

Council Agenda
Monday October 5, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: September 21, 2015

Approval of minutes of previous meetings as presented:

October 6, 2014

November 17, 2014

December 15, 2014

Public Comment on Agenda Items Only

Presentation:

Communication:

Steelton-Highspire School District

Letter RE striking of School District Tax for S. 4th Street Property

Herbert, Rowland, and Grubic

Notice of Substantial Completion Certificate for Pump Station Sewage Grinder Improvements Project Contract No. 2015-01

Unfinished Business:

Herbert, Rowland, and Grubic

Update on Pine Street Project and Detour

New Business:

Herbert, Rowland, and Grubic

Monthly Engineering Report

Herbert, Rowland, and Grubic

Approval of Application for Payments No. 2 for Contract 2015-01 Pump Station Sewage Grinder Improvement in the amount of \$100,105.95.

Herbert, Rowland, and Grubic

Approval of Change Order No. 3 for Contract 2015-01
Pump Station Sewage Grinder Improvement.

Mr. Wion

Resolution establishing special purpose parking for
Samuel J.D. Harfield on S. 2nd Street.

Mr. Wion

Authorization to release funds in escrow for 103 Lincoln
St. in the amount of \$10,000.00.

Mr. Wion

Approval of signed Equal Employment clause for the
Municipal Traffic Services Agreement.

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and potential litigation.

Other Business

Adjournment

Council Meeting Minutes
Monday October 5, 2015

Call Meeting to Order:

The meeting of Steelton Borough Council, held at the Borough Municipal Building, was called to order at 6:30 p.m. by Council President Jeffery Wright.

In Attendance:

Jeffery L. Wright – President
Maria Marcinko – Vice-President
Michael Albert – Pro Tem
Stephen Shaver – Councilperson
Brian Proctor - Councilperson
Mary Jo Szada - Councilperson
Denae House - Councilperson
Thomas F. Acri - Mayor

Pledge of Allegiance:

The Pledge of Allegiance was conducted by Council President Jeffery Wright.

Moment of Silence: Mayor Thomas F. Acri

Mayor Thomas Acri led a moment of silence honoring men and women in the armed forces and also honoring the beloved departed Steelton resident, Jack Carnes.

Executive Sessions held between meetings: None

President Wright announced there were no executive sessions held between council meetings.

Approval of minutes from previous meeting:

President Jeffery Wright asked for a motion to approve minutes for the following Council meetings:

October 6, 2014
November 17, 2014
December 15, 2014
September 21, 2015

A motion was made by Councilman Proctor, seconded by Councilman Shaver, and it was unanimously approved.

Public Comment on Agenda Items Only

Councilman Wright called for public comments on agenda items, only. He also notified attendees that agendas were available at the podium on the right side of the room. No members of the public commented on agenda items.

Presentation:

No presentations were made.

Communication:

Steelton-Highspire School District Letter Regarding Striking S. 4th Street Property from Tax Rolls

Upon presentation of the letter RE striking of School District Tax for S. 4th Street Property, President Wright questioned if this was the old school. Solicitor Dave Wion informed President Wright that this property is the playground on South 4th Street that the Borough requested to the Dauphin County Board of Assessment Appeals to be tax exempt because it is used for a public purpose. However, the school district had already assessed a tax prior to that exemption so the Borough requested that the school district eliminate the tax for 2014-2015, the school tax. The School District wrote a letter to the Dauphin County Board of Assessment Appeals requesting them to strike that tax.

President Wright thanked Mr. Wion for his explanation. President Wright stated that we have communication from Herbert, Rowland, and Grubic (HRG).

Herbert, Rowland, and Grubic

Notice of Substantial Completion Certificate for Pump Station Sewage Grinder Improvements Project Contract No. 2015-01

Mr. Matt Cichy from HRG explained the communication to Council. Mr. Cichy first shared an update on the Pine Street project. The detour between Harrisburg Street and Orchard Drive went into effect October 5, 2015, and is scheduled to be completed over the next two months. Detour signs are posted directing traffic to Swatara Street and down to State Route 230 to get around the work area. They are working with the contractor to field questions from residents about any issues that arise as the work is being done around their properties and will continue to do so as questions continue.

The work done on October 5, 2015, was saw cutting. The contractor will be proceeding with water line installation beginning at Harrisburg Street. The area between Harrisburg Street and Reading Street will be closed off primarily due to that work. The contractor will be submitting a two week look-ahead schedule to identify upcoming work. They have not yet received that schedule.

President Wright recognized that Mr. Cichy was referring to the update on the Pine Street Project, but at this time the President asked about the Pump Station Sewage Grinder Improvements Project.

Mr. Cichy noted that the Pump Station Sewage Grinder Improvements Project reached substantial completion. Inspection has been done. A punch list has been created and distributed to the contractor to identify outstanding items. Mr. Cichy noted that there were action items on the members' agendas for the project. The approval of payment application #2 for the contract in the amount of \$100,105.95. Mr. Cichy reminded Council that this project is paid fully from a Dauphin County Disaster Recovery Grant.

President Wright entertained a motion to approve Payment Application #2 in the amount of \$100,105.95. A motion was made by Councilman Proctor, and seconded by Councilman Albert. The motion was passed unanimously.

Mr. Cichy then brought up Change Order No. 3 for Contract 2015-01 Pump Station Sewage Grinder Improvement project. This is improvements for interior lighting needed at the Trewick pump station. This change order is for an increase in cost. The increase is \$1,348.00.

President Wright asked for a motion to approve Change Order No. 3 in the amount of \$1,348.00. A motion was made by Councilman Proctor, and seconded by Councilman Albert. The motion was passed unanimously.

President Wright informed Council that the discussion on the Pine Street Project and the approval of application for payments No. 2 and Change Order No. 3 were all under Unfished and New Business Items on the Agenda.

Mr. Cichy also discussed the Sanitary and Storm Sewer Inspection and Cleaning Project. Mr. Cichy indicated that 42 storm inlets were cleaned out. The contents of the property were disposed of through a subcontractor. The inspection of the storm sewer and sanitary sewer manholes has continued. However, with the Pine Street project started, completion of the inspections of the manholes on Front Street will be delayed until there is a break in the action or the traffic detour is removed. The reasoning being, they do not want to impact traffic at two sections of the Borough.

Mr. Cichy also indicated that the final walkthrough for the Mohn Street Park Project will occur on Wednesday October 7, 2015, at 9 a.m.

Councilman Shaver asked Mr. Cichy if he could place the storm sewer basin which sits in North Second and Adams Street on his list for work. Mr. Shaver noted that it will need substantial work. He realized that it is a cleanout project, but the basin at this location has settled significantly. Mr. Shaver recognized Mr. Cichy's statement that it makes sense to tackle that when the cleaning project is finished, but cautioned that he keep an eye on that basin as winter approaches. Mr. Shaver wants to make sure there are no incidents there. He requested Mr. Cichy put that item in his notes and pass it on to Mr. Josh Fox at HRG, Inc.

Councilperson Marcinko brought up the storm sewer basin at Second and Lincoln Streets because there have been problems at that location especially in the winter. Mr. Cichy clarified that would be Second and Lincoln Streets and Second and Adams Streets.

Ms. Marcinko commented that if Mr. Fox or Mr. Cichy get a schedule for upcoming daily work on Pine Street, Borough Manager Brown can have the Public Works Department notify residents who may have issues accessing their homes due to future work 24 hours in advance.

Mayor Acri asked Mr. Cichy what happened to the project on Third Street and Blueberry Alley to replace the wastewater line from the top of the hill to the bottom. Mr. Shaver noted that is tied into the project trying to find where the storm sewer is above South Third Street. Ms. Marcinko said they had located that storm sewer and we are now pursuing funding for the Third Street and Blueberry Alley Project.

Mayor Acri asked Manager Brown to make a note of the Third Street and Blueberry Alley Project and update Council on its status.

Mr. Wion noted he has been working with HRG over the past few weeks on the Ballard Replacement Project. Notice of bids occurred two separate times in the Harrisburg Patriot-News. The bidding is supposed to be closed next Monday, October 12th. At that time, Mr. Wion recommended that Council authorize HRG and the Borough Manager to determine the lowest responsible bidder and notify them of the intent to award the contract. This way, the Borough will have all of the documents necessary before it at the October 19th meeting in order to begin work on the project and meet the deadlines outlined in the CDBG agreement. Mr. Wion requested Council consider a motion to authorize HRG and the Borough Manager to give notice of the intent to award that contract to the lowest responsible bidder.

Councilman Shaver motioned to authorize the Borough Manager and HRG to determine the lowest responsible bidder and notify them of the intent to award the contract for replacement of bollards on Front Street; Councilman Albert seconded. Council voted unanimously to approve this motion.

Mr. Cichy indicated that he had paperwork regarding the aforementioned items. President Wright asked that Mr. Cichy give them to Mr. Wion prior to Mr. Wright signing the documents.

Unfinished Business:

Mr. Cichy discussed the update on Pine Street reserved under "Unfinished Business" previously in the meeting under "Communication."

Mr. Cichy discussed the Engineer's Report reserved under "Unfinished Business" previously in the meeting under "Communication,"

Mr. Cichy discussed the Approval of Application for Payments No. 2 for Contract 2015-01 Pump Station Sewage Grinder

Improvement in the amount of \$100,105.95 reserved under "Unfinished Business" previously in the meeting under "Communication." Council voted to approve Payment for Application No. 2 at that time.

Mr. Cichy presented Approval of Change Order No. 3 for Contract 2015-01 Pump Station Sewage Grinder Improvement reserved for "Unfinished Business" previously in the meeting under "Communication." Council approved Change Order No. 3 at that time.

New Business:

Resolution 2015-R-31

President Wright brought up under "New Business" a Resolution establishing a special purpose parking spot for Mr. Samuel J.D. Harfield on 172 South Second Street and a small portion of 168 South Second Street.. Mr. Wion noted that having received an application for special purpose parking, the Steelton Police Department conducted a traffic study and determined that under the Borough's formula, Mr. Harfield was eligible for a special purpose parking spot. Mr. Wion presented Resolution 2015-R-31 establishing special purpose parking for Mr. Harfield at 172 South Second Street. President Wright entertained a motion to approve Resolution 2015-R-31. **On a motion by Councilman Albert; Seconded by Councilperson Marcinko; Council voted unanimously to approve the resolution.**

Authorization to release funds in escrow for 103 Lincoln St. in the amount of \$10,000.00.

Mr. Wion explained that in May 2012 there was a fire at 103 Lincoln Street, a property owned by Olivia Arp and her husband who has since passed way. At that time, because of the nature of the loss, the insurance company paid her claim and, as required by the statute that deals with municipal certificates being required prior to the payment of lost damage, the insurance company looked at the loss and, pursuant to that statute, retained \$10,000 and paid it to the borough to hold in escrow. The purpose under the Act is if the borough had to expend any funds to take any action to board up the property, remove debris, etc, that money is held as available for the borough to be compensated for that kind of activity. In this case, no actions by the borough were taken. The house was not restored, but was sold. However, the \$10,000 remained in escrow. The borough searched its records and found it performed no work that required compensation from the escrow fund. As a result, Ms. Arp provided a letter requesting the borough to release the escrow funds. Mr. Wion recommended that Council authorize the return of escrow funds in the amount of \$10,000 to Ms. Arp. President Wright asked if anyone on Council had questions about the letter. Mr. Wright entertained a motion to release the escrow funds in the amount of \$10,000 to Ms. Arp. **On a motion by Councilman Proctor; Seconded my Councilman Albert; Council voted unanimously to release the funds.**

Approval of Non-Discrimination/Sexual Harassment Clause Exhibit for Municipal Traffic Services Agreement

Mr. Wion explained that a month ago Council approved the five-year Winter Services Agreement with the Commonwealth of Pennsylvania. The borough is paid a certain amount of money to clear the streets of snow for a term of five years. One of the exhibits is the state non-discrimination and sexual harassment clause where they indicate that you have to abide by non-discrimination and sexual harassment clauses. This includes contractors and sub-contractors. On September 28th, the borough received a notice from PennDOT that the Office of General Council had reviewed the Winter Services Agreements and would not accept them without a revised Non-Discrimination/Sexual Harassment Clause Exhibit. The Office of General Council had changed this language after the borough had already signed the Winter Services Agreement. The new exhibit is basically the same as the one before with three exceptions: the first requires an additional posting of the clause conspicuously where our employees frequent an area; the borough also must file two EEO forms that the EEO Commission puts out annually and must have subcontractors do the same; the borough and each of its subcontractors have an obligation to notify the Commonwealth of any violations of the EEO requirements. Mr. Wion indicated that in order to comply with the Commonwealth and execute the new exhibit Council should authorize President Wright to sign the revised Non-Discrimination/Sexual Harassment Clause Exhibit. **On a motion by Councilman Albert; seconded by Councilperson House; Council voted unanimously to authorize President Wright to sign the Non-Discrimination/Sexual Harassment Clause Exhibit.**

Audience Participation

Mr. Markis Millberry - 349 Spruce Street, Apartment A.

Mr. Millberry asked if there were any updates on the Moose building project and the State Store. Ms. Marcinko indicated that the Moose was bought by a doctors firm and they applied for an extension to open. They are working on getting the permits needed to open.

Mayor Acri added that the buyers of the Moose building are not sure if they want to demo the entire building or just demo the old part of the building and build around the newer portion. The last he heard was that their engineers were working on deciding what they would do regarding this issue.

Mr. Millberry also asked when the brownfield project across the street from Borough Hall would begin. Ms. Marcinko said that at the last meeting, Council signed an agreement with the Steelton Economic Development Corporation to allow Hull and Associates to go on the properties associated with the project. Manager Brown indicated that he talked with Hull earlier in the week and they are essentially ready to go to bid on the project. He will follow up regarding this project.

Mr. Millberry asked what the date is for replanting the dead trees along the Front Street Streetscape area. President Wright told Mr. Millberry that the project will most likely take place in the Spring. Mr. Wright also indicated that this cannot be a top priority for the Borough Manager since Mr. Brown just started. Ms. Marcinko noted that the trees are under warranty.

Mr. Emmuel Powell, Jr. – 321 Lebanon Street

Mr. Powell asked about how much progress the borough is making on the homes that burnt down on Second Street last year. He corrected that the houses he was referring to are located on Pine Street. Councilperson Marcinko stated that it is an issue between the insurance companies. Mr. Powell expressed concern that the remaining parts of the houses could fall in the middle of the street. President Wright asked that Public Works take a look at it. Councilperson Marcinko said that they have taped off the sidewalks, the issue is between insurance companies, and that Mr. Brown will have public works go take a second look to make sure things are safely taped off.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods asked if there was an update on the positions that were open for Public Works, Codes, and an Assistant Borough Manager position. President Wright said there is a Personnel Committee meeting on Tuesday, October 6th where they will discuss the positions.

Ms. Woods asked what Mr. Brown's three to five top priorities for next year are as Borough Manager.

Mr. Brown stated his number one priority is that the Manager's Office is open, transparent, and responsive to residents in the borough. His second goal is to make sure the office is completely caught up on the administrative backlog from the previous three years. His third goal is to make sure the development project across the street becomes a reality. Mr. Brown stated he will do all he can to see the redevelopment across the street through to completion. However, his number one priority is establishing a Borough Manager's office that is open and transparent.

President Wright asked if there were any additional public comments.

Councilman Albert stated that he was glad to have Mr. Brown back. He informed the audience that he called Mr. Brown earlier in the day with a request and within two hours it was completed. He expressed appreciation. Mr. Albert stated that, "we have the right man for the job."

Council Concerns

Councilperson House

Councilperson House welcomed Mr. Brown back and said she knows he will do well with the community. Ms. House expressed her positive experience working with Mr. Brown previously. Ms. House updated the audience on the Steelton Youth in Action Program (SYIA) which has grown from 40 students last year to 100 students this year. The program even has student workers paid through a special program. There are 10 high school students on staff. They are hoping for a successful year. Ms. House thanked Officer Minium for requesting to come out and engage with the students because she feels that it is important.

Councilperson Szada – No remarks.

Councilman Proctor – No remarks.

Councilman Shaver – Mr. Shaver reminded Council that the Dauphin-Lebanon Boroughs Association will be having their meeting this month. If anyone is interested to please let Mr. Brown know. The meeting is on October 22nd at 6pm at the City Line Diner. Mr. Shaver also reminded Council about the county meeting regarding regionalization of police in Dauphin County.

Councilman Albert – Mr. Albert asked the Mayor when Trick or Treat Night will be. Mayor Acri said Dauphin County will be occurring on Thursday, October 29th. Mr. Albert also announced a Pumpkin Carving Contest at the Steelton Firehouse on October 26th from 6pm until 8pm.

Mayor Acri – Mr. Acri noted it is very important to attend the county meeting regarding police regionalization.

Manager Brown – Mr. Brown thanked everyone for their kind words. He stated he takes this position just as seriously as he did the first time. He takes the position with pride and responsibility and will work to live up the responsibilities of the position.

Officer Minium – Announced that Officer Kevin Martin was received a Top Gun Award from the Pennsylvania DUI Association for his dedicated DUI enforcement. This is the second time he has received the award. Officer Martin will receive the award on October 29th at the 36th Annual Pennsylvania DUI Association meeting in State College. Council and the audience applauded Officer Martin for his great work. Councilman Proctor asked that Officer Minium note the award in Officer Martin's personnel file. Councilperson Marcinko noted that the award is open to everyone in the state, including the state police, so it is a great achievement.

Councilperson Marcinko – Councilperson Marcinko asked if it was possible to have the carved pumpkins brought to Borough Hall after the carving contest to decorate the front of Borough Hall. Volunteers could hand out candy at Borough Hall that night. Ms. Marcinko welcomed Mr. Brown back and noted he's already getting things done. **Chief Vance** said he would supply the candy for distribution on Trick or Treat.

President Wright – Mr. Wright noted that there are a lot of priorities that Mr. Brown must address. He offered anything Council can do to help him in the position. Mr. Wright also noted we are getting ready to have the budget period start up. He thanked Department Heads for keeping their budgets down.

Request to Provide Letter of Intent to Participate in CDBG-National Disaster Resilience Competition Program

Mr. Wion brought up a letter from Dauphin County soliciting letters of intent to participate in the CDBG-NDRC Program. This program provides funds for eligible projects within the borough that would be on the CDBG-NDRC application. Because of the impact of flooding events on the borough, and the prevalence of those, During Phase III of the CDBG-NDRC program the borough will work with the county to ensure NDRC projects are implemented. It is a letter of support and intent that would go to the Dauphin County Deputy Director of Community and Economic Development on behalf of the county.

Mr. Shaver motions to sign the letter of intent to participate in the CDBG-NDRC Program. Seconded by Mr. Proctor; Council voted uananimously to approve the motion.

Executive Session

At 7:12pm President Wright called for a motion to enter into Executive Session to discuss personnel issues and potential litigation. On a motion by Mr. Albert; Seconded by Mr. Shaver, Council voted unanimously to enter Executive Session.

Other Business

Acceptance of Appraised Property Value

On a motion by Councilperson Szada, seconded by Councilman Proctor, Council voted unanimously to settle the real estate tax appeal of Steelton Walnut L.P. for a compromised fair market value as of August 1, 2013 of \$1,600,000 contingent upon the School District and County similar agreement.

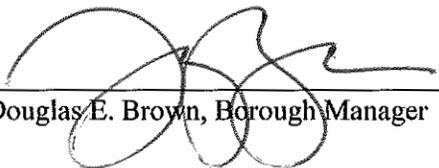
Review of Steelton Police Department by Susquehanna Township Public Safety Director Robert Martin

Councilperson Marcinko made a motion to allow Robert Martin to examine and analyze the Steelton Police Department on a pro-bono basis and provide recommendations regarding operations of the department. Councilman Shaver seconded the motion. Council approved the motion uananimously.

Adjournment

At 7:52 President Wright entertained a motion to adjourn. Councilperson Marcinko motioned to adjourn; seconded by Mr. Shaver. Council unanimously voted to adjourn.

Respectfully Submitted,



Douglas E. Brown, Borough Manager

Approved by Council by Unanimous Vote on October 19th, 2015