

**Steelton Borough Council Agenda**  
October 7, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meeting:** September 16, 2019  
September 24, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Randy Watts, HRG Engineer September Engineer's Report

**Communication:**

Osman Environmental Solutions, LLC Notification of Hempt Bros.  
Application to PA DEP to Change  
Volatile Organic Compound (VOC)  
Emissions Limits for Existing Hot  
Mix Asphalt Plant.

PA Department of Environmental Protection Letter of Notification regarding  
Hempt Bros. Application to Renew  
NPDES Permit.

Dauphin County Office of CED Announcement of the newly passed  
Commercial Property Assessed  
Clean Energy Financing Act (C-  
PACE).

PA EPA Bureau of Clean Water Annual Municipal Separate Storm  
Sewer System (MS4) Status Report

HRG Construction Job Conference  
Meeting Agenda – 2019 Paving  
Project

Dauphin County Department of Public Safety Copy of Letter Recommending  
Conner Higgins be Appointed as the

	Emergency Municipal Coordinator for Steelton Borough.
PennDot Local Technical Assistance Program	Moving Forward Newsletter
PennDOT	Technical Information Sheet #195 – Posting & Bonding Procedures for Municipal Highways.
Governor Tom Wolf	Invitation and Application to Attend the 93 <sup>rd</sup> Annual PA Governor’s Occupational Safety & Health Conference. October 28-29, 2019.
PA American Water	Invitation to Steelton Community Leaders Meeting – October 10, 2019.
<b>Unfinished Business:</b>	
Mr. Wion	Approval of Resolution R-2019-____ Appointing US Bank as Trustee and Adopting Trust Agreement for Steelton Borough Non-Uniform Employee Pension Plan
Mr. Wion	Approval of Resolution R-2019-____ Appointing US Bank as Trustee and Adopting Trust Agreement for Steelton Borough Police Employee Pension Plan
<b>New Business:</b>	
Mr. Brown	Approval of 2020 Minimum Municipal Obligation for Steelton Borough Non-Uniform Pension Plan
Mr. Brown	Approval of Contractor to Appraise 110-112 Front Street.

Mr. Brown

Approval to Contract with Gary  
Templin Excavating & Trucking  
Company for Snow Removal.

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss non-uniform employee personnel issues.

**Other Business:**

Mr. Brown

Acceptance of Resignation of Garrett  
Williamson Effective  
October 16, 2019

Mr. Brown

Acceptance of Police Department  
Temporary Clerical Position and  
Responsibilities.

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
**October 7, 2019**

**Present:**

Brian Proctor, President  
Mike Segina, Vice President  
Dennis Heefner  
William Krovic – 7:00 p.m.  
Natasha Woods

Dave Wion, Solicitor  
Doug Brown, Borough Manager  
Randy Watts, Engineer - HRG  
Anthony Minium, Police Chief  
Aaron Curry, Codes Director  
Eugene Vance, Fire Chief  
Thomastine Leggett-Robinson, Exec. Asst.

**Absent with Cause:** Maria Marcinko, Keontay Hodge, Kelly Kratzer, Olivia Palermo, and Keith Miller.

President Proctor opened the meeting at 6:30 p.m. by calling for the body to recite the Pledge of Allegiance. Fire Chief Eugene Vance led the body in a Moment of Silent Meditation.

*After review, Mr. Heefner moved, and Mr. Segina seconded the motion that the Council Meeting Minutes for the September 16 and September 24, 2019, be approved. The motion passed by a unanimous vote of the Council.*

There were no comments from the public on agenda items.

Mr. Randy Watts presented oral highlights from the September 2019 Engineer's Report:

- ✓ 2019 Roadway Improvements Project is virtually complete. A final inspection was conducted today, and there are a few final items that must be completed. The final walkthrough will take place in the next week.
- ✓ HRG will inspect the Hoffer Street Pumping Station Improvement Project in late October.
- ✓ The Contractor for the 2019 Sanitary Sewer Rehabilitation Project has begun the initial sewer main cleaning and CCTV work. HRG is currently reviewing submittals on the project.
- ✓ The survey of the 101 Locust Street Retaining Wall is almost complete; however, it was determined that the retaining wall is on Borough property.
- ✓ On the Front Street Storm Sewer Relocation Project - Subsurface Utility Engineering test pits have been completed for utility conflicts. EPA will not require a Chapter 106 Water Obstruction and Encroachment permit.
- ✓ HRG and an architectural firm will submit a proposal for the Rozman Property at the October 21, 2019, Council Meeting.

Mr. Proctor stated that at one time, the Roadway Improvement Project was \$80,000.00 below budget. He asked Mr. Watts about the current status of funds. Mr. Brown noted that the project was about \$ 65,000.00 - \$68,000.00 under budget. Mr. Brown suggested the remaining monies be rolled over into the fund balance to be used in the 2020 Paving Project.

*Mr. Segina moved, and Ms. Woods seconded the motion that the September Engineer's Report is accepted as provided. The motion passed by a unanimous vote of the Council.*

The following communications were received and reviewed by the Council:

Osman Environmental Solutions, LLC sent a notification that Hempt Bros. filed an application to the Pennsylvania Department of Environmental Protection to change Volatile Organic Compound (VOC) Emissions Limits for the existing Hot Mix Asphalt Plant.

Pennsylvania Department of Environmental Protection sent a letter of notification regarding the Hempt Bros. application to Renew NPDES Permit.

Dauphin County Office of Community Economic Development announced the newly passed Commercial Property Assessed Clean Energy Financing Act (C-PACE).

Pennsylvania Environment Protection Agency's Bureau of Clean Water submitted a copy of the Annual Municipal Separate Storm Sewer System (MS4) Status Report.

HRG sent a copy of the 2019 Paving Project Construction Job Conference Meeting Agenda.

Dauphin County Department of Public Safety sent a copy of their letter recommending Conner Higgins be appointed as the Emergency Municipal Coordinator for Steelton Borough.

PennDot Local Technical Assistance Program sent a copy of their Moving Forward Newsletter.

PennDOT sent the Technical Information Sheet #195 – Posting & Bonding Procedures for Municipal Highways.

Governor Tom Wolf sent an Invitation and Application requesting Borough Leaders attend the 93<sup>rd</sup> Annual PA Governor's Occupational Safety & Health Conference, October 28-29, 2019.

P.A. American Water sent an invitation to Steelton Community Leaders Meeting requesting they attend a Welcome gathering scheduled for October 10, 2019.

### **Unfinished Business:**

Mr. Wion presented two Resolutions to the Council, requesting their approval. The Resolutions were necessary to complete the changes in the pension plans, which were made in Ordinance 2019-6 for the non-uniformed employee's plan and Ordinance 2015-2 for the police pension plan. He stated that both Ordinances authorized the appointment and compensation of a Trustee for each plan. U.S. Bank has agreed to act as the Trustee for both plans. The Resolutions indicate

that U.S. Bank is being appointed to serve as Trustee, and the Borough is adopting the Trust Agreement that has been developed for that plan. The Trust Agreement provides a fee schedule set forth in the Agreement with a minimum of \$5,000.00 per the year for to Bank to perform its duties. *Mr. Segina moved and Mr. Heefner seconded the motion that **Resolution R-2019-33**, Adopting the Trust Agreement between the Borough of Steelton and U.S. Bank National Association for the Assets of the Borough of Steelton Non-Uniformed Employee's Pension Plan and Appointing U.S. Bank National Association as Trustee Pursuant to Ordinance 2019-6 and the Provisions of the Trust. Employee Pension Plan and **Resolution R-2019-34** Adopting the Trust Agreement between the Borough of Steelton and U. S. Bank National Association for the Assets of the Borough of Steelton Police Pension Plan and Appointing U. S. Bank National Association as Trustee Pursuant to Section 8.4(b) of the Plan Adopted by Ordinance 2005-2, as Amended and the Provisions of the Trust, be approved. The motion passed by a unanimous vote of the Council.*

### **New Business:**

Mr. Brown, in his capacity as Chief Plan Administrative Officer of the Non-uniformed Employee's Pension Plan, requested Council approve the 2020 Minimum Municipal Obligation for Steelton Borough Non-Uniform Pension Plan. Mr. Wion's clarified that the Council is not approving, but accepting the recommendation of the Chief Plan Administrative Officer. *Mr. Segina moved and Ms. Woods seconded the motion that Council accepts the Revised Borough of Steelton Non-Uniformed Employees' Pension Plan Financial Requirement and Minium Municipal Obligation for 2020 Municipal Budget for \$209,648.00. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested that Council take action on the 110-112 Front Street. An action in eminent domain for the property was filed in 2006. This is the final piece of property needed for the Front Street redevelopment site. In order to re-open the case, the property must be appraised. Attorney Granger Bowman, a specialist in imminent domain cases for the Borough, solicited two appraisers. They are C.F. Appraisal & Consulting with a proposal cost of \$8,000.00 and Walters Appraisal Services, Inc., with a proposed cost of \$5,000.00. Walters Appraisal Services, Inc. has provided all of the appraisal services on the properties, so is familiar with the site and the Borough. Mr. Wion recommended several changes to the Walters proposal, which are in the process of being written into the proposal. *Mr. Segina moved that Council approve the proposal submitted by Walters Appraisal Services for the appraisal of 110-112 Front Street, pending approval the Solicitor, in an amount not to exceed \$5,000.00. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Mr. Brown requested the Council approve a snow removal contractor to be used on a stand-by basis should the Public Works Department be unable to handle snow removal in a particular storm. The service is to be used only when absolutely necessary. A Snow and Ice Removal Contract 2019-2020 Season has been proposed by Gary L. Templin Excavating & Trucking, LLC of Elizabethtown, PA to provide this service. *Mr. Heefner moved that the Borough contract with Gary Templin Excavating & Trucking, LLC for snow removal support. The motion was seconded by Mr. Segina and passed by the unanimous vote of the Council.*

## **Public Comments:**

Ina C. Alcendor, 109 Conestoga Street – Ms. Alcendor expressed concern about persons ignoring the stop sign at the corner of Second and Conestoga. This causes persons driving down Conestoga Street to have to stop. She asked if it was possible to erect a sign that says, “Opposing Traffic Does Not Stop”. She is concerned that there will be an accident at that intersection. Chief Minium stated that the Police Department will need to conduct a Traffic Study to determine if a sign can be placed on that corner. Her second concern is regarding the fire hydrant on the corner of Third and Conestoga and on Front Street near Winfield’s Funeral Home are inoperable. She considers their non-functioning a safety hazard. She would like to know how and when the hydrants will be replaced or repaired. Chief Vance stated that there are no plans to repair or replace those fire hydrants. He said that there are other hydrants within 30ft., which is the legal distance required. Mr. Segina informed the body that with the sale of the water system, PA American Water, not the Borough of Steelton is responsible for the water hydrants. Mr. Proctor said that he understood Ms. Alcendor’s concerns, however, the Borough owns a tanker truck that is filled with water. That water can be used until the hoses are connected to the fire hydrants. Ms. Alcendor asked if Short Street between Lincoln and Conestoga Streets will be a part of the next phase of the Pavement Project. It is in need of repair and is increasingly used with the growth in the Borough. President Proctor stated that those areas will be considered during the planning of the next phase of the project. It was also stated that the rest of Lincoln Street will be included in Phase II of the Project.

Cheryl Powell, 321 Lebanon Street – asked when the Phase II of the Paving Project will begin. She asked where she could obtain the written Codes and Police Reports. Mr. Brown stated that she will be advised how to obtain them. She asked the result of action on 400 Lincoln Street which was scheduled to conclude September 20, 2019. Mr. Curry stated that he has not received information from the property owner, however, they agreed to meet in the future. Mr. Curry further stated that since the property owner has been presented a notice of violation, he has to prove that the residence is not a rooming house or stop using it as a rooming house. The property owner was cited on September 20, 2019 and has been referred to the District Justice. Mr. Curry said that the District Justice determines the level and amount of fines. Mr. Curry responded that once the property is cited, he no longer has to enforce anything. He explained that the Department tries to work with people to get issues resolved before citing them.

Council members raised the following concerns:

Mr. Heefner expressed concern about the Public Works Department’s ability to effectively provide snow removal with the staff shortage. He stated that it is difficult to find outside contractors to assist because their services are needed by many property owners. He also stated that it is possible that the streets will not be cleared in a timely manner.

Ms. Woods thanked persons for attending the meeting.

Ms. Leggett-Robinson and Mr. Wion expressed no concerns.

Mr. Brown reminded Council that an Executive Session is needed to discuss personnel issues in the Public Works Department.

Mr. Segina thanked persons for attending the meeting and announced that a Finance Committee Meeting is scheduled for October 9, 2019.

Mr. Proctor thanked persons for coming to the meeting. He informed those present that an important meeting was held October 2, 2019. At that meeting, the Council took action that resulted in the elimination of all Steelton Borough debt. He thanked Ms. Woods, Ms. Hodge and Mr. Segina for attending and voting at the meeting. Mr. Segina reported that the tax decrease will be 2 mils. He shared that his reduction will be \$146.00.

*Mr. Segina moved that the Council move into Executive Session to discuss Public Works personnel issues at 7:01 p.m. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Council moved back into regular session at 7:20 p.m.

*Mr. Segina moved and Mr. Krovic seconded the motion that Garrett Williamson's resignation be accepted effective October 16, 2019. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved that Mr. Brown be authorized to extend a temporary clerical position for the Police Department to Tyler Vaupel. Mr. Vaupel would earn \$15.00 per hour, up to 30 hours. The position will end December 31, 2019. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved and Mr. Heffner seconded the motion that Mr. Brown be authorized to advertise for a Highway Position to fill the Public Works vacancy. The beginning salary will be \$14.00 per hour. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved and Ms. Woods seconded the motion to authorize the committee to begin work on Steelton Fest 2020. The committee, Mr. Brown, Mr. Proctor, and Mr. Krovic, are authorized to execute contracts of no more than \$6,000.00, with the approval of the Solicitor. The motion passed by a unanimous vote of the Council. Steelton Fest is scheduled for June 27, 2020 from 1:00 p.m. – 10:00 p.m. Location to be determined.*

*Mr. Segina moved that the October 7, 2019 Steelton Council Meeting be adjourned at 7:30 p.m. Mr. Krovic seconded the motion which passed by a unanimous vote of the Council.*

Respectfully submitted,



Douglas Brown, Secretary