

**Steelton Borough Council Agenda**  
February 4<sup>th</sup>, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** July 9, 2018, Joint Meeting and **December 17, 2018**

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** *December, 2018*

**Approval of Department Reports:**

*Fire Department and Ambulance (Written Report)*  
*Police Department (Written Report)*  
*Codes Department (Written Report)*  
*Public Works (Written Statistical Reports)*  
*Parks and Recreation Committee (Meeting Minutes)*  
*NEDC Committee (Oral Report)*  
*Steelton Borough Repository List*  
*Stormwater Committee (Oral Update)*  
*Mayor's Report (Oral Report)*  
*Borough Manager's Report (Oral Report)*

**Presentation:**

Mr. Randy Watts, HRG, Inc.

**Monthly Engineer's Report**

*Approval of Paving Project Bidding*

*Document*

**Communication:**

*Pennsylvania Juvenile Court Judges' Commission*

*PCCD Compliance Monitoring  
Program –Steelton Borough Police  
Department*

*Cumulus Media*

*Radio/Social Media Advertising  
Options for Borough Events*

*Portnoff Law Associates*

*Brief Review of Transition Process  
for Collection of Delinquent Real  
Estate Taxes*

*Robert Stout*

*December 13, 2018 Hazard  
Mitigation Update Meeting Update*

*Robert Stout*

*2019 TMI Training Exercise  
Schedule*

*PA Intergovernmental Risk Management Assoc.*

*Liability Coverage Summary*

*Habitat for Humanities of the Greater Harrisburg Area*

*Save the Date – March 15, 2019  
14<sup>th</sup> Annual Art Builds Homes Art  
Auction*

**Pennsylvania State Association of Boroughs (PSAB)**

**Invitation to 10<sup>th</sup> Annual  
Conference & Exhibition, June 9-12,  
2019 at Hershey Lodge**

*PA Department of Transportation*

*Posting & Bonding Procedures for  
Municipal Highways*

*Dauphin County*

*Municipal Report – Housing Sales*

**Dauphin County Office of Tax Claim Bureau**

**Repository Bid – 227 Jefferson  
Street L-4 for \$500.00**

*Republic Services*

*Suggestions for Consideration for  
Next RFP*

*Community Services Group*

*Request to Continue Contract with  
Community Services Group*

*HA Thomson*

*Summary of Insurance Coverages for  
Borough*

**Dauphin County Tax Claim Bureau**

**Notice of Rule for Judicial Sale for  
Properties in Borough**

**Insurance Services Office (ISO)**

**Public Protection Classification for  
Steelton Borough Fire Hydrants**

**Unfinished Business:**

Mr. Brown

*Appointment of Olivia Palermo as Junior Councilperson*

Brian Proctor

*Administration of Pledge of Junior Councilperson to Olivia Palermo*

Mr. Wion

*Resolution 2019-R-\_\_Appointing Ms. Carrie Baker to Steelton Zoning Hearing Board for Term Ending December 31, 2020.*

Mr. Wion

*Resolution 2019-R-\_\_Re-Appointing Ms. Robin Kisler to Steelton Zoning Hearing Board for Term Ending December 31, 2021.*

Mr. Brown

Other Expired Terms on Boards:  
Planning Commissioner, Zoning Hearing Board – Can Reappoint Sitting Members or Appoint New Members

**New Business:**

Mr. Brown

*Resolution 2019-R-\_\_\_ Appointing Stephen J. Shaver as Vacancy Board Chairman for 2019 for Term Ending December 31, 2019.*

Mr. Proctor

Establishment of Marijuana Decriminalization and Recreational Use Committee

Mr. Proctor

Appointment of Committee to Review Waste Hauling Contract, Bidding, and Bid Review for 2019

Mr. Brown

Ratification of Authorization to Bid Supplementary Public Works Services Proposals to Remain Compliant with Bidding Requirements

Mr. Brown	<b>Award of Bid for Supplemental Services to Center for Employment Opportunities for Period Ending December 31, 2019</b>
<i>Mr. Brown</i>	<i>Approval of MOU for Free Services between Center for Employment Opportunities and Steelton Borough</i>
Mr. Wion	<b>Resolution 2019-R- Resolution Striking A Portion of Bridge Avenue From the General Plan of Streets of the Borough of Steelton</b>
Mr. Brown	Planning a Spring Bulk Pickup Day for Residents
<i>Mr. Brown</i>	<i>Approval of Golden Equipment Quote to Repair/Maintain Street Sweeper</i>
Mr. Brown	<b>Approval of Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project</b>
Mr. Brown	Internship Partnership with PSU-Harrisburg Business Students to Perform Branding and Marketing/Business Development Study for Steelton Borough
Mr. Brown	Internship with Mr. Tyler Vaupel of Temple University to Develop Sustainability and Greening Program for Borough
Mr. Proctor	Hygienic School Fundraiser Announcement
<b>Tickets available to purchase for February 16<sup>th</sup> fundraiser at Champions.</b>	

Mr. Wion

**Arbitrage Rebates & Report  
Agreement – Susquehanna Group**

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Other Business:**

Mr. Brown

**Approval of Canine Agreement  
between Steelton Borough and  
Officers Cody Webster and Scott  
Shaffer**

Mr. Brown

Update on Status of Collective  
Bargaining Agreement between  
Steelton Borough and Teamsters

**Adjournment:**

## Steelton Pennsylvania Borough Council Meeting

February 4<sup>th</sup>, 2019

### Present:

Brian Proctor, President  
Mike Segina, Vice President  
Keontay Hodge, President ProTem  
Dennis Heefner  
Kelly Kratzer  
Natashia Woods

Maria Marcinko, Mayor  
Dave Wion, Solicitor  
Randy Watts, HRG Engineer  
Douglas Brown, Borough Manager  
Aaron Curry, Codes Officer  
Anthony Minimum, Police Chief  
Thommie Leggett-Robinson, Exec. Asst.

Absent With Cause: William Krovic, Eugene Vance

President Proctor called the meeting to order at 6:35 p.m. after which he led the body in the recitation of the Pledge of Allegiance.

Ms. Natashia Woods led those present in a moment of silence, in memory of those persons who have lost their lives in service to the country and deceased community members.

After a review of the July 9, 2018, Joint Meeting and the December 17, 2018 meeting minutes, *Ms. Hodge moved and Ms. Kratzer seconded the motion that the minutes be approved as presented. The motion passed by a unanimous vote of Council.*

There were no public comments on agenda items.

After review, *Ms. Hodge moved and Mr. Segina seconded the motion that the schedule of billing, requisitions, and change orders as presented for December 2018 be accepted as presented. The motion passed by a unanimous vote of Council.*

The Department Reports were presented:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Meeting Minutes) - Ms. Woods announced that the Committee will meet on February 21, 2019. A review of the dates for all events and related information is on the agenda for that meeting.

NEDC Committee (Oral Report)

A copy of the Steelton Borough Repository List was included as a written report. Mr. Brown will cover information for the Committee in his Borough Manager's Report.

Stormwater Committee (Oral Update) -Ms. Kratzer announced that the Committee will meet February 21, 2019, following the Parks & Recreation Committee meeting. She shared that there has been a discussion with Mr. Solomon, Solicitor for the Water Authority, regarding the composition of the Storm Water Committee. She indicated that in their conversation they discussed the possibility of working with the current Water Authority, thus eliminating the need to develop another committee.

Mayor's Report (Oral Report) – there was no Mayor's Report presented at this meeting.

Borough Manager's Report (Oral Report) – Mr. Brown reported the following items:

- The Integrated Development Partner Steelworks Project will meet with the Planning Committee on March 5, 2019, to present an introduction to the project.
- He successfully submitted a \$4 million grants application to move the storm sewer across from the Frederick Douglas Borough Hall. The final decision should be made in a month and the Borough will find out at that time if the request will be granted. This will include the design, which should begin in August and be completed by September, site work bidding and awarding of contracts in October with project work scheduled to begin May 2020. The proposal will be presented to the Planning Commission for approval before the RFP is advertised.
- The Frank Brown Boulevard Townhome project closed last week, with the assistance of Mr. Wion who worked with the title company to provide information assisting them to complete the title search on all of the properties. The properties were transferred to the Redevelopment Authority and things are cleared so that on-site work to begin in the Spring.
- Pennsylvania American Water Company has filed their application and it was provisionally accepted by the Public Utility Commission (PUC). It will take some time for the completion of the review of the application to ensure that it is technically perfect. The next step will be notification of the customers by PA American as well as the Steelton Borough Authority. The notifications will be sent out following the resolution of a Consumer Advocacy objection, in which they filed a motion to intervene. The objection is a normal part of the process.
- Negotiations have been completed with Temple University and Penn State to engage interns to work with the Borough on specific projects that will enhance the functioning of the Borough.
- The garage behind the Post Office has been demolished and filled to grade. The action was approved by Council last year and the work completed last week.
- There will be a meeting regarding 101 Locust St. on February 5, 2019. The meeting is planned for the parties to meet and discuss the current status of the project. Legal work concerning the transfer to the property has yet to be completed.
- A fundraiser is planned for the Hygienic School plaque.
- This past weekend, Coexist Gallery had a medical marijuana event. A physician presented information regarding participating in the program, including information about the medical conditions that would make a person eligible to obtain a prescription.

- 200 + applications have been reviewed for the Codes Administrative Assistant position. The number of applicants has been reduced and those to be considered are ready to be submitted to the Personnel Committee for review and action.
- The Municipal Liquid Fuels Program Report has been completed and is ready for submission.
- The Auditor General 385 form regarding Municipal Pensions and Fire Relief Programs Unit has been completed and filed as required by law.
- The Annual Report of Municipal Authorities and Neighborhood Development Improvement Districts for the PA Department of Community Development has been completed and submitted.
- Ms. Colleen Deer from Mockenhaupt continues to work on plan restatements for the pension plan. The restatements are a necessary step toward transitioning the pension plans over to the new investment manager
- The list of Delinquent Tax information for 2018 has been electronically sent to Portnoff Law Associates for action.

Mr. Wion recommended that the Council vote to accept the intern program. The item is listed for action later in the agenda.

*Ms. Hodge moved and Ms. Woods seconded the motion that the Department Reports be accepted as presented. The motion passed by a unanimous vote of Council.*

Mr. Randy Watts, HRG, Inc. presented the Monthly Engineer's Report. He highlighted two points from his written report.

1. 2019 Roadway Improvements Project – HRG is requesting authorization to let the project out to bid. The project will include paving:
  - a. North 4<sup>th</sup> Street from Mulberry to Walnut Streets
  - b. Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street
  - c. Lincoln Street from North 3<sup>rd</sup> Street/Trawitz Alley to Harrisburg Street and Lincoln Street/Columbia Street intersection north 200 feet towards the cemetery.
2. Potential Parking Restriction Borough Ordinance Changes – HRG will meet with the Borough to begin looking at restricting large truck parking along Front Street. A meeting will be held with the Borough Manager on February 5, 2019. Mr. Proctor stated that a traffic study needed to be conducted prior to making any recommendations regarding changes in parking restrictions. Mr. Brown added that in the meeting with PennDOT, they were told that issues regarding any State Road cannot be made by any municipality, however, a recommendation to PennDOT regarding parking restrictions can be made after receipt of a supporting Engineer's Report. Mr. Proctor stated that there should be movement on the project because the parking of tractor trailers on Front Street and other sections in the Borough are a safety hazard. Mr. Brown explained that key areas would be discussed in the meeting.
3. Hoffer Street Pump Station Improvements – the kickoff meeting was held with ADS to review the flow metering locations occurred on January 23, 2019. The flow meters are proposed to be installed in March 2019. Mr. Heefner reiterated that he would like to see



a part of the station repaired, not the whole station. He thinks the funding can also be used to repair other portions of the system. As a result of a remark made by Mr. Heefner, the Hoffer Street Pump Station item was removed from the Capital Improvement Projects list for 2019.

4. 2019 Sanitary Sewer Rehabilitation Project – Phase I – investigation work (sewer main CCTV and manhole inspections) occurred on January 7, 2019. All sanitary sewer mains were inspected and all manholes with the exception of one were inspected. The manhole frame for Manhole SSMH-173 could not be removed, therefore the plan is to include the replacement of this manhole frame and cover in the project. HRG is proceeding with Phase II – Design work based on the investigation information. This project is on schedule to bid the construction work in March 2019. Mr. Heefner stated that a few meetings ago, Council determined that to save money, employees from the Public Works Department would survey the pipes and prioritize the pipes that need immediate work and delay those which can be repaired later. The Department is in the process of purchasing a new camera that would be able to do that work. Mr. Watts was unaware of the conversation and recommendations of Council members. Mr. Heefner emphasized that when Council members make recommendations/decisions about how work is to be handled, that member's decision/recommendation should be respected and implemented.
5. Information regarding the 2018-2023 NPDES MS4 General Permit was also included in the written report. It stated that HRG would work with the Borough during the five year period to implement the plans previously presented.

*Mr. Heefner moved and Ms. Hodge seconded the motion that the Engineer's Report is accepted and that HRG is authorized to place the paving project advertisement for bids for the paving project, provided that a 5% minority contractor's clause is included in the bid request. The motion was passed by a unanimous vote of Council.*

The following Correspondence was received by Council:

The Pennsylvania Juvenile Court Judges' Commission submitted a letter commending the Police Department on their participation in the Pennsylvania Commission on crime and Delinquency Compliance Monitoring visit held December 19, 2018. The site visit revealed that the Department is in full compliance with the core protections identified within the federal Juvenile Justice and Delinquency Prevention Act of 2002.

Cumulus Media provided information regarding how the Borough can use Radio/Social Media Advertising Options to advertise Borough Events.

Portnoff Law Associates provided a brief review of the new process for the collection of Delinquent Real Estate Taxes.

Mr. Robert Stout from the Dauphin County Department of Public Safety sent a copy of the information shared at the December 13, 2018, Hazard Mitigation Meeting. The meeting covered information about known HVA incidents in 2018 as well as changes in hazards/risks,

changes in capabilities, progress on mitigation actions, mitigation successes, and State/Federal Information.

Mr. Robert Stout from the Dauphin County Department of Public Safety sent information announcing the TMI Training Exercise which is scheduled for Tuesday, May 7, 2019. Two-hour training sessions for municipalities must be scheduled to occur between February and April 2019.

The Pennsylvania Intergovernmental Risk Management Association submitted the Liability Coverage Summary.

Habitat for Humanities of the Greater Harrisburg Area sent a "Save the Date" notice for the 14<sup>th</sup> Annual Art Builds Homes Art Auction, which will occur March 15, 2019, at the Hershey Country Club.

The Pennsylvania State Association of Boroughs (PSAB) sent an Invitation to 10<sup>th</sup> Annual Conference & Exhibition to be held June 9-12, 2019 at Hershey Lodge.

PA Department of Transportation provided Publication 221 - Posting & Bonding Procedures for Municipal Highways, a guide for municipalities and heavy hauling users that outlines the state-approved process for posting and bonding municipal roads. The purpose of this publication is to give municipalities a way to post and bond their roads and protect their investment in their roadways.

Dauphin County Municipal Report provided a list of the 20 parcels of land sales made in Steelton Borough for the month of December 2018. The sales totaled \$462,429.00.

Dauphin County Office of Tax Claim Bureau sent information regarding a Repository Bid for 227 Jefferson Street L-4. *Mr. Segina moved and Ms. Hodge seconded the motion that the \$500.00 bid for the property is approved. The motion passed by a unanimous vote of Council.*

Republic Services submitted suggestions for consideration as the Borough moves to develop a Request For Proposal (RFP) for trash services.

Community Services Group, Crisis and Diversion CRR submitted a request for the Borough to continue the contract with that Group.

H.A. Thomson, Risk Management Services submitted a Summary of Insurance Coverages on Borough properties.

Dauphin County Tax Claim Bureau sent a Notice of Rule for Judicial Sale for Properties in Borough.

Insurance Services Office (ISO) thanked Mr. Brown and Chief Vance for their participation in the Public Protection Classification survey. The Borough received a Public Protection Classification of 05/5x, effective May 01, 2019.

#### **Unfinished Business:**

Ms. Kratzer, Chair of the Committee of the Junior Councilperson Program introduced Ms. Olivia Palermo as the person selected for the Junior Councilperson position. *Ms. Hodge moved and Ms. Kratzer seconded the motion that Ms. Palermo be appointed Junior Councilperson. The motion passed by a unanimous vote of Council.* Following the vote, Ms. Kratzer administered the Pledge of Junior Councilperson to Olivia Palermo. Her mother, Ms. Palermo, held the Bible during the swearing-in ceremony. Ms. Palermo took her Council seat and was presented with a packet of information, including her first Council Meeting packet, to assist her in learning about her new position and responsibilities.

Mr. Wion presented Resolution 2019-R-1, for consideration of the Council. *Ms. Hodge moved and Ms. Kratzer seconded the motion that Resolution 2019-01 appointing Ms. Carrie Baker to the Steelton Zoning Hearing Board for a term ending December 31, 2020, be approved. The motion passed by a unanimous vote of Council.*

Mr. Wion presented Resolution 2019-R-2 before the Council for action. *Ms. Kratzer moved and Mr. Heefner seconded the motion that Resolution 2019-R-2, Appointing Ms. Robin G. Kissler to the Steelton Zoning Board for a Term ending December 31, 2021, be approved by Council. The motion passed by a unanimous vote of Council.*

Mr. Brown presented other Board vacancies because of expired terms. Messrs. Mike Segina, Richard Moore and Emmuel Powell were reappointed to the Planning Commission with the term of Mr. Segina to expire on 12/31/2022, Mr. Moore on 12/31/2022 and Mr. Powell on 12/31/2020. Persons will be appointed to the Water Authority, with terms expiring 2023, at the February 19, 2019 meeting.

#### **New Business:**

Mr. Brown requested that Council approve Resolution 2019-R-3. *Mr. Segina moved and Ms. Kratzer seconded the motion that Resolution 2018-R-3, Appointing Stephen J. Shaver as Vacancy Board Chairman for 2019 for Term Ending December 31, 2019, be passed. The motion was passed by a unanimous vote of Council.*

Mr. Proctor explained that the consideration for the decriminalization and recreational use of marijuana will be examined by the Council by two committees. The first committee will explore what other municipalities are doing and what considerations and actions are being discussed on the County and State levels. This committee will be comprised of Mr. Brown, Mr. Heefner, Ms. Woods, Mayor Marcinko, and Mr. Proctor. A second committee, headed by Ms. Hodge, will actually write the Ordinance on decriminalization of marijuana, should the Borough determine that it wants to do so. This committee will consist of Ms. Hodge, Mr. Krovic, Ms. Kratzer, and Chief Minium.

Mr. Proctor appointed the following persons to serve on the Review Waste Hauling Contract, Bidding, and Bid Review for 2019 Committee: Mr. Heefner, Ms. Kratzer, and Mr. Proctor.

Mr. Brown requested that Council ratify his action of bidding for Supplementary Public Works Services Proposals. *Ms. Hodge moved and Ms. Woods seconded the motion to ratify Mr. Brown's action of bidding for Supplementary Public Works Service Proposals. The motion was approved by a unanimous vote of Council.*

Mr. Brown requested Council Award the Bid for Supplemental Public Works Services to the Center for Employment Opportunities. Mr. Brown reported that C.E.O. was the only bidder to respond to this RFB. *Mr. Segina moved and Ms. Hodge seconded the motion that the Center for Employment Opportunities (CEO) be awarded the contract to supplement Public Work Services for a period ending December 31, 2019. The motion was passed by a unanimous vote of Council.*

Mr. Brown requested Council Approve the Memorandum Of Understanding for Free Services between the Center for Employment Opportunities and Steelton Borough during the month of January 2019. *Mr. Heefner moved and Ms. Hodge seconded the motion to ratify the MOU between the Borough and CEO for January 2019. The motion passed by a unanimous vote of Council.* There was discussion regarding this request. Mr. Heefner asked if funds for the contract were included in the budget. Mr. Segina responded that three months was included in the budget, however, because of a sacrifice being made by the Police Department, there are adequate funds to pay for the service. Then Mr. Heefner asked for clarification of his understanding that each workgroup requires its own supervisor. The response was yes. He asked if there was any way that the group of five workers could be split up so that the full potential of the program could be used. He noted that sometimes five persons are not required to complete the work assignment and some persons are standing idle. He noted that those persons could be working on other projects. Mr. Proctor stated that he discuss the issue with the organization, which has always been flexible in working with the Borough and they would be contacted to see if splitting the group could be worked out.

Mr. Wion requested that Council approve Resolution 2019-R-4. He explained that a section of Bridge Avenue is not a public street in the Borough, has never been used by the public, nor has it been opened, paved or maintained by the Borough. Mr. Steven Semic has requested that this portion of Bridge Avenue be recognized by the Borough as not being a public street and not necessary for the Borough Street System. *Mr. Segina moved and Ms. Woods seconded the motion to pass Resolution 2019-R-4 Striking a Portion of Bridge Avenue from the General Plan of Streets of the Borough of Steelton. The motion passed by a unanimous vote of Council.*

Mr. Brown proposed the planning a Spring Bulk Pickup Day for Residents be referred to the Neighborhood Economic Development Committee for review and recommendation at the February 19, 2019 meeting. Mr. Heefner asked why the Borough should schedule a day for bulk pickup when it will cost taxpayers \$ 15,000.00. Mr. Brown explained that the Council would

determine the scope and guidelines of the project if it determines to do it. Bulk Pickup has been done in the past and persons purchased tickets per bulk item. He stated that it is one of the tools he was reviewing because of the number of complaints the Borough receives regarding bulk item visible on the streets. The issue is being addressed by the Codes Office, however, proving support to the community will be one way to help facilitate the cleanup of those items. Codes Officer Curry was asked to explain what the Codes Department is noticing regarding bulk pickup. He stated that residents do not understand how to use the service provided by the trash company which makes it appear that bulk item pickup is a problem. Mr. Heefner commented that there was a time when persons, particularly the elderly, could place their old televisions outside for pickup, but that is now illegal. He stated that it would be good if the Borough could find a way to get those items removed. Mr. Segina stated that the Borough has not provided services for electronic disposal, Dauphin Recycling Center will take those items free of charge. Ms. Woods stated the problem is getting the items to the recycling center. Ms. Woods and Mr. Segina both stated that a procedure for developing a system to assist residents with those items could be put in place using Borough staff. No Council action was pursued at this time since the issue was referred to the NEDC Committee for review and recommendation. Ms. Hodge and Mayor Marcinko agreed that there are persons who go through the neighborhoods collecting scrap and perhaps they would pick up those items. Mayor Marcinko stated that the Borough did do something with the electronic waste as a follow-up to the DEP action, however, no one brought anything to the site set up to collect electronic waste. Ms. Woods confirmed the Mayor's statement.

Mr. Brown requested that Council approve the Golden Equipment quote for the repair/maintain of the Street Sweeper. He explained the street sweeper was stored for the winter, however, it is time to get it ready to resume service. The repair and maintenance of the street sweeper is a budgeted item because it is a required action to ensure that the street sweeper is in good repair and able to work efficiently when the season starts. He further explained that Golden Equipment is the only vendor that has the pieces and expertise the sweeper as well as provide the Pennsylvania inspection for the vehicle. He also explained that this is an item for which the Borough can receive funds through the Pennsylvania Municipal Fuels Program. President Proctor asked when the sweeper was purchased to which Mr. Brown responded that he believed it was purchased in 2011. Ms. Woods asked about the cost of shop labor, which is over half the price of the parts. Mr. Brown explained that a sweeper is a complicated machine because it has to be totally dismantled anytime repairs are required. He further explained that the estimate of 42 hours of labor is realistic. Mr. Heefner stated that it is money well spent, particularly considering the cost of a sweeper. He added that the new sweepers have a lot of electronic devices which doubles the cost of the sweeper and supported Mr. Brown's request for approval. *Ms. Hodge moved and Ms. Woods seconded the motion that \$7,297.92 be used for the repair and maintenance of the Borough Street Sweeper. The motion passed by a unanimous vote of Council.*

Mr. Brown requested approval of the Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project. He explained that this is a part of the redevelopment project in which Borough has partnered with the Land Bank of Dauphin

County and Habitat for Humanity. Funding for this project was received with an application submitted last year, so it represents a 2019 award for a 2018 grant application. The County is awarding \$ 68,844.00 towards the project, which will shore up the retaining wall that is being washed out behind the building and on the side lot. Meetings are being held with the County to discuss additional cost and financing. Accepting the Agreement also means that the Borough is accepting the conditions made under the CDBG grant. During the discussion of this request, Mr. Heefner asked if it was possible to have the steps and handrails repaired with this grant money. Mr. Brown informed the body that additional funds will have to be obtained to complete the project and perhaps the other needs for total repair of the steps could be included. *Mr. Heefner moved and Ms. Hodge seconded the motion to approve the Subrecipient Agreement between Dauphin County and Steelton Borough for 101 Locust Street Retaining Wall Project. The motion carried by a unanimous vote of Council.*

Mr. Brown requested that Council approve the Internship Partnership with PSU-Harrisburg Business Students to Perform Branding and Marketing/Business Development Study for Steelton Borough. He stated, after consulting with Dr. Kanak, a professor for graduate and undergraduate students, that Dr. Kanak has offered to do three things for the Borough: 1) to provide an intern that would work independently 15 – 20 hours per week and provide deliverables to the Borough to put together a marketing and branding plan for the Borough; 2) assist in marketing for new business and supporting existing businesses; 3) assisting with events planning and marketing, including the Spring event planned for the Skate Park. There are three groups that have a capstone project which will develop three separate plans for marketing and branding for presentation to the Council. Mr. Brown and Dr. Kanak will supervise the projects. This is the first partnership with Penn State Harrisburg and the work is being done at no cost to the Borough. Mr. Wion remarked that he thought the Partnership should be approved. *Ms. Hodge moved and Mr. Segina seconded the motion to approve the proposed Marketing/Business Development Study partnership with Penn State University – Harrisburg. The motion passed by a unanimous vote of Council.*

Mr. Brown requested approval to establish an Internship with Mr. Tyler Vaupel of Temple University to Develop Sustainability and Greening Program for Borough. Mr. Vaupel is a resident of Steelton and a senior in Business at Temple University. He is required to complete a capstone project and approached the Borough regarding a sustainability project on behalf of the Borough. The project would include: 1) revamping the Adopt-a-Block Program, increasing participation and vetting the current participant to ensure that they are doing the events and submitting their summaries 2) present a plan for creating more "green space" on Front Street. His internship will be a part of his Master's level project and will be completed in the Spring Semester. *Ms. Kratzer moved and Mr. Segina seconded the motion that Mr. Vaupel is authorized to complete his internship in Steelton Borough. The motion carried by a unanimous vote of Council.*

Mr. Proctor stated that he, Ms. Kratzer and Ms. Maxwell have served on the Committee working with Ms. Barksdale to find funding for the archives and placing a plaque to remember Hygienic School. To support this effort, a Fundraiser is planned for February 16, 2019, at

Champions from 6:00 – 10:00 p.m. The tickets are \$20.00. Food is included in the price of the ticket. Ms. Barbara Barksdale will make a presentation about the history of the Hygienic School. Mr. Proctor had hoped to have Mr. John Beck to give a general overview of Steelton, however, Mr. Beck is unavailable. Mayor Marcinko suggested he contact Mr. Randy Wilson, who could also provide a general historical overview of Steelton. There is a Memorial planned for August 2019.

Mr. Wion explained that when the Borough issues bonds, the Internal Revenue Service requires an arbitrage rebate report every five years. The report calculates the Arbitrage yield for the bonds, reviews the monthly paying agent reports that deal with the bonds, prepares arbitrage rebate calculations, prepares a letter to IRS if any payment is required and presents a report to the County for its review and approval. In 2015, the Borough issued Bonds to fund several capital improvement projects, including sewer and water facilities and to refund a portion of the 2006 Bonds, which were used for the water system. He stated that it is time to report to IRS on the 2015 bonds. The Susquehanna Group Advisors is well qualified to complete the report and has prepared an agreement offering to do so. He recommends that the Council approve the agreement. *Mr. Heffner moved and Ms. Kratzer seconded the motion that the Borough hire the Susquehanna Group to complete the Arbitrage Rebates & Report for a sum of \$3,000.00. The motion was passed by a unanimous vote of Council.* Prior to the approval of the motion, Mr. Segina confirmed that the cost of the report, which will be paid upon completion of the work, is a fixed fee of \$3,000.00.

Mayor Marcinko stated that she has a written request from Mayor Anders from Halifax Borough requesting the loan of the Borough's Cherry Picker. She forwarded the request to Mr. Brown.

#### **Public Comments:**

Ms. Cheryl Powell, 321 Lebanon Street – noted that the Borough Newsletter contained a lot of information regarding living in the Borough. In particular, there is information about fines and expectations of the residents. She suggested that the information be shared with students in the Steelton-Highspire School District in Civics Classes. She stated that one of the things that made her think of teaching requirements was an encounter she had with a young lady who was littering the street. She asked the young lady to pick up her trash and asked if she did not realize that she could be fined for littering. She suggested that the new Junior Councilperson might be interested in the project. Ms. Powell also asked for clarification regarding the archives. Ms. Proctor explained that there is a vault that contains historical information about the Borough and there is a need to ensure they are preserved.

Mr. Emmuel Powell, 321 Lebanon Street – thanked Council for re-appointing him to the Planning Commission. He then went on to ask about trash pick-up. He reported a problem with the trash and recycling at the Cyrene Lodge not being removed because of the Snow Emergency. Mr. Heefner suggested the problem was in the area where the water is high and ices up. The Borough is scheduled to address that issue. Mr. Brown volunteered to contact

Republic Waste regarding the trash pick-up at the Lodge. Since deer are not deterred by the 12-foot fence on Cameron Street by the UPS facility, Mr. Powell requested "Deer Crossing" signs in the neighborhood because the deer come out at night. It was agreed that a sign would be placed in the area.

There were no Council Concerns expressed.

#### **Other Business:**

Mr. Brown reminded Council that it has reviewed the proposed agreement between Officer Shaffer and Officer Webster regarding their positions as Canine Handlers and the compensation for those positions. The main issue is the use of compensatory time for compensation. The agreement must be compliant with Federal Law, which requires compensation in some form. The Officers have agreed to take compensatory time rather than overtime pay. Officers Cody Webster and Scott Shaffer and the Union have already signed the agreement, which now awaits Council approval. The compensatory time would be four hours per week at 1 ½ used in a calendar year. Ms. Kratzer moved and Ms. Woods seconded the motion that the Canine Agreement between Steelton Borough and Officers Cody Webster and Scott Shaffer be approved. During the discussion period, Mr. Heefner restated his impression that the original proposal for Canine Officers stated that the program would be done without the use of taxpayer funds. He wanted clarification regarding other possible funding needs and whether the funds for the project are coming out of the Borough's General Fund. Chief Minium noted that the October 1, 2018 minutes stated that the animals would be purchased without the use of taxpayer money. He further stated that the Canine Handlers must be compensated. President Proctor stated that the cost per officer will be approximately \$ 25,000 per year in compensatory time. Chief Minium noted that he does not foresee any other issues coming forward. He also explained that instead of coming back to work following the 16 hours of training each month, the Officers will go home and use those four hours as a part of their compensatory time. Therefore, the cost will be \$25,000.00 for both Officers. Mr. Segina stated that he talked to Mr. Miller regarding this issue, and thinks that in order to make the budgeting process run smoothly, the compensatory time should be used up or paid out in one year. The agreement was adjusted to include that request. *Mr. Segina moved that Council should accept the agreement between Canine Officers Cody Webster and Scott Schaffer on an updated agreement that states that the four hours per week at 1 ½ time must be utilized or paid out in each calendar year. The motion was seconded by Ms. Woods and carried by a unanimous vote of Council.*

Mr. Brown reported that there is a tentative agreement with the Teamsters Union. At this point, they are making a technical review to ensure that the versions are congruent. Once the review is finalized, it will be presented to Council and the Teamsters Union for review and vote.

The President called for a motion to move into Executive Session to discuss personnel issues. Mr. Wion stated that the type of personnel issue should be specific, for example, discussing hiring additional workers, or taking disciplinary action. Mr. Brown stated that employee time off



during inclement weather and pay issues with non-uniform employees are the two items that will be discussed in the Executive Session.

*Mr. Heefner moved and Ms. Hodge seconded the motion that Council moves into Executive Session to discuss employee time off during inclement weather and pay issues with non-uniform employees. The motion carried by a unanimous vote of Council.*

Following the Council's resumption into open meeting, *Ms. Kratzer moved and Ms. Woods seconded the motion that the Council meeting is adjourned at 8:45 p.m. The motion was passed by acclamation of Council.*



Respectfully Submitted,  
Douglas Brown, Secretary

14008-001/FL\*203497

## **Steelton Borough Council Agenda**

February 19, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:**

February 4<sup>th</sup>, 2019

**Public Comment on Agenda Items only:**

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

January 2019

### **Approval of Department Reports:**

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Meeting Minutes)
- NEDC Committee (Oral Report)
- Steelton Borough Repository List
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

### **Communication:**

Caldwell and Kearns

Letter to Steve Semic RE Resolution  
2019-R-4 Striking a Portion of Bridge  
Avenue from the General Plan of  
Streets of the Borough of Steelton

Dauphin County Tax Claim Bureau

Notice of Receipt of Steelton  
Borough Resolution 2018-R-23

UGI Utilities Inc.  
Friends of Midland Cemetery

2019 Pave Ahead Program Notice  
Annual Request for Maintenance  
Fund Donation of \$500 to Midland  
Cemetery

**Unfinished Business:**

Mr. Segina

Recommendation to Authorize  
Advertisement of Ordinance 2019-\_\_

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON,  
PENNSYLVANIA, BY AMENDING IN ITS ENTIRETY CHAPTER 85 ENTITLED,  
"REGISTRATION, MAINTENANCE AND SECURITY OF ABANDONED REAL PROPERTY",  
WHICH CHAPTER PROVIDES FOR REGISTRATION, MAINTENANCE AND SECURITY OF  
REAL PROPERTY AS DEFINED THEREIN; PROVIDES FOR PENALTIES FOR VIOLATION;  
AND PROVIDES FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Mr. Brown

Update on Commercial Vehicle  
Parking Restrictions and Options to  
Proceed with Implementing  
Restrictions

Mr. Brown

Update on New Steelton Map  
through PRINT

*Information only.*

Mr. Brown

Habitat for Humanity Estimate of  
Construction Costs – 101 Locust  
Street. *Information only.*

**New Business:**

Mr. Proctor

Approval of Proposal with Sara  
Bozich Events Promotion for  
Executing Beer/Wine Garden,  
PR/Media Outreach, Marketing  
Assistance, Social Media Promotion  
for Steelton Fest 2019

Mr. Brown

Authorization for Mr. Brown/Mr.  
Proctor to Enter into Agreements  
Necessary to Execute Steelton Fest  
Agreements in an Amount not to  
Exceed \$5,000 Per Contract, Subject  
to Council Notification and  
Ratification. \$15,000 overall limit on  
authorization.

Mr. Brown	Approval of Addendum to ZA Auditing Engagement Due to GASB Statement No. 75 Requirement in the Amount of \$4,400
Mr. Brown	New Sewer Tap-In Application and Permit Forms
Mr. Brown	Request by Mr. Gary Lenker of Tri-County Housing Development Corporation to Waive Sewer Tap-In Fees Related to Frank S. Brown Boulevard Town Home Project
Mr. Wion	Request to Maintain Agreement with Community Services Group, Crisis and Diversion CRR

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Police Contract and Personnel Issues Related to Public Works

**Other Business:**

Mr. Miller	Resolution 2019-R- _Approving Collective Bargaining Agreement between Steelton Borough and Teamsters Local 776 for Uniform Employees Effective January, 1 <sup>st</sup> 2019 through December 31 <sup>st</sup> , 2021
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**Adjournment:**

Steelton Borough Council Meeting Minutes  
February 19, 2019

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown, Borough Manager
Dennis Heefner	Anthony Minium, Police Chief
Kelly Kratzer	Eugene Vance, Fire Chief
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with cause: Aaron Curry

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge Of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

After review of the February 4, 2019 minutes, Mayor Marcinko noted that her name was not included in the list of persons assigned to explore what other municipalities are doing regarding marijuana and what considerations and actions are being discussed on the County and State levels. *Mr. Segina moved and Ms. Woods seconded that the minutes of the February 4, 2019 meeting be accepted with one correction. The motion passed with a unanimous vote of Council.*

There was no discussion on Agenda Items.

The Schedule Of Billing, Requisitions, and Change Orders were reviewed. *Ms. Kratzer moved and Mr. Segina seconded the motion that the report be accepted as presented. The motion carried by a unanimous vote of Council.*

**Approval of Department Reports:**

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Meeting Minutes)
- NEDC Committee (Oral Report)
- Steelton Borough Repository List
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

The Departmental Reports were reviewed and there was a discussion about the following reports:

Fire Department: *Mr. Segina moved and Ms. Kratzer seconded a motion that John Brubacher, Stephen Brubacher, Steve Brubacher, Dennis Freed, Brian Handley, John Heffelfinger, Connor Higgins, Thomas Leach, Andy Mahalchick, Nate Martin, Keith Miller, Steve Murphy, Eugene Vance, and Colton Zalek be approved as certified drivers of Fire Department vehicles. The motion was approved unanimously.*

Parks and Recreation Committee reported that there was a water line break at the baseball field. They also shared the following events are planned for the Borough:

- Steelton Fest - June 22nd from 4-9 p.m.
- Tentative dates for activities:
  - Easter Egg Hunt - April 13th 11:00 a.m. - 2:00 p.m.
  - Skate Park Spring Opening - May 18th
  - Veterans Event- May 25th 11:00 a.m.
  - Steelton Day of Caring - September 14th
  - Halloween Event - October 19th 6:00 p.m.
  - Christmas Tree Lighting - December 3rd 6:00 p.m.
  - Santa Truck Run - December 21st 3:00-5:00 p.m.
- Other Community Events
  - Lincoln Street Line-Up - May
  - National Night Out - August 6th
  - Back-to-School Block Party - August 17th
  - Trick or Treat - October 24th

There were other items included in the Committee Report regarding plans for work in Borough parks.

NEDC Committee - Mr. Segina the items from the will be discussed later in the meeting.

Stormwater Committee- the Committee will meet on the 21st. Chair Kratzer will meet with Intern Tyler Vaupel.

Mayor's Report –

- She has and will attend all of the monthly Emergency Operators Meetings which are held at the 911 Center.
- TMI Training will be March 7, 2019, at 6:00 p.m. with the Community Practice Exercise will be conducted May 7, 2019. She reminded Council to ensure that they have taken the required emergency training courses so that the Borough can be reimbursed for funds expended during an emergency.
- Fundraisers for the K-9 Unit and Fire Department have been successful.
- The Police Department and Religious Leaders have developed a partnership around the Harrisburg Christian Performance Center. There will be a play at the Steelton-Highspire High School March 14, 15 & 16, 2019 as a result of this partnership.

*Mr. Segina moved and Mr. Heefner seconded the motion that the Department Reports be accepted as presented. The motion passed by a unanimous vote of Council.*

*At 6:40 p.m. Mr. Segina moved that Council recess into Executive Session to discuss the Police Contract and personnel issues related to Public Works. Ms. Woods seconded the motion which passed unanimously.*

Ms. Hodge arrived at the meeting at 6:45pm

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

*Ms. Kratzer moved and Mr. Krovic seconded the motion that **Resolution 2019-R-05**, Approving Collective Bargaining Agreement between Steelton Borough and Teamsters Local 776 for Uniform Employees Effective January 1, 2019 through December 31, 2021 be approved. The motion was passed by a unanimous vote of Council.*

The following communications were received by Council:

Caldwell and Kearns sent a copy of their letter to Mr. Steve Semic informing him of the passage of Resolution 2019-R-4 “Resolution Striking a Portion Of Bridge Avenue from the General Plan Of Streets of the Borough Of Steelton”.

The Dauphin County Office Of Tax Claims acknowledged receipt of Resolution 2018-R-23 appointing Portnoff Law Associates to collect Borough 2018 delinquent real property tax.

UGI wrote to notify the Borough of the 2019 Ahead-of-Paving program in which they try to make repairs/replacements to their facilities prior to the municipalities paving projects. They requested a list and description of planned paving projects.

Friends of Midland requested a \$500.00 Maintenance Fund donation. *Mr. Heefner moved and Mr. Segina seconded the motion that the annual \$ 500.00 donation be made to the Midland Cemetery Maintenance Fund. The motion passed by a unanimous vote of Council.*

Intern Tyler A. Vaupel filed a report of his work in the Borough.

### **Unfinished Business:**

Mr. Segina brought information from the Neighborhood Economic Development Committee (NEDC) regarding vacant and abandoned properties. Currently, Community Champions represents the Borough in the enforcement of the requirement to register vacant bank foreclosed/owned properties. Mr. Segina requested that enforcement of the requirement be expanded to include all vacant and abandoned properties. This action will result in an increase of

registered properties and registration fees. The Committee requests Council approve the advertisement of an Ordinance Amending the code of the Borough of Steelton, Pennsylvania, by amending in its entirety Chapter 85 entitled, "Registration, Maintenance and Security of Abandoned Real Property", Which Chapter Provides for Registration, Maintenance and Security of Real Property as Defined Therein; Provides for Penalties for Violation; and Provides for Severability, Conflicts and an Effective Date". *Mr. Segina moved and Ms. Woods seconded the motion to approve advertisement of the proposed Ordinance. The motion passed by a unanimous vote of Council.*

Mr. Brown reported on progress made toward resolving the commercial vehicle parking restrictions and options to proceed with implementing the restrictions. He stated that he met with persons from the Borough's engineering firm to discuss how things can be handled. He shared portions of a memorandum written by Ryan Hostetter, Transportation Engineer summarizing the discussion and what the Borough needs to do to resolve the issue. It is possible to create no parking, loading zones, local delivery and other ways to enable commerce to continue in the Borough without making an overall prohibition on parking. Mr. Proctor stated that a person could drive their work truck home and park it overnight, however, the problem is with the 18-wheeler trucks that take up space and hinders the vision of persons driving on the streets. Mr. Heefner mentioned the 18-wheeler trucks parked on the Casa Chica parking lot. It was noted that since that is private property it is difficult to regulate. Members of Council agreed that the Borough should continue to pursue a resolution to the parking problem.

Mr. Brown informed Council that the New Steelton Map through PRINT is in the process of being finalized. The publication shows certain landmarks, parks, business, etc. that might be of interest to persons coming into the Borough, as well as Borough residents.

Mr. Brown presented Habitat for Humanities estimate of construction cost for the rehabilitation of 101 Locust Street. The estimated cost is \$ 101,845.00 with a \$ 69,000.00 gaming grant and a \$30,000.00 Wells Fargo grant their revenue is close to the amount needed. Other grants and in-kind donations will be pursued. Some work has already been done on the property and there are plans to do additional work in the Spring. Mr. Heefner asked how the property will be used. Mr. Brown informed him that there are plans to develop two residential units in that building. Mr. Heefner asked if lighting and repair of the steps could be folded in the search for additional funding, to which Mr. Brown answered "yes". Ms. Woods asked if there was a timeline for completion of the project. She noted that there has been on-going work on Fourth and Walnut for several years. Mr. Brown explained that the ability to complete a project depends on the ability to secure funding. Mr. Wion added that at this point, the Borough still owns the property although work is being conducted to pass it on the Dauphin County Community Development Authority.



## **New Business:**

Mr. Proctor requested Council approve a proposal from Sara Bozich Events Promotion to handle Steelton Fest 2019. The date for the event is June 22, 2019, with a starting time of 4:00 p.m. The Fest has a \$19,000.00 budget and a grant from the Department of Tourism which is earmarked for the event. It is likely that Jesse Falcon will do the graphic design work for the event. *Ms. Hodge moved that the Sara Bozich Marketing Proposal for the full promotion of and serve as the Beer/Wine Garden Liaison for \$3,000.00. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Brown requested that he and Mr. Proctor be authorized to enter into agreements necessary to execute Steelton Fest, subject to Council notification and ratification. *Mr. Segina moved and Ms. Kratzer seconded the motion that Mr. Brown and Mr. Proctor be authorized to enter agreements necessary to execute Steelton Fest with no agreement exceeding \$5,000.00 and the total not to exceed \$15,000.00. The motion passed unanimously.*

Mr. Brown introduced a request from the Zelenkofske Axelrod LLC accounting office to amend their contract in compliance with a **Government Accounting Standard Board (GASB)** requirement #75. They estimate the contract amendment will cost \$4,400.00. Following a review of the request, there was a discussion about the feasibility of looking for another company since the original estimate for service has had to be amended several times. This will be reviewed by the Finance Committee. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Zelenkofske Axelrod LLC request for contract amendment be approved as presented. The Council supported the motion with a unanimous vote.*

Mr. Brown requested that the Council authorize the use of a newly developed Sewer Tap-In Application and Permit Forms. This will allow the Borough to collect sewer tap-in fees, issue a permit, and track permitted sewer connections with new development. *Ms. Hodge moved and Mr. Krovic seconded the motion that the new Sewer Tap-In Application and Permit be approved. The motion passed by a unanimous vote of Council.*

Mr. Brown presented a request from Mr. Gary Lenker of Tri-County Housing Development Corporation to waive sewer tap-in fees related to the Frank S. Brown Boulevard Town Home Project. The action will keep the project within the approved and financed budget and thus keep the cost of purchasing a home within the projected limit. Mr. Segina expressed concern about creating a precedent by waiving the fees. Mr. Wion noted that the waiver was contained in the October 16, 2018 agreement. *Mr. Heefner moved and Ms. Hodge seconded the motion that the Tri-County Housing Development Corporation's request that the sewer tap-in fee be waived. The motion passed by a unanimous vote of Council.*

Mr. Brown presented the Request to Maintain Agreement with Community Services Group Crisis and Diversion CCR. The letter was addressed to the Steelton Fire Department. Mr. Wion asked if the letter was addressed to the Volunteer Fire Department or the Fire Department Structure of the Borough of Steelton. Chief Vance stated that the Volunteer Fire Department had no knowledge about the program no any information regarding a previous agreement. Since there was no available information about an original agreement, the discussion was tabled until there additional information is obtained.

### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – asked if there were plans to widen Lincoln Street from Harrisburg Street to the Cemetery. The response was that there are no plans to do so.

### **Council Concerns:**

Ms. Kratzer – expressed her disappointment in missing the fundraiser for the K9 and Fire Department. She did hear that it was a success. She announced that the Fire Department will sell Easter Eggs and chocolate covered pretzels.

Mr. Heefner – stated that he and Mr. Segina met with the Codes Department. He mentioned his understanding that there are lots of televisions left in yards and recommended that public works pick them up and take them to the recycling center on a monthly basis. Mr. Wion asked if he had discussed the proposal with the County since they may have a program to handle that issue. Also discussed was placing information in the newsletter to see if there was interest in having such a program; the need to have permission to take the television; and elderly persons are in need of the service. Mr. Brown will contact the County, then follow-up with a newsletter article. Mr. Heefner also raised an issue brought to him by a constituent regarding the Bridge Avenue Resolution. Since the Borough has a contract with Swatara Township for solid waste, he raised concern about whether or not when the improvement is made at the Hoffer Street Station if Swatara Township can pay their portion of the cost.

Ms. Woods, Mr. Krovic, and Ms. Hodge thanked persons for attending the meeting.

Ms. Palermo and Ms. Leggett-Robinson had no concerns.

Mr. Brown announced that the Skate Shop will host Broken Boards February 22<sup>nd</sup>. The event is a fundraiser for the Get On Board Program which teaches skateboarding to children with disabilities. There will be a band and the Broken Board are art pieces created from broken skateboards.

Ms. Segina announced that the Fire Department is selling candy.

Mr. Proctor appointed Ms. Palermo to the Police Committee and the Parks & Recreation Committee.

Mr. Segina moved and Ms. Hodge seconded that the meeting be adjourned at 9:10 p.m. The motion was passed by a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' or 'Douglas Brown', written in a cursive style.

Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

March 4, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** February 19, 2019

**Public Comment on Agenda Items only:**

### **Presentation:**

Mr. Tyler Vaupel, Intern, Temple Student

Presentation of Front/Locust Street  
Greening Initiative as Part of  
Semester Project

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report with  
Following Action Items:

1. Authorization to Advertise Bid  
for Contract 19-1 – Sanitary  
Sewer Rehabilitation Project
2. Authorization for the Borough  
Manager to sign the Chapter 94  
Report

### **Communication:**

International Code Council

Notification that Aaron Curry  
successfully completed the  
Residential Mechanical Inspector  
Examination.

Capital Region Water

Harrisburg Wastewater Chapter 94  
Report

Commonwealth of PA Auditor General

Notice of Audit of Steelton Pension  
Plans

BNY Mellon

2019 Capital Market Return  
Assumptions

Dauphin County Industrial Development Authority

Notification that the Borough was approved to receive a \$50,000.00 Local Share Municipal Grant to Complete the Design/Engineering of Phase II of the Skate Park Project.

**Unfinished Business:**

Mr. Wion

Approval of Ordinance 2019-\_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, BY AMENDING IN ITS ENTIRETY CHAPTER 85 ENTITLED, "REGISTRATION, MAINTENANCE AND SECURITY OF ABANDONED REAL PROPERTY", WHICH CHAPTER PROVIDES FOR REGISTRATION, MAINTENANCE AND SECURITY OF REAL PROPERTY AS DEFINED THEREIN; PROVIDES FOR PENALTIES FOR VIOLATION; AND PROVIDES FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Mr. Segina

Fire Committee Recommendation to Advertise Ordinance 2019-\_\_ Providing for Volunteer Firefighter EIT Tax Incentive Program

Ms. Hodge

Update from Decriminalization Committee Regarding Ordinance 2019-\_\_ Providing for Reduced Penalties for Possession of Small Amounts of Marijuana

Mr. Segina/Ms. Hodge

NEDC Committee Recommendation to Advertise Ordinance Updating Steelton Borough Building Safety, Property Maintenance and Housing Code Ordinance Subject to Solicitor Review

Mr. Brown

Hygienic School Monument Unveiling Date

**New Business:**

Mr. Brown

Authorization to Engage HRG, Inc. for Design Services Related to Phase II of the Steelton Skate Park Project

Mr. Brown

Approval of A&H Equipment Quote to Repair the Monroe Drop Spreader.

Ms. Hodge

Appointment of Steven Mull to  
Steelton Community Development  
Foundation

Ms. Hodge

Appointment of Georgiann Benkovic  
to Steelton Community Development  
Foundation

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Other Business:**

Mr. Brown

Approval of Side Letter Agreement  
between Steelton Borough and  
AFSCME Council 90 Establishing  
Assistant Lead Positions and  
Establishing a 1.5 Percent Mid-Year  
Pay Increase for AFSCME  
Employees

Mr. Brown

Approval of \_\_\_\_\_ to Fill  
Assistant Lead Sewer Employee  
Position at a Starting Rate of \$18 per  
hour.

Mr. Brown

Hiring of Elizabeth Bechtel as Part-  
Time (30 Hours/Week) Codes  
Administrative Assistant at a Starting  
Rate of \$14 per Hour

**Adjournment:**

## **Steelton Borough Council Agenda**

March 4, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** February 19, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Mr. Tyler Vaupel, Intern, Temple Student

Presentation of Front/Locust Street  
Greening Initiative as Part of  
Semester Project

Mr. Randy Watts, HRG, Inc.

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Following Action Items:

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Sewer Rehabilitation Project
2. Authorization for the Borough  
Manager to sign the Chapter 94  
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**Communication:**

International Code Council

Notification that Aaron Curry  
successfully completed the  
Residential Mechanical Inspector  
Examination.

Capital Region Water

Harrisburg Wastewater Chapter 94  
Report

Commonwealth of PA Auditor General

Notice of Audit of Steelton Pension  
Plans

BNY Mellon

2019 Capital Market Return  
Assumptions

Dauphin County Industrial Development Authority

Notification that the Borough was approved to receive a \$50,000.00 Local Share Municipal Grant to Complete the Design/Engineering of Phase II of the Skate Park Project.

**Unfinished Business:**

Mr. Wion

Approval of Ordinance 2019-\_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, BY AMENDING IN ITS ENTIRETY CHAPTER 85 ENTITLED, "REGISTRATION, MAINTENANCE AND SECURITY OF ABANDONED REAL PROPERTY", WHICH CHAPTER PROVIDES FOR REGISTRATION, MAINTENANCE AND SECURITY OF REAL PROPERTY AS DEFINED THEREIN; PROVIDES FOR PENALTIES FOR VIOLATION; AND PROVIDES FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Mr. Segina

Fire Committee Recommendation to Advertise Ordinance 2019-\_\_ Providing for Volunteer Firefighter EIT Tax Incentive Program

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Update from Decriminalization Committee Regarding Ordinance 2019-\_\_ Providing for Reduced Penalties for Possession of Small Amounts of Marijuana

Mr. Segina/Ms. Hodge

NEDC Committee Recommendation to Advertise Ordinance Updating Steelton Borough Building Safety, Property Maintenance and Housing Code Ordinance Subject to Solicitor Review

Mr. Brown

Hygienic School Monument Unveiling Date

**New Business:**

Mr. Brown

Authorization to Engage HRG, Inc. for Design Services Related to Phase II of the Steelton Skate Park Project

Mr. Brown

Approval of A&H Equipment Quote to Repair the Monroe Drop Spreader.



Ms. Hodge

Appointment of Steven Mull to  
Steelton Community Development  
Foundation

Ms. Hodge

Appointment of Georgiann Benkovic  
to Steelton Community Development  
Foundation

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

**Other Business:**

Mr. Brown

Approval of Side Letter Agreement  
between Steelton Borough and  
AFSCME Council 90 Establishing  
Assistant Lead Positions and  
Establishing a 1.5 Percent Mid-Year  
Pay Increase for AFSCME  
Employees

Mr. Brown

Approval of \_\_\_\_\_ to Fill  
Assistant Lead Sewer Employee  
Position at a Starting Rate of \$18 per  
hour.

Mr. Brown

Hiring of Elizabeth Bechtel as Part-  
Time (30 Hours/Week) Codes  
Administrative Assistant at a Starting  
Rate of \$14 per Hour

**Adjournment:**

## **Steelton Borough Council Agenda**

March 18, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:**

February 19, 2019

**Public Comment on Agenda Items only:**

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

### **Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

- Mr. Heefner would like to discuss Street Sweeping Schedule and putting dates in ordinance.
- Update on waste hauler bid review meeting.

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)

### **Presentations:**

Integrated Development Partners

Presentation of Concept Plan for "The Steel Works" development

Tyler Vaupel

Front Street Greening Initiative

JC Nuss, Lakeside Marine

Request to Use Boat Dock for Boat Demonstrations

### **Communications:**

Borough of Highspire

Resolution 13-2019, A Revision of the 04/19/2016 Resolution Regarding Sharing Codes and Zoning Services.

Pennsylvania Department of Environmental Protection

Notification of Hemp. Bros., Inc. Application to Correct Their Permit to Bring in Reclaim Fill and Update Post Mining Use.

HA Thomson	Loss Run Report Showing Open and Closed Insurance Claims for the Borough
Eckert, Seamans- Attorney-at-Law	Announcement -The Department of Labor Has Released A New Proposed Overtime Rule.
Dauphin County	Municipal Report 02/01/2019 – 02/28/2019 – Transfer of Properties in Borough of Steelton
McNees Public Sector	Announcement - New House Proposal Would Subject Municipal Water, Wastewater Authorities to Additional Oversight.
International Code Council	Announcement – Aaron Curry has passed the Residential Plumber Inspector Examination.
Dauphin County Office of Tax Assessment	New Construction Billing
Capital Region Water	Draft Estimate of Future Suburban Municipality Wastewater and Stormwater CIP Costs.
PA Representatives Wheatly & Harris	Announcement – Steelton Community Discussion of Legalization of Marijuana, March 26, 2019, 6:00 – 7:30 p.m. at Coexist Gallery, 310 South Front Street, Steelton, PA.
Cohen Seglias Pallas Greenhall & Furman PC	Proposal to Provide Professional Services to the Steelton Borough Stormwater Committee.
<b>Unfinished Business:</b>	
Ms. Hodge	Tabling of Marijuana Decriminalization Ordinance for Special Meeting on Tuesday, March 19, 2019.
Mr. Heefner	Approval of Quote for New Sewer Camera Equipment
Mr. Heefner	Update on Trash Committee Meeting

Ms. Woods	Approval of Facility Use Approval and Guidelines Form and Waiver of Liability Form
Mr. Curry	Update on Implementation of Codes Zone Program
<b>New Business:</b>	
Mr. Brown	Request to Extend GPS Contract an Additional Year to Realize Cost Savings
Mr. Brown	PPL Community Roots Program
Mr. Brown	Potential Partnership with Ms. Jennifer Morrison's Classes to Perform Beautification Projects in Borough
Mr. Brown	Request for Sewer Relief, Mr. Nick.
Mr. Brown	Request for Sewer Relief, Prince of Peace Church
Mr. Brown	Discussion of Purchasing New Planters and Trash Cans for Borough
<b>Public Comments:</b>	
<b>Council Concerns:</b>	
<b>Executive Session:</b>	To Discuss Police Contract and Personnel Issues Related to Public Works
<b>Other Business:</b>	
<b>Adjournment:</b>	

## **Steelton Borough Council Meeting Minutes March 18, 2019**

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown, Borough Manager
Dennis Heefner	Gene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Officer
Elizabeth Palermo, Junior Councilperson	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: William Krovic, Kelly Kratzer, and Chief Minium

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

*After review, Ms. Hodge moved and Ms. Woods seconded the motion that the minutes be accepted as presented. The minutes were approved by a unanimous vote of Council.*

There were no comments on agenda items.

*After review, the schedule of billing, requisitions, and change orders as presented for February 2019 were accepted by a unanimous vote of the Council, following the motion made by Mr. Heefner and seconded by Mr. Segina.*

### **Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

- Mr. Segina and Mr. Heefner presented the idea of a “Crowd Sourcing Pot Hole Program” project to be held April 1 – May 30, 2019. The project would entail persons completing a form, taking pictures of potholes, their location and listing that information on the Borough website in the place provided. The list of information gathered will be handled by Mr. Heefner and given to Public Works staff to make repairs. The results will be posted on the Borough website.
- A special effort is being made to clean the catch basins to remove leaves. The effort will assist with wastewater/stormwater cleanup.

Parks and Recreation Committee (Oral Report)

- Ms. Woods reported that the next Parks & Recreation meeting will be held on March 21, 2019.
- Efforts are underway to finalize plans for the Easter Egg Hunt. D.J. Bruce will provide the entertainment, there will be an Easter Bunny, prize giveaways, Floyd Stokes donated 100 books to give away and 4,000+ Easter Eggs are being prepared for the event.

#### NEDC Committee (Oral Report)

- Ms. Hodge stated that there the Committee has not met since the last Council meeting.
- Mr. Segina reported that persons from the Committee are continuing to work on the Codes update and a meeting with Mr. Wion to discuss the Ordinance about the Quick Tickets.

Stormwater Committee (Oral Update) – There was no update.

#### Mayor's Report (Oral Report)

- The collaboration between the Police Department, School District, and the Harrisburg Christian Performing Arts Center. The theatre performance, held at the SH High School Auditorium, was good, however, she was disappointed with the low attendance.
- There is an effort to locate moving filing cabinets for the Police Department. Hopefully, there will be some to help the Department keep their files since several have been lost due to water damage.
- There will be a TMI drill on May 7, 2019. Mr. Proctor will represent the Mayor if needed since she will be out of town on that date.

#### Jr. Councilperson Report (Oral Report)

- ✚ Ms. Palermo attended a meeting with Mr. Brown, SHSD officials, and Chief Minium regarding the walking student safety issues.
- ✚ A poster is being developed to make students aware of the vehicular manslaughter statistics.
- ✚ She had a discussion with the Police Chief regarding jaywalking tickets and it was determined that the tickets will not provide a resolution to the problem.
- ✚ Upperclassmen are being recruited to serve as examples to younger students on how to walk to and from school safely.
- ✚ There is a plan to bring more awareness to National Walk to School Day.
- ✚ Additionally, there were discussions of holding a discussion with Borough Officials about publishing information that students are walking home between 2:30p.m. and 4:30p.m., and possibly placing pedestrian walking strips on Swatara Street.

#### Borough Manager's Report (Oral Report)

- ✓ Integrated Development Partners made a presentation to the Zoning Hearing Board regarding the "Steel Works" Project and will make a presentation to the Council later in the meeting. They are also working with the Planning Commission on the plans.
- ✓ Funding to begin demolition of the remaining publically owned properties on Front Street has been secured through Dauphin County. Four different demolition contractors have been contacted and are in the process of developing their bids for submission to the Land Bank, which will make the decision regarding who will receive the contract. Hopefully, demolition will begin in the Spring.
- ✓ Frank Brown Townhomes Project grounding breaking is scheduled for April with actual work beginning in April or May.
- ✓ 107 North Front Street is the address of a new Market. There are a variety of foods available, including fresh produce brought from the Philadelphia Italian Market.
- ✓ Habitat for Humanities continues to do internal work on the project at 101 Locust Street.
- ✓ A company from New Jersey named Cottage Plus which is interested in the vacant properties on North Third Street. They are interested in demolishing those properties and building Cottage-Style homes in that area.

- ✓ New staff person joined the Codes Office as is the new Administrative Assistant Her name is Elizabeth Bechtel, and she is doing a good job so far.
- ✓ The newsletter is near completion and will soon be published and distributed to the residents.

*Mr. Segina moved and Ms. Woods seconded the motion that the Departmental Reports be accepted as presented. The motion passed by a unanimous vote of the Council.*

### **Presentations:**

Mr. Jonathan Bowers representing Integrated Development Partners made a presentation of a Concept Plan for “The Steel Works” development. Mr. Bowers made the following points:

- 1) Secure additional proceeds from Dauphin County Land Bank to complete the necessary demolition of properties included in the project. With the demolition started, the plan is to have a groundbreaking sometime in the Spring.
- 2) The company submitted an application \$4 million State grant funds to move the 70" stormwater pipe to from the front of the properties to the back. There is a deed restriction that will not allow the construction on the rear of the property, therefore it is imperative that the pipe is relocated. There have been letters of support and meetings with key leaders who support the grant request.
- 3) Updated concept plans will evolve as users come on board.
- 4) A letter of intent has been executed on 7500 square feet building. The name of a tenant will be announced soon. Plans include having medical offices and an early child care program in tenants. Interest has been shown by both local and national food chains for a grocery store in the development.
- 5) Plans to build 70, one and two bedrooms 550-750 sq. ft. ADA Compliant housing units, which could accommodate Senior Citizens or persons with disabilities. They are in the process of looking for a developer to partner with on this section of the plan.
- 6) The concept design includes an open space which could accommodate an Amphitheatre. This area would be available for Borough use and plans include opening the space to outside promoters for use for other venues. Having other business access this space would increase traffic and revenue in the Borough. This will be another area in which Tourism Grants could be utilized.
- 7) They have contracted a traffic engineer look at traffic studies and develop proposed traffic patterns for proposed use of the space which should be done in the next few months.
- 8) They plan to present preliminary land development plans in May in time for the June 5, 2019, Planning Commission meeting.
- 9) Discussions are in process with the Steelton Development Economic Corporation about closing on the project in the next 90 days.
- 10) An Environmental Engineer has been engaged to work with the Department of Environmental Protection on how to get conditional Act 2 clearance to begin construction.
- 11) All quotes are in on the site work so the budget is somewhat set.
- 12) The goal of the project is to have the development go vertical this time next year.

Ms. Hodge and Mayor Marcinko expressed their pleasure about the project coming together and the positive impact that it will have on the Borough.

Tyler Vaupel presented information regarding the Front Street Greening Initiative and his plans for service to the Borough. Mr. Vaupel is a lifelong resident of Steelton, was a part of the On-Campus Greenhouse prior to his graduation from Steel-High in 2015. At this time, he is a student at Temple University with a major in Entrepreneurship and a minor in Corporate Social Responsibility. His personal goal is to make a positive contribution to his community. As a part of his schoolwork, he and

Mr. Brown identified three goals for his work with the Borough. They are to 1. Revitalize the Adopt-A-Block Program for 2019, 2. Implement a Green Infrastructure Project and, 3. Create a Social Media Campaign around these goals. He introduced several ideas that might be considered for the Green Infrastructure project which will find ways to use vegetation, soil, and other elements to restore some of the natural processes required to manage water and create a healthier urban environment. There will also be neighborhood efforts to develop stormwater management systems that will mimic nature by soaking up and storing water.

JC Nuss, from Lakeside Marine, presented a request for ideas on how he can use the dock area to provide test drives of boats for purchase and meet the requirement of \$ 50.00 for use of the boat ramp. Mr. Nuss understands that the \$50.00 permit fee provides a sticker for one set which includes a vehicle, trailer, and boat. Because the business entails using a variety of boats, Mr. Nuss would like to purchase the permit for each of their three vehicles and trailers, but use them for different boats without running into problems with enforcement of the policy. Presently, the permit applies to one set only. The request was referred to the NEDC Committee, however, the Council determined that Mr. Nuss should register the vehicles and Lakeside Marine will be issued a Temporary Tag for use with multiple boats until a more permanent multiple use tag is developed.

### **Communications:**

The Borough of Highspire Pennsylvania sent a copy of their Resolution 13-2019, which is a Revision of the 04/19/2016 Resolution which allows Sharing Codes and Zoning Services.

The Pennsylvania Department of Environmental Protection sent notification that Hemp. Bros., Inc. has applied to correct their Permit to Bring in Reclaim Fill and Update Post Mining Use.

HA Thomson submitted a Loss Run Report Showing Open and Closed Insurance Claims for the Borough.

Eckert, Seamans- Attorney-at-Law sent an announcement that the Department of Labor has released a new proposed overtime rule.

Dauphin County sent the Municipal Report 02/01/2019 – 02/28/2019 for Transfer of Properties in Borough of Steelton

McNees Public Sector sent an announcement regarding a new House proposal that would subject Municipal Water and Wastewater Authorities to additional oversight.

The International Code Council announced that Aaron Curry has passed the Residential Plumber Inspector Examination.

The Dauphin County Office of Tax Assessment sent notice of New Construction Billing in the Borough.

Capital Region Water submitted a draft estimate of future Suburban Municipality Wastewater and Stormwater CIP costs.

PA Representatives Wheatly & Harris sent an announcement regarding the Steelton Community Discussion of Legalization of Marijuana to be held March 26, 2019, 6:00 – 7:30 p.m. at Coexist Gallery, 310 South Front Street, Steelton, PA.



Cohen Seglias Pallas Greenhall & Furman PC submitted a Proposal to Provide Professional Services to the Steelton Borough Stormwater Committee.

### **Unfinished Business:**

Mr. Segina discussed the request for sewer relief from 2213 South Front Street. The issues had been presented to the Water Authority in November, and it determined that no water relief would be granted because the problem was caused by a leak and the water was, in fact, used. However, it recommended that the owner present the information to the Council request relief from the sewer bill since the water did not go into the Borough's sewer system. The total due for the August 1, 2019 bill was \$813.75 plus penalties. The owner of the property made a presentation to the Council. He stated that he found out that there was a leak which caused water to run between the walls of apartments in a four-apartment complex. The water did not go through the sewer system because the water was exiting through the side of the building. The leak was repaired immediately. Ms. Hodge moved that the property owner receive relief of \$1188.75 plus any posting and accrued since August 2018, to be determined by Mr. Segina and Borough staff. The motion was seconded by Ms. Woods, which passed by a unanimous vote of the Council.

Mr. Heefner requested that the Council approve the quote for the purchase of new sewer camera equipment. Mr. Heefner stated that by purchasing the new camera, the Borough will save money on hiring a contractor each time there is a need to look at a pipe and make a repair. The old camera is not effective because it will not move over rocks and debris often found in the old pipes. The new camera has wheels, so will be able to traverse the terrain of the pipes. Mr. Heefner stated that he understood that the camera will be able to repair pipe breaks, however, it will cost \$500.00 each time a small segment of repair is completed. Eric Kline, from A&H Equipment, the dealer for the camera system made a brief presentation and answered questions from Council members. He stated that our camera is broken all of the time and do not allow staff to see what is going on in the pipes. He stated that other municipalities have purchased the camera and are pleased with its performance. The camera can be used for 6-72 inch pipes. Mr. Heefner would like to use the camera to inspect all the Borough pipes every two years. He also requested that three persons in the Public Works Department be trained to use the camera. This is crucial since only one person is trained to operate the current camera. Mr. Kline stated that training, with purchase, will be provided at no cost to the Borough and did not set a limit to the number of persons that can be trained. The camera comes with a one year warranty. The camera has a built-in memory and can take videos and still photos. Mr. Segina discussed the need for additional storage space for information in the Public Works Department. He stated that a storage device with two drivers could be purchased for approximately, \$800.00 for 8TB or \$1,000.00 for 10TB. Mr. Brown stated that there are adequate funds in the Capital Improvement Sewer Fund to cover the cost of the camera and storage units. *Ms. Hodge moved and Mr. Heefner seconded the motion to purchase the Envirosight Rovver X Camera System with the Co-Stars price of \$98,871.00. The motion passed by a unanimous vote of the Council. Mr. Segina moved and Mr. Heefner seconded the motion that additional storage space of 10 TB be purchased to store video and photographs of Public Works information for a cost of \$1, 100.00. The motion passed by a unanimous vote of the Council.* After discussion, Ms. Hodge requested that the Public Works Department submit a plan of use for the camera to the Council no later than June 3, 2019. Mr. Heefner, Public Works Chair agreed to meet the request.

Ms. Hodge proposed that the passage of the Marijuana Decriminalization Ordinance be tabled until the Special Meeting scheduled for 6:00 p.m. Tuesday, March 19, 2019. The meeting will provide an open

forum for comments from the community. *Mr. Segina moved and Ms. Hodge seconded a motion to postpone voting on the Ordinance until the March 19, 2019 meeting. The motion passed by a unanimous vote of the Council.*

Mr. Heefner –There was no discussion on the Trash Committee Meeting.

Ms. Woods requested that discussion and possible approval of Facility Use Approval and Guidelines Form and Waiver of Liability Form be tabled.

Mr. Curry informed Council that the use of the zoning program began March 4, 2019. He reported that in Zone 1- March 4-8, 2019, 26 Quick Tickets of which 6 fines and 20 warnings were given. In Zone 2 - March 11-15, 2019 there were 42 Quick Tickets with 6 fines and 36 warnings given. Also in that Zone, 10 Snow Removal Notices, 15 TV Removals and 47 Vacant Properties from Walnut Street – East End were noted. There was a discussion about charging persons for removing the televisions, notifying persons about where televisions and other large items can be disposed, and cost of past efforts to move bulk items.

#### **New Business:**

Mr. Brown requested Council extend the GPS Contract from the original two-year to a three-year period. By doing so, the Borough will realize cost savings of \$ 325.00. So far, the program has been a success and useful information regarding the use of the Borough trucks, equipment, and use of staff time has been gathered. Currently, staff is using a sign in/sign out sheet for use of a vehicle, a driver behavior report, and an idle transit at the end of each day. The program makes a comprehensive track of the vehicle fleet. The system records engine time which will assist in planning preventive maintenance. *Mr. Heefner moved and Ms. Woods seconded the motion that the GPS Contract be extended for an additional year at a cost of \$2,913.20. The motion passed by a unanimous vote of the Council.*

Mr. Brown discussed the PPL Community Roots Program. They are offering trees to help beautify the Community. The Borough will move to participate in the program since it will support the plans for the Green Infrastructure Project.

Mr. Brown explained that there had been contact regarding a potential partnership with Ms. Jennifer Morrison's classes which would like to perform Beautification Projects in Borough. Ms. Morrison stated that this would be a part of a Facebook Challenge. The 11<sup>th</sup> graders would take a "Day of Service" from 8:00 a.m. – 11:00 a.m. April 16, 2019, which is one week before Earth Day. The students would like to get gloves, bags and disposal help for the cleanup. She is also asking that the Borough provide lunch for the students. Following discussion by Council members, it was determined that the decision about whether or not to allow table the decision regarding the request until further information is obtained.

Mr. Brown presented a request for Sewer Relief from the Prince of Peace Church. It was determined that a decision regarding the request would be tabled until further information is obtained.

Mr. Brown stated that he would discuss the purchase of new planters and trash cans for the Borough with the Public Works Committee. He has done a price check and the large black trash cans cost \$900.00 per can.

**Public Comments:**

Ms. Gail Sherrid, 354 Locust Street asked if ideas from the Green Infrastructure Project will be used in the new plants. Mr. Brown stated that he would meet with Mr. Vaupel to discuss a plan which will be brought back to the Council. Also, he is asking Mr. Vaupel to develop a report that will include items for purchase that will be included in the 2020 budget.

**Council Concerns:**

Ms. Woods thanked persons for coming out to the meeting.

Mr. Heefner tabled the discussion regarding the sweepers until the next meeting. Parking places for vehicles that cannot park off Front Street during snow emergency places have been identified and will be posted on the Borough web. Each year, those persons will be contacted to ensure that the parking spaces are still available for use. The bollards on Front and Locust Streets by skate shop are being run over. A Jersey barrier was placed at that location to force trucks to make a wider turn. The barrier has been removed. Mr. Heefner suggested that the Borough contact Penn State Middletown to ask for grant writing assistance. He recommended consideration be given to using the land next to the Post Office for the construction of a climate-controlled building house files and, a garage to for impounded vehicles. President Proctor stated that the Borough solicit bids for the re-construction of the garage. He asked if the Department of Public Works use the backhoe and let the mill build a retaining wall. Mr. Wion and Mr. Heefner bring back feasible solution.

Ms. Palermo, Mr. Brown, Mr. Wion, Ms. Leggett-Robinson and Ms. Hodge had no comments.

Mayor – Requested that the new schedule for the Public Works Meeting be published.

Mr. Segina the Crowd- sourcing Pot-Hole Project information will be posted on the website later this evening. He thanked persons for coming to the meeting.

Mr. Proctor thanked persons for attending the meeting and encouraged them to attend the meeting scheduled for March 19, 2019.

**Executive Session:**

*Mr. Segina moved and Ms. Woods seconded the motion that Council moves into Executive Session at 8:27 p.m. to discuss personnel and legal issues related to the Public Works Department. The motion passed by a unanimous vote of the Council.*

**Adjournment:**

*The meeting moved back into regular session and Mr. Segina moved and Mr. Heefner seconded the motion that the Council meeting be adjourned at 8:46. The motion passed by a unanimous vote of the Council.*

Respectfully Submitted,



Douglas Brown, Secretary

## **Steelton Borough Council Special Meeting Agenda**

March 19, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:** None.

**Public Comment on Agenda Items only:**

**Presentations:** None

**Communications:** None

**Unfinished Business:**

Ms. Hodge

### **ORDINANCE NO. 2019 -**

AN ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF STEELTON BY ADDING TO CHAPTER 49 "CONDUCT" A NEW ARTICLE VI TO BE ENTITLED "SMALL AMOUNTS OF MARIJUANA (SAM) PILOT PROGRAM," WHICH ARTICLE PROVIDES FOR DEFINITIONS, PROHIBITED ACTS IN RELATION TO THE POSSESSION OF SMALL AMOUNTS OF MARIJUANA AND PROVIDING PENALTIES FOR THE VIOLATION OF THE ARTICLE.

**New Business:** None.

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Police Contract and Personnel Issues Related to Public Works

**Other Business:**

Mr. Proctor

Authorization to Hire Experience Unlimited Band as Headliner for Steelton Fest 2019 at Rate of \$8,000 (Two \$4,000 installments)

Mr. Wion

Consideration of Resolution 2019-R-\_\_\_\_ - Mid - Penn Bank Corporate Authorization Resolution

**Adjournment:**

[Type here]

**Steelton Borough Council Meeting Minutes**  
**March 19, 2019**

**Present:**

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown, Borough Manager
Dennis Heefner	Anthony Minium, Fire Chief
Natashia Woods	Aaron Curry, Codes Officer
Elizabeth Palermo, Junior Councilperson	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: William Krovic, Kelly Kratzer, and Chief Gene Vance

President Proctor called the meeting to order at 6:00 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

Ms. Hodge introduced an Ordinance which would decriminalize small amounts of marijuana. She stated that the Ordinance has been worked on since late 2016. It has been reviewed by the Police Committee, the Neighborhood & Economic Development Committee and, the Police Chief. Similar Ordinances have been introduced and approved around the Commonwealth. She expressed her view that Steelton should be ready to compete with the world when it comes making sure that it gives persons the opportunity to not be penalized for making certain mistakes. The Ordinance is not legalization of recreational marijuana, rather, lowering the penalty for no more than 30 grams of marijuana or 8 grams of hashish. Further, Ms. Hodge recommends the Ordinance be approved by the Council. Mayor Marcinko and President Proctor spoke in support of the Ordinance. *Ms. Woods moved that Ordinance 2019-2 – An Ordinance To Amend The Code Of The Borough Of Steelton By Adding To Chapter 49 “Conduct” A New Article VI To Be Entitled “Small Amounts Of Marijuana (SAM) Pilot Program,” Which Article Provides For Definitions, Prohibited Acts In Relation To The Possession Of Small Amounts Of Marijuana And Providing Penalties For The Violation Of The Article be approved by the Council. Mr. Segina seconded the motion which was passed by a unanimous vote of the Council.*

**New Business:**

Mr. Proctor requested Council authorize the hire of the Experience Unlimited Band as Headliner for Steelton Fest 2019. *Ms. Hodge moved and Mr. Segina seconded the motion that the Experience Unlimited Band be hired as the headliner for Steelton Fest, scheduled for June 22, 2019, from 4:00 – 9:00 p.m., contingent upon the Solicitor’s review and approval of the contract. The cost of the band will be \$8,000.00, to be paid in two installments. The motion passed by a unanimous vote of Council.*

**Council Concerns:**

Ms. Woods appreciated everyone for coming out and thinks that passing of the Ordinance is a great addition to the things that have been happening in Steelton.

Mr. Heefner, Mr. Wion, and Ms. Palermo had no comments.

Mr. Brown thanked persons for attending the meeting. He stated that passing of the Ordinance showed the Council's willingness to work together to move forward and build a progressive Steelton. He stated that there are a lot of exciting things planned for this year.

Mayor Marcinko thanked persons for coming to the meeting and thanked the Council for being so progressive.

Ms. Hodge thanked persons for attending the meeting and Council for their support as she worked to prepare the Ordinance, and for being forward thinking. She thanked the Police Chief for his support from the beginning of the process. She stated that having a progressive Steelton will place the Borough in a position to bring in economic development and become the Steelton that everyone talks about that is so great. She thanked Mr. Brown for his support and assistance, and her family for their support.

Mr. Segina thanked persons for coming to the meeting, and Ms. Hodge for her patience with him for the last three years as they worked to write the Ordinance.

Mr. Proctor thanked persons for coming to the meeting and for their support. He stated that for the last four years, work has been done to move Steelton forward and think outside the box. He stated that the Borough was the leader in the steel industry and now it has to be the leader in the new industry which is medical marijuana/recreational use of marijuana which he thinks will be instrumental in the Borough's moving up.

*Ms. Hodge moved and Ms. Woods seconded a motion that the meeting be adjourned at 6:15 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully submitted,

  
Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

April 1, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** March 18, 2019 and March 19, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report.

Action Item: Approval to Contract with Shiloh Paving and Excavating, Inc. to Complete the 2019 Paving Project for the Amount of \$262,193.40.

**Communication:**

Steelton Borough Manager

Updated Committee Meeting Notice with Public Works Committee Changes.

PA Emergency Management Agency

Train PA Schedule of Accepted Training Across the Commonwealth.

Herbert, Rowland & Grubec, Inc.

Chapter 94 Wasteload Management Report for Calendar Year 2018.

Dauphin County

Repository Bid for Parcel Number 60-004-019.

Dauphin County Office of Tax Assessment

Notice of Change in Assessment 2440 Fourth Street. Increased value from \$95,700 to \$108,000.

Dauphin County Office of Tax Assessment

Notice of Change of Assessment  
from Exempt to Taxable: 16  
properties on Franklin S. Brown  
Boulevard.

## **PUBLIC HEARING**

Mr. Segina

Introduction to the Ordinance

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON,  
PENNSYLVANIA, CHAPTER 102 "TAXATION", TO ADD A NEW ARTICLE, ARTICLE X  
"EARNED INCOME AND REAL PROPERTY TAX CREDIT FOR QUALIFYING  
VOLUNTEERS SERVING THE STEELTON VOLUNTEER FIRE DEPARTMENT"

## **Unfinished Business:**

Mr. Wion

Request to Approve Ordinance 2019-  
3.

Mr. Wion

Recommendation for Resolution  
2019-R-\_\_\_ Providing for Volunteer  
Firefighter EIT Tax Incentive.

Mr. Heefner

Requesting Approval of the  
Supplemental Equipment for the  
Envirosight Rovver X Camera  
System.

Mr. Wion

Recommending Approval of  
Subrecipient Agreement for Dauphin  
County Community Development  
Block Grant Project 101 Locust  
Street.

Ms. Hodge

Update on the SHSD Jennifer  
Morrison 11<sup>th</sup> Grade Class  
Beautification Project.

Mr. Heefner

Update on Trash Committee.



Mr. Segina

Update on Request for Sewer Relief  
for 2213 South Front Street and  
Prince of Peace Church.

**New Business:**

Mr. Heffner

Recommending the Change of Street  
Sweeping End Date from November  
1<sup>st</sup> to the 3<sup>rd</sup> Friday of November.

Ms. Woods

Approval of Resolution in Support of  
Restore Pennsylvania, A \$4.5 billion  
Infrastructure Improvement Plan.

Ms. Hodge

Approval of Human Resources  
Consulting Service Agreement

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Personnel Issues

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
**April 1, 2019**

**Present:**

Brian Proctor, President  
Michael Segina, Vice President  
Dennis Heefner  
Kelly Kratzer  
William Krovic  
Natashia Woods

Maria Marcinko, Mayor  
David Wion, Solicitor  
Rosemarie Paul, Asst. Secretary/Treasurer  
Police Chief Minium  
Aaron Curry, Codes Officer  
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge, Elizabeth Palermo, and Doug Brown

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

*After review, Mr. Segina moved and Ms. Kratzer seconded the motion that the minutes from the March 18, 2019, and March 19, 2019 meetings be accepted as presented. The minutes were approved by a unanimous vote of Council.*

There were no public comments on agenda items.

**Presentation:**

Mr. Randy Watts, HRG, Inc. presented his monthly Engineer's Report.

Mr. Heefner requested the Hoffer Street Pumping Improvements Project be placed on hold until he and staff have the opportunity to review the project. Mr. Watts agreed to place a hold that section of that project. He stated that the manhole was already lined, so he believes that the water of concern was coming from the canal, which is twice as high as normal. His theory cannot be proven until the camera can surveil the pipe, which cannot occur until the canal water is lower and the camera can be inserted into the line.

Mr. Watts stated that a meeting between the Borough Manager, staff and persons from HRG is scheduled to occur April 4, 2019, at 4:00 p.m. The purpose of the meeting was to discuss the design of Phase II of the Skate Park Project. Mr. Proctor will attend the meeting in Mr. Brown's stead.

*Mr. Heefner moved that the Engineer's Report be accepted as presented. Mr. Segina seconded the motion which passed by a unanimous vote of the Council.*

Mr. Watts noted that the contract for completion of the 2019 Paving Project has been placed out for bid, four bids were reviewed, and the best bid was received from Shiloh Paving and Excavating, Inc. Therefore, HRG recommends that the company be awarded the contract for the project. *Mr. Segina moved and Ms. Woods seconded a motion that the contract for the completion of the 2019 Paving Project be awarded to Shiloh Paving and Excavating, Inc. for \$262,193.40.*

## **Communication:**

Steelton Borough Manager published the revised Committee Meeting calendar to reflect the change in the Public Works Committee meeting time to 11:00 a.m. on the second Tuesday of each month.

PA Emergency Management Agency sent the schedule of accepted TRAIN PA training which will occur across the Commonwealth.

Herbert, Rowland & Grubec, Inc. send a copy of the Chapter 94 Wasteload Management Report for Calendar Year 2018.

Dauphin County Office of Tax Assessment sent a Repository Bid for Parcel Number 60-004-019 for \$500.00. *Mr. Segina moved and Ms. Kratzer seconded the motion to accept the \$500.00 bid for Parcel Number 60-004-019. The motion carried by a unanimous vote of the Council.*

Dauphin County Office of Tax Assessment sent a Repository Bid for Parcel Number 60-008-026. *Mr. Segina moved and Mr. Heefner seconded the motion that the bid for \$500.00 be accepted for Parcel Number 60-008-026. The motion was passed by a unanimous vote of the Council.*

Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment 2440 Fourth Street which increased in value from \$95,700 to \$108,000.

Dauphin County Office of Tax Assessment a Notice of Change of Assessment from Exempt to Taxable for 16 properties on Franklin S. Brown Boulevard.

## **PUBLIC HEARING**

*Mr. Segina moved that the regular meeting of Council be recessed and moved into a Public Hearing at 6.39 p.m. Ms. Woods seconded the motion that was passed by a unanimous vote of the Council.*

Mr. Segina introduced and read the proposed Ordinance entitled: AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, CHAPTER 102 "TAXATION", TO ADD A NEW ARTICLE, ARTICLE X "EARNED INCOME AND REAL PROPERTY TAX CREDIT FOR QUALIFYING VOLUNTEERS SERVING THE STEELTON VOLUNTEER FIRE DEPARTMENT". There were no public comments, neither were there comments from Council members. *Mr. Segina moved and Mr. Krovic seconded the motion that Council resumes the regular meeting at 6:42 p.m. The motion passed by a unanimous vote of the Council.*

## Unfinished Business:

Mr. Wion requested that Council approve Ordinance 2019-3, as presented by Mr. Segina in the Public Meeting. *Mr. Segina moved that Ordinance 2019-3 be approved by the Council effective and adopted April 1, 2019. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of the Council.*

Mr. Wion recommendation the Resolution providing for Volunteer Firefighter EIT Tax Incentive be approved. *Mr. Segina moved that Resolution 2019-R -6 Providing for Volunteer Firefighter EIT Tax Incentive be approved by Council. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

Mr. Heefner requested approval of a used van to house and transport the Envirosight Rover X Camera System. The van is necessary because the trailer and truck are too large to traverse the streets of the Borough. Mr. Kline was present to answer questions about the van and what it will provide. He stated that the van has room to house the camera, storage space, room for a small office that can hold a laptop computer and screen and a generator. The van being offered is a 2018 Sorrento that currently has 1500 miles recorded. The van is being offered at the CoStars price of \$59,000.00. Mr. Heefner asked Mr. Kline if the Borough could purchase the \$ 500.00 pipe repair patches as needed, and how long it would take for them to be available. Mr. Kline indicated that the patches could be purchased as needed, a compressor is needed, and it would not take long for the Borough to receive them. The Borough would have to purchase a laptop to use in the van. *Mr. Segina moved and Mr. Heefner seconded the motion that the demonstration van be purchased for a cost of \$59,000.00, provided the actual quote is received and pending the review and approval of the contract by Mr. Heefner, Mr. Proctor, and Solicitor Wion. The motion further stipulates that funds to pay for the van be taken from the Sewer Reserve Fund. The motion passed by a unanimous vote of the Council.*

Mr. Wion recommended the Council approve the Subrecipient Agreement for the Dauphin County Community Development Block Grant Project regarding the 101 Locust Street Retaining Wall Project. The total cost of the project is \$220,000.00 with \$68,844.00 received from 2018 CDBG funds. He explained that this was a standardized agreement that was originally dated February 4, 2019. The County has completed its process and is now being presented to Council for ratification. The agreement is to repair the retaining wall and rehabilitate the property. The deed was already executed so that accepting the Subrecipient Agreement was ratification of the previous agreement and supplements the efforts to complete the project. Further, he informed Council that the land has not been officially transferred to the Dauphin County Land Bank although the Borough has completed the work that needs to be done to complete the transaction. The Borough still owns the land. *Mr. Segina moved and Mr. Krovic seconded the motion to approve the Subrecipient Agreement for a Community Development Block Grant Program 101 Locust Street. The motion was passed by a unanimous vote of the Council.*

Ms. Hodge's presentation regarding the update on the SHSD Jennifer Morrison 11<sup>th</sup> Grade Class Beautification Project was tabled in her absence.

Mr. Heefner stated that there was no update from Trash Committee pending additional information on the proposed contract. He agreed to follow-up on the assignment.

Mr. Segina stated that the business for sewer relief at 2213 South Front Street was completed at the last Council meeting. He has met with persons at the Prince of Peace Church to discuss their request for sewer relief. He will do additional research on the use of water in their boiler operated heating system. He and Ms. Maxwell will meet to review the situation and present a recommendation to the Council.

### **New Business:**

Mr. Heffner requested Council change the ending street sweeping date from November 1<sup>st</sup> to the 3<sup>rd</sup> Friday of November. He believes that this change will make it easier to move from street sweeping to leaf removal. Making such a change will require a change in Ordinance. Chief Minium suggested that the date remain the same but ticketing be suspended until the November 30<sup>th</sup>. There was a discussion but no movement on this request.

Mr. Wion presented Resolution 2019-R-7 in Support of Restore Pennsylvania, A \$4.5 billion Infrastructure Improvement Plan for approval of the Council. The Improvement Plan will expand high-speed internet access; improve storm preparedness and disaster recovery; downstream manufacturing, business development and energy infrastructure; increase resources for demolition, revitalization, and renewal, and transportation capital projects. *Mr. Krovic moved and Ms. Woods seconded the motion to approve Resolution 2019-R-7, which passed by a unanimous vote of the Council.*

Mr. Wion presented a Consulting Service Agreement which would contract with a Human Resources company to continue to work with the Borough on human resource issues. *Mr. Segina moved and Mr. Krovic seconded the motion to accept the Human Resources Consulting Contract as presented by Mr. Wion. The motion passed by a unanimous vote of the Council.*

Mr. Wion requested approval of Resolution 2019-R-8 Authorizing the Disposition of Specified Municipal Records. *Mr. Segina moved and Ms. Woods seconded the motion that staff be authorized to dispose of specific municipal records as explained in Resolution 2019-8. The motion passed by a unanimous vote of the Council.*

Mr. Wion explained that no changes or action had been taken on the authorization of persons who have the power to execute bank business for the Borough since 2015. Therefore, he requested the Council approve such a Resolution. *Mr. Krovic moved that Resolution 2019-R-9, Authorizing the Appointment of Designated Borough Officers to Exercise Specific powers in Relation to Mid Penn Bank as Borough Depository. Mr. Heefner seconded the motion was passed by a unanimous vote of the Council.*

Mayor Marcinko brought it to the attention of the President that Police Chief Minium requested approval to present three items to the Council. She further stated that the items are coming forward as recommendations from the Police Committee.

1. The Police Department needs additional space to store records. They are requesting that the Council approve the purchase of additional cabinets. The ones they are requesting are rolling files. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the Police Department be approved to use \$4,030.04 of the Weapon and Equipment funds to purchase the file cabinets. The motion passed by a unanimous vote of the Council.*
2. The Police Department was in possession of a Dauphin County automobile which was used for miscellaneous purposes, including transportation to court and training sessions. The automobile will not pass inspection and the County has determined that it will not make the necessary repairs to make it pass inspection. Chief Minium requested Council approve the purchase of a 2009 Dodge Charger from Rahal. *Mr. Segina moved and Ms. Kratzer seconded the motion to approve the purchase of a 2009 Dodge Charger for the price of \$4,672.00 for the Steelton Police Department to be paid from the weapons and equipment budget item. The motion passed by a unanimous vote of the Council.*
3. Chief Minium stated that the cost of body cameras for the Department will cost \$12,955.00. He has applied for a grant to cover the cost of this equipment and is waiting for the District Attorney's office to make the final decision regarding the grant. Upon questioning, Chief stated that the Department would keep the videos for 60 days, however, a video will be held indefinitely if it is used as evidence.

**Public Comments:**

There were no public comments expressed at the meeting.

**Council Concerns:**

Ms. Woods announced that the Easter Egg Hunt is scheduled for April 13, 2019, from 11:00 a.m. – 1:00 p.m. Over 5,000 eggs have been prepared, with games, the Fire Department and other activities there will be lots of fun.

Mr. Krovic announced that the Fire Department has Peanut Butter Eggs and Chocolate Pretzels available.

Ms. Kratzer attended the PA Municipal League Legislative Update event earlier in the day. There was a discussion about legislation regarding -local use of radar; abandoned properties needing to be rehabilitated or demolished within 12 months; tax credit for emergency volunteer workers; up to \$600.00 post-secondary tuition credits, and amend worker's compensation insurance to include PTSD to the list of occupational disabilities.

Mr. Heefner thanked persons for attending the meeting and thanked the Council for approving the van and camera.

Ms. Leggett-Robinson encouraged Council members to return their folders for use in preparing their Council packets.

Ms. Paul had no comments.

Mr. Wion stated that at the next meeting there will be a Resolution to cover the Ethics Act. He reminded the Council to complete their financial report forms.

Mayor Marcinko stated that she and Chief Minium will meet with the Susquehanna Township Public Safety Director and their accreditation team since the Steelton Police Department is working toward accreditation, which will result in a decrease in risk management insurance. April 9, 2019, she will attend training for elected officials on Managing and Supervising the Police Department. The training is sponsored by the PA State Borough's Association. April 11, 2019, the Lt. Governor is coming to tour the Borough.

Mr. Segina gave an update on the Pothole Program. He stated there is an online form which allows persons to take a picture of a pot and send it in. So far, there has been only one response. Since some persons do not have access to the internet, it is possible to bring the photograph to the Borough Office and leave the information with staff. He thanked persons for the support of the Volunteer Firefighters tax program which will become active October 1, 2019. He also thanked persons for attending the meeting.

Mr. Proctor thanked persons for attending the meeting. He stated that persons who had questions within the next 30 days regarding Borough business should email him or Ms. Paul.

#### **Executive Session:**

*At 7:39 Mr. Segina moved that the Council move into Executive Session to discuss Labor Negotiations and Personnel issues. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

The Council moved into an Executive Session.

*At 7:47 p.m. Mr. Segina moved and Ms. Woods seconded the motion that the Council meeting be resumed. The motion passed by a unanimous vote of the Council.*

#### **Other Business:**

There was no other business discussed at the meeting.

#### **Adjournment:**

*At 7:47 Mr. Segina moved that the meeting be adjourned. The motion was seconded by Ms. Kratzer and the April 1, 2019, Steelton Pennsylvania Borough Council meeting was adjourned by acclamation of the Council.*

Respectfully Submitted,

Rosemarie Paul, Assistant Secretary

## Steelton Borough Council Agenda

April 15, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:**

April 1, 2019

**Public Comment on Agenda Items only:**

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

### **Approval of Department Reports:**

Fire Department and Ambulance (Written Report)  
Police Department (Written Report)  
Codes Department (Written Report)  
Public Works (Written Statistical Reports)  
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)

### **Communications:**

Samantha Haney, M.S., NCC

Commendation for Codes Department

PA American Water

Copy of Application and Related Filings  
for Approval of Its Acquisition of the  
Water System Assets.

### **Unfinished Business:**

Ms. Hodge

Update on SHSSD 11<sup>th</sup> Grade  
Beautification Project.

Mr. Heefner

Update on Trash Committee.

Mr. Segina

Update of Prince of Peace Sewer Relief  
Request.

### **New Business:**

Mr. Wion

Request Approval for Special Purpose  
Parking Space for 311 Walnut St. –  
Barbara Carroll



Mr. Wion

Approval of Resolution 2018-R\_\_\_\_  
Designation of Steelton Borough Public  
Officials and Public Employees Pursuant  
to the Pennsylvania Act and Supporting  
Regulations.

Mr. Proctor

Approval to Demolish 158 ½ Daron  
Alley.

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss Public Works staff personnel issues

**Other Business:**

**Adjournment:**

## Steelton Borough Council Meeting Minutes

April 15, 2019

### Present:

Brian Proctor, President  
Michael Segina, Vice President  
Dennis Heefner  
Natashia Woods

Maria Marcinko, Mayor  
David Wion, Solicitor  
Gene Vance, Fire Chief  
Aaron Curry, Codes Officer  
Anthony Minium, Police Chief  
Rosemarie Paul, Asst. Secretary & Treasurer  
Keith Miller, Public Works Department  
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: William Krovic, Kelly Kratzer, Keontay Hodge, Olivia Palermo, and Douglas Brown

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence led by Mayor Marcinko.

*After review, Mr. Segina moved and Ms. Woods seconded the motion that the minutes be accepted with the correction made by Mr. Wion to change the wording on the last line of page two of the minutes from "Meeting" to "Hearing". The motion was approved by a unanimous vote of Council.*

There were no public comments on agenda items.

*After review, the schedule of billing, requisitions, and change orders as presented for March 2019 were accepted by a unanimous vote of the Council, following the motion made by Mr. Segina and seconded by Mr. Heefner.*

### Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports), Mr. Heefner reported that:

- 2<sup>nd</sup> street sinkhole is fixed, pending improved weather to add the final coating.
- 2<sup>nd</sup> Street and Swatara, 5<sup>th</sup> and Swatara and, 2<sup>nd</sup> and Franklin are developing sinkholes.
- Staff discussed the best way to remove the sludge out of the Combined Sewer Overflows (CSOs) on the East End. In the past they have removed the sludge by hand, however, when it is not possible for staff to remove the sludge manually, they hire a company to complete the work for \$1,000.00 to \$ 1,500. Mr. Heefner suggests that the Borough have a maintenance program where the company is hired to remove sludge every two years.

- He instructed staff to purchase a tool to narrow the tube opening so there is better suction when removing debris and leaves from the catch basins. The tool cost between \$500.00 and \$800.00.
- Staff is will begin developing a color-coded schedule for maintenance of the infrastructure, such as sanitary sewers.
- The Highway Department will only meet minimum work in the Borough because of the staff shortage. As a result, one change will be the purchase and delivery of mulch, which cost approximately \$150.00 per load.
- He gave kudos to the current Foremen - Keith, Bobbie, and Scott for their foresight and commitment to the Borough. He stated that they are the type of people needed in the Department of Public Works.

#### Parks and Recreation Committee (Oral Report)

- *Rayzor Tattoos requested approval to hold a Skate Contest at the Skate Park June 1<sup>st</sup> and 2<sup>nd</sup>, 2019 from 9:00 a.m. to 8:00 p.m. Mr. Segina moved and Mr. Heefner seconded the motion that the request be approved. The motion passed by a unanimous vote of the Council.*
- *Ms. Edna Brubacher requested approval to use the Boat Dock Pavilion for the Hefflinger Family Reunion, May 25, 2019, from noon to 11:00 p.m. Mr. Heefner moved and Mr. Segina seconded the motion that the request be approved. The motion carried by a unanimous vote of the Council.*
- *Mr. Bill Jorich, Jr. requested approval to use the Boat Dock Pavilion for the 1<sup>st</sup> Annual Smoke on the Water BBQ Charity Competition. The event will be held at 8:00 p.m. Friday, June 29 through 8:00 p.m. Saturday, June 30, 2019. Mr. Heefner moved and Mr. Segina seconded the motion that the request be approved. A unanimous vote of the Council supported the motion. Mr. Segina requested that the Mayor have the Police Department check on the event since it will continue overnight.*
- Veteran's Day will be celebrated on May 25, 2019, at 11:00 a.m. Further information to be announced at a later date.
- The Committee is taking tours of the parks to assess their current condition and note any needed improvements.
- The Easter Egg Hunt was a success with the cooperation of donated prizes, face painting by students from the Art Department at the HS High School, volunteers from the Prince of Peace Church and, the Steelton Public Works and Police Departments.

#### NEDC Committee (Oral Report) – No report

#### Stormwater Committee (Oral Update) – No report

#### Mayor's Report (Oral Report)

- The Mayor and Police Chief Minium met with Susquehanna Township officials to continue their discussion about the Accreditation of the Steelton Police Department.
- The Mayor attended the Steelton Easter Egg Hunt and declared it a successful event.

Jr. Councilperson Report (Oral Report) – No report

Borough Manager's Report (Oral Report) – No report

*Mr. Heefner moved and Ms. Woods seconded a motion that the Department Reports be approved as presented. The motion passed by a unanimous vote of the Council.*

### **Presentation:**

Ms. Anne Weaver Morrow, Local Government Policy Specialist, and Mr. Andrew Sheaf, Local Government Policy Manager from the Government Center for Local Government Services of the PA Department of Community and Economic Development made a presentation to the Council. They discussed the agency's Early Intervention Program (EIP) which provides guidance for municipalities interested in an improved fiscal position. The goal of this program is to promote best management practices and ultimately avert fiscal distress. The program provides funding with a 50% match for programs to improve the efficiency of services provided by a municipality, and personnel to assist in determining the best achievements for improvement of the municipality. In order to receive the services, the municipality must complete an online application and pass a Resolution declaring its participation in the program.

### **Communications:**

Samantha Haney, M.S., NCC wrote a letter commending the Codes Department for their assistance resolving a problem she had in another jurisdiction.

PA American Water sent a copy of their Application and Related Filings for Approval of Its Acquisition of the Water System Assets.

### **Unfinished Business:**

Ms. Hodge was absent so was unable to provide an update on SHSD 11<sup>th</sup> Grade Beautification Project.

Mr. Heefner stated that he recently obtained the notes taken by Mr. Brown on the trash contract. He and Mr. Wion would review the information and bring a recommendation to the Council.

Mr. Segina reported that he and Ms. Maxwell still needed to meet, therefore there is no update of Prince of Peace Sewer Relief Request.

### **New Business:**

Mr. Wion presented a Resolution 2019-R-10 which is a request for approval for Special Purpose Parking for Barbara Carroll who resides at 311 Walnut St. *Mr. Segina moved and Ms. Woods seconded a motion to approve Resolution 2019-R-10 approving the Special Purpose Parking Permit. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented a request for approval of a Resolution Designation of Steelton Borough Public Officials and Public Employees Pursuant to the Pennsylvania Act and Supporting Regulations. *Mr. Segina moved and Mr. Heefner seconded the motion to approve Resolution 2019-R-11 Designation of Steelton Borough Public Officials and Public Employees Pursuant to the Pennsylvania Act and Supporting Regulations.*

Mr. Proctor led a discussion requesting that Council approve the demolition of 158 ½ Daron Alley. The property is one of several blighted properties in the Borough and actually presents a public safety hazard. In the past, efforts to locate the owner of the property in order to resolve the issue have been unsuccessful. Various solutions were discussed which ended in the Council deciding to table the resolution of the problem until the next Council meeting.

### **Public Comments:**

Emmuel Powell, 321 Lebanon Street had two concerns. The first was how to get potholes repaired. Mr. Segina reported that the application to inform the Borough about potholes is posted on the Borough website. Mr. Powell stated that he did not have access to the website. He was instructed to contact Borough Hall and report the location of the pothole. His second concern was about a blighted property on Frank Brown Boulevard that presents a public safety hazard. The property was already dangerous, however, the recent storm tore off the back of the building leaving it even more hazardous. Mr. Powell reported that the owners of the property have no interest in the property at this time.

### **Council Concerns:**

Ms. Woods thanked Mr. Powell for his concern about the public's safety. She also wished persons a Happy Easter.

Mr. Heefner expressed two concerns:

- Mr. Miller from the Public Works Department secured three proposals for cutting down two trees in the Borough. He recommended that the Eichelberger Proposal, which is \$850.00 to cut down and remove both trees be accepted. *Mr. Segina moved and Ms. Woods seconded the motion that the Borough accepts the Eichelberger bid for \$850.00 to remove two trees. The motion passed by a unanimous vote of the Council.*
- Mr. Heefner mentioned that the Christmas lights must be removed from the tree located at the Frederick Douglas Borough Hall since it is one of the two trees that will be removed. He also stated that he would have Mr. Snyder check on the electrical concerns.
- He expressed concern about the acquisition of new PA and American flags. He believes we need to purchase a larger American flag. Mr. Miller stated that he would investigate the matter.

Mr. Curry stated that the Ordinance mentioned in the discussion regarding the removal of unsafe buildings is located in Chapter 2 # 28 in the Borough Codes Book.

Ms. Paul wished everyone a Happy Easter.

Mayor Marcinko reported that District Attorney Chardo paid the invoice for the \$12,000.00 needed for body cameras for the Police Department. She also wished persons a Happy Holiday.

Mr. Segina thanked persons for attending the meeting and wished all a Happy Easter.

Mr. Proctor thanked persons for attending the meeting and wished persons a Happy Easter.

*At 7:23 p.m. Mr. Segina moved that the Council move into Executive Session to discuss personnel issues in the Public Works Department. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

The Public session of the Council was reconvened at 8:27 p.m. At that time the following motions were made:

*Mr. Segina moved that Mr. Steve Bordner's resignation be accepted effective April 10, 2019. Mr. Heefner seconded the motion, which carried by a unanimous vote of the Council.*

*Mr. Segina moved that the resignation of Mr. Teddy Cleckner be accepted effective April 18, 2019. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

*Mr. Segina moved that Mr. Derek Miller be terminated from employment at Steelton Borough effective April 13, 2019. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved that Mr. Robert Snively be terminated immediately. Mr. Heefner seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved that the four vacant positions be immediately advertised, both internally and externally, for a salary of \$12.00 - \$15.00 depending on experience. Mr. Heefner seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved that the April 15, 2019, Steelton Borough Council Meeting be adjourned at 8:30 p.m. The motion was seconded by Ms. Woods and passed by the unanimous vote of the Council.*

Respectfully Submitted,

Rosemarie Paul, Assistant Secretary /Treasurer

**Steelton Borough Council Agenda**  
May 6, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:** April 15, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report.

**ACTION ITEM:** Execution of Agreement between Steelton Borough and Shiloh Construction for 2019 Roadway Restoration Project

**Communication:**

Andrew Megonnell

Announcement of FEMA Virtual Tabletop Exercise scheduled for Wednesday, May 22, 2019.

Fred O. Osman, Osman Environmental Solutions, LLC

Notification of Hemp Bros. Application to the Department of Environmental Protection for Renewal of the Air Quality Operating Permit.

Dauphin County

Notice of Change in Assessment for Parcel 59-016-032-000-0000 with increase in taxable land and building due to remodeling.

BNY Mellon

Q1 2019 Performance Report for Police Pension Plan

Dauphin County EDC

Update on Urban County CDBG Status

Mr. Heefner

Repair of Wall at Boardwalk

**Unfinished Business:**

Mr. Segina

Approval of Resolution 2019-R-\_\_\_\_  
Entering Steelton Borough into the  
DCED Early Intervention Program

Mr. Heefner

Update on Trash Contract Bid

Mr. Proctor

Update of 158 Daron Alley

Mr. Segina

Update on Request for Sewer Relief  
for 2213 South Front Street and  
Prince of Peace Church.

**New Business:**

Mr. Wion

Approval of Resolution 2019-R-\_\_\_\_  
Removal of Special Parking Permit  
for Jean E. Bowen, 158 S. Second  
Street.

Mr. Wion

Approval of Resolution 2019-R-\_\_\_\_  
Establishing Special Parking  
Permit for 158 South Second Street  
for Mr. James Horchier.

Mr. Brown

Approval to Solicit Quotes for Power  
Washing Front and Locust Streets

Mr. Brown

Update on Steelton Showdown II  
Skate Park Contest; Tree Buffering  
at Skate Park; Phase II

Mr. Proctor

Update on Steelton Fest 2019

Mr. Brown

Approval of Resolution 2019-R-\_\_\_\_  
Authorizing the Borough to Apply  
for a Grant-In-Aid Under the DCED  
Early Intervention Program



**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Public Works Personnel Issues

**Other Business:**

Mr. Brown

Approval of Scott Washinger as  
Full-Time Sewer Department  
Assistant Foreman at Starting Rate  
of \$18/hr.

Mr. Brown

Approval of Highway Foreman Job  
Description and Authorization to  
Post Internal Bid

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
May 6, 2019

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President ProTem	Douglas Brown
Dennis Heefner	Aaron Curry, Codes Officer
Kelly Kratzer	Keith Miller, Public Works Department
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with cause: Chief Minium, Olivia Palermo, and Chief Vance.

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence led by Mayor Marcinko.

The minutes from April 15, 2019, were reviewed by the Council. Mayor Marcinko stated that the Police Department was meeting with Susquehanna Township, not Swatara Township to discuss accreditation for the Police Department. Mr. Heefner stated that the minutes incorrectly stated that the manhole on Second Street was corrected when it was a sinkhole that was corrected. *Mr. Segina moved and Ms. Woods seconded the motion that the minutes be accepted with the noted corrections. The motion passed by a unanimous vote of the Council.*

There were no public comments on agenda items.

Mr. Randy Watts, from HRG, Inc. presented the Monthly Engineer's Report. In addition to the written report, Mr. Watts provided an oral report on the following projects:

- ❖ 2019 Roadway Improvement Project – the following areas are included in the paving project:
  - N. 4<sup>th</sup> Street from Mulberry Street to Walnut Street
  - Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street
  - Lincoln Street from N. 3<sup>rd</sup> Street/Trawitz Alley to Harrisburg Street, and Lincoln Street/Columbia Street intersection north 200 feet to the cemetery

On March 13, 2019, four bids were received and reviewed to receive a contract to complete the 2019 Roadway Improvement Project. Shiloh Paving and Excavating, Inc. was the low bidder. HRG recommends that this company be awarded the contract with the project schedule being from May through July 2019. *Ms. Woods moved and Ms. Kratzer seconded the motion to award the contract to Shiloh Paving and Excavating, Inc. for \$262,193.40. The motion carried by a unanimous vote of the Council.*

- ❖ 2019 Sanitary Sewer Rehabilitation Project had been placed on hold at the request of Mr. Heefner pending the repair/rehabilitation of two manholes on Front Street. Mr. Heefner released the hold on the work, stating that the area was already lined and all was ready for the project to begin.
- ❖ At the request of the Council, the engineers from HRG inspected 158 Daron Alley to determine the structural integrity of the building. An April 15, 2019 letter indicated that

the adjoining building will probably need to be shored up if 158 ½, which has collapsed, is demolished. The Council discussed several possibilities for remedying the problem of the collapsed building, which is both a hazard and a blight. Mr. Wion emphasized that the Council cannot take any action on the property until it is legally cleared. Mr. Brown was instructed to contact the Dauphin County Land Bank Authority to determine if they could assist the Borough in the purchase of the property for demolition and rehabilitation.

❖ The Capital Improvement Project included:

- Sanitary Sewer Project
- Storm Sewer relocation from Locust to Trewick for Front Street Redevelopment.
- Parks – a proposal will be presented to the Parks and Recreation Committee at their May 16, 2019 meeting. Items being discussed are the removal of the Tot Lot, parking and stormwater management control.

**Communication:**

Andrew Megonnell wrote to announce that the FEMA Virtual Tabletop Exercise is scheduled for Wednesday, May 22, 2019.

Fred O. Osman from Osman Environmental Solutions, LLC wrote to notify the Borough that Hemp Bros. filed an Application for Renewal of the Air Quality Operating Permit with the Department of Environmental Protection.

The Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment for Parcel 59-016-032-000-0000. There was an increase in taxable land and building due to remodeling on the property.

BNY Mellon submitted the 2019 First Quarter Performance Report for Police Pension Plan.

Dauphin County Economic Development Corporation announced that, due to census data, Dauphin County has been designated as an Urban County Status. This change in status changes the source of grants for which municipalities in Dauphin County are eligible.

**Unfinished Business:**

Mr. Segina requested that Council approve a Resolution which would allow the Borough to participate in the Department of Community Economic Development Early Intervention Program. The program was introduced to the Council at the last meeting and will provide management and fiscal consultants, and resources to assist in improving the operation of the Borough. In order to participate in the program, the Borough must provide \$49,500.00 in matching funds. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council pass Resolution 2019-R-12 Authorizing the Borough of Steelton, Pennsylvania to Make Application for a Grant-In-Aid Under the Pennsylvania Department of Community and Economic Development Early Intervention Program. The motion was passed by a 6-1 vote with Ms. Hodge casting the dissenting vote.*

Mr. Heefner provided an update on Trash Contract Bid. The Request for Bid placed for advertisement. He stated that essentially the contract was the same, with the exception of the

Borough requesting trash and recycling containers be provided by the Contractor. He thanked Mr. Wion, Ms. Paul and Ms. Leggett-Robinson for their work on the preparation of the contract and advertisement.

The discussion regarding the Council's work on 158 Daron Alley was held earlier in the meeting, so was not discussed at this time as indicated on the agenda.

Mr. Segina stated that he had visited the Prince of Peace Church and reviewed the water situation. The water is used in the boiler system in the recreation section of the church. The boiler uses a large amount of water in the winter, however, the water is not discarded into the sewer system. Currently, there is no precedence for providing relief in such situations. After requesting and receiving no input from the Council, he and Ms. Maxwell will make a recommendation to the Council at the May 20, 2019 meeting.

Mr. Heefner presented information to support his request that the Council considers making repairs on the wall of the Boardwalk. In the past, the wall had been repaired through patchwork. After a review of the photographs of the wall, it was determined that work must be done to repair at least a portion of the wall. The Swatara to Third Street section is really damaged and dangerous. After discussion, it was determined that work should be completed on the corner, which appears to be the most dangerous area of need. Mr. Heefner was instructed to secure three bids for the repair of the corner section. Further work on the wall will be deferred to the next budget period.

#### **New Business:**

Mr. Wion presented information regarding the removal of a Special Purpose Parking Permit. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council approves Resolution 2019-R-13 Removal of Special Purpose Parking Permit for Jean E. Bowen, 158 South Second Street. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented information regarding the placement of a Special Purpose Parking Permit. *Ms. Kratzer moved and Mr. Segina seconded the motion that the Council approves Resolution 2019-R-14 Establishing Special Purpose Parking Permit for 158 South Second Street for Mr. James Horchier. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested approval to solicit quotes for power washing the street corners where the ADA ramps are located on Front and Locust Streets. Power washing the brick sidewalk would cause damage to the sidewalk. He was instructed to solicit quotes to clean that area and report back to the Council.

Mr. Brown reported that the Skate Showdown is scheduled to be held at the Skate Park on June 1-2, 2019. This is the second such event. The first event was very successful and hopefully, the second event will have an even greater outcome. Mr. Brown has talked with Mr. Washinger who has a background in landscaping. He is also working with Mr. Heefner and the Public Works Department to complete the work Council approved to place tree buffering at the Skate Park. Mr. Proctor stated that he did inform Mr. Heefner, Superintendent Waters regarding the free trees that are being provided through a program from PPL.

Mr. Proctor stated that Steelton Fest 2019 is close at hand. There are many vendors participating in the event.

*Ms. Woods moved that the Council approve The Annual Prom Night Out, scheduled to be held May 17, 2019, from 3:00 – 7:00 p.m. on Lincoln Street between Bailey to Harrisburg Streets.*

*Ms. Hodge seconded the motion which was passed by a unanimous vote of the Council.* Ms. Hodge asked that the extra work that the event will cause for the Public Works Department should be considered. Mr. Proctor stated that he was getting the word out to persons in the community who hold events that they need to ensure that the areas used are properly cleaned up. Mr. Segina requested that letters be sent to residents affected by this event. Mr. Proctor stated that the letters would be prepared and hand delivered.

### **Public Comments:**

Mr. Emmuel Powell, 321 Lebanon Street expressed concern about the potential trash contract. He questioned if he would have to purchase three new trash containers to match the ones the Trash Contractor will provide. He was informed that four is the maximum number of trash receptacles that can be placed for disposal. He would not need to purchase additional receptacles unless he does not have adequate receptacles to meet that need. He was also informed that he does not have to accept the trash receptacles provided by the trash company.

Mr. Powell about the number of Section 8 Housing Units that can be allowed in the Borough. He was informed that any limit on the type of rental properties allowed in the Borough would be discriminatory.

Mr. Powell asked about the allowable height of shrubbery. He was informed that there is no height limit at this time. Further, persons use shrubbery to ensure privacy and perhaps the re-institution of the Shade Tree Commission would have an effect on such areas of interest.

### **Council Concerns:**

Ms. Kratzer thanked persons for attending the meeting, particularly Mr. Powell for his participation.

Mr. Heefner, Mr. Wion, Ms. Leggett-Robinson had no concerns to express at this meeting.

In response to a request from Ms. Woods, *Ms. Kratzer moved that Council approve the use of the Municipal Park for Isaiah Spitler's Graduation Party, June 8, 2019, from noon to 6:00 p.m. The motion was seconded by Mr. Krovic and passed by a unanimous vote of the Council.*

Mr. Krovic thanked persons for attending the meeting.

Mayor Marcinko stated that she, Officer Palmer, Chief Minium, and Ms. Kratzer attended the Memorial Service for Fallen Officers in Pennsylvania. The Governor recognized Ms. Kratzer and the Mayor and she thought it was great that he has his eye on Steelton. She also informed the Council that the Police Department conducted quality-of-life checks and will do so monthly.

They tagged 263 automobiles that had violations or were abandoned and in addition, they found 63 non-sweeper violations which include automobiles parked by fire hydrants, etc.

Ms. Hodge thanked persons for attending the meeting. She stated that she appreciated the quality- of -life checks completed by the Police Department. She informed the body that she received complaints about cars being tagged. Persons asked her why their cars were tagged but the streets not plowed. Ms. Hodge stated that persons should be told when such actions are scheduled. The Mayor clarified that the unregistered and abandoned automobile owners were not issued violations but given tickets and allotted 30 days to resolve the issue.

Mr. Segina provided the Council with the finalized copy of the Steelton Fire Department Handbook which was previously presented in draft form. *Mr. Krovic moved and Ms. Woods seconded that the Council approves and adopt the finalized copy of the Steelton Fire Department Policy and Procedures Handbook. The motion was approved by a unanimous vote of the Council.*

Mr. Proctor thanked persons for coming out to attend the meeting. He also thanked persons for stepping up and completing work during Mr. Brown's absence. He further stated that the owners of 200 Frank Brown Boulevard had been located and letters have been sent to those persons.

*Mr. Segina moved and Ms. Woods seconded the motion that the Council moves into Executive Session to discuss Public Works Personnel issues. The motion was approved unanimously, and the Council moved into Executive Session.*

The Council was called back into open session.

**Other Business:**

*Ms. Hodge moved and Mr. Krovic seconded the motion that Scott Washinger is hired as the Full-Time Sewer Department Assistant Foreman at Starting Rate of \$18 per hour. The motion was carried by a unanimous vote of the Council.*

*Ms. Hodge moved and Mr. Segina seconded the motion that, pending the conversation between Kathy, Mr. Heefner, and Mr. Brown, the Job Description for the Highway Foreman be approved and authorize the placement for internal bid. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved that the Council Meeting be adjourned at 8:02 p.m. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Respectfully Submitted,

Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

May 20, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meeting:**

May 6, 2019

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

Lincoln Street Block Party – 7/23/2019 between Lebanon & Lancaster Streets

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Mayor's Report (Oral Report)

Jr. Councilperson Report (Oral Report)

Borough Manager's Report (Oral Report)

**Communications:**

PA Department of Transportation

Authorization to Proceed with  
Preliminary Engineering to Resurface SR  
230/Front Street

Governor Tom Wolf

Thank You Letter for Restore  
Pennsylvania Resolution of Support

Junior Achievement Classroom Programs

Thank You Letter for Participation of  
Kelly Kratzer as a Classroom Volunteer

PA Department of Community & Economic Development

Announcement of \$89,100 grant for the  
Early Intervention Program.

Dauphin County Land Bank Authority

Correspondence to Dauphin County Tax  
Claim Borough of Intent to Purchase 158  
½ Daron Alley

Dauphin County Department of Public Safety

Notification of TMI Siren Drill

PA Department of Transportation

Notice of Change of Email Address of  
dotGrants Website beginning May 31,  
2019.

**Unfinished Business:**

Mr. Wion

ORDINANCE NO. 2019 –

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON,  
PENNSYLVANIA, CHAPTER 2 “CODE ENFORCEMENT”, SECTION 2-8  
“NOTICES AND ORDERS; FORM; SERVICE PERIOD” BY THE REVISION OF  
SUBSECTION D. “PUBLIC SAFETY OFFICIAL NOTICE AND QUICK TICKET  
CITATION PROCEDURES” TO ADD ADDITIONAL CODE VIOLATIONS

Mr. Wion

Resolution 2019-R-\_\_\_ Establishing  
Forms for Public Safety Official  
Notice and Quick Ticket Citations

Mr. Wion

Authorization to Advertise  
Ordinance Amending Section 92-  
5.A(1) Removing the Third Sentence  
Limiting Trash Containers to 35  
Gallon Capacity with Weight of No  
More Than Fifty Pounds

Mr. Watts

Authorization to Advertise Bids for  
Sanitary Sewer Rehabilitation  
Project Number 19-1

Mr. Watts

Approval of Engagement with HRG,  
Inc. for Design Services Related to  
Steelton Skate Park Phase II Project

Mr. Brown

Authorization for Mr. Brown/Ms.  
McCool to Select and Make  
Employment Offers to  
Sewer/Highway Laborer Applicants



Mr. Brown

Update on 158 ½ Daron Alley, 200  
Frank S. Brown Boulevard  
Demolition Project

**New Business:**

Mr. Brown

Request from Fire Department to  
Approve Repair to Ladder Truck in  
the Amount of \$7,836.34

Mr. Wion

Ratification of DCED Grant  
Agreement #000071712 for Early  
Intervention Program Grant

Mr. Heffner

Request for “No Parking” Sign on the  
Corner of Second and T Streets.

Mr. Segina

Request for Sewer Relief – 508  
North 2<sup>nd</sup> Street

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss Public Works staff personnel issues

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
May 20, 2019

Present:

Brian Proctor, President  
Michael Segina, Vice President  
Keontay Hodge, President ProTem  
Dennis Heefner  
Kelly Kratzer  
William Krovic

Maria Marcinko, Mayor  
David Wion, Solicitor  
Douglas Brown, Borough Manager  
Chief Minium, Police Department  
Chief Vance, Fire Department  
Aaron Curry, Codes Officer  
Keith Miller, Public Works Department  
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Olivia Palermo, Natasha Woods

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence led by Mayor Marcinko.

The minutes from May 6, 2019, were reviewed by the Council. *Mr. Segina moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of the Council.*

There were no public comments on agenda items.

Ms. Hodge arrived at the meeting at 6:40 p.m.

Approval of schedule of billing, requisitions, and change orders as presented for April 2019. *Mr. Segina moved and Mr. Krovic seconded the motion that the Schedule of Billing, Requisitions and Change Orders be accepted as presented. The motion passed by a unanimous vote of the Council.*

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports) – in addition to the written report, Mr. Heefner shared the following verbal report:

1. The Evergreen trees in front of the Frederick Douglas Borough Hall will be removed on May 21, 2019.
2. He made a recommendation that would keep the equipment used by the Department in good repair. The sewer truck and sweeper are of concern and are in need of repair/replacement. He is investigating getting vehicles through Enterprise Fleet Management. Using them would allow newer trucks on a regular basis, save

money on maintenance and gas cost. He and Mr. Brown are scheduled to meet with the Sales Manager to obtain more information.

3. The backhoe is in poor condition and he recommends that the Council approves the purchase of a new backhoe. Staff will be using it more to eliminate the cost of hiring a contractor to provide backhoe services. He stated that earlier, the cost of a new one was about \$60,000.00. Mr. Segina stated that it is possible that it could be purchased at the end of the year.
4. Keith Miller called five contractors to request bids for the repair of the Boardwalk Wall and none have responded. Later in the meeting, he stated that he is meeting with Mr. Sage to get some ideas regarding the repair of the wall.
5. The Department's ability to complete its regular functions are limited because of the lack of employees.
6. The new sewer camera has not been used yet, awaiting additional staff being added to the Public Works Department.

#### Parks and Recreation Committee – No Committee Report

NEDC Committee – Mr. Segina stated that the Committee is scheduled to meet next week.

#### Stormwater Committee

Ms. Kratzer stated that the Committee is working with Mr. Brown to develop a budget. She also stated that the body needs to discuss what is needed for the MS4 Compliance report. Mr. Brown stated that he has been speaking with Brandon Myers, the Borough's MS4 Specialist and following the model set up by Derry Township, which added a Storm Water Authority for their budget. The budget includes funds for emergency projects, capital needs for MS4 best management practices, and operational and administrative costs. Mr. Brown is aware that there has been work on a Regional Stormwater project with Dauphin County, however, there has not been much activity on the project.

#### Mayor's Report

Mayor Marcinko requested Council's permission for the Police Department to further pursue the implementation of the TraCS – Traffic and Criminal Software currently used by the State Police. This software program would allow the Officers to collect data, complete electronic citations, warnings, dispense tickets while in their cars and other functions more effectively and efficiently. She asked Council to consider using the third-floor restroom and shower as a locker area for the female police officer with the shower available to any officer that needs to clean-up due to work done in the field.

Jr. Councilperson Report – In the absence of the Junior Councilperson, there was no report.

#### Borough Manager's Report - Mr. Brown reported:

- The trash contract bids will be reviewed on May 24, 2019.
- He is working on the completion of the Stormwater Authority's budget and reviewing the Chesapeake Bay Pollution Reduction Plan, which must be

implemented as a part of the second phase of the **National Pollutant Discharge Elimination System (NPDES) Permit**.

- **Integrated Development Partners (IDP)** and the Borough have scheduled a with the Governor's Office to seek additional grant money for the Storm Water Project. The IDP is looking forward to presenting plans to the Planning Commission in August.
- Tri-County Housing Development Corporation has completed the environmental study that FEMA required them to re-do for the Frank S. Brown Boulevard Townhomes, The project is now closer to starting visible work.
- Mr. Brown has been working with Mr. Wion and Ms. Colleen Deer to develop the re-stated Pension Plan in order to make the transition to PFM, the new investment company. There are also some custodial and trustee agreements to resolve. These documents should be ready for Council's review in the near future.
- He is meeting with Dan Long from HRG to review the structural analysis of the retaining wall at 101 Locust Street. Currently, there is about \$70,000.00 in CDBG grants to begin this joint rehabilitation project with Habitat for Humanities. In response to Mr. Heefner's question, he explained that there is no contractor selected at this point, the meeting is just to discuss the structural part of the project with the HRG engineer. In response to Mr. Proctor's question, he stated that he could also have Mr. Long look at the Boardwalk Wall.
- He, Mr. Heefner, HRG and the contractor have scheduled a pre-construction meeting for the paving project.
- Mr. Segina will provide information regarding the Early Intervention Program Grant. However, Mr. Brown noted that the Borough is working to complete the required paperwork and engage the consultant to begin the work under the program.
- The Fire Department has requested approval to place a sign for the **Bressler Picnic** across Front Street. *Mr. Krovic moved and Ms. Kratzer seconded the motion that the Fire Department be allowed to place a sign across Front Street. The motion passed by a unanimous vote of the Council.*

### **Communications:**

PA Department of Transportation sent a letter authorizing the Borough to proceed with the preliminary engineering required to resurface SR230 also known as Front Street in Steelton.

Governor Tom Wolf wrote the Steelton Borough to thank them for their Resolution of support of the Restore Pennsylvania Project.

The Director of the Junior Achievement Classroom Programs wrote the Council to thank them for the participation of Ms. Kelly Kratzer as a classroom volunteer. They appreciated her sharing her experience working in the local government.

The PA Department of Community & Economic Development sent an announcement to inform Steelton Borough that it has been awarded an \$89,100 grant for the Early Intervention Program.

The Dauphin County Land Bank Authority shared correspondence they sent to the Dauphin County Tax Claim Borough stating its intent to purchase 158 ½ Daron Alley, which is listed on the Repository List.

The Dauphin County Department of Public Safety sent a notification that on June 6, 2019, at 12:15 p.m. there will be a 96 siren, outside TMI Siren Drill. The drill will be for three whole minutes.

The PA Department of Transportation sent a notice that beginning May 31, 2019, there will be a change in the email address of dotGrants Website.

### **Unfinished Business:**

Mr. Wion requested that the Council consider approving an Ordinance to amend the Borough Codes to allow the issuance of Quick Ticket citations. This change will allow the Property Maintenance Officer to immediately issue the ticket when a violation is noted. *Mr. Segina moved that Ordinance No. 2019 –04, Amending The Code Of The Borough Of Steelton, Pennsylvania, Chapter 2 “Code Enforcement”, Section 2-8 “Notices And Orders; Form; Service Period” By The Revision Of Subsection D. “Public Safety Official Notice And Quick Ticket Citation Procedures” To Add Additional Code Violations be approved. Mr. Heefner seconded the motion which passed by a unanimous vote of the Council.*

Mr. Wion requested that the Council consider authorizing a Resolution supporting the approved Ordinance. *Mr. Segina moved and Ms. Kratzer seconded the motion that Council approves Resolution 2019-R-15 Establishing Forms for Public Safety Official Notice and Quick Ticket Citations. The motion passed by a unanimous vote of the Council.*

Mr. Wion requested authorization to advertise an Ordinance amending Section 92-5.A (1). *Mr. Heefner moved and Mr. Segina seconded the motion to advertise the amendment of Section 92-5.A (1) Removing the Third Sentence Limiting Trash Containers to 35 Gallon Capacity with Weight of No More Than Fifty Pounds. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested the Council authorize the Request for Bids for Sanitary Sewer Rehabilitation Project Number 2019-1. *Mr. Heefner moved and Mr. Krovic seconded the motion that a request for bids for the Sanitary Sewer Rehabilitation Project Number 2019-1 is advertised. The Council approved the motion by a unanimous vote.*

Mr. Brown reported that movement has been made on the rehabilitation of 158 ½ Daron Alley as shown in the letter from the Dauphin Land Bank declaring that it will purchase the property at the August tax sale. President Proctor asked about progress on the demolition of 200 Frank Brown Boulevard. Mr. Wion advised that no action can be taken to remedy the situation until a complete title search has been conducted.

### **New Business:**

Mr. Brown presented a request from the Fire Department that Council approves the repair of the Ladder Truck for the amount of \$7,836.34. The money for the repair is available in the Fire

Department Maintenance Fund. *Mr. Segina moved and Mr. Krovic seconded the motion that \$7,836.34 from the Maintenance Fund be used to repair the Fire Department's Ladder Truck. The Council cast a unanimous vote to approve the motion.*

Mr. Wion requested that the Council ratify the contract for the DCED Grant Agreement #000071712 for Early Intervention Program Grant at a cost of \$9,900.00, which was lower than the original cost approved in the original agreement. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the DCED Grant Agreement #000071712 for Early Intervention Program Grant be ratified as requested. The Council cast a unanimous vote of approval.*

Mr. Heefner requested that the Council consider a constituents request that a "No Parking" sign be placed on the corner of Second and T Streets. Police Minium stated that the Police Department would handle the problem.

On behalf of the Bill Relief Committee, Mr. Segina requested sewer relief for 508 North Second Street. The outdoor hose on the property was found to be running water. While the water bill reflected that the water was running at the house, Borough staff was able to confirm that the water stayed in the yard and did not flow into the sewer system. Therefore, the Bill Relief Committee recommends that the property owner pay only the amount charged to the Borough for sewage processing. *Ms. Kratzer moved and Mr. Heefner seconded a motion to provide sewer relief of \$194.92 for 508 North Second Street. The Council supported the motion with a unanimous vote.*

### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – Mr. Powell was expressed concern about the delay in work on the townhome construction on Frank Brown Boulevard. He was told that the delay was caused by the Department of Environmental Protection's requirement that an environmental study be conducted. The study was completed and the project is scheduled to break ground in June.

### **Council Concerns:**

Ms. Kratzer thanked persons for attending the meeting and reminded them to vote on May 21, 2019.

Mr. Wion added that in addition to the issues listed for the Executive Session, there are also legal issues concerning 200 Frank Brown Boulevard.

Mayor Marcinko wished all the candidates good luck on the election.

Mr. Segina thanked persons for attending the meeting.

There were no other Council or staff concerns expressed.

*Mr. Segina moved and Mr. Krovic seconded the motion to move into Executive Session at 7:14 p.m. The Executive Session was called to discuss personnel issues -TC Side Agreement and legal*

*issues concerning 200 Frank S. Brown Boulevard. With the unanimous move of Council, the regular session was recessed at that time.*

*Mr. Segina moved and Mr. Krovic moved that Council resumed regular session at 7:53 p.m. The motion was passed by a unanimous vote of the Council.*

Mr. Segina moved and Mr. Krovic seconded the motion that two Police Officers be paid overtime to work at the Steelton Fest. The President required a roll call vote:

Krovic – yes

Segina - yes

Hodge – yes

Kratzer - yes

Heefner – yes

Proctor – yes

President requested that the record reflect that the vote on overtime was placed and recorded by a roll call vote because an Official stated that they would not approve overtime for Police Officers working at Steelton Fest because Reminisce Band was not scheduled to appear during the Fest. Mr. Proctor stated that they were not invited to participate because last year they went overtime and ignored the request to stop playing and vacate the stage. Another Steelton based group, Little Brother's Band, will be the opening act this year.

At 7:56 p.m. Mr. Segina moved that the Steelton Pennsylvania Borough Council Meeting be adjourned. Ms. Hodge seconded the motion which was upheld by a unanimous vote of the Council.

Respectfully submitted,



Douglas Brown

## **Steelton Borough Council Agenda**

June 3, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meeting:** May 20, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Ms. Barbara Barksdale

Request to Place Resolution from  
Senator Folmer to be archived at  
Steelton Borough.

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report.

**ACTION ITEM:** Approval of  
Engagement with HRG, Inc. for  
Design Services Related to Steelton  
Skate Park Phase II Project

**Communication:**

**Unfinished Business:**

Mr. Wion

Approval of Ordinance 2019-

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF  
STEELTON, PENNSYLVANIA, CHAPTER 92 "SOLID WASTE", § 92-5.  
"STORAGE ON RESIDENTIAL PROPERTY" A. "CONTAINERS" (1) BY  
REMOVING THE PROVISION LIMITING CONTAINERS TO 35-GALLON  
CAPACITY AND THE WEIGHT TO 50 POUNDS



Mr. Wion	Update on EIP Contract with Susquehanna Accounting and Consulting Solutions
Mr. Heefner	Update of Enterprise Quotes for Public Works Vehicles.
Mr. Heefner	Update on Wall at Swatara (Board Walk)
<b>New Business:</b>	
Mr. Wion	Resolution 2019 R-__Eliminating Special Purpose Parking Permit at 331 Locust Street.
Mr. Wion	Resolution 2019-R-__ Eliminating Special Purpose Parking Permit at 232 Elm Street.
Ms. Woods	Approval for Graduation Party June 9, 2019 from noon to 6:00 p.m. at Municipal Park.
Ms. Woods	Approval for Graduation Party June 15, 2019 from noon to 6:00 p.m. at Municipal Block.
Ms. Woods	Approval for Lincoln Street Block Party, between Lebanon and Lancaster Streets, July 23, 2019 from 2:00 p.m. to 6:00 p.m.
Mr. Brown	Approval of Contract with Evolve Cleaning Services, LLC for Services Related to Cleaning Borough Hall for a Period of June 3 <sup>rd</sup> , 2019 through June 1 <sup>st</sup> , 2021.
Mr. Brown	Memorandum of Understanding between Steelton Borough and Steelton Youth Sports Associations

Outlining Terms for Use of the  
Midget Baseball Field (Reich Field)

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Personnel Issues: PW and Codes

**Other Business:**

Mr. Brown

Ratification of Hiring of PW Laborer  
Employees

Mr. Brown

Appointment of Highway  
Department Lead/Foreman

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
June 3, 2019

**Present:**

Brian Proctor, President  
Michael Segina, Vice President  
Keontay Hodge, President ProTem  
Dennis Heefner  
William Krovic  
Natashia Woods

Randy Watts, Engineer, HRG  
David Wion, Solicitor  
Douglas Brown  
Aaron Curry, Codes Officer  
Keith Miller, Public Works Department  
Thommie Leggett-Robinson, Exec. Asst.  
Kathy McCool, Consultant

Absent with cause: Kelly Kratzer, Maria Marcinko, Olivia Palermo, Chief Minium, and Chief Vance.

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence led by Ms. Woods.

*After review, Mr. Segina moved and Ms. Woods seconded the motion that the minutes from the May 20, 2019 meeting be accepted as presented. The motion was passed by a unanimous vote of Council.*

There were no comments from the public on agenda items.

**Presentations:**

Ms. Barbara Barksdale of 503 South Second Street thanked the Borough for its support of the Friends of Midland. She stated that at the Memorial Service held at the cemetery, Senator Folmer announced that Pennsylvania was celebrating Andrew Askins Day. She requested that the resulting the Resolution, honoring Mess Attendant Third Class Andrew Askins, a Steelton resident, who was lost at sea June 14, 1919, with the disappearance of the US Cyclops, be added to the archives of the Borough of Steelton Pennsylvania. Mr. Doug Brown received the Resolution for placement in the archives. She further noted that a headstone for Mess Attendant Third Class Andrew Askins has been placed in the cemetery. *Mr. Segina moved and Mr. Heefner seconded the motion that the Resolution be placed in the Steelton Borough Archives. The motion passed by a unanimous vote of the Council.*

Mr. Randy Watts, HRG, Inc. Monthly Engineer's Report. Mr. Watts made an oral presentation to supplement the written report submitted to the Council. He highlighted the following points from his written report:

- The 2019 Roadway Improvement Project is scheduled to hold the Pre-Construction Conference with Shiloh Construction Company June 6, 2019. The proposed start date for construction to begin is June 24, 2019. The work on the streets identified for improvement (N. 4<sup>th</sup> Street from Mulberry Street to Walnut Street, Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street, Lincoln Street from N. 3<sup>rd</sup> Street/Trawitz Alley to Harrisburg Street,

Lincoln Street/Columbia Street intersection north 200 feet to the cemetery) will be completed one street at a time.

- The 2019 Sanitary Sewer Rehabilitation Project was advertised May 26, 2019, and contractor bids will be opened June 25, 2019.
- The company is ready to move on the Skate Park Phase II Project.

Mr. Watts presented a proposal for the completion of Skate Park Phase II. The Scope of Services for the plan includes a feasibility study, the design and bid phase period and the contract administrative phase of the project. The two major areas to be covered are expanded parking and stormwater management control. Armet Cement, the company involved with the original design and contractor for Phase I of the Skate Park will be involved in this section of the project. President Proctor announced that \$50,000.00 in grant monies will be used to fund the project. In response from a question from Mr. Heefner, Mr. Watts assured the Council that the Storm Water Committee would be consulted during the design phase of the project, which includes the development of a rain garden to help with environmental issues surrounding the new development. Mr. Heefner also asked if extra lighting was included in the design. He was told that additional lighting would not be included in the design and Mr. Watts's response was reiterated by President Proctor. *Mr. Segina moved and Ms. Woods seconded a motion to approve the Agreement for Professional Services with HRG for the design through construction of Skate Park Phase II for a sum of \$48,800.00. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved and Ms. Woods seconded a motion to accept the Engineering Report as presented. The motion passed by a unanimous vote of the Council.*

Harrisburg City Mayor Papenfuse, Council President Wanda Williams, City Council Public Works Chair, Mr. Majors, Public Works Director Aaron Johnson and the Deputy Director David West attended the meeting to discuss a proposed Intergovernmental Agreement which will allow the Harrisburg Department of Public Works to provide Trash and Recycling Services to the Borough of Steelton. The City presented a five-year proposal for trash and recycling services that will include quarterly billing, the provision of multi-sized trash receptacles, a recycling container, and a high level of service to the community. They are prepared to provide service beginning July 1, 2019. Highlights of the discussion include:

- When asked if Harrisburg is providing trash/recycling services to other municipalities, Mayor Papenfuse responded that Wednesday is the lightest day in the public workflow so they are sure that they can serve the Steelton community effectively. He stated that they are not looking to serve other municipalities, however, they do have an intergovernmental contract for trash and recycling services with the Commonwealth buildings located within the City of Harrisburg.
- He stated that billing would be quarterly and handled separately from billing to other entities. The bill could be paid by telephone, mail, and automatic billing. The City does not have the capacity to provide online bill pay at this point.
- The customer will have the ability to choose the size trash can they wish to use. The default size is 95 gallon, however, 65 and 35-gallon sizes will also be available. The recycling container is 32 gallon in size. Both containers have lids and wheels. When asked, Mayor Papenfuse stated that if the 45-gallon container is the size customers in Steelton desire, it is possible to provide that size as well. He stated that customers will

receive a pre-service bill in July, which will include a welcome letter and a form on which they can choose the container size of their choice. The container will be delivered to the residence by the end of the summer.

- According to the agreement, residents will be provided with one large or two small containers. An option for more containers to be provided will be an additional cost to the consumer.
- If the service date is affected by a holiday, services will be provided the next day.
- One bulk item per residence per week will be accepted without calling to schedule the pick-up.
- If an intergovernmental agreement with is reached, the process will be to 1.) initiate the service, 2.) audit it to see how it is working, and then 3.) make adjustments as necessary.

Mr. Wion stated that the Borough is adhering to the bidding requirements, noting that Republic Services of Pennsylvania, LLC dba Republic Services of York was the only company to bid on the contract. He recommended that the Council continue to consider Republic Services of York until the Special Meeting scheduled for June 6, 2019. *Mr. Segina moved and Mr. Krovic seconded the motion that Council table the decision on the Republic Waste bid until the Special Council Meeting scheduled for Thursday, June 6, 2019, at 6:30 p.m. The motion carried by a unanimous vote of the Council.*

The Council received no communications for review at this meeting.

### **Unfinished Business:**

Mr. Wion requested that the Council approve the Ordinance regarding the size of trash containers that was presented at the May 20, 2019 meeting and advertised as approved by the Council. *Mr. Segina moved that Council approve **Ordinance 2019-05** Amending The Code Of The Borough Of Steelton, Pennsylvania, Chapter 92 "Solid Waste", § 92-5. "Storage on Residential Property" A. "Containers" (1) By Removing the Provision Limiting Containers to 35-Gallon Capacity and the Weight to 50 Pounds. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

Mr. Wion reminded the Council that a provision of the grant the Borough received from the DCED is the provision of assistance with the development and implementation of a multi-year financial management plan. He suggested that the Council approve the use of a consulting firm to fulfill those expectations. *Mr. Segina moved and Mr. Krovic seconded the motion that the Council engages Susquehanna Accounting and Consulting Solutions as a sub-contractor on this project for the amount of \$99,000.00 which was provided in the grant of \$90,000.00 plus the \$9,000.00 Borough match. The motion was passed by a unanimous vote of the Council.*

Mr. Heefner engaged the Council in a discussion regarding the poor condition of the Public Works vehicles. He recommends leasing vehicles for the Public Works Department from Enterprise Fleet Management. At the completion of the discussion a decision was made to table the issue until the next Council meeting.

Mr. Heefner presented a quote for consideration for the repair of the wall on Swatara Street, (Board Walk) with the recommendation that the wall is repaired one section at a time. There is a concern that the total bill for the repair of the three sections exceeds the amount that can be

accepted without obtaining other bids. The issued was tabled until additional information can be obtained.

Mr. Segina presented a report from the Relief Committee regarding the request for sewer relief from Prince of Peace Church. The boiler system of the church uses a lot of water in the winter to heat the area and little water during the warmer weather seasons. Because there is no policy set for establishing long-term sewage relief, none will be offered. However, the Committee asked the Council to consider defining the living space for the Parish Priest as a residential unit instead of including it in the commercial portion of the property as it is currently being billed. There is a separate meter for this section of the compound. Changing the definition of the property will reduce the bill and provide relief through another source. Mr. Wion is to review the matter.

### **New Business:**

Mr. Wion presented a Resolution to eliminate a Special Purpose Parking Permit. *Mr. Segina moved and Ms. Woods seconded the motion that the Council passes **Resolution 2019 R-16**, Eliminating Special Purpose Parking Permit at 331 Locust Street. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented a second Resolution to eliminate a Special Purpose Parking Permit. *Mr. Segina moved and Mr. Krovic seconded the motion that the Council passes **Resolution 2019-R-17**, Eliminating Special Purpose Parking Permit at 232 Elm Street. The motion passed by a unanimous vote of the Council.*

Ms. Woods requested that Council consider approving use of the Municipal Park for a Graduation Party June 9, 2019, from noon to 6:00 p.m. *Mr. Segina moved and Mr. Krovic seconded the motion that the use of the Pavilion at Municipal Park for a Graduation Party be approved. The Council voted unanimously that the motion be accepted.*

Ms. Woods requested that the Council consider approving use of the Municipal Park for a Graduation Party June 15, 2019, from noon to 6:00 p.m. *Mr. Krovic moved and Mr. Segina seconded that the use of the Pavilion at Municipal Park be approved for use June 15, 2019, from noon to 6:00 p.m. The motion passed by a unanimous vote of the Council.*

Mr. Segina asked Ms. Woods to request specific information regarding which section(s) of Municipal Park is being requested for use. She agreed to do so.

Ms. Woods requested that the Council consider approving use of the Lincoln Street between Lebanon and Lancaster Streets for a Lincoln Street Block Party, July 23, 2019 from 2:00 p.m. to 6:00 p.m. Council has some concerns about blocking off that crucial area of Lincoln Street since that is the only egress into and out of the William Howard Day Cemetery. The request was tabled pending further discussion with the persons requesting use of the area.

Ms. Woods requested that the Council consider approving the use of 2<sup>nd</sup> Street between Washington and Juneberry Streets for use for a Graduation Cookout. The request is for 2:00 p.m. to 8:00 p.m. June 9, 2019. Council expressed concern about blocking off Second Street since it is

a one-way street and one of the busiest blocks in the Borough. Ms. Woods was authorized to work out a more appropriate plan for the affair.

Mr. Heefner reported that the residents on Fourth Alley asked that a No Delivery Trucks sign be posted. He requested that a study be conducted to determine if such a sign should be posted. The concern of the residents is that the street is too narrow to fully accommodate the truck sizes. The request was tabled until the June 17, 2019 meeting at which time Mr. Brown will present an estimate regarding the cost of the study from HRG.

Mr. Brown requested approval of a cleaning contract for the Frederick Douglas Municipal Building. *Mr. Heefner moved and Mr. Segina seconded the motion that the Council approve the contract between the Borough and Evolve Cleaning Services, LLC for Services Related to Cleaning Borough Hall for a Period of June 4<sup>rd</sup>, 2019 through June 1<sup>st</sup>, 2020. The motion passed by a unanimous vote of the Council.*

Mr. Brown presented a Memorandum of Understanding between Steelton Borough and Steelton Youth Sports Associations Outlining Terms for Use of the Midget Baseball Field (Reich Field) for consideration of the Council. However, there were some issues that needed further review, therefore the request was tabled until the next regular Council meeting.

Mr. Brown requested that the Council consider having 158 Daron Alley appraised to determine the feasibility of purchasing and demolition of the buildings on the property. *Mr. Segina moved and Mr. Heefner seconded the motion that RSR be engaged to appraise the 158 Daron Alley for a fee not to exceed \$1,000.00. The motion carried with a unanimous vote of the Council.*

#### **Public Comments:**

Frederick Hamilton regarding 407/405 Reading and Bessemer Streets. Mr. Hamilton reports that within the last two months 14 television sets have been disposed on his property, four sections of the fence destroyed and he has begun to find all kinds of trash being thrown on the property. He does not know who is abusing his property. Mr. Hamilton stated that both the Steelton Police and Codes Departments are aware of the problem. He wanted the Council to be aware of the problem that he is having on his property, in hopes that there is something the Council can do to help resolve it. His second concern was regarding a tractor-trailer truck that parks on Bessemer Street and prevents his ability to get to his property for other maintenance issues. The section where the tractor-trailer is parked removes available space for persons to park their cars for street cleaning. His concerns were noted by the Council and some discussion about possible remedies was held. Mr. Hamilton also suggested that a street light be placed on the corner of Reading and Bessemer. Mr. Brown stated that he would call PPL and request a light be placed there.

Veronica Supan, 2604 South Fourth Street asked when the Ordinance regarding the placement and removal of garbage cans will be changed. She was informed that trash cans are scheduled for placement and replacement 12 hours before and 12 hours after scheduled pick-up. She was also informed that there are no current plans to change that Ordinance at this time.

Emmuel Powell, 321 Lebanon Street requested that a Four-way Stop Sign be placed on the corners of Bessemer and Lebanon Streets. He stated that traffic in the area is heavy and persons exceed the posted speed limit. He is concerned about the safety of the children that live in the area. He suggests that posting the 4-way sign would help increase safety on that corner. He also expressed concern about the corner of 19<sup>th</sup> and Lincoln Streets. Ms. Hodge expressed her support for his concerns. Mr. Powell asked about the timing of the Special Council Meeting to discuss the Trash Contract. He wondered how persons would be informed about the meeting. Finally, he asked if there was anything in the contract about the cost of using a dumpster. He was informed that the pricing for dumpster use would be negotiated between the individual/company and the trash service provider.

Kelly Iskruć of 329 Locust requested that Council consider issuing an exception to the Special Purpose Parking Permit rules. She is the sole caregiver of her 85-year-old mother, who is handicapped and requires special assistance when she must be transported. She is unable to drive therefore does not have a driver's license neither does she own a vehicle. The current Ordinance requires that the person to whom the Special Purpose Parking Permit is issued has an automobile with a handicapped automobile plate, driver's license and a doctor's recommendation that the Permit be issued. Ms. Iskruć is unable to comply with the requirements of the Ordinance. It is difficult for her mother to traverse the distances between the house and where she has to park the automobile. Ms. Iskruć was instructed to complete the application and submit the application form for the special permit. Although the current legal requirements do not provide a way to assist in this matter, the issue was tabled for review.

### **Council Concerns:**

Mr. Heefner expressed concern about the extremely poor condition of the equipment in the Public Works Department.

Ms. Woods, Mr. Krovic, and Ms. Hodge thanked persons for attending the meeting.

Mr. Brown and Ms. Leggett-Robinson did not express any concerns.

Mr. Wion stated that legal issues would also be discussed in the Executive Session.

Mr. Segina emphasized the Special Meeting to discuss the Trash Contract on June 6, 2019. He also thanked persons for attending the meeting.

Mr. Proctor thanked persons for attending the meeting and for voting. He stated that the trash issue was a concern and as public officials, they have to make tough decisions.

*At 8:07 p.m., Mr. Segina moved and Mr. Krovic seconded the motion that the Council moves into Executive Session to discuss legal and personnel issues with the Public Works and Codes Departments. The motion was passed by a unanimous vote of the Council.*

*Mr. Heefner moved and Mr. Krovic seconded the motion that the Council returned to open session at 8:38 p.m.*



Ms. Kathy McCool made the following recommendation for the hiring of Public Works Labor employees: *Garrett Williamson as a Sewer Laborer at \$ 15.00 per hour, Steven Brubacher at \$14.50 per hour as a Highway Laborer, Christopher George at \$15.00 per hour as a Highway Laborer and Alex Furlan at \$14.50 per hour as a Highway Laborer. Mr. Krovic moved that the employees be hired as listed by Ms. McCool. The motion was seconded by Ms. Hodge and passed by a unanimous vote of the Council.*


*Ms. Hodge moved and Mr. Krovic seconded the motion that Keith Miller be hired as the Lead Foreman in the Public Works Department starting wage \$19.00 per hour moving up to \$20.00 after a 90 day probation period. The motion was passed 5 to 1 with the dissenting vote cast by Mr. Segina.*

*Ms. Hodge recommended that Ms. Elizabeth Bechtel be moved from part-time to full-time Administrative Assistant in the Codes Department with a 90-day probationary period. Mr. Heefner moved that the recommendation be accepted. Ms. Woods seconded the motion which passed by a 5 to 1 vote, with Mr. Segina making the dissenting vote.*

*Ms. Hodge recommended that Mr. Aaron Curry's salary be increased to \$55,000.00 per year retroactive to March 8, 2019. Mr. Heefner moved that the recommendation be accepted. Mr. Krovic seconded the motion which passed by a 5 to 1 vote, with Mr. Segina casting the dissenting vote.*

*At 8:45 p.m., Mr. Krovic moved that the Steelton Borough Council meeting be adjourned. The motion was seconded by Ms. Woods and the motion was passed by acclamation of the Council.*

Respectfully submitted,

  
Douglas Brown, Secretary

**Special Meeting of Steelton Borough Council Agenda**  
June 6, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meeting:** None

The minutes of the June 3, 2019 minutes will be available at the June 17, 2019 regular meeting of Steelton Borough Council.

**Goal of the Meeting** – To provide residents, customers, and Council with information regarding the proposed trash services beginning July 1, 2019.

**Special Presentation:**

Mr. Segina, Chair, Vice-President

Waste Hauling/Recycling Service  
Proposals

**Public Input:**

**Unfinished Business:**

Mr. Brown

Decision Regarding Waste  
Hauling/Recycling Services Proposal

**Other Business:**

**Public Comments:**

**Adjournment:**

**Special Meeting of Steelton Borough Council Meeting**  
**June 6, 2019**

**Present:**

Michael Segina, Vice President  
Dennis Heefner  
William Krovic  
Natashia Woods

David Wion, Solicitor  
Douglas Brown, Borough Manager  
Aaron Curry, Codes Officer  
Keith Miller, Foreman, P.W. Department  
Michael Whittaker, Property Maintenance  
Terry Carroll, Accounts Payable, Admin.  
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Brian Proctor, Kelly Kratzer, Keontay Hodge, Maria Marcinko, Olivia Palermo, Chief Minium, and Chief Vance.

The meeting was called to order by Vice President Michael Segina at 6:30 p.m. Mr. Segina led the body in the Pledge of Allegiance. Ms. Woods led the body in a Moment of Silent Reflection.

The minutes of the June 3, 2019 minutes will be available for review and approval at the June 17, 2019, regular meeting of Steelton Borough Council.

Mr. Segina explained that the goal of this Special Steelton Borough Council Meeting is to provide residents, customers, and Council with information regarding the proposed trash services beginning July 1, 2019, and to receive public response/questions regarding the information presented.

Mr. Brown presented an overview of the bid process and reviewed the bid of the only bidder for the Trash Service Contract, which was Republic Waste Company. He also presented a contrasting overview of the Inter-governmental Agreement proposed by the City of Harrisburg. (See attached slides).

Mr. Andy Warntz, Manager – Municipal Sales from Republic Waste Services made the following comments:

- a) He acknowledged that Republic Waste has made some mistakes during the 15 years that it has handled the Public Waste and Recycling in Steelton Borough, but the company is trying to improve its services.
- b) Of the 12,000 trash touches made in the month of May, there were 14 missed touches, which is better than a 99% missed rate.
- c) The company responds to telephone calls received from Ms. Carroll or Mr. Brown and tries to remedy problems reported.
- d) The company submitted a full bid with two options to the Borough, one including the provision of trash/recycling receptacles and one without trash/recycling receptacles.
- e) He questioned the presence of Harrisburg City at the bid opening and their subsequent submission of a request for an Intergovernmental Agreement, after seeing the prices from the Republic Waste bid. He stated that it does not feel like a fair bidding process.

Council Members made the following comments:

Mr. Heefner reported getting a lot of complaints from constituents regarding the collection of trash/recycling. He stated that some groups of trash haulers are doing a good job in the Borough. He further stated that there are some trash haulers who are not doing well. He observed trash haulers overlooking trash that was on the ground. He reported that in the past month, constituents reported seeing a fist fight among the haulers. He stated that the fight and other negative behaviors do not present a good image of the company.

Mr. Warntz responded that the company responds to telephone calls, however, they have not received direct calls from the customers, therefore they have no specific information about what is going on so cannot correct the problems. Some persons who have been fired because of their actions on the job. He acknowledged some problems occurred because a newly hired supervisor was following the contract. He further acknowledged that there had been little of any communication between the supervisor and the company to discuss the current interpretation and implementation of the contract. He stated that the company contacted the Borough about the pending ending of the contract and supplied the previous contract for revision so that it could be placed out for competitive bid. He believes that if the service was poor the Borough would not have entertained them submitting a bid for a new contract.

Mr. Heefner stated that the Borough owns some of the responsibility because of lack of communication. He recommended that if Republic Waste receives the contract, they should meet with Borough staff to ensure that there is agreement regarding the implementation of the contract.

Ms. Woods shared some of her personal experiences with the Waste Company stated that at her previous address the condition of trash is often worse after trash collection than it was before trash collection. However, things are better at her current address. She stated that she, too, has been getting complaint calls from constituents trash cans missing, lids missing, trash is thrown around, etc. She suggests those persons call the company with their concerns. She applauded the customer service staff for their responsiveness and the web-pay system. She also stated that some of the street staff was not very good.

Mr. Heefner stated that it appeared that the haulers were in a hurry to get the job done, so did not take the time to replace trash cans or do other things in a proper manner.

Mr. Warntz responded that the staff is paid an hourly wage, therefore is not in a hurry to complete their job. He also stated that if the staff mess up, they should clean up. He intends to provide this information to the administrative staff so that they can be aware of the issues and include the information in staff training.

Mr. Segina stated that he has received complaints regarding damaged trash cans, however, now there is a problem with recycling. He stated that sometimes the same truck picks up trash and recycling.

Mr. Warntz acknowledged that there is a problem with recycling, which could be clarified by educating the public on what should be included in recycling. He stated that the public thinks the recycling trucks are side loading and the trash trucks are back loading. The company uses both types of trucks for recycling and trash so it may appear that the same truck is being used for both. Also, the cost of discarding trash and recycling is different so it would not behoove the co-mingling of the two.

Mr. Segina stated that the calls he has received specifically stated that persons have seen the trash collectors put both recycling and trash into the same truck.

Mr. Warntz stated that there are times when trash and recycling cross-contaminated so there may be times when both are placed in the trash truck. People place things in recycling their can that are not recyclables.

Members of the Public addressed their comments to Mr. Warntz:

Mr. & Mrs. Ventura, 2330 S. Fifth Street – Mrs. Ventura reported that she has called Republic Waste several times and has not received any information regarding her issues. She stated that she has a video of the trash haulers emptying her trash into the trash truck and emptying the neighbors' trash into her trash can. She has shared the video with the Borough and wanted to send it for review to the Trash Company. She also reported that trash haulers damaged her 96-gallon trash can and she was told that it would be replaced with a 36-gallon trash can, in accordance with the contract. She would like the replacement to be the same size as the receptacle she lost. She stated that the staff does not appear to be trained and that the persons she has talked to on the telephone have been rude and talked down to her. She also requested a list of acceptable recyclables.

Mr. Ventura asked why that was a limit on the size of the trash can. He also mentioned those trash haulers with things on the side of the hauler that makes it difficult for them to get through the narrow alleyways. It was suggested that they get rear lift trucks, which would be better able to fit in the alleyways.

Mr. Segina responded that there Council just approved an addendum to the Ordinance on can size to change the acceptable trash total to 128 gallons total, versus the previous four, 35-gallon cans weighing no more than 50 pounds.

Mr. Warntz apologized for the rudeness of staff and asked for a copy of the Ventura video.

Mr. Powell, 321 Lebanon Street asked if Republic Waste was affiliated with Waste Management.

Mr. Warntz stated that they are not affiliated, however, they did purchase some trucks from them but painted the Republic Waste emblem on the trucks.

Mr. Powell then asked what items are recyclable.

Mr. Warntz stated that cardboard, metal and aluminum, glass, newspaper, and plastics labeled 1, 2 and 5 can be recycled.

Ms. Ryan Maxwell, 422 Cameron Street stated that she works from home on Wednesdays and monitors the trash pick-up. She stated that usually, the recycling truck comes first, then the trash truck. She stated that she has observed one truck picking up both recycling and trash. She suggested that Republic Waste include information in their bill regarding recycling and a calendar of pickup dates at least twice a year. She also stated that it was an insult for the company to begin enforcing the contract at the end of the contract year and she felt that Republic services did not value the Borough of Steelton as a customer. Her example was that she placed a 96-gallon container plus two tagged trash bags out for service and they were not collected. She stated that she called Republic Services and has not received a return telephone call. She called again and left a message and still has not received a return telephone call. She asked that her

trash can be placed in the same place that she placed it. She requested that there be consistency in the enforcement of the contract. Finally, she stated that not just one area, but everyone in the Borough should have a positive experience with the trash company.

Mr. Warntz responded that he does stop in the Borough periodically to check to see how things are going.

Mr. Aaron Curry, 529 North Front Street stated that he experienced problems with trash removal when there was controversy over contract issues. He stated that the problem was not immediately remedied, instead, it was three weeks before all the trash behind his house was removed. He also stated that something should be done about trash collection during bad weather. In some cases, trash has not been collected in about three weeks and this causes him to give out tickets for codes violations. During bad weather, Highspire's trash was removed Saturday and Steelton's was not removed until the next week, causing a two-week pileup of trash and recyclables.

Ms. Woods moved that a decision regarding the awarding of the Waste Matter and Recycling Contract be tabled until the June 17, 2019, regular Council Meeting. Mr. Krovic seconded the motion which passed by a unanimous vote of the Council.

There were no public comments on other Borough issues.

*Mr. Krovic moved and Ms. Woods seconded that the Special Steelton Borough Council Meeting adjourns at 7:27 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully Submitted,



Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

June 17, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** June 3, 2019 and June 6, 2019

**Public Comment on Agenda Items only:**

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

### **Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

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)

### **Communications:**

Matthew Lena, Project Manager

2019 Roadway Improvement Project  
Preconstruction Meeting Minutes.

Zelenkofske Axelrod, LLC

Findings During of the Audit of the  
Modified Cash Financial Statements.

Zelenkofske Axelrod, LLC

Financial Statements Modified Cash  
Basis for Year Ending December 31,  
2018

Jonathan C. Bower

Integrated Development Partners,  
LLC Intent to Submit an Application  
for State funds to Develop a New  
Community Park and Amphitheatre.

Willie Slade, Steelton-Highspire SD

Request for Support of Athletics by Purchasing Ad in the 2019 Football Program.

Steelton-Highspire High School

Thank You Card for Participation in Community Day.

Richard Smee

Regarding a Donation of a Handicap Transfer System at the Boat Dock.

Tom Russell, Junior Achievement

Thank You for Kelly Kratzer's Participation in the JA Program.

Hygienics Project Committee

Committee Meeting Minutes

Aerial Testing Company

Invoice for Aerial Device Test & Inspection for Fire Department.

Det. William Shaub

Traffic Study for Requested Four-Way Stop at Bessemer/Lebanon

**Unfinished Business:**

Mr. Proctor

Decision Regarding Bid Submitted by Republic Services for Trash/Recycling Services

Mr. Wion

Consideration of Resolution 2019-R-\_\_\_\_\_  
Entering into Interim Intermunicipal Operational Agreement with the City of Harrisburg for Waste Hauling and Recycling Services

Mr. Wion

Approval of Ordinance 2019-\_\_\_\_\_

AN ORDINANCE OF THE BOROUGH OF STEELTON, DAUPHIN COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, CHAPTER 16 "PENSIONS", ARTICLE I "EMPLOYEE PENSION PLAN" AND ARTICLE II "RETIREMENT COMPENSATION" IN THEIR ENTIRETY AND ESTABLISHING NEW ARTICLE I "EMPLOYEE PENSION" RELATIVE TO THE ESTABLISHMENT AND MAINTENANCE OF BOROUGH EMPLOYEES PENSION, ANNUITY, INSURANCE AND BENEFIT FUND OR FUNDS, TO AMEND CERTAIN PROVISIONS OF THE PENSION PLAN OR PROGRAM APPLICABLE TO THE



ADMINISTRATIVE EMPLOYEES OF SAID BOROUGH AND TO RESTATE IN ITS  
ENTIRETY SUCH PENSION PLAN OR PROGRAM.

Mr. Wion	Update on Trust and Custodial Agreements with US Bank for Custodial and Trustee Services related to Steelton Non-Uniform and Uniform Pensions
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Mr. Heefner	Leasing of Vehicles for Public Works Department – UPDATE
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Mr. Heefner	Update on Repair of Swatara Street Board Walk
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Mr. Heefner	Update on No Truck Parking Sign – 4 <sup>th</sup> Alley – East End
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**New Business:**

Mr. Brown	Request for Removal of Special Parking Permit Removal at 602 S. Second Street
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Mr. Brown	Approval of Overtime for Three (3) Public Works Employees for Steelton Fest, June 22 <sup>nd</sup> , 2019
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Mr. Brown	Approval to Submit Repository Bid in the Amount of \$500.00 to Dauphin County for Purchase of 200 Frank S. Brown Boulevard – Total Price with Fees \$657.00
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Mr. Brown	Approval to Perform Phase I Assessment on 200 Frank S. Brown Boulevard
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**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss police personnel issues, public works personnel issues.

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
June 17, 2019

**Present:**

Brian Proctor, President	Mayor Maria Marcinko
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President Pro Tem	Douglas Brown, Borough Manager
Dennis Heefner	Anthony Minium, Police Chief
Kelly Kratzer	Eugene Vance, Fire Chief
William Krovic	Aaron Curry, Codes Officer
Olivia Palermo	Keith Miller, Foreman, P.W. Department,
Natashia Woods	Michael Whittaker, Property Management

Absent with cause: Thommie Leggett-Robinson

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

Council reviewed the minutes from the June 3, 2019, and June 6, 2019 meetings. *Ms. Kratzer moved and Ms. Woods seconded the motion that the minutes be accepted as presented. The motion was passed by a unanimous vote of the Council.*

There were no public comments made on agenda items.

*After review, Mr. Segina moved that the schedule of billing, requisitions, and change orders for May 2019 be accepted as presented. Ms. Kratzer seconded the motion which passed by a unanimous vote of the Council.*

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

- In addition to the written report, Mr. Segina stated that at the Committee meeting it was noted that the ladder truck will need to be repaired soon. Also, they are using grant funds to get the needed led lighting. Mr. Proctor reiterated that the Fire Department does need a new ladder truck and it will cost between \$ 1.5 and \$2 million.

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

In his oral report, Mr. Heefner stated:

- In the future, approximately \$60,000.00 will be needed to replace the grinders at the pumping station. A company from New Jersey came to look at the grinders and reported that they do not need to be replaced at this time. The problem is that the sewage from Swatara Township contains a lot of trash, which clogs the system and makes it difficult for the grinders to handle the debris. He suggested that the

Borough pursue grant funds to help pay for the inevitable replacement of the grinders. He also noted that there was a training program, in New Jersey, that would teach staff how to handle the grinders and perform repair and maintenance of the system. He recommended that staff be allowed to attend the training.

- The new camera was used to review the pipes for blockages at the sinkhole located on the Westside. He recommended that staff attend a free two-day class that is offered in New Jersey which will teach staff how to use the computer system and other components included with the new purchase.
- The sewer truck has been repaired, however, it is not available because the company will not release the truck until they receive full payment for the repair. Mr. Brown stated that \$1,500.00 would cover the cost that the company requires. The issue is that once the amount is paid, the Borough will have to find a way to recover funds that would not have been charged. The problem with the truck was reported prior to the expiration of the warranty, however, the problem with the truck was not discovered and solved until after the warranty expired. The Borough contends that the repair cost should go to the original seller since it was unable to find and resolve the problem in a timely manner. President Proctor asked Mr. Wion to review the situation and help find a solution. Mr. Heefner stated that once the sewer truck is operational, it can clean the pipes and the camera can be used to determine the condition of the pipes.
- He and Ms. Woods visited the Boat Dock. They noted that there is an excess because of a natural spring.
- That the newly hired staff is working hard and are true assets to the Borough.

President Proctor addressed Ms. Woods and Mr. Heefner regarding the Boat Dock area. He stated that there was discussion about naming the Boat Dock in honor of Representative Ron Buxton, who was instrumental in the Borough getting the Boat Dock and Pavilion. He requested that they try to organize a naming ceremony before the summer is over.

#### Parks and Recreation Committee (Oral Report)

Ms. Woods reported that the First Annual Community Heroes event was held on June 15, 2019. Mr. Emmuel Powell and Mr. Steve Mull were the honorees. The event was supported by the American Legion on Harrisburg Street. She thanked persons for attending the event. She acknowledged that she and Mr. Heefner visited the Boat Dock, and noted that it needed some work. She also reported that the staff was working hard to make things look nice. Ms. Woods stated that she spoke to one person who frequents the Boat Dock on a regular basis who suggested that the ability to purchase permits online would be a big improvement to the services offered. She announced that the sandlot at the Fourth Street Park is in disrepair and should be removed. Finally, she announced that the next Committee meeting is scheduled for June 20, 2019, at 6:00p.m.

NEDC Committee – there was no report.

#### Stormwater Committee (Oral Update)

Ms. Kratzer stated that the Committee is scheduled to meet with HRG on July 18, 2018.

#### Mayor's Report (Oral Report)

Mayor Marcinko stated that:

- She and the Police Department are continuing to work on the accreditation of the Police Department
- The Municipal Police Officer test is being given.
- She asked Council to consider designating the third-floor restroom as the female locker room. Chief Minium confirmed that Mr. Proctor advised him that the female officer can use the restroom as a locker room.
- She reported that she was on a ride-along and complained about the condition of the Boat Dock, the vehicles on the bottom dock, the weeds on the fence at Veteran's Park, and the shaky bar at the Locust Street steps.
- She thanked Mr. Heefner because on June 15, 2019, she noted that the Boat Dock and Veteran's Park had been cleaned up.
- The tent for Steelton Fest was erected and she asked that the Police Department does whatever is necessary to prevent it from being vandalized before June 22, 2019.

#### Jr. Councilperson Report - (Oral)

Ms. Palermo stated that she had no report at this time. Mr. Proctor requested that she and Ms. Woods come up with some things to do during the summer.

#### Borough Manager's Report (Oral Report)

Mr. Brown reported that:

- ✓ He had a meeting with a representative from HRG regarding services related to the development of a stormwater fee.
- ✓ MidPenn bank is working with bridge financing for Tri-County Housing Development Corporation for the Frank S. Brown Redevelopment Project. The bank has received the necessary financial reports from Dauphin County Redevelopment Authority in order to proceed with financing. This action places the project back on track.
- ✓ The Borough is assisting Innovative Development Partners with a Redevelopment Assisting Grant application, an Industrial Sites Reuse Program (ISRP) application, and a Department of Conservation & Natural Resources (DCNR) Park Grant application. If obtained, the grants will help with the development moving of the stormwater line, environmental remediation, and some site work related to the Park/Amphitheatre. The Developer plans to make a presentation to the Planning Commission at the August meeting.
- ✓ The 2019 Roadway Improvement Project has moved the beginning of the project to July because additional curb design was needed. The revised work schedule was provided to the Council. The Contractor has agreed to notify both the Police Department and residents of any traffic pattern changes or flagging related to milling and re-pavement of the streets.

*Mr. Segina moved that the Department Reports be accepted as provided. Ms. Kratzer seconded the motion which passed by a unanimous vote of the Council.*

The following communications were received by the Council:

Matthew Lena, the HRG Project Manager for the 2019 Roadway Improvement Project submitted the minutes from the June 6, 2019, Preconstruction Meeting. Also attached was the schedule for the completion of the project.

Zelenkofske Axelrod, LLC, completed the 2018 Steelton Borough Audit and submitted the findings of the Audit of the Modified Cash Financial Statements.

Zelenkofske Axelrod, LLC submitted the Financial Statements Modified Cash Basis for Year Ending December 31, 2018

Jonathan C. Bower, the Managing Partner for Integrated Development Partners, LLC, sent a letter informing the Borough of their intent to submit an application for state funds to develop a new community park and amphitheater.

Willie Slade, Steelton-Highspire SD Athletic Director sent a request that the Borough support athletics by purchasing an ad in the 2019 Football Program.

Kate Gallagher and her Steelton-Highspire High School class sent a Thank You Card for the Borough's assistance in their participation of Community Day.

Richard Smee sent a letter offering to donate a handicapped transfer system at the Boat Dock.

Tom Russell, President, Junior Achievement of South Central PA sent the Borough a Thank You for Kelly Kratzer's work as a classroom volunteer in the JA Program.

The Hygienic Project Committee submitted its June 4, 2019, Committee Meeting Minutes.

Aerial Testing Company submitted a \$1,295.00 Invoice for Aerial Device Test & Inspection for the Fire Department. It was noted that the invoice was paid for by the Fire Department.

Detective William Shaub submitted a response to the request for a four-way stop sign at Bessemer/Lebanon Streets.

### **Unfinished Business:**

Mr. Proctor requested that the Council take action regarding the bid for Public Waste Disposal and Recycling Services submitted from Republic Services. *Mr. Segina moved that the bid from Republic Services be rejected. Mr. Heefner seconded the motion. The roll call vote results are:*

*Ms. Kratzer – yes*

*Mr. Krovic - yes*

*Mr. Heefner –yes*

*Ms. Woods - yes*

*Mr. Segina - yes*

*Mr. Proctor – yes*

*The motion carried by a unanimous vote of the Council.*

Ms. Hodge entered the meeting.

Mr. Wion asked the Council to consider the passage of a Resolution to enter into an Interim Intergovernmental Agreement with the City of Harrisburg for Public Waste Hauling and Recycling Services. Mr. Wion pointed out that the current contract with Republic Services expires at the end of June 2019. Since the Council rejected the bid from Republic Services, which was the only bid submitted, action must be taken to provide services to the community beginning July 1, 2019. The requirement that the Borough provide those services is documented

the Book of Ordinances Chapter 92 for Public Waste and Chapter 86 for Recycling. Mr. Wion suggested the Borough enter an Interim Agreement until all parties can complete an Intergovernmental Agreement as detailed in the Intergovernmental Act.

*Ms. Kratzer moved and Ms. Woods seconded the motion that Resolution 2019-R-18, approving an Interim Intergovernmental Agreement between the City of Harrisburg and the Borough of Steelton, be adopted. There was a call for a roll call vote:*

*Ms. Woods –yes*

*Mr. Heefner – yes*

*Mr. Proctor - yes*

*Mr. Krovic – yes*

*Ms. Hodge - yes*

*Ms. Kratzer - yes*

*Mr. Segina – yes*

*The motion passed by a unanimous vote of the Council.*

Mr. Wion suggested Council consider approving proposed Ordinance 2019-6, which would amend the Code of Ordinances of the Borough of Steelton, Chapter 16 “Pensions”, Article I “Employee Pension Plan” and Article II “Retirement Compensation by their deletion and the establishment of a new Article I “Employee Pension”. This action is required because Council selected a new Investment Manager. The current Manager, which was provided through the Borough’s current Non-Uniformed Employee Pension Plan with the Pa State Association of Boroughs Pension Plan, will no longer serve in that capacity. Ordinance 2019-6 terminates the relationship with the Pa State Association of Boroughs Pension Plan and establishes the new and updated Steelton Borough Employees Pension Plan. *Mr. Segina moved and Mr. Krovic seconded the motion that Council adopts Ordinance 2019 – 06, Regarding the Establishment and Maintenance of the Steelton Borough Employee Pension Plan, Annuity, Insurance and Benefit Fund or Funds for Uniformed and Non-Uniformed Employees, and that this plan contains an updated version of the current plan. The motion was approved by a unanimous vote of the Council.*

Mr. Wion informed the Council about the need to update the Trust and Custodial Agreements with US Bank for Custodial and Trustee Services related to Steelton Non-Uniform and Uniform Pensions. This update must be made because the Borough is no longer a part of the PA Association of Boroughs Pension Plan, and the Custodial and Trustee Services were included in that Pension Plan. With the passage of Ordinance 2019-06, the Steelton Borough Council becomes the Plan Administrator, by default, although it is able to appoint a Committee to actually perform the duties of Administrator. US Bank will be re-established as the Trustee of the Trust under the new Trust Agreement. Mr. Wion suggested that the Council form a Committee consisting of Council members, and a representative from the Police Department and a Non-Uniformed person to serve as the Plan Administrator. Mr. Brown stated that he has been working on making the changes to the Pension Plan for a year and the other entities are anxious to finalize the plan. Currently, Mr. Wion is reviewing the agreement, which then has to be approved by the US Bank before it can be executed. Mr. Brown requested that Council authorize him, in consultation with Mr. Wion and Mr. Proctor, to execute the Interim Custodial Trustee Fee and Custodial Agreement in order to bring this project to a close. The Council agreed to authorize Mr. Brown to take action necessary to move the Agreement forward so that it can come to the Council for the final vote.

Mr. Heefner provided information regarding the recommendation to lease vehicles for the Department of Public Works Department. He requested that the Council enter into an agreement with Enterprise Leasing to obtain three vehicles - two pick-up trucks and one dump truck. He reported that other municipalities and companies have used the leasing service and report being happy with the service. The vehicles the Borough currently owns need repair and at least one vehicle is almost unrepairable. Enterprise Lease offers a rent to own program. Mr. Heefner expressed concern for the safety of staff using current vehicles, particularly in the winter months. He stated that he thought one pick-up truck could be paid for from the Sewer Fund and the other pick-up truck and the dump truck could be paid for from the General Fund. By ordering the vehicles at this time, they will be available to the Borough in September or October, so only about three months of rental fees would be required under the current budget. He further stated that in four or five years when the vehicles needed to be replaced, that Enterprise would sell the vehicles and give the Borough credit toward the purchase of new vehicles. He also made the point that new vehicles would require less maintenance, so therefore the obtaining new vehicles would provide large savings to the Borough. The purchasing program that will be used the federal equivalent to the Co-Stars program operated by the state. Mr. Wion stated that he had concerns about the contract, including whether or not it would constitute a violation of the Debt Service Act. He stated that he has requested a meeting with staff and Council members to discuss his concerns, prior to meeting with the representative from the leasing company. The Steelton Leasing Committee meeting has not been held, although it was scheduled. Ms. Hodge asked if there could be a Leasing Committee meeting in which all the issues are clarified and a recommendation brought back to the Council in a special meeting since there seems to be a time frame issue. It was earlier noted that if action on the leasing agreement is not taken soon, the lease and receipt of the vehicles will be in the winter months. *Ms. Hodge moved that the decision regarding the leasing of vehicles for the Department of Public Works be tabled until the Steelton Borough Leasing Committee has reached a conclusion regarding the terms of the lease agreement. Ms. Kratzer seconded the motion.* During the "question" phase of the voting process, there was discussion about how leasing the vehicles at this time will affect the 2020 budget, the interest rate offered by the leasing agency versus a bond interest rate, whether or not current repair costs are equal to the cost of the lease, current debt cost, and the possible funding sources. *The motion was passed by a unanimous vote of the Council.*

Mr. Heefner presented two estimates for repair of the Swatara Street Board Walk. The first bid presented was Mr. H. Kenneth Waggoner doing business as Ken Clean Masonry Surgeons. His bid was \$12,440.00, for labor and materials. The second bidder was Mr. Tony LiBrandi doing business as TLC. His bid was for \$12,150.00, however, he requested a \$6,000.00 down payment, which the Borough will not pay. Mr. Brown was instructed to contact Mr. LiBrandi regarding his request for a down payment. If he agrees to waive the down payment he will be awarded the contract, if not, the contract will be awarded to Ken Clean Masonry Surgeons.

Mr. Heefner stated that an engineering study must be completed before a decision can be made of the installation of a NO TRUCK parking sign on Fourth Alley in the East End. Mr. Brown was instructed to contact HRG to get an estimate of the cost of conducting the engineering study before any movement is made on this request.



### **New Business:**

Mr. Brown made a request regarding the elimination of a Special Purpose Parking Permit. *Mr. Heefner moved and Mr. Segina seconded the motion that Resolution 2019 –R-19, removing the Special Purpose Parking Permit at 602 S. Second Street be passed. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested approval for overtime for three Public Works Employees for the June 22, 2019 Steelton Fest. The staff would be responsible for trash, trash cans, setting up, tearing down and other needs to make a successful event. Mr. Proctor stated that any additional money needed (including overtime pay) may be available from the grant which is sponsoring the event. Mayor Marcinko asked is that included police overtime. Mr. Proctor stated that it would all be submitted, and if approved by the grantor, would be reimbursed. Ms. Kratzer asked whether office staff would be paid overtime, earn compensatory time, or be considered volunteers. Mr. Proctor stated that staff will have to make a written statement clarifying the circumstances under which they are working at the Fest. Ms. Hodge suggested that a list of employees and their status be made available. *Ms. Kratzer moved and Ms. Woods seconded the motion to allow three persons from the Public Works Department to work overtime at Steelton Fest. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested approval to submit a Repository Bid for the house on Frank Brown Boulevard. This is the first step toward securing the right to demolish the building, which is a blight and safety problem. Council and the School Board will have to approve the acceptance of the bid before the demolition can begin. *Mr. Segina moved and Mr. Krovic seconded the motion that Mr. Brown be authorized to submit a Repository Bid in the Amount of \$500.00 plus filing fees to Dauphin County for Purchase of 200 Frank S. Brown Boulevard for a total price of \$657.00. The Council approved the motion by a unanimous vote.*

Mr. Brown requested approval to perform Phase I on the 200 Frank S. Brown property. HRG has submitted an informal proposal to conduct an environmental inspection of the property to determine if asbestos, an oil tank or other environmentally sensitive materials are on the property. Mr. Brown reports that \$50,000.00 is in the budget for demolition, so funds are available to fund the project. *Mr. Segina moved that HRG be authorized to conduct an environmental inspection of the property at 200 Frank S. Brown Boulevard at a cost of \$3,960.00, pending a formal proposal approved by Mr. Wion. Ms. Kratzer seconded the motion, which was passed by a unanimous vote of the Council.*

### **Public Comments:**

Emmuel Powell 321 Lebanon Street asked if the Fire Department could burn down old buildings as a part of their training. Ms. Kratzer informed him that some of the properties have been used for that purpose. Secondly, he asked why the Codes Officers could not go on private property since it had been done by Codes Officers. Mr. Proctor stated that he would have Mr. Curry and Chief Minium investigate the issue.

Chief Minium came forward to discuss the request for a traffic study to determine if a four-way stop was feasible at a location. He stated that there had been a communication problem regarding the request for studies. The problem has been resolved and all request will be processed

immediately. He stated that he has instructed the Officers not to deny a request without investigating all possible avenues to approve the request. He further stated that residents on Second Street have requested that the section between Pine and Frank Brown Boulevard be designated as one-way. He was reminded that both Harrisburg and Pine Streets are state roads and PennDOT must approve any changes on those streets.

Council Members expressed the following concerns:

Ms. Kratzer thanked persons for attending the meeting and for attending the First Annual Community Heroes event. She thanked Mr. Powell for his service to the community. She attended a meeting of the Resolution & Policy Committee of the Boroughs Association. She stated that there were four things that were of particular interest to the Steelton Community:

- 1) the membership made a unanimous vote in support of the Governor's request for support of the RestorePA effort.
- 2) there is legislation to amend the urban redevelopment law.
- 3) Historical Preservation funds have been cut from \$150 million to \$ 2.5 million and the Association is requesting that money be increased to its original level. Boroughs are asking Congress to provide \$ 148.5 million for historic preservation.
- 4) there is a resolution pending which would require PennDOT to take care of all sewer water inlets drains or related issues on state roads.

Mr. Heefner, Mr. Wion, Ms. Palermo, and Mr. Brown had no concerns that had not already been addressed.

Mr. Krovic and Mr. Woods thanked persons for attending the meeting. Ms. Woods thanked and added that she was glad that the trash issue had been resolved.

Mr. Segina suggested that action should be taken regarding the bill coming from Republic Services for the next quarter. He expressed concern about how the community will be informed that they should not pay the bill, particularly since they will soon receive a bill from Harrisburg. He wanted to know how many emails and letters the Borough has already sent out to the public. He mentioned Steelton Fest and stated that he hoped persons would attend. He addressed the reoccurring questions raised about the Borough finances. He explained that when he makes statements regarding financing it is not personal, but from the view of the Finance Committee. He stated that he wanted the Council to be aware of what is happening with the money. He further stated that as Finance Chair, he has to be concerned about where the money to pay new items will be obtained and that it would be good if it was possible to know that for each new thing would replace an old thing in the budget.

Ms. Hodge stated that she appreciated everyone coming out and being a part of the process. She expressed her position that the Council should do what is right for the entire community and not just one section of town or one person. Further, she feels that the Borough has progressed during the 26 years that she has lived here. She stated that she will continue to do what she thinks is right as long as the citizens of the Borough trust her to do so. She apologized for not attending the First Annual Community Heroes and stated that she did not receive the information in a timely manner. She congratulated Mr. Powell on his being honored.

Mayor Marcinko congratulated Ms. Woods on the success of the Community Heroes celebration. She congratulated Mr. Powell and stated that she was glad that she was able to attend the celebration. Mayor Marcinko drove down Second and Locust Streets and noted that persons from Habitat for Humanities were working on the houses there. Finally, she requested that work continues on the Boat Dock Pavilion to ensure that it will look good for the Fishing Tournament scheduled for July.

There was no Executive Session or other business discussed.

*Mr. Segina moved and Ms. Woods seconded the motion that the meeting of the Steelton Borough Council be adjourned at 8:17 p.m. The motion carried by a unanimous vote of the Council.*

Respectfully submitted,

  
Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

July 15, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** June 17, 2019

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** June 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 Sewer Force Main Break

Update on Harrisburg Trash Services

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. Robert Welsh

Request for Co-Applicant Status of  
2019-2020 Gaming Grant

Mr. Randy Watts, HRG

Monthly Engineer's Report.

### **ACTION ITEMS:**

Award of Sanitary Sewer Project  
2019-01 to Standard Pipe Services,  
LLC. in the Amount of \$77,345.00.

Approval of Conceptual Sketch  
Skate Park Phase II

Approval of Agreement for Survey  
Related to Retaining Wall behind  
101 Locust Street.

Approval of 101 Locust Street  
Boundary Survey Proposal

Discussion Of Stoner Hygienic  
School Monument Proposal

**Communications:**

Cathi Shiflett, ProChamps

Sample Postcards to Owners of  
Vacant Properties under the New  
Ordinance

Patrolman William Snyder

Denial of Request for Special Purpose  
Parking at 350 South Third Street.

Patrolman William Snyder

Denial of No Truck Parking Sign –  
4<sup>th</sup> Alley – East End.

Patrolman William Snyder

Denial of NO PARKING sign on  
Second & T Streets.

Patrolman William Snyder

Deferral of request for Four-Way  
Stop Sign on Pine and Harrisburg  
Streets.

Patrolman William Snyder

Denial of request for Four-Way  
Stop Sign on Bessemer & Lebanon  
Streets.

Patrolman William Snyder

Report on Speeding on North &  
Jefferson Streets.

Douglas Brown, Steelton Borough Manager

Copy of Letter to Dauphin County  
Gaming Advisory Board Requesting  
Support for Grant Application.

BCEC Investments

LERTA-IDRPATEA Program  
Application.

HRG Engineering & Related Services

Copy of Construction Project  
Monitoring Report for Storm Sewer  
System Inspection & Cleaning  
Project & Washington Street Sewer  
Rehabilitation Project.

Dauphin County Municipal Report

Record of Real Estate Transfers for  
April 2019

FEMA

Observer Report

Douglas Brown, Steelton Borough Manager

Copy of Letter to Sally Blunt  
Regarding Possible Purchase of 158  
Daron Alley.

Dauphin County Conservation District

Letter Regarding Erosion &  
Settlement Plan for WSHO-HARR  
Susquehanna River Crossing,  
Steelton Borough & Swatara  
Township

Dauphin/Lebanon County Boroughs Association

Invitation to July 23, 2019 6:30 p.m.  
Meeting at Perkins Restaurant on  
Linglestown Road, Harrisburg  
including Agenda and Draft Minutes.

**Unfinished Business:**

Mr. Heefner

Update of Enterprise Quotes for  
Public Works Department Vehicles

Mr. Heefner

Update on Repair of Swatara Street  
(Board Walk)

Mr. Brown

Update of Request for Four-Way  
STOP SIGN on Sweetbriar Alley

Mr. Wion

Update on Trust and Custodial  
Agreements with US Bank for  
Custodial and Trustee Services  
related to Steelton Non-Uniform and  
Uniform Pensions

**New Business:**

Mr. Watts

Discussion of GIS Proposal Mapping  
of Steelton Borough Sewer System  
and Associated Training.

Mr. Wion	Approval of Agreement between Ade Bakare-McNees Wallace for Services Related to Stormwater Authority.
Mr. Brown	Ratification of Proposal from Tom Stoner to Provide Emergency Demolition Services at 200 Frank S. Brown Boulevard.
Mr. Wion	Ratification of (1) Master Equity Lease Agreement with Enterprise FM Trust for leasing: (a) 2019 Ford Model F-550 Vehicle for \$84,032.87 (b) 2 – 2019 Ford Model F – 350 vehicles for \$47,242.36 each (2) Amendment to Master Equity Lease Agreement amending Sections 12 and 17 (3) Quotes for vehicles (4) Maintenance Agreement with Enterprise Fleet Management, Inc. (5) Credit Application and (6) Authorized Signature Certificate authorizing President Brian Proctor to execute the above documents.
Mr. Brown	Approval of Quote from Triple D Enterprise to Power Wash Front & Locust Street Intersection.
Mr. Brown	Discussion of 2019-2020 Gaming Grant Application.
Mr. Wion	Resolution 2019-R-__ Approval of Special Purpose Parking Permit at 519 South Front Street, Michelle Foltz.
Mr. Wion	Resolution 2019-R-__ Approval of Special Purpose Parking Permit at 114 North Second Street, Florence Frazier

Mr. Wion

Resolution 2019-R- Approval of  
Special Purpose Parking Permit at  
139.South Second Street, Daniel &  
Jeanette Edwards.

Mr. Wion

Resolution 2019-R- Approval of  
Special Purpose Parking Permit at  
605 St. Mary's Drive, Mark  
Blanchard.

Ms. Woods

Request for Approval to Close Front  
Street for COEXIST Medical  
Cannabis Health Expo.

Ms. Woods

Request for Approval for a Block  
Party on Angle Avenue & Third  
Street, July 20, 2019 from noon to  
8:00 p.m.

Ms. Woods

Request for Approval from New  
Jerusalem AMEZ Church to Block  
Locust Street Between School Alley  
& Third Street for Church Program  
July 28, 2019 between 10:00 a.m. to  
6:00 p.m.

Mike Segina

Recommendations from Water  
Authority:  
One Year Deadline for Filing  
Request for Payment Relief.

\$1,550.50 in sewer relief to the  
owners of 11 North Harrisburg Street

**Public Comments:**

**Council Concerns:**



**Executive Session:** To discuss police personnel issues, public works personnel issues.

- Cleckner Separation Agreement
- Nate/Jerone wage rates
- BH Workers Comp

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
July 15, 2019

**Present:**

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

Mayor Maria Marcinko  
David Wion, Solicitor  
Randy Watts, Engineer – HRG  
Matt Warner, Surveyor – HRG  
Ade Bakare, Special Counsel, MW  
Douglas Brown, Borough Manager  
Anthony Minium, Police Chief  
Eugene Vance, Fire Chief  
Aaron Curry, Codes Officer  
Keith Miller, Foreman, Public Works  
Kathy McCool, Personnel Consultant  
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Olivia Palermo

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

Council reviewed the minutes from the June 17, 2019 meeting. *Mr. Segina moved and Mr. Krovic seconded the motion that the minutes be accepted as presented. The motion was passed by a unanimous vote of the Council.*

There were no public comments made on agenda items.

*After review, Mr. Segina moved that the schedule of billing, requisitions, and change orders for May 2019 be accepted as presented. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

Council Pro Tem Ms. Hodge arrived at the meeting at 6:45 p.m.

**Approval of Department and Committee Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

In addition to the Department's written report, Chief Minium announced that the County has completed the testing for new police staff, and the Borough will have a pool of ten candidates to consider for hire. He hopes to have candidates available for review by the Personnel Committee by October 2019.

Codes Department (Written Report)

Public Works (Written Statistical Reports)

In addition to the written report, Mr. Heefner provided an oral report in which he stated that:

1. The first week of trash pick-up with the City of Harrisburg did not go very smoothly, however, there was some improvement on the second week. During the first week, people put furniture out for pickup, however, Mr. Heefner talked with Aaron from Harrisburg and instructed them to only pick up one bulk item. Persons do not have to call in to request bulk item pickup. The items should just be placed out with the trash. There have been some issues with commercial versus non-commercial properties. He and the Public Works representatives from Harrisburg are meeting weekly to identify and resolve problems so that the program can run smoothly.
2. Regarding the Sanitary Sewer Explosion two weekends ago, the staff was on site for 45 hours then came to work on Monday. There were about thirty persons that came out to work and they had to dig three holes. The Garrison Company from New Jersey came to install the bypass and shut down valves, and Mr. Garrison was very patient since he had to wait for the holes to be dug before he could do the work that he came to do. S&E was present at the site, and they wanted to use their staff for tapping the line, however, Garrison was present and it was determined that the Garrison would complete the work. Mr. Wion noted that since this was an emergency sewer problem that required immediate work, the Borough engaged two companies to bypass the fractured system until it could be repaired. Since this was an emergency situation, the Borough was unable to place the work out for bid. The Borough has not received a bill for the work, however, when the bill is received, the Council will have to ratify the cost of the emergency expense. Mr. Heefner also reported that he planned to hold a meeting with persons from S&E, Keith, Scott, and Bobbie to set up a protocol for handling such a situation in the future. The Borough often contacts Keystone to handle smaller issues.
3. At a minimum, fixing the backhoe will cost \$35,000.00. Depending on what is found upon close inspection of the total problem, it is possible for the cost to rise as high as \$50,000.00. The cost of a new backhoe is \$125,000.00. The work on that piece of equipment could be completed in increments. Since the work can be completed in small pieces, Mr. Heefner recommends that the first action be to install a new gas tank, gas filter, and the lines that run to the filter and out to the engine. He further suggested renting a backhoe be considered until the issue can be thoroughly investigated and a final decision made. The equipment is especially needed now to repair the increasing number of sinkholes occurring in the Borough.
4. Mr. Heefner thinks that the repair of the Jefferson Street Station, where a blow-out occurred, should be the top priority at this time. He thinks that once the camera is working, they can determine if placing a new sleeve will repair the problem. The pipe is only three feet in the ground, therefore a deep cut is not required at this time. He recommends that the project on Washington Street be delayed until the other problems are resolved.

5. The east end sewer separation on Orange Street has been completed. The Department of Environmental Protection requires that a separation be done to any section that is below 80%, T Street was 63-65%, and the Borough was getting daily fines until it was fixed. R Street was running at 83% but occasionally drops below 50% and DEP was here yesterday and discussed that problem with Scott. Mr. Heefner recommends that the sewer separation at R Street be completed as soon as possible before it becomes a problem with DEP and DEP requires the sewer separation. Felton Street is staying up between 83-84% separation, however, at some point, it must also be addressed. He recommends that work on the Hoffer Street Plant be placed on hold. A contractor repaired the grinders at the Tredwick Street Plant, which relieved the Borough from spending \$60,000.00 to replace the grinders. At an earlier time, submersible grinders were recommended since they do not require the use of a lot of hydraulic oil, which is expensive and requires a lot of maintenance. He recommends the submersible grinders be installed. Mr. Proctor recommended that he, Randy, Brian, and Mr. Heefner need to meet outside the Council meeting to discuss the issues and establish priorities.
6. Mr. Heffner, again strongly recommends that the Council pursue grants to help pay for the repairs/new equipment needed to improve the infrastructure of the Borough.
7. Finally, he recommends that another person be hired before the snow plowing season begins. This will make it easier for staff to plow more of the Borough since the current number of staff is lower than had been in the past.

#### Parks and Recreation Committee (Oral Report)

Ms. Woods reported that the Committee will meet on July 18, 2019. The agenda will be to finalize activities scheduled for August 2019 and one event for September 2019.

#### NEDC Committee (Oral Report)

Mr. Segina reported that he, Mr. Wion and Mr. Curry met to discuss updating the Ordinances and Codes on property maintenance. He stated that next plan they are scheduled to work on is updating the rentals, Landlord/Tenant Ordinance, and inspections.

#### Stormwater Committee (Oral Update)

Ms. Kratzer reported that the Stormwater Planning Committee is planning to work with HRG and an attorney to discuss the formation of the Stormwater Committee

#### Mayor's Report (Oral Report)

Mayor Marcinko reported that Chief Minium is writing the policy for the body cameras which will be coming up soon. She commended persons for doing great work on the Steelton Fest and stated that it was a wonderful time. The Mayor attended an event at the Boat Dock and reported that it looks great, but needs to be updated because it is beginning to be very popular.

#### Jr. Councilperson Report (No Report)

Borough Manager's Report consisted of the following information:

- At the bottom of the agenda, it mentions the Hoffer Street Station. That item refers to the slip lining for 3<sup>rd</sup> and 7<sup>th</sup> Street, on which the bids were accepted and the action should be taken at this meeting.
- He reported on the applications for the Gaming Grants through the Dauphin County Local Share Grant Program. Borough grants are being requested in addition to a co-application with the Fire House for some personal protective equipment and the other request for co-application comes from the Prince of Peace Parish located at 815 S. Second Street. The church sponsors the Mary's Helpers Food and Clothing Pantry and would like to submit a grant request to purchase a van or panel truck to transport food supplies from the Central Food Bank, donations from local businesses. They are requesting \$50,000.00 and will need the Borough to sponsor their request as a co-applicant since the church and their services are an integral part of the Steelton community. Mr. Brown requested that the Council approve the request for co-sponsorship. In response to the request, *Mr. Segina moved and Ms. Woods seconded the motion that the Steelton Borough co-sign the Gaming Grant for the Prince of Peace Church. The motion passed by a unanimous vote of the Council.*

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

### **Presentations:**

Mr. Robert Welsh rescinded his request for co-sponsorship for his Gaming Grant Application for the Peace Beat Program. Therefore, he did not make a presentation to the Council.

Mr. Randy Watts, from HRG, the Borough's Engineering Contractor, presented an oral addition to his written Monthly Engineer's Report. He stated that the 2019 Roadway Improvements Project started earlier this week and is scheduled to be completed in early August 2019. The project started with paving at the Fourth Street site. The rest of his report resulted in the following actions:

*Mr. Heefner moved that the low bidder, Standard Pipe Services, LLC be awarded the contract to complete the 2019 Sanitary Sewer Project for the rehabilitation of 3<sup>rd</sup> Street and 7<sup>th</sup> Street with a contract price of \$77,345.00. Ms. Kratzer seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved and Ms. Woods seconded the motion that the Conceptual Sketch of Phase II of the Skate Park Project be approved as presented. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved and Ms. Kratzer seconded the motion that HRG be awarded a contract to Survey the Retaining Wall on the west stairwell of 101 Locust Street for \$6,900.00. The motion passed by a unanimous vote of the Council. The survey is to determine the property line at that*

location. The cost will be covered in total by the \$ 6,900.00 federal grant specifically obtained for that purpose.

Ms. Hodge stated that a bid to complete the Hygienic School Monument was received from T. R. Stoner, General Contractor. However, it was requested that the discussion and decision regarding a contractor be tabled until other bids for the project can be obtained.

*Mr. Segina moved and Mr. Krovic seconded the motion to accept the Engineering Report as presented. The motion passed by a unanimous vote of the Council.*

### **Communications:**

Cathi Shiflett, Government Support Administrator of ProChamps, a property management company, sent a sample of postcards that will be sent to persons owning vacant properties in the Borough. The cards will be sent to those persons to ensure compliance with the new Borough Ordinance.

Patrolman William Snyder of the Steelton Police Department sent the following pieces of correspondence to the Borough:

1. Denial of Request for Special Purpose Parking at 350 South Third Street.
2. Denial of No Truck Parking Sign – 4<sup>th</sup> Alley – East End.
  - a. Mr. Heffner requested another study be completed since the request was not for a No Truck Parking Sign, but for a No Delivery Truck sign. The residents in the area would like to prevent commercial trucks from traveling/making deliveries in the alley because it is too narrow. They would like the trucks to use the street for deliveries. The matter was referred back to Chief Minium.
3. Denial of NO PARKING sign on Second & T Streets.
4. Deferral of request for Four-Way Stop Sign on Pine and Harrisburg Streets.
5. Denial of request for Four-Way Stop Sign on Bessemer & Lebanon Streets.
6. A report on Speeding on North & Jefferson Streets.

Douglas Brown, Steelton Borough Manager, sent a copy of a letter to Dauphin County Gaming Advisory Board requesting support for a Grant Application.

BCEC Investments submitted a LERTA-IDRPATEA Program Application requesting tax exemption for improvements made to an existing commercial property located at 15 North Front Street.

HRG Engineering & Related Services sent a copy of the Construction Project Monitoring Report for Storm Sewer System Inspection & Cleaning Project & Washington Street Sewer Rehabilitation Project. The report was submitted to the Dauphin County Office of Community & Economic Development.

Dauphin County sent a copy of the Municipal Report Record of Real Estate Transfers that occurred in Steelton Borough in April 2019.

The Federal Emergency Management Agency sent a copy of the Observer Report completed May 7, 2019, at the Fire House. The report listed the names of persons who attended the meeting.

Douglas Brown, Steelton Borough Manager, submitted a copy of a letter to Sally Blunt regarding the proposal to purchase of her home which is located at 158 Daron Alley. The house attached to her home, 158 1/2 Daron Alley is scheduled for demolition because it is a safety hazard.

Dauphin County Conservation District sent a letter regarding the Erosion & Settlement Plan for PP&L EUC WSHO-HARR Susquehanna River Crossing, which is located in Steelton Borough & Swatara Township. The letter stated that the plan submitted was adequate to comply with the requirements of Chapter 102 of Administrative Code Title 25- the Department of Environmental Protection Rules and Regulations Pertaining to Erosion Control.

The Dauphin/Lebanon County Boroughs Association invited Council's participation in the July 23, 2019 meeting which will be held at 6:30 p.m. Perkins Restaurant on Linglestown Road, Harrisburg. The communication included the Agenda for the meeting and a draft of the minutes from the last meeting.

### **Unfinished Business:**

Mr. Heefner was scheduled to provide an update on the quotes from Enterprise Leasing for new vehicles for the Public Works Department. However, the information will be discussed by Mr. Wion later in the meeting.

Mr. Heefner was scheduled to present an update on the repair of Swatara Street (BoardWalk). However, there was no new information to be presented at this time.

Mr. Brown presented information regarding the request for a Four-Way STOP SIGN on Sweetbriar Alley. The response of the request submitted by Detective Sargent Bill Shaub suggested that a stop sign cannot be used to reduce speed or serve as a traffic calming device. He recommended another study be conducted to evaluate whether or not a speed bump would be more appropriate. The Detective noted that it was not a heavily traveled road, and he did not observe any cars speeding in the area. The Detective also noted that if the Council wanted to add a speed bump or other means of slowing traffic at that location, they should have the area reviewed by an engineer.

Mr. Wion provided an update on Trust and Custodial Agreements with US Bank for Custodial and Trustee Services related to Steelton Non-Uniform and Uniform Pensions. At the June 17<sup>th</sup> meeting, there was a discussion of the status of the agreements. Mr. Wion and Mr. Brown continued to work on completing the agreement. Once an agreement is reached, it and the other documents will be sent to US Bank for their approval.

### **New Business:**

Mr. Watts requested that the discussion of GIS Proposal Mapping of Steelton Borough Sewer System and associated training be tabled at this time.

Mr. Wion requested that Council approval of Agreement between Ade Bakare of McNees Wallace for Services Related to Stormwater Authority. Mr. Bakare was present to answer any questions coming from the Council. *Ms. Hodge moved and Ms. Kratzer seconded the motion that Council approves the Agreement with McNees and Wallace to provide services related to the*

*Stormwater Authority at a rate of \$270 per hour. The motion passed by a unanimous vote of the Council.* During the “question” period between the motion and the vote, Mr. Segina asked if Mr. Bakare could provide an estimate of the total cost of the project. He stated that he could not provide the answer at this time. However, following the initial meeting, when additional information is obtained, an estimate of cost can be provided.

Mr. Brown requested that Council ratification of the Proposal from T. R. Stoner, General Contractor to Provide Emergency Demolition Services at 200 Frank S. Brown Boulevard. Mr. Brown stated that the Borough had budgeted \$50,000 for demolition and Mr. Stoner’s bid did not exceed the budgeted amount. *Mr. Segina moved that the Council approve the proposal from T. R. Stoner, General Contractor to raze the property located at 200 Frank Brown Boulevard for a cost of \$21,527.00. Ms. Woods seconded the motion which passed by a unanimous vote to the Council.* Mr. Wion explained that the Borough has been dealing with this problem for some time. In April 2019, notice was given to the owners of the property that the building at this address is in a deteriorated and unsafe condition. They were given the option to demolish it at their own cost, or failing to demolish the structure or appeal recommendation of the Borough that it be demolished, that action would be taken by the Borough. The Johnstones were sent another notice, and on June 17, 2019, the Council received a letter from HRG reporting the severe deterioration and current condition of that structure and the determination that it was unstable and additional structure collapses would occur. It was also reported that future failures to act would affect the adjacent structure. HRG recommended the structure be demolished to ensure public safety. As a result, on an emergency basis, HRG contacted T. R. Stoner as a general contractor to secure the proposal that the Council just approved. Although in a normal situation bidding would be required, this was an emergency situation that required immediate action, and therefore the proposal was signed by the President and the Codes Officer who ordered the action. Action taken by Council this evening is a ratification of the emergency approval granted to T. R. Stoner.

Mr. Wion requested that the Council ratify the Master Equity Lease Agreement with Enterprise Fleet Management Trust for leasing which includes : (a) 2019 Ford Model F-550 Vehicle for \$84,032.87 (b) 2 – 2019 Ford Model F – 350 vehicles for \$47,242.36 each (2) Amendment to Master Equity Lease Agreement amending Sections 12 and 17 (3) Quotes for vehicles (4) Maintenance Agreement with Enterprise Fleet Management, Inc. (5) Credit Application and (6) Authorized Signature Certificate authorizing President Brian Proctor to execute the above documents. Mr. Wion explained that during the June 17, 2019 meeting of Council, there was an instruction that a meeting between Council members and Mr. Wion occur, after which there would be a meeting with a representative with Enterprise Leasing. Both meetings occurred and an agreement was made. Per the Council's instructions, President Proctor signed the documents. Therefore, the documents and actions are presented for ratification of the Council. *Ms. Hodge moved and Ms. Kratzer seconded the motion that the Council ratifies the Agreement and documents detailed above. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested the approval of the quote from Triple D Enterprise to Power Wash Front & Locust Street Intersection be tabled.

Mr. Brown requested that the Council approve the 2019-2020 Gaming Grant Applications that he will file. He recommends that the Borough pursues grants to fund:



- a. The co-sponsorship with the Steelton Fire Department for \$12,265.00 to purchase two pieces of personal protective equipment for the firefighters.
- b. The primary grant request is for \$115,000.00 to complete Phase II of the Skate Park Project.
- c. The second primary grant request is for \$ 45,423.00 to repay the debt on the 2018 Pierce Fire Truck.

*Ms. Hodge moved and Mr. Segina seconded the motion that the Gaming Grant Applications listed by Mr. Brown be supported by the Council. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented the following Resolutions for consideration by the Council:

1. Resolution 2019-R-20 Approval of Special Purpose Parking Permit at 519 South Front Street, Michelle Foltz.
2. Resolution 2019-R-21 Approval of Special Purpose Parking Permit at 114 North Second Street, Florence Frazier
3. Resolution 2019-R-22 Approval of Special Purpose Parking Permit at 139 South Second Street, Daniel Edwards.
4. Resolution 2019-R-23 Approval of Special Purpose Parking Permit at 605 St. Mary's Drive, Mark Blanchard.

*Ms. Hodge moved and Ms. Kratzer seconded the motion that Resolutions 2019 – R-20, R-21, R-R-22, and R-23 be approved. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved and Mr. Krovic seconded the request from Ms. Woods that Council approves the request to:*

- 1) *Close Front Street between Mohn and Swatara Streets, August 31, 11:00 a.m. to 9:00 p.m. for the COEXIST Steelton Cannabis Health Expo, which was approved by PennDot.*
- 2) *Block Angle Avenue & Third Street, for a Block Party July 20, 2019, from noon to 8:00 p.m.*
- 3) *Block Locust Street between School Alley & Third Street, July 28, 2019, between 10:00 a.m. to 6:00 p.m. for church program sponsored by New Jerusalem AMEZ Church.*
- 4) *To use the Memorial Park Pavilion for Natasha's Birthday Party on July 21, 2019, from noon to 4:00 p.m.*

*The motion was passed by a unanimous vote of the Council.*

Mr. Segina stated that after there was a discussion at the Water Authority meeting regarding the difficulty of trying to trace back three to four years to gather information regarding a request for relief on water and sewer bills. The Water Authority passed a motion at their last meeting. Therefore he recommended that the Council work in congruence with the Water Authority by setting a time limit on request for sewer leak relief. *Ms. Hodge moved and Ms. Woods seconded the motion to accept the recommendation from the Water Authority to set a one-year deadline, from the date of the sewer bill, for persons to file a request for leak relief. The motion passed by a unanimous vote of the Council.*

The discussion regarding the request for \$1,550.50 in sewer leak relief by the owners of 11 North Harrisburg Street was tabled.

**Public Comments:**

Emmuel Powell, 321 Lebanon Street was concerned about his request that a four-way stop sign is placed at the corners of Lincoln and Lebanon Streets. He was informed that a study was conducted and the Police Department determined that the signage was not appropriate at this time. He was instructed to consult with Police Chief Minium regarding the results of the street study.

**Council Concerns:**

Ms. Kratzer stated that she had no concerns at this time, however, she commended the persons who worked on Steelton Fest for doing a good job and specifically gave kudos to the Public Works staff.

Mr. Heefner presented two issues. A) the vacuum truck is not working correctly. He, Eric Cline, Mr. Brown, Mr. Miller, and Scott met earlier in the day regarding the poor performance of the trucks which are in poor repair. Mr. Cline was told that to continue to maintain a working relationship with the Borough, the trucks purchased from him must work efficiently. There is another business in New Jersey whose trucks are not working as expected. B) Once the water plant is sold, there will be four fewer persons to work with snow plowing. Therefore, he recommends that another person be hired during the fall to have a better chance of having most of the streets plowed.

Mayor Marcinko mentioned the event held at the Boat Dock. She stated that the Boat Dock was in good condition and “made Steelton proud”. Persons from other states attended the event and there were approximately 131 persons in attendance. Her second item was the need to eliminate the presence of tractor-trailers on Front Street since they present a traffic hazard. Mr. Proctor stated that the NEDC is working on a plan to address that issue, which should be ready for presentation to the Council in August. Mr. Wion will be included in the discussion of the plan.

Ms. Hodge thanked persons for coming out to the Steelton Fest. She stated that recognition was given for the community coming together. She also thanked persons for attending the meeting and participating in local and community government. Ms. Hodge also stated that will be continued efforts to push Steelton forward.

Mr. Segina wants Council to be aware of the issue of the sewer bill once the water system is sold. He and Ms. Maxwell have met with persons with Wallace McNees, Portnoff and HRG. They are looking forward to making recommendations to the Council on how the issue can be handled.

There were no other concerns expressed by Council Members or staff at this time.

Mr. Proctor thanked persons for attending the meeting. He informed those present that the U.S. Air Force will fill potholes in the Borough at no cost to the Borough. They will start in the East End and work schedule will be placed on the Borough Facebook page. Mr. Proctor and Ms. Kratzer attended an Air Force event in Middletown and obtained the information regarding the project during that event.

Ms. Kratzer stated that the Public Works staff deserve special commendations for their dedication and willingness to leave their families and work on the Sewer problem. Their presence showed that they feel a sense of satisfaction for doing their job.

Mr. Heefner stated that there was some push back on the persons that he and Ms. McCool recommended for the jobs. However, they hired persons with different skill sets that complement each other, but they really want to work.

*Mr. Segina moved that Council move into Executive Session to discuss personnel issues at 7:44 p.m. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of the Council.*

*Ms. Hodge moved that Council resumed regular session at 8:09 p.m. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of the Council.*

*Ms. Hodge moved that the Separation Agreement between the Borough of Steelton and Thomas Cleckner be accepted with the separation effective July 19, 2019. The motion was seconded by Mr. Segina and carried by a unanimous vote of the Council.*

*Ms. Hodge moved and Ms. Kratzer seconded the motion that Nate Handley and Jerome Spencer receive an increase in wages to \$15.00 per hour and that Frank Lowe receive an increase in wage to \$18.84 per hour with all increases retroactive to June 6, 2019. The motion passed by a unanimous vote of the Council.*

*Ms. Hodge moved and Mr. Segina seconded a motion that the Steelton Borough Council Meeting be adjourned at 8:11 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully submitted,

Douglas Brown, Secretary



**Steelton Borough Council Agenda**  
August 5<sup>th</sup>, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meeting:** June 17, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Randy Watts, Engineer HRG

Monthly Engineering Report

**Communication:**

Capital Region Council of Governments

Announcement of 14<sup>th</sup> Annual Picnic & Golf Tournament, September 16, 2019 at Sunset Golf Course in Middletown, PA.

HRG Engineering & Related Services

Notice of Intent to Award Contract for 2019 Sanitary Sewer Rehabilitation to Standard Pipe Services, LLC.

Chris Lengle, Highway Safety Network

Audit of Grant Recipients for Participation in the Buckle Up PA Seat Belt Enforcement & Education Program.

Timothy Wagner, PA DEP

Copy of Letter to Capital Region Water Regarding the Annual Wasteload Management Report.

Dauphin County DEDC

Announcing the Allocation of \$87,300.00 CDBG Funds for the 101 Locust Street Retaining Wall Project.

Dauphin County DEDC

Notification of Denial of CDBG Funds for the Steelton Revitalization Project 2019.

Dauphin County DEDC	Announcing the Allocation of \$95,000.00 CDBG Funds for the Micro-Small Business and Community Economic Development Portal Project.
Dauphin County DEDC	Notification of Denial of CDBG Funds for the Steelton Borough Repaving and Restoration Project.
Patrolman William Snyder	Denial of Request for Restriction of Delivery Trucks on South Fourth Alley Between Q and R Streets.
BNY Mellon	Performance Report for Steelton Police Pension Plan for Period Ending 06/30/2019.
Patrolman Willian Snyder	Letter Recommending the Request to Convert North Second Street Between Pine Street and Conestoga Street to a One-Way Street be denied.
PA Department of Agriculture	Notice of Order to Quarantine and Treatment of Spotted Lanternfly.
Board of Appeals Docket for Assessments	Schedule of Appeal for W&J Associates LLC - One South Front Street, Steelton PA.
Portnoff Law Associates	Comprehensive Status Report – 2018 Real Estate Taxes
PA Employee Pension Plan	Notice of Non-Uniformed Municipal Obligation for 2020
Grandparents Involved from the Start (GIFTS)	Request for Steelton to Co-Apply for 2019-2020 Local Share Grant

**Unfinished Business:**

Mr. Heefner

Approval of Request to Accept Proposal from Cleveland Brothers Equipment Co., Inc. for Repair of Backhoe – cost - \$ 34,092.19.

**New Business:**

Mr. Brown

Ratification of D&T Mechanical HVAC Proposal for Purchase of an Air Conditioner for Trewick Street Pumping Station – cost - \$3,815.00.

Ms. Woods

Request Approval for use of Steelton Boat Dock 8/23/2019 9:00 a.m. – 4:00 p.m. for Steelton Senior Center Picnic.

Request Approval for use of Steelton Boat Dock 9/14/2019 9:00 a.m. – 4:00 p.m. for Baby's 1<sup>st</sup> Birthday Party.

Mr. Wion

Resolution 2019-R-\_ Removing Special Purpose Parking Permit for Virginia Keister at 327 S. Front Street.

Mr. Brown

Request for Sewer Leak Relief from Lucinda Hill at One South Fourth Street.

Mr. Brown

Invoice from DeTraglia Excavating Inc. for Sewer for Work on Blueberry Alley between South Second Street & River Alley

Mr. Brown

Request for Waiver of Rental Inspection License from the Dauphin County Housing Authority

Mr. Brown

Recommendation for Posting Parking Restriction on Penn Street from Elm Street to Mulberry Street.

Ms. Kratzer

Recommendation to Place Camera at  
Ryan Mohn Park.

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Personnel Issues:

**Other Business:**

Mr. Heefner

Recommendation to Advertise Sewer  
Laborer Position

**Adjournment:**

## Steelton Borough Council Meeting

August 5<sup>th</sup>, 2019

### Present:

Brian Proctor, 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  
Eugene Vance, Fire Chief  
Keith Miller, Foreman, Public Works  
Kathy McCool, Personnel Consultant  
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Michael Segina, Aaron Curry

The meeting was called to order by President Proctor at 6:30 p.m. after which he led the body in the Pledge of Allegiance. Mayor Marcinko led a Moment of Silent Reflection. President Proctor added a Moment of Silence for the families of and the individuals who were killed and injured in the mass shootings that occurred in El Paso, TX, and Dayton, OH.

Council reviewed the minutes from the June 17, 2019 meeting. *Ms. Kratzer moved and Ms. Woods seconded the motion that the minutes be accepted as presented. The motion was passed by a unanimous vote of the Council.*

Mr. Randy Watts, the Engineer, presented the July Engineering Activities. In addition to the written report, he informed the Council that the 2019 Roadway Improvements Project is behind schedule because of a design issue concerning the ADA curb ramp specifications. The sub-contractor, who is working with the contractor, has been unable to present acceptable design plans. An obstacle to developing an acceptable design is the slopes in the Steelton area. Therefore, HRG requested that the Council approve a delayed date for substantial and final dates for completion. They are requesting the begin date be changed to August 19, 2019, with the substantial completion date of October 11, 2017, and the final completion date of October 25, 2019. Also, because of the delay, HRG proposes to shorten the time for completion of the project from 73 to 52 days. They will have an on-site supervisor to ensure that the work is completed at the high standards expected. President Proctor expressed his disappointment on the delay of the project. He also expressed concern from Mr. Heefner for the children walking to school and requested that work on Fourth Street be completed before August 26, 2019, when school opens. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the Engineering Report be accepted as presented. The motion passed by a unanimous vote of the Council. Mr. Heefner moved and Ms. Kratzer seconded the motion that the Council approves the request that the final completion date of the 2019 Roadway Improvements Project change from June 18, 2019, to October 25, 2019. The motion passed by a unanimous vote of the Council.*

There were no comments from the public regarding agenda items.



The following communications were reviewed by the Council:

The Capital Region Council of Governments announced that the 14<sup>th</sup> Annual Picnic and Golf Tournament will be held September 16, 2019, at the Sunset Golf Course in Middletown, PA. They asked that persons interested in attending or participating in the Tournament submit a registration form.

Herbert, Rowland & Grubic, Inc. Engineering & Related Services sent a copy of the letter to Standard Pipe Services, LLC notifying them that they were awarded the contract to complete the Sanitary Sewer Rehabilitation Project for the amount of \$77,345.00.

Chris Lengle from the Highway Safety Network requested that Council send the information needed to audit the grant provided for the Buckle-Up PA Seatbelt Enforcement & Education Program.

Timothy Wagner from the PA Department of Environmental Protection (DEP) sent a copy of the letter sent from DEP to Capital Region Water regarding the Annual Wasteload Management Report.

The Dauphin County Economic Development Corporation (DCEDC) sent an announcement notifying Steelton Borough that it is the recipient of an \$87,300.00 Community Development Block Grant (CDBG) earmarked for the completion of the 101 Locust Street Retaining Wall Project.

The DEDC sent an announcement notifying Steelton Borough that will not receive a grant to fund the Steelton Rehabilitation Project 2019.

The DEDC sent an announcement notifying Steelton Borough that it is the recipient of a \$95,000.00 CDBG Grant for the Micro-Small Business and Community Economic Development Portal Project.

The DEDC sent an announcement notifying Steelton Borough that it was not selected to receive CDBG Grant for the Repaving and Restoration Project.

Patrolman William Snyder submitted a report recommending the request to restrict delivery trucks from driving on South Fourth Alley between Q and R Streets be denied.

Mr. Heefner responded to the letter by stating that property owners are concerned that the alley is narrow and their property is damaged when the trucks drive on the unpaved area of the alley. Chief Minium stated that Patrolman Snyder's recommendation for denial is based on Borough roadway rules.

BNY Mellon submitted a Performance Report for the Steelton Police Pension Plan for the period ending 06/20/2019.

Patrolman Willian Snyder submitted a report recommending the request to convert North Second Street between Pine Street and Conestoga Street be denied.

The PA Department of Agriculture sent an Order to Quarantine and Treatment of the Spotted Lanternfly.

The Board of Appeals Docket for Assessments sent a schedule of Appeals. The appeal that applies to Steelton concerns W&J Associates, LLC for the property located at One South Front Street, Steelton, PA.

The PA Employment Pension Plan submitted a Notice of Non-Uniformed Municipal Obligation for 2020 for Steelton Borough. Upon Mr. Wion's recommendation, the Council took action on this notice. *Ms. Kratzer moved that the 2020 Obligation for Steelton Non-Uniformed Employees of \$ 209,648.00 be accepted. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Correspondence from the Grandparents Involved from the Start (GIFTS) requesting co-sponsorship for a CDBG was discussed later in the meeting.

The following Unfinished Business was discussed:

Mr. Heefner requested that Council accept a proposal from Cleveland Brothers to repair the backhoe. The proposal was for \$34,092.19 with the potential to increase to \$50,000.00 if additional necessary repairs are discovered during the process of completing the initially requested repairs. Mr. Wion informed Mr. Heefner that the law requires any proposals over \$20,600.00 go through the bid process. President Proctor suggested that Mr. Heefner consults the State purchase program, Co-Stars, to locate a new backhoe since the one currently owned by the Borough is inoperable. During the discussion, it was suggested that consideration be given to completing the most necessary repairs now and completing other repairs later. Mr. Heefner stated that in the past three weeks he discovered an old, inoperable backhoe sitting in the garage.

The following New Business was discussed:

Mr. Brown requested that the Council ratify the funds spent to install a new air conditioner in the Trewick Street Pumping Station. The new air conditioner was purchased on an emergency basis to maintain the climate necessary for the operation of that facility. The \$ 3,815.00 used to make the purchase was taken from the Sewer Fund. *Mr. Heefner moved and Ms. Kratzer seconded that the Council ratifies the purchase of the air condition for Trewick Street Pumping Station.* During the "Question" period, Mr. Heefner commented that the old air conditioner had been a problem for some time due to the lack of maintenance. Ms. Hodge asked if there was a service contract or warranty attached to the purchase. Mr. Brown will check to ensure that one is in place. *The Council voted unanimously to pass the motion.*

Ms. Woods presented three requests for use of the Boat Dock. The first is 8/23/2019 from 9:00 a.m. to 4:00 p.m. for the Steelton Senior Citizen Picnic. The second is 8/24-25, 2019 from 7:00 a.m. to 7:00 p.m. both days for the 717 Armory Big Cat Tournament. The third is 9/14/2019 from 1:00 p.m. to 7:00 p.m. for a Baby's First Birthday Celebration. *Mr. Heefner moved and Mr.*

*Krovic seconded the motion that the requests for use of the Boat Dock be approved. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented a request for the removal of a Special Purpose Parking Permit. *Ms. Kratzer moved and Ms. Woods seconded the motion that Resolution 2019-R-24 approving the Removal of the Special Purpose Parking Permit at 327 South Front Street be approved. The motion carried by a unanimous vote of the Council.*

For the information of the Council, Mr. Brown presented a request for sewer relief from the owner of One South Fourth Street and asked for Council's approval to work with the Relief Review Committee to help resolve the concern. There was a leak in the building, however, the water was absorbed into the ground and did not pass into the sewer system. Request for relief from water and sewer bills are reviewed by the Relief Review Committee of the Water Authority, who then make recommendations to the Water Authority and the Council regarding action on the requests. Mr. Brown explained that this request would be forwarded to that Committee for review and recommendation. Mr. Heefner stated that the Council should take action on the request for relief for sewer bills since the sewer is under the Department of Public Works and the Council. It was pointed out to Mr. Heefner that the Council takes action following a review and discussion of the Committee's recommendation. It was stated that the Committee does a thorough review of the case before making a recommendation. It was also pointed out that the Council takes independent action regarding sewer relief requests.

Mr. Brown presented a proposal from DeTraglia Excavating, Inc. to complete work initiated during the emergency repair work they did on the sewer on Blueberry Alley between South Second Street and River Alley. The information was presented for the Council's information, as the Borough moves into the budget season.

Mr. Brown presented the request for waiver of Rental Inspections License requested by the Dauphin County Housing Authority. He stated that he, Mr. Wion and Mr. Curry are investigating the request and will make a recommendation to the Council after the investigation.

Mr. Brown requested the discussion regarding the recommendation for posting parking restrictions on Penn Street from Elm Street to Mulberry Street was tabled until he obtains further information.

Ms. Kratzer requested that a camera be placed at the Ryan Mohn Park. There has been a lot of vandalism at the park and effort should be made to identify the culprit(s). She also stated that there are similar problems at other parks. However, she would like to begin with Mohn Park because of the extent of the vandalism and the expense incurred in repairing/replacing the damaged equipment. During the discussion, other Councilpersons agreed that something should be done to deter the destruction of parks. President Proctor recalled that the Borough owns game cameras and they could be used at the parks. Chief Minium stated that the Borough owns six cameras.

The following persons made public comments:

Roberta Cooper, 424 Ridge Street had three areas of concern:

- 1.) Can equipment that belongs to the Borough be used to fix broken equipment instead of just sitting in garages? President Proctor stated that he was unaware that unused equipment is stored. He also stated that the Borough does auction off unused equipment. Ms. Cooper recommended the Borough develop an inventory of equipment, including serial numbers. She was informed that the staff is in the process of developing such a list.
- 2.) Ms. Cooper asked if the Borough is aware of whether or not there is a service contract or warranty on a piece of equipment before purchasing the equipment, even it is purchased on an emergency basis. Ms. Hodge responded that she was interested in having a service contract or warranty on equipment as a part of the paperwork made with the purchase.
- 3.) Ms. Cooper has already talked with Mr. Heefner regarding the trash situation. She expressed concern about the number and type of trash cans that will be allowed under the new contract and, whether or not they will be repaired or replaced if damaged. Mr. Proctor informed her that the final long term contract between Harrisburg and Steelton has not been completed and the concerns she has expressed will be considered during the final negotiation period.

Melvin Watts of (inaudible) Woods Street spoke as a representative of Redeemed United Church of Jesus Christ (Apostolic), located at 860 Woods Street. Over the weekend, there is a problem with fallen telephone poles and trees in the street in front of the church. The church asked Mr. Watts to find out who is liable for damage done to the church if the trees surrounding the church should fall on church property. Ms. Hodge stated that she would have Mr. Curry and Mr. Whittaker look at the site to determine the physical condition of the trees. Mr. Heefner stated that he had already looked at it. Mr. Heefner stated that the Borough has insurance that will take care of any problem caused by the Borough for which the Borough is responsible. Mr. Watts requested that if Steelton Borough is liable, that information be put in writing. Mayor Marcinko stated that the trees located across the street from the church are in Swatara Township. Mr. Brown stated that he would investigate whether or not Steelton or Swatara Township is responsible for the area surrounding the church where the trees and poles are located. Ms. Hodge stated that everything Mr. Watts said was on the record.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if Steelton still had the cat program. Mayor Marcinko answered that it did, and she would give him the telephone number to call. Mr. Powell stated that people were coming in town dropping off cats. He was informed that through the program cats were spayed/neutered and tagged. He was also informed that there is nothing the Borough can do about the number of feral cats in the neighborhoods. He stated that he thought all the residents of the Borough should get free water since persons are asking for relief from water and sewer bills. He was concerned that he has to pay his bill on time while other persons are allowed to pay only a portion of their bill or allowed not to pay their bill until the bill gets high.

### **Council Concerns:**

Ms. Kratzer reminded persons to attend the National Night Out Program scheduled for 6:00 p.m. – 8:00 p.m. Tuesday, August 6, 2019, at the Football Field.

Mr. Heefner expressed three concerns:

1. Regarding the sewer blow out – the pipe had been leaking for a while as proven by the backpressure that occurred after the leak was fixed. During an inspection with Heather from DEP, he learned that Harrisburg has a ball with cameras that can flow on the stream in the pressurized pipes and see where the problems are located. The camera was discussed with HRG and they are looking into getting the inspection of the pipes completed.
2. Inquiries are being made with Blooming Glen Company from New Jersey to see if a maintenance contract can be developed. They are the company that is called in when there are problems with the pumping stations.
3. The Hoffer Street Pumping Station Project is on hold. He is having Blooming Glen come in to look at the operation and tell us what needs to be done. Ms. Hodge asked if there were contractors in Pennsylvania that could do the same work.

Mr. Krovic and Ms. Woods both thanked persons for coming out to the meeting.

Mr. Wion reminded the Council that an Executive Session scheduled to occur during this meeting. Mr. Brown clarified what would be addressed at the meeting.

Mayor Marcinko's concerns:

- ✓ She informed persons that Chief Minium has been appointed to the Governor's Council on Reform and Advocacy Committee and that he will be with Congressman Perry at Middletown High School with the Secret Service.
- ✓ The body camera policy has been approved by the District Attorney and they are now being tested.
- ✓ National Night Out is tomorrow night.
- ✓ The K-9 Golf Tournament is scheduled for September 7, 2019, and they are looking for players.
- ✓ She is constantly receiving complaints about the tractor-trailer trucks on Front Street and will continue to raise the issue until a resolution is enforced.
- ✓ She met with the Harrisburg City trash haulers and noted that the Director, Mr. Johnson, was working on the truck. He told her that he rides out every Wednesday, and she feels that shows they care about what they are doing. She also said that River Alley between Mohn Street and Swatara Street has never looked so good.
- ✓ She stated in the past three to four months she has noted that the Policemen know the names of persons in the community and the persons in the community know their names.

Ms. Hodge expressed four concerns:

- She requested that if any Council member has an issue with any staff person or what they are doing, that they reach out to Council leadership or the Chair of that Committee and let them deal with that staff before they bash the staff and make them look incompetent. She stated that Council and staff should work as a team. She believes the Borough has a good staff and that things are coming to a point that the community trusts the Council and staff. Ms. Hodge also stated that if Council members bash staff and tell people that staff

persons don't know what they are talking about, it is a reflection on the Council, not that staff person, who should be given correct information. She said that she would prefer that Council members discuss the issue among themselves and try to work out a protocol for action before taking it to the public.

- Ms. Hodge thanked persons who stayed out all night working on the sewer problem and acknowledged the difficulty of the job they performed on that assignment. She stated that she has the full, utmost respect, pride and confidence on persons hired by the Borough.
- She thanked persons from the community for attending the meeting and speaking up about their concerns.
- Ms. Hodge congratulated Chief Minium on his achievement and for the way that the Police Department handles itself, noting that the community appreciates the work they do.

President Proctor thanked persons for attending the meeting. He stated that he had the opportunity to observe an incident between the Swatara, Steelton, and Middletown police officers and a community person. He stated that the officers were in a potentially dangerous situation and showed restraint and level heads until the situation was resolved. He reported that this was the second delicate incident that has happened recently. President Proctor expressed appreciation for the policemen who place their lives on the line during their daily work.

*At 7:53 p.m. Ms. Hodge moved that the Council move into Executive Session to discuss personnel issues and Eminent Domain case 2006/CV/3889/CN. Ms. Kratzer seconded the motion which was approved by a unanimous vote of the Council.*

Following Council's return to the open meeting, Mr. Brown requested that the Council approve CDBG Grant co-sponsorship requests from the Grandparents Involved from the Start (GIFTS) Program and POP'S House. *Ms. Woods moved and Mr. Krovic seconded the motion that the Council serves as co-sponsors of the two programs in their request for CDBG grants. The motion passed by a unanimous vote of the Council.*

*Ms. Wood moved and Ms. Kratzer seconded the motion to advertise the Sewer Laborer position. The motion passed by a unanimous vote of the Council.*

*Ms. Hodge moved and Mr. Krovic seconded the motion that to adjourn the Steelton Borough Council Meeting at 8:25 p.m. The motion was passed by a unanimous vote of the Council.*

Respectfully Submitted,



Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

August 19, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** August 5, 2019

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** July, 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 Sewer Force Main Break
  - Update on Harrisburg Trash Services
- 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:**

**Communications:**

Dauphin County Office of the Controller

Audit of Steelton Borough  
Tax Collector.

Dauphin County Officer of the Controller

Annual Financial Report for  
the Year Ended December  
31, 2018.

Dauphin County Office of Tax Assessment

Interim Assessment List for  
Qualifying Properties to Add  
to Tax Roll 1/31-6/30 2019.

PA Department of Community and

Notice of Name Change for

Economic Development

Mr. Brown

Capital Water

**Unfinished Business:**

Mr. Heefner

Mr. Brown

Mr. Wion

Mr. Wion

**New Business:**

Mr. Brown

Mr. Brown

Mr. Brown

Mr. Segina

Mr. Segina

Early Intervention Program.

Copy of Letter to Redeem United Church of Jesus Christ Apostolic

Quarterly Meeting Information.

Approval of Quote to Repair Fuel Line, System, and Throttle for Backhoe.

Ratification of Invoice from EK Services Related to Repair of Sewer Force Main in the amount of \$62,117.08.

Resolution 2019-R-\_\_ Resolution for Emergency Maintenance Repairs & Replacement for Sanitary Sewer Line in W. Franklin. Street

Resolution 2019-R-\_\_ Resolution For Mitigating of an Emergency Requiring Demolition of 200 Frank S. Brown Boulevard.

Request for Co-Sponsorship of Gaming Grant by New Hope Living Baptist Church.

Request for Co-Sponsorship of Gaming Grant by Frank Rubinic.

Resolution 2019-R- \_\_ Establishing Special Purpose Parking for Crumlic at 641 North Third Street.

Request for Sewer Relief at 4 S. Front Street.

Request for Sewer Relief at 46 S. Harrisburg Street.



Mr. Brown

Request for Approval - 2020  
Hershey-Harrisburg Travel Guide  
Advertisement in Amount of  
\$2,975.

Mr. Brown

Approval to Engage RSR Appraisers  
to Appraise 247 Frank S. Brown  
Boulevard.

Mr. Wion

Notice of Need to Update Borough  
Comprehensive Plan

Mr. Brown

Reminder about Upcoming  
COEXIST Health Expo – August 31

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss police personnel issues, EMA personnel issues, public works, and personnel issues.

**Other Business:**

**Adjournment:**

## Steelton Borough Council Meeting Minutes

August 19, 2019

### Present:

Mike Segina, Vice President  
Keontay Hodge, President Pro Tem  
Dennis Heefner  
Kelly Kratzer

Mayor Maria Marcinko  
David Wion, Solicitor  
Douglas Brown, Borough Manager  
Anthony Minium, Police Chief  
Aaron Curry, Codes Officer  
Eugene Vance, Fire Chief  
Keith Miller, Foreman, Public Works  
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Brian Proctor, Olivia Palermo, Natasha Woods, and William Krovic

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 the August 5, 2019 meeting. *Mr. Heefner moved, and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion was passed by a unanimous vote of the Council.*

The Departmental and Committee Reports were presented for discussion and approval.

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Mr. Heefner asked about the weekly or monthly reports from the Codes Office. Mr. Brown stated that he just received reports for the last two weeks, which he would forward to the Council.

Ms. Hodge asked if Council was going into Executive Session. Mr. Brown responded in the positive. Ms. Hodge stated that she would wait until that session to discuss her concerns.

Public Works (Written Statistical Reports).

Mr. Heefner provided verbal updates regarding the trash services. He stated that things were working well except for issues with commercial establishments that are deemed residential. Per instructions from their attorney, Harrisburg is not picking up trash from those properties. Examples given were the businesses located under the bridge and the Italian Club. Harrisburg and Steelton are in the process of working out that issue. A review of the Trash Ordinance will occur August 21, 2019, to ensure that the things in the contract and the Ordinance are consistent. On the first mailing that went out from Harrisburg regarding the size trashcan needed, there were over 300 pieces of returned mail. Other returned mail included over 100 vacant buildings in Steelton. Harrisburg expressed concern that

they were not going to get revenue from the empty buildings, which could cause a problem with them breaking even or going in the red. Mr. Heefner referenced the Codes Department when discussing returned mail with an incorrect address. There is a discussion on how many free trash cans should be provided. Harrisburg wants the trash threshold to be 95 gallons, while our present Ordinance allows up to 128 gallons. Mr. Heefner would like to see more than 95 gallons accepted. He gave two examples: that one household currently uses four 35 gallon cans, another family has 11 children and 2 adults, and use 4 – 65-gallon cans. Harrisburg has indicated that there may be individual exceptions made in those cases. The representative from Harrisburg discussed using two 35-gallon cans for the elderly instead of getting 48-gallon cans. Mr. Heefner listed some of the issues they are trying to resolve, however, he also indicated that finding resolutions to the problem is a slow process. Mr. Segina asked when persons will receive their first bill for trash services from Harrisburg. Mr. Heefner explained that Harrisburg was having a computer program problem because they traditionally provide monthly invoices to their customers. Steelton customers are used to getting a quarterly bill, and their system and data input process have to be changed to accommodate the billing change. Mr. Segina asked Mr. Heefner's permission for Mr. Brown to place something on Facebook, indicating that the billing process is still in the works. Mr. Heefner stated that he had no problem with that being done. Mayor Marcinko noted that the letter sent by Harrisburg said that bills will be distributed in August, so people will have to be patient. "A written word for those who do not go on Facebook."

Parks and Recreation Committee (Oral Report) – No report.

At this point in the meeting, Ms. Roberta Cooper - 424 Ridge Street, had questions regarding the update of trash issues listed under Public Works Committee Report. The Vice President allowed Ms. Cooper to address the Council. She expressed concern about the administrative fee included in the documents submitted by the City of Harrisburg as a part of the temporary agreement. She was informed that the contract with Republic Services included an administrative fee. Ms. Cooper stated that she doubted that the general citizenry knew that Republic Services paid the Borough an administrative fee. She wanted to know why there was an administrative fee when Borough Employees were paid to handle Borough concerns. She also wanted to know what the Borough employees did with the trash service account. Mr. Brown informed her that staff troubleshoot problems, record information about those who do not have trash service, clean up the vacancy list, and other duties as required. Ms. Kratzer explained that any transition is difficult and that the public will receive answers to their questions as soon as the Council gets the answers. Mr. Segina stated that this is an interim contract that will expire at the end of the year and a permanent contract with Harrisburg should be worked out by then. Ms. Cooper stated that Harrisburg was not doing a better job than Republic Services since she still has to pick up trash cans lying in out on Ridge Street. Ms. Cooper was concerned that if things were not worked out with Harrisburg, the Borough will have to find another trash service company, which would create other problems. Ms. Hodge suggested that a transcript of the weekly meeting with Harrisburg be sent out so that she can have firsthand information about what happens in those meetings. Mayor Marcinko stated that she gets calls regarding trash questions, which she

presents to Mr. Heefner, and he tries to get answers to the concerns expressed. Mr. Heefner noted that during this process of transition that things were "fluid."

NEDC Committee (Oral Report) – No report because the meeting was canceled.

Stormwater Committee (Oral Update) – No report

Mayor's Report (Oral Report) – Mayor Marcinko reported:

- The National Night Out was a success, even though there was another event scheduled for that day and time. She will approach the entities about rescheduling their events. She further stated that next year, they hope to include the State Police helicopter.
- The Police Department body cameras will go live this week, and it will be announced to the media as soon as the officers are trained on how to use them.
- She received a letter from Emily Webb stating that she needs to complete an internship. She will serve as an intern with the Police Department.
- Mayor Marcinko stated that she was unaware of any discussions regarding the consolidation of Police services between Steelton and Middletown. Chief Minium was invited to make a 120-day interim contract to see what the issues were and try to get the Middletown Police Department back in order. She and Chief Minium agree that his participation in an interim contract is not in the best interest of the Borough and the Police Department in general. Therefore, he is withdrawing his name from consideration. Mayor Marcinko stated, for the record, that any and all discussions regarding the Middletown Police Department are "all off the table."
- Jr. Councilperson Report (Oral Report) - No report  
However, Ms. Kratzer reported that Ms. Palermo's biography has been submitted to the State Boroughs Association for inclusion in its newsletter.

Borough Manager's Report (Oral Report) – Mr. Brown reported:

- ✓ In connection with the Steel Works Redevelopment Project, a grant for \$1.5 million was received from the Redevelopment Assistance Grant from the Commonwealth which was given to help move the storm sewer line.
- ✓ The Dauphin County Redevelopment Authority is working with the Borough on the demolition of the remaining properties slated for the Redevelopment Project. August and the month of September will be used to advertise for bids, have pre-bid meetings, and award the bid. Demolition can begin in October and be completed by the end of the year.
- ✓ The building located at 200 Frank Brown Boulevard has been demolished, and the company is in the process of backfilling and cleaning up the property.
- ✓ Four Gaming Grants have been completed and will be submitted by the end of the month.
- ✓ He and Mr. Heefner are trying to get grant funds through the United States Department of Agriculture (USDA) for sewer related projects.
- ✓ He and Mr. Heefner are working on repaving projects with the U.S. Air Force.
- ✓ IVP will submit their plans during the October Planning Commission meeting.

*Ms. Kratzer moved, and Mr. Heefner seconded the motion that the Departmental and Committee Reports be accepted as presented. The motion passed by a unanimous vote of the Council.*

After review by Council, *Ms. Kratzer moved, and Mr. Heefner seconded the motion that the schedule of billing, requisitions, and change orders for July 2019 be accepted as presented. The motion passed by a unanimous vote of the Council.*

There were no presentations made during this Council meeting.

The following communications were sent to the Council for review:

Dauphin County Office of the Controller sent information concerning an audit conducted by the Steelton Borough Tax Collector.

Dauphin County Office of the Controller submitted the Annual Financial Report for the Year Ended December 31, 2018.

Dauphin County Office of Tax Assessment submitted an Interim Assessment List for Qualifying Properties to Add to Tax Roll January 31, 2019, to June 30, 2019.

PA Department of Community submitted a notice of the Name Change for the Economic Development Early Intervention Program.

Mr. Brown's letter to the Redeem United Church of Jesus Christ Apostolic saying the Steelton Borough has no legal right or title to properties where the problematic trees are located.

Capital Water submitted a copy of their Quarterly Meeting Information.

### **Unfinished Business:**

Mr. Heefner turned the discussion regarding the approval of quotes for repair of the backhoe over to Mr. Brown. Mr. Brown said that during the November 5<sup>th</sup> Council meeting, Keith Miller was told to get three quotes for the repair of the fuel line system and the throttle on the CAT 430D backhoe. The decision to go with these two repairs was an attempt to repair the most critical issues with the backhoe. Mr. Miller attempted to secure three quotes. Mr. Miller got two quotes, however, since there are only two companies interested in making the repairs, a third quote cannot be obtained. The two quotes were obtained from Cleveland Brothers (CAT) - as \$10,467.82, and T&T Trucks Company - \$5,274.00. He approached Highway Equipment and Supply Company which did not submit a bid because they do not work on backhoes. Mr. Miller also researched other companies in the area without success. Ms. Kratzer asked why there was such a vast difference in the quotes. Mr. Miller stated that the size of the companies could account for the difference in quotes. Ms. Hodge said that CAT did not look at the equipment before giving the quote for the two repairs. However, the smaller company did look at the backhoe before submitting their quote, which company should be used? *Ms. Hodge moved that the Council approve the quote from T&T Trucks for \$5,274.00.* Mr. Heefner stated that he was present when Cleveland Brothers initially looked at the machine. He stated that they took the backhoe apart, showed him what was wrong. He also said that Cleveland Brothers made the machine, knows the intricacies of the backhoe; therefore, it makes sense for them to complete the repairs. Discussion among Council members included: why the big discrepancy in cost; what

warranty/contract is offered; whether references have been checked on T&T Trucks; whether the smaller company will use the official parts, and if it was certified to make the repairs. At this point in the meeting, Ms. Cooper tried to raise questions but was asked to save her concerns until the Public Comments section of the meeting. Mayor Marcinko explained that the meeting must be carried out according to the rules of Parliamentary Procedure. Ms. Cooper then announced that she would not attend another Council meeting and left the meeting. Mr. Segina again asked for a second to the motion. *There was no second for the motion; therefore, the motion was defeated.* Mr. Miller stated that the backhoe has been inoperable for one month and will not be used until it is repaired. *Ms. Kratzer moved that the Cleveland Brothers quote for \$11,351.35 be accepted because they are an authorized CAT repair dealership.* Mr. Heefner suggested that CAT be approached and asked for a better deal on the repair. Ms. Kratzer acknowledged that going with the lowest bidder, and supporting small businesses is important. However, she was concerned about jeopardizing the warranty, stability or integrity of the backhoe by having repairs completed by another company. Ms. Hodge reminded Ms. Kratzer that at this time, there was no warranty; therefore, having the repairs completed with a warranty would place the Borough in a better situation. Mr. Segina asked for a second to Ms. Kratzer's motion. Mr. Heefner then suggested the throttle be repaired for \$183.50 so the machine can be used, then ask Cleveland Brothers to consider a lower bid for making the repairs. For the record, Ms. Hodge requested that Mr. Heefner clarify that he, Chair of the Public Works Committee, wants to use CAT, despite the recommendation of the professional who operates the backhoe that T & T Trucks do the repairs. Mr. Heefner responded that he was not going against the advice of the equipment operator, and since he worked around the equipment for 40 years, he could consider himself a professional. Mr. Heefner said that since Council could not come to an agreement, nothing would be voted through at this meeting; therefore, he recommends that the throttle be repaired until a decision can be made. *Ms. Kratzer rescinded her motion and moved to table the action until an attempt is made to obtain a lower quote from Cleveland Brothers and/or references for T&T Trucks are checked.* Mr. Heefner seconded the motion, which passed by a majority vote of the Council. *Ms. Hodge cast a dissenting vote.*

Mr. Brown introduced the Invoice from EK Services Related to Repair of Sewer Force Main for \$62,117.08. He stated that the invoices from the Force Main break are beginning to come in. The situation was an emergency because, with the break, there was no way to convey sewage from Steelton to the city of Harrisburg - Capital Region Water. He is presenting the invoice for the time over the weekend of July 6, 2019, for the work completed by EK Services. Mr. Heefner asked if the invoice included Keystone because the pumps were rented from them. Mr. Brown responded, "no." Mr. Heefner asked if Keystone has submitted an invoice. Mr. Brown responded that he would check on it. Mr. Wion presented 2019-R-25, Resolution for Emergency Maintenance Repairs & Replacement for Sanitary Sewer Line in W. Franklin. Street for approval of the Council. This Resolution provides ratification of the payment to EK Services because it was an emergency sewer problem, thus obtaining bids and hiring a contractor was not required. *Ms. Hodge moved, and Mr. Heefner seconded the motion that Resolution 2019-R-25 be approved by the Council. The motion was passed by a unanimous vote of the Council.*

Mr. Wion introduced a Resolution to memorialize ratification of payment for an emergency demolition project approved by the Council on July 15, 2019. *Ms. Kratzer moved, and Mr. Heefner seconded the motion to pass Resolution-2019-R -26, Resolution for Mitigating of an*

*Emergency Requiring Demolition of 200 Frank S. Brown Boulevard. The motion passed by a unanimous vote of the Council.*

**New Business:**

Mr. Brown presented several requests that Steelton Borough co-sponsor request for grants provided by funds from the gambling establishments. The following organizations requested co-sponsorship:

- a) New Hope Living Baptist Church is seeking a grant to repair the roof, purchase a van for the Food Bank, repair the front door, and install a handicap ramp. Reverends Rucker and Franklin, and other members of the church leadership were present to provide information and answer questions about the projects that they hoped to have funded. Ms. Hodge, Ms. Kratzer, and Mayor Marcinko each provided personal support of the request based on their experiences with the church programs. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that New Hope Living Baptist Church be co-sponsored for a Gaming Grant. The motion passed by a unanimous vote of the Council.*
- b) Churchville Cemetery Association is a non-profit historic cemetery operated solely by a volunteer board since 1868. The Association is requesting funds to replace the existing office and garage, purchase a new tractor/backhoe, repave the macadam driveways, and reset leaning or fallen headstones. *Mr. Heefner moved and Ms. Hodge seconded the motion that Churchville Cemetery Association be co-sponsored for a Gaming Grant. The motion passed by a unanimous vote of the Council.*
- c) Peace Beat, a company is looking to evaluate The Peace Beat program. The group currently operates the Mr. Music Program at the Steelton Highspire Elementary School. The study will be conducted in cooperation with Penn State University. The organization is requesting grant funds to conduct the evaluation, which will serve as work toward certification as an Evidence-Based program. The second phase of the study will involve a community program in Harrisburg, which will be funded by the United Methodist Charities and TFEC. *Mr. Heefner moved, and Ms. Hodge seconded the motion to co-Sponsor Peace Beat for a Gaming Grant. The motion passed by a unanimous vote of the Council.*

Mr. Brown requested the Council approves the establishment of a Special Purpose Parking Permit at 641 North Third Street. There is an attached garage; however, there is not enough space in the garage to park a car. *Ms. Kratzer moved, and Mr. Heefner seconded the motion that Resolution 2019-R-27, Establishing Special Purpose Parking for Cynthia Crumlic at 641 North Third Street be approved. The motion was passed by a unanimous vote of the Council.*

Mr. Segina presented information regarding a request for Sewer Relief at 4 S. Front Street. The Water Authority has already reviewed the request and asked that Council support its recommendation for sewer relief of ½ of the \$1700.00 bill, which amounts to \$850.00. *Mr. Heffner moved, and Ms. Hodge seconded the motion that sewer bill relief for \$ 850.00 is granted to the property owners of Four South Front Street. The motion passed by a unanimous vote of the Council.*

Mr. Segina presented information regarding a request for Sewer Relief at 46 South Harrisburg Street. This request was reviewed by the Water Authority, which asked the Council to provide

relief on this sewer bill. This house has been vacant for several years; therefore, no water has been used. However, upon review, the meter indicated water was used. The meter was tested and read low, then it read 0. There was also a question of whether or not staff followed through with the meter problem. The Authority approved only the minimum bill be paid. *Ms. Hodge moved, and Mr. Heefner seconded the motion to provide relief at 46 South Harrisburg Street by allowing the minimum bill to be paid.*

Mr. Heefner requested an update of the status of the Rick Kaylor properties. Mr. Segina reported that the tenants are paying the monthly water bill and deducting it from their rent. He also stated that Mr. Kaylor attempted to pay the water bill; however, his check was not accepted because payment must be made by the residents.

Mr. Brown asked to table the request for approval to place an ad in the 2020 Hershey-Harrisburg Travel Guide for the amount of \$2,975. He stated that he was seeking a grant through the Tourism Bureau.

Mr. Brown requested approval to engage RSR Appraisers. *Ms. Kratzer moved, and Ms. Hodge seconded the motion to hire RSR Appraisers to appraise 247 Frank S. Brown Boulevard for a cost under \$1,000.00. The motion passed by a unanimous vote of the Council.*

Mr. Wion informed the Council that the Borough Comprehensive Plan is to be reviewed every 10 years. The original Plan was developed in October 2002. He placed Council on notice that it needs to consider placing the hiring of an entity to complete the plan review and include the cost to do so in the 2020 Budget. Mr. Brown will send a letter to the Planning Committee Chair.

Mr. Brown reminded persons of the COEXIST Health Expo scheduled for August 31, 2019.

Chief Minium announced that he a request from Penn State Hershey to hold the Free Flu Clinic at the Steelton Borough Building October 5, 2019, from 8:00 a.m. to 1:00 p.m. *Ms. Hodge moved, and Ms. Kratzer seconded the motion to approve the use of the Borough Building to hold the Free Flu Clinic as presented by Chief Minium. The motion was supported by a unanimous vote of the Council.*

#### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked why all residents had to have trash pickup. Mr. Curry explained that the Borough codes require property owners to have regular trash services from the company contracted by the Borough. He also noted that a notice of violation will be issued if there is no trash removal and/or no contract. Rental houses do not put out trash out.

#### **Council Concerns:**

**Executive Session:** To discuss police personnel issues, EMA personnel issues, public works, and personnel issues.



**Other Business:**

Council resumed regular session at 8:39p.m.

*Ms. Kratzer moved, and Ms. Hodge seconded the motion to accept the resignation of Josh Sherrod as Emergency Management Chairman and to advertise the position as vacant. The motion was passed by a unanimous vote of the Council.*

*Ms. Hodge moved, and Ms. Kratzer seconded the motion that the Council meeting is adjourned at 8:40 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'DB' or 'Douglas Brown', written in a cursive style.

Douglas Brown, Secretary

## **Steelton Borough Council Agenda**

September 3, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meeting:** August 19, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Randy Watts, Engineer HRG

Monthly Engineering Report

Stormwater Utility Implementation  
Proposal

Presentation of Force Main  
Assessment Proposal

**Communication:**

Cohen Law Group

Status Report – CAPCOG-Verizon  
Cable Franchise Agreement  
Negotiations

UGI Energy Services

Point of Contact – Lancer Pipeline

Steelton Borough

Letter to Jose Sanguino RE Fire  
Damaged Property – 25 N. Front

Dauphin County Office of Tax Assessment

Notice of Change in Assessment –  
200 Frank S. Brown Boulevard

Dauphin County Office of Tax Claim Bureau

Notice of Repository Property Sold –  
200 Frank S. Brown BLVD

Dauphin County Office of Tax Assessment

Notice of Appeal Changes in  
Steelton

Dauphin County DCED

Notice of 2019-2020 CDBG Round

**Unfinished Business:**

Mr. Brown

Follow-Up on Backhoe Repair  
Quotes

**New Business:**

Mr. Brown

Presentation of Invoice from  
Garrison Enterprise, Inc. for Labor,  
Material & Equipment to Install 2-  
18" Line Stop Sleeves & Bypass.

Mr. Wion

Resolution 2019-R- Resolution for  
Emergency Maintenance Repairs and  
Replacement for Sanitary Sewer  
Line In W. Franklin Street

Mr. Brown

Steelton Borough EMC Position –  
Letter of Interest/Resume – Connor  
Higgins

Mr. Heefner

Discussion on Ratio to Determine  
Size of Special Purpose Parking  
Space

Mr. Heefner

Blooming Glenn Proposal for Sewer  
Maintenance Contract/Emergency  
Services Contract

.

Mr. Heefner

Force Main Assessment Proposal  
from PURE Technologies

Mr. Proctor

Rehabilitation of Bailey Street Park  
Basketball Court by Chris Franklin

Mr. Segina

Collection of Sewer Delinquencies  
After PAWC Transition

Mr. Brown

Actuarial Valuation of Police  
Pension Plan

Mr. Watts

Notice to Proceed – PA Dept. of  
Transportation Utility Relocations

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Police/Public Works Personnel Issues:

**Other Business:**

Mr. Brown

Acceptance of Resignation of Officer  
William Snyder

**Adjournment:**

**Steelton Borough Council Meeting  
September 3, 2019**

**Present:**

Brian Proctor, President  
Mike Segina, Vice President  
Dennis Heefner  
Kelly Kratzer

Maria Marcinko, Mayor  
Dave Wion, Solicitor  
Randy Watts, Engineer  
Anthony Minium, Fire Chief  
Keith Miller, Foreman  
Thommie Leggett-Robinson, Exec. Asst.

**Absent with Cause:** Doug Brown, Keontay Hodge, Natasha Woods, William Krovic, Olivia Palermo, Aaron Curry

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

After review, Mr. Segina moved, and Ms. Kratzer seconded the motion to approve the minutes as presented. The motion passed by a unanimous vote of the Council.

There were no comments on agenda items raised by the public.

Mr. Randy Watts presented an oral overview of the written Engineer's Report that was submitted for Council review and discussion. The following projects were reviewed:

- 2019 Roadway Improvements Project – At the August 5, 2019 meeting, the Council agreed to approve the delay of the completion of the project to October 11, 2019, with a final completion date of October 25, 2019. President Proctor again expressed his disappointment in the delay of this project and deemed it unacceptable. Of particular concern was the safety of children walking to and from school around the construction project. Heefner discussed the ADA curb requirements and his frustration with HRG regarding the delay in the design and execution of the project. During the discussion, Mr. Watts stated that Don Tack is the person assigned to provide on-site oversight of the project.
- Skate Park Phase II – the design phase from HRG is underway, and the Armet Cement is 75% complete. The plan is to begin the bidding process by the end of the year. The projected for the beginning of construction of the project is in Spring 2020.
- Hoffer Street Pump Station Improvements –remains on hold.
- 2019 Sanitary Sewer Rehabilitation Project – Pre-construction meetings should be scheduled soon. Mike Cichy is on the project. Mr. Heefner asked if he was referring to the project with the liners for 7<sup>th</sup> Street. Mr. Watts indicated that they are included.
- 101 Locust Street Retaining Wall Boundary Survey Project – the field survey was scheduled to begin August 29, 2019.

- HRG has been in discussions with Doug Brown regarding the Storm Sewer Relocation Project. A proposal is being developed, which will include conducting a survey and design services for the project.
- 200 Frank S. Brown Demolition – the demolition was completed, and HRG is preparing to submit a survey and design for that property.

*Ms. Kratzer moved, and Mr. Segina seconded the motion to accept the Engineer's Report as presented. The motion passed by a unanimous vote of the Council.*

Ms. Adrienne Vicari, from HRG, reviewed the written Proposal on Stormwater Utility Implementation submitted by HRG. The Proposal consists of two phases. Phase I will provide support to the Borough as it develops a Stormwater Authority, and assist in the establishment of a temporary fee to provide revenue for the program. Phase II will support the Stormwater Authority in the implementation of a full fee. Each phase includes an evaluation of services needed and a strong public education program. President Proctor asked what the total cost for the recommended services. Ms. Vicari responded that Phase A will cost \$ 25,100.00 and Phase B \$ 30,000.00 for a total cost of \$ 55,100.00. President Proctor asked if McNees-Wallace, counsel selected to work on this project, had reviewed the proposal. Mr. Wion stated that he had reminded Mr. Brown that McNees Wallace was the Special Counsel on this project. He also stated that if he were counsel for the project, he would have questions regarding the proposal as presented. Ms. Vicari agreed that the Special Counsel for the project should review the proposal. She stated that the proposal was developed from the proposals and experiences they had while working with other municipalities. She further stated that as Council considers setting the fee, it is important that consideration is given to developing the impervious area. HRG recommends using aerial photography combined with surveys of the area to digitize the area. Aerial photography can only be done at two points in the year. The first is in the fall of the year before snowfall and before the sun's angle gets too low (October-1<sup>st</sup> week in November). The second time is in spring after the snow is melted and before the leaves are on the trees. She recommended that because of the specific timing, that Council makes a decision no later than the October meeting. Further, HRG, with input from staff, talked with four companies and has a recommendation for a company to complete the work. The recommendation is to use P-3, which is a company from Lemoyne, PA gave a cost of \$ 125,000.00 do every property in the Borough. Another possibility for determining the impervious area at a lower cost is to survey a representative sample, instead of surveying every Borough property. Another issue that can be factored into the proposal is for the Authority to repay the Borough once it begins to collect fees. Other Boroughs HRG has implemented fees for have also done stormwater projects and funded it through PennVest. PennVest allowed them to wrap in all of the cost of implementation of the project and they've all gotten grant money back when they went through PennVest. Therefore, there are a variety of ways to cover the cost. Mr. Heefner stated that he thought the stormwater project would be started at the beginning of the year. He agreed with President Proctor that this was new information, but there was a discussion of a plan to change the sewer rate before adding the additional fee. Ms. Kratzer stated there was no legal precedent for the Stormwater. She stated that there will be a meeting on September 5, 2019, at 6:00 p.m., and although she is unable to attend, she hopes that there will be a discussion among the committee members. She stated that she would like to have review cost list. Ms. Kratzer stated that she knew that this is where the committee needs at this time. Mr. Heefner added that there had been a discussion about the fees, and there would be no significant savings if they went with a price lower than the \$ 125,000.00.

Ms. Kratzer added that implementing a flat rate in the fall would not indicate readiness to do anything about impervious services. Ms. Vicari stated that if Council moved forward to authorize the third-party company in October, it would be at least six months before any data was available. Under those circumstances, a fee based on the impervious data would not be implemented probably until next July. That is why the Council should move ahead and implement the program in October, so at least a temporary fee can be used. Mr. Heefner indicated that they wanted to get the Stormwater Authority in place and functioning first. After that is set up, they would borrow money from the sewer fund and replace it once fees were collected. Ms. Vicari stated that one of the benefits of having a temporary fee was to provide funds to meet the immediate needs to fund the projects. Ms. Vicari also reported that last week, the County Commissioners decided that they were going to move forward with a feasibility study to implement regional stormwater management. The County's study will take about six months to complete. At that time, the Commissioners will look at how they might support municipalities relative to stormwater management. As for the municipalities that choose to identify the impervious area development, they may get more immediate assistance from the County since the information is already available. The option of implementing a temporary fee that will hold things together until the County comes in and does a more detailed program could also be considered. Mr. Heefner asked Ms. Vicari to refresh his memory on how the flow from Swatara Township will be handled. Ms. Vicari responded that as a part of the MS-4 Project, in the next five years the Borough is responsible for reducing the amount of sediment, nitrogen, and phosphorus that flows into the Susquehanna River. The problem is that most municipalities do not have enough green space to put the BMPs; therefore, they are going through the outgoing pipe. The Borough does not have a lot of choices for cost-effective and good BMPs. By using a Regional approach through the County, DEP would allow a municipality to put their BMPs in another municipality and take credit for it.

Mr. Watts started to make a presentation on the Force Main Assessment Proposal, which included information from Pure. Mr. Heefner requested the discussion be tabled pending additional information. During the discussion, it was determined that Mr. Watts needs to participate in meetings held with McNees Wallace, which is handling the legal aspects of the project.

Mr. Watts explained that the notice from the PA Department of Transportation regarding Utility Relocations is about repaving of Route 330. The project that is scheduled to begin in the year 2020

The following communications were received by the Council:

The Cohen Law Group submitted a status report on the Capital Region COG-Verizon Cable Franchise Agreement Negotiations.

UGI Energy Services Point of Contact – Lancer Pipeline

Dauphin County Office of Tax Assessment sent a notice of change of assessment for 200 Frank S. Brown Boulevard.

Dauphin County Office of Tax Claim Bureau sent a notice of the Repository Sale of 200 Frank S. Brown Boulevard.

Dauphin County Office of Tax Assessment sent a Notice of Appeal Changes in Steelton.

Dauphin County Department of Community Economic Development sent notice of the upcoming 2019-2020 CDBG

### **Unfinished Business:**

The only follow-up on the repair of the backhoe was Mr. Heefner's announcement that the backhoe was sent out for the repair of the throttle. He said the cost for the repair will be about \$800.00 Mr. Miller stated that it had not been sent for repair. He was instructed to send it out.

### **New Business:**

Mr. Brown was not present to make the presentation of the Invoice for \$45,266.41 from Garrison Enterprise Inc. for labor, material, and equipment for the installation of two 18-inch Line Stop Sleeves and bypass. However, Mr. Wion presented a Resolution for the Emergency Maintenance Repairs and Replacement for Sanitary Sewer Line in West Franklin Street. This Resolution clarifies the purpose of the invoice and establishes that the repairs were made on an emergency basis; therefore, the requirement to solicit bids was not required. *Mr. Segina moved, and Ms. Kratzer seconded the motion that Resolution 2019-R-28 be approved by the Council. The motion passed by a unanimous vote of the Council.*

President Proctor presented a letter from Connor Higgins requesting he be considered to fill the vacant Emergency Management Coordinator position.

Mr. Heefner tabled the discussion of the ratio to determine the size of Special Purpose Parking space, pending a recommendation from the Police Commission.

Mr. Heefner tabled the discussion on the Blooming Glenn Emergency Services Sewer Maintenance Proposal. Mr. Wion stated that he has reviewed the proposal and sent a memo to Mr. Brown listing his concerns. He recommended the issue be tabled at this time.

The discussion on the Force Main Assessment Proposal from PURE Technologies was tabled.

President Proctor announced that Chris Franklin was interested in the rehabilitation of the Bailey Street Basketball Court. He thinks that Mr. Franklin will do a good job of upgrading that area. He also announced that HRG is donating new equipment for the Bailey Street Tot Lot. He further noted that these two projects plus the Hygienic Elementary School Memorial Project will culminate in a big celebration.

Mr. Segina informed the Council that he and Ms. Maxwell are investigating how sewer billing and delinquent sewer bills should be handled after the sale of the water system. They have met with persons from McNeese Wallace, Susquehanna Consultants, and Portnoff. The group is



considering having the shut-offs done by PA American and having a hybrid collection agency handle collections. They will continue to work on the matter. The recommendation will be presented to the NEDC Committee for review and have that Committee make a recommendation to the Council. Ms. Kratzer asked how much after the sale will this happen. Mr. Segina stated that there were a lot of options to be considered, such as flat yearly fee, quarterly, or monthly billing. One of the ideas is to have HRG conduct a study using the information that they already have, to determine an equitable yearly flat fee for various levels of usage.

In the absence of Mr. Brown, discussion on the Actuarial Valuation of the Police Pension Plan was tabled. Mr. Wion stated that he has questions about the information that was presented. He recommended the discussion be tabled until Mr. Brown is present.

### **Public Concerns:**

Todd Meledin, 301 South Fourth Street - Mr. Meledin is employed by the Borough and rides his bicycle as transportation to his job at the Water Plant. He expressed concern about his safety, as a person who rides a bicycle and pedestrians that travel from Front Street up to the Boardwalk. Cars speed along that road and present a safety hazard to persons on the streets. He stated that on one occasion, he was almost hit by an automobile. He requested that a stop sign be located on the corner of Fourth and Spruce Streets and/or making the street one-way for traffic goes up or down the hill. Ms. Kratzer added her concern about the same area. Mr. Segina asked the Mayor if she could have Chief Minium review the streets and make a recommendation regarding how the neighborhood could be made safer for pedestrians and bicyclist.

Barbara Barksdale, 503 South Second Street - requested that Mr. Heefner look at a tree on the 500 block of Second Street. There is a tree that blocks the "watch for children" sign located in that area. She stated that that is a dangerous intersection for children. She also asked about persons getting ticketed for parking on the side of the street that should be free for the sweeper to clean the street. The concern is an automobile parked on Highland and South Second Street. The owners moved and left the vehicle, so it needs to be removed. Ms. Barksdale thanked the Council for allowing her to use Council Chambers for filming. The film will be completed and show at a Movie Fest in Los Angeles, CA sometime in the future. Finally, she stated that because of the filming, she noted that there is a need for an electric plug update in Council Chambers, and the first-floor restroom needs to be cleaned.

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell stated concern that 322-324 Ridge Streets was rumored to become a being used for men coming out of prison. She noted that the house on the corner of Lebanon and Lincoln is also rumored to be a boarding house. It was stated that the Borough was aware of the information, and the matter is being investigated. Ms. Powell asked about the written reports that used to be presented at the Council meeting. Mr. Segina informed her that the reports are made at the second monthly meeting of the Council. Finally, Ms. Powell asked if it was a conflict of interest for the Borough to receive the donation of Tot Lot equipment from HRG, which holds a contract with the Borough. She was told that it was a contribution from the company, and there was no conflict.

Roberta Cooper, 424 Ridge Street- stated that employees of the State of Pennsylvania have to report gifts received from the public, and it could be a conflict of interest. She asked if there was a fee for getting the Recycling Waste Receptacle. Mr. Proctor informed her that it will be provided at no cost to her and that she could request the trash can size of her choice. She asked the amount of debt that Steelton is paying for that was added to her taxes in 2015. Mayor Marcinko explained that the debt was incurred for the work done on Pine Street and at the Fire House. She also stated the obligation should be coming off this next year. Ms. Cooper asked what hours she could call Council members. Mr. Segina stated that he works different hours so she should call and leave a message, and he will call her back. Ms. Kratzer indicated that she is available 24/7.

Gale Sherrid, 354 Locust – asked the estimated time of arrival of the delivery of the trash cans. Mr. Heefner stated that the cans should be delivered near the end of the year. Harrisburg has been called several times to get information, but she has not been able to get anything of substance. Upon questioning, Mr. Heefner stated that nothing definitive has been decided about the number of small cans a person can have. To get up-to-date information, Mr. Heefner said that it is best to call him. He meets with Harrisburg every Tuesday trying to reach agreement on trash service that will be satisfactory to both entities. However, there is agreement that elderly citizens can have two 35-gallon cans. Ms. Sherrid reports that at Harrisburg and Locust Streets, cars are parking in the yellow zone. She stated that persons regularly park at that location because they have not been ticketed. Chief Minium said that the Department is aware that there are some problem areas and they will be addressed as soon as possible. Ms. Sherrid stated that there is a vehicle parked across from her house that needs to be removed. It has had stickers and tickets, all of which have been removed. Chief Minium asked her to visit his office on September 4, 2019, to review the matter and determine how it can be handled. Finally, she asked when the trash bills will be received. Mr. Heefner stated that he was told that they will be out by the end of August 2019. She said thank you for getting the couch off the street.

### **Council Concerns:**

Ms. Kratzer thanked persons for coming out to the meeting. She stated that she wished more people came out and were active in the discussions.

Neither Mr. Heefner nor Ms. Leggett-Robinson had concerns.

Mr. Wion stated that there would be an Executive Session.

Mayor Marcinko shared two pieces of information. First, the Police Department started using their body cameras Friday. There were some kinks; however, they will be ironed out as they continue to use them. Secondly, she was informed by Mr. Lawson that the Blue Front Lounge is closed for business.

Mr. Segina stated that the meeting scheduled for August 29, 2019, was canceled, however, it will meet at the next scheduled date.

Mr. Proctor reported that he heard that Council is considering replacing Fire Chief Eugene Vance. He emphatically stated that there is no truth to the rumor and the Council is pleased with the work that Chief Vance is doing. President Proctor thanked people for coming out to the meeting and stated that there was a good discussion about the issues. He asked that people pray for persons affected by the hurricane. He also said that we are fortunate to live in the United States of America.

*At 7:45 p. m., Mr. Segina moved that Council recess into Executive Session to discuss a personnel matter involving a disciplinary investigation of Officer Elhajj.*

*At 9:00p.m., Mr. Segina moved that Council resume the regular session. Ms. Kratzer seconded the motion which passed by a unanimous vote of the Council.*

*Ms. Kratzer moved, and Mr. Segina seconded that the Council accepts the resignation of Officer William Snyder. The motion passed by a unanimous vote of the Council.*

*At 9:01 p.m. Mr. Segina moved that the Council Meeting be adjourned. Mr. Heefner seconded the motion which passed by a unanimous vote of the Council.*

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'DB' or 'Douglas Brown', written in a cursive style.

Douglas Brown, Secretary

**Steelton Borough Council Agenda**  
September 16<sup>th</sup>, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** September 3<sup>rd</sup>, 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
<b>Unfinished Business:</b> Mr. Proctor	Proposal from DH Landscaping to Construct Hygienic School Monument in the Amount of \$4,130
<b>New Business:</b> 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 if 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

**Steelton Borough Council Agenda**  
September 24<sup>th</sup>, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** President Proctor

**Executive Session:** to Discuss Police Personnel Issue

**New Business:**  
Ms. Hodge

Disciplinary Action  
Regarding Officer  
Troy Elhajj

**Executive Session:** To discuss police personnel issues.

**Other Business:**

**Public Comments:**

**Council Concerns:**

**Adjournment:**

**Steelton Borough Council Special Meeting  
September 24, 2019**

**Present:**

Brian Proctor, President  
Mike Segina, Vice President  
Keontay Hodge, President Pro Tem  
Dennis Heefner  
Kelly Kratzer  
Natasha Woods

Dave Wion, Solicitor  
Doug Brown, Borough Manager  
Anthony Minium, Police Chief  
Michael Miller, Labor Counsel

**Absent with Cause:** Maria Marcinko, William Krovic, Olivia Palermo, and Thomastine Leggett-Robinson.

President Proctor opened the meeting at 6:00 p.m. by calling for the body to recite the Pledge of Allegiance and a Moment of Silent Meditation.

*Mr. Segina moved that the Council move into Executive Session at 6:35 p.m. The motion was seconded by Ms. Hodge and passed by a unanimous vote of the Council. The purpose of the Executive Session was to discuss disciplinary action regarding Officer Troy Elhajj.*

Council resumed open session at 7:20 p.m.

*Ms. Hodge moved that the meeting be adjourned at 7:21 p.m. The motion was seconded by Mr. Segina and passed by a unanimous vote of the Council.*

Respectfully Submitted,



Douglas Brown, Secretary



**SPECIAL JOINT SESSION OF THE  
STEELTON PENNSYLVANIA BOROUGH COUNCIL AND WATER AUTHORITY MINUTES  
October 2, 2019**

**PRESENT:**

Brian Proctor, Council President and Authority Member  
Michael Segina, Council Vice-President and Authority Member  
Keontay Hodge, Council President Pro-Tem  
Natashia Woods, Council Member  
Allan Ausman, Chairman of Steelton Borough Authority  
Ryan Maxwell, Vice Chair of Steelton Borough Authority  
Kathleen Handley, Steelton Borough Authority Member  
Maria Marcinko, Steelton Borough Mayor  
Douglas Brown, Borough Manager and Authority Secretary  
Dave Wion, Solicitor – Steelton Borough Council  
Michael Solomon, Solicitor – Steelton Borough Water Authority  
Ed Ellinger, Herbert, Rowland and Grubic, Inc., Borough and Authority Engineer  
Kathy Pape, McNees, Wallace and Nurick, Specialty Legal Counsel  
Ade Bakare, McNees, Wallace and Nurick, Special Legal Counsel  
Tim Horstman, Special Legal Counsel, Susquehanna Group Advisors, Inc.  
Jay Wenger, Susquehanna Group Advisors, Inc.

**ABSENT WITH CAUSE:**

Dennis Heefner, Council Member  
Kathy Kratzer, Council Member  
William Krovic, Council Member  
Thomastine Leggett-Robinson, Executive Assistant

Council President Proctor called the Joint Meeting of the Steelton Borough Council and Water Authority was called to order at 6:11 p.m. The Pledge of Allegiance was led by Water Authority Chair Ausman. A Moment of Silent Meditation was led by Mayor Marcinko.

After review of the Water Authority August 12, 2019 Meeting Minutes, one error was cited. Mr. Proctor was recorded as present instead of absent. *Mr. Segina moved and Ms. Hadley seconded the motion that the minutes be accepted with correction. The motion passed by a unanimous vote of the Water Authority.*

Mr. Bakare presented information regarding the contract Guaranteed Energy Savings Contract between the Borough, Water Authority and Constellation Energy. He explained that 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, insulation,

thermostats, and a 10-year lease with the option to purchase motors at the Water Treatment Plant. The agreement also was for Constellation to install and monitor the energy savings made by the installation of products. The savings on the products was guaranteed by the contractor. If there was no energy savings, the contractor would have to pay for the difference between the projected savings and the actual energy cost. Termination of Guaranteed Energy Savings Contract (ESCO) between the Steelton Borough, Water Authority and Constellation Energy with the recommendation because some of the assets and equipment that were installed were water related assets. The motors that were installed at the pumps at the treatment plant are going to PA American when the Authority closes on the transaction. In order to consummate the transaction and transfer the assets the Energy Savings Contract there has to be a clean break from that contract. The savings has been realized during the term of the contract and the guarantee has never been invoked, and it is unlikely that it will be invoked in the future. In addition, Constellation is receiving an estimated \$3,000.00 administrative fee, per year, to monitor the energy savings. Terminating the contract will result in saving that \$3,000.00. If the Borough and Authority terminate the contract Constellation is paid for all fees incurred to date. At this time, all fees have been paid. Mr. Wion suggested that the Council and Authority conduct individual votes. Ms. Hodge asked whether the persons who hold positions on both boards will vote twice. Mr. Wion stated that they will vote in their capacity on both boards.

*Mr. Proctor moved and Ms. Maxwell seconded the motion that the Water Authority Contract for Guaranteed Energy Savings be terminated. The motion passed by a unanimous vote of the Authority.*

*Mr. Segina moved and Ms. Woods seconded the motion that the Steelton Borough Contract for Guaranteed Energy Savings be terminated. The motion passed by a unanimous vote of the Council.*

Mr. Bakare presented, to the Council, information regarding the lease with the option to purchase the ESCO equipment with the Municipal Capital Corporation. The cost at the time of purchase was approximately \$500,000.00. An American Recovery Re-Investment Act for covered \$249,998.00 and the balance of \$ 254, 723.00 was funded through the lease. The lease was held by the Municipal Capital Corporation. The Borough has been making quarterly payments on the lease. There are seven payments remaining on the lease, which total \$ 52, 944.00. By using the option to purchase immediately, the debt will be cleared at a cost of \$61,031.68. It is recommended that Council purchases the equipment so that it can be passed on to PA American without encumbrance. *Mr. Segina moved that Steelton Borough exercise the option to purchase ESCO equipment under the Lease Agreement between the Borough and Municipal Capital Corporation for a cost of \$ 61,031.68. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

Mr. Wenger presented information regarding paying off all debt of the Water Authority and the Borough, and termination of the Water Authority itself. All such debts will be paid off at the closing of the purchase of the water system by PA America. The payments on bonds cannot be paid off until their call dates (2020, 2022). Payments for those two bonds will be placed in escrow until they can be paid. The note for Fire equipment will also be paid off. Therefore, all

Borough debt will be paid off at the time of the sale. Ms. Maxwell asked for the total amount of the proceeds. Mr. Wenger stated that there should be approximately \$ 4.5-5.5 million net proceeds when all debt and transaction cost for both the Water Authority and the Borough are paid off. Mr. Brown added that by removing the debt, the Borough is removing approximately \$ 500,000.00 of General Fund debt service payments that are made every year for the next ten years. Mr. Wenger reminded the Boards that the projected results of the sale included the reduction of real estate millage and lower sewer customer fees. Ms. Maxwell requested that upon receipt of the final numbers that Mr. Brown ensure it be reflected in the minutes of this meeting. Mr. Wion clarified that only the Council will vote on passing the Resolution and that it should be by a roll call vote.

*Mr. Segina moved that Resolution 2019-R-31, Authorizing the Defeasance to Maturity of all obligation issued by the Borough of Steelton to Fund Projects Related to the Water System Owned by the Steelton Borough Authority; Authorizing and Directing the Steelton Borough Authority to Terminate its Existence; Authorizing All Action Relating to the Defeasance to Maturity of the Borough Obligations Related to the Water System and the Termination of the Steelton Borough Authority; Authorizing Prepayment of Certain Other Obligations of the Borough; Authorizing Incidental Action to be Taken by the Proper Officers of the Borough; and Stating the Effective Date. Ms. Hodge seconded the motion. A roll call vote was taken with the following results:*

*Natashia Woods – Yes*

*Keontay Hodge – Yes*

*Mike Segina – Yes*

*Brian Proctor – Yes*

*The motion passed by a unanimous vote of the Council.*

Mr. Bakare explained that the Hoffer Street Pumping Station sits on Borough property. There is a water line that runs through that property and PA American has requested an easement on that property to be transferred to the Water Authority to ease access the water line. Mr. Ausman noted that the document references a September date. Mr. Bakare stated that the date will be changed to reflect the actual date the Resolution is passed. Mr. Ausman asked if there was a deed or legal description. Mr. Bakare explained that it is a deed to transfer the property from the Borough to the Authority. It is part of a larger transaction. At the closing, there is an assignment of easements that assigns all of the Authority's easements to PA American. The Borough will still own the property, but is authorizing PA American to use the property to assess the water line.

*Mr. Segina moved that Council approve Resolution 2019-R-32 Authorizing a Deed of Easement PIN/MAP #57-013-035 to Steelton Borough Authority. Ms. Woods seconded the motion which was passed by a unanimous vote of the Council.*

Mr. Bakare explained the Use of Data Agreement and Shut-Off Agreement that were prepared to facilitate post- water sales sewer operations. The Use of Data Agreement allows the Borough to receive metering information from the PA American Water System so that the Borough can use the data to bill for sewage service. The Shut-Off Agreement gives the Borough the option to contact PA American and request that a customer be shut-off for being delinquent paying a

sewer bill. It is an on-going agreement that carries a fee for the service. It is an “at-will” agreement where the \$30.00 fee for termination of water, if and when the Borough decides to use it to shut-off customers. Mr. Segina stated that the agreements are not costing the Borough anything at this time. The agreements are set in place for use should the Borough determine to use shut-off as a method to deal with delinquent sewer customers. At this time, the details of how to work with the sewer system has not been finalized.

*Mr. Segina moved that Council approve the Usage Data Agreement and Shut-off Agreements. The motion was seconded by Ms. Hodge. The motion passed by a unanimous vote of the Council.*

Mr. Bakare clarified the statement made by Mr. Segina. He stated that once the Usage Date Agreement is signed, the Borough will have to pay PA American \$.05 per unit for the data. The cost for the data will be approximately \$125.00 per month. The Shut-off Agreement will not cost the Borough unless it decides to use the service.

*Mr. Segina moved that the President of the Steelton Borough Council be authorized to execute the Agreements. Ms. Hodge seconded the motion which passed by a unanimous vote of the Council.*

*Mr. Segina moved that Council approve the engagement of McNees, Wallace and Nurick develop Usage Data and Shut-off Agreements. He further moved that McNees, Wallace and Nurick be authorized to execute the Shut-off Agreement and serve as Manager/Consultants to take necessary action to execute The Agreement. Ms. Hodge seconded the motion which was passed by a unanimous vote of the Council.*

Mr. Solomon discussed the prepayment of PennVest loans.

In the discussion about Resolution -2019-AR-05, Ms. Maxwell requested clarification that the termination of the Authority will not be affective until the closing date of October 9, 2019.

*Ms. Maxwell moved that the Steelton Borough Water Authority accept Resolution 2019-AR-05 Approving Prepayment of PennVest loans and the Termination of the Steelton Borough Authority in Accordance with the Directions of the Borough of Steelton. Mr. Proctor seconded the motion. A roll call vote was made with the following results:*

*Mike Segina – Aye*

*Brian Proctor – Aye*

*Ryan Maxwell – Aye*

*Kathleen Handley – Aye*

*Alan Ausman – Aye*

*The motion passed by a unanimous vote of the Steelton Borough Water Authority.*

Mr. Wion asked for clarification of a section of Resolution 2019-R-31. He asked whether or not the Authority would technically exist until the defeasance of all Borough obligation, which will not occur for several years. The delay in total payoff would be caused by the bonds, which cannot be paid off until their call date. Mr. Wenger responded that once the money is in escrow and the indentures are paid-off, the Authority does not have to function. Mr. Horseman added that once the debts are established and funded the Authority is no longer needed. Mr. Wion

then re-stated the explanation to state that the Authority does not need to exist once the funding of the defeasance is available. Mr. Horseman replied that it is Borough debt that is being paid-off, not Authority debt. All the Authority debt will be paid off at the closing.

*Mr. Segina moved and Ms. Hodge seconded the motion that Council instruct Herbert, Rowland and Grubic, Inc. to prepare a proposal to conduct a Sewer Rate Study to be presented at the October 21, 2019 Council Meeting. The motion passed by a unanimous vote of the Council.*

Mr. Segina informed the Council and the Authority that in preparing the 2020 Budget, the Finance Committee did not include the 2mil debt service tax. This will allow the residents to receive a 6.25% tax decrease in property taxes.

*At 6:50 p.m. Ms. Hodge moved that Council move into Executive Session to discuss police personnel issues.*

Mr. Segina thanked persons who served on the Water Authority for their years of service and the time spent.

*Mr. Segina moved that the Steelton Borough Water Authority Meeting be adjourned at 6:51 p.m. The motion was seconded by Mr. Proctor and passed by a unanimous vote of the Steelton Borough Water Authority.*

*Mr. Segina moved and Ms. Hodge seconded the motion that the Council moved into Executive Session at 6:51 p.m. The motion passed by a unanimous vote of the Council.*

The Council returned to regular session at 7:08 p.m.

*Ms. Hodge moved that Council accept a settlement agreement with Troy Elhadj. The motion was seconded by Mr. Segina and passed by a unanimous vote of the Council.*

*Mr. Segina moved and Ms. Woods seconded the motion that the Steelton Borough Council Meeting be adjourned at 7:08 p.m. The motion passed by a unanimous vote of the Council.*

Respectfully Submitted,

Douglas Brown, Secretary

## **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 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  
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**Public Comment on Agenda Items only:**

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Approval to Contract with Gary  
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**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



**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  
Mike Segina, Vice President  
Keontay Hodge, President Pro Tem  
Dennis Heefner  
Kelly Kratzer  
William Krovic  
Natasha Woods

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

## 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 3<sup>rd</sup> and S 4<sup>th</sup> 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 6<sup>th</sup>

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 3<sup>rd</sup> and South 4<sup>th</sup> 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

# **STEELTON BOROUGH COUNCIL AGENDA**

November 18, 2019

**Call Meeting to Order: President Proctor**

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Swearing in of Patrol Officer Robert Doll by Mayor Marcinko**

**Approval of minutes from previous meetings:** November 4, 2019

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:** October 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 Intergovernmental Agreement

Parks and Recreation Committee (Oral Report)

Christmas Tree Lighting Update

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Mayor's Report (Oral Report)

Jr. Councilperson Report (Oral Report)

Borough Manager's Report (Oral Report) – 2020 Meeting Notice, VOIP System

**Presentation:**

Jay Wenger

Revised Proposed Terms for Storm Water Relocation Financing to Ensure Compliance with RACP Grant

Deeper Life Bible Church

Concern about Curbing/Storm Water behind Property at 721 North Front St

**Communications:**

Approved Codes Services

Proposal for Supplementary Codes Services

Tri-County Regional Planning Commission

Copy of Presentation on Regional  
Storm Water Authority Meeting  
Attended by Mr. Brown

PA State Borough Association

PSAB Webinar Trainings Schedule

Zelenkofske Axelrod

Invitation to Holiday Dinner

First Baptist Church of Steelton

Letter Regarding Concerns of  
Monumental AME Related to FSB  
Town House Development Impact

DHI Engineering

Dura-Bond NPDES Permit Renewal

**Unfinished Business:**

Mr. Heefner

Approval of Enterprise Quote  
4463791 to Purchase 2020 Ford  
F550

Mr. Wion

Renewal of Agreement between  
Steelton Borough and Property  
Registration Champions, LLC for  
Administration of Vacant Property  
Registration Program

**New Business:**

Mr. Wion

Approval of Resolution 2019-R-\_\_\_\_  
Eliminating Special Purpose Space at  
219 Swatara Street (Charles L.  
Westbrook)

Mr. Wion

Resolution 2019-\_\_\_\_ Establishing  
Employee Contribution Rate of 5.0%  
for Steelton Borough Police Pension  
Plan

Mr. Brown

Authorization to Engage  
Diffenderfer Auctions for  
Auctioning Off of Listed Public  
Works Vehicles and Equipment

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss pending litigation and non-uniform personnel issues. –

25 North Front Street, KOBE, LP

**Other Business:**

Ms. Hodge

Personnel Committee  
Recommendation to Hire Wade  
Shearer as Full-Time Highway  
Laborer (CDL) at Starting Rate of  
\$15.00 per Hour

Ms. Hodge

Personnel Committee  
Recommendation to Hire as  
Randolph Saunders as Full-Time  
Highway Laborer (CDL) at Starting  
Rate of \$15.00 per Hour

**Adjournment:**

## Steelton Borough Council Agenda

November 18, 2019

### Present:

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

Mayor Maria Marcinko  
David Wion, Solicitor  
Douglas Brown, Borough Manager  
Anthony Minium, Police Chief  
Keith Miller, Foreman, Public Works  
Thommie Leggett-Robinson, Exec. Assist.

Absent with cause: Olivia Palermo, Eugene Vance, and Aaron Curry

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

Officer Robert Doll was sworn in as a new Officer in the Police Department. Mayor Maria Marcinko administered the oath of office. During the ceremony, the Bible was held by Officer Doll's wife, Ashley. Officer Doll thanked the Council and Chief Minium for the opportunity to serve Steelton. He thanked his wife for her encouragement and support.

Council reviewed the minutes from November 4, 2019, meeting. *Ms. Kratzer moved, and Mr. Segina 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.

The schedule of billing, requisitions, and change orders, as presented for October 2019, were submitted for approval. *Mr. Segina moved, and Ms. Kratzer seconded the motion that the report be approved. The Council passed the motion by a unanimous vote.*

### Approval of Department & Committee Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Mayor Marcinko added to the written report submitted by the Police Department. She informed the group that the Police Department Intern, Tyler Vaupel, is working on a particular project. The Mayor further stated that he is doing a good job. She also announced that the Borough's K-9's are featured on the cover of the K-9 Magazine.

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Mr. Heefner provided additional information to the written report. He stated that the contract with the City of Harrisburg is almost complete. A meeting with

Harrisburg is scheduled for Tuesday, November 19, 2019, at 4:00 p.m. It was determined that Mayor Marcinko, Mr. Heefner, Mr. Brown, Mr. Proctor, and Mr. Wion will attend the meeting. The expectation is that an agreement will be reached, and the contract will be submitted for the Council's consideration at the next meeting. Mr. Heefner reported that staff is prepared to handle snow removal. He stated that he had rejected the City of Harrisburg's offer to provide additional snow removal support for \$500.00 per hour. It was noted that the Borough would follow by complementing the Public Works staff with the contract arranged with Templin Company.

#### Parks and Recreation Committee

Ms. Woods reported that the Christmas Ornament painting was a success. Approximately 40 ornaments were painted for display on the Steelton Christmas Tree. The Christmas Tree lighting is scheduled for December 3, 2019, at 6:00 p.m. The Committee is still in the process of finding a location. One concern is whether or not the tree will be displayed indoors or outdoors. Ms. Hodge stated that the weather is too cold to place a tree outside safely. Mr. Heefner indicated that he has an idea about how to ensure that if the tree is placed outside, it will be safely secured.

#### NEDC Committee

Ms. Hodge reported:

- The Groundbreaking Ceremony for the Frank S. Brown Townhomes was held on October 31, 2019.
- The Committee is in discussions with Ms. Barksdale regarding the Hygienic Elementary School Memorial.
- The Committee has been working on the Codes update.
- Mr. Segina added that the Planning Commission met with the IDP at their November meeting. He stated that some updates will be presented to the Commission in December.

#### Stormwater Committee

Ms. Kratzer stated that the Stormwater Commission is awaiting updates from the Regional Commission.

#### Mayor's Report

Mayor Marcinko had nothing else to report.

Jr. Councilperson Report – Ms. Palermo was not present, so there was no report from the Jr. Councilperson.

#### Borough Manager's Report

- ✓ Mr. Brown reported that: he, municipality representatives from Lower Dauphin County, and HRG attended the Regional Stormwater Authority Kickoff Meeting. At the meeting, it was announced that the feasibility study for the structure of a Regional Authority should be completed in six months.
- ✓ Tomorrow, he will meet with Mr. Bakare to discuss developing the by-laws and legal paperwork needed to form the new Stormwater Authority. Mr. Brown will update the Committee after meeting with Mr. Bakare.

- ✓ He has put together a proposed Calendar of Meetings for 2020 and requested feedback by the end of the week. Following any input, the calendar will be given to Mr. Segina for posting on the Borough website in December.
- ✓ As a cost-saving measure, he and Mr. Segina are looking at getting a new telephone system and proposal for the Borough.
- ✓ Mr. Curry attended a codes Housing Conference today; therefore, he is not at this meeting.
- ✓ Finally, HRG recommended Shiloh Paving and Excavating Construction Company be paid for Payment Request #2, which is for \$186,337.73. These funds will be paid from the Community Block Grant Fund and money earmarked in the Borough's General Fund Budget. The request for Payment #3 is being held because the construction company has not completed the required grant paperwork.

*Mr. Segina moved that the request for Payment #2 for Shiloh Paving and Excavating Construction Company be approved. Mr. Heefner seconded the motion, which passed by a unanimous vote of the Council.*

*Mr. Segina moved that the Department and Committee reports be approved as presented. Mr. Heefner seconded the motion, which passed by a unanimous vote of the Council.*

### **Presentation:**

Jay Wenger from the Susquehanna Consultants Group attended the meeting to explain the Revised Proposed Terms for Storm Water Relocation Financing to Ensure Compliance with RACP Grant. The Group is still working with RACP and PNC Bank to find common ground on the financing of the project. He anticipates an agreement will be completed and ready for presentation for consideration at the December 2, 2019, Council Meeting.

The Pastor from Deeper Life Bible Church, located at 721 North Front Street, represented the church's concerns. There is a problem at the church regarding curbing and stormwater. Water is seeping into the basement of the church. Pictures were presented so that the Council could have a visual idea about the problem. The church observed that the street is higher than the sidewalk in one area, there is a sinkhole, and there is a problem with the gutter run-off. Mr. Heefner stated that when Verizon made a street cut at that location, they did not ensure that the area was fixed. The Public Works department will correct the problems reported by fixing the street cut and extending the gutter to Trewick Street.

The Borough Council received the following correspondence:

A letter from Approved Codes Services offering their services to supplement the Borough Codes Office.

Tri-County Regional Planning Commission submitted a copy of the presentation given at the Regional Storm Water Authority Meeting.

The Pennsylvania State Borough Association sent an announcement of their Webinar Trainings Schedule.

Zelenkofske Axelrod sent the Council an invitation to their Holiday Dinner. The Dinner is scheduled for November 25, 2019, at 5:30 p.m., and will be held at The Mill in Hershey, Pennsylvania. RSVP should be sent by November 18, 2019.

The First Baptist Church of Steelton sent a letter related to the impact the Frank S. Brown Town House Development will have on Monumental African Methodist Episcopal Church, which is located next to the project. The letter states that the Borough has not kept Monumental abreast of the plans for the project.

DHI Engineering/Environmental Services informed that Borough. The letter stated that, as required by PA Code 127.43", Dura-Bond has requested that its NPDES Permit be renewed.

The following unfinished business was reviewed by the Council.

Mr. Brown and Mr. Heefner presented information with a request that the Council approves the lease of a 2020 Ford F550 for use by the Public Works Department. Anthony, a representative from Enterprise Leasing, was available to answer questions from the Council. There was a discussion by, and between the Anthony, the Council, and Counsel regarding the lease of the vehicle. Highlights of the discussion were:

- 1) Anthony explained the process for obtaining a new vehicle from the plant and the problem that occurred with the 2019 F550.
- 2) In response to a question from Mr. Proctor, Anthony stated that he would check to see if the Borough could borrow a truck until the F550 was delivered. He said that he would check with the rental section of Enterprise to see what, if anything, was available for plowing.
- 3) In response to a question from Mr. Heefner, Anthony stated that F350s are almost ready and should be available by mid to late December, at the latest early January.
- 4) Mr. Wion explained that no payment is required for the 2019 F550 since it was not received or accepted. He also stated that the new vehicle would be added to the Master Lease Agreement already in place.

Amid the discussion, Mr. Heefner stated that the City of Harrisburg offered to provide snow plowing at the cost of \$500.00 per hour. He told then Harrisburg that it was an unacceptable offer. Harrisburg informed him that they would accept a counteroffer. Mr. Heefner asked if the Council was interested in making a counteroffer. The general consensus of the Council was no. Following the discussion, *Mr. Segina moved that the Council adds to the Master Equity Lease with Enterprise Fleet Management Trust the 2020 Ford model F550 vehicle for \$83,860 per year, quote number 4463791 dated October 31, 2019. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of the Council.*

Mr. Wion presented information regarding the need to renew the Agreement between Steelton Borough and Champions, LLC, for Administration of the Vacant Property Registration Program. He stated that the Agreement is due to expire. *Mr. Segina moved that the Agreement between Steelton Borough and Champions, LLC, for the Administration of Vacant Property Registration*



*be renewed. Mr. Krovic seconded the motion, which was passed by a unanimous vote of the Council.*

The following new business was reviewed by the Council.

Mr. Wion discussed the request to remove a Special Purpose Parking Permit, which is no longer needed. *Ms. Hodge moved that Resolution-2019-R-35, eliminating the Special Purpose Parking space located at 219 Swatara Street, which was provided to Mr. Charles Westbrook, be approved by the Council. Mr. Segina seconded the motion, which was approved by a unanimous vote of the Council.*

Mr. Wion requested approval of a Resolution regarding the Steelton Police Pension Plan. *Mr. Segina moved that Resolution 2019-R-36 Establishing Employee Contribution Rate of 5.0% for Steelton Borough Police Pension Plan be approved by the Council. Ms. Kratzer seconded the motion. The motion was passed by a unanimous vote of the Council.*

Mr. Brown explained that in the past, the Borough has used Diffenderfer Auctions to sell unneeded properties of the Borough. The previous cost to conduct the sale was \$ 2,000.00 for advertisement. He requested that the Council approve the company to sell unnecessary vehicles and equipment from the Public Works Department. Mr. Miller stated that after a review, outdated and inoperable equipment was identified. He also noted that these items cannot be used by the Borough, and can be sold. Mr. Brown informed Council that the Borough realized a \$19,205.00 profit from the last sale. Upon request, Mr. Brown listed several items to be included in the sale. He also asked that the sale be held in December. *Ms. Hodge moved that Diffenderfer Auctions be approved to sell unneeded equipment belonging to the Borough. The motion was seconded by Mr. Krovic and passed by a unanimous vote of the Council.*

The following comments were made by a person from the community:

Ina C. Alcendor, 109 Conestoga Street expressed concern that there was no barrier to separate the construction and the public at the Frank Brown Townhome site. Mr. Proctor stated that he would discuss it with the contractor. Ms. Alcendor reported that she saw the construction company pumping water from the hole made. Her concern was how the accumulation of water will affect Monumental AME Church. She said that earlier, the Borough informed the pastor that water would not be a problem. Ms. Alcendor noted that there was a natural spring located at the construction site. She reported that when the pastor spoke to the contractors regarding the water, she received a rude response. Finally, Ms. Alcendor stated that usually, there was information regarding what was being built and the financier at construction sites. She wondered why there was no sign on site. Mr. Proctor stated that he would discuss all of her concerns with the contractor.

The following concerns were expressed by members of the Council and staff:

Ms. Kratzer thanked the persons for attending the meeting.

Mr. Heefner noted that the Department of Public Works has cleaned up items left at the curb when renters move out of a residence. He requested that the Codes Department send a letter to all landlords informing them that it is their responsibility to keep their property clean. Mr. Wion told Mr. Heefner that landlords cannot be targeted for any special requirements. Mr. Wion informed the body that any letter sent out by the Borough must be sent to all property owners.

Ms. Woods and Mr. Krovic thanked the persons for attending the meeting.

Mr. Brown reminded the Council that an Executive Session must be held to discuss legal and Public Works personnel matters.

Ms. Marcinko stated that she is working with the Daughters of the American Legion to develop a community calendar. They hope that the calendar will eliminate scheduling conflicts for community events.

Ms. Hodge and Mr. Segina thanked persons for attending the meeting.

Mr. Proctor reminded the group that the Fourth Steelton Economic Development Foundation's Dinner is scheduled for December 21, 2019. He also informed persons that a pre-Steelton Fest fundraiser has been scheduled. The event, to be held at Champions, will include an appearance by Jordan Hill. Supporters are asked to make a \$20.00 donation.

Upon the request of the President, *Mr. Segina moved, and Mr. Krovic seconded a motion that the Council donates \$250.00 to the Steelton Economic Development Foundation to support the Holiday Dinner. The motion was approved by a unanimous vote of the Council.*

*Mr. Krovic moved, and Mr. Segina seconded a motion that the Council recess into Executive Session at 7:44 p.m.* The purpose of the Session is to discuss pending litigation at 25 North Front Street, non-uniform personnel issues, and a real estate acquisition.

*At 8:14 p.m. Mr. Segina moved, and Mr. Heefner seconded the motion that Council resumes public meeting.*

Ms. Hodge presented a request from the Personnel Committee that the Borough hire Wade Shearer. *Ms. Hodge moved, and Mr. Krovic seconded the motion to appoint Wade Shearer as a full-time Highway Laborer (CDL) at a starting rate of \$15.00 per hour, effective November 18, 2019. The motion passed with a unanimous vote of the Council.*

Ms. Hodge presented a request from the Personnel Committee that Randolph Saunders. *Ms. Hodge moved, and Mr. Krovic seconded the motion that Randolph Saunders be hired by the Borough. Mr. Saunders was appointed as a Full-Time Highway Laborer (CDL) at a starting rate of \$15.00 per hour, effective November 18, 2019. The motion passed by the Council by six votes. Mr. Proctor abstained from voting for personal reasons.*

*Mr. Krovic moved that Mr. Terry McMullen be terminated from employment from the Borough, effective November 19, 2019. Ms. Kratzer seconded the motion, which passed by a five to two vote. Ms. Hodge and Ms. Woods cast the dissenting votes.*

Fire Chief Vance requested Council approve him to contact the Pennsylvania Department of Labor and Industry regarding getting work done at 25 North Front Street.

*Mr. Segina moved, and Mr. Heefner seconded the motion that the meeting be adjourned at 8:45p.m. The motion carried by a unanimous vote of the Council.*

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'DB' or 'Douglas Brown', written in a cursive style.

Douglas Brown, Secretary

**Steelton Borough Council Agenda**  
December 2, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Swearing-In Ceremony of Corporal Dennis Basonic**

**Approval of minutes from the November 18, 2019 meeting**

**Public Comment on Agenda Items only:**

**Presentation:**

Randy Watts, HRG Engineer

November Engineer's Report

**Communication:**

Dauphin County EMA

Email Notice of Award of Act 147  
Grant

Dauphin County Conservation District

Site Inspection Report – FSB Town  
Home Project Site

Defense Logistics Agency

Upstream Notification Letter  
Regarding Above Ground Storage  
Tanks Located Upstream of Steelton  
Borough

Pennsylvania Municipal League

Endorsement of the National League  
of Cities (NLC) Service Line  
Warranty Program.

**Unfinished Business:**

Ms. Kratzer

Final Proposal for Hygienic School  
Monument.

Mr. Wion

Revised Proposal for Replacement  
Submersible Pump Grinder at  
Trewick Street Pump Station from  
Riordan Materials

Mr. Wion

Resolution 2019-R-\_\_\_\_  
\_\_\_\_\_Authorizing Auction of

Borough Vehicles and Equipment  
through Diffenderfer Auctions

**New Business:**

Mr. Wion

Resolution 2019-R-\_\_\_\_\_   
Appointing Independent Auditor for  
Fiscal Year 2019

Mr. Wion

Resolution 2019-R-\_\_ Appointing  
Independent Auditor of Steelton  
Borough Authority. For Fiscal Year  
2019.

**Public Comments:**

**Council Concerns:**

**Executive Session:**

**Other Business:**

Ms. Hodge

Acceptance of Resignation of  
Douglas E. Brown from Position of  
Borough Manager Effective January  
17<sup>th</sup>, 2020

Ms. Hodge

Recommendation from Personnel  
Committee to Hire Anne Shambaugh  
as Assistant Borough Manager

Ms. Hodge

Recommendation from Personnel  
Committee to Hire Renee Drayton as  
Administrative Assistant to the  
Borough Manager

**Adjournment:**

## Steelton Borough Council Meeting

December 2, 2019

### Present:

Brian Proctor, President  
Michael Segina, Vice President  
Keontay Hodge, President Pro Tem  
Dennis Heefner  
Natashia Woods

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

Absent with cause: Kelly Kratzer, William Krovic, and Eugene Vance

Ms. Hodge was present via telephone.

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

Chief Minium requested that the Council approve the promotion of Officer Dennis Basonic to Corporal. He stated that Officer Basonic passed the Civil Service test with a score of 98.1, thus completing the Civil Service Process.

*Ms. Woods moved that Council accept the recommendation to promote Officer Basonic to Corporal status. Mr. Heefner seconded the motion, which passed by a unanimous vote of the Council.*

Officer Dennis Basonic was sworn in as Corporal Basonic by Mayor Maria Marcinko. As he took the oath of office, Corporal Basonic's sons held the Bible. Corporal Basonic thanked the Council and Chief Minium for the opportunity to serve Steelton.

Council reviewed the minutes from November 18, 2019, meeting. *Mr. Segina moved, and Ms. Woods seconded the motion to accept the minutes as presented. A unanimous vote of the Council passed the motion.*

There were no comments from the public regarding agenda items.

Randy Watts, the Engineer from Herbert, Rowland & Grubic, Inc., presented the November Engineer's Report. The highlights of both the written and oral reports are:

- 2019 Roadway Improvements Project – The work on the project is completed, and information for the final payment to the Contractor is in process.
- Skate Park Phase II Project – Armet Cement is finalizing the design and specification for use in bidding documents. January 2020 is the expected date for the report review. Construction start date should be Spring of 2020.
- Borough staff, other consultants, and HRG met at the Hoffer Street Pump Station on November 14, 2019, to evaluate actions needed to improve the Station. HRG is now

performing preliminary hydraulic design calculations for the replacement of the existing pumps. They have been asked to prepare a formal proposal to the Borough for the completion of the project's design phase. The plan should be ready for presentation to the Council at the December 16, 2019 meeting.

- 2019 Sanitary Sewer Rehabilitation Project – the Contractor has completed the work on the project. The Contractor will receive the final payment when the required paperwork is completed.
- 101 Locust Street Retaining Wall Boundary Survey Project – President Proctor, requested that this item be removed from the report because the project is on hold. Mr. Watts said he would like to keep the project on the list. Habitat for Humanities has withdrawn from the project. Mr. Brown explained that the Borough has Community Development Block Grant (CDBG) funds that can be used to repair a section of the retaining wall. He said that work on the project should continue because of the wall's structural issues, and the need to clean out the area. The work will be preparing to demolish the building or securing another partner to work on the rehabilitation of the building.
- Front Street Storm Sewer Relocation Project – the field survey is complete. There are no utility conflicts found at the Subsurface Utility Engineering (SUE) test pits. HRG continues to work on the design.

Mr. Heefner shared that PA Water is going to put a water line on Q Street. The project had been on hold since the intent was to put in new sewer lines and tie it to the system there. He stated that the sewer lines would be installed and capped. Further, when the money to complete the sewer separation on the East End is available, the lines will be attached. This action will allow PA Water to complete the installation of the water lines now.

*Mr. Segina moved, and Mr. Heefner seconded the motion that the November 2019 Engineer's Report be accepted as presented. The motion passed by a unanimous vote of the Council.*

The following communications were received and reviewed by the Council:

The Dauphin County Office of Emergency Management sent an email notice that the Borough is receiving funding for this year. An award letter confirming this action is forthcoming.

Dauphin County Conservation District sent a copy of the Site Inspection Report of the Frank S. Brown Town Home Project Site. The report indicates that there are no violations of Chapter 102 Erosion Control Title 25 of the Department of Environmental Protection Rules and Regulations.

Defense Logistics Agency wrote to inform the Borough that six regulated Above Ground Storage Tanks containing heating oil and diesel fuel are upstream of the Borough of Steelton.

The Pennsylvania Municipal League sent an endorsement of the National League of Cities (NLC) Service Line Warranty Program.

The Council addressed the following unfinished business agenda items:

Ms. Kratzer was absent; therefore, there was no discussion about the final proposal for Hygienic School Monument.

Mr. Wion presented the Revised Proposal for Replacement Submersible Pump Grinder at Trewick Street Pump Station from Riordan Materials. He explained that staff determined that the current pump grinders have deteriorated to the point that they are ineffective. The ineffectiveness of the grinders may cause an emergency because sewage cannot be processed. Therefore, the previously reviewed plans for replacement had to be amended to accommodate the current needs of the Trewick Street Pump Station. The new equipment is coming through the State Co-Stars Program. Mr. Wion said that the implementation agreement was changed to conform to standard Borough agreements. Mr. Brown stated that the cost of the new system would come from the current sewer budget. *Mr. Heefner moved that the Council accept the new Submersible Hydraulic Motor System from Riordan Materials at the cost of \$68,580.00, the installation by Blooming Glen Water & Wastewater for \$22,100.00 and installation and wiring of a control panel for \$8,900.00. Mr. Segina seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion introduced a Resolution to formalize the Council's decision to hire Diffenderfer Auctions to handle the sale of Borough property. The property to be sold includes six vehicles, a pinning machine, a street saw, and a boat and trailer. *Mr. Heefner moved that the Council adopt Resolution 2019-R-37, Authorizing Auction of Borough Vehicles and Equipment through Diffenderfer Auctions. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

The Council handled the following new business at this meeting.

Mr. Wion requested that the Council consider passing a Resolution to hire an independent firm to perform the annual Fiscal Audit for 2019. *Mr. Segina moved, and Mr. Heefner seconded a motion to adopt Resolution 2019-R-38, Appointing Zelenkofske Axelrod LLC to conduct the audit for Fiscal Year 2019 at a cost of \$50,303.00 for the financial audit, \$3,585.00 for the DCED audit and, \$8,000.00 for the single audit, if necessary. A unanimous vote of the Council passed the motion.*

Mr. Wion requested that the Council pass a Resolution hiring an independent auditor to perform the Fiscal Audit for the Steelton Borough Authority. The existence of the Authority was terminated on October 9, 2019, but an audit of the financial records of the Authority still must be performed. *Mr. Segina moved, and Mr. Heefner seconded the motion that Council passes Resolution 2019-R-39, Appointing Zelenkofske Axelrod LLC to perform the Fiscal Year 2019 Audit of the Steelton Borough Authority at a cost of \$8,500.00 for the financial audit, \$1,730.00 for the DCED audit, and \$6,000.00 for additional fees relating to the sale of the water system. The motion passed by a unanimous vote of the Council.*

There were no public comments made at this meeting.

Council members raised the following concerns:

Mr. Heefner discussed the remodeling of the Hoffer Street Pumping Station. He said a line would be placed across Route 230 to take the flow into our system, up to Trewick, then to Harrisburg. He asked Matt Cichy from HRG to provide a price for installing a flow from Trewick to handle the overflow. He asked Council if there was an objection to obtaining a quote



for that work. The quotes would be two prices one to Hoffer Street and one to add that on to the Trewick Project. President Proctor stated that we need to get the information to get the work completed, if necessary. Mr. Heffner said that there had been several evening calls reporting sewer back-ups. Grease poured into the system caused most of the backup problems. He recommended citizens be encouraged to find other ways to dispose of grease since it clogs the sewer system.

Ms. Woods reminded the body that the Christmas Tree Lighting Ceremony will take place tomorrow (December 3, 2019) at the Frederick Douglas Borough Hall. Following the lighting ceremony, refreshments and other activities will take place at the Fire Hall.

Mr. Brown reminded Council members that an Executive Session is scheduled to discuss personnel issues and real estate acquisition.

Mayor Marcinko congratulated Corporal Basonic on becoming the first Corporal in the Steelton Police Department. She, Chief Minium, and a roving patrol were visible in Steelton the day before Thanksgiving. The Mayor proudly announced that there were no DUI's on that day. She told the body that the District Attorney's Office funded the roving patrol. Ms. Marcinko stated that the Department noted several Ubers and Lyfts driving in the Borough. She commended the citizens of Steelton for making safe choices.

Mr. Segina thanked persons for attending the meeting. He announced that Mr. Wion has reviewed and approved the Fire Department Handbook. Mr. Segina plans to present the Handbook for approval at the December 16, 2019 meeting.

Mr. Proctor reminded those present about the Christmas Tree Lighting, the Santa Clause Drive, and the Steelton Economic Development Authority's Third Annual Christmas Dinner.

Ms. Hodge and Ms. Leggett-Robinson had no comments.

*Mr. Segina moved that the Council move into Executive Session at 6:58 p.m. Mr. Heefner seconded the motion, which passed by a unanimous vote of the Council.*

Ms. Hodge physically arrived at the meeting at 6:59 p.m.

#### **Other Business:**

*Mr. Segina moved that Council resume regular session at 7:23 p.m. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

*Mr. Segina moved that the Council accept the resignation of Douglas E. Brown from Position of Borough Manager Effective January 17, 2020. Mr. Heefner seconded the motion, which passed by a majority vote of the Council. Ms. Hodge cast the dissenting vote.*

*Ms. Hodge moved that the Council hire Anne Shambaugh as Assistant Borough Manager effective December 3, 2019, at a salary not to exceed \$90,000.00. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

*Ms. Hodge moved that the Council hire Renee Drayton as Administrative Assistant to the Borough Manager effective January 6, 2020, at an hourly rate of \$18.00. Ms. Woods seconded the motion, which was passed by a unanimous vote of the Council.*

*Mr. Segina moved that the December 2, 2019, Council Meeting adjourn at 7:23 p.m. Ms. Woods seconded the motion, which was approved by a unanimous vote of the Council.*

Respectfully Submitted,

  
Douglas Brown, Secretary

# **REVISED STEELTON BOROUGH COUNCIL AGENDA**

December 16, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** December 2, 2019

**Public Comment on Agenda Items only:**

**Approval of schedule of billing, requisitions, and change orders as presented for:**  
November 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)  
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. Jay Wenger

Bank Proposal RE Financing of  
Storm Line Relocation Project.

Mr. Timothy Horstmann

Approval of Ordinance 2019-\_\_\_\_\_  
Approving Financing of Storm Line  
Relocation Project Financing.

## **Communications:**

PA American Water

Announcement of New Customer  
Meet and Greet, December 17, 2019,  
5-7 p.m. SHHS Cafeteria.

Talent Energy

Acknowledgment of Discontinuation  
of Services.

**Unfinished Business:**

Mr. Wion	Approval of Ordinance 2019-_____ Establishing Appropriations for 2020 General Fund and Sewer Fund Budgets.
Mr. Wion	Resolution 2019-R-__ Fixing Tax Rates for the Fiscal Year 2020.
Mr. Wion	Resolution 2019-R-__ Fixing Tax Discounts and Penalties on Tax Rates for the Fiscal Year 2020.
Ms. Hodge	Resolution 2019-R-__ Establishing Annual Salaries, Wages and Employee Benefits for Non-Uniform and Non-Union Employees in the Borough of Steelton for Calendar Year 2020.
Mr. Segina	Approval of HRG, Inc. Proposal to Perform Sewer Rate Study.
Mr. Brown	Approval of Payment #3 to For Roadway Improvement Project.
Mr. Segina	Approval of Fire Department Policies and Procedures.
Mr. Brown	Award of bid to Center for Employment Opportunities Work Crew.
Mr. Brown	Approval of Investment Policy Statement for Steelton Police Pension Plan.
Mr. Brown	Approval of Investment Policy Statement for Non-Uniform Pension Plan.
Mr. Wion	Ordinance 2019-__ An Ordinance Amending The Code Of The Borough Of Steelton, Pennsylvania, Chapter 92 “Solid Waste”,§ 92-3. “Definitions” By Revising The Definition Of “Exclusive Contract”;

§ 92-4. “Duties of Owners and Occupants” by A. “Containers” (1) Requiring Compliance With Use Of the Containers Provided By The Exclusive Contractor; § 92-17. “Payments Required” By Establishing A Minimum Quarterly Bill In Relation To Vacant Properties Containing A Dwelling Unit.

Mr. Wion

Ordinance 2019-\_\_ An Ordinance Authorizing An Intergovernmental Cooperation Agreement With The City of Harrisburg To Provide For The Collection By The City Of Specified Municipal Solid Waste And Recycling Collection And Disposal Services for The Residents Of The Borough Of Steelton, Pursuant To the Intergovernmental Cooperation Law.

**New Business:**

Mr. Wion

Resolution 2019-R-\_\_\_\_\_ Authorizing Filing Of An Exemption Application Appeal With The Dauphin County Board Of Assessment Appeals In Relation To The Tracts Known As Tax Parcel Nos. 61-013-029, 61-013-030, 61-013-031, 61-013-032, 61-013-033, 61-013-034, 61-013-035, 61-013-036, 61-013-037, 61-013-038, 61-013-039, 61-013-040 And 61-013-050 Acquired By The Borough On October 9, 2019, And Utilized As A Parking Garage For Municipal Vehicles And Public Works Offices.

Mr. Wion

Resolution 2019-R-\_\_ Authorizing the Removal of Existing Borough Stormwater Line From Borough Lands and Relocation of Stormwater line to the Economic Redevelopment Project Known As The Steel Works And Executing Such Documents As

Are Necessary To Implement Said Relocation.

Mr. Brown

Resolution 2019 - R\_\_ Authorizing Application For A PA Small Water and Sewer Program Grant.

**Public Comments:**

**Council Concerns:**

**Executive Session:** Driver's for Fire Truck, Real Estate Acquisition

**Other Business:**

Ms. Hodge

Ratification of Employment Agreement between Ms. Anne Shambaugh and Steelton Borough for Appointment as Assistant Borough Manager.

**Adjournment:**

## Steelton Borough Council Minutes

December 16, 2019

### Present:

Michael Segina, Vice President	David Wion, Solicitor
Mayor Keontay Hodge, President Pro Tem	Aaron Curry, Codes Officer
Dennis Heefner	Eugene Vance, Fire Chief
Kelly Kratzer	Keith Miller, Foreman - Public Works
Natashia Woods	

Absent with cause: Brian Proctor, William Krovic, Olivia Palermo, Maria Marcinko, Douglas Brown, Anthony Minium, and Thommie Leggett-Robinson.

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. Council Person Woods led a Moment of Silent Reflection.

Ms. Hodge arrived at the meeting at 6:33 p.m.

Council reviewed the minutes from December 2, 2019, meeting. *Ms. Kratzer moved, and Ms. Woods 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.

The schedule of billing, requisitions, and change orders, as presented for November 2019, were submitted for approval. *Ms. Kratzer moved, and Mr. Heefner seconded the motion approving the report. The Council passed the motion by a unanimous vote.*

### Approval of Department & Committee Reports:

#### Fire Department and Ambulance (Written Report)

Mr. Segina stated that the Volunteer Fire Department decided not to sell the Mack Fire Engine. They would like to keep it as an antique. The Fire Department is requesting Council's approval to store the vehicle in a bay at the Fire House. *Ms. Kratzer moved that the old Mack Fire Truck be stored as an antique, in a bay approved by the Fire Chief. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

#### Police Department (No Written Report)

#### Codes Department (Written Report)

#### Public Works (Written Statistical Reports)

Mr. Heefner provided additional information to the written report. He says that the new Contract requires residents to use trash cans purchased from Harrisburg as a second trash can. They will not be allowed to use their old totes. He reported that Harrisburg considered using the old totes would be a "deal-breaker". He foresees this as a problem for the residents, particularly those who have recently

purchased new cans. Harrisburg will send a letter with the next billing cycle regarding the trash cans. Mr. Heefner said that the new trash cans may be available by January 18, 2020. They will be available for pickup at the Bar Mill Parking Lot. Harrisburg plans to move the trash pickup time from 7:00 a.m. to 6:00 a.m. due to the back-up along Front Street. This will alleviate congestion on Front Street. Residents should be notified, by letter, so they can put their trash out before 6:00 a.m. Mr. Heefner reminded Council that several meetings ago, there was discussion about persons moving and leaving their bulk items on the sidewalks. Steelton has been left with the responsibility to remove those items. If the Department of Public Works is to remove those items, there are two permits that the Borough must obtain: 1) recycling and 2) incinerator. The Council must give approval for the Borough to purchase those yearly permits. Ms. Hodge asked if landlords should be responsible for removing items left outside by tenants. Mr. Heefner responded that it should be their responsibility; however, it takes a long time for landlords to move the offending articles. She asked if it would be reasonable to make an arrangement with the landlords to pay the Borough to remove those items. Mr. Heefner stated that such an agreement is also in the plans. He asked Mr. Curry to address the problems already occurring. Mr. Curry noted that there were two areas where illegal dumping is occurring. Further, the Codes Office had to call someone in to remove the debris because it had been there so long. He recommended avoiding the cost of hiring a contractor by having the Department of Public Works to remove the trash. Ms. Hodge asked that since it is unknown who is doing the dumping if entering into an agreement with the landlord or billing, the homeowner would be a solution. He stated that he suggested issuing a notice of violation to the homeowner. If the homeowner does not respond, then the Borough would do the cleanup and bill the homeowner. The information regarding the cleanup and cost of trash removal should be included in the newsletter. Mr. Segina stated that he thinks it right that there is a less expensive way of handling the situation. Mr. Heefner noted that the last invoice received for a cleanup was \$800.00. Mr. Segina stated that illegal dumping occurs on the streets. He asked Mr. Heefner if there was a cost for filing the application. Mr. Heefner said that there was no fee for recycling; however, he has not carefully reviewed the information for the incinerator. Based upon a question from Ms. Kratzer, he stated that once the permit is obtained, there is a fee per pound of items to be placed in the incinerator. *Ms. Kratzer moved that trash pickup time be changed from 7:00 a.m. to 6:00 a.m. The motion was seconded by Mr. Heefner. The motion passed by a majority vote. Ms. Hodge cast the dissenting vote.* It was discussed that Harrisburg should include the new pickup times in a letter, and the information should also be placed in the Steelton Borough newsletter.

Ms. Woods asked how to avoid landlords using the Borough as trash service. Mr. Segina stated that if the Borough has to clean up the trash, a lien would be placed against the property for the cost of removal. The owner could take care of the claim, or it would be paid at the time the property is sold. Inaudible conversation. Mr. Segina stated that placing a lien against the property is the only way the



Borough can recoup payment if the bill is not paid by the owner or landlord. The administrative cost can be added to the charged. According to Mr. Segina, the Borough could also look at hiring a collection agency. Using a collection agency could be more desirable than placing a lien; however, it is more expensive. Mr. Heefner reported that neighbors have called the Borough to report debris that has been in place for a long time. Mr. Heefner stated that landlords are responsible for keeping the property free of debris. A Quick Ticket could be issued, which could cost the landlord \$50.00 to \$70.00 per day. It was suggested that the Borough Manager be authorized to investigate the options. *Ms. Hodge moved to table the discussion regarding obtaining permits to use the incinerator and landfill to a later date. Ms. Woods seconded the motion. Ms. Hodge and Ms. Woods voted yea, and Ms. Kratzer and Mr. Heefner voted nay. Mr. Segina broke the tie with a yea vote. Therefore the motion carried.*

#### Parks and Recreation Committee

Ms. Woods – approval of schedule. Santa Clause Run scheduled for December 21, 2019. Mr. Segina said that he would post the scheduled times on Facebook, and the Borough website.

Ms. Hodge added that in addition to the Santa Clause Run, the Holiday Dinner will be at Prince of Peace at 5:30 p.m. She encouraged persons to come out and enjoy the fun.

#### NEDC Committee

Mr. Segina stated he and Mr. Wion are working on wording changes that will bring the current Borough Ordinance more compatible with the proposed Code changes.

Ms. Hodge reported Committee accomplishments:

- The book to make current codes and codes revisions in 2020
- The Franklin Brown Townhomes Project started.
- The Front Street Project has a developer and is scheduled to begin work in 2020

#### Stormwater Committee

Ms. Kratzer stated that there was no report.

#### Mayor's Report

Mayor Marcinko was absent, and there was no report.

Jr. Councilperson Report – Ms. Palermo was not present, so there was no report from the Jr. Councilperson.

Borough Manager's Report – was not present; therefore, there was no Borough Manager Report.

The Vice President asked Anne Shambaugh, the new Assistant Borough Manager, to introduce herself to the body. She informed the group that she has about 15 years of previous municipal management experience, and she is really looking forward to being a part of the Borough.

*Ms. Kratzer moved, and Ms. Hodge seconded the motion to accept the Departmental and Committee Reports as presented. The motion passed by a unanimous vote of the Council.*

### **Presentation:**

Mr. Jay Wenger was called to discuss the bank financing of the Sewer Line Relocation Project. Mr. Wenger's presentation was unintelligible; therefore, the information recorded in these minutes are taken from a written report he made to Doug Brown, Borough Manager. Mr. Wenger wrote that he recommends that the Borough secure two loans of \$1,500,000.00 each. Dividing the \$3,000,000 project into two distinct loans will satisfy the Redevelopment Assistance Capital Program (RCAP) grant requirements. Each loan will be a drawdown loan, and the Borough can draw up to \$1,500,000 for each loan but is not required or obligated to draw the full amount of either loan.

Mr. Timothy Horstmann presented information regarding Ordinance that covers the \$3 million in General Obligation (GO) Notes. His comments were unintelligible, therefore, not memorialized in these minutes.

Ms. Hodge asked a question about Mr. Horstmann's comment about the possibility of not using Fulton Bank. She asked if the Ordinance should be amended to include the name of Fulton Bank or if two separate documents should be prepared. Mr. Horstmann responded that the Ordinance can be filed as presented.

Mr. Wion stated that the Council should adopt Ordinance 2019-08 first, which makes it the general authorization, then consider the specific motion for the Fulton Bank proposal. He also informed the Council that a roll call vote should be taken for the Ordinance.

*Ms. Hodge moved that the Council approve **Ordinance 2019-08** Authorizing and Directing the Incurring of Non-Electoral Debt by the Borough of Steelton, Dauphin County, Pennsylvania Through the Issuance of its General Obligation Note, Series of 2019 in the Maximum Principal Amount of \$3,000,000.00 for the Purpose of Providing Funds for a Project Consisting of (1) the Relocation of a Stormwater Pipe In Connection With an Economic Redevelopment Project, and (2) Paying the Cost of Insuring the Note; Standing that Realistic Cost Estimates Have Been Made for the Capital Project and Stating the Estimated Project Completion Date; Stating the Realistic Estimated Useful life of the Capital Project for which the Note Is Issued; Authorizing and Directing the Proper Officers of the Borough to Prepare, Certify and File the Required Debt Statement and Borrowing Base Certificate; Covenanting that the Borough Shall Include the Amount of Annual Debt Service for the Note in Its Budget for Each Fiscal Year and Pledging the Full Faith, Credit and Taxing Power of the Borough Therefore; Setting Forth the Substantial Form of the Note' Appointing a Sinking Fund Depository; Providing for the Execution, Delivery and Authentication of the Note and the Disposition of the Proceeds Thereof; Awarding Such Note at Private Sale is in the Best Financial Interest of the Borough; Creating A Sinking Fund and Appropriating Annual Amounts for the Payment of Debt Service on the Note; Authorizing and Directing the Proper Officers of the Borough to Certify and to File with the Pennsylvania Department of Community and Economic Development Certified Copies of the Necessary Proceedings and to Pay Any Necessary Filing Fees; Making Certain Covenants as to Federal Tax Law Provisions; Designating the Note as a "Qualified Tax Exempt Obligation"; Authorizing and Directing the Proper Officers of the Borough to do All Things Necessary to Carry Out the*

*Ordinance; Authorizing and Directing the Proper Officers of the Borough to Pay Issuance Costs; Authorizing Incidental Actions; Rescinding Inconsistent Resolutions and Ordinances; and Stating the Effective Date. The motion was seconded by Ms. Kratzer. A roll call vote was called with the following results:*

*Ms. Woods – yea*

*Mr. Segina – yea*

*Ms. Kratzer - yea*

*Ms. Hodge - yea*

*Mr. Heefner - yea*

*The motion was passed by a unanimous vote of the Council.*

*Ms. Hodge moved that Council approve a loan from Fulton Bank for \$1,500,000.00 at 2.8% interest over 24 years. Ms. Kratzer seconded the motion, which passed by a unanimous vote of the Council.*

*Ms. Hodge moved that Council approve a 20-year loan from Fulton Bank for \$1,500,000.00 at a fixed rate of 2.8%, for up to ten years, after which the interest rate will be re-calculated. Ms. Kratzer seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Alex Goldsmith reviewed a packet of information about the investment policy for Uniform and Non-Uniform Borough Employees' Pension Plans. The PFM Asset Management LLC was selected about a year ago to be the investor and manager of the Borough's Pension Plans. Mr. Goldsmith called attention to the Asset Allocation section of both the Uniformed and Non-Uniformed Policy Statements. In both documents, determined Asset Classes and Asset Weightings are listed. Under the Asset Weighting, an acceptable range of return and in some areas targeted investment returns are listed. It is hoped that the targeted profits will be met; however, anything within the range is acceptable. Included in the packet is information is an asset analysis and other pertinent information. With these facts, the Council can make an informed opinion regarding the decisions and management of the Employees' Pension Plan. The Council had the opportunity to review the information presented. *Ms. Hodge moved that Council accept and approve the Investment Policy Statement for the Police Pension Plan as presented. Ms. Woods seconded the motion, which was approved by a unanimous vote of the Council. Ms. Kratzer moved that the Council accept and approve the Investment Policy Statement for the Non-Uniform Pension Plan as presented. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.*

Matt Cichy reviewed the highlights of the proposed HRG Agreement for Professional Services for the Hoffer Street Pump Station Improvement Project. The following points were made during the verbal and written presentation:

- The system was built in the early 1960s and updated in 1994. The mechanical and electrical equipment has exceeded the 20-year life-span expected.
- A recent study shows that the flow into the Station is 2,800 gallons per minute (gpm). The Station had a 1,149 gpm capacity. This indicates that there is a need to increase the size of the Pump Station.
- Currently, there is no back-up generator at the Station, which is problematic should there be a power outage.
- HRG proposes to complete 22 items, including 1) developing a new design for the Station, 2) securing the necessary permits, and clearances, 3) facilitate the PennVest

application process for funding assistance, and 4) other services offered by PennVest for this project.

- If the completion of the design process is accepted by the Borough by February 2020, the proposed timeframe for services is March 2020 to December 2020.
- The projected cost for time and materials is NTE - \$163,000.00.

Ms. Hodge asked for clarification of the fees listed on the proposal. Mr. Wion clarified that the \$163,000.00 is a "not to exceed" cost estimate. Mr. Cichy explained that the fee schedule listed will carry on over the one year projected for the project completion.

Mr. Heefner asked if the anticipated design includes a bypass at the Felton Street Station. Mr. Cichy stated that it was not included. Mr. Heefner made the point that the sewage from Swatara Township's payments should be increased if their sewage flows into the Hoffer Street Station. He suggested a meeting with Swatara Township to discuss the needed upgrades, the cost associated with the improvements, the increase in solid waste flowing through the system and estimated water usage. His final suggestion was that the Borough considers installing permanent flow meters to record what is coming into the Station, and increasing fees paid by the Township. Mr. Heefner stated that there is no problem with the Felton Street Station at this time. He asked that Mr. Segina discuss meeting with Swatara Township regarding the issues raised with their use of the Borough Sewage System. *Ms. Hodge moved that the Council accept the HRG Professional Services Agreement for the Hoffer Street Pump Station Replacement Project, at a cost not to exceed \$163,000.00. Ms. Kratzer seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Heefner asked if HRG has had contact with PA American Water Company regarding the upgrade the sewer lines. Since PA American Water is replacing water lines, and the roads are open, Mr. Heefner thinks that sewer/solid waste lines could be replaced. Mr. Cichy responded that there have been discussions with the PA American Water Company regarding the replacement of water lines. The inclusion of Q Street was a part of the conversation. He stated there was discussion about pipes being installed and capped until such time as needed. There was a question about whether or not the Borough Department of Public Works should complete the work or should PA American Water complete the job and invoice the Borough. Mr. Heefner stated that he had talked with the Area Operations Manager from PA American Water. This person suggested that the Borough discuss the proposal with the contractor working on the project.

Mr. Segina asked Mr. Cichy to reach out to PA American Water to solicit their ideas on this project.

### **Communications:**

PA American Water sent an announcement inviting the community to attend a New Customer Meet and Greet, December 17, 2019, 5-7 p.m. Steelton-Highspire High School Cafeteria.

Talent Energy acknowledged the Borough's request to discontinuation of services to the Borough.

### **Unfinished Business:**

Mr. Wion informed the body that the Ordinance to be considered is the 2020 Budget Appropriation Ordinance. All of the usual procedures for determining the finances needed to operate the budget have been followed. That included the submission of a budget request by Departmental Heads, the review by the Finance Committee, public hearings, and placing the proposed budget before the residents for their review and comment.

During this process, the total estimated receipts for the General Fund are \$ 4,086,367, with the summary of appropriations being the same. The Sewer Fund receipts and appropriations are set as \$ 2,065,433.00. *Ms. Kratzer moved that the Council approve of **Ordinance 2019-09** Establishing Appropriations for 2020 General Fund and Sewer Fund Budgets. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion explained that the cost of advertising for passage of an Ordinance is high, and hardship for some municipalities. The PA Legislators acknowledged the difficulty caused by the advertising requirement for the adoption of an Ordinance. Therefore, this year, they are allowing the Fixing of the Tax Rate to be passed by Resolution if there is no increase in the rates. The tax rates in the Borough will stay the same this year. The tax rates are 15 mils per each dollar of the assessed valuation on real estate classified as farmland and on building real estate classified as buildings on the land. The occupational taxes are the same that the County establishes. No millage is included on debt service because, through the sale of the water system, debts were paid. Therefore, there is a reduction of millage. *Ms. Hodge moved that the Council approve **Resolution 2019-R-40** Fixing Tax Rates for the Fiscal Year 2020. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion informed the body that there was a reduction or increase in the amount of the taxes paid during specific periods. Therefore a Resolution must be passed to set the payment reduction and penalties for 2020. *Ms. Hodge moved that **Resolution 2019-R-41**, Fixing Tax Discounts, and Penalties on Tax Rates for the Fiscal Year 2020 be passed by the Council. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Ms. Hodge stated that this Resolution is to set a 3% Cost of Living Increase to all Borough Employees. *Ms. Woods moved, and Ms. Kratzer seconded the motion that **Resolution 2019-R-42** Establishing Annual Salaries, Wages, and Employee Benefits for Non-Uniform and Non-Union Employees in the Borough of Steelton for Calendar Year 2020 be passed by the Council. The motion passed by a unanimous vote of the Council.*

Mr. Segina presented the Sewer Rate Study Proposal presented by HRG. The study is to review the historical water usage of future capital improvements plans to determine a suitable sewer rate. The proposal will consider the water usage in 2019 and anticipates a preliminary study to be available in June 2020. Work will be billed on an hourly basis, the estimated cost of which included in the proposal. The Sewer Fund will cover the cost of the proposed study. Considered in the survey will be the review of the budgeted sewer rate income as related to the reduced budget expenses because the debt service has been paid. *Ms. Hodge moved that the Council approve the HRG, Inc. Proposal to Perform the Sewer Rate Study for a cost of \$12,500. The motion was seconded by Ms. Woods and supported by a unanimous vote of the Council.*

*Ms. Hodge moved, and Ms. Kratzer moved that HRG be approved make Payment #3 for \$28,084.99 to Shiloh Contracting Company for the completion of the Roadway Improvement Project. The motion passed by a unanimous vote of the Council.*

Mr. Segina presented the Fire Department Procedures and Policies Handbook for review and approval of the Council. He noted that the original Handbook was adopted by the Council in March 2019. He explained that some corrections were made and requested that Council consider approving the revised Handbook. *Ms. Hodge moved, and Ms. Woods seconded the motion that the Council adopts the Revised Fire Department Policies and Procedures Handbook. The motion passed by a unanimous vote of the Council.*

The request for approval of the Contract Proposal submitted by the Center for Employment Opportunities (CEO) was presented by Mr. Segina. The Contract proposal is for hiring a work crew. He explained that CEO was the only company to bid for the Contract. He further explained that the Contract included a proposed payment of \$1,350 per week for three days per week for 52 weeks. He also stated that the amount was included in the 2020 budget. Mr. Wion included information regarding CEO's continued excellent service over the years. *-Ms. Woods moved that the Contract bid for \$70, 200.00 be awarded to the Center for Employment Opportunities Work Crew. The motion was seconded by Ms. Hodge and passed by a unanimous vote of the Council.*

Mr. Wion presented information regarding the amendment of the Steelton Borough Codes on Trash Removal. Following the explanation, there was no discussion by the Council. *Mr. Heefner moved that the Council adopt **Ordinance 2019-10** An Ordinance Amending The Code Of The Borough Of Steelton, Pennsylvania, Chapter 92 "Solid Waste," § 92-3. "Definitions" By Revising The Definition Of "Exclusive Contract"; § 92-4. "Duties of Owners and Occupants" by A. "Containers" (1) Requiring Compliance With Use Of the Containers Provided By The Exclusive Contractor; § 92-17. "Payments Required" By Establishing A Minimum Quarterly Bill In Relation To Vacant Properties Containing A Dwelling Unit. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion presented a proposed Ordinance, which will replace the Interim Agreement made with the City of Harrisburg for trash services. The Ordinance will be in effect for five (5) years. *Mr. Heefner moved that the Council adopt **Ordinance 2019-11** An Ordinance Authorizing An Intergovernmental Cooperation Agreement With The City of Harrisburg To Provide For The Collection By The City Of Specified Municipal Solid Waste And Recycling Collection And Disposal Services for The Residents Of The Borough Of Steelton, Pursuant To the Intergovernmental Cooperation Law. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

### **New Business:**

Mr. Wion explained that, following the sale of the water system and the disbandment of the Water Authority, the Council must reclaim the property previously given to the Water Authority. The proposed Resolution reclaims that property and allows the filing of the Application for an Exemption of Tax Appeal. *Ms. Hodge moved that **Resolution 2019-R-43**, Authorizing the Filing Of An Exemption Application Appeal With The Dauphin County Board Of Assessment Appeals In Relation To The Tracts Known As Tax Parcel Nos. 61-013-029, 61-013-030, 61-013-031, 61-*

*013-032, 61-013-033, 61-013-034, 61-013-035, 61-013-036, 61-013-037, 61-013-038, 61-013-039, 61-013-040 And 61-013-050 Acquired By The Borough On October 9, 2019, And Utilized As A Parking Garage For Municipal Vehicles And Public Works Offices be passed by the Council. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion explained that the next two proposed Resolutions deal with the Front Street Steel Works, LLC Project. The Ordinance and financial actions taken earlier in the meeting were to cover the relocation of stormwater lines from the Borough to the Steel Works Project property. Steelton Community Development Corporation (SCDC) will secure a \$1, 5000,000.00 grant from RECP Grant from the County to cover a part of the relocation project. The Steel Works LLC will get a maximum of \$ 878, 003 of the Grant, and the Borough will receive \$ 629,997.00. The Borough accepts responsibility for the financing of the relocation of the stormwater lines. PA Water American Water, and Steelworks LLC, will be responsible for the relocation of that the waterline. The deadline for the Borough finding financing for the project is January 31, 2020 with required begin date of May, 2020. The second Agreement is a Cooperation Agreement, which is also a part of the RACP requirements. The Agreement is between the SCDC, which receives the Grant directly, and Steelworks, LLC, which is a sub-grantee for the \$1,500.00. The Agreement states that the Borough will hold the LLC harmless if it is found not eligible to serve as sub-grantee. The second Agreement is similar, but it involves the Dauphin Redevelopment Authority because the Authority has to be a part of the Agreement, however, they will not be included in the project.

*Ms. Hodge moved, and Ms. Kratzer seconded the motion that Council approves **Resolution 2019-R-44** Authorizing the Removal of Existing Borough Stormwater Line From Borough Lands and Relocation of Stormwater line to the Economic Redevelopment Project Known As The Steel Works And Executing Such Documents As Are Necessary To Implement Said Relocation. The motion passed by a unanimous vote of the Council.*

Mr. Wion informed the Council that the next Resolution provides another method of securing financing of the line relocation. In it, the Borough is requesting the Commonwealth Financing Agency Authority to provide \$408.651.00 through a PA Small Water and Sewer Program Grant. The Grant will be used for the relocation and replacement of the storm sewer line on Front Street in the Borough of Steelton. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that Council passes **Resolution 2019 – R-45**, Authorizing the Application for a PA Small Water and Sewer Program Grant for \$408.651.00. The Council adopted the motion by a unanimous vote.*

### **Public Comments:**

Veronica Supan, 2604 South Fourth Street – thanked the Borough for maintaining the current tax rate and the reduction in the sewer rate. She also thanked the Council for conducting a “civil” meeting this year. Further, she thanked Ms. Kratzer and Mr. Heefner for their service on the Council.

### **Council Concerns:**

Ms. Woods Ms. Supan for her comment, stating that it is nice to hear positive feedback about the work of the Council. She thanked persons for attending the meeting and wished everyone Happy Holidays.

Ms. Kratzer thanked people for attending the meeting. With the weather predictions, she asked that everyone keep first responders and the public work employees in mind as they work in dangerous situations to protect and serve the public. Ms. Kratzer considered it a pleasure to serve the Steelton Community. She said that she thinks the incoming Board will continue that was started.

Mr. Heefner thanked persons for their comments, stating that they mean a lot to him. He thanked persons for attending the meeting and so wished everyone Happy Holidays.

Ms. Anne Shambaugh stated that she is looking forward to working with the Council and staff.

Mr. Curry and Mr. Vance had no comments.

Mr. Wion stated that it has been a pleasure to work with Ms. Kratzer and Mr. Heefner. He said that they have been active and productive Council members, and have made considerable contributions. Mr. Wion hopes that the new Councilpersons will carry forth the type of activities that they have performed for the Council, which has been excellent over the years. He is looking forward to working with the new Council. He also wished persons "Very Happy Holidays."

Ms. Hodge thanked persons for their positive comments. As she spoke to Ms. Kratzer, she stated that the two of them started on the Council together. Ms. Hodge also reported her unhappiness that Ms. Kratzer would not be on the Council to help complete the vision that they had. She recognized the differences between Mr. Heefner and herself; however, she likes working with him. She noted that he is very knowledgeable and appreciates his wisdom. Ms. Hodge said, working with Ms. Kratzer and Mr. Heefner has been a great learning experience, which allowed her to learn a lot about herself, the Borough. She said she also learned how to place her ego and pride aside to ensure that things were done for the people who elected them. Regarding the newly elected Council, Ms. Hodge noted her faith in them just as people had faith in her as a new member of the Council. She expressed her hope that things would continue moving forward, and that the people currently on Board the change as a fresh opportunity.

Mr. Segina noted that he and Ms. Kratzer joined the Council at the same time. He thanked her for the phone calls and her hard work. He told Mr. Heefner that he "loved him to death" and respected his incredible knowledge and understanding. He reminded the public of the two events that will occur on December 21, 2019 - the Santa Run, from 3:00-5:00 p.m., and the Dinner, which begins at 5:30 p.m.

*Ms. Hodge moved that the Council move into Executive Session at 8:08 p.m. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*



The Council resumed regular session at 8:27 p.m.

*Ms. Hodge moved, and Ms. Kratzer seconded the motion that Mr. Segina is approved to sign the HRG Proposal in the absence of the Council President. The motion passed by a unanimous vote of the Council.*

*Ms. Hodge moved, and Mr. Heefner seconded the motion that Council approves the Employment Agreement between the Borough and Ms. Anne Shambaugh. The motion passed by a unanimous vote of the Council.*

*Ms. Kratzer moved, and Ms. Woods seconded the motion that the placard previously discussed by the Council be approved. The motion passed by a unanimous vote of the Council.*

*Ms. Hodge moved, and Mr. Heefner moved that the Borough advertise for a full-time Sewer Employee and a part-time Codes position. The motion passed by a unanimous vote of the Council.*

*At 8:31 p.m., Ms. Hodge moved that the Steelton Pennsylvania Council Meeting be adjourned. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' or similar initials, written in a cursive style.

Mr. Douglas Brown, Secretary