

Steelton Borough Council Agenda
November 4, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from previous meeting:

Public Comment on Agenda Items only:

Presentation:

Faulkner Toyota

Presentation of Donation to Steelton Police K9 Program

Randy Watts, HRG Engineer

October Engineer's Report

Communication:

Erik Armenteros, Bayview Loan Servicing LLC

Request for Relief on Sewer Lien for Property Located at 440 Lincoln Street

Office of the Governor

Appointment of Connor Higgins to Serve as Emergency Management Coordinator for Steelton Borough

Steelton Police Department

Traffic Study Regarding Requested One Way Street on Catherine Street Between S 3rd and S 4th Streets (Boardwalk)

BNY Mellon

Quarterly Performance Report for Police Pension Plan Q3 2019

Dauphin County EMA

Invitation to 2019 County Wide All-Hazard Mitigation Annual Meeting and Minutes of 2018 Meeting

Dauphin County

List of Current Repository Properties in Steelton Borough

Dauphin County DCED

Notice of Local Municipal Grant Application Hearing November 6th

Swatara Township Building and Codes Dept

Copy of Draft Municipal Comprehensive Plan Amendment – Comments Due December 4, 2019

Dauphin County Office of Tax Assessment

Notice in Changes to Assessments
for Steelton Properties

Unfinished Business:

New Business:

Mr. Segina

Finance Committee
Recommendation to Lay 2020
General Fund Budget Before the
Public for Period of Thirty (30) Days

Mr. Segina

Finance Committee
Recommendation to Lay 2020 Sewer
Fund Budget Before the Public for
Period of Thirty (30) Days

Chief Minium

Approval to Purchase a New Police
Vehicle

Mr. Wion

Authorization to Advertise RFP for
Supplemental Public Works Services
for Period Beginning January 1,
2020 through December 31, 2020

Mr. Wion

Approval of Humane Society
Agreement for 2020 Municipal
Domestic Animal Protective
Services as Revised by Mr. Wion

Mr. Wion

Approval of Agreement Between
Steelton Borough and Property
Registration Champions, LLC for
Administration of Vacant Property
Registration Program

Mr. Heefner

Public Works Request to
Purchase New Trailer for
Equipment in Amount of
\$3,239.00

Public Comments:

Council Concerns:

Executive Session: No Executive Session.

Other Business:

Adjournment:

Steelton Borough Council Agenda

November 4, 2019

Present:

Michael Segina, Vice President
Keontay Hodge, President Pro Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natashia Woods
Olivia Palermo

Mayor Maria Marcinko
David Wion, Solicitor
Randy Watts, Engineer – HRG
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Aaron Curry, Codes Officer
Keith Miller, Foreman, Public Works
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Brian Proctor, Eugene Vance,

The meeting was called to order by Vice President Segina at 6:30 p.m., after which he led the body in the Pledge of Allegiance. Mayor Marcinko led a Moment of Silent Reflection.

Council reviewed the minutes from October 2, 2019, Special Joint Meeting with the Water Authority, and the regular October 21, 2019 meetings. *Ms. Kratzer moved, and Mr. Heefner seconded the motion that the minutes be accepted as presented. A unanimous vote of the Council passed the motion.*

There were no comments from the public regarding agenda items.

Mr. Frank Kaminski from Faulkner Toyota made a \$5,000.00 donation to the K9 Program. Chief Minium thanked him for the gift. Officer Beni and several other Officers were in attendance for the presentation. Chief Minium announced that one of the purchases would be a bite suit.

Ms. Kratzer and Mayor Marcinko came forward to make a special presentation to Mr. Emmuel Powell. In honor of his birthday, Ms. Kratzer acknowledged that he has probably attended more Council meetings than all persons present combined. She thanked him for his dedication to attending meetings and diligence in bringing information to the Council. Mayor Marcinko presented a Proclamation declaring Sunday, November 10, 2019, Emmuel (June) Powell Day, and gave him a Steelton Borough pin. Mr. Powell was presented with a birthday cake, and a card signed the Council and staff. Mr. Powell stated that he appreciated the recognition and told the Council that they do a good job.

Mayor Marcinko left the meeting.

Mr. Randy Watts, the Engineer, presented the October Engineering Activities. His report included the following information:

- Work on the 2019 Roadway Improvements Project is complete. The final pay application was submitted for approval and payment. The formal closing of the project will occur in December.
- Construction on the Skate Park Phase II is planned for Spring 2020.

- HRG is scheduling a site visit to the Hoffer Street Pump Station in early November 2019. The visit will be coordinated with Borough staff. Following the visit, work will begin on the design of the project.
- Work is being done on the 2019 Sanitary Sewer Rehabilitation Project. The contractor is scheduled to conduct the CIPP lining and MH frame and cover replacement the week of November 4, 2019.
- The field survey on the 101 Locust Street Retaining Wall Boundary Project is complete. The study showed that Steelton Borough owns the property. Since Steelton owns the property, HRG is preparing a proposal for engineering/design services for the maintenance/repair of the existing retaining wall.
- The field survey of the Front Street Sewer Relocation Project is almost complete. Subsurface Utility Engineering (SUE) test pits have been completed for conflicts. HRG is thinking about dividing the project into two separate phases for funding.
- HRG continues to work on the Capital Improvements Project.

Mr. Heefner moved, and Ms. Kratzer seconded the motion that the Engineering Report for October 2019 is accepted as presented. The motion passed by a unanimous vote of the Council.

The Council received the following communications:

Office of the Governor wrote, appointing Conner Higgins to serve as the Emergency Management Coordinator for Steelton Borough.

Steelton Police Department submitted a Traffic Study regarding a request to change Catherine Street between South 3rd and South 4th Streets (Boardwalk) to a one-way street.

BNY Mellon sent the 2019 Quarterly Performance Report for the Police Pension Plan.

The Dauphin County Department of Public Safety, Emergency Management Agency, sent an Invitation to the 2019 County Wide All-Hazard Mitigation Annual Meeting. Included in the packet were the Minutes December 13, 2018, of the Combined Dauphin County-Wide All-Hazards Mitigation Plan Meeting.

Dauphin County Office of Tax Assessments submitted a list of repository properties located in Steelton Borough.

Dauphin County Department of Economic Development sent a Notice of Local Share Municipal Grant Application Hearing. The Hearing is scheduled for November 6, 2019, at 5:30 p.m. at the DCED Office.

Swatara Township Building and Codes Department provided a draft copy of its Municipal Comprehensive Plan Amendment. The Council is asked to review the document and submit any comments before December 4, 2019.

Dauphin County Office of Tax Assessment submitted a Notice in Changes to Assessments for Properties located on Frank Brown Boulevard.

There was no Unfinished Business discussed at the meeting.

Mr. Segina asked that Council approve the Committee's recommendation to lay the proposed General Budget before the public for a thirty (30) day review period. Mr. Segina reported that the 2020 Budget was developed by Department Heads, Finance Committee, and Department staff. It is a balanced budget that contains approximately a \$50,000.00 surplus and calls for a two mil tax decrease. Mr. Brown reviewed the Summary of the Budget (see attached). *Ms. Hodge moved, and Ms. Kratzer seconded the motion that the 2020 General Budget be placed before the public for 30 days. The motion passed by a unanimous vote of the Council.*

Mr. Segina requested the Council to approve the Committee's request to lay the proposed 2020 Sewer Budget before the public for thirty (30) days. He stated that it is a balanced budget. The only significant item of concern in the budget is \$286,068.00 transfer of funds to reserves with the loss of the debt service that has to be paid. Mr. Segina stated that at the Joint Meeting of the Council and Water Authority, held October 2, 2019, HRG was asked to conduct a sewer rate study. He requested Mr. Heefner to follow-up on that request. Mr. Brown reviewed the Summary of the Budget (see attached). *Mr. Krovic moved, and Ms. Kratzer seconded the motion that the 2020 Sewer Budget be laid before the public for 30 days. The motion passed by a unanimous vote of the Council.*

Chief Minium presented information regarding the need for a new Police Department vehicle. He explained that during the 2020 Budget talks, it was determined that the funding for a new car could not be included in the new budget. However, there are funds in the remaining 2019 budget to purchase the new vehicle. He stated that the Department found the least expensive vehicle available. The Council reviewed a proposal from New Holland Auto Group for a 2019 F-150 4x4. It had been considered and approved by Solicitor Wion. Mr. Wion added that the vehicle is being purchased through the COSTARS program and is appropriate for the Council's consideration. Mr. Heefner asked Chief if the new car will be a replacement vehicle. Chief Minium stated that the car that it would be replacing is the 2006 Crown Victoria that has 165,000 miles with a trade-in value of \$200.00. With that low trade-in, the vehicle will be kept in the fleet until it is no longer usable. At that point, it will be removed from the fleet. *Ms. Kratzer moved that the proposal for the 2019 F-150 4x4 be approved at the listed cost of \$44,754.38. Mr. Krovic seconded the motion, which was approved by a unanimous vote of the Council.*

Mr. Wion requested that the Council authorize the advertisement of a Request For Proposal (RFP) for Supplemental Public Works Services. After review and discussion, *Mr. Heefner moved, and Ms. Kratzer seconded the motion authorizing the advertisement of an RFP for Supplemental Public Works Services for Period Beginning January 1, 2020, through December 31, 2020. The Council approved the motion by a unanimous vote.*

Mr. Wion requested that the Council approve an agreement with the Humane Society. There have been no language changes in the Agreement, which contains an addendum required by the Borough of Steelton. *Ms. Kratzer moved that the Council approve the Humane Society Agreement for 2020 Municipal Domestic Animal Protective Services. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Mr. Segina requested that the Council table the discussion regarding an Agreement between Steelton Borough and Property Registration Champions, LLC, for Administration of Vacant Property Registration Program. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that the discussion and request for approval of the Agreement be tabled until a later date. A unanimous vote of the Council passed the motion.*

Mr. Heefner presented information regarding the poor condition of the trailer currently being used by the Department of Public Works. He noted that the trailer was old and unsafe to use. Also, the trailer is in poor condition and probably will not pass the State Inspection. Mr. Wion stated that the cost of the trailer falls below the limits where additional quotes or bidding is required. Ms. Hodge indicated that she needs to hear the resolution to the discussion held at the last meeting regarding the purchase of a truck. Her concern was that Enterprise Leasing was requesting an additional \$3,000.00 to make the truck meet the requirements of the lease. She expressed concern about adding another \$3,000.00 at this time. Mr. Wion explained that according to the contract, the Agreement with Enterprise is only in effect when the Borough approves and accepts the vehicle. Since that has not occurred, the Borough has no obligation to them. Mr. Heefner explained that when Ford went on strike, production of the 550 was discontinued. To try to fulfill the contract with the Borough, Enterprise found another 550; however, that truck did not meet the stipulation of the lease agreement. To meet the Agreement, the Borough was asked to pay an additional \$3,000.00. Currently, the Department is looking at leasing a 2020 vehicle that will cost \$200.00 more per month. The newer vehicle can be delivered by February. *Ms. Hodge moved that the request for a new trailer for the Public Works Department be approved at the price of \$3,239.00. Mr. Krovic seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Heefner raised a question about the vacuum truck. He reported that the sewer lines are clogged, particularly the lines on Route 230. The current equipment will not unclog the pipes. The Public Works Department is scheduled to see a tool that, when attached to the water hose, can clean out the sewer line. The cost of the device is \$3,000.00 to \$4,000.00. Mr. Heefner is not asking for approval of Council; however, he is asking if Mr. Brown could be authorized to purchase the new tool without having to wait on another Council meeting to approve the purchase. Ms. Hodge asked if the new purchase was the one adopted at the last Council meeting. Mr. Segina responded that a new street sweeper was purchase at the meeting. This request is for a vacuum truck. Mr. Segina asked Mr. Brown for clarification on the current truck. It was Mr. Segina's understanding that the currently leased truck would be traded in when the lease ends. He asked how long the current lease is in effect. Mr. Brown responded two-years. Mr. Heefner stated there is an adapter that could be attached to the current truck that would clean the lines. He also said that he would not recommend a delay in the work. Mr. Heefner further reported that the sewer lines need to be cataloged and opened up. Mr. Heefner agreed to wait until the Finance Committee can review the matter.

Council members discussed the importance of purchasing the Police Vehicle immediately. *Ms. Hodge moved that Vice President Segina be authorized to sign the purchase papers in the absence of President Proctor. Ms. Kratzer seconded the motion, which passed by a unanimous vote of the Council.*

Persons from the community made the following comments:

Jody Witmer, owns property located at 526 Ridge Street – Ms. Witmer heard on Fox news that there was a new housing development that the Borough was going to give tax free for real estate and school tax for ten years. She is requesting more information about the Program. Ms. Witmer stated that her home was purchased in 2005, and her taxes have doubled since the property was purchased. She said that Steelton was probably the highest tax bracket on the east coast and perhaps the west coast. In response to her question regarding the number of homes in the development, Mr. Segina informed her that the project is for 12 townhomes. She stated that she is struggling to pay the high taxes on her properties in Steelton and Highspire. She further reported that she has been unable to sell her Ridge Street house. Ms. Witmer wondered how the Borough could afford not to assess taxes for ten years on homes that will sell for \$90,000.00. The property on which the townhomes will be built is currently assessed. However, taxes on the re-assessed value of the homes will be waived 100% for ten years. The Steelton Borough Local Economic Revitalization Tax Assistance (LERTA) Program was explained in detail. LERTA is a plan to attract new businesses to the Steelton Borough. The plan allows a 100% tax waiver on the re-assessed value of newly constructed/improved properties in the C-1 Town Center Commercial District. The waiver will be in place for ten years. Construction improvements completed on an existing property outside the Commercial District will receive a 100% tax waiver on the new assessment of the property for five years with a slow increase of taxes for up to ten years. Ms. Witmer discussed a problem getting a replacement for the 96-pound commercial trash can she had at the Ridge Street address. She stated that Republic Waste took the trash can and crushed it. To date, they have refused to replace the trash can. Mr. Brown was asked to contact a representative from Republic Waste to try to resolve the issue.

Ina C. Alcendor, 109 Conestoga Street – asked Mr. Heefner whether the plan to clean sewers included the entire Borough. Mr. Heefner said, yes. She also responded to Ms. Witmer's situation and recommended she look into the Homestead Act as a resource for lowering her property taxes.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked when the street sweeping would end and when leaf blowing will begin. Mr. Heefner stated that the street sweeping would end after Thanksgiving, and that is when the leaves handling will begin.

Council Members reported the following concerns:

Ms. Kratzer thanked the persons for coming out to the meeting. She attended a Sewer Repair seminar, where she obtained useful information. She encouraged people to vote tomorrow and wished the best of luck to the candidates.

Mr. Heefner, Mr. Wion, Ms. Leggett-Robinson, Ms. Palermo, Mr. Miller, and Chief Minium had no comments.

Ms. Woods thanked the public for attending the meeting.

Mr. Krovic announced that the Fire Department's Chicken Corn Soup and Sub Sale ends in two days. He encouraged persons to support the Fire Department's fundraising activity. He also thanked people for attending the meeting.

Mr. Curry reported on concerns raised at the last Council Meeting. The trash in River Alley and Ridge Streets is removed, and the property owner on Harrisburg & Lincoln Streets has received a notice of violation for the tree blocking the view of traffic.

Ms. Hodge thanked people for coming to the meeting. She said a special Happy Birthday to Mr. Powell. Ms. Hodge also stated that she felt sad that Ms. Kratzer's term expires at the end of the year. She said that Ms. Kratzer did a fantastic job during her term as Councilman.

Mr. Segina thanked people for attending the meeting. He stated that there are three members of the present Council who are running for re-election, and she encouraged persons to vote tomorrow. He also asked that the time on the clock be corrected.

There was no Executive Session or other business.

Ms. Hodge moved, and Ms. Kratzer seconded the motion that the Council Meeting adjourns at 8:09 p.m. The motion passed by a unanimous vote of the Council.

Respectively Submitted,

Douglas Brown, Secretary