Series 2011 in the amt. of \$450,000 to provide funds for and toward refunding of part of General Obligation Bonds, Series 2003 and part of Series 2006.

Motion to Approve: Mr. Shaver Second: Mr. Albert Approved by All

A roll-call vote was taken; all members voted “yes” to approve the Ordinance #2011-1. Mr. Lundeen indicated that a signature is needed tonight on the “Instructions to Proceed” with Mid Penn Bank. Other documents can be signed tomorrow.

Ms. Lena Jefferson, 258 Lincoln St. Steelton – presented documentation on the formation of **S.H.I.R.T.** (Steelton and Highspire Initiative Roll Together). She then introduced **Ms. Natasha Woods**, 181 S. Front St., Steelton who reviewed the packets given to council. She invited them to meetings which will be held on the 3rd Thursday of each month at various locations to be announced. She added that one of their goals is to enhance after-school programs and tutoring. Ms. Marcinko asked if some tutors are volunteers; they indicated that anyone who can help is appreciated – community members, seniors, etc. Mr. Wright asked if all students are involved – elementary, junior high and senior high. Randie Yeager-Marker, Dauphin County Human Services reminded audience members that the School District received a 21st Century Grant for their after school program, which is Monday through Thursday after school and on Saturdays from 9-2:00. Usually outings/field trips are scheduled for Saturdays.

Mr. Wright suggested that this program has been presented to any local churches, such as Monumental AME, New Hope Primitive Baptist or Mt. Zion. Mr. Spencer stated that the program seems pretty successful and asked if they are pleased with the progress. They indicated they are pleased, but hope to get more people involved in the future. Mr. Shaver asked if the press was contacted about informing the public; the Press & Journal introduced them in 2009. Ms. Yeager-Marker stated that S.H.I.R.T. helped the Boy Scouts with their trash pickup in May. Mr. Wright also mentioned that Mark Hawthorne is hoping to bring the Boys and Girls Club back to Steelton.

Mr. Wion – presented Resolution 2011-R-1 confirming membership and terms of Boro Authority Board and reappointment of Matthew O’Keefe for another 5-year term.

Motion to approve Resolution 2011-R-1: Mr. Albert Second: Ms. Marcinko
Approved by All

Jeffery Wright – presented for discussion and nominations of the open chairperson seat for the Board of Vacancy. Mr. Wright indicated that Mike Rozman has a conflict and his seat needs to be filled by someone else. Ms. Marcinko tried to contact two residents; one didn’t return her call, the other needs to contact their employer to see if there is a conflict of interest. Mr. Wion suggested that we table the nominations until the next Council

meeting. A motion was made by Mr. Shaver to table the issue, seconded by Mr. Heefner. Mr. DeSanto added that there are two vacancies on the Zoning Hearing Board. Mr. Wright stated that he would like both issues addressed at the January 18, 2010 meeting.

OTHER BUSINESS:

John M. DeSanto, Jr. – Informed Council that an Executive Session to discuss personnel matters, land acquisition and potential litigation.

AUDIENCE PARTICIPATION:

Emuel Powell, 321 Lebanon St., Steelton – Asked if trash pickup dates had changed in Dauphin County. Council informed him that this change was for Harrisburg, not Steelton. He was also concerned about the oil spill over the weekend. The Mayor assured him that there was no danger to Steelton’s drinking supply; the spill occurred past the water intake. The spill was located behind where the Hilmar Lounge used to be; it was possibly dumped on purpose, but it is still being checked.

COUNCIL’S CONCERNS:

Mr. Heefner – None.

Ms. Marcinko – 1) the new Humane Society contract is in effect; therefore stray dogs will be brought in by the police department. To save time and money the Steelton Borough Community Cats (SBCC) is buying the department a microchip reader to help in locating the dog owners, thus saving money and trips to the Humane Society. 2) informed Council that Betty Lou Zupanovic passed away today; she was very involved in the Borough and the community throughout the years.

Mr. Shaver – None.

Mr. Albert – None.

Mr. Spencer – None.

Dr. Szada – None.

Mr. Wright – informed Council that the Lincoln Street fire situation has been resolved between the two tenants, the codes department and the fire department. Also, the Felton Lofts project has begun; it should be completed within the next 16-22 months.

On motion by Mr. Albert, seconded by Mr. Heefner, the Council meeting recessed into executive session at 7:07p.m.to discuss personnel matters. The Council meeting reconvened at 7:57p.m. with a motion by Mr. Shaver, seconded by Mr. Heefner.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Heefner, the meeting adjourned at 7:57p.m.

Respectfully submitted,

John M. DeSanto, Jr.
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:32 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert
MaryJo Szada
Maria Marcinko

David A. Wion, Solicitor
Ed Ellinger, P.E. (HRG)
Joshua Fox, P.E. (HRG)
John M. DeSanto, Jr., Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

January 3, 2011 Minutes Motion to Approve: Mr. Shaver
Second: Mr. Spencer Approved by All

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

Motion to Approve: Mr. Heefner Second: Mr. Shaver Approved by All

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development (Dennise Hill)

Fire & Ambulance (Gene Vance)

Personnel

Police (Chief Spangler)

Public Works (Joe Conjar) – Mr. Heefner state that the Public Works Committee did not have a meeting this week, but that they have discussed the possibility of hiring part-time workers to assist with snow plowing during busy time (so that our full-time employees won't have to work 15-18 hours in a row). They suggested hiring interested volunteer firemen (ex.: Steve Brubacher, Josh Houser, Gene Vance) at a pay of \$13.50 an hour. Mr. Shaver was concerned about contract coverage. Mr. Wion recommended that Mr.

Heefner contact Mike Miller to see if there could be AFSCME contract issues. If not, Mr. Miller should send the Borough a letter agreeing to payment of \$13.50 in wages to part-time temporary employees. Mr. Shaver made a motion to approve; Mr. Spencer seconded; approved by all. Informed Council that Arcelor Mittal recently had a broken pipe in their basement and the Fire Department helped them clean up and dry out; in return they sent a monetary donation to the department.

Code Enforcement (Sylvie Zell)

Mayor's Report (Mayor Acri) – reminded all that there will be a special ambulance report/meeting at the next Borough Council meeting on February 7, 2010; could Mr. DeSanto and staff make sure this is first on the agenda.

Motion to approve all department reports: Mr. Heefner Second: Mr. Shaver
Approved by All

PUBLIC COMMENT: Agenda Items Only

NEW BUSINESS:

Ed Ellinger, P.E. and Joshua Fox, P.E. (HRG, Inc.) – presented reports on Adams Street Land Redevelopment & EESSP & PennVest Reimbursement for Payment #7. EESSP is on and/or ahead of schedule – project is 60% complete; viable to meet the June 14, 2011 ending date. They are, however, waiting for warmer weather to finish the sewers on Route 230. This will not hamper the project's progress. Mr. Ellinger requested approval of PennVest payment in the amount of \$20,843.75.

Motion to approve payment: Mr. Heefner Second: Mr. Spencer
Approved by All

There were eleven (11) bids for the Adams Street retaining wall project. HRG's target amount to spend was \$230,000 (per DCED funding). The project includes the 300 ft. retaining wall, 600 ft. sewer replacement and sanitary sewer including laterals for the ten (10) new town homes, and grading and clearing of the hill. He was happy to report that Rogele's bid came in at \$218,681.00; he also reminded Council that these DCED funds must be spent by June 30, 2011. Both HRG and Mr. Wion support this proposal.

Motion to send Rogele a Notice of Intent to Award Bid at \$218,681.00: Mr. Shaver
Second: Mr. Heefner Approved by All

Mr. Ellinger then recommended that to speed up the process, the Borough should also issue a notice to proceed with the project.

Motion to issue a Notice to Proceed with the project to Rogele: Mr. Shaver
Second: Mr. Heefner Approved by All

Mr. Heefner then suggested that a border be created around the project for the privacy of residents with any remaining funds above the existing project costs as bid.

Mr. Heefner mentioned engineering costs related to a 60' line that parallels Front Street (Locust to Trewick St.). Mr. Ellinger gave an approximate range of \$100,000. A survey would take 60-90 days because of permit applications, etc.

Mr. DeSanto questioned whether Brownfield money could be used; the Mayor suggested that Kara Allison from Hull Associates be contacted about that.

COMMUNICATION:

Dauphin County Planning Commission - Memorandum on municipal planning advisory service program. We need to check with Tim Reardon to see if we need to have this signed. It was questioned whether we received an invitation to contract in late November/December; staff will check council meeting minutes.

Dauphin-Lebanon County Boroughs Association - invitation to attend a dinner meeting on 1/25/11 at 6:30p.m. Mr. DeSanto will verify that they have reservations for 6 people.

Defense Logistics Agency - notice of two No. 4 fuel tanks at the Fairview Township facility (this is a standard annual letter they are required to send out).

NEW BUSINESS, CONT.:

Mr. Shaver – He presented 2011 Municipal Domestic Animal Protective Service Agreement between the Borough and the Humane Society on Ms. Marcinko's behalf. He added that the combined efforts of Ms. Marcinko, Mr. DeSanto and Chief Spangler saved the Borough approximately \$25,000 last year.

Motion to approve the agreement: Mr. Shaver Second: Mr. Spencer
Approved by All

Mr. Shaver – He and Mr. DeSanto did a walk-through with a Comcast representative on Friday, January 14, 2011 checking phone and internet connections at 123 N. Front St. and Christian St. properties. No information or a services agreement has been received from Comcast yet. Verizon never contacted the Borough regarding this project. When the Comcast agreement is received, Mr. DeSanto will forward it to Mr. Wion for review. This agreement will provide significant savings to the Borough.

Mr. Wright – reminder of positions to be filled: one on the Vacancy Board and two on the Zoning Hearing Board. Mr. Heefner asked if Mr. Spencer could fill the Vacancy position after his term expires. Mr. Shaver suggested that this scenario could appear to be political in nature. Mr. Heefner indicated that since we have a republican board, we should appoint someone from the republican committee.

Mr. Wright turned the microphone over to Mr. Spencer, who recommended that Ms. Patricia Hindermeyer be appointed to the vacancy board. A roll call vote was taken. Mr. Heefner cast a “No” vote. “Yes” votes were cast by Mr. Shaver, Mr. Spencer and Mr. Wright. Ms. Hindermeyer was approved by a 3-to-1 vote. Mr. DeSanto and staff will send a letter to her informing her of the appointment.

OTHER BUSINESS:

John M. DeSanto, Jr. – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

None.

COUNCIL’S CONCERNS:

None.

On motion by Mr. Heefner, seconded by Mr. Shaver, the Council meeting recessed into executive session at 7:15p.m. to discuss personnel matters. The Council meeting reconvened at 8:05p.m. with a motion by Mr. Shaver, seconded by Mr. Spencer.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Spencer, seconded by Mr. Heefner, the meeting adjourned at 8:07p.m.

Respectfully submitted,

John M. DeSanto, Jr.
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:35p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

MaryJo Szada

David A. Wion, Solicitor
John M. DeSanto, Jr., Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

The minutes of the January 18, 2011 meeting were approved with a motion by Ms. Marcinko, seconded by Mr. Albert and approved by all present.

EXECUTIVE SESSION HELD BETWEEN MEEETINGS:

Mr. DeSanto reported that an executive session was held on January 20, 2011 to discuss personnel matters.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Storb Environmental Incorporated – A copy of a letter to the Borough Water Authority was presented for Council's information.

Humane Society of Harrisburg Area – the third quarter, 2010 Animal Intake Report was presented.

Steelton-Highspire High School Class of 2011 – requested support from the Borough by placing an ad in the 2011 Yearbook. Mr. Wright stated that if anyone wants to contribute, they should use personal funds.

Herbert, Rowland & Grubic, Inc. – presented the Engineering Activities Report for December 20, 2010 through January 17, 2011.

PA State Association of Boroughs – presented their “Stand Out” Newsletter for winter of 2011.

UNFINISHED BUSINESS:

Jay Wenger – In regard to the ESCO loan, the lease covers the full extent of the project with a 10-year fixed rate less grant funds. There is no lien required; however, they are asking for a lien on the equipment. Mr. Spencer asked if ESCO was anticipated in the bond issue note; Mr. Wenger said it wasn't in order to keep fees down. There is a prepayment penalty of 5%.

Mr. Wion – An audit of energy consumption for the Borough and Authority was done for the guaranteed savings energy contract. Examples of work to be done - updated lighting, controls at the water treatment plant, etc. The borough's share is \$249,998; the grant is for \$504,000. The purchase of equipment will be through a lease with Municipal Capital Corporation; both the Borough and Authority will make payments.

Resolution 2011-R-2 was presented for the approval of the Constellation Energy ESCO Contract. Mr. Heefner questioned whether Council was going to see the contract before the vote; Mr. Shaver stated that it is the same document with some attachments. Both Mr. Shaver and Mr. Spencer directed the solicitors to go ahead with the contract. Mr. Heefner asked if it would affect debt service; Mr. Shaver and Mr. Wion indicated that it would not.

Motion to approve Resolution 2011-R-2/lease was made by Ms. Marcinko, seconded by Mr. Albert and approved by all present.

Motion to approve a Cooperative Arrangement with the Authority was made by Mr. Albert, seconded by Mr. Shaver and approved by all present.

Mr. Wright – made a public announcement of the formation of the Handicapped Parking/Safety Committee: Chairman – Mayor Acri, Chief Spangler, Mr. Heefner, Mr. Conjar, Mr. Hayman, Mr. Wion and Dr. Szada (backup is Ms. Marcinko).

NEW BUSINESS:

Steelton Borough Ambulance Association – Dr. Kambic stated that a financial statement is not available at this time, but in the past there was a joint venture by the Borough and the Ambulance Association, with the Borough usually making up shortfalls. He also noted that Highspire and others pay more than \$85,000 a year for other companies' services to their municipalities. The mayor said he is looking for South Central or Life Team to make an offer. Dr. Kambic reminded him that Life Team is ½ million dollars in the hole to Pinnacle Health System. Mr. Wright asked that the matter be tabled for now, and requested a financial statement from Dr. Kambic. He also requested that someone contact the Life Team administration.

Mr. Heefner asked if routine transport calls could be done in the middle of the night to save money; Dr. Kambic said no other Borough entities operate this way. It was questioned whether Life Team wants Steelton Borough to join them, or if Pinnacle Health wants this.

In closing of the subject, Mr. Wright indicated that the 2012 budget process will be started in August or September. The mayor wants to bring Life Team to the Borough for a quote. Dr. Kambic informed Council that it might be difficult since Life Team's administration is constantly changing.

Mr. Shaver, Council Vice President – presented professional certification to Mr. Timothy J. Lehman as a Municipal Emergency Management Coordinator. Mr. Shaver also reminded everyone that Three Mile Island training/in-service will take place on April 3rd; Tim will be contacting us closer to that date.

Chief Spangler – presented a plaque to Mr. Jorge Gonzalez of Lakeside Auto in appreciation of the donation of a vehicle for use by Detective/Sgt. King.

Ms. Marcinko – presented a motion to appoint two new patrolmen effective Sunday, February 20, 2011 at an annual salary of \$48,500. They are: Kevin P. Martin and Dave M. McCahan, Jr. She noted that the Teamsters have made concessions to make this possible.

A motion to approve the appointment was made by Ms. Marcinko, seconded by Mr. Shaver and approved by all present.

Mayor Acri indicated that the hiring was done without a tax increase; he is very proud of the police department for giving up personal days, etc. so that this could happen. He then proceeded to swear in the two new officers.

Mr. Wion, Solicitor – presented Resolution 2011-R-3 to appoint a delegate and alternate delegate to represent the Borough on the Dauphin County Tax Collection Committee. Mr. Wright indicated that he wishes to step down as delegate. He thinks the voting delegate should be designated as the Secretary/Treasurer of the Borough and that the alternate should be designated as the President of Borough Council without listing names. Mr. Heefner questioned whether the representative had to be a Council member; Mr. Wright responded that anybody from the community can be listed.

A motion to approve Resolution 2011-R-3 was made by Ms. Marcinko, seconded by Mr. Albert and approved by all.

Mr. Wion, Solicitor – presented the January 17, 2011 letter of arrangement between Boyer & Ritter, Certified Public Accountants and the Borough of Steelton. He stated that he has reviewed the letter and made some corrections. He recommends that we retain Boyer & Ritter as our accountants for the remainder of 2011.

A motion to approve the letter was made by Mr. Heefner, seconded by Mr. Albert and approved by all present.

Mr. DeSanto – presented Resolution 2011-R-4 for approval of the 2011-2012 AFSCME Contract. Mr. Shaver asked if the side letter was attached indicating Council's approval of the \$12.00 per hour wage for temporary highway workers to plow snow. The answer was that it was not.

A motion to approve the contract was made by Mr. Albert, seconded by Mr. Heefner and approved by all present.

Ms. Marcinko – informed all present that 243 cats have been spayed/neutered so far with no use of Borough funds; reminded all that the Steelton Borough Community Cats is a subsidiary of the Foundation. A grant was secured from PetSmart Charities for a total of \$32,400 – the first check for \$16,200 was received today. The first surgeries are scheduled for March 15, 2011.

Capital Region Council of Governments (CAPCOG) – Mr. Wright asked Mr. Heefner if he would consider staying on as the 2011 delegate; he said he would be honored. It was decided that the alternate delegate would be designated as the Code Enforcement Officer.

A motion to approve Mr. Heefner as delegate was made by Mr. Shaver, seconded by Mr. Albert.

Mr. DeSanto – presented a letter of resignation from Ms. Dennise L. Hill from the position of Neighborhood & Economic Development Coordinator effective Friday, February 4, 2011.

Mr. Wright requested that all documents pertaining to that position be moved down to the Borough office as soon as possible. He also said that all calls to Ms. Hill should be referred to the Borough Secretary/Treasurer; all e-mails should be forwarded to Mr. DeSanto.

A motion to approve the resignation was made by Mr. Albert, seconded by Mr. Shaver and approved by all present.

OTHER BUSINESS:

John M. DeSanto, Jr. – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

None.

COUNCIL'S CONCERNS:

Mr. Heefner – Two responses to request for snow plow operators; Mr. Wright said this would be discussed in executive session.

Ms. Marcinko – Indicated that she is proud to be part of a Council that works so well together.

Mayor Acri – reminded everyone of the “150 years of the Civil War” with Barbara Barksdale as our representative. He passed a sheet to council members listing different activities that will be held in Harrisburg from February 16 to February 19, 2011. On Friday, February 18th “Abraham Lincoln” will be delivering a speech at Market Square.

Mr. Wright – Expressed thanks to all council members for working together. He indicated that he was pleased that two fine officers were hired with no taxes.

On motion by Mr. Shaver, seconded by Mr. Heefner/Mr. Albert, the Council meeting recessed into executive session at 7:37p.m.to discuss personnel matters. The Council meeting reconvened at 8:54p.m.

A motion was made by Mr. Shaver and seconded by Mr. Spencer to hire part time highway employees at the rate of \$12.00 an hour.

Resolution 2011-R-5 was presented to reorganize the administrative staff: effective February 14, 2011, Douglas E. Brown is appointed as the Secretary/Treasurer of the Borough at a salary of \$55,000 a year, Rosemarie L. Paul is appointed as the Assistant Treasurer and John M. DeSanto, Jr. is appointed as an Executive Assistant. A motion was made by Mr. Shaver and seconded by Ms. Marcinko to adopt Resolution 2011-R-5.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Spencer, seconded by Mr. Heefner, the meeting adjourned at 9:01p.m.

Respectfully submitted,

John M. DeSanto, Jr.
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:33p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
MaryJo Szada
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert
Maria Marcinko

David A. Wion, Solicitor
Ed Ellinger, P.E., HRG
Douglas E. Brown, Secretary/Treasurer
John M. DeSanto, Jr., Executive Assistant
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

February 7, 2011 Minutes Motion: Mr. Heefner Second: Mr. Spencer
Approved by All Present with the following
changes:

On page 2, Mr. Wion said the third paragraph, third sentence should read: *[The contract amount is \$504,000. The Authority has received a grant toward the project of \$249,998. The purchase of equipment will be through a lease with option to purchase with Municipal Capital Corporation in the amount of \$254,723; both the Borough and Authority will make payments.]*

EXECUTIVE SESSION HELD BETWEEN MEETINGS: None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

No questions/comments on January, 2011 General Fund Financial Report

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police
Public Works
Code Enforcement
Mayor's Report

PUBLIC WORKS - Mr. Heefner stated that most parking meters are working properly; nine were sent back. Recommends that the meters in front of Bik's and Lawson's old places be moved and put on Locust Street. Mr. Conjar reported that the snow blower is running like new (a good investment at \$7300 cost for repair). Two part time employees worked last night; regular employees took longer to get to Steelton than expected. 79% of regular time has been used this winter; 34% of overtime. We have enough salt/anti-skid to last until the end of winter.

The mandated replacement of street signs will be started soon (the Director of the Pennsylvania Department of Transportation is checking into this; he thinks the mandate is ludicrous). Also, the highway department has set up a schedule for maintenance on the small trucks (they're getting old).

Regarding the EESSP – in March they will start flushing, and then lining the 230 macadam – HRG will comment further on this. Also, when we need to notify borough residents about work in East End, the office staff has been using our paper/personnel to deliver fliers; suggested that HRG should be responsible for this.

At the Council of Governments (COG) meeting last night it was stated that vehicles and salt purchased through the State are limited. With COG, you can purchase any amount; but conversely, the State is guaranteed not to run out. Mr. DeSanto indicated that Mr. Conjar did submit to COG for this year. Mr. Heefner will check with Mr. Conjar about the salt stock. He will work with Mr. Brown and Mr. Conjar on moving the meters.

Motion to approve department reports: Mr. Shaver Second: Mr. Heefner
Approved by All Present

MAYOR'S REPORT - The Mayor reported that the meeting scheduled for March 3rd between the Boroughs of Steelton and Highspire and the School District has been cancelled (Highspire is going to the State of the County address.) Also, he attended the roundtable meeting on Sunday regarding the 9/11 Project. There will be no cost to the Borough or the Fire Department. A memorial service will be scheduled for 9/11/11 to dedicate the monument.

Motion to approve this endeavor: Mr. Shaver Second: Mr. Spencer
Approved by All Present

PUBLIC COMMENT: Agenda Items Only
None.

COMMUNICATION:

EMC Insurance Companies, Pa. American Water and The 9-11 Project – no action taken.

ArcelorMittal Steelton Letter – Mr. Shaver requested that Mr. Brown send a copy of the report to the Fire Department.

NEW BUSINESS:

Ed Ellinger, HRG – Indicated that in the future, the Engineers’ report will be e-mailed to council members the Friday before the council meeting is scheduled. He will then provide paper copies at the meeting. Mr. Shaver suggested that to save paper, if anyone wanted a copy they could print it out themselves. Mr. Shaver then congratulated Mr. Ellinger and HRG as Engineers, since this week is National Engineering Week.

Mr. Ellinger then presented an application for payment #4 for work completed to date for the East End Sewer Separation Project (EESSP) in the amount of \$623,166.12. Mr. Shaver made a motion to approve payment; Mr. Heefner seconded; approved by all present.

Mr. Shaver asked if the change order should be paid for with Authority funds; Mr. Ellinger indicated that the borough should pay since it is part of the EESSP. Mr. Shaver also congratulated the Press & Journal for the nice article last week on the EESSProject.

Mr. Ellinger presented Penn Vest payment #8 to Council for payment for costs related to the East End Sewer Separation Project in the amount of \$644,386.95. Mr. Shaver made a motion to approve payment; Mr. Spencer seconded; approved by all present.

Mr. Ellinger then explained Work Change Directive #10 for the EESSP. The estimate was \$230,000. Through working with Mr. Heefner, Mr. Conjar and staff to put the storm sewer down Route 230, the costs have only reached \$80,080. Contingency funding is still available. Mr. Spencer asked the percent of completion of the project; it is 70% complete. Work to be done includes lining of trenches, manholes, etc. Mr. Spencer asked if the contingency would get repaid. Mr. Ellinger indicated that the project would close at a lower amount. He also indicated that we could use contingency funds to do more work in East End, possibly the trunk line down “R” Street and connect to Felton St. for the amount left. (The preliminary design is already done.) If they have to prepare another set of drawings, we’ll be back to bidding the job out.

Motion to approve Change Work Order #10 for \$80,080: Mr. Shaver
Second: Mr. Heefner Approved by All Present

Mr. Shaver asked if Mr. Ellinger and HRG could look at the possibility of more work that could be done with contingent funds. Mr. Heefner and Mr. Ellinger thought we should wait until the next H2O meeting occurs (it’s now 4 months overdue). This could be discussed at the next council meeting in March.

Mr. Ellinger – A pre-construction meeting with Rogele was held on 2/8/11 regarding the Adams Street Project. They will be on site next week. The DCED Grant was in the amount of \$238,000 for the retaining wall. The new project includes 460 ft. of sewer replacement, sanitary sewer and an update of Daron Alley. With these three items added as an update of the project, we need to amend the Professional Services Agreement by \$12,400. A motion to approve was made by Mr. Shaver, seconded by Mr. Heefner and approved by all present. Also, due to the building problems that occurred with the Swatara Street wall, Geotechnical Engineering will look at the sub grade prior to the wall being built. Mr. Spencer questioned who the developer is; Mr. Heefner will meet with Dauphin County Authority to discuss the issue and Mr. Wion stated that he will also be attending to find answers to a few questions.

Referring back to the Rt. 230 contractor, Mr. Heefner stated that there is a company in York that makes macadam year-round. However, Penn DOT requires 40-degree temperatures to proceed with laying down the roadway.

OTHER BUSINESS:

Douglas E. Brown, Secretary/Treasurer – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

Emuel Powell, 321 Lebanon St. – lately there has been a major increase in the amount of trash on the street due to the windy conditions. His neighbors are not putting their trash in containers and are adding trash on top of containers. This has caused cats and other animals to dig into the bags and make quite a mess. Mr. Heefner informed everyone that a ticket system will be started to fine code violations starting at \$45 each. It was questioned whether the fine was to the tenant or owner; it is to the owner who can then transfer the cost to the tenant.

Mr. Powell was also concerned about his recycling cans being abused by York Waste workers. He stated that he has purchased two cans recently and that York Waste broke both of them. Mr. Spencer suggested that the cold temperatures could also play a part in the cans cracking if they are not brought into a garage, shed or other enclosure. Mr. Powell said he does not have that option. The Borough office will contact York Waste about this situation.

Michael Coleman, 6454 Taunton Road, Lower Paxton Township, Harrisburg, 17111 (580-8006) who owns seven (7) properties in Steelton – his concern is with the property at 616 N. 2nd St. He pays \$150-\$160 for tenant background checks and other references to make sure he gets decent tenants. His tenant puts 1 ½ -2 cans worth of garbage out per week. The tenants at the property behind his (faces Front St. and includes three units) routinely put their trash on the back of his property. Lately wind has been an issue, so his tenants are only using bags for now. This has resulted in his receiving a fine

of \$500 and \$77 in court costs for these violations. Judge Lenker found him guilty despite his and his tenant's testimony. He thinks it is unfair for the Borough to fine him for others' trash and asked if the fine could be waived. Mr. Wright thanked him for coming and said the issue will be discussed with Ms. Zell and then the Borough will contact him.

COUNCIL'S CONCERNS:

Mr. Brown – Hull & Associates have received the Petroleum & Hazardous Substances Grant. Work will start at this week at 120 N. Front St.

Mr. Wright – Thanked everyone for coming. He added that a late addition to the agenda was a letter from the Steel-High cheerleaders requesting a donation. Council members can contribute on their own if they would like.

Mr. DeSanto – Invited everyone to attend the Black History Month Essay Contest Presentation at the Steel-High Elementary School on Thursday at 6:00pm. Presenters will be Reverend Tate and Charles Wallace. One hundred, three (103) essays were received from K through 8-graders at both Steel-High and Prince of Peace Schools.

There were no other concerns from council members at this time.

On motion by Mr. Heefner, seconded by Dr. Szada, the Council meeting recessed into executive session at 7:23p.m.to discuss personnel matters. The Council meeting reconvened at 8:13p.m.with a motion by Mr. Shaver, seconded by Mr. Heefner.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Heefner, seconded by Dr. Szada, the meeting adjourned at 8:13p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

February 22, 2011 Minutes Motion: Mr. Albert Second: Dr. Szada
Approved by All with the following change:

Mr. Wion noted that the corrected paragraph should read: *[option to purchase with Municipal Capital Corporation in the amount of \$254,723; both the Borough and Authority will make payments.]*

PUBLIC COMMENT: Agenda Items Only

None.

SPECIAL PRESENTATION:

Two of the three winners of the Steelton Borough Black History Month Essay Contest came before Council. Ms. Cheyenne Herbster, sixth grade and a 3-time winner read her essay entitled "Martin Luther King Jr.". Ms. Heidi Womer, eighth grade and the overall winner read her essay entitled "Freedom". A photo was taken of Ms. Womer with Mayor Acri.

COMMUNICATION:

Middletown Press and Journal requested sponsorship for the 2011 Graduation Edition – Mr. Musser graciously offered to act as sponsor.

Penn DOT sent a letter updating the summertime dispatching procedures.

Elks Youth Department #21 sent an invitation to their “Celebration of Youth” banquet.

Dauphin County Commissioners sent a letter notifying the Borough of \$150,000 in local municipal grant program funding for the Mohn Street Intergenerational Recreational Facility Project.

The Pennsylvania League of Cities and Municipalities sent a letter notifying the Borough of the 28th annual high school senior essay scholarship contest. The contest applications were delivered to the high school guidance counselor.

Arcelor Mittal sent a letter with the annual downstream notification.

Doug Brown presented the Steelton Borough Police Department 2010 Annual Report. A motion for approval was made by Mr. Shaver, seconded by Mr. Albert and approved by all.

NEW BUSINESS:

Ms. Gertrude Saunders, 125 and 127 Lincoln Streets – She lives in 125 and uses 127 for storage. There are separate lines for water, but not for sewer and the pipe goes from 127 through 125 Lincoln Street. She is concerned about being double-billed for water and sewage. She does not mind paying double for water, but not sewage (127 is not being used as far as sewage is involved). The mayor reminded her that the sewage is sent to Harrisburg, who sets the rates. Ms. Saunders then stated that if the sewage is based on water usage, there are no readings at 127 because there is no usage.

Mr. Musser stated that the rules and regulations are in effect consistently in Steelton, Harrisburg and Swatara Township to name a few areas. The only alternative is to shut the water off. A contractor would need to be contacted to install a separate sewer line for 127 Lincoln Street. Dr. Szada then questioned if the sewage is based on water usage, are we charging the minimum sewer usage also. Mr. Shaver asked if water was used at all in 127 Lincoln; Ms. Saunders said the furnace uses water, so if she chose to turn the water off her pipes could freeze. She also asked if not having water in a house is considered a safety issue.

Mr. Wright ended the discussion by suggesting that Ms. Saunders take the advice given by Mr. Heefner and Mr. Musser to have the water shut off at 127 Lincoln St.

UNFINISHED BUSINESS:

Mr. Wion - presented Ordinance No. 2011-2 entitled Code Enforcement Ordinance for Public Safety Official Notice and Quick Ticket Citation Procedures. Mr. Wion explained that the Neighborhood Economic & Development Committee looked into the ticketing system last year. The Safety Notice advises owners of 10 days to correct the problem. They then have 15 days to pay the ticket or go before the District Justice. Ms. Marcinko asked if the Property Maintenance Officer should be added; Mr. Wion stated that both Ms. Zell and Mr. Hayman are considered Code Enforcement Officers. Mr. Heefner asked if the ticket was issued the owner or occupant; Ms. Zell said that both parties are given tickets, and the owner is responsible for payment. Mr. Heefner also asked if snow removal could be added to the tickets. Ms. Zell stated that it could not since this is a 10-day notice and snow removal is a 24-hour notice. A motion was made by Ms. Marcinko, seconded by Mr. Heefner, and approved by all.

Doug Brown – stated that he took care of Mr. Powell’s recycling issue with York Waste that was discussed at the last Council meeting.

NEW BUSINESS, CON’T.:

Doug Brown – presented a copy of a letter to Broadview Networks stating the Borough’s intent not to auto-renew our contract expiring on April 30, 2011. We will continue with a month-to-month contract until Council reviews proposals and determines a provider for our phone and data services. Mr. Shaver confirmed Mr. Brown’s intentions.

Doug Brown – presented a request to attend the PELRAS (Public Employer Labor Relations Advisory Service) Conference on a free scholarship. A motion to approve Mr. Brown’s attendance was made by Mr. Shaver; seconded by Ms. Marcinko and approved by all.

Jeffery Wright – appointed councilpersons Heefner and Marcinko to the Joint Labor Management Committee; both accepted. The mayor reported that he requested that 2 police representatives be added to this committee, but he has not received a response.

OTHER BUSINESS:

Doug Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

None.

COUNCIL'S CONCERNS:

Ms. Marcinko – met with Teresa Faziolli yesterday concerning a program she started for seniors that get “Meals on Wheels” called Animeals, which provides pet food. Ms. Marcinko foresees them also being able to provide food for our clinics. The PETSMAART grant is beginning to be used this coming week. Money will also be available from PETCO.

Mr. Wright – thanked the public for attending, asked them to let their neighbors know they’re welcome to attend every 1st and 3rd Monday of each month. The Borough needs more people to get involved.

On motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 7:10p.m.to discuss personnel matters. The Council meeting reconvened at 7:55p.m. with a motion by Mr. Shaver, seconded by Mr. Albert.

Mr. Heefner - motioned to change our representative on the Council of Governments from Sylvie Zell to Doug Brown. Mr. Albert seconded; approved by all.

Mr. Shaver – motioned for Council to authorize the Council President to sign the Training Area License Agreement between Steelton Terminals Corp. and the Borough of Steelton for use of their property in the Borough’s East End. The motion was seconded by Mr. Albert and approved unanimously. Mr. Shaver then made a motion to have the Borough obtain an appropriate insurance rider to cover the potential exposure of the Borough under the Agreement, including its indemnification requirements. The motion was seconded by Mr. Albert and approved unanimously.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Albert, the meeting adjourned at 8:15p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant
John M. DeSanto, Jr., Executive Assistant
Ed Ellinger, HRG

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Heefner to approve the March 7, 2011 minutes, seconded by Mr. Albert and approved unanimously.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made to approve the schedules by Mr. Heefner, seconded by Mr. Albert and approved unanimously.

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police
Public Works
Code Enforcement
Mayor's Report

PUBLIC WORKS (Mr. Heefner) - They did not have a meeting this week, but wanted to let Council know that the river deposited 8 inches of mud on the boat dock. Most of the mud was scraped off, but they are going to ask the Fire Department to wash the dock down after the river recedes.

Mr. Heefner and Mr. Brown recently visited the Dauphin County Redevelopment Authority to inform them that the Adams Street Project's next step – the infrastructure/retaining wall - has been started. It is understood that the wall and bank will not be the county's responsibility if the county takes over the town home development portion of the project. They will meet again on April 12th to discuss grant money and the county's interest in the project; Mr. Musser said that we may be able to gain money for these projects. Mr. Shaver had a question about the Public Works Monthly Report. Mr. Heefner said they would talk later.

MAYOR'S REPORT – Last month's meeting in Highspire was cancelled; the next meeting is scheduled for May 18th at 7:00pm at Steelton Borough Hall. The Zoning Board is scheduled to meet that day; we need to check whether there will be a conflict.

FIRE DEPARTMENT – Mr. Shaver made a motion to approve the new Fire Department driver list provided in the packet; Mr. Albert seconded and the list was approved unanimously.

A motion was made by Mr. Albert to approve all department reports, seconded by Ms. Marcinko and unanimously approved by the rest of Council.

PUBLIC COMMENT: Agenda Items Only

Angela & Fedor Hernandez, 1 N. Harrisburg St. – they are property owners referring to a small parcel behind their house littered with old, broken concrete, tires and other trash. They requested that the Borough bequeath the property to them and they will take care of disposing of the items and future upkeep. Mr. Wion said that Resolution R1996-24 states that Sweetbriar Alley was never used as an alley because it is topographically not possible, and that the Borough of Steelton and Swatara Township both own 10 feet. Mr. Wion also said that by operation of law, they own and can clean up the property; Mr. Shaver said if they do that, they may consider Steelton's 10 feet their property.

NEW BUSINESS:

Kara Allison, APR, Hull and Associates, Inc. – presented a report on the recent Brownfields assessment. Seven sites have been designated for surveys/questionnaires. One of the questions the committee approached was whether the previous owner of Mark's Service Station could have the means to help with the clean-up. The August clean-up grant would be used for Mark's/Biks/Empty Lot. (\$90,000 – Petroleum Grant; \$80,000 – Hazardous Substance Grant) Ms. Allison also indicated that the Mellon Bank Building is a High Priority property to finish. It was also mentioned that the parking lot from Locust St. to Trewick St. behind Front St. should be included. Mr. Acri stated that Phase II USEPA funds for clean-up grants will be released in August and are due in October. This is a joint venture, countywide for 1 million dollars.

Mr. Shaver reminded everyone that the parking lot from Locust St. to Trewick St. was taken care of in Phase I when it was purchased, which released the steel mill from all responsibility. Mr. Musser indicated that the old PA Canal was filled with materials which allow the Borough to move forward. Ms. Allison will move this project to the Phase II list.

COMMUNICATION:

F. M. Oppel – letter with annual chemical inventory notification was included in packets; no action needed.

Keystone Human Services – invitation to their “Night of Design” event; Mr. Brown gave brief overview of the event but indicated that the cost was prohibitive for anyone in the Borough to attend.

Alexis Mare and Wesley Kauffman – thank you letter to the Steelton Police Department and Sgt. David Crawford. Motion to include the letter in the personnel file made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously.

HACC – Crime Scene Management and Documentation Course completion confirmation for Off. Anthony Minium. Motion to include the confirmation in the personnel file made by Mr. Albert, seconded by Ms. Marcinko and approved unanimously.

John E. Reid and Associates – certification of Sgt. John King in their Interview and Interrogation course. Motion to include the certificate in the personnel file made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously.

Taser Training Academy – instruction certification for Off. Dennis Basonic, Sr. and Sgt. John King. Motion to include the certificates in the personnel file made by Mr. Shaver, seconded by Ms. Marcinko and approved unanimously.

Cub Scouts Pack 201 – thank you letter to Officer Elhaji for attending their den meeting and speaking to the scouts about safety awareness and other issues. Motion to include the letter in the personnel file made by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

Mockenhaupt Benefits Group – Mr. Brown has received the Actuarial Valuation Report for Non-Uniform Employees. The report is in his office if anyone would like to review it.

Industrial Appraisal Company – Mr. Brown has received the Annual Revaluation Report on Borough Properties. The report is in his office if anyone would like to review it.

Ms. Carol Pearson – letter to Council requesting relief from a portion of her sewer bill. Ms. Pearson told the Mayor that the house has been vacant for one month; she has no argument with the water portion of the bill, but has a problem with the sewer portion. There is no sewer in the basement, so she doesn't feel she should have to pay that part of the bill. The letter also states that she didn't pay any part of the bill; a Borough employee told her to hold it until the issue was resolved. Mr. Heefner said that if residents use the water, they should pay the bill. He also stated that our employees need to be more responsible and not make promises to residents. This is a personnel issue and will be handled in executive session.

UNFINISHED BUSINESS:

Ed Ellinger and Joshua Fox, HRG – submitted payment #5 in the amount of \$251,731.61 for reimbursement for costs related to the East End Sewer Separation Project (EESSP). Mr. Shaver made a motion to approve reimbursement of payment #5, seconded by Ms. Marcinko and Mr. Albert simultaneously and approved by remaining Council members.

HRG also submitted PennVest reimbursement request for payment #9 in the amount of \$274,134.11 for costs also related to the EESSP. Ms. Marcinko made a motion to approve reimbursement of PennVest #9, seconded by Mr. Albert and approved unanimously.

Mr. Ellinger then submitted Change Order #1 to pay the contractor \$32,163.70 for Amtrak flagmen while construction is taking place at the East End Project. A motion was made to approve payment by Mr. Shaver, seconded by Ms. Spencer and approved unanimously. He also submitted an invoice from the State Museum of Pa. Archaeology in the amount of \$700 for storage of two boxes of materials dug up (\$350 per box). A motion was made to approve payment by Mr. Albert, reluctantly seconded by Mr. Heefner and approved unanimously.

Finally, Mr. Ellinger and Mr. Fox said that the Borough needs to review the numbers on the EESSProject. (\$330,000 in contingency/\$240,000 spent) Several projects mentioned were the landscaping at Dura Bond and installation of a new pipe up Felton St. It was decided that a meeting should be scheduled with Mr. Ellinger, Mr. Heefner and Mr. Conjar. Mr. Ellinger feels that the landscaping should be done at Dura Bond to create a buffer zone.

Ms. Marcinko asked if the pipe repair at the top of Felton St. was more important. Mr. Ellinger said that it's not in great shape. Ms. Marcinko stated that she thinks the repair at Second and Felton Sts. should be number one on the list of upcoming projects. Mr. Ellinger then indicated that the costs for that project (ancillary pipes, laterals, etc.) will possibly be more expensive than the amount of money we have left.

Mr. Shaver and Mr. Heefner requested information on the East End residents' concerns about the gas smell in that area and near the gate at the firing range. Mr. Shaver said the old coke ovens could emit some smell, as well as UGI; Mr. Heefner added that UGI abandoned a shutoff valve there. Mr. Shaver did ask Chief Vance to check into the situation. Mr. Wright suggested that a meeting be scheduled between Mr. Heefner, Mr. Conjar and Mr. Ellinger.

Mr. Ellinger announced that Rogele has mobilized on the Adams Street project. They have started installing the sanitary sewer lines. Mr. Heefner asked if the construction of the retaining wall was guaranteed. Mr. Ellinger stated that the sub grade was checked by geotechnical experts before construction. Mr. Heefner asked if the wall will be below the frost line; Mr. Ellinger said that he thought it would.

NEW BUSINESS, CON'T.:

Mayor Acri – brought forth a recommendation by the Neighborhood and Economic Development Committee to forego the proposed bus stop on Front and Dupont Sts. He stated that Mittal Steel will agree to foreclose that piece of land for the stop, as long as more than one person will use it. Mr. Brown said that only one person has contacted the Borough about the stop; more constituent input would be needed before any movement could be made on the project. Maintenance of the structure was also a concern (the Mohn Street structure was vandalized several times). A motion was made by Mr. Heefner to dismiss the idea, seconded by Mr. Albert and approved unanimously.

Mr. Wion – presented Resolution 2011-R-6 authorizing the Borough Secretary Treasurer to act on behalf of the Borough of Steelton on all matters concerning the Guaranteed Energy Savings Project (ESCO). A motion was made to approve the resolution by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

Mr. Heefner was concerned that the Veterans' Park, the Boat Dock and the Municipal Building front lights were not included in the ESCO contract, even though they are lit 12 hours a day in winter; Mr. Patrick Regan did not return his call on the matter. He also indicated that the fire station lighting is not acceptable; Mr. Brown will check on this. Mr. Brown indicated that light fixtures have already been ordered and that work should begin mid-April. Ms. Marcinko asked if old bulbs could be recycled to the Mellon Bank Building. Mr. Brown said there could be a "chain of custody" problem in taking lighting from the Borough and giving it to another entity. Mr. DeSanto added that Patriot had said that parks would not be cost-effective for inclusion in the project due to low costs for each area.

Mr. Wion – presented Resolution 2011-R-7 authorizing the Borough of Steelton Police Chief to make application for transfer of federally forfeited property. A motion to approve the resolution was made by Mr. Albert, seconded by Ms. Marcinko and approved unanimously.

Mr. Wright then turned the meeting over to Mr. Shaver. Mr. Shaver announced the official resignation of Mr. John DeSanto effective at the end of the business day on April 1, 2011, reading parts of a letter dated 3/21/11. A motion was made to accept the resignation by Mr. Shaver, seconded by Mr. Heefner and approved unanimously.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

None.

COUNCIL’S CONCERNS:

Ms. Marcinko – she received several complaints from East End residents about people walking pets and throwing the feces in newspaper bags up into the trees on the property that abuts the quarry; the smell/sight was deplorable.

She also mentioned that she was concerned that the Borough will not be able to sell the beautiful new townhouses being built because of the condition of a nearby property. She wondered if the Blighted Community Bill would address this type of property. Mr. DeSanto reminded her that this situation was previously discussed with the owner, Ms. Zell, and District Justice Lenker; we should take the matter to executive session.

She reported the progress of SBCC: as of Thursday, 103 cats were spayed/neutered. Thirty eight (38) were pregnant, which took many kittens off the street. She told Mr. Brown what a great job he was doing on the parade. She congratulated the Fire Department on the Awards Banquet.

Mayor Acri – told Ms. Marcinko “Good Luck” with the property owner she was concerned about near Adams St. He also mentioned a property he has noticed that needs a lot of improvements.

Mr. Wright – encouraged everyone to check out the progress on the East End and Adams Street projects. He thanked everyone for attending the meeting and invited them to join the Borough for the Veterans’ Appreciation Parade on Saturday, May 7th at noon.

On motion by Mr. Albert, seconded by Mr. Heefner, the Council meeting recessed into executive session at 7:45p.m. to discuss personnel matters. The Council meeting reconvened at 8:46p.m. with a motion by Mr. Shaver, seconded by Mr. Spencer.

Concerning the Adams Street project, Mr. Heefner suggested that since we are doing the sewer laterals, we should do the water laterals as well, with the Water Authority paying. (A Community Development Block Grant is paying for lighting, paving, sidewalks, curbing, etc.) Mr. Aciri and Mr. Spencer were not willing to okay this without other Authority members' knowledge. Mr. Conjar is getting estimates for water laterals and costs involved. Mr. Wion reminded everyone that any expenditure cannot be authorized without a public meeting.

Concerning HRG's Sewer Rate Study, Mr. Heefner mentioned that they charged us \$1,000 more because their person (Adrienne) did much of the legwork for us.

At 8:55p.m., Mr. Wion requested another short executive session to discuss possible litigation issues.

At 9:05p.m., we resumed the regular Council meeting. Mr. Brown reminded Council that he will be at the PELRAS Conference from Wednesday, 3/23 until Friday, 3/25.

The condition of the Code Enforcement vehicle was discussed. The mileage is over 100,000 miles. Costs estimated from Highspire Auto Truck are \$1,704.66. Several ideas were suggested:

If we lease the Mexican Restaurant to Jorge, he will donate a vehicle for Sylvie.
Mr. Heefner asked if we could get a rebuilt block and how much this would cost.
Mr. DeSanto suggested leasing a vehicle from COSTARS.

Mr. Shaver said that no matter what is decided, we still need a better maintenance program on our vehicles.

Mr. Aciri informed Council that the Fire Department has concerns with the concrete pad in front of the garage. Every time a truck pulls out of the bay, it hits bottom. HRG gave them a bid of \$22,000 for repair/replacement of the outside pad (the inside pads were put on a list for local match of casino money). Mr. Shaver suggested rearrangement of the firehouse for now – moving the ambulances to the other end of the building. Mr. Aciri will check into this possibility.

Ms. Marcinko would like to be informed of who will get the money if the bank building is sold.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Spencer, the meeting adjourned at 9:14p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at _____ p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

January 18, 2011 Minutes Motion: _____ Second: _____ All?

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

Motion to Approve: _____ Second: _____ Approved by All?

PUBLIC COMMENT: Agenda Items Only

NEW BUSINESS:

COMMUNICATION:

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

COUNCIL’S CONCERNS:

Mr. Heefner –

Ms. Marcinko –

Mr. Shaver –

Mr. Albert –

Mr. Spencer –

Dr. Szada –

Mr. Wright -

On motion by _____, seconded by _____, the Council meeting recessed into executive session at _____p.m.to discuss personnel matters. The Council meeting reconvened at _____p.m. with a motion by _____, seconded by _____.

ADJOURNMENT:

There being no other business before Council, on a motion by _____, seconded by _____, the meeting adjourned at _____p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:32 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Albert, seconded by Dr. Szada and approved unanimously to approve the minutes from March 21, 2011 with a correction by Ms. Marcinko: on page 4 in regard to the East End Sewer Separation Project “Ms. Marcinko stated that whatever the engineers feel would be more important should be done”.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Mr. Shaver to approve the schedules, seconded by Mr. Albert and approved unanimously.

COMMENTS ON DEPARTMENT REPORTS:

Mr. Shaver – From the Public Works Report, he questioned several notations; Mr. Heefner explained the projects. Mr. Shaver also stated that the rearrangement of vehicles at the fire house as suggested is not possible. The Fire Department is moving ahead with the 9-11 Memorial; Mr. Brown is working with the Authorities of New York and New Jersey for proper certificates, insurances, etc.

Mr. Heefner – He spoke with the Dauphin County Authority regarding the Adams Street property; they’ll meet next week with Mr. Heefner, Mr. Wion and HRG to discuss legal terms, responsibilities, rental vs. outright purchase, and other items that arise. Mr. Shaver said that larger town houses would be worth more money and would be appraised higher.

Mr. Heefner countered that fewer homes would equal less people and less taxes. Mr. Wright confirmed that our recommendation was for 12 units – no rentals. He also suggested that this situation be discussed in more detail. Mr. Spencer asked if lease/purchase agreements could be an option. Mr. Heefner added that possibly sales agreements could be an option. Mr. Spencer stated that the developer will have ultimate responsibility. Mr. Wion questioned that if someone was to purchase the property, could they not turn around and lease it to someone else? Mr. Wright stated that the discussion would continue in Executive Session.

Mr. Heefner also reported on several items in the Public Works area: Grass cutting at vacant properties will begin, as well as the cleaning of the Swatara Street wall. He also noted that Teddy Cleckner is working on getting his CDL License; Tommy Cleckner's knee is worse than the doctors thought. He asked that Borough staff notify Doug and Council when the public calls with problems. He suggested that a letter be sent to elected officials from Council requesting the repaving of Pine Street. Mr. Spencer said we should check with PennDOT to see if the project is in their five-year plan. Mr. Shaver suggested that we send a letter to PennDOT with copies to elected officials, possibly with photos of the most serious locations. Commissioner Hartwick suggested a letter from Council to the Dauphin County Commissioners.

Ms. Marcinko - mentioned upcoming items for the Neighborhood & Economic Development Committee: the Brownfields Conference in Philadelphia, the storefront meeting, a possible urban garden. She also wanted to point out that the Police Report indicated that hiring two full time officers is working out great – there was no overtime for court, etc. Lastly, she wanted to let council know that the furnace at 1 N. Front St. was inoperable, but another organization, Castaway Critters, paid the \$1,500 to have it repaired.

Mayor Acri – mentioned that the Dauphin-Lebanon County Boroughs Association meeting is on Thursday, April 28, 2011; there is also a Handicapped Parking meeting on that night. Hopefully we can make sure both meetings are attended. Also, the Police meeting is scheduled for April 27, but the Dauphin County Planning Commission meeting with Swatara Township is also scheduled. He hopes the Police Meeting can be moved to April 26. He noted the Census Bureau letter he had passed out earlier. Lastly, Ms. Marcinko lined up volunteers to pick up litter in River Alley and on Front Street from Gibson Street to Chambers Street starting on Saturday. The Water Department will then pick up the garbage bags.

Mr. Wright – reminded everyone that the Veterans Appreciation Parade is May 7th at noon.

A motion was made by Mr. Albert to approve the Department Reports, seconded by Mr. Shaver and approved unanimously.

Ms. Zoie Kiger - read her Black History Month essay “A Change for Slaves”. A copy of the essay will be put in the archives with the minutes.

Honorable George Hartwick introduced David Botero and Sally Snyder of the The Joshua Group. They are trying to introduce more positive opportunities for young folks in Steelton. Dave has been working with Harrisburg to put handball courts at Reservoir Park; they would like to expand the program to include Steelton. One benefit could be an investment, for example they are hoping to attract the Keystone State Games to the Harrisburg area in the future.

Mr. Botero informed Council that The Joshua Group works with all families through handball. They have 26 players in Steelton; 9 are youth. Sally stated that playing handball is not limited to any age group; she lives on Market Street in Harrisburg and often plays with others of various ages. Dave added that there is more involved in the program than just the sport. They also provide mentoring and tutoring, and their involvement keeps kids active and entertained. (They have been playing indoors at the YMCA, but have to pay fees.)

Mr. Spencer asked if this was a team sport; Dave indicated that it wasn't, but they do sometimes schedule doubles matches. Their team is “Hope in Handball” and is very diverse – boys, girls, all ages – and includes Steelton, Swatara Township and Lower Paxton Township.

Mr. Wright asked if the Commissioners could fund one-half of the \$8-10,000 cost. Commissioner Hartwick said he couldn't make that decision without the other Dauphin County Commissioners. Mr. Wright then asked if any grant money was available; Mr. Hartwick and Mr. Brown will check into this possibility. George also stated that adding the court has potential for more recreational activities and tourism – Municipal Park already has a skate park, as well as roller hockey.

Two players were introduced: Serenity Nieves (age 10) has been playing for 6 to 7 months with her brother and others; she even taught a 26-year old how to play. Jelani Splawn (age 15) has been playing for 4 to 5 months and waits excitedly for game day, as he enjoys his new hobby and showing new people how to play.

Mr. Shaver will take this information to the Community and Economic Development Committee. Mr. Hartwick said he would attend the next meeting.

Mr. Heefner – asked Mr. Hartwick if the Turnpike Commission was still going to give us the land mentioned when the boat dock was being built; he indicated that he was not sure with the new turnpike commissioners, but he'll check with Mr. Haste.

Referring to the Constellation Energy minutes, Mr. Shaver asked if anyone was contacted about the lighting at the firehouse; Mr. Heefner said the contract cannot be changed. Mr. Brown noted that lighting at the firehouse is included.

Referring to the Keystone Collections Group letter, Mr. Wright noted that Central Dauphin favored Burkheimer, so others went along with that because they're the largest collection agency in the area. Burkheimer then adjusted figures and contract requirements which led the Dauphin County TCC to drop them as tax collector and appoint Keystone.

Mr. Brown will take care of getting the proclamation ready for Bishop Ivy Anne Hopkins (Grace Temple Church) so that the Mayor can present it.

Mr. Wion is working on the pretreatment program ordinance amendments; the EPA added pollutants and definitions. Mr. Shaver asked if this needed a motion; Mr. Wion said that it doesn't since it was already advertised.

Ms. Marcinko indicated that our new contract with the Humane Society allows for no public drop offs of animals (this was allowed until October, 2010). Chief Spangler will work with the Humane Society to get a security code and swipe card so that our officers can take animals to the shelter after hours.

Mr. Wright asked Mr. Brown to attend the PLCM convention in June on Council's behalf.

Referring to the NVA letter, Mr. Shaver questioned whether we accounted for the increase in rates; Mr. Brown indicated that he checked with Rose and room was made in the budget for an increase.

Capital Area Transit sent a letter indicating that they will refrain from any further action in pursuing the installation of a bus shelter at Front and Dupont Streets until Council gives a motion to proceed.

Referring to the Tri-County Regional Planning Commission letter, Mr. Shaver stated it's possible we should consider having an MOU (Memo of Understanding) with Swatara Township since we share many borders with them. Mr. Heefner will look into that possibility.

Mr. Wright indicated that he would go to the Community & Economic Development Committee for suggestions for project proposals for 2012 CDBG funding.

Joshua Fox, P.E. (HRG) – presented request for payment #7 in the amount of \$503,724.01 for the East End Sewer Separation Project. A motion was made by Mr. Shaver to approve payment, seconded by Mr. Albert and approved unanimously.

He also presented a request for reimbursement request #10 in the amount of \$538,007.31 to PennVest. A motion was made by Mr. Albert to approve payment, seconded by Mr. Shaver and approved unanimously.

Mr. Fox then presented work change order #11 in the amount of \$1,731.00. A motion was made by Mr. Heefner to approve the change order, seconded by Mr. Albert and approved unanimously.

He also presented work change order #12 for the paving of several areas in the amount of \$8,694 (this money is in the contingency fund – Balance = \$252,476.92). A motion was made by Mr. Shaver to approve the change order, seconded by Mr. Albert and approved unanimously.

Mr. Fox then requested an additional \$31,215.40 for landscaping at Dura Bond to extend the buffer to the parking area and access road entrance. Ms. Marcinko asked whether Dura Bond was required to provide the buffering. Mr. Heefner indicated that they saved the Borough a lot of money by giving us the right-of-way we needed. Mayor Acri does not agree with spending over \$30,000 of taxpayer money for trees, etc. Mr. Wright requested that the staff check prior Council meeting minutes; if Council approved the landscaping for additional buffering, we should move forward. Mr. Shaver said someone should look at the diagrams. Mr. Heefner reminded everyone that Dura Bond had to make numerous changes to their work area for the EEESP; Josh said that the Planning Commission approved this. Mr. Albert emphasized that we're spending \$31,000 in return for saving ¼ million dollars – why wouldn't we move forward?

Josh reminded everyone that this work order is time sensitive (due to planting season). If the approval mentioned is in previous minutes, Doug will call Mr. Wright, Mr. Shaver and Mayor Acri.

Josh also presented a modification proposal in the estimated amount of \$18,589 to remove two manholes during phase 2 on Felton St. Mr. Heefner stated that he does not agree with putting a pipeline on Rt. 230 from T Street to Felton St. If phase 2 doesn't go through (H2O money) the pipe will be there for nothing. Mr. Wright asked what the next step would be if we don't approve manholes. Ms. Marcinko asked for clarification of the money left in contingency; the EEESP has torn up residents' curbs, sidewalks and yards as well as removal of some trees and unevenly paved streets. Josh reminded everyone that all sidewalks, curbing, etc. are already included. Mr. Spencer questioned whether there was \$18,000 in contingency; Josh said there wasn't.

Mr. Heefner made a motion for no pipe to be put at Felton Street. Dr. Szada questioned why it was not involved in the original plan. Mr. Shaver said that DEP requires that these projects be done in phases. Mr. Heefner said that HRG should (Ed Ellinger) have included manhole covers in phase 1. After some discussion, Mr. Heefner withdrew his motion.

Josh also mentioned that PennVest may not approve landscaping as part of the project. The issue was tabled for now. Mr. Wright asked Josh to update him and Doug on PennVest.

There was some discussion about the paving of streets in East End; an ordinance requires a 5" base. Public Works said they wanted to take it down to 3"; Josh said the cost for paving is not going to save that much money. Ms. Marcinko expressed concern for the East End residents, including her family. Mr. Wright stated that the base will remain at 5 inches.

Lastly, Josh informed Council that the Adams Street Project is underway. Mr. Wion presented Resolution 2011-R-8 designating Steelton Borough public officials and public employees required to file Ethics Financial Statements. This is an annual resolution. Mr. Albert asked why John DeSanto was listed; he was a *former* employee. We clarified that this resolution includes employees from 2010. A motion was made by Mr. Albert to pass the resolution, seconded by Mr. Heefner and approved unanimously.

The Mayor announced that 4/17-23 is designated as "National Osteopathic Medicine Week"; he had two proclamations for Dr. Kambic and Dr. Wewer. He also said thanks to Dr. Szada and Dr. Shaikh in the Borough of Steelton. Dr. Szada was concerned that a formal proclamation is denigrating to those who are not D.O.'s; she suggested a change for next year.

Mr. Brown recommended that the Borough set up a payment plan for Valerie Duhig of 11 S. 3rd St. after discussing her situation with Michele (noted in a letter). Mr. Wright stated that he agreed with the payment plan. A motion was made by Mr. Shaver to approve the payment plan, seconded by Ms. Marcinko and approved unanimously.

The request by "Unity in my Community" to hold a block party was discussed. Pine Street cannot be blocked off; it is a state road. He suggested holding the party on Second Street between Pine and Walnut Streets. The mayor will have Chief Spangler contact Reverend Tucker to make suggestions; possibly behind Turkey Hill. Mr. Wright said we should let the churches decide, as long as they follow any restrictions. A motion was made by Mr. Heefner to approve their request, seconded by Mr. Albert and approved unanimously.

AUDIENCE PARTICIPATION:

Pauline Douglas, 433 Bessemer St. – asked if there was some kind of warning system in the Borough to warn residents of eminent danger. Mr. Shaver stated that the County activates their siren in case of tornado, etc. Then they advise residents to turn on a radio or television for more information. Mr. Shaver also mentioned a system called PA Alert that will text message you on your cellular phone if there is an emergency.

Emuel Powell, 321 Lebanon St. – asked if something can be done about his neighborhood. The rental properties aren't taken care of, people are hanging out drinking beer, arguing loudly and generally causing trouble. He said that certain areas of Harrisburg have no Section 8 housing; wondered if we could do the same thing. Mr.

Shaver said he does not think this is true; if Mr. Powell knows of a contact; please give Mr. Brown the phone number so that he can call them about the situation. Mr. Powell is also concerned about the gullies on Adams Street; there is a stream of water running down the street. Mr. Heefner will talk to Mr. Conjar about Adams Street.

COUNCIL CONCERNS:

Mr. Heefner – mentioned an article about a Swatara Township Ordinance that controls bankers with mortgage loans.

Ms. Marcinko – said it is called the PA First Ordinance; a copy can be obtained from Mr. Wion. She also reported on the recent successful trap & return clinic – 88 cats were processed.

Mr. Shaver – Regarding the Three Mile Island Drill last week, he wanted to thank Joe Conjar, Sgt. Crawford, Mr. Brown and all other volunteers and Borough staff for their help.

Mr. Albert – wished everyone a Happy Easter!

Dr. Szada – expressed her agreement with Mr. Powell in that people don't have respect for their properties, neighborhoods, etc. Litter is thrown everywhere.

Mayor Acri – Reminded everyone that on Monday, May 9th there will be a tour of the Water Treatment Plant at 5:00pm. We can meet behind Borough Hall and go over together. He also reminded us that the Police Meeting was moved to April 26 at 6:00pm. He then closed by wishing all a nice Easter.

Mr. Wright asked those present to share in prayers for the White family holding a double funeral on Wednesday.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 8:22p.m. to discuss personnel matters. The Council meeting reconvened at 8:51p.m. with a motion by Mr. Spencer, seconded by Mr. Heefner.

REGULAR COUNCIL, CON'T.:

A motion was made by Mr. Shaver for Mr. Wion to advertise the Borough Manager Position, seconded by Ms. Marcinko and approved unanimously.

There was some discussion about the Adams Street Project. Mr. Wion indicated that in the plan of record, we'll sell to the Redevelopment Authority to find a developer. Mr. Wion stated that there are deed restrictions in the plan; the developer won't be able to change the original plan. The deed restriction states that these homes should be owner-occupied for 30 years. The next meeting will be April 28th at 10:00am with Mr. Heefner, Mr. Wion and HRG.

Mr. Heefner said that the Authority does not want responsibility for the wall or bank. Mr. Musser said that the Gaming Commission may have money available for curbing, pavements, etc. Mr. Heefner will check with Rogele.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Heefner, the meeting adjourned at 9:22p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:33 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert
MaryJo Szada
Maria Marcinko

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant
Michael Musser, Consultant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

The minutes of January 18, 2011 meeting were not ready for approval.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Federal Communications Commission – letter for narrowbanding deadline.

Republic Services – letter for annual tipping fee and contractual rate increase

PIRMA – renewal of liability coverage

Mockenhaupt Benefits Group – Letter for Act 44 of 2009 procurement procedures resolution and conflict of interest policy. It was noted that the Borough needs to prepare a new resolution.

Pa. League of Cities and Municipalities – letter requesting submission of project applications for 2011 Road and Bridge Safety Improvement Awards.

Benecon Benefits and Consulting Group – fiscal note for early retiree reinsurance program estimates if the Borough were to enroll in the program.

Friends of Midland Cemetery – received a citation in 2010; Buffalo Soldiers were invited to Washington, DC. Inviting Council to the annual memorial ceremony and

requesting annual contribution. A motion was made by Mr. Shaver to approve a \$500 annual contribution, seconded by Mr. Heefner and approved unanimously.

UNFINISHED BUSINESS:

Mr. Heefner – presentation of recommendation from Handicapped Parking and Safety Committee regarding the handicapped parking policy. The committee met last week and reviewed a new application prepared by Chief Spangler, which if approved would allow the special privilege if the resident has a Commonwealth of Pa. disabled license plate.

Mr. Shaver thinks the fee of \$35 is not enough to cover the costs for the sign, the post and paint for the lines (not including labor). Mr. Heefner said he is in favor of the applicant paying for the sign and post. No final decision was made.

A discussion ensued about the number of spaces per block, the average width of spaces, the average number of homes in each block and the clarification that a block is considered from corner to corner, including alleys. Either a limit of 2 spaces or 1/3 of spaces per block was suggested.

Mr. Wion reviewed the Special Purpose parking Policy. Measure the distance from intersection to intersection; take 20 feet off each end. That leaves the distance divided by 20 = _____ x 1/3 equals the number of spaces in that block.

Mr. Heefner said that this idea looks nice on paper, but the majority of blocks are not large enough to have that many spaces. For example, on Swatara Street the average block is 300 feet. If you reserve four 20-foot spaces for handicapped parking, there wouldn't be enough parking for the remaining residents.

Mr. Wright reminded everyone that this process was introduced for review only; no action is being taken tonight. Mr. Wion added that a PennDOT license plate is required. Mayor Acri also had a concern about limits. If we issue four spaces, and then someone else in that block has a severe stroke, they wouldn't be able to get a permit. Mr. Wright concluded that each Council member should review the application and refer any concerns or questions to Mr. Heefner. Mr. Wion suggested that we retain the requirement that if your property has off-street parking, you don't qualify for a special purpose parking permit. Mr. Wright directed Mr. Heefner to set up another meeting.

Mr. Brown gave an update on the Veterans Appreciation Parade. The Police Department is closing the streets at 10:00am. Things seem to be coming together nicely. Mr. Wright asked whether Council members were going to speak; Doug assured him that they could. Mayor Acri said that a tree and tombstone have been placed at Veterans Park in memory of Thomas C. Butler who helped with the upkeep of the park. Ms. Sosnowski informed the group that former council member Lisa Wiedeman-Krosnar was an immense help with the ceremony program.

The Mayor informed members that the Intergovernmental meeting with Highspire and the school board is cancelled until further notice (probably September).

Mr. Shaver stated that the next Dauphin/Lebanon meeting is scheduled for July 26 at 6:00pm in Jonestown. Steelton will be hosting the meeting in August (or September). Also, the charge will be \$10 for each person attending the meetings starting in 2012. He also informed the group that the next Dauphin County Planning Commission meeting will be held on the 20th in Hummelstown.

The Tri-County Planning Commission recommends that our flood ordinance be sent to the Dauphin County Conservation District. The MOU (Memo of Understanding) for the Tri-County Regional Planning Commission was discussed for planned growth management should adhere to the guidelines of the office. Grant program budget is \$35,000 (Steelton/Swatara) divided by 15 = not a lot. Mr. Shaver noted that completion of Gibson Boulevard into Swatara Township going toward Rt. 441 would serve both communities well.

Mr. Musser complimented Mr. Brown on an excellent job on the Harrisburg Redevelopment Authority documentation.

Mayor Acri said 2 of the 8 toilets work in the firehouse; could we use gaming money to repair toilets, stalls, showers, etc. It will cost an estimate of \$1,200 to replace the toilets with water savers, remount and replace rings, etc. Replacing the broken toilets immediately was approved. There are also leaks in the back wall (not the roof). During the 9-11 memorial construction, they're going to try to fix the neighbor's steps beside the building (that's where rainwater is leaking in).

The engine had to have its pump replaced – they're trying to separate invoices. They're also having problems with Highspire Auto Truck Repair; electrical problems are not being fixed. Mayor Acri said trucks with electrical problems used to go to Fleet and small trucks would go to Rick's Garage.

AUDIENCE PARTICIPATION:

None.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Shaver, seconded by Mr. Heefner, the Council meeting recessed into executive session at 7:05p.m.to discuss personnel matters. The Council meeting reconvened at 8:20p.m. with a motion by Mr. Spencer, seconded by Mr. Heefner.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Spencer, the meeting adjourned at 8:31p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by Vice President, Stephen Shaver, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Jeffery Wright

David A. Wion, Solicitor
Douglas E. Brown, Secretary/Treasurer
Kathy I. Sosnowski, Executive Assistant
Jay Wenger, Susquehanna Group Advisors
Michael Musser, Consultant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously to approve the April 18, 2011 minutes and May 2, 2011 minutes with the following note:

In the May 2 minutes, on page 3, paragraph 2, the sentence was changed to note: starting in 2012 each person attending the Dauphin/Lebanon meetings will be charged \$10.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion to approve the above was made by Mr. Heefner, seconded by Mr. Albert and approved unanimously.

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development
Personnel
Police
Public Works/Water Plant
Code Enforcement
Mayor's Report
(Fire & Ambulance Report not submitted)

PUBLIC WORKS/MR. HEEFNER – noted that lines have been repainted on Front Street at Locust Street, Walnut Street and Swatara Street. The Boy Scouts are scheduled to have a cleanup on Saturday from 8:00 to 12:00. The boat dock is still under water. Due to the weather, a manhole cover blew off on Pine Street. He also noted that during the East End Sewer Separation Project (EESSP) the contractor had to tunnel under railroad ties on the Dura-Bond property. Dura-Bond will move the railroad ties at a savings to the Borough in the amount of \$47,000.

We received quotations for grass cutting services for 2012 from three companies. Mr. Heefner recommended we stay with Center City Building Services. A motion was made by Dr. Szada to accept the CCBS quotation, seconded by Mr. Albert and approved unanimously.

A motion was made by Mr. Heefner to approve the Department Reports submitted, seconded by Dr. Szada and approved unanimously.

PUBLIC COMMENT: Agenda Items Only
None.

COMMUNICATION:

Penn Prime Insurance – notification of loss control standards that should be adopted for best rates

PIRMA – renewal of liability insurance coverage and updates to policy

Dauphin County Emergency Management – adoption of the update to the Dauphin County Hazard Mitigation Plan

DCED – notice of project closeout requirements for HRA Grant

DEVIATION FROM AGENDA/NEW BUSINESS:

Toniann Difrancesco Noss – asked to be excused and rescheduled for another meeting

Lisa Myers, Boyer and Ritter – presented the Borough of Steelton’s 2010 Financial Report for Council approval. A motion was made to approve the report by Mr. Albert, seconded by Dr. Szada and approved unanimously.

UNFINISHED BUSINESS:

Jay Wenger, Susquehanna Group Advisors – updated Council on the bond market and options for the 2012 budget year. Rates haven't been low enough to act on the 2003-04 General Obligation Bond; we should continue to watch the market in case there is a drop in rates and then we could take action.

Leonard Yablon, 720 S. 2nd St. – addressed Council regarding his previous request for a bus stop at Front and Dupont Streets. There is no safe, accessible bus stop going toward Highspire: there is no crosswalk to the stop on Mohn St. (below cab company), there is also no crosswalk at the stop near Chambers St. nor is there overhead lighting. Dupont Street would be the perfect spot for a bus stop – it is already concrete and at a well-seen area. Mr. Hoffer (CAT) said if the Borough and the Steel Mill would cooperate, the stop could still be implemented.

In December, Mr. DeSanto contacted all three entities but did not have a petition from residents; Mr. Yablon was the only person requesting the stop. Mr. Yablon admitted he should have gotten a petition or proof of demand for a bus stop. The mill is private property; is there trespassing at the Chambers Street stop? Also, on the bus schedule the Mohn St. stop is not listed; the schedule goes from Cameron & Elliott to Front and Chambers.

Mr. Shaver re-referred the entire sheltered bus stop proposal to the Neighborhood and Economic Development Committee for review.

Ed Ellinger & Joshua Fox, HRG – presented reports on Adams Street land redevelopment and East End Sewer Separation Projects (EESSP) and PennVest Reimbursement for payment #11 to Council for costs related to the East End Project. The required completion date for the EESSP is August 13th. Request for payment #8 in the amount of \$409,487.52 was made. A motion for payment approval was made by Mr. Heefner, seconded by Ms. Marcinko and approved unanimously.

Request for PennVest reimbursement #11 in the amount of \$450,599.05 was made. A motion for payment approval was made by Ms. Marcinko, seconded by Mr. Spencer and approved unanimously.

The Adams Street Project is moving ahead; the utility work is done. The retaining wall should be started this week. With the recent rains, HRG is concerned that the project will run past the June 30 deadline date. Mr. Ellinger tried to contact HRA as liaison; they did not return his call as of this meeting.

Mr. Heefner questioned whether we need to replace the laterals leaking into the system as they are made of clay. Mr. Shaver suggested that they be taken offline;

the issue was referred to executive session due to possible litigation issues. Ms. Marcinko commented about the curbing not being squared; Mr. Fox said that they are

probably not finished. Mr. Shaver asked for a complete Adams Street update for Council by Mr. Brown once issues are resolved.

NEW BUSINESS:

David A. Wion, Solicitor – presented Ordinance No. 2011-3 amending the Code of the Borough of Steelton by establishing the office of Borough Manager and establishing provisions for the appointment, removal, vacancy, resignation, qualifications, bonding, compensation, general and specific powers and duties of the Borough Manager. Mr. Heefner requested that on page 1, #28-3 the two sentences referring to residency be stricken. A motion was made by Ms. Marcinko, seconded by Mr. Heefner and approved unanimously to strike the indicated sentences. A motion to approve the revised ordinance was made by Mr. Albert, seconded by Ms. Marcinko and approved unanimously. (Ms. Marcinko asked that if we ever have a Street Commissioner and if it is necessary to keep language related to it in the ordinance; Mr. Wion indicated that it's best to include the language.)

David A. Wion, Solicitor – presented Resolution 2011-R-9 appointing Douglas E. Brown as Manager of the Borough of Steelton. A motion was made to approve this resolution by Ms. Marcinko, seconded by Mr. Spencer and approved unanimously.

David A. Wion, Solicitor – presented Ordinance 2011-4 amending the Code of the Borough of Steelton Chapter 90 (Sewers), Article I “Terminology”, Section 90-1 “Definitions”, Article VI, “Industrial Waste Pretreatment”, Section 90-46 “Specific Discharge Limitations”. Mr. Wion stated that the EPA, the DEP and the City of Harrisburg regulations require certain elements to be removed or pre-treated; daily maximums are listed for pollutants that can be in the water and/or discharged into the system. A motion was made to approve the ordinance by Mr. Albert, seconded by Ms. Marcinko and approved unanimously.

Mr. Shaver – presented Resolution 2011-R-10 Adopting the Hazard Vulnerability Assessment and Mitigation Plan update the Steelton Borough as per the letter received from the Dauphin County Emergency Management Agency. A motion was made by Ms. Marcinko to approve Resolution 2011-R-10, seconded by Mr. Albert and approved unanimously.

Mayor Acri – presented recommendations of the Neighborhood and Economic Development Committee to approve placement of a handball court at Mohn Street Park if grant funding becomes available; and approval to place a handball court at Municipal Park if “Hope in Handball” raises the funds to do so.

A motion was made after clarification from Mr. Wion that Council is approving the general concept only if monies become available, and that they are not approving

any expenditure for construction yet. Ms. Marcinko made a motion to support the NEDC recommendations if and when grant money becomes available for Mohn St. and if the

group “Hope in Handball” raises the money for Municipal Park. Mr. Albert seconded the motion and it was approved unanimously.

Mayor Acri – presented a recommendation of the Neighborhood and Economic Development Committee (NEDC) to apply for a 2012 local match grant to provide matching funds for Front St. improvements and to make repairs at the fire house. A motion was made by Ms. Marcinko to approve the recommendation, seconded by Dr. Szada and approved unanimously.

Mayor Acri – presented a recommendation of the NEDC to apply reductions in the 2011 CDBG (Community Development Block Grant) allocation to the Adams Street Project. Mr. Brown indicated that there was a 17% cut in the 2011 allocation. Since this project is nearing completion, it was decided to apply the cuts to the Adams Street Project for 2011.

Dr. Szada asked what the implications are for the cuts; would any work not get done? It was confirmed that anything scheduled will be done. Dr. Szada then asked if there would be no more money involved on Adams Street; Mr. Heefner said there is still money available to purchase property for further development. At that point, Dr. Szada made a motion to approve the recommendation, seconded by Mr. Albert and approved unanimously.

Mayor Acri – presented a recommendation of the NEDC to sign a Memorandum of Understanding (MOU) with the Tri-County Regional Planning Commission, creating a working relationship and intergovernmental cooperation between the NEDC and the TCRPC. A motion was made by Ms. Marcinko to sign the MOU, seconded by Mr. Albert and approved unanimously.

Mr. Shaver, Vice President – Requested the appointment of Maria Marcinko to the Steelton Community Development Foundation. A motion to approve the appointment was made by Dr. Szada, seconded by Mr. Albert and approved unanimously.

AUDIENCE PARTICIPATION:

Balraj Singh, 841 N. Front St. – was referred to Council by Ms. Zell in the codes office. He wants to construct a 12x8 sign for the Family Dollar Store. Mr. Wion indicated that the C-2 Secondary Commercial District Restrictions for a non-movable, free-standing sign have a limit of 4x4. Penn DOT regulations control signs placed on Route 230, such as size, restricted view, etc. It was suggested that Mr. Singh contact Penn DOT; if they approve the sign, he is welcome to come back to the Borough for our approval. He was also advised to give Mr. Brown his

information after the meeting and to keep Mr. Brown apprised of any further action on this issue.

Jean Barr, 349 S. 4th St. – questioned the recent occurrence at the fire house; Mr. Shaver indicated that it cannot be discussed as it is a legal matter being handled by the District Attorney. It was clarified that **there are no tax dollars involved** in the situation. She also asked why Ms. Difrancesco Noss left the meeting; Mr. Shaver said that she left on her own and asked to be put on the agenda of another meeting.

OTHER BUSINESS:

Doug Brown/Mayor Acri – indicated that the portable toilet at Mohn Street Park has been tipped over several times since it was placed there, and recommended that staff remove the toilet (if the handball court ever becomes a reality, we'll probably have to put it back). Staff was instructed to remove the toilet at this time.

COUNCIL'S CONCERNS:

Mr. Heefner – thanked the staff for a great job on the Veterans Appreciation Parade

Ms. Marcinko – thanked the staff, as well as the sponsors for a great parade; added that the VFW did a really nice job with the refreshments following the ceremony at the park. She thanked the Mayor for helping her organize biweekly cleanups that started yesterday (5/15). BUT, she also noted that she drove on both Front Street and River Alley twice that day – during the first drive, she noticed the nice job the cleanup crew did; during the second drive several hours later both roads were littered again. She asked that if anyone sees people throwing trash, please ask them to pick it up. On another note, she added that she thinks the handball court would be a good thing for the community and that the Keystone State Games would be a plus for the area. Lastly, she wanted to let everyone know that former employee Dennise Hill has written a book of poetry and recently had a book signing; we should be proud of her for a good job!

Dr. Szada – commended the staff for a job well done on the parade, but she does have some suggestions for next year. Her main concern was the closing of the streets at 9:00am when the parade didn't start until noon – she said both Front St. and the side streets were closed so people couldn't get to their homes. The mayor said that this is not true; there was traffic on Front St. until approximately 11:15am.

Mr. Shaver – also thanked the staff for the parade, and thanked everyone for coming to the meeting tonight. Recommended that Dr. Szada either attend the

parade debriefing meeting or make sure the staff has her suggestions before Thursday evening.

Mayor Acri – thanked the staff and supporters for a great parade. He also hopes for more community involvement next year, possibly even one or more people to sit on the parade committee.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Ms. Marcinko, seconded by Mr. Albert, the Council meeting recessed into executive session at 7:52p.m. to discuss personnel matters. The Council meeting reconvened at 8:10p.m. with a motion by Mr. Heefner, seconded by Mr. Spencer.

Mr. Heefner – questioned whether the extra \$47,000 discussed earlier was for repairs of the railroad; Mr. Fox said he needs to check on it. Mr. Shaver asked if trees for the buffer zone are an eligible expense for PennVest (if we didn't rip it out, we shouldn't have to replace it). Mr. Ellinger said that if we submit for that, PennVest could reject and we might be able to submit to H2O. Mr. Heefner was still insistent that the \$31,000 was already in the plans; the Mayor still wants proof that this was approved earlier.

Mr. Shaver said that we should replace everything we ripped out, roughly from T Street to the Dura-Bond entrance, including landscaping – trees, dirt that settled or washed away, etc. Mr. Heefner questioned the approval/non-approval issue.

Mr. Ellinger said that \$31,000 was HRG's estimate was for everything mentioned by Mr. Shaver – trees, fill, etc. Mr. Shaver asked if anyone thought of getting another price quote from another contractor. Mr. Heefner said we should be a good corporate neighbor and finish the work promised.

Ms. Marcinko questioned the use of the funds for trees instead of doing more sewer work. Mr. Ellinger explained that Bradley Equipment is off-site now. Also, Mr. Wion indicated that the PennVest approval is for certain projects; we still have to show them the monetary use was appropriate since the grant was qualified for the approved project.

Mr. Wion and Mr. Musser stated that whether PennVest or H2O funds are used, it's Borough money either way (through loan/grant). Mr. Shaver said money could come out of the General Fund; Mr. Heefner said we could take it out of the sewer extra, as Dura-Bond saved us a lot of money. Mr. Shaver also said that buffering should go up to Jeff Linta's place. Ms. Marcinko is still concerned that we're spending \$31,000 on trees

when we haven't hired a Public Works employee for one that left last year. Mr. Heefner closed with the fact that nobody spoke up earlier.

Mr. Wion – regarding Lot #4 – ISG/Bethlehem Steel subdivided; CREDC leased – Dura-Bond improved the building, but didn't create a new subdivision land development plan. Landscaping was provided by a new subdivision land development plan.. Mr. Heefner indicated that the Planning Commission discussed the issue eight years ago.

Ms. Marcinko and Mr. Heefner continued their discussion on the issue of savings; saving approx. \$300,000 due to the Dura-Bond right-of-way vs. spending \$31,000 for buffering. Mr. Heefner insisted that the buffering was promised along Route 230; Matt Cicci should have the notes. Mr. Ellinger said that Ryan Norris asked that the oak trees be kept and that an office building could be built in the future. Any trees placed will benefit people driving through, not Ryan Norris.

A motion was made by Mr. Heefner, seconded by Mr. Spencer to approve the buffering with an estimate of \$31,000. Mr. Wion said this should be pursuant to the HRG plans; from the Dura-Bond entrance to T Street. A roll call vote was requested:

Mr. Heefner – yes Ms. Marcinko – yes Mr. Shaver – yes
Mr. Spencer – yes Dr. Szada – no

Motion passed with a vote of 4 to 1.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Ms. Marcinko, the meeting adjourned at 8:52p.m.

Respectfully submitted,

Douglas E. Brown
Borough Secretary/Treasurer

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:32 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant
Michael Musser, Consultant
Matt Cichy, Herbert, Rowland & Grubic
Chris Bauer, Herbert, Rowland & Grubic

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Shaver, seconded by Ms. Marcinko and approved by all present to approve the minutes of the May 16, 2011 meeting with the following notation:

{On page 7, the last line should read: but didn't create a new subdivision land development plan. Landscaping was provided by a new subdivision land development plan. – Omit the words "ordinance"}

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Deb Butler & Family – Thank you note shared with members of Council.

Letter to DCOCED acknowledged the reduction in 2011 CDBG funding to the Adams Street Project.

Letter to Rev. Tucker – Back to School Block Party on August 13, 2011 is approved per the recommendation of the Steelton Police Department. Mr. Heefner questioned using the term “sawhorses” and whether they are appropriate height for blocking a road; the Chief and Mr. Conjar will confer on the use of blockades.

Foreman & Caraciolo, PC – letter with the revised draft of the MOU between the Dauphin County Redevelopment Authority and the Borough of Steelton for the Adams Street properties was shared.

PERCS Traffic Signals - letter regarding discontinuation of Multisonics Brand Traffic Controllers. Mr. Conjar did not have a concern with this, as we still have sufficient back-up parts for our lights. Mr. Heefner’s only question was whether the light at Front & Locust Sts. as new or old components in it.

Marshall Hoyt - letter of complaint about high minimum sewer bill. Mr. Brown was instructed to draft a response letter.

DeLois West (for Jane Mims) - letter requesting adjustment on sewer bill due to a medical emergency. Mr. Brown was instructed to draft a response letter.

NEW BUSINESS:

Bill Saylor, 509 S. Front St. – Request for relief of sewer charges for the third quarter of 2010 due to a leak in the basement of the property that was not reported by the tenant. The reason he is requesting sewer relief is because the water seeped into the ground, not into the sewage treatment plant. Mr. Saylor provided the staff with a spreadsheet detailing his concerns. Mr. Brown will work on this matter with the staff at the distribution department and the staff in the office to resolve this issue.

Chris Bauer, HRG – Presented a proposal for Front St Phase II Improvements. Federal funding is available in the amount of \$1.3 million. The Front St. Streetscape is a prime candidate for this money; this would include Front St. from Pine St. to Lincoln St. in Phase One and Front St. to Elm St. in Phase Two and provide for crosswalks, curbing, trees, etc. The driveway improvements for the fire station would also be included; possibly incorporating placing the Borough of Steelton emblem into the pavement. Mr. Bauer reminded us that the federal government requires environmental clearance, which would be carried over from year to year. The primary focus is on Phase One of the project area.

Mr. Heefner questioned whether any more bump-outs would be put into place; he does not want more bump-outs. He also wanted to make sure that street lights going up Adams St. to Second St. were included. Another area of concern was the

secondary entrance at Trewick St. which is not presently listed as part of any plan; all traffic should not be directed through Locust St.

Mr. Shaver added that any alterations to Front and Locust Sts. would have to go through the Penn DOT scoping process. There was obviously a design flaw with the ballards at Front and Locust Sts. – at least four of them have been taken out by trucks. Mr. Heefner stated that this money cannot be used for existing projects, but could possibly be used to take trees out and put new parking meters in. Mr. Bauer indicated that there is some flexibility, but we should finish Phase I and go as far as we can on Phase II. The Mayor suggested working on at least Pine St. to Lincoln St.

Ms. Marcinko asked whether we would save money by not installing any more bump-outs; Mr. Bauer said we would not. The Mayor stated that he thinks the bricks on the crosswalks were a bad idea. Mr. Shaver asked if we were considering a brick/concrete combo or all of one material or the other. Mr. Heefner indicated that the pricing is almost the same either way.

Dr. Szada questioned where the \$1.3 million was at this time – was it already allocated, or could it be allocated, or is it just a suggestion? Mr. Bauer explained that the excess federal funds were part of another project. The municipality in question could not produce the matching funds needed and other municipalities were approached. The money is already available. Dr. Szada then asked if we could alter the Phase II Project or complement the Adams Street Project. Mr. Bauer indicated that these funds are for State Road Projects (Adams St. is not a state road). The funds were set aside for enhancement, streetscape, etc. Mr. Shaver added that it is a continuation of the Main Street Program. Dr. Szada questioned why we would improve the sidewalks and other areas before we remove and replace the older buildings that exist.

Doug Brown – Discussed pursuing private funding to provide interim match to federal transportation monies such as a bridge loan. The borough would be required to provide up to \$300,000 or a 20% match to Federal Transportation dollars. Mr. Musser noted that we should take advantage of the opportunity to leverage \$1.3 million because this money may not be here for a long time after this is allocated.

A motion was made by Mr. Heefner to move forward with the application for \$1.3 million, seconded by Mr. Albert and approved with one dissenting vote – Dr. Szada.

A motion was made by Mr. Albert to apply for a bridge loan of \$300, 000 for matching funds, seconded by Mr. Heefner and approved with one dissenting vote – Dr. Szada.

Mr. Wion verified that the HRG Front St. Phase II Design Proposal is appropriate as far as the legal applications are concerned. Mr. Spencer indicated that the HATS Meeting is a key meeting. Mr. Wion said all is contingent upon funding. A motion was made by

Mr. Heefner to approve the HRG proposal contingent on financing, seconded by Mr. Albert and approved by all present.

Matt Cichy, HRG – Presented change order #1 in the amount of \$3,275 for excavation and additional drains on Adams St. under the retaining wall at the site. There was some discussion about runoff water dissipating into the ground from downspouts and the fact that the geotechnical engineer may not have adhered to conservation district guidelines. There was also some concern that the engineers may not have gone deep enough when they dug to verify soil form samples, and if there is an issue with the water design will the water be taken away properly.

Mr. Shaver asked that Mr. Brown follow-up with HRG on the water issue.

A motion was made by Mr. Shaver to approve change order #1 in the amount of \$3,275, seconded by Mr. Heefner and approved by all present. Mr. Heefner asked that HRG watch the money being spent, as it's getting low. Mr. Cichy stated that there is approximately \$18,000 in contingency funds.

Matt Cichy, HRG – requesting application for payment #1 to Rogele related to the Adams St. Project in the amount of \$93,133.29.

A motion was made by Mr. Shaver to approve payment #1, seconded by Mr. Albert and approved by all present.

Matt Cichy, HRG – requesting a proposal for H2O Grant administration assistance from the McCullough Consulting Group, not to exceed \$2,800. HRG will assist Mr. Brown with paperwork and administrative tasks on a time/materials basis.

A motion was made by Mr. Shaver to direct Mr. Brown to prepare a purchase order in the amount not to exceed \$2,800, and for the president to sign the proposal, seconded by Mr. Albert and approved by all present. Mr. Shaver thanked HRG for making the order specify “not to exceed contract”.

Jeff Wright – presented a proposal for Zelenkofske Axelrod LLC to conduct the Adams St. Grant Program Audit.

A motion was made by Mr. Albert to approve the proposal contingent upon receipt of an appropriate contract, seconded by Mr. Heefner and approved by all present.

AUDIENCE PARTICIPATION:

Valerie Duhig, 11 S. 3rd St. – her neighbor excavated under his house and then left things undone and her pipes froze; now she has a huge bill. She is asking for sewer

bill relief; her bill is now \$3,788.93. Mr. Wright stated that Mr. Brown, Mr. Heefner and Mr. Conjar will make a proposal and get back to her with information.

COUNCIL’S CONCERNS:

Dr. Szada – Has concerns about the Felton Lofts project: what # and type of units and income levels are involved in the project; will we be getting what we voted on? The income level ranges mentioned by the media did not sound correct. The Mayor indicated that they were not reported correctly. Mr. Wright asked Mr. Brown to get this information for Dr. Szada. Mr. Musser also clarified several issues involving the number of units, how many of these units are handicapped accessible and amounts of PFHA funding/ranges. Mr. Musser reminded Council that they approved the current makeup of the Lofts.

Ms. Marcinko – Verbatim: {Never in my life have I seen the letter “I” in the word “Team”. This morning while reading a facebook post by another Councilman, I was appalled by the words I read. Since the start of the East End sewer separation project, I have voiced my concerns both publicly in these meetings and directly to Mr. Heefner, the Chair of Public Works about the problems resulting from this project. Some of the responses from Mr. Heefner to me were “There is always pain with a project like this” and “you are just complaining because it is your street”. I am a taxpayer and a voter too and to read that now at this late date near the end of this project, Councilman Heefner spent the day in my neighborhood listening to complaints about the project is intriguing. What is even more intriguing is your comment, Mr. Heefner, that you already told them they are not getting paid unless I am happy and I am not happy. You need to be reminded that you need six (6) other “I”s that are happy. Also, as a constituent resident of the East End and not a Councilwoman, I cannot help to think this has everything to do with the upcoming election and NOT the real problems of the project that have been reported and addressed consistently for the last year!! Facebook has a large audience and your words sounded as if you are the only Councilman addressing these issues and this is just not true!!}

Mayor Acri – During the recent storms, the auto alarm went off for 3rd & Pine Sts. The Presbyterian Church had a pipe break in the basement. The guys from the fire department helped considerably in the cleanup.

Mr. Musser – Reminded everyone that the \$1.3 million is there, but it might not be around in the future. Dr. Szada asked if the government could recoup the money; Mr. Musser said only if the funds aren’t used. He also stated that gaming money is not

federal or state. Ten million dollars a year are given to Dauphin County; East Hanover Township automatically gets a percentage and the rest is divided among other areas.

Mr. Shaver – Asked if the letter was ever sent to Penn DOT about Pine St.; Mr. Brown said that he has taken care of it.

Mr. Wright – Thanked everyone for coming. He reminded Council that summer months are “dress down” months for members.

On motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 7:39p.m. to discuss personnel matters. The Council meeting reconvened at 7:57p.m. with a motion by Mr. Albert, seconded by Dr. Szada.

A motion was made by Mr. Shaver to approve the engagement of special counsel for the Harrisburg sewer rate issue at \$275 per hour, seconded by Mr. Albert and approved by all.

A discussion was held by members about the East End Sewer Separation Project and problems related to parking, paving and other issues. Residents have concerns about the subcontractor closing too many streets at one time, leaving them stuck on the hill. (It was noted that they are from Allentown and therefore did not realize how few routes there are off the hill.) It was also stated that the subcontractor was using residents' water. (Mr. Sam Ortenzio told Ms. Marcinko that he did give his permission for them to use his hose.)

It was concluded that there needs to be more communication among HRG, contractors, Mr. Conjar, Mr. Heefner, the Public Works Committee and Council. Members need to be kept aware of these situations as they arise.

A meeting is scheduled for Tuesday, June 7, 2011 to check on the progress and performance of the paving subcontractor. (Mr. Brown was asked to pull the Performance Bond out of the files for this meeting.)

Dr. Szada reminded Council members that they must be aware of their tone, language, etc. during public parts of meetings. The general consensus was that there was an oversight tonight, and that hopefully this wouldn't happen again.

Ms. Marcinko is concerned that the Foundation is spending money, but has no money coming in. They would like to meet with Council to discuss the possibility of

giving the building at 1 N. Front St. back to the Borough. They have approximately \$13,000 left; this would have to be given to other charitable organizations – Mr. Brown reminded all that an audit would have to be performed and around half of that money would then be used to pay the auditors. Ms. Marcinko stated that the Foundation needs

some direction/a purpose for their existence. One option for the building would be for the Foundation to lease it to Castaway Critters, who has shown interest in doing so.

Finally, Mr. Shaver expressed the desire for the Borough to get the process started to sell off some of its real estate. Mr. Wion suggested that Mr. Brown get together a list of properties to be sold and ideas of what we would like to be in their place. Bid specifications have to be advertised for each property.

Also, everyone agreed that the Borough should move forward with the sale of the former liquor store and that something needs to be done with the property beside the Locust St. steps (McCaleb property).

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Dr. Szada, the meeting adjourned at 8:19p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor

Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant
Michael Musser, Consultant
Matt Cichy, Herbert, Rowland & Grubic

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Shaver to approve the June 6, 2011 minutes, seconded by Mr. Albert and approved by all present with the following correction:

[On page 3, 5th paragraph amount should read: \$1.3 million, NOT \$1/3 million.]

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Mr. Albert to approve billings, requisitions and change orders as presented, seconded by Mr. Heefner and approved by all present.

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police

Public Works – due to scheduling conflicts, they did not have a meeting this month. The highway building was broken into over the weekend; small tools and other items were taken. Because of this, they have ceased the use of work-release help for now. In response to concerns about tractor-trailers not having enough room at Front & Locust Streets, Mr. Heefner suggested several options: take the bump-outs out, put a Jersey barrier on Locust St. coming out of the steel mill, or taking the ballards out (which would cost money). Mr. Wright recommended that both subjects be discussed further in Executive Session. Mr. Heefner also said that he would take the information to the Public Works Committee.

Code Enforcement

Mayor’s Report – The Mayor reported that Chief Spangler and Mr. Conjar are working together regarding the break-in over the weekend.

A motion was made to approve the Departmental Reports by Mr. Shaver, seconded by Mr. Albert and approved by all present.

PUBLIC COMMENT: Agenda Items Only
None.

COMMUNICATION:

Ryan Mohn Walk – Invitation to participate on August 13, 2011 and request for assistance from the Borough – tents, walkie talkies, Fire Police, etc.

Dauphin County Office of Commissioners – Comprehensive Study of Fire and Emergency Services in Dauphin County – letter received June 14, 2011.

Matt Cichy -Herbert, Rowland and Grubic (HRG) – notice of substantial completion for the East End Sewer Separation Project (EESSP).

UNFINISHED BUSINESS:

Matt Cichy – Herbert, Rowland and Grubic - A job conference is scheduled for June 21st to finalize the landscaping project; Mr. Cichy said that Black Landscaping is the contractor.

There was some discussion about the paving issues related to the project. Some streets were paved curb-to-curb; others were just patched. Mr. Spencer asked if it would be feasible to repave all streets involved; Mr. Cichy indicated that it would be too expensive.

Mr. Brown – requested approval to pay BWB Demolition for the demolition of 227 Adams Street; he noted that he is holding the invoice until completion of the project, but needs council approval to fit within the grant deadline. A motion was made by Mr. Shaver to approve payment, seconded by Mr. Albert and approved by all present.

Matt Cichy (HRG) – presented the monthly Engineers Report and Contractor Application for payment #8 related to the EESSP. Mr. Shaver asked if this includes the paving of Front Street; Matt said only some paving is being included. Mr. Heefner suggested holding payment until the project is inspected and approved. Mr. Shaver then made a motion to approve payment less all paving (\$317,745.12), seconded by Mr. Albert and approved by all present.

A motion was made to approve PennVest reimbursement request #12 (less payment for paving) by Mr. Shaver, seconded by Ms. Marcinko and approved by all present.

Matt Cichy (HRG) – presented an amendment to the Sewer Rate Study Agreement providing for additional scope of services. He reported that the study will include Swatara Twp. Billing summaries and will not exceed \$3,600.00. A motion was made by Mr. Shaver to approve the study, seconded by Mr. Heefner and approved by all present.

Matt Cichy (HRG) – presented an updated proposal from the contractor regarding landscaping at the EESSP near Dura Bond. The contractor said his fee would be \$75,360. Mr. Heefner suggested that he made his offer so high because he doesn't want to do the project since it is past the planting period to plant. He suggested waiting until September and having other landscapers provide bids and pricing. Mr. Shaver asked if we are over the threshold for spending; if the work in the contract will get done. Mr. Heefner indicated that planting is being done below street level; by the time the trees grow, it will defeat the purpose of putting them there in the first place. Mr. Cichy wondered if the trees could be deleted from the contract and Dura Bond right-of-way agreement. Mr. Wright tabled the issue until Council can speak to Mr. Wion.

NEW BUSINESS:

Mr. Brown – letter received from Grace Temple Community Development Inc. to block off certain streets for Community Day. The initial request was to block off 4th Street from Pine Street. to Locust Street. Due to traffic limitations, Chief Spangler suggested blocking off Mulberry Alley from 4th Street to Harrisburg Street. A motion to approve the request was made by Mr. Spencer, seconded by Mr. Albert and approved by all present.

Mr. Brown – presented a letter stating that Keystone Collections Group will become the official tax collector for the Dauphin County Tax Collection District (DCTCD) effective January 1, 2012. He discussed the transition schedule with Keystone. He is working with Capital Tax and Keystone to ensure a seamless transition.

AUDIENCE PARTICIPATION:

Pauline Douglas, 433 Bessemer St. – she questioned whether the Boat Dock was public and if residents needed a fishing license to fish there; she was assured that the dock is public and a license can be obtained from the Fish Commission (a license for fishing is required everywhere in Pennsylvania). She also asked if Harrisburg is going to charge us extra for water rates; Mr. Shaver explained that Harrisburg processes our sewage and Mr. Heefner added that the Borough is working with other townships and boroughs in a dispute over their charges. Her final question was who can be on the Neighborhood & Economic Development Committee. It was explained that only elected Council members can serve; Mr. Wright added that three members now serve, but she can make recommendations to the committee at any time.

Emuel Powell, 321 Lebanon St. – he has concerns about Adams Street from Daron Alley to 2nd Street. He feels that Adams Street should be blocked off completely and residents should be allowed to park on the grass on Lebanon Street. Mr. Heefner reminded him that there is a Borough ordinance that does not allow parking on the grass. Also, residents are blocking the dumpsters at the Cyrene Lodge and the waste company won't pick up the garbage if the dumpsters are blocked. Mr. Spencer said that if "No Parking" signs are there, they should have the cars towed. Council asked Mr. Brown to clarify who owns the parking area beside the Lodge.

Jean Barr, 349 S. 4th St. – she apologized for being late and thanked Council for still letting her speak. She commented on what a nice (short and sweet) meeting it has been tonight and asked if we could have more meetings like this. Also, she asked if the Borough could put a stop sign at the "T" intersection connecting Third Street with Swatara Street. Chief Spangler indicated that this would involve a traffic study, but also said a sign being put there would probably not be likely – mostly because snowy winter weather would make stopping very hazardous. Finally, she asked if any Steel-High players were in the Big 33 Football Game (No) and felt the game was "really lame"!

COUNCIL'S CONCERNS:

Ms. Marcinko – she commended Chief Spangler for such a good job in keeping overtime hours low and announced that a record 116 cats were captured on Thursday!

Mr. Wright – he thanked everyone for coming, agreed with Ms. Barr about preferring short meetings, and announced that the next meeting is scheduled for July 5, 2011. He also asked that Mr. Shaver, as Vice President preside over the meeting since he will be out of town.

Mr. Brown – he announced that the restaurant The Steel Meal is having their Grand Opening on Saturday, June 25th at 11:00am.

Borough Manager – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 7:17p.m. to discuss personnel matters. The Council meeting reconvened at 7:53p.m. with a motion by Dr. Szada, seconded by Mr. Albert.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Albert, the meeting adjourned at 7:54p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The special meeting of the Steelton Borough Council was called to order by President, Jeffery Wright at 6:05 pm on Thursday, June 23, 2011, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Hon. Thomas Acri
Hon. Jeffrey Wright
Hon. Steve Shaver
Hon. Michael Albert
Hon. Maria Marcinko
Hon. Dennis Heefner
Hon. Raymond Spencer
Douglas Brown, Manager
David Wion, Solicitor
Michael Musser, Consultant

Absent:

Hon. Mary Jo Szada
Kathy I. Sosnowski, Executive Asst.

Mr. Wright recognized noted that this is a special meeting of Borough Council that was publicly advertised. Mr. Wright further commented that the purpose of the meeting was to address issues before Council that needed further review with Mr. Wion present.

EXECUTIVE SESSION HELD BETWEEN MEETINGS:

Mr. Wright commented that we did not need to address this since no executive sessions were held between meetings.

PUBLIC COMMENT:

Mr. Wright offered the opportunity for public comment on agenda items only. There were no requests for public comment.

UNFINISHED BUSINESS:

PRESENTATION OF FINAL SANITARY SEWER RATE STUDY AND RECOMMENDATION BY HERBERT, ROWLAND, AND GRUBIC RELATED TO SEWER RATE INCREASE AND RESTRUCTURING

Mr. Wright introduced Adrienne Vicari P.E. and Matthew Cichy, P.E. from Herbert, Rowland and Grubic, Inc. to present the Final Sewer Rate Study and present their recommendation of Option A as the most viable option for sewer rate restructuring and increase.

Mr. Heefner began the presentation by offering a synopsis of the background of the sewer rate study, his work with HRG as the Councilperson spearheading the rate study, and what they are trying to accomplish with the sewer rate restructuring and increase. He then went over the new rate classes and how they differ from current rates.

Mr. Heefner stated that the new sewer rate structure and increase will allow the borough to adequately meet current expenses, establish a capital fund to address infrastructure needs instead of borrowing, and plan for capital improvements over multiple years.

Mr. Heefner stated that he preferred to minimize the impact of the rate increase on the elderly and residents by focusing the sewer rate increase more on commercial businesses.

Adrienne Vicari was introduced by Mr. Heefner and proceeded to explain the sewer rate study presented to Council. Ms. Vicari stated that HRG went through the borough's sewer fund actual expenses from 2008 to present, while also projecting expenses through 2015, including increased debt service, capital needs, and inflationary increases in operational expenses. Ms. Vicari noted that the last sewer increase was in 2009 and the borough has been able to avoid a rate increase by deferring and refinancing debt service payments. However, according to Ms. Vicari, the borough cannot further defer debt service payments and must raise rates immediately to meet 2011 expenses, as well as the projected operational and capital expenses. Ms. Vicari then reviewed table A1, outlining sewer fund expenses, noting increases of 3 to 5 percent in operational expense categories from 2008 to 2011. Using these expenses, HRG projected sewer expenses through 2015. Ms. Vicari pointed out that debt service payments are the most important piece of our expenses in coming years. She then went through the series of General Obligation notes and the corresponding debt service owed. She noted that debt service will see a dramatic increase from \$123,000 in 2011 to \$464,000 in 2012.

Ms. Vicari then outlined the capital improvements needs for the borough's sewer system, noting that the construction of the current collection and conveyance system occurred in 1959. She further noted that, although periodic upgrades have been made to portions of the system, several comprehensive projects over the next five years are recommended due to the overall age and state of the system. Ms. Vicari worked with Joe Conjar, Director of Public Works, to assess future capital needs and stressed the current condition of the system requires significant attention.

Mr. Spencer returned to the debt service category of expenses, asking if we can retire the 2003 General Obligation Note if interest rates lower as a way to reduce the debt service burden. Mr. Musser stated that refinancing of the 2003 General Obligation note is not reflected in the study and that the borough could capture savings from refinancing this GOB. Mr. Spencer noted that the study therefore reflects the worst case scenario and we may not have as much of an expense related to this GOB if the markets are favorable. Timing of debt service payments were then discussed. It was noted that we can revisit how much we increase sewer rates if debt service obligations in the future are lower than expected. Ms. Vicari reminded council, however, that regardless of the budgetary picture in future years, to meet the expenses and balance the budget this year, we would need to increase rates to the level recommended in the study.

Ms. Vicari then returned to capital needs, noting that in addition to previous capital needs outlined, the borough has manholes that have outlasted their recommended lifespan of 40 years and also needs to update around 60 percent of distribution lines. Mr. Musser asked

if the 2006 bond issue was used for upgrading part of the lines and noted we updated our pump houses in the mid-1990's. Ms. Vicari said she has looked at our existing debt service and what each borrowing went towards. She further noted Mr. Conjar has recommended upgrading at least 50 percent of the sewer lines in the next five years as well as updating pump stations, including the pumps and some mechanical equipment— Ms. Vicari estimates these costs to be around \$250,000. Ms. Vicari assumes that capital improvements projects like this will not begin this year, but would begin one to two years from now. Mr. Heefner then reviewed the new types of pumps that they would like to have installed in the pump stations.

The last capital improvement Ms. Vicari summarized was Phase II of the East End Sewer Separation project. She estimates that this will cost around \$4.5 million. Ms. Vicari assumed in Option A of the study that we will NOT proceed with Phase II of the East End Sewer Separation Project. However, in Option C, this cost is calculated, leading to higher rate increases. She then presented Table A2, which outlines costs and how they impact future rates, and noted that after speaking with borough staff about the desire to minimize future debt service, she assumed all future capital costs would be funded directly by rate revenues.

Ms. Vicari proceeded to review current expenses, as well as the 3 year average of revenues. She noted that there will be a deficit of over \$300,000 in 2011 if the borough keeps its existing rates and rate structure. This deficit grows significantly over the next five years if current rates are maintained. Ms. Vicari recommends considering a rate increase now in order to avoid a deficit at the end of 2011, recommending the increase be implemented for the last two quarters of 2011 in order to balance the sewer budget this year.

Ms. Vicari then reviewed the current rate structure which incorporates a minimum usage charge for use of up to 5,000 gallons of usage. She noted that this form of volumetric charge is outdated. More recently, municipalities have switched to a service fee structure, charging a flat fee for the administrative costs of providing sewer. After reviewing current administrative costs for sewer, HRG concluded that an accurate service fee would be around \$19. However, they decided to start with a more modest service charge of \$15 and slowly increase it to \$20 by 2014. The reason for a reduced service charge is to make the hit of an increase softer on residents and low-end commercial users.

Ms. Vicari then reviewed the various customer classes the borough serves: residential, commercial, industrial, and institutional. HRG took these customer classes and estimated what it costs the borough to serve each customer class, as each class produces different strengths of waste into the borough system. According to Ms. Vicari, HRG looked at the number of customers in each class, volume of flow from each class, and strength of waste. Council then reviewed a chart outlining the breakdown of expenses related to customer classes. According to the study, 79 percent of expenses go towards serving residential customers. An additional 9.6 percent are related to servicing commercial users with the remainder going towards industrial and institutional users. Mr. Shaver questioned how we can determine the strength of waste and, therefore, the expense to

convey the waste relative to a user class. Mr. Cichy answered that the chemicals/grease buildup that can be seen at the pump station clear wells can be mainly attributed to industrial/commercial users.

Ms. Vicari reviewed expense ratios related to classes and took council through Table 4 of the study which breaks down expenses related to customer classes. HRG took the expense ratios and applied them to the borough's expense projections through 2015. Using this ratio, Ms. Vicari was able to estimate what each customer class's fair share of expenses should be. She used these ratios to determine the rates relative to residential, commercial, industrial, and institutional classes. Ms. Vicari then reviewed the rates determined for each class, as well as the \$15.00 flat service fee for all classes and the estimated payments for average users. According to Ms. Vicari, the average residential user uses 12,461 gallons per quarter. If we restructure our sewer rates to what is seen in Option A of the rate study, the average user would see a bill of \$161 per quarter. However, if we opted to keep the existing rate structure and simply raise rates to levels adequate to meet expenses, it would actually lead to a 85.2 percent increase for the average user, leading to an average bill of \$194.00. Implementing the new rate structure as proposed in the study, the average user would see less of an increase.

However, Ms. Vicari noted that while the new rate structure would mitigate increases for the average residential user, the new structure does pose substantial increases for other customer classes, including commercial, institutional, and industrial users. Ms. Vicari referred to a table outlining the proposed quarterly rates for these customer classes. Mr. Wion asked Ms. Vicari if there is a breakdown of how many users are in the institutional, commercial, and industrial class. Ms. Vicari referred to Table C2, but noted that she did not obtain a breakdown of the class customers. Mr. Heefner noted that during the course of his work on the study, he obtained such a document from Michelle and could have borough staff provide the breakdown to Council members.

Mr. Wion questioned what standard we use to define each customer class, and how we define a class as "institutional". Mr. Heefner stated that institutional users include churches, schools, and community buildings and during the course of preparing the study, he noted that there were many more churches than he thought in the institutional class. Ms. Vicari recommended cleaning up the list of customer classes before implementing the rate increase. Mr. Brown and Ms. Powell will work to clean up the customer class list and Mr. Wion will reach out to Adrienne Vicari to work on defining each customer class in preparation of the resolution or ordinance implementing the rate restructuring and increase.

Ms. Vicari then discussed outstanding delinquencies and noted that tightening up our collection procedures and implementing stronger enforcement standards would lead to greater collection of revenues and help strengthen the sewer fund. Mr. Acri asked if the borough can turn off the water line if a resident does not pay sewer. Mr. Shaver stated that there is probably a direct correlation between sewer and water on a bill, and thus enforcement for non-payment. Mr. Musser said that the Borough will always have the ability to shut someone off for non-payment, regardless of whether the delinquency is

related to the water or sewer portion of the bill. Mr. Acri stated that in the last few months, we have seen a spike in people complaining about their sewer bill. Ms. Marcinko asked when the last water increase occurred. Mr. Acri answered that earlier this year we increased water rates for the rest of the year, but that the majority of recent complaints have been related to sewer. Ms. Marcinko then asked for clarification about the relationship between sewer and water rates, and how the increase impacts this. Mr. Acri clarified that the increase would only be seen in the sewer portion of the bill. Mr. Musser expanded that the average user will see around a \$57 increase that will be reflected on their bill only on the sewer portion. He also noted that our new residential sewer rates will be in line with surrounding municipalities. Mr. Cichy further clarified that, according to Pennvest's formula that determines affordable sewer rates, our proposed increased rates for residential customers is within the "affordable" category (or 1% - 2% of median household income). Ms. Vicari then offered a comparison to Harrisburg's sewer rates, and noted that we are in line with Harrisburg's rate. Mr. Cichy offered further comparisons to surrounding municipalities, demonstrating that by raising rates, Steelton will be consistent with the average rates of surrounding communities. Examples included: Lemoyne Borough with an average rate of \$174 per quarter this year and East Hanover with a rate of \$177 per quarter. Mr. Shaver noted that this example is a tell tale sign of what has led us to this point—that we have not updated sewer rates consistent with surrounding communities and have not gradually raised rates to meet expenses, hence our projected deficit at the end of the year. Mr. Musser stated that this was something that we knew had to be done, and was something that was discussed during the 2011 budget. Mr. Shaver stated that we need to use HRG's study as a living document that we can plug numbers into every year to ensure we are accurately projected sewer revenue needs. Mr. Heefner commented that through this study the borough "really cleaned our house up".

Ms. Marcinko expressed concern that, while we are tightening up our sewer rates to better reflect our expenses, there are elderly and people on fixed incomes that simply cannot pay for any sewer increase. Mr. Heefner said he worked with HRG to structure a sewer rate increase that seniors and those on fixed incomes were not heavily impacted. Ms. Marcinko responded that she is still concerned about the impact on those who cannot pay.

Ms. Vicari then outlined the \$15 service fee and how it will apply to apartment buildings. She assumed in the study that each apartment unit would be charged a separate \$15 service fee, while the whole building would be charged a volumetric charge. The landlord would receive service charges for each unit, while having a volumetric charge for the whole apartment building. Mr. Heefner gave an example that, for 83 apartments, there would be 83 separate service fees, thus leading to more revenue. However, he cautioned that borough staff would have to stay on top of keeping track of tenants administratively. He noted that we have been lax on tracking delinquencies and posting fees/penalties in the past and would need to tighten up administrative procedures. Mr. Musser noted that the more Mr. Brown gets his feet under him as Borough Manager, the tighter administration will be.

A question was raised as to what would happen with vacant apartments. Mr. Musser explained that the \$15 service fee is a standby fee and, therefore, will be paid whether the apartment is occupied or not.

Ms. Vicari proceeded to discuss an additional billing category for in home occupations. There are 9 in home businesses registered in the borough. Mr. Heefner noted that there are more than 9, but only 9 in home occupations have come through the Planning Commission and are documented. Mr. Wion suggested that we find home occupations that are not registered and make them qualify as home occupations. Mr. Musser said the home occupation category could be challenged because there are many home occupations in the borough that aren't documented and, therefore, will not be charged as a home occupation. This will potentially lead to the identified home occupations to challenge the categorization. Mr. Wion stated that, if someone in a home occupation category brings up another home that should be in the category, the borough can simply inquire about that home and have them properly identified as a home-occupation through the planning process. He also said that home-occupation has a certain definition of activities connected to it. Ms. Vicari suggested discussing the home-occupation category further, and that it is not a huge category, constituting only around \$5,000 of the overall projected revenue. Mr. Heefner then outlined his reasoning for creating a separate home occupation category.

Ms. Vicari then presented HRG's recommendation to proceed with Option A of the sewer rate study because it allows us to generate the revenue to meet expenses for 2011 and 2012. If Option A is decided upon, it is recommended to revisit income/expenses in 2013 and consider an additional increase if needed.

After outlining the recommended option, Ms. Vicari offered alternative options that would allow a smaller increase in rates for 2011, but would require steps to minimize expenses. Under Option B, the rate increase is lesser, but would require the elimination of management fees and deferring the repayment of the East End Sewer Separation Pennvest Loan. Option B further requires the Borough to pursue Swatara Township for not only operational costs, but also ask for additional reimbursement for debt service. Ms. Vicari's justification for this is that the sewer conveyance system was financed solely by the borough and was constructed to specifications that accommodate the extra flow conveyed from Swatara Township. If the borough were to ask for this additional debt service reimbursement, it would result in an extra \$46,000 per year. Ms. Vicari then reviewed Table B2 of the study with council. Council instructed Mr. Brown to further look into this issue with Swatara, but it was noted that Mr. Brown and Mr. Heefner have already met with Swatara and they have been very cooperative in updating the expenses calculated into the reimbursement for operation and management expenses. Mr. Brown and staff are looking into the debt service payment separately.

Ms. Vicari then reiterated that, regardless of which option we choose, the borough has a \$300,000 deficit looming at the end of 2011 if rates are not increased. Mr. Shaver then commented that, unfortunately, we do not have an option but to raise rates as outlined in Option A.

Mr. Spencer responded that we do have a choice, as we can reduce expenses as outlined in Option B. It would be painful, but we could work towards it. Mr. Spencer then inquired about the feasibility of reducing administrative costs, as well as deferring the PennVest payment. Mr. Cichy replied that this is doable. Mr. Spencer then asked if the recovery of debt service and capital expenses from Swatara is feasible.

Ms. Vicari proceeded to outline the Swatara/Steelton conveyance agreement from 1975. This agreement outlines that Steelton Borough would bill Swatara quarterly for operational and maintenance expenses. As part of the study, Ms. Vicari broke down sewer fund expenses to determine if each category is related to operation, conveyance, collection, treatment, service, administrative, and other costs. HRG then determined that our overall conveyance costs are \$370,000. All expenses did NOT account for debt service, as Swatara does not currently pay for debt service and the agreement is vague in this category. With the new expenses broken down, Ms. Vicari then reviewed what Swatara Township has actually paid the borough in 2010 as opposed to what Swatara should have been paying based on actual expenses related to conveyance of their waste. Ms. Vicari determined that the borough should have charged \$83,000 in 2010 for collection and conveyance of Swatara's waste, roughly \$20,000 more than what we actually collected.

However, Ms. Vicari noted that, contrary to the 1975 agreement, the Borough itself has not been keeping track of the expenses that should be charged to Swatara. Rather, in recent years Swatara has actually been the agent calculating the expenses. Swatara has been receiving a copy of Steelton's budget and has been using Steelton's water usage record to determine what they think they owe the borough. However, according to Ms. Vicari, Swatara does not have updated line items to accurately reflect present day expenses. Ms. Vicari and HRG recommend the borough return to the original administrative setup outlined in the 1975 agreement, with the borough calculating expenses and billing Swatara. At the end of the year, the borough and Swatara will reconcile actual costs as opposed to what was paid to the borough. Ms. Vicari then reviewed the meeting she, Mr. Heefner, Mr. Brown, and Mr. Shaver had with Swatara regarding this issue. She reported that Swatara was very receptive to updating the process. Mr. Brown noted that he is in regular contact with the Manager of the Swatara Sewer Authority and they are working together to transition the process over to Steelton Borough as the collector. Mr. Spencer then asked why we have not asked Swatara Township to also pay a share of our debt service, and have only asked them to cover O&M expenses. Ms. Vicari stated that the agreement specifically outlines operation and maintenance costs, but is very vague concerning debt service and does not address future debt service after the 1975 agreement.

Mr. Shaver noted that we may have to revise the agreement. Mr. Spencer said we should not have to, because it is already addressed in the original agreement. Ms. Vicari suggested we consult our solicitor. At this point, Mr. Wion made it specifically clear that he cannot represent or give legal advice to either side on this issue, due to the fact that he is Swatara Township's solicitor as well.

Ms. Vicari said that theoretically, the concept that Swatara should pay for expenses related to the upgrades of Steelton's system to accommodate their waste is reasonable and logical. Mr. Spencer agreed.

Mr. Shaver then stated that we approached Swatara about only the O&M costs because he believes the debt service for capital expenses related to the system should be covered in a new agreement. Mr. Spencer respectfully disagreed and stated that a rate increase is the easy way out. He believes that, while we may currently have lower rates than most surrounding municipalities, we should remain that way to attract business. Mr. Spencer stated that the only way to do this is to pursue the expense reduction measures in Option B vigorously until it either works or fails, and cut expenses as much as possible while pursuing Swatara Township for not only O&M costs, but also debt service costs. He interprets that three out of five of the cost reducing measures in Option B are very doable and should be pursued. Mr. Heefner responded that we can go back in the future budgets and adjust rates depending on what our revenue and costs savings performances are.

Mr. Acri then asked how easy administratively it will be to transition to having the borough bill Swatara. Mr. Brown noted that Swatara has been very cooperative and that, while there will be a learning curve, we will have to figure out the billing process. Mr. Shaver further expanded on the question of why we only pursued Swatara for operational and maintenance expenses at this point. According to Mr. Shaver, we cannot go back to Swatara and ask them to cover debt service related to capital expenditures from the past. Ms. Vicari noted that part of her study involved pulling apart debt service to determine what is attributed to collection and conveyance of Swatara's waste.

Ms. Marcinko raised a concern about who the borough would seek counsel with in the event that they would like to renegotiate the 1975 agreement, since Solicitor Wion must remove himself from the process. Council then discussed alternative counsel in the case they would like to renegotiate the agreement. Mr. Heefner asked Council to keep in mind that, no matter what the decision is regarding a renegotiated agreement, the borough must raise sewer rates by August 1, 2011.

Mr. Shaver then recommended that we go with Option A for the next two years while pursuing cost-cutting strategies and talking with Swatara Township about incorporating future debt service payments. However, we cannot ask someone to pay for debt from the past that we have already incurred.

Ms. Vicari then revisited identified strategies to reduce costs and summarized the borough's options, with the conclusion that it would be prudent to pursue these options over the next few years. Mr. Spencer noted that even if we can enact portions of the identified cost-cutting measures, we will reduce the burden to raise rates additionally and, therefore, should pursue any expense cutting that we can.

Mr. Shaver then asked about using the H20 funding to pay down the East End Sewer Separation Penn Vest Loan. Ms. Vicari outlined how Penn Vest would most likely keep

monthly debt service payments the same and just shorten the term of loan repayment. Therefore, we would not decrease immediate expenses by applying the H20 grant to the Penn Vest loan.

Mr. Spencer again reiterated that the Borough must exhaust all avenues of cost-cutting and revenue recovery to mitigate rate increases. He noted that the average of an 86 percent increase is personally frightening to him. Mr. Acri further noted that an 86 percent increase will lead to even greater delinquencies. Mr. Musser corrected Council that the 86 percent increase is the “across the board” number, while the average residential user will see an increase of 53 percent. Ms. Vicari expanded that the rate restructuring and increase was designed to have a lighter impact on residential users. Mr. Heefner seconded this. Mr. Spencer retorted that commercial and industrial users, on the contrary, are going to see a significant spike in rates, which is detrimental to economic development.

Mr. Brown then asked Mr. Cichy to clarify how the new industrial and commercial rates would compare to surrounding municipalities, especially since the borough is trying to attract business. Mr. Cichy replied that surrounding municipalities, with the exception of Swatara, have a standard rate across the board. Swatara Township’s average commercial user would pay \$155 per quarter. Steelton’s increased rate for the average commercial user would be \$498.

Ms. Marcinko proceeded to outline the appealing parts of Option B, mainly that it would be a less significant increase. However, she did recognize that there are many variables that would have to be addressed if the borough proceeds with Option B, including renegotiating the conveyance agreement with Swatara, in order to make Option B work. Ms. Marcinko said she would not feel comfortable relying on addressing these variables as of now. Ms. Vicari reiterated that under Option B, she did not assume that we would be able to work out debt service payments with Swatara.

Mr. Spencer then asked how revenue is trending for the first half of 2011. Mr. Brown noted that while revenues are slightly over what has been project, they are not enough to cover the looming \$300,000 deficit at the end of the year. Mr. Spencer stated that even if we cannot do everything the study outlines to reduce expenses, even doing what we can is a good policy.

Mr. Heefner then asked if we are able to accept credit card payments for sewer bills at this point in order to cut down on deficiencies. Mr. Heefner noted that credit card payments will provide another option of payment for those at risk of having a delinquent account. Mr. Brown noted that while staff are working towards setting up a credit card acceptance system, they will not have one in place by August, 2011.

Mr. Spencer stated that we have to go with one of the options, but he would rather see a phased in rate increase, not the 53 percent increase in Option A. Mr. Musser clarified that he meant Option B. Mr. Spencer confirmed this. Mr. Musser then reiterated that we

may go back and reevaluate rates once we see how our expenses/revenues are under the new system.

Ms. Marcinko asked if we were prepared administratively to overhaul the billing structure. Mr. Brown responded that Ms. Powell had talked with Edmunds, our billing software provider, and we will not have a problem implementing the new system.

Mr. Shaver made a motion to proceed with Option B reflected in the August billing. Mr. Wion clarified that it should be stated as a motion to proceed with the rates that are outlined in Option B. Mr. Cichy brought to Council's attention that under Option B, there would be a rate increase in 2011, 2012, and 2013, while the rate increase in Option A remains the same for 2011 and 2012. Mr. Shaver restated his motion to "follow the guidelines established in Option B from the study dated June 20, 2011 from HRG with the rates and categories that are established for Option B and spelled out in the document". Mr. Wion asked where the table is that shows rates for Option B. Ms. Vicari clarified where to find the Option B rates and re-reviewed rates in Option B in greater details.

Mr. Acri and Mr. Heefner brought up concerns about the mandatory administrative cost eliminations required to make Option B work. Mr. Musser noted that to immediately address the 2011 and 2012 budgets, Option A would be the best route.

Mr. Musser asked Mr. Wion when we would need to adopt the resolution implementing the new sewer rates. Mr. Wion stated that he would have to discuss the categories of users with Ms. Vicari, as the borough does not have clear definitions for each user class, before drafting a resolution or ordinance.

Mr. Shaver then made a motion to "instruct staff to take administrative steps that are required, by ordinance or resolution, to increase the sewer rates for the Borough of Steelton pursuant to the guidelines and rates established in Option A for residential, commercial, industrial, and institutional users as established in HRG's report dated June 20, 2011". Motion seconded by Mr. Heefner. Approved unanimously.

Mr. Shaver then made a motion to "instruct staff to contact Mark Stewart, Esq. to represent the Borough of Steelton with regards to sewer matters. Motion Seconded by Mr. Spencer. Approved unanimously.

Following the vote, Mr. Wright turned the meeting over to Vice President Shaver and was excused.

**REMAINING ISSUES FOR EAST END SEWER SEPARATION PROJECT;
CONTRACTOR APPLICATION FOR PAYMENT #8; PRESENTATION OF
WORK CHANGE DIRECTIVE 12; APPROVAL OF PENNVEST PAYMENT
APPLICATION #8**

Mr. Shaver proceeded to discuss Contractor's Application for Payment Number 8 and re-considering the initial vote at the previous Council meeting to withhold an amount equal to the costs of paving. The reasoning for this initial decision was due to continuing concerns over the quality of paving under the project. Mr. Shaver noted that he revisited the East End and noted that most of his concerns are with Route 230, while the rest of the work looked acceptable as per the contract. Mr. Shaver then specified that the paving amount to be withheld should equal the costs charged for the paving of Route 230 (approximately \$90,000), and not the costs of paving the entire East End. Mr. Cichy explained that there is a retainage in the contract that will already be withheld until all outstanding issues are resolved, including fixing the paving on Route 230.

Ms. Marcinko clarified her statements at the previous council meeting concerning East End paving, stating that she is not a paving expert and had concerns with the patching on the East End. She recognized that the patchwork was not the result of poor paving, but that it was the result of what the contract called for. She also noted that the contract was agreed upon before she was on Council. Ms. Marcinko then asked if withholding an additional \$90,000 on top of the retainage would have negative consequences for the Borough. She further asked why Council would withhold an additional \$90,000. Mr. Shaver reiterated that the reason is to ensure that Route 230 is paved correctly before paying the contractor. Mr. Cichy recognized that there are issues with Route 230.

Ms. Marcinko stated that the paving company, at a recent East End Sewer Separation Project job meeting, had promised to make sure the paving of Route 230 was done correctly. Mr. Cichy noted that PennDOT has to approve paving and that the contractor has a bond that guarantees the work on a PennDOT road for at least two years.

Mr. Wion reminded Council that the contractor has certification standards to meet through PennDOT, that the contractor has a bond to insure their work to PennDOT standards, and that if they do not meet these standards, they must either correct the work themselves or the bonding company must do so. This is not the same thing as saying that if a contractor has completed a certain amount of work within a contract, they do not get paid. Mr. Wion further stated that we cannot hold back a payment that is due if there is another security in the contract, such as a bond, that covers instance where a certification is not met. There is no basis to do so in this instance, unless there is a contract stipulation that the engineer and PennDOT must certify the work before the contractor can receive payment under the specified application.

Mr. Cichy noted that in the in the payment application there is a certification that states that the engineer must sign off on the amount requested in the payment application, and in this instance HRG did sign off on the portion of work being charged for. Mr. Wion stated that means the contractor is entitled to payment for that work. He then asked HRG to clarify that there is indeed a bond that the contractor has to fix anything that does not pass PennDOT inspection. Mr. Cichy responded that there is a retainage set up in the amount of \$149,000 that is being held until all items are addressed, including PennDOT certification of Route 230. He further stated that they specifically held enough in

retainage to cover repaving of Route 230. Mr. Wion then asked if there is a need, then, to even make a motion for Council to withhold payment if HRG is already doing so.

Mr. Shaver asked why HRG's representative on site signed off on work that was not done correctly. Mr. Heefner reiterated this question. Mr. Shaver raised a specific concern that construction engineers had signed off on the Route 230 work when there were obvious issues. Ms. Marcinko stated that representatives from BF Brown had committed to fixing deficiencies at a previous construction progress meeting, but they wanted to wait until PennDOT dictated what work needs to be corrected before digging into the road again. Ms. Marcinko asked what the HRG engineer we have hired to make sure Route 230 is paved correctly thinks. Mr. Cichy and Mr. Heefner both stated that HRG's inspector "flunked" the original work on Route 230. Mr. Shaver then stated that, although there are some issues, since everyone signed off on the work, Council is responsible for paying the amount. Mr. Heefner proceeded to outline additional paving issues in the East End aside from Route 230, including draining issues.

Mr. Cichy stated that the borough's Public Works Director has regularly been on the job site in the East End and has expressed approval of the paving work that has been done. Mr. Shaver then entertained a motion to pay Contractor Application for Payment Number 8 in the amount of \$292,081.10. Ms. Marcinko made the motion, Mr. Spencer seconded. Motion approved 3 to 1 with Mr. Heefner dissenting.

Mr. Cichy assured the Borough that they will not incur additional costs if the BF Brown must repave portions of Route 230 to PennDOT specs.

Mr. Shaver brought up Work Change Directive 14 to remove landscaping from the East End Sewer Separation Project Contract in order to expedite work and completion of the project within the contract period prescribed in the contract. Mr. Shaver asked if this applied to the additional landscaping only, or if it included the landscaping work within the scope of the original contract. Mr. Heefner replied that this work change directive applied to all original and additional landscaping.

Mr. Musser clarified that if the work change directive were approved, it would remove landscaping that was part of a right of way agreement with Durabond. Mr. Wion then stated that the borough cannot remove the original landscaping from the contract if it was agreed to in the right of way agreement. Mr. Shaver seconded this.

Mr. Wion stated that the contract cannot be changed. Mr. Heefner replied that the contractor does not want to do the landscaping and that the design of landscaping in the contract will not produce effective buffering. Mr. Cichy noted that the contract with the borough and Joao and Bradley allows for changes in the scope of work. Mr. Shaver clarified that the concern is not the contract with J&B, but violating the right of way agreement with Durabond. Mr. Cichy then asked that we delete landscaping from the contract with the understanding that the work will be done at a later date, pursuant to the right of way agreement. Ms. Marcinko asked why, if we have the money now to pay for the landscaping in our PennVest loan, why not do the work now? She further asked what

will happen to the PennVest funding if we do not use it now. Ms. Vicari responded that PennVest will amortize the loan based on what was actually spent at closing, with the unspent money returned at closing.

Mr. Wion brought up another concern about bidding out the landscaping work to another contractor. Mr. Heefner stated that the landscaping portion of the project was not bid out.

Mr. Musser then asked Mr. Heefner where they would get the money to pay for landscaping if it is removed from the East End Sewer Separation Project contract and, therefore, not covered by the PennVest loan. Mr. Wion suggested that instead of removing landscaping from the contract, the borough should extend the contract in order to have PennVest funding to cover it. Mr. Musser agreed and stated that if the borough were to remove the landscaping from the contract and close the East End Sewer Separation Project, they would not be able to go back and recover the PennVest funding not spent at the time of closing. Mr. Cichy noted that HRG recommends waiting until the fall until planting. Mr. Musser asked why the borough doesn't simply extend the contract. Otherwise, they would lose the PennVest funding and default on the right of way agreement.

Mr. Shaver recommended that we motion to extend the contract and discuss modifying the design of tree placement when we resume landscaping activities in the fall. Ms. Marcinko asked what the cost to the borough would be for an extension of the contract. Mr. Cichy replied that there should not be an additional cost.

Mr. Shaver then tabled Work Change Directive 14.

Mr. Cichy then reintroduced PennVest Payment Request 12 for Council approval in the amount of \$317,745.12. Ms. Marcinko made a motion to approve, Mr. Spencer seconded, motion was approved unanimously.

Mr. Shaver then opened the floor for audience participation.

There being no audience participation and no further business before Council, Mr. Shaver entertained a motion to adjourn. Mr. Spencer motioned to adjourn, seconded by Ms. Marcinko. Motion to adjourn approved unanimously.

Council adjourned at 9:30 pm.

The regular monthly meeting was called to order at 6:29 p.m. by Vice-President Shaver, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Stephen Shaver
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Jeffery Wright
Michael Albert

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Heefner, seconded by Mr. Spencer to approve the June 20, 2011 minutes and approved by all present with the following corrections:

{ On page 3, the 4th paragraph should read \$3,600.00; not \$36,000.00 and in the 5th Paragraph the word planning should be planting }

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Steelton Mennonite Church – sent a thank you letter to the Public Works Director for fixing a water problem behind their property; copy will be placed in Mr. Conjar's personnel file.

DCED – Notice & FAQ regarding Act 32 (Tax Collection) – no questions or concerns were initiated.

Mr. Brown – sent a letter to the Capital Tax Collection Bureau requesting the turnover of data to Keystone Collections Group. Mr. Brown indicated that both entities have already been in contact regarding the turnover.

Mr. Brown – sent a letter to Rev. Andrews regarding Community Day for Grace Temple Church. They were notified of a modification to their request. Instead of blocking off Fourth St., they will be allowed to block off Mulberry Alley from Fourth St. to Harrisburg St.

Penn DOT – sent the annual Municipal Winter Traffic Services Agreement for 2011/2012. A motion was made by Ms. Marcinko, seconded by Mr. Heefner and approved by all present to accept the agreement and the attached “Exhibit A”. Mr. Brown was authorized to sign and return the paperwork to Penn DOT.

NEW BUSINESS:

Ryan Lee Mohn Mem. Foundation – sent a letter requesting to block off streets, use fire police, walkie talkies and tents for the annual walk that they sponsor on Aug. 13th. It was clarified that they use the fire department walkie talkies, not the Borough’s equipment. A motion was made by Ms. Marcinko, seconded by Mr. Heefner and approved by all present to approve the use of all specified items.

Three Church Fellowship – requested the use of the Borough parking lot behind Turkey Hill for the 8/13 “Back-to-School” bash. Mr. Heefner requested that Mr. Brown indicate a specific parking area toward Trewick St. for them to use. A motion was made by Mr. Heefner, seconded by Ms. Marcinko and approved by all present to allow the parking lot use.

Tammie Reid – requested the use of the Borough parking lot for behind Turkey Hill for an 8/27 bus trip she is organizing. Mr. Brown will also ask that they park in a specific area toward Trewick St. A motion was made by Ms. Marcinko, seconded by Mr. Heefner and approved by all present to allow the parking lot use.

Mr. Brown – requested official authorization for the Chief Spangler to sign the Memo Of Understanding (MOU) with the Steelton-Highspire School District (the MOU was actually signed and returned because it was due on June 30, 2011). It was clarified that this MOU is required by any municipality whose police department makes calls at the schools; Mayor Acri indicated that both Highspire and Swatara Township also sign an agreement. A motion was made by Ms. Marcinko, seconded by Mr. Spencer and approved by all present to approve the official authorization of the MOU.

UNFINISHED BUSINESS:

Mr. Brown – presented the “Person with Disability/Disabled Veteran Parking Space Application”, guidelines and policy for approval. Mr. Heefner stated his concern about the formula for spaces being based on footage, as some streets have driveways and other areas that shouldn’t be included in “total footage”. Mr. Wion indicated that the

committee changed the “divide by” number to 6 instead of 3 to accommodate this. He stated that staff will still need to use discretion when making determinations about issuing permits. Dr. Szada then indicated concerns about the disabled who do not drive being able to receive permits for their driver. Ms. Marcinko stated that if drivers/parents of the disabled to through Penn DOT, they should be able to acquire a license plate. She reminded everyone that placards are too easily provided and the Borough has very limited parking already. It was also clarified that existing handicapped spaces will not be taken. A motion was made by Mr. Heefner, seconded by Ms. Marcinko and approved by all present to approve the distribution of applications to residents.

Mr. Brown – presented the Frontier Communications Data/Telephone Services Agreement. This agreement was through NJPA (like Costars) but the Finance/Lease Agreement was not. Mr. Wion indicated that if we agree to purchase a system (hardware and potential software) without bidding, we would have to go through Costars; NJPA is a municipality bidding contractor. Mr. Wion also stated that the lease by TAMPCO was not bid by NJPA, and we should consider borrowing vs. leasing to save money. Mr. Shaver reminded everyone that this type of system is mandated by the FCC and he recommends that we should move to countywide coverage with portable radios and reprogram the radios we have (the \$31,400 price). The mayor asked if the Borough would have its own channel; they would. Mr. Heefner said the radios should not replace cell phones. Mr. Shaver clarified the advantage of radios is that multiple persons can be contacted at once.

Mr. Shaver indicated that the entire radio system needs to be updated very soon; the phone system can be updated piecemeal. The radios are on the State Contract and are Motorolas (like we have now); the county negotiated for even better prices than State Contract. Also, Frontier will be available for problem-solving with the equipment, phones and internet but we will still work with our existing information technology team.

Mr. Spencer questioned the different prices listed for purchase vs. lease. Mr. Shaver answered that the Borough would buy the phones, but may monthly fees for services. Justin Warren added that the fees are recurring, but the 5-year savings would cover the costs. Mr. Shaver also stated that this is a better quality system than we have, and in future years we will be able to get the equipment replaced as needed. Mr. Warren indicated that the company used to be Commonwealth Telephone and is located on Chambers Hill Road, working with many other local businesses. They are also a Fortune 500 company.

Mr. Warren also indicated that Frontier will train Borough staff on the use of the system, such as changes in how to transfer, etc. but all phone numbers will stay the same. He also said that if offices were moved around in the future, the phone numbers wouldn't change – they would install software updates.

Mr. Wion asked if the Borough could change any terms of the contract, Mr. Warren indicated that we could, and their legal department would make amendments and get back to us rather quickly.

Mr. Shaver entertained a motion to instruct the staff to look into financing approximately \$60,000. A motion was made by Mr. Heefner, seconded by Mr. Spencer and approved by all present to move forward with this possibility. Mr. Heefner suggested that we check to see if we could tie this project in with the Front St. project to get a better deal. He asked that Mr. Brown contact Jay Wenger about the possibilities of a combined bridge loan; the target date for the Front St. loan is mid-August.

Mr. Brown – presented the Mid Penn ACH Agreement for council approval; Mr. Wion has already reviewed and approved the document. A motion was made by Dr. Szada, seconded by Ms. Marcinko and approved by all present to ratify the agreement.

Mr. Brown – notified Council of the approval for Mr. Jack Moore to hold yard sales on the Borough lot as long as the fire department doesn't need the property.

Mayor Acri – provided a Veterans' Park update. The grant from the State was for \$20,000. A white picket fence was installed around the park, a PA system is on order from J. P. Lilley and Black Landscaping will be placing new sod down shortly. The PA system will be a portable unit, but the speakers will be mounted permanently. Two complete sets of flags have been received (for spares). Because of the recent bad weather, the landscaping had to be delayed. The Borough was granted an extension until June, 2012 to spend the rest of the money (\$6,000). Mr. Heefner suggested that part of that amount be spent on sensors for the electrical outlets at the park.

AUDIENCE PARTICIPATION:

Veronica Supan, 2604 S. 4th St. – related her concerns about parking in East End, specifically in the alley behind her residence. Apparently, the alley is only 11-12 feet wide, but other residents are parking there, sometimes blocking part of her garage. She questioned whether Steelton follows certain vehicle and zoning codes. Mr. Wion indicated that the vehicle code gives municipalities rights to control certain areas, such as one-way streets, no parking areas, etc. Mr. Heefner suggested placing "No Parking" signs in the alley. Ms. Supan said the situation is not a big issue yet, but is concerned that it could escalate. There are four homes on one side of the alley, and eleven homes on the other side. The seven garages definitely limit the availability of parking, but only two homes have created parking areas.

COUNCIL'S CONCERNS:

None.

Mr. Brown indicated that an executive session was not necessary for this meeting.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Heefner, the meeting adjourned at 7:46p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Douglas E. Brown, Borough Manager

David A. Wion, Solicitor
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made to approve the June 23, 2011 minutes by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

A motion was made to table the July 5, 2011 minutes by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

None.

APPROVAL OF DEPARTMENT REPORTS:

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police – Ms. Marcinko congratulated Chief Spangler for keeping overtime down again this month.

Public Works –Mr. Heefner reported that the electric will be finished at the boat dock by Wednesday, July 20, 2011. Also, the grills have been installed. He and Doug recently visited the boat dock area; it is very muddy. They would like to develop a program for the upkeep of the boat dock area. Council also asked if it was possible to

develop a program for residents to camp over weekends at the left of the dock area. Mr. Wright directed Mr. Heefner to check on costs involved, whether it is Borough property, and have Mr. Conjar work on the cleanup issue. Mr. Heefner also suggested that maintenance, plants and shrubs for the boat dock be put in next year's budget; he and Doug also want to plant grass seed to extend the area. Mr. Spencer asked if we ever had a public awareness campaign, such as a press release or TV news report. Mr. Heefner said that the Patriot News did print an article some time ago.

Mr. Heefner said he will talk to Mr. Brown to coordinate an official announcement of the boat dock opening, including Council, local dignitaries and the Dauphin County Recreation Commission.

On the subject of replacing the ballards at Front and Locust Sts., Mr. Heefner said engineering is already over budget. He asked if a jersey barrier could be placed to protect the remaining ballards. Mr. Shaver stated that 5 ballards are out, and he wondered why none of them was replaced; we should have some in stock and they should be covered by insurance. One issue is that the drivers hitting the ballards are not being caught. Mr. Heefner reminded Council that the public works staff is short-handed and they are trying to prioritize their workload. Mr. Heefner also asked Council's permission to allow Steve Brubacher to work part time to help the Public Works Department get caught up.

On July 7, 2011 Mr. Shaver, Mr. Heefner and Mr. Brown met to discuss the MOU on Adams St.; changes were made to the MOU with the county. Another spring was found coming down the street; before we turn the land over to the county, we need to find out where the water is coming from. The subdivision was presented to the county. Mr. Wright directed further conversation be conducted in executive session. Mr. Shaver requested that Mr. Wion develop the language and draft documentation so that portion won't change. Mr. Shaver also said we should move forward with the initial agreement; he will comment further at executive session.

Code Enforcement

Mayor's Report – The Mayor reminded everyone of upcoming events: 1) the Back-to-School bash on August 13th at Second and Locust Sts., 2) the Ryan Mohn Walk also on the 13th, 3) the final Police Committee Meeting on Wednesday, July 27th at 5:30pm, and 4) National Night Out is scheduled for August 3rd from 6:00 to 8:00pm. Also, the Dauphin/Lebanon County Boroughs Association dinner meeting will be held on Tuesday, July 26th; the September meeting will be held at the Steelton Boat Dock. Finally, the Mayor reminded everyone that the 9/11 Memorial dedication will be held at the firehouse (the memorial includes steel from the World Trade Center, as well as granite from the other areas affected by the 9/11 attacks).

A motion to approve the Department Reports was made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously.

PUBLIC COMMENT: Agenda Items Only. Mr. Emuel Powell wanted to comment on the boat dock discussion, but was told that the boat dock was not an agenda item.

COMMUNICATION:

A letter was presented from Jaoa & Bradley Construction thanking Joey for his cooperation during East End Sewer Separation Project. A motion was made to place a copy of the letter in Mr. Conjar's personnel file by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

A letter was presented from the Dauphin County Department of Solid Waste Management regarding their notice of intent to submit a non-substantial solid waste management plan revision.

A letter was presented from the Dauphin County Conservation District confirming their meeting with the Steelton Borough Neighborhood and Economic Development Committee on August 8, 2011 at 6:00pm to review flood plain management.

A letter was presented from the Dauphin County Planning Commission with a notice of summer 2011 outreach meetings including the agenda (Steelton's meeting is scheduled for Wednesday, August 24th at 7:00pm.

A letter was presented from the Dauphin-Lebanon County Boroughs Association with an invitation to the July 26th dinner meeting in Jonestown. (Mr. Shaver noted that the August meeting is scheduled for the 24th.)

A letter was presented from Pastor William Rucker and Ms. Marsha Wright on behalf of New Hope Living Baptist Church requesting permission to use Municipal Park for a church outing on August 21st from 1:00pm to 7:00pm. The request was approved with a motion by Mr. Shaver, seconded by Mr. Spencer and approved unanimously.

A proposal was presented by Elliott Greenleaf and Balaban (EGB) for collection of delinquent real estate taxes to provide immediate revenue. They gave the example: the end of year taxes to collections, EGB would purchase the delinquencies and the Borough would receive 90 percent of the face amount; the county would collect penalties and interest. (Presently, a Wall Street company keeps 25 to 30 percent of a dollar – this amount would come back to the Borough with this proposal.)

Attorneys, the bank and EGB would get 10 percent; the Borough would still get 90 percent of the fees (non-profit). This facilitates rebuilding in the future. They noted that Nanticoke and Pittston are using their services; they are both small towns, too. In response to a question from Mr. Heefner, they indicated that they purchase everything (tax claim). EGB has a lock-box at the bank; the county tells them what amount goes to

Wall Street and what amount goes to the Borough. Mr. Shaver noted that the local Redevelopment Authority is the 3rd party non-profit. They try to keep everything local; the re-purchase clause (Article 3) is negotiable; we would keep control of our distressed properties.

Mr. Heefner asked what could change in three years; they responded that budgets would stay level (they would work with the solicitor). EGB also noted that the Steel-High School District (Leigh Beth/Allen Smith) already has a contract with them. Mr. Wion asked if there would be a yearly contract. EGB said that there would be a one-year renewable contract, with an addendum to the original agreement to renew. Mr. Shaver asked if Mr. Brown was informed of this proposal; Mr. Heefner indicated that the issue was brought up right before Mr. Brown left for vacation. Mr. Shaver recommended that EGB be scheduled to present their proposal to the Finance Committee at their next meeting, and that EGB give Mr. Wion all sample documents for review and contact information.

Reverend Taylor of New Zion Jerusalem Church, 219 Locust St. appeared before Council to request that a “NO PARKING SUNDAY 7AM-2PM” be placed on the right side of Locust Street between Third Street and the alley. Chief Spangler informed him that the police department would perform a traffic study to determine the possibilities. The situation will be resolved at the next Council meeting.

UNFINISHED BUSINESS:

D. Wion presented Resolution 2011-R-11 amending 2009-R-42 “Adopting a rate schedule pursuant to Article XI (sic) of Chapter 90, “Sewers” of the Code of the Borough of Steelton, Pennsylvania”, by establishing a new quarterly sewer rate service charge and new sewer usage rate charges. Mr. Wion indicated that “Option A” was adopted at the Special Council Meeting on June 23rd. The Resolution states that there will be a \$15.00 service charge. Also, usage per 1,000 gallons will be charged as follows: residential=\$11.75, commercial=\$21.20, industrial=\$21.20, institutional=\$21.00. These rates will be reflected in the August water and sewer bill.

A motion was made by Mr. Albert, seconded by Ms. Marcinko and approved unanimously to approve Resolution 2011-R-11.

D. Wion presented Ordinance 2011-5 amending the Code of the Borough of Steelton, Pennsylvania, Chapter 90 “Sewers”, Article I “Terminology”, 90-1 “Definitions”, by revising the definition for commercial establishment and by adding definitions for dwelling unit, institutional establishment, multi-residential establishment, and service charge.

A motion was made by Mr. Shaver, seconded by Mr. Albert and approved unanimously to approve Ordinance 2011-5.

Matt Cichy presented Herbert, Rowland & Grubic's monthly Engineer's Report and Penn Vest disbursement request #13. Mr. Cichy indicated that the EESSP work is completed; an inspection was done on June 29, 2011. A new authorization form is needed to update the signature line from John DeSanto to Doug Brown. Mr. Wright requested that the necessary changes be made. A motion was made by Mr. Shaver to process the change, seconded by Mr. Albert and approved unanimously.

A motion was made by Mr. Albert, seconded by Mr. Heefner and approved unanimously to approve Disbursement Request #13 in the amount of \$28,354.94 for financing, accounting and engineering fees.

Matt Cichy presented contractor application for payment #2 (Adams St.) in the amount of \$130,917.81, along with the final change order (with a net increase of \$2,095.10). He also requested an extension due to high rainfall. A motion was made by Mr. Heefner, seconded by Mr. Albert and approved unanimously to give HRG an extension. Ms. Marcinko stated concerns about a new spring being found under Adams Street; why was it not found during the preliminary engineering study? Mr. Cichy indicated that the Borough performed the first test and chlorine was found. Therefore, they assumed that there was a water leak. During a second test, no chlorine was found. Ms. Marcinko still wondered why they didn't find the spring then; the geotechnical engineer noted that the spring may not be detectable on the surface.

Mr. Spencer wanted to know who is responsible for the new costs that will be incurred. Mr. Cichy said the drains were functioning; the Mayor inferred that the Borough would be responsible for additional costs. Mr. Heefner suggested making test holes on Ridge St. to see if there is a spring, residential leak or storm water runoff. Mr. Shaver stated his concern with making payment #2 with work to still be done. Mr. Heefner suggested submitting invoices to cover HRA due dates, but not actually paying them yet.

On another note, Mr. Shaver said he is concerned about the SR-230 payment being made when the Borough is not satisfied. Mr. Spencer questioned how many concerns there are. Mr. Cichy listed large stones, grass, and stakes for wall construction. Dr. Szada agreed that paying for work that isn't really done yet provides the potential that it may not get done properly.

A motion was made by Mr. Shaver, seconded by Mr. Albert and approved unanimously to accept the invoice for payment, but hold the check until work is completed.

AUDIENCE PARTICIPATION:

Emuel Powell, 321 Lebanon St. – stated his concern that most senior citizens don't know that the boat dock even exists. He suggested a bus trip to see the dock for "Senior Day".

Mr. Wright responded that if we did this for seniors, every organization would expect the same treatment; transportation would also be a problem. Mr. Powell also wondered why the dock was never publicized; Mr. Wright reminded him that the dock has been around for years; Mayor Hartwick started this project years ago. There also have been two (2) dedications; the media was there for both events. Mr. Wright asked if the Chief would kindly take Mr. Powell to see the dock; Chief Spangler said that he would make the arrangements. Finally, regarding the Adams Street water issue, Mr. Powell informed everyone that the spring has had water running from the cemetery to the canal for *years*.

The documents needed to launch are a boat dock permit, stickers for the towing vehicle and trailer, as well as the boat. Dr. Szada asked who is responsible for enforcement. The Mayor said that the Steelton Police Department tries to stop by the dock area several times a day. Mr. Albert added that the Fish and Boat Commission also check on the dock area (his daughter was questioned when she and a friend launched a kayak). Dr. Szada expressed concern that the police have more important things to do; the Mayor interjected that the Police Department was formed to enforce the Code of the Borough of Steelton. Ms. Marcinko checked to make sure residents could picnic and fish; as long as they have a valid PA fishing license that would be okay. In response to a question from Mr. Spencer, it was stated that all Steelton parks, including the boat dock area are “NO ALCOHOL” zones (the Mayor said that has been in the Borough Code for at least twelve (12) years).

COUNCIL’S CONCERNS:

Mr. Heefner – informed Mr. Albert that in order to put a kayak in at the boat dock, the towing vehicle/trailer needs to have a sticker, but the kayak does not.

Ms. Marcinko – attended the 1st “Suburbs Consortium” at the White House for small communities and suburbs. One hundred, sixty (160) small boroughs and townships were represented; they will work directly with local officials for grant monies. The meetings were held in the South Auditorium (where press conferences are held). Many presidential staff members were present; Valerie Jarrett gave the closing remarks.

Dr. Szada – stated that in Mr. Powell’s defense (referring to the boat dock), seniors don’t get opportunities to see new areas of the Borough. We need to show respect for our senior citizens, possibly by having some type of day for them.

Mr. Wright – agrees with Dr. Szada, but questioned whether van access is still available for seniors (there is still a SEBO van in use). Also, the Steelton Senior Center is still functioning at the Macedonian Church at Front & Franklin Streets.

Mayor Acri – thanked Ms. Marcinko for attending the Washington, DC event.

Mr. Wion – reminded Council that an Executive Session is needed to discuss personnel matters, land acquisition, etc.

On motion by Mr. Albert, seconded by Mr. Spencer, the Council meeting recessed into executive session at 8:06p.m. to discuss personnel matters. Mr. Albert was then excused. Ms. Marcinko was excused at 8:31p.m. The Council meeting reconvened at 8:45p.m. with a motion by Mr. Shaver, seconded by Mr. Spencer.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Mr. Spencer, the meeting adjourned at 8:45p.m.

Respectfully submitted,

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at _____ p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

July 18, 2011 Minutes Motion: _____ Second: _____ All?

EXECUTIVE SESSION HELD BETWEEN MEETINGS

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

Motion to Approve: _____ Second: _____ Approved by All?

PUBLIC COMMENT: Agenda Items Only

NEW BUSINESS:

COMMUNICATION:

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

AUDIENCE PARTICIPATION:

COUNCIL’S CONCERNS:

Mr. Heefner –

Ms. Marcinko –

Mr. Shaver –

Mr. Albert –

Mr. Spencer –

Dr. Szada –

Mr. Wright -

On motion by _____, seconded by _____, the Council meeting recessed into executive session at _____p.m.to discuss personnel matters. The Council meeting reconvened at _____p.m. with a motion by _____, seconded by _____.

ADJOURNMENT:

There being no other business before Council, on a motion by _____, seconded by _____, the meeting adjourned at _____p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:32 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

The July 5, 2011 minutes were tabled again. Mr. Shaver will discuss recommended changes with staff before bringing them up for consideration.

A motion was made by Mr. Shaver, seconded by Mr. Spencer to approve the July 18, 2011 minutes, and approved unanimously by all present. Mr. Wion requested two changes which will be made by Ms. Sosnowski. [Pg. 2, 4th paragraph – no discussion in executive session and Pg. 4 – Unfinished Business – change the order of the Ordinance and Resolution]

EXECUTIVE SESSION HELD BETWEEN MEETINGS

Mr. Brown reported that an executive session was held on August 8, 2011 to discuss a police personnel issue.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Ms. Marcinko, seconded by Mr. Shaver to approve the general fund financial report for July 2011, and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Ms. Marcinko, seconded by Mr. Spencer to approve department reports, and approved unanimously by all present.

Neighborhood & Economic Development

Fire and Ambulance

Personnel

Police – Ms. Marcinko congratulated the Department for keeping down the numbers of overtime, sick leave used and vacation time used.

Public Works – Mr. Heefner reported that the lighting is not yet complete at the boat dock.

Code Enforcement

Mayor’s Report – the Mayor asked for a head count by September 9, 2011 for the September 13, 2011 meeting at 6:00pm at the boat dock. He also asked that any contributions to the Fire Department be mailed by September 1, 2011. Finally, he thanked all participants in the “National Night Out” for a successful event.

PUBLIC COMMENT: Agenda Items Only
None.

SPECIAL PRESENTATIONS:

Barbara Barksdale – extended her thanks to President Wright for his attendance at Friends of Midland memorial ceremony, and presented an official Federal commemorative stamp with the cemetery’s logo on it. She also brought two envelopes with the stamp on them for Mr. Wright and the Mayor. (When asked if the stamps could be purchased, she said that unfortunately they could not.)

Craig Bachik, Kairos Design – presented a “The New Steelton” documentary by Craig Hise. Mr. Bachik added that they have worked on similar projects in towns such as Johnstown, Aliquippa and other steel towns to revitalize areas in need. The documentary offered commemorative photos and West Side reminiscences, showing the diversity among members of the community. Mr. Bachik also introduced Dr. Patrick Byrne of Byrne Educational Works, who described a possible creation of “The Steelton Learning Academy” serving citizens from Pre-K to Gray. This endeavor would benefit residents of the Borough as well as local municipalities to provide workforce and career education. They then asked for Council permission to move forward with the project; Mr. Wright turned the matter over to the Neighborhood & Economic Development Committee for review. Mayor Acri also said that he would provide them with a copy of the video made previously by residents and WITF entitled “Our Towns: Steelton & Highspire”. Mr. Shaver suggested that they also contact Commissioner Hartwick and Superintendent Utley for more support.

Pat Giovannini, Bikers and Belly Dancers Against Cancer – presented a donation to Sgt. John King as a thank you for making their ride through town a safe one. Sgt. King thanked them and said the Police Department would back them up any time they ride through town.

NEW BUSINESS:

Mr. Darrell Cox – complained of an extremely high water and sewer bill, including the \$145 Home Occupation Fee. Mr. Heefner explained that there are several reasons for the rates being raised. The Borough has just completed a 4+million dollar sewer project in the East End Area which was mandated by the Federal and State government. Our debt service has raised 300%; sewer issues still exist and we still face compliance issues with the Department of Environmental Protection. Mr. Shaver reminded him that our wastewater is treated by Harrisburg, and their raised rates have “trickled down” to all localities who they serve. In fact, our engineers have discovered that the Borough would lose \$300,000 in 2011 if they did not raise rates sooner.

Mr. Cox asked if the Borough thought about switching from quarterly billing to monthly billing. Mr. Brown said that it has been discussed and could be brought up again. He added that Swatara Township also charges the \$145 Home Occupation Fee in lieu of charging those residents the commercial volumetric rate. Mr. Spencer said it’s a tough issue and that we probably waited a little too long to change the fees, but the Borough is trying to solve these issues between construction at Adams Street and the Felton Lofts Apartments. We’re hoping these new projects will encourage young professionals and businesses to come to the area. Finally Ms. Marcinko pointed out that about 85% of our residents are fixed income/retired, so we really tried to hold rates on senior citizens – they previously paid the same as all others users.

Mr. Ed Ellinger, Herbert, Rowland & Grubic (HRG) – presented Penn Vest reimbursement request #14 in the amount of \$4,473.14 for the East End Sewer Separation Project (EESSP). A motion was made by Mr. Shaver, seconded by Mr. Heefner to approve the request and approved unanimously by all present.

Mr. Ellinger also said that for the Penn Tech conference being held in May, 2012 they are looking for projects to focus on to show the progress and accounting of such events. They would like to proceed with the abstract on the project, but request Council’s permission. A motion was made by Mr. Shaver, seconded by Ms. Marcinko to approve using the project as a presentation to Penn Tech and approved unanimously by all present.

Mr. Ellinger then presented an additional scope of work proposal related to NPDES Phase II MS4 not to exceed \$6,000. A motion was made by Mr. Shaver, seconded by Mr. Spencer to approve the proposal and approved unanimously by all present.

Mr. Ellinger also presented an additional scope of services proposal related to the Adams Street Project Geotechnical Engineering Study not to exceed \$8,000. A motion was made by Mr. Shaver, seconded by Mr. Heefner to approve the proposal and approved unanimously by all present. This infiltration testing is to comply with storm water management that has to be done as per the Department of Environmental Protection before you can run pipe off site. Referring to the water from the springs along Adams Street, Mr. Ellinger indicated that those homes do not have basements so the water cannot seep into basements, but will probably pool in the yards of the properties. Mr. Heefner asked how the water would be captured and stated that Council needs answers to their questions on drainage issues. Mr. Ellinger said that he would go back to HRG with the questions, and then keep in touch with Council and Mr. Brown.

Mr. Shaver presented Resolution #12 to change the name of the agent on our PEMA Disaster #043-73888-00 dated February 14, 2011 from John DeSanto to Douglas Brown. A motion was made by Ms. Marcinko to approve Resolution #12, seconded by Mr. Spencer and approved unanimously by all present.

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

The Council meeting recessed into executive session at 7:42p.m. to discuss personnel matters. The Council meeting reconvened at 8:18p.m.

COMMUNICATION:

Mockenhaupt – Mr. Wion requested that Council accept Mr. Brown's certification for the 2012 Non-Uniform Pension Plan MMO in the amount of \$80,560. A motion was made by Mr. Shaver, seconded by Mr. Spencer to approve the MMO, and approved unanimously by all present.

Dauphin Co. Planning Comm. – an invitation was presented to summer outreach meetings; the August 24th meeting is being held at Steelton Borough Hall.

Dauphin County DCED – an invitation was presented to participate in public hearings to discuss 2012 annual action plan for CDBG and HOME program. Verification was requested to check the time of the hearings; they are usually at 10:00am.

Mr. Ellinger, HRG – issued the Substantial Completion for Work Contract on EESSP. He was asked to return to the next Council meeting to further explain the contract.

Mr. Brown – informed Council of his request for an extension of Conservation Works! Grant contract period; an extension was granted until 12/15/11. They are one month

ahead of schedule, but there is a worldwide shortage of electrical components that has caused a delay in the arrival of the 250HP VFDs.

Mr. Wright presented a request from Tom Hailey to use the Borough's "cherry picker" for Steel-High football games; Mr. Conjar said this might be possible. After some discussion, it was agreed to deny the request due to liability issues. Mr. Shaver and Mr. Acri brought up the recent death of a Notre Dame student filming from a "cherry picker". Mr. Heefner also suggested that they could rent the lift from another location and noted that a Borough employee would also be required to drive the truck and stay at the games.

UNFINISHED BUSINESS:

Mr. Brown – presented a recommendation from NEDC and the Police Department to approve Sandra Kafleich's request to close the 300 block of Walnut St. for a Block Party. A motion was made by Mr. Heefner to approve the request, seconded by Mr. Shaver and approved unanimously by all present.

Mr. Brown – presented Resolution 2011-R-13 with a traffic study and recommendation from the Police Department to approve New Jerusalem A.M.E. Zion Church's request for "Reserved" parking spaces on Sundays between 7am and 2pm. A motion was made by Mr. Shaver to approve the resolution, seconded by Ms. Marcinko and approved unanimously by all present. A letter will be sent tomorrow.

Mr. Brown – presented Resolution 2011-R-14 for the approval of a disabled parking space for Mr. Orlando Donato, 673 S. Front St., Steelton. A motion was made by Mr. Heefner to approve the resolution, seconded by Ms. Marcinko and approved unanimously by all present. A letter will be sent tomorrow.

Mr. Brown – presented a recommendation by the Police Department to deny requests for "disability" parking spaces from William Ward and Mary Fetchko. Since the requests were denied, there is not motion needed. Letters will be sent tomorrow.

Mr. Brown – presented Federal Property Corporation's program to manage maintenance of foreclosed properties within the Borough, then fine owners for failure to maintain the properties and notify the Borough. Mr. Wion recommended that he and Mr. Brown confer with the corporation to enter into an agreement with such as Swatara Township did. Once they all meet, Mr. Wion and Mr. Brown will work on a draft ordinance for Council review. Mr. Heefner questioned whether banks and realty companies would be responsible for upkeep of properties (lawn maintenance, etc.). Mr. Wion stated that the corporation would be obligated to pay the fine and they would notify property maintenance personnel. A motion was made by Mr. Shaver to enter into negotiations with Federal Property Corporation, seconded by Mr. Spencer and approved unanimously by all present.

Mr. Wion – presented Ordinance 2011- 6 amending the Code of the Borough by adding to Chapter 49 “Conduct” a new Article V to be entitled “Drug Paraphernalia” which provides for definitions and prohibited acts in relation to drug paraphernalia and providing penalties for violation of the article. Dr. Szada suggested that the ordinance is open to confusion if residents use synthetic materials – are they considered illegal? Sgt. King reminded all that water bongs are still used in other cultures and are therefore still sold in the Borough. He also thinks the ordinance is a good idea because as the law stands now, it’s considered a misdemeanor and a hearing needs to be held which involves officer attendance and court costs. With the new ordinance, people would receive a citation which would get paid without a hearing. Ms. Marcinko said that similar ordinances are active in Swatara Township and Susquehanna Township. A motion was made by Mr. Shaver to approve the Ordinance, seconded by Ms. Marcinko and approved by all present *except* Dr. Szada – she placed a “no” vote.

McCullough Group - \$202,500. A motion was made by Mr. Shaver to approve, seconded by Mr. Heefner and approved unanimously by all present.

H2O Money/Bridge Loan – Mature 9/1/11 - Request authorization, not to exceed \$900,000 in H2O Funds. A motion was made by Mr. Shaver to approve the authorization, seconded by Mr. Heefner and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Mr. Steve Semic, 2607 2nd St. – has concerns with very high meter readings not “raising a red flag” in our system when there are major differences from the last reading. (His reading went from approx. 11,000 to approx. 76,000 in one quarter – he did not know of a leak that apparently happened before or when the meter was read (7/2011) until he received his bill five weeks later (8/2011). The office staff will check with the computer software company about the possibility of adding any peripherals.

COUNCIL’S CONCERNS:

Mr. Heefner – has concerns with children throwing debris down over the Swatara St. wall; Sgt. King said he will alert his officers of the problem. Mr. Heefner suggested the possibility of talking to the parents; Sgt. King stated that this would probably not work, as most of those children do not have parental supervision. Mr. Heefner also expressed a concern with glass packs on a car owned by someone on Spruce St. being illegal. Sgt. King suggested that decibel readings could be taken. Lastly, he raised concerns about the Codes Department not addressing property maintenance issues. He believes that properties need to be inspected more thoroughly; that our employees should get out of their vehicles and do more walking inspections.

Ms. Marcinko – has concerns with water pooling and new weeds in East End. HRG will address the polling issue and replant where needed. She also requested re-placement of the “15 minute parking” signs in front of the Steelton Pharmacy. Mr. Shaver reminded her that the bus stop had to be moved when we worked on the streetscape project, and now there is a bump-out where the other sign was – if we placed a sign closest to the pharmacy now, it would be placed in front of the store “Eras of Style” and then they would probably complain. Sgt. King also stated that there would be enforcement issues; how would the police know if the vehicle parked there was in the pharmacy for sure?

Mr. Shaver – complimented the reverends involved on an excellent job with the “Back-to-School” Bash. Also thanked the Fire Department and Police Department for a successful “National Night Out”. Lastly, he enjoyed the humor in Ms. Sosnowski’s addition to the packets – a cartoon about the “minutes that seemed like hours” being read.

Mayor Acri – There are 37 post offices in Pennsylvania; Rep. Holden has 27 in his area. He is working hard to avoid the closings if possible; up to 100,000 people could be laid off. One-half of the post office boxes in the Steelton building are empty now. They are looking at the possibility of placing kiosks in some of the local towns to service the communities. He also suggested the possibility of turning the post office building into the Police Department Building.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Shaver, the meeting adjourned at 9:12p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant
Paul A. Lundeen, Bond Counsel

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Heefner, seconded by Ms. Marcinko to approve the August 15, 2011 minutes and approved unanimously by all present.

EXECUTIVE SESSION HELD BETWEEN MEETINGS

PUBLIC COMMENT: Agenda Items Only
None.

COMMUNICATION:

Dauphin County Board of Assessment Appeals – memorandum received regarding assessment changes in Steelton Borough.

Dan O'Donnell, WGAL-TV – notice received regarding school watch information.

Off. Dennis Basonic – letter received regarding a safety issue in East End on Second Street from T Street to S Street. Mr. Shaver referred the letter to the Police Committee and asked that a traffic study be prepared.

Faye Clark, Paxtang Borough – sent an e-mail reminding everyone of the Dauphin-Lebanon County Boroughs Association dinner meeting on Tuesday, September 13, 2011. The final attendance count is needed by Friday afternoon. The mayor suggested that we schedule an alternate location in case there is flooding at the boat dock; he said that possibly Pop's Restaurant would be available.

The Harrisburg Authority - sent a letter regarding a change in waste delivery hours.

DEVIATED FROM THE AGENDA FOR AUDIENCE PARTICIPATION:

Chevella Collins, 415 Catherine St. – concerned with the sewage portion of her bill going from \$213 last quarter to \$402 this quarter. Mr. Heefner explained that the sewer rate is based on water usage; she may want to attend a water authority meeting. Mr. Brown also explained the change from a \$58.50 minimum to a \$15 service charge and per 1,000 gallon rate; higher usage could be caused by a water leak, toilet malfunction, etc. Mr. Shaver added that our system is meter-based and more water was used this quarter. Mr. Heefner suggested having the meter checked; she indicated that it was already checked. She also said that she doesn't understand why her usage rose from 10,000 to 32,000; Mr. Heefner explained that the 10,000 probably represents one month; our billing is quarterly. Mr. Wright then informed her that Mr. Brown and Mr. Heefner will work together to check into the issue with the staffs of the Borough office and the Public Works Department.

Habib Miran, 4-12 S. Front St. – concerned that in the past two years his bill has risen from \$450 a quarter to \$1,300 a quarter. It was confirmed that the property has two residential units on the second floor and one commercial unit on the first floor. Mr. Miran said that one unit is empty and the other unit is occupied by a single parent who works all day, every day. Mr. Miran also said that he did check for leaks, and a Borough employee also checked and found no suspicious leaks or problems. Mr. Shaver added that we are addressing mixed usage properties later in the meeting; it is on the agenda. Mr. Heefner reminded everyone that is complaining about the sewer rates that we just finished a \$5 million sewer system upgrade mandated by the Department of Environmental Protection.

Andrew Lumpkin, Club 320 – Mr. Lumpkin requested that since their club is non-profit, should they be exempt from their water/sewer bill? Mr. Shaver stated that they are still considered a commercial property; the Borough has from 50 to 60 non-profit properties they would also have to be given an exemption. Mr. Lumpkin also said that he heard that they might be exempt from property taxes; Mr. Shaver stated that this is not true; only churches are exempt. Mr. Wion explained the five criteria that a 501-C-3 charity needs to meet to be eligible for an exemption and suggested that they contact their own counsel to see if they meet the five criteria.

Joe Pilsitz, 2483 S. 4th St. – concerned with the length of time taken to move forward on the final subdivision plan for parcel #57-017-013. It has been almost 11 months; he could have built the house by now. He also complained that since his plan was not considered in December, 2010, he has to follow the new stormwater ordinance. Mr. Heefner stated that there were many problems/issues in that time – other members of the Planning Commission are volunteers and could not fit meetings into their schedules, DEP had rainwater issues, plans had to be re-worked due to errors and time limits had to be

changed. Mr. Pilsitz was reminded that this property is on the agenda for discussion later.

Wanda Roman – 32 S. 2nd St. – concerned that her water/sewer bill is as high as her mortgage payment. Mr. Wright explained that sewage rates are based on consumption. Mr. Shaver said if her water usage was higher, her sewage usage will also go up. She also stated that her meter was already tested. Mr. Wright asked her to give Mr. Brown more information to check into the issue.

Barbara Barksdale, Friends of Midland Cemetery (Swatara Twp.) – they have a large oak tree that has died and do not have a large enough chain saw or anything with the height to take the tree down. She requested use of the Borough’s “cherry picker” truck for a Clean-Up Day on Friday, September 9th. Mr. Wright said we would not approve the use due to liability issues (in fact, we have refused previous requests from other entities) and questioned if Swatara Township had its own “cherry picker” truck. Mr. Shaver also commented that these trucks are really not designed for cutting trees down. Mr. Heefner suggested that a relative of Joe Conjar is in the business and might be able to do the job.

Tom Zimmerman, Conrad Siegel Actuaries – presented the Borough of Steelton Police Pension Plan MMO (minimum municipal obligation) for 2012 in the amount of \$104,846.73. State aid should be approximately \$70,000.00.

UNFINISHED BUSINESS:

Paul Lundeen – presented Ordinance No. 2011-7 for a general obligation note for non-electoral debt in the amount of \$400,000 for Phase II Streetscape improvements and purchase of telecommunications and radio equipment. Mr. Lundeen stated that this issue was reviewed at the Finance Meeting last week. Mr. Jay Wenger added that \$300,000 should be reimbursed by grant funding and \$100,000 is for telephone/emergency equipment. He also said these are secured loan amounts and recommended acceptance of the Mid Penn agreement. A motion was made by Mr. Shaver, seconded by Mr. Heefner to approve Ordinance No. 2011-7. In a roll call vote taken.

Mr. Wright –	Aye
Mr. Shaver –	Aye
Ms. Szada –	Aye
Mr. Heefner -	Aye
Mr. Spencer -	Aye
Ms. Marcinko -	Aye
Mr. Albert -	Absent

Dave Wion – presented the Paytime agreement for payroll services. He has reviewed the agreement and the Finance Committee recommends its approval. Mr. Wright asked Mr.

Brown if he had any comments; Mr. Brown indicated that the Borough has looked at four different payroll companies and Paytime was the most responsive and fit our needs best. Also, Swatara Township also uses their services and Paul Cornell and their clerk have had no issues since they started using them. Matt Gray of Paytime was present to answer any questions about procedural issues and agreement terms. A motion was made by Mr. Shaver, seconded by Mr. Heefner to authorize President Wright to sign the contract, and was unanimously approved by all present.

NEW BUSINESS:

Dave Wion – presented Resolution 2011-R-15 adopting the Dauphin County Emergency Operations Plan. The County prepared this resolution for Steelton Borough and other entities. A motion was made by Ms. Marcinko, seconded by Mr. Spencer and approved unanimously by all present to approve Resolution 2011-R-15.

Dave Wion – presented Ordinance No. 2011-8 amending chapter 16 (Pensions) of the Borough Code to add an early retirement provision to the Police Pension Plan. Mr. Shaver said that taking care of our employees has been discussed over the years so that when they have reached a point of burnout, they can retire. A motion was made by Mr. Shaver, seconded by Ms. Marcinko and approved unanimously by all present to approve Ordinance No. 2011-8.

Mr. Brown – discussed charging mixed-use properties (commercial and residential combined). Adrienne Vicari of HRG sent a list of options for billing these properties. 1) base the billing on the building's primary use, 2) allow buildings with mixed use to install a separate meter for residential use and bill at the different rates for each use, 3) change the term used for "in home occupation" to "mixed use commercial/residential properties" and bill them based upon the residential volumetric rate plus the \$145/quarter that is currently billed for in home occupations, 4) since standard residential buildings use a 5/8" or 3/4" meter, a mixed use building could be charged based on the size of the meter, and 5) a blended rate could be derived – if the property has two apartments and one commercial office it would be billed at 2/3 residential (\$11.75/thousand) and 1/3 commercial (\$21.20/thousand).

Mr. Brown indicated that there are many mixed-use owners awaiting answers. Ms. Marcinko was concerned that usage was not consistent with past quarters and that some residents saw unusually higher usages. She asked if our reading meter radios are certified. The mayor said they are, and they are some of the best in the state. Mr. Spencer added that we might want to send out fliers reminding residents to think about updating their homes to conserve water, such as changing shower heads, checking toilets, etc. The mayor reminded all that if Harrisburg raises their sewage rates again, we may have to do so also. We have had to make improvements that were state mandated without monies being available. At a recent meeting he attended, two speakers (from

Penbrook and Paxtang) said their communities are reaching their limits to handle increases.

A discussion followed regarding the possibility of allowing mixed-use owners to split meters between the commercial and residential units, and who would ultimately be responsible for payment of bills. The cost of splitting meters at the curb could run anywhere from \$2,000 to \$5,000. Mr. Heefner and Mr. Shaver agreed that another option would be putting a “T” inside the building. A joint meeting with the Water Authority on October 10, 2011 was suggested. The mayor said their agenda could already be full; they also have a lot of residents on hold with water issues. All agreed that a joint meeting should be scheduled as soon as possible, maybe in the next two weeks.

Finally, a motion was made by Mr. Shaver, seconded by Mr. Heefner to approve installation of a second meter. Mr. Wion recommended not mandating another meter so as to not be charged for commercial usage alone; let the owner have the option if they want to differentiate. Ms. Marcinko, Mr. Wright and Mr. Spencer approved the motion, Dr. Szada opposed and Mr. Albert was absent.

Anthony Trost, Third Mountain Surveying – presented the final subdivision plan for Joseph M. & Trisha A. Pilsitz for Parcel #57-017-013 (5th St. & V Avenue). He explained that the plans are to divide the 1/3 acre lot into 2 single family dwellings. He then presented three waiver requests:

1. Seals & signature blocks – motion by Mr. Shaver, second by Mr. Heefner and approved unanimously by all present.
2. Preliminary/final plans combined – motion by Ms. Marcinko, second by Mr. Heefner and approved unanimously by all present.
3. Stormwater management – motion by Mr. Spencer, second by Mr. Shaver and approved unanimously by all present.

Mr. Wion stated that there is no need for a sewer planning module exemption because one is already attached to the existing system (and submitted to DEP). A motion was made by Mr. Shaver, seconded by Mr. Heefner to approve the attachment to the existing system and was approved unanimously by all present.

Both the Steelton and Dauphin County Planning Commissions approved the plan. Mr. Wion said the Council should consider conditional approval upon an acceptable stormwater improvement and secure sedimentation approval from Dauphin County with a total cost of \$8,153.75. Ensure an approved guarantee and execution of all signature blocks on the plan. The lot was divided, another house was built; this was brought before the Zoning Board. The entrance is on 5th Street and there is a 2-car garage behind the dwelling.

Mr. Wion then introduced Resolution 2011-R-16 approving the subdivision on the contingency of satisfactory financial security of the public improvements cost estimate. A motion was made by Mr. Shaver, seconded by Ms. Marcinko and approved unanimously by all present to approve the resolution.

Mayor Acri invited everyone to attend the 9/11 Memorial Service on Sunday, September 11, 2011 at 8:30am at the Steelton Fire Department building.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Shaver, seconded by Mr. Spencer, the Council meeting recessed into executive session at 8:17p.m. to discuss personnel matters. The Council meeting reconvened at 8:55p.m. with a motion by Mr. Heefner, seconded by Mr. Spencer.

A motion was made by Mr. Shaver, seconded by Ms. Marcinko to approve the separation agreement with Officer John Fry and approved unanimously by all present.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Ms. Marcinko, the meeting adjourned at 9:01p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:33 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Michael Albert
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Stephen Shaver
MaryJo Szada

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Ms. Marcinko, seconded by Mr. Albert to approve the minutes of the September 6, 2011 meeting, and approved unanimously by all present with the following changes by Mr. Wion:

[On page 5, 3rd paragraph should be amended to include: seconded by Mr. Heefner to approve allowing mixed-use property owners to install a new meter. 6th paragraph should be amended to include: sewer planning module exemption submission because one was already submitted to the Borough and is already attached....7th paragraph should be amended to include: conditional approval upon receipt of an acceptable storm water operation and maintenance agreement from Dauphin County and a receipt of an improvement and secure sedimentation approval, with a total cost of \$8,153.75.

On page 6, the first paragraph should be amended to include: approving the subdivision on the contingencies of the developer providing: 1) the execution of all signature blocks on Sheet 1 of the Plan by the appropriate parties, 2) an executed storm water operation and maintenance agreement acceptable to the Borough and 3) an erosion and sedimentation approval letter from the Dauphin County Conservation District.]

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Ms. Marcinko, seconded by Mr. Spencer to approve the schedules of billings, requisitions and change orders, and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Ms. Marcinko, seconded by Mr. Albert to approve department reports, and approved unanimously by all present.

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police
Public Works
Code Enforcement

Mayor's Report – Mayor Acri said the Dauphin/Lebanon Meeting is scheduled for October 11th (deadline for RSVP's is October 7) at Pop's Restaurant. Social time is 6-6:30pm, with dinner at 6:30pm. A special thanks to Fran from Paxtang for all her help.

Also, the Mayor related that the Harrisburg Postmaster has called a "town meeting" at the VFW on 9/27/11 from 6-7:00pm to discuss closing the Steelton Post Office. A survey was mailed recently; please fill out and return it as soon as possible.

Finally, the Mayor cited the articles and pictures of the Hershey Fire Department in the recent newspaper – he wanted to give special thanks to the Steelton Fire Department whose volunteers worked many hours helping to pump out basements, move downed trees, etc. The Mayor also specifically thanked Chief Vance, Public Works Director Conjar and Chief Spangler for their hard work during the flood.

PUBLIC COMMENT: Agenda Items Only
None.

COMMUNICATION:

A copy of a letter from HRG with their response to Joao & Bradley contractor claims for the East End Sewer Separation Project (EESSP) was presented.

Minutes from the July 20 meeting of the Dauphin County Tax Collection Committee were presented.

Notification of Disaster Recovery Center locations & assistance resources was received from FEMA.

Information on the Creditable Coverage Disclosure Notice to employees about Medicare Part D from Benecon was shared.

UNFINISHED BUSINESS:

Matt Cichy, HRG – presented the monthly Engineers Report & findings related to water infiltration issues on Adams Street. The testing has been completed on the Adams Street water issues; they are awaiting a report of results. Regarding the EESSP, pavement repair is being done on Route 230, as well as the remaining punch list items – miscellaneous manholes, minor landscaping, etc. should be done by Thursday. A final completion meeting will then be scheduled.

Mr. Heefner and Ms. Marcinko voiced concerns that the storm water traveling to the catch basin from 2nd & T Streets runs across the street, which could cause major ice problems later. This problem needs to be corrected. Also, he reported that Ms. Rita Vorkapich is concerned that the road is crowned so that all the water drains to their side of 4th & S Streets. Since their driveway goes downhill toward the house, this is a troubling issue. Lastly, Mr. Heefner stated that the underground spring at R Street was not an issue until it was “disturbed”.

Regarding the Contractor Claims letter, Ms. Marcinko asked Mr. Cichy about time limits for claim filing, usually 30 or 60 days within the contract. Mr. Cichy indicated that the contractor held all claims until the end of the project.

Mr. Cichy also presented Penn Vest reimbursement request #15 with change order #3, in an amount not to exceed \$30,000 for Council approval. A motion was made by Ms. Marcinko to approve the expenditure, seconded by Mr. Albert and approved unanimously by all present.

Mr. Brown introduced Resolution 2011-R-18, Designation of Agent (Form DAP-2 used by FEMA) which certifies Mr. Brown to handle all FEMA flood related expense paperwork on behalf of the Borough and Fire Department. A motion to approve Resolution 2011-R-18 was made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously by all present.

Mr. Brown also notified Council of York Waste’s help and cooperation in response to pick up of flood related waste products; they took away lots of items on Saturday and an additional run will be made to pick up more on Front Street this week. Therefore, he requested approval of an emergency contract with York Waste for this additional work. A motion to ratify an update was made by Mr. Albert, seconded by Mr. Spencer and approved unanimously by all present.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues, specifically the Harrisburg sewer rate issue and an Adams Street acquisition.

AUDIENCE PARTICIPATION:

Emuel Powell, 321 Lebanon St. – He is concerned that the water on Adams Street is turning green and starting to smell. Mr. Cichy/HRG will inspect the situation tomorrow and report back to Mr. Brown. He also wanted to express his displeasure that his total water and sewer bill increased to \$90.

Michael Long, 354 S. 2nd St. – He is having problems in his neighborhood with someone leaving cat food in River Alley. They have placed the food on his sidewalk/curb without his permission. Since the cats feed around there, they also defecate there; this means his pregnant wife can't even enjoy her own backyard. He would like to help the Borough with this problem, but nobody wants to address his issues. Ms. Marcinko said if the person is trespassing on his property, he should call the police to handle the situation. She said she is also aware of the person that feeds the cats; she has done so for over 15 years and was addressed, but still continues. Ms. Marcinko also wanted to stress that poisoning cats is a misdemeanor-3 crime. Finally she stated that the woman was told to stay away from his property, but may still be feeding in other areas of the alley. She also stressed that trash not being put in cans, or cans without lids are the major problems with animal feeding (not just cats).

COUNCIL'S CONCERNS:

Mr. Heefner commended the police/fire/public works/filtration departments for their monumental efforts during the flooding. A special thanks to Tim Lehman, our Emergency Management Coordinator who kept us all organized, even while his own house was flooding.

Ms. Marcinko announced that PETCO gave a \$300 National grant check to the Steelton Borough Community Cats. She and Chief Spangler are working on an Animal Rescue brochure/directory to make available to residents with questions/concerns. She also commended all Borough departments for their hard work during the flooding. Finally, she asked if the 9-11 Memorial Dedication was rescheduled (not yet). She informed everyone that other cities that received pieces had huge commemorations, with lots of officials present. She hopes that we'll make our dedication a memorable occasion.

Mr. Wright also thanked everyone involved for the work done during the flooding.

Mayor Acri added his thanks to all for work/help with flood-related problems. He also congratulated Mr. Brown for handling the situation superbly for being the “new man in town”.

Mr. Wion reminded Council that according to the Emergency Management Act, a declaration of emergency can only last seven days. A continuation is needed to approve an extension of the emergency declaration and such others as we feel are necessary. A

motion was made by Ms. Marcinko to approve the extension, seconded by Mr. Albert and approved unanimously by all present.

On motion by Mr. Albert, seconded by Mr. Heefner, the Council meeting recessed into executive session at 7:22p.m. to discuss personnel matters. The Council meeting reconvened at 7:37p.m. with a motion by Mr. Heefner, seconded by Mr. Albert.

REGULAR SESSION, CONT'D.:

Mr. Wion distributed a revised Memo of Understanding (MOU) that he received from Bruce Foreman (Foreman & Caraciolo, PC – Attorneys at Law). Proceeds generated from the sale of land will have an \$80,000 value; the minimum to secure from any developer.

The MOU includes the criteria that at least 51%, or six out of ten units, of the housing be initially occupied by qualified moderate to low income families. Also, each townhouse is to be occupied by one owner/family member. We must follow these restrictions in order to recapture CDBG funds expended. Mr. Foreman asked that Mr. Wion provide the Exhibit “A” site land description and Exhibit “B” 51% criteria for occupation of the housing units, along with the executed MOU.

Mr. Wion indicated that the Dauphin County Redevelopment Authority would like to move forward with the Adams Street project; they realize that HRG is dealing with the current water issues, and that four more properties could be purchased. Mr. Heefner said that Mark Spatz is working on a quick sketch of the new townhouse configuration.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Albert, seconded by Mr. Heefner, the meeting adjourned at 7:56p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The joint Water Authority/Council meeting was called to order at 5:38 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance for Council:

Jeffery Wright
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

In Attendance for Authority:

Mayor Thomas Acri
Raymond Spencer
Howard Gray

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant
Michele Powell, Utility Billing Clerk
Brian Handley, Water Distribution Foreman
Vaughan Leer, Navarro & Wright

Michael Solomon,
Solicitor

The purpose of this meeting is to discuss properties with mixed residential/commercial use and the preferred methods of billing these customers for sewer usage. Mr. Heefner reminded all that even if we claim the landlord is responsible for payment, he could still have tenant responsibility listed in the lease. The mayor asked how many people have properties with more than one unit on the same meter; Ms. Powell and Mr. Handley estimated there are probably 50 to 60 properties with one meter. Mr. Wion indicated that we will continue to experience difficulties accessing interior meters in multi-use units. Mr. Handley stated that access is the main issue and the Borough's policy is to not go into buildings to read interior meters; if the shutoff is at the curb, Borough employees will have easier access to shut off only non-payers in the building.

Mr. Wion advised that on the recommended billing options list from HRG, options 1, 3, 4, and 5 are too complex and would take great administrative time to process; option #2 gives the owner the option to install a separate meter for residential use if he does not want to be charged the commercial rate from one meter. He also advised to keep it an *option*, not a mandate.

Option #2 states:

Allow buildings with mixed use to install a separate meter for residential use.
Bill the commercial use based upon the commercial rate and the residential use based upon the residential rate.

Cost estimates according to Mr. Handley are:

- If split at curb, \$2,000-\$5,000
- If tapped at main with new tap in fees, \$10,000 because of

having to dig in street

- Inside plumbing - \$1,000-\$2,000
- Mr. Handley believes most people would split at sidewalk.

Mr. Leer advised that the installation be within the public right-of-way; this would allow for easier access and avoid the Borough having to get a permit from Penn DOT to dig in the street. He also advised that new lines being hooked up to our aging distribution network could jeopardize the system as mains are being cut for 2 separate lines. He recommended that Mr. Handley and staff be involved in the process of re-piping the units and splitting the lines.

Mayor Acri requested that Borough staff construct and send a letter stating the options for owners of mixed-use properties. Mr. Leer suggested that we assess vacant storefronts at the residential rates until they are occupied. Mr. Heefner reminded all that the sewer fund depends on the money that was already set up as commercial payments; if we shift too many properties to residential rates, we'll lose money that was expected. Mr. Wion suggested that we continue billing at the commercial rate unless the property owner provides separate meters. Mr. Wright said a letter could accompany the next water and sewer bill to address the options and let the owners that they are available.

Mr. Brown asked Ms. Powell what the current delinquency rate is; then he requested a report of delinquent bills for 1) over 30 days, 2) over 60 days and 3) Front Street. A discussion then proceeded concerning other billing issues. No motion was needed regarding mixed-use billing, as all agreed to retain the current billing process that was approved at the June 23, 2011 Council meeting.

Ms. Powell and Mr. Handley recently held a meeting with Mr. Brown in which they explained how special situations have been handled in the past, such as exorbitant usage and possibly false "zero" meter readings. Mr. Wright reminded them to check on the usage for 415 Catherine St., which increased from 10,000 gallons per quarter to 32,000 gallons per quarter. [Ed. Note: when checked, it was found that a Borough employee notified them on 8/15/2011 that three toilets at the property were leaking.]

Ms. Marcinko expressed concern about higher readings than usual for single people in apartments. It was explained that meter reading is by the thousandths under the new system; if the usage is 4,000 gallons or under, they will see savings. If the resident uses more than 4,000 gallons, they will see higher charges. She questioned how proof of usage is validated. Mr. Handley explained that any time a resident questions their meter reading, our employees will schedule a re-read, as well as try to help them find leaks, etc.

On another note, Mr. Spencer questioned whether we would have to increase water rates again soon. Mr. Leer reminded all that at the July Water Authority meeting, it was decided to hold off on any increase; in the future we may have establish 2 small increases instead of one large one. Mayor Acri also suggested that we start no new projects for 2012 to

preserve funds and build capital reserves. Mr. Handley also stated that they have had no major problems; the Walnut St. repair was mostly due to lots of heavy equipment traffic due to the Felton Lofts construction. It was also suggested that Borough employees try to keep up with smaller projects to save money instead of contracting out the work; a priority list should be created of what repairs are needed most.

In response to questions about meter accuracy, Mr. Brown stated that Borough employees are in the process of switching to a newer jet flow meter which can indicate when water is used.

To date, 650 of these meters have been installed; employees are trying to install 1,000 per year. "Zero-read" meters will be replaced first, followed by any meters not reading correctly and older meters if problems are occurring. Mr. Handley explained the difference between positive displacement and jet meters and said the new company's name is Master Meter. This may want to be discussed at the next Water Authority meeting.

AUDIENCE PARTICIPATION/PUBLIC COMMENT:

No residents were in attendance.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Spencer, seconded by Mr. Gray, the meeting adjourned at 6:30p.m.

Respectfully submitted,

Douglas E. Brown
Secretary

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Douglas E. Brown, Borough
Manager
Michael Albert
MaryJo Szada

David A. Wion, Solicitor
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Ms. Marcinko to approve the September 19, 2011 Special Joint Meeting Minutes, seconded by Mr. Spencer and approved by all present. Mr. Wion noted two changes:

[On page 2, 2nd full paragraph should read: Mr. Wion suggested that we continue billing at the commercial rate *unless the property owner provides separate meters.*]

[On page 3, before Adjournment add: Audience Participation/Public Comment. No residents were in attendance.]

A motion was made by Ms. Marcinko to approve the September 19, 2011 regular Council Minutes, seconded by Mr. Spencer and approved by all present. Mr. Wion noted several changes:

[The corrections of the minutes from September 6 should state – instead of “should read”, it should state “*should be amended to include*”: for each change made (page 5, 3rd paragraph, 6th paragraph and 7th paragraph and page 6 1st paragraph) [On page 3, 3rd paragraph: Mr. Brown introduced Resolution 2011-R-17; *not R-18*]

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

PUBLIC COMMENT: Agenda Items Only

None.

SPECIAL PRESENTATION:

Ms. Marcinko – presented a certificate of appreciation to Tom Crowley for the donation of his deceased wife’s Ford Explorer XLT to the Steelton Borough for use by Community Cats.

Cynthia Witman Daley, PA Housing Alliance – presented an overview of the booklet, “Quick Guide: New Tools to Address Blight and Abandonment” and distributed a packet of information to Council members. She reminded members that this is a guide only; it is not intended to tell the Borough employees how to do their jobs. She also went into further detail about Act 90, Conservatorship, House Bill-1682 (Land Bank-Tax Sale System) and House Bill 1022 (Clear Title Act).

Anthony Maydwell, WHTM-TV, ABC 27 – presented a Steelton Marketing proposal for a partnership with them to promote Central Pennsylvania and the available informative and/or enjoyable destinations around the state. The investment would provide on-air advertisements of “One Tank Trips” in the area through vignettes, internet exposure and commercial schedules, etc. The estimated net investment would be \$4,250 for 7 months. Mr. Wright informed Mr. Maydwell that he would turn the matter over to the Finance Committee and that Mr. Brown would contact him soon.

COMMUNICATION:

Pennsylvania Historical & Museum Commission – sent a letter informing the Borough that the Old Steelton High School (Felton Lofts) was placed on the National Register of Historic Places on September 8, 2011.

Lower Paxton Township Police Department – sent a letter of appreciation for Officer Etnoyer’s assistance at the county hiring consortium. A motion was made by Mr. Shaver to place the letter in Mr. Etnoyer’s personnel file, seconded by Ms. Marcinko and approved unanimously by all present.

Tri-County Regional Planning Commission – sent a letter of official support for the Borough’s 2011-2012 local share assessment grant application.

Masons of Pennsylvania, Paxton Lodge– sent an invitation to Councilman Jeffery Wright to attend their 2011 Annual Banquet on Saturday, November 5, 2011. Mr. Brown will be drafting proclamations for those being honored at the event.

Joe Conjar– a memo was presented that Mr. Conjar sent to Mr. Brown regarding a problems with the storm sewer pipe at Rt. 230 & L St. Mr. Shaver suggested that this issue be turned over to the Public Works Committee for investigation. It was agreed that Mr. Heefner, Mr. Conjar and Mr. Arnold should discuss the matter and inform Mr. Brown of their findings when he gets back to town.

UNFINISHED BUSINESS:

Mr. Wion – presented Ordinance No. 2011-9 amending chapter 85 to provide for registration, maintenance and security of abandoned real property; provides for penalties for violation; and provides for severability, conflicts and an effective date. Mr. Wion

explained that the codes staff has difficulty keeping up with deterioration of properties, mortgage defaults and foreclosures. This ordinance would require owners and companies to register, inspect, maintain and secure properties. Mr. Ted Mucellin, representing Federal Property Registration Corporation (FPRC) then spoke to the ordinance and how it might be used to alleviate the problems when a property goes into mortgage default or foreclosure and how FPRC can provide assistance to the Borough Code Enforcement staff in determining which banks and bank employees should be contacted to correct property problems. A motion was made by Mr. Heefner to approve Ordinance No. 2011-9, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion – also presented an agreement between Steelton Borough and Federal Property Registration Corporation (FPRC) to provide services such as an electronic registration process for vacant, abandoned and foreclosed properties so that the Borough can properly address violations of the Borough’s property maintenance codes. There is no cost to the Borough for this proposal. However, the FPRC will collect the fee of \$200 per applicant to register all mortgagees; then they will remit 50% (\$100) of the registration fee to the Borough for reimbursement of Borough costs and expenses. Mr. Wright questioned whether this proposal was discussed at an NEDC Committee meeting; Mr. Wion indicated that it was presented, and then he reviewed and prepared the agreement. A motion was made by Mr. Shaver to authorize President Wright to sign the agreement on the condition of change to the word “program”. Ms. Marcinko seconded the motion and approval was made unanimously by all present.

Mr. Wion – presented the following resolutions establishing special purpose parking zones for:

Resolution 2011-R-18 for Darlene Mae Sanderson at 646 S. 2nd St. Motion made by Mr. Shaver, seconded by Mr. Heefner and approved unanimously by all present.

Resolution 2011-R-19 for Hara Lewis at 121 S. 4th St. Motion made by Mr. Shaver, seconded by Mr. Spencer and approved unanimously by all present.

Resolution 2011-R-20 for Charles Westbrook at 213 Swatara St. Motion made by Mr. Spencer, seconded by Mr. Heefner and approved unanimously by all present.

NEW BUSINESS:

Ms. Marcinko – announced police officers that have received certificates of completion for various courses and training exercises. A motion was made by Ms. Marcinko to have staff place the certificates in the officers’ personnel files. Mr. Shaver seconded the motion, and all present approved the motion unanimously.

Mr. Heefner – initiated a discussion of Adams Street land development options. He recommends shortening the gap between the houses. Mr. Shaver suggested we keep the

12-foot space between the first 5 homes and the second 5 homes. The Steelton Planning Commission needs to review the site sketches from Mr. Cichy of HRG. Also, Mr. Cichy will report on the water/spring problem at the next Council meeting. Mr. Shaver then made a motion to keep the space between the two 5-home tracts at 12 feet with the end units (#1, #5, #6 and #10) increased in width to 24 feet. Mr. Heefner seconded the motion, and all present approved the motion unanimously.

Mr. Wion - sought approval of the Memo of Understanding (MOU) between the Borough and Dauphin County. A motion was made by Mr. Shaver, seconded by Mr. Heefner and approved unanimously by all present.

The letter of protest presented on William Ward's behalf will be forwarded to the Police Committee for their discussion.

Mr. Shaver – made a motion to have Mr. Wion and Borough staff draft documentation and advertising necessary for sale of the building at 107 N. Front Street, Steelton with a minimum price of \$80,000, with the option for the Borough to accept or deny any bid offer. Mr. Spencer seconded the motion, and all present approved the motion unanimously.

OTHER BUSINESS:

Pres. Wright – no executive session was needed.

AUDIENCE PARTICIPATION:

None.

COUNCIL'S CONCERNS:

There were no concerns presented by present Council members or Mayor Acri. Mr. Wright welcomed Mr. Musser back from his recent medical recovery.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Shaver, seconded by Ms. Marcinko, the meeting adjourned at 7:59p.m.

Respectfully submitted,

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by Vice President, Stephen Shaver, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

Michael Albert

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Heefner to approve the October 3, 2011 minutes, seconded by Ms. Marcinko and approved unanimously by all present.

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Mr. Heefner to approve the schedules of billings, requisitions and change orders, seconded by Mr. Spencer and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Heefner to approve department reports, seconded by Mr. Wright and approved unanimously by all present.

Neighborhood & Economic Development
Fire and Ambulance
Personnel
Police – Ms. Marcinko congratulated the Chief on low overtime figures

Public Works – They did not have an October meeting; they will meet in November before the legislative meeting at 4:30. Thanks to Swatara Township for painting the yellow lines on Swatara Street. Our Public Works Department is working on new street signs.

Code Enforcement

Mayor's Report - Trick-or-Treat in Steelton will be October 27th from 6-8:00pm; the "Haunted Firehouse" will be open from 6-9:00pm. The next intergovernmental meeting will be on November 10th. The Borough Christmas Tree Lighting will be held on Tuesday, December 6th at 6:30pm, where Santa will hand out gift bags to the children in attendance.

He also announced the formation of "Dr. MLK Volunteer Day" by Mr. Welsh/Department of Education, Dr. Audrey Utley of Steel-High Schools and Barbara Barksdale. It would be held each year on January 6th, encouraging school age children to volunteer to help other residents clean up their properties and other areas of town. Ms. Zell is the Borough contact for the event; but the Borough has no responsibility whatsoever.

PUBLIC COMMENT: Agenda Items Only
None.

CORRESPONDENCE:

Dauphin County Office of Commissioners – requesting letters of intent for Bureau of Recovery and Mitigation Hazard Mitigation Grant Program; to Mr. Brown for action.

PA State Association of Boroughs – subscription renewal to Borough News. Mr. Brown will order one copy for the Borough.

Steelton-Highspire School District – Board Minutes from 7/25 and 8/8 meetings were distributed. Mr. Heefner questioned if we were going to reciprocate with our minutes.

PA Department of Environmental Protection – issuance of post-closure permit to Arcelor Mittal for the landfill at its facility located at 215 S. Front Street.

City of Harrisburg – 2011 Engineers Report for Wastewater Treatment Facility & Sewer Conveyance System. A rate increase by the City of Harrisburg may be necessary in 2012 for treating the Borough's waste.

Herbert, Rowland & Grubic – letter to Joao & Bradley regarding remaining items related to the East End Sewer Separation Project.

Mid Penn Bank – notice of payoff of GOB Note Series of 2009.

UNFINISHED BUSINESS:

Mr. Brown – presented Zelenkofske Axelrod (ZA) paperwork to provide auditing services for 2011 year end audit. (Quotes had been received from Boyer and Ritter, RSK from Lancaster, and ZA.) He also sought recommendations from other local municipalities; this was also discussed by the Finance Committee. A motion was made by Mr. Wright to approve, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Brown – Shared response to county regarding Adams St. MOU, which was approved. Mr. Wion stated that there are exhibits on the MOU, as well as a site description. The retaining wall is outside of the perimeter. On the second exhibit, sketch #5 the additional five lots should be removed; there is not enough room to achieve the results desired by council.

Mr. Brown – Felton Lofts sidewalk improvements were discussed. Mr. Shaver recommended that the issue be referred to Mr. Heefner and the Community & Economic Development Committee. Ms. Marcinko questioned why there were no sidewalks on the Felton Lofts side of the street. Mr. Heefner questioned if they were going to replace the sidewalk on the residents' side; the engineer for Winn Development (Navarro & Wright) did not change the plans when Penn Rose took over; they will only replace one half. Mr. Heefner and Mr. Brown estimate replacement of ½ pavement macadam to cost approximately \$26,244. Mr. Shaver referred the matter back to committee.

Mr. Brown – requested approval of the Frontier equipment purchase agreement & services agreement. Mr. Wion indicated that changes came back that were acceptable. Mr. Wion noted that the contract was bid through the National Joint Power Alliance, of which the Borough is now a member. A motion was made by Mr. Spencer to approve the agreements, seconded by Mr. Heefner and approved unanimously by all present.

Ed Ellinger, HRG – presented the monthly Engineers Report. A motion was made to accept the report by Mr. Wright, seconded by Ms. Marcinko and approved unanimously by all present.

He then presented East End Sewer Separation Payment Application #9 to Joao & Bradley in the amount of \$512,480.52. A motion was made by Mr. Wright to approve the payment, seconded by Dr. Szada and approved unanimously by all present. The physical work is complete; paperwork still needs to be done.

A motion was made by Mr. Spencer to rescind Penn Vest disbursement request #15 from last month in the amount of \$29,261.83, seconded by Mr. Heefner and approved unanimously by all present.

NEW BUSINESS:

Mr. Wion – presented Ordinance No. 2011-11, amending the Police Pension Plan & Fund in order to comply with the Pension Protection Act of 2006 and the Heroes Earnings Assistance and Relief Tax Act of 2008 (Heart). A motion was made by Ms. Marcinko to approve Ordinance No. 2011-11, seconded by Mr. Spencer and approved unanimously by all present.

Mr. Wion – presented Ordinance No. 2011-10, for the elimination of specified special purpose parking zones. Seven spaces should not be eliminated as advertised. They are:

- Gibson, 2613 S. Second St.
- Goodman, 139-1/2 Adams St.
- Washington, 443 Lincoln St.
- Totten, 519 S. Front St.
- Thaug, 615 S. Front St.
- Keister, 327 S. Front St.

A motion was made by Mr. Heefner to approve elimination of those addresses from the ordinance, seconded by Mr. Wright and approved unanimously by all present. Mr. Wion then suggested that consideration of the ordinance be tabled until the next meeting on November 7th, where an amended ordinance will be presented.

Mr. Heefner – led a discussion on land development/subdivision engineering fees. He gave as an example the attempt to bring a grocery store to the Borough; the Borough actually got stuck with the fees associated with this endeavor. Mr. Heefner then suggested that a line item for engineering fees be placed on the application. Mr. Ellinger from HRG estimated the minimum fees would be between \$2,000 and \$3,000. Mr. Shaver requested that Mr. Brown and staff check on the going rates for engineering fees, development costs and escrow. He suggested surveying the 3-county area.

Mr. Wion spoke on behalf of Ms. Zell, Code Enforcement to request a motion to withdraw the Pilsitz subdivision plan and waive the application fee previously approved by Council. A motion was made by Mr. Heefner to approve the withdrawal, seconded by Mr. Spencer and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Emuel Powell, 321 Lebanon St. – requested that the Borough office place a note in the next water bill stressing that no parking spaces can be reserved when snow is cleared from a space; any chair or other item can be removed by Borough personnel. He also questioned the integrity of Steelton's water; the Borough's water purification system is one of the best systems around.

COUNCIL'S CONCERNS:

Mr. Shaver – informed everyone present that the Mayor's wife, Peggy was involved in an accident on the West Shore, which is why the Mayor left in the middle of the meeting; we should have her in our prayers. He also stated that the end date for FEMA/PEMA flood applications is November 14th – residents can either go to the Harrisburg Mall or contact FEMA/PEMA on the internet.

Mr. Heefner – none.

Ms. Marcinko – As of Friday, Steelton Borough Community Cats handled over 900 cats; 30 cats short of using the first installment of grant money. The second installment of \$16,200 is due around the middle of January.

Mr. Wright – thanked Mr. Shaver for presiding over the beginning of the meeting in his absence.

Mr. Spencer – none.

Dr. Szada – none.

OTHER BUSINESS:

Mr. Wion – requested an executive session to discuss a legal matter in regard to the East End Sewer Separation Project's payments/issues.

On motion by Mr. Wright, seconded by Mr. Heefner, the Council meeting recessed into executive session at 7:39p.m. to discuss personnel matters. The Council meeting reconvened at 8:09p.m. with a motion by Dr. Szada, seconded by Mr. Spencer.

Mr. Brown requested that Council award a contract to Motorola through Costars c/o Capital Area Communications for the purchase of narrowband radios for public works, codes and the water department. A motion was made by Dr. Szada to approve the contract, seconded by Ms. Marcinko and approved unanimously by all present.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Shaver, the meeting adjourned at 8:09p.m.

Respectfully submitted,

Mr. Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Borough
Manager

Kathy Sosnowski

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Albert to approve the October 17, 2011 minutes, seconded by Ms. Marcinko and approved unanimously with the following corrections:

On page 3, Mr. Shaver noted that Navarro & Wright are the engineers for Penn Rose; and he did not make the motion because he ran the meeting. [After listening to the tape, Ms. Sosnowski believes it was Mr. Spencer.] Also on page 3, Ms. Marcinko indicated that the sidewalks in question are on the opposite side of Fourth Street (there are no sidewalks on the school side). She did not question whether they were on Felton Lofts side.

EXECUTIVE SESSION HELD BETWEEN MEETINGS None.

PUBLIC COMMENT: None.

COMMUNICATION:

The letter to Patriot News regarding 2012 meetings was distributed to Council members; Mr. Shaver indicated a committee name change: The Fire, Ambulance and EMS Committee should be the "Fire, Ambulance and EMA Committee".

A letter was received from the Harrisburg Area Transportation Study (HATS) with notification of future HATS meetings.

A letter was received from the Dauphin County Industrial Development Authority with notification of the local share assessment grant application hearing.

A copy of the Hull & Associates Brownfield's grant quarterly progress report was distributed to Council members for their information.

The cover letter from Mockenhaupt regarding the audited financial statement for Non-Uniform Pension Plan for year ending 12/31/09 and 12/31/10 was distributed; Mr. Brown has the documents for Council review upon request.

UNFINISHED BUSINESS:

Mr. Brown summarized the Felton Lofts sidewalk replacement; the current scope is the replacement of 5 feet of sidewalk all along 4th St., and the repair/replacement of ADA curb but areas at both ends of that sidewalk. This work costs \$22,468 and is the current plan of action. All other options would require an upcharge. Mr. Heefner made a motion to keep the same scope of work, seconded by Ms. Marcinko and approved unanimously.

Mayor Acri mentioned that Felton Lofts in currently searching for maintenance men and janitors; Mr. Wright indicated that advertising has been in the newspaper.

NEW BUSINESS:

Mrs. Hughes sent a letter of complaint regarding sewer backup at 518 N. Front St. When it rains one inch or more, sewage comes into the house. Roto-Rooter found nothing wrong, but suggested replacing the sewer back valve which costs \$850. She requests reimbursement from the Borough. Mayor Acri questioned whether the problem could be more widespread; Mr. Heefner stated that possible HRG should check into the matter. Mr. Wright requested that Mr. Brown contact HRG and Ms. Hughes and bring the results to Council at the next meeting. Mr. Shaver made a motion to remove this issue from the table for now, seconded by Mr. Albert and approved unanimously.

Mr. Wion presented Ordinance No. 2011-10 for elimination of certain special purpose parking spaces. Ms. Marcinko received clarification that the signs will also be removed; Mr. Heefner wants to make sure the blue lines are blackened and the poles are removed. A motion was made by Mr. Albert to approve Ordinance No. 2011-10, seconded by Ms. Marcinko and approved unanimously.

Mr. Wion presented Resolution 2011-R-21 for a handicapped parking space for William A. Ward at 232 Elm St. Mr. Wion indicated that Mr. Ward requested reconsideration and the police approved since another sign will be removed by Ordinance No. 2011-10. Dr. Szada questioned whether it would be easier to keep the old sign up; Mr. Shaver advised that the ordinance states that we have to move the sign down the street. Ms. Marcinko

suggested that we recycle the sign and pole. A motion was made to approve Resolution 2011-R-21 by Mr. Albert, seconded by Mr. Shaver and approved unanimously.

Mr. Wion presented Resolution 2011-R-22 for a “No Parking Zone” to be designated on both sides of S. 3rd Alley between “S” St. and “T” St. A motion was made by Ms. Marcinko to approve Resolution 2011-R-22, seconded by Mr. Albert and approved unanimously.

Mr. Brown requested a discussion on accepting credit/debit card payments for utility billing. Mr. Wright reminded Council that this issue has been discussed before. Mr. Shaver made a motion for Mr. Brown to proceed checking on bids, not to exceed \$1,500, for credit card payment service. The motion was seconded by Ms. Marcinko and approved unanimously.

Mr. Brown presented the police request for a new vehicle. Mr. Heefner feels that the Borough should delay purchasing a vehicle at this time to cut back on the amount of a tax increase. Mr. Wright stated that he supports buying police vehicles because we have old cars. He also stated that we could get in a situation where we don’t purchase a car in 2011, but then have to replace one in 2012. A motion was made by Mr. Shaver approving purchase, seconded by Mr. Albert and approved unanimously.

Mr. Brown then requested that money be redesignated to a capital purchase line item in the 2011 police budget. A roll call vote was taken:

Dr. Szada – No Mr. Spencer – Yes Mr. Albert – Yes Mr. Wright – Yes
Mr. Shaver – Yes Ms. Marcinko – Yes Mr. Heefner - No

AUDIENCE PARTICIPATION:

Mr. Robert S. Viguers, 109 Wayne Drive, Harrisburg, 17112 (717-545-2622) – noted that Baldwin Cemetery is in terrible condition and asked if the Borough could find some group(s) to clear debris, reset stones, etc. Ms. Marcinko suggested that volunteers could be used; Mr. Brown will make sure she gets the information needed from Mr. Viguers.

COUNCIL’S CONCERNS:

Mr. Heefner - asked if Mr. Brown has heard from the State regarding Pine Street repaving. Mr. Brown stated that he had not, but that he would contact them again. Mr. Heefner also said that he spoke to several Steelton postal workers; they indicated that if

the local post office moves to Middletown they would not have a “home”, so the Steelton office could stay. The Mayor interjected that the move to Middletown is imminent and Steelton’s outlook does not look good; he asked that Borough Council and employees not talk too positively and get residents’ hopes up too high.

Ms. Marcinko - brought up concerns about mixed-use metering and asked Mr. Brown to check previous minutes to see if residents were authorized to split meters in their home, or at curbs. Ms. Marcinko also asked Mr. Brown to check sewer/water bills. She is concerned that sewer is being charged at a minimum usage rate when it shouldn’t be. On Saturday, December 10 the Steelton Borough Community Cats will hold a rabies/distemper clinic from 10-12:00. For dog licenses, residents should call the treasurer’s office.

Mr. Shaver - requested that Mr. Brown check into the CSO fact sheet. He believes an outdated CSO fact sheet went with the 3rd quarter billing. Mr. Brown will check and, if this is correct, send the updated version in the next billing.

Mr. Albert - stated that the 6-7 year old and 8-0 championships will be held this weekend.

Mr. Spencer – none.

Dr. Szada – none.

Mr. Wright – stressed that decisions should come through the Borough Manager, not the staff. He also wished everyone good luck on the election tomorrow.

Ms. Marcinko – reminded everyone that on Friday, Nov. 11 there will be a 9-11 Memorial dedication at 1:00pm.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Albert, seconded by Ms. Marcinko, the Council meeting recessed into executive session at 7:22p.m. to discuss personnel matters. The Council meeting reconvened at 7:50p.m. with a motion by Mr. Shaver, seconded by Mr. Albert.

Council then began discussing the switch in ambulance services to Life Team. Mr. Brown stated that Mr. John Logan will be at the November 21, 2011 meeting to answer any questions or concerns that Council may have.

Mr. Spencer asked if the Borough has recently gone to bid on healthcare because there could be significant saving.

Mayor Acri reminded everyone that the Christmas Tree Lighting is on December 6th.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Albert, the meeting adjourned at 8:00p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
MaryJo Szada
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

Mr. Shaver confirmed that there were two “Nay” votes for the police vehicle in the November 7, 2011 minutes; Mr. Wion mentioned that public comment was offered before the adjournment on November 3, 2011.

A motion was made by Ms. Marcinko to approve the November 3, 2011 and November 7, 2011 minutes, seconded by Mr. Albert and approved unanimously with the following correction:

[November 3rd minutes: page 2, 5th paragraph, 2nd sentence should read: “She also stated that before any full time police officer would be furloughed the part time hours should be cut.”]

A motion was made by Mr. Albert to approve the Finance Committee Budget Meeting minutes of October 13, October 18, October 24 and October 31, 2011. The motion was seconded by Mr. Shaver and approved unanimously.

EXECUTIVE SESSION HELD BETWEEN MEETINGS None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Ms. Marcinko to approve schedules of billings, requisitions and change orders, seconded by Mr. Albert and approved unanimously.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Albert to approve all departmental reports, seconded by Mr. Heefner and approved unanimously.

NOTES:

Fire and Ambulance – Mr. Shaver made a motion to accept the drivers report, seconded by Mr. Albert and approved unanimously.

Public Works – Mr. Heefner stated that the latest meeting was rescheduled due to Mr. Conjar attending a school board meeting.

PUBLIC COMMENT: Agenda Items Only

None.

CORRESPONDENCE:

Mr. Brown presented a letter to the Teamsters Union requesting an agreement to use 2 Part-Time Officers at Full-Time Hours in 2012.

A Press Release was received from the Steelton Highspire School District for the MLK Day of Service.

A motion was made by Ms. Marcinko to place a copy of Officer Scott Rupert's Bachelor of Arts Degree in his personnel file, seconded by Mr. Shaver and approved unanimously.

Mr. Brown distributed a letter of support for Dauphin County Redevelopment Authority's EPA Application.

SPECIAL PRESENTATION:

John Logan of Pinnacle Life Team was present to discuss the proposal for Pinnacle Community Life Team to provide ambulance service to the Borough. Mr. Logan confirmed for Ms. Marcinko that Pinnacle owns Community Life Team, which is a non-profit subsidiary, who pays ambulance worker salaries. He also stated that there are ambulance units present in four locations: at Brenner Motors lot on Paxton St., 3600 N. Sixth St., as well as in Lykens and Elizabethville. He also stated that if Swatara Township is included in the proposal, they will bring their vehicles, staff and equipment. Mr. Heefner questioned whether a Life Team vehicle could be housed at the Steelton Firehouse. Mr. Spencer said that he thought response time is adequate. Doctor Szada was concerned that response times of 4-6 minutes could be fatal for a heart attack victim, as brain death can occur in that time. She also was concerned about how many units

were available at the River Rescue Building; Mr. Logan stated that there are 14 units in the city of Harrisburg and 4 units in Swatara Township, but some are obviously out on calls and each vehicle needs to be serviced on a regular basis.

Doctor Szada again expressed her concerns that with citizens in Upper Dauphin, Swatara Township, the City of Harrisburg and Steelton Borough response times could increase. Mr. Logan assured Council that there are an adequate number of ambulances to have efficient response times. Ms. Marcinko questioned the use of “mutual aid”; Chief Vance indicated that the Borough currently uses Life Team and Swatara Township. Mr. Logan also indicated that Life Team currently answers a good deal of Borough calls. New Cumberland, Lower Swatara Township and Middletown are also on hand. The first dispatch is within 3 minutes, with a recall after 3 minutes. Mr. Marcinko supported Mr. Heefner’s suggestion that a vehicle be housed at the Steelton Fire Department and asked Mr. Logan to inform Council of how much extra cost would be incurred.

Kara Allison, Hull & Associates presented the Borough Application for an EPA Brownfield Grant to clean up the properties at 120, 140 and 154 N. Front St. Benzene, lead and oils were found to contaminate the areas. The grant of \$200,000 would be used to excavate 300 tons of soil down 13 feet and replace it with clean fill. There are also three (3) tanks to be removed. After the work is done, samples will be tested quarterly for a period of one year. Ms. Allison also gave an update on the current Brownfield assessment grants, noting that they are almost completely spent.

UNFINISHED BUSINESS:

Matt Cichy, HRG - presented change order #2 in the amount of \$57,772.76 for time and materials claims. A motion was made by Mr. Heefner to approve the change order, seconded by Mr. Albert and approved unanimously. Mr. Cichy also presented Penn Vest reimbursement request #16 in the amount of \$27,303.23. A motion was made by Mr. Albert to approve the request, seconded by Ms. Marcinko and approved unanimously.

When Council was asked if they had questions for Mr. Cichy, Mr. Shaver requested a progress report on the seeding and wall questions about the Adams Street Project. Mr. Heefner still has concerns about runoff water going across streets in East End instead of going into the catch basins. Ms. Marcinko indicated that she did see someone working in that area recently. Mr. Wright asked Mr. Brown to make sure all Council concerns are addressed by HRG.

Mr. Brown - was asked to follow up on Ms. Hughes (518 N. Front St.) sewer backup issue. Mr. Brian Handley stated that he checked on the situation two weeks ago; the water is backing up from Jefferson St. When asked if the issue at Doctor Kambic’s office was from the same problem, Brian said that was a storm sewer malfunction. Dr. Szada asked why the sump pump at her property on Front St. runs all the time; Brian indicated that the water table has been high since the flooding so most basements will still have

water. Mr. Shaver reminded Dr. Szada that Ms. Hughes problem is septic in nature; hers is not. Mr. Brown and Brian reminded Council that if the requested sewer camera is purchased, they'll be able to check into problems further. Ms. Marcinko suggested that Borough staff make a point to check on the Hughes property the next time it rains one inch or above.

Mr. Brown – asked **Ms. Nsini Akpan** of 742 N. 2nd St. to step up to the microphone to explain the concerns she has with her water and sewer billings. She indicated that there were problems between the inside and outside meters; one malfunctioned. On September 24, 2011 the malfunctioning meter was replaced. Because of the problem the meter readings from January, 2011 to July, 2011 were incorrect. The 8/1/11 bill was then issued incorrectly (a total bill of only \$57.24 should have been a “red flag”) but the resident didn't question it. She now wants relief for excessive charges because nobody caught the problem. Mr. Heefner and Mr. Shaver requested that the staff check into the situation. Mr. Brown said that we have been looking into it; Mr. Shaver told her to wait until she hears from the Borough office before paying the bill.

Mr. Shaver requested further discussion on the bus stop & crosswalk at Front and Dupont Sts. He understands that Arcelor Mittal does not want the responsibility for a bus shelter, but requested that Borough staff paint lines and a crosswalk in the spring. Mr. Heefner stated that if the temperature is 50 degrees or warmer, lines can be painted so depending on the weather this could be done sooner.

Mr. Shaver requested further discussion on additional ideas for mixed use sewer users. He indicated that many business owners have asked for some type of relief; he asked if we could charge ½ price for Front St. customers already in the Borough for one year. Mr. Heefner still recommended putting separate meters in commercial and residential units. Mr. Shaver said revenues would decrease if owners are not charged the whole amount. Mr. Wright referred the matter to the NEDC; he also asked Mr. Brown to have the staff check the numbers to indicate savings/losses. Ms. Marcinko also asked that another issue be added to the NEDC agenda: the sewer increase is not saving seniors as much as we thought it would. Mr. Handley then reminded everyone that water and sewer rates are not figured in the same way. The NEDC will follow up on the issue.

NEW BUSINESS:

Mr. Brown led a discussion of the traffic study completed on Bowers Ave. Residents are having problems backing out of their driveways because of cars parked in the alley. Officer Shaub's study concluded that “No Parking” signs should be erected on both sides of the street. Mr. Wion reminded Council that he needs the beginning and ending street names for the ordinance.

Mr. Brown shared a proposal from Rogele, Inc. to remove the bollards at Front & Locust Sts. due to repeated damage. Mr. Heefner stated that full sized curbs will need to replace

the bollards; that will cost a lot of money. Dr. Szada said that the truck drivers that wreck into them should be held accountable for replacing them; Mr. Heefner said that the security guards at Arcelor won't get involved/name trucking companies.

Ms. Marcinko presented the Humane Society of the Harrisburg Area 2012 Municipal Domestic Animal Protective Service Agreement. She noted that we do not owe them for this year's contract; there was a \$3,500 surplus. Mr. Wion indicated that there are some minor changes from last year's agreement, but that he endorses its acceptance. A motion was made by Mr. Heefner to approve the agreement, seconded by Ms. Marcinko and approved unanimously.

Mr. Brown sought approval to retain Capital Tax Collection Bureau to collect delinquent taxes for 2011 & years prior. Keystone will collect for 2012 and beyond, but will not go backward. A motion was made by Mr. Albert to approve keeping CTCB for past amounts, seconded by Mr. Heefner and approved unanimously.

AUDIENCE PARTICIPATION:

Ms. Mary Slade, 2750 S. 3rd St. – requests relief from the sewer portion of her bill for the water she used to water her garden; much as the pool owners get relief to top off their pools each year. Mr. Shaver reminded her that the bill is based on water usage. Mr. Spencer stated that her water isn't going into the sewer just as pool owners' water. Mr. Wright directed office staff to review the situation and report back to Council.

Mr. Emuel Powell, 321 Lebanon St. – requested that the street sign at Bessemer and Lebanon Sts. be replaced; it was knocked down during last year's snow removal. Also, the three yellow posts to protect the fire hydrant at Lebanon and Cameron Sts. need to be fixed and/or replaced. Lastly, because there are no curbs, the water runs into the street. Macadam that was replaced was washed away, so now it needs paved again.

COUNCIL'S CONCERNS:

Ms. Marcinko – she thinks that when we passed the resolution making Third Alley “no parking”, we should have notified residents of why the signs were put up. Also, the State Champion sign at Front and T Sts. was damaged by a hit-and-run driver; it needs to be repaired.

Mr. Albert – he reported that his team had a record of 15-6, but lost at the Super Bowl. He also wanted to thank Chief Vance and the Fire Department for providing light to the teams during a recent lighting problem at the field.

Mr. Spencer – he indicated that the 9/11 Memorial Display is very tasteful; recommended that everyone stop to see it. He also wished everyone a “Happy Thanksgiving”.

Mr. Shaver - he congratulated Mr. Albert and his team. He also wished everyone a “Happy Thanksgiving”.

Dr. Szada – “Happy Thanksgiving”

Mayor Acri – he also congratulated Mr. Albert and said “Happy Thanksgiving”.

OTHER BUSINESS:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Shaver, seconded by Mr. Albert, the Council meeting recessed into executive session at 8:07p.m.to discuss personnel matters. The Council meeting reconvened at 8:24p.m. with a motion by Dr. Szada, seconded by Mr. Shaver.

A motion was made by Dr. Szada to approve the agreement with Salzman Hughes Attorneys regarding a legal matter, seconded by Ms. Marcinko and approved unanimously.

ADJOURNMENT:

There being no other business before Council, on a motion by Dr. Szada, seconded by Mr. Heefner, the meeting adjourned at 8:27p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

MaryJo Szada

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Albert to approve the November 21, 2011 minutes, seconded by Mr. Spencer and approved by all present with the following corrections:

[On page 2, Mr. Shaver noted that Mr. Logan stated that 14 ambulance units Are located in the city, and 4 units are in Swatara Township. On page 3, in the Last paragraph, Mr. Handley stated that the sewer was open when he checked it. On page 4, Mr. Heefner (not Mr. Shaver) said revenues would decrease. On page 1, Ms. Marcinko approved the November 3rd minutes with the correction that on page 2, 5th paragraph, 2nd sentence should read: “She also stated that before any full time police officer would be furloughed the part time hours should be cut.” On page 5, Ms. Marcinko noted that Mr. Spencer said the display (not displace) is very tasteful. Also on page 5, Mr. Wion asked that the word “endorses” should be replaced with the phrase “legally, there is no problem with the contract”.]

EXECUTIVE SESSION HELD BETWEEN MEETINGS

None.

PUBLIC COMMENT: Agenda Items Only

None.

COMMUNICATION:

Mr. Brown shared a letter of support from the PA Department of Environmental Protection for the Brownfield Cleanup Grant.

Mr. Brown also shared a letter from the PA Department of Environmental Protection extending the MS4 General Permit until midnight on March 15, 2013. Mr. Shaver asked Mr. Brown to make sure that HRG is aware of the new submission date; Mr. Brown indicated that HRG has been notified.

A letter to Joao & Bradley regarding time & material claims on the East End Sewer Separation Project was distributed.

The Steelton Highspire School District Board meeting October, 2011 minutes were distributed.

NEW BUSINESS:

Mr. Brown shared a letter of concern from Ms. Tyra Madden regarding critical intersections that children must cross through to get to school. Mr. Wright suggested forwarding the matter to the Personnel/Finance Committee. Mr. Shaver added that the Public Safety/Police Committee should also be involved.

Dave Wion presented Resolution 2011-R-23 for a special purpose parking space for Daniel Gould of 522 N. Second St. A motion was made by Mr. Albert, seconded by Mr. Shaver and approved unanimously by all present.

Dave Wion presented Resolution 2011-R-24 for a special purpose parking space for Diane Phillips of 45 S. Fourth St. A motion was made by Mr. Shaver, seconded by Mr. Albert and approved unanimously by all present.

UNFINISHED BUSINESS:

Mr. Brown presented an update on the Earned Income Tax Collection transition from Capital to Keystone and indicated that the Keystone Collections website has an Act 23 video that can be viewed.

Mr. Brown informed Council that the Senior Center has moved to the Capital Area Constables Association on South Front Street. Their annual lease started in December.

AUDIENCE PARTICIPATION:

Ms. Kamilah Wilson, 141 Adams St. – She also supports placing crossing guards at key intersections in the Borough. In addition, she questioned whether some type of car pooling cooperative could be started (families in her neighborhood have already been taking turns getting the children to school). Mr. Shaver suggested that she ask the school district for help; possibly sending home fliers. She also wondered if the district was working on getting buses back in service, at least for elementary-age students. Mr. Shaver and Mayor Acri indicated that buses were provided as part of a 2-year grant for Safe Students. Finally, she had concerns about the lack of walkways. She was informed that the walkways in question are in Swatara Township and were painted with the hope that all students would walk within them (not always the case).

Ms. Yvette Swann, 234 N. 2nd St. – She stated her concern that children in the Borough don't have enough entertainment/activities (as an example she stated that her grandson gets bored and sometimes wanders around, which worries her and the family). She was referred to the NEDC meeting on Tuesday, December 06, 2011 at 6:00pm

Mr. Karl Atwell, 143 Adams St. – Ever since Rogele began working on Daron Alley, he has had water in his basement every time it rains; because of this mold is now forming in the basement. Mr. Heefner stated that HRG was responsible for the restructuring of Daron Alley. Mr. Wright informed Council that Borough staff did place a pipe in the basement to help with runoff; Mr. Brown said they also placed sealant on the outside of the basement. Since there are liability issues, the insurance carrier needs to be contacted. Mr. Heefner also said to make sure that HRG is involved in the problem solving decisions.

COUNCIL'S CONCERNS:

Ms. Marcinko – informed Council that a low cost spay/neuter clinic will be held on Saturday from 10am to Noon. She also mentioned that the City of Harrisburg has not paid the Humane Society which is resulting in an increase in our Police Department's pick up calls for dogs – especially pit bulls.

Mayor Acri – informed Council that he received an e-mail from Harrisburg regarding the Steelton Post Office; the closing has been put on hold for now. He also invited everyone to attend the Christmas Tree Lighting on Tuesday at 6:30pm.

Mr. Brown – invited Council to attend the Steelton Borough Christmas Party on December 22 at 1:00pm at the Steelton VFW.

Mr. Wright – also invited everyone to attend the Christmas Tree Lighting.

Mayor Acri – if it rains heavily tomorrow, the lighting may have to be postponed until next Tuesday.

EXECUTIVE SESSION:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Albert, seconded by Mr. Shaver, the Council meeting recessed into executive session at 7:09p.m. to discuss personnel matters. The Council meeting reconvened at 7:43p.m. with a motion by Mr. Albert, seconded by Mr. Spencer.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Albert, seconded by Mr. Heefner, the meeting adjourned at 7:45p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant

The regular monthly meeting was called to order at 6:30 p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery Wright
Stephen Shaver
Michael Albert
Dennis Heefner
Maria Marcinko
Raymond Spencer
Mayor Thomas Acri

Absent:

MaryJo Szada

David A. Wion, Solicitor
Douglas E. Brown, Borough Manager
Kathy I. Sosnowski, Executive Assistant

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Mr. Albert to approve the December 5, 2011 minutes, seconded by Mr. Heefner and approved unanimously by all present.

EXECUTIVE SESSION HELD BETWEEN MEETINGS: None.

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED:

A motion was made by Mr. Heefner to approve schedules of billings, requisitions and change orders, seconded by Mr. Albert and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Shaver to approve department reports, seconded by Mr. Albert and approved unanimously by all present with the following notes:

Fire and Ambulance – it was corrected that the drivers' list was approved at the last council meeting.

Code Enforcement – Ms. Marcinko had concerns about the notation on the year-to-date citation report about the property at 209 Lincoln Street's failure to remove raw sewage from the basement. Ms. Zell informed her that the property has been condemned; the family from 207 Lincoln Street has been displaced.

Mayor's Report – Jim Hernjak from Arcelor Mittal contacted the Mayor regarding a major project that will begin in January and run through 2013. The \$22-25 billion project to assemble a furnace will bring many contractors and workers to the Borough. Mr. Hernjak is concerned about locating parking spaces for these workers; one possibility mentioned was to use part of the lot that UPS now rents and shuttle the workers to and from the workplace. Mr. Heefner was concerned that the workers would encroach on parking spaces for public use to visit the Steelton Pharmacy, Turkey Hill and other business on and around Front Street.

A motion was made by Mr. Shaver and seconded by Mr. Albert to have Mr. Brown, Mayor Acri, UPS and Arcelor Mittal work together to find a solution fair to all involved.

NEW BUSINESS:

Matt Cichy, HRG – presented EESSP (East End Sewer Separation Project) Penn Vest Reimbursement Request #17 in the amount of \$535,449.34. Mr. Shaver questioned why this figure was different than the amount in application #9 (\$512,408.52). Mr. Cichy indicated that the new figure includes additional costs for interest, financing, etc. A motion was made by Mr. Heefner to approved Penn Vest Request #17 in the amount of \$535,449.34, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Heefner still has concerns about rain water runoff in East End at Second St. Mr. Cichy said that HRG did check on this during a recent rain event and could not see any problems. Mr. Heefner also said he is still concerned about rain water flowing down Mrs. Vorkapich's driveway. HRG will also have the contractor check into this problem.

Finally, Mr. Cichy said he would report on the Adams Street developments at the February meeting. The Felton Lofts traffic study will be finalized in January. There are still questions on the proposal for the Mohn Street Park Project. Mr. Wion stated that the legal format has not changed, but there are potential costs for the future. Mr. Shaver said he hoped for fixed prices and/or reimbursable expenses. Mr. Wright said this project has also been discussed in the NEDC meetings.

PUBLIC COMMENT: Agenda Items Only. None.

CORRESPONDENCE:

Pennsylvania Borough Councils Association – sent a request for nominations for outstanding councilmember of the year award.

Dauphin County DA's office – sent a press release congratulating Steelton Police Department's recent arrest stemming from the passing of the new synthetic drug law.

West Shore Chamber of Commerce – sent an invitation to Capital Region Council of Governments meeting and dinner. Mr. Heefner usually attends this function. Since Mr. Heefner will continue to serve on the Planning Commission, Mr. Shaver said he should still attend; Mr. Brown will check to make sure the person attending doesn't have to be a council member.

Pennsylvania League of Cities and Municipalities – sent a notice of newly elected officials training occurring in February.

Pennsylvania State Association of Boroughs – sent a letter requesting nominations for 2nd Vice President of the Association.

Pennsylvania Department of Agriculture – sent an invitation to attend the 9th annual Farm Show Public Officials Day. Mr. Wright indicated that he and Ms. Marcinko attended this event last year and had a chance to connect with many other government officials and local business people, as well as have great food and drinks at the many sample stations throughout the show.

Borough of Steelton – Mr. Brown shared a letter to the United States Department of Commerce requesting a local match waiver to the Economic Development Assistance Grant.

The Harrisburg Authority – sent a notice of Harrisburg Resource Recovery Facility gate rates effective January 1, 2012.

NEW BUSINESS, CON'T:

Mr. Wion - presented Resolution 2011-R-25 adopting the Borough of Steelton Fund Balance Policy to conform to GASB 54 standards.

A motion was made by Mr. Shaver to approve Resolution 2011-R-25, seconded by Mr. Albert and approved unanimously by all present.

Mr. Brown – requested approval to renew the Penn Prime Workers Compensation Insurance Contract for 2012.

A motion was made by Mr. Albert to approve the renewal, seconded by Mr. Shaver And approved unanimously by all present. Ms. Marcinko also wanted to say Congratulations to all Borough employees for safety on the job that helped keep costs Down for Workers Insurance.

UNFINISHED BUSINESS:

Mr. Wion – presented Resolution 2011-R-26 adopting 2012 General Fund budget. Mr. Heefner his displeasure with this budget; he thinks we could have held the tax increase to One mil instead of a two mil increase.

A motion was made by Mr. Albert to approve Resolution 2011-R-26, seconded by Mr. Shaver and approved by all council members except Mr. Heefner, who cast a “no” vote.

Mr. Wion – presented Resolution 2011-R-27 adopting 2012 Sewer Fund budget

A motion was made by Mr. Heefner to approve Resolution 2011-R-27, seconded by Ms. Marcinko and approved unanimously by all present. Mr. Heefner commended everyone Involved with the Sewer Fund budgeting process; they worked very hard. He also asked Mr. Brown if the new structure is bringing more revenues. Mr. Brown said it is a little Too soon to tell; the staff will check once we head into the next quarter.

Mr. Wion – presented Ordinance No. 2011-12 fixing tax rates for 2012.

A motion was made by Mr. Albert to approve Ordinance No. 2011-12, seconded by Mr. Heefner and approved unanimously by all present.

Mr. Wion – presented Resolution 2011-R-28 establishing the rates of discount and penalties on taxes levied under Ordinance No. 2011-12.

A motion was made by Mr. Spencer to approve Resolution 2011-R-28, seconded by Mr. Albert and approved unanimously by all present.

Mr. Wion – presented Resolution 2011-R-29 intersection on S. 3rd Alley, “S” Street and “T” Street.

A motion was made by Mr. Albert to Resolution 2011-R-29, seconded by Mr. Shaver And approved unanimously by all present.

Mr. Wion – presented Resolution 2011-R-30 to eliminate the handicapped space at 524 N. Second St. formerly occupied by Delphine Gould.

A motion was made by Mr. Shaver to approve Resolution 2011-R-30, seconded by Mr. Albert and approved unanimously by all present.

Mr. Wion – presented Resolution 2011-R-31 to eliminate the handicapped space at 49 S. Harrisburg St. formerly occupied by Ada Schmiedel.

A motion was made by Mr. Spencer to approve Resolution 2011-R-31, seconded by Mr. Heefner and approved unanimously by all present.

Ms. Sylvie Zell was asked by Mr. Heefner to present the plans for final approval of the Subdivision of the Pilsitz residence at 2454 S. 5th St. (Parcel #57-017-013). The Subdivision plan was approved by the Planning Commission Board at the November 2, 2011 meeting. Ms. Zell showed the proposed plans and requested approval with the following waivers:

- 1) final instead of preliminary plan (motion: Mr. Shaver/second: Mr. Albert)
- 2) no installation of sidewalks; other properties in East End don't have them (motion: Mr. Shaver/second: Mr. Albert)
- 3) signature block and DEP exemption – Mr. Wion asked if the engineer reviewed this proposal; Ms. Zell said that he did. (motion: Mr. Shaver with conditional approval that signature block and DEP exemption must be received/second: Mr. Spencer); approved unanimously by all present.

Mr. Heefner commented that he hoped Mr. Pilsitz understands the waiting period

AUDIENCE PARTICIPATION: None.

COUNCIL'S CONCERNS:

Ms. Marcinko – commented that the Department of Commerce letter written by Mr. Brown was an excellent piece of correspondence. Congratulated the Chief and the Police Department for the recent drug arrest.

Mr. Shaver – wished everyone a Merry Christmas and Happy New Year. Thanked Mr. Heefner for his years of service to the Borough. Commented that this year's budget was one of the toughest, doing more and more with less and less.

Mr. Albert – wished everyone Happy Holidays.

Mr. Spencer – commended Mr. Heefner for his dedication and amount of time spent serving the residents of the Borough; has appreciated his input with all projects and his extended knowledge of construction that helped finalize many of the plans.

Mayor Acri – Merry Christmas and Happy New Year. Thanked Mr. Heefner for this service to the Borough. Thanked the Finance Committee and Budget Committee for their hard work this year; they were torn having to raise taxes (1% land, 1% property).

Mr. Wion – thanked Mr. Heefner for the extra time put into many projects, planning commission, zoning ordinances, meetings; especially his time with the highway department. He also commended Mr. Heefner for his attention to major projects and involvement with engineers on such projects as the East End Sewer Separation Project and the Adams Street Development; what’s best for the citizens of the Borough has always been on his mind.

Mr. Brown – has appreciated the guidance Mr. Heefner has given him since he started at the Borough in February.

Mr. Wright – reiterated Mr. Wion’s thought that Mr. Heefner always thinks of what’s good for the Borough of Steelton; thanked Mr. Heefner for his support through the years.

Mr. Heefner – thanked everyone for their appreciative comments and promised to keep working to make the Borough of Steelton a successful community, possibly by running for representative of the 103rd District (replacing Ron Buxton).

EXECUTIVE SESSION:

Douglas E. Brown – requested an executive session to discuss personnel matters, land acquisition and potential litigation issues.

On motion by Mr. Albert, seconded by Mr. Shaver, the Council meeting recessed into executive session at 7:46p.m. to discuss personnel matters. The Council meeting reconvened at 8:12p.m. with a motion by Mr. Shaver, seconded by Mr. Spencer.

A motion was made by Mr. Shaver to accept the resignation of Justin Hayman, seconded by Mr. Spencer and approved unanimously by all present; also, the position should be advertised as soon as possible.

It was recommended that we keep Mr. Flannery as Uniform Attorney until Mr. Miller is appointed at the January reorganization meeting.

ADJOURNMENT:

There being no other business before Council, on a motion by Mr. Heefner, seconded by Mr. Spencer, the meeting adjourned at 8:16p.m.

Respectfully submitted,

Douglas E. Brown
Borough Manager

Kathy I. Sosnowski
Executive Assistant