

Steelton Borough Council Agenda
October 21, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meetings: October 7, 2019

Public Comment on Agenda Items only:

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

Approval of Department & Committee 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)

Presentation:

Mr. Watts	Comprehensive Plan Update Proposal
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Communications:

PA Emergency Management Agency	Acknowledgement of Recommendation to Appoint Connor Higgins to Serve as EMC for Steelton Borough
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Unfinished Business:

New Business:

Mr. Heefner

Approval of Additional Cost to Paint Enterprise PW Truck

Mr. Brown

Authorization to Apply for 2020 CDBG Funding for Demolition (\$100,000) and Curbing for FSB Town Home Project (\$50,000)

Mr. Brown

VIRTUS Inspection Report for 25 N Front Street

Mr. Heefner

Recommendation to Purchase 2020 TYMCO 600 Street Sweeper on International Chassis from Golden Equipment Pursuant to COSTARS Contract#25-039 in the amount of \$243,200

Public Comments:

Council Concerns:

Executive Session: To discuss police personnel issues.

Other Business:

Mr. Brown

Recommendation to Hire Terry McMullen, Sr. as Sewer Laborer at Hourly Rate of \$14 per Hour and 90 Day Probationary Period

Mr. Minium

Recommendation to Make Conditional Offer of Employment to Robert Doll for Full-Time Patrol Officer at Salary of \$53,804

Adjournment:

Steelton Borough Council Meeting Minutes
October 21, 2019

Present:

Brian Proctor, President	Dave Wion, Solicitor
Mike Segina, Vice President	Doug Brown, Borough Manager
Keontay Hodge, President Pro Tem	Randy Watts, Engineer - HRG
Dennis Heefner	Anthony Minium, Police Chief
Kelly Kratzer	Eugene Vance, Fire Chief
William Krovic	Aaron Curry, Codes Director
Natasha Woods	Keith Miller, Foreman - Public Works
	Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Maria Marcinko, Olivia Palermo, and Douglas Brown.

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

After review, Mr. Segina moved, and Ms. Kratzer seconded the motion that the Council Meeting Minutes for the October 7, 2019, be approved. The motion passed by a unanimous vote of the Council.

After review, Mr. Segina moved, and Ms. Woods seconded the motion that the schedule of billings, requisitions, and change orders be accepted as presented for September 2019.

There were no comments from the public on agenda items.

Approval of Department & Committee Reports:

Fire Department and Ambulance (Written Report)

Mr. Segina reported that the Committee and staff are working on updating the Handbook. The proposed Handbook will be presented to Council for final approval.

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Mr. Heefner reported that representatives from Harrisburg and Steelton met to discuss the trash services. The outcome of the meeting was that the Borough will place written "no parking" signs on the streets on Thursday collection days. Trash is collected on Thursday on specified holidays. Automobiles parked on the roads hamper the collection of garbage in some areas; therefore, signs limiting parking is necessary. Mr. Heefner stated there was a discussion about using a "robocall" system to let residents know when trash days are pushed back because of snow.

He further noted that Bloomington Glen House will be used to coordinate sewer emergencies. The paving project has been done. He had HRG put in an additional substance to ensure the roads are smooth. The other materials cost an extra \$15,000.00.

Parks and Recreation Committee (Oral Report)

Ms. Woods reported that the Halloween Movie Night was a success. She also said that the Committee will meet to finalize the final projects for the year; November 16, 2019, Christmas Ornament Workshop will be held at Prince of Peace from 2:00 – 4:00 p.m.; the Christmas Tree Lighting Ceremony will be held at the Fire House December 3, 2019; Santa Sled Ride is scheduled for December 21, 2019.

NEDC Committee (Oral Report)

Ms. Hodge announced that the Groundbreaking Ceremony for the Franklin S. Brown Townhouses is scheduled for October 31, 2019, at 11:00 a.m. She encouraged persons to attend the groundbreaking.

Stormwater Committee (Oral Update) – there was no report.

Mayor's Report – In the absence of the Mayor, there was no report.

Jr. Councilperson Report - In the absence of the Jr. Councilpersons, there was no report.

Borough Manager's Report – in the absence of the Borough Manager, there was no report.

Following the presentation of the Departmental and Committee reports, *Ms. Hodge moved that the reports be accepted as presented. Mr. Segina seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Randy Watts, HRG Engineer, presented an introduction to the Comprehensive Plan being developed by HRG. Mr. Watts explained that a comprehensive plan is a plan for the future of the Borough. It includes such things as economics, living conditions, utilities, community facilities, housing, economic development, natural resources, and how the plan is implemented. The Municipal Planning Code calls for a municipality to review the plan every ten (10) years and make updates as needed. The current Comprehensive Plan was completed in 2002; therefore, it is time to review the plan. The HRG planner put a proposed plan together for the Council to review and consider. Mr. Proctor asked if the base map was comprised of aerial pictures. Mr. Watts stated that the aerial images would be a part of the base mapping process. Mr. Proctor reminded the Council that the aerial mapping had been discussed previously and was expensive since it cost about \$22,000.00. Mr. Watts stated that the information presented is the estimated cost of developing the Comprehensive Plan. Although the price could change, it should not be more than what is indicated in the proposed plan. He stated that the original plan was in the range of \$ 35-50,000.00. Mr. Wion had two comments: 1) the last time this was going to be done was when the whole re-zoning ordinance was re-written. Because the Comprehensive Plan is what is supposed to be followed when you do the zoning, which should be done according to the plan. The County has a comprehensive plan for the whole County, which deals with what they want to see and where they want to go. Back in 2009, the proposed cost to develop the plan from Delta was around \$60,000.00. Mr. Wion remarked that the plan does not indicate contiguous

municipalities, or the County will be consulted about the plan. He stated that doing that might increase the cost. Ms. Hodge asked Mr. Wion when the zoning ordinance updated. He re-stated that the whole zoning Ordinance was re-written in 2009, the entire zoning was redone, new districts were created, etc. She wants to see the changes. Mr. Heefner asked if when the aerial mapping is done for the Stormwater project flyover, and if it can that be included in that. Mr. Watts answered in the affirmative.

One piece of correspondence was received by the Council. It was a letter from the Pennsylvania Emergency Management Agency acknowledging the recommendation to appoint Connor Higgins to serve as the Emergency Management Coordinator for Steelton Borough

There was no unfinished business discussed by the Council.

The following new business was discussed:

Mr. Heefner requested Council's approval for an additional \$3,000 to paint the Public Works truck leased from Enterprise. The Borough is asked to pay the extra cost because a red truck was ordered, and no red truck is available. Since General Motors went on strike, it was challenging to find the truck that was ordered, and they could only find it in white. Mr. Wion asked if the company was going to paint the truck. Mr. Heefner stated that the dealer will paint it and ship it to Enterprise. Enterprise will then bring it to the Borough. Ms. Hodge asked why the Borough should pay the cost of painting when the original order was for a red truck. She indicated that Enterprise should pay to get the truck delivered as ordered. There was a discussion among Council members. Mr. Proctor suggested that the issue of the paint be discussed with Enterprise and asked them to make a suggestion on how the Borough can get the truck it ordered for the price authorized. The discussion concluded that a conversation will occur between the Borough and Enterprise. A conclusion of the conversation could be canceling the truck purchase agreement.

President Proctor presented Mr. Brown's request that the Council authorizes him to file for grants. *Ms. Kratzer moved that Mr. Brown be approved to apply for a **Community Development Block Grant (CDBG) Year 2020. The Application will be \$100,000.00 to fund demolition and \$ 50,000.00 for curbs at the Frank S. Brown Town Home Project. Mr. Segina seconded the motion, which passed by a unanimous vote of the Council.***

In Mr. Brown's absence, Chief Vance talked about the results of the inspection report from VIRTUS for 25 North Front Street. The property is in disrepair following a fire that damaged the inside of the building. The report stated that because of structural damage inside the building, it is not safe for persons to enter. In fact, the reports say that 90% of the floors have collapsed. During Council's and Mr. Wion's discussion of the issue, because the property is not owned by the Borough, it is legally unable to demolish the building. The owner of the building has not been located. There have been three unsuccessful attempts by the Constables' Office to serve the owner with papers regarding the need to demolish the building. Before the Borough can take any action on the property, the owner must be served and allowed to respond to the notice to demolish. Since only the inside of the building, and it is the only area that is unsafe. The only thing that can be done at this time is to board the building to prohibit entrance. Chief Vance stated that the universal sign will be posted so that firemen will know not to enter the building.

Mr. Heefner presented the Council with a recommendation to Purchase 2020 TYMCO 600 Street Sweeper on International Chassis. He stated that Public Works staff tested seven sweepers and chose this particular sweeper because they felt that it would best serve the Borough's needs. Following a meeting between Mr. Heefner, Mr. Brown, and staff members Keith and Chris, it was determined to recommend the purchase. Mr. Ross Stafford from Golden Equipment Company (the State's dealer for TYMCO) was present at the meeting to answer questions from the Council. In response to a question from Ms. Hodge, Mr. Stafford stated that the \$15,000.00 offered for the old sweeper is in line with the payment for other sweepers of that type and condition. Ms. Hodge asked for an explanation of the broom assist head. Mr. Stafford explained that broom assist head will enhance the effectiveness of the straight airhead about 10%. Mr. Miller stated that the broom is not needed since they are not using the current broom. In response to Ms. Hodge's question to Mr. Curry regarding the MS-4 requirements, Ms. Kratzer responded that the air sweeper will pick up all the sediment off the street. Mr. Wion asked if the purchase is being made from the Co-Stars dealership and asked to be provided with a copy of that documentation. He also stated that the Borough needs to enter into a contract with Golden Equipment Company. He further noted that the contract and documentation need to be provided before the purchase of the equipment. Mr. Segina stated that because the debt service is paid off, the Borough has enough money to make the purchase. Half of the money will come from the Sewer Fund and a half from the General Fund. For the money to be paid out in that manner, the invoice must be received by December 31, 2019. *Ms. Hodge moved that the Council authorize the purchase of a 2020 TYMCO 600 Street Sweeper on International Chassis from Golden Equipment pursuant to COSTARS Contract#25-039 for a cost of \$243,200.00. Ms. Kratzer seconded the motion passed by a unanimous vote of the Council.*

The following persons made public comments:

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell apologized in general and specifically to Mr. Proctor for her behavior at the last Council meeting. She stated that she acted "out of character" at the meeting. Mr. Proctor accepted her apology. Ms. Powell asked whether or not the Council publicly responds to the questions and concerns expressed by members of the public during Council meetings. She stated that she had brought up issues several times and had not received a response to her expressed concerns. Mr. Proctor stated that going forward, the Council will publically respond to questions/requests presented by the public. The Chair of the Committee involved will make the response.

Ms. Roberta Cooper, 424 Ridge Street – Ms. Cooper stated that she appreciated the efforts to clean up yards. However, about a month ago, a crew cleaned up a lot two doors up from her property. She reported that the debris was left on the curb. She asked if the trash could be removed. Mr. Proctor instructed Mr. Miller and Mr. Curry to ensure that the debris was removed.

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell expressed concern about the trees that prevent cars from seeing how to turn left off Bessemer onto Harrisburg Streets. He stated that there are trees outside the fence that prevent cars from seeing if it is clear to turn. Mr. Curry and Mr. Whitaker were tasked with reviewing the area and taking appropriate action. Mr. Powell then reported problems with a person parking in the yellow lined areas on Lincoln and

Harrisburg Streets. Again, the issue of safety for automobile and foot traffic at the intersection. Chief Minium stated that the Police Department was aware of the problem, which is Borough-wide. He will bring the concern to the Police Commission to determine if there is a doable solution. Chief Minium further reported that a child was struck at the corner of Harrisburg and Lincoln because a delivery truck was double-parked at the intersection.

Mr. Chris Brown, 37 North Front Street – expressed concern about the garbage at 31-33 River Alley, between Pine and Mulberry Streets. He stated that neither the trash nor recycling takes that trash. He questioned whether or not a property owner can legally claim the parking space in front of their house. Mr. Dan Adams of 29 North Front Street regularly puts notes on cars parked in front of the property. He also has claimed that he needs space for maintenance and construction work. Mr. Brown is not sure if Mr. Adams is operating a licensed business on that property. Chief Minium stated that the Police Department was aware of that concern and have addressed it with Mr. Adams. However, he continues to distribute the notes. It is possible to cite him for harassment. Ms. Hodge asked if sending him a letter on Borough stationery would help maintain a record of contacts made with Mr. Adams. Chief Minium stated that documentation is made by writing a police report.

Mr. Randy Wilson, 3210 Cloverfield Road, Harrisburg, PA - Mr. Wilson was raised in Steelton, attended the schools, and has a vested interest in the community. He announced that he intends to form a Steelton Historical Society. The paperwork for establishing the Society is pending with the State and IRS. He stated that until the approval is received from the State and IRS, the ability to solicit membership, apply for grants, having fundraisers, and locating volunteers. He hopes to locate a building, which will be used as a repository rather than a museum. The project would be similar to the one in Highspire Historical Society which holds Open Houses and tours. He would like to see all the memorabilia collected by persons in Steelton under one roof where it can be shared. He stated that he will inform the Council when everything is in place. He will also make sure that there is a press release. Ms. Hodge said that the Steelton Community Development Foundation would support the organization in fundraising until they get their paperwork in order. She also stated that the Foundation has an opening on the Board of Directors. She suggested that Mr. Wilson or Ms. Barksdale consider filling that slot. Mr. Proctor suggested that Mr. Wilson work with Ms. Barksdale on coordinating their pursuit of documenting the history of the Steelton area. He stated that he intends to reach out to her since she has so much experience with the work.

Council Concerns:

Ms. Kratzer thanked everyone for coming out.

Mr. Heefner expressed concern about snow removal. In the Public Works meeting, it was determined that secondary streets and alleyways will be cleared after the snowstorm. There is insufficient manpower to reach those areas during the storm.

Ms. Woods thanked everyone who attended the meeting.

Mr. Krovic thanked the persons for coming out. He also reminded persons that the Fire Department is having a sub/pretzel and chicken corn soup sale until November 7.

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

Ms. Hodge thanked the persons for coming out. She expressed her appreciation for people attending the meeting and sharing information. She said that she does not have all the information, so people speaking out at the meetings is helpful. She said that people think that the Council is not doing anything, but that things are being achieved. Ms. Hodge announced that the Steelton Community Development Foundation's Third Annual Holiday Dinner will be held on December 21, 2019, at Prince of Peace. It will fall in line with the Sledge Ride, so hopefully, it will be a joyous occasion.

Mr. Segina thanked everyone for coming out. Wednesday, October 23, 2019, there will be a Budget Meeting at 6:00 p.m. The meeting is open for all persons to attend. The Finance Committee plans to present a budget to the Council November 4, 2019.

Mr. Proctor thanked everyone for coming out. As election time approaches, he said that persons need to be sure that they make an informed vote. He reiterated Ms. Hodges' note that a lot of people think that the Council is not doing anything. However, this Council has always done what they said they would do. He stated that he would be sad to see Ms. Kratzer leave the Council. However, she made a contribution to the community. On the Dauphin County level, he stated that the Commissioners have done a lot of things for Steelton. He cited Steelton's receipt of several CDBG funds as an example. He said that Mike Musser and Community Network & Resources have also done a lot of things for the community.

Mr. Segina moved that the Council go into Executive Session to discuss personnel issues and possible acquisition of property at 7:47 p.m. The motion was seconded Mr. Krovic and passed by a unanimous vote of the Council.

Mr. Segina moved that the Council moved back into regular session at 8:15 p.m. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

Chief Minium stated that he met with the Steelton Borough Civil Service Commission. The Commission certified the Police Eligibility List which is presented to the Council by rank and name as follows: which was signed off by Chair Mr. David Smith and they certified the Police Eligibility List by ranking and by name as follows:

1. Robert Doll scored 99.9, which included 10 military points
2. Christian Ribec scored 99.3, which included 10 military points
3. Devon Almodovar scored 94.7, which included 10 military points
4. Patrick Ribec scored 89.4, with no military points.

Commission Chair David Smith signed off and certified the list, which was voted on by the Commission. Chief recommended that a conditional offer of employment be made to Mr. Robert Doll, for the full-time Patrolman position with a starting salary of \$53, 804. The conditional offer

is that he passes the psychological and medical exams. *Ms. Hodge moved and seconded by Ms. Kratzer the conditional hiring of Mr. Doll at a salary of \$53, 804.00 pending his passing the psychological and physical examinations. The motion was passed by a unanimous vote of the Council.*

Ms. Hodge presented the recommendation from the Personnel that Terrance McMullen, Sr. be hired as Sewer Laborer at an hourly rate of \$14 per hour, with a 90 Day probationary period. Mr. Heefner stated that Mr. McMullen is very aggressive, is a great worker, and wants to learn so he would be a good fit in the department. Mr. Heefner further stated that he wanted Mr. McMullen to learn how to use the camera and the sign machine. He also reported that Mr. McMullen is working on obtaining his CDL license. Ms. Hodge talked with Mr. McMullen about the need for Borough employees to keep issues of the Borough confidential. Ms. Hodge moved that Mr. Terrance McMullen be hired as a Sewer Laborer at an hourly rate of \$14.00 per hour with a 90-day probationary period. Mr. Krovic seconded the motion, which passed by a unanimous vote of the Council.

Mr. Krovic moved that the Council Meeting be adjourned at 8:21. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.

Respectfully submitted,



Douglas Brown