

Council Agenda  
Monday December 7, 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:** Minutes of November 16, 2015 Meeting

**Approval of minutes of previous meetings as presented:**

Minutes of January 5, 2015 Meeting

Minutes of February 2, 2015 Meeting

Minutes of March 16, 2015 Meeting

Minutes of November 3, 2014 Meeting

**Public Comment on Agenda Items Only**

**Presentation:**

Josh Fox, Herbert, Rowland, and Grubic

Monthly Engineer's Report and Approval of Application for Payment No. 3 for Pump Station Sewer Grinder Improvements Project

**Communication:**

PA Department of Conservation and Natural Resources

Notice of Satisfactory Completion of the Mohn Street Park Project

Dauphin County Office of Tax Assessment

Certification of 2016 Steelton Borough Real Property Taxable Assessment Total

Dauphin County Office of Tax Claim Bureau

Repository Bid by ESRA Group, LLC for Parcel No. 59-001-039 (Ridge Street)

Dauphin County Office of Tax Claim Bureau

Approval of Repository Bid by ERSA Group, LLC for Parcel 59-002-001 (Columbia Street)

Dauphin County Office of Tax Assessment

Notice of Change in Property Assessments

Dauphin County Board of Assessment Appeals

Notice of Appeal Changes in Steelton Borough

Capital Region Water

2016 Sewer Rates

Steelton Borough Sewer Department

SCO Supplemental Report

Ms. Annette Morrison

Request for Sewer Bill Relief for 355 Pine St.

Mr. Brown

Request to Remove Special Purpose Parking Sign  
from 234 North Second Street

**Unfinished Business:**

**New Business:**

Doug Brown

Approval of Ordinance 2015-\_\_\_\_  
Adopting the 2016 Steelton Borough  
General Fund and Sewer Fund Budgets  
And Authorizing Appropriations

Mr. Wion

Approval of Ordinance 2015-\_\_\_\_ Fixing  
Tax Rates for Fiscal Year 2016

Mr. Wion

Approval of Resolution-R\_\_\_\_ Establishing Tax  
Discount Rate for the Borough of Steelton

Mr. Wion

Approval of Ordinance 2015-\_\_\_\_  
\_\_\_\_\_ To Amend The Code of The Borough of  
Steelton Chapter 110 Thereof Entitled "Vehicles  
and Traffic" To Establish Additional Special  
Purpose Parking Zones; And To Eliminate  
Special Purpose Parking Zones.

Mr. Wion

Resolution 2015-R-\_\_\_\_ Establishing a Special  
Purpose Parking Zone for Rodica I. Mihalis

Mr. Wion

Approval of Resolution 2015-R-\_\_\_\_\_  
Adopting the Emergency Operations Plan of  
Dauphin County

Mr. Brown

Neighborhood and Economic Development  
Committee Recommendation to Switch Website  
Template/Design to Word Press

**Audience Participation**

**Council Concerns**

**Executive Session**

To discuss personnel issues.

Mr. Brown

Authorization to Enter Into Employment  
Agreement with Mr. Amrinder Singh as Codes  
Enforcement/Planning and Zoning Officer

**Other Business**

**Adjournment**



Minutes  
Steelton Borough Council Meeting  
December 7, 2015

Present:

Council President Jeffery Wright  
Council Vice President Maria Romano Marcinko  
Councilman Stephen Shaver  
Councilman Brian Proctor  
Councilperson Pro Tem Michael Albert

Mayor Thomas Acri

Staff:

Douglas E. Brown, Borough Manager  
Rosemarie Paul, Assistant Secretary-Treasurer  
David A. Wion, Borough Solicitor  
Stephen Brubacher, Sr., Fire Chief  
Anthony Minium, Police Officer in Charge  
Gene Vance, Assistant Fire Chief  
Timothy Lehman, Emergency Management Coordinator

Call to Order

The December 7, 2015 meeting of the Steelton Borough Council was called to order by Council President Jeffrey L. Wright at 6:02 p.m.

Pledge of Allegiance

The Pledge of Allegiance and a moment of silence was led by Mayor Thomas F. Acri.

Executive Sessions between Meetings

There were no Executive Sessions between meetings.

Approval of Minutes from Previous Meeting:

Mr. Wright entertained a motion to approve the minutes of the previous meeting, November 16, 2015. Mr. Shaver asked that staff review the minutes and check the spelling of names for errors. A motion was made by Mr. Shaver to approve the minutes and seconded by Mr. Albert. The motion passed unanimously.

Mayor Acri asked for an update on the status of outdated meeting minutes. Ms. Marcinko indicated that she would provide an update. Ms. Marcinko stated that she spoke with the Borough Manager and that they are almost completed. Ms. Marcinko stated that Councilwoman House has one of the

Absent:

Councilwoman MaryJo Szada  
Councilwoman Denae House

tape recorders which dictates the previously recorded meetings in addition to three tapes of recorded minutes that need to be returned. Ms. Marcinko indicated that in order to have the meetings minutes completed by December 31, 2015, Ms. House would need to return the recorder and the three tapes. Ms. Marcinko stated that she was unsure if the minutes Ms. House is in possession of are completed. Council shared the importance of having the tapes and recorder returned.

Approval of minutes of previous meetings as presented:

Councilman Wright entertained a motion to approve the minutes of the following meetings as presented:

January 5, 2015  
February 2, 2015  
March 16, 2015  
November 3, 2014

A motion was made by Councilman Albert and seconded by Councilwoman Marcinko which was approved unanimously.

Public Comment on Agenda Items Only:

No public comments were made.

Presentation:

**Josh Fox, Herbert, Rowland, and Grubic Monthly Engineer's Report and Approval of Application for Payment No. 3 for Pump Station Sewer Grinder Improvements Project**

Mr. Fox provided update on the Pump Station Sewer Grinder Improvements Project and stated that the work has been completed except for the work under Change Order #2 which is exterior improvements at the Trewick Street Pump Station. That work has begun today, December 7, 2015. That work includes exterior access improvements and concrete work. All the work with the exception of the flood proof doors will be completed by Christmas. The flood door will be installed in January 2016.

In accordance with the DEP Flood Plan Management permit that was issued for the work, the Department of Environmental Protection has been notified, in addition to the Fish and Boat Commission and the Dauphin County Conservation District of the pending construction activities.

Mr. Fox indicated that he had Application for Payment No. 3 for Council's consideration in the amount of \$105,068.77 for completion of the original contract work.

Mr. Wright entertained a motion to approve Application for Payment No. 3 which was made by Mr. Shaver and seconded by Councilman Albert. The motion carried unanimously.

Mr. Fox provided an update on the Storm & Sanitary Sewer Inspection & Cleaning Projects and shared that HRG has completed inspections of the sanitary sewer manhole and sewer structures, and is compiling findings with the exception of Front Street. That work will be completed after the work

on Pine Street is completed. Mr. Fox indicated that the work is expected to be completed near the end of December. An initial contract will be ready for review by January and bidding in February.

Mr. Fox provided an update on the Swatara Street Retaining Wall Project and stated that the final observation and measurements are anticipated to be completed by December 2015, pending weather conditions. The final report will be provided before the end of the year. Mr. Fox asked for Council's consideration of approval to extend deadline in to January 2016 to gain proper measurement of the retaining wall due to climate and weather conditions if necessary. A motion was made by Mr. Shaver and seconded by Ms. Marcinko. The motion carried unanimously.

Mr. Fox provided an update on the Firehouse Improvement Project and shared that HRG anticipates bidding the project in January 2016. The project was delayed in order for the firehouse to have their Christmas tree sale. The construction is better suited for Spring.

Mr. Fox provided an update on the Harrisburg & Pine Streets Utility Improvements Project. The detour work has been completed on Pine Street for this construction season. The remaining work includes the interconnection with the new water main and existing water systems at Second Street, Reading Street, and Lester Street, abandoning of the existing water system, and sanitary sewer spot repairs on Pine Street which is scheduled to be repaired under flagging conditions and should be completed before the end of the year.

Mr. Brown asked if the contractor respond to the request to remove items left behind towards the top of Pine Street. Mr. Fox indicated that they received three complaints regarding this and they did contact the contractor. The contractor will be cleaning up the debris this week.

Mr. Wright thanked Mr. Fox for his presentation.

Communications:

**PA Department of Conservation and Natural Resources, Notice of Satisfactory Completion of the Mohn Street Park Project**

**Dauphin County Office of Tax Assessment, Certification of 2016 Steelton Borough Real Property Taxable Assessment TotalDa**

**Dauphin County Office of Tax Claim Bureau, Repository Bid by ESRA Group, LLC for Parcel No. 59-001-039 (Ridge Street)**

Mr. Wright indicated that Council acted on this item last month.

Mr. Shaver asked if the addresses for the properties are known. Mr. Wion shared that 59-001-039 the property site address is Ridge Street and that a formal address is not available other than a tax parcel number.

Mr. Shaver made a motion to accept the Tax Claim Bureau's bid on Parcel No. 59-001-039 which was seconded by Mr. Albert and the motion carried unanimously.

**Dauphin County Office of Tax Claim Bureau, Approval of Repository Bid of ERSA Group,**

**LLC for Parcel 59-0020-001 (Columbia Street)**

Mr. Shaver made a motion to approve the repository bid for Parcel 59-0020-001 on Columbia Street which was seconded by Ms. Marcinko. The motion passed unanimously.

**Capitol Region Water, 2016 Sewer Rates**

**Steelton Borough Sewer Department, SCO Supplemental Report  
Ms. Annette Morrison, Request for Sewer Bill Relief for 355 Pine Street**

Mr. Shaver asked for staff recommendations regarding this item. Mr. Shaver indicated that it appeared that the meter failed. Mr. Shaver questioned what credit should be given to the residents and if the normal billing amount is what should be paid. Mr. Brown shared that the average usage of the resident may be an open for Council to consider.

Mr. Wion shared the courts opinion that yes, if an individual can establish an unreasonable and unwarranted loss of water between the meter and where it goes into the sewer, then a consideration of a reduction is warranted. The burden of proving that it did not get into the sewer system is on the property owner. Mr. Wion suggested that the Public Works Committee consult with the property owner to establish some basis for a reasonable explanation in that regard. The forgiveness should not be less than what the Borough pays the City for the gallonage. If there is an issue with the meter, that may be a reasonable explanation. Assuming a meter has been checked and the meter is properly functioning, then the burden falls on the property owner to provide an explanation.

Mr. Shaver suggested that staff confer with the committee and report back to Council. Mr. Shaver shared that there appears to be an issue with the meter and it is not working properly. While staff is reviewing the issue, Mr. Shaver requested that the resident not be charged any penalties.

Mr. Wright entertained a recommendation to table this issue to give Public Works and staff has the opportunity to review, while not penalizing the resident. The motion was made by Mr. Shaver and seconded by Mr. Albert. The recommendation carried unanimously.

**Communication from Mr. Muhammad requesting to remove Special Purpose Parking Sign from 234 North Second Street**

Mr. Wion shared that this would need to be done by resolution, which is prepared to be considered later in the meeting during the adoptions of resolutions.

Unfinished Business:

Mr. Wright shared that there is no unfinished business.

New Business:

**Mr. Doug Brown, Approval of Ordinance 2015-5 Adopting the 2016 Steelton Borough General Fund and Sewer Fund Budgets and Authorizing Appropriations**

Mr. Brown shared that Council has had this exact version of the budget since November 5, 2015.

There has been time for Council to review the budget.

Mr. Brown shared that the budget was developed through consultation with staff. Mr. Brown shared that he arrived in the office in October; therefore, Rose Paul, Assistant Borough Secretary and Borough Consultants, Mr. Mike Musser and Mr. Jay Wenger, completed work reviewing debt service and bonds. From the perspective of process, there were advertised Public Finance Committee meetings including meetings on October 15 and October 27, 2015, followed by an advertised Special Budget Council meeting on November 5, 2015, during which the budget was approved unanimously to present his version of the budget to the public for inspection. Starting on November 6, 2015, this version of the budget was available to the public in a summary form as well a detailed form. The budget ordinance was advertised on November 24, 2015, pursuant to requirements of the Borough Code. A summary of the budget was provided when the public inspection notice was advertised. The budget has been properly vetted both through committee and council and by the public through inspection and advertisement. The ordinance is also available to residents present at this Council meeting, tonight, December 7, 2015.

The overall 2016 General Fund budget is a \$4,021,097.00 with no tax increases for the 2016 year. The major means of balancing the budget without a tax increase came through cuts to certain departmental line items and reorganization of personnel which left positions vacant.

The budget represents a \$125,314.00 decrease over budgeted expenses for 2015.

On the expense side, the drafted General Fund budget decreases expenses. Reductions were made by one vacant Patrol Officer position saving \$92,680 in personnel expenses. The highway and sewer departments were reorganized to operate with lead foremen as opposed to a Public Works Director which would have been a salary of \$70,000. The Borough also froze Capital purchases from the General Fund as well in 2016; however mandatory cost drivers are still present as any municipality does including personnel related insurance and benefits. Liability insurance will increase by 10% in 2016. Medical insurance will increase by 9%. Contractual wage increases for uniform and non-uniform employees are estimated to be at 2% for 2016.

Personnel assumptions are present in draft General Fund budget. There is an allocation to fill one Chief vacancy. The higher dollar amount will allow for flexibility if the Borough would like to hire a Patrol Officer. That action would still save funding.

An allocation is present to hire a new Codes Enforcement Officer/Zoning Officer which is critically needed in the Borough Codes Department. The Borough's agreement with Highspire is properly functioning as well as subing out UCC work; however, an in house BCO will provide much more efficiency.

An allocation to replace one Highway Laborer vacancy which is currently being advertised.

An allocation to hire a part-time Administrative Assistant is present to assist with administrative duties including meeting minute transcription.

A freeze on hiring a new patrol officer, as previously discussed, as well as a freeze on the Public Works Director.

The Revenue package assumed in the budget is \$4,021,097.00 and assumes that revenues remain relatively flat compared to 2015. The anticipated 2015 actuals number is \$3,992,638.00. The total revenues assumed in the 2016 budget are increased by less than 1% over that; therefore, the Borough must try to remain close to where the actual revenues will end for 2015. A good portion of the revenue increase is assumed grant funding to help pay for Codes positions.

Staff attempted to use average of actual spending when possible to project a revenue estimate that is realistic.

The Sewer Budget fund totals \$2,094,519.00. That includes no sewer rate increases. Since 2012 the Sewer Fund has continued to exhibit strong and consist yearly revenues in the \$2 million range. This has allowed the Department to make capital purchases and perform capital improvements that are much needed to the Borough's aging infrastructure.

The 2016 draft Sewer Fund budget reflects similar increases in the personnel expenses that are increasing in the General Fund. Those include the 10% increase in liability insurance and the 9% increase in medical insurance. Contractual wages are estimated at 2%. Additional expenses include the installation of new sanitary sewer mains at Bessemer and Mullberry Streets in the amount of \$250,000, an increase in the cost of supplies to help improve sewer treatment at \$15,000, as well as debt service for the 2015 general obligations bond at \$30,000 which goes into helping replace the sewer mains with the Pine Street project. A replacement of a sewer truck and a sewer dump truck at \$50,000 and a Sewer Laborer vacancy which is an entry level laborer position that is budgeted for.

The personnel assumptions in the 2016 draft Sewer Fund budget are 1.) reorganized to have Bob Werzbcic to work as the lead foreman thus not having to hire a Public Works Director, 2.) a sewer laborer will be hired to replace a current vacancy.

The revenue package for the Sewer fund budget also equals \$2,094,519. This estimate is in line with actual average year end and actual revenues experienced from 2012 until present. Projected year end actuals for 2015 are \$2,070,048.00. The major source of sewer revenues is projected to increase around 5% based on anticipated end-of-year 2015 estimates which is a 1% increase over year end projections.

Mr. Wright asked if there were any questions regarding Ordinance 2015-5. Hearing none, Mr. Wright enteratined a motion to approve the ordinance which was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion carried unanimously.

#### **Mr. Wion, Approval of Ordinance 2015-6 Fixing Tax Rates for Fiscal Year 2016**

Mr. Wion indicated that now that Council approved the budget, Ordinance 2015-6 is before Council for consideration. The Ordinance approves a tax at a tax rate for general purposes, 15.0 mills on each dollar of assessed on real estate classified as non-farm land and 15.0 mills on each dollar of assess valuation on real esetate classified as building on land puruant to 8 Pa. C.S.A. §1302.1. Also the tax is levied on all occupations subject to taxation for the fiscal year 2016. Tax rate for general pusposes is 20 mills on each dollar of assesed valuation pursuant to 8 Pa. C.S.A. §1302 (b). Debt service tax independently established at 2 mills on each dollar of assesed valuation.

Ordinance 2015-6 is before Council for consideration. The motion was made by Councilman Shaver

and seconded by Councilwoman Marcinko and passed unanimously.

**Mr. Wion, Approval of Resolution 2015-R-39 Establishing Tax Discount Rate for the Borough of Steelton**

Mr. Wion indicated that this resolution establishes that all taxpayers subject to the payment of taxes levied under the previous ordinance are entitled to a discount of two per centum from the amount of such tax upon making payment of the whole amount thereof within two months after the date of the tax notice. All taxpayers who fail to make payment of such taxes charged against them within four months after the date of the tax notice will be subject to penalty. The penalty shall be five per centum of the amount of tax if it is paid within the period beginning four months after the date of the tax notice and six months after the date of the tax notice. Thereafter, a penalty of ten per centum of the amount of such tax.

Resolution 2015-R-39 is before Council for consideration. A motion was made by Councilwoman Marcinko, seconded by Councilman Albert, and passed unanimously.

**Mr. Wion, Approval of Ordinance 2015-7 to amend the Code of the Borough of Steelton Chapter 110 Thereof Entitled, "Vehicles and Traffic" to establish addition special purpose parking zones; and to eliminate special purpose parking zones**

Mr. Wion shared that twice a year Council looks at resolutions that have been passed in regard to Vehicle and Traffic Ordinance which establishes or eliminates special purpose parking areas, establishes one way street, etc. The ordinance before Council takes the resolutions passed since the last ordinance earlier in the Spring and authorizes in ordinance form the establishment of special permit parking zones at the following areas: 25 Chestnut Street, 142 Lincoln Street, 741 S. Front Street, 24 S. Harrisburg Street and a portion of 22 S. Harrisburg Street, 742 N. Second Street, 104 N. Second Street, 38 S. Second Street, 339 S. Second Street, and 117 Walnut Street and 51 S. 2<sup>nd</sup> Street. The ordinance also eliminates certain parking spaces including the following: Parking space reserved for fire department Chief at the South side of 138 N. Second Street, 31 Chestnut Street, 355 Locust Street, 35 North Third Street, 42 South Harrisburg Street and a portion of the frontage of 40 South Harrisburg Street, a portion of 168 S. Second Street and all of 172 S. Second Street, and 369 South Second Street.

Ordinance 2015-7 is before Council for consideration. A motion was made by Councilman Shaver, seconded by Councilwoman Marcinko, and passed unanimously.

**Mr. Wion, Resolution 2015-R-40 Establishing a Special Purpose Parking Zone for Rodica I. Mihalis**

Mr. Wion presented special purpose parking for Ms. Rodica I. Mihalis via Resolution 2015-R-40. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion passed unanimously.

**Mr. Wion, Resolution 2015-R-41 Adopting the Emergency Operations Plan of Dauphin County**

Mr. Wion shared that the Pennsylvania Emergency Management Services Code allows the Borough to prepare, maintain and keep current an emergency operations plan for the prevention and

minimization of injury and damage caused by a major emergency or disaster within the Borough. For a number of years, the Borough has worked with the County because the County establishes a plan for the entire county. Each year, the Borough has looked at the Dauphin County plan and determined that their plan is the appropriate plan for utilization of the Borough. The Council adopts the County's plan as the plan for the Borough.

Therefore, Resolution 2015-R-41 is before Council for consideration. Councilman Shaver made a motion, seconded by Councilman Albert, and passed unanimously.

**Mr. Wion, Resolution 2015-R-42 for Elimination of Special Purpose Parking at 234 N. Second Street**

Mr. Wion shared that this parking space is in the name of Yvette Wilson, the tenant who no longer resides at the property; a letter was sent by the owner advising the Borough of this situation.

A motion was made by Councilman Shaver, seconded by Mr. Albert and passed unanimously.

**Mr. Brown, Neighborhood and Economic Development Committee Recommendation to Switch Website Template/Design to Word Press**

Mr. Brown shared that Mr. Mike Segina is present and has expressed the limited nature of the website and recommended switching the template.

Mr. Segina presented the Word Press template to the Steelton Neighborhood and Economic Development Committee at their November meeting. Mr. Segina shared statistics about current website usage noting that in October and November there were over 1,000 unique visitors each month to the website. Mr. Segina noted that 60 percent of users are desktop users while most of the remaining 40 percent are mobile or tablet users. However, the current Steelton Borough website is not mobile friendly and difficult to navigate for mobile users.

By moving the website template over to a Word Press site Mr. Brown will be able to log into the site to change and update content instead of the current setup, which involves Mr. Brown contacting Mr. Segina and having him update the website using code. Mr. Segina noted that this leads to delays in the updating of the website due to the inability of Mr. Brown to update the site on his own.

Mr. Segina stated that it is very important to have the ability to update the website quickly in cases of emergencies, water main breaks, etc.

Mr. Segina showed Council and those in attendance a version of the website on a template, noting the mobile-friendly nature of the Word Press template. Mr. Segina also noted that transferring content over to the Word Press site will not take an exorbitant amount of time. Switching to the Word Press template is also only \$49.

The Word Press site will also have a search feature to allow users to navigate content.

Mr. Segina displayed a mockup of a Steelton Borough website using the Word Press Template. Mr. Segina also provided a list of items that can be added to the site as new content. The actual template, Mr. Segina stated, is called Town Press. Mr. Segina then demonstrated the mobile friendly nature of

the site.

Mr. Wright entertained any questions from Council about Mr. Segina's presentation.

Mr. Shaver asked about the security level of the new template and if it will leave any vulnerable information exposed to hackers. Mr. Segina stated that since Word Press does not use code, someone, if they knew the password and username, could change the website. Mr. Segina noted that there are apps that help a user increase the security of a Word Press page to prevent any unauthorized users from accessing the website.

Mr. Wright clarified that currently the Borough of Steelton does not put any sensitive or personal information on its website that is not public information. The public should not worry about any sensitive information being "hacked" because the Borough does not put any sensitive information on its website.

Ms. Marcinko stated that the NEDC Committee's biggest point is that Mr. Brown will have access to Word Press wherever he is at which will allow him to update and change content whenever needed. Ms. Marcinko also discussed linking the website to a Facebook Page similar to other municipalities.

Mr. Segine replied that he looked into the Facebook Page idea. There is no way to block comment on a Facebook page, but other municipalities like Swatara Township have an active Facebook Page. Mr. Wion, being the solicitor for Swatara Township as well, may have a sample policy on the use of a municipal Facebook page, according to Mr. Segina.

Ms. Marcinko noted that the Facebook page will be something that will be considered in the future.

Mr. Albert motioned to authorize the borough to work with Mr. Segina on switching the website template to a Word Press/Town Press Site, seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

#### **Audience Participation:**

Mr. Wright opened the floor for audience participation, asking members of the audience to state any concerns they may have.

#### **Ms. Joyce Culpepper – 237 North Harrisburg Street**

Ms. Culpepper commented on the property at Lincoln and Trewick Streets. Ms. Culpepper noted that while she was riding down the street she noticed that the property is still in disarray after many years. Ms. Culpepper noticed the same televisions that have been there for a long time still sitting on the property. There are also computer monitors, couches, bath tubs, tires, bags of leaves, and other debris on the property. Ms. Culpepper stated that the property needs to be boarded up because people are breaking the windows out of the property. The property has been vacant for several years.

Ms. Culpepper stated a concern that all of the debris laying on the property seeps into the water table and could be getting into Steelton Borough's water supply. Ms. Culpepper would like to see the property cleaned up.

Ms. Culpepper noted that Dauphin County has a free recycling program for residents. Ms. Culpepper

asked that the Borough go look at the site, clean it out, and take the debris to the recycling center.

Ms. Culpepper asked that a camera be placed on the site to monitor people that are dumping debris on the property. She also stated that the property is a fire trap and needs to be looked at as a community concern.

Ms. Culpepper is hoping the borough will look at the aforementioned property and clean it up.

Mr. Wright commented that Council will turn the issue over to Public Works and Mr. Brown will also notify the NEDC Committee about the issue.

Mr. Brown provided an update on the property stating that he has been contacted about the property. Mr. Brown stated that they have contacted the property owner notifying him of the need to clean the property up or face penalties.

Ms. Marcinko stated that she is very focused on that property. She noted that the property has been condemned and no public employee from the borough can enter the property. Ms. Marcinko stated that it is private property and if the Borough were to clean the property it they must get permission from the property owner. Ms. Marcinko noted that the property owner has spent several days in jail based on previous violations on the property. Ms. Marcinko noted that boarding the property up is at the discretion of the property owner. Ms. Marcinko stated that the Borough will not be sending any public works employees up to board of the property because it is too dangerous. She noted that the property has been on the Borough's radar for years but the Borough must follow the law and is limited in what it can do to clean up the property.

Ms. Marcinko clarified that Mr. Brown has notified the owner, but cautioned that if the Borough is to file a lien on the property and clean it up, the Borough will most likely not get the money back, which are taxpayer dollars.

Ms. Culpepper asked if we could place something on the website about taking large items to the Dauphin County Recycling Center for free. Ms. Marcinko stated that the Borough could do that.

Mr. Minium informed Ms. Culpepper that the Police Department has placed camera's at the Trewick and Lincoln Street property in an effort to catch people illegally dumping.

Mr. Wright asked Ms. Culpepper and the audience to always contact Borough Manager Brown with any ideas or issues.

**Mr. Dennis Heefner – 337 Swatara Street**

Mr. Heefner stated that when he was on Council a representative from the block company working on the Swatara Street Retaining Wall recommended that the Borough caulk the cracks in the wall. In the winter time, the cracks will contract and expand, making the cracks larger. Mr. Heefner stated there is a 30 degree slant at the top of the wall. He stated that Council was supposed to prohibit parking at the top of the wall due to the issue of its movement and cracking.

Mr. Fox, representative from HRG, Inc., replied that the initial recommendations for fixing the wall have been developed and have been in contact with the block manufacturer to determine what the appropriate repair to the wall will be. The company would like to see the last measurements taken on

the wall in December 2015 to see how much the wall has actually moved. Full recommendations for addressing the issues at the Swatara Street Wall will be reported by HRG, Inc. to the Borough Council in January 2016.

Mr. Heefner stated that the wall was not erected correctly.

**Ms. Natasha Woods – 181 South Front Street**

Ms. Woods stated a concern about the flaggers on Pine Street working in the project area. Ms. Woods stated that there is not signage on the side streets (River Alley and Second Streets) which has caused near-accidents on Pine Street. Mr. Fox replied that he will report the issue to the contractor first thing tomorrow.

**Mr. Emmual Powell – 321 Lebanon Street**

Mr. Powell asked why there are “Private Office” signs on the third floor of the Borough Building. Mr. Powell stated that if the Borough Building is a public place, why are there private offices posted within the building. Mr. Powell asked if there is something going on in the offices that the Borough does not want the public to know about.

Mr. Brown stated that anybody that has come to the Borough Offices knows his door is always open and that he has an open door policy. Mr. Powell stated that he knows that.

Mr. Powell reiterated that he wants to know why the “Private Office” signs are up in the building.

Mr. Wion, Borough Solicitor, stated that Council adopted a policy for the use of the building earlier in 2015. The offices in the Borough, while housing Mr. Brown and other people that are public officials, are not offices that the general public can simply walk into. Mr. Wion stated that residents can make arrangements to meet with Borough staff in those offices, but the fact that the Borough Building is a public building does not give residents the ability to simply walk into any office they would like to. Mr. Wion stated that the public is allowed to deal with borough employees in the Borough Building but must do it within the strictures of the building policy. Mr. Wion stated that the Borough Manager’s Office is *his* office where he does his work. Member’s of the public are only allowed to go into his office by invitation. Mr. Wion stated that, to that extent, it is a private office in a public building.

Mr. Wion stated that if you go to any municipality you will find almost the identical policy/arrangement for access to offices in the municipal building. Mr. Wion stated that he can guarantee it is identical in Swatara Township. Mr. Wion clarified, again, that members of the public cannot go into private offices within the Borough Building without permission or invitation.

Mr. Wright stated that based on the building policy, the signs will remain.

Ms. Marcinko stated that the building policy is for the protection of residents as well, because the private offices in the Borough Building many times contain records with information about residents including sewer/water billings.

Mr. Powell stated that his displeasure of having private office signs printed with taxpayer dollars.

Mr. Wright welcomed Mr. Powell to meet with Mr. Brown any time he would like.

Mr. Powell then asked about the fact that some Council people have taken minutes home with them to complete. Mr. Powell asked if those are Borough property. Mayor Acri responded that the minutes and tapes are borough property. Mr. Powell asked why Council would not allow members of the public to take minutes and tapes home, but will allow Council members to do so.

Mr. Wright stated that it is the Borough's duty to put the minutes together for approval, at which point they are accessible to the public.

Mr. Wion clarified that Executive Session does not require minutes as confidential matters are discussed in such sessions.

Mr. Wion stated that the minutes are sometimes kept on tape until they are transcribed. Mr. Wion stated that Mr. Powell can always come to the Borough to listen to the audio tapes, but that the Borough is eliminating the need to do so when staff transcribe the minutes to paper.

**Markis Millberry – 349 Spruce Street**

Mr. Millberry requested an update on the Moose Building.

Mr. Brown replied that he has a meeting scheduled with Dr. Kambic's practice and construction manager to discuss their plan for the building. Dr. Kambic's construction group is moving forward on partial demolition of the Moose Building. The Borough is also in talks with the Dauphin County Industrial Development Authority and Dr. Kambic's practice about transferring the 24-26 Adams Street Property to the firm for conversion to an auxiliary parking lot.

Mr. Millberry then requested an update on the old State Liquor Store at Front and Pine Streets.

Mr. Brown replied that he had not spoken to the new owner of the old state store, but that they are planning to open a variety store in the coming weeks.

Mr. Millberry asked Council to provide an reasoning for why sewer rates are so high in Steelton Borough.

Mr. Shaver responded that the sewer rates are the result of a study conducted by Herbert, Rowland, and Grubic, Inc. in 2012. When the study was concluded, the engineer provided the rates that are levied today. This is based on multi-year projections of the anticipated costs that will be incurred by the sewer system due to the capital needs of the system, and other factors.

Mr. Millberry asked if the sewer rates were raised because of the East End Sewer Separation Project, which is what he was told. Mr. Shaver stated that the East End Sewer Separation Project was funded through a combination of an PA-H2O Grant and a PENNVEST Loan.

Mr. Shaver asked asked Mr. Millberry if he has conducted his own evaluation and comparison of Steelton Borough's sewer rates as compared to Lower Swatara, Highspire, Swatara Township, and Middletown.

Mr. Millberry responded that he knew the stated rate that the Borough pays the City of Harrisburg for treating the Borough's sewage. Mr. Millberry feels that the Borough is overcharging the residents

based on the fact that rates are higher than the rate paid to Harrisburg for treating the Borough's sewage.

Mr. Shaver stated that he feels Mr. Millberry is incorrect and that the HRG, Inc. study lays out, in black and white, the need for our current rates. He then asked again if Mr. Millberry has looked at the rates in other municipalities.

Mr. Millberry stated that he has not looked at the sewer rates in other communities.

Mr. Shaver stated that Steelton Borough sewer rates are lower in many cases than neighboring municipalities because customers in Steelton pay for what they actually consume rather than a flat charge. For example, Lower Swatara and Highspire have flat rates rather than consumption-based rates.

Ms. Marcinko stated that sewer/water bills in Steelton are based on consumption. She stated that the East End Sewer Separation project has nothing to do with what someones bill is and that the EESSP is required by the Federal Government Environmental Protection Agency. Ms. Marcinko stated it is not an elective project the Borough is financing as a luxury. Ms. Marcinko stated that the additional money they receive from sewer payments pays for maintaining and improving Steelton Borough's aging sewer infrastructure, maintaining and improving Steelton Borough's pump stations, treating the sewage that the Borough conveys to Harrisburg, etc. She also stated that the Borough has not raised sewer rates since 2012 and if somebody opens their spigot and lets it run, they will have a high water bill and, subsequently, a high sewer bill. Billings are based on consumption. Ms. Marcinko stated that the only thing that raises a water/sewer bill is one's consumption during a quarter. Ms. Marcinko suggested that if any residents consumption is abnormally high, the resident should check for leaks or, if a tenant, contact their landlord to investigate the cause of abnormally high usage. Ms. Marcinko also stated that any resident can call the Borough to question a high billing and high usage. If they call into the Borough, staff will let the resident know what to do. Ms. Marcinko pointed to a recent case where a resident called the Borough about a high water bill, had her meter tested, and the meter was faulty.

Mr. Millberry then asked for an update on the project across from Borough Hall and if any developers have been identified to develop the site once both garages are demoed and the site is made "pad ready." Mr. Brown replied that a developer has not been identified and that there is a significant amount of brownfield reclamation work that needs to be completed in order to make the site ready for a developer.

Mr. Brown stated that there are underground storage tanks that need to be removed, demolition of structures that has to occur, and environmental reclamation work required.

Mr. Millberry then asked for an update on the Adams Street Project.

Mr. Wion replied that the Borough is in contact with at least one potential developer. The developer has been meeting with the Dauphin County Redevelopment Authority, County, and members of Council to discuss the potential of revising the current ten townhouse plan into something the developer feels will be more feasible. There has not been movement on the revised plan to date.

**Ms. Cheryl Powell – 321 Lebanon Street**

Ms. Powell stated that she has just moved back into the area and wants to know the top three improvements Council is trying to make in Steelton.

Mr. Brown replied that his personal goals as the Borough Manager are to spur economic development across the street and bringing commercial development to the borough; creating a targeted blight program for the Borough to eliminate blight; and to continue to enhance transparency in the Borough Manager's office.

Ms. Powell asked how the borough can let a property like the one at Lincoln and Trewick Street sit in disrepair for so many years if their goal is to eliminate blight. She asked how the borough expects to do anything in the future if it could not do anything over the last four years.

Ms. Powell asked if there is an ordinance that can be changed to give the Borough more teeth in taking care of problem properties.

Mr. Shaver stated that unfortunately there are legal and procedural limitations that tie the Borough's hands in many instances, including the Borough never getting fine and lien dollars for the cost of fixing properties.

Ms. Powell stated that more owner's could "skate" the rules and put the Borough in similar situations. She does not want to see properties like the Trewick and Lincoln Street property proliferate at the Borough.

Ms. Marcinko stated that blight and urban crawl are growing in the United States.

Ms. Powell stated that Youngstown, Ohio was able to get around the problem of blight by purchasing and bulldozing properties.

Mr. Wright asked Ms. Powell to meet with Mr. Brown to bring forward her ideas.

Ms. Powell asked what important things Council is working on. Mr. Wright replied that his personal project is getting Front Street developed as well as complete the development on Adams Street. Mr. Wright stated that the Borough has invested a lot of money into the projects on Front Street and around the Borough while not raising taxes for the next fiscal year.

Ms. Powell asked how the Borough can see itself growing if they cannot raise taxes and are continually balancing the budget through austerity measures like cutting position. Ms. Powell recognized that there is sometimes waste in government but that the Borough seems to have cut out all that it can.

Mr. Wright reiterated that Ms. Powell should meet with the Borough Manager to share her ideas.

#### **Council Concerns:**

**Councilman Albert:** Mr. Albert wished everyone a happy holiday and congratulated new Council members.

**Councilman Shaver:** Mr. Shaver reminded those present about the Christmas Tree Lighting Ceremony.

**Mayor Acri:** Mayor Acri invited everyone in attendance to the Christmas Tree Lighting Ceremony.

**Mr. Wion:** Mr. Wion requested an Executive Session on potential litigation.

**Ms. Rosemarie Paul:** No comment.

**Mr. Brown:** No comment.

**Chief Vance:** No comment.

**Councilperson Marcinko:** Ms. Marcinko stated that the Borough discovered that the Public Works Laborer and Sewer Laborer positions were posted in the Patriot News and on Pennlive, as well as on the CapCOG website, but were not posted on the Steelton Borough Website. For this reason, Ms. Marcinko announced that the Personnel Committee directed Mr. Brown to repost the two laborer position vacancies on the Steelton Borough website and accept applications until Friday, December 11. Ms. Marcinko requested that members of the audience that are interested in applying should do so via the Steelton Borough website. Ms. Marcinko also suggested that members of the audience inform their neighbors and friends about the position.

Ms. Marcinko then stated that in the future the Borough needs to put together a Citizens Advisory Committee. Ms. Marcinko stated that Council cannot predict or know about everything.

In the last three weeks, the Borough has experienced vandalism at Ryan Mohn Park (which the Steelton Community Development Foundation and his family invested a lot of money into). Ms. Marcinko stated that vandals recently destroyed a concrete bench at the park.

Ms. Marcinko stated that the benches at the Locust Street Steps were also broken over the past week. Vandals also graffitied the steps. Ms. Marcinko noted that the destruction of this property costs taxpayer's and the community must get to the core of why these problems are proliferating.

Ms. Marcinko noted that the problems of vandalism did not occur as frequently in the past. Ms. Marcinko stated that the most appalling issue is that the Borough itself puts a lot of dollars into decorating the town for holidays. Last week, Borough staff decorated the poles in front of Borough Hall for the Christmas Tree Lighting Ceremony. Vandals stole lights from the poles after they were installed.

Ms. Marcinko stated that she would like to see the community, including Mr. Millberry, put their energy into doing something positive and stopping people from committing the aforementioned acts. Ms. Marcinko stated that we cannot continue to put money, as a Borough, into the community to make it better if people are continually ruining it.

Ms. Marcinko thanked Mr. Brown and Ms. Paul for their work on the budget. She stated that the budget summaries were the best that she has seen since being on Council.

**Councilman Wright** – Mr. Wright echoed Ms. Marcinko's sentiments regarding the Borough putting money into community improvements only to have them destroyed and neglected by some people. Mr. Wright said that he would advocate to raise taxes to improve the community. Mr. Wright stated

that the Borough Departments have worked hard to put a limit on spending and operate efficiently. Mr. Wright stated that the Borough is maxed out on the millage rate it can charge for purposes of taxation which makes it difficult to raise taxes.

Mr. Wright stated that there is currently not a community pride in Steelton and it needs to return. Mr. Wright asked crowd participants to keep coming to meeting and to engage Mr. Brown and Borough staff to make the Borough better.

Mr. Wright also stated that community members can call Council members as well.

Mr. Wright wished everyone a Happy Holidays and asked the public to come to the Christmas Tree Lighting Ceremony.

**Mayor Acri:** Mayor Acri requested the permission to give one final comment. Mayor Acri stated that Ms. Powell had asked what the Borough Council's three goals are and member of Council could answer the question. Mayor Acri stated that Council has not been able to give a straight answer on what its goals are for the Borough when asked, and Ms. Powell did not receive an answer to her question tonight. Mayor Acri stated that the Borough does not have projects that are making meaningful movement. He stated that projects have been left incomplete for years in the Borough and, currently, nothing is done. Mayor Acri stated that Council and the Borough does not have goals. Mayor Acri stated that the Borough cannot raise taxes any longer. The only way for the Borough to increase its revenue is to complete economic development projects, which it has not been able to do. Mayor Acri stated that Ms. Powell was right in her question, that Borough Council had danced around an answer, but did not give her an adequate answer on what they are going to do. Mayor Acri stated that he hopes the four new Council members will bring a new energy in 2016 and stated that he does not want to have any fighting in 2016. Mayor Acri stated that the Council and Borough spent a lot of 2014 and 2015 fighting with each other and the community and did nothing for the community. Mayor Acri stated that we need to forget about the people that want to come into the Borough and create problems and, instead, come together to work on developing and achieving goals. Mayor Acri said that this is imperative because Council does not have any goals for 2016.

**Executive Session to Discuss Personnel Issues and Potential Litigation:**

At 8:03 pm, Mr. Wright entertained a motion to enter Executive Session for the purpose of discussing personnel issues and potential litigation. Mr. Albert made a motion to enter Executive Session, seconded by Mr. Shaver and approved unanimously.

Council reconvened after the Executive Session at 8:25 pm.

**Authorization to Enter Into Employment Agreement with Mr. Amrinder Singh as Steelton Borough Codes/Zoning Enforcement Officer Effective January 18, 2016**

Ms. Marcinko announced that the Steelton Borough Personnel Committee, after conducting a job search process and interviewing all candidates that applied for the position, recommends entering into an employment agreement with Mr. Amrinder Singh as Codes Enforcement, Planning, and Zoning Officer. Ms. Marcinko made a motion to authorize the Borough of Steelton to enter into an employment agreement with Mr. Amrinder Singh for the Codes Enforcement, Planning, and Zoning Officer position, seconded by Mr. Albert. Council voted unanimously to approve the motion.

**Adjournment:**

Mr. Wright entertained a motion to adjourn at 8:27 pm. Mr. Shaver motioned to adjourn, seconded by Mr. Albert.