

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	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	Keith Miller, Foreman, Public Works
William Krovic	Thommie Leggett-Robinson, Exec. Assist.
Natashia Woods	

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 similar initials, written in a cursive style.

Douglas Brown, Secretary