

**REVISED STEELTON BOROUGH COUNCIL AGENDA**

January 21, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:**

**Approval of minutes from previous meetings:** January 6, 2020

**Public Comment on Agenda Items only:**

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

Johnathan Bowser, Steel Works, LLC, Steel Works at North Front Street, Preliminary/First Land Development Plan.

**Communications:**

Dauphin County Conservation District

Letter Approving of Steel Works NPDES Permit.

Rebekah Dudley

Letter of Concern Regarding Parking Along North Front Street with Relation to Steel Works, LLC. at North Front Street.

**Unfinished Business:**

- Mr. Wion Approval of Resolution 2020-R-05 – Appointing Anne Shambaugh Borough Manager.
- Mr. Wion Approval of Engagement Letter with McNeese Wallace & Nurick LLC to Cover Post Water System Sale Items.
- Mr. Proctor Approval to Re-Appoint William H. Jones to the Planning Commission.

**New Business:**

- Mr. Wion Resolution 2020-R-06 Authorizing Appointment of Designated Borough Officers to Exercise Specific Powers in Relation to Mid-Penn Bank as Borough Depository.
- Mr. Wion Approval of Resolution 2020-R-07 the Disposition of Specified Steelton Borough Municipal Records
- Mr. Wion Approval of Resolution 2020-R-08 Authorizing the Execution of Fulton Bank N.A. (Borough Repository) Resolution Appointing Designated Borough Officers with Authority to Exercise Specific powers Granted Therein.
- Mr. Wion Approval of Resolution 2020-R-09 Amending Borough of Steelton Non-Uniformed Employees’ Pension Plan, “Retirement Benefits” Article IV, Section 4.02 Early Retirement by Providing for a Window Period During Which Eligible Participants May Commence Benefit Payments Earlier at a Reduced Amount.
- Anne Shambaugh Approval of HRG 2019 Sanitary Sewer Rehabilitation Project Application for Payment #1 to Company in the Amount of \$67,419.00

Anne Shambaugh

Approval of DEP Sewage Facilities  
Planning Module Application for the  
Steel Works, LLC Project on North  
Front Street.

President Proctor

Committee Assignments for 2020

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss personnel issues

**Other Business:**

Approval of Request for Early  
Retirement from Thomas Cleckner

**Adjournment:**

## Steelton Borough Council Meeting

January 21, 2020

### Present:

Michael Segina, Vice President  
Keontay Hodge, President Pro Tem  
Denae House  
William Jones  
Natashia Woods

David Wion, Solicitor  
Anne Shambaugh, Borough Manager  
Anthony Minium, Police Chief  
Aaron Curry, Codes Officer  
Keith Miller, Foreman, Public Works  
Thommie Leggett-Robinson, Exec. Assist.  
Renee Bowers-Drayton, Admin. Assist

Absent with cause: Brian Proctor, William Krovic, Olivia Palermo, Maria Marcinko, and Eugene Vance

Vice President Segina called January 21, 2020, Council Meeting to order at 6:30 p.m., after which he led the assembly in the Pledge of Allegiance. Mr. Jones led a Moment of Silent Reflection. Mr. Segina requested another Moment of Silence for the Albert Family, which lost one of their brothers this week.

*Ms. Hodge moved that the minutes from January 6, 2020, Council Meeting be approved. Mr. Jones offered the second, which passed by a unanimous vote of the Council.*

*Ms. Hodge moved that the Council approve the schedule of billing, requisitions, and change orders as presented for December 2019. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

No one from the public commented on agenda items.

The Council reviewed the Department and Committee Reports. Since there has been no announcement of the new Committee Chairs, Mr. Segina requested that the previous Chairs report any follow-up activities.

Fire Department and Ambulance –written reports for December 2019 and 2019 Yearly Reports were submitted. The Fire Department Sub Sale announcement came from Mr. Segina. He informed the group that orders and payments are due by February 13, 2020. February 20, 2020, is the delivery date.

Police Department – a written report for November 2019 was submitted. Chief Minium presented two items. The first item involved the acquisition and installation of the TraCS system. The system being provided by the State Police Department at no cost to the Borough. TraCS is an e-filing that all the Police Departments are starting to use. Over some time, there have been conversations with Mr. Segina about the system. During the discussions, they agreed that the Codes Office should also have use of the system. Chief Minium noted that a computer in the Codes Department would need upgrading to handle the new, more extensive network. To solve this problem, he has ordered a new machine for the Codes Department, which

will cost between \$500.00 to 800.00. Ms. Hodge stated the Codes Department falls under the NEDC Committee. She noted that she is Chair of that and the Personnel Committee. She said with training involved, she would have liked to know about the purchase of a new computer before the meeting. Her concern was the need for the Department to get the WAGSYS system up and running. Chief Minium explained that TraCS is not for actual codes work. Instead, it is the State system to file electronically and have citations automatically downloaded to the Municipal Justice Department. He explained that the automatic filing was why the Codes Department became a part of the change. When asked, Chief Minium responded that the two systems do not handle the same information. The WAGSYS system handles the Quick Tickets, and the TraCS system the e-file. Ms. Hodge asked who would provide the training, to which Chief Minium responded that the State Police are providing free training. Mr. Segina wondered whether the computer would amount to a replacement. The Codes Officer, who is the person who handles the citations, will get the machine. Acknowledging that the Borough Manager is responsible for purchases, Mr. Segina asked if any Council member had objections to the purchase of the new computer. No one spoke up. Chief Minium stated he did not know the exact cost of the procurement because he received that information just before the meeting. Ms. Hodge said that under the Borough Manager, purchases under \$5,000.00 do not require any action. Secondly, Chief Minium stated that the Police Department's 2020 budget included funds to purchase a new file system. There is a quote and a bill for \$2,000.00 to cover the cost of the new system. He asked that Council approve the purchase of a new file system even though it was in the 2020 Department budget. Mr. Segina wondered if there was a copy of the written proposal available. In response to a question, Chief Minium said he did not have the written document, but the system came through the CO-Stars program.

*Ms. Hodge moved, and Mr. Jones seconded the motion that the purchase of a new filing system for the Police Department is approved. The motion passed by a unanimous vote of the Council.*

Codes Department – submitted a written report.

Public Works Department – submitted written reports for Public Works and Sewer sections.

Parks and Recreation Committee – No report.

NEDC Committee – No report.

Stormwater Committee – Mr. Segina noted that Mr. Heefner and Ms. Kratzer were on this Committee. Since neither is currently serving on the Council, 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 Junior Councilperson, there was no report.

Borough Manager's Report – The Borough Manager made no report at this time.

*Mr. Jones moved that the Department and Committee Reports be accepted as presented. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.*

Johnathan Bowser from Steel Works, LLC, and Justin Kuhn from Integrated Development Partners presented information on the Steel Works, Re-Development Project.  
(See attached transcript)

Following a discussion about the project, *Ms. Hodge moved that **Resolution 2020-R-10, Approving Final Subdivision Contingent Upon the Developer Meeting Specified Conditions and Obtaining Satisfactory Financial Security, be approved. Ms. House seconded the motion. There was a roll call vote:***

*Ms. Woods – aye*

*Ms. Hodge – aye*

*Mr. Segina - aye*

*Mr. Jones – aye*

*Ms. House – aye*

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

The Council received the following communications:

The Dauphin County Conservation District submitted a copy of the letter sent to Steel Works, LLC stating that their request for the NPDES Permit was approved.

Rebekah Dudley sent a letter expressing concern about how the Steel Works Project will impact parking along North Front Street.

#### **Unfinished Business:**

Mr. Wion requested that the Council approve a Resolution appointing a new Borough Manager. *Ms. Hodge moved that Council approve **Resolution 2020-R-05, Appointing Anne Shambaugh Borough Manager. Ms. House seconded the motion, and the Council passed it by a unanimous vote.***

Mr. Wion presented information regarding the sale of water system items. *Ms. Hodge moved that the Council approve the **Engagement Letter with McNees Wallace & Nurick, LLC, to Cover Post Water System Sale Items. Mr. Jones made the second and the motion passed by a unanimous vote of the Council.***

There was one Committee appointment to be filled. *Ms. Hodge moved that William H. Jones be Re-Appointed to the Planning Commission for a term to end December 31, 2023. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

#### **New Business:**

Mr. Wion explained that the President and Vice President of the Council, and the Secretary/Treasurer and Assistant Secretary/Treasurer of the Borough should be re-appointed to conduct business with MidPenn Bank. *Ms. House moved that **Resolution 2020-R-06 Authorizing Appointment of Designated Borough Officers to Exercise Specific***

*Powers in Relation to MidPenn Bank as Borough Depository be approved. Ms. Woods seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion requested that the Council approve the destruction of the 2015 District Justice Police Department Records. *Ms. Hodge moved that the Council approve Resolution 2020-R-07 regarding the Disposition of Specified Steelton Borough Municipal Records. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion explained that the President and Vice President of the Council, and the Secretary/Treasurer and Assistant Secretary/Treasurer of the Borough need to be appointed to conduct business with Fulton Bank. *Ms. Hodge moved that Council approve Resolution 2020-R-08, Authorizing the Execution of Fulton Bank N.A. (Borough Repository) Resolution Appointing Designated Borough Officers with Authority to Exercise Specific powers Granted Therein, and that Vice President Segina be approved to sign the Resolution. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

Mr. Wion explained that in last year's session, the Council approved a Re-Statement Ordinance regarding the Adoption of a Pension Plan. He requested that the Council adopt a Resolution opening a small window period to allow a variance in early retirement provision under the Ordinance. *Mr. Jones moved that the Council approve Resolution 2020-R-09 Amending Borough of Steelton Non-Uniformed Employees' Pension Plan, "Retirement Benefits" Article IV, Section 4.02 Early Retirement by Providing for a Window Period During Which Eligible Participants May Commence Benefit Payments Earlier at a Reduced Amount. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.*

Ms. Shambaugh requested that the Council approve payment for work completed by Standard Pipe Services, LLC under the 2019 Sanitary Sewer Rehabilitation Project. *Ms. Hodge moved, and Ms. Woods seconded the motion to approve Payment #1 for the HRG 2019 Sanitary Sewer Rehabilitation Project for \$67,419.00. The motion passed by a unanimous vote of the Council.*

Ms. Shambaugh requested that the Council approve the Sewage Facilities Planning Module Application submitted by Steel Works, LLC Development, stating and certifying that there is sufficient sewage capacity to accommodate the Steel Works project. *Ms. Hodge moved that the Council approve the DEP Sewage Facilities Planning Module Application for Steel Works, LLC Project on North Front Street. Mr. Jones seconded the motion, which was approved by a unanimous vote of the Council.*

Mr. Segina read the Committee appointments for 2020. (See attached list). Ms. Hodge had a question regarding the composition of the Personnel Committee. Mr. Segina referred her to Mr. Proctor. He requested that the Committee Chairs contact Ms. Shambaugh, by the end of the week, to finalize the meeting schedule.

Mr. Segina presented a request for action on an item not included on the agenda. He reported that the Water Committee had reviewed a request for water bill relief for 712 South Second Street. After testing and observation of the water meter it was determined

that there was a leaking toilet in the house. The Committee recommended not to give relief because was in fact supplied. However, the Committee recommended relief for the accrued interest. The property owner was present and described actions that she and her son had taken to correct the problem. *Ms. Hodge moved, and Ms. House seconded a motion to waive the interest of \$257.72, and allow the property owner to make payment arrangements for the \$2,577.00 water bill. The motion passed by a unanimous vote of the Council.*

No one from the Public made comments during the meeting.

The Council made the following comments:

Ms. House, Ms. Woods, and Mr. Jones thanked persons for coming out to the meeting.

Ms. Shambaugh thanked the Public for attending the meeting. She also stated that she was looking forward to working with the Council and the community.

Chief Minium, Mr. Curry, Ms. Bowers, and Ms. Leggett-Robinson had no comments.

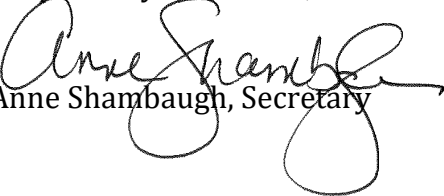
*At 7:50 p.m., Ms. Hodge moved that the Council move into Executive Session to discuss personnel matters. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

*At 8:26 p.m., Ms. Hodge moved, and Ms. House seconded the motion that the Council resumes the regular session. The motion passed by a unanimous vote of the Council.*

*Mr. Jones moved that Council approve early retirement of Tom Cleckner, effective February 1, 2020, under the Non-Uniformed Employees' Pension Plan as permitted pursuant to Resolution 2020-R-09. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

*At 8:28 p.m., Ms. Hodge moved, and Ms. House seconded the motion to adjourn the January 21, 2020, Council meeting. The motion passed by a unanimous vote of the Council.*

Respectfully Submitted,

  
Anne Shambaugh, Secretary