

Council Agenda  
Monday October 19, 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:** October 5, 2015

**Approval of minutes of previous meetings as presented:**  
July 20, 2015

**Public Comment on Agenda Items Only**

**Approval of schedules of billing, requisitions, and change order as presented for:** September 2015

**Approval of Department Reports:**

Fire Department and Ambulance  
Police Department  
NEDC Committee  
Public Works Report  
Codes Department  
Mayor's Report  
Borough Manager's Report

**Presentation:**

**Communication:**

Herbert, Rowland, and Grubic, Inc.	Consulting Engineers' Annual Report for the Sewer System
Dauphin County Board of Assessment Appeals	Appeal Changes
Cathy McDonald, New Jerusalem AMEZ Church	Request to use lot across from municipal building for Church Flea Market on October 24 <sup>th</sup> , 7-5pm.
Xandria Roland and Fredrica Jackson	Thank you letter to EMS.
Dauphin County Industrial Development Authority	Notification of Gaming Grant Application Hearing

Herbert, Rowland, and Grubic, Inc.

Notice of Intent to Award Front Street Bollard Replacement Project Contract No. 2015-02.

**Unfinished Business:**

**New Business**

Doug Brown

Approval of Sub-recipient Agreement Between Dauphin County and Steelton Borough for Beautification Project

Mr. Wion

Award of Front Street Bollard Replacement Project Contract and Authorization of Execution of Agreement

Mr. Wion

Resolution 2015-R-\_\_\_\_ Designating Douglas E. Brown as Open Records Officer for the Borough

Mr. Wion

Resolution 2015-R-\_\_\_\_ Establishing Special Purpose Parking Zone for Jerome Davis

Mr. Wion

Resolution 2015-R-\_\_\_\_ Establishing Special Purpose Parking Zone for Vessie Ortenzio

Mr. Wion

Resolution 2015-R-\_\_\_\_ Establishing Special Purpose Parking for Mrs. Rose Sill

Mr. Wion

Resolution 2015-R-\_\_\_\_ Establishing Special Purpose Parking for Mr. James A. Wilson

**Audience Participation**

**Council Concerns**

**Executive Session**

To discuss personnel issues.

**Other Business**

**Adjournment**

Minutes of the Steelton Borough Council  
October 19, 2015 Meeting

**Call Meeting to Order:**

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

**Officials Present:**

Jeffery L. Wright	President	
Maria Marcinko	Vice President	Arrived at 6:40pm
Michael Albert	Pro Tem	
Steven Shaver	Councilperson	
Mary Jo Szada	Councilperson	
Denae House	Councilperson	
Thomas F. Acri	Mayor	

**Officials Absent:**

Brian Proctor	Councilperson
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**Others Present:**

Douglas Brown	Borough Manager
Anthony Minium	Officer in Charge, Steelton Police Department
David Wion	Borough Solicitor

**Pledge of Allegiance:**

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

**Moment of Silence:**

Mayor Acri led a moment of silence.

**Executive Sessions Held Between Meetings:**

Councilman Wright announced that no Executive Sessions were conducted between Steelton Borough Council meetings.

**Approval of Meeting Minutes:**

Councilman Wright entertained a motion to approve the minutes as presented for the October 5, 2015 and July 20, 2015 Steelton Borough Council meetings. Councilman Shaver requested a revision to the July 20, 2015 minutes. Mr. Shaver stated that Council had gone back into session after Executive Session at that meeting and approved a motion to support the Jump Street organization's application for Local Share Grant Funding for their greenhouse project at the Steelton-Highspire School District. Councilman Wright asked Mr. Brown to make the revision to the July 20, 2015 minutes.

Councilman Albert made a motion to approve the October 5, 2015 meeting minutes and the July 20, 2015 meeting minutes with the previously noted revision. Councilperson House seconded the motion. Council voted unanimously to approve the motion.

**Public Comment on Agenda Items:**

Councilman Wright opened the floor to public comments on agenda items only. No members of the public offered comments.

**Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for September 2015:**

Councilman Shaver motioned for approval of schedules of billings, requisitions, and change orders as presented for September 2015. Mr. Albert seconded the motion. Council voted unanimously to approve the schedules of billings, requisitions, and change orders as presented.

**Approval of Department Reports:**

Councilman Wright opened the floor to Council, the Mayor, and Borough staff present at the meeting to ask any questions or make comments about the Department Reports as presented to Council for approval.

Councilman Shaver provided an update on the Fire and EMS Committee meeting held prior to the council meeting. Mr. Shaver noted that the fire company requested clarification on start date of the firehouse improvements project. Since the project involves modifications to the parking to accommodate the installation of an emergency generator it is advantageous delay the start of the project until 2016. The fire company uses the parking lot to sell Christmas trees at the end of November through December and needs it to be available during those months. Mr. Shaver noted that the engineers working on the project have not confirmed a schedule for starting the project. Mr. Shaver stated that he will reach out to the engineer to discuss a schedule for starting the project.

Mr. Shaver also discussed the transfer of Fire, Police, and EMS radios from Dauphin County to the borough. Steelton Borough sent a letter to Dauphin County accepting the gifting of the radios so that county can transfer the radios to Steelton Borough. Mr. Shaver noted an action item required to ensure the costs of maintaining the radios can be covered by the Firemen's Relief Fund. Mr. Shaver requested a letter from the Borough officially transferring the radios over to the Firemen's Relief Association to allow the association to use its funds earmarked for maintenance of the radios.

Mr. Shaver made a motion to turn the radios over to the Steelton Fire Company. The motion was seconded by Councilman Albert. Council voted unanimously to turn the radios over to the Steelton Fire Company.

Solicitor Wion advised Council that the proper transfer of the radios will require a bill of sale. He clarified that the motion passed allows the radios to be conveyed to the Steelton Fire Department by virtue of a bill of sale. Council indicated that the previously approved item will be handled through a bill of sale.

Councilman Shaver then informed Council about communication issues between Dauphin County and the borough when the Steelton boat launch is used to access the Susquehanna River in emergency response situations. In the past, when there is an emergency that requires access to the river via the boat dock the Steelton Borough Police Department and Fire Company were notified. Mr. Shaver stated that an incident recently occurred that required access to the river using the Steelton boat launch but the Steelton Police Department and Fire Company were not notified.

Mr. Shaver asked that a letter be sent to the Dauphin County Emergency Management Agency requesting notification whenever the Steelton boat launch is being used to access the Susquehanna River during a

response to future incidents. It was determined that no motion or vote was needed to accomplish this item.

Mr. Shaver announced that the Steelton Fire Company will be participating in the Middletown Parade and the Paxtang Parade on October 27<sup>th</sup>.

Mr. Brown then presented the Borough Manager's report. Mr. Brown updated Council on progress regarding the 2016 Budget. Mr. Brown stated that the Finance Committee has met to review the proposed General Fund and Sewer Fund budgets and has a second meeting scheduled. Mr. Brown noted that a balanced budget will be presented in order to lay it open to the public for 30 days prior to approval in December.

Mayor Acri presented the Mayor's Report to Council. Mayor Acri reviewed the meeting between Dauphin County and municipalities outlining a police regionalization strategy. Mayor Acri emphasized that regionalization talks are very preliminary and nothing is committed to date. Dauphin County has placed police departments in operational groups for the purpose of identifying clusters of municipalities that are most compatible to regionalize. Steelton Borough Police Department is grouped with Royalton, Middletown, Lower Swatara, and Highspire. Mayor Acri discussed that cost breakdown provided by Dauphin County for projected costs of regionalization and informed Council that there will be a follow up meeting in the future.

Councilman Shaver brought up concerns about the potential startup costs of police regionalization that were not addressed in Dauphin County's plan. Councilman Shaver believes police consolidation is long overdue but is concerned that the startup costs have not been determined or addressed.

Mr. Shaver notified those in attendance that they can go to the Dauphin County website to review the county's regionalization presentation. He noted that there is a lot of information behind the presentation that is not readily available and there are still a number of questions that need to be answered regarding costs of consolidation; especially the startup costs.

Mayor Acri then discussed the borough-owned property at 24-26 Adams Street (the old funeral home) and a business owner that is interested in purchasing said property. The doctor's firm that purchased the Moose Building would like to buy 24-26 Adams Street for use as a parking lot for use by its patients. Councilman Wright referred the issue to the Neighborhood and Economic Development Committee which will provide a recommendation at the November 2<sup>nd</sup> council meeting.

Mr. Shaver made a motion to accept the Department Reports as presented to Council. Councilman Albert seconded the motion. Council voted unanimously to accept the Department Reports as presented.

**Presentations:** There were no presentations offered.

**Communications:**

Steelton Borough Council reviewed the following communications:

**Herbert, Rowland, and Grubic, Inc. – Consulting Engineer's Annual Report for the Capital Region Water Sewer System**

Councilman Wright reviewed the Consulting Engineer's Annual Report for the Capital Region Water Sewer System provided by Herbert, Rowland, and Grubic, Inc. Solicitor Wion clarified that the report is not for the Borough's system and asked that it be clarified in the meeting minutes. Mr. Brown provided a

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brief overview of the report including the fact that Capital Region Water will be conducting a sewer rate study next year.

**Dauphin County Board of Assessment Appeals – Changes in Assessments**

Mr. Brown reviewed this communication with Council. He noted that these are the properties that have experienced a change in assessed values.

**Dauphin County Industrial Development Authority – Notification of Gaming Grant Application Hearing**

Mr. Brown informed Council that this communication informs the Borough of the date and time that it will present its application for 2016 Local Share Grant funding. The Steelton Fire Department has submitted an application for funding to assist with equipment purchases. The Borough has also submitted for funding to pay for repairs to the Blueberry Alley and Washington Street sewer line. Finally, the Borough is supporting the application of Jump Street to improve facilities for students at the Steelton-Highspire School District involved with their school to table produce program.

**Cathy McDonald/New Jerusalem AME Church - Request to Use Borough Lot for Church Flea Market**

New Jerusalem AME Church and Ms. McDonald sent a letter to the borough requesting use of the grass lot across from Borough Hall for a church flea market. Councilperson Marcinko made a motion to allow New Jerusalem AME Church to use the borough-owned lot on Front Street (across from Borough Hall) for a Church Flea Market on October 24<sup>th</sup> from 7am until 6pm. Councilperson Szada seconded the motion and Council voted unanimously to approve New Jerusalem AME Church's request to use the lot.

**Xandria Roland and Frederica Jackson – Thank You Letter to Steelton Fire Company**

Councilman Shaver noted that the letter was for the Steelton Fire Company as well as EMS. Mr. Shaver thanked the Fire Company for their response to Ms. Roland and Ms. Jackson's emergency. Ms. Roland and Ms. Jackson thanked the fire department for their response to an emergency incident.

**Herbert, Rowland, and Grubic, Inc. – Notice of Intent to Award Front Street Bollard Replacement Contract Award No. 2015-2**

HRG communicated their correspondence with Doug Lamb Construction, Inc. of their award of the contract for replacing bollards on Front Street. Solicitor Wion noted that Council previously authorized the opening of bidding for the project in order to meet CDBG funding deadlines. Council also gave permission for staff and engineer's to review the bids and send the notice of intent to the lowest responsible bidder. Due to the timeline of the bollard replacement project and CDBG funding eligibility the borough needed to expedite the bidding process. This communication announces the award to Doug Lamb Construction, Inc.

**Unfinished Business:**

**Approval of Sub-recipient Agreement Between Dauphin County And Steelton Borough for the Beautification/Bollard Replacement Project**

Mr. Brown explained that the agreement before Council is with Dauphin County for purposes of funding the bollard replacement project through the Community Development Block Grant (CDBG) program. This is a federal program administered by the county in which Steelton is a sub-recipient. In order to receive funding for the bollard replacement project, an agreement is necessary that outlines the conditions of the grant and the Borough's responsibilities.

Councilman Albert motioned to approve the sub-recipient grant agreement between Steelton Borough and Dauphin County for CDBG funding to pay for the beautification/bollard replacement project. Councilman Shaver seconded the motion. Council voted unanimously to approve the agreement.

**Award of Front Street Bollard Replacement Contract to Doug Lamb Construction, Inc.**

Solicitor Wion noted that Council previously approved reallocating 2012 CDBG funds to the bollard replacement project and consider the midget baseball field renovation project at another time. Pursuant to that authorization, Steelton Borough approached Dauphin County about the new sub-recipient agreement funding the bollard replacement project. The project was then placed out to bid with Doug Lamb Construction, Inc. providing the lowest responsible bid at \$48,400. Mr. Wion presented award of the contract and authorization to sign the contract before Council for consideration by motion and approval.

Councilperson House asked for clarification on the history of how funds were reallocated from the midget baseball field project to the bollard project. Mr. Wion reviewed the timing and funding issues with the midget baseball field project, which the borough will consider at a later date. Mr. Brown noted that he has been in communication with Dauphin County about additional funds that may be available to resume the midget baseball field project. Councilperson Marinko noted that there are also asbestos issues with the midget baseball field project that will increase cost and timeline.

Councilman Albert made a motion to approve awarding the contract for the bollard replacement project to Doug Lamb Construction, Inc. Councilman Shaver seconded the motion. Council voted unanimously to award the contract to Doug Lamb Construction, Inc.

**Resolution 2015-R-32**

Solicitor Wion reviewed Resolution 2015-R-32 with Council which designates Borough Manager Douglas E. Brown as the Open Records Officer for the Borough. Mr. Brown will replace Rosemarie Paul, Assistant Secretary Treasurer, as the Open Records Officer.

Councilperson Markinko made a motion to designate Douglas E. Brown as the Open Records Officer for the Borough of Steelton. Councilman Albert seconded the motion. Council voted unanimously to approve the motion.

**Resolution 2015-R-33** Solicitor Wion reviewed the next three resolutions which all establish special purpose parking for residents that have requested such parking. The Steelton Police Department conducts a traffic study and verifies that residents meet the eligibility to be granted special purpose parking.

Councilman Albert motioned to approve Resolution 2015-R-33 establishing special purpose parking for Jerome Davis; Councilperson House seconded the motion. Council voted unanimously to approve Resolution 2015-R-33.

**Resolution 2015-R-34**

Councilman Shaver motioned to approve Resolution 2015-R-34 establishing special purpose parking for Vessie Ortenzio; Councilperson Marinko seconded the motion. Council voted unanimously to approve Resolution 2015-R-34

**Resolution 2015-R-35**

Councilman Albert motioned to approve Resolution 2015-R-35 establishing special purpose parking for Rose Will; Councilperson Marinko seconded the motion. Council voted unanimously to approve Resolution 2015-R-35.

**Resolution 2015-R-36**

Councilperson Marinko motioned to approve Resolution 2015-R-35 establishing special purpose parking for James A. Wilson; Councilman Albert seconded the motion. Council voted unanimously to approve Resolution 2015-R-36.

**Audience Participation:**

Councilman Wright opened the floor to the public to address Council with any concerns.

**Mr. Howard Gray – 240 Cottage Hill Lane**

Mr. Gray discussed the siren that is constantly running at the Arcelor Mittal steel plant. Mr. Gray noted that the siren is on an overhead crane carrying materials at the plant and rings throughout the day and night. Mr. Gray said he spoke with an assistant plant manager over the summer about his issue with the siren. Mr. Gray requested that the Arcelor Mittal Committee meet with someone at the plant to find out why they are constantly running the siren. He would also like to know who authorized running the siren and whether the steel mill is required to run it by a state or federal mandate. Mr. Gray would also like to know if there is an alternative to the alarm. He noted that they are in violation of the Borough's noise ordinance because they are running the alarm at all hours. Mr. Gray stated that he has a friend who cannot sell her house because of the noise created by the siren and has friends in Lemoyne that can hear it. Councilman Wright stated that Mr. Brown will reach out to Arcelor Mittal.

Councilperson Marcinko stated that we have had a similar issue with Durabond and their trucks in the past that was resolved. Ms. Marcinko stated that it is an OSHA requirement that the mill run the siren when they are moving product. Councilperson Marcinko noted that with Durabond, they lowered the level of their alarm during the quiet periods outlined in the Borough noise ordinance. She stated that the mill cannot turn off the alarm, however, because of OSHA rules.

Mr. Gray asked if we have a mechanism to reach out to the mill. Mayor Acri stated that the quarterly meeting with Arcelor Mittal is scheduled for November and the siren will be an item of discussion.

**Council Concerns:**

Councilman Albert reminded Council and the public about the 1<sup>st</sup> Annual Pumpkin Carve-Off at the firehouse. Mr. Albert thanked everyone that donated time and resources to the event.

Councilman Shaver brought up the renewal of the contract with Pinnacle Life Team, the Borough's contracted ambulance provider. Mr. Shaver also informed Council of staff changes at Pinnacle Life Team. The position that Mr. Shaver holds on the Pinnacle Life Team Board of Directors does not expire until the end of 2016 when Mr. Shaver will no longer be a Borough Council member. Mr. Shaver offered to resign from the Board and have Council replace him at the beginning of 2016. Councilman Wright asked that Mr. Brown note the issue for Council to consider after its reorganization meeting in January 2016.

Councilperson House thanked Officers Minium, Martin, and Thompson for coming to the Steelton Youth in Action (SYIA) Program to interact with the students. Ms. House noted how important it is to have the

police engaged with students and asked if there can be a Steelton police officer in the school. She is hoping Council and the Police Department can discuss having a Steelton Officer in the school as a resource officer.

Ms. House gave an update on the Steelton Youth in Action program and noted that SYIA staff will be volunteering at the Pumpkin Carve-Off. Councilman Wright asked that Mr. Brown bring the issue of a school resource officer to the Neighborhood and Economic Development Committee.

Mayor Acri stated that when Swatara Township started sending a resource officer to the Steelton-Highspire School District Steelton was included in the conversation. Steelton was not allowed to send an officer in because of it being in Swatara Township and a contractual issue with the union.

Councilperson House asked that we revisit the issue.

Officer Minium clarified the contractual reasons that Steelton cannot have a full-time resource officer in the Steelton-Highspire School District.

Mayor Acri thanked the Codes Office for their departmental report and noted that he has heard nothing but good comments about the current staff in the office.

Councilperson Marcinko reminded Council about the Dauphin-Lebanon Boroughs Association meeting. She also discussed her presentation to the Lower Swatara Township Board of Commissioners regarding the Steelton Community Cats Program. They are in the process of signing a contract with Steelton Community Cats to service the township.

**Executive Session:**

At 7:20 pm Steelton Borough Council entered Executive Session to discuss a personnel issue.

At 7:55 pm Steelton Borough Council returned to regular session.

**Other Business:**

**Advertisement of Codes Officer Position**

On a motion by Councilman Shaver, seconded by Councilperson Marcinko, Council members voted unanimously to authorize the advertising of a Codes Officer position.

**Adjournment:**

On a motion by Councilman Albert, seconded by Councilperson Szada, Steelton Borough Council voted unanimously to adjourn at 8:01 pm.

Respectfully Submitted:

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Douglas E. Brown  
Borough Manager