

**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	Mayor Maria Marcinko
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President Pro Tem	Randy Watts, HRG
Dennis Heefner	Douglas Brown, Borough Manager
Natashia Woods	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