

**Borough of Steelton
Council Agenda
May 4, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change order as present for: March 2015

Approval of Department Reports:

- Fire and Ambulance
- Police
- Code Enforcement
- NEDC Committee
- Public Works Report
- Mayor’s Report
- Borough Manager’s Report

Public Comment on Agenda Items Only

Presentations:

Police Chief John King & Mayor Tom Acri	Awards Presentation to Officers
Josh Fox, HRG	Engineering Activities (April 2 – May 1, 2015)
Communication:	None
Unfinished Business:	None
New Business:	
Mr. Wion	Resolution elimination special purpose parking for Michael B. Radonovich at 369 South 2 nd Street

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Mr. Wion

Resolution designating a Safety/Risk Management Contact for PennPrime Insurance Trust

Borough Manager

Approval of Tracie Rollins as a Part-Time Parking Enforcement Officer

Borough Manager

Approval of Howard Gray as a Part-Time Property Maintenance Officer

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

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

In Attendance:

Michael Albert
Denaë House
Maria Marcinko
Brian Proctor
Steve Shaver
MaryJo Szada
Jeffery Wright

Mayor Thomas Acri
Sara Gellatly, Borough Manager
David A. Wion, Solicitor
Ken Klinepeter
John King, Police Chief

Absent:

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

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

APPROVAL OF DEPARTMENT REPORTS:

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

Fire and Ambulance - Mr. Shaver reported that on May 21st they will be having a sub, sandwich, and soup sale. On June 6th they will be having a chicken barbeque. On June 18th they will be having a sub and sandwich sale. Mr. Shaver stated that they had been dropped off a gaming grant that needs to be completed and submitted. Mr. Shaver reported that the Assistant Fire Chief is Gene Vance and he is entitled to \$50.00 towards his cell phone bill. Ms. Gellatly reported that the gaming grant will be on the May 18th meeting for approval.

Police –

Code Enforcement –

NEDC Committee –**Mayor's Report –**

Public Works Report –Ms. Gellatly requested that a copy of Mr. Klinepeter's Certification of Completion of training through Emergency Management be placed in his personnel file. A motion was made by Mr. Albert to place the certificate of completion in Ken Klinepeter's personnel file, seconded by Mr. Proctor and approved unanimously by all present.

Mr. Klinepeter commented on ground water coming to the surface.

Ms. Marcinko received a picture of a sign that goes on the playgrounds that they are a non-smoking area. Ms. Marcinko requested Mr. Wion draft an Ordinance to make our playgrounds tobacco free. We have obtained signs from the Department of Health that make it a tobacco free zone once Council gives approval to make the playgrounds a tobacco free zone. A motion was made by Mr. Proctor, seconded by Mr. Albert and approved unanimously by all present.

Borough Manager's Report – Ms. Gellately reported we have interviewed for the positions of part-time Parking Enforcement Officer and part-time Codes Enforcement Officer. Both of those individuals will come before you this evening. Tomorrow we will begin interviewing for the Codes Secretary. The Codes Enforcement Officer position is currently being advertised. Resumes are due May 11th. Ms. Gellatly has met with the County regarding current and future grant funds. We have been preparing for the parade. Mohn Street Park project contractor has officially broken ground and they will be done in the required 75 days to complete the project. Ms. Gellatly advised that she has assisted in managing the Codes Department and has met with UGI to get the point across to them that when they are doing work on both State and Borough Roads there has to be communication with the Borough. Ms. Gellatly advised that she whas secured four bids for grass cutting services for the original 9 properties plus the 30 properties that we need to add and asked that Council take action to approve a vendor. The highest quote, from Four Seasons Property Services came in at \$2,560 per cut, Center City Building Services gave a weekly price of \$1,445, Quentin Jones gave a quote of \$900 per cut, and Murphy's Landscaping gave a quote of \$785 per cut. A motion was made by Mr. Albert to approve Quentin Jones as the Landscaper, seconded by Mr. Proctor and approved unanimously by all present.

PUBLIC COMMENT: AGENDA ITEMS ONLY**Mr. Markis Millberry, 349 Spruce Street**

Mr. Millberry asked if the grass cutting services were ever brought to the public. Ms. Marcinko stated that it is a professional service it does not have to be bid out or advertised.

PRESENTATIONS:

Police chief John King and Mayor Tom Acri – Awards Presentation to Officers

Chief King and Mayor Acri presented an Award of Excellence to Officer Kevin Martin as a result of an incident that occurred in late December of last year that involved a tractor trailer. After the incident was taken care of they received calls commending the officers in the handling of the situation.

Life Saving Pins were presented to Officer Rupert and Officer Etnoyer as a result of an incident that occurred early January of this year. The Steelton Police were dispatched to an Adams Street address for a 2 month old in cardiac arrest.

Josh Fox, HRG – Engineer Report (April 2, 2015 – May 1, 2015)

Ms. Gellatly provided an overview of the Engineer Report in Mr. Fox's absence.

Project No. 1337.0029 (NPDES Phase II MS4 Stormwater Requirements) – HRG had the EPA come in to do an audit. HRG assisted the Borough in responding to the EPA preliminary audit letter, at Ms. Gellatly's request. The response was sent on April 15, 2015 and we awaiting formal response from them.

Project Nos. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Street Storm Sewer Replacement) – HRG is working with Ms. Gellatly to prepare a cost estimate so that it can be used when applying for the 2015 CDBG funds.

Project No. 1337.0460 (Streetscape Phase 2) – HRG is waiting for PennDOT to finalize the extension on reimbursement so that the final invoices can be paid. Once this is done the contractor will finish any outstanding punchlist items, which include handing No Parking Signs and a few additional items.

Project No. 0124.0432 (Harrisburg & Pine Streets Utility Improvement Project) – PennDOT has advertised this project and bids are scheduled to be received on May 21, 2015 with an anticipated Notice to Proceed scheduled for July 6, 2015. This project is still on schedule as it was presented.

Project No. 1337.0032 (Baily & Bessemer Groundwater Icing) – Ken Kleinpeter briefly reviewed this project with the icing that we experienced over the winter. There was a site meeting held on April 2nd to review the problem in detail. A proposed scope of work and construction cost estimate will be completed for Council to hear at the next Council meeting.

Project No. 1337.0446 (Pump Station Sewage Grinder Improvement Project) This project is being funded entirely by the Community Development Block Grant Disaster Recovery Program.

Ms. Gellatly stated that there was had placed in the Patriot News on April 2nd, April 5th, and April 9th the due line for requests for qualifications was due Friday, April 17, 2015 at 4:00 p.m. HRG was the only company to submit a request for qualifications. Ms. Gellatly requested a motion to approve the Borough Manager to request a proposal from the consultant based on review of the qualification package. A motion was made by Mr. Albert to approve the Borough Manager to request a proposal from the consultant (HRG) based on review of the qualification package, seconded by Mr. Shaver and approved unanimously by all present.

COMMUNICATION:

Mr. Shaver advised that he received a letter from Kathryn Kocovar. This letter of commendation is for Nikki Salov and Michele Powell who are office employees of the Borough of Steelton. Over the years that she has needed to call, Nikki and Michele have been helpful, courteous, and knowledgeable. She asked to extend her appreciation to both employees for a job well done. Mr. Wright requested a motion to place a copy of the letter in both employees' personnel files. A motion was made by Ms. Marcinko to place a copy of the letter in both employees' personnel files, seconded by Mr. Albert and approved unanimously by all present.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mr. Wion - Resolution for elimination special purpose parking for Michael B. Radonovich at 369 South 2nd Street— Mr. Wion reported that the Borough has been looking in relation to some of the handicap special purpose parking spaces and has determined that the space at 369 South 2nd Street had originally been issued to Michael Radonovich. When he left it was being used by Connie Kratzner, who is now deceased. Therefore Resolution 2015-R-12 is a resolution to eliminate the special purpose parking space, which is listed under the name of Michael B. Radonovich at 369 South 2nd Street. A motion was made by Mr. Albert to approve Resolution 2015-R-12, seconded by Mr. Proctor and approved unanimously by all present.

Mr. Wion – Resolution designating a Safety/Risk Management Contact for PennPrime Insurance Trust – Mr. Wion reported that Resolution 2015-R-13 is a resolution that designates the Safety and Risk Management Contact for PennPrime Insurance Trust. That is the general insurance provider for the Borough. They also, internally provide loss control initiatives in regard to their insurance. They have now required the Borough to designate a Safety/Risk Management Contact. That person will be responsible for loss control and risk management under their PennPrime Loss Control Initiative. A motion was made by Mr. Albert to approve Resolution 2015-R-13, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion stated now that the Resolution authorizes the designation of the Safety/Risk Management Contact, the Borough has determined that Council, by motion, appoint the Public Works Director, Ken Klinepeter, as your Safety/Risk Management Contact pursuant to the provisions of the Resolution, so that the forms can be filled out and he can be so designated. A motion was made by Mr. Albert to appoint Ken Klinepeter as the Safety/Risk Management Contact, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wright – Changes to Personnel Committee – Mr. Wright advised that he received a letter from Steve Shaver stepping down as Personnel Committee Chair and the Committee, due to obligations with his job. Mr. Wright will assume the position until another Council member is named. Mr. Wright advised that he also received notification from Mr. Albert that he would like to step down from the Personnel Committee due to obligations with his job. Mr. Wright appointed Mr. Albert on the Personnel Committee. He will look at the Committee list and Mr. Albert will be appointed to serve on a different committee.

AUDIENCE PARTICIPATION:

Mr. Markis Millberry, 349 Spruce Street

Mr. Millberry asked about the status of his application to be appointed on the Zoning Board. Nobody has been appointed to the Zoning Board. Ms. Gellatly will work with Mr. Wion and inform Council if Mr. Millberry has met the requirements.

Mr. Millberry asked about why his Right to Know requests were denied saying the Borough would respond in 30 days. Ms. Gellatly stated that she sent him his 30 day extension.

Mr. Denny Heefner, 347 Swatara Street, Chair of Planning Commission

Mr. Heefner asked the Borough what the status was of the steel mill as far as them submitting the proper paperwork. A brief discussion was held. The Borough Manager, Chief King, Mr. Heefner will work together on this issue.

Natasha Woods, 181 S. Front Street

Mr. Woods stated this past weekend they held their spring clean-up. A large portion of the volunteers were youth in the community. She will be giving them certificates and she asked if a representative of the Borough would also sign the certificates. Mr. Wright authorized the NEDC Committee to sign the certificates.

Emmuel Powell, 321 Lebanon Street

Mr. Powell has been trying to get touch with the Code Officer. We currently do not have a Code Enforcement Officer. He was advised to contact Chief King or Ms. Gellatly.

Mr. Powell stated that the telephone service is out of site. You call here and you can't get anyone. You are transferred all over the place. He also asked why we have to send water to Middletown for lab tests.

COUNCIL'S CONCERNS:

Mr. Shaver – thanked everyone who is working on the Taste of Steelton Project. The brochures are very nice.

Mr. Proctor – thanked the group who came out to do the spring clean-up. We are aware of several issues and are working on them.

Mayor Acri – asked about the lighting at the tennis court.

Chief King – thanked the community for coming together for the spring clean-up. He encouraged residents to get involved in a neighborhood watch program. The Fire Police are in need of volunteers.

Ms. Marcinko – attended the Dauphin County Commissioners quarterly breakfast. It was a good experience. She thanked the people working on the Taste of Steelton Project.

Mr. Wright – thanked everyone for coming out tonight. Our forefathers on Council put together committees for a reason. Committees cannot vote on any item or legislate. Committees should bring items to the Council.

Executive Session – Mr. Wright advised that Council would be recessing into Executive Session to discuss potential litigation and personnel issues. Mr. Wright thanked everyone for coming out to the meeting.

ADJOURNMENT:

After reconvening from the Executive Session, no other business before Council, on a motion made by Mr. Albert, seconded by Mr. Proctor, the meeting adjourned at 7:40 pm.

Respectively Submitted:

Sara Gellatly

Borough Secretary