

Steelton Borough Council Agenda
September 16th, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meetings: September 3rd, 2019

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: August 2019

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
 - Update on Harrisburg Trash Services/Final Intergov. Agreement
- Parks and Recreation Committee (Oral Report)
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Jr. Councilperson Report (Oral Report)
- Borough Manager's Report (Oral Report)
 - Update on IDP Project – Storm Line Relocation Project
 - Update on FSB Town Home
 - Update on PAWC Transaction

Presentation:

Mr. Randy Watts Front Street Storm Sewer
Realignment Proposal

Jay Wenger, Tim Horstmann Next Steps in Debt
Defeasance/Transfer of
Assets Process

Communications:

Det. Sgt. William Shaub Traffic Study RE Stop Sign
on Spruce Street

HRG, Inc.	Preconstruction Conference Minutes – 2019 Sanitary Sewer Rehabilitation Project – 2019-01
HRG, Inc.	Construction Job Conference Minutes – 2019 Paving Project
Tri-County Regional Planning Commission	Nominations for Representative on TRCP Board for 2020-2021 Term
Tri-County Regional Planning Commission	Survey for Possible Regionalization of Stormwater Management
Unfinished Business: Mr. Proctor	Proposal from DH Landscaping to Construct Hygienic School Monument in the Amount of \$4,130
New Business: Mr. Wion	Ordinance 2019 – 7 Vehicles and Traffic
Mr. Wion	Resolution 2019-R-___ Easement Agreement between Steelton Borough and Steelton Borough Authority for Access to Water Facilities at Parcel 60- 008-023
Mr. Wion	Resolution 2019-____ Adopting a Five-Year Smoothing Method to Determine the Actuarial Value of Assets as Part of the Actuarial Valuation for the Steelton Borough Police Pension Plan

Mr. Brown

Request for Muralist to Paint
Mohn Street Wall

Mr. Segina

Update on Early
Intervention Program
Meeting and Items for
Council Discussion

Mr. Brown

Proposals to Appraise 110
North Front Street

Public Comments:

Council Concerns:

Executive Session: To discuss police personnel issues.

Other Business:

Mr. Segina

Recommend the
Appointment of Connor
Higgins as Emergency
Management Coordinator

Adjournment:

**Steelton Borough Council Meeting
September 16, 2019**

Present:

Mike Segina, Vice President	Dave Wion, Solicitor
Keontay Hodge, President Pro Tem (6:40 p.m.)	Doug Brown, Borough Manager
Dennis Heefner	Anthony Minium, Fire Chief
Kelly Kratzer	Aaron Curry, Codes Officer
Natasha Woods	Keith Miller, Foreman
	Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor, Maria Marcinko, William Krovic, and Olivia Palermo,

Vice President Segina opened the meeting at 6:30 p.m. by calling for the body to recite the Pledge of Allegiance. Councilperson Woods led the group in a Moment of Silent Meditation.

After review, *Mr. Heefner moved, and Ms. Kratzer seconded the motion to approve the September 3, 2019 Minutes as presented. The motion passed by a unanimous vote of the Council.*

There were no public comments on agenda items.

The Council reviewed the schedule of billing, requisitions, and change orders as presented for August 2019. *Ms. Kratzer moved, and Ms. Woods seconded the motion that the Financial Report for August 2019 be accepted as presented. The motion passed by a unanimous vote of the Council.*

The following Departmental and Committee Reports were presented:

Fire Department and Ambulance (Written Report)

Mr. Segina added that the Fire Department Committee is working on an updated handbook and possible changes to Chapter 81-32 and 81-33. Once completed, they will be sent to Mr. Wion for review and Council with a recommendation for approval.

Police Department (Written Report) – None submitted.

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Mr. Heefner made two additions to the written report:

- The Locust Street Steps are scheduled to be power washed.
- The City of Harrisburg is having problems with its telephone service and is unable to respond to calls promptly. He advises that persons call him directly because he has several contact numbers. Mr. Brown stated that the regularly scheduled trash service meeting between the Borough and Harrisburg has been canceled.

Parks and Recreation Committee (Oral Report)

Ms. Woods reported that the Committee is sponsored an end of the Fling in the Summer, which turned out well. Plans for the Halloween Party are being finalized. The next Committee meeting is scheduled for Thursday, September 19, 2019.

Stormwater Committee (Oral Update)

Ms. Kratzer reported that the Stormwater Committee is waiting for feedback on the Dauphin County proposal for the Regionalization of Stormwater Management before they move forward.

Jr. Councilperson Report (Oral Report) - No report in the absence of the Jr. Councilperson.

Mayor's Report (Oral Report) – No report in the absence of the Mayor.

Borough Manager's Report made the following points in his oral report:

- Met with Cory Troutman and Anmar Weaver from DCD regarding the strategic management plan and the grant that the Borough received for strategic planning for long-term financial solvency and other areas of planning.
- The Finance Committee held its first meeting with Department heads to review the Departmental wish list.
- The Integrated Development Partners Project, Mr. Watts, is present to present a proposal to relocate the stormwater lines, which is essential for the further development of the project.
- Efforts are being made to complete a business plan and other paperwork necessary for the \$ 1.5 million grant awarded by the State.
- The Frank S. Brown Townhome Project is waiting for the County to pass a Borrowing Ordinance so that the funds for the project can be released.
- Mr. Bakare and Horstman are present to share information regarding the sale of the water system.

NEDC Committee (Oral Report)

Ms. Hodge stated that the next meeting is scheduled for September 24, 2019.

Following the presentation of the reports, *Ms. Kratzer moved, and Ms. Hodge seconded the motion that the Departmental and Committee Reports be accepted as presented. The motion carried by the unanimous vote of the Council.*

Mr. Randy Watts, and an associate Engineer from Herbert, Rowland & Grubic, Inc. (HRG), reviewed a Proposal for the Front Street Storm Sewer Realignment Project. During the review, the following points were made:

1. In March 2017, it was determined that the storm sewer lines between Locust and Trewick Streets, particularly between Mulberry Alley and Pine Street, were in poor condition. Those sewer lines need repair.
2. The company proposes to change the location of and install new pipes, inlets, and manhole covers.

3. The company proposes to complete all the necessary research, secure all the required permits and legal clearances, design the system, develop and conduct the bid process, and supervise the project construction.
4. A lump sum of \$76,000 for contract services and an estimated fee of \$8,500.00 to secure the land easement from current property owners.

Mr. Wion made the Council aware of the following points regarding the Proposal:

- ✓ Page 2 there is a note that states, “it is assumed for the purposes of this proposal that prior to the commencement of field services, the existing storm water system will be flushed and cleaned by Borough Staff and is readily accessible to the personnel that will be obtaining and recording the necessary information pertinent to the invert depth, pipe size, type and material”. He wanted to point out to the Borough that it has to make sure that its staff is going to be available and is going to have to do that.
- ✓ Page 4, the last sentence of the first paragraph states, “For the purposes of pricing for this proposal, it is assumed that no additional surveys will be deemed necessary after the initial correspondence with the authorities listed with potential anticipated impacts”. Mr. Wion noted that it is possible that there will be a requirement for additional surveys.
- ✓ Page 5, the last paragraph, states, “It is assumed a Submerged Land License Agreement (SLLA) for this work is not required. It is assumed that neither a FEMA Letter of Map Revisions nor Occasional Flowage Easements will be necessary, that no wetland impacts will occur as part of this project, and that PADEP will issue the Water Obstruction and Encroachment Permit and Section 404 Permit without the need for a hydrologic and hydraulic (H&H) study”. Mr. Wion stated that it is probably an assessment that HRG has made knowing the scope of project, but is possible that there will be additional requirements if those items have to be secured.
- ✓ Page 6, first paragraph states, “Based on review of this project, it was determined that the project is assumed to be less than one (1) acre of disturbance so an NPDES permit for Construction Activities is not required”. Mr. Wion stated that he assumes that statement is there because of HRG’s knowledge of the scope of the project, but it is possible that if the project goes beyond that, a NPDES permit may be required.
- ✓ Page 8 – the lump sum of the Phases 1-4, 6 & 7 are provided. Mr. Wion stated the second section was added so that if there has to be some property owner acquisition and the property owners are not willing to give the property to us and some condemnation needs to occur, the phase 5 Services for HRG would be on a time and materials basis. The estimated fee is \$8,500.00, but obviously, that could change.

Mr. Wion stated that the Proposal is appropriate and touches the bases appropriately. However, he wanted the record to show that there may be some additional cost, depending on what happens during the actual project.

Mr. Watts commented that before the field survey can begin, space must be cleared. Mr. Brown is responsible for working with and handling the terminating the leases for the entities currently using the property. *Ms. Woods moved that the Proposal for the Front Street Storm Sewer Realignment Project submitted by HRG be accepted with the condition that Mr. Segina can sign the agreement in the absence of Mr. Proctor. Ms. Kratzer seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Tim Horstmann, and Mr. Ade Bakare, from the law offices of McNees, Wallace & Nurick, LLC, presented information regarding the sale of the water system, and the payoff of the debt on those assets. Including the steps needed for the termination of property interest, and transfer of assets for the sale of the Borough Water System. The presenters explained that:

- ✓ Closing on the sale of the water system should occur sometime in early October. It can proceed as soon as the PUC approval is obtained.
- ✓ Both the Water Authority and Steelton Borough have outstanding loans.
- ✓ When PA American Water wires the purchase price to the Borough, the approximately \$31/2 million loan from PennVest will be paid off. This must occur for the title to be transferred to the PA American Water Company.
- ✓ Steelton Borough has bonds that cannot be called until 2020 and 2022.
 - Funds to pay off these bonds will be placed in an escrow fund earmarked to pay off the obligations at the designated times.
- ✓ The Water Authority will file a Certificate of Termination to dissolve the Authority, and the remaining funds will be transferred back to the Borough. The Borough can use those funds to pay Borough debt and any other lawful purpose.
- ✓ In 2011, Constellation Energy, Steelton Borough, and the Water Authority made three agreements: 1) a guaranteed energy savings contract, 2) a lease with the option to purchase, and 3) a cooperation agreement between the Borough Council and the Water Authority. The agreements involved lighting improvements in the Borough Council Building and a 10-year lease with the option to purchase motors at the Water Treatment Plant. Since the Water Authority is being dissolved and assets sold, it is no longer necessary to continue the Guaranteed Energy Contract. It is recommended that Council purchases the system and transfer the equipment to PA American Water. It is further recommended that the Borough terminate the Guarantee Energy Savings Contract since it will no longer own the assets. If this is done, the annual \$3,000.00 payment to Constellation Energy is saved, and Constellation Energy will no longer be obligated to pay the Borough if the energy savings were not realized. Exercising the option to purchase the motors will cost \$ 52, 000.00 (the original cost was \$600,000.00). The Borough and Water Authority have both realized a saving during the seven years of the ten-year contract. It is possible to maintain the three-year contract of guaranteed savings on Borough building at a cost of \$ 3,000.00 per year.
- ✓ A recommendation that PA American Water's request a formal easement at the point of intake at the river be approved.

In accordance with the recommendation made by the lawyers handling the sale of the Borough Water System, and following an explanation from Solicitor Wion, *Mr. Heefner moved that Resolution 2019-R-29 creating an Easement Agreement between Steelton Borough and the Steelton Water Authority for Access to Water Facilities at Parcel 60-008-023 be passed. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Communications:

Det. Sgt. William Shaub submitted a Traffic Study regarding the request for a Stop Sign on the corner of Spruce Street and Fourth Street. First, he expressed concern about the possibility of causing a safety hazard during slippery weather conditions because of the grade of the hill. Secondly, the area does not meet the requirements of Pa. Code 67, Chapter 201.52. Ms. Kratzer questioned the section of the law quoted and the presence of 3-Way stop signs in the Borough. Chief Minium reported that there are no 3-Way Stop Signs in Steelton.

Herbert, Rowland & Grubic, Inc. sent a copy of the Preconstruction Conference Meeting Minutes for the 2019 Sanitary Sewer Rehabilitation Project.

Herbert, Rowland & Grubic, Inc. submitted Construction Job Conference Minutes for the 2019 Paving Project.

The Tri-County Regional Planning Commission sent a letter requesting nominations for Representative on TRCP Board for 2020-2021 Term.

The Tri-County Regional Planning Commission wrote that they conducted an online survey regarding using a more regionalized approach to stormwater management. The survey showed that municipalities are interested, and they may be able to develop a program for Dauphin County that would help reduce the cost of stormwater management. They approached the County Commissioners and have hired HRG to help with the technical analysis of the situation. The Borough is invited to have a representative attend the kick-off meeting, which will be scheduled sometime mid-October.

In the absence of Mr. Proctor, Mr. Segina presented the landscaping proposal made by DH Landscaping for a cost of \$4,130. The Proposal would place retainer wall, pavers, and the monument at the Bailey Street Basketball Court. Mr. Segina stated that \$2,000.00 has been raised for the project. The monument cost \$ 1,200.00, which leaves \$800.00 for any other needs. If the Council determines that it wants to move forward with the project, it will need to provide \$ 2,930.00 to the project. Ms. Kratzer stated that other cost for security and lighting are not included in the projected cost of project. Mr. Brown stated that he has not had a conversation with Ms. Barksdale about security or lighting for the monument. Ms. Kratzer stated that consideration was being given to obtaining a camera. There is also concern about the children playing in the area, for the tree located near where the monument would be placed, parking and the need to make changes in the curb and making it meeting ADA requirements. Council discussed the proposed design of the monument and other issues of concern. Ms. Cheryl Powell, 321 Lebanon Street, stated that she attended a meeting where someone said that the tree could be removed without interfering with the basketball court or the retaining wall. Mr. Brown noted that both the contractor and our engineer said that the tree cannot be moved without damaging the basketball court. Mr. Heefner, he stated that the area to the left of the basketball court is a flat area that could be sealed off and used as a place for the memorial. Chief Minium stated that the parents and children involved with the summer league have been asking for bleachers. If there were bleachers, they would not sit on the memorial. Mr. Segina requested the Committee meet and return with an agreed-upon recommendation.

New Business:

Mr. Wion presented an Ordinance regarding Special Purpose Parking Zones. *Ms. Kratzer moved that Ordinance 2019-7 Amending 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 be approved. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Mr. Wion recommended Council considers a Resolution regarding the Steelton Borough Police Pension Plan. The Resolution included two changes in the actuarial assumptions for January 1, 2019 valuation report 1) change back from using the asset valuation method based on the market value of the asset to the five-year smooth value. The mortality table would change from the IRS static table to a new, improved mortality scale. During the discussion period of the motion, Mr. Segina stated that starting in 2021, there will be additional Municipal Obligation of \$78,000.00 as a part of the smoothing of the pension plan. *Ms. Hodge moved, and Mr. Heefner seconded the motion that Resolution 2019- R-30, Adopting a Five-Year Smoothing Method to Determine the Actuarial Value of Assets as Part of the Actuarial Valuation for the Steelton Borough Police Pension Plan be passed. The motion was passed by a unanimous vote of the Council.*

Mr. Brown requested permission to meet with the Parks and Recreation and Public Works Committees. He would like to discuss getting a professional muralist to design and paint a mural on the Mohn Street wall to the left of the tennis courts. The Council approved the request.

Mr. Segina stated that there was a need to develop a Strategic Management Program, formally known as the Early Intervention Program. Council members were provided questionnaires, which he asked to be returned to Mr. Brown by the end of the week.

Mr. Brown tabled the discussion on proposals to appraise the property located at 110 - 112 North Front Street.

Public Comments:

The following citizens made comments at the meeting:

Donald Bowers, 587 and 447 Lincoln Street – Mr. Bowers asked about the status of the property located at 449 Lincoln Street. He stated that he was told that it was a rooming house. He was told a Notice of Violation was sent to the address because it is zoned for single-family residences. There must be a response to the Notice of Violation by September 20, 2019, or there will be additional fines and citations issued. Mr. Wion stated that the owners could resolve the issue by proving that they are not using the property as a boarding home. Mr. Bowers also reported that there is a tree in front of the house that has busted up the sidewalk, creating a safety hazard. Mr. Curry explained that since there is no Shade Tree Commission currently functioning in the Borough, there is no official authority to handle the problem. Mr. Bowers stated that it is causing problems with his sewer line, and the repair is very costly. The property owner stated that he would take the tree down 6-7 months ago, and no change has been noted. Mr. Curry was instructed to investigate the problem and what action might be taken to resolve this issue.

Cheryl Powell, 321 Lebanon Street – Ms. Powell expressed concern about the rumor that 324 Ridge Street and 420 Lincoln Street are being used as half-way houses. She asked if the properties are being used the way they're supposed to be used. There was a discussion about the zoning requirements of a half-way house and a boarding house. Chief Minium stated that the Police Department is aware of persons living in the area that are on probation. So far, persons who are known to live in the area are living with relatives. Ms. Hodge had it clarified that a variance would be needed to operate any type of group living setting. Ms. Powell also expressed concern about the parking of tractor-trailers in the Borough. She was informed that to take action on the tractor-trailers, a Borough-wide Traffic Study needs to be completed. It is financially unfeasible. Mr. Segina stated that Harrisburg City is having the same problem.

Veronica Supan, 2604 South Fourth Street - She stated that there was a similar issue with the misuse of properties in another area of town. There are three apartments, and it is said that they were used as a boarding home or a group home. She is concerned that pedophiles move in the area without notice to the neighbors. There are a lot of children in the area. She also stated that she would not want to see 6-7 unrelated people living in one home. Chief Minium reported that when registered sex offenders move into the area, the Police Department is notified. He also said that the information is not distributed to persons in the neighborhood. Mr. Wion noted that in 2009, there was a change in the entire Zoning Ordinance.

Mr. Bowers, 587 Lincoln Street – stated that in 2009, the Zoning Board properties were re-zoned so that any single-family house must remain a single-family house. Must go to Zoning Hearing – public meeting. Mr. Segina stated that is there were any questions regarding zoning that they should be referred to Mr. Curry, who is the Codes Officer.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked about the trash at 166 North Second Street. Mr. Curry stated that the items on the property could not be called trash because there are visible no trash bags or furniture. He also noted that the condition of the property has improved. Mr. Powell then mentioned a house on Ridge Street where is a collection of trash, including mattresses in the yard. Mr. Powell asked if a real estate company has to report when a property is sold and who bought it to the Borough. Mr. Brown responded that Dauphin County keeps track of that information and makes a report to the Borough.

Roberta Cooper, 424 Ridge Street – Ms. Cooper asked if a person must request a variance before or after the purchase of a property. Mr. Wion responded that a variance could be sought either before or after the purchase of a property.

Council Concerns:

Ms. Woods thanked persons for attending the meeting and stated that many important points were made during the discussion period.

Ms. Kratzer thanked persons for coming to the meeting and stated that she loved the fact that it was a productive meeting. She further recommended that a workshop session be held at least once per month. Councilpersons receive their packets on Friday before the Monday meeting giving them little time to review all the information included in the Council packet.

Mr. Heefner, Mr. Brown, and Mr. Wion had no additional concerns.

Ms. Leggett-Robinson asked that persons speak loudly and clearly into the microphones so that the information can be accurately recorded in the minutes of the meeting.

Ms. Hodge thanked persons for coming out to the meeting and expressing their opinions about Borough issues.

At 8:35 p.m. Ms. Hodge moved, and Ms. Woods seconded the motion that Council moves into Executive Session to discuss a personnel issue regarding the disciplinary investigation of Troy Elhajj.

Council resumed open session at 9:01 upon the motion of Ms. Hodge, the second made by Ms. Wood and the unanimous vote of the Council.

Ms. Kratzer moved that Council approve Conner Higgins to serve as the Emergency Coordinator. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

Ms. Kratzer moved, and Ms. Hodge seconded the motion to adjourn the Steelton Borough Council meeting at 9:02 p.m. The motion carried by a unanimous vote of the Council.

Respectfully submitted,

 Douglas Brown, Secretary